





**Brighton & Hove  
City Council**

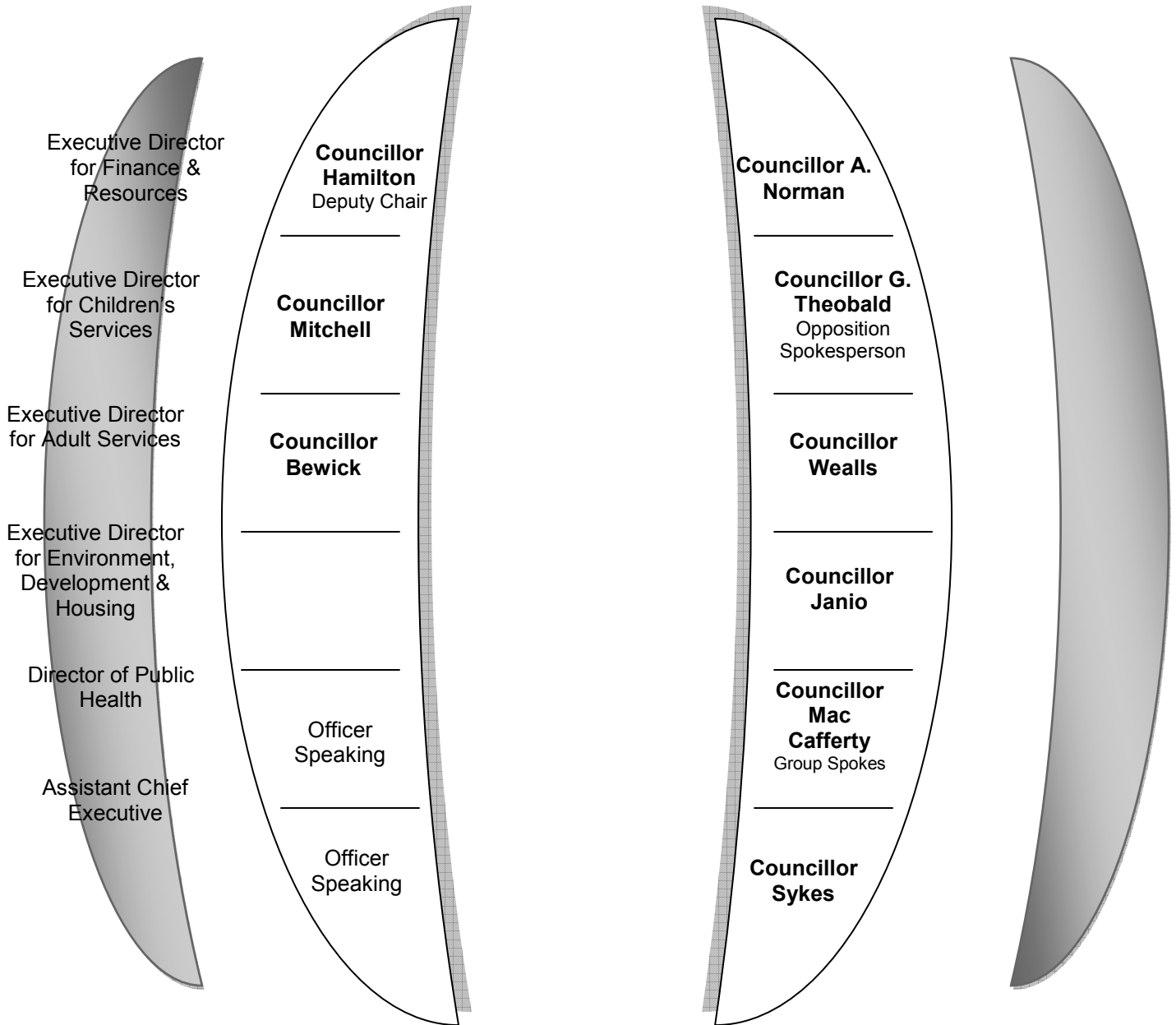
# Policy & Resources Committee

Title:	<b>Policy &amp; Resources Committee</b>
Date:	<b>11 February 2016</b>
Time:	<b>4.00pm</b>
Venue	<b>Auditorium - The Brighthelm Centre</b>
Members:	<b>Councillors:</b> Morgan (Chair), Hamilton (Deputy Chair), G Theobald (Opposition Spokesperson), Mac Cafferty (Group Spokesperson), Bewick, Janio, Mitchell, A Norman, Sykes and Wealls
Contact:	<b>Ross Keatley</b> Democratic Services Manager 01273 291064 ross.keatley@brighton-hove.gov.uk

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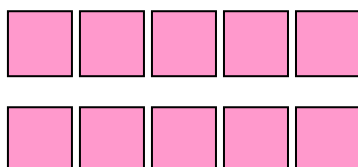
# Democratic Services: Policy & Resources Committee

Monitoring Officer	Councillor Morgan Chair	Chief Executive	Democratic Services Manager
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Public Speaker	Councillor Speaking
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Public Seating



Press

## AGENDA

### PROCEDURAL MATTERS

#### 115 PROCEDURAL BUSINESS

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

(b) **Declarations of Interest:**

- (a) Disclosable pecuniary interests;
- (b) Any other interests required to be registered under the local code;
- (c) Any other general interest as a result of which a decision on the matter might reasonably be regarded as affecting you or a partner more than a majority of other people or businesses in the ward/s affected by the decision.

In each case, you need to declare

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

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

(c) **Exclusion of Press and Public:** To consider whether, in view of the nature of the business to be transacted, or the nature of the proceedings, the press and public should be excluded from the meeting when any of the following items are under consideration.

**NOTE:** *Any item appearing in Part Two of the Agenda states in its heading the category under which the information disclosed in the report is exempt from disclosure and therefore not available to the public.*

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

#### 116 MINUTES

1 - 14

To consider the minutes of the meeting held on 21 January 2016 (copy attached).

Contact Officer: Ross Keatley

Tel: 29-1064

**117 CHAIR'S COMMUNICATIONS**

**118 CALL OVER**

- (a) Items (121 – 132) will be read out at the meeting and Members invited to reserve the items for consideration.
- (b) Those items not reserved will be taken as having been received and the reports' recommendations agreed.

**GENERAL MATTERS**

**119 PUBLIC INVOLVEMENT**

**15 - 22**

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

- (a) **Petitions:** to receive any petitions presented by members of the public to the full Council or as notified for presentation at the meeting by the due of 28 January 2016;
  - i) Save the Brighton & Hove Animal Welfare Team – Petition from Brighton Dogwatch referred from the Council meeting held on 21 January 2016 together with an extract from the proceedings of that meeting (copies attached).
- (b) **Written Questions:** to receive any questions submitted by the due date of 12 noon on the 4 February 2016;
- (c) **Deputations:** to receive any deputations submitted by the due date of 12 noon on the 4 February 2016.

**120 MEMBER INVOLVEMENT**

**23 - 24**

To consider the following matters raised by councillors:

- (b) **Written Questions:** to consider any written questions (copies attached);
  - i) **Councillor Mac Cafferty** – Park Ranger Service
  - ii) **Councillor G. Theobald** – Park Ranger Service

**FINANCIAL MATTERS**

**121 GENERAL FUND REVENUE BUDGET & COUNCIL TAX 2016/17**

**To Follow**

Report of the Interim Executive Director for Environment, Development & Housing (to follow).

Contact Officer: James Hengeveld  
Ward Affected: All Wards

Tel: 01273 291242

## **POLICY & RESOURCES COMMITTEE**

### **122 HOUSING REVENUE ACCOUNT BUDGET AND INVESTMENT PROGRAMME 2016/17 AND MEDIUM TERM FINANCIAL STRATEGY**

Report of the Acting Executive Director for Environment, Development & Housing (to follow)

*Contact Officer:* Sue Chapman

*Tel:* 01273 293105

*Ward Affected:* All Wards

### **123 CAPITAL RESOURCES AND CAPITAL INVESTMENT REPORT 2016/17**

**To Follow**

Report of the Acting Executive Director for Finance & Resources (to follow).

*Contact Officer:* Rob Allen

*Tel:* 01273 291245

*Ward Affected:* All Wards

### **124 FEES & CHARGES 2016/17 - ASSISTANT CHIEF EXECUTIVE DIRECTORATE**

**25 - 66**

Report of the Assistance Chief Executive (copy attached).

*Contact Officer:* Ian Shurrock

*Tel:* 01273 292084

*Ward Affected:* All Wards

### **125 TARGETED BUDGET MANAGEMENT (TBM) 2015/16 MONTH 9**

**67 - 162**

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

*Contact Officer:* James Hengeveld

*Tel:* 01273 291242

*Ward Affected:* All Wards

## **STRATEGIC & POLICY MATTERS**

### **126 INFORMATION GOVERNANCE STRATEGY**

**163 - 192**

Joint report of the Acting Executive Director for Finance & Resources and Head of Legal & Democratic Services together with an Extract from the proceedings of the Audit & Standards Committee meeting held on 12 January 2016 (copies attached).

*Contact Officer:* Abraham Ghebre-Ghiorghis,  
Anita Baxter

*Tel:* 01273 291500

, *Tel:* 01273  
295095

*Ward Affected:* All Wards

### **127 CITY CENTRE BID RENEWAL**

**193 - 240**

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

*Contact Officer:* Nick Hibberd

*Tel:* 01273 293756

*Ward Affected:* Regency; St Peter's & North  
Laine

## **POLICY & RESOURCES COMMITTEE**

### **CONTRACTUAL MATTERS**

#### **128 TEMPORARY STAFF AGENCY TENDER 241 - 248**

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

*Contact Officer: Lance Richard*

*Tel: 01273 295925*

*Ward Affected: All Wards*

#### **129 RECRUITMENT ADVERTISING MARKETING & COMMUNICATIONS CONTRACT 249 - 252**

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

*Contact Officer: Lance Richard*

*Tel: 01273 295925*

*Ward Affected: All Wards*

### **REGENERATION & PROPERTY MATTERS**

#### **130 STANMER PARK PROGRAMME: UPDATE AND NEXT STEPS IN RELATION TO FUNDING, HOME FARM REDEVELOPMENT AND MANAGEMENT STRUCTURE 253 - 264**

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

*Contact Officer: Angela Dymott*

*Tel: 01273 291450*

*Ward Affected: Hollingdean & Stanmer*

### **GENERAL MATTERS**

#### **131 ITEMS REFERRED FOR COUNCIL**

To consider items to be submitted to the 24 March 2016 Council meeting for information.

*In accordance with Procedure Rule 24.3a, the Committee may determine that any item is to be included in its report to Council. In addition, each Group may specify one further item to be included by notifying the Chief Executive no later than 10.00am on 1 February 2016 (the eighth working day before the Council meeting to which the report is to be made), or if the Committee meeting takes place after this deadline, immediately at the conclusion of the Committee meeting.*

### **PART TWO**

### **REGENERATION & PROPERTY MATTERS**

#### **132 STANMER PARK PROGRAMME: UPDATE AND NEXT STEPS IN RELATION TO FUNDING, HOME FARM REDEVELOPMENT AND MANAGEMENT STRUCTURE - EXEMPT CATEGORY 3 265 - 270**

## **POLICY & RESOURCES COMMITTEE**

Part Two report of the Acting Executive Director for Environment, Development & Housing (circulated to Members only).

*Contact Officer:* Jessica Hamilton

*Tel:* 01273 291461

*Ward Affected:* Hollingdean & Stanmer

### **PROCEDURAL MATTERS**

#### **133 PART TWO MINUTES**

**271 - 274**

To consider the part two minutes of the meeting held on 21 January 2016 (circulated to Members only).

*Contact Officer:* Mark Wall

*Tel:* 01273 291006

#### **134 PART TWO PROCEEDINGS**

To consider whether the items listed in Part Two of the agenda and decisions thereon should remain exempt from disclosure to the press and public.

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

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For further details and general enquiries about this meeting contact Ross Keatley, (01273 291064, email [ross.keatley@brighton-hove.gov.uk](mailto:ross.keatley@brighton-hove.gov.uk)) or email [democratic.services@brighton-hove.gov.uk](mailto:democratic.services@brighton-hove.gov.uk)

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## POLICY & RESOURCES COMMITTEE

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Date of Publication - Wednesday, 3 February 2016



**BRIGHTON & HOVE CITY COUNCIL**

**POLICY & RESOURCES COMMITTEE**

**4.00pm 21 JANUARY 2016**

**AUDITORIUM - THE BRIGHTELM CENTRE**

**MINUTES**

**Present:** Councillors Morgan (Chair), G Theobald (Opposition Spokesperson), Mac Cafferty (Group Spokesperson), Daniel, Janio, Meadows, Mitchell, A Norman, Sykes and Wealls

**PART ONE**

**97 PROCEDURAL BUSINESS**

**(a) Declarations of Substitutes**

97.1 Councillor Meadows was present in substitution for Councillor Bewick and Councillor Daniel was present in substitution for Councillor Hamilton.

**(b) Declarations of Interest**

97.2 Councillors Morgan, Daniel, Mac Cafferty and G. Theobald declared pecuniary interests in respect of Item 105 (Subordinated Loan for East Sussex Credit Union) as members of East Sussex Credit Union; however, they had all been granted a dispensation from the Monitoring Officer to remain present during the consideration and vote on the item.

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

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

97.4 **RESOLVED:** That the press and public be excluded from the meeting during consideration of the items contained in Part Two of the agenda.

**98 MINUTES**

98.1 **RESOLVED –** That the Chair be authorised to sign the minutes of the meeting held on 3 December 2015 as a correct record.

**99 CHAIR'S COMMUNICATIONS**

99.1 The Chair gave the following communications:

'Due to the level of interest in Items 110 & 112 I propose that we take these items first of the reports listed on the agenda following Item 102.'

**100 CALL OVER**

100.1 All items on the agenda were reserved for discussion.

**101 PUBLIC INVOLVEMENT****a) Petitions**

101.1 The Chair noted there were two petitions referred from the Council meeting on 17 December 2015; the first related to 'Say No to Brighton & Hove Council's Tax on the Poor' from Mr. M. Alexander. As the lead petitioner was not present the Committee agreed that the following response would be included in the minutes as set out below:

'The Council has a predicted budget gap of £68m over the next 4 years based on 2% council tax increases. This means that all aspects of the councils expenditure, income and funding must be fundamentally reviewed and all options considered. Due to reducing government grant support, the Council Tax Reduction Scheme will be subsidised by the council by £3.1m in 2016/17 (including pensioners) even after taking into the changes approved by Council in December. The council is therefore already substantially protecting the scheme.

The Scheme still provides a significant 80% discount on Council Tax and a cap of £1.65 per week has been applied to any increase for current claimants. A Discretionary Fund of £0.150m is also being maintained to ensure that those who fall into real hardship can be assisted and the council is continuing its Financial Inclusion work including supporting East Sussex Credit Union and advice agencies and working alongside them to help people in difficulty to manage their financial situation.

It is a requirement that the Council Tax Reduction scheme is reviewed each year in order to be built into the council's tax base reports which must be determined by 31 January and are on this Policy & Resources Committee agenda. Full consultation on the CTR scheme was undertaken between September and November and the CTR Scheme for 2016/17 cannot therefore be revisited now. The next review is scheduled for September to November 2016 for council decision in December 2016.'

101.2 **RESOLVED** – That the Committee note the petition.

101.3 The Chair noted the second petition related to Open Empty Properties for the Homeless over the winter from Ms. M. Rees. The Chair then read the following response to the petition:

'As a city council we share the concern of the signatories of this petition about the difficulties faced by people who are currently living on the streets of our city.'

Brighton & Hove City Council is in the process of reviewing its approach to rough sleeping. A summit was held in December which brought together all those organisations that support rough sleepers to develop a new rough sleeping strategy for the city. The aim of this strategy is to make sure no-one has the need to sleep rough in Brighton & Hove by 2020.

Brighton & Hove City Council has considered the content of the petition and whether empty buildings can be opened to provide winter shelter for rough sleepers. Unfortunately at the present time the city council does not have the resources and staffing to manage such a facility.

If the city council were able to find a suitable empty building which is owned by us or which a landlord was willing to allow us to use we would be unable to simply open the building to allow those sleeping rough to occupy in a form of tolerated squatting, we would have a duty of care to all those occupying the building. This would mean:

- The building would need assessing for safety, particularly if it has been empty for some time, whether it needs repairs, has running water, electricity, telephone, working toilet and cleaning facilities
- Many rough sleepers have complex needs including substance misuse which would create risks for both staff and service users and require us to provide 24 hour staffing or security.
- Furniture for residents and staff would need to be provided
- We would have to manage issues relating to alcohol and substance misuse such as drugs and drug talking equipment.
- We would have to manage anti-social behaviour and the protection of vulnerable service users residing at the property.

Providing shelter is only one aspect of homelessness, and specialist workers and support services are often required to work with people in order to support their recovery journey. This includes moving people into sustainable accommodation and tackling a range of issues that a person may be dealing with such as poor mental health, poor physical health, and substance misuse. A temporary shelter would need to have these resources in order to help individuals to make the permanent shift away from the streets.

Brighton & Hove City Council operates severe weather provision for rough sleepers which is open to all rough sleepers when the temperature is predicted to drop below 0 degrees for 3 nights in a row or when severe weather impacts the city.'

101.4 **RESOLVED** – That the Committee note the petition.

101.5 The Chair noted there were no other petitions, written questions or deputations.

**102 MEMBER INVOLVEMENT****d) Notices of Motion**

102.1 The Chair noted there was one Notice of Motion referred from Council on 17 December 2015 as follows:

‘This Council notes with concern the Trade Union Bill which would adversely affect this Council’s relationship with its trade unions and its workforce.

This Council recognises the positive contribution that trade unions and trade union members make in the workplace. The Council values the constructive relationship that it has with the trade unions and recognises their commitment, and that of staff, to the delivery of good quality public services in Brighton and Hove.

This Council is content with the arrangements currently in place for deducting trade union membership subscriptions through payroll. This is an important part of maintaining positive industrial relations and a simple way to administer a system that supports employees. This system is an administrative matter for the Council and should not be interfered with by the Government in Westminster.

This council resolves to:

- Request the Chief Executive to write to the Secretary of State for Business, Innovation and Skills stating the Council’s opposition to the Government’s Trade Union Bill.
- Request the Policy & Resources Committee to continue the council’s own locally agreed industrial relations strategy, take every measure possible to maintain its autonomy and;
  - (i) To maintain the current facility that recognised trade unions can have subscriptions deducted through payroll, unless legally obliged not to, in which case the Council will support trade unions’ efforts to move members onto direct debit.
  - (ii) Maintain an adequate level of release time for Trade Union representatives.
- Support the Heart Unions week of action on 8-14 February 2016’

102.2 **RESOLVED** – The Committee agreed to note the Notice of Motion.

**103 COUNCIL TAX BASE 2016/17**

103.1 The Committee considered a report of the Interim Executive Director for Finance & Resources in relation to Council Tax Base 2016/17. The purpose of the report was to agree the tax base for 2016/17. The council tax base represented the amount that would be raised by setting a £1 council tax, and it was a requirement of the Local Government Finance Act 1992 and associated regulations that the tax base was calculated for the purpose of setting the council tax in 2016/17 before 31 January 2016.

- 103.2 Councillor Sykes welcomed the improved position in relation to the budget; however, he felt that the manner in which the base position emerged late in the financial year made it harder to make decisions around issues such as the Council Tax Reduction (CTR) Scheme. He was of the view that the Administration could have done more work to look at how an improved base position would help reduce the CTR liability.
- 103.3 Councillor G. Theobald stated that the improved position was reflection of the improvement in the local economy and this could be evidenced through factors such as increased development in the city.
- 103.4 Councillor Daniel noted the favourable position, but highlighted that this was in the context of large reductions in funding to councils from Central Government.
- 103.5 Councillor A. Norman noted that unemployment in the city was at 5.8% which was the lowest it had been for 10 years, and noted that the city had the fourth highest growth in net jobs out of 64 cities nationally.
- 103.6 The Chair then put the recommendations to the vote:
- 103.7 **RESOLVED** – That the Committee:
- 1) Approves this report for the calculation of the council's tax base for the year 2016/17.
  - 2) Agrees that in accordance with the Local Authorities (Calculation of Tax Base) (England) Regulations 2012, the amounts calculated by Brighton & Hove City Council as its council tax base for the year 2016/17 shall be as follows:-
    - i) Brighton and Hove in whole – 86,173.0 (as detailed in appendix 1)
    - ii) Royal Crescent Enclosure Committee – 29.4 (as detailed in appendix 2)
    - iii) Hanover Crescent Enclosure Committee – 44.2 (as detailed in appendix 3)
    - iv) Marine Square Enclosure Committee – 70.0 (as detailed in appendix 4)
    - v) Parish of Rottingdean – 1,533.4 (as detailed in appendix 5)
  - 3) Agrees that for the purposes of Section 35(1) of the Local Government Finance Act 1992, the expenses of meeting the special levies issued to the council by the Enclosure Committees shall be its special expenses.
  - 4) Agrees that the Enclosure Committees and Rottingdean Parish are paid the required council tax reduction grant of c£5,000 in total, to ensure they are no better or no worse off as a result of the introduction of the council tax reduction scheme for the reasons set out in paragraph 3.7.

#### 104 BUSINESS RATES RETENTION FORECAST 2016/17

- 104.1 The Committee considered a report of the Interim Executive Director for Finance & Resources in relation to Business Rates Retention Forecast 2016/17. The Department for Communities and Local Government ('CLG') issued the NNDR1 2016/17 form on 31 December 2015, which reported the estimated business rates expected to be collected by the council next year, and this report set out the basis upon which the form

had been completed. The report sought approval of the NNDR1 form so it could be submitted to CLG and the Fire Authority by 31 January 2016 as required.

- 104.2 Councillor Sykes asked questions in relation to charity relief of business rates and it was agreed that a full response would be circulated to the Committee after the meeting.
- 104.3 In response to Councillor Janio it was confirmed by Officers that an assessment of the Council Tax Base was made each year to ensure that it took account of potential risk and this was factored into the budget setting process each year.
- 104.4 Councillor Mac Cafferty asked specific questions in relation to Business Rate appeals; in response Officers explained that a reasonable provision was set aside for appeals; in terms of other authorities the numbers were largely the same nationally. It was added that all authorities would need to make similar judgements and ensure provision was identified for appeals.
- 104.5 The Chair added that the position from Central Government was that the Council would receive 100% business rate retention; however, the lack of clarity around when this would happen created uncertainty.
- 104.6 Councillor G. Theobald noted his view that it was likely there would be more assessments in the south-east and this would likely lead to more appeals; however, these appeals would only be against the additional income through assessment.
- 104.7 The Chair then put the recommendation to the vote:
- 104.8 **RESOLVED:** That the Committee:
- 1) Note that the amount forecast to be received by the council in 2016/17 from its share of local business rates and section 31 (Local Government Act 2003) compensation grants is £56.460m, based on the latest data. This is £0.202m below the forecast used in the December 2015 budget update report.
  - 2) Agree the NNDR1 2016/17 form at Appendix 1.
  - 3) Note the future changes to the business rates retention scheme outlined in paragraphs 3.17 and 3.18.

## **105 SUBORDINATED LOAN FOR EAST SUSSEX CREDIT UNION**

- 105.1 The Committee considered a report of the Assistant Chief Executive in relation to East Sussex Credit Union Subordinated Loan & Corporate Membership. The purpose of the report was to seek approval for the Council to financially support the work and principles of the East Sussex Credit Union (ESCU) by becoming a corporate member of ESCU and providing a subordinated loan.
- 105.2 Councillor Mitchell welcomed the report and drew the Committee's attention to paragraph 3.2 as evidence of the clear justification for this course of action; she added that this was the right thing for the Council to be doing.

- 105.3 Councillor Daniel also welcomed the report and highlighted the difference ESCU could make to low income families, and prevent the use of 'high street loan' shops; she added it was important that the local authority do everything within its power to help support the work of the credit union.
- 105.4 Councillor Mac Cafferty welcomed the report, and noted that it built on the financial inclusion work that had taken place under the previous Green Administration. In response to specific questions the Assistant Chief Executive explained that one of the purposes of the loan was to use it as match funding for other grants and assistance from Central Government. The Council would also be able to revisit the terms of the loan after three years to see if extending it was in the interests of the parties involved.
- 105.5 In response to specific questions from Councillor Wealls it was agreed that Officers would provide responses following the meeting.
- 105.6 Councillor G. Theobald noted he was highly supportive of this work.
- 105.7 In response to Councillor Janio the Assistant Chief Executive explained that, whilst the Council would not want to enter into the financial management of the credit union, the loan would create regular dialogue and closer working.
- 105.8 The Chair then put the recommendations to the vote:
- 105.9 **RESOLVED** – That the Committee:
- 1) Approves that Brighton & Hove City Council becomes a Corporate Member of ESCU by depositing a one off sum of £28,000 which can be withdrawn at any time and that the ESCU Corporate Membership scheme be added to the capital programme.
  - 2) Delegates authority to the Assistant Chief Executive and Executive Director Finances & Resources to act as Brighton & Hove City Council's Designated Representative in accordance with ESCU's Corporate Accounts Membership Policy.
  - 3) Approves a subordinated interest free loan of £250,000 to ESCU for the purposes and on the terms set out in paragraphs 3.9 with an expectation of performance against set outcomes and targets with yearly reporting on key performance indicators as set out in Appendix 1. The loan will be added to the capital programme.
  - 4) Notes that the council will seek to develop closer working practices with the credit union in relation to Housing, Revenues and Benefits, and Children Services.

## 106 WORKFORCE EQUALITIES REPORT 2014/15

- 106.1 The Committee considered a report of the Chief Executive in relation to Workforce Equalities Report 2014/15. The purpose of the report was to provide the Committee with an overview of the findings following an analysis of the Council's workforce and

other aspects of employment in relation to the following protected characteristics: ethnicity; disability; sex sexual orientation; age and religion or belief. The report ensured the Council's compliance with its statutory obligations.

- 106.2 In response to Councillor Wealls it was explained by Officers that the authority sought to monitor the trans workforce for equalities purposes, but the sensitive personal issues surrounding gender identity and willingness to disclose this information could make meaningful analysis more difficult. However, assurance was provided that the new software used by HR would lead to more effective capturing of this information. As part of wider ongoing work, HR were working with trans staff to revise and update the Trans Policy and it also hoped this open dialogue with the workforce would help improve open disclosure.
- 106.3 Councillor Daniel welcomed the report, but noted the work that needed to be undertaken to address potential inequality as it related to BME staff; she added that any future report back to the meeting should pick on what had been done to address these specific points. Officers added that work was currently being undertaken to scrutinise recruitment activities and areas had already been identified where this could disadvantage BME applicants, this information would be used to inform a review of recruitment selection and policy to address some of the barriers that were identified. The Committee agreed to receive an update on these matters at the June or July meetings.
- 106.4 In response to points made by Councillors Mac Cafferty and Janio the Chief Executive highlighted that self-awareness was an important starting point for the organisation; he noted the importance of the points made in relation to recruitment and highlighted the increased challenge of achieving this in the context of a shrinking organisation. He went on to add that the Executive Leadership Team recognised the importance of this issue and their role is setting the tone for the organisation.
- 106.5 Councillor G. Theobald noted the lack of younger people working for the organisation, but hoped this might be improved through the increased number of apprentices across the Council.
- 106.6 The Chair then put the recommendation to the vote.
- 106.7 **RESOLVED** - That the Committee note the contents of the Workforce Equalities Report for 2014/15.
- 107 ORBIS PUBLIC LAW- PROPOSALS FOR THE ESTABLISHMENT OF A SHARED LEGAL SERVICE**
- 107.1 The Committee considered a report of the Head of Legal & Democratic Services in relation to Orbis Public Law – Proposals for the Establishment of a Shared Legal Service. The report set out the proposals for the development of a shared legal service between Brighton & Hove City Council, East Sussex County Council, West Sussex County Council and Surrey County Council called 'Orbis Public Law'. The report also sought authority for the implementation of the proposals including the establishment of a company, subject to proper due diligence.



- 107.2 Councillor Janio stated that the authority had an excellent legal department and he was of the view that the better option would be to retain and strengthen the dedicated in-city service. The Chair noted that the proposals in the report would strengthen the service through increased resilience.
- 107.3 In response to concerns raised by Councillor Sykes the Head of Law explained that the Orbis model would increase the recruitment power of the body, as practising public sector law had become less attractive in recent years, by providing 'branded recognition' and economies of scale. Orbis Public Law would also create increased capacity as it would be able to call on the resources of other authorities and provide the potential to further grow the service. The Head of Law also added that, whilst the details of Orbis needed to be worked through in full, the option to progress this course of action had been the unanimous view of the management team within the department when all the options in the report had been explored.
- 107.4 The Chief Executive provided further assurance, explaining that, as with all modernisation programmes taking place, there was an expectation that investment would be needed to ensure these ventures were meaningful. In relation to the governance arrangements it was also clarified that Brighton & Hove would be joining as an equal partner, the authority would also retain the right to withdraw if due diligence was not met.
- 107.5 The Chair added that the authority was looking at many ways to delivery services differently, and it was hoped that the assurance provided by the Chief Executive and the Head of Law would be sufficient for the Committee to give its support to the proposals.
- 107.6 The Chair then put the recommendation to the vote.
- 107.7 **RESOLVED** - That the Committee agrees:
- 1) To the creation of a new Legal Services partnership arrangement between Brighton & Hove City Council, East Sussex County Council, Surrey County Council and West Sussex County Council to be known as Orbis Public Law with effect from 1 April 2016, subject to due diligence.
  - 2) That a Business Case be developed for an Alternative Business Structure, in the form of a Limited Company approved by the Solicitor Regulation Authority, and to delegate authority to the Chief Executive, after consultation with the Monitoring Officer, the Section 151 Officer and the Head of HR, to establish such an ABS if he considers it appropriate.
  - 3) To delegate authority to the Chief Executive to take any action necessary or incidental to the implementation of the above including (but not limited to) agreeing and entering into the Articles of Association, shareholder agreement and an Inter Authority Agreement between the partner authorities

107.8 **RESOLVED TO RECOMMEND** - That Council agrees:

- 4) To the establishment of a Joint Committee as the governing body for Orbis Public Law to oversee the discharge of the Council's Legal Services function;
- 5) To agree the attached Terms of Reference (appendix 2) for the Joint Committee and to appoint Councillor Les Hamilton, Deputy Chair of the Policy & Resources Committee and Lead Member for Finance & Resources, to be a Member of the Joint Committee.

**108 PROCUREMENT OF TEMPORARY ACCOMMODATION - DYNAMIC PURCHASING SYSTEM**

108.1 The Committee considered a report of the Acting Executive Director for Environment, Development & Housing in relation to Procurement of Temporary Accommodation – Dynamic Purchasing System. The report recommended that the Council set up a dynamic purchasing system for long lease accommodation where the management was undertaken by the provider, and allow providers to source the accommodation outside of the Brighton & Hove Authority Local Housing Allowance Area.

108.2 In response to Councillor Wealls it was explained that, in relation to the quality of accommodation, a specification would be drawn up and the providers would need to be able to demonstrate they met this, and the authority would be able to undertake checks.

108.3 Councillor Sykes noted he had no concerns with the procurement process, but felt the principle of housing people in temporary accommodation further away from the city could make Brighton & Hove a less diverse place.

108.4 In response to Councillor Janio it was explained that the length of the contract sought to allow those in temporary accommodation the opportunity to settle where they were housed.

108.5 In response to Councillor Mac Cafferty it was explained that the monitoring of the contract would be undertaken through the reporting processes checking on the specification standards; furthermore, the Housing Department managed a number of other contracts where similar checking processes were undertaken.

108.6 Councillor Meadows commented that the report had been through both the Procurement Advisory Board and the Housing & New Committee; she went on to add that with the proposed Greater Brighton devolution bid there would be the potential to provide the housing need for the city within that wider area and the report would provide the flexibility needed in this service.

108.7 The Chair then put the recommendation to the vote:

108.8 **RESOLVED:**

- 1) That the Committee grant delegated authority be granted to the Executive Director of Environment Development and Housing in consultation with the

Director of Finance to set up a DPS with a duration of up to four (4) years and run call-off tenders for the provision of long term managed leased accommodation which may be situated outside of the Brighton & Hove Local Authority Local Housing Allowance Area provided we seek to procure within an hour's travelling time of the city by public transport.

- 2) That the Committee grant delegated authority is granted to the Executive Director of Environment Development and Housing to award contracts under the DPS as required following the recommendations of the evaluation panel with respect to individual call-off tenders run under the DPS.

## 109 PROCUREMENT OF THE PRIMARY & SPECIAL SCHOOL MEALS CONTRACT

- 109.1 The Committee considered a report of the Executive Director for Children's Services in relation to Procurement of the Primary & Special School Meals Contract. The report sought authorisation to let a contract for all Primary & Special Schools (excluding the Bilingual Primary) with the city and at the same time investigate alternative options for service delivery; the current contractual agreement was due to end on 31 July 2017.
- 109.2 In response to Councillor Wealls it was clarified that the recommendation to explore an in-house option had come from the Procurement Advisory Board; there was already a strong team leading on this that had the capacity to look at other options.
- 109.3 Councillor Sykes highlighted that the authority had been the first in the country to be receive Silver in the Food for Life Award, and it was important this be maintained. In response to a further question the Executive Director confirmed that both streams of the process could run in parallel: the procurement and the exploration of alternative service delivery models.
- 109.4 In response to Councillor Mac Cafferty the Executive Director confirmed that any decision to progress an alternative model would have to be taken by the Committee. Councillor Meadows also added that the alternative model would likely focus on elements that could be added during the procurement process and she reiterated that this would have to come before the Committee for final decision.
- 109.5 The Chair then put the recommendations to the vote:
- 109.6 **RESOLVED:** That the Committee:
- 1) Authorise the Director of Children's Services to procure and award a new contract for primary and special school meals with a term of four years and an option to extend the term by up to a further two years.
  - 2) Authorise the Director of Children's Services to grant a two year extension to the contract referred to in 2.1 above, subject to performance of the contractor.
  - 3) Note that in parallel to the procurement process for a new contract, a separate exercise will take place to determine whether an alternative provision might offer financial or other potential benefits to the council, schools and the city.

- 4) Note that in the event that an alternative delivery option may provide a better opportunity, a further report detailing the proposals will be brought to Committee for a decision.

**110 KING ALFRED DEVELOPMENT**

- 110.1 The Committee considered a report of Acting Executive Director for Environment, Development & Housing in relation to Kind Alfred Development. The report, together with information presented in the Part Two report, advised the Committee of the competitive dialogue procurement process conducted with shortlisted bidders, and that the final tender evaluation had been completed. The report also recommended the appointment of a preferred bidder, subject to completion of an appropriate Development Agreement and provided details of the next steps and anticipated delivery timetable. The cross-party project board was advised of the outcome of the detailed evaluation process at its meeting on 5 January 2016, and it supported the recommendation of the evaluations panel together with the referral to the Policy & Resources Committee for decision.
- 110.2 The Chair extended thanks to all Officers that had been involved with the project to the present, as well the involvement of Members – some of which had since stood down from office.
- 110.3 Councillor Mitchell highlighted the decision before the Committee as an important milestone for the site and project; she extended her thanks to everyone that had worked and been involved up to this point.
- 110.4 Councillor G. Theobald welcomed and endorsed the report, and added that the redevelopment of the site had been long awaited; he commended the work of all those that had been involved up this point.
- 110.5 Councillor Mac Cafferty echoed the comments made by other Members, and added that the end product would be worth the amount of work that was needed to secure the future of the site.
- 110.6 In response to questions from Councillor Mac Cafferty it was explained by Officers that the phasing issue would form part of the development agreement that would still need to come before the Committee for decision at a later date – were the recommendations agreed at the meeting. In relation to the re-provision of facilities during the build, this would take place across the other sites operated by Freedom Leisure across the city – who ran the majority of the Council owned sports and leisure sites.
- 110.7 The Chair then proposed that the Committee considered the information contained in the Part Two report (Item 112) and exclude the press and public under Section 100A(4) of the Local Government Act 1972 as the Part 2 report contained exempt information as defined in paragraphs 3 & 5 of schedule 12A, Part 1, to the Local Government Act 1972 (as amended).
- 110.8 Following the consideration of the Part Two (Item 112) information the Chair explained that the Part Two recommendations had been agreed and a letter would be sent out

the bidders under regulation 42 of the Public Contract Regulations; following which a press release would be issued by the Council the following day.

110.9 The Chair then put the recommendations contained in the Part One (Item 110) to the vote:

110.10 **RESOLVED** - That the Committee:

- 1) Support the Project Board's work in advancing the project to this stage.
- 2) Note the process followed for the competitive dialogue tendering of the King Alfred Development opportunity.
- 3) Note that Bouygues Development and Crest Nicholson in partnership with the Starr Trust ('the shortlisted Bidders') have engaged in competitive dialogue with the council during 2015, and submitted Final Tenders in August 2015.
- 4) Support the Evaluation Panel's assessment of the Final Tenders, details of which are presented in the Part II report.
- 5) Agree that, if the committee in Part II approve the Evaluation Panel's and Project Board's recommendation as to who should be appointed Preferred Bidder, and an Alcatel Letter has been issued accordingly, an announcement as to who the Preferred Bidder is may be made at the appropriate time.
- 6) Note that the draft Head of Terms for the Development Agreement are included in the Part II report and that the terms of the final version of the Development Agreement will be referred to committee for approval once they are finalised.
- 7) Approve in principle a capital contribution of £8m towards the development of a new public sports and leisure centre funded by forecast operational savings subject to the contribution being cost neutral to the council.
- 8) Note the indicative timetable for taking the project forward.

## 111 ITEMS REFERRED FOR COUNCIL

111.1 There were no items referred to Council on 28 January 2016.

## 112 KING ALFRED DEVELOPMENT - EXEMPT CATEGORIES 3 & 5

112.1 The Committee agreed the recommendations set out in the Part Two report.

## 113 PART TWO MINUTES - EXEMPT CATEGORY 3

113.1 **RESOLVED** – That the Chair be authorised to sign the Part Two minutes of the meeting held on 3 December 2015 as a correct record.

**114 PART TWO PROCEEDINGS**

114.1 **RESOLVED** – That the information contained in items 112 & 113 remain exempt from disclosure to the press and public.

The meeting concluded at 7.23pm

Signed

Chair

Dated this

day of

**Subject:** Petitions  
**Date of Meeting:** 21 January 2016  
**Report of:** Head of Law & Monitoring Officer  
**Contact Officer: Name:** Ross Keatley **Tel:** 29-1064  
**E-mail:** [ross.keatley@brighton-hove.gcsx.gov.uk](mailto:ross.keatley@brighton-hove.gcsx.gov.uk)  
**Wards Affected:** All

**FOR GENERAL RELEASE**

**1. SUMMARY AND POLICY CONTEXT:**

- 1.1 To receive those petitions presented to the Full Council and referred to the committee for consideration.
- 1.2 To receive any petitions to be presented or which have been submitted via the council's website or for which notice has been given directly to Democratic Services.

**2. RECOMMENDATIONS:**

- 2.1 That the Committee responds to the petition either by noting it or writing to the petition organiser setting out the Council's views, or where it is considered more appropriate, calls for an officer report on the matter which may give consideration to a range of options, including the following:
  - taking the action requested in the petition
  - considering the petition at a council meeting
  - holding an inquiry into the matter
  - undertaking research into the matter
  - holding a public meeting
  - holding a consultation
  - holding a meeting with petitioners
  - referring the petition for consideration by the council's Overview and Scrutiny Committee
  - calling a referendum

**3. PETITIONS**

**3.1 Petitions referred from Council (28 January 2016):**

"Save the Brighton & Hove Animal Welfare Team."

Lead Petitioner – Rhian for Brighton Dogwatch

Supporting information:

“As we all know the Conservative government is imposing heavy cuts to local authorities. Brighton and Hove council needs to save millions and is planning on cutting many services. It is planned that as of the 1st of April 2016 one of those services will be the animal welfare team, who you might also think of as the dog warden. Thing is, they do a lot more than pick up and look after stray dogs.

We know that these cuts will affect a lot of vulnerable people in the city and not just our animals, but everybody has a right to voice their opinion on the things that are important to them, so we would invite you to respond to the council’s public consultation on their 2016/2017 budget and if losing the animal welfare team is important to you then do say so and sign the petition. If we don’t say it is important to us they will not know. They are worried about damage to their reputation if the service is cut (we know because it says so in their budget proposal!) so tell them what you think. Every opinion is valid, one way or another. We may not be able to save the team, but we can certainly say what we think.

As part of our research, we have found out more about the team and what they do. A lot of people think they just pick up strays but it is a lot more than that. This is our understanding of the potential loss we will face if the service closes:

- **STRAY DOGS.** The council has a statutory obligation to pick up and look after stray dogs, on a 24/7 basis, and look after them for 7 days until they are claimed and if they are not they then become council ‘property’. They have no obligation to look after them after this time but up until now they have looked after them until they can re-home them, find them a place in a rescue or, in the worst case scenario have them put to sleep because of aggression issues (which we have been told is very rare). The service would be outsourced to a private company. The Environmental Health Manager said he would like a similar service to be provided, but there is no guarantee. Kennel costs can be expensive and a profit-making company may favour keeping costs down. Dogs may be automatically put to sleep after 7 days. At this point we do not know what the policy would be and we would only know once the service had been outsourced. From our own conversations with the AW team we know that most abandoned dogs are bull breeds and these are more difficult to re-home or get a rescue place. What will happen to these poor dogs that people are wilfully abandoning across the city? At its worst, abandoned dogs numbered 200 per year in B&H alone but we are told that at the moment it is not quite so severe.
- **DOG FOULING.** There will be nobody to police dog fouling or issue fines yet the council receives approximately 400 complaints per year regarding this issue. Anyone who wants their dog to defecate on the street will no doubt simply be able to get away with it. “It simply will not get done” we have heard from someone in the council. You happy about that?



- ANIMAL WELFARE. The team has dealt with around 300 animal welfare cases in the last year. In some cases taking people to court. What will happen to the animals now the team no longer takes on these cases (which we are told they have now stopped already due to the impending cuts)?. Do you think the RSPCA can cope?
- DOG ON DOG ATTACKS. Let's say many people had complained about their dog being attacked by a certain dog and the owner did nothing (which we hear about a lot). The AW team could build a case against this person and take them to court. With no AW team you would be left to do a private prosecution against that person. Would you have the evidence, the time, the money to do that? Irresponsible owners are going to get away with a lot and there will be little you can do about it.

We think the animal welfare team provides a vital service and we do not want to lose it.”

Total signatures 3028



**Subject:** Extract from the proceedings of the Council Meeting held on the 28 January 2016 – Save the Brighton & Hove Animal Welfare Team

**Date of Meeting:** 11 February 2016

**Report of:** Monitoring Officer

**Contact Officer:** Name: **Mark Wall** Tel: **29-1006**  
E-mail: [mark.wall@brighton-hove.gov.uk](mailto:mark.wall@brighton-hove.gov.uk)

**Wards Affected:** All

**FOR GENERAL RELEASE**

***Action Required of the Policy & Resources Committee:***

To receive the item referred from the Council for consideration:

**Recommendation:**

That the Policy & Resources Committee give consideration to the petition's request.

**COUNCIL**

**4.30 PM 28 JANUARY 2016  
COUNCIL CHAMBER, BRIGHTON TOWN HALL**

**DRAFT MINUTES**

**PART ONE**

**Present:** Councillors Hyde (Chair), West (Deputy Chair), Allen, Atkinson, Barford, Barradell, Bell, Bennett, Bewick, Brown, Cattell, Chapman, Daniel, Deane, Druitt, Gibson, Gilbey, Greenbaum, Hamilton, Hill, Horan, Inkpin-Leissner, Knight, Lewry, Littman, Mac Cafferty, Marsh, Meadows, Mears, Miller, Moonan, Morgan, Morris, Nemeth, A Norman, K Norman, O'Quinn, Penn, Phillips, Robins, Simson, Sykes, Taylor, C Theobald, G Theobald, Wares, Wealls and Yates.

**75. (A) SAVE THE BRIGHTON & HOVE ANIMAL WELFARE TEAM**

75.1 The Mayor stated that the council's petition scheme provided that where a petition secured 1,250 or more signatures it could be debated at a Council meeting. She had been notified of two such petitions which had sufficient signatures to warrant a debate and therefore would call on the lead petitioner to present their petition before opening the matter up for debate.

- 75.2 The Mayor invited Mr. Castell to come forward and present the petition.
- 75.3 Mr. Castell thanked the Mayor and presented the petition which called on the Council to not cut Animal Welfare Team. He confirmed that the petition had over 4,000 signatures and stated that the local community would be willing to support the team in its work and find alternative ways of enabling it to continue e.g. advertising on dog bins could provide some revenue. The Animal Welfare Team was an important asset to the community and he hoped could be maintained rather than reduced. The petitioners believed that additional help could be found from volunteers and suggested that Animal Community Support Officers could be established, but urged the Council to reconsider the proposed cuts to the team which would only result in a number of important aspects of its work being lost. He also noted that Brighton Dogwatch had been formed two and half years ago and was run by dedicated volunteers on a 24/7 basis and had found the support of the Animal Welfare team to be invaluable.
- 75.4 Councillor Barradell thanked Mr. Castell and welcomed the positive ideas that had been suggested as ways of working with the Animal Welfare Team and supporting its work. She noted that the Council was looking for innovative ideas as part of a council-wide scheme to identify ways of addressing the financial challenges faced by the council and hoped they would be put forward as part of that process. She stated that it was not possible at this stage to rule out any savings that had been identified although alternative options could be considered, as long as the overall savings requirements were met.
- 75.5 Councillor West welcomed the petition and stated that he believed there was a significant number of signatures which meant that it needed to be taken into consideration. The Animal Welfare Team provided a wide-ranging service which was appreciated by residents and the petition rightly questioned how the service could be maintained given the level of proposed savings to be made. He believed it would result in a significant reduction in the level of patrols and investigations which would be detrimental to council. As such he wished to move an amendment to the recommendations that would ask the Policy & Resources Committee to identify alternative savings and to maintain the current level of provision for the Animal Welfare Team.
- 75.6 The Mayor stated that any such amendment should have been made available in writing and been circulated to Members so that they had time to give it consideration. As such she was not prepared to accept the amendment which did not appear to have an alternative proposal to achieve the required savings. She then asked the Monitoring Officer to clarify the position.
- 75.7 The Monitoring Officer referred to the Council's Procedural Rules and noted that an amendment could be tabled at a meeting and the Mayor or Chair could then request it to be provided in writing to all Members. In regard to the proposed amendment it appeared to be seeking to change proposals that directly affected the budget which made it a more complex matter. However, the Mayor had the final decision on whether to accept the moving of an amendment and that decision could not be challenged at the meeting.

- 75.8 The Mayor noted the information and called on Councillor Barradell to respond to the petition.
- 75.9 Councillor Barradell stated that she sympathised with the views of the petition and welcomed the proposals that had been put forward, however she could not confirm the outcome of the proposed savings as this point in time.
- 75.10 The Mayor stated that she was not prepared to accept the amendment put forward by Councillor West and therefore put the recommendation to refer the petition to the Policy & Resources Committee for consideration to the vote, which was agreed.
- 75.11 **RESOLVED:** That the petition be referred to the Policy & Resources Committee for consideration at its next meeting.



**WRITTEN QUESTIONS**

**(a) Councillor Mac Cafferty**

“How will the proposed cut to the Park Rangers team affect future grant applications, especially the Lottery funding for Stanmer Park?”

**Reply from Councillor Morgan, Leader of the Council**

**(b) Councillor G. Theobald**

“I am asking the following question on behalf of a resident in my Ward: The scale of the proposed cuts to the Ranger Service would, if implemented, put at risk all the highly successful wildlife and nature conservation work that has been carried out by the Rangers and volunteers over a number of years. The level of cuts to the Ranger Service would simply not be able to sustain this, especially when the number of sites they cover is taken into consideration. This would threaten our prestigious UNESCO Biosphere Reserve status which the Rangers and volunteers worked so hard to achieve. How would you combat these issues with the proposed reductions in the number of Rangers?”

**Reply from Councillor Morgan, Leader of the Council**





<b>Subject:</b>	<b>Fees &amp; Charges 2016/17 – Assistant Chief Executive Directorate</b>		
<b>Date of Meeting:</b>	<b>11 February 2016</b>		
<b>Report of:</b>	<b>Assistant Chief Executive</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>Ian Shurrock</b>	<b>Tel: 29-2084</b>
		<b>Kerry Taylor</b>	<b>29-2707</b>
	<b>Email:</b>	<b>ian.shurrock@brighton-hove.gov.uk</b>	
		<b>kerry.taylor@brighton-hove.gov.uk</b>	
<b>Ward(s) affected:</b>	<b>All</b>		

**FOR GENERAL RELEASE**

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

- 1.1 The 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', defined below, which has been set at 2.0%. This is the same percentage by which income budgets will be increased.
- 1.2 Council services experience different cost increases (inflation) than nationally announced inflation indices. This is particularly relevant for third party contracts for social care where increasing standards and regulation are driving up costs. However, there are also many other areas of expenditure where inflation is higher than normal consumer inflation. These costs, and the costs of pay awards, account for the majority of the inflation included within the budget. The council averages out these cost increases and applies a standard 'corporate rate of inflation' rather than relying on the Consumer Price Index to provide a truer reflection of costs. Fees and charges are assumed to increase in line with the standard corporate rate otherwise income would not keep pace with costs and there would be a growing gap in resources over time. The use of a standard rate for both costs and income therefore avoids increasing budget gaps. In considering whether increases to existing fees and charges can provide increased resources i.e. savings, the standard corporate rate of inflation must first be met before assuming any contribution to savings.
- 1.3 The council's Corporate Fees & Charges Policy requires that any proposed increases in fees and charges over and above the corporate rate of inflation are agreed by the appropriate council committee. The Policy also states that it is good practice to report on fees and charges that are rising by the corporate rate of inflation only.
- 1.4 This combined report presents the review of fees and charges across five service areas: Libraries, Seafront, Sports Facilities, Brighton Centre and Outdoor Events. The changes would be implemented from April 2016 unless otherwise stated.

- 1.5 The proposals should be viewed in the context of the very challenging financial position facing the council, with an estimated £68m savings requirement by 2020. 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 2016/17 in Appendix 1.
- 2.2 That the committee approves the fees and charges for the Seafront for 2016/17 in Appendix 2.
- 2.3 That the committee approves the increase in the Beach Hut Licence Fee to achieve a budget saving as per 3.3.4.
- 2.4 That the committee approves the fees and charges for Sports Facilities for 2016/17 in Appendix 3.
- 2.5 That the committee approves the fees and charges for the Brighton Centre for 2016/17 in Appendix 4.
- 2.6 That the committee approves the fees and charges for Outdoor Events for 2016/17 in Appendix 5.
- 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% 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%. 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 use of computers for 1 hour each day

- 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
- Extended use of computers
- Many events and activities
- Room hire and exhibition spaces

#### **Proposals for 2016 – 2017:**

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 balance the libraries budget 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 There is an increasing trend towards less income coming through our traditional sources of overdue charges, loans of audio-visual materials and reservation charges. This is placing extra pressure on our income targets and it is necessary for us to reduce our targets in these areas to a level that reflects this.

3.2.7 This year the inflationary increase to our target is just under £10,000 and the traditional income streams are expected to be down by £73,000. This means that a total of £83,000 needs to be found from increased income from various sources or a reduction in expenditure.

3.2.8 To achieve this we are proposing a number of measures:

- We are seeking to increase our income from our commercial room hire to give an estimated £17,000 extra income
- We are seeking to increase reservation charges and to introduce new charges (details below) to give an estimated £13,000 extra income

- We are seeking to increase our income from donations by another £10,000 and we are currently developing a Funding Strategy to help us bring in more from diverse sources
- We are also taking action to collect unpaid fees and charges (many of these are under £5) and we will seek to change the culture of borrowers to expect to pay off any debts before continuing to use our services
- We are seeking to reduce our bookfund expenditure by £43,000 through negotiations with our PFI partners by reducing the number of duplicate copies of books that we receive
- All the measures above will bring our targets for next year to a total of just under £460,000

3.2.9 In addition to the above proposals, we will phase out audio-visual material stock purchases for all but targeted members of the community, for example children with special educational needs. Income from audio-visual materials has been steadily falling for a number of years and the 2015-16 financial year is projected to be the last year where income would exceed the cost of purchasing the stock.

3.2.10 The cost to us of administering a reservation from our stock is £0.82 therefore we are proposing to increase our reservation charges to £1 for adults (with 50p concessionary rate) to cover this. In addition the cost of obtaining stock from other libraries is £17.93, so we are proposing to remove the concessionary rate on Inter-Library-loans to help recover some of these costs and to bring us in line with the vast majority of other library authorities across the country.

3.2.11 We are also proposing to introduce reservation charges for children and young people. This would be at half the adult rate for stock from Brighton & Hove and there are further concessionary rates available for holders of our CYP concession cards. Interlibrary-loans for children and young people would be £3 regardless of the source of the item (adults pay £7 if the stock cannot be sourced from within the SELMS consortium).

3.2.12 Our room hire continues to yield high levels of income and so there are a number of proposals to build on this success with increased income. The layout changes in Jubilee Library which were completed earlier this year have made several more rooms available for hire and we have also improved the presentation equipment enabling us to charge at higher rates.

3.2.13 Our Wi-Fi provision across our libraries is proving very popular, particularly with young adults and so we will be introducing a means by which customers can print out on our library printers from their own devices. We are therefore proposing to introduce a new set of charges to cover this which are the same as the cost of printing from our IT equipment.

#### 3.2.14 Maintenance of concessionary rates and exemptions:

The comprehensive range of concessionary and exemption arrangements for disadvantaged borrowers will be maintained:

Concessions on charges - usually half price will be available to:

- People receiving job seekers allowance, employment and support allowance, income support, pension credit and Universal Credit
- People receiving disability living allowance, personal independence payment or with other verification of long standing disability

3.2.15 People with learning disabilities, for example Compass Card holders, are exempt from charges.

3.2.16 Appendix 1a shows the complete range of concessions and exemptions.

3.2.17 Summary of the changes to fees and charges:

Change	Current	Proposed
Reservation of items in stock in Brighton & Hove	90p	£1.00
Concessionary Card Holders for Inter-library loans from authorities in the SELMS Consortium	Half price	Full price
Concessionary Card Holders for Inter-library loans from outside Brighton & Hove and the SELMS Consortium	Half price	Full price
Children & Young people's reservations of items in stock in Brighton & Hove	Free	50p
Children & Young people's reservations of items of stock in Brighton & Hove – concessionary	Free	25p
Children & Young people's Inter-library loans from authorities in the SELMS Consortium	Free	£3.00
Children & Young people's Inter-library loans from outside Brighton & Hove and the SELMS Consortium	Free	£3.00
Library card replacement (all members)	£1.00	£1.50
Overdues on DVD box sets on loan to adults	60p	£1
Jubilee Library exhibition space – commercial hire – fee per week	£150	£165
Jubilee Library exhibitions space – discount - fee per week	£100	£115
Hove Library exhibition space – fee per week	£20	£30
Hove Library - Hire of display cabinets – fee per week per cabinet	£10	£20
Jubilee Library Conference Hall - full day	£575	£600
Jubilee Library Conference Hall – half day	£380	£400
Jubilee Library Conference room 1 - full day	£290	£300
Jubilee Library Conference room 1 - half day	£180	£190
Jubilee Library Conference room 2 - full day	£320	£340
Jubilee Library Conference room 2 - half day	£220	£240
Jubilee Library Conference room 3 – full day	£250	£260
Jubilee Library Conference room 3 – half day	£150	£160

Jubilee Library Conference Hall - full day discount rate	£400	£415
Jubilee Library Conference Hall - half day discount rate	£290	£300
Jubilee Library Conference room 1 - full day discount rate	£190	£195
Jubilee Library Conference room 1 - half day discount rate	£115	£120
Jubilee Library Conference room 2 - full day discount rate	£220	£235
Jubilee Library Conference room 2 - half day discount rate	£140	£155
Jubilee Library Conference room 3 – full day discount rate	£165	£170
Jubilee Library Conference room 3 – half day discount rate	£95	£100
Evening supplement for all hires per hour	£30	£35

Appendix 1a shows the dates all Library charges were last increased.

### 3.2.18 New charges to be introduced:

New Charge	Detail
Libraries <i>Extra</i> card replacement (all members)	£2.00
Printing via WiFi	A4 black & white 12p
	A3 black & white 20p
	A4 colour 60p
	A3 colour £1
Hire of one-to-one rooms in community libraries	£10 per hr
Hire of one-to-one rooms in community libraries – discount rate	£7.50 per hr
Jubilee Library Conference room 4 – full day	£160
Jubilee Library Conference room 4 – half day	£80
Jubilee Library One-to-one room – full day	£100
Jubilee Library One-to-one room – part day	£15 per hr
Jubilee Library Connect room – full day	£160
Jubilee Library Connect room – half day	£80
Jubilee Library Tony Miller Reading room – full day	£160
Jubilee Library Tony Miller Reading room – half day	£80
Jubilee Library Conference room 4 – full day	£100

discount rate	
Jubilee Library Conference room 4 – half day discount rate	£50
Jubilee Library One-to-one room – full day discount rate	£50
Jubilee Library One-to-one room – part day discount rate	£7.50 per hr
Jubilee Library Connect room – full day discount rate	£100
Jubilee Library Connect room – half day discount rate	£50
Jubilee Library Tony Miller Reading room – full day discount rate	£100
Jubilee Library Tony Miller Reading room – half day discount rate	£50

3.2.19 A full list of all Libraries fees and charges is in appendix 1a.with a table of comparisons with other authorities is in appendix 1b.

### **3.3 SEAFRONT (please see Appendix 2)**

3.3.1 Proposed charges for the Seafront for 2016/17 are included in Appendix 2. These proposed charges are set at the corporate rate of inflation of 2%.

#### Beach Hut Licence Fee

3.3.2 There are over 470 Beach Huts located along Hove seafront which are owned by private individuals who pay an annual licence to the council. The annual licence fee is currently £267.54 + VAT (£321.05 incl VAT) yet Beach Huts are regularly on the market from between £12,000 to £17,000, depending upon the location on Hove Promenade. Recently a Beach Hut sold for £18,500.

3.3.3 The licence fee has risen in line with inflation over recent years, yet the sale price of a beach hut has increased exponentially in comparison. At an asking price of £17,000, the annual licence fee paid to the council represents only 1.9% of the cost of a Beach Hut. The council currently receives an annual income of approximately £126,000 from Beach Hut licences.

3.3.4 The proposal is to increase the annual licence fee by £32.46 to £300 + VAT (£360 incl VAT) in order to better reflect the value assigned to beach huts and the public demand for these iconic structures. This proposal would provide an increase in income to the council of £15,000 which is a proposed saving for the financial year of 2016/17. This represents a 12% uplift in the licence fee for 2016/17.

### **3.4 SPORTS FACILITIES (please see Appendix 3)**

3.4.1 The proposed charges for the sports facilities for 2016/17 are included in Appendix 3.

- 3.4.2 Seven council sports facilities are operated on behalf of the council by Freedom Leisure within the terms of the Sports Facilities Contract. Under the terms of the contract, Freedom Leisure retains the income generated and are responsible for all of the operational costs associated with the delivery of the service. The contract allows the council to agree increases in fees and charges above the rate of inflation.
- 3.4.3 The mechanism by which the level of the annual inflationary increase of the fees and charges is calculated is stipulated within the contract. The All Items Retail Prices Index Excluding Mortgage Interest Payments (RPIX) is used to provide the relevant percentage uplift and for the 2016/17 fees and charges the uplift is just 0.86%.
- 3.4.4 In view of the contractual uplift being so low (0.86%) and in order to mitigate the increasing costs of operating the facilities, it is proposed that fees and charges for the sports facilities are increased in line with the council's corporate inflation rate of 2%. In addition, there are some fees and charges which are currently below the market rate or inconsistent across different facilities. It is therefore proposed that these are uplifted above 2% in order to better match the market rate and provide greater consistency.
- 3.4.5 Prices at Portslade Sports Centre have been held since September 2014. Historically prices took effect from 1st September each year to coincide with the start of the school year. However, the appointment of Freedom Leisure (from 1st April 2015) as the new contractor has enabled this to be changed to 1st April each year from 2016 in order to coincide with price changes at other council facilities.

### **3.6 BRIGHTON CENTRE (please see Appendix 4)**

- 3.6.1 Proposed charges for the Brighton Centre for 2016/17 are included in Appendix 4. These proposed charges are set at the corporate rate of inflation of 2%.
- 3.6.2 The Brighton & Hove Schools Concert will continue to be charged the break-even cost of using the Centre as in previous years to enable the Brighton & Hove Music Service to organise this annual event. This reflects the important educational benefit of this event.

### **3.7 OUTDOOR EVENTS (please see Appendix 5)**

- 3.7.1 Proposed charges for Outdoor Events for 2016/17 are included in Appendix 5. These proposed charges are primarily in line with the corporate rate of inflation having been uplifted by 2.0%.

## **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 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 five 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 budget strategy for 2016/17. Proposed rates have been benchmarked where appropriate.

*Finance Officer Consulted: Anne Silley Date: 18/01/16*

### Legal Implications:

The Corporate Fees and Charges Policy has been properly applied and the proposals in the report are considered to be reasonable, proportionate and appropriate.

*Lawyer Consulted: Hilary Woodward Date 13/1/16*

### 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.
- 7.3 Libraries have identified the need to ensure that children and young people with special educational needs were not disproportionately affected by the withdrawal of Audio Visual materials and therefore a collection is being kept targeted to this group. Also, the number of people affected by the removal of the concessionary rate on Inter-Library Loans is very low and consideration is given to purchasing an item of stock at no cost to an individual customer if it would benefit other library users.

Sustainability Implications:

- 7.4 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:

- 7.5 None

## **SUPPORTING DOCUMENTATION**

### **Appendices:**

1. Appendix 1a – Libraries Fees & Charges 2016/17  
Appendix 1b – Comparisons with other authorities
2. Appendix 2 – Seafront Fees & Charges 2016/17
3. Appendix 3 – Sports Facilities Fees & Charges 2016/17
4. Appendix 4 – Brighton Centre Fees & Charges 2016/17
5. Appendix 5 – Outdoor Events Fees & Charges 2016/17

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

None

### **Background Documents**

None



## APPENDIX 1a

### LIBRARY SERVICE PROPOSED FEES AND CHARGES 2016-17

(Proposed changes are highlighted)

<b>SUMMARY OF CHARGES:</b>	Current	Date last changed	Proposed
<b>RESERVATION CHARGES</b>			
<b>Items in stock in Brighton &amp; Hove</b>	<b>90p</b>	<b>2015</b>	<b>£1.00</b>
Inter-library loans from outside Brighton & Hove and the SELMS Consortium	£7. 00	2013	£7.00
Inter-library loans from authorities in the SELMS Consortium	£3.00	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 for items in stock in Brighton & Hove	Half price	Pre 1997	Half price
<b>Concessionary Card Holders for Inter-library loans from outside Brighton &amp; Hove and the SELMS Consortium</b>	<b>Half price</b>	<b>Pre 1997</b>	<b>Full price</b>
<b>Concessionary Card Holders for Inter-library loans from authorities in the SELMS Consortium</b>	<b>Half price</b>	<b>Pre 1997</b>	<b>Full price</b>
<b>Children &amp; Young people’s reservations of items in stock in Brighton &amp; Hove</b>	<b>Free</b>	<b>Pre 1997</b>	<b>50p</b>
<b>Children &amp; Young people’s reservations of items of stock in Brighton &amp; Hove – concessionary</b>	<b>Free</b>	<b>Pre 1997</b>	<b>25p</b>
<b>Children &amp; Young people’s Inter-library loans from outside Brighton &amp; Hove and the SELMS Consortium</b>	<b>Free</b>	<b>Pre 1997</b>	<b>£3.00</b>
<b>Children &amp; Young people’s Inter-library loans from authorities in the SELMS Consortium</b>	<b>Free</b>	<b>Pre 1997</b>	<b>£3.00</b>
<b>LOST ITEMS - CHARGES</b>			
Books and other resources (all members)	Replace ment cost	Pre 1997	Replacem ent cost
<b>Library card replacement (all members)</b>	<b>£1.00</b>	<b>Pre 2000</b>	<b>£1.50</b>
<b>Libraries <i>Extra</i> card replacement (all members)</b>		<b>New</b>	<b>£2.00</b>
<b>TALKING BOOKS CHARGES</b>			
Spoken word recordings (abridged editions) Single Issue Fee per 3 week loan	80p	Pre 2000	80p
Spoken word recordings (unabridged editions) Single Issue	£1.50	Pre	£1.50

## Appendix

Fee per 3 week loan		2000	
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
<b>AUDIO VISUAL AND MUSIC CHARGES</b>			
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	£60.00	2015	£60.00
DVD box set loans to adults – Hire charge per week	£5.00	2015	£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
<b>OVERDUE CHARGES</b>			
Books on loan to adults - overdue charge per book per day with maximum charge of £8 per loan	Current 25p		Proposed 25p
Books on loan to children 0-19 - overdue charge per day	No charge	2008	No charge
Music CDs on loan to adults - overdue charge per CD per day – (all members)	25p	2015	25p
Toys - overdue charge per day	No charge	2008	No charge
<b>DVD box sets on loan to adults</b>	<b>60p</b>	<b>2008</b>	<b>£1</b>
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
Spoken Word recording (abridged editions) – overdue charge per day	As books	Pre 2000	As books
Spoken Word recording (unabridged editions) – overdue charge per day	As books	Pre 2000	As books
Spoken Word recordings on loan to Print Disabled card holders and Exempt card holders	No charge	Pre 2000	No charge

## Appendix

Spoken Word recordings on loan to Concessionary card holders	As books	Pre 2000	As books
Language courses per 3 weeks (all members)	As books	Pre 2000	As books
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
<b>USE OF COMPUTERS</b>			
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
<b>PRINTING, COPYING AND SENDING FAXES</b>			
<b>All charges apply to all library users:</b>			
Printing from IT equipment A4 black & white	12p	2015	12p
A3 black & white	20p	2015	20p
A4 colour	60p	2015	60p
A3 colour	£1	2000	£1
<b>Printing via WiFi A4 black &amp; white</b>		<b>New</b>	<b>12p</b>
<b>A3 black &amp; white</b>		<b>New</b>	<b>20p</b>
<b>A4 colour</b>		<b>New</b>	<b>60p</b>
<b>A3 colour</b>		<b>New</b>	<b>£1</b>
Photocopier charges A4 black and white	12p	2015	12p
A3 black and white	20p	2015	20p
A4 colour	£1.00	2000	£1.00
A3 colour	£1.50	2000	£1.50
Reader printer (Jubilee and Hove Libraries) per A4 sheet	50p	2015	50p
Fax – sending - per page	£1.00	2001	£1.00
Fax – receiving - per page	10p		10p
	plus £2 handling charge	2008	plus £2 handling charge
<b>SUMMARY OF FEES FOR ADDITIONAL SERVICES:</b>			
<b>RESEARCH FEES</b>			
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
	Current	Last changed	Proposed

## Appendix

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	
<b>EXHIBITIONS</b>	Current		Proposed	
Jubilee Library – commercial hire – fee per week	£150	2015	£165	
Jubilee Library – discount - fee per week	£100	2015	£115	
Hove Library – fee per week	£20	2008	£30	
Hove Library - Hire of display cabinets – fee per week per cabinet	£10	2008	£20	
Above costs are within core library opening hours. Additional Facilities Management costs apply if access required outside these hours.				
<b>HIRE OF LIBRARY PREMISES</b>				
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	£40	2015	£40
	Afternoon	£40	2015	£40
	Evening	£40	2015	£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	£30	2015	£30
	Afternoon	£30	2015	£30
	Evening	£30	2015	£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.				
			New	£10 per hr
			New	£7.50 per hr
<b>HIRE OF JUBILEE LIBRARY CONFERENCE ROOMS</b>				
Standard Hire:				
Conference Hall - full day		£575	2008	£600



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Conference Hall – half day	£380	2008	£400
Conference room 1 - full day	£290	2008	£300
Conference room 1 - half day	£180	2008	£190
Conference room 2 - full day	£320	2008	£340
Conference room 2 - half day	£220	2008	£240
Conference room 3 – full day	£250	2008	£260
Conference room 3 – half day	£150	2008	£160
Conference room 4 – full day		New	£160
Conference room 4 – half day		New	£80
One-to-one room – full day		New	£100
One-to-one room – part day		New	£15 per hr
Connect room – full day		New	£160
Connect room – half day		New	£80
Tony Miller Reading room – full day		New	£160
Tony Miller Reading room – half day		New	£80
Discount rate:			
Conference Hall - full day	£400	2008	£415
Conference Hall - half day	£290	2008	£300
Conference room 1 - full day	£190	2015	£195
Conference room 1 - half day	£115	2015	£120
Conference room 2 - full day	£220	2008	£235
Conference room 2 - half day	£140	2008	£155
Conference room 3 – full day	£165	2015	£170
Conference room 3 – half day	£95	2015	£100
Conference room 4 – full day		New	£100
Conference room 4 – half day		New	£50
One-to-one room – full day		New	£50
One-to-one room – part day		New	£7.50 per hr
Connect room – full day		New	£100
Connect room – half day		New	£50
Tony Miller Reading room – full day		New	£100
Tony Miller Reading room – half day		New	£50
<b>Evening supplement for all hires per hour</b>	<b>£30</b>	<b>2015</b>	<b>£35</b>
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.			

## Appendix

<b>EVENTS AND ACTIVITIES</b>			
For Adults:			
Coffee mornings including	£1	2015	£1
Talks / events / performances – usual charge	£3-£5	2015	£3-£5
Book and writing groups – external group fee p.a.	£30	2015	£30
Book and writing groups – in-house group fee per person p.a.	£5	2015	£5
Concessions	Half price	2015	Half price
For Children (up to age 19):			
Baby boogie per child	Donation suggest £1	2015	Donation suggest £1
Craft Activities	Cost of activity minimum £1	2015	Cost of activity minimum £1
Talks / events / performances – usual charge	Cost of Event minimum £1	2015	Cost of Event minimum £1
Concessions	Half price	2015	Half price
<p>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.</p> <p>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.</p> <p>There may be special circumstances where the cost of putting on a high profile event will require a higher charge.</p>			
<b>MISCELLANEOUS</b>			
Tours of Jubilee Library	£25	2008	£25
<b>IMAGE REQUESTS – SERVICE FEES</b>	See separate list	2006	See separate list
<b>REPRODUCTION CHARGES</b>	See separate list	2006	See separate list

## Appendix

<b>SUMMARY OF CONCESSIONS AND EXEMPTIONS</b>	
<b>CONCESSIONARY CARD HOLDERS</b>	
Concessionary cards are for <b>people on low income</b> or for <b>people with disabilities</b> . Suitable proof of entitlement is required. (See list of accepted proofs)	
<b>Card holder entitlement:</b>	
Audio-visual materials, talking books, - hire charges	Half price
Reservations – all Brighton & Hove materials	Half price
<b>Reservations – all materials from outside Brighton &amp; Hove</b>	<b>Full price</b>
All overdue charges - adults	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
<b>Lost card charge (ordinary card and Libraries Extra card)</b>	<b>Full price</b>
All other fees and charges	Full price
<b>SENIOR CITIZENS DISCOUNT SUBSCRIPTION CARD</b>	
<b>People aged 60 or over</b> 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
<b>ACCESS CARD HOLDERS</b>	
Access cards are only available for <b>housebound people</b> and <b>people who cannot use standard print</b> – e.g. people with visual impairment, or people with dyslexia, or those with a physical disability that prevents them holding a book. They are available to adults, children and young people. Suitable proof of entitlement is required. (See list of accepted proofs)	
<b>Card holder entitlement:</b>	
Talking books – issues and overdue charges	Free

## Appendix

Overdue charges – books	Free
Reservations – print and talking books in stock in Brighton & Hove	Free
Reservations – all other materials in stock in Brighton & Hove	Half price
<b>Reservations – all materials from outside Brighton &amp; Hove</b>	<b>Full price</b>
Audio-visual materials – hire	Half price
Audio-visual materials – overdue charges	Full price
Language courses – hire charges and overdue charges	Half price
<b>Lost card charge (ordinary card and Libraries <i>Extra</i> card)</b>	<b>No charge</b>
All other fees and charges	Full price
<b>EXEMPT CARD HOLDERS (PEOPLE WITH LEARNING DISABILITIES)</b>	
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)	
<b>Card holder entitlement:</b>	
Overdue charges - all materials	Free
Reservations – all Brighton & Hove materials	Free
<b>Reservations – all materials from outside Brighton &amp; Hove</b>	<b>Full price</b>
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
<b>Lost card charge (ordinary card and Libraries <i>Extra</i> card)</b>	<b>No charge</b>
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 2015.

Neighbouring Authority	Lost card	Reserve fee for local stock adult	Reserve fee for local stock child	Interlibrary loans
Brighton & Hove	£1	90p 45p concession	Free	£3 adult for SELMS consortium stock £1.50 concession for SELMS stock £7 adult for authorities outside SELMS £3.50 concession for authorities outside SELMS Children free interlibrary loans from all sources
East Sussex	£1.25 Child free	80p 60p online No concessions	Free	£2.50 No concessions Children pay same as adults
West Sussex	£1.30 Child free	80p 50p online No concessions	Free for child items 80p other stock No concessions	£9.20 British Library stock £6.20 other stock No concessions Children pay same as adults
Surrey	£2 Child free	£1.30 65p online No concessions	Free	£7 British Library stock plus £2 per renewal £12 other stock No concessions Children pay same as adults

<b>SELMS Authority</b>	<b>Lost card</b>	<b>Reserve fee for local stock adult</b>	<b>Reserve fee for local stock child</b>	<b>Interlibrary loans</b>
Buckinghamshire	£2.50	60p No concessions	Free	£3 for SELMS consortium stock £7 for authorities outside SELMS No concessions Children pay same as adults
Camden	£2.20	82p No concessions	Free	£3 for SELMS consortium stock £12.50 for authorities outside SELMS No concessions, no exemptions Children pay same as adults
Hertfordshire	£1 Child free	60p No concessions	Free child stock 60p other stock No concessions	£4.60 No concessions Children pay same as adults
Kent	Free	Free	Free	£4 for SELMS consortium stock £11.15 for authorities outside SELMS No concessions Children free for child stock from SELMS, otherwise pay same as adults
Medway	£2.40 Child free	Free	Free	£3 No concessions, no exemptions Children pay same as adults

Milton Keynes	£3	80p No concessions	Free	£6 No concessions Children pay same as adults
Richmond Upon Thames	£2.30 Adult £1.20 Child	Free	Free	£3 for SELMS consortium stock £9 for authorities outside SELMS No concessions Children pay same as adults
Slough	£2 Child free	50p No concessions	Free for 1 <sup>st</sup> item then 25p per item No concessions	£3 for SELMS consortium stock £4 for authorities outside SELMS No concessions Children pay same as adults
West Berkshire	£3	Free	Free	£3 for SELMS consortium stock £15 for authorities outside SELMS No concessions, no exemptions Children pay same as adults
Windsor & Maidenhead	£2	Free	Free	£3 for SELMS consortium stock £6.50 for authorities outside SELMS No concessions Children pay same as adults

<b>Comparator Group Authority</b>	<b>Lost card</b>	<b>Reserve fee for local stock adult</b>	<b>Reserve fee for local stock child</b>	<b>Interlibrary loans</b>
Bournemouth	£1.50 Child free	£1.10 90p online No concessions	Free	£3 plus £3 each renewal No concessions Children pay same as adults
Bristol	£1.75 £1 Child u16	£1.00 No concessions	Free books £1.00 other stock No concessions	£3.50 No concessions Children pay same as adults
Newcastle upon Tyne	£1.20 Child free	50p No concessions	Free u16s 50p 16+ No concessions	£2.50 No concessions Free for children u16, older children as adults
North Tyneside	£1.80	Free (Premier card) others 50p No concessions	Free	No interlibrary loan service
Plymouth	50p	£1 Concessions: Free	Free	£2.50 £1.50 concession £10 for urgent reservations Children free
Portsmouth	£1.50 adult 50p Child	£1 No concessions	£1 No concessions	£4 No concessions Children pay same as adults



Sefton	£1.20	Free	Free	£4 No concessions Free for children u16, older children as adults
Sheffield	£1.50	Free	Free	£7 No concessions, no exemptions Children pay same as adults
Southampton	Free	Free	Free	£3 basic search plus £5 for every additional search Concessions half price, no exemptions Children pay same as adults
Southend-on-Sea	£5.10 Child free	Free	Free	£2.70 No concessions Children pay same as adults
Stockport	£2.50 £1.50 Child £1.50 over 60s	Free	Free	£2 British Library with no concessions £3 other libraries with £1.50 concession Children £2 British Library, £1.50 other libraries
Swindon	£2 Adult £1 Child	70p Free online No concessions	Free	£6 plus request fee £3 other libraries No concessions, no exemptions Children free

Wirral	Free	90p 60p concessions	Free	£3.80 £2.30 concessions Children pay same as adults
York (York Libraries are now an Industrial Provident Society)	Free	Free	Free	£10 No concessions Children pay same as adults

## Appendix 2

### Fees & Charges 2016/17 Seafront

Seafront	Current Price 2015/2016 Incl VAT	2% increase for 2016/2017 Incl VAT	Proposed 2016/17 (rounded to nearest 50p)	Increase £	Increase %
Beach Hut Transfer Administration Fee	78.50	80.07	80.00	1.50	1.9%
Winch or Capstan Site	26.00	26.52	26.50	0.50	1.9%
Beaching Permit for pleasure/sailing/rowing boat	34.50	35.19	35.00	0.50	1.4%
Beach Lock Site – small (self build)	26.00	26.52	26.50	0.50	1.9%
Beach Lock Site – large (self build)	51.50	52.53	52.50	1.00	1.9%
Beach Locker – (locker owned by council)	86.00	87.72	87.50	1.50	1.7%
Beach Volleyball (court hire - peak)	24.00	24.48	24.50	0.50	2.1%
Beach Volleyball (court hire – off peak)	16.00	16.32	16.50	0.50	3.1%
Beach Basketball Court	Free	Free	Free	Free	Free

Volks Railway	Current Price 2015/2016	2% increase for 2016/2017	Proposed 2016/2017 (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	6.2%
Child return	2.10	2.14	2.20	0.10	4.8%
Senior single	1.80	1.84	1.90	0.10	5.6%

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	6.2%
Halfway child single	1.00	1.02	1.10	0.10	10.0%
VERA Members	0.50	Keep the same	0.50	0.00	0.0%
Special	1.00	Keep the same	1.00	0.00	0.0%

## Fees & Charges 2016/17 - Appendix 3 - Sports Facilities

### Prince Regent Swimming Complex & Slipper Baths

Main Heading	Type	Current 2015/2016	Proposed 2016/2017	% Increase
Swim	Adult	£ 4.55	£ 4.65	2.20%
	Child	£ 2.70	£ 2.80	3.70%
	Over 60	£ 2.70	£ 2.80	3.70%
	Adult Leisure Card	£ 2.70	£ 2.80	3.70%
	Junior Leisure Card	£ 1.65	£ 1.70	3.03%
	Over 60 Leisure Card	£ 1.65	£ 1.70	3.03%
	Family	£ 11.45	£ 11.70	2.18%
	Adult Monthly	£ 42.95	£ 43.80	1.98%
	Junior Monthly	£ 27.70	£ 28.25	1.99%
	Over 60 Monthly	£ 27.70	£ 28.25	1.99%
	Adult Monthly Leisure Card	£ 25.75	£ 26.30	2.14%
	Swim Direct Debit	£ 25.35	£ 26.50	4.54%
	Swim Direct Debit Leisure Card	£ 18.00	£ 18.20	1.11%
	Adult Weekly	£ 12.75	£ 13.00	1.96%
	Junior Weekly	£ 6.95	£ 7.10	2.16%
	Over 60 Weekly	£ 6.95	£ 7.10	2.16%
	Adult Concession Leisure Card	£ 7.65	£ 7.80	1.96%
	School LA	£ 2.10	£ 2.15	2.38%
	Aqua Natal	£ 4.60	£ 4.70	2.17%
	Aqua Natal Leisure Card	£ 2.80	£ 2.85	1.79%
	Water Workout	£ 6.50	£ 6.60	1.54%
	Water Workout Leisure Card	£ 3.90	£ 3.95	1.28%
	50+ Water Workout	£ 4.10	£ 4.20	2.44%
	Child Lesson	£ 6.15	£ 6.30	2.44%
	Child Diving Lesson	£ 6.15	£ 6.30	2.44%
	Adult Lesson	£ 7.25	£ 7.40	2.07%
	Over 60s Lesson	£ 6.15	£ 6.25	1.63%
	Playgroup	£ 5.00	£ 5.10	2.00%
	Child 1 to 1 Lesson (45 mins)	£ 19.90	£ 20.30	2.01%
	Adult 1 to 1 Lesson (45 mins)	£ 22.05	£ 22.50	2.04%
	Gala Hire	£ 410.30	£ 418.50	2.00%
	Gala Hire Additional Hour After 3	£ 162.40	£ 165.65	2.00%
	Gala Non Local Hire	£ 553.10	£ 564.15	2.00%
Gala Non Local hire Additional Hour After 3	£ 198.90	£ 202.90	2.01%	
Swim Club Hire	£ 172.40	£ 175.85	2.00%	
Main Pool Hire	£ 137.35	£ 140.10	2.00%	
Shallow Pool Hire	£ 46.60	£ 47.60	2.15%	
Flexi Pool Hire	£ 69.35	£ 70.75	2.02%	
Teaching Pool Hire	£ 69.35	£ 70.75	2.02%	
Fitness Suite	Adult Peak Casual	£ 7.85	£ 8.00	1.91%
	Adult Off Peak Casual	£ 6.70	£ 6.85	2.24%
	Adult Peak Casual Leisure Card	£ 4.70	£ 4.80	2.13%
	Adult Off Peak Casual Leisure Card	£ 4.00	£ 4.10	2.50%
	Pilates	£ 5.60	£ 5.70	1.79%
	Junior Casual	£ 3.50	£ 3.60	2.86%
	Student Casual	£ 4.90	£ 5.00	2.04%
	Sauna/Steam & Swim	£ 7.10	£ 7.25	2.11%
	Sauna/Steam & Swim Family	£ 14.00	£ 14.30	2.14%
	Personal Training Member	£ 38.00	£ 38.50	1.32%
	Personal Training Non-Member	£ 44.60	£ 45.00	0.90%
Miscellaneous	Adult Spectator	£ 1.50	£ 1.55	3.33%
	Child Spectator	£ 1.10	£ 1.15	4.55%
	Over 60 Spectator	£ 1.10	£ 1.15	4.55%
	Concession Spectator	£ 1.10	£ 1.15	4.55%
	Creche	£ 0.55	£ 0.75	36.36%

Proposed Fees & Charges 2016/17 - Appendix 3 - Sports Facilities

King Alfred Leisure Centre

Main Heading	Type	Current 2015/2016	Proposed 2016/2017	% Increase	
Swimming	Adult Swim Member	£4.15	£4.25	2.41%	
	Adult Swim Member Leisure Card	£2.50	£2.55	2.00%	
	Adult Swim Non Member	£4.55	£4.65	2.20%	
	Adult Swim Non Member Leisure Card	£2.70	£2.80	3.70%	
	Junior Swim/Senior Citizen Member	£2.20	£2.25	2.27%	
	Junior Swim/Senior Citizen Non Member	£2.70	£2.80	3.70%	
	Junior Swim/Senior Citizen Member Leisure Card	£1.35	£1.35	0.00%	
	Junior Swim/Senior Citizen Non Member Leisure Card	£1.65	£1.70	3.03%	
	Family Swim Member	£9.80	£10.00	2.04%	
	Family Swim Non Member	£11.45	£11.70	2.18%	
	Parent Swim(with child on lesson) Non Member	£2.70	£2.80	3.70%	
	Adult Monthly Swim Member	£41.45	£42.30	2.05%	
	Adult Monthly Swim Member Leisure Card	£24.90	£25.40	2.01%	
	Junior/Senior Citizen Monthly Swim Member	£23.65	£24.10	1.90%	
	Junior/Senior Citizen Monthly Swim Member Leisure Card	£14.20	£14.50	2.11%	
	Adult Monthly Swim Non Member	£42.95	£43.80	1.98%	
	Adult Monthly Swim Non Member Leisure Card	£25.75	£26.30	2.14%	
	Junior/Senior Citizen Monthly Swim Non Member	£27.70	£28.25	1.99%	
	Junior/Senior Citizen Monthly Swim Non Member Leisure Card	£16.65	£16.95	1.80%	
	Swim Membership Direct Debit	£25.35	£26.50	4.54%	
	Swim Membership Direct Debit Leisure Card	£18.00	£18.20	1.11%	
	Adult Member 10 Swims For Price of 9	£37.35	£38.25	2.41%	
	Adult Member 10 Swims For Price of 9 Leisure Card	£22.50	£22.95	2.00%	
	Adult Non Member 10 Swims For Price of 9	£41.40	£41.85	1.09%	
	Adult Non Member 10 Swims For Price of 9 Leisure Card	£24.30	£25.20	3.70%	
	Junior/Senior Citizen Member 10 Swims For Price of 9	£19.80	£20.25	2.27%	
	Junior/Senior Citizen Member 10 Swims For Price of 9 Leisure Card	£12.15	£12.15	0.00%	
	Junior/Senior Citizen Non Member 10 Swims For Price of 9	£24.50	£25.20	2.86%	
	Junior/Senior Citizen Non Member 10 Swims For Price of 9 Leisure Card	£14.85	£15.30	3.03%	
	Swim Lessons	Junior Member Group Swimming Lesson	£5.75	£5.90	2.61%
		Junior Non Member Group Swimming Lesson	£6.15	£6.30	2.44%
		Adult Member Group Swimming Lesson	£6.45	£6.60	2.33%
		Adult Non Member Group Swimming Lesson	£7.25	£7.40	2.07%
Adult Individual Swim Lesson (30 mins)		£19.90	£20.30	2.01%	
Junior Individual Swim Lesson (30 mins)		£15.55	£16.50	6.11%	
Spectators	Adult Spectator	£1.50	£1.55	3.33%	
	Junior/Senior Citizen Spectator	£1.10	£1.15	4.55%	
	Concession Spectator	£1.10	£1.15	4.55%	
Pool Sessions	Aqua Sessions 3/4 hr Member	£4.45	£4.55	2.25%	
	Aqua Sessions 3/4 hr Non Member	£5.60	£5.70	1.79%	
	Ducklings 3/4 Hour Member	£4.25	£4.35	2.35%	
	Ducklings 3/4 Hour Non Member	£4.85	£4.95	2.06%	
Pool Parties	Party/Tea Activity Room	£20.15	£20.55	1.99%	
	Teaching Pool Per Hour including parties	£65.40	£67.00	2.45%	
Pool Hire	Gala (3 Hours)	£401.40	£409.45	2.01%	
	Gala State School/Dolphins/Marlins	£237.80	£242.55	2.00%	
	Dolphins	£80.90	£82.50	1.98%	
	State School Teaching Pool 1/2 Hour	£23.20	£23.70	2.16%	
	State School Whole Main Pool 1/2 Hour	£46.40	£47.40	2.16%	
	State School Half Main Pool 1/2 Hour	£23.20	£23.70	2.16%	
	State School One Lane 1/2 Hour	£11.60	£11.85	2.16%	
	State School Lagoon 1/2 Hour	£11.60	£11.85	2.16%	
	Private School Teaching Pool 1/2 Hour	£46.40	£47.40	2.16%	
	Private School Whole Main Pool 1/2 Hour	£65.60	£67.00	2.13%	
	Private School Half Main Pool 1/2 Hour	£32.80	£33.50	2.13%	
	Private School One Lane 1/2 Hour	£16.35	£16.75	2.45%	
	Private School Lagoon 1/2 Hour	£16.35	£16.75	2.45%	
	Special School Per Child Per 1/2 Hour	£2.10	£2.15	2.38%	
	Membership	Adult	£16.80	£17.15	2.08%
Junior		£9.25	£9.45	2.16%	
Senior Citizen		£9.25	£9.45	2.16%	
Leisure Card		£10.05	£10.30	2.49%	
Family		£39.80	£40.60	2.01%	
Replacement Card		£5.45	£5.55	1.83%	
Adult Daily Membership		£1.50	£1.55	3.33%	
Junior/Senior Citizen Daily Membership		£1.10	£1.15	4.55%	
Leisure Card Daily Membership		£1.10	£1.15	4.55%	
Fitness Suite	Adult Casual Member 1 Hour Training	£5.05	£5.50	8.91%	
	Adult Casual Non Member 1 Hour Training	£5.50	£6.00	9.09%	
	Adult Casual Member 1 Hour Training Leisure Card	£3.05	£3.30	8.20%	
	Adult Casual Non Member 1 Hour Training Leisure Card	£3.30	£3.60	9.09%	
	Junior Session Member	£4.05	£4.15	2.47%	
	Junior Session Non Member	£4.35	£4.45	2.30%	
	Junior Session Member Leisure Card	£2.40	£2.50	4.17%	
	Junior Session Non Member Leisure Card	£2.60	£2.70	3.85%	
	50+ Session	£3.50	£3.55	1.43%	
	Induction Course Group Member	£12.40	£12.65	2.02%	
	Induction Course Group Non Member	£16.95	£17.30	2.06%	
	Individual Induction Member	£22.30	£22.75	2.02%	
	Individual Induction Non Member	£22.30	£22.75	2.02%	
	Compass & Listen Up Card Induction	£15.85	£16.15	1.89%	
	1 to 1 Fitness Assessment DD	£16.30	£16.65	2.15%	
	1 to 1 Fitness Assessment Member	£16.30	£16.65	2.15%	
	1 to 1 Fitness Assessment Non Member	£21.80	£22.25	2.06%	

Sports Hall Hire	Adult Badminton 1 Hour	£9.95	£10.15	2.01%	
	Adult Off Peak Member Badminton 1 Hour	£7.85	£8.00	1.91%	
	Junior Badminton 1 Hour	£4.70	£4.80	2.13%	
	Junior Off Peak Member Badminton 1 Hour	£3.80	£3.90	2.63%	
	Junior Member Badminton Course 1.5 Hours	£5.20	£5.30	1.92%	
	Junior Non Member Badminton Course 1.5 Hours	£5.60	£5.70	1.79%	
	Adult Table Tennis 1 Hour	£4.20	£4.30	2.38%	
	Adult Off Peak Member Table Tennis 1 Hour	£3.50	£3.55	1.43%	
	Junior Table Tennis 1 Hour	£3.60	£3.65	1.39%	
	Junior Member Off Peak Table Tennis 1 Hour	£2.70	£2.75	1.85%	
	Adult Badminton 1 Hour Leisure Card	£5.95	£6.10	2.52%	
	Adult Off Peak Member Badminton 1 Hour Leisure Card	£4.70	£4.80	2.13%	
	Junior Badminton 1 Hour Leisure Card	£2.80	£2.90	3.57%	
	Junior Off Peak Member Badminton 1 Hour Leisure Card	£2.25	£2.35	4.44%	
	Adult Table Tennis 1 Hour Leisure Card	£2.50	£2.60	4.00%	
	Adult Off Peak Member Table Tennis 1 Hour Leisure Card	£2.10	£2.15	2.38%	
	Junior Table Tennis 1 Hour Leisure Card	£2.15	£2.20	2.33%	
	Junior Member Off Peak Table Tennis 1 Hour Leisure Card	£1.65	£1.65	0.00%	
	Sports Hall 1 Hire 1 Hour	£57.80	£58.95	1.99%	
	Sports Hall 1 Member Hire Off Peak 1 Hour	£43.40	£44.25	1.96%	
	Sports Hall 1 Hire 1 Hour Junior	£37.40	£38.15	2.01%	
	Sports Hall 2 Hire 1 Hour	£41.70	£42.55	2.04%	
	Sports Hall 2 Member Hire Off Peak 1 Hour	£31.10	£31.70	1.93%	
	Sports Hall 2 1/2 Hall	£24.80	£25.30	2.02%	
Sports Hall 2 1/2 Hall Off Peak	£18.50	£18.85	1.89%		
Other Rooms	Multi Purpose Room	£24.80	£25.30	2.02%	
	Training Rooms	£18.45	£19.00	2.98%	
Other Activities	Mini Mayhem	£3.95	£4.05	2.53%	
	Mini Mayhem Extra Child	£2.05	£2.10	2.44%	
	Holiday Member 1.5 Hours	£4.05	£4.15	2.47%	
	Holiday Non Member 1.5 Hours	£4.35	£4.45	2.30%	
	Holiday Member 2 Hours	£4.75	£4.85	2.11%	
	Holiday Non Member 2 Hours	£5.25	£5.35	1.90%	
	Aerobics+Circuits+Core Conditioning+Yoga+ Spinning Member	£4.45	£4.55	2.25%	
	Aerobics+Circuits+Core Conditioning+Yoga+ Spinning Non Member	£5.45	£5.55	1.83%	
	Pilates Drop In Member	£5.45	£5.55	1.83%	
	Pilates Drop In Non Member	£6.75	£6.90	2.22%	
	Spinning Core Member	£2.35	£2.40	2.13%	
	Spinning Core Non Member	£3.00	£3.05	1.67%	
	Sports Saver	£2.00	£2.05	2.50%	
	Shower	£2.40	£2.45	2.08%	
	Junior Trampoline Course Member 3/4 Hour	£4.25	£4.35	2.35%	
	Junior Trampoline Course Non Member 3/4 Hour	£4.90	£5.00	2.04%	
	Adult Trampoline Course Member 3/4 Hour	£3.70	£3.75	1.35%	
	Adult Trampoline Course Non Member 3/4 Hour	£4.25	£4.35	2.35%	
	Party Tea/Activity Room	£20.15	£20.55	1.96%	
	Dry Party	£65.45	£67.00	2.37%	
	Mini Mayhem Party	£90.60	£93.00	2.65%	
	Ballroom Prices	Mon - Friday 8am -6pm per hour	£54.20	£55.30	2.03%
		Mon - Thurs 6pm - midnight per hour	£60.00	£61.20	2.00%
Mon - Thurs after midnight per hour		£78.45	£80.00	1.98%	
Friday 6pm - midnight per hour		£65.80	£67.10	1.98%	
Friday after midnight per hour		£78.45	£80.00	1.98%	
Saturday 8am-6pm per hour		£60.00	£61.20	2.00%	
Saturday 6pm - midnight per hour		£71.55	£73.00	2.03%	
Saturday after midnight per hour		£102.65	£104.75	2.05%	
Sunday 8am to 6pm per hour		£84.20	£85.90	2.02%	
Sunday 6pm to Midnight per hour		£102.65	£104.75	2.05%	
Mon - Thurs 6-12 (charges are from 6-1am)		£438.35	£447.10	2.00%	
Mon - Thurs 6-12.30 (charges are from 6-1.30am)		£477.60	£487.15	2.00%	
Mon - Thurs 6-1.00 (charges are from 6-2am)		£516.80	£527.15	2.00%	
Friday (Colleen) 7-11.30 (charges are from 7-12.30am)		£368.00	£375.35	2.00%	
Friday 6-12 (charges are from 6-1am)		£473.00	£482.45	2.00%	
Friday 6-12.30 (charges are from 6-1.30am)		£512.20	£522.45	2.00%	
Friday 6-1.00 (charges are from 6-2am)		£551.40	£562.45	2.00%	
Saturday 6-12 (charges are from 6-1am)		£535.30	£546.00	2.00%	
Saturday 6-12.30 (charges are from 6-1.30am)		£586.60	£598.35	2.00%	
Saturday 6-1.00 (charges are from 6-2am)		£637.90	£650.65	2.00%	
Sunday- Colleen- Dance infinity		£532.80	£543.45	2.00%	
Sunday (Spiral) Registered Charity Rate (less 20%)		£298.95	£304.95	2.01%	
Carola (Saturday) 7-12 (charges are from 7-1)		£463.10	£472.35	2.00%	
Carola (Saturday) 8-1 (charges are from 8-2)		£493.70	£503.55	2.00%	
Saturday - Colleen- Dance infinity	£463.10	£472.35	2.00%		
Kingsway Multiplay	Adults Football Half Pitch Per Hour	£14.80	£15.10	2.03%	
	Juniors Football Half Pitch Per Hour	£10.35	£10.55	1.93%	
	Adult Netball Half Pitch Per Hour	£14.80	£15.10	2.03%	
	Juniors Netball Half Pitch Per Hour	£10.35	£10.55	1.93%	
	Tennis Hut - Summer Season (March - Sept)	£119.95	£122.35	2.00%	
	Tennis Hut Hire Per Hour	£10.95	£11.15	1.83%	
	Tennis Hut- Winter Season	£60.00	£61.20	2.00%	
Indoor Bowls	Roll Up 1½ hrs	£3.10	£3.15	1.61%	
	Drive	£5.60	£5.70	1.79%	
	Roll Up 2 hr	£4.25	£4.35	2.35%	
	Locker	£10.55	£10.75	1.90%	
	Rink Hire 3 hrs	£24.00	£24.50	2.08%	
	Rink Hire 2 hrs	£16.85	£17.20	2.08%	
	Rink Hire 1½ hrs	£13.10	£13.35	1.91%	
	League per Rink (3 hours)	£29.45	£30.05	2.04%	

## Proposed Fees & Charges 2016/17 - Appendix 3 - Sports Facilities

### St Luke's Swimming Pool

Main Heading	Type	Current 2015/16	Proposed 2016/2017	% Increase
Swim				
	Adult	4.55	£4.65	2.20%
	Adult Leisure Card	2.7	£2.80	3.70%
	Child	2.7	£2.80	3.70%
	Child Leisure Card	1.65	£1.70	3.03%
	Over 60	2.7	£2.80	3.70%
	Over 60 Leisure Card	1.65	£1.70	3.03%
	Family	11.45	£11.70	2.18%
	Water Workout	6.45	£6.60	2.33%
	Water Workout Leisure Card	3.9	£4.00	2.56%
	50+ Water Workout	4.1	£4.20	2.44%
	Child Lesson	6.15	£6.30	2.44%
	Child Diving Lesson	6.15	£6.30	2.44%
	Adult Lesson	7.25	£7.40	2.07%
	Over 60s Lesson	6.15	£6.30	2.44%
	Child 1 to 1 Lesson	19.9	£20.30	2.01%
	Adult 1 to 1 Lesson	22.05	£22.50	2.04%
	Adult 10 swim pass (10 for 9)	41.1	£41.85	1.82%
	Child/Over 60/Leisure Card 10 swim pass	24.5	£25.20	2.86%
	Swim Membership Direct Debit	25.35	£26.50	4.54%
Swim Membership Direct Debit Leisure Card	18.00	£18.20	1.11%	



Proposed Fees & Charges 2016/17 - Appendix 3 - Sports Facilities

Withdean Sports Complex

Main Heading	Type	Current 2015/16	Proposed 2016/2017	% Increase
Indoor Tennis Courts	Adult Peak	21.75	£ 22.20	2.07%
	Adult Off Peak	17.40	£ 17.75	2.01%
	Over 60 Off Peak	12.00	£ 12.25	2.08%
	Junior Off Peak / Family	6.30	£ 6.45	2.38%
Outdoor Tennis Courts	Adult	8.50	£ 8.65	1.76%
	Adult with Floodlights	9.80	£ 10.00	2.04%
	Junior	3.90	£ 4.00	2.56%
	Adult Leisure Card	5.15	£ 5.30	2.91%
	Junior with Floodlights	5.20	£ 5.30	1.92%
	Adult with Floodlights Leisure Card	5.90	£ 6.00	1.69%
	5-A-Side Court	15.60	£ 16.00	2.56%
Junior Tennis Coaching	Mini Tennis Red	5.25	£ 6.00	14.29%
	Mini Tennis Orange	7.30	£ 7.45	2.05%
	Mini Tennis Green	7.30	£ 7.45	2.05%
	Turbo Tennis	8.10	£ 8.25	1.85%
	Diddy Tennis	2.45	£ 2.50	2.04%
Adult Tennis Coaching	Adult Coaching (1.5hrs)	12.00	£ 12.25	2.08%
	Un coached sessions (1.5hrs)	5.20	£ 5.30	1.92%
Squash	Adult Peak	9.30	£ 9.50	2.15%
	Adult Off Peak	6.90	£ 7.05	2.17%
	Junior Off Peak	4.75	£ 4.85	2.11%
	Adult Peak Leisure Card	5.60	£ 5.70	1.79%
	Adult Off Peak Leisure Card	4.15	£ 4.25	2.41%
	Junior Off Peak Leisure Card	2.85	£ 2.90	1.75%
Miscellaneous	Racket Hire	2.50	£ 2.75	10.00%
	Deposit	6.25	£ 6.40	2.40%
	Priority Booking Card (Per Year)	45.60	£ 50.00	9.65%
	Creche Non Member	2.40	£ 2.50	4.17%
	Minor Clubhouse Per Hour	19.55	£ 19.95	2.05%
	Dance Studio Per Hour	25.20	£ 25.70	1.98%
	Fitness Suite	Gym Induction	22.30	£ 22.75
Adult Peak Gym Session		7.85	£ 8.00	1.91%
Adult Off Peak Gym Session		6.60	£ 6.85	3.79%
Adult Peak Gym Session Leisure Card		4.70	£ 4.80	2.13%
Adult Off Peak Gym Session Leisure Card		3.95	£ 4.10	3.80%
Junior Gym Session		3.50	£ 3.60	2.86%
Programme Review		7.85	£ 12.50	59.24%
Personal Training Member		37.85	£ 38.50	1.72%
Personal Training Non Member		44.00	£ 45.00	2.27%
Membership 6 Site Single DD		48.50	£ 49.50	2.06%
Membership 6 Site Joint DD		94.90	£ 97.00	2.21%
Membership 6 Site Family DD		97.00	£ 99.00	2.06%
Membership 6 Site Student DD		28.70	£ 29.00	1.05%
Membership 6 Site Corporate DD		42.10	£ 43.00	2.14%
Membership 6 Site Single DD Leisure Card		27.75	£ 29.00	4.50%
Sauna		Session	3.60	£ 3.70
Aerobics Classes	Class (Non BTS)	5.70	£ 6.20	8.77%
	Bodyump/combat/attack	6.50	£ 6.70	3.08%
	Indoor Pursuit Cycling	5.70	£ 5.80	1.75%
	Back to Back Classes	10.00	£ 10.00	0.00%
	Back to Back including BTS	10.55	£ 10.75	1.90%
Combination Package	Gym & Sauna	8.85	£ 9.00	1.69%
Athletic Training	Adult	4.20	£ 4.25	1.19%
	Junior	2.85	£ 3.00	5.26%
	Adult Leisure Card	2.50	£ 2.55	2.00%
	Spectator	0.70	£ 1.00	42.86%
Athletics Season Tickets	Adult Full Year	151.45	£ 155.00	2.34%
	Junior/Leisure Card Full Year	97.75	£ 97.75	0.00%
	Adult April – September	84.45	£ 86.15	2.01%
	Junior Leisure Card April - September	59.80	£ 61.00	2.01%
Stadium Hire Per Hour	Athletics event (schools)	41.85	£ 44.00	5.14%
	Athletics event (club)	51.65	£ 52.70	2.03%
	Football Match	164.05	£ 167.50	2.10%

## Proposed Fees & Charges 2016/17 - Appendix 3 - Sports Facilities

### Stanley Deason Leisure Centre

Main Heading	Type	Current 2015/2016	Proposed 2016/2017	% Increase
Admission	Adult	£1.50	£1.55	3.33%
	Junior	£1.10	£1.15	4.55%
Squash	Adult Peak	£8.85	£9.00	1.69%
	Adult Off Peak	£6.35	£6.50	2.36%
	Junior Off Peak	£2.70	£2.75	1.85%
	Special (8.50am - 11.30am Mon-Fri)	£5.30	£5.40	1.89%
	Adult Peak Leisure Card	£5.30	£5.40	1.89%
	Adult Off Peak Leisure Card	£3.80	£3.90	2.63%
	Junior Off Peak Leisure Card	£1.65	£1.65	0.00%
		£0.00		
Badminton	Adult Peak	£9.95	£10.15	2.01%
	Adult Off Peak	£7.85	£8.00	1.91%
	Junior Off Peak	£3.80	£3.90	2.63%
	Adult Peak Leisure Card	£5.95	£6.10	2.52%
	Adult Off Peak Leisure Card	£4.70	£4.80	2.13%
	Junior Off Peak Leisure Card	£2.25	£2.35	4.44%
	£0.00			
Table Tennis	Peak	£7.55	£7.70	1.99%
	Off Peak	£6.10	£6.20	1.64%
	Peak Leisure Card	£4.50	£4.60	2.22%
	Off Peak Leisure Card	£3.65	£3.75	2.74%
	£0.00			
Fitness Suite	Peak Casual	£4.65	£4.75	2.15%
	Off Peak Casual	£3.40	£3.50	2.94%
	Peak Casual Leisure Card	£2.80	£2.85	1.79%
	Off Peak Casual Leisure Card	£2.05	£2.10	2.44%
	Induction Price Casual	£22.30	£22.75	2.02%
	Membership - 6 site DD	£48.50	£49.50	2.06%
	Membership SDLC & MSLC Single DD	£35.50	£36.00	1.41%
	Membership SDLC & MSLC Single DD Leisure Card	£20.90	£21.60	3.35%
Courses per Session	Adult	£4.35	£4.45	2.30%
	Junior	£4.35	£4.45	2.30%
	£0.00			
Sports Hall Hire	Whole Hall Hire Peak	£50.10	£51.10	2.00%
	Whole Hall Hire Off Peak	£40.70	£41.50	1.97%
	Half Hall Hire Peak	£25.00	£25.50	2.00%
	Half Hall Hire Off Peak	£20.35	£20.75	1.97%
All Weather Pitches - Astro	Whole Pitch Peak	£49.45	£50.00	1.11%
	Whole Pitch Off Peak	£30.65	£32.00	4.40%
	Half Pitch Peak	£37.85	£39.00	3.04%
	Half Pitch Off Peak	£25.65	£26.00	1.36%
	5-A-Side Peak	£30.65	£32.00	4.40%
	5-A-Side Off Peak	£20.60	£22.00	6.80%
	Whole Pitch Peak With Lights	£67.80	£70.00	3.24%
	Whole Pitch Off Peak With Lights	£49.45	£52.00	5.16%
	Half Pitch Peak With Lights	£47.70	£49.00	2.73%
	Half Pitch Off Peak With Lights	£33.85	£36.00	6.35%
	5-A-Side Peak With Lights	£39.15	£42.00	7.28%
5-A-Side Off Peak With Lights	£29.50	£32.00	8.47%	
All Weather Pitches - 3G	Whole Pitch Peak	£52.85	£54.00	2.18%
	Whole Pitch Off Peak	£32.70	£34.00	3.98%
	Half Pitch Peak	£40.45	£44.00	8.78%
	Half Pitch Off Peak	£27.40	£29.00	5.84%
	5-A-Side Peak	£32.70	£34.00	3.98%
	5-A-Side Off Peak	£22.00	£24.00	9.09%
	Whole Pitch Peak With Lights	£72.40	£74.00	2.21%
	Whole Pitch Off Peak With Lights	£52.85	£54.00	2.18%
	Half Pitch Peak With Lights	£51.00	£54.00	5.88%
	Half Pitch Off Peak With Lights	£35.90	£39.00	8.64%
	5-A-Side Peak With Lights	£41.80	£44.00	5.26%
5-A-Side Off Peak With Lights	£31.55	£34.00	7.77%	
Racket Sports Membership (Annual Payment)	Adult	£34.60	£35.30	2.02%
	Junior	£17.30	£17.65	2.02%
	One Plus One	£52.70	£53.75	1.99%
	Family	£55.85	£56.95	1.97%

Proposed Fees & Charges 2016/17 - Appendix 3 - Sports Facilities

Moulsecoomb Community Leisure Centre

Main Heading	Type	Current 2015/2016	Proposed 2016/2017	% Increase
Admission	Adult	£1.50	£1.55	3.33%
	Junior	£1.10	£1.15	4.55%
Badminton & Table Tennis	Adult Peak	£7.60	£7.75	1.97%
	Adult Peak Leisure Card	£4.55	£4.65	2.20%
	Adult Off Peak	£3.60	£3.70	2.78%
	Adult Off Peak Leisure Card	£2.15	£2.20	2.33%
	Adult Off Peak Non Member	£3.90	£4.00	2.56%
	Adult Off Peak Non Member Leisure Card	£2.35	£2.40	2.13%
	Junior Off Peak	£1.95	£2.00	2.56%
	Junior Off Peak Leisure Card	£1.20	£1.20	0.00%
Table Tennis	Adult Peak	£4.55	£4.65	2.20%
	Adult Peak Leisure Card	£2.70	£2.80	3.70%
	Adult Off Peak	£2.15	£2.20	2.33%
	Adult Off Peak Leisure Card	£1.30	£1.30	0.00%
	Adult Off Peak Non Member	£2.35	£2.40	2.13%
	Adult Off Peak Non Member Leisure Card	£1.45	£1.45	0.00%
	Junior Off Peak	£1.20	£1.25	4.17%
	Junior Off Peak Leisure Card	£0.70	£0.75	7.14%
Fitness Suite	Peak Casual Session	£4.85	£4.95	2.06%
	Off Peak Casual Session	£2.85	£3.00	5.26%
	Peak Casual Leisure Card	£2.90	£3.00	3.45%
	Off Peak Casual Leisure Card	£1.75	£1.80	2.86%
	Casual Induction	£22.30	£22.75	2.02%
	Casual Induction Leisure Card	£13.40	£13.75	2.61%
Main Hall Hire	Whole Hall Peak	£46.25	£48.00	3.78%
	Whole Hall Off Peak	£20.70	£21.50	3.86%
	Half Hall Hire Peak	£24.50	£25.00	2.04%
	Half Hall Hire Off Peak	£10.10	£10.30	1.98%
	Function (ie 9am till 13.30)	£205.25	£210.00	2.31%
	Function (ie 12 till) Half hall	£411.85	£420.00	1.98%
	Whole hall			
Bar	None Function per hour	£18.10	£18.50	2.21%
	Function	£217.60	£221.00	1.56%
Haven Suite	None Function per hour	£18.05	£18.50	2.49%
	Function	£217.60	£221.95	2.00%
Birthday Parties	First Hour	£37.10	£37.85	2.02%
Coaching per Session	Adult	£4.35	£4.45	2.30%
	Junior	£4.35	£4.45	2.30%
Outside Multicourt Whole Pitch	Peak	£22.95	£23.40	1.96%
	Off Peak	£12.00	£12.25	2.08%
	Peak With Lights	£26.75	£27.30	2.06%
	Off Peak With Lights	£14.50	£14.80	2.07%
Racket Sports Membership (Annual Payment)	Adult	£12.05	£12.30	2.07%
	Junior	£3.65	£3.75	2.74%
	Family	£14.40	£14.70	2.08%

Proposed Fees & Charges 2016/17 - Appendix 3 - Sports Facilities

**Portslade Sports Centre**

Main Heading	Type	Current 2015/2016	Proposed 2016/2017	% Increase	
<b>Classes</b>	Members- evening Classes	£3.90	£4.00	2.56%	
	Non Members -evening classes	£4.90	£5.00	2.04%	
	Members- Day time classes	£3.70	£3.80	2.70%	
	Non Members- Day time classes	£4.70	£4.80	2.13%	
	Member Spin	£3.50	£3.60	2.86%	
	Non Member Spin	£4.50	£4.60	2.22%	
<b>Fitness Suite</b>	Fitness suite Peak	£4.50	£5.00	11.11%	
	Fitness suite Peak Leisure Card	£2.70	£3.00	11.11%	
	Fitness suite Off Peak	£4.00	£4.10	2.50%	
	Fitness suite Off Peak Leisure Card	£2.40	£2.45	2.08%	
	Junior Fitness	£3.20	£3.30	3.12%	
	Fit and healthy Mon/Fri	£3.20	£3.30	3.12%	
	Fitness Red Card	£3.00	£3.05	1.67%	
	Yellow Card 60+	£16.00	£16.35	2.19%	
	GP Cash Pay	£21.00	£21.40	1.90%	
	Fitness Programme	£10.00	£10.20	2.00%	
	Junior Fit Month	£24.00	£24.50	2.08%	
	Induction casual	£15.00	£16.00	6.67%	
	Induction Concession	£10.00	£10.20	2.00%	
	<b>Creche</b>	Creche First child	£1.50	£1.55	3.33%
		Creche Further child	£1.10	£1.15	4.55%
Crew Club		£3.60	£3.70	2.78%	
<b>Squash/Racket Ball</b>	Squash/Racket ball Peak	£6.90	£7.05	2.17%	
	Squash/Racket ball Peak Leisure Card	£4.15	£4.25	2.41%	
	Squash /Racket Ball Off Peak	£6.30	£6.45	2.38%	
	Squash /Racket Ball Off Peak Leisure Card	£3.80	£3.90	2.63%	
	Racket hire	£1.00	£1.05	5.00%	
	Squash Balls	£3.20	£3.25	1.56%	
	Racket ball	£4.00	£4.10	2.50%	
	Racket Grip	£3.20	£3.20	0.00%	
<b>Short Tennis</b>	Short Tennis Peak	£7.80	£7.95	1.92%	
	Short Tennis Off Peak	£6.80	£6.95	2.21%	
	Table Tennis Ball	£0.80	£0.80	0.00%	
<b>Table Tennis</b>	Peak - 40 mins	£4.00	£4.50	12.50%	
	Peak - 40 mins Leisure Card	£2.40	£2.70	12.50%	
	Off peak - 40 mins	£3.65	£4.00	9.59%	
	Off peak - 40 mins Lesure Card	£2.20	£2.40	9.09%	
<b>Casual activities</b>	Casual Martial Arts Peak	£6.90	£7.05	2.17%	
	Casual Martial Arts Off Peak	£6.30	£6.45	2.38%	
	Casual Basketball 2hrs	£5.20	£5.30	1.92%	
	Casual Football	£3.60	£3.70	2.78%	
	Adult Shower	£2.00	£2.20	10.00%	
<b>Indoor Football/ Basketball/Netball</b>	Football /Basketball /Netball 1 hour	£43.50	£44.40	2.07%	
	Football /Basketball 30 min	£21.75	£22.20	2.07%	
<b>Synthetic pitch</b>	Whole pitch Lit	£86.00	£90.00	4.65%	
	Whole Pitch unlit	£60.00	£61.20	2.00%	
	Half pitch Lit	£43.00	£45.00	4.65%	
	Half pitch unlit	£30.00	£30.60	2.00%	
<b>Badminton</b>	Badminton court Peak 1 Hour	£7.80	£8.00	2.56%	
	Badminton court Peak 1 Hour Leisure Card	£4.70	£4.80	2.13%	
	Badminton Court Peak 30 min	£3.90	£4.00	2.56%	
	Badminton Off Peak 1 Hour Leisure Card	£6.80	£6.95	2.21%	
	Badminton Off Peak 1 Hour	£4.10	£4.20	2.44%	
	Badminton Off Peak 30 min	£3.40	£3.50	2.94%	
	Racket hire	£1.00	£1.50	50.00%	
<b>Snooker</b>	Adult Snooker 1hr Peak (3rd hour free)	£5.10	£5.20	1.96%	
	Adult Snooker 30 min peak	£2.55	£2.60	1.96%	
	Adult Snooker 1hr off Peak	£4.80	£4.95	3.13%	
	Adult Snooker 30 min Off peak	£2.40	£2.45	2.08%	
	Snooker Match	£13.00	£13.30	2.31%	
	Snooker Junior 1hr	£4.10	£4.20	2.44%	
	Snooker Junior 30 min	£2.05	£2.10	2.44%	

	Tuesday Club	£3.60	£3.70	2.78%
	Senior Snooker	£3.50	£3.60	2.86%
<b>Cricket</b>	1 Net 1 hour (Min 2 nets)	£24.00	£27.00	12.50%
	Evening Cricket	£25.00	£25.50	2.00%
<b>Junior Activities</b>	Multi Sports/Fun club (holiday club)	£4.00	£4.10	2.50%
	Football (Mon)	£3.40	£3.50	2.94%
	Trampolining (Mon) - 1 hour	£3.40	£3.50	2.94%
	Gymnastics club (Mon) 1 .5 hours	£4.40	£4.50	2.27%
	Toddlers Gymnastics 2-5	£3.60	£3.70	2.78%
	Toddlers gymnastics further child	£1.90	£2.00	5.26%
	Junior fencing	£3.90	£4.10	5.13%
	Junior badminton 8-16	£3.50	£3.70	5.71%
	Junior basketball	£3.60	£3.70	2.78%
	Trampolining (Sat am) 1.25 hours	£3.70	£3.80	2.70%
	Gymnastics (Sat am)	£3.70	£3.80	2.70%
	Birthday parties Member (From)	£62.00	£64.00	3.23%
	Birthday Parties non member (From)	£70.00	£72.00	2.86%
<b>Adult activities</b>	Netball members	£3.90	£4.00	2.56%
	Hedgehoppers	£1.00	£1.15	15.00%
	Fencing Members	£4.30	£4.50	4.65%
	Fencing non members	£5.30	£5.50	3.77%
	Flying Club	£5.20	£5.30	1.92%
	50 + Morning	£3.90	£4.00	2.56%
<b>Centre Membership</b>	Day Membership	£1.00	£1.15	15.00%
	Adult Membership	£30.00	£31.00	3.33%
	Adult partner membership	£53.00	£54.00	1.89%
	60+	£11.00	£12.00	9.09%
	Classes 6 for 5 member	£19.50	£19.90	2.05%
	Classes 6 for 5 non Member	£24.50	£25.00	2.04%
	Classes member 6 for 5 Off peak	£18.50	£18.90	2.16%
	Classes non member 6 for 5 Off peak	£23.50	£24.00	2.13%
	Free centre membership for income support/B&H employees/students.			
<b>Membership</b>	7 Site Single DD	£48.50	£49.50	2.06%
	7 Site Single DD Leisure Card	£27.75	£29.00	4.50%
Joining Fees	£10 Under 18's and 60+	£24.00	£24.50	2.08%
	£10 Under 18's 60+ Joint membership	£36.00	£36.75	2.08%
	£15 Pay Monthly Off Peak	£28.00	£32.00	14.29%
	£15 Pay Monthly Peak	£33.00	£34.00	3.03%
	£15 Pay Monthly Off Peak Joint	£48.00	£49.00	2.08%
	£15 Pay Monthly Peak Joint	£58.00	£59.20	2.07%
	Free Pay Monthly DD	£29.00	£30.00	3.45%
	Free Pay Monthly DD Off Peak	£24.00	£25.00	4.17%
Free Pay Monthly DD Joint	£50.00	£51.50	3.00%	

**Proposed Fees & Charges 2016/17 - Appendix 3 - Sports Facilities  
DD Memberships**

		<b>Current 2015/16</b>	<b>Proposed 2016/2017</b>	<b>% increase</b>
<b>KALC</b>	Compass & Listen Up Card Induction	£15.85	£16.15	1.89%
	FWORKS Inclusive Membership DD (7 site DD)	£48.50	£49.50	2.06%
	Concession 7 Site DD	£27.75	£29.00	4.50%
	Swim Direct Debit	£25.35	£26.50	4.54%
	Swim Direct Debit Leisure Card	£18.00	£18.20	1.11%
<b>PRSC / St Lukes</b>	Membership 7 Site Single DD	£48.50	£49.50	2.06%
	Membership 7 Site Joint DD	£94.90	£97.00	2.21%
	Membership 7 Site Family DD	£97.00	£99.00	2.06%
	Membership 7 Site Student DD	£27.75	£29.00	4.50%
	Membership 7 Site Corporate DD	£42.05	£43.00	2.26%
	Membership 7 Site Single DD Leisure Card	£27.75	£29.00	4.50%
	Swim Direct Debit	£25.35	£26.50	4.54%
	Swim Direct Debit Leisure Card	£18.00	£18.20	1.11%
<b>MCLC</b>	Membership SDLC & MSLC Single DD	£35.50	£36.00	1.41%
	Membership Off Peak DD	£24.15	£24.75	2.48%
	Membership SDLC & MSLC Single DD Leisure Card	£20.90	£21.60	3.35%
	Membership Off Peak DD concession	£14.20	£14.85	4.58%
	Leisure Card 7 Site DD	£27.75	£29.00	4.50%
<b>SDLC</b>	Membership SDLC & MSLC Single DD	£35.50	£36.00	1.41%
	Membership SDLC & MSLC Single DD Leisure Card	£20.90	£21.60	3.35%
	Leisure Card 7 Site DD	£27.75	£29.00	4.50%
<b>PSC</b>	Under 18 (and existing over 60s)	£24.00	£24.50	2.08%
	Over 60s Membership (new members)		£27.00	New
	Under 18's Joint (and existing over 60s)	£36.00	£36.75	2.08%
	Over 60s Joint (New Members)		£50.00	New
	Pay Monthly Off Peak	£24.00	£24.50	2.08%
	Pay Monthly DD	£29.00	£30.00	3.45%
	Pay Monthly Off Peak	£24.00	£25.00	4.17%
	Pay Monthly DD Joint (Existing)	£50.00	£52.00	4.00%
	Pay Monthly DD Joint (New)		£55.00	New
	Membership 7 Site Single DD Leisure Card	£27.75	£29.00	4.50%
<b>WSC</b>	Membership 7 Site Single DD	£48.50	£49.50	2.06%
	Membership 7 Site Joint DD	£94.90	£97.00	2.21%
	Membership 7 Site Family DD	£97.00	£99.00	2.06%
	Membership 7 Site Student DD	£28.70	£29.00	1.05%
	Membership 7 Site Corporate DD	£42.10	£43.00	2.14%
	Membership 7 Site Single DD Leisure Card	£27.75	£29.00	4.50%

## Appendix 4

# ROOM HIRE CHARGES (PER DAY) BRIGHTON CENTRE

**DRAFT**

Location	1 April 2015 - 31 March 2016	1 April 2016 - 31 March 2017	% diff. between 15/16 & 16/17
<b>Auditorium 1</b>			
* Open Days	£ 11,700.00	11930.00	2.0
* Prep / Clearing Days	£ 7,600.00	7750.00	2.0
<b>Per hour charge after 1800pm</b>			
* 1800pm - 0100am	£ 440.00	450.00	2.3
* 0100am - 0800pm	£ 550.00	560.00	1.8
<b>Auditorium 2</b>			
* Open Days	£ 4,000.00	4080.00	2.0
* Prep / Clearing Days	£ 2,720.00	2775.00	2.0
<b>Per hour charge after 1800pm</b>			
* 1800pm - 0100am	£ 205.00	210.00	2.4
* 0100am - 0800pm	£ 240.00	245.00	2.1
<b>Syndicate 1,2,3 &amp; 4</b>			
* Open Days	£ 2,050.00	2095.00	2.2
* Prep / Clearing Days	£ 1,280.00	1305.00	2.0
<b>The Restaurant</b>	£ 1,280.00	1305.00	2.0
<b>MASS MEDIA AREA</b>			
* Open Days	£ 1,610.00	1640.00	1.9
* Prep / Clearing Days	£ 1,075.00	1100.00	2.3
<b>Meeting Room 1</b>			
* Open Days	£ 1,230.00	1255.00	2.0
* Prep / Clearing Days	£ 840.00	860.00	2.4
<b>Office 2</b>	£ 245.00	250.00	2.0
<b>Meeting Rooms/Office 3-5</b>			
Meeting Room 3	£ 675.00	690.00	2.2
Office 4	£ 245.00	250.00	2.0
Meeting Room 5	£ 485.00	495.00	2.1
<b>Entire Suite</b>			
- Per day up to 4 days	£ 710.00	725.00	2.1
- Per day for additional days	£ 315.00	320.00	1.6
<b>Meeting Rooms/Office 6-8</b>			
Meeting Room 6	£ 245.00	250.00	2.0
Office 7	£ 165.00	170.00	3.0
Meeting Room 8	£ 245.00	250.00	2.0
<b>Entire Suite</b>			
- Per day up to 4 days	£ 590.00	600.00	1.7
- Per day for additional days	£ 295.00	300.00	1.7
<b>Meeting Rooms/Offices 9-13</b>	£ 635.00	650.00	2.4
<b>Meeting Room 14</b>	£ 245.00	250.00	2.0
<b>Meeting Room 15</b>	£ 240.00	245.00	2.1
<b>FOYER DISPLAY AREAS</b>			
* Open Days per m2	£ 11.50	11.75	2.2
* Prep / Clearing per m2	£ 9.85	10.05	2.0
<b>TEMP BANK</b>	£ 210.00	215.00	2.4
<b>MEZZANINE BARS</b>	£ 580.00	590.00	1.7
<b>First Aid</b>	£ 17.45	17.80	2.0

### 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 2016/17

### Appendix 5 - Outdoor Events

Outdoor Events	Current 2015/2016	Proposed 2016/2017	Increase £	Increase %
<b>Application Fee</b>				
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%
<b>Hire of Parks &amp; Open Spaces</b>				
<b>Commercial</b>				
Small	£1,020.00	£1,040.00	£20.00	2.0%
Medium	£2,040.00	£2,080.00	£40.00	2.1%
Large	Negotiable	Negotiable	Negotiable	Negotiable
<b>Charity</b>				
Small	£510.00	£520.00	£10.00	2.0%
Medium	£1,020.00	£1,040.00	£20.00	2.0%
Large	£2,040.00	£2,080.00	£40.00	2.0%
<b>Community</b>				
Small	£125.00	£125.00	£0.00	0.0%
Medium	£255.00	£260.00	£5.00	2.0%
Large	£510.00	£520.00	£10.00	2.0%
<b>Hire Of Madeira Drive (per day including road closure 6am-6pm)</b>				
Commercial	£8,535.00	£8,750.00	£215.00	2.5%
Charity	£2,735.00	£2,790.00	£55.00	2.0%
Enthusiast	£1,738.00	£1,775.00	£37.00	2.4%
Community*	£1,530.00	£1,560.00	£30.00	2.0%
<b>Commercial Promotions</b>				
Per day (weekends)	£1,500.00	£1,530.00	£30.00	2.0%
Per day (weekdays)	£1,250.00	£1,275.00	£25.00	2.0%
<b>Reinstatement Deposit</b>				
Commercial	£5,000.00	£5,000.00	£0.00	0.0%
Charity/Community	£500.00	£500.00	£0.00	0.0%
<b>Advertising Sites</b>				
Poster Sites 10 Day Period	£5.10	£5.20	£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.



<b>Subject:</b>	<b>Targeted Budget Management (TBM) 2015/16 Month 9</b>		
<b>Date:</b>	<b>11 February 2016</b>		
<b>Report of:</b>	<b>Acting Director for Finance &amp; Resources</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>James Hengeveld</b>	<b>Tel: 29-1242</b>
	<b>Email:</b>	<b>James.Hengeveld@brighton-hove.gov.uk</b>	
<b>Ward(s) affected:</b>	<b>All</b>		

**FOR GENERAL RELEASE**

**1 SUMMARY AND POLICY CONTEXT:**

- 1.1 The Targeted Budget Monitoring (TBM) report is a key component of the council's overall performance monitoring and control framework. This report sets out the projected forecast risk as at Month 9 (December) on the council's revenue and capital budgets for the financial year 2015/16.
- 1.2 The overall position has continued to improve from Month 7 as directorates work toward achieving the improvement targets outlined in the report to Special Policy & Resources Committee on 4 November 2015. The risk on council-controlled budgets is now down to £0.452m, however, there remains a risk of £0.489m on the S75 health partnership budget, primarily relating to mental health services. The S75 position is being closely monitored and ongoing discussions are being held with health partners to consider options for covering this risk.
- 1.3 Members will note from previous reports that the position has improved through a combination of one-off measures as well as increased financial and recruitment controls which must continue to be applied in order to achieve the projected outturn or better. This can be seen in the graph at paragraph 3.6 which clearly shows that underlying trends on corporate critical budgets, particularly social care, are not shifting significantly and this situation will need to be taken into account in setting the 2016/17 budget.
- 1.4 Financial performance is kept under review on a monthly basis by the Cross-Party Budget Review Group and the management and treatment of forecast risks is considered by the Audit & Standards Committee.

**2 RECOMMENDATIONS:**

It is recommended to:

- 2.1 Note the forecast risk position for the General Fund, which indicates a budget pressure of £0.941m. This consists of £0.452m on council controlled budgets and £0.489m on the council's share of the NHS managed Section 75 services.

- 2.2 Note the forecast for the Housing Revenue Account (HRA), which is an underspend of £0.874m.
- 2.3 Note the forecast for the Dedicated Schools Grant which is an underspend of £0.108m.
- 2.4 Note the forecast outturn position on the capital programme.
- 2.5 Approve the capital programme variations and reprofiles in Appendix 4 and new capital schemes in Appendix 5.

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

#### **Targeted Budget Management (TBM) Reporting Framework**

- 3.1 The TBM framework focuses on identifying and managing financial risks on a regular basis throughout the year. This is applied at all levels of the organisation from Budget Managers through to Policy & Resources Committee. Services monitor their TBM position on a monthly or quarterly basis depending on the size, complexity or risks apparent within a budget area. TBM therefore operates on a risk-based approach, paying particular attention to mitigation of growing cost pressures, demands or overspending together with more regular monitoring of high risk 'corporate critical' areas as detailed below.
- 3.2 The TBM report is normally split into 8 sections as follows:
  - i) General Fund Revenue Budget Performance
  - ii) Housing Revenue Account (HRA) Performance
  - iii) Dedicated Schools Grant (DSG) Performance
  - iv) NHS Controlled S75 Partnership Performance
  - v) Capital Investment Programme Performance
  - vi) Capital Programme Changes
  - vii) Implications for the Medium Term Financial Strategy (MTFS)
  - viii) Comments of the Director of Finance (statutory S151 officer)

#### **General Fund Revenue Budget Performance (Appendix 1 & 2)**

- 3.3 The table below shows the forecast outturn for Council controlled revenue budgets within the General Fund. Appendix 1 provides a summary of the movements from Month 7 and a more detailed explanation of the variances can be found in Appendix 2.

Forecast Variance Month 7 £'000	<b>Directorate</b>	2015/16 Budget Month 9 £'000	Forecast Outturn Month 9 £'000	Forecast Variance Month 9 £'000	Forecast Variance Month 9 %
2,354	Children's Services	55,335	57,266	1,931	3.5%
2,809	Adult Services	67,030	70,141	3,111	4.6%
(65)	Environment, Development & Housing	30,884	30,657	(227)	-0.7%
(489)	Assistant Chief Executive	15,499	14,890	(609)	-3.9%
(324)	Public Health (incl. Community Safety & Public Protection)	5,134	4,786	(348)	-6.8%
(2,002)	Finance, Resources & Law	29,569	27,356	(2,213)	-7.5%
2,283	Sub Total	203,451	205,096	1,645	0.8%
(1,172)	Corporate Budgets	6,565	5,372	(1,193)	-18.2%
1,111	Total Council Controlled Budgets	210,016	210,468	452	0.2%

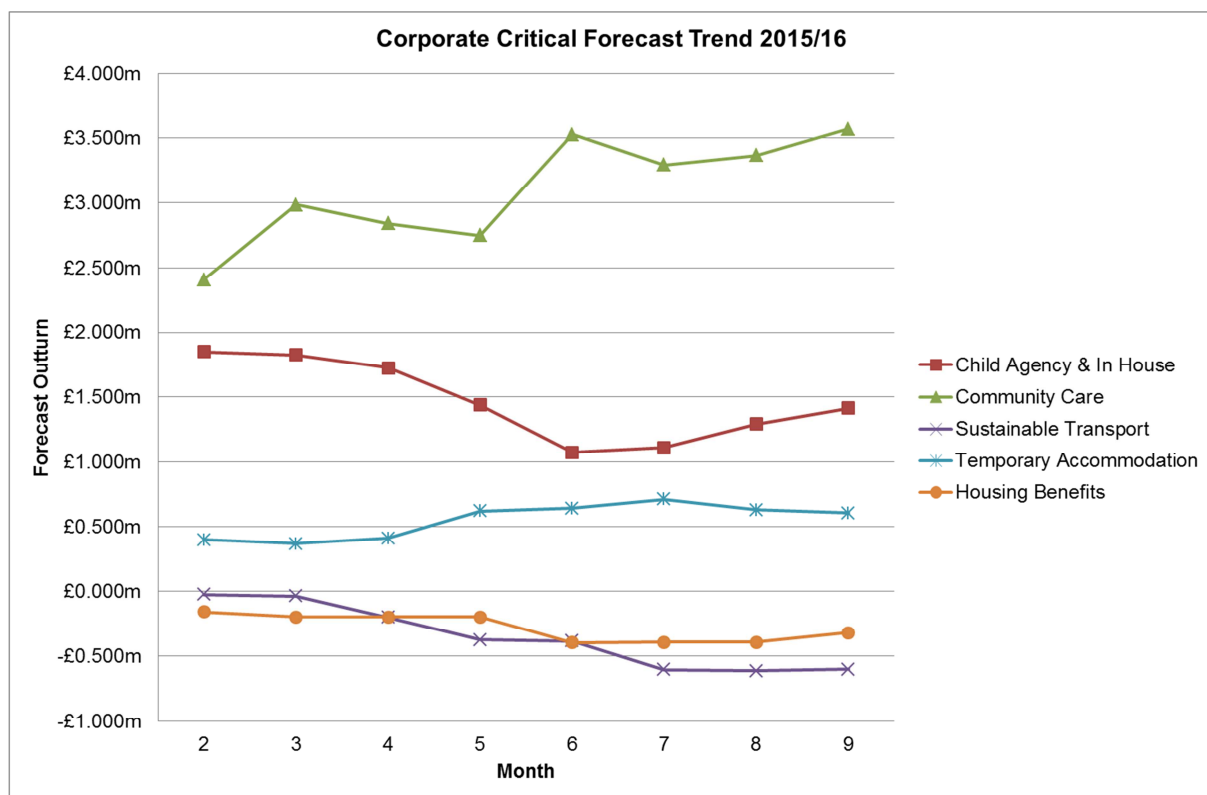
- 3.4 The General Fund includes general council services, corporate budgets and central support services. Corporate budgets include centrally held provisions and budgets (e.g. insurance). General Fund services are accounted for separately to the Housing Revenue Account (Council Housing). Although part of the General Fund, financial information for the Dedicated Schools Grant is shown separately as this is ring-fenced to education provision (i.e. Schools).

#### Corporate Critical Budgets

- 3.5 There are a number of budgets that carry potentially higher financial risks and therefore could have a material impact on the council's overall financial position. These are significant budgets where demand or activity is difficult to predict and where relatively small changes in demand can have significant implications for the council's budget strategy. These therefore undergo more frequent and detailed analysis. The Community Care figures in the table below exclude one-off Care Act funding of £2.147m.

Forecast Variance Month 7 £'000	<b>Corporate Critical</b>	2015/16 Budget Month 9 £'000	Forecast Outturn Month 9 £'000	Forecast Variance Month 9 £'000	Forecast Variance Month 9 %
1,112	Child Agency & In House Placements	20,454	21,870	1,416	6.9%
3,291	Community Care	39,632	43,202	3,570	9.0%
(607)	Sustainable Transport	(17,029)	(17,632)	(603)	-3.5%
712	Temporary Accommodation	993	1,599	606	61.0%
(397)	Housing Benefits	(637)	(960)	(323)	-50.7%
4,111	Total Corporate Critical	43,413	48,079	4,666	10.7%

3.6 The forecast trend on Corporate Critical Budgets over the year-to-date is shown in the graph below. It indicates that Adult Social Care and Temporary Accommodation pressures have grown over the year while Children's has improved, although it is now on an upward trajectory. These corporate critical trends also clearly indicate that overall improvements to the council's financial forecasts are largely being achieved through reductions elsewhere.



### Summary of the position at Month 9

The main pressures reported at Month 9 continue to be across Children's and Adults social care and Homelessness (Temporary Accommodation) as follows:

3.7 **Children's Services:** There continues to be increased pressure on the children's social care system both within Brighton and Hove and nationally. This is as a consequence of increased awareness of child abuse and child sexual exploitation following a number of high profile cases nationally. The age range with the largest increase are adolescents who can present quite problematic needs. The national increase in 2013/14 was 10.8% in referrals and a 12.1% increase in children subject to a child protection plan and it is believed this has continued to increase nationally this year. In Brighton and Hove there have been increases as a consequence of introducing improvements in the referral process following the start of the Multi Agency Safeguarding Hub (MASH). The most recent data shows that between March 2015 and June 2015 there was an increase in the number of assessed children from 673 to 976.

3.8 Overall, this is causing a cost pressure of £1.158m on social services staffing and £1.166m on placement budgets (as above). Together with risks of £0.679m on savings plans, and other underspending of £1.072m, this explains the forecast risk of £1.931m at Month 9.

- 3.9 **Adults Services:** The service is facing a significant financial challenge in 2015/16 in mitigating the pressures arising from the 2014/15 overspent position, and managing in year demand alongside implementing the Care Act, developing integration plans through the Better Care programme and completing the Learning Disabilities Review.
- 3.10 The forecast TBM risk at month 9 of £3.600m has increased by £0.249m from month 7. Within this increase, budgeted savings of £1.019m have been put at risk since Month 7 which has been mitigated by managing demand for and cost of community care placements and management control of essential spending across Provider Services. The forecast risk includes the following main elements that are described in more detail in Appendix 2:
- Approved budget savings of £8.101m at Month 9 are projected to fall short of the target by £0.898m with further risks against the remaining anticipated savings of £0.657m which rely on continued achievement of reduced placement costs and application of appropriate funding sources.
  - In year spend has been reduced by £1.788m as a result of the action taken to manage demand for and cost of community care placements, improved forecasting through data quality checks, increased scrutiny and management controls and funding from health that has been agreed. Whilst there is a level of confidence that this reduction can be delivered for placements for older people there are continuing risks on placements for people with learning disabilities or mental health needs due to the volatility of demand.
  - The in year forecast includes the use of one-off funding identified for the Care Act implementation of £2.210m which has been applied to support the investment required to deliver the savings plans. There is a subsequent risk in 2016/17 on the savings as a result of the investment being non-recurrent.
  - There are unachieved savings from previous years of £3.184m across Assessment and Provider services for which mitigating recovery plans have been developed, including the Learning Disability Review, and at month 9 there is a significant risk against £2.694m of these savings (as reflected in the forecast overspend).
  - The main area of forecast risk concerns service pressures identified at the beginning of the year of £3.783m relating to increased complexity of need, increased cost of transitions cases, pressures on the Provider Services budget and Deprivation of Liberty cases. At month 9 there is a significant risk against £3.668m of the plans against these pressures (as reflected in the forecast overspend). There is a financial and reputational risk to the Council if the Deprivation of Liberty cases are not assessed and authorised in accordance with Care Act requirements.
  - The Better Care Fund underspend has been assumed to cover the overspend against the new community equipment contract. There is potential for a proportion of the remaining underspend to be allocated

against residential and nursing care placements and making use of this flexibility to achieve agreed outcomes.

- 3.11 The funding of all packages is scrutinised for Value for Money, ensuring that eligible needs are met in the most cost-effective manner which will not always meet customer aspirations, this forms a key part of the savings implementation plan. Adult Services are also using benchmarking information to support the driving down of unit costs but are faced with increased complexity and growth. Through regional and other social care networks we have been looking at best practice in delivering cost effective services in order to influence future direction - this includes demand management and identifying opportunities through Housing.
- 3.12 As described, there are significant risks still present within the forecast as at December 2015. In the last quarter (January to March) there is potential for a spike in demand especially with the pressure on the local hospitals and the need to support the local health economy. In addition it may be necessary to invest in the care market to ensure that care needs can be met. Discussions with the Clinical Commissioning Group to mitigate against these financial risks are ongoing.
- 3.13 **Housing Services and Temporary Accommodation:** There is a £0.586m pressure mainly relating to the ongoing need to spot-purchase expensive bed and breakfast accommodation which has been made worse by the need to hand back 54 leased properties so far this year. This reflects growing homelessness and the difficulty of securing affordable private rented homes in the city to meet the council's statutory housing obligations in a period of rapidly rising house and private rent prices. With the new framework in place, more cost effective leased properties are being procured but these are not keeping pace with demand. Therefore the need to spot purchase nightly temporary accommodation has not reduced as originally forecast.
- 3.14 The review of properties with Adults and Children's services clients has not resulted in any properties being released. Although 100 new leased properties have just been procured it will take some months before these become available. Other landlords with fewer properties are also being approached with a view to expanding the leased property portfolio. Housing services (General Fund) also have a number of undeliverable savings (£0.140m) which has contributed to the Housing overspend position.

### **In Year Improvement Targets**

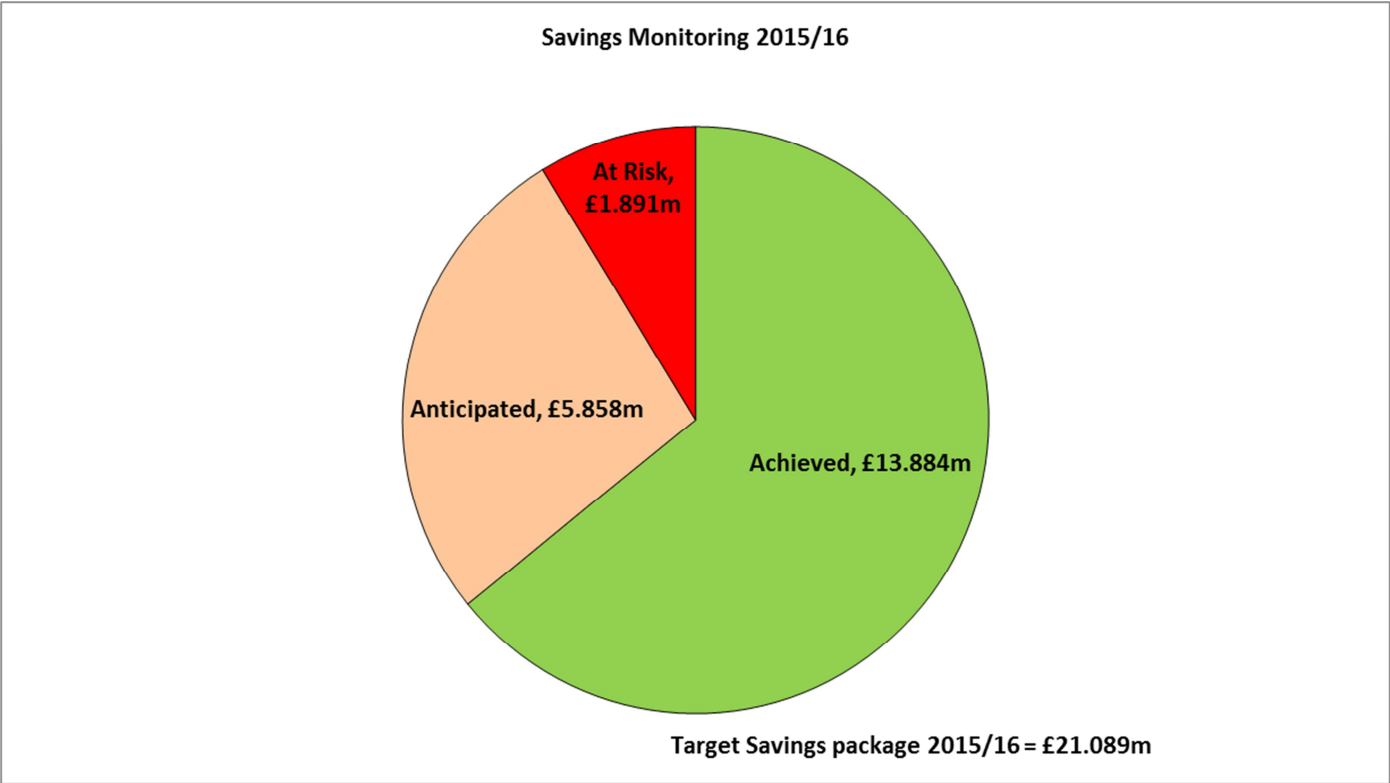
- 3.15 Special Policy & Resources Committee on 4<sup>th</sup> November agreed improvement targets of £4.751m intended to bring the council's position back into balance by the year end. The overall position since Month 6 (when the targets were set) has improved by £3.810m and most of this (£3.495m) is due to measures taken as part of the improvement targets. The table below summarises performance against those targets.



	<b>Improvement Target £'000</b>	<b>Target Achieved £'000</b>	<b>(Over) / Under Achieved £'000</b>
Children's Services	(987)	(820)	167
Adult Services	(1,631)	(795)	836
Environment, Development & Housing	(826)	(517)	309
Assistant Chief Executive	(349)	(349)	0
Public Health	(217)	(217)	0
Finance & Resources and Law	(741)	(797)	(56)
<b>Total Council Controlled</b>	<b>(4,751)</b>	<b>(3,495)</b>	<b>(1,256)</b>

### **Monitoring Savings**

- 3.16 The savings package approved by full Council to support the revenue budget position in 2015/16 was £21.089m (£24.852m in a full year). This is a very large savings package and follows 4 years of substantial packages totalling nearly £77.000m. Achievement of savings programmes and actions in 2015/16 is closely monitored to ensure satisfactory progress and avoid adding to financial pressures in future years through non-achievement.
- 3.17 Appendix 3 provides a summary of savings in each directorate and indicates in total what has been achieved, is anticipated to be achieved, or is at risk. Details of savings at risk are also provided. The graph below provides a summary of the position as at Month 9. This shows that a significant portion of the savings programme for 2015/16 is on track but there are some risk areas. Mitigation of these risks is included in the development of services' financial recovery actions and is factored into the overall month 9 TBM position.



(Note: Achieved savings can include over-achievements)

**Housing Revenue Account Performance (Appendix 2)**

3.18 The Housing Revenue Account is a separate ring-fenced account which covers income and expenditure related to the management and operation of the council’s housing stock. Expenditure is generally funded by Council Tenants’ rents. The current forecast is an underspend of £0.874m and more details are provided in Appendix 2.

**Dedicated Schools Grant Performance (Appendix 2)**

3.19 The Dedicated Schools Grant (DSG) is a ring-fenced grant which can only be used to fund expenditure on the schools budget. The schools budget includes elements for a range of services provided on an authority-wide basis including Early Years education provided by the Private, Voluntary and Independent (PVI) sector, and the Individual Schools Budget (ISB) which is divided into a budget share for each maintained school. The current forecast is an underspend of £0.108m and more details are provided in Appendix 2. Under the Schools Finance Regulations any underspend must be carried forward to support the schools budget in future years.

**NHS Managed S75 Partnership Performance (Appendix 2)**

3.20 The NHS Trust-managed Section 75 Services represent those services for which local NHS Trusts act as the Host Provider under Section 75 Agreements. Services are managed by Sussex Partnership Foundation Trust (SPFT) and Sussex Community NHS Trust (SCT) and include health and social care

services for Adult Mental Health, Older People Mental Health, Substance Misuse, AIDS/HIV, Intermediate Care and Community Equipment.

- 3.21 These partnerships are subject to separate annual risk-sharing arrangements and the monitoring of financial performance is the responsibility of the respective host NHS Trust provider. Risk-sharing arrangements can result in financial implications for the council should a partnership be underspent or overspent at year-end and hence the performance of the partnerships is reported as a memorandum item under TBM throughout the year.

Forecast Variance Month 7 £'000	<b>Section 75</b>	2015/16 Budget Month 9 £'000	Forecast Outturn Month9 £'000	Forecast Variance Month 9 £'000	Forecast Variance Month 9 %
542	NHS Trust managed S75 Services	11,488	11,977	489	4.3%

### Capital Programme Performance and Changes

- 3.22 The table below provides a summary of capital programme performance by Directorate and shows that there is an overall overspend of £0.569m forecast at this stage.

Forecast Variance Month 7 £'000	<b>Capital Budgets</b>	2015/16 Budget Month 9 £'000	Forecast Outturn Month 9 £'000	Forecast Variance Month 9 £'000	Forecast Variance Month 9 %
0	Children's Services	13,498	13,498	0	0.0%
0	Adult Services	474	474	0	0.0%
572	Environment, Development & Housing - General Fund	44,319	44,687	368	0.8%
494	Environment, Development & Housing - HRA	32,891	33,111	220	0.7%
(19)	Assistant Chief Executive	3,103	3,084	(19)	-0.6%
0	Public Health	376	376	0	0.0%
0	Finance, Resources & Law	16,867	16,867	0	0.0%
0	Corporate Services	25	25	0	0.0%
1,047	Total Capital	111,553	112,123	569	0.5%

- 3.23 Appendix 4 shows the changes to the budget and Appendix 5 provides details of new schemes for 2015/16 to be added to the capital programme which are included in the budget figures above. Policy & Resources Committee's approval for these changes is required under the Council's Financial Regulations. The following table shows the movement in the capital budget since approval in the Month 7 report to the December Policy & Resources Committee.

<b>Capital Budget Summary</b>	2015/16 Budget £'000
Approved budget as at Month 7	128,258
Reported at other Policy & Resources committees since Month 7	509
New schemes to be approved in this report (see Appendix 5)	670
Variations (to be approved – see Appendix 4)	3,650
Reprofiles (to be approved - see Appendix 4)	(20,684)
Slippage (to be approved – see Appendix 4)	(850)
<b>Total Capital Budget</b>	<b>111,553</b>

3.24 Appendix 4 also details any slippage into next year. In total, project managers have forecast that £0.850m of the capital budget may slip into the next financial year and this equates to 0.76% of the budget.

### **Implications for the Medium Term Financial Strategy (MTFS)**

3.25 The council's MTFS sets out resource assumptions and projections over a longer term. It is periodically updated including a major annual update which is included in the annual revenue budget report to Policy & Resources Committee and Full Council. This section highlights any potential implications for the current MTFS arising from in-year TBM monitoring above and details any changes to financial risks together with any impact on associated risk provisions, reserves and contingencies. Details of Capital Receipts and Collection Fund performance are also given below because of their potential impact on future resources.

3.26 The council has set aside risk provisions to mitigate non-achievement of savings or other unexpected pressures should the need arise. Risk provisions currently held are shown in the Corporate Budgets section of Appendix 2. Risk provisions will continue to be held back as every effort should be made to achieve financial balance through in-year savings, mitigating actions and controls, and recovery plans.

### Capital Receipts Performance

3.27 Capital receipts are used to support the capital programme. Any changes to the level of receipts during the year will impact on future years' capital programmes and may impact on the level of future investment for corporate funds and projects such as the Strategic Investment Fund, Asset Management Fund, ICT Fund and the Workstyles VFM projects. The planned profile of capital receipts for 2015/16, as at Month 9, is £9.770m against which there have been receipts of £9.287m in relation to the disposal of Eastbrook Farm allotments, the Buckingham Road sites, 2 Boundary Road, the appropriation of the Whitehawk Library site, the disposal of a number of minor lease extensions at the Marina and the repayment of improvement grants.

3.28 The forecast for the 'right to buy sales' in 2015/16 (after allowable costs, repayment of housing debt and forecast receipt to central government) is that an estimated 50 homes will be sold with a maximum useable receipt of £0.480m to fund the corporate capital programme and net retained receipt of £2.387m

available to re-invest in replacement homes. To date the estimated number of homes sold has been exceeded and 60 homes have been sold in 2015/16.

- 3.29 A total of £2.275m receipts from the housing Local Delivery Vehicle (LDV) have been received to date. A further tranche of circa £1.400m is expected toward the end of the financial year. The net receipts are ringfenced to support investment in council owned homes.

### Collection Fund Performance

- 3.30 The collection fund is a separate account for transactions in relation to council tax and business rates. Any deficit or surplus forecast on the collection fund relating to council tax is distributed between the council, Sussex Police and East Sussex Fire Authority whereas any forecast deficit or surplus relating to business rates is shared between the council, East Sussex Fire Authority and the government.
- 3.31 The council tax outturn for 2014/15 showed an improved position which means there is a brought forward collection fund surplus in 2015/16 of £0.410m, of which the council's share is £0.350m. The in-year monitoring for 2015/16 indicates a surplus of £1.890m, of which the council's share is £1.614m. The main factors within this surplus are lower than forecast Council Tax Reduction (CTR) discounts as a result of reducing caseload (£0.900m), lower student exemptions awards (£0.300m), higher than forecast property numbers (£0.500m), band increases (£0.300m), reduction in bad debt provision £0.100m and higher than forecast discounts of £0.200m for Severely Mentally Impaired (SMI).
- 3.32 The business rates outturn for 2014/15 showed an improved position of £0.130m for the council. The in-year monitoring for 2015/16 indicates a deficit of £2.007m of which the council's 49% share is £0.983m. This change is mainly caused by the recognition of a greater impact of appeals than previously estimated which requires greater provisions for backdated appeals as well as reducing the anticipated resource from business rates in future years. For example, there has been a national change to the rating of purpose built doctors' surgeries which has reduced rateable value on average by 65%, resulting in significant reductions in the ongoing business rates as well as a one-off payment for the backdated impact. Another example is in relation to a Valuation Office amendment, outside of the appeals scheme, which significantly reduced the rateable value of a property by changing the use from 'shop and premises' to 'retail warehouse and premises' and as this was backdated it reduced the ongoing liability and resulted in a one-off refund.
- 3.33 In addition to these gross liability changes there are also higher than anticipated awards of small business rates relief, mandatory charity relief and empty reliefs. Business rates still remain a difficult area to predict with certainty and the actual impact from the large number of appeals raised at year-end will not be known until all appeals have been actioned.

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

- 4.1 The forecast outturn position on council controlled budgets is an overspend of £0.452m. In addition, the council's share of the forecast overspend on NHS managed Section 75 services is £0.489m. Any overspend at the year end, after risk provisions, would need to be funded from general reserves which would then need to be replenished to ensure that the working balance did not remain below £9.000m. Any underspend would release one off resources that can be used to aid budget planning for 2016/17.

#### **5 COMMUNITY ENGAGEMENT AND CONSULTATION**

- 5.1 No specific consultation has been undertaken in relation to this report.

#### **6 CONCLUSION AND COMMENTS OF THE DIRECTOR OF FINANCE (\$151 OFFICER)**

- 6.1 The position at Month 9 shows improvement over Month 7 and puts the authority within sight of achieving financial balance over the remaining 3 months. However, there are still underlying pressures and significant risk areas within the forecast and therefore strict recruitment and financial controls must remain in place to maintain a strong grip on financial performance. This will also maintain the focus on containing costs and demands to avoid putting the revenue budget under immediate pressure at the start of the next financial year.

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

##### Financial Implications:

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

*Finance Officer Consulted: Jeff Coates*

*Date: 29/01/2016*

##### Legal Implications:

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

*Lawyer Consulted: Elizabeth Culbert*

*Date: 21/01/2016*

##### Equalities Implications:

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

Sustainability Implications:

- 7.4 There are no direct sustainability implications arising from this report.

Risk and Opportunity Management Implications:

- 7.5 The Council's revenue budget and Medium Term Financial Strategy contain risk provisions to accommodate emergency spending, even out cash flow movements and/or meet exceptional items. The council maintains a recommended minimum working balance of £9.000m to mitigate these risks. The council also maintains other general and earmarked reserves and contingencies to cover specific project or contractual risks and commitments.

## **SUPPORTING DOCUMENTATION**

### **Appendices:**

1. Revenue Budget – Summary Movement
2. Revenue Budget Performance
3. Summary of 2015/16 Savings Progress
4. Capital Programme Performance
5. New Capital Schemes

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

None.

### **Background Documents**

None.



**Appendix 1 – Revenue Budget Movement Since Month 7**

<b>Service</b>	<b>Variance Month 7 £'000</b>	<b>Variance Month 9 £'000</b>	<b>Movement £'000 Up (+) Down (-)</b>	<b>Explanation of main movements</b>
<b>Children's Services</b>				
Director of Children's Services	(4)	(7)	(3)	Reduction in non-employee costs
Education & Inclusion	309	274	(35)	Reduction in hired transport costs in home to school transport.
SEN & Disability	(478)	(466)	12	Disability Agency Placements £0.032m, Other (£0.020m)
Children's Health, Safeguarding and Care	2,986	2,680	(306)	Reduced staffing requirements in Social Work Teams (£0.356m), Child Agency Placements £0.272m, Fostering & Adoption (£0.135m), Other (£0.087m)
Stronger Families, Youth & Communities	(459)	(550)	(91)	Integrated Team for families (£0.050m), Early Years (£0.033m), Other (£0.008m)
<b>Total Children's Services</b>	<b>2,354</b>	<b>1,931</b>	<b>(423)</b>	
<b>Adult Services</b>				
Adults Assessment	1,392	1,674	282	Pressures from savings at risk of £0.712m; increase in costs from complexity of clients' needs of £0.238m and non-pay costs pressures of £0.018m are offset by a reduction in net demand (£0.309m), an increase in income, which includes Continuing Health Care (CHC), Self-Funders and Financial Assessments (£0.211m), Other Variances (£0.088m), One -Off Care Act Funding (£0.063m), vacancy management savings (£0.013m) and income (£0.002m).
Adults Provider	1,798	1,765	(33)	Increased underspend due to more vacancy management (£0.065m), continued expected overachievement of income targets (£0.057m)

**Appendix 1 – Revenue Budget Movement Since Month 7**

<b>Service</b>	<b>Variance Month 7 £'000</b>	<b>Variance Month 9 £'000</b>	<b>Movement £'000 Up (+) Down (-)</b>	<b>Explanation of main movements</b>
				and increased underspend on non-pay costs (£0.026m) are partially offset by pressures from savings at risk of £0.115m.
Commissioning & Contracts	(381)	(328)	53	Reduction in income projections
<b>Total Adult Services</b>	<b>2,809</b>	<b>3,111</b>	<b>302</b>	
<b>Environment, Development &amp; Housing</b>				
Transport	(577)	(613)	(36)	Controls on recruitment and revised income forecasts.
City Clean & City Parks	(89)	(101)	(12)	Controls on recruitment and reductions in agency staff.
City Regeneration	(73)	(80)	(7)	Minor movement
Planning & Building Control	(21)	(20)	1	Minor movement
Housing	695	587	(108)	Reduction in the forecast overspend related to Temporary Accommodation due to less need to use spot-purchased properties.
<b>Total Environment, Development &amp; Housing</b>	<b>(65)</b>	<b>(227)</b>	<b>(162)</b>	
<b>Assistant Chief Executive</b>				
Communications	(79)	(91)	(12)	Vacancy management saving.
Royal Pavilion, Arts & Museums	11	(19)	(30)	Additional vacancy management savings identified
Tourism & Venues	0	0	0	No change
Libraries	0	0	0	No change
Corporate Policy & Communities	(290)	(296)	(6)	Minor reduction
Sport & Leisure	(131)	(203)	(72)	Increased income has been achieved from Seafront property rent reviews (£0.045m); deferred projects (£0.010m); and general cost improvements (£0.017m).

**Appendix 1 – Revenue Budget Movement Since Month 7**

<b>Service</b>	<b>Variance Month 7 £'000</b>	<b>Variance Month 9 £'000</b>	<b>Movement £'000 Up (+) Down (-)</b>	<b>Explanation of main movements</b>
<b>Total Assistant Chief Executive</b>	<b>(489)</b>	<b>(609)</b>	<b>(120)</b>	
<b>Public Health</b>				
Public Health	(180)	(233)	(53)	Lower than anticipated smoking figures (Locally Commissioned Services) resulting in reduced forecast spend and other general reductions in spend.
Community Safety	(71)	(42)	29	£0.023m has been granted to 'The Portal' which is the commissioned service for support for domestic and sexual violence cases as there is exceptional service demand pressure at the moment.
Public Protection	(73)	(73)	0	No change
<b>Total Public Health</b>	<b>(324)</b>	<b>(348)</b>	<b>(24)</b>	
<b>Finance &amp; Resources</b>				
HR & Organisational Development	(116)	(116)	0	No change
ICT	(54)	(86)	(32)	Reduction in indirect training costs (£0.012m), deferring upgrade to Service Desk system (£0.020m).
Property & Design	(690)	(863)	(173)	Improved forecast for the commercial property portfolio (£0.049m), reductions in utility costs (£0.065m), further underspends in contracts and property functions review (£0.050m) other (£0.009m)
Finance	(306)	(396)	(90)	Improved forecast for the Revenues and Benefits service, mainly around vacancy management and improved income collection.
Housing Benefit Subsidy	(397)	(323)	74	Relates mostly to main subsidy budgets due to discovery of an error in the previous

**Appendix 1 – Revenue Budget Movement Since Month 7**

<b>Service</b>	<b>Variance Month 7 £'000</b>	<b>Variance Month 9 £'000</b>	<b>Movement £'000 Up (+) Down (-)</b>	<b>Explanation of main movements</b>
				projection of recovered overpaid housing benefit
Performance, Improvement & Programmes	(31)	(31)	0	No change
Legal & Democratic Services	(408)	(398)	10	Minor reduction in underspend
<b>Total Finance &amp; Resources</b>	<b>(2,002)</b>	<b>(2,213)</b>	<b>(211)</b>	
<b>Corporate Budgets</b>				
Bulk Insurance Premia	0	0	0	
Concessionary Fares	(137)	(137)	0	
Capital Financing Costs	(133)	(154)	(21)	During December one of the two trigger-rates to undertake borrowing has been hit and £5.000m was borrowed during the month. The £0.021m increase in underspend is a result of the second trigger-rate not yet being met. If the second rate is not met during the remainder of 2015/16, there may be a further £0.022m savings in the Financing Costs budget.
Levies & Precepts	0	0	0	
Unallocated Contingency & Risk Provisions	(372)	(372)	0	
Unringfenced Grants	3	3	0	
Other Corporate Items	(533)	(533)	0	
<b>Total Corporate Budgets</b>	<b>(1,172)</b>	<b>(1,193)</b>	<b>(21)</b>	
<b>TOTAL COUNCIL CONTROLLED</b>	<b>1,111</b>	<b>452</b>	<b>(659)</b>	
<b>Section 75</b>				
Sussex Partnership Foundation NHS Trust (SPFT)	487	489	2	Pressures from savings put at risk (£0.193m) and increase in costs from complexity of

**Appendix 1 – Revenue Budget Movement Since Month 7**

<b>Service</b>	<b>Variance Month 7 £'000</b>	<b>Variance Month 9 £'000</b>	<b>Movement £'000 Up (+) Down (-)</b>	<b>Explanation of main movements</b>
				clients (£0.100m) are offset by an increase in income, which includes Continuing Health Care (CHC), self-funders and financial assessments (£0.135m), vacancy management (£0.068m), a reduction in net demand (£0.057m), other variances (£0.028m) and an increase in the risk share from SPFT (£0.002m)
Sussex Community NHS Trust (SCT)	55	0	(55)	Overspend on jointly commissioned service expected to be covered by Better care Funding for 2015/16 only
<b>Total Section 75</b>	<b>542</b>	<b>489</b>	<b>(53)</b>	
<b>TOTAL GENERAL FUND REVENUE BUDGETS</b>	<b>1,653</b>	<b>941</b>	<b>(712)</b>	



## Children's Services - Revenue Budget Summary

Forecast Variance Month 7 £'000	Service	2015/16 Budget Month 9 £'000	Forecast Outturn Month 9 £'000	Forecast Variance Month 9 £'000	Forecast Variance Month 9 %
(4)	Director of Children's Services	286	279	(7)	-2.4%
309	Education & Inclusion	3,090	3,364	274	8.9%
(478)	SEN & Disability	6,711	6,245	(466)	-6.9%
2,986	Children's Health, Safeguarding and Care	37,809	40,489	2,680	7.1%
(459)	Stronger Families, Youth & Communities	7,439	6,889	(550)	-7.4%
<b>2,354</b>	<b>Total Revenue - Children</b>	<b>55,335</b>	<b>57,266</b>	<b>1,931</b>	<b>3.5%</b>

## Monitoring of Achievement of 2015/16 Savings

Service	Planned Savings £'000	Achieved Savings £'000	Anticipated Savings £'000	At Risk Savings £'000
Education & Inclusion	825	177	337	331
SEN and Disability (SEND)	878	290	843	4
Children's Health, Safeguarding & Care	928	80	625	344
Stronger Families, Youth & Communities	1,335	783	695	0
<b>Total Children's Services</b>	<b>3,966</b>	<b>1,330</b>	<b>2,500</b>	<b>679</b>

See Appendix 3 for details of "At Risk" Savings

## Explanation of Other Key Variances

Key Variances £'000	Service	Description (Note: FTE/WTE = Full/Whole Time Equivalent)	Mitigation Strategy
<b>SEN &amp; Disability</b>			
(154)	Child and Adolescent Mental Health Services (CAMHS)	CAMHS is reporting a £0.154m underspend as the 2016/17 savings target regarding the switch of DSG funding has been brought forward.	
<b>Children's Health, Safeguarding &amp; Care</b>			
409	Corporate Critical - Children's Agency Placements	<p>The projected number of residential placements (34.28 FTE) is broken down as 30.69 FTE social care residential placements (children's homes), 3.15 FTE schools placements and 0.43 FTE family assessment placements. The budget allowed for 24.10 FTE social care residential care placements, 4.60 FTE schools placements and 0.60 FTE family assessment placements. The average unit cost of these placements is also higher than the budgeted level. Overall the number of placements are 4.98 FTE above the budgeted level, and this combined with the unit cost pressure described above result in an overspend of £1.139m.</p> <p>The numbers of children placed in independent foster agency (IFA) placements has fluctuated in recent years. During 2013/14 there were 165.76 FTE placements and this increased to 175.56 last year. The current projected number of placements in 2015/16 is 157.66 FTE, a reduction of 10.2%. The budget for IFA placements was based on the trend of the previous five years and was set at 177.80 FTE. The numbers being below the budget by 20.14 FTE results in the projected underspend of £0.742m.</p> <p>During 2015/16 it is estimated that there will be 1.56 FTE secure (welfare) placements and 0.88 FTE secure (justice) placements. The budget allowed for 1.00 FTE welfare and 1.00 FTE justice placements during the year. There are currently 2 children in a</p>	<p>The number of children in care (CIC) has been high for some time in the city, although this has reduced recently. The following action has been undertaken to ensure threshold is met and to ensure all has been done to prevent the need for a child to become CIC:</p> <p>a) Panel chaired by Assistant Director in place to proactively Establish that all evidence based interventions have been tried and to address risk and enable a child to remain within their own family or network and monitor and agree all children who may require care</p> <p>b) To prevent further harm and delay in decision making. Thereby reducing further costs of supporting a CIC child and achieving improved outcomes for the child by identifying children which evidence suggests should be taken in care</p>



## Appendix 2 Revenue Budget Performance

Key Variances £'000	Service	Description (Note: FTE/WTE = Full/Whole Time Equivalent)	Mitigation Strategy
		<p>secure (welfare) placement and 2 in a secure (criminal) placement resulting in a projected overspend of £0.262m.</p> <p>The gross overspend in this service area is £0.659m of which £0.250m relates to unachieved savings, see table above.</p>	<p>earlier. The service is being redesigned to address any issue that prevents timely and robust decision making</p> <p>c) All IFA (Independent Fostering Agency) and residential placements have been reviewed to ensure that they are in the only appropriate accommodation available.</p> <p>d) Exit from care - to ensure that those children/young people who will be safe returning home are enabled to do so, an external audit has been undertaken to review all possible cases</p> <p>e) A first business case has been submitted and a final business case will soon be submitted for an Adolescent Service to establish alternatives to care for very vulnerable teenagers to reduce CIC and expensive placements.</p>
363	Corporate Critical-In House Foster Payments	<p>Until recently the numbers of children being placed in in-house fostering placements was declining, however, during this financial year this trend has reversed. The budget was based on the trend over the previous 5 years and was set at 128.00 FTE placements. The current number of children with in-house carers is estimated at 147.63 FTE for 2015/16. In addition the number of family &amp; friends carers and Special Guardianship Order (SGO) allowances has also increased resulting in the projected overspend of £0.363m.</p>	<p>An ongoing process has been established for the effective recruitment of 'in house' foster placements to meet a wide range of needs. Our aim is to increase market share of placements from 50% to 65-85%.</p> <p>In order to continue to encourage Residence Order (RO) and SGO applicants to offer homes to children</p>

## Appendix 2 Revenue Budget Performance

Key Variances £'000	Service	Description (Note: FTE/WTE = Full/Whole Time Equivalent)	Mitigation Strategy
			there is a need to match the family and friends rate to make this financially viable for carers. This is a cheaper option than foster care as well as a better outcome for the children matched to these carers.
606	Corporate Critical-16+Services	The budget for 16+ services is split across 4 client types. Care Leavers, Ex- Asylum Seekers, Looked After Children and Preventive. Across these services the budget allows for 57.50 FTE young people and currently the projection is based on 68.14 FTE young people. The average unit cost of accommodation is also projected to be higher than allowed in the budget. The non-accommodation costs are also currently anticipated to overspend the budget by £0.207m resulting in an overall overspend of £0.606m.	
102	In-house foster carer recruitment	A contract with iMPower has now been terminated. The overspend relates to the first phase (£0.082m) and estimated costs for the work undertaken for phase 2.	The intention of the review and subsequent follow up work was to increase the share of in-house foster carers.
1,158	Social Work Teams	The total overspend of £1.158m across the social work teams is primarily the result of the ongoing use of Agency staff and recruitment above the budgeted establishment level. This is a result of the increase in activity levels being experienced over the last 12 months and the inherent inflexibilities built into the previous staff structures and management practices. The 'model of practice' restructure should address these issues and reduce the over-reliance on agency staff.	Consultation on the service design is complete and implementation of the restructure was effective from 26 October 2015.
(92)	Legal Fees	Based on the spending patterns in the previous financial year it is anticipated that there will be an underspend of £0.092m on legal fees. The social work 'model of practice' restructure (see above) should, in the longer term, have an impact on the level of court costs in the future and it has been agreed that funding would be re-invested from the legal fees budget.	

## Appendix 2 Revenue Budget Performance

Key Variances £'000	Service	Description (Note: FTE/WTE = Full/Whole Time Equivalent)	Mitigation Strategy
326	Section 17 Preventive	This overspend of £0.326m relates to the increased costs of staff and agency in respect of supported packages being agreed to avoid increased instances of LAC. The estimated housing recharge for homeless families at Month 9 is approximately £0.249m and is due to a rise in the number of families needing accommodation. A slight reduction in the anticipated full year level of expenditure charged to the No Recourse to Public Funds budget is also factored into the Month 9 projection.	A new IT system has been purchased to work with the Home Office direct to ensure speed of decision making on these families. An employee has also been seconded to work closely with housing to minimise expenditure by both Departments
98	Fostering & Adoption	There were a number of reductions to staffing establishments as part of the 2015/16 budget savings within the Fostering and Adoption teams. The staffing complements have yet to be adjusted to fully reflect the savings. The gross overspend in this service area is £0.150m of which £0.052m relates to unachieved savings included within Appendix 3.	Following a review undertaken by iMPower who have worked in a number of LAs to improve the percentage of in-house foster carers, a plan has been implemented to improve the position for Brighton & Hove. The predicted savings from reducing our dependence on agency foster carers requires more social workers to assess and supervise carers.
(135)	Family Drug & Alcohol Court (FDAC)	It is anticipated that there will be an underspend on FDAC of £0.135m based on expenditure in the first 6 months of the financial year.	
(105)	Youth Offending Service (YOS)	The current projected £0.105m underspend is a result of a number of vacant posts being held in advance of 2016/17 savings allocated to the YOS.	
<b>Stronger Families, Youth &amp; Communities</b>			
(248)	Early Years	Following the budget proposals to reduce the service provision, a number of vacant posts have been held and service redesign begun. The subsequent decision to defer the saving for one year will result in an underspend against this budget. The whole underspending in this area is £0.287m of which £0.039m is included in Appendix 3 as overachievement of savings.	

## Appendix 2 Revenue Budget Performance

### Adult Services – Revenue Budget Summary

Forecast Variance Month 7 £'000	Service	2015/16 Budget Month 9 £'000	Forecast Outturn Month 9 £'000	Forecast Variance Month 9 £'000	Forecast Variance Month 9 %
1,392	Adults Assessment	54,136	55,810	1,674	3.1%
1,798	Adults Provider	12,038	13,803	1,765	14.7%
(381)	Commissioning & Contracts	856	528	(328)	-38.3%
<b>2,809</b>	<b>Total Revenue - Adult</b>	<b>67,030</b>	<b>70,141</b>	<b>3,111</b>	<b>4.6%</b>

### Monitoring of Achievement of 2015/16 Savings

Service	Planned Savings £'000	Achieved Savings £'000	Anticipated Savings £'000	At Risk Savings £'000
Adults Assessment	6,041	4,606	657	778
Adults Provider	1,400	1,268	0	132
Commissioning & Contracts	660	672	0	(12)
<b>Total Adult Services</b>	<b>8,101</b>	<b>6,546</b>	<b>657</b>	<b>898</b>

See Appendix 3 for details of “At Risk” Savings

Explanation of Other Key Variances

Key Variances £'000	Service	Description (Note: FTE/WTE = Full/Whole Time Equivalent)	Mitigation Strategy
<b>Adults Assessment</b>			
377	Corporate Critical - Community Care Budget (Learning Disabilities)	<p>The pressure of £0.377m is due to:-</p> <p>(1) projected Ordinary Residence claims from other local authorities where formal notification has been received that clients costs will transfer to us (£0.419m),</p> <p>(2) projected costs for clients in hospital who are due to leave and need a social care package (£0.700m),</p> <p>(3) transitional costs which were only partly covered by service pressure funding received for 2015/16 (£0.318m), and</p> <p>(4) in year pressures on this service are coming from increases in complexity, resulting in a increase in costs (£0.655m; 12.42 WTE) and unachieved savings from previous years (£0.555m).</p> <p>The pressures are being off set by Continuing Care Funding (£0.196m), a net decrease in demand (£0.167m; 5.35 WTE), and improved income (£0.246m), other (£0.189m) and one-off Care Act Funding (£1.010m). In addition there have been assumptions made around health funding and a review of packages of care (£0.462m) in 2015/16 to mitigate some of the increases already seen in 2015/16.</p>	<p>Actions have been put in place through the LD Review to meet the 2015/16 budget strategy savings targets and to manage emerging pressures. These include:</p> <ul style="list-style-type: none"> <li>• Increased scrutiny of all Learning Disability placements/care package requests has been put in place to assure value for money against eligible care needs across different types of placement.</li> <li>• Focus on placements costing between £1,000 to £1,500 per week and identifying low dependency placements in in house units for move on.</li> <li>• Targeted review activity on existing placements and care packages ensuring eligible needs are met in the most cost effective manner.</li> </ul>
145	Corporate Critical - Community Care Budget (Physical & Sensory Support - Under 65's)	<p>The forecast overspend of £0.369m is due to:-</p> <p>(1) Pressures brought forward from 2014/15 (£0.684m),</p> <p>(2) net full year effect of 2014/15 packages of care (£0.975m) against which funding from Brighton &amp; Hove Clinical Commissioning Group (CCG) of £0.500m is anticipated to offset these pressures, and</p> <p>(3) In year pressures on this service are coming from increase in complexity, resulting in a increase in costs (£1.765m; 37.22 WTE), transfers from in-house services (£0.695m; 31.30 WTE),</p>	<p>Increased panel scrutiny of all complex or high cost placements and care package requests to assure value for money against eligible care needs. Where possible no placements will be made above the agreed local authority rates.</p> <p>Taskforce in place to ensure that all</p>

## Appendix 2 Revenue Budget Performance

Key Variances £'000	Service	Description (Note: FTE/WTE = Full/Whole Time Equivalent)	Mitigation Strategy
		<p>other actions (£0.032m) and unachieved savings from previous years (£1.156m).</p> <p>(4) These pressure are being offset by net decrease in demand (£1.217m; 63.12 WTE), net of self-funders (£1.237m), Continuing Care Funding (£0.375m) and One-Off Care Act Funding (£1.200m). In addition there have been assumptions made on reviews of packages of care (£0.409m) in 2015/16 to mitigate some of the increases already seen in year</p> <p>The improvement over Month 7 reflects the position of reducing client numbers.</p>	<p>appropriate funding sources are identified. Discussions are ongoing with the CCG on the level of funding to support the service risks ( £0.150m has been assumed within the forecast)</p>
224	Corporate Critical - Community Care Budget (Physical & Sensory Support -Over 65's)		<p>Actions have been put in place to meet the 2015/16 budget strategy savings targets but there is limited scope to manage emerging pressures. Actions include:</p> <ul style="list-style-type: none"> <li>• Increased scrutiny of complex or high cost care packages.</li> <li>• An independent Extra Care business case has been commissioned to establish demand/need projections to enable ASC commissioners to work with their housing partners to identify the types of provision that will most appropriately meet the objective of reducing residential care costs.</li> <li>• Taskforce in place to ensure that all appropriate funding sources are identified. Discussions are ongoing with the CCG on the level of funding to support the service risks (£0.350m has been assumed within the forecast)</li> </ul>
(12)	Hostel Accommodation	There are pressures from non-pay costs (£0.046m) which are being offset by projected underspends on staff costs (£0.036m) and income (£0.022m).	
(46)	Housing Related Support	The service is projecting an underspend of £0.046m due to vacancy management	

## Appendix 2 Revenue Budget Performance

Key Variances £'000	Service	Description (Note: FTE/WTE = Full/Whole Time Equivalent)	Mitigation Strategy
117	Support & Intervention Teams	The pressure of £0.117m relates to Deprivation of Liberty Safeguards (£0.279m) which are being offset by underspends on staffing costs (£0.134m), non pay costs and income (£0.028m)	Workforce redesign, in response to the Care Act, to offset pressures on direct employee costs
<b>Adults Provider</b>			
1,633	Adults Provider	<p>Pressures have been identified of £1.633m due to:</p> <ul style="list-style-type: none"> <li>(1) unachieved savings from previous years £0.878m,</li> <li>(2) full year effect of 2014/15 savings £0.350m,</li> <li>(3) deferred savings agreed by Budget Council £0.014m,</li> <li>(4) service pressures from previous years of £0.307m, and</li> <li>(5) service pressures from 2015/16 £0.084m</li> </ul> <p>The forecast assumes that a further £0.014m of savings will be achieved in the remainder of the 2015/16 financial year.</p>	<p>Actions have been put in place to meet the 2015/16 budget strategy savings targets and to meet unachieved savings from previous years through the LD strategy. Vacancy control measures have been tightened and recruitment to posts only where this is required to ensure CQC compliance. The use of agency staff and care crew is closely scrutinised and signed off by senior managers.</p> <p>Options for service redesign to achieve a part year effect are being developed.</p> <p>There are ongoing discussions with Health to determine costs associated with health needs that should be funded by CCG.</p>
<b>Commissioning &amp; Contracts</b>			
(316)	Commissioning & Contracts	This service is projecting to underspend by £0.316m for 2015/16 due to overspends of £0.021m offset by un-utilised carry forward budget of £0.337m	

## Environment, Development &amp; Housing – Revenue Budget Summary

Forecast Variance Month 7 £'000	Service	2015/16 Budget Month 9 £'000	Forecast Outturn Month 9 £'000	Forecast Variance Month 9 £'000	Forecast Variance Month 9 %
(577)	Transport	(5,390)	(6,003)	(613)	11.4%
(89)	City Clean & City Parks	29,070	28,969	(101)	-0.3%
(73)	City Regeneration	1,357	1,277	(80)	-5.9%
(21)	Planning & Building Control	1,679	1,659	(20)	-1.2%
(760)	Total Non Housing Services	26,716	25,902	(814)	-3.0%
695	Housing	4,168	4,755	587	14.1%
<b>(65)</b>	<b>Total Revenue - Environment, Development &amp; Housing</b>	<b>30,884</b>	<b>30,657</b>	<b>(227)</b>	<b>-0.7%</b>

## Monitoring of Achievement of 2015/16 Savings

Service	Planned Savings £'000	Achieved Savings £'000	Anticipated Savings £'000	At Risk Savings £'000
Transport	1,214	871	308	35
City Clean and Parks	659	589	20	50
City Regeneration	88	88	0	0
Planning & Building Control	252	107	56	89
Housing General Fund	820	246	435	140
<b>Environment, Development &amp; Housing</b>	<b>3,033</b>	<b>1,901</b>	<b>819</b>	<b>314</b>

See Appendix 3 for details of "At Risk" Savings



Explanation of Other Key Variances

Key Variances £'000	Service	Description	Mitigation Strategy
<b>Transport</b>			
(41)	Head of Transport	Expenditure and recruitment controls are in place resulting in a forecast underspend.	
(124)	Highways	Variance largely relates to recruitment controls (£0.052m) and highway licensing and fees where income is greater than budgeted (£0.059m).	
3	Highways Engineering	The variance is due to under achievement of staff costs recharged to capital projects, which has been partly offset by vacancy management.	
(603)	Parking	Net under achievement of £0.106m forecast on Pay and Display (P&D) income where there has been significant change in behaviour from P&D to permit parking.	Actual income is monitored and reported on a monthly basis as part of the TBM process. There are a range of factors that can impact on parking activity and therefore any significant variations to the forecast are reported and acted upon regularly. Minor percentage variations in activity could result in significant financial implications.
		Permit income is expected to over achieve by £0.504m. There has been significantly higher demand for resident, trader, visitor and suspension permits during the year compared to budgeted expectations. There are a number of contributing factors such as change in behaviour from pay-and-display to trader permits, demand from new resident schemes being greater than anticipated and increased suspension permits due to a higher level of development in the city.	
		There is a £0.100m variance largely relating to Penalty Charge Notice previous years debt, where performance of recovery has reduced, resulting in a greater contribution to the bad debt provision.	There is an ongoing Business Process Improvement (BPI) review focusing on improving PCN debt recovery procedures which is expected to improve to ongoing bad debt requirement.
		There is net £0.167m over achievement of off-street	The service is in the process of reviewing options

## Appendix 2 Revenue Budget Performance

Key Variances £'000	Service	Description	Mitigation Strategy
		parking income forecast across the various car parks, due to contractual agreement for car park use with an external company and increased demand in compared to other forms of parking. Borrowing costs associated with car park investment is forecast to under spend by £0.162m due to reducing borrowing costs over the repayment period. Other minor variances largely relating to car park premises costs.	for car park investment to determine if the ongoing borrowing revenue budget is required. The service will aim to fund ongoing budget overspends from within existing budgets on a permanent basis
76	Transport Plan and Road Safety	Overspends forecast within agency and employee recovered costs. This is partly offset by vacancies following the recruitment controls in place.	
40	Transport Policy	The variance is due to under achievement of staff costs recharged to capital projects, which has been partly offset by vacancy management.	Budgets relating to staff costs rechargeable to capital projects are being reviewed to minimise the impact on the revenue budget now and in the future.
<b>City Clean &amp; Parks</b>			
(60)	City Clean and City Parks Management	Expenditure and recruitment controls are in place resulting in a forecast underspend.	
64	City Clean Operations	<p>£0.069m relates to employee overspends. This is largely due to the one-off pressure of Easter bank holidays falling twice in the financial year which has resulted in additional overtime and Resident Service Guarantee payments. This is in addition to weekend working on communal recycling rounds and city wide clean up activities.</p> <p>£0.023m overspend forecast for premises costs at Hollingdean Depot where estimates of utilities, repairs and security are greater than budget.</p> <p>There is a net £0.044m underspend within the City Clean Strategy and Projects service following the expenditure and recruitment controls in place.</p>	<p>This one-off overspend will result in future year underspends due to the timing of bank holidays within the financial year. Agency staff and overtime payments are being reduced to minimum levels.</p> <p>Spending controls on non essential expenditure and recruitment are in place to reduce the forecast overspend across the City Clean operation service.</p>
(143)	City Parks	Controls on non essential expenditure across the	

Appendix 2 Revenue Budget Performance

Key Variances £'000	Service	Description	Mitigation Strategy
	Operations	parks operations service, such as equipment, materials and other supplies and services are contributing to a forecast service underspend of £0.114m. Expenditure on maintenance and replacement of playground and other parks equipment is being reduced to minimum regulatory standards, resulting in a £0.064m forecast underspend. There is a £0.029m service pressure in respect of Rottingdean mini golf course which has been let at a peppercorn rent.	
(12)	Fleet Management	A delay to the savings from increased servicing and MOT income which is dependant Hollingdean Depot refurbishment works has been offset by in year underspends within the service.	
<b>Planning &amp; Building Control</b>			
(82)	Head of Planning & Building Control	Recruitment controls are in place following temporary acting up arrangements resulting in a service underspend.	
(6)	Business Development & Customer Services	Underspend variance forecast largely due to vacancy control.	
13	Development Planning	Forecast overspends relating to managing demand of planning applications and under achievement of income in a competitive commercial environment have been partly offset following expenditure and recruitment controls.	The service is currently reviewing the type and level of fees charged to minimise the impact of the overspend forecast.
(34)	Planning Policy and Major Projects	Forecast additional costs resulting from the Planning Examination for the City Plan of £0.028m is offset following controls on non essential expenditure (£0.031m), maximising one-off external funding (£0.020m), and vacancy management (£0.011m).	
<b>Housing General Fund</b>			

## Appendix 2 Revenue Budget Performance

Key Variances £'000	Service	Description	Mitigation Strategy
(37)	Head of Housing	The forecast underspend of £0.037m is due to employee recharges brought about by the acting up arrangements regarding the Chief Executive's post	
(130)	Homemove	A recent review of the work the team carries out for the HRA has led to a change in the recharge leading to a forecast underspend of £0.110m. There is also a further underspend of £0.020m due to vacancies. However this underspend is offset by unachieved savings as described below. Therefore this is now breakeven.	
(88)	Housing Options	This relates to vacancies being held due to the recruitment freeze.	
(27)	Housing Strategy & Development	The underspend on Housing Strategy & Development relates to the recharge of the Head of Housing Strategy to the HRA for the covering of the vacant Head of Property & Investment post.	
100	Housing Support Service	This service relates to staff keeping clients safe while placed in temporary accommodation. During 2014/15 service pressure funding was available to fund this service, however, this has not been made available for 2015/16. Six temporary staff left the service at the end of September but this leaves an overspend for the first half of the year.	The service is currently reviewing functions in discussion with Adult Social Care.
586	Corporate Critical - Temporary Accommodation & Allocations	An estimated £0.465m of this overspend relates to the on-going need to spot purchase expensive bed and breakfast accommodation due to the current shortage of supply of less expensive leased accommodation and the need to handback 54 leased properties. This overspend has reduced since Month 7, as more leased and framework accommodation has been procured leading to less emergency accommodation being required. There is a further forecast overspend relating to using competitively	With the new framework in place, more properties are being procured but these are more expensive and not keeping pace with demand. Also as 54 properties have been handed back, this has used up the newly procured units which has led to a higher use of emergency nightly accommodation. The review of properties with Adults and Children's Services clients has not resulted in any properties being released and the current recharging methodology means that this Housing General

## Appendix 2 Revenue Budget Performance

Key Variances £'000	Service	Description	Mitigation Strategy
		tendered frameworks that reflect the price of the market in Brighton & Hove as a result of further demand. These overspends are off set by the use of leased accommodation which is due to underspend by £0.410m	Fund budget does not currently charge the full management cost of this service on to other departments. Although 100 new leased properties have just been ordered it will take some months before these materialise, if at all and with further handbacks, this pressure is set to continue. Other landlords with fewer properties are also being approached with a view to expanding the leased property portfolio.
113	Private Sector Housing	<p>This variance arises from:</p> <ul style="list-style-type: none"> <li>• Timing of approval for second discretionary licensing scheme which, with formal notice period, means implementation will not be until November 2015.</li> <li>• Budget and Housing Strategy has focused Private Sector Housing on the priority area of licensing related activity with the team becoming self funding through licensing income. However some non-licensing related Housing Act duties remain which are not aligned to licensing activity. We are finalising forecasts for costs of this activity.</li> </ul> <p>This is partly offset by forecast underspends on employees and supplies and services within the disabled adaptations team of £0.048m.</p>	The service is currently reviewing the management of remaining non-licensing Housing Act related activity, in particular review of triage and charging models to both manage demand and recovering costs of any enforcement. Where appropriate staffing and other costs will be reviewed and adjusted to align resources to the fee income achieved from the mandatory, and two additional licensing schemes. It is anticipated that the majority of the fees will be received during the first year of operation of the second additional licensing scheme and it is therefore intended to resource the service flexibly to accommodate demand.

## Assistant Chief Executive – Revenue Budget Summary

Forecast Variance Month 7 £'000	Service	2015/16 Budget Month 9 £'000	Forecast Outturn Month 9 £'000	Forecast Variance Month 9 £'000	Forecast Variance Month 9 %
(79)	Communications	845	754	(91)	-10.8%
11	Royal Pavilion, Arts & Museums	3,514	3,495	(19)	-0.5%
0	Tourism & Venues	1,193	1,193	0	0.0%
0	Libraries	5,192	5,192	0	0.0%
(290)	Corporate Policy & Communities	4,623	4,327	(296)	-6.4%
(131)	Sport & Leisure	132	(71)	(203)	-153.8%
<b>(489)</b>	<b>Total Revenue - Assistant Chief Executive</b>	<b>15,499</b>	<b>14,890</b>	<b>(609)</b>	<b>-3.9%</b>

## Monitoring of Achievement of 2015/16 Savings

Service	Planned Savings £'000	Achieved Savings £'000	Anticipated Savings £'000	At Risk Savings £'000
Communications	25	25	0	0
Royal Pavilion, Arts & Museums	170	139	31	0
Tourism & Venues	80	80	0	0
Libraries	148	148	0	0
Corporate Policy & Communities	206	206	0	0
Sport & Leisure	370	370	0	0
<b>Total Assistant Chief Executive</b>	<b>999</b>	<b>968</b>	<b>31</b>	<b>0</b>

See Appendix 3 for details of "At Risk" Savings

## Explanation of Other Key Variances

Key Variances £'000	Service	Description	Mitigation Strategy
<b>Communications</b>			
(91)	Communications	An underspend of £0.091m is forecast at Month 9, which is an improvement of £0.012m from Month 7.	
<b>Royal Pavilion, Arts &amp; Museums</b>			
(19)	Royal Pavilion, Arts & Museums	There are on-going pressures against commercial income of approximately £0.310m (retail, admissions, catering) and increases in security system and premises repair costs of £0.060m. The service has worked extremely hard to cover these pressures by holding vacancies (£0.320m) and stopping all non essential spend where possible. This has resulted in an overall underspend now reported of £0.019m.	
<b>Tourism &amp; Venues</b>			
0	Tourism & Venues	Venues are still reporting a forecast break-even position at this stage however there are a number of pressures being managed with an overall net risk of £0.039m. This includes a £0.112m shortfall against income targets, less an estimated saving on employees of £0.026m (with vacancies being held where possible). The Venue was also successful in appealing its level of Business Rates and has received a reduction for 2015-16 of £0.020m. A spending freeze of all non-operational and non-essential expenditure was put in place during August and remains in place for the remainder of the financial year. This has achieved approximately £0.027m.	
<b>Libraries</b>			
0	Libraries	Break-even position reported, which is unchanged from last month. Currently working on two areas to reduce spending: (1) campaign to collect more outstanding income which currently stands at £0.066m; (2) reducing the amount of cover provided for new vacancies as they arise, balancing this against need to avoid temporary closures too often.	

## Appendix 2 Revenue Budget Performance

Key Variances £'000	Service	Description	Mitigation Strategy
<b>Corporate Policy &amp; Communities</b>			
(296)	Corporate Policy & Communities	A net underspend of £0.296m is forecast across the service at Month 9, which is a slight improvement from Month 7. The underspend relates to £0.100m against the Communities initiatives budget from the deletion of the Community Needs assessment officer post and a reduction in funding for BME and disability equality projects. Other underspends of £0.101m result from vacancy management and an external secondment.	
<b>Sport &amp; Leisure</b>			
(203)	Sport & Leisure	The underspend largely reflects £0.100m from deferral of projects in Sports Facilities into next financial year (e.g. removal of spectator stand which is no longer fit for purpose and reinstatement of area at Withdean Stadium). In addition increased income has been achieved from Seafront property rent reviews of £0.045m and there are underspends of £0.020m from vacancy management and £0.035m against Events.	



Public Health – Revenue Budget Summary

Forecast Variance Month 7 £'000	Service	2015/16 Budget Month 9 £'000	Forecast Outturn Month 9 £'000	Forecast Variance Month 9 £'000	Forecast Variance Month 9 %
(180)	Public Health	1,680	1,447	(233)	-13.9%
(71)	Community Safety	1,370	1,328	(42)	-3.1%
(73)	Public Protection	2,084	2,011	(73)	-3.5%
<b>(324)</b>	<b>Total Revenue - Public Health</b>	<b>5,134</b>	<b>4,786</b>	<b>(348)</b>	<b>-6.8%</b>

Monitoring of Achievement of 2015/16 Savings

Service	Planned Savings £'000	Achieved Savings £'000	Anticipated Savings £'000	At Risk Savings £'000
Public Health	0	0	0	0
Community Safety	186	186	0	0
Public Protection	235	235	0	0
<b>Total Public Health</b>	<b>421</b>	<b>421</b>	<b>0</b>	<b>0</b>

See Appendix 3 for details of “At Risk” Savings

## Explanation of Other Key Variances

Key Variances £'000	Service	Description	Mitigation Strategy
<b>Public Health</b>			
(233)	Public Health	The Public Health (PH) ring-fenced grant was £20.806m for 2015-16 (which includes the half year effect of Health Visitor commissioning transfer of £2.111m). As reported previously the service has been able to fully cover the £1.290m (6.2% reduction) of savings needed to deliver the in-year reduction against the PH ring-fenced grant. However it should be noted that the majority of this has come from carry-over planned spends (£0.850m was carried forward from 2014-15) that will not now take place, and so is non-recurrent.	
<b>Community Safety</b>			
(42)	Community Safety	The underspend is mainly against the staffing budget and has arisen from holding vacancies and utilisation of external grant funding.	
<b>Public Protection</b>			
(73)	Public Protection	There is a staffing underspend of £0.044m against Trading Standards. Across Environmental Health & Licensing there is a staffing underspend of £0.029m projected from the implementation of one-off measures (including external secondment and unpaid leave).	

## Finance &amp; Resources &amp; Law – Revenue Budget Summary

Forecast Variance Month 7 £'000	Service	2015/16 Budget Month 9 £'000	Forecast Outturn Month 9 £'000	Forecast Variance Month 9 £'000	Forecast Variance Month 9 %
(116)	HR & Organisational Development	3,479	3,363	(116)	-3.3%
(54)	ICT	7,287	7,201	(86)	-1.2%
(690)	Property & Design	3,686	2,823	(863)	-23.4%
(306)	Finance	10,969	10,573	(396)	-3.6%
(397)	Housing Benefit Subsidy	(637)	(960)	(323)	50.7%
(31)	Performance, Improvement & Programmes	842	811	(31)	-3.7%
(408)	Legal & Democratic Services	3,943	3,545	(398)	-10.1%
<b>(2,002)</b>	<b>Total Revenue - Resources &amp; Finance</b>	<b>29,569</b>	<b>27,356</b>	<b>(2,213)</b>	<b>-7.5%</b>

## Monitoring of Achievement of 2015/16 Savings

Service	Planned Savings £'000	Achieved Savings £'000	Anticipated Savings £'000	At Risk Savings £'000
Human Resources & Organisational Development	152	45	107	0
ICT	358	0	358	0
Property & Design	1,003	80	923	0
Internal Audit / Corporate Fraud / NAFN	50	0	50	0
Finance & Procurement	263	263	0	0
Revenues & Benefits	329	62	267	0
Legal & Democratic Services	146	0	146	0
<b>Total Finance &amp; Resources &amp; Law</b>	<b>2,301</b>	<b>450</b>	<b>1,851</b>	<b>0</b>

## Explanation of Other Key Variances

Key Variances £'000	Service	Description	Mitigation Strategy
<b>HR &amp; Organisational Development</b>			
(116)	HR & Organisational Development	The savings reflect the requirements of the in-year share of the Council's overspend through the delay/postponement of planned training on Adults/Children's training programmes and an additional £0.040m of non-attendance income that would normally be re-invested in the training programme. It is noted that there is a cost pressure remaining within the service due to additional savings added in last year's budget round that will be addressed via service reviews in the 4 year plan	
<b>ICT</b>			
(86)	ICT	A saving of £0.012m has been identified in training, staff advertising and staff travel budgets plus a £0.020m saving by postponing and reviewing a planned upgrade to the Service Desk system due to the recent Orbis decision. This is further to savings already reported in the salaries budget and through review of hardware spend. These will be used to offset the Business Objects settlement fee and increased Business Objects licensing costs. It is now hoped to cover the majority of the Business Objects costs from the service's budget	
<b>Property &amp; Design</b>			
(863)	Property & Design	The commercial income forecast shows an	

## Appendix 2 Revenue Budget Performance

Key Variances £'000	Service	Description	Mitigation Strategy
		<p>overachievement of £0.099m, as it continues to improve with good results still at New England House. There are expected underspends during this financial year for utility costs at Hove Town Hall, due to the Workstyles programme, improved water monitoring with automatic meter readings and other various utilities efficiency savings totalling £0.183m. Contracts and property facilities service area should save a further £0.190m. The recent Financial Controls have led to only essential maintenance being carried out, which is predicted to save £0.275m on planned maintenance, £0.035m on reactive and grounds maintenance plus £0.081m from the current vacancy controls within P&amp;D, including the recently transferred Customer Services budgets.</p>	
<b>Finance</b>			
(58)	Finance	<p>With the Brighton NAFN office having closed on 30 September this year, it was expected that the council would not be able to recover fees and costs of approximately £0.080m. However, these were reduced to £0.050m and this and the continued application of vacancy controls has enabled the service to absorb these pressures within existing resources and achieve a net saving</p>	
(338)	Revenues & Benefits	<p>Revenues and Benefits budgets transferred from the former City Services and are forecasting an underspend of £0.338m. This is due to increased vacancy management, along with continued expected</p>	

## Appendix 2 Revenue Budget Performance

Key Variances £'000	Service	Description	Mitigation Strategy
		overachievement of income targets and a reduction in projected costs of computer maintenance.	
<b>Housing Benefits Subsidy</b>			
(323)	Housing Benefits Subsidy	There is a forecast surplus of £0.241m (previously £0.261m) associated with the recovery of over payments of former Council Tax benefit. In addition a surplus of £0.082m previously (£0.136m) is forecast on the main subsidy budget.	
<b>Performance, Improvement &amp; Programmes</b>			
(31)	Performance, Improvement & Programmes	The service is projecting an underspend of £0.031m this month by continuing to minimise the development work for Performance & Risk Management software system, vacancy control and reducing non staffing expenditure to an absolute minimum.	
<b>Legal &amp; Democratic Services</b>			
(130)	Legal & Democratic Services	With the spending controls in mind, Legal & Democratic Services is projecting an under spend of £0.130m. This is due to extended vacancy control, management of one off payments and improved income forecasts.	
(268)	Life Events	Life Events budgets transferred from the former City Services and are forecasting an underspend of £0.268m, unchanged from last month. This is due to one-off government funding in respect of personal land charges liability costs, partly offset by income pressures.	

## Corporate Budgets – Revenue Budget Summary

Forecast Variance Month 7 £'000	Service	2015/16 Budget Month 9 £'000	Forecast Outturn Month 9 £'000	Forecast Variance Month 9 £'000	Forecast Variance Month 9 %
0	Bulk Insurance Premia	0	0	0	0.0%
(137)	Concessionary Fares	10,827	10,690	(137)	-1.3%
(133)	Capital Financing Costs	8,677	8,523	(154)	-1.8%
0	Levies & Precepts	170	170	0	0.0%
(372)	Unallocated Contingency & Risk Provisions	1,995	1,623	(372)	-18.6%
3	Unringfenced Grants	(16,683)	(16,680)	3	0.0%
(533)	Other Corporate Items	1,579	1,046	(533)	-33.8%
<b>(1,172)</b>	<b>Total Revenue - Corporate Budgets</b>	<b>6,565</b>	<b>5,372</b>	<b>(1,193)</b>	<b>-18.2%</b>

## Key Variances

Key Variances £'000	Service	Description	Mitigation Strategy
<b>Concessionary Fares</b>			
(137)	Concessionary Fares	There is a reduction in the fixed deal payment to B&H Buses of £0.105m to allow for the cessation of some routes and the remaining saving is mainly from lower than forecast trip numbers across other operators.	
<b>Capital Financing Costs</b>			
(154)	Capital Financing Costs	The underspend has increased by £0.022m from Month 7. During December one of the two trigger-rates to undertake borrowing has been hit and £5.000m was borrowed during the month. The £0.022m increase in underspend is a result of the second trigger-rate not yet being met. If the second	In response to fairly volatile PWLB rates analysis of borrowing costs and interest rate forecasts have led to “trigger” rates being set that will be used to determine whether or not two tranches of PWLB borrowing should be undertaken in 2015/16. The PWLB rates are published twice a day and officers

## Appendix 2 Revenue Budget Performance

Key Variances £'000	Service	Description	Mitigation Strategy
		rate is not met during the remainder of 2015/16, there may be a further £0.022m savings in the Financing Costs budget.	are pro-actively monitoring these rates. The first trigger rate has been met, and £5.000m borrowing has been entered into at that rate. The Financing Costs forecast underspend assumes the second tranche of borrowing will be undertaken.
<b>Unallocated Contingency &amp; Risk Provisions</b>			
(372)	Unallocated Contingency & Risk Provisions	A review of Carry Forward allocations has identified £0.291m which can be released to support the overall position. This consists of Stronger Families, Youth and Communities (£0.148m), Human Resources and Organisational Development (£0.087m), Housing (£0.036m) and Communications (£0.020m). In addition to this £0.081m of unrequired risk provision has been released.	
<b>Unringfenced Grants</b>			
3	Unringfenced Grants	Minor variance.	
<b>Other Corporate Items</b>			
(516)	Centrally Managed Budgets	The underspend here relates to unrequired balances in respect of historic debts (£0.267m), over-provision for the council's obligation for trust funds (£0.112m), historic balance from Revenue Support Grant (£0.048m) and out of date cheques that have not been cashed (£0.100m). These are partially offset by £0.011m debt written off due to unsuccessful external collection.	
(17)	Former Employee Pension Costs	Spend on former employee pension costs is lower than anticipated by £0.016m.	



## Housing Revenue Account – Revenue Budget Summary

<b>Forecast Variance Month 7 £'000</b>	<b>Housing Revenue Account</b>	<b>2015/16 Budget Month 9 £'000</b>	<b>Forecast Outturn Month 9 £'000</b>	<b>Forecast Variance Month 9 £'000</b>	<b>Forecast Variance Month 9 %</b>
995	Capital Financing	31,027	32,022	995	3.2%
(14)	Head of Housing HRA	3,491	3,481	(10)	-0.3%
(59)	Head of Regeneration	290	227	(63)	-21.7%
62	Housing Strategy	524	536	12	2.3%
(903)	Income Involvement Improvement	(49,497)	(50,415)	(918)	-1.9%
(226)	Property & Investment	12,024	11,500	(524)	-4.4%
(367)	Tenancy Services	2,141	1,775	(366)	-17.1%
<b>(512)</b>	<b>Total</b>	<b>0</b>	<b>(874)</b>	<b>(874)</b>	<b>0.0%</b>

## Monitoring of Achievement of 2015/16 Savings

<b>Directorate</b>	<b>Planned Savings £'000</b>	<b>Achieved Savings £'000</b>	<b>Anticipated Savings £'000</b>	<b>At Risk Savings £'000</b>
Environment, Development & Housing	907	736	265	(94)
<b>Total HRA Savings</b>	<b>907</b>	<b>736</b>	<b>265</b>	<b>(94)</b>

See Appendix 3 for details of "At Risk" Savings

## Explanation of Other Key Variances

Key Variances £'000	Service	Description	Mitigation Strategy
<b>Housing Revenue Account</b>			
995	Capital Financing	The forecast reprofiling/slippage for the HRA Capital Programme will reduce the amount of borrowing required in 2015/16 to fund the overall programme, which will therefore result in lower interest charges of £0.105m than originally budgeted for. A review of the funding of the capital programme, in light of the overall revenue forecast underspend, has resulted in an increased contribution of £1.100m from the revenue account to fund the capital programme rather than undertaking borrowing.	The forecast overspend is funded from overachievement of income relating to Leaseholder Service Charges and the forecast underspend on Interest payable.
(63)	Head of Regeneration	The estimated level of capitalisation of salaries is higher than originally budgeted.	
12	Housing Strategy	A review of the work carried out by the Housing Allocations team has meant that the amount of staff time charged to the HRA has increased to a charge of 80% of staff time compared to a budgeted split of 50/50. This is offset by a forecast underspend on transfer incentive scheme of £0.050m	The overspend in this service is being covered by underspends elsewhere within the HRA
(918)	Income Inclusion Improvement	Leaseholder Services and Major Works are forecast to overachieve income by £0.661m mainly due to the timing of capital works meaning more was rechargeable in 2015/16 than was estimated; rents are forecast to overachieve income by £0.096m and employee budgets are forecast to underspend by £0.340m as a result of vacancy management. These underspends are partly offset by a forecast overspend on accommodation management fees of £0.147m and a forecast Discretionary Housing Payment contribution of £0.070m.	
(524)	Property & Investment	The spend on routine repairs is forecast to underspend by £0.568m due to a reduction in the number of council dwellings and also the increased levels of capital investment over the past few years which has led to a substantial reduction in the responsive repairs to windows and roofs. The budget for Gas Servicing is also forecast to underspend by £0.073m. This	

## Appendix 2 Revenue Budget Performance

Key Variances £'000	Service	Description	Mitigation Strategy
		underspend is partly offset by a forecast overspend on empty property works of £0.082m.	
(366)	Tenancy Services	Underspends include: £0.185m on staff costs in the estates services and tenancy management areas; £0.135m on gas & electricity charges; £0.079m on supplies and services and £0.040m relating to the Community Payback Scheme where the budget is no longer required. This is offset by an overspend of £0.025m on rubbish clearance due to additional tipping charges and £0.067m on extra security costs.	

Dedicated Schools Grant – Revenue Budget Summary

Forecast Variance Month 7 £'000	Dedicated Schools Grant (DSG)	2015/16 Budget Month 9 £'000	Forecast Outturn Month 9 £'000	Forecast Variance Month 9 £'000	Forecast Variance Month 9 %
0	Individual Schools Budget (ISB) <i>(This does not include the £5.534m school balances brought forward from 2014/15)</i>	122,676	122,676	0	0.0%
128	Early Years Block (including delegated to Schools) <i>(This includes Private Voluntary &amp; Independent (PVI) Early Years 3 &amp; 4 year old funding for the 15 hours free entitlement to early years education)</i> <i>(This includes £0.615m brought forward from 2014/15)</i>	10,943	11,013	70	0.6%
(128)	High Needs Block (excluding delegated to Schools); <i>(This includes £0.807m underspend brought forward from 2014/15)</i>	18,110	17,968	(142)	-0.8%
(35)	Exceptions and Growth Fund <i>(This includes £0.031m underspend brought forward from 2014/15)</i>	5,993	5,957	(36)	-0.6%
0	Grant Income	(156,269)	(156,269)	0	0.0%
<b>(35)</b>	<b>Net DSG Budget</b>	<b>1,453</b>	<b>1,345</b>	<b>(108)</b>	<b>-7.4%</b>

Explanation of Key Variances

Key Variances £'000	Service	Description (Note: FTE/WTE = Full/Whole Time Equivalent)	Mitigation Strategy
<b>Early Years Block</b>			
160	PVI payments for 3 & 4 year olds	Overspend in payments for 3 & 4 year olds	Costs will be monitored closely over the year and efforts made to reduce costs or identify mitigating savings to bring

## Appendix 2 Revenue Budget Performance

Key Variances £'000	Service	Description (Note: FTE/WTE = Full/Whole Time Equivalent)	Mitigation Strategy
			these budgets back in balance where possible.
(90)	Early Years Advisors	Underspends on staffing costs (£0.070m) and other minor variances (£0.020m).	
<b>High Needs Block</b>			
20	Educational Agency Placements	Overspend in relation to the number and cost of places.	Costs will be monitored closely over the year and efforts made to reduce costs or identify mitigating savings to bring these budgets back in balance where possible.
(162)	Other	There are a number of underspends in the following areas: 2014/15 underspend carried forward for respite care (£0.080m), High Needs top-up for Post 16 students (£0.050m), Autistic Spectrum Condition (ASC) service recruitment (£0.045m), SEN strategy freeze on spending (£0.035m), Speech & Language Service staffing (£0.016m) and other minor underspends (£0.090m). These are partially offset by an overspend relating to a contribution to CAMHS (£0.154m)	
<b>Exceptions &amp; Growth Fund</b>			
(36)	Exceptions	There are underspends of £0.048m relating to the reimbursement of costs for union duties, jury service and suspension to schools and £0.020m in respect of increased school meals income. These are partially offset by an overspend of £0.029m in respect of schools premature retirement costs and other minor overspends of £0.003m.	

## NHS Trust Managed S75 Budgets – Revenue Budget Summary

Forecast Variance Month 7 £'000	S75 Partnership	2015/16 Budget Month 9 £'000	Forecast Outturn Month 9 £'000	Forecast Variance Month 9 £'000	Forecast Variance Month 9 %
487	Sussex Partnership Foundation NHS Trust (SPFT)	10,934	11,423	489	4.5%
55	Sussex Community NHS Trust (SCT)	554	554	-	0.0%
<b>542</b>	<b>Total Revenue - S75</b>	<b>11,488</b>	<b>11,977</b>	<b>489</b>	<b>4.3%</b>

## Explanation of Key Variances

Key Variances £'000	Service	Description (Note WTE = Whole Time Equivalent)	Mitigation Strategy
<b>Sussex Partnership Foundation NHS Trust (SPFT)</b>			
580	SPFT- community care mental health & memory cognition, in house services	<p>The pressures of £0.580m are due to:-</p> <p>(1) Pressures brought forward from 2014/15 (£0.605m),</p> <p>(2) net full year effect of 2014/15 packages of care (£0.516m), and</p> <p>(3) In year pressures on this service are coming from increase in care packages / change in service type (£0.674m; 15.42 WTE), transfers from in-house services (£0.530m; 17.74 WTE), unachieved savings from previous years (£0.441m) and other (£0.460m). These pressures are being offset by net decrease in demand (£0.361m; 18.80 WTE), improved income (£0.428m), net self-funders (£0.276m), Continuing Care Funding (£0.168m) and CCG Funding against the overall S75 risks (£0.650m). In addition there have been assumptions made on reviews of packages of care (£0.135m) in 2015/16 to mitigate some of the increases already seen in year.</p> <p>(4) There are underspends on the SPFT staffing budgets of £0.139m</p> <p>There is an over-achievement of savings of £0.091m included within</p>	<p>Actions have been put in place to meet the 2015/16 budget strategy savings targets and to meet unachieved savings from previous years so there is limited scope to address the emerging demand pressures. Actions include:</p> <ul style="list-style-type: none"> <li>• There will be increased panel scrutiny of all complex or high cost placement and care package requests to assure value for money against eligible care needs. Where possible, no placements will be made above the agreed local authority rates.</li> <li>• The CCG have agreed funding of £650k to offset the risks on the</li> </ul>

## Appendix 2 Revenue Budget Performance

Key Variances £'000	Service	Description (Note WTE = Whole Time Equivalent)	Mitigation Strategy
		<p>the Adult Services savings monitoring table above.</p> <p>The pressure of £0.489m is after the risk share contribution (50:50) with SPFT</p>	<p>community care budget( within the forecast). The Risk share arrangement with SPFT assumes a 50:50 split of any remaining overspend.</p> <ul style="list-style-type: none"> <li>Continuing Health Care Taskforce in place to ensure that all appropriate funding sources are identified.</li> </ul>
<b>Sussex Community NHS Trust (SCT)</b>			
0	SCT- Community Equipment Services	This service is projecting a break-even position at Month 9 with the expectation that any overspend will be covered by Better Care Funding.	





## Savings Monitoring 2015/16

## General Fund

Directorate	Planned Savings £'000	Full Year Effect Savings £'000	Achieved Savings £'000	Anticipated Savings £'000	At Risk Savings £'000
Children's Services	3,966	4,913	1,330	2,500	679
Adult Services	8,101	8,214	6,546	657	898
Environment, Development & Housing	3,033	5,542	1,901	819	314
Assistant Chief Executive	999	1,070	968	31	0
Public Health	421	421	421	0	0
Finance & Resources & Law	2,301	2,424	450	1,851	0
Corporate Budgets	0	0	0	0	0
<b>Total Savings in Directorate budgets</b>	<b>18,821</b>	<b>22,584</b>	<b>11,616</b>	<b>5,858</b>	<b>1,891</b>
Tax Base Savings	2,268	2,268	2,268	0	0
<b>Grand Total General Fund Savings</b>	<b>21,089</b>	<b>24,852</b>	<b>13,884</b>	<b>5,858</b>	<b>1,891</b>

## Housing Revenue Account

Directorate	Planned Savings £'000	Full Year Effect Savings £'000	Achieved Savings £'000	Anticipated Savings £'000	At Risk Savings £'000
Environment, Development & Housing	907	907	736	265	(94)
<b>Total HRA Savings</b>	<b>907</b>	<b>907</b>	<b>736</b>	<b>265</b>	<b>(94)</b>

## Children's Services

Service	Description of Saving Opportunity	Planned Savings (£'000)	Achieved / Anticipated (£'000)	At Risk (£'000)	Progress / Mitigation
<b>Education &amp; Inclusion</b>					
Home to School Transport	Reducing the number of children with special educational needs (SEN) requiring taxi transport through the promotion of independent travel training. Reviewing all aspects of assessed and provided services including vehicles.	500	171	329	Officers will work with schools to identify children who would benefit from programmes of independent travel training and to make arrangements for these programmes. This would mean these children are no longer dependent upon taxi transport as well as achieving savings in transport costs.
Portslade Sports Centre	Removal of all council subsidy	116	114	2	
Fully Achieved/Anticipated Savings		209	229	0	
		<b>825</b>	<b>514</b>	<b>331</b>	
<b>SEN and Disability (SEND)</b>					
Services for Children with Disabilities	Integrate and re-align services across education, health and care to reduce cost and the need for expensive out of city placement	239	235	4	
Fully Achieved/Anticipated Savings		639	898	0	
		<b>878</b>	<b>1,133</b>	<b>4</b>	
<b>Children's Health, Safeguarding &amp; Care</b>					

Appendix 3 – 2015/16 Savings

Service	Description of Saving Opportunity	Planned Savings (£'000)	Achieved / Anticipated (£'000)	At Risk (£'000)	Progress / Mitigation
Fostering & Adoption	Deletion of 0.57 FTE Practice Manager post, 0.79 FTE Social Workers. Remaining savings to come from the recommendations of the current fostering review	263	211	52	Work is taking place to improve the ratio of in-house foster carers. The review has to be in line with findings and processes required to create the predicted savings which would require more social workers to supervise carers as required by guidance
Social Work & Legal	Reviewed service staffing against demand, budget and achieved savings	42	0	42	
Agency Placements	Reduction of 6.50 FTE looked after children agency placements through service design and prevention	250	0	250	After an extended period of time where the number of children in care has been high, in recent months there has been a decrease in the numbers. In addition, to address the spend on IFA's (Independent Fostering Agencies) we have been engaged in a programme to increase our market share of foster carers with anticipated savings in 2016/17.
Fully Achieved/Anticipated Savings		373	494	0	
		<b>928</b>	<b>705</b>	<b>344</b>	
<b>Stronger Families, Youth &amp; Communities</b>					
Fully Achieved/Anticipated Savings		1,335	1,478	0	
		<b>1,335</b>	<b>1,478</b>	<b>0</b>	
<b>TOTAL CHILDREN'S SERVICES</b>		<b>3,966</b>	<b>3,830</b>	<b>679</b>	

## Adult Services

Service	Description of Saving Opportunity	Planned Savings (£'000)	Achieved / Anticipated (£'000)	At Risk (£'000)	Progress / Mitigation
<b>Adults Assessment</b>					
Learning Disabilities (LD) - Residential	Review all out of city and high cost placements, consider supported living, ensure appropriate funding streams and renegotiate provider rates	1,094	54	1,040	45 Clients have been identified through the LD review to move-on to support their needs in a different way. Targeted reviews started in September 2015 on selected clients to bring forward savings originally planned for 2016/17 into 2015/16
Learning Disabilities (LD) - Home Care, Day Care & Direct Payments	Increased use of Direct Payments and review high cost placements & third party spend	626	607	19	101% of the profile of achieved/anticipated savings (£0.561m) has been achieved to date.
Older People - Residential/Nursing (includes Older People with Mental Health needs)	Task force to identify all appropriate funding sources. Review housing options and identify links to Better Care (especially for Older People Nursing) and potential sources of funding. Reduce waivers and scrutinise placement costs	1,000	1,533	(533)	84% of the profile of savings (£1.415m) has been achieved to date and there is an expectation that this will overachieve by £0.533m by the 2015/16 outturn to offset budget strategy savings at risk elsewhere.
Adults with Mental Health (MH) - Residential	Rigorous scrutiny of placements, identification of all appropriate funding sources and implementing the Resource Allocation System (RAS)	200	238	(38)	There is an expectation that this area will overachieve by £0.038m by the 2015/16 outturn to offset budget strategy savings at risk elsewhere.

**Appendix 3 – 2015/16 Savings**

<b>Service</b>	<b>Description of Saving Opportunity</b>	<b>Planned Savings (£'000)</b>	<b>Achieved / Anticipated (£'000)</b>	<b>At Risk (£'000)</b>	<b>Progress / Mitigation</b>
ALL COMMUNITY CARE - Across all client groups. Fees for services provided by the Independent Sector	Limit inflationary increases	750	969	(219)	New rates came into effect from 1 April 2015 and the overachievement against the target is supporting budget strategy savings at risk elsewhere.
Learning Disabilities (LD)	Enable more people to access volunteering, employment and training	45	0	45	Savings are dependent on the LD Delivery Plan and are at risk in 2015/16
Learning Disabilities (LD)	Realigning accommodation and supported living including respite to enable service users to live independent lives	162	0	162	Savings are dependent on the LD Delivery Plan and are at risk in 2015/16
Learning Disabilities (LD)	Personalised approach through reviews to avoid high cost packages	729	619	110	85% of the profile of Achieved/Anticipated Savings (£0.571m) has been achieved to date.
Assessment Services (including joint S75 arrangements) Assessment and Review staffing	Focus on statutory duties and undertaking Business Process Improvement (BPI) reviews	376	0	376	Savings expected as a result of the BPI review are not expected until 2017/18. This saving has been mitigated by vacancy controls forecast through TBM for 2015/16 on a one-off basis
Housing Related ('Supporting People')	Explore new service delivery models and further income growth	959	1,143	(184)	There were approx. 100 contracts with a contract end date of 31st March 2015. These have been successfully retendered or stopped to overachieve the savings required for 2015/16
Fully Achieved/Anticipated Savings		100	100	0	

Appendix 3 – 2015/16 Savings

Service	Description of Saving Opportunity	Planned Savings (£'000)	Achieved / Anticipated (£'000)	At Risk (£'000)	Progress / Mitigation
		<b>6,041</b>	<b>5,263</b>	<b>778</b>	
<b>Adults Provider</b>					
Able & Willing Supported Business	Review business plan and reduce subsidy from September 2015	100	0	100	The projected income is lower than expected and will not achieve the savings identified through the 2015/16 Budget Strategy.
Home Care (six services including Independence at Home)	Review staffing structure and criteria for services working with the community and independent sectors. Review funding with NHS	300	268	32	Part year effect of structure changes, vacancy management , and non essential spend controls.
Fully Achieved/Anticipated Savings		1,000	1,000	0	
		<b>1,400</b>	<b>1,268</b>	<b>132</b>	
<b>Commissioning &amp; Contracts</b>					
Commissioning & Contracts Staffing Budget	Review contract management and commissioning function and scope for joint arrangements	130	142	(12)	The Adults Commissioning Services restructure was implemented in August 2015.
Fully Achieved/Anticipated Savings		530	530	0	
		<b>660</b>	<b>672</b>	<b>(12)</b>	
<b>TOTAL ADULT SERVICES</b>		<b>8,101</b>	<b>7,203</b>	<b>898</b>	

## Environment, Development &amp; Housing

Service	Description of Saving Opportunity	Planned Savings (£'000)	Achieved / Anticipated (£'000)	At Risk (£'000)	Progress / Mitigation
<b>Transport</b>					
Public Health Transport Programme	Investment of Public Health resources to reduce accidents and promote sustainable transport.	85	50	35	Investment is limited to £0.050m due in year changes to Public Health funding.
Fully Achieved/Anticipated Savings		1,129	1,129	0	
		<b>1,214</b>	<b>1,179</b>	<b>35</b>	
<b>City Clean and Parks</b>					
Fleet Section	A business plan is being developed to offer servicing, maintenance and MOTs to other council departments and on a commercial basis	50	0	50	This saving is dependent on completion of refurbishment works at Hollingdean Depot which are not due for completion until April 2016. This has been offset in the current financial year from underspends identified within the TBM forecast.
Fully Achieved/Anticipated Savings		609	609	0	
		<b>659</b>	<b>609</b>	<b>50</b>	
<b>City Regeneration</b>					
Fully Achieved/Anticipated Savings		88	88	0	
		<b>88</b>	<b>88</b>	<b>0</b>	
<b>Planning &amp; Building Control</b>					
Development Management	Implementation of pre-application charges to secure £0.100m fee income and a reduction in staff costs through a Business Process Review of the service	145	56	89	The service is developing a framework for pre-applications charges following approval at October P&R Committee. It is planned to seek P&R Committee at a later stage to implement charges. The service will continue to monitor and maximise income budgets on a regular basis

Appendix 3 – 2015/16 Savings

Service	Description of Saving Opportunity	Planned Savings (£'000)	Achieved / Anticipated (£'000)	At Risk (£'000)	Progress / Mitigation
Fully Achieved / Anticipated Savings		107	107	0	
		<b>252</b>	<b>163</b>	<b>89</b>	
<b>Housing General Fund</b>					
Homemove	Charge Registered Providers for running cost of the Joint Housing Register and shortlisting	140	20	120	Recent discussions with Registered Providers suggest that the original savings figure was too optimistic and so there is currently a shortfall. Other savings are currently being sought to address this.
Temporary Accommodation	Framework Agreements to reduce the use of high cost emergency accommodation (£0.100m). Amalgamation of income and credit control team (£0.020m). Realignment of staff time on specific projects (£0.050m). Reduced contributions to reserve fund (£0.040m).	210	190	20	The new framework agreements are reducing costs by using less expensive spot purchase bed and breakfast, however service pressures still exist for this budget area (as shown in the forecast) due to the current high levels of spot purchase which are gradually reducing. The amalgamation of the credit control team is no longer a viable option and so this saving of £0.020m is currently at risk. Other savings are currently being sought to reduce expenditure further to meet this saving.
Fully Achieved/Anticipated Savings		470	471	0	
		<b>820</b>	<b>681</b>	<b>140</b>	
<b>TOTAL ENVIRONMENT, DEVELOPMENT &amp; HOUSING</b>		<b>3,033</b>	<b>2,720</b>	<b>314</b>	



## Assistant Chief Executive

Service	Description of Saving Opportunity	Planned Savings (£'000)	Achieved / Anticipated (£'000)	At Risk (£'000)	Progress / Mitigation
<b>Communications</b>					
Fully Achieved/Anticipated Savings		25	25	0	
		25	25	0	
<b>Royal Pavilion, Arts &amp; Museums</b>					
Fully Achieved/Anticipated Savings		170	170	0	
		170	170	0	
<b>Tourism &amp; Venues</b>					
Fully Achieved/Anticipated Savings		80	80	0	
		80	80	0	
<b>Libraries</b>					
Fully Achieved/Anticipated Savings		148	148	0	
		148	148	0	
<b>Corporate Policy &amp; Communities</b>					
Fully Achieved/Anticipated Savings		206	206	0	
		206	206	0	
<b>Sport &amp; Leisure</b>					
Fully Achieved/Anticipated Savings		370	370	0	
		370	370	0	
<b>TOTAL ASSISTANT CHIEF EXECUTIVE</b>		<b>999</b>	<b>999</b>	<b>0</b>	

## Public Health

Service	Description of Saving Opportunity	Planned Savings (£'000)	Achieved / Anticipated (£'000)	At Risk (£'000)	Progress / Mitigation
<b>Public Health</b>					
Fully Achieved/Anticipated Savings		760	760	0	
Investment of Public Health grant against services to deliver Public Health Outcomes		(760)	(760)	0	
		<b>0</b>	<b>0</b>	<b>0</b>	
<b>Community Safety</b>					
Fully Achieved/Anticipated Savings		186	186	0	
		<b>186</b>	<b>186</b>	<b>0</b>	
<b>Public Protection</b>					
Fully Achieved/Anticipated Savings		235	235	0	
		<b>235</b>	<b>235</b>	<b>0</b>	
<b>TOTAL PUBLIC HEALTH</b>		<b>421</b>	<b>421</b>	<b>0</b>	

## Finance, Resources and Law

Service	Description of Saving Opportunity	Planned Savings (£'000)	Achieved / Anticipated (£'000)	At Risk (£'000)	Progress / Mitigation
<b>Human Resources &amp; Organisational Development</b>					
Fully Achieved/Anticipated Savings		152	152	0	
		<b>152</b>	<b>152</b>	<b>0</b>	
<b>ICT</b>					
Fully Achieved/Anticipated Savings		358	358	0	
		<b>358</b>	<b>358</b>	<b>0</b>	
<b>Property &amp; Design</b>					
Fully Achieved/Anticipated Savings		1,003	1,003	0	
		<b>1,003</b>	<b>1,003</b>	<b>0</b>	
<b>Internal Audit / Corporate Fraud / NAFN</b>					
Fully Achieved/Anticipated Savings		50	50	0	
		<b>50</b>	<b>50</b>	<b>0</b>	
<b>Finance &amp; Procurement</b>					
Fully Achieved/Anticipated Savings		263	263	0	
		<b>263</b>	<b>263</b>	<b>0</b>	
<b>City Services (Revenues &amp; Benefits)</b>					
Fully Achieved/Anticipated Savings		329	329	0	
		<b>329</b>	<b>329</b>	<b>0</b>	
<b>Legal &amp; Democratic Services</b>					
Fully Achieved/Anticipated Savings		146	146	0	
		<b>146</b>	<b>146</b>	<b>0</b>	
<b>TOTAL FINANCE, RESOURCES &amp; LAW</b>		<b>2,301</b>	<b>2,301</b>	<b>0</b>	

## Housing Revenue Account

Service	Description of Saving Opportunity	Planned Savings 2015/16 (£'000)	Achieved / Anticipated (£'000)	At Risk (£'000)	Progress / Mitigation
<b>Housing Revenue Account</b>					
Housing Management & Maintenance	Service redesign of Housing Management & Maintenance	251	181	70	Service redesign is ongoing however £0.070m of this saving will now be found from deleting the budget for extra legal costs no longer required.
Property and Investment	Efficiencies on repairs and service contracts	164	328	(164)	
Fully Achieved/Anticipated Savings		492	492	0	
<b>TOTAL HOUSING REVENUE ACCOUNT</b>		<b>907</b>	<b>1,001</b>	<b>(94)</b>	

## Children's Services – Capital Budget Summary

Forecast Variance Month 7 £'000	Service	2015/16 Budget Month 7 £'000	Reported at other Committees £'000	New Schemes (Appendix 5) £'000	Variation, Slippage/ reprofile £'000	2015/16 Budget Month 9 £'000	Forecast Outturn Month 9 £'000	Forecast Variance Month 9 £'000	Forecast Variance Month 9 %
0	Child Health Safeguard and Care	40	0	0	0	40	40	0	0.0%
0	Education and Inclusion	24,856	0	0	(12,372)	12,484	12,484	0	0.0%
0	SEN & Disability	170	0	0	0	170	170	0	0.0%
0	Schools	735	0	69	0	804	804	0	0.0%
0	Stronger Families Youth & Communities	0	0	0	0	0	0	0	0.0%
<b>0</b>	<b>Total Children's Services</b>	<b>25,801</b>	<b>0</b>	<b>69</b>	<b>(12,372)</b>	<b>13,498</b>	<b>13,498</b>	<b>0</b>	<b>0.0%</b>

Details of Variation requests and explanations of significant Forecast Variances, Slippage or Reprofiles are given below:

Detail Type	£'000	Project	Description	Mitigation Strategy
<b>Education and Inclusion</b>				
Reprofile	(11,179)	New Pupil Places	Following receipt of an updated cash flow forecast in relation to the two major primary school projects at Saltdean and St Andrews Primaries and comparing it to expenditure to date, there has been an update of forecast spend to the end of March 2016 to £5.200m. The extension and alteration projects at both schools will complete in 2016/17 requiring an element of budget carry forward to meet the outstanding commitments.	

## Appendix 4 – Capital Programme Performance

Detail Type	£'000	Project	Description	Mitigation Strategy
			<p>The major priorities the remaining budget will assist in funding are the provision of a new secondary school, accommodation for bulge classes as they move through a number of primary schools and some of the outcomes of the current Special Education Needs and Disability Review.</p>	
Reprofile	(609)	Capital Maintenance 2015/16	<p>The contract to construct an extension and undertake extensive remodelling and refurbishment of the Portslade Aldridge Community Academy (PACA) was entered into on 19th June 2012. The project funding of £12.532m was provided as grant funding by the Education Funding Agency (EFA) and procured under the National Academies Framework in accordance with the requirements of the Education Funding Agency. Works are now almost complete and the Council are in the process of agreeing the final account. During the works additional items of work were required to complete the project to an acceptable standard and as the contract contained no contingency sum these works increased the final contract sum. In addition the contractor has submitted a claim. While not all of this claim will be payable there is good reason why some of the claim should be paid and the council is currently concluding negotiations with the contractor on the final account. It is likely that the total cost of the project will be agreed at or around £11.775m, £0.552m (or 4.69%) above the initial contract sum. A proportion of this is payable by PACA but the remainder is payable by Brighton &amp; Hove as the contracting party. It is anticipated at the present time that the amount payable by the council will be between £0.330m and £0.400m subject to the agreed final account. An allocation of £0.400m is therefore now being made for this from the Capital Maintenance grant received from central</p>	

## Appendix 4 – Capital Programme Performance

Detail Type	£'000	Project	Description	Mitigation Strategy
			<p>government, which can sustain this level of additional expenditure in the current financial year.</p> <p>A number of large mechanical and structural works projects were included in this year's programme and represented the first phase of significant replacement and upgrade works which would need to be phased over a number of years. As a result, this has made the design stage for these schemes more significant and has increased the time to complete this phase of project development. Therefore, tenders for the work were sought much later in the financial year. Work has just started on one scheme, with others due to start at Easter and early in the new financial year. While there will be some expenditure this year the majority will now be in 2016/17.</p>	
Reprofile	(584)	Universal Free School Meals	<p>The majority of capital works are completed during the summer break and the summer 2015 works were in the process of being agreed when additional funding was announced. There has been insufficient time to fully utilise the budget. Further major works are planned for 2016 including Queens Park ventilation and kitchen refurbishment project, refurbishment of Moulsecoomb kitchen, ventilation &amp; ceiling work at St Nicolas Primary, upgrading of appliances/kitchen refit at St John the Baptist Catholic Primary School and other schemes if feasible.</p>	

Adult Services – Capital Budget Summary

Forecast Variance Month 7 £'000	Service	2015/16 Budget Month 7 £'000	Reported at other Committees £'000	New Schemes (Appendix 5) £'000	Variation, Slippage/ reprofile £'000	2015/16 Budget Month 9 £'000	Forecast Outturn Month 9 £'000	Forecast Variance Month 9 £'000	Forecast Variance Month 9 %
0	Adults Assessment	394	0	0	0	394	394	0	0.0%
0	Adults Provider	27	0	0	0	27	27	0	0.0%
0	Commissioning and Contracts	53	0	0	0	53	53	0	0.0%
<b>0</b>	<b>Total Adult Services</b>	<b>474</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>474</b>	<b>474</b>	<b>0</b>	<b>0.0%</b>

Details of Variation requests and explanations of significant Forecast Variances, Slippage or Reprofiles are given below:

Detail Type	£'000	Project	Description	Mitigation Strategy
<b>Adult Services</b>				
No changes to report				



## Appendix 4 – Capital Programme Performance

### Environment, Development & Housing (General Fund) – Capital Budget Summary

Forecast Variance Month 7 £'000	Service	2015/16 Budget Month 7 £'000	Reported at other Committees £'000	New Schemes (Appendix5) £'000	Variation, Slippage/ reprofile £'000	2015/16 Budget Month 9 £'000	Forecast Outturn Month 9 £'000	Forecast Variance Month 9 £'000	Forecast Variance Month 9 %
0	City Infrastructure	2,487	150	550	(181)	3,006	3,006	0	0.0%
0	City Regeneration	23,743	61	51	2,899	26,754	26,754	0	0.0%
0	Planning & Building Control	310	0	0	0	310	310	0	0.0%
0	Transport	9,505	0	0	447	9,952	9,952	0	0.0%
572	Housing GF	4,297	0	0	0	4,297	4,665	368	8.6%
<b>572</b>	<b>Total ED&amp;H</b>	<b>40,342</b>	<b>211</b>	<b>601</b>	<b>3,165</b>	<b>44,319</b>	<b>44,687</b>	<b>368</b>	<b>0.8%</b>

Details of Variation requests and explanations of significant Forecast Variances, Slippage or Reprofiles are given below:

Detail Type	£'000	Project	Description	Mitigation Strategy
<b>City Infrastructure</b>				
Reprofile	(56)	Downland Initiative Project	Spend of this budget is closely linked to the grazing projects that the Council has on the urban fringe largely funded by central government grants. There have been delays to some projects following public consultation.	Capital expenditure has therefore been delayed on some projects until there is more clarity on the grant availability.
Variation	(125)	Preston Park Cycle Track	Anticipated costs associated with the cycle track improvements at Preston Park are less than originally budgeted for following a successful procurement process.	The funding sources of the scheme, including external grant, have been reviewed and agreed following the changes to cost the assumptions.
Reported at Other Committee	150	Eastbrook Allotments	The disposal of Eastbrook Farm allotments was previously reported to Policy & Resources Committee on 9 July 2015 and a capital receipt was received by the Council for this sale. Approval was given to set side a sum from the net capital receipt to support	

## Appendix 4 – Capital Programme Performance

Detail Type	£'000	Project	Description	Mitigation Strategy
			improvement works at the existing site and other allotment areas. This will include concreting access, security fencing, lighting, water supply, toilets and community huts. The sum required to complete the works will be £0.150m.	
<b>City Regeneration</b>				
Reprofile	(109)	New England House	An opportunity has arisen for the council to work towards a revised approach to obtain the additional finances required to fund the improvements to New England House. A proposed land deal with a private developer in respect of the adjacent Longley Industrial Estate is intended to secure the payment of a capital receipt to the council that will provide the additional funding necessary to pay for the refurbishment of New England House. The land deal would also secure a wider redevelopment package to meet a range of strategic employment and housing objectives. Working towards the land deal has involved undertaking discussions with the proposed development partner and the leaseholder of the adjacent site, along with securing member sign-up to the revised approach. These factors have contributed to an extended project timetable, with a number of key milestones still needing to be reached before there is certainty regarding project implementation. In the meantime the remaining project budget needs to be carried over into the next financial year to provide funding for any necessary expenditure to secure the desired project outcomes.	
Reprofile	(123)	Circus Street Development	There are a variety of factors outside the council's control that have delayed the project programme and the developer making a start on construction work. The need to draw on projects funds will only become necessary once the current factors are resolved.	

## Appendix 4 – Capital Programme Performance

Detail Type	£'000	Project	Description	Mitigation Strategy
			These factors include the developer completing their current value engineering exercise to ensure project viability and completion of various legal and funding issues to ensure that the development agreement goes unconditional and construction work commences on site. This means that project funding needs to be carried over to the next financial year.	
Variation	2,700	Circus Street Redevelopment	As part of the Circus Street public/private partnership regeneration development funding has been identified from the Coast to Capital Local Growth Fund with £2.700m set aside to support the whole development. The site will become a mixed use scheme with new homes, student bed places, new teaching and research facilities for the University of Brighton, a new dance studio for South East Dance and a seven storey office building. The funding agreements are currently being completed and it is anticipated that £2.7m will be drawn-down in 2015/16 to support spend incurred in 2015/16. The project was reported to Policy & Resources Committee on 11 July 2013.	
Variation	487	Preston Barracks Central Research Lab	As part of the Preston Barracks Redevelopment funding has been identified from the Coast to Capital Local Growth Fund with £7.700m set aside to support the £13.200m Central Research Lab. The funding agreements are currently being completed and it is anticipated that £0.487m will be required in 2015/16 with the remainder of the £7.700m grant funding being drawn down by 2018/19. The project and Local Growth Fund bidding process was reported to Policy & Resources Committee on 5 December 2013.	
Variation	(70)	Royal Pavilion Estate	Reallocation of budget to main project within Assistant Chief Executive directorate.	
Variation	(41)	Various	Variations to budget of less than £0.050m: Falmer Released Land (£0.040m), Regeneration of	

## Appendix 4 – Capital Programme Performance

Detail Type	£'000	Project	Description	Mitigation Strategy
			Black Rock (£0.016m), Waterfront Redevelopment £0.015m	
Variation	55	Redevelopment of King Alfred swimming pool	A budget is required to support the King Alfred Redevelopment and in particular the future development proposals including financial, legal and specialist advice. A budget of £0.055m is required for this financial year which will be met from the King Alfred Reserve set aside and approved at previous P&R Committees.	
Reported at Other Committee	61	Open Market	Reported separately to Policy & Resources Committee on 4 November 2015.	
<b>Transport</b>				
Variation	447	Intelligent Transport System	The Brighton and Hove ITS will upgrade and enhance Brighton & Hove's existing ITS infrastructure with a strong emphasis on growth areas and key corridors, especially the A23, A259 and A270. The funding agreements for Local Growth Fund from Coast to Capital are in the process of being completed and a total of £1.830m is expected to be allocated to this project to support funding already identified within the Council's Local transport Plan. An allocation of £0.447m will be released from the LGF funding in 2015/16 to support the project.	
<b>Housing GF</b>				
Overspend	468	Disabled Facilities Grant	The Disabled Facilities Grant funding for 2015/16 is £0.911m. An overspend of £0.368m for last financial year 2014/15 was reported to Policy and Resources on 11 June 2015 and is being funded from this 2015/16 grant. The remaining budget of £0.544m has received additional funding at TBM month 9 from the Better Care Fund which has increased the 2015/16 budget to £0.701m. Committed expenditure is	If budgets and demand remain at the current levels then implementation of the measures outlined in the report to Housing and New Homes Committee will still leave significant pressures in 2016/17 unless further mitigation measures can be identified or

## Appendix 4 – Capital Programme Performance

Detail Type	£'000	Project	Description	Mitigation Strategy
			<p>estimated to be £1.169m, leading to a forecast overspend of £0.468m in 2015/16. (This was previously reported as a £0.572m overspend at Month 7). A switch of funding from the underspent HAOT budget (below) of £0.100m will reduce this overspend further to £0.368m. A three year recovery plan to reduce costs and increase funding through Adult Social Care/Public Health is being implemented to achieve an overall break-even position by 2017/18 for housing.</p>	<p>additional funding identified. We will continue to closely monitor progress of the agreed recovery plan during the year. In addition we are continuing our focus on our housing solutions preventative approach to manage demand for re-active adaptations through making best use of new and existing homes.</p>
Underspend	(100)	Housing Adaptations Occupational Therapy (HAOT) – Major Adaptations	<p>Funding from Adult Social Care (ASC) to assist individual cases where a) works needed are outside the scope of the Disabled Facilities Grant, b) costs exceed the grant limit or c) client is assessed as having a contribution toward the cost of works and claims hardship. It has been agreed that any underspend can be used to fund the Disabled Facilities Grant overspend</p>	<p>Forecast based on commitments outstanding to date and taking into account a revised ASC policy ensuring all other financial means explored including equity release, personal loans etc. before any discretionary assistance approved. Overall demand for housing adaptations remains high as more people are supported to live independently in their home with cost benefits for ASC &amp; Health.</p>

## Appendix 4 – Capital Programme Performance

### Environment, Development & Housing (Housing Revenue Account) – Capital Budget Summary

Forecast Variance Month 7 £'000	Service	2015/16 Budget Month 7 £'000	Reported at other Committees £'000	New Schemes (Appendix 5) £'000	Variation, Slippage/ reprofile £'000	2015/16 Budget Month 9 £'000	Forecast Outturn Month 9 £'000	Forecast Variance Month 9 £'000	Forecast Variance Month 9 %
494	City Regeneration	8,368	0	0	0	8,368	8,862	494	5.9%
0	Housing HRA	28,589	0	0	(4,066)	24,523	24,249	(274)	-1.1%
<b>494</b>	<b>Total Environment, Development and Housing HRA</b>	<b>36,957</b>	<b>0</b>	<b>0</b>	<b>(4,066)</b>	<b>32,891</b>	<b>33,111</b>	<b>220</b>	<b>0.7%</b>

Details of Variation requests and explanations of significant Forecast Variances, Slippage or Reprofiles are given below:

Detail Type	£'000	Project	Description	Mitigation Strategy
<b>City Regeneration</b>				
Overspend	469	Manor Place	Increase in scheme budget primarily due to decontamination of the communal gardens at Robert Lodge and associated works. Build costs have increased due to construction inflation and specific specification requirements. (Previously reported at Month 2 as £0.456m).	Increased costs will either be met from underspends identified in the 2015/16 HRA Capital Programme or HRA reserves.
Overspend	25	Various	Overspend on various schemes under £0.050m each: Preston Road Refurbishments £0.012m, Findon Road Development £0.013m.	
<b>Housing HRA</b>				
Reprofile	(1,200)	Structural Repairs	Due to consultation timescales the Albion Hill Project will not now commence until 2016/17 – therefore £1.000m is to be reprofiled. Delay to the commencement of the Clarendon and Ellen Estate project due to the requirement for	Any impact on residents will be mitigated by the project continuing in 2016/17.

## Appendix 4 – Capital Programme Performance

Detail Type	£'000	Project	Description	Mitigation Strategy
			detailed analysis of the concrete. Additional funding will be required next year and is included in the 2016/17 capital programme.	
Reprofile	(127)	St Andrews Road former police station	Awaiting confirmation of future use of this site.	
Reprofile	(454)	Communal Rewire	Legal advice has been sought regarding how to proceed with leasehold consultation for Warwick Mount Mains Upgrade. The leasehold consultation process has yet to start, which will result in the operational part of the project not starting in this financial year.	Impact on residents is minimal (delay only) as project will continue in 2016/17.
Reprofile	(450)	Lifts	The lift replacement works are ongoing at North Whitehawk High Rise estate. The work started in September on two of the five blocks. Works are due to start on the remaining three blocks in April 2016 and complete around February 2017. The works will start on the seven remaining lifts on the Bristol Estate in January 2016. Assuming that there are no delays with this process, the works will start around April 2016 and complete in March 2017.	Impact on residents is minimal (delay only) as programme will continue in 2016/17.
Reprofile	(37)	Door Entry System/CCTV	Installation of Door Entry System is integral to the main entrance doors programme and has to be tied in with installation of Door Entry Systems. The lead in time for manufacture of new multisteel doors has changed due to the current issues surrounding the steel industry. This is due to a delay with obtaining the required grade of steel (after the factory in China closed). That steel is now sourced in the UK but actually increases the timeframe to 16 weeks.	Impact on residents is minimal (delay only) as programme will continue in 2016/17.
Reprofile	(27)	Doors	Installation of main entrance doors is integral to the Door Entry System programme and has to be tied in with installation of Door Entry Systems. The lead in	Impact on residents is minimal (delay only) as programme will continue in 2016/17.

## Appendix 4 – Capital Programme Performance

Detail Type	£'000	Project	Description	Mitigation Strategy
			time for manufacture of new multisteel doors has changed due to the current issues surrounding the steel industry. This is due to a delay with obtaining the required grade of steel (after the factory in China closed). That steel is now sourced in the UK but actually increases the timeframe to 16 weeks.	
Reprofile	(220)	Ventilation	Bates and Craven Vale estates now have a number of closed in stairwells and balconies. Upon recommendation from the Fire Brigade and in conjunction with Building Control, it has been agreed to install mechanical ventilation to affected dwellings to ensure compliance with building regulations. Craven Vale installs will start January 2016 and Bates will start April 2016 onwards.	Impact on residents is minimal (delay only) as project will continue in 2016/17.
Reprofile	(400)	Citywide Loft Conversions and Extensions Project	Extension projects have been re-programmed to commence in April 2016 due to procurement and resourcing delays. Particularly inclement weather has also impacted on delivery timescales being extended. Additionally, the Construction (Design and Management) 2015 regulations have imposed additional duties on the principle contractor in the pre-construction phase which has slowed project start dates and adjustments to BHCC sign-off stages have also necessitated extended timescales.	Increased contractor capacity to deliver in spring/summer 2016/17. Additional monthly progress meetings have been established to track spend & agree control measures to improve performance.
Reprofile	(238)	Converting Spaces in Existing Buildings	This budget is supporting a new type of project and lessons are being learnt in developing new accommodation within the existing building envelopes. For example, the St James House project (3 flats) will only be 60% complete by the end of the current financial year and due to a full consultation and planning process the Swallow Court (2 flats) and Normanhurst (2 flats) projects	Monthly project management meetings with all the required disciplines represented. The neighbouring and adjoining tenants and ward members will be kept up to date with project timescales, with reassurance where necessary provided on a one to one basis



## Appendix 4 – Capital Programme Performance

Detail Type	£'000	Project	Description	Mitigation Strategy
			will now not be on site until March 2016.	
Reprofile	(878)	Block Conversions (Seniors Housing Studios)	The reprofiling is a consequence of The Evelyn Court project taking longer than anticipated to agree the contract costs (asbestos; sprinkler complications), impacting on the resources available for other schemes. There is also a need to convert show flats first in order to consult tenants properly so they can exercise genuine choice on the layout of their flat. There were fewer empty homes available to convert than anticipated.	Extend the programme term from 3 to 4 years, to allow a more realistic rate of conversion to proceed.
Reprofile	(35)	Urban Design – Bristol Estate	Awaiting direction from the Resident Liaison team around resident choices for the urban redesign following completion of Bristol Estate Phase 3. Expected spend of £0.040m this year, leaving an underspend of £0.035m to be reprofiled into 2016/17.	No impact anticipated. These works are environmental/aesthetic improvements.
Variation	400	Structural Repairs	Additional concrete repairs identified following detailed surveys at Albion Hill.	Funded from underspends in External Decorations (£0.300m) and Communal Rewires (£0.100m).
Variation	(300)	External Decorations	Programme is underspent due to inclement weather conditions and underspend to be transferred to structural repairs on Albion Hill.	No negative impact anticipated – Any urgent works (weather proofing) have been addressed.
Variation	(100)	Communal Rewires	A planned delay of the rewire programme has enabled funding to be transferred to the Albion Hill project.	No impact anticipated – emergency and empty homes rewires has been continuing.
Underspend	(100)	ICT fund	To enable a joined up approach across the council in delivering various corporate initiatives the HRA projects have been delayed until 2016/17 to align with initiative timescales.	
Underspend	(156)	Empty Properties	No empty properties have been identified that require major capital works.	All works to empty properties have been of a revenue nature resulting in

## Appendix 4 – Capital Programme Performance

Detail Type	£'000	Project	Description	Mitigation Strategy
				an overspend of £0.082m in the revenue budget.
Underspend	(60)	Other Energy Efficiency	Underspend on the cladding programme at Staplefield Drive.	
Underspend	(20)	Water Tanks	Health & Safety Executive Approved Code of Practice L8 (HSG274) legionella compliance programme is ongoing. Until the assessment is completed at the property, actual remedial works required are unknown. An initial estimate is put within the budget at the start of the financial year to allow for L8 remedial works across the housing stock and this year an underspend is expected.	Impact on residents is minimal (delay only) as programme will continue in 2016/17.
Underspend	(79)	Various	Underspends on various schemes of less than £0.050m: City College Partnership (£0.036m), Cycling Facilities (£0.026m), Future Proofing Assets (£0.010m), Cladding (£0.007m).	
Overspend	66	Decent Homes - Kitchen & Bathroom Replacements	Number of kitchens replaced in empty properties is higher than anticipated.	The number of properties requiring replacement will be less in future years.
Overspend	75	Various	Overspends on various schemes of less than £0.050m: Pre Lease Conversion Refurbishment £0.028m, Structural Repairs £0.037m, Roofing £0.010m	

## Appendix 4 – Capital Programme Performance

### Assistant Chief Executive - Capital Budget Summary

Forecast Variance Month 7 £'000	Service	2015/16 Budget Month7 £'000	Reported at other Committees £'000	New Schemes (Appendix5) £'000	Variation, Slippage / reprofile £'000	2015/16 Budget Month 9 £'000	Forecast Outturn Month 9 £'000	Forecast Variance Month 9 £'000	Forecast Variance Month 9 %
0	Corporate Policy Performance & Communities	0	278	0	0	278	278	0	0.0%
0	Royal Pavilion Arts & Museums	1,241	0	0	70	1,311	1,311	0	0.0%
(19)	Sports & Leisure	2,681	0	0	(1,329)	1,352	1,333	(19)	-1.4%
0	Libraries	162	0	0	0	162	162	0	0.0%
0	Tourism & Venues	0	0	0	0	0	0	0	0.0%
<b>(19)</b>	<b>Total Assistant Chief Executive</b>	<b>4,084</b>	<b>278</b>	<b>0</b>	<b>(1,259)</b>	<b>3,103</b>	<b>3,084</b>	<b>(19)</b>	<b>-0.6%</b>

Details of Variation requests and explanations of significant Forecast Variances, Slippage or Reprofiles are given below:

Detail Type	£'000	Project	Description	Mitigation Strategy
<b>Corporate Policy Performance &amp; Communities</b>				
Reported at Other Committee	278	East Sussex Credit Union loan	A subordinate interest free loan toward the East Sussex Credit Union to invest in local, ethical, not-for-profit organisation that provides safe, affordable, accessible financial products to some of the city's financially excluded and at risk residents. This was presented to P&R on 21 January 2016. The loan will be funded through general reserves and specific reserves such as the Waste PFI	

## Appendix 4 – Capital Programme Performance

Detail Type	£'000	Project	Description	Mitigation Strategy
			Reserve with repayment back within 5 years.	
<b>Royal Pavilion Arts &amp; Museums</b>				
Variation	70	Royal Pavilion Estate (Phase 1)	Budget reallocated from City Regeneration, to main project within Royal Pavilion Arts & Museums.	
<b>Sports &amp; Leisure</b>				
Reprofile	(1,329)	Saltdean Lido - CIC	The majority of the capital spend will now not take place until 2016/17 due to a delay in commencing building works on site. A delay occurred in the appointment of a contractor by Saltdean Lido CIC to undertake these external works, while they undertook further investigative works into the restoration project as a whole.	
Underspend	(19)	West Pier Arches fit out	Underspend of less than £0.050m.	

## Public Health – Capital Budget Summary

Forecast Variance Month 7 £'000	Service	2015/16 Budget Month 7 £'000	Reported at other Committees £'000	New Schemes (Appendix5) £'000	Variation, Slippage / reprofile £'000	2015/16 Budget Month 9 £'000	Forecast Outturn Month 9 £'000	Forecast Variance Month 9 £'000	Forecast Variance Month 9 %
0	Public Health	345	0	0	0	345	345	0	0.0%
0	Public Protection	78	0	0	(47)	31	31	0	0.0%
<b>0</b>	<b>Total Public Health</b>	<b>423</b>	<b>0</b>	<b>0</b>	<b>(47)</b>	<b>376</b>	<b>376</b>	<b>0</b>	<b>0.0%</b>

Details of Variation requests and explanations of significant Forecast Variances, Slippage or Reprofiles are given below:

Detail Type	£'000	Project	Description	Mitigation Strategy
<b>Public Protection</b>				
Reprofile	(47)	Taxi Catalytic Reduction Scheme	This Department for Transport Grant of £0.195m was awarded prior to April 2015. This project is being delivered with a number of external partners. Green Urban Technologies are responsible for designing, testing and fitting the compact catalysts and Citycabs, a Brighton based taxi firm are providing the taxis for catalysts to be fitted. This is ground breaking work using new untested designs. Green Urban Technologies are based in the north and there have been delays on the availability of the taxis to be fitted and tested. The key factor slowing this project down has been balancing taxi availability for the project whilst at the same time keeping the taxis on the road earning income. The majority of the work has now been done, but there is a strong risk that all the work will not be done prior to 1 April 2016.	

## Appendix 4 – Capital Programme Performance

### Finance, Resources and Law - Capital Budget Summary

Forecast Variance Month 7 £'000	Service	2015/16 Budget Month 7 £'000	Reported at other Committees £'000	New Schemes (Appendix5) £'000	Variation, Slippage / reprofile £'000	2015/16 Budget Month 9 £'000	Forecast Outturn Month 9 £'000	Forecast Variance Month 9 £'000	Forecast Variance Month 9 %
0	Head of Law	59	0	0	0	59	59	0	0.0%
0	Finance	0	0	0	0	0	0	0	0.0%
0	HR Organisational Development	0	0	0	0	0	0	0	0.0%
0	ICT	3,337	0	0	(850)	2,487	2,487	0	0.0%
0	Performance Improvement & Programmes	0	0	0	0	0	0	0	0.0%
0	Property & Design	16,756	20	0	(2,455)	14,321	14,321	0	0.0%
<b>0</b>	<b>Total Finance, Resources and Law</b>	<b>20,152</b>	<b>20</b>	<b>0</b>	<b>(3,305)</b>	<b>16,867</b>	<b>16,867</b>	<b>0</b>	<b>0.0%</b>

Details of Variation requests and explanations of significant Forecast Variances, Slippage or Reprofiles are given below:

Detail Type	£'000	Project	Description	Mitigation Strategy
<b>ICT</b>				
Slippage	(600)	Internal Customer Access to Information	Slippage due to the absorption and alignment of work and priorities of the Information Management, Customer Access and the Customer First in a Digital Age programmes during 2015/16, leading to delays with the delivery of some elements of the original Information Management programme, in particular an Enterprise Content Management solution.	

## Appendix 4 – Capital Programme Performance

Detail Type	£'000	Project	Description	Mitigation Strategy
Slippage	(250)	ICT Core Infrastructure	Slippage due to the continuation of some delivery projects currently within the Infrastructure programme into 2016/17, such as completion of the Datacentre migration project in August 2016.	
<b>Property and Design</b>				
Reprofile	(919)	Workstyles Phase 3 - EDRM	The largest spend associated with EDRM is anticipated to be with Planning & Legal services. This spend was scheduled for 2015/16 but has been delayed due to a major transformation project within the Planning service, and the procurement of a new casework system within Legal.	This critical business work will be completed in 2016/17, at which point a cohesive and comprehensive EDRM solution can be implemented. The additional work profiled for 2016/17 will remain (that which supports other services going through Workstyles), so in effect spend on this project has been condensed into a single financial year.
Reprofile	(630)	Workstyles Phase 3 - ICT costs	The Workstyles Phase 3 project is being implemented over four years with a total of £2.000m set aside for ICT investment. This phase commenced during 2014/15 and is being run in conjunction with the building works associated with the project. There was a delay in the programme during 2014/15 before the works at Hove Town Hall commenced and at the same time a review of the business case for Workstyles Phase 3 was undertaken to ensure that the programme provides the best fit with the council's current structure.	Whilst the assumptions around the whole of Workstyles has changed the investment for ICT will remain at £2.000m with the majority of spend required in 2015/16 and 2016/17. A reprofile of £0.630m is therefore requested into 2016/17 for the ICT budget. This relates to work that will be finalised towards the end of the building works phase including site migration, Citrix work, Idox development and equipment investment such as meeting rooms, hotdesks & desktop / laptop renewals and Internet Protocol (IP) telephony.
Reprofile	(500)	Workstyles Phase 3 - Project	The Workstyles Phase 3 project is being implemented over 4 years with a total of £1.482m	Whilst the assumptions around the whole of Workstyles has changed

## Appendix 4 – Capital Programme Performance

Detail Type	£'000	Project	Description	Mitigation Strategy
		Resources	set aside for Project Resourcing as detailed in the approved 'Modernising the Council' report to Policy & Resources in September 2013. This phase commenced during 2014/15 and is being run in conjunction with the building works associated with the project as well as a number of other office moves and modernisation programmes. There was a delay in the programme during 2014/15 before the works at Hove Town Hall commenced and at the same time a review of the business case for Workstyles Phase 3 was undertaken to ensure that the programme provides the best fit with the council's current structure.	there have been a number of posts not filled within the Project team during 2015/16 but there will be a requirement to use resources during 2016/17 and therefore a reprofile of £0.500m is requested into 2016/17 which will assist continued office moves, ICT support and potential EDRM requirements that have yet to be finalised. A review of the project resources will be undertaken in 2016/17 as the project nears completion and the use of resources will be reported back to P&R at that time.
Reprofile	(132)	HTH Great Hall Fit Out (Multi Agency Hub)	This investment is undertaken in conjunction with the work at Hove Town Hall as part of the Modernisation programme and will provide funding for the fit out of the first floor of the Great Hall in Hove Town Hall to allow a co-location of the Citizens Advice Bureau, Money Advice Service and East Sussex Credit Union. This project is key to the Council's objective of promoting working in partnership with Voluntary sector and other public agencies. The benefits of all three agencies co-locating will reduce their running costs and provide an enhanced customer service.	The majority of the fit out work will be undertaken in 2016/17 and a reprofile of £0.132m is required into 2016/17.
Reprofile	(138)	Barts House - Cladding & Window Replacement	Works tendered & refurbishment option to progress starting in February 2016 to tie-in with ICT cabling works, will therefore bridge financial year. Budget required to fund rolling programme of window & cladding works.	
Reprofile	(88)	Preston Manor	Scaffolding to be erected in January, therefore	



**Appendix 4 – Capital Programme Performance**

<b>Detail Type</b>	<b>£'000</b>	<b>Project</b>	<b>Description</b>	<b>Mitigation Strategy</b>
		External Repair & Redecoration Phase 2	year-end spend subject to recent wet weather and building drying out to allow works to proceed.	
Reprofile	(48)	Various	Various reprofiles of budget of less than £0.050m: Statutory DDA Access Works fund (£0.038m), Asbestos Surveys (£0.010m)	
Report to Other P&R committee	20	Stanmer Park Buildings Development	A sum of £0.020m is required to commence detailed works on the development of the Traditional Agricultural Buildings. The Stanmer Park Programme update is included elsewhere on this Committee and provides an update on the disposal of assets to support the Heritage Lottery Fund bid.	

Corporate Services - Capital Budget Summary

Forecast Variance Month 7 £'000	Service	2015/16 Budget Month 7 £'000	Reported at other Committees £'000	New Schemes (Appendix5) £'000	Variation, Slippage / reprofile £'000	2015/16 Budget Month 9 £'000	Forecast Outturn Month 9 £'000	Forecast Variance Month 9 £'000	Forecast Variance Month 9 %
0	Corporate Services	25	0	0	0	25	25	0	0.0%
<b>0</b>	<b>Total Corporate Services</b>	<b>25</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>25</b>	<b>25</b>	<b>0</b>	<b>0.0%</b>

Details of Variation requests and explanations of significant Forecast Variances, Slippage or Reprofiles are given below:

Detail Type	£'000	Project	Description	Mitigation Strategy
<b>Corporate Services</b>				
No changes to report				

New Capital Project Approval Request				
Unit:	Schools			
Project title:	Middle Street ICT Equipment			
Total Project Cost (All Years):	£0.031m			
<b>Purpose, benefits and risks:</b>				
Loan to improve ICT access throughout the school through the purchase of smart televisions and wireless keyboards for each classroom and the purchase of additional notepads.				
<b>Capital expenditure profile (£'000):</b>				
Year	This Year	Next Year	Year After	TOTAL
Borrowing	31			
Total estimated costs and fees	31			
<b>Financial implications:</b>				
The repayment of the borrowing has been built into the school's three year budget. Funding these ICT upgrades using borrowing allows the school to fully utilise it's devolved capital funding to improve school buildings.				

New Capital Project Approval Request				
Unit:	City Infrastructure - City Parks			
Project title:	Stanmer Park Restoration Project			
Total Project Cost (All Years):	£0.376m			
<b>Purpose, benefits and risks:</b>				
<p>Funding from BHCC will be used together with significant funding from Heritage Lottery Fund to restore the main core of the Stanmer Estate parkland area. BHCC has been awarded Stage 1 funding working in partnership with South Downs National Park Authority and Plumpton College to fully develop the Stanmer masterplan. Benefits include: historic landscape restoration, walled garden will be developed into a learning and interpretation centre, infrastructure, parking and improved sustainable transport, work towards Stanmer being self-sufficient in terms of revenue funding, more visitors accessing the south downs, park facilities, supporting businesses and volunteering, arrest decline of the Estate and protect council asset for future. The funding package for stage 2 is included in a separate report to this committee for approval leading to approximately £3.8m HLF funds to carry out capital improvements and delivery of activity plan.</p> <p><u>Risks</u>            If this stage is not properly developed Stage 2 may be put at risk. This should be unlikely as an internal and external consultancy team is in place. The main project scope has been consulted on widely and is in the BHCC corporate plan as a priority action. Stanmer Park, the largest public park in Brighton and Hove at 485 hectares, is Grade II registered and classed 'At Risk' by Historic England. Designed in the 1720s as the setting for the manor house, church and estate village, today the park remains a rare survival of an 18th century estate landscape. Used by over 500,000 people annually, its historic importance is not well-known and in the last few decades there has been no site-wide investment or commitment to address its decay.</p>				
<b>Capital expenditure profile (£'000):</b>				
Year	This Year	Next Year	Year After	TOTAL
Grant – Heritage Lottery Fund	162	129		291
Revenue Contributions	44	35		79
External Contribution (inc S106)	3	3		6
Total estimated costs and fees	209	167		376
<b>Financial implications:</b>				
<p>The funding for the development phase of the Stanmer Park Restoration Project will be from the agreed Heritage Lottery Fund (£0.291m), revenue contributions from the Parks Projects budget (£0.079m) and contributions from the South Downs National Park (£0.006m). The Parks Project revenue budget has planned for the required contribution to this project, and this is therefore not expected to result in revenue pressures. The award of the Heritage Lottery Fund of up to £3.786m for the delivery phase of the project is dependant on the successful completion of the development phase.</p>				

<b>New Capital Project Approval Request</b>				
Unit:	City Infrastructure - City Parks			
Project title:	Hove Recreation Ground Rugby Pitch Improvements			
Total Project Cost (All Years):	£0.179m			
<b>Purpose, benefits and risks:</b>				
Resurfacing and draining works to two rugby pitches at Hove Recreation Ground, which are currently considered unsafe for use. Improvements are in line with the Rugby Football Union's (RFU) Lead Up & Legacy programme of improving rugby facilities.				
<b>Capital expenditure profile (£'000):</b>				
Year	This Year	Next Year	Year After	TOTAL
Grant – RFU Lead Up & Legacy grant	70			70
External Contribution (inc S106)	109			109
Total estimated costs and fees	179			179
<b>Financial implications:</b>				
The capital expenditure will be funded from a grant awarded from the RFU Lead Up & Legacy capital programme (£0.070m), Section 106 funds (£0.050m), and contributions from Hove Rugby Football Club (£0.059m). There are grant conditions associated to the RFU grant which have been reviewed and approved by the council's Section 151 officer. It is anticipated that the expenditure will be incurred in the 2015/16 financial year, which will be reviewed as part of the budget monitoring process.				

<b>New Capital Project Approval Request</b>				
Unit:	City Infrastructure - City Clean			
Project title:	Introduction of a Chargeable Garden Waste Collection Service			
Total Project Cost (All Years):	£0.200m			
<b>Purpose, benefits and risks:</b>				
<p>A trial of a chargeable garden waste collection service was approved at Environment, Transport and Sustainability Committee in October 2015. The service will provide another way for residents to compost their garden waste, which is expected to increase overall recycling rates. The capital expenditure is required for vehicle and bin purchase to support the scheme. A financial business case has been developed to ensure that the charges to service users covers the cost of the scheme, including the capital borrowing costs.</p>				
<b>Capital expenditure profile (£'000):</b>				
Year	This Year	Next Year	Year After	TOTAL
Borrowing	162	38		200
Total estimated costs and fees	162	38		200
<b>Financial implications:</b>				
<p>The capital expenditure for this project will be funded from borrowing, with repayments being funded from the expected income generated from the scheme. The financial business case for the scheme has been subject to sensitivity analysis based on the best available data to ensure that prudent estimates have been made.</p>				

New Capital Project Approval Request				
Unit:	Public Protection			
Project title:	Clean Bus Transport Fund			
Total Project Cost (All Years):	£0.499m			
<b>Purpose, benefits and risks:</b>				
<p>On the 3 January 2016 the Department for Transport confirmed that they would be awarding Brighton &amp; Hove City Council £0.499m in relation to further retrofits of the existing bus fleet in Brighton &amp; Hove with the aim of reducing oxide of nitrogen bus emissions.</p> <p>It is anticipated that the project will allow 35 buses to be modified and be completed by the end of 2016/17.</p>				
<b>Capital expenditure profile (£'000):</b>				
Year	This Year	Next Year	Year After	TOTAL
Grant - Department for Transport		499		499
Total estimated costs and fees		499		499
<b>Financial implications:</b>				
<p>The grant funding is likely to be received in 2015/16, but will not be spent until 2016/17.</p>				

New Capital Project Approval Request				
Unit:	Schools			
Project title:	Upgrade of Computers - Longhill School			
Total Project Cost (All Years):	£0.038m			
<b>Purpose, benefits and risks:</b>				
Borrowing will be used to finance the school's annual computer upgrade. School computers are replaced approximately every five years.				
<b>Capital expenditure profile (£'000):</b>				
Year	This Year	Next Year	Year After	TOTAL
Unsupported Borrowing	38			38
Total estimated costs and fees	38			38
<b>Financial implications:</b>				
The total cost of the borrowing for this scheme is £0.043m repayable over 5 years. Longhill School has traditionally used an capital borrowing to finance the update of its computer equipment. The school is experiencing financial difficulties, and has a licensed deficit agreement in place until 2019/20. However, the costs of the repayments are included within the revenue budget plan submitted for this five year period.				



New Capital Project Approval Request				
Unit:	City Regeneration			
Project title:	Affordable Housing & Regeneration Delivery Options			
Total Project Cost (All Years):	£0.051m			
<b>Purpose, benefits and risks:</b>				
<p>In October 2014 a report was presented to Policy &amp; Resources which set out the challenges in delivering new housing supply, in particular affordable housing in the City. Approval was given for delegation of authority to the relevant Executive Directors to explore and negotiate options to enable the council to intervene in the market to deliver new housing to meet our identified needs. This included potential procurement of housing 'off plan' on new developments and to consider funding options, including General Fund prudential borrowing, Housing Revenue Account capital financing and 'off public sector balance sheet' institutional and private investment financing along with appropriate delivery, management and governance frameworks, subject to further reporting back to Housing Committee and Policy &amp; Resources Committee. DCLG funding of £0.050m was provided to support part of the project for Homelessness housing supply and subsequently an external consultant was procured to review what options were available to the council for alternative models of delivering of affordable housing. A further report will be presented in March to the New Homes &amp; Housing Committee and Policy &amp; Resources to update on the progress and options available for delivery of Affordable Housing and new Housing supply. In order to progress the delivery of these alternative models for the supply of Housing the council will require further independent external professional legal and financial advice and has therefore identified reprofiled funding from the Strategic Investment Fund 2015/16 to procure this advice.</p>				
<b>Capital expenditure profile (£'000):</b>				
Year	This Year	Next Year	Year After	TOTAL
Grant (S51 Grant toward Housing Intervention Projects)	11			11
Capital Reserves - Strategic Investment Fund	40			40
Total estimated costs and fees	51			51
<b>Financial implications:</b>				
<p>The procurement of external legal advice is currently in progress, there will be further costs due in 2016/17 financial year for professional external advice relating to the alternative delivery options for the Affordable Housing and Regeneration Projects. This budget and funding will be further reviewed as part of the allocation of the of the council's 2016/17 Strategic Investment Fund which will be reported to a future Policy &amp; Resources Committee.</p>				



**Subject:** Extract from the proceedings of the Audit & Standards Committee meeting held on 12 January 2016 - Information Governance Strategy

**Date of Meeting:** 11 February 2016

**Report of:** Head of Law and Monitoring Officer

**Contact Officer:** Name: **John Peel** Tel: **29-1058**  
e-mail: [john.peel@brighton-hove.gov.uk](mailto:john.peel@brighton-hove.gov.uk)

**Wards Affected:** All

**FOR GENERAL RELEASE**

***Action Required of Council:***

To receive the report referred from the Audit & Standards Committee for decision.

**Recommendations:**

- 1) That the Policy & Resources Committee agrees the Information Governance Strategy attached as Appendix 1 to this report.

**BRIGHTON & HOVE CITY COUNCIL**

**AUDIT & STANDARDS COMMITTEE**

**4.00pm 12 JANUARY 2016**

**THE RONUK HALL, PORTSLADE TOWN HALL**

**MINUTES**

**Present:** Councillors A Norman (Chair) Chapman, Cobb, Druitt, Morris, Robins (Group Spokesperson), Sykes (Group Spokesperson) and Taylor

**Co-opted Members:** Diane Bushell and Dr. David Horne

**PART ONE**

**68 INFORMATION GOVERNANCE STRATEGY**

- 68.1 The Committee considered a report of the Head of Law and Monitoring Officer that sought comment from the Committee on the draft Information Governance Strategy ahead of its submission to Policy & Resources Committee for consideration.
- 68.2 The Head of Law circulated a document outlining a number of spelling corrections to be made to the draft document.
- 68.3 Dr. Horne stated that he welcomed the Strategy that filled a current vacuum in the council's policy and procedures. Dr. Horne suggested that the document be amended ahead of its submission to Policy & Resources Committee to outline the cost of delivery of the Strategy, the pace of implementation and the risks involved in managing the Strategy in the long-term including any potential impact from Orbis shared service arrangements.
- 68.4 The Head of Law clarified that under the Orbis arrangements, each authority would be responsible for its own Information Governance Strategy. This would in turn present Information Governance issues that would be included in the due diligence process and regularly monitored.
- 68.5 **RESOLVED-**
- 1) That Members consider the attached draft Information Governance Strategy 2016-19 (appendix 1) and comment as necessary.
  - 2) Note that any comments will be incorporated into a revised draft going to the Policy & Resources Committee for final approval.

<b>Subject:</b>	<b>Information Governance Strategy</b>		
<b>Date of Meeting:</b>	<b>11 February 2016 – Policy &amp; Resources Committee</b> 12 January 2016 – Audit & Standards Committee		
<b>Report of:</b>	<b>Acting Executive Director, Finance and Resources and Head of Legal &amp; Democratic Services</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>Abraham Ghebre-Ghiorghis</b>	<b>Tel: 291500</b>
		<b>Anita Baxter</b>	<b>Tel: 295095</b>
	<b>Email:</b>	<a href="mailto:abraham.ghebre-ghiorghis@brighton-hove.gov.uk">abraham.ghebre-ghiorghis@brighton-hove.gov.uk</a> <a href="mailto:anita.baxter@brighton-hove.gov.uk">anita.baxter@brighton-hove.gov.uk</a>	
<b>Ward(s) affected:</b>	<b>All</b>		

**FOR GENERAL RELEASE.**

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

- 1.1 This briefing note seeks agreement by the committee to the implementation of an Information Governance Strategy.
- 1.2 The strategy sets out the council's commitment to compliance with information rights legislation, robust records management and the implementation of comprehensive security standards and good practice to deliver compliant, cost effective, safe and reliable information when and where it is needed. These are the corner stones of information governance that taken together establish a framework in which we and our citizens can be confident that we are making the best use of our information to deliver civic and business value in a safe and secure environment.

**2. RECOMMENDATIONS:**

- 2.1 That the Policy & Resources Committee agrees the Information Governance Strategy attached as Appendix 1 to this report.

**3. CONTEXT/ BACKGROUND INFORMATION**

- 3.1 Our residents, visitors, partners and staff expect that their information is held securely and confidentially, is accurate, and is available when and where it is needed for their benefit. The information we hold is also critical to the operation of our day to day services and to the delivery of our corporate objectives. This is in the context of challenging information security compliance regimes, a complex legal framework, increased public expectation and both rising costs and reductions in government funding. The risks associated with poor information governance include personal loss or actual harm to individual citizens, disruption or loss of services, substantial fines and severe reputational damage to the

council. Conversely, good information governance means that decision-making is improved, risk and costs are reduced and better customer service is delivered.

3.2 The attached draft Information Governance Strategy has been developed by the Information Governance Team and agreed by the Information Governance Board which is chaired by the Chief Executive and has representatives from key Council directorates. It sets out Information Governance aims and deliverables over the next 3 years.

3.3 Some key aims of the strategy:

- Ensuring that information governance policies are embedded in the day to day operations of the organisation;
- Ensuring a high level of staff and supplier awareness through education and fostering a culture of personal responsibility, ownership and commitment to high standards
- Ensuring that there are proper audit and assurance processes to check whether information governance policies are being implemented
- Ensure safe and proper records and information management.
- Implementing a comprehensive information security management system (ISMS) aligned to international best practice standards ISO 270001.

3.4. A high level description of deliverables to support the achievement of the aims is set out in section 7 of the strategy (see appendix 1).

3.5. Section 8 of the report describes the information governance framework roles and responsibilities. More detailed information with terms of reference is attached in Appendix 2. This includes the roles of the Information Governance Board, the Senior Information Risk Owner, the two Caldicott Guardians, the Information Governance Team and the Information Asset Owners.

3.6 The Strategy was considered by the Audit and Standards Committee held on the 12<sup>th</sup> January 2016. The following recommendations were made;

- the document be amended ahead of its submission to Policy & Resources Committee to outline:
  - the cost of delivery of the Strategy,
  - the pace of implementation and
  - the risks involved in managing the Strategy in the long-term including any potential impact from Orbis shared service arrangements.

3.7 **Cost:** The costs associated with the delivery of the Strategy are relatively modest and largely met through the resources of the Information Governance Team and the effort and time commitments of the other key roles (SIRO, Caldicotts, IAOs). There is an underlying risk that resource levels available within the council will reduce as overall funding reduces and this could present a risk to the deliverables within the Strategy. This will be kept under close review and progress reported to Audit and Standards Committee through an annual report on Information Governance.

3.8 **Pace:** the Strategy is a high level statement of intention covering the next three years. A detailed delivery plan will be kept under review by the Information Governance Board.

3.9 **Orbis:** Under the Orbis arrangements, each authority will be responsible for its own Information Governance Strategy and associated policies and procedures. This may in turn surface Information Governance issues that will be included in the due diligence process and be regularly monitored through the risk management framework.

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

4.1 The adoption of the strategy will help the council comply with regulatory and good practice requirements.

#### 5. COMMUNITY ENGAGEMENT & CONSULTATION

5.1 Relevant staff were consulted and the draft was approved by the Information Governance Board.

#### 6. CONCLUSION

6.1 That the strategy be agreed by the Policy and Resources Committee

#### 7. FINANCIAL & OTHER IMPLICATIONS:

##### Financial Implications:

7.1 The costs of reviewing the Information Governance Strategy will be met within existing council resources.

*Finance Officer Consulted: Peter Francis*

*Date: 04//01/16/*

##### Legal Implications:

7.2 The adoption of the strategy will assist the Council in complying with its legal obligations regarding data protection, freedom of information, human rights law and requirements of regulatory bodies,

*Lawyer Consulted: Abraham Ghebre-Ghiorghis*

*Date: 29/12/2015*

##### Equalities Implications:

7.3 None arising from the report

##### Sustainability Implications:

7.4 None arising from the report

##### Any Other Significant Implications:

7.5 None

## **SUPPORTING DOCUMENTATION**

### **Appendices:**

1. Information Governance Strategy
2. Information Management Frame work-roles and responsibilities

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

None

### **Background Documents**

None



Brighton and Hove City Council

# Information Governance Strategy 2016-19

# Contents

- 1.0 Executive summary
- 2.0 Introduction
- 3.0 BHCC's Corporate Plan 2015-19
- 4.0 Regulatory environment
- 5.0 Scope
- 6.0 Information governance aims
- 7.0 Deliverables
- 8.0 Roles and responsibilities

## 1.0 Executive summary

This strategy describes Brighton and Hove City Council's information governance aims and deliverables over the next three years.

It asserts the council's commitment to compliance with information rights legislation, robust records management and compliance with HMG and other security requirements. It is underpinned by and confirms our commitment to good practice through the implementation of, and adherence to, a comprehensive suite of policies and guidance.

It sets out an approach that actively enables and supports the delivery of corporate objectives and exploits opportunities for business benefits whilst delivering the requirements of the various compliance regimes. It can be used to ensure resilience in the design of new service models which could include the voluntary sector, neighbourhood and community co-produced services, joint services with other public bodies and the potential for shared services through the Orbis partnership. It is an approach that aims to be flexible and responsive to new or changed operational requirements, and that establishes the capacity of the organisation to take proportionate risk in accordance with a defined risk appetite.

The strategy establishes a framework for creating effective information governance that helps us to make the best use of our information assets and as a consequence support the delivery of our corporate objectives and the improvement of our business processes.

This approach will further the Council's aim 'to provide open civic leadership and effective public services' through being transparent, open, and accountable about what we do and for the actions we take.

It will support the confidence of our citizens that their personal information will be managed in accordance with their rights.

The Information Governance team will set out and communicate our information governance strategy and champion the information governance agenda. The team will engage with business areas across the organisation to ensure that the corporate information governance policy framework is understood widely and is properly aligned with business and

operational requirements. The team will work with, and provide specialist advice and support to:

- Citizens
- Executive Leadership Team
- Senior Information Risk Owner
- Information Asset Owners (IAO)
- Staff
- Partners
- Suppliers

## 2.0 Introduction

This strategy covers the period March 2016 - Dec 2019 and sets out the on-going development, implementation and embedding of a robust information governance framework for the effective management and protection of BHCC's information assets in the context of rapidly emerging new service delivery models.

Information governance is the discipline within which accountability, standards, policies and procedures are developed and implemented. Good information governance practices aim to ensure that all information created, obtained, received or shared, by BHCC is managed, accessed, used and disposed of appropriately. Effective Information Governance ensures that information assets are compliant with our regulatory obligations, support the rights of our citizens and are cost effective.

BHCC has a responsibility to manage and protect a wide range of information to ensure that it remains confidential and preserves its integrity and availability. Information types include:

- personal and sometimes sensitive information provided by citizens relating to provision of services
- information about our services and how they are provided
- information which supports the running of our organisation including records relating to staff and our IT
- information about the strategies and policies of our organisation

### 3.0 BHCC Corporate Plan 2015 -19

In the Corporate Plan 2015-19 BHCC describes two of its four objectives as building an organisation that is publicly accountable and citizen focused. This is in the context of significantly reduced budget and growing demand and the consequent need to create new models of service provision. If we are to achieve these objectives we must create an environment in which citizens and other agencies with which we work trust us to look after their information responsibly, securely and fairly even when the service is actually provided by another agency.

To achieve this we must ensure that;

- our staff have a high level of awareness of all their obligations under information rights law and other regulatory requirements, and that those obligations are routinely met in practice
- that good information handling practice is embedded into the culture and day to day business processes of the organisation and into the design and acquisition of new technologies and systems
- our information management processes are streamlined, cost effective and robust, creating a high level of confidence in the quality of our information that supports efficient day to day practice and good decision making. Furthermore, this is essential to the secure exchange of information with other agencies with which we must collaborate to deliver more shared services.
- information governance considerations and standards are integral to new service development or models for delivery, including partnership arrangements

This information governance strategy is a clear statement of BHCC's commitment to high quality information management and to technical and physical information security good practice. It recognises that investment in information governance supports and contributes to both our corporate objectives and our regulatory responsibilities

The strategy also establishes our commitment to ensuring effective information governance practice as a means to enable our organisation to operate openly and efficiently in an increasingly digital environment.

## 4.0 Regulatory environment

BHCC is a data controller and as such is subject to a regulatory framework, including but not limited to:

- The Data Protection Act 1998
- The Freedom of Information Act 2000
- The Environmental Information Regulations 2004
- Privacy and Electronic Communications Regulations 2003

### Other related legislation:

- The Public Records Act 1958
- The Re-use of Public sector Information Regulations 2005
- Computer Misuse Act 1990
- Regulation of Investigatory Powers Act 2000
- Local Government Acts
- Copyright Design and Patents Act
- Common Law – duty of confidentiality

### Related guidance and codes of good practice:

- Security Policy Framework (Cabinet Office).
- Public Service Network (PSN) Code of Connection.
- The Health and Social Care Information Centre, Information Governance Toolkit
- Information Commissioner's Office guidance and standards
- ISO 27001: 2013 – Information Security Management Systems
- ISO 15489:1&2 – The International Standard for Records Management
- e-Government Metadata Standard version 3.1
- The Lord Chancellor's Code of Practice on Records Management

## 5.0 Scope

This strategy is applicable to all BHCC staff and all departments, sections, services, information systems and records and other information assets of the Council and includes within its scope;

- The framework of accountability and responsibility for information assets
- The processes by which information is created, accessed and used
- The arrangements under which the Council uses the information of its partners and/or allows its partners to use its information.
- The efforts to build high quality information practice in staff and partners through education and awareness

## 6.0 Information governance aims

There are three elements to the BHCC information governance landscape; information security, data protection and records management. Each element requires policy, process and defined standards. There are overlaps between the three elements but each has its primary focus and together they form a complete information governance discipline. BHCC's information governance aims are described below and encompass all three elements. Achievement of these aims will deliver essential compliance requirements but will also enable and support our business and deliver business benefits.

The high level deliverables to support the achievement of these aims are described in section 7.0 below.

### 6.1 Policy

We will ensure that our information governance policies are embedded in the day to day operations of the organisation, that they are compliant with

relevant legislation, standards and codes of practice, demonstrate good practice and meet the public interest.

The policies are based on a risk management approach that recognises that information has significant value, are commensurate with our stated risk appetite and are aligned with business requirements.

## **6.2 Education and Awareness**

We will aim to embed a high level of staff and supplier awareness of information governance policy and process to help achieve compliance and reduce the risk of avoidable incidents and breaches through human error.

We will foster a culture of personal responsibility, ownership and commitment to high standards in information handling to support and enable our business processes.

## **6.3 Audit and assurance**

We will ensure that there are processes in place to check whether information governance policy is being implemented and measure the effectiveness of the control environment.

We will work with business areas and Information Asset Owners to gain feedback about the practical operation of policy. We will act on this feedback and make changes where necessary.

The Information Governance team and IAOs will work together to share experience and maximise the opportunities to learn from examples of good practice, both internal and external.

## **6.4 Records and information management**

We will ensure that staff competency in records management is developed and supported by appropriate technologies and processes, so as to achieve the following benefits:

- Information is trusted, authentic and reliable



- Information enables high quality decision making
- Information quality contributes to improved public confidence in the council
- Information supports effective and timely services for vulnerable citizens
- Information handling is efficient and cost effective
- Information supports and does not hinder internal/external collaboration

### **6.5 Information security**

We will implement a comprehensive information security management system (ISMS) aligned to the international best practice standard ISO 270001. This will ensure that the council has robust, proportionate, cost effective and compliant information security measures in place so that the organisation is protected against threats from unauthorised or unintended access, destruction, disclosure and tampering.

We will work with business areas to ensure that information security policy is aligned with operational requirements and find solutions appropriate to BHCC's risk appetite. We will support our people by ensuring that information security policy and processes are clear and easy to understand, that help and guidance are available when needed, and by providing appropriate training to minimise the risk of human error.

We will provide an assurance function (Information Security Team) that sets clear security standards against which all technology developments are measured.

### **6.6 Collection and use of personal information**

The Data Protection Act 1998 sets out the requirements and safeguards which must be applied to personal data to ensure the rights and freedoms of living individuals are not compromised. It is BHCC's obligation as Data Controller to comply with the Act.

We will:

- Comply with the law in respect of the data we hold about individuals
- Hold information securely and confidentially
- Obtain information fairly and efficiently
- Record information accurately and reliably
- Share information appropriately and lawfully

In addition we will promote transparency and openness about how we handle personal information providing confidence to the individuals and third parties who pass personal information to us.

## 7.0 Deliverables

The high level deliverables to support the achievement of the BHCC's information governance aims are outlined in the tables below.

### 7.1 Policy

	<b>Compliance</b>	<b>Business benefits</b>
Develop and review all information governance policies and process	Ensures policy set is complete and up to date. Policies must achieve legal and regulatory compliance and demonstrate good practice	Policy is aligned with business practice and operational requirements  Staff know what to do
Provide accessible underpinning guidance in a range of formats to support policy	Improves compliance and helps reduce avoidable human error.	Ease of access leads to better compliance and efficiency

### 7.2 Awareness

	<b>Compliance</b>	<b>Business benefits</b>
Annually review and update education, awareness and training programme for all staff	A well informed workforce reduces the risk of information incidents and facilitates compliance with the legal framework	Awareness programme is tailored to job roles and business processes. One size does not fit all  A raised level of awareness of information governance embeds good practice,

		<p>creates efficiencies and delivers improved services to the public</p> <p>Skills are transferrable across services and roles</p>
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### 7.3 Audit & Assurance

	<b>Compliance</b>	<b>Business benefits</b>
Implement a risk management framework	A coherent and organisation wide approach to the identification, assessment and treatment of risk which aligns to the requirements laid down by our compliance regimes and best practise.	<p>Aids with the protection and preservation of Confidentiality, Integrity &amp; Availability (CIA) of information assets.</p> <p>This reduces the risk of loss of IT services critical to the operation of the business and lowers the likelihood of reputational and financial damage.</p> <p>Develops a risk appetite that allows for proportionate risk taking.</p> <p>Empowers people to act appropriately</p>
Provide an advice and assurance function, supported by robust documentation across all three domains (Infosec, DP and RM).	Demonstrates adherence to our own standards and policies.	<p>Enables the business to seek and obtain appropriate advice and allows reliance on the controls and measures in place.</p> <p>Supports the design of new service models, including shared and partnership services.</p>
Monitor compliance through the independent internal audit function.	Appropriate technical and organisational measures are in place.	Identifies gross risks to allow the smooth delivery of services.
At least annual penetration	Required by our	Protects the CIA of

testing.	compliance regimes and provides external & independent assurance over our technical security.	information assets.
Review and develop management information and key performance indicators that are accurate and fit for purpose and produce improvement plans	Supports compliance with the legal and regulatory framework	Supports business to make informed decisions.

## 7.4 Records and information management

	<b>Compliance</b>	<b>Business benefits</b>
<p>Design and implement a framework for appropriate management of the Council's records.</p> <p>This includes:</p> <ul style="list-style-type: none"> <li>• Corporate Retention Schedule</li> <li>• Business Classification Scheme</li> <li>• Records Management Architecture</li> <li>• Digital Records Toolbox</li> <li>• ECM and Digital Consultancy Service</li> <li>• Information Asset Register</li> <li>• Records Training and Awareness initiatives</li> </ul>	<p>A consistent approach to creating, storing, maintaining and disposing of records and data improves ability to comply with public information rights and contributes to ensuring that information is used in the public interest.</p> <p>Accountability for records assets is maintained at appropriate levels of the organisation</p>	<p>Authentic and credible information is more easily found and used.</p> <p>Decision making is enhanced by higher quality evidence</p> <p>Records related risk is managed</p> <p>Records are retained in a usable form for as long as required to meet the Council's interests and obligations.</p> <p>Information management is cheaper</p>

## 7.5 Information Security

	<b>Compliance</b>	<b>Business benefits</b>
Set the standards to	Achieves compliance with	IT services are available

enable compliance with ISO 27001, HSCIC IG Toolkit, PSNA Code of Connection and other security standards as appropriate	the regulatory framework  Business information is protected against threats from unauthorised or unintended access, destruction, disclosure and tampering.	and business is not interrupted  Essential to the development of shared and collaborative services with other agencies
Document and implement a suite of user and technical information security procedures	Achieves compliance with regulatory framework	Normalises expected standards and supports efficient business practices

## 7.6 Collection and use of personal information

	<b>Compliance</b>	<b>Business benefits</b>
Put in place and develop appropriate measures to ensure best practice in handling of personal information; For example; <ul style="list-style-type: none"> <li>• Information Sharing Protocols</li> <li>• Privacy Impact Assessments</li> <li>• Privacy notices</li> <li>• Data Processing Agreements</li> </ul>	Achieves compliance with the legal and regulatory framework	Gives confidence to citizens, partners and staff that we are sharing data appropriately.  Embeds efficient information handling practice  Allows for data to be used across services & improves efficiency and cost effectiveness.  Supports the development of new service models.

## 8.0 Information governance management framework - roles and responsibilities

We will have appropriate structures in place to ensure that there are clear delegated duties, responsibilities, decision-making powers and processes

embedded within BHCC's operational processes. Roles and responsibilities are described in brief below.

### **8.1 The Information Governance Board (IGB)**

The IGB is the executive level board that champions IG across the organisation and provides advice and support to the SIRO. It is chaired by the Chief Executive.

### **8.2 Senior Information Risk Owner (SIRO)**

The SIRO is a member of BHCC's Executive Leadership Team.

Their role is to take ownership of the organisation's information risk policy, act as an advocate for the management of information risk on the Executive Leadership Team and provide written advice to the Audit and Standards Committee through the annual governance statement in regard to information risk.

The SIRO has overall responsibility for understanding how the strategic business goals of the organisation may be impacted by information risk and for sponsoring and promoting information governance policy across the organisation.

### **8.3 Caldicott Guardian**

The Caldicott Guardian plays a key role in ensuring that BHCC and partner organisations satisfy the highest practical standards for handling patient/service user-identifiable information. They act as the 'conscience' of an organisation.

The Caldicott Guardian also has a strategic role alongside the SIRO to champion information governance requirements and issues at Board / senior management level and, where appropriate, at a range of levels within the organisation's overall governance framework.

### **8.4 The Information Governance Team**

The Information Governance team is responsible for the provision of subject matter expertise to the organisation within the disciplines of Information Security, Information Rights and Records/Content Management. It supports compliance with relevant legislation, compliance standards and best practice.

## **8.5 Information Asset Owners (IAO's)**

IAOs are accountable for the quality of and access to information created, received or obtained by their business area. Additionally IAOs are responsible for identifying, assessing and managing the risk associated with their information assets.

## **8.6 BHCC's staff**

All BHCC staff have a personal responsibility to understand and comply with the information governance policies and any procedures applicable to their specific role.

## **8.7 Independent Assurance**

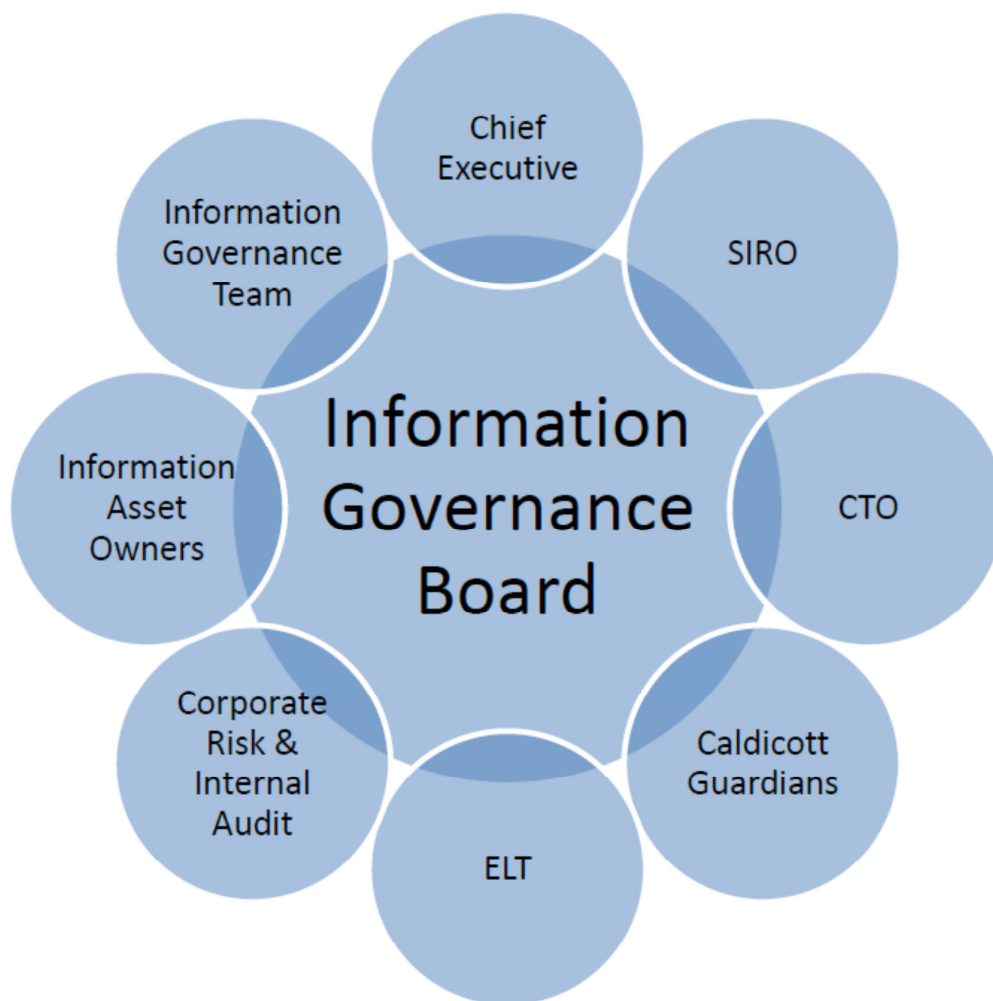
BHCC will have in place external independent assurance arrangements to ensure compliance with information governance and information security legislation, regulations and good practice.

## **8.8 Information Governance Working Groups**

We will establish appropriate IG working groups in specific subject matter areas to champion IG matters. For example;

- a security working group whose role is to contribute to the understanding, identification, and control of information security risks in line with BHCC's information risk appetite
- a physical security working group in which the Facilities Team and the Information Security team work together to ensure that the physical security arrangements in BHCC sites are commensurate with the relevant standards.
- an IAO working group that develops the role and competencies of the IAOs and ensures there is a forum to raise concerns and share experience. Developing into a 'community of practice'.

## Information Governance at BHCC







# Information Governance Board (IGB)

## Terms of Reference

### Members

Chief Executive Officer, Chair  
Senior Information Risk Owner ('SIRO')  
Chief Finance Officer  
Caldicott Guardian/s  
Chief Technology Officer  
Head of Audit  
Head of Human Resources and Organisational Development  
Corporate Risk Management Lead  
Information Asset Owner

### Advisors

Head of ICT Business & Governance  
Data Protection Manager  
Information Security Manager  
Records Manager

### Purpose

The Information Governance Board will provide leadership in information governance good practice to ensure that the *value* of our core business information is protected and enhanced. This will guard against harmful threats and vulnerabilities, reduce cost and support our ambition to collaborate and share information to improve services to citizens. The Board will set the standards for information governance, ensure that these standards are embedded within the organisation and communicate key messages to the organisation.

The IGB is an advisory body with responsibility for co-ordinating policy and practice across the organisation and ensuring compliance with the law, government guidance and general good practice.

Formal decision-making power in relation to information governance and operational policies is delegated by Policy and Resources Committee to the Executive Director, Finance and Resources. Members of the Board can also use their own delegated powers to take steps or implement proposals in their directorates.

### Responsibilities

#### The Information Governance Board will:

- Advise ELT of key information governance issues

- Agree information governance policy and standards and recommend formal approval to the Executive Director of Finance & Resources or the Policy & Resources Committee where necessary
- Monitor implementation of the Information Governance Strategy, challenge performance and provide leadership where conflicts occur
- Provide corporate governance, assurance and risk ownership for information governance
- Receive and review reports into breaches of confidentiality and security and ensure remedial action is effectively communicated and implemented
- Communicate key messages to the organisation

### **Frequency**

The IGB will meet bi-monthly.

### **Review cycle**

This document will be reviewed annually or wherever there may be a change of influencing circumstances.

*Approval Date – 15<sup>th</sup> December 2015*

## Senior Information Risk Owner

### Role

The Senior Information Risk Owner (SIRO) has overall responsibility for understanding how the strategic business goals of the organisation may be impacted by information risks. He or she is a member of the Executive Leadership Team (ELT) and a member of the Information Governance Board (IGB). The seniority of the role in the organisation is a key factor in ensuring the appropriate management of information.

### Key SIRO responsibilities

- ensures that the Council's approach to information governance risk is effective in terms of resource, commitment and that it is communicated to all staff
- responsible for describing, defining and reviewing the corporate risk appetite for information risk
- takes ownership of the information risk management approach and provides a focal point for managing information risks and incidents
- makes decisions in respect of the reporting of incidents to the Information Commissioner's Office
- is accountable for information governance processes
- fosters a culture for protecting and using information
- is concerned with the management of information assets
- ensures that ELT and the appropriate committee are regularly briefed on information governance and risk

### Other Key Information Governance Roles in relation to the SIRO

Senior Information Risk Owner (SIRO)	Is accountable for the management of risk in respect of all information held by the organisation. He or she operates at an executive level and receives assurances that all relevant Information Governance Processes, procedures and policies are in place.
Caldicott Guardians (Children's Services and Adult Social Care)	Is concerned with the management of patient/service user information. He or she operates at an executive level. The role is advisory, and accountable for that advice. The Caldicott Guardian is the conscience of the organisation and provides a focal point for patient/service user confidentiality & information

	sharing issues.
Information Governance Board (IGB)	Provides advice and assurance to SIRO in respect of IG requirements, risks and incidents.
Information Asset Owners (IAO's)	IAO's are senior individuals responsible for managing risk in respect of the information assets that they "own". IAO's are responsible for providing assurances to the SIRO through the delegated framework.
Information Security Manger	Provides expert advice to SIRO, Caldicott Guardian, IGB and staff.
Data Protection Manager	Provides expert advice to SIRO, Caldicott Guardian, IGB and staff.
Records Manager	Provides expert advice to SIRO, Caldicott Guardian, IGB and staff.

## **BHCC Caldicott Guardian**

### **Role**

The Caldicott Guardian plays a key role in ensuring that BHCC and partner organisations satisfy the highest practical standards for handling patient/service user-identifiable information. Acting as the 'conscience' of an organisation, the Guardian should also actively support work to facilitate and enable information sharing, and advise on options for lawful and ethical processing of information as required. Local issues will inevitably arise for Caldicott Guardians to resolve. Many of these will relate to the legal and ethical decisions required to ensure appropriate information sharing. It is essential in these circumstances for Guardians to know when, and where, to seek advice.

The Caldicott Guardian also has a strategic role alongside the SIRO to champion information governance requirements and issues at Board / senior management level and, where appropriate, at a range of levels within the organisation's overall governance framework.

### **Key Caldicott Responsibilities**

- the Caldicott Guardian sits on the organisation's Information Governance Board and acts as both the 'conscience' of the organisation and as an enabler for appropriate information sharing.
- the Caldicott Guardian champions confidentiality issues at Board/senior management team level and develops their knowledge of confidentiality and data protection matters, drawing upon internal and external expertise where appropriate.
- the Caldicott Guardian ensures that confidentiality issues are appropriately reflected in organisational strategies, policies and working procedures for staff. The key areas of work that need to be addressed by the organisation's Caldicott function are detailed in the Information Governance Toolkit.
- the Caldicott Guardian should oversee all arrangements, protocols and procedures where confidential patient / service user information may be shared internally and with external bodies.

### **The relationship with the Senior Information Risk Owner**

There are a number of differences between the roles of the Caldicott Guardian and the SIRO that suggest that they should normally remain distinct and separate; for example, the Caldicott Guardian's main focus is patient identifiable information whereas the SIRO is concerned with the risks to information generally. At the same time there is clearly a

need to ensure that the Caldicott Guardian works closely with the SIRO (and any organisational Information Asset Owners – IAOs) and that the Guardian is consulted where appropriate when information risk reviews are conducted for assets which comprise or contain patient/service user information. The Caldicott Guardian should 'sign-off' information risk reviews in these circumstances.

## Information Asset Owner

### Role

Information Asset Owners (IAO's) are senior individuals responsible for the running of the relevant service; in BHCC this is usually a Head of Service. Their role is to understand what information is held by their business area, what is added and what is removed, how information is moved, and who has access to it and why. As a result they are able to understand and address risks to the information, and ensure that information is fully used within the law for the public good.

### Key IAO responsibilities

- Leads and fosters a culture that values, protects and uses information for the public good
- Knows what information the asset holds, and what enters and leaves it and why
- Knows who has access and why, and ensures their use of it is monitored
- Understands and addresses risks to the asset, and provides assurance to the SIRO
- Responsible for ensuring that Information Rights access requests (including SARs, FOIs, EIRs, Section 29, etc) are fulfilled in accordance with statute
- Ensures the asset is fully used for the public good



<b>Subject:</b>	<b>City Centre BID Renewal</b>		
<b>Date of Meeting:</b>	<b>11 February 2016</b>		
<b>Report of:</b>	<b>Acting Executive Director for Environment Development &amp; Housing</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>Nick Hibberd</b>	<b>Tel:</b> 293020
	<b>Email:</b>	<a href="mailto:Nick.hibberd@brighton-hove.gov.uk">Nick.hibberd@brighton-hove.gov.uk</a>	
<b>Ward(s) affected:</b>	<b>Regency and St Peter's &amp; North Laine</b>		

**FOR GENERAL RELEASE**

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

- 1.1 This report seeks Council support for the renewal of the City Centre Business Improvement District (BID) in 2016.

**2. RECOMMENDATIONS:**

- 2.1 That the Committee supports the renewal of the City Centre Business Improvement District (BID) for the period 1<sup>st</sup> July 2016 to 30<sup>th</sup> June 2021.
- 2.2 The Council agrees the associated Renewal Operating Agreement
- 2.3 That Council agrees to post a Notice of Ballot by 19<sup>th</sup> February 2016 pursuant to the Business Improvement District (England) regulations 2004.
- 2.4 That the Acting Executive Director for Environment, Development & Housing be authorised to take all steps necessary or incidental to the BID proposals before and after the ballot.

**3. CONTEXT/ BACKGROUND INFORMATION**

- 3.1 BID legislation requires that the current Business Improvement District (BID) comes to an end in June 2016. Brighton City Centre BID Ltd, (the trading name for the city centre BID) known to traders and public as Brilliant Brighton, would like to renew the current project for a further five years.
- 3.2 A BID (Business Improvement District) is a defined geographical area which involves all businesses located within it. Thanks to the 2004 Legislation (The Business Improvement Districts (England) Regulations) businesses can join together to fund improvements to their trading environment. There are over 200 BIDs in the UK investing over £195m annually.

- 3.3 The current City Centre BID will last until 2016 and encompasses 517 city centre retail and hospitality businesses. The BID covers Western Road, Preston Street, North Street, and parts of both The Lanes and The North Laine. Between 2011 and 2016, nearly £1.8m will be invested in Brighton city centre by its traders. The Brighton BID was formed to create a thriving, safe, clean and vibrant city centre that residents and visitors want to come back to time and again.
- 3.4 The BID also works with businesses to support trading in other ways by reducing overheads and providing business support and by working in partnership with agencies such as the Police, the City Council, the Business Crime Reduction Partnership and transport operators the BID.

**The Current Brilliant Brighton BID**

- 3.5 During April 2011 the businesses in the BID were re-balloted, along with the addition of traders in Western Road and Preston Street to see if there was an appetite to enlarge the BID area. The vote was positive and on the 1st July 2011 the new BID came in to being.
- 3.6 The board of directors is appointed to act on behalf of the BID Levy payers to oversee the affairs of the business. The board are ultimately accountable to the levy payers and each year the company will hold an annual general meeting (AGM) at which the directors must provide a report in either verbal or written form to levy payers on the performance of the company.
- 3.7 Brilliant Brighton's on-line and social media presence has helped to raise the profile of the city centre shopping offer; the website receives around 4,000 unique visits per month, there are around 5,700 Twitter followers and around 1,000 subscribers to the Brilliant Brighton newsletter, (see attached update report to members).
- 3.8 In addition to the summer and winter displays the BID also pays for additional street cleansing and chewing gum removal in partnership with City Clean. It is the only organisation that collects data on how the city centre is performing by undertaking an annual shop front vacancy summary and a bi-annual city health check.
- 3.9 Brighton BID currently contributes c£340,000 per annum (£1.8m over the five year term of the project including voluntary contributions) to supporting city centre businesses by providing three projects. These are: -
- a) Dressing the city in the summer months (Hanging baskets, banners and bunting).
  - b) Providing the city's Christmas Lighting Displays
  - c) Providing on Street Security/City Centre Ambassadors seven days a week

**The New Brilliant Brighton BID**

- 3.10 The renewed BID proposes to continue to deliver the projects outlined above with the additions of:
- a) Removal of the basic rate of BID levy applied to the BID businesses and

replacing it with a flat rate of 1.25% across all eligible hereditaments (please see the full BID Proposal). This will mean that for 51% of the current BID businesses their annual BID levy will decrease.

b) A night-time security function which will deliver an MSU (Mobile Support Unit) until midnight 6 days a week, and until 10/11pm on Sunday

c) Maintain the current membership of c.517 businesses

d) Facilitate the investment of nearly £1.8m in to Brighton city centre over 5 years

3.11 The BID Company aims to take the BID Proposal and Business Plan to ballot in March 2016. The BID Businesses Plan and associated Proposal is led entirely by the consultation and the feedback from the business community.

3.12 The costs relating to the ballot and subsequent set up for the BID going forward past June 2016 (when the renewed BID is proposed to come in to being) are met by the BID; there are no costs to the council.

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

4.1 Under the BID legislation, the Local Authority reserves the right to veto the BID proposals if :

a) The Authority concludes that the consultation carried out to produce the Proposal and Business Plan has been inadequate. (A breakdown of the consultation has been provided in the associated BID Proposal documentation),

b) The BID is a significantly disproportionate financial burden on any person or class of persons (as compared to the other non-domestic ratepayers in the geographical area of the BID)

c) The BID proposal conflicts with any existing local authority policy nor propose a disproportionate burden on particular businesses by way of an unfair levy charge on a certain 'class' of levy payers, for example by an inappropriate manipulation of the BID boundary, (An inappropriate manipulation would involve examples such as capturing a high rateable value property, which in geographical terms appears outside the scope of the BID).

4.2 The BID Proposal, Operating Agreement and Business Plan have been reviewed by officers in Economic Development and in Legal and is considered to have passed the above tests.

4.3 In line with the legislation the BID is required to publish its Business Plan within a fixed period, as set out below. The Council is therefore requested to approve the BID renewal so that the required actions can be taken to implement the ballot.

#### 4.4

##### **Timeline**

**to**

**ballot:**

The final day of ballot has been scheduled for **31.3.16**  
The deadline for the Local Authority to publish the Notice of Ballot is **19.2.16**  
The deadline for the BID company to publish the business plan is **19.2.16**

- 4.5 If the Council chooses not to support the BID renewal the following opportunities will be lost. The opportunity to leverage in private sector investment to Brighton City Centre of c.£1.8m over 5 years; the loss of the city's annual display of Christmas Lights; an end to the city centre security/ambassador service which supports both Sussex Police and the Business Crime Reduction Partnership (in addition to the 517 members of Brilliant Brighton); no floral / banner or bunting displays during the summer months in the city centre; no dedicated PR and marketing for the city's 517 BID members via Brilliant Brighton's online channels and social media; and, the loss of a shopping basket of business support measures aimed at making the BID levy costs as neutral as possible and supporting businesses bottom lines.

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

- 5.1 The Brighton BID Company Ltd has conducted a consultation exercise since July 2015. The exercise was designed to ascertain business perceptions and priorities for improvements to the retail districts in central Brighton. The more recent consultation and focus group events were specifically to examine what businesses would want from a Business Improvement District and to gauge support from the proposal.

- 5.2 Businesses were consulted on a long list of activities that could enhance the city centre; the most popular activities have been included in the Business Plan:-

On-Street Security  
Street Cleanliness  
Recycling / Waste Removal  
Christmas Lights  
PR / Marketing  
Hanging Baskets / Bunting / Banners

- 5.3 The consultation process comprised a combination of leaflet distribution, one-to-one meetings held with businesses in the designated area via 'street teams' tasked with visiting all business premises in the area, and phone calls to Head Offices.

- 5.4 There was an 85% response rate among the 491 business (there were 26 vacant premises at the time). Of these 76% voted yes to the renewal of the BID representing 65.6% of the total electorate.

- 5.5 A full break down of the consultation is contained with the Proposal Document which has been considered by officers in Economic Development and the Legal Team. The Proposal Document cannot be released to Committee as it contains personal information about the business owners.

## 6. CONCLUSION

- 6.1 The council has no statutory responsibility for security in the city centre, however, there are significant knock on effects thanks to the BID. With over £100,000 worth of stolen goods returned to city centre businesses since 2011, and over 570 arrests thanks to the City Centre Ambassadors, the city centre businesses are much more sustainable. This sustainability equates directly in to increased revenues from Business Rates.
- 6.2 The total budget for this project the Christmas lights display in the City Centre is c£100,000 annually. This is the largest festive lighting display on the south coast and runs throughout the city centre from mid-November until early Jan and provides an added attraction for shoppers. Similarly The Council has no statutory obligation to make the City Centre look attractive. The summer festive display is arguably one of the most high profile projects as the banners, bunting and hanging baskets are on display in the city centre from May through to September and in recent years local schools have been asked to provide the art work for the banners. The BID regularly teams up with local radio to promote the project and Brilliant Brighton website, thereby attracting people to offers and events and increasing footfall.
- 6.3 It is the view of officers that the City Centre BID renewal represents a good value for money and makes a material and positive contribution to the local economy.

### **Evaluation of Alternative Options**

- 6.4 In January 2015 ELT approved a report to undertake scoping work to assess the appetite for a citywide Business Improvement District. The scoping encompassed the primary and secondary business districts in the city, namely:-Portslade / West Hove, Blatchington Road, Central Hove, George Street, Brunswick (Western Road), London Road Area, St James Street, and the City Centre.
- 6.5 Following a period of planning and consultation with the BID Board the consultation work started in July 2015 with 2,000 brochures being delivered to approx. 2,000 businesses in the designated areas. Individuals were recruited by the BID to form 'Street team's' that visited the individual business premises. Responses from businesses were gathered from door-to-door consultation, on-line and by telephone. Some of the Street Teams used Kings House as a base from which to work and go out to businesses.
- 6.6 The result of the consultation was as follows:

Location	Response	
	Yes	No
Boundary Road	32%	62.5%
Blatchington Road	23.5%	62.7%
Brunswick	26.8%	65.8%
City Centre	<b>76.8%</b>	<b>9.8%</b>
Central Hove	17.8%	52%
Church Road	25.5%	57%
George Street	<b>46%</b>	<b>42%</b>
London Road	<b>42.4%</b>	<b>43.5%</b>
St James Street	33.8%	55.3%

(Most positive areas in bold)

- 6.7 In summary only the City Centre had a strong mandate for going forward with over 75% of the total businesses responding positively. Two further areas, London Road and George Street show potential as the split between yes's and no's is very close. Further work to garner support is proposed but it will take time and will not now go forward in the same timescale as the City Centre BID renewal. In London Road the Town Team are working with the BID and the council on a second consultation and financial viability testing. In George Street the George Street Traders and Hove Business Partnership are reviewing the financial viability following the phase one consultation; subject to this review there will be a decision regarding a second stage consultation

## 7. FINANCIAL & OTHER IMPLICATIONS:

### Financial Implications:

- 7.1 There are no financial implications for the council in relation to the City Centre BID renewal. Brighton & Hove City Council's Central Finance team will charge a fee to the BID for collection of the levy in the amount of £10,400 in 2016/2017 and an annual increase of approximately 2% for inflation in all subsequent years.

*Finance Officer Consulted: James Hengeveld*

*Date: 28/01/16*

### Legal Implications:

- 7.2 Being a bid renewal the council and Bid Brighton are treading the same path as with the original application for a Business Improvement District. The key element for compliance under the enabling legislation The Business Improvement Districts (England) Regulations 2004 is the requirement for consultation.
- 7.3 The Secretary of State needs to be in receipt of the published notice of ballot at least 42 days before the date of the ballot. The Secretary of State in his acknowledgement of 10 August 2015 also indicated a desire to see details of the BID website in addition to the final BID proposal documents.
- 7.4 Under the BID legislation, if the Council wishes to veto the BID renewal, this should be based upon a consideration of the matters set out at paragraph 4.1 (a) to (c) of the report.

*Lawyer Consulted:*

*Name Ola Oduwole*

*Date: 27/01/16*

### Equalities Implications:

- 7.5 The consultation process comprised a range of approaches e.g. distribution of literature, face to face meetings and telephone contact. The Street Teams responsible for the consultation were able to take into account the needs of businesses and how they wished to engage. Through this approach the BID was able to ensure that businesses were able to engage using the method that best suited their needs.

- 7.6 The BID process is not led or managed by the City Council, it is entirely business led. This piece of work is not therefore subject to the requirement for an EIA.

Sustainability Implications:

- 7.7 The businesses that fall within the scope of the BID will be able to benefit from discounts and bulk purchase options, (e.g. energy use, waste collection) that will reduce their operating costs and contribute to the long term viability of the businesses and the retention of jobs.

Any Other Significant Implications:

- 7.8 Over £100,000 worth of stolen goods were returned to city centre businesses since 2011 and over 570 arrests through the work of the City Centre Ambassadors. The city centre businesses are much more sustainable and the presence of City Centre Ambassadors contributes to shop security and improved safety in the city centre. This sustainability equates directly in to increased revenues from Business Rates.

## **SUPPORTING DOCUMENTATION**

### **Appendices:**

1. City Centre BID Renewal Operating Agreement 2016 - 2021
2. City Centre BID Proposal (Business Plan) 2016 – 2021
3. Update report to BID Levy payers



## **OPERATING AGREEMENT**

**Dated**    *[Leave blank]*

**BRIGHTON & HOVE CITY COUNCIL**  
(the Council)

and

**BRIGHTON BID LIMITED**  
(the BID Company)

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## Operating Agreement

**Dated** [*Leave blank*]

### **Between**

- (1) **BRIGHTON & HOVE CITY COUNCIL** (the Council) of KING'S HOUSE, GRAND AVENUE, HOVE, BN3 2LS; and
- (2) **BRIGHTON BID LIMITED** (the BID Company) registered as a company limited by guarantee in England with number 5686818 whose registered office is at 8-11 Pavilion Buildings, Brighton, BN1 1EE

### **Recitals**

- A The Council is the billing authority for the purposes of the Local Government Act 2003 and is responsible for collecting the Business Improvement District (BID) Levy and administering the BID Revenue Account which shall be used towards the operation of the BID within the area of the Council and the funding of the BID Arrangements
- B The BID Company is responsible for the operation of the BID and for using the BID Levy for the purposes of achieving the objectives and aspirations set out in the BID Arrangements
- C The parties entered into a BID operating agreement for the period 1 July 2011 to 30 June 2016, which they now wish to renew for a further 5 years in accordance with section 54 (2) of the Local Government Act 2003 ('the 2003 Act').
- D The parties confirm that the BID Company has complied with the Business Improvement Districts (England) Regulations 2004 ('the Regulations') with regard to the procedure for proposing a BID renewal; this includes the submission to the Council of the renewal proposal, a summary of which is set out in Schedule 3.
- E The parties further confirm that the proposals to renew the BID were approved by a ballot held pursuant to section 54(2) of the 2003 Act and in accordance with the Regulations. The result of the ballot supported the renewal of a Business Improvement District which is the subject of this Operating Agreement.
- F In respect of the renewal, the parties wish to confirm the arrangements by which the BID Levy shall be collected together with general arrangements as to the relationship between the Council and the BID Company for the duration of the BID

G The purpose of this Agreement is to:

- specify the procedure for setting the BID Levy
- confirm the basis upon which the Council will be responsible for collecting the BID levy
- set out the enforcement mechanisms available for collection of the BID Levy
- set out the procedures for accounting and transference of the BID Levy
- provide for the monitoring and review of the collection of the BID Levy
- confirm the manner in which the Council's expenses incurred in collecting the BID Levy shall be paid.

**It is agreed:**

## **1 Definitions**

**the Annual Report** means a report to be prepared by the Council which details the following:-

- (i) the total amount of BID Levy collected during the relevant Financial Year;
- (ii) details of the success rate for the collection of the BID Levy;
- (iii) the Council's proposals (if any) to help improve its efficiency in the collection and enforcement of the BID Levy; and
- (iv) details of those BID Levy Payers who have paid the BID Levy and those who have not paid the BID Levy.
- (v) the Council's proposals for bad or doubtful debts

**the Appeal Notice** means a notice to be served by the BID Company in accordance with clause 9.2

**Bad or Doubtful Debts** shall have the same meaning as further described in Part 2 of Schedule 3 of the Regulations

**the Ballot Result Date** means the date upon which a successful ballot result has been declared in favour of putting in place the BID Arrangements

**the BID** means the Business Improvement District which operates within the Brighton City Centre area as more particularly shown in the plan attached as Schedule 2 and which is managed and operated by the BID Company

**the BID Arrangements** means those arrangements to be put in place pursuant to the Regulations for the operation of the BID

**the BID Company's Report** means a report for each Financial Year to be prepared by the BID Company which details the following:-

- (a) the total income and expenditure of the BID Levy;
- (b) other income and expenditure of the BID Company not being the BID Levy;
- (c) a statement of actual and pending deficits; and
- (d) the various initiatives and schemes upon which the BID Levy has been expended by the BID Company

**the BID Levy** means the charge to be levied and collected within the BID area pursuant to the Regulations

**the BID Company's Termination Notice** means a notice to be served by the BID Company on the Council pursuant to clause 11.8

**BID Levy Payer(s)** means the non-domestic rate payers responsible for paying the BID Levy

**the BID Levy Rules** means the rules set out in Schedule 1 which sets out how the BID Levy will be calculated, details of Exempt or Discounted Properties and other requirements related to the BID Levy (as may be amended by a successful alteration ballot)

**the BID Revenue Account** means the account to be set up in accordance with Regulation 14 and operated in accordance with Schedule 3 of the Regulations

**the BID Term** means the period of 5 years from 1<sup>st</sup> July 2016 to 30<sup>th</sup> June 2021.

**the Council's Termination Notice** means the notice to be served by the Council on the BID Company pursuant to Clause 11.1

**the Contributors** means the BID Levy Payers or other Contributors making voluntary contributions to the BID company.

**Demand Notice** shall have the same meaning ascribed to it as further set out in paragraphs 3 of Schedule 4 of the Regulations

**Electronic Communication** means a communication transmitted (whether from one person to another, from one device to another or from a person to a device or vice versa):

(a) by means of a telecommunication system (within the meaning of the Telecommunications Act 1984); or

(b) by other means but while in electronic form

**the Enforcement Expenses** means the amount specified in clause 6.6, being the costs which are properly incurred by the Council in issuing a demand notice and taking all other steps in connection with the administration and enforcement of the levy including, but not limited to taking action in the County Court, the issuing of Reminder Notice, obtaining Liability Orders and associated administrative expenses which may be incurred in recovering unpaid BID Levy.

**the Enforcement Notice** means a notice to be served on the Council as specified in Clause 9

**the Exceptions** means the circumstances in which the Council shall not be required to seek to enforce payment of the BID Levy where a BID Levy payer has failed to make payment pursuant to a Demand Notice. This shall include circumstances where, in the opinion of the Council, it would be economic or reasonably practicable to seek enforcement of the payment of the Levy.

**the Financial Year** means the financial year for the BID Company which runs from 1<sup>st</sup> July to 30<sup>th</sup> June

**Heredament** shall have the same meaning as defined in the Regulations

**Liability Order** means an order obtained from the Magistrates Court

**the Operational Date** means the date upon which the BID Arrangements come into force, being 1<sup>st</sup> July 2016.

**the Public Meeting** means the meeting to be held of all BID Levy Payers pursuant to the Public Meeting Notice

**the Public Meeting Notice** means a notice to be served pursuant to Clause 11.1 or 11.8 by either the Council or the BID Company which provides the following:-

- (a) confirmation that either party is considering terminating the BID;
- (b) details of the venue where the public meeting will be held;
- (b) confirmation that all BID Levy Payers who attend will be permitted to make representations

**the Regulations** means the Business Improvement Districts (England) Regulations 2004 and such amendments as may be made by the Secretary of State pursuant to Section 48 of the Local Government Act 2003 (from time to time)

**the Reminder Notice** means the notice that may be served pursuant to Clause 8.1

## **2 Statutory Authorities**

- 2.1 This Agreement is made pursuant to Part I of the Local Government Act 2000, Part IV of the Local Government Act 2003 and Section 111 of the Local Government Act 1972 and all other enabling powers

## **3 Commencement**

- 3.1 This Agreement shall come into force on 1<sup>st</sup> July 2016.

## **4 Setting the BID Levy**

- 4.1 The Council shall:-

- (i) calculate the BID Levy due from each BID Levy Payer in accordance with the BID Levy Rules; and
- (ii) confirm in writing to the BID Company the BID Levy payable annually by each BID Levy Payer



## **5 The BID Revenue Account**

- 5.1 The Council shall set up the BID Revenue Account as soon as reasonably practicable and provide written confirmation to the BID Company once this has been carried out together with details of the account number sort code and any other details which the BID Company may reasonably specify
- 5.2 As soon as reasonably practicable the BID Company shall provide the Council with details of its own bank account into which the BID Levy shall be transferred from the BID Revenue Account.

## **6 Debits from the BID Revenue Account**

- 6.1 The Council shall not debit directly to the BID Revenue Account:-
- (i) the Enforcement Expenses; or
  - (ii) any other expenses incurred by the Council in connection with its obligations under this agreement.
- 6.2 Without prejudice to clause 6.5 below, the Council shall provide an invoice to the BID Company for payment of the Enforcement Expenses and any other expenses incurred in connection with its obligations under this agreement. Such invoice shall be sent in respect of every quarter (3 months). The invoices shall be sent in October, January, April and July.
- 6.3 The BID Company shall pay the said invoices within 28 (twenty eight) days from the date of such invoice.
- 6.4 In the event that the BID Company fails to pay the said invoices within the prescribed time period then notwithstanding Clause 6.1 the Council shall be permitted to recover the invoiced costs directly from the BID Revenue Account
- 6.5 Notwithstanding clause 6.2 above, the Council shall be entitled to recover the Enforcement Expenses in respect of the cost of legal proceedings and use of debt recovery agents from the BID Company as and when they are incurred and shall provide an invoice to the BID Company which provides a detailed breakdown of the costs incurred.
- 6.6 The Enforcement Expenses shall be set at £13,000 (thirteen thousand pounds) in respect of the first year of the Agreement, such amount to be reviewed and re-specified by the parties in writing in respect of each of the remaining years of the Agreement in accordance with clause 6.7.

- 6.7 Three months prior to the commencement of each of the second, third, fourth and fifth year of the Agreement, the Council shall give notice to the BID Company of the amount it proposes to charge for Enforcement Expenses in respect of the coming year.
- 6.8 The BID Company shall respond to the Council within 28 days either to accept the proposed amount, which shall then bind the parties, or to propose a counter-offer. If the Council refuse the counter-offer, the parties shall refer the matter to an independent arbitrator agreed by both parties, who may set the Enforcement Expenses for the period in question, and whose decision is binding on the parties

## **7 Collecting the BID Levy**

- 7.1 As soon as reasonably practicable after the commencement date the Council shall confirm in writing to the BID Company:-
- (i) the means by which the BID Levy Payer shall be billed for the BID Levy; and
  - (ii) the date when the BID Levy shall first be collected (such date to be on or after the Operational Date)
- 7.2 The Council shall serve the Demand Notices on each BID Levy payer and thereafter shall continue to calculate the BID Levy and serve the Demand Notices throughout the BID Term
- 7.3 The Council shall maintain a list which identifies payment and/or non payment of the BID Levy and shall make this available to the BID Company upon its reasonable request.
- 7.4 The Council shall liaise with the BID Company in carrying out 6 monthly reviews of each Hereditament within the BID Area and in the event of any change in the occupier of each Hereditament or the merger or division of a Hereditament (or provision of an additional Hereditament) shall:
- (a) serve an updated list of BID Levy payers upon the BID Company;
  - (b) serve a Demand Notice (or alter any existing Demand Notice if appropriate) on the relevant BID Levy Payer
- 7.5 The Council shall use all reasonable endeavours to collect the BID Levy on the date specified (pursuant to clause 7.1(ii) above) and thereafter on an annual basis and in accordance with the procedure set out in Schedule 4 of the Regulations

- 7.6 The Council shall use all reasonable endeavours to take all reasonable steps for collecting the BID Levy which are consistent with its usual procedures for the collection of non-domestic rates or sundry debtors
- 7.7 Every month the Council shall transfer all sums then credited to the BID Revenue Account to the BID Company's own bank account as specified in Clause 5.2 above and provide written confirmation of the sum transferred

## **8 Procedures available to the Council for enforcing payment of the BID Levy**

- 8.1 The Council may recover any unpaid BID Levy using the procedure available for non-domestic rates (demand notice, reminder, further notice, liability order etc) or ordinary debt recovery procedure or such other procedures as it considers appropriate. If the Council decides to use the non-domestic rates procedure, Clause 8A shall apply providing that the provisions of clause 9 shall apply in all cases.

### **8A Enforcement of BID Levy (non-domestic rates procedure).**

- 8A.1 In the event that the Council decides to use the NDR procedure and the BID Levy is not paid within 30 (thirty) days from the date that it becomes payable then (subject to the Exceptions or as may otherwise be agreed between the parties) the Council shall serve a Reminder Notice on such relevant BID Levy Payer which shall:-

- (i) identify the sum payable;
- (ii) provide a further 7 (seven) days for payment to be made;
- (iii) confirm that the Council will make an application to the Magistrates Court for a Liability Order to recover the unpaid sum (together with interest and costs)

- 8A.2 If after a further 7 (seven) days from the payment date stated in the Reminder Notice the outstanding sum of the BID Levy has not been paid the Council shall make an application to the Magistrates Court for a Liability Order to recover the outstanding sum of the BID Levy as is permitted by the Regulations and the Non Domestic Rating (Collection & Enforcement) (Local Lists) Regulations 1989 (as amended)

## **9 Enforcement Mechanisms for non-collection of the BID Levy by the Council**

- 9.1 In the event that the Council fails to enforce payment of the BID Levy pursuant to Clauses 8 and 8A above the BID Company may serve an

Enforcement Notice on the Council requesting that the Council takes appropriate action which shall be specified in the notice.

- 9.2 Within 28 (twenty eight) days of receipt of such Enforcement Notice the Council shall provide written confirmation of the action taken to recover the unpaid BID Levy
- 9.3 If after being served an Enforcement Notice the Council fails to take the requested action within the specified time frame then the BID Company may serve an Appeal Notice to the Director of Cultural Services (or his successor) of the Council. Such notice shall:-
- (i) detail the sum which remains unpaid;
  - (ii) confirm that the Council has failed to use the enforcement mechanisms available to it under this Agreement to recover the sum; and
  - (iii) request a meeting take place between the Chief Executive, relevant officers of the Council and BID Company to achieve a solution and/or agree a strategy to recover the outstanding sum. Such a meeting to take place in any event no later than 28 (twenty eight) days from service of the Appeal Notice
- 9.4 On receipt of the notice under clause 9.3, a meeting shall be arranged between the Chief Executive and relevant officers of the Council and the BID Company.

## **10 Accounting Procedures and Monitoring**

- 10.1 Every 6 (six) months (for the duration of BID Term) the Council shall provide the BID Company with a breakdown of:-
- (i) the amount of BID Levy for each individual BID Levy Payer;
  - (ii) the BID Levy collected in relation to each BID Levy Payer;
  - (iii) details (together with the outstanding unpaid sum) of those BID Levy Payers who have not paid the BID Levy during those 6 months;
  - (iv) details of the Reminder Notices issued throughout that period; and
  - (v) details of any Liability Orders or other Court Orders obtained or applied for by the Council;

10.2 Every 6 (six) months (for the duration of the BID Term) the BID Company shall

provide the Council with the following details:

(a) the total amount of BID Levy received

(b) the total amount of income received from the Contributors (excluding the BID Levy)

(c) the total expenditure during that 6 month period.

10.3 No less than twice in any one Financial Year the parties shall meet for the purposes set out in clause 10.5. The parties may meet for the said purposes on further occasions by the service of written notice by either party on the other, such notice to be provided no less than 28 (twenty eight) days prior to the date of the proposed meeting (or lesser if otherwise agreed or in cases of emergency) and provided further that such meetings can be dispensed with altogether upon the written agreement of both the Council and the BID Company.

10.4 The meetings referred to in clause 10.3 shall be attended by the Council's Corporate Income Manager and Senior Recovery Officer or their nominated substitutes; and by the BID Company's BID Manager or his/her nominated substitute.

10.5 The meetings referred to in clause 10.3 shall –

(i) review the effectiveness of the collection and enforcement of the BID Levy; and

(ii) if required, review and assess the information provided by the Council and the BID Company pursuant to Clauses 10.1 and 10.2 above and make any recommendations for implementation as may be agreed (and which are permitted by the Regulations and the terms of this Agreement)

10.6 Within 1 (one) month after the date of the end of the Financial Year the Council shall provide the Annual Report to the BID Company

10.7 Within 1 (one) month from the date of receipt of the Annual Report the BID Company shall provide the BID Company Report to the Council

## **11 Termination**

11.1 The Council shall not be permitted to terminate the BID Arrangements because:

- (i) in its opinion there are insufficient finances available to the BID Company to meet its liabilities for the chargeable period for the purposes of the BID Arrangements; or
- (i) the Council is unable, due to any cause beyond its control to provide the works or services which are secured as part of the BID Arrangements

Unless and until it first serves the Public Meeting Notice on the BID Levy Payers and the Council's Termination Notice on the BID Company and within 14 (fourteen) days from the date of service of such notice both parties shall arrange to meet where the purpose of such meeting shall be to discuss and/or agree all or any of the following set out in Clause 11.2 or 11.3 (whichever is applicable)

11.2 Where the BID Termination Notice relates to Clause 11.1(i) both parties shall agree and/or discuss or review the following:

- (a) the Council is concerned that the BID Company has insufficient finances to meet its liabilities for that period and details of such concerns should be made available to the BID Company;
- (b) insufficient funds;
- (c) alternative means by which the insufficiency of the funds can be remedied; and
- (d) an appropriate time frame to resolve this issue;

11.3 Where the BID Termination Notice relates to clause 11.1(ii) both parties shall agree and/or discuss or review the following:

- (a) the services or works which it is no longer able to provide together with confirmation and details as to why such works or services cannot be provided;
- (b) a review by both parties as to whether such works or services are of material importance to the BID so that termination of the BID Arrangements is the only option;
- (c) alternative means of procuring the said services or works by third parties or increased financial funding from the BID Company;
- (d) alternative replacement services or works which will be acceptable to the BID Company;

- (e) an appropriate time frame to resolve this issue
- 11.4 Notwithstanding clauses 11.1, 11.2 and 11.3 above, the Council shall cause a Public Meeting to be held
- 11.5 In the event that the parties cannot reach agreement in relation to the above and subject to consideration of representations made by any BID Levy Payer at the Public Meeting the Council shall be entitled to terminate the BID Arrangements provided that notice by the Council to terminate the BID shall be provided to the BID Company no less than 28 days prior to termination taking place
- 11.6 Upon termination of the BID Arrangements the Council shall review whether there is a credit in the BID Revenue Account and in the event that there are sufficient funds in the BID Revenue Account amounting to a refund of at least £5 for each BID Levy Payer (having already deducted a reasonable sum for the administration of such refund) to:
- (a) calculate the amount to be refunded to each BID Levy payer;
  - (b) ensure that the amount to be refunded is calculated by reference to the amount payable by each BID Levy Payer for the last chargeable period; and
  - (c) make arrangements for the amount calculated to be credited against any outstanding liabilities of each BID Levy Payer or, where there are no such liabilities refunded to the BID Levy Payer.
- 11.7 Upon termination of the BID the Council shall notify the BID Levy Payers of such termination in accordance with regulation 18(6) of the Regulations together with confirmation as to whether any part of the BID Levy is to be repaid to BID Levy payers in accordance with clause 11.6
- 11.8 The BID Company shall not be permitted to terminate the BID Arrangements where:
- (a) the works or services under the BID Arrangements are no longer required; or
  - (b) the BID Company is unable, due to any cause beyond its control to provide works and services which are necessary for the BID to continue

Unless and until it has served the BID Company's Termination Notice on the Council and thereafter carried out a proper consultation with all

relevant representatives of the BID Area as considered appropriate by the Council.

- 11.9 Upon termination of the BID Arrangements the BID Company shall notify the Council of such termination in accordance with Regulation 18(5) and the Council shall notify the BID Levy payers pursuant to Regulation 18(6) together with confirmation as to whether any part of the BID Levy is to be repaid to BID Levy payers in accordance with clause 11.6

## **12 Confidentiality**

- 12.1 Both the Council and the BID Company agree to keep confidential and not to divulge to any person without the prior written consent of the other party all information (written or oral) concerning the business affairs of the other nor any information which has been exchanged about the BID Levy Payers or Contributors or about other third parties which it shall have obtained or received as a result of operating the BID except where there is a legal obligation or court order that overrides the duty of confidentiality under this agreement. This obligation shall survive the termination or lapse of the BID Arrangements

## **13 Notices**

- 13.1 Any notice or other written communication to be served or given to or upon any party to this Agreement to the other shall be in writing and shall be sent to the address provided for above or such substitute address in England as may from time to time have been notified by that party

- 13.2 A Notice may be served by

- 13.2.1 delivery to the Head of Planning and Public Protection at the Council's address specified above; or

- 13.2.2 delivery to the Company Secretary at the BID Company's address specified above

- 13.2.3 registered or recorded delivery post to the addresses specified above

Electronic Communication (provided that it is in legible form and is capable of being used for subsequent reference) addressed to [INSERT ADDRESS HERE] in respect of the Council and the BID Company's email [info@brightonbid.com] in respect of the BID Company.

- 13.3 Any notice served shall be deemed to have been validly served or given at the time when in the ordinary course of business it would have been received.



## **14 Miscellaneous**

- 14.1 For the avoidance of doubt where any part of this Agreement is incompatible with the Regulations or any other regulations which the Secretary of State may issue pursuant to Part IV of the Local Government Act 2003 then such part shall be struck out and the balance of this Agreement shall remain
- 14.2 The headings appearing in this Agreement are for ease of reference only and shall not affect the construction of this Agreement
- 14.3 For the avoidance of doubt the provisions of this Agreement (other than those contained in this Clause) shall not have any effect until this document has been dated
- 14.4 Where reference is made to a Clause, Part, or Recital such reference (unless the context requires otherwise) is a reference to a clause, part, plan, or recital attached to this Agreement
- 14.5 References to the Council include any successors to its functions as local authority
- 14.6 References to statutes, bye laws, regulations, orders, delegated legislation shall include any such instrument re-enacting or made pursuant to the same power

## **15 Exercise of the Council's powers**

Nothing contained in this Agreement or implied in it shall prejudice or affect the rights discretions powers duties and obligations of the Council under all statutes bye-laws statutory instruments orders and regulations in the exercise of its functions as a local authority

## **16 Contracts (Rights Of Third Parties)**

The provisions of the Contracts (Rights of Third Parties) Act 1999 shall not apply to this Agreement

## **17 Arbitration**

The following provisions shall apply in the event of a dispute not otherwise resolved by agreement:

- 17.1 Any dispute or difference of any kind whatsoever arising between the parties hereto out of or in connection with this Deed shall be referred to arbitration before a single arbitrator
- 17.2 The parties shall jointly appoint the arbitrator not later than 28 (twenty eight) days after service of a request in writing by either party to do so and each party shall bear its own costs
- 17.3 If the parties are unable to agree within 28 (twenty eight) days as to the appointment of such arbitrator then such arbitrator (hereinafter referred to as “the Tribunal”) shall be appointed on the application of either party to the President for the time being of the Law Society
- 17.4 In the event of a reference to arbitration the parties agree to:
- Prosecute any such reference expeditiously and
  - Do all things or take all steps reasonably necessary in order to enable the Tribunal to deliver any award (interim, final or otherwise) as soon as reasonably practicable
- 17.5 The award shall be in writing signed by the Tribunal and shall be finalised within 21 (twenty one) days from the date of such award
- 17.6 The award shall be final and binding both on the parties and on any persons claiming through or under them

**Signed by** )  
 duly authorised for and )  
 on behalf of )  
**BRIGHTON & HOVE CITY COUNCIL** ) \_\_\_\_\_

**Signed by** )  
 duly authorised for and )  
 on behalf of )  
**Brighton BID Ltd** ) \_\_\_\_\_

## Schedule 1 – The BID Levy Rules

### 1. Liability to pay the BID Levy

1.1 Subject to paragraphs 1.2 and 1.3, the following persons shall be liable to pay the BID Levy: all the non-domestic rate payers in occupation of premises in the Business Improvement District, as more particularly described in Schedule 2, and whose premises –

(a) fall within one or more of the following planning use classes as provided under the Town & Country Planning (use classes) Order 1987 –

Planning Use Class A1 Shops (includes sale of goods, travel agency, sale of sandwiches, hairdressers, funeral directors, hire shops for personal goods, dry cleaners and internet cafes)

Planning Use Class A2 Financial and professional services where services are principally to visiting members of the public (includes banks, building societies, solicitors, accountants, estate agents and betting shops)

Planning Use Class A3 Restaurants and Cafes (for sale of food for consumption on the premises)

Planning Use Class A4 Drinking Establishments (pubs, wine bars etc)

Planning Use Class A5 Hot Food Takeaways (for sale of hot food for consumption off the premises); or

(b) are categorised, in planning terms, as sui generis, e.g. casinos

1.2 Those non-domestic rate-payers in occupation of the following types of premises shall be exempt from paying the BID Levy:

- commercial car parking spaces which are rated separately
- spaces occupied by licensed on-street traders
- telephone masts
- telephone kiosks

1.3 The BID Levy shall be reduced by 95% in respect of any non-domestic ratepayer within the BID area who is a registered charity or where the hereditament has a rateable value of less than £5000.

### 2. Amount of Levy

1.25% The amount of levy in respect of each property subject to the Levy shall be

of the rateable value of the property as determined for the purposes of non-domestic rates.

## Schedule 2 – Description and Map of the Brighton BID Area

Bond Street	
Gardner Street	
Kensington Gardens	
Church Street	Number 4
Bond Street Cottages	Number 1
North Road	Numbers 23-25, 28, 26-27, 79-80, 81 and 82
Princes Place	
North Street	
Prince Albert Street	Number 24
Union Street	Number 6 and Font & Firkin
Air Street	Number 1
North Street Quadrant	
Meeting House Lane	
Market Street	
Brighton Place	
East Street	
Western Road	between the junctions with North Street and Montpelier Road (but not Churchill Square)
Preston Street	

Planning Use Class A1 Shops (includes sale of goods, travel agency, sale of sandwiches, hairdressers, funeral directors, hire shops for personal goods, dry cleaners and internet cafes)

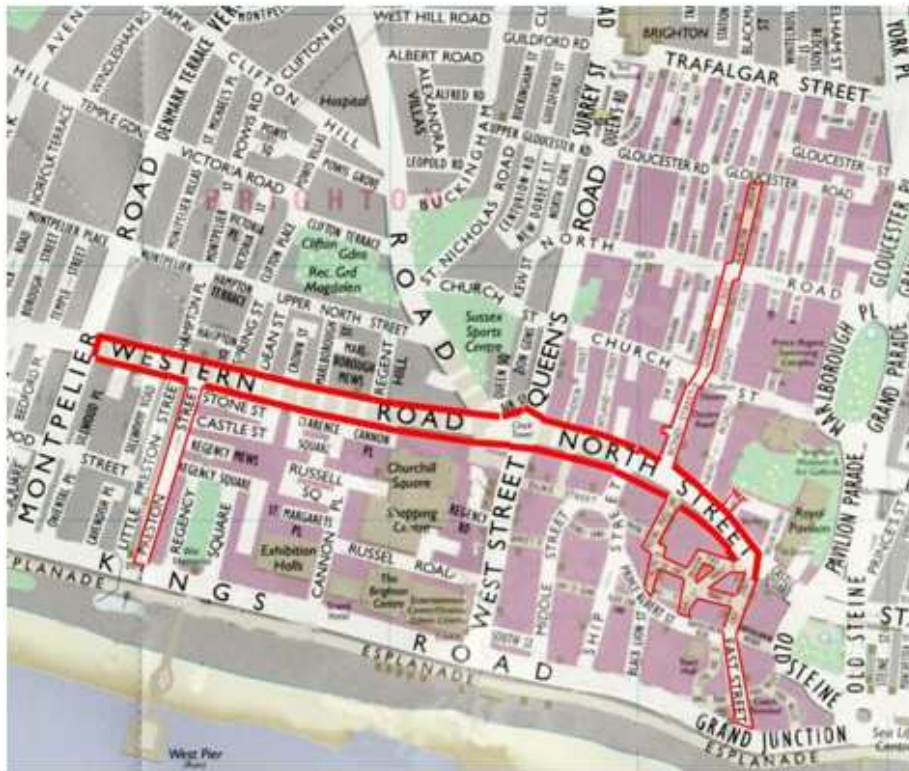
Planning Use Class A2 Financial and professional services where services are principally to visiting members of the public (includes banks, building societies, solicitors, accountants, estate agents and betting shops)

Planning Use Class A3 Restaurants and Cafes (for sale of food for consumption on the premises)

Planning Use Class A4 Drinking Establishments (pubs, wine bars etc)

Planning Use Class A5 Hot Food Takeaways (for sale of hot food for consumption off the premises)

Sui generis use: hereditaments in a class of their own, e.g. casinos



Any premises that are wholly or partly fronting the area shown edged in red and fall within the use classes indicated shall be included in the BID and subject to the BID levy eligible

**Schedule 3 – Summary of BID Renewal proposal**

*[Insert renewal proposal here]*

## **OPERATING AGREEMENT**

**Dated**

**BRIGHTON & HOVE CITY COUNCIL**  
(the Council)

and

**BRIGHTON BID LIMITED**  
(the BID Company)

Abraham Ghebre-Ghiorghis  
Head of Law  
Brighton & Hove City Council  
King's House  
Grand Avenue  
Hove  
BN3 2SR





## **[front page]**

Renewal Plan for Brilliant Brighton

2016 - 2021

The City Centre Business Improvement District (BID)

[Image]

## **[Section 2]**

The Vision: To create a thriving, safe, clean and vibrant city centre that residents and visitors want to come back to time and again.

[Image]

## **[Section 3]**

### **Chair's Welcome**

**[Image]**

It's hard to believe that it's been nearly five years since the Brighton City Centre Business Improvement District (BID) was renewed. This term has been a huge success and all of us involved are very proud of its achievements.

In July 2016 all of the current services provided by the BID will cease to exist...unless businesses vote to see the excellent work continue.

Over the past 12 months, we have been hard at work to gauge opinion within the 500 strong membership on what projects you would like to see after July 2016. We have now collated the information we have received from distributing over 1000 consultation documents, along with the feedback from over 3000 1:1 visits and telephone calls. This proposal outlined here shows how your continued investment in Brighton City Centre will deliver the projects that you have asked to see.

This March, your vote to renew the BID will mean a vote to maintain Brighton city centre as *the* regional shopping destination. It will also enable you to vote for increased fairness within the business community, thus ending the somewhat iniquitous nature of the current levy system. We are proposing a flat rate of 1.25% of your rateable value – that means that all the businesses in the BID will now pay an equal proportion of their Business Rates. In fact, 51% of the current BID levy payers (most of which are small, independent traders) will see their annual contribution drop.

But most importantly, is a 'YES' vote means a joint investment in the city for the next five years; an investment which will continue to deliver the great range of services (and more) that you have come to expect from the BID

A 'No' vote will simply mean an end to all the current services; no on-street security function, no hanging baskets, banners or bunting throughout the summer months and no Christmas lights come December 2016 and the years to follow. We want Brighton city centre to continue to be a fantastic place to work, live and visit. So I strongly urge you to carefully consider the Business Plan and vote in favour. Thank you for your support.

**Claudia Fisher**

#### **[Section 4]**

##### **Executive Summary**

There are over 200 BIDs across the UK, cumulatively investing £146,769,600 in projects decided upon by the business community itself.

In July 2006, the first Business Improvement District in Brighton city centre was established. Over the last decade, local businesses have invested nearly £3m worth of additional services to improve the trading environment and attract more shoppers and visitors to the area.

**\*BREAK OUT COMMENT\***[In the last three years alone, annual visitor numbers have risen by 3m to hit and estimated 11m visitors per year.]

Over the past five years, the BID has provided over £1.8m of services to the city centre that are above and beyond the service levels currently provided by Brighton & Hove City Council and Sussex Police. The BID annually delivers the city centre Christmas Lighting displays, on street security for 364 days a year along with projects to dress the city centre in the summer months, marketing, social media and numerous discounts on business services.

The BID Board of Directors would like to build on the successes of the past five years to make sure that Brighton continues to thrive, attract more customers and maintain its position as the regional shopping centre.

In June 2016 Brighton's current BID expires and all services will cease to exist unless it is renewed. It is up to businesses to decide collectively if they wish to continue the BID. This will be done via a democratic vote in March. We are asking you to vote 'YES' to ensure a bright future by renewing the BID for a further five year term from 1 July 2016 to 30<sup>th</sup> June 2021.

##### **The aims are simple:**

- To enhance the safety of Brighton city centre with a uniformed on-street Ambassador service
- To deliver an annual display of Christmas lights throughout the city centre BID area
- To dress the city in the summer months to extend the 'festival feel' into September
- To continue to help businesses make significant savings on their overheads by using the buying power of the 517 members to reduce costs
- To promote the city centre as a brilliant place to shop and visit
- Give businesses in the BID area a voice to lobby the local authority, police and central government where appropriate and play a full part in deciding how the city centre is managed. This could include supporting projects on wayfinding (to maximise footfall to the BID area from visitors to the numerous significant city wide developments which will come on-line over the next five years) along with pushing for and supporting Park and Ride and other projects to increase visitors to the city.

## The Challenge

The businesses in the City Centre have an opportunity through a BID to increase their market share. Although Brighton gets 12 million shoppers and 11 million tourists annually, it is important that we continue to encourage those people to visit and spend in the BID area. The BID seeks to secure the independent as well as the major retail offer in the area, solidifying the complete offer for visitors to the city centre.

Brighton retailers face immediate challenges:

- We compete with major shopping centres such as Chichester, Blue Water and Southampton. New developments elsewhere threaten Brighton's retail sector: for example Croydon's new £1bn shopping destination development by Westfield and Hammerson, due for completion in 2020, will provide regional shoppers with four major department stores under one roof all within an hours travel from (and potentially taking significant trade from) Brighton's retailers. Also, Eastbourne is about to enjoy a multi-million pound town centre redevelopment and is in the process of establishing its own BID.
- Brighton is increasingly seen as difficult to access with expensive parking.
- Business closures in the city centre have been relatively static over recent years, however, Brighton still needs to act now to attract more new customers.
- The past few years have seen a significant investment in Christmas lights through the current BID. Without a BID renewal, the streets would be dark in the city centre during the all important Christmas trading period.
- Prior to the BID being established, some businesses in the city centre had been generous in contributing towards improvements but not all did. Unless businesses collectively address the problems ahead, the city's retailing sector will suffer from under-investment.
- Brighton currently sits within the top 25 Retail rankings at number 22 (up from 28 in 2010). We need to maintain this enviable position and build on it to secure our future as a top shopping destination in the UK.

While we face these challenges, we must make the most of our opportunities to:

- Increase sales by attracting more shoppers into the area through targeted marketing
- Provide high-quality Christmas lighting to attract customers during the high-spend period
- Enhance the shopping and visitor experience by improving security and reducing criminal activity and anti-social behaviour, both day and night.
- Provide BID wide floral displays during the summer months, along with banners and bunting to give the city centre a festival feel which lasts much longer than the festival month of May.
- Work with the council and the police to improve existing statutory services such as street cleaning and support for the wider street community.

The BID ensures that Brighton businesses will benefit from substantial additional funding of over £2,000,000 (including voluntary contributions) over the next five years to deliver these benefits.

## The Investment

An annual levy for a period of 5 years equivalent to 1.25% of non-domestic rateable value will be charged on all qualifying hereditaments listed in the 2010 Non-Domestic Rating list that are in the proposed BID area (see map on page ??? and 'Understanding the Proposals' on page ???). Registered charities and those businesses that have a rateable value of £5,000 or less will benefit from a discount of 95% on the above rate.

The BID levy will be supplemented by a voluntary contribution from one of the city's largest property owners (who?) and it will also seek other voluntary contributions, sponsorship support from other businesses, revenue raising projects and will explore opportunities for EU funding.

Every penny of the levy collected will be used to deliver the projects in this Business Plan. This is in contrast to Uniform Business Rates (UBR) where Brighton & Hove businesses have no say on how the money is actually spent.

### **The Ballot**

All qualifying non-domestic rate paying businesses within the proposed BID area will be eligible to vote on this proposal including those eligible for discount. Brighton BID Ltd is the proposer. Ballot papers will be posted on or before the 3rd March, with the final ballot date being 31<sup>st</sup> March 2016. Given a majority vote both by number and rateable value of those voting, the BID will commence on the 1<sup>st</sup> July 2016, for a five year period.

**A majority 'NO' vote will STOP all existing BID activities from 30<sup>th</sup> June 2016, which will mean:**

- **A lost opportunity to invest over £2m in the BID area over the next five years**
- **NO more on-street BID Ambassador Security Patrols**
- **NO additional night-time security until midnight**
- **NO more BID Christmas lights**
- **NO more banners, bunting or hanging baskets in the city during the summer months**
- **The loss of access to over 10,000 potential customers via the Brilliant Brighton online media channels**
- **NO shopping basket of deals to support your business such as NCP discounts or money off procurement**
- **NO more FREE access to many of the services from the Business Crime Reduction Partnership**
- **NO realistic prospect of a BID being re-established in the foreseeable future**

[Section 5]

## **The Proposals**

### **CITY CENTRE AMBASSADORS / BUSINESS CRIME REDUCTION PARTNERSHIP**

The BID currently provides a uniformed security presence during the day. The project has:

- Provided support between 10am and 6pm Monday to Saturday and 11am to 5pm on Sundays
- Provided a dedicated phone line for quick response
- Returned over £100,000 of stolen goods to BID businesses so far
- Been central in providing intelligence which has directly lead to over 570 arrests

- Assisted in moving on antisocial behaviour (begging, drunk and disorderly, nuisance buskers and rough sleepers)
- Delivered a deal with the Public Fundraising Regulatory Association (PFRA) to better manage on-street charity fundraisers in the BID area
- Provided free access to the city's award winning Business Crime Reduction Partnership's (BCRP) online database of criminals working in the area

The Brilliant Brighton Ambassadors are on the street for 7 days a week, 364 days a year. Their role is not just about security, although they have worked hard to deliver a service that BID members can trust. On top of that, they are also a helpful and friendly presence for the public and visitors alike. From giving directions to tourists, students and shoppers, to providing anti crime advice to BID members, the Ambassadors have been just a phone call away with help and support over the past five years.

Since the BID came in to being in 2011, BID members have constantly rated their services as good or excellent, with 94% responding to the 2015 survey saying the Ambassadors are a success.

**BUSINESS PLAN PROPOSAL: This BID Business Plan proposes to continue to deliver the above service with the ADDITION of a night-time element to the security.** The security aspect to the BID will be split in to two sections:

1. A 'daytime' security presence, with two teams of two officers patrolling the BID area from 10am – 6pm Monday to Friday, and from 11am – 5pm on Sunday.
2. A 'night-time' element consisting of a Mobile Support Unit from the end of the daytime shift until midnight 7 days a week.

This additional service will be able to:

- a. Provide support for anti-social behaviour in the BID area well in to the evening
- b. Give daytime businesses added support if they are called to their businesses in the evening due to burglar alarms etc
- c. Add to the feeling of safety within the BID area which will have a knock-on effect for individuals visiting during the day

Working with the Business Crime Reduction Partnership details of illegal activities will be logged and held on a sophisticated incident database, which will be used to inform tactical decisions by Sussex Police and formulate evidence for Criminal Behaviour Orders (CBOs) which have replaced Anti Social Behaviour Orders (ASBOs), along with the targeting of offenders.

[Insert stats graph from consultation doc].

[insert pictures of Ambassadors at work]

### **CITY CENTRE FESTIVE LIGHTING DISPLAYS**

The BID currently provides the festive lighting displays from mid November through to early January. The project has:

- Provided the largest annual festive lighting display on the South coast

- Created a beautiful display to welcome visitors to the BID area during the most important trading period of the year
- Delivered an annual switch-on display which has become an important event in the annual city calendar
- Negotiated rebates from suppliers that have been re-invested back in to the BID area to add value (Burning of the Clocks 2014). {insert image}
- Changed all bulbs to LED, thus delivering a greener Christmas for the BID and reducing costs (timers?)
- Worked with BID members to deliver appropriate displays for their own areas
- Delivered annual sponsorship of switch on-event of over £10,000

Without the BID, the city's annual festive lighting displays would not exist. Prior to the first BID coming in to being back in 2006, Brighton was voted the worst town in the UK in a poll on national radio for the poverty of its lights (details).

In the 2015 annual survey, 96% of BID Members felt that the lights are successful aspect of the BIDs work.

**BUSINESS PLAN PROPOSAL: This BID Business Plan proposes to continue to deliver the project as outlined above.**

#### **DRESSING THE CITY DURING THE SUMMER MONTHS**

The BID currently provides a project to make the city centre more appealing to visitors from May through to September. The project has:

- Annually installed 1800m of bunting throughout the BID area
- Installed over 200 hanging baskets on BID premises
- Pioneered a project involving the city's 70 schools by inviting children to design banners to welcome Brighton's 11m annual visitors.
- Banners displayed from May through to September along Western Road, North Street, Market St and Bond St.
- Delivered annual sponsorship buy-in from Juice 107.2 and others of over £28,000

This project helps to create a festival feel throughout the city centre which lasts much longer than the usual festival season of May. By creating a visually appealing backdrop, visitors are welcomed to amble through BID streets adorned with brightly coloured bunting and flowers, thus helping to increase footfall and giving visitors a sense that Brighton is 'open for business'.

In the 2015 annual survey, 91% of BID members who responded felt that the project was successful.

**BUSINESS PLAN PROPOSAL: This BID Business Plan proposes to continue to deliver the project as outlined above.**

#### **ADDITIONAL BID BENEFITS**

Since 2011, the BID has put in place a number of projects to help support the BID levy payers. There is now a 'shopping basket' of deals and offers to help save BID businesses in excess of £1000 per month. It has been a central theme of the BID - to try to mitigate the levy as much as possible.

Additional benefits include: *(Please note, these benefits are liable to change or be removed at short notice).*

- Cheaper car parking with NCP – at £5 per day, the reduced rate saves BID members over £20. That means that a member has to park only a handful of times a year to entirely recoup their BID levy
- With over 2000 NCP tickets in circulation, the BID has helped thousands of levy payers and their staff to access the city centre more easily and cheaply
- The Brilliant Brighton website is a free resource, giving access to nearly 7000 Twitter followers and 4000 monthly unique visitors
- Access to BCR Associates giving our members a free business health check. This has saved some BID levy payers in excess of £1000 on their utility bills alone
- Arrange of marketing offers to save £££s negotiated by us, ranging from 40% off at Juice FM, 20% off at Visit Brighton, 30% off at Best of Brighton & Hove, 40% off card handling, 25% off with Maxx Media, £100 off bus ticket media packages and 22% off waste provider services with Brighton Paper Round amongst others
- Free Insurance Audits from the BID insurance company
- Additional street cleansing in the BID area from City Clean
- A deal brokered with Public Fundraising Regulatory Association ( PFRA) to better manage on-street charity fundraisers in the BID area
- Bi-annual city centre health check surveys to help BID members understand how the area is performing
- Quarterly newsletters, hand delivered to BID businesses, informing members of all the latest BID news
- Frequent e-alerts, updating BID businesses on local consultations, demonstrations, special offers, free training and more

**BUSINESS PLAN PROPOSAL:** This BID Business Plan proposes to continue to deliver the above and continue to build on the breadth of deals on offer.

**SOME KEY STATS: FROM JULY 2011 TO NOW THE BRIGHTON BID HAS DELIVERED -**

- **43,264 HOURS OF AMBASSADOR STREET TIME**
- **OVER £100,000 WORTH OF PROPERTY RETURNED TO BID BUSINESSES**
- **OVER 570 ARRESTS CARRIED OUT BY SUSSEX POLICE THANKS DIRECTLY TO BID INTELLIGENCE**
- **OVER 10,500 SIGHTINGS OF KNOWN OFFENDERS WORKING IN THE BID AREA**
- **OVER 1800m OF BUNTING INSTALLED ANNUALLY**
- **LARGEST CHRISTMAS LIGHTING DISPLAY INSTALLED ON THE SOUTH COAST**

- **AN ADDITIONAL £200,000 INVESTED IN BID AREA**
- **ACCESS TO OVER 10,000 CUSTOMERS VIA ONLINE CHANNELS**
- **NEGOTIATED OVER £1000 WORTH OF SAVINGS PER MONTH FOR BID MEMBERS**
- **OVER 200 HANGING BASKETS AND WINDOWBOXES INSTALLED ANNUALLY**
- **YEAR ON YEAR DROP IN VACANCY RATES IN BID AREA TO 4.9% (NAT AV 12%)**

**[Section 6]**

**Management**

The BID will continue to employ a dedicated manager, along with additional staff on a part-time basis to carry out book-keeping and accounts, pay the bills, manage the payroll, administer the company and liaise with the council and police.

[insert Map of BID Area]

[insert streets and planning use]

Bond Street	
Gardner Street	
Kensington Gardens	
Church Street	Number 4
Bond Street Cottages	Number 1
North Road	Numbers 23-25, 26-27, 28, 79-80, 81 and 82
Gloucester Road	Numbers 24,106, 107 and 110
Princes Place	
North Street	
Air Street	Number 1
North Street Quadrant	
Meeting House Lane	
Market Street	
Brighton Place	
East Street	
Western Road	From the Clock Tower to the junction with Montpelier
Preston Street	





Planning Use Class A1 Shops (includes sale of goods, travel agency, sale of sandwiches, hairdressers, funeral directors, hire shops for personal goods, dry cleaners and internet cafes)

Planning Use Class A2 Financial and professional services where services are principally to visiting members of the public (includes banks, building societies, solicitors, accountants, estate agents and betting shops)

Planning Use Class A3 Restaurants and Cafes (for sale of food for consumption on the premises)

Planning Use Class A4 Drinking Establishments (pubs, wine bars etc)

Planning Use Class A5 Hot Food Takeaways (for sale of hot food for consumption off the premises)

<b>Budget for Renewal</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Total</b>	<b>%age</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>		
<b>Revenue</b>							
Invoiced	£361,364.00	£361,364.00	£361,364.00	£361,364.00	£361,364.00	£1,806,820.00	
Sponsorship	£15,000.00	£15,000.00	£15,000.00	£15,000.00	£15,000.00	£75,000.00	
bad debt (5% of invoiced)	-£18,000.00	-£18,000.00	-£18,000.00	-£18,000.00	-£18,000.00	-£ 90,000.00	-4.98%
Brought Forward	£40,000.00	£41,504.00	£42,998.00	£44,482.00	£45,956.00	£47,420.00	
<b>Total</b>	<b>£398,364.00</b>	<b>£399,868.00</b>	<b>£401,362.00</b>	<b>£402,846.00</b>	<b>£404,320.00</b>	<b>£2,006,760.00</b>	
<b>Expenditure</b>							
Lights	£90,000.00	£90,000.00	£90,000.00	£90,000.00	£90,000.00	£450,000.00	22.42%
Security	£153,000.00	£153,000.00	£153,000.00	£153,000.00	£153,000.00	£765,000.00	38.12%
Dressing the Town	£25,000.00	£25,000.00	£25,000.00	£25,000.00	£25,000.00	£125,000.00	6.23%
Core Staffing costs*	£55,000.00	£55,000.00	£55,000.00	£55,000.00	£55,000.00	£275,000.00	13.70%
Office Accommodation	£16,000.00	£16,000.00	£16,000.00	£16,000.00	£ 16,000.00	£80,000.00	3.99%
Communications	£2,000.00	£2,000.00	£2,000.00	£ 2,000.00	£ 2,000.00	£ 10,000.00	0.50%
Insurance	£1,750.00	£1,750.00	£1,750.00	£1,750.00	£1,750.00	£8,750.00	0.44%
Web	£2,000.00	£2,000.00	£2,000.00	£2,000.00	£2,000.00	£10,000.00	0.50%
Professional Fees/Accountancy	£1,900.00	£1,900.00	£1,900.00	£1,900.00	£1,900.00	£9,500.00	0.47%
Levy Collection	£10,400.00	£10,600.00	£10,800.00	£11,000.00	£11,200.00	£50,000.00	2.69%
Bank Charges	£210.00	£220.00	£230.00	£240.00	£250.00	£1,150.00	0.06%
<b>Total</b>	<b>£356,260.00</b>	<b>£356,470.00</b>	<b>£357,680.00</b>	<b>£357,890.00</b>	<b>£358,100.00</b>	<b>£1,788,400.00</b>	89.12%
<b>Balance/Contingency</b>	<b>£41,104.00</b>	<b>£42,398.00</b>	<b>£43,682.00</b>	<b>£44,956.00</b>	<b>£46,220.00</b>	<b>£218,360.00</b>	10.88%

### The BID Budget for Renewal

\* Includes cost of F/T Manager plus support

\*\* The BID Board has the authority to alter the apportionment of the figures by 20% and also to determine the allocation of any additional voluntary contributions that the BID may raise.

Includes a 5% reserve for contingency and bad debt. If such reserve proves to be unnecessary the funds will be allocated back to individual projects.

To supplement any additional staff costs, the total budgets for the projects within the BID Proposal will be subject to a 10% management fee.

Office costs include:

- Administrative support / facilities
- Office accommodation
- Book keeping / payroll
- Line Management and HR
- Photocopying and printing costs
- Postage and stationery
- IT provision and maintenance
- Telephones
- Travel and subsistence
- Administration of the BID Company

[Section 8]

## Understanding the Proposals

**What you need to know:**

### **The BID**

A BID is a flexible funding mechanism to improve and manage a clearly defined commercial area. It is based on the principle of an additional levy on all defined ratepayers following a majority vote. Once the vote is successful, the levy becomes mandatory on all defined ratepayers and is a statutory debt.

### **The BID ballot**

The person(s), registered company, or organisation that is responsible for the payment of non-domestic rates of a rating hereditament\* within the BID area at the date of the Notice of Ballot, or their appointed proxy, is entitled to vote in a secret ballot. The rules for administering a BID ballot can be found in the Business Improvement Districts (England) Regulations 2004.

Each person or organisation entitled to vote in the BID ballot shall have one vote in respect of one or more of each hereditament in the geographical area of the BID on which non-domestic rates are payable.

Each individual hereditament has only one vote regardless of its size.

The ballot will have to meet two tests:

1. A simple majority (above 50%) of those voting must vote in favour;
2. Those voting in favour must represent a majority of the aggregate rateable value of the hereditaments voting.

The ballot will be administered by the independent Electoral Reform Services (ERS) and the ballot papers will be forwarded to those ratepayers eligible to vote on or before 3rd March 2016 and must be returned by 5pm on 31<sup>st</sup> March 2016.

### **The BID Levy**

The BID levy will be equivalent to 1.25% of No-Domestic Rateable Value.

The BID levy for any new occupiers, hereditament splits or mergers in the BID area, will be calculated based on the 2010 Local Non-Domestic Rating List (as at date brought into list).

The BID levy will not be adjusted to reflect any changes to the rateable value

During the 5 years term of the BID. In addition any 'Taken out of Rating' cases will be deleted from the effective date as advised by the Valuation Office Agency to the City Council's Non-Domestic Rates section. In addition, there will be no reduction, exemption, relief (save for registered charities and those with a rateable value of less than £5,000) or part-year refunds on the BID levy. Tenants vacating a premises mid-year should seek recompense from the incoming tenant as part of the assignment of their lease.

**To ensure certainty for BID levy payers, the levy will not be increased to account for annual inflation and will remain constant for the five year duration of the BID.**

The BID levy will apply to all persons or organisations liable to pay non-domestic rates in relation to any property located wholly or partly within the 'BID Area', the whole or any part of which property falls into the following planning use categories, A1, A2, A3, A4, A5 and sui generis uses (see map page for definitions).

\*a rateable unit of property

### **Exemptions and Reductions**

The following types of businesses within the BID area will be exempt from paying the BID levy: commercial car parking spaces that are rated separately; licensed on-street traders, kiosks and promotions; telephone masts, and telephone boxes.

The BID levy will be reduced by 95% where the ratepayer is a registered charity or the hereditament has a rateable value of less than £5,000. The BID levy will also not be affected by the Government's Small Business Rate Relief Scheme which came into effect on 1st April 2005. The BID levy is payable on the whole rating assessment irrespective if part or all of it is empty. In the case of properties that have been vacated by a tenant and remain empty, the BID levy will be collected at 100% from either the owner or leaseholder (if an occupational lease exists).

There will be no VAT applied to the BID levy.

### **Collecting the Levy**

The BID levy will be collected by Brighton & Hove City Council annually on 1st July. The Council will reimburse Brighton BID Company with the BID levy in its entirety on a regular basis as the levy is collected throughout the year. The average BID levy collection rate over the last four years was 97%.

### **Commencement and Duration**

The renewed BID will start on 1st July 2016 and will last for 5 years. A postal ballot of business ratepayers in the BID area based on a list on non-domestic ratepayers will take

place between 3<sup>rd</sup> March and 31<sup>st</sup> March 2016. The result of the ballot will be announced as soon as practicably possible on or after the 1<sup>st</sup> April 2016. If the BID proposal is approved it will operate for 5 years, from July 2016 until June 2021.

At or before the end of this period, the Board may seek renewal of the BID mandate.

### **Alteration of BID arrangements**

All budget headings and project costs can be altered within the constraints of the revenue received through the levy, and the BID Board will be empowered to move funds between budget headings providing that the BIDs aims are adhered to.

The BID area and the BID levy percentage cannot be altered without an Alteration Ballot.

### **Key performance indicators (KPIs)**

The BID will monitor and report on the outputs and outcomes of BID funded activities through the measurement of key performance indicators.

To help us to regularly evaluate whether we are meeting our three core objectives of Safe, Clean and Vibrant, there are six Key Performance Indicators, which will be monitored to verify that we are heading in the right direction and spending your money on the things you value most: Results will be communicated to BID levy payers in regular newsletters and regular e-updates.

### **Rating our Performance**

<b>Indicator</b>	<b>Measure</b>	<b>Source</b>	<b>Frequency of collation</b>
<b>Retail Vacancy</b>	<b>% of total in BID area</b>	<b>Survey</b>	<b>Biannual</b>
<b>Crime</b>	<b>Amount of stock recovered by BID Ambassadors</b>	<b>Report</b>	<b>Monthly</b>
<b>Crime</b>	<b>Total number of arrests made with Sussex Police</b>	<b>Report</b>	<b>Monthly</b>
<b>Crime</b>	<b>Total sightings of known offenders in BID area</b>	<b>Report</b>	<b>Monthly</b>
<b>BID Levy Payer Satisfaction</b>	<b>% reporting satisfaction with individual projects</b>	<b>Survey</b>	<b>Annual</b>
<b>Visitor Numbers</b>	<b>Collation of reports from various partners in the city</b>	<b>Report</b>	<b>Quarterly</b>

### **Governance**

The BID will continue to be an independent, not-for-profit company limited by guarantee and administered by an elected Board.

**Recovery action**

One of the greatest benefits of the BID is that it removes the opportunity for freeloading, where everyone benefits but only some pay. During the history of the current BID the average collection rate was 97%. Write-off action has only been authorised by the BID Board after extensive and thorough recovery action has been exhausted. Nevertheless, Brighton BID will make a provision for non-collection of the levy and a prudent reserve will be established in each financial year. In the event of non-payment of the BID levy by any business, after appropriate reminders, summons will be issued and court action may be taken, for which extra costs will become payable by the levy payer concerned.

**Exit strategy**

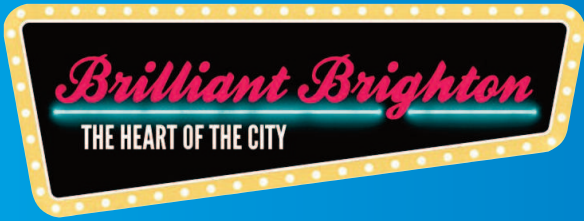
Should the BID Renewal Ballot in March fail to gain a majority of support from businesses, the BID Board will wind up the activities of Brighton BID Ltd when the current BID term ends on 30th June 2016. Under such circumstances, from July 1st 2016 all projects and initiatives funded by the BID levy will cease.

**Vote 'YES' for THE RENEWAL PLAN in 2016****Published by:**

Brighton BID Ltd  
First Floor  
8-11 Pavilion Buildings  
Brighton BN1 1EE

**Contact details:**

Gavin Stewart  
(01273) 735442  
[info@brightonbid.com](mailto:info@brightonbid.com)



# The BID Update 2014

[www.brilliantbrighton.com](http://www.brilliantbrighton.com)



@brillbrighton

The Business Improvement District (BID) came in to being in July 2006. During April 2011, 63% of businesses by vote supported three main projects to renew the BID for a further five years. Those projects are: Christmas lights, 'Dressing the City' in the summer and on-street security patrols. Since its inception, the BID has delivered these both on budget and within deadlines. Simultaneously, the BID has endeavoured to add value by providing a number of additional services (please see the latest offers overleaf). The BID aims to enhance the unique retail and leisure offer of Brighton city centre. This is a roundup of activity from the last 12 months.

## The BID: The Projects



### Christmas Lights

From November 2013 through to January 2014, the BID delivered a bespoke festive lighting display across the entire BID area.

With further enhancements planned for the 2014 scheme, we will ensure that the BID area can continue to compete with other towns and cities across the South East, making Brighton a must see destination during the all important Christmas trading period.



### On Street Security

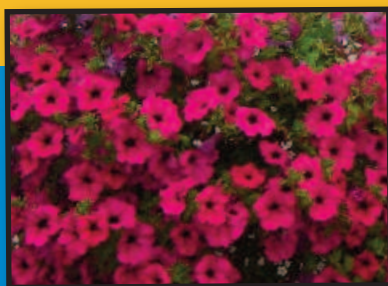
Your 'City Centre Ambassadors' are there to support you daily. They are out on the streets 7 days a week (including bank holidays) from 10am until 6pm Monday to Saturday and from 11am to 5pm on Sundays. You can contact the Ambassadors by calling:

**07786 245106 / 01273 581082**

They can assist you if you've had a theft in store and can also be on hand to help with any antisocial behaviour that you may be facing.

You can now also get free access to the Business Crime Reduction Partnership (BCRP) website where you can view up-to-the-minute images of known local offenders and download the new smartphone app, keeping you abreast of activity while on the move.

In the last year the Ambassadors have helped retrieve over £50k worth of stolen goods from BID members, provided significant intelligence for police and aided the BCRP to get court orders and ASBOs on serial offenders.



### Dressing the City

The BID decorates the city centre to give Brighton a festival feel right through the summer. With more than 1800m of bunting, 150 banners and 200 hanging baskets, the city centre looks welcoming, colourful and vibrant for the city's estimated 8 million visitors. The project also

engages Brighton's 70+ schools, local radio and has attracted additional business sponsorship of the BID.



# Additional BID Benefits - Saving you over £1000 per month



## Website & Social Media

The BID has over 5000 twitter followers and a growing e-mail database meaning you can get your news in front of over **6000** potential customers for no extra cost



## Visit Brighton Offer

Visit Brighton is offering 20% off their membership for BID members, giving you access to a potential 1.6m visitors a year



## Newsletters/e-alerts

With a quarterly newsletter and regular e-alerts, the BID keeps you up to date with business news, special offers and more



## Juice FM Discount

Juice FM is offering BID members an exclusive deal... 40% off a 6 month package of on air ads - production included - all for £200 per month



## Chuggers

We've come to a deal with the Public Fundraising Regulatory Association to better manage on street charity fundraisers in the BID



## Best of..Discount

The Best of Brighton and Hove has an improved and exclusive 30% discount on their yearly membership packages



## Street Cleaning

We've got a great agreement with the council for enhanced cleansing in the BID area



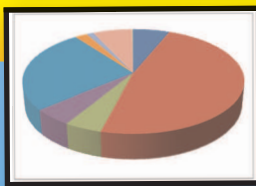
## FREE Insurance Audit

The BID insurance company is offering a no obligation FREE business Insurance Audit - if they can't save you ££ they won't sell



## NCP Discounts

Park for £4.20 per day (Mon-Fri) with NCP for BID Members or pay £85 per month and include weekends - you could save well over £5000 p/a



## Data Collection

Vacancy rate surveys and city centre health checks keep you updated on how the city is performing



## Reducing Costs

The BID is now working with BCR Associates to deliver a FREE Business Health Check for BID members. Potentially saving you £100s on your phone, electric, gas and much more



## Card Services

The BID has teamed up with CCS Card Services to offer you low rates on card - you could save up to 40%. 12p per debit card and 1.1% per credit card transaction



## The Argus

We've negotiated two deals for BID members - Free advertising worth £200 or sign up to an Argus Card and get £500 of editorial



## loyalty

Save £1360 on set up costs with Cash Back Point - turn everyone's credit and debit cards in to your own loyalty card.



## Brighton Paper Round

Would you like to save up to 22% on your waste provider PLUS get an easy in/easy out contract?



## Recruitment Costs

Planning to recruit? Then take up this exclusive offer of 60% off advertising costs with brightonandhovejobs.com

Brilliant Brighton does not accept responsibility for the outcome of accessing any of the offers or promotions advertised in this newsletter.

**Paying the levy:** For any questions relating to your bill, to pay in full or spread the cost with monthly direct debits, please contact the Central Collections Team at Brighton & Hove City Council on: **01273 291365.**

To discuss any of the projects outlined in this update, please call the BID project office on 01273 735442 or e-mail [info@brightonbid.com](mailto:info@brightonbid.com)



<b>Subject:</b>	<b>Temporary Staff Agency Tender</b>		
<b>Date of Meeting:</b>	<b>11 February 2016</b>		
<b>Report of:</b>	<b>Executive Director Finance for Resources</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>Lance Richard</b>	<b>Tel:</b> 295925
	<b>Email:</b>	<b>Lance.richard@brighton-hove.gov.uk</b>	
<b>Ward(s) affected:</b>	<b>All</b>		

**FOR GENERAL RELEASE.**

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

- 1.1 The purpose of this report is to obtain approval for a five-year contract for the supply of temporary agency staff to Brighton & Hove City Council.

**2. RECOMMENDATIONS:**

- 2.1 That P&R Committee grant delegated authority to the Executive Director Finance & Resourcing to procure and award a contract to provide temporary staffing service with a term of up to five years under the Eastern Shires Purchasing Organisation Framework Agreement for Managed Services for Temporary Agency Resource (the 'ESPO framework').

**3. CONTEXT/ BACKGROUND INFORMATION**

- 3.1 The Council currently has a contract with Guidant Group to provide a managed service for the supply of agency and interim staff to the Council. The existing contract was let in March 2010 following a full EU competitive tendering process. The contract expires in March 2017.
- 3.2 A managed service provides a single point of contact for managers requesting agency staff. The current contract provides for on-line and telephone booking and the majority of requirements are placed online.
- 3.3 There are three models of managed service which are described in the table below. The Council currently has a hybrid model of delivery. Guidant Group uses their own companies to provide agency staff alongside other agencies to fill the differing requests for staff from the Council. The ESPO Framework allows services/functions to determine whether they use a sole supplier (e.g. Cityclean) or contract through a range of providers for their agency requirements.

Neutral Supply Chain Management	Master Supply Chain Management	Supply Chain Optimisation (Hybrid)
The managed service provider does not provide workers directly but manages a supply chain of multiple agencies.	The managed service provider operates with a view to provide all agency staff from their own agency base; only going to additional agencies when the roles cannot be filled.	This model allows customers to define their sourcing strategy by using a combination of neutral and master models and engage with specialist agencies depending on their resourcing objectives.

- 3.4 Guidant Group does not provide agency staff directly but contract with 85 agencies in the local area to meet the needs of the temporary workforce on behalf of the Council including agencies owned by their parent company (the neutral supply chain management model). Guidant Group contracts with these agencies under our terms and conditions that reflect the specification for the service as defined by the Council. The contractor is able to negotiate reductions in mark up over pay rates as they are contracted as the sole provider of agency staff for the Council.
- 3.5 The contract requires Guidant to manage all pre-employment checks by ensuring that the contracted agencies have undertaken all pre-employment safety checks on agency staff provided including referencing, DBS and eligibility to work in the UK managed by Guidant Group.
- 3.6 The models accessible under the framework give greater control over the supply market and have enabled reduction in the mark-up over pay rate which has resulted in savings for the Council over the life of the current contract.
- 3.7 The appointment of a contractor through the ESPO Framework aligns the council with East Sussex and Surrey County Council (Orbis) who contract through the same framework.
- 3.8 The contract will reflect the council's terms and conditions as a Living Wage employer so agency staff will be paid no less than the living wage for the term of their assignment.

### 3.9 **The tender process**

The ESPO framework offers customers a quick, simple and competitive route to procuring a managed service for temporary staffing resources. The ESPO framework has been used recently by our colleagues in East Sussex County Council and Surrey County Council for their agency contract through their Orbis partnership.

- 3.10 The ESPO framework is available to use nationally by any public sector body in the UK. All of the suppliers on this framework have been selected for their ability to provide customers with a comprehensive range of services. ESPO have confirmed that their framework agreement is compliant with UK/EU procurement legislation
- 3.11 Suppliers listed on the ESPO framework were assessed during the procurement process for their financial stability, track record, experience and technical and professional ability.
- 3.12 ESPO is a local authority owned purchasing and supply consortium. It is a not for profit self- funding organisation that enable councils to procure services through its framework agreement. The option of tendering through the framework will not only reduce costs but also provide
- A single point of contact
  - Streamlining of invoicing
  - Structured management information and reporting
  - Competitive and standardised fees
  - Accuracy and transparency of fees and cost savings
  - Performance- based tiering of agencies to encourage service quality
  - Robust compliance checks – reassurance around employment checks and safeguarding
  - A greater opportunity for local and SME suppliers within the supply chain

#### 4. Agency Usage & Spend

- 4.1 In the last financial year 14/15 Guidant Group filled a total of 21,238 bookings, with a total spend of £8,334,099.
- Guidant Group achieved a fill rate of 99% against a fill-rate target of 100%
  - 70% Of the agency staff provided were sourced within the boundaries of Brighton & Hove.
  - 17% of all agency staff provided were from an ethnic background.
  - Direct savings through reduction in mark-up over pay rates were £757,594.

An analysis of spend by Job Category is provided below.

<b>Job Category</b>	<b>Total Spend</b>
Administration/Secretarial	£1,596,326.24
Industrial	£1,305,548.75
ICT	£1,297,103.04
Social Work	£1,248,823.91
Care Officers	£1,093,343.37
Technical	£800,705.06
Housing	£635,525.17
Customer Services	£155,013.13
Legal	£116,567.80
Finance/Payroll	£58,089.55
Marketing	£38,256.75

- Administration, Industrial, ICT, Social Work and Care all exceeded £1 million spend with administration being the most used job category. Administration includes data entry, administration, reception, PA and EA positions as well as office based support roles.
- Industrial spend covers Domestic Assistants, as well as Kitchen staff and also includes agency staff used at Cityclean. Spend at Cityclean over recent months has significantly declined with spend being significantly lower in the current year.
- ICT is predominately used for short term project work; in using agency staff in this way the Council does not incur the costs associated with permanent recruitment for short periods of time, This is a good example of utilising a flexible workforce; bringing in staff on a case by case basis rather than permanent recruitment.
- Current controls have been put in place to authorise all agency bookings which are approved through an automated process which is reducing the Council's spend on agency staffing.
- The Council is to continue to reduce it's spend on agency staffing through this authorisation process.

## **5. Cost Savings**

- 5.1 The cost savings are identified by what the Council would pay if the Managed Service was not in existence.
- 5.2 Managing the “mark up over pay” that the agencies charge on top of the cost to employ is how the framework delivers savings to the Council. Examples of how this is achieved and measured are shown in three key areas below:
- An administrator booked through the current contract saves the Council 25.65% when compared with similar rates charged outside the arrangement.
  - A care worker when booked through the contract saves 7.60% when compared with care workers booked directly. This excludes additional savings on nights and weekend rates.
  - A Cityclean loader saves 5.28% an hour via the Supply Chain Optimisation (Hybrid) provider.
- 5.3 Overall through the financial year 2014/15 the Supply Chain Optimisation (Hybrid) model has delivered savings of £757,594 through reductions in mark up over pay rates.
- 5.4 In retendering for the new service there is an expectation of increased savings in mark up over pay. This will reduce further the cost of agency staff booked through the Supply Chain Optimisation (Hybrid) service provider.

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

- 6.1 Alternative options for the provision on workers to the council:

Consideration of an in-house model has been reviewed in view of the payment complexities and the variety of workers requested. The Council would need to contract with a similar number of providers in maintaining the Council's supply of agency staff and purchase a system that enabled an online booking and invoicing capability. This is not operationally or financially viable for the Council and the reason why the Government promotes the use of regional arrangements.

- 6.2 The Master Supply Chain Management model may not give the Council the flexibility in meeting all agency staffing requirements. The Council itself requires a wide variety of agency staff and no one company can meet fill all requirements using this model.
- 6.3 The Supply Chain Optimisation (Hybrid) model will benefit the Council enabling ongoing engagement with our specialist supply chain. It will give services the ability to tailor their sourcing model and this will assist in developing strategies for hard to fill categories of staff. The solution covers all roles required with a single point of contact for customers and candidates. The solution also includes the Council ability to build on the core specification with additional services where required i.e. the Council's interim and immediate staffing requirements.

## **7 COMMUNITY ENGAGEMENT & CONSULTATION**

- 7.1 A project group has been set up and each department will have a representative who will liaise with stakeholders in their service area to ensure that the contract specification reflects the staffing requirements. The Heads of Service from each Directorate will participate in the evaluation process for the award of contract. [The contract will include a performance indicator that 80% of workers reside in the Brighton & Hove area. This performance indicator will ensure that the local workforce benefits from this Council contract through employment local agency providers.]

## **8. CONCLUSION**

- 8.1 The current contract term is coming to an end and there is a requirement for the Council to retender for the service.
- 8.2 The ESPO framework agreement used by our partners in Orbis enables the Council to procure the service jointly in time.
- 8.3 Tendering through the framework agreement will simplify the procurement process and achieve greater savings for the Council.
- 8.4 In retendering for the new service there is an expectation of increased savings in mark up over spend. This will reduce further the cost of agency staff booked through the managed service provider.

## 9. FINANCIAL & OTHER IMPLICATIONS:

### Financial Implications:

- 9.1 With the current contract having enabled budgetary savings of £0.120m last year, through reduction in mark up costs, it is not anticipated that the new contract will lead to significant further cost reductions. BHCC will continue to be the client for the contract, though it is expected that the following renewal will be with the Orbis consortium as client, hopefully enabling more economies of scale savings to be achieved.

*Finance Officer Consulted: Name Peter Francis Date: 03/11/15*

### Legal Implications:

- 9.2 Officers are planning to use the ESPO framework (653F-Lot 3) to call off a contract for Supply Chain Optimisation (Hybrid) agency services. The tender process for this contract should be undertaken in accordance with the terms of the ESPO framework, the Council's Contract Standing Orders and the Public Contract Regulations 2015. In accordance with the Council's Contract Standing Orders, the contract will need to be in a form approved by the Head of Law and be given under the Common Seal of the Council.
- 9.3 The Transfer of Undertakings (Protection of Employment) Regulations 2006 will be applicable to the re-tender of the current contract as recommended. This will be both in terms of the potential transfer of part of the incumbent's business as well as the change of service provision.

*Lawyer Consulted: Isabella Sidoli Date: 26/01/2016*

### Equalities Implications:

- 9.4 The contract will be drawn up and awarded to support the councils BHCC Equalities & Inclusion policy. In addition the specification will reflect the public service equalities in procurement guide 2014. The performance indicators set for the diversity of workers supplied through the contractual arrangements will mirror those of the council.
- 9.5 Sustainability Implications:

The contract will be awarded to support the council's sustainability strategy.

### Any Other Significant Implications

- 9.6 None

## **SUPPORTING DOCUMENTATION**

### **Appendices:**

None

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

None

### **Background Documents**

None





<b>Subject:</b>	<b>Recruitment Advertising Marketing &amp; Communications Contract</b>		
<b>Date of Meeting:</b>	<b>11 February 2015</b>		
<b>Report of:</b>	<b>Executive Director for Finance &amp; Resources</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>Lance Richard</b>	<b>Tel: 295925</b>
	<b>Email:</b>	<b>Lance.richard@brighton-hove.gov.uk</b>	
<b>Ward(s) affected:</b>	<b>All</b>		

**FOR GENERAL RELEASE**

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

- 1.1 To seek approval from Members for Brighton & Hove City Council to jointly contract with East Sussex County Council, Surrey County Council and Sussex Police Authority for the provision of Advertising Marketing and Communications Services including the placement of Public Notices.
- 1.2 The current Recruitment Advertising Marketing & Communications Contract is a Framework contract that was awarded jointly by East Sussex County Council, Sussex Police Authority and Brighton & Hove City Council. The consortia wish to jointly retender for these services and broaden the arrangement to enable our Orbis partner Surrey County Council to join the consortia.
- 1.3 Tendering for these services jointly with our partner organisations has enabled us to negotiate more favourable terms of quality and cost in relation to the placement of recruitment adverts, public notices and media advertising on behalf of Brighton & Hove City Council and other participation authorities.
- 1.4 That the council uses the ESPO Framework for Advertising & Communications services in procuring for this service. There are four providers listed on the framework who have been assessed during the procurement process for their financial stability, track record, experience as well as their technical and professional ability. ESPO is a not for profit self-funded organisation with over thirty years of experience in public sector procurement.

**2. RECOMMENDATIONS:**

- 2.1 That Policy & Resources Committee approve Brighton & Hove City Council to commence the procurement of a new contract for the provision of Recruitment Advertising Marketing and Communication Services including Public Notices for 2 years with the option to extend for a year.
- 2.2 That the Council jointly procures this service with the partner organisations mentioned in 1.2 above (the Consortium)

2.2 That following the procurement using the ESPO Framework the council as lead authority awards the contract on behalf of the Consortium.

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

3.1 The current Advertising and Communications contract is with TMPW and has been in operation for five Years and will expire on 31<sup>st</sup> August 2016. The current contract has been extended for a further two years enabled under the current arrangement. Following this extension the consortia have to retender for these services.

3.2 The contract includes all aspects of advertising i.e. design, copy and the placing of adverts with media discount negotiated through the approved advertising agency. The services extend to Marketing & Communications services expected from a contract with digital media and communications background.

3.3 East Sussex County Council and Sussex Police Authority are also with TMPW under the current contractual arrangements ending in August 2016. There is interest in accessing the new contract from our other partners in Orbis as well as other authorities in the South East.

### **4. RECRUITMENT ADVERTISING SPEND ANALYSIS**

4.1 Advertising costs have reduced significantly over the life of the current contract and additional savings were achieved in negotiation of the contract extension last year. This was particularly good in standardising the arrangements for the placement of Public Notices which resulted in savings of £70,000 for the council.

4.3 Spend under the current contract is £1 million a year without the addition of Surrey County Council it is expected that the value over the two years will be £2.5 million pounds.

4.4 Spend against the current contract is outlined in the table below for the period September 2014 – August 2015

Organisation	Recruitment spend	Schools spend	Public Notices
Brighton & Hove	£93,970	£25,130	£52,196
East Sussex	£162,636	£39,019	£187,658
Sussex Police	£14,295		£1,906
Totals	£270,901	£64,149	£241,760

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

5.1 None relevant to this report.

## 6. CONCLUSION

- 6.1 This retender is evidence of our close collaboration on procurement with other councils and public sector organisations. Access to this contract will be available to all our Orbis partners and will continue to provide better value than purchasing advertising and communication services as a single council.

## 5. FINANCIAL & OTHER IMPLICATIONS:

### Financial Implications:

- 5.1 Having made corporate savings of £0.070m from the contract renewal negotiations last year, further significant savings are not expected from the new contract. It is anticipated however that usage would reduce in the future leading to lower costs for these services.[Address all capital and revenue financial and property implications arising out of the report proposals.

*Finance Officer Consulted: Name Peter Francis Date: 18/12/15*

### Legal Implications:

- 5.2 Regulation 33 of the Public Contracts Regulations 2015 permits the use of Frameworks and can involve one or more contracting authorities as proposed in this report.
- 5.3 CSO 7.1 allows the Council to access available Frameworks for the provision of services subject to the consent of the relevant Director or senior officer.
- 5.4 The value of the new contract is likely to exceed £250,000 and following CSO 14.5 the formal contract must be executed as a Deed using the Common Seal of the Council.

*Lawyer Consulted: Ola Oduwole Date: 07/01/16*

### Equalities Implications:

The contract will be drawn up and awarded to support the council's Equalities and Inclusion Policy. All tenders for the service will be asked to demonstrate how they will ensure that job opportunities are advertised as widely as possible and are accessible to all.

### Sustainability Implications:

- 5.5 None

### Any Other Significant Implications

- 5.6 None

## **SUPPORTING DOCUMENTATION**

### **Appendices:**

None

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

None

### **Background Documents**

None

<b>Subject:</b>	<b>Stanmer Park Programme: Update and Next Steps in Relation to Funding, Home Farm Redevelopment and Management Structure</b>		
<b>Date of Meeting:</b>	<b>11 February 2016</b>		
<b>Report of:</b>	<b>Acting Executive Director Environment Development &amp; Housing</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>Jessica Hamilton Jan Jonker</b>	<b>Tel: 291461 294722</b>
	<b>Email:</b>	<a href="mailto:Jessica.hamilton@brighton-hove.gov.uk">Jessica.hamilton@brighton-hove.gov.uk</a> <a href="mailto:Jan.jonker@brighton-hove.gov.uk">Jan.jonker@brighton-hove.gov.uk</a>	
<b>Ward(s) affected:</b>	<b>Hollindean &amp; Stanmer</b>		

**FOR GENERAL RELEASE**

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

- 1.1 Stanmer Park is an important 18<sup>th</sup> century landscape with many historical features and buildings. It is used for recreation and food growing and includes residential accommodation as well as businesses. It lies within the South Downs National Park and has significant public access, conservation and heritage value.
- 1.2 The park is on Historic England's At Risk Register and the council is working in partnership with the South Downs National Park Authority (SDNPA) on a Masterplan for the park to help prioritise restoration and improvement works.
- 1.3 As part of Masterplan the council submitted two HLF stage 1 bids in August and October 2014 in partnership with the SDNPA. The first, a Parks for People bid for improvements to the access, car parking and walled garden in Stanmer was successful and a stage 2 bid is being prepared for submission in August 2016.
- 1.4 To support the Parks for People bid it is proposed that the council's City Parks depot, based in Stanmer will be relocated as the uses are inappropriate for a heritage site. (A small depot accommodating the Northern Area Parks Team will remain in Stanmer). This proposal is supported by the HLF and will contribute to the success of the stage 2 bid. Proposals for the relocation of the services have been considered as well as options for addressing the cost of re-provision.
- 1.5 The second HLF bid, a Heritage bid for funding to develop the Long Barn and associated Traditional Agricultural Buildings within Stanmer was not successful and it is intended to complete a revised Development Appraisal of the scheme to determine whether the development is viable without the support of grant funding.
- 1.6 As only one of the 2 HLF bids was successful the council has reviewed the capital funding requirement to provide both the match funding for the Parks for

People bid and the total capital funding for the development of the Traditional Agricultural Buildings. This report sets out a revision of the funding proposal approved in the Policy & Resources report presented in July 2014.

- 1.7 The park is listed on Historic England's At Risk Register and to support the removal of this designation and secure the financial sustainability of the park in the long term it is proposed that a single management structure for the park be adopted which allows the reinvestment of income back into the park to ensure the continued management and maintenance of the park and its heritage.
- 1.8 The report is complemented by a separate report on part two of the Agenda outlining the proposed capital funding and estimated summary costs.

## **2. RECOMMENDATIONS:**

- 2.1 That the Committee authorises the Acting Executive Director Environment Development & Housing, Assistant Director Property & Design and Head of Legal Services to approve terms for the disposal of 13 non-core assets identified from 7 of the main farms in the Agricultural portfolio and a potential development site within Stanmer, set out in Appendix 1A, part two of this report.
- 2.2 From the disposal of these 13 noncore assets from the Agricultural portfolio 50% of the capital receipt to be ringfenced for Stanmer and 50% to support the council's capital investment strategy set out in the 4 year Medium Term Financial Strategy.
- 2.3 That the Committee authorises the Assistant Director Property & Design to commission a consultant to prepare a review of the Development Appraisal of the Traditional Agricultural Buildings to evaluate the cost of developing the buildings to meet the council's objectives as set out in the Cabinet Report dated April 2012. In addition, surveys will be required of the buildings in preparation of the works to be completed. A revised proposal and recommendation for the development of the Traditional Agricultural Buildings will be presented to Policy & Resources Committee at a later date for the Committee to consider, following completion of the revised Development Appraisal.
- 2.4 That the Committee authorises the Acting Executive Director Environment Development & Housing, Assistant Director Property & Design and Head of Legal Services to approve terms for the disposal of 3 surplus corporate landlord assets, (client City Parks) to support the re-location of the Stanmer Park depot, set out in Appendix 1B part two of this report .
- 2.5 That Committee notes the progress made in considering an alternative management structure for Stanmer Park to allow income from the park to be ringfenced and reinvested to support the long term future of the park and maintenance of its heritage. A more detailed consideration of the options and a recommended approach will be presented to Policy &Resources Committee prior to the submission of the Parks for People application for the Committee to consider.

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

- 3.1 In July 2014 a report was approved at Policy & Resources Committee which set out capital funding proposals for the council's match-funding required to support the two HLF bids proposed. Only one of the two bids was successful and a stage 2 bid is being prepared for submission in August 2016. The match funding requirements for this bid is £1,419,580, representing 25.47% of the total project funding.
- 3.2 As the stage 1 Heritage bid for £4.79m of grant funding to develop the Long Barn and Traditional Agricultural Buildings was unsuccessful it is intended to tender an instruction to review and revise the Development Appraisal that was prepared by external consultants Turner and Townsend in June 2013; prior to the HLF stage 1 submissions.

#### **Development Appraisal**

- 3.3 In June 2013 the Turner & Townsend Development Appraisal concluded that the optimum option is to bring the Traditional Agricultural Buildings back into use by providing a mixed use scheme including community space, visitor / interpretation centre, retail, workshops and offices, meeting the wider objectives of the partners (the council and SDNPA) and broadly in line with the aspirations of the local community and key stakeholders. The cost of repairing and upgrading the buildings was assessed, as well as the income stream that can be generated from the Home Farm complex. The vacant plot within Stanmer was identified as providing an opportunity to produce a capital receipt through a sympathetic residential development to assist in meeting the costs of the proposal. The analysis indicated that there would be a short fall in funding and the opportunity for grant funding had been identified. Subsequent to that advice the HLF bid stage 1 was submitted which was not successful and we are therefore considering alternative means of raising the capital funding required.
- 3.4 The revised Development Appraisal will review the proposals, which remain in compliance with the objectives set out in the Cabinet report dated 19 April 2012, and will further consider the additional heritage information and advice that has been provided by Historic England and Archaeology South East, to ensure the proposal both reflects and protects the heritage value the buildings provide. It will include up to date construction costs and income projections and consider the additional commercial opportunities identified within the park. In addition surveys of the buildings will be completed (for example topography survey and survey of services) in preparation for the future development. It is intended a further report will be presented to Policy & Resources Committee with recommendations for the development prior to the submission of the Parks for People application in August 2016.

#### **Capital Funding**

- 3.5 As the stage 1 Heritage bid for the Traditional Agricultural Buildings was unsuccessful a review of the funding proposals has been completed to identify sources of capital for match funding for the Parks for People bid and full funding to complete the development of the Traditional Agricultural Buildings without the benefit of grant funding. Whilst subsequent grant applications will be considered,

including a further application to the HLF and an application to the LEP, by starting the project with a complete package of funding it will allow the development to progress without further delay. Until completion of the revised Development Appraisal an accurate assessment of the costs of development is not available, however an estimated cost has been calculated based on the assumptions made in the previous Turner & Townsend June 2013 Development Appraisal with allowances for cost inflation.

- 3.6 The property disposals previously approved in the July 2014 report remain relevant and include the disposal of a number of non-core assets, cottages and land from the Agricultural Estate which could be sold with minimal effect on the council's income stream. July 2014 Policy & Resources Committee approved the sale of these properties with 50% of the capital receipt being used for investment in Stanmer and 50% contributing to the council's capital investment strategy set out in the 4 year Medium Term Financial Strategy. In addition to these disposals Committee approval was given to receive 100% of the capital receipt from a vacant plot within Stanmer. A revised summary update of the disposal of these properties is set out in the separate Part 2 report.

### **Asset Management Strategy, Agricultural Portfolio**

- 3.7 To progress the development of the Traditional Agricultural Buildings without the benefit of grant funding additional sources of capital funding have been identified with reference to the council's Asset Management Plan and strategy for the Agricultural Portfolio, which states that the Council is seeking to identify and dispose of under-performing assets whilst retaining the social related benefits of land ownership and mitigating any reduction in rental income. To achieve this we have reviewed all assets within the Agricultural Portfolio identifying 'core' (for long term retention) and 'non-core' (available for disposal) property assets.
- 3.8 There is a legacy of residential properties on the farms, included within the farm tenancies, which were originally for farm workers. The number of residential properties needed for farmworkers (ie core properties) is now much reduced. Of the 64 residential properties held across 16 farm tenancies, 26 are identified as core and 38 as non-core. Of these 38 noncore properties 7 have already been approved for disposal under the July 2014 Policy & Resources report and 13 additional non-core surplus assets have been identified for disposal under this report. The disposal of these non-core properties will not have a detrimental effect on the requirements of the farm. Of the 13 residential properties identified for disposal under this report, 12 are sublet by the tenant farmers on Assured Shorthold Tenancies and we will support the farmers in providing vacant possession. One of the properties will be sold subject to a secure tenant.

### **Summary Costs and Funding**

- 3.9 A summary breakdown of the costs and proposed capital sources is set out in the separate report in Part 2 of this meeting.
- 3.10 There is a potential funding gap of circa £208,000, however, both the projected cost of the work to the buildings and the projected capital receipts are estimates at this stage and further information is required to provide more detailed analysis. Further work will be undertaken on the potential for commercial income



generation from rents and there is the possibility to increase borrowing to meet any shortfall. In addition we will maximise opportunities to bring in external match funding for the Parks for People project and reduce our contribution.

- 3.11 It is not intended that the identification of surplus non-core assets for disposal to raise the capital funding required for the development of the Traditional Agricultural Buildings excludes further attempts to obtain grant funding or indeed LEP funding to support the proposals. It is the intention to continue to pursue opportunities for external funding, however it is not intended to rely on grant funding as this may cause further delay to the process. Should the council be successful in achieving grant funding then the disposal strategy set out in this report will be reviewed.

### **City Parks Depot relocation**

- 3.12 As part of the Parks for People bid it is proposed that the council's City Parks depot, based in Stanmer will be relocated as the uses are inappropriate for a heritage site. This proposal was supported by the HLF and will contribute to the success of the stage 2 bid. It is intended that some of the services currently located within Stanmer will be relocated to Hollingdean Depot and part of the service, the Northern Area Parks Team, will remain in Stanmer. The remaining services, which include Allotments, Waste Transfer, Arboriculture, Pest Control and Animal Welfare are proposed to relocate and a number of sites are being considered and further investigation is necessary to identify the most appropriate site and development costs.
- 3.13 To fund the depot relocation 3 surplus corporate landlord (client City Parks) assets have been identified for disposal and these are set out in a separate report in Part 2 of this meeting. It is proposed that vacant possession be sought at the earliest opportunity and that these assets be sold. A more detailed proposal will be presented to Policy & Resources Committee at a future date.

### **Stanmer Park Management Structure**

- 3.14 Stanmer Park is listed on Historic England's At Risk Register and to support the removal of this designation it is proposed that a single management structure for the park be adopted for the delivery of a business plan for the park. Without this the chances of securing external funding such as HLF funding, are reduced. A single management structure will manage all of the tenancies, commercial and residential, and receive the income, including potential income from parking and events, for reinvestment back into the park. This will provide a long term sustainable financial structure for the park and ensure the income is ringfenced for reinvestment into the park to support the continued management and maintenance of the park and protection of its heritage. The proposed management structure will also take into account the role of the council's partners, The South Downs National Park Authority and Plumpton College to ensure a best fit for all organisations. As the plans for the Park develop, with the Parks for People bid and the development of the Traditional Agricultural Buildings, a detailed business plan for the park will be developed to better understand the potential income and costs.

- 3.15 In the meantime initial legal advice has been sought to consider the governance options available. These are: -
- a) In-house management through one department with a ring-fenced budget and dedicated Stanmer Park Manager:  
To have responsibility for the Park under one team, with a dedicated Stanmer Park Manager and a ringfenced budget would address the finance structure.
  - b) External Management:  
A contract could be procured for a Managing Agent to manage the Estate and provide the width and depth of experience to meet the council's objectives.
  - c) Special Purpose Vehicle (SPV):  
The Park could be transferred to a company/charity or mutual set up by the council.
  - d) Expanded remit of the Brighton & Hove Estates Conservation Trust (B&HECT):  
The B&HECT manages, by way of a lease, some of the houses within the park. The Trust was set up to "improve the conservation and enhancement of the natural and built environment within the South Downs which are within the area of Brighton & Hove and more particularly, that of Stanmer Park". The Trust has been in place since 2005 with cross-party support and the Trustees have indicated that they would be willing to consider an enlarged role.
- 3.16 All of these options will be considered in more detail to assess the advantages and disadvantages as well as their viability. A more detailed proposal will be brought forward to Members at a future Policy & Resources Committee.

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

- 4.1 The capital receipt anticipated from the disposal of surplus non-core assets and residential development plot within Stanmer, already approved for disposal at the July 2014 Policy & Resources committee, will provide sufficient funding to meet the match-funding requirement of the Parks for People HLF bid. However it will not provide the additional funding required to meet the cost of developing the Traditional Agricultural Buildings or the cost of the depot relocation. Without further capital input additional grant funding will be required to meet the cost of developing the Traditional Agricultural Buildings. Whilst it is intended to pursue opportunities for further grant funding a reliance on grant funding may thwart progress. A delay in developing the Traditional Agricultural Buildings will undoubtedly result in the park remaining on the Historic England At Risk Register and the objectives for the buildings, including the provision of community facilities and visitor attractions will not be met. In addition the council will remain responsible for the maintenance, repair and security of the buildings and this increasing liability cannot be held long term. If the council fails to develop the buildings and halt decline in their physical condition the council is at risk of being served a notice by the planning authority and/or Historic England.

- 4.2 If the future of the Traditional Farm Buildings is not secured there is also a risk that the Parks for People stage 2 bid will fail as the HLF will wish to see a sustainable strategy for the whole of the park including those parts that fall outside the remit of the Parks for People bid.
- 4.3 Whilst the full cost of the relocation of the park depot from Stanmer has not yet been assessed, options for its relocation have been considered and a viability study commenced. In anticipation of the completed viability study corporate landlord (client City Parks) assets have been identified for disposal to raise funds to meet the cost of providing new buildings. Without a commitment from the council that the parks depot will be relocated from Stanmer it is likely that the Parks for People stage 2 bid will fail. Failure of the bid will result in a loss of grant funding of nearly £4m, which will stymie the development of the walled garden and improvements to access and car parking within the park.
- 4.4 A number of options are being considered for the future management structure of the park and a detailed recommendation will be brought to Policy & Resources Committee at a future date for consideration. Without a new governance arrangement in place which will allow the reinvestment of income to maintain the park, the park will remain on Historic England's At Risk Register.

## **5 COMMUNITY ENGAGEMENT & CONSULTATION**

- 5.1 The Project is being overseen by an internal appropriate Officer Working Group including representatives from the SDNPA and Historic England as well as the Conservation Officer from the Council. The membership of the group ensures that the evolving future plans address the concerns of Historic England and contribute to the park being removed from the At Risk Register.
- 5.2 In November 2012 public consultation was completed to obtain feedback on proposed uses for the Traditional Agricultural Buildings. The conclusions drawn informed the Turner & Townsend Development Appraisal and included the following uses: Community use, SDNPA Area Office, Museum / interpretation centre, farm / animal enclosures, family friendly space / activities, craft workshops, food outlet / café, retail associated with the countryside and local food retail / market. Uses which were not supported by the consultees included residential use, holiday lets and general office space.
- 5.3 The Stanmer Programme is subject to extensive consultation. A Consultation and Engagement Plan for the Parks for People Application was approved by the Environment Transport & Sustainability Committee in January. Once clearer proposals for Home Farm emerge these will also be subject to consultation where appropriate.

## **6. CONCLUSION**

- 6.1 Stanmer Park is an important historic landscape with several heritage buildings which is currently on Historic England's At Risk Register. The council is working in partnership with the SDNPA to develop a Masterplan to restore the site. To fund the works two HLF stage 1 bids were submitted of which one, relating to the walled garden, access and car parking, was successful and a stage 2 bid is being prepared, which if successful will secure nearly £4m grant funding.

- 6.2 Proposals approved by Policy & Resources Committee in July 2014 for capital funding for the match funding for the two HLF bids have been revised and a proposal set out in this report details proposed sources of capital funding for both the match funding for the Parks for People bid of approximately £1.4m and all of the funding required for the development of the Traditional Agricultural Buildings of nearly £2.8m detailed in part two of this report. A revised Development Appraisal for the development of the Traditional Agricultural Buildings is proposed to obtain more accurate costings. The identification of capital funding to fully support the development of the Traditional Agricultural Buildings is intended to avoid reliance on grant funding which may slow progress. However this does not exclude the application of further grant funding bids and it is intended to pursue a further application to the HLF and the LEP. The additional sources of capital funding include surplus non-core assets from the Agricultural portfolio from which it is proposed 50% of the capital receipt will support the capital investment strategy and 50% will be used for Stanmer.
- 6.3 It is proposed to relocate most of the City Parks Depot out of Stanmer to a new location as the uses are inappropriate for a heritage park. Options are being considered for the service to move to and further work is being completed to assess the cost. Surplus corporate landlord (client City Parks) assets have been identified for disposal to raise the capital funding that will be needed to pay for new buildings.

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

### Financial Implications:

- 7.1 A review of the Council's surplus non-core agricultural sites has been undertaken to identify additional sites to meet the costs associated with the investment into the Traditional Agricultural Buildings. Further analysis of market values has also been undertaken on those sites identified in the report to Policy & Resources in July 2014 and updated market values have been included in this report. The net receipts, less disposal costs and repayment for loss of rent, will be split with 50% supporting the HLF bid and 50% to support corporate capital investment priorities. The total receipt, less disposal costs, for the vacant land at Stanmer will also support the HLF match funding. There is a potential funding gap of circa £208,000 which will need to be identified and a review of the options to close this gap will be undertaken which may include the use of reserves, further borrowing, match funding from potential partners or additional grant funding with potential grants being explored through either the HLF or LEP (Local Enterprise Partnership). In the event that additional HLF or LEP grant funding is available the non-core assets listed for disposal will be reviewed.

Further work including a business case with costings, running costs and surplus asset disposal valuations will be undertaken on the proposed city parks relocation.

The cost of fees associated with the development appraisal for the agricultural buildings and fees associated with the city parks relocation will be met from the capital receipts and have been included with the estimated disposal costs above.

The management structure of the Stanmer Park will require a detailed business plan to consider the best option in taking forward the park. This will be presented to a future P&R Committee for Members to consider.

*Finance Officer Consulted: Rob Allen*

*Date: 12/01/16*

Legal Implications:

- 7.2 With reference to the recommendation that non-core agricultural assets be disposed of; the Council has general powers to dispose of land under section 123 of the Local Government Act 1972 and provided it does so for the best price reasonably obtainable then no special consents are needed. With regards to an alternative management structure for Stanmer Park, the procurement of an external manager or the transfer to a special purpose vehicle may require more detailed procurement advice in due course.

*Lawyer Consulted: Joanne Dougnaglo & Oliver Asha*

*Date: 11/1/16*

Equalities Implications:

- 7.3 The overall Masterplan for Stanmer will be subject to an Equalities Impact Assessment.

Sustainability Implications:

- 7.4 Environmental and financial sustainability are key elements of the overall Masterplan for Stanmer Park and will be considered in further detail as part of the proposals set out in the body of the report.

Crime & Disorder Implications:

- 7.5 The vacant buildings within the park are vulnerable to vandalism and the council must incur security costs to prevent this.

Corporate / Citywide Implications:

- 7.6 Stanmer is a citywide and regional destination and its development will enhance facilities and services for residents and visitors alike.

## **SUPPORTING DOCUMENTATION**

### **Appendices:**

1. Loss of Rent on Additional non-core sites identified for disposal (Part Two).
2. Plan of Stanmer

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

None

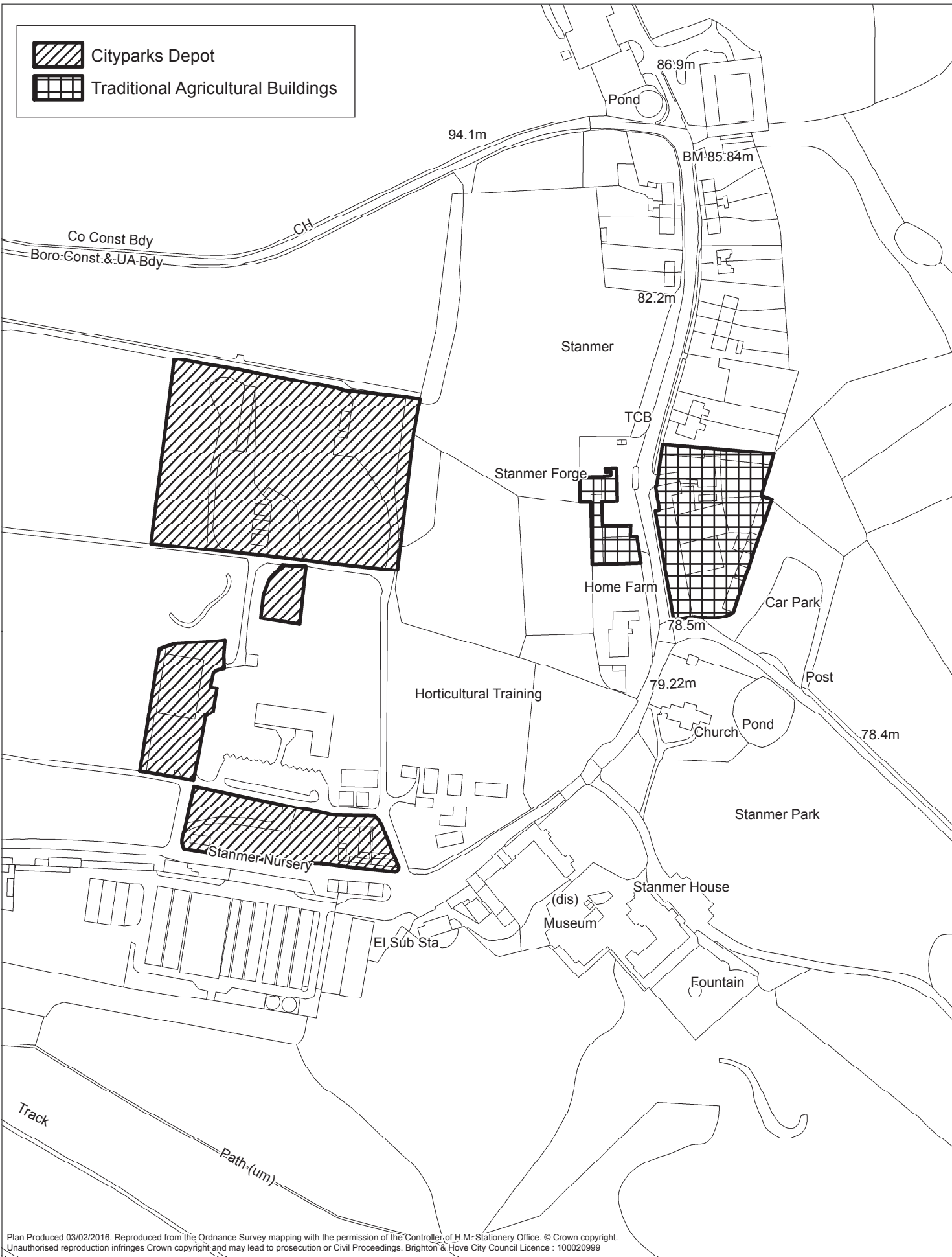
### **Background Documents**

1. Cabinet Report 19 April 2012
2. Policy & Resources Report 11 July 2014
3. Environment, Transport & Sustainability Report 19 January 2016



Cityparks Depot

Traditional Agricultural Buildings



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# Stanmer Village

Scale 1:2,500

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