





Brighton & Hove
City Council

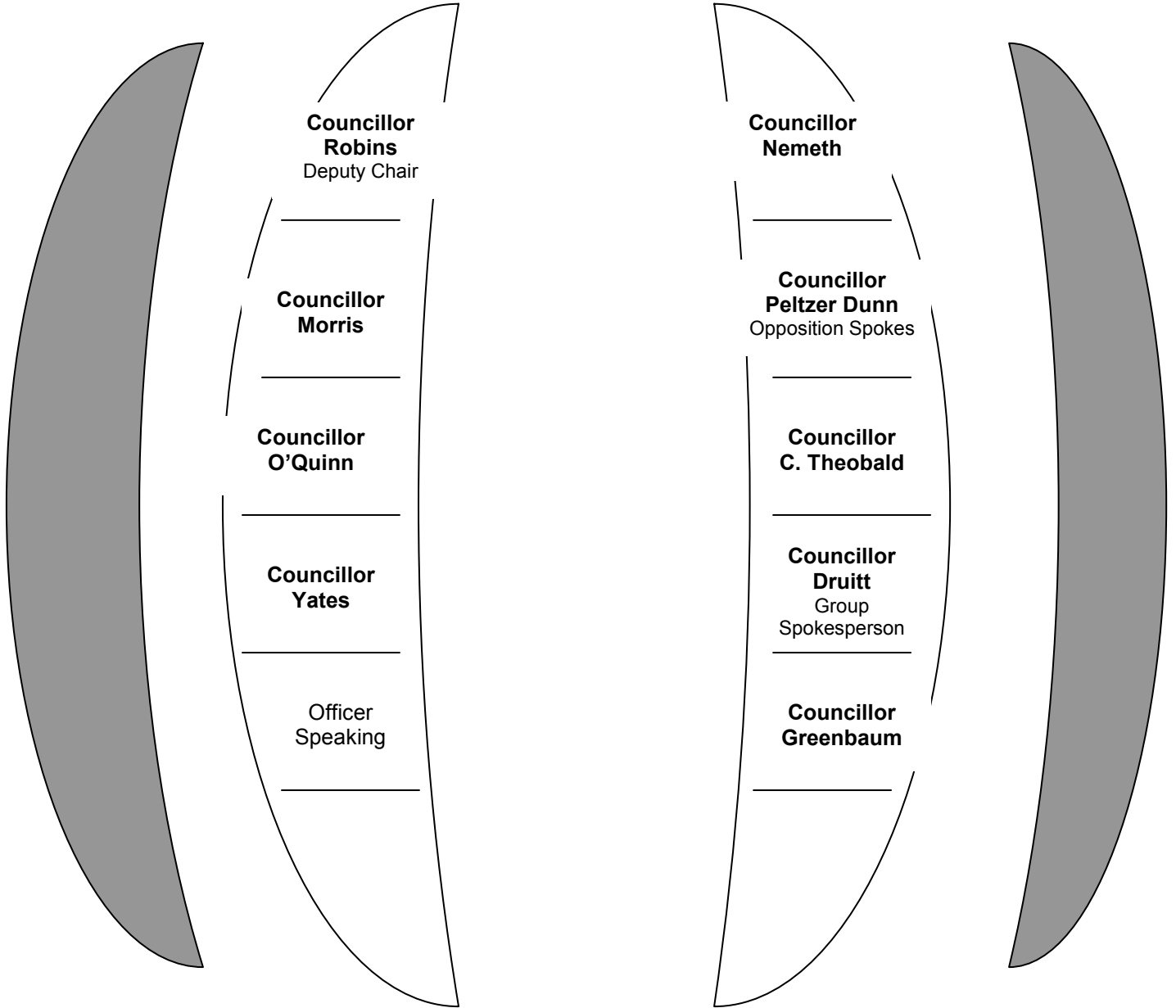
Economic Development & Culture Committee

Title:	Economic Development & Culture Committee
Date:	12 November 2015
Time:	4.00pm
Venue	Conference Room 2, Jubilee Library, Jubilee Street, Brighton
Members:	Councillors: Morgan (Chair), Robins (Deputy Chair), Peltzer Dunn (Opposition Spokesperson), Druitt (Group Spokesperson), Greenbaum, Morris, Nemeth, O'Quinn, C Theobald and Yates
Contact:	Ross Keatley Democratic Services Manager 29-1064 ross.keatley@brighton-hove.gov.uk

	The Town Hall has facilities for wheelchair users, including lifts and toilets
	An Induction loop operates to enhance sound for anyone wearing a hearing aid or using a transmitter and infra red hearing aids are available for use during the meeting. If you require any further information or assistance, please contact the receptionist on arrival.
	<p style="text-align: center;">FIRE / EMERGENCY EVACUATION PROCEDURE</p> <p>If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest available exit. You will be directed to the nearest exit by council staff. It is vital that you follow their instructions:</p> <ul style="list-style-type: none">• You should proceed calmly; do not run and do not use the lifts;• Do not stop to collect personal belongings;• Once you are outside, please do not wait immediately next to the building, but move some distance away and await further instructions; and• Do not re-enter the building until told that it is safe to do so.

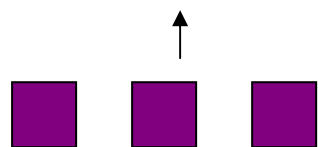
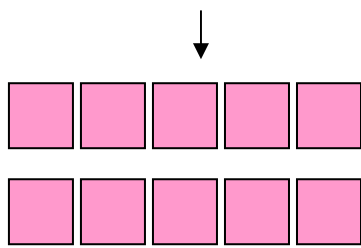
Democratic Services: Economic Development & Culture Committee

Democratic Services Manager	Assistant Chief Executive	Councillor Morgan Chair	Executive Director	Legal Officer
-----------------------------	---------------------------	-----------------------------------	--------------------	---------------



Public Speaker	Public Speaker
----------------	----------------

Public Seating



Press

AGENDA

PART ONE

Page

26 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.

27 MINUTES

1 - 10

To consider the minutes of the meeting held on 17 September 2015 (copy attached).

Contact Officer: Ross Keatley

Tel: 01273 291064

28 CHAIR'S COMMUNICATIONS

ECONOMIC DEVELOPMENT & CULTURE COMMITTEE

29 CALL OVER

- (a) Items (32 – 37) 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.

30 PUBLIC INVOLVEMENT

11 - 16

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

- (a) **Petitions:** to receive any petitions presented to the full council or at the meeting itself;
 - i) A Permanent Archaeological & History Display in Brighton Museum – referred from Council 22 October 2015 (copy attached).
 - ii) Build our City an Ice Rink – referred from Council 22 October 2015 (copy attached).
- (b) **Written Questions:** to receive any questions submitted by the due date of 12 noon on the 5 November 2015;
- (c) **Deputations:** to receive any deputations submitted by the due date of 12 noon on the 5 November 2015.
 - i) Hove's Carnegie Library and Hove Museum – Mr Christopher Hawtree (to follow).

31 MEMBER INVOLVEMENT

No matters have been raised by Members in respect of this meeting.

32 LIBRARY SERVICE REVIEW AND NEEDS ANALYSIS

17 - 130

Report of the Assistant Chief Executive (copy attached).

Contact Officer: Sally McMahon *Tel:* 29-6963
Ward Affected: All Wards

33 ROYAL PAVILION & MUSEUMS

131 -
138

Report of the Assistant Chief Executive (copy attached).

Contact Officer: Janita Bagshawe, *Tel:* 29-2840, *Tel:* 01273
Michelle Herrington, Mo 291507, *Tel:* 01273
Lawless 295975
Ward Affected: All Wards

ECONOMIC DEVELOPMENT & CULTURE COMMITTEE

- 34 ROYAL PAVILION: FEES & CHARGES** **139 -
156**
- Report of the Assistant Chief Executive (copy attached).
- Contact Officer: Janita Bagshawe Tel: 29-2840*
Ward Affected: All Wards
- 35 OUTDOOR EVENTS - MADEIRA DRIVE ROAD CLOSURES 2016** **157 -
164**
- Report of the Assistant Chief Executive (copy attached).
- Contact Officer: Ian Shurrock Tel: 01273 292084*
Ward Affected: All Wards
- 36 OUTDOOR EVENTS IN PARKS AND OPEN SPACES 2016** **165 -
172**
- Report of the Assistant Chief Executive (copy attached).
- Contact Officer: Ian Shurrock Tel: 01273 292084*
Ward Affected: All Wards
- 37 WITHDRAWAL OF OUT OF DATE PLANNING GUIDANCE** **173 -
184**
- Report of the Acting Executive Director for Environment, Development & Housing (copy attached).
- Contact Officer: Liz Hobden Tel: 01273 292504*
Ward Affected: All Wards
- 38 MAJOR PROJECTS UPDATE** **185 -
202**
- 39 ITEMS REFERRED FOR COUNCIL**
- To consider items to be submitted to the 17 December 2015 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, any Group may specify one further item to be included by notifying the Chief Executive no later than 10am on the eighth working day before the Council meeting at which the report is to be made, or if the Committee meeting take place after this deadline, immediately at the conclusion of the Committee meeting*

ECONOMIC DEVELOPMENT & CULTURE COMMITTEE

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

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

Electronic agendas can also be accessed through our meetings app available through www.moderngov.co.uk

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

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

For further details and general enquiries about this meeting contact Ross Keatley, (29-1064, email ross.keatley@brighton-hove.gov.uk) or email democratic.services@brighton-hove.gov.uk

Date of Publication - Wednesday, 4 November 2015

BRIGHTON & HOVE CITY COUNCIL

ECONOMIC DEVELOPMENT & CULTURE COMMITTEE

4.00pm 17 SEPTEMBER 2015

CONFERENCE ROOM 2, JUBILEE LIBRARY, JUBILEE STREET, BRIGHTON

MINUTES

Present: Councillor Morgan (Chair) Robins (Deputy Chair), Peltzer Dunn (Opposition Spokesperson), Druitt (Group Spokesperson), Barradell, Morris, Nemeth, O'Quinn and C Theobald

PART ONE

14 PROCEDURAL BUSINESS

A) Declaration of Substitutes

14.1 Councillor Barradell was present in substitution for Councillor Yates.

B) Declarations of Interests

14.2 Councillors C. Theobald, Barradell and Morris declared they were all Members of the Planning Committee, and as Item 19(C) – Petitions, related to a potential planning application they all agreed to withdraw from the meeting during the consideration and vote on the item.

C) Exclusion of Press and Public

14.3 In accordance with Section 100A of the Local Government Act 1972 (“the Act”), the Committee considered whether the public should be excluded from the meeting during consideration of any item of business on the grounds that it is likely in view of the business to be transacted or the nature of the proceedings, that if members of the public were present during it, there would be disclosure to them of confidential information as defined in Section 100A (3) of the Act.

14.4 **RESOLVED** - That the public are not excluded from any item of business on the agenda.

15 MINUTES

15.1 **RESOLVED** – That the Chair be authorised to sign the minutes of the meeting held on 12 March 2015 as a correct record.

16 CHAIR'S COMMUNICATIONS

16.1 The Chair gave the following communications:

"I'd like to start today by making a public comment on the seafront. We as a council are doing our bit to improve the seafront, with a £100 million investment strategy in the Kings Road Arches, the West Street Shelter Hall, the ongoing development proposals for the King Alfred and in the coming period a plan for the Madeira Terraces. We are doing our utmost to protect and develop the seafront, and others need to do their bit. I am pleased to note that the Aquarium Terraces leaseholders have recently submitted a planning application which is going through the normal processes. I trust that this represents a renewed interest in the site as it can't be left as it is.

On a more positive note, I'd like to welcome all those attending the Rugby World Cup matches in the city this weekend, players, teams, officials, media and supporters – it's a huge benefit to the city and will bring a great deal of economic activity and interest well beyond the games themselves.

We also have the The Dark Knight Rises Batsuit, and the The Costume Games in the city until the 20 September, and will be hosting an exhibition of photographs of Britain's piers by Simon from 3 October.

Significant funding has been secured from the Ellerman Foundation for an 18-month project on Royal Pavilion & Museums' nationally important film and media collection, and libraries Extra has started at Portslade and Woodingdean Libraries, enabling people to use Portslade and Woodingdean Library 6 days a week.

From 1st April to 1st September VisitBrighton have confirmed 40 events of varying types and size for the city a 58% increase on last year with a total direct economic benefit in excess of £40m for the city. September is a busy month for major conferences in the city bringing tens of millions of pounds with them in economic activity.

The total number of visitors to the city now exceeds 11.4 million (10 million day trips & 1.43 million overnight visitors). Whilst the number of staying trips declined slightly from 2013, the total number of nights spent in the city by staying visitors increased to almost 5 million. The total value of tourism to Brighton & Hove is now £829.7 million (up 4.6% on 2013) and tourism accounts for 15,902 FTE jobs (21,682 actual jobs) which means that 18% of all employee jobs in Brighton & Hove are in tourism related sectors.

I attended and spoke at the official launch of Entrepreneurial Spark in Brighton earlier this month. The exciting new incubation space, known as a 'hatchery', is backed by RBS Banking Group and KPMG, and provides 80 start-ups and existing businesses with free workspace, services and intensive business coaching for at least six months. This is the first 'hatchery' to open in the South East

Brighton & Hove benefits from a highly entrepreneurial population, ranking in the top five of UK cities for start-ups with around 2,000 new businesses formed per year. Entrepreneurial Spark's decision to locate in the city is therefore very welcome in

ensuring that more of our entrepreneurs can receive the help and support they need to survive, succeed and create much-needed jobs in the city.

The Greater Brighton Economic Board – for which Brighton & Hove City Council is the lead authority – submitted its initial Devolution Prospectus to the Secretary of State on 04 September. The proposals contained within our Devolution Prospectus build on our successful City Deal and Coast to Capital LEP Growth Deal and are focused on accelerating growth and increasing productivity.

It is important to stress our initial submission remains very much a work in progress. It outlines all of the areas that we wish to explore further with Government, partners and wider stakeholders – including our neighbouring authorities, the Gatwick Diamond and the Coast to Capital Local Enterprise Partnership. Nevertheless, it signals our strong commitment to agreeing a Devolution Deal. I will, of course, keep you informed as this work progresses.

A much more detailed version of these comments will be put online and in the minutes, and I'm grateful to all the staff involved in the work to bring economic, cultural and tourism success to Brighton and Hove."

17 CALL OVER

17.1 The following items were reserved for discussion:

- Item 20 Options for Investment to Preston Park Cycle Track
- Item 21 Greater Brighton Economic Board 2014/15 – Annual Report
- Item 23 Development of New City Employment & Skills Plan (2016-2020)

17.2 The Democratic Services Manager confirmed that the items listed above had been reserved for discussion, and that the following reports of the agenda, with the recommendations therein, had been approved and adopted.

- Item 22 Flood Risk Management Supplementary Planning Document for Shoreham Harbour

18 PUBLIC INVOLVEMENT

St. Aubyn's Playing Field Rottingdean

18.1 The Chair noted the petition had been referred from Council on 19 March 2015; there was also an Officer amendment to the resolution from Council that had been laid round at the meeting for the Committee to formally vote on.

18.2 Before the Committee discussed the petition or the proposed amendment the Chair read the following response:

"This petition has been referred from Council on 19 March with an amended recommendation which has been laid round for the Committee at the meeting. In planning terms a Local Green Space is a designation that could only be made through a

development plan. There are two options for bringing such a designation forward in relation to the Playing Fields at St Aubyns:

- Rottingdean Neighbourhood Plan; or
- Part 2 of the City Plan.

It is likely the Neighbourhood Plan will come forward earlier and therefore this is likely to be the preferred option. We are aware the Local Green space at St Aubyns is identified as a priority in the Neighbourhood Plan Vision document. In terms of designation – the land would be required to meet the criteria for Local Green Space set out in Paragraphs 76 and 77 of the National Planning Policy Framework. The proposed designation will be assessed at examination stage of the Neighbourhood Plan by an independent assessor.

In view of the number of heritage assets on the site the Planning Brief allows for a developer to put forward clear and compelling justification for some harm to some assets in order to put forward a viable scheme. The Council, as local planning authority would need to assess if the overall benefits of the scheme would outweigh this harm. This could involve some development on part of the playing fields if the overall scheme was assessed as being beneficial.

A planning application and two listed building applications have been submitted for the site. The planning application requires additional information before being validated but should be on the council's planning register later this month."

- 18.3 Councillor Peltzer Dunn noted that the proposed Officer amendment was a sensible way forward; however, he recognised the concerns of residents and suggested that the word 'substantial' be added before the word 'part' on the second and sixth line of the amendment. The Committee agreed to this wording.
- 18.4 In response to Councillor Druitt it was clarification that designation of local green space would give the land protection equivalent to that of 'green belt'. It was also updated that the planning application for the site had been validated by the Development Control section that day.
- 18.5 The Chair then put the proposed amendment to the vote. This was **carried**.
- 18.6 The Chair then put the amended recommendation to vote. This was **carried**.
- 18.7 **RESOLVED:** That the Committee recommend that Rottingdean Parish Council consider the designation of all, or a substantial part, of the playing field at St Aubyns in the emerging neighbourhood plan as a local green space.
OR, in the absence of such a plan coming forward that during the preparation of Part 2 of the City Plan consideration be given to formally designating all, or a substantial part, of the playing field as local green space.

Preston Park Cycle Track

- 18.8 The two deputations in relation to this item were considered together with the report at Item 20 on the agenda.

19 MEMBER INVOLVEMENT

- 19.1 The Chair noted there was a Member letter from Councillor Hill in relation to the Fair Trade Steering Group. As Councillor Hill was not present at the meeting to present the letter it was agreed the full response (below) would be included in the minutes

“The City Council is a strong advocate for ensuring that workers are paid fair wages and that they are able to attain sustainable employment. We appreciate the work that you do in promoting Fair Trade principles and stopping the exploitation of workers and I hope that the modest support that we have given you in terms of the grant awards in recent years has been of value.

Brighton remains a Fair Trade City and we are keen to encourage and promote fair trade across the wider business community. Whilst I understand your request regarding the use of Trader Permit fees to incentivise the adoption of Fair Trade amongst our local business community, you will appreciate that we do receive many such requests from a range of organisations.

To ensure that we take due consideration of these requests along with the councils own obligations we have already asked officers to look at this issue in more detail. The review will cover all Permits that are issued by the City Council and there will be a report coming to the Environment, Transport and Sustainability Committee in November.

There may be other opportunities to encourage sign up from the business community o Fair Trade and would be happy to meet with you and representatives from our local business support networks to see how this can be taken forward.

I will ask colleagues in our Economic Development Team to facilitate the first meeting.”

- 19.2 **RESOLVED** – That the Committee note the letter.

20 OPTIONS FOR INVESTMENT TO PRESTON PARK CYCLE TRACK

- 20.1 The Chair noted that there were two deputations in relation to the report; he called forward the first deputation from Tony Benton on behalf of the Friends of Preston Park.
- 20.2 Tony Benton addressed the Committee with his colleague Sue Sheppard. He stated that for the avoidance of doubt the Friends of Preston Park were not opposed to the refurbishment of the cycle track, and the welcomed this in terms of the benefits for cyclists, general health and wellbeing and heritage; however, they believed there were other projects and improvements in the park that had merit. The report only set out the scheme for the cycle track, but lacked information on the benefits of other schemes that could be funded through the use of s106 money. Mr Benton argued that the Committee should have the opportunity to look at all potential schemes and balance the benefits of each before a final decision was made.
- 20.3 In response to a query from Councillor Druitt the Chair highlighted that this matter had come before the Committee as it had the remit for leisure and sports; the others matters raised by the deputation in relation to park maintenance would fall under the remit of the Environment, Transport & Sustainability Committee. He added that with ongoing

development along Preston Road there was the potential for some of the schemes mentioned by the deputees to come forward in the future and he offered assurance that this would be looked at by the Environment, Transport & Sustainability Committee, Councillor Barradell also offered to look into this matter as the Deputy Chair of that Committee.

- 20.4 **RESOLVED** – That the Committee note the deputation.
- 20.5 The Chair then called forward Anthony Roger to present the second deputation on behalf of the users of the Preston Park Cycle Track.
- 20.6 Anthony Rogers addressed the Committee and stated that the position of the users of the track largely aligned with the points made in the Officer report. The users of the track recognised the position put forward by the Friends of Preston Park, but they highlighted there were potentially greater economic opportunities from the refurbishment of the track. Testimonials were provided from other users of the track in particular from women and children; the track had served as a means to not only improve physical health, but also mental health through improved self-esteem.
- 20.7 In response to Councillor C. Theobald it was explained that the nearest similar facility was in Herne Hill. It was also clarified that the match funding had been driven by the national body, which had stepped in to prevent the facility falling into disuse.
- 20.8 **RESOLVED** – That the Committee note the deputation.
- 20.9 The Committee considered a report of the Acting Executive Director for Environment, Development & Housing in relation to Options for Investment to Preston Park Cycle Track. Following the introduction the Chair added that the facility was unique and historic; he added if the recommendations were agreed then work on the fence design should be undertaken in close consultation with the Friends of Preston Park and the cricket club. The proposals in the report were a strong example of using Council funding to unlock other areas of funding as an important means to keep facilities operational. It was appropriate that the fees and charges should be updated to ensure the track could work towards becoming self-funding.
- 20.10 It was confirmed for Councillor Peltzer Dunn that the management plan for the park would fall under the remit of the Environment, Transport & Sustainability Committee. Assurance was provided that with the new fence and other ongoing repairs to the track the facility would have a reasonable lifespan going forward, as well as remaining fit for the current use. The changes to the fees and charges would allow a small reserve to be used for ongoing maintenance.
- 20.11 In response to Councillor Druitt it was clarified that the proposed charges had been benchmarked against similar facilities, and would provide enough to build up a small reserve.
- 20.12 In response to Councillor C. Theobald assurance was provided by Officers that the park management plan would be used to prioritise other projects in the park for future.

- 20.13 In response to Councillor Nemeth it was clarified that the national body had reviewed all fences on tracks across the country following a fatal incident.
- 20.14 Councillor Robins noted his support for the report and echoed the importance of working closely with the cricket club; however, he did query the proposed charging level.
- 20.15 Councillor Morris welcomed the report as a means to support sport within the city, provide an important facility and potentially boost tourism.
- 20.16 Councillor O'Quinn and highlighted that the funding would allow the facility to be used for regional competitions.
- 20.17 Councillor Barradell noted this was a means to protect the important and historic site; she also considered the proposed level of fees and charges to be appropriate.
- 20.18 The Committee agreed to a minor textual amendment to recommendation 2.8 to highlight that the management plan for the park was the remit of the Environment, Sustainability & Transport Committee.
- 20.20 The Chair then put the recommendations to the vote.
- 20.20 **RESOLVED:** That the Economic Development and Culture Committee.
- (1) Authorises officers to prepare and submit a grant application to British Cycling for a grant to carry out upgrades to the cycle track to return it to a state suitable for competitive use.
 - (2) Authorises the Director of Environment Development & Housing and the Director of Finance and Resources to sign off the grant funding application.
 - (3) Agrees that £100,000 of s106 contributions for Preston Park will be allocated as match funding for the scheme, representing up to 35% match funding.
 - (4) Authorises subject to a successful grant funding the procurement of a contract for works to upgrade the perimeter fencing as set out in the report;
 - (5) Grants delegated authority to the Executive Director of Environment, Development & Housing to award the contract following the recommendations of the evaluation panel and the results of the tendering process.
 - (6) Agrees to increase the hourly rental for the track for events organised by commercial operators to £50/hour from 1st November 2015.
 - (7) Notes that any future decisions on the expenditure of Preston Park parking surplus and the remainder and any s106 funds for Preston Park are informed by the Management Plan for the park, which falls under the remit of the Environment, Sustainability & Transport Committee.

21 GREATER BRIGHTON ECONOMIC BOARD 2014/15 ANNUAL REPORT

- 21.1 The Committee considered a report in relation to Greater Brighton Economic Board 2014/15 Annual Report. The purpose of the report was to submit the Board's 2014/15 Annual Report to the Council. A brief presentation was given by the Acting Executive Director for Environment, Development & Housing.
- 21.2 Councillor Barradell welcomed the report, and added that the Planning Committee had recently approved the new engineering building at the University of Brighton; which she considered to be of particular architectural merit. It was also confirmed that Horsham District Council were now a member of the strategic board.
- 21.3 Councillor C. Theobald also welcomed the report and the work of the Board. In response to her queries about Circus Street it was clarified that the full demolition of the site was expected before December.
- 21.4 Councillor Nemeth asked specific queries in relation to work undertaken to attract large employers to the city. In response Officers explained that 'Brighton for Business' was an important body for inward investment; there was also close work with the Executive Director of the Economic Partnership to attract new investment and businesses.
- 21.5 In response to Councillor O'Quinn it was agreed that Officers would follow up with a briefing in relation to the PFI contract for the now closed COMART school.
- 21.6 The Chair stated that the Board had real benefits to the city region, and highlighted the proposal for an apprenticeship trading company. In relation to the lack of clarity around governance, it was explained that this matter was being taken forward by the current Chair of the Board from Adur District Council.
- 21.7 The Chair then put the recommendations to the vote.
- 21.8 **RESOLVED** - That Economic Development & Culture Committee notes the content of the Board's 2014/15 Annual Report, which is attached as Appendix 1.

22 FLOOD RISK MANAGEMENT SUPPLEMENTARY PLANNING DOCUMENT FOR SHOREHAM HARBOUR

- 22.1 **RESOLVED** – That the Committee:
- (1) Agree to adopt the Flood Risk Management Guide Supplementary Planning Document for Shoreham Harbour.
 - (2) Delegate responsibility for editorial or factual amendments to the Executive Director Environment, Development & Housing in consultation with the Chair of the Committee.

23 DEVELOPMENT OF NEW CITY EMPLOYMENT & SKILLS PLAN (2016-2020)

- 23.1 The Committee considered a report of the Executive Director for Children's Services in relation to Development of a New City Employment & Skills Plan (2016-2020). The

report proposed the development of a new city employment and skills plan; the report had been agreed at the Children, Young People & Skills Committee on 20 July 2015 and referred to this Committee for information.

- 23.2 The Chair stated the importance of this work in tackling poverty and inequality, and highlighted this had been a key priority of the new administration in its first year.
- 23.3 Councillor Peltzer Dunn welcomed the report and highlighted the important role of the Council in working alongside businesses to develop the workforce. Councillor Barradell agreed with this and added that it was vital that the Committee were provided with regular updates on the progress of this work.
- 23.4 Councillor Robins highlighted it was important to understand how different industries operated in practice, and made particular example of the construction industry.
- 23.5 Councillor O'Quinn highlighted her employment background in further education and sixth form, and welcomed the emphasis on skills for older people; she was also pleased to see the site at Wilson Avenue providing skills training. The Chair highlighted that the regional approach gave the authority greater access to resources.
- 23.6 Councillor Morris highlighted the importance of retaining engineering graduates, and it was hoped the new engineering building at the University would go some way to doing this.
- 23.7 In response to some of the points raised Officers explained that progress had been made to work with the construction sector, and all developments above 10 units were obliged to work with the local employment and skills team – often this meant requiring at least 20% of the labour to be local, this obligation also went down the supply chain.

23.8 The Chair then put the recommendation to the vote.

23.9 **RESOLVED** - That the Committee notes the report.

24 MAJOR PROJECTS UPDATE

- 24.1 The Committee considered a presentation and update from the Acting Executive Director for Environment, Development & Housing in relation to the Major Projects Update. The Chair also added that he had requested Officers look at the format and information included in the report going forward.
- 24.2 In response to Councillor Peltzer Dunn the Chair and Officers clarified that there was scope to bring more cross-Committee work of the project boards together. It was proposed that a seminar could be held with Members to take view and look for a new way forward. Councillor Peltzer Dunn clarified that it was important the Committee understand its responsibilities and impact. Councillor Barradell also noted there was some scope to look at the current delegations to Committees.
- 24.3 In response to Councillor Druitt it was clarified that the s106 money in relation to the i360 would be expected to be spent in the seafront area around and near the site, but the detail of this has yet to be determined.

24.4 **RESOLVED** – That the Committee note the update.

25 ITEMS REFERRED FOR COUNCIL

25.1 There were no items referred to Council on 22 October 2015.

The meeting concluded at 6.18pm

Signed

Chair

Dated this

day of

Subject:	Petitions		
Date of Meeting:	12 November 2015		
Report of:	Monitoring Officer		
Contact Officer:	Name:	Ross Keatley	Tel: 29-1064
	E-mail:	ross.keatley@brighton-hove.gov.uk	
Ward Affected	All		

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

- 1.1 To receive any petitions presented at Council, any petitions submitted directly to Democratic Services or any e-Petition submitted via the council's website.

2. RECOMMENDATIONS:

- 2.2 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

Petitions Referred from Council

- (i) **A Permanent Archaeological & History Display in Brighton Museum – 1,796 signatures**

- 3.1 To receive the following petition presented and debated at the full Council meeting on the 22 October 2015.

“We the undersigned petition Brighton & Hove Council to provide space and resources for a permanent display dedicated to the story of Brighton and Hove for the benefit of local residents and visitors. We believe that such a display of the rich heritage of the Brighton and Hove area should be a core activity of the Brighton & Hove Museum Service. It is particularly pertinent in the light of the inclusion of prehistory and the Romans in the National Curriculum for Key Stages I and II. We therefore call for the provision of suitable space for such a display in Brighton Museum and for resources to be secured to ensure the continuing maintenance, development and staffing for the display.”

Lead Petitioner – Frances Briscoe

In support of the petition, we submit the following information:

Brighton Museum has an extensive collection of artefacts, documents and photographs relating to sites of National importance e.g. Whitehawk Camp, Hollingbury Camp, Preston Park Roman Villa and Hove Barrow. These tell the story of Brighton & Hove over thousands of years and are a valuable asset, which we feel should be shared with residents and visitors and not hidden away as they are at present. The recent success of the Whitehawk Camp Community Project and the feedback BHAS receives from our outreach activities in the community and local schools demonstrates a real demand for such a display.

- 3.2 An extract from the Council proceedings is attached for consideration in conjunction with the petition (see appendix 1).

(ii) Build our City an Ice Rink – 1,658 signatures

- 3.3 “Brighton and Hove have been promised an ice arena since the 1970s, when the s.s brighton arena was demolished, generations of people have missed out and after many campaigns and promises over the years we are now a city unlike other city's 30 years behind with our leisure facilities so let's all get together and make this happen, we and generations to come both residents and visitors will benefit from this healthy facility.”

Lead Petitioner – Sonny Keywood

- 3.4 An extract from the Council proceedings is attached for consideration in conjunction with the petition (see appendix 1).

Subject: Petitions for Debate - Extract from the proceedings of the Council Meeting held on the 22 October 2015

Date of Meeting: 12 November 2015

Report of: Monitoring Officer

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

Wards Affected: All

FOR GENERAL RELEASE

Action Required of the Economic Development & Culture Committee:

To receive the item referred from the Council for consideration:

Recommendation:

That the Committee the two petitions referred to the Committee.

COUNCIL

4.30 pm 22 OCTOBER 2015
AUDITORIUM TWO, THE BRIGHTON CENTRE

DRAFT MINUTES

PART ONE

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

39 PETITIONS FOR DEBATE

- 39.1 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.
- 39.2 The Mayor then invited Mr. Rudling as President of the Brighton & Hove Archaeological Society to come forward and present the petition.
- 39.3 Mr. Rudling thanked the Mayor and presented the petition which called on the Council to provide space and resources for a permanent display dedicated to the story of Brighton and Hove for the benefit of local residents and visitors. He confirmed that the petition had over 3,000 signatures from residents and visitors and hoped that consideration would be given to restoring the display space that had been removed in 1998 without any consultation.
- 39.4 Councillor Robins thanked Mr. Rudling for attending the meeting and presenting the petition. He also wished to thank the Archaeological Society for its active support throughout the city. He stated that the council was committed to supporting the promotion of Brighton and Hove's history and noted that it had worked with society over the last 3 years on various projects. However, there was a need to consider the cost of proving a suitable permanent display area when the council faced unprecedented financial challenges. He therefore hoped that the successful working arrangements could continue but was unsure that a permanent display area could be located at the Brighton Museum.
- 39.5 Councillor Peltzer Dunn stated that there was an important consideration to be made in that the past should be recognised and information made available to future generations. He therefore hoped that a positive response to the petition would be forthcoming at the committee meeting.

- 39.6 Councillor West stated that he was disappointed by Councillor Robins' response and believed that there was a need for such a display at the Brighton Museum. It was important to engage people's interest in the city's history and suggested that funding should be sought to enable a display to be provided.
- 39.7 Councillor Robins stated that he was very happy to explore options with officers and the Society and hoped that a way forward may be found.
- 39.8 The Mayor thanked Mr. Rudling for attending the meeting and noted that the recommendation was to refer the petition to the Economic Development & Culture Committee for consideration and put it to the council to agree.
- 39.9 **RESOLVED:** That the petition be referred to the Economic Development & Culture Committee for consideration at its next meeting.
- 39.10 The Mayor then invited Master S. Keywood to come forward to present a petition requesting the provision of an ice rink in the city.
- 39.11 Master Keywood thanked the Mayor and stated that he had a combined paper and e-petition with over 2,000 signatures calling on the council to build in ice arena in the city. He stated that Brighton and Hove was behind other leading cities such as Manchester, Nottingham and Telford all of which had their own ice arenas. He believed this had to be addressed and provision made within the city rather than leaving residents to have to travel to other arenas. He also drew attention to the council's SR21 Policy and suggested that an arena could be included in any future major development within the city.
- 39.12 Councillor Morgan thanked Master Keywood for presenting the petition and acknowledged the campaign that he was instrumental in taking forward. He had been disappointed when the proposed development at Black Rock had not come to fruition and he was keen to learn how other cities had been able to secure ice arenas for their areas. He was aware that an ice arena was an expensive consideration for any proposed development but would happily explore that if a developer came forward. In the meantime he hoped that Master Keywood enjoy the temporary ice rink that was to be at the Royal Pavilion again during the Christmas period.
- 39.13 Councillor Druitt stated that having been able to previously enjoy ice-skating as a young person; he hoped that Master Keywood would continue with his campaign and that it would see the realisation of an ice arena in the city in the future. He fully supported the petition and hoped to discuss the matter further at the committee meeting.
- 39.14 Councillor G. Theobald stated that he wished to congratulate Master Keywood on his petition and on coming before the council. He could recall watching the Brighton Tigers at the old stadium and was sure that all the Groups supported the concept of having an ice arena in the city. They were extremely expensive to provide but he hoped that a developer would come forward with a proposal and it would see the provision of an arena in the city in time for Master Keywood to enjoy.

- 39.15 Councillor Cobb stated that she fully agreed with the petition and felt that the city was behind in regard to the provision of leisure facilities and suggested that the Working Group looking at the proposed King Alfred development should consider the provision of an ice-rink as part of the development.
- 39.16 The Mayor thanked Master Keywood for attending the meeting and noted that the recommendation was to refer the petition to the Economic Development & Culture Committee for consideration and put it to the council to agree.
- 39.17 **RESOLVED:** That the petition be referred to the Economic Development & Culture Committee for consideration at its next meeting.

Subject:	Library Service Review and Needs Analysis		
Date of Meeting:	12 November 2015		
Report of:	Assistant Chief Executive		
Contact Officer:	Name:	Sally McMahon	Tel: 29-6963
	Email:	sally.mcmahon@brighton-hove.gov.uk	
Ward(s) affected:	All		

FOR GENERAL RELEASE

1. PURPOSE OF REPORT AND POLICY CONTEXT

- 1.1 The purpose of the report is to present members with the results of the Library Services Review and Needs Assessment, and seek agreement for the process and timetable of public consultation on proposed changes to Library Services. Public consultation is needed to inform the final proposals on the modernisation of Library Services which will be brought to the Committee and to Council in March 2016.
- 1.2 The Library Service Review is needed to ensure that there is a comprehensive, efficient, modern and sustainable library service in Brighton & Hove. Sustainability is essential in the context of severe financial pressures on council budgets, and significant changes to the way that local authorities provide local services. It is no longer possible to make further savings without reorganising and redesigning the service.
- 1.3 Libraries are a statutory service, and the council is required to provide a 'comprehensive and efficient' service for all persons in the area who want to make use of it, to promote this service, and to lend books and other written materials free of charge. The clearest guidance to define 'comprehensive and efficient' comes from a 2009 Wirral Inquiry Report by Sue Charteris, which identified the need for a library strategy based on an analysis and assessment of local needs. More recent judicial reviews have also highlighted the need to take particular account of equalities implications of any proposed service changes.
- 1.4 At the core of the review of Brighton & Hove Libraries is a thorough needs analysis to provide insight into and evidence of the need for library services in the city. The needs analysis includes qualitative as well as quantitative research to help identify local people's views of libraries and how they should develop. This evidence plus other data about performance and use of Libraries has informed the identification of priorities for changes to Library Services.
- 1.5 The new Libraries Strategy informed by the public consultation will aim to provide the best services possible that meet people's needs and which are deliverable within the available resources. The Libraries budget is facing significant funding reductions over the next four years.

2. RECOMMENDATIONS:

- 2.1 That the Committee notes the content of the Library Service Review and Needs Analysis report
- 2.2 That the Committee agrees the consultation process and timetable for proposed changes to modernise the Libraries Service as set out in section 5 below.

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 In order to identify the priorities for change that will ensure the delivery of statutory library services at the same time as reducing costs, and so ensure sustainability of libraries for the future, a thorough review and needs analysis has been completed. The key messages from the review are:
- 3.2 It is clear that the local research matches the national research into identifying what the public wants from libraries, and the messages were broadly consistent regardless of methodology of research, or whether those consulted were library users or non-users. The underlying motivations for using libraries are wide ranging. Love of reading, a need to study or learn, or support their children learning are important factors. Social contact is also a motivating factor for some, as is the desire to spend time alone in a safe environment.
- 3.3 Books are still the main single reason why people use libraries and they are seen as the core offer. The library as a community space is also important to some user groups, such as older people who may feel isolated, families with young children, students and unemployed people. People are not simply users or non-users, as it is common for people to dip in and out of using libraries throughout their lives. Common trigger points for starting to use libraries (again) include taking up study, entering unemployment, having children or retiring.
- 3.4 The public see the core purpose of libraries as being about reading, learning and finding information. People value good customer experience, including a good choice of books; friendly knowledgeable staff and a pleasant library environment. Public libraries are widely valued, even by people who don't currently use them. Most people see public libraries as an important community service: The research suggests that public libraries are valued because: they are trusted; they are one of the few public services that people often think of as 'theirs'; they are widely perceived to be important for groups such as children, older people and people on low incomes. Further, libraries are a social leveller, with an ability to bring people together.
- 3.5 In Brighton & Hove the main messages from the surveys are:
 - **High level of satisfaction with libraries overall**, 86% think they are good or very good, and 89% think they are easy or very easy to use. However the scores across key equalities groups are lower.
 - **Library users are very satisfied with the standard of customer service** they receive.

- **Unsurprisingly books are seen as most important by respondents (97%)** with four out of five (80%) rating them good or very good.
- **The largest gap (-23%) between what respondents said was important and what was rated highly was library opening times.** This was important for 96% of respondents, but only rated good or very good by 73%. The gap was even bigger (-40%) for community libraries where the satisfaction rate dropped to 59%. Respondents aged 75 and over and those with carer responsibilities were least likely to say that opening times were good or very good.
- **Proportion of people who visit more than one library is high but varies by age and health.** 60% of library users have also visited another library. Least likely to visit another library are those over 75 (39% do so), 49% of those with a health problem or disability are likely to visit another library. More than a half of active borrowers at Hollingbury Library (57%) and Moulsecoomb Library (52%) were also an active borrower at least one other Brighton & Hove library.
- **The main reason for adults to visit a library is to borrow, reserve, return or renew an item:** In all the surveys, a half to two thirds of visitors overall go to borrow, reserve, renew or return a book.
- **Computer and Wi-Fi access is important to library users:** 15% of those surveyed in August 2015 were there to use these services but this rises to 26% amongst those with a long term health problem or disability, and 24% for BME users. For nearly one in ten of all library visitors (9%) and nearly one in four (22%) of those who come to the library to go online, the library is their only access to the internet.
- **Library users with a limiting long term illness or disability that affects their day to day activity 'a lot' use the library service in very different ways to library users with no limiting long term illness or disability.** According to the 2013-15 exit surveys, they are less likely to be borrowing, returning or renewing an item, and more likely to use the Council Connect service, use a computer or the internet, or meet friends or family.
- **The way library users who have carer responsibilities use the library is different to the way library users with no carer responsibilities.** According to the 2013-15 exit surveys, they are more likely to use the Council Connect service, look for information, study or work, attend an event, use a computer or the internet, and meet friends or family.
- **Library users find libraries helpful for a range of work and life events,** study/learning (27%) and health and leisure (24%). More than one in twenty had also had help with finding employment (7%) and with their current employment (7%). More than two thirds of visitors (69%) thought that their visit to the library today would help with theirs or a child's education, learning and enjoyment.
- **Views of children and young people:** Children and young people enjoy their experience of libraries. When asked to describe their visit to the library nearly three quarters described it as excellent or good. Three quarters think there is an excellent or good choice of books at the library. They think libraries are friendly and safe places. The main reason for children and young people to visit a library is to 'borrow things'. Borrowing things was most popular with the five to nine year olds, and this dropped as they got older, with 14 – 15 year olds more likely to use the computers and do their homework.

3.6 The focus group work with adults produced some interesting results: Most participants believed that libraries need to change to be more up to date to meet the needs of society. Many non-users and some users were surprised at how much libraries have to offer and all recommended that libraries need to

communicate what they do more effectively. The concept of developing the library as a Community Hub is felt to be an appropriate direction for libraries to go, and was suggested spontaneously by participants. The concepts used to describe what this might look like (libraries as social hubs, cultural centres, learning hubs and economic enablers) were liked and met with enthusiasm. Participants clearly liked the idea of having somewhere which could not only be a social catalyst, but also a source of advice and information.

- 3.7 The focus group work with children was also useful: It is clear that unless children are engaged with the library at an early age there is the danger of losing them. As children get older they become more autonomous and make their own decisions. They also have other interests which override the need to go to the library. The concept of having other activities which they find attractive would encourage them to attend the library. There is clearly an appetite for book related activities, whatever form this takes.
- 3.8 The most interesting thing identified about **lapsed users** from the survey was that many of them weren't actually lapsed users! More than two third of respondents had used a library in the last 12 months but had no need to use their library card to do so. The main alternative uses were looking for information and reading books, newspapers or magazines. Other popular activities were using the shop, using the café, studying/working, or meeting friends or family. Amongst those who were carers, or had a health problem or a disability, there were consistent differences in how likely they are to use library services when compared to others. For both groups, they are more likely to use a wide range of services, which reflects the results from the exit surveys.
- 3.9 For the first time, this review has identified how many library visitors are not borrowing or returning items, or using a public library computer, and also to identify what these '**invisible**' users are doing. Surprisingly, an average of 56% (rising to 64% in Jubilee Library) are 'invisible' users i.e. not borrowing, returning or using a PC. These invisible library users were: browsing; reading books, newspapers or magazines; studying or working; looking for information; attending an activity, event, course or exhibition; or meeting friends or family.
- 3.10 This information has even more significant implications for the planning and delivery of library services when also taking into account that carers, and people with a disability or long term health problem, are more likely to use the library for a wider range of things than just borrowing (and so more likely to be amongst the 'invisible') such as reading, browsing, finding information, attending an event or meeting friends and family. Together with BME users, they are more likely to visit the library more frequently than others, and use the library for study or work. Add to this the fact that satisfaction levels with library services are lower amongst these groups than general library users, and that these same groups are more likely to use Council Connect and library IT facilities, and that there is clearly more to be done to direct library services' attention to these specific user groups and their needs.
- 3.11 The recent review of services to residential homes and sheltered accommodation (Equal Access Service) has indicated that the use of the service to residential home is low and relatively expensive. The Home Delivery Service, which aims to provide a more personalised service using volunteers for those unable to travel

to a library, could provide a suitable alternative to the current delivery of book boxes, and also has the potential to assist with addressing digital exclusion.

- 3.12 In terms of comparative performance measures, **Libraries in Brighton & Hove are popular and well-used:** Brighton & Hove residents are more likely than average to use a public library: In the latest City Tracker survey (November 2014), almost half of the respondents (47%) have used a public library service in the past year. Nationally, 35% report using a public library service in the Taking Part Survey October 2014.
- 3.13 Brighton & Hove libraries receive a high number of visits (third highest in group) and Jubilee Library continues to far outstrip other individual libraries, being the second busiest in the country. Visitor numbers are declining nationally (12.4% in last four years), but in this city the decline is slower (11.7% over last four years).
- 3.14 **Libraries in Brighton & Hove already raise significant income:** Our revenue income is £1,812 per 1,000 population (third highest in the CIPFA comparator group), but there is room to improve on this by learning from other authorities.
- 3.15 **Brighton & Hove have relatively high levels of expenditure:** Within our comparator group, Brighton & Hove are in the top quartile (no 4) for expenditure per 1,000 population, but alongside other authorities with Private Finance Initiative (PFI) libraries – Bournemouth, Newcastle and North Tyneside –, so PFI contract payments that include an element of capital repayment are likely to be distorting the comparison with non PFI libraries.
- 3.16 Brighton & Hove have the highest spend on library materials (books and other resources) within the comparator group (£2,362 per 1,000 population, the average being £1,499). Brighton & Hove also spend more on employees per 1,000 population (£10,000 compared to £8,400 average)
- 3.17 **Meeting the city's needs** as identified in the Joint Strategic Needs Assessment, Libraries show existing good activity in support of:
- Education: study space and resources, working with schools, literacy and reading
 - Employment: job clubs; careers; information; volunteering opportunities
 - Information and advice: support accessing life-essential information such as health, learning, employment, rights and citizenship
 - Health and wellbeing: Reading Well, Books on Prescription service
 - Housing – help with information, accessing services online and support to sheltered housing
 - Events and activities that benefit local people – e.g. working with Alzheimers' Society; Carers Network; Autism services; Rise, World Mental Health Day.
 - Section B7 of the report gives many examples of effective partnerships and community engagement.
- 3.18 **Library Buildings:** Of the 14 libraries, nine are in shared buildings where other services are delivered, two more are part of residential accommodation blocks, and only three are 'stand-alone' buildings, so there is already a great deal of at least co-location and in some cases good collaborative working with other organisations. The details of how public libraries are being used by others can be seen in Section B: 4.3.4. This shared use of buildings also means that

making changes to the network of library buildings is not straightforward as it impacts on the others in the buildings.

3.19 After the Jubilee Library, the most expensive building by far is Hove Library, not only in terms of its running costs of just under half a million pounds for 2014-15, but also in terms of its required maintenance costs of nearly three quarters of a million pounds over the next five years. This does not represent good value for money for a large library in terms of cost per visit, £1.93 per visit, compared with the Jubilee Library's £0.81. The community libraries cost an average of £2.15 per visit but the individual libraries vary greatly, with Coldean and Mile Oak Libraries being over £3 per visit, and Patcham Library being the best value at £1.17 per visit. After Hove, the library building with the second highest maintenance costs is Hollingbury Library, with nearly £150,000 of maintenance expenditure needed over the next five years.

3.20 The following priorities for Library Service changes have been identified as a result of the service review and needs analysis, and in the context of the financial challenges facing Brighton & Hove City Council where significant savings have to be found in all services across the council. It also reflects national debate and developments as outlined in the recent national reviews and reports.

- (1) Improve and increase opening hours, making use of new technologies, engaging more effectively with local communities, and introducing new ways of delivering library services
- (2) Develop libraries as community hubs, particularly the role of libraries as social and cultural centres, learning hubs and economic enablers
- (3) Develop libraries' role in meeting the needs of the city, in particular in supporting education, employment, health and well-being, and information and advice
- (4) Develop effective partnerships, to help deliver the services needed by local communities and also to attract external funding
- (5) Maintain and develop safe creative community spaces for the benefit of local people, especially those in most need of support
- (6) Improve satisfaction levels of and services to specifically identified equalities groups, namely carers, people with a disability or long term illness, BME communities, particularly given the often 'invisible' nature of their use of libraries
- (7) Improve satisfaction levels of and services to children and young people, taking account of their interest in books and reading
- (8) Provide good digital technology and creative media to enable opportunities for learning, development, employment and creative activity, especially for those without good access at home
- (9) Re-shape the library network to increase co-location and joint working with partners, enabling access to a range of services in library locations

- (10) Consider alternative locations for library services currently located in expensive buildings
- (11) Recognise the different priorities for use in different libraries, informed by the community profiles for each catchment area
- (12) Expand Home Delivery Service and reform Equal Access Service
- (13) Increase and make better use of volunteers in appropriate ways
- (14) Increase use of and improve self-service facilities to enable more people to make better use of libraries for themselves, and provide support for those who need it.
- (15) Increase effectiveness of spending on books and other library materials to better meet the different needs of the range of library users
- (16) Diversify and increase income, including attracting commissioning, grant funding, commercial income and donations
- (17) Bring expenditure on library materials and staffing in line with comparator authorities, making better use of these resources and to contribute to meeting the need for savings
- (18) Review the roles of library staff at all levels, ensuring that the jobs are relevant to role of libraries now and in the future. Provide training and development opportunities for library staff to get the skills and experience needed to do their jobs effectively, and progress in their careers.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 Option 1: Do Nothing Option: If no changes are made to Library Services then it cannot make the necessary budget reductions which would then need to be met by other services. Doing nothing is not a viable option.
- 4.2 Option 2: Make funding reductions without service transformation: Broadly speaking the library budget is in three parts: £2.6 million on staffing, £2.6 million on the Jubilee PFI contract (offset by £1.5 million government grant), and around £0.5 million on everything else, which is off-set by around £0.5 million in revenue income. The bookfund spending for all public libraries in the city is included in the Jubilee PFI costs. Advice from the Department of Culture Media and Sport is that around 2 - 4% of savings might be found from cultural PFI contracts. This equates to about £50k to £100k for the Jubilee PFI. So the focus for reducing costs inevitably falls on reducing staffing costs. Without service redesign and reorganisation, all libraries except Jubilee Library would need to close to deliver the necessary budget reductions. Under these circumstances it would be unlikely that the service would meet the statutory requirements. Delivering savings without service transformation is not a viable option.

4.3 Option 3: Modernise the Library Service (recommended): The Libraries Modernisation Programme has been created to ensure a sustainable future for Library Services in Brighton & Hove in the context of severe financial pressures on council budgets. It is no longer possible to make further savings without reorganising and redesigning the service. The programme is the vehicle for delivering the priorities and changes needed as identified in the library service review and needs analysis. The programme currently has four strands:

- **(1) Libraries as Community Hubs:** Community hubs are local places at the heart of their communities, offering and hosting a wide range of services, public events and activities, and spaces to meet friends and contribute to community life. They are places where people may spend as much or little time as they like without having to spend any money. Libraries are a resource for local communities, other services and organisations to use, to collaborate in meeting local needs. There will be greater partnership working, and with the potential for libraries being commissioned to deliver other services.
- **(2) New Ways of Delivering Library Services:** Libraries Extra is being piloted this year with a view to extending this approach to other community libraries if successful. It is an innovative project that uses technology to enable libraries to be open outside of current opening hours for the public to self-serve without staff present. There are two pilots currently taking place – in Portslade and Woodingdean libraries. This will be a great opportunity to increase access and reduce costs through developing a mixture of staffed and unstaffed provision. It would be possible to have most libraries open seven days a week at a reduced cost.
- The new ways of delivering library services will include reshaping the network of libraries in the city working more closely with other agencies to make better use of reducing resources to deliver the best service we can. This includes further co-location of libraries with other services to reduce operational costs and increase sustainability; developing different relationships with partners; reducing employee costs; rationalising bookfund spending, and greater use of volunteers.
- Essential to the success of Libraries Extra is the encouragement of local community groups, organisations and other services to make best use of the library as a local resource. The presence of trusted members of the community will make the libraries safe creative community spaces.
- **(3) Diversification of Funding:** The Library Service already achieves nearly half a million pounds in income each year. But the traditional income from fines, reservation charges and audio-visual hire is reducing year on year, and the new income streams from retail and room hire are working hard to keep pace with this change. Libraries need to further explore opportunities to bring in external income and to diversify income sources. The new model will include increasing commercial income; commissioning of libraries to deliver services; charitable giving – with the possible creation of a development charity; increasing grant funding for targeted projects. A new funding strategy will be developed to help take this forward.

- **(4) Consideration of Alternative Governance Models.** Instead of remaining a directly delivered service, there are other options such as:
 - Shared services – cooperation or joint delivery of services with another library service. This could be the whole of the library service, or parts of the service.
 - Libraries delivery managed outside the council- the most likely option being the development of a mutual.

Whatever the model, the Council would still retain the statutory responsibility for the provision of public library services. Consideration of alternative models has been put on hold while other modernisation proposals are taken forward, as for any model, the library service would need to be more cost effective and efficient in delivering its services within the available resources.

4.4 The Modernisation programme will be delivered in phases over four years. The proposals for the first two phases are as follows:

4.5 Phase one: to be implemented July 2016:

- Implementing Libraries Extra across most community libraries will enable many community libraries to be open seven days a week with a mixture of staffed and unstaffed days each week, vastly increasing the number of hours from 362 to 592 hours per week, at reduced cost. This would address library users' biggest concern and the biggest gap between level of importance to library users and their levels of satisfaction.
- Local community organisations and other services will be encouraged to use the libraries for community activity and local service delivery. Volunteers will be encouraged to support other library users to self-serve and to act as helpful friends and neighbours.
- With this extended access, it is possible to make better use of council buildings and have greater joint service provision with other council services, so it is proposed that two community libraries will have further changes:
- It is proposed that Hollingbury Library would be moved to bring together library services with Hollingbury children's centre, with a small collection focused on the needs of young children and families in the area. A review of children's centres is taking place and we are working together on ideas for this location. Adults and older children would be encouraged to use Patcham Library which is nearby and would be open seven days a week. Home Delivery services would be offered to those who cannot get to another library. The existing building could be sold to generate a capital receipt. Any potential disposal of the current library building will be subject to further evaluation and a report seeking Policy & Resources Committee approval.

- It is proposed that Westdene Library – would be reduced in size to enable an extra classroom to be made available to Westdene Primary School which urgently needs the additional space. The remaining library facility would operate on a Libraries Extra basis, with local volunteers to support public self-service use.
- Expansion of the Home Delivery Service and reform of the delivery service to residential homes to make it more effective.
- Develop the role of libraries as community hubs and build more strategic partnerships to deliver the services needed by local communities and also to attract external funding
- Target Library Services to better meet the needs of identified equalities groups, namely carers, people with a disability or long term illness, BME communities, particularly given the often 'invisible' nature of their use of libraries, as identified in the Service Review and Needs Analysis
- Develop a funding strategy to increase and diversify income
- Bring expenditure on library materials and staffing in line with comparator authorities, making better use of these resources and to contribute to reducing
- Review the Jubilee PFI to identify the potential to reduce costs

4.6 Phase two: to be implemented in 2017-18:

- Through the joining together of Hove Library with Hove Museum & Art Gallery there is an opportunity to create a high profile Cultural Centre for Hove and ensure a resilient future for both Hove Library and Museum Services. There is more space and freedom at the Hove Museums site to extend the building to accommodate a shared service provision. It is not unusual for libraries and museums to be located in the same building and indeed they share a similar history dating back to the 19th Century. This is a great opportunity to work with local people, in particular local families, children and young people to develop and co-create new combined services for them and to bring the heritage collections in Hove Library and Museum together for the benefit of local people.
- Together the combined Museum and Library services would ensure a future for Hove's Heritage and use it to provide opportunities for exploration, learning and enjoyment to nurture well-being and creativity. The location of Hove Museum and Library together with a café and a garden would also provide opportunities for increasing income generation.
- Any potential disposal of the current Hove Library building will be subject to further evaluation and a report seeking Policy & Resources Committee approval.

- Work to investigate the feasibility of this idea has just begun, and the proposal will be included in the public consultation starting in November in order to gauge public views.

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 The Library Services Review and Needs Analysis is based on extensive research, consultation and community engagement in the following ways:
- Interviews with adults in libraries in August 2015 (996 respondents)
 - Exit surveys with library users (adults, children and young people) throughout the year for two years 2013-2015 (1,964 respondents aged 16 plus, 2,078 respondents aged 15 and below)
 - Lapsed borrower survey (users who have not used the library for over 12 months (301 respondents)
 - Qualitative research using focus groups and ‘hall tests’ with adults in 2015, ensuring inclusion of users and non-users, representation of equalities groups (56 focus group participants, 54 ‘hall test’ participants)
 - Qualitative research using focus groups and paired depth interviews with children and young people in 2015, ensuring inclusion of users and non-users and representation of equalities groups (49 focus group participants, 4 paired depth interviews)
 - Systems Thinking research involving open conversations 2010 (2,328 participants)
 - Review of Equal Access Services involving interview with people in residential homes and sheltered housing
 - Feedback from service users such as Home Delivery recipients, participants in activities and events; feedback from project partners.
- 5.2 Public and stakeholder consultation and engagement will take place from mid-November to mid-February involving users and non-users; reaching people through local community groups, residents and tenants associations, clubs, schools, colleges, universities, and other agencies. Stakeholders will also be consulted, including existing and potential partner organisations, other service providers, community and voluntary sector organisations, educational bodies and private sector partners. Community engagement will be in line with the council’s Community Engagement Framework and Standards.
- 5.3 Staff and unions have been involved in the Libraries Modernisation programme in the following ways:
- Initial briefing sessions to all staff in December 2014 / January 2015
 - Regular update newsletters to staff
 - Discussions in team meetings
 - Scenario planning workshops with representatives from all staff levels
 - Series of budget planning workshops
 - Briefings to union representatives
 - Discussions in library divisional consultative group meetings
- 5.4 There will also be a period of three months informal engagement with staff and unions on the specific implications for staff of the proposed changes. This will take place at the same time as the public consultation.

5.5 Formal consultation with staff and unions on a Library Service restructure will take place after budget decisions have been made in February 2016 and final proposals for changes to the way Library Services are delivered have been agreed at Committee and Council in March 2016.

5.6 The timetable for consultation and next steps are:

- Public and stakeholder consultation mid-November to mid-February
- Staff informal engagement also mid-November to Mid-February
- Report to Economic Development and Culture Committee in March 2016
- Report to full Council in March 2016

6. CONCLUSION

6.1 The only way that Library Services can continue to deliver statutory services with reduced budgets is to modernise and deliver service in new ways. The Library Service Review and Needs Analysis has identified what people need from the service and the priorities for modernisation.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

7.1 The 2015/16 budget includes £5.1m direct funding for the Library Service; this excludes support services overheads. The service is facing significant funding reductions in future years and the 4 Year Service and Financial Plan is currently being developed for the budget strategy which includes significant savings targets based on service modernisation.

7.2 The financial implications of the final proposals, as informed by the public consultation, will be brought to this Committee and Council in March 2016

Finance Officer Consulted: Name Michelle Herrington Date: 30/10/15

Legal Implications:

7.3 During consultation for modernising the Library Service (Option 3) care must be given to ensure that the needs of all groups of users with protected characteristics are considered in accordance with the public service equality duty (s149 of the Equality Act 2010). Any proposed use of Libraries Extra and/ or volunteers should have due regard to equality issues, especially in respect of the need for users with protected characteristics for continuity of relationships with staff who are familiar with those users' particular requirements. Any proposed reduction in funding, closures, reduction in space or relocation must be properly and adequately consulted upon. Alternative Governance Models will elicit further legal implications which will be outlined when details are available.

Lawyer Consulted: Bob Bruce/Oliver Asha Date: 29/10/15

Equalities Implications:

- 7.4 **Increasing equality** - A driving force of Libraries Modernisation is increasing equality and creating new opportunities for more people to access the services, information and activities they need in the community. The library acts as a resource for the whole community and a conduit to reach disadvantaged and vulnerable people. Equalities Impact Assessments have been carried out on the phase one and two proposals. These will be updated following the results of the public and stakeholder consultation

Sustainability Implications:

- 7.5 **Environmental sustainability** –The use of libraries as hubs and Libraries Extra makes sense environmentally by better utilisation of accommodation. Availability of ‘local’ libraries reduces the need for car journeys to city centre libraries and across city and increases access to library services to a greater number of people.

Any Other Significant Implications:

- 7.6 See appendix 1

SUPPORTING DOCUMENTATION

Appendices:

1. Other significant implications appendix
2. Libraries Service Review and Needs Analysis

Documents in Members' Rooms

1. Libraries Service Review and Needs Analysis (also to be published online)
2. Appendices to the Library Service Review and Needs Analysis (also to be published online)

Background Documents

1. None

Crime & Disorder Implications:

- 1.1 Enhanced security arrangements have been put in place to support Libraries Extra. This includes live monitoring of increased CCTV within each library, with a direct intercom to the security personnel in the case of emergency. There is direct audio feed from the security monitoring station into each library so immediate announcements can be made by the security staff. Security personnel will open up and close down the buildings each day, including a sweep of the building to ensure all is well. IT systems monitor who is entering and exiting the buildings. All these enhanced arrangements are significantly more than other library authorities who are implementing this sort of access.

Risk and Opportunity Management Implications:

- 1.2 Risks and opportunities of the proposals have been assessed as part of the business case proposals taken to the Corporate Modernisation Programme Board in September. These will be reviewed and updated following the results of the public consultation process.

Public Health Implications:

- 1.3 **Health and well-being** – Links between reading improving health and wellbeing are being increasingly recognised. There is strong evidence that reading for pleasure can increase empathy, improve relationships with others, reduce the symptoms of depression and the risk of dementia, and improve wellbeing throughout life. Library spaces are already being used to provide adult social care services such as the Dementia Café. Libraries provide opportunities for greater social contact and helps in tackling loneliness. Libraries work in tackling digital exclusion also supports social inclusion and has health benefits.

Corporate / Citywide Implications:

- 1.4 The Libraries Modernisation proposals support the council's priorities and principles in the following ways, (in addition to those comments in the public health and equalities sections above):

Corporate Principles

Public accountability – Changes are being informed by needs assessment and public consultation. In surveys, the largest gap (23 percentage points) between what respondents said was important and what is rated very good or good was library opening times especially for the community libraries. The second highest reason given by lapsed users for not using libraries was that they were not open when they needed them.

Citizen focus – Libraries as community hubs are completely citizen focussed, and the introduction of Libraries Extra will utilise self-service to increase the times that services

can be accessed. Recent qualitative research revealed that people want libraries to be developed as community centres and to become more of a community resource.

Active citizenship – Citizens will be engaged with developing and promoting library services through opportunities such as volunteering and fundraising. Local groups will drive the development of community hubs, as they will be encouraged to use the library during Libraries Extra days e.g. local schools bringing class visits, local carers groups holding mutual support sessions, etc.

Corporate Priorities:

Economy, jobs and homes - Community hubs and diversifying income will increase opportunities for education and employment activities for adults and children. Facilities are available for those who are digitally excluded. Library services can be used to support improving literacy.

Children and Young People – Increased opening hours will support more visits by schools who can carry out group visits during school hours. Increasing fund raising and grants will maximise the use of the library for all added value activities and projects which will include those aimed at children and young people such as study support.

Community safety and resilience – Libraries provide culture and leisure activities in the City that can promote community cohesion. Shared buildings can be used to foster positive relationships between public services and different communities.

Brighton & Hove Libraries Service Review and Needs Analysis 2015

Contents

<u>Introduction</u>	Page No.
1. Structure of the report	4
2. Context	4
3. Statutory Duty	5
4. Seighart Review: Independent Report on Public Libraries 2014	5
5. Envisioning the Library of the Future – Arts Council England	6
<u>Section A: Determining Priorities for the Future</u>	
1. Key Messages from the Libraries Service Review and Needs Analysis	8
1.1. Public Library Needs	8
1.2. Key Local Messages	8
1.3. Use of Libraries	9
1.4. Views of Children and Young People	11
1.5. Qualitative Research	11
1.6. Lapsed Users	12
1.7. 'Invisible' Users	12
1.8. Services to Housebound and Residential Settings	13
1.9. Performance	13
1.10. Areas for Improvement	14
1.11. Meeting the City's Needs	15
1.12. Role of Libraries in Local Communities	16
1.13. Library Buildings	17
2. Priorities Identified for Change	17
3. Modernisation Programme for Libraries	19
3.1. Libraries as Community Hubs	19
3.2. New Ways of Delivering Library Services	19
3.3. Diversification of Funding	20
3.4. Consideration of Alternative Governance Models	20
3.5. Timetable for Change	21
<u>Section B: Brighton & Hove Libraries – Review and Performance</u>	
1. Overview	22
2. Locations of Libraries	22

3. Buildings	23
4. Performance	25
4.1. CIPFA Comparative Data 2013-14	25
4.2. Brighton & Hove Libraries Performance 2014-15	28
4.3. Individual Library Performance 2014-15	29
5. Joint Strategic Needs Assessment	35
6. Libraries Contribution to Meeting Identified Needs in the City.	37
7. Libraries Playing a Vital Role in Local Communities	38

Section C: Assessment of Public Library Needs

1. National Research	43
2. Local Research: Latest Survey 2015	44
3. Local Research: Exit Surveys 2013-15	48
3.1. What Do People Think of Their Public Libraries?	48
3.2. What Do People Do In Public Libraries?	52
4. Lapsed Users 2015.	55
5. Qualitative Research – Adults	60
6. Qualitative Research – Children	62
7. Systems Thinking Research	63

Section D: What Do We Know About Library Users and Potential Users?

1. Library Users and Patterns of Use	66
1.1. Definitions of Users	66
1.2. Active Borrowers	67
1.3. Patterns of Use.	67
1.4. Non-Residents	70
1.5. Details of Borrowers by Individual Library	71
1.6. 'Invisible' Users	72
1.7. Residential Homes and Sheltered Accommodation Borrowers	73
1.8. Home Delivery Service Borrowers	75
2. City Profile	77
3. Individual Library Catchment Area Profiles	83
(In alphabetical order)	
Appendices	98

Introduction

1. Structure of the Report

This report has five separate sections:

- 1.1. Introduction – Sets out the local and national context for the review.
- 1.2. Section A: Determining Priorities for the Future of Brighton & Hove Libraries – Summarises the key issues that have arisen in the service review and needs analysis and identifies the priorities for future change.
- 1.3. Section B: Brighton & Hove Libraries Review and Performance – Presents the latest performance information for the service.
- 1.4. Section C: Assessment of Public Library Needs – Presents the results of national and local research into what people think of and do in public libraries.
- 1.5. Section D: What Do We Know About Library Users and Potential Users? – Presents what is known about the different types of users, their activity and need, and also presents profiles of the city and local library catchment areas.

2. Context for the Review

- 2.1. The review is to ensure that there is a comprehensive, efficient, modern and sustainable library service in Brighton & Hove. Sustainability is essential in the context of severe financial pressures on council budgets, and significant changes to the way that local authorities provide local services. It is no longer possible to make further savings without reorganising and redesigning the service.
- 2.2. At the core of the review is a thorough needs analysis to provide insight into and evidence of the need for library services in the city. The needs analysis includes qualitative as well as quantitative research to help identify local people's views of libraries and how they should develop.
- 2.3. The review and needs analysis underpins the Libraries Modernisation Programme, which is part of the Cultural Services Modernisation Programme set up in October 2014 to drive forward the modernisation of cultural services including Libraries.
- 2.4. The four year Integrated Service and Financial Planning model indicates that Library services will receive significantly less funding from the Local Authority. In addition, an annual government grant of £1.5 million will stop in 2029, which will create a further funding gap.

3. Statutory Duty

- 3.1. The Libraries and Museums Act 1964¹ requires Local Authorities to deliver a public library service. The main obligation is to provide a 'comprehensive and efficient' service for all persons in the area who want to make use of it, to promote this service, and to lend books and other written materials free of charge.
- 3.2. The clearest guidance to define 'comprehensive and efficient' comes from a 2009 Wirral Inquiry Report² by Sue Charteris, which identified the need for a library strategy based on an analysis and assessment of local needs. More recent judicial reviews have also highlighted the need to take particular account of equalities implications of any proposed service changes. The requirement to demonstrate Best Value and adhere to procurement rules have also appeared in some judicial reviews.
- 3.3. The lessons learnt from the Charteris report and the subsequent judicial reviews into other library authorities' proposals for change have been taken into account during this review. The needs analysis has been very thorough and extensive, taking particular account of equalities related information. Any subsequent proposals for change will have full Equalities Impact Assessments and are planned to go to public consultation in November 2015.

4. Seighart Review: The Independent Library Report for England

- 4.1. The Independent Library Report for England³, commissioned by the Department of Culture, Media and Sport, led by William Sieghart, and published in December 2014 is the latest and most relevant of government reports on Public Libraries.
- 4.2. The Seighart report found that 'not enough decision makers at national or local level appear sufficiently aware of the remarkable and vital value that a good library service can offer modern communities of every size and character'. It identified libraries as a 'golden thread throughout our lives', and found that: 'Despite the growth in digital technologies, there is still a clear need and demand within communities for modern, safe, non-judgemental, flexible spaces, where citizens of all ages can mine the knowledge of the world for free, supported by the help and knowledge of the library workforce. This is particularly true for the most vulnerable in society who need support and guidance and to children and

¹ <http://www.legislation.gov.uk/ukpga/1964/75>

² http://webarchive.nationalarchives.gov.uk/20100407120701/http://www.culture.gov.uk/reference_library/publications/6485.aspx

³ <https://www.gov.uk/government/publications/independent-library-report-for-england>

young people who benefit from engagement with libraries outside of the formal classroom environment.⁴

- 4.3. The report envisaged re-invigoration of the library network with an increase and improvement in digital technology in a comfortable retail-standard environment. Such services would make vibrant and attractive community hubs, which would support individuals and communities to become more enterprising, more literate, and in consequence, more prosperous.
- 4.4. Libraries major role in rectifying literacy standards was recognised, working in partnership with schools and colleges. Support for digital literacy and fluency were also seen as core library roles.
- 4.5. Sieghart also identified the opportunity for other government departments to use libraries as a resource to help deliver their services and so deliver better value for money.

5. Envisioning the Library of the Future – Arts Council England

5.1. Arts Council England (ACE) is the development agency for libraries in England and has responsibility for supporting and developing public libraries. In 2012 ACE commissioned research: Envisioning the Library of the Future⁵, which was carried out by IPSOS Mori and Shared Intelligence. The research revealed that:

- There is a clear, compelling and continuing need for a publicly funded library service.
- This was heard this from people at every stage of the research. It didn't matter whether they use libraries or not, people are vocal and passionate about their value.
- Public libraries are trusted spaces, free to enter and open to all. In them people can explore and share reading, information, knowledge and culture.

5.2. The research identified three essential ingredients that define the public library:

- a safe, creative community space that is enjoyable and easy to use, in both physical and virtual form
- an excellent range of quality books, digital resources and other content
- well-trained, friendly people to help users to find what they want either independently or with support

⁴ https://www.gov.uk/government/publications/independent-library-report-for-england_pg_5

⁵ <http://www.artscouncil.org.uk/what-we-do/supporting-libraries/other-links/library-of-the-future/>

5.3. ACE's response to the research identified three priorities for a 21st century public library service:

- Place the library as the hub of a community
- Make the most of digital technology and creative media
- Ensure that libraries are resilient and sustainable
- Deliver the right skills for those who work for libraries

Section A: Determining Priorities for the Future

1. Key Messages from the Libraries Service Review and Needs Analysis

1.1. Public Library Needs:

It is clear that the local research matches the national research into identifying what the public wants from libraries, and the messages were broadly consistent regardless of methodology of research, or whether those consulted were library users or non-users.

The underlying motivations for using libraries are wide ranging. Love of reading, a need to study or learn, or support their children learning are important factors. Social contact is also a motivating factor for some as is the desire to spend time alone in a safe environment.

Books are still the main single reason why people use libraries and they are seen as the core offer. The library as a community space is also important to some user groups such as older people who may feel isolated, families with young children, students and unemployed people.

People are not simply users or non-users, as it is common for people to dip in and out of using libraries throughout their lives. Common trigger points for starting to use libraries (again) include taking up study, entering unemployment, having children, or retiring.

The public see the core purpose of libraries as being about reading, learning, and finding information. People value good customer experience, including a good choice of books; friendly knowledgeable staff and a pleasant library environment.

Public libraries are widely valued, even by people who don't currently use them. Most people see public libraries as an important community service: The research suggests that public libraries are valued because: they are trusted; they are one of the few public services that people often think of as 'theirs'; they are widely perceived to be important for groups such as children, older people and people on low incomes. Further, libraries are a social leveller, with an ability to bring people together.

1.2. Key Local Messages:

High level of satisfaction with libraries overall, 86% think they are good or very good, and 89% think they are easy or very easy to use. However the scores across key equalities groups are lower. Those thinking libraries are good or very good were:

- 19% lower for those aged over 75, and 12% lower for those aged 16-19, compared to other all other ages (91%)
- 14% lower for BME users compared with white UK/British users (93%)

- 19% lower for LGB users compared with Heterosexual users (93%)
- 13% lower for those with a health problem or disability compared with those without (89%)
- 11% lower for carers than those without carer responsibilities (92%)

Library users are very satisfied with the standard of customer service they receive. Two thirds had contact with members of staff and 92% said they received fairly or very good service. This varied from library to library with community libraries having the highest level of satisfaction (94%) and Hove Library the lowest (64%) Jubilee achieved 70%. Library staff are seen as integral to the service by over 95% of users and nine out of ten rated staff helpfulness, knowledge and availability as good or very good.

Unsurprisingly books are seen as most important by respondents (97%) with four out of five (80%) rating them good or very good. This is the third highest gap (-17%) between importance and satisfaction levels, indicating room for improvement. The second largest gap between importance and satisfaction ratings was for study space (-18%), and seating provision also seen as important by 92% was rated as good or very good by 75%, a gap of -17%.

The largest gap (-23%) between what respondents said was important and what was rated highly was library opening times. This was important for 96% of respondents, but only rated good or very good by 73%. The gap was even bigger (-40%) for community libraries where the satisfaction rate dropped to 59%. Respondents aged 75 and over and those with carer responsibilities were least likely to say that opening times were good or very good. This view is shared by children and young people where 24% thought the community libraries were not open when they needed them, and this rises to 30% of 14 to 15 year olds.

1.3. Use of Libraries

Proportion of people who visit more than one library is high but varies by age and health. 60% of library users have also visited another library (44% having also visited Jubilee Library). Least likely to visit another library are those over 75 (39% do so), or those aged 18-24 (42% do so). 49% of those with a health problem or disability are likely to visit another library.

This survey data which takes account of all types of library use is backed up by the active borrower data which focuses on just borrowing. More than a half of active borrowers at Hollingbury Library (57%) and Moulsecoomb Library (52%) were also an active borrower at least one other Brighton & Hove library. Even at Mile Oak where the number of multiple library users is lowest, 38% of borrowers have used another library.

The main reason for adults to visit a library is to borrow, reserve, return or renew an item: In all the surveys, a half to two thirds of visitors overall go to borrow, reserve, renew or return a book, but less than half of visitors to Jubilee Library do so, compared to over half of Hove Library users and more than two thirds of community library users.

Community, Jubilee and Hove Libraries are used differently: Transactional activity (borrowing etc) is more likely to be related to children in community libraries than in Hove or Jubilee libraries. Hove users are focused on DVDs more than Jubilee or community library users. Jubilee users are more likely to read magazines and newspapers, use the free Wi-Fi or study than users at other libraries.

More people study at Jubilee Library than study at community libraries. In exit surveys 2013-15, more than twice as many respondents at Jubilee Library said that they had been studying (26 per cent) than did respondents at a community library (13 per cent). Across all libraries, young adult libraries users tend to study or work. Nearly a half of all 16 to 19 year olds (45 per cent) library users study or worked at the library.

Computer and Wi-Fi access is important to library users: 15% of those surveyed in August 2015 were there to use these services but this rises to 26% amongst those with a long term health problem or disability, and 24% for BME users. For nearly one in ten of all library visitors (9%) and nearly one in four (22%) of those who come to the library to go online, the library is their only access to the internet.

Library users with a limiting long term illness or disability that affects their day to day activity 'a lot' use the library service in very different ways to library users with no limiting long term illness or disability. According to the 2013-15 exit surveys, they are:

- Less likely to be borrowing, returning or renewing an item (45% compared to 60%) and reading books, newspapers and magazines (15% compared to 28%), and
- More likely to use the Council Connect service (22% compared to 3%), use a computer/internet (33% compared to 22%) or meet friends or family (20% compared to 8%).

The way library users who have carer responsibilities use the library is different to the way library users with no carer responsibilities. According to the 2013-15 exit surveys, they are more likely to:

- Use the Council Connect service, 19% compared to 3%
- Look for information, 33% compared to 21%
- Study or work, 27% compared to 17%
- Attend an event, 16% compared to 3%
- Use a computer/internet, 37% compared to 23%
- Meet friends or family, 17% compared to 8%

Library users find libraries helpful for a range of work and life events. A quarter of all respondents in the exit surveys said that the library had helped with study/learning (27%) and health and leisure (24%). More than one in twenty had also had help with finding employment (7%) and with their current employment (7%). Other areas of beneficial impact were accessing online services (14%) and family/relationships (10%). In the arrivals surveys, more than two thirds of visitors

(69%) thought that their visit to the library today would help with theirs or a child's education, learning and enjoyment.

1.4. Views of children and young people:

Children and young people enjoy their experience of libraries. When asked to describe their visit to the library nearly three quarters (72%) described it as excellent or good. They think there is a good choice of books in libraries. Three quarters (76%) think there is an excellent or good choice of books at the library. They think libraries are friendly and safe places. More than four out of five children thought that the library was a friendly. They think libraries are bright and cheerful and a place they want to come to. Nearly four out of five children think that libraries are bright and cheerful inside and a place they want to come to.

The main reason for children and young people to visit a library is to 'borrow things'. More than a half (53%) said they did so to borrow, return or renew an item. Just under a half also read (48%) and looked around (46%). Borrowing things was most popular with the five to nine year olds, and this dropped as they got older, with 14 – 15 year olds more likely to use the computers and do their homework.

1.5. Qualitative research:

The focus group work with adults produced some interesting results: Most participants believed that libraries need to change to be more up to date to meet the needs of society. Many non-users and some users were surprised at how much libraries have to offer and all recommended that libraries need to communicate what they do more effectively.

The concept of developing the library as a Community Hub is felt to be an appropriate direction for libraries to go, and was suggested spontaneously by participants. The majority of the Carnegie Concepts⁶ (libraries as social hubs, cultural centres, learning hubs and economic enablers) were liked and met with enthusiasm. So much so, non-users felt they would be encouraged to use the library. Participants clearly liked the idea of having somewhere which could not only be a social catalyst, but also a source of advice and information.

Respondents felt it important that libraries be clear what services mean and how they will be delivered – they were conscious of not wanting the library to 'waste money'. It was also clear that participants felt that not all services should be free, they were willing to pay a nominal fee for some services, activities or events.

The focus group work with children was also useful: It is clear that unless children are engaged with the library at an early age there is the danger of losing them. As children get older they become more autonomous and make their own decisions. They also have other interests which override the need to go to the library. The

⁶ <http://www.carnegieuktrust.org.uk/changing-minds/knowledge---culture/the-future-of-libraries/speaking-volumes>

concept of having other activities which they find attractive would encourage them to attend the library. In addition, the activities suggested would be perceived to be 'cool', and would tap into their interests. There is clearly an appetite for book related activities, whatever form this takes. The younger age group particularly are very keen on competitions, either drawing or writing and this clearly engages them with the library.

1.6. Lapsed users

The most interesting thing identified about lapsed user from the survey was that many of them weren't lapsed users! Lapsed users were identified as those who hadn't used their library card for over one year. There were two key findings from the analysis of the returns:

- More than two third of respondents (70%, 212 people) had used a library in the last 12 months but had no need to use their library card to do so.
- Three quarters of respondents (74%, 224 people) are very like or fairly likely to use a library in the next 12 months with 44% of all respondents very like to do so.

The main alternative uses were looking for information (49%), and reading books, newspapers or magazines (43%). Other popular activities were using the shop, using the café, studying/working, or meeting friends or family.

Among those respondent who did not claim to have used their library card in the last 12 months (205 respondents) the main reasons for not doing so were; use the internet for information (22%) libraries not being open when needed (21%) and moved out the area (15%).

Amongst those who were carers, or had a health problem or a disability, there were consistent differences in how likely they are to use library services when compared to others. For both groups they are more likely to use a wide range of services, which reflects the results from the exit surveys.

1.7. 'Invisible' Users:

For the first time, this review has identified how many library visitors are not borrowing or returning items, or using a public library computer, and also to use the exit survey data to identify what these 'invisible' users are doing. Surprisingly, an average of 56% (rising to 64% in Jubilee Library) are 'invisible' users i.e. not borrowing, returning or using a PC.

Interrogation of the latest exit survey results has provided information on what the 'invisible users' are doing. This includes browsing (37%); reading books, newspapers or magazines (29%); studying or working (24%); looking for information (18%); attending an activity, event, course or exhibition (11%); or meeting friends or family (11%).

Although in the surveys just over half of those asked said they were there to borrow, return, renew or reserve an item, the data from an analysis of the activity over a specific two week period in 2014 shows that the majority of library users (56%) remained 'invisible' – ie not carrying out any kind of transactional activity that involves using their library card, including using a PC.

This has even more significant implications for the planning and delivery of library services when also taking into account that carers, and people with a disability or long term health problem, are more likely to use the library for a wider range of things than just borrowing (and so more likely to be amongst the 'invisible') such as reading, browsing, finding information, attending an event or meeting friends and family. Together with BME users, they are more likely to visit the library more frequently than others, and use the library for study or work.

Add to this the fact that satisfaction levels with library services are lower amongst these groups than general library users, and that these same groups are more likely to use Council Connect and library IT facilities, and that there is clearly more to be done to direct library services attention to these specific user groups and their needs.

1.8. Services to housebound users and residential homes

The recent review has indicated that the use of the Equal Access Delivery Service to residential home is low and relatively expensive. The Home Delivery Service, which aims to provide a more personalised service using volunteers for those unable to travel to a library, could provide a suitable alternative to the current delivery of book boxes, and also has the potential to assist with addressing digital exclusion. The benefits of expanding the Home Delivery Service are not limited to the clients, as this opportunity for volunteers to make a valuable contribution to others in their local communities. Given the low level of provision in comparison with other comparable authorities, this is an area which the library service should expand and develop.

1.9. Performance⁷:

Libraries in Brighton & Hove are popular and well-used:

Brighton & Hove residents are more likely than average to use a public library: In the latest City Tracker survey (November 2014), almost half respondents (47%) have used a public library service in the past year. Nationally, 35% report using a public library service in the Taking Part Survey October 2014.

⁷ Comparative data is from CIPFA data for 2013-14:

<http://www.cipfa.org/services/statistics/comparative-profiles/public-libraries/cipfastats-library-profiles-english-authorities-2014>

Brighton & Hove libraries receive a high number of visits (third highest in group) and Jubilee Library continues to far outstrip other individual libraries, being the second busiest in the country. Visitor numbers are declining nationally (12.4% in last four years) but in this city the decline is slower (11.7% over last four years).

Library website visits are also well above the group average (6,322 per 1,000 population, compared to average of 2,287), and there is a good provision of PCs and recorded use of these facilities by the public.

Libraries in Brighton & Hove already raise significant income:

Our revenue income is £1,812 per 1,000 population (third highest in the CIPFA comparator group), but there is room to improve on this by learning from other authorities.

Brighton & Hove have relatively high levels of expenditure:

Within our comparator group, Brighton & Hove are in the top quartile (no 4) for expenditure per 1,000 pop, but alongside other authorities with Private Finance Initiative (PFI) libraries – Bournemouth, Newcastle and North Tyneside, so PFI contract payments that include an element of capital repayment are likely to be distorting the comparison with non PFI libraries.

Brighton & Hove have the highest spend on library materials (books and other resources) within the comparator group (£2,362 per 1,000 population, the average being £1,499). Brighton & Hove also spend more on employees per 1,000 population (£10,000 compared to £8,400 average)

1.10. Areas for improvement:

Opening hours are poor in comparison with similar authorities, with all but two of our libraries open 29 hours per week or less. The majority of the group have more libraries in the 35 to 49 hours per week range.

Brighton & Hove Libraries are not reaching **housebound** readers as well as others being second from bottom of the comparator group with only 0.2 housebound readers per 1,000 population, compared with 1.1 average. Since these results were reported the new Home Delivery Service has been set up and so these results will improve.

Brighton & Hove Libraries **use of volunteers** is also below average (2,974 volunteer hours, average 4,247) but the trend is upwards, and our volunteers tend to give us more hours each than others.

There is clearly room for increasing the shift of simple library transactions over to **self-service**, with only 37% of current transactions being completed via the self-service kiosks. The kiosks are available in Jubilee, Hove and two community libraries - locations where over 75% of transactions take place.

There is also room to improve the level of **satisfaction** with library services of children and young people with 74% of those surveyed regarding their experience as good or very good, which is lower than other authorities.

In the current difficult financial climate, there is **room to reduce expenditure** on library materials and staffing, both of which are higher than average in comparison with similar authorities.

1.11. **Meeting the city's needs**⁸:

Good existing activity in support of:

Education: Public libraries have a long history of supporting education and learning for people of all ages through:

- the provision of books and other resources
- help with finding information
- study space and study support
- information on courses, skills development, careers and job opportunities
- access to the Internet and public PCs
- support for literacy and encouragement of reading
- working with schools to enable all pupils to be library members
- providing targeted support for children with learning disabilities
- Working with Adult Education

Libraries are particularly active in supporting informal learning and being the catalyst for people who lack confidence, or who are unable to or do not want to attend formal training.

Employment: Libraries are running or hosting job clubs and careers support sessions in partnership with the Careers Service and Job Centre Plus, and have targeted young people in partnership with the Youth Employment Service. Libraries are running volunteering programmes for young people aged 13-19 years in partnership with The Reading Agency. Libraries are providing training and opportunities for adult volunteers to deliver new skills and aptitudes which could be used in employment.

Housing: Libraries have run a pilot to provide information and support to housing tenants when their local office was moved last year. Libraries can also provide help with accessing the online service Homemove. Libraries have also been working with sheltered housing setting to provide more targeted library services and potentially help with using online services.

Information: Libraries help people find relevant and trustworthy information, especially online information, and providing signposting to appropriate sources of advice in the city. Library staff in Brighton & Hove have all completed a national

⁸ Linked to the Joint Strategic Needs Assessment: <http://www.bhconnected.org.uk/content/needs-assessments>

information training programme to develop their awareness, skills and confidence in this area, as part of the Universal Information Offer of public libraries.

Health and Well-being: Libraries deliver a Universal Health Offer which includes the Reading Well – Books on Prescription service - providing self-help books for managing common conditions including stress, depression, anxiety and dementia. The books are recommended by health experts and people with experience of the condition, and have been tried and tested and found to be useful. Reading has been shown to reduce stress, and the library provides Mood-boosting books to lift spirits and help contribute to well-being.

Libraries also provide Bookstart gifting programme from birth. Regular book sharing significantly shapes behavioural patterns and attitudes and increases a child's life opportunities. The benefits gained from Bookstart contribute to parental bonding, early listening and communication skills, development of attention span, pre-literacy skills and social skills.

Events and activities: Libraries are working with partners to deliver events and activities to support people dealing with the social and health issues identified. Examples include:

- Working with the Alzheimer's Society to provide a Dementia café in a public library
- Working with Carers Network to set up Bookchat groups to combat social isolation
- Hosting Help to Quit sessions for smokers
- Working with the Autism Steering group to set up a collection of iPads and suitable apps for people on the autism spectrum
- Hosting and promoting the Living Library events with Rise to raise awareness of domestic violence and sexual abuse
- World Mental Health Day – Working in Partnership with City Reads and Action for Happiness to deliver a day of simple, inspiring and friendly activities to promote happiness and boost health and wellbeing

1.12. Role of Libraries in local communities:

Community hubs are local places at the heart of their communities, offering and hosting a wide range of services, public events and activities, and spaces to meet friends and contribute to community life. They are places where people may spend as much or little time as they like without having to spend any money.

Libraries can fulfil this role as they are often the only truly universally accessible place in the neighbourhood where everyone is welcome that is free and open to all. As well as delivering libraries, arts and cultural services, our libraries are used by many other council and community and voluntary sector agencies to deliver their services to local people in their neighbourhoods.

Libraries' on-going objective, target and challenge is to further utilise library assets, infrastructure, hard developed reputation and good will to get library buildings used

even more, and more strategically by a range of services and to continue to build on existing partnership work to achieve further external funding and added value.

Section B:7 of this report gives many examples of good partnership activity on which Libraries can build to enable even better use of libraries for local community benefit. It also demonstrates how external funding can be achieved by working with partners and the communities themselves to deliver the services, activities and events that local people want.

1.13. Library Buildings:

Of the 14 libraries, nine are in shared buildings where other services are delivered, two more are part of residential accommodation blocks, and only three are 'stand-alone' buildings, so there is already a great deal of at least co-location and in some cases good collaborative working with other organisations. The details of how public libraries are being used by others can be seen in Section B: 4.3.4.

This shared use of buildings also means that making changes to the network of library buildings is not straightforward as it impacts on the others in the buildings.

Jubilee Library needs to be looked at separately from the others as the building costs include a large element of capital repayment costs as the building was developed through a Private Finance Initiative (the £1.6m costs are off-set by a £1.5m grant from central government). This contract should be reviewed to investigate any opportunities for reduction in costs, and support for this can be obtained from the Department of Culture, Media and Sport.

After the Jubilee Library, the most expensive building by far is Hove Library, not only in terms of its running costs of £483,713 for 2014-15, but also in terms of its required maintenance costs of £738,654 over the next five years. This does not represent good value for money for a large library in terms of cost per visit, £1.93 per visit, compared with the Jubilee Library's £0.81. The community libraries cost an average of £2.15 per visit but the individual libraries vary greatly, with Coldean and Mile Oak Libraries being over £3 per visit (Coldean £3.79 and Mile Oak £3.44), and Patcham Library being the best value at £1.17 per visit. After Hove, the library building with the second highest maintenance costs is Hollingbury Library, with £147,988 of maintenance costs needed over the next five years.

2. Priorities Identified for Change

The following priorities for Library Service changes have been identified as a result of the service review and needs analysis, and in the context of the financial challenges facing Brighton & Hove City Council (see introduction above) where significant savings have to be found in all services across the council. It also reflects national debate and developments as outlined in the recent national reviews and reports.

- (1) Improve and increase opening hours, making use of new technologies, engaging more effectively with local communities, and introducing new ways of delivering library services
- (2) Develop libraries as community hubs, particularly the role of libraries as social and cultural centres, learning hubs and economic enablers
- (3) Develop libraries' role in meeting the needs of the city, in particular in supporting education, employment, health and well-being, and information and advice
- (4) Develop effective partnerships, to help deliver the services needed by local communities and also to attract external funding
- (5) Maintain and develop safe creative community spaces for the benefit of local people, especially those in most need of support
- (6) Improve satisfaction levels of and services to specifically identified equalities groups, namely carers, people with a disability or long term illness, BME communities, particularly given the often 'invisible' nature of their use of libraries
- (7) Improve satisfaction levels of and services to children and young people, taking account of their interest in books and reading
- (8) Provide good digital technology and creative media to enable opportunities for learning, development, employment and creative activity, especially for those without good access at home
- (9) Re-shape the library network to increase co-location and joint working with partners, enabling access to a range of services in library locations
- (10) Consider alternative locations for library services currently located in expensive buildings
- (11) Recognise the different priorities for use in different libraries, informed by the community profiles for each catchment area
- (12) Expand Home Delivery Service and reform Equal Access Service
- (13) Increase and make better use of volunteers in appropriate ways
- (14) Increase use of and improve self-service facilities to enable more people to make better use of libraries for themselves, and provide support for those who need it.
- (15) Increase effectiveness of spending on books and other library materials to better meet the different needs of the range of library users

- (16) Diversify and increase income, including attracting commissioning, grant funding, commercial income and donations
- (17) Bring expenditure on library materials and staffing in line with comparator authorities, making better use of these resources and to contribute to meeting the need for savings
- (18) Review the roles of library staff at all levels, ensuring that the jobs are relevant to role of libraries now and in the future. Provide training and development opportunities for library staff to get the skills and experience needed to do their jobs effectively, and progress in their careers.

3. Modernisation Programme for Libraries

The Libraries Modernisation Programme has been created to ensure a sustainable future for Library Services in Brighton & Hove in the context of severe financial pressures on council budgets, and significant changes to the way that local authorities provide local services. It is no longer possible to make further savings without reorganising and redesigning the service.

The programme is the vehicle for delivering the priorities and changes needed as identified in the library service review and needs analysis. The programme currently has four strands, and will be delivered in a number of phases.

3.1. Libraries as Community Hubs

Community hubs are local places at the heart of their communities, offering and hosting a wide range of services, public events and activities, and spaces to meet friends and contribute to community life. They are places where people may spend as much or little time as they like without having to spend any money. Libraries as community hubs means:

- Libraries as a resource for local communities to collaborate
- Libraries as places to access other services
- Partners working with libraries to support community activity
- Libraries being commissioned to deliver other services

This will require increased collaboration with other council services, as well as with other public, private, community and voluntary sector organisations.

Of the 14 libraries, nine are in shared buildings where other services are delivered, two more are part of residential accommodation blocks, and only three are 'stand-alone' buildings, so there is already a great deal of at least co-location and in some cases good collaborative working with partners.

3.2. New Ways of Delivering Library Services

Libraries Extra is being piloted this year with a view to extending this approach to other community libraries if successful. It is an innovative project that uses

technology to enable libraries to be open outside of current opening hours for the public to self-serve without staff present. There are two pilots currently taking place – in Portslade and Woodingdean libraries. This will be a great opportunity to increase access and reduce costs through developing a mixture of staffed and unstaffed provision. It would be possible to have all libraries open seven days a week at a reduced cost.

The new ways of delivering library services will include reshaping the network of libraries in the city working more closely with other agencies to make better use of reducing resources to deliver the best service we can. This includes further co-location of libraries with other services to reduce operational costs and increase sustainability; developing different relationships with partners; reducing employee costs; rationalising bookfund spending, and greater use of volunteers.

Essential to the success of Libraries Extra is the encouragement of local community groups, organisations and services to make best use of the library as a resource that will be available seven days a week. The presence of trusted members of the community will make the libraries safe creative community spaces.

3.3. Diversification of Funding

The Library Service already achieves nearly half a million pounds in income each year. But the traditional income from fines, reservation charges and audio-visual hire is reducing year on year, and the new income streams from retail and room hire are working hard to keep pace with this change. Libraries need to further explore opportunities to bring in external income and to diversify income sources. The new model will include:

- Increasing commercial income
- Commissioning of libraries to deliver services
- Charitable giving – with the possible creation of a development charity
- Increasing grant funding for targeted projects

A new funding strategy will be developed to help take this forward.

3.4. Consideration of Alternative Governance Models

Instead of remaining a directly delivered service, there are other options for alternative governance models for library services. The two currently under consideration are

- Shared services – cooperation or joint delivery of services with another library service. This could be the whole of the library service, or parts of the service.
- Libraries delivery managed outside the council- the most likely option being the development of a mutual.

Whatever the model, the Council would still retain the statutory responsibility for the provision of public library services.

Consideration of alternative models has been put on hold while other modernisation proposals are taken forward, as for any model, the library service would need to be more cost effective and efficient in delivering its services within the available resources.

3.5. Timetable for change:

Following the completion of the library service review and needs analysis, the proposals for change will be put out for public consultation for three months starting mid-November 2015, through to mid-February 2016. Following the public consultation, the final new Libraries Plan will go to full council in March 2016 for approval.

The modernisation programme will be implemented in phases, with the first phase of changes being implemented in July 2016.

The detailed proposals for change can be found in a separate public consultation document.

Section B: Brighton & Hove Libraries – Review and Performance

1. Overview

- 1.1. Public Libraries are a statutory service under the Libraries and Museums Act 1964 which requires local authorities to provide a 'comprehensive and efficient' public library service. Brighton & Hove Libraries provide services to all those who live, work or study in the city, and for those who are visiting the city.
- 1.2. At the heart of the library network is the award-winning Jubilee Library, which opened in 2005 to critical acclaim, and delivers around 50% of the total library services for the city. There are also 12 community libraries, and a library for Hove. (See map in section 2 below)
- 1.3. The Library Service also has an Equal Access Services Centre which delivers services to those in residential accommodation; and a Home Delivery Service using volunteers to take books and other resources to those who are housebound. Jubilee Library also houses a unique collection of rare books and special collections of around 45,000 items.
- 1.4. For those who are unable to visit a local library, or who simply want to access information online, there is 24/7 virtual library provision through the web offering free access to a good range of online reference books and databases. There is also free access to computer facilities and WiFi for library members in all libraries. There are half a million items of library stock across the city.
- 1.5. Jubilee Library is the second most popular public library in the country and is the top performing library in the region, with around 1 million visits each year.
- 1.6. In the latest City Tracker survey (November 2014), almost half respondents (47%) have used a public library service in the past year, indicating that Brighton & Hove residents are more likely than average to use a public library. Nationally, 35% report using a public library service in the Taking Part Survey October 2014.

2. Locations of Libraries

Library locations are shown on the map below.



3. Buildings

3.1. Condition of Library Buildings

Regular asset management property performance reviews are carried out on corporate buildings, which link to the building maintenance strategy and through the PPR (Property Performance Review) matrix model assesses whether an asset is fit for purpose in terms of condition and suitability.

A summary of the assessment of the library buildings and the estimated maintenance costs for the next five years is below:

Library	Latest Survey Date	Overall Property Performance Review (PPR) Score	Total cost of required maintenance over 5 years
Jubilee Library	No Data	No Data	No data
Coldean Library	30/10/2012	81%	£4,591
Hangleton Library	30/10/2012	89%	£3,555
Hollingbury Library	30/10/2012	50%	£147,988
Hove Library	21/09/2015	51%	£738,654
Mile Oak Library	30/10/2012	64%	£2,922
Moulsecoomb Library	30/10/2012	69%	£78,980

Patcham Library	30/10/2012	No Data	£1,436
Portslade Library	30/10/2012	68%	£24,376
Rottingdean Library	30/10/2012	36%	£88,371
Saltdean Library	30/10/2012	59%	£72,265
Westdene Library	30/10/2012	75%	£31,576
Whitehawk Library	30/10/2012	82%	£1,200
Woodingdean Library	New building	No Data	No data

Jubilee Library excluded as PFI managed building

Condition survey data is based on the original condition survey supplemented by additional information received since

3.2. Building Running costs

NB. This table only contains information that is specifically linked to individual buildings. It also excludes central support services costs.

Jubilee Library PFI charge includes the payments towards the capital cost of building the library, so for more accurate comparisons the building costs below are net of the government grant which is received in relation to these capital costs.

Library Running Costs per Building 2014-15	Buildings costs - Libraries	Buildings costs - Property services	Staffing costs	Bookfund	Other supplies & services	Income	Totals for 2014-15
Jubilee	113,153	163,880	380,123	305,600	135,035	-325,231	772,560
Coldean	1,875	25,825	23,089	8,600	576	-1,314	58,651
Hangleton	925	19,756	34,352	19,750	504	-4,259	71,028
Hollingbury	1,353	12,546	23,089	8,600	538	-1,456	44,670
Hove	5,488	66,811	257,357	145,100	51,115	-42,158	483,713
Moulsecoomb	991	1,099	25,905	12,350	415	-1,967	38,793
Patcham	150	16,621	28,157	19,550	37	-4,408	60,107
Portslade	1,413	21,205	25,342	16,450	457	-2,838	62,029
Mile Oak	320	18,335	34,352	8,600	9,652	-479	70,780
Rottingdean	978	14,088	23,089	14,050	158	-8,156	44,207
Saltdean	54	7,564	23,089	12,650	112	-1,917	41,552
Westdene	588	7,934	23,089	8,600	465	-1,345	39,331
Whitehawk	510	22,217	48,149	17,750	706	-12,386	76,946
Woodingdean	414	5,994	25,342	13,050	591	-3,049	42,342

Jubilee building costs are PFI charge minus government grant and bookfund elements plus insurance

Mile Oak buildings costs include fee paid to PACA

Mile Oak high supplies & services for this year as new development

Rottingdean income includes rent from Rottingdean Preservation Society

Staffing figures exclude relief cover costs and management or professional input

Buildings costs - excludes planned maintenance; only includes costs allocated to libraries

For multi-use buildings, some costs may not be directly identifiable to the library as the full cost may have been coded to the main building use, e.g. Whitehawk Community Hub, etc.

4. Performance

4.1. Comparative Performance CIPFA data 2013-14

Chartered Institute of Public Finance and Accountancy (CIPFA) compares similar local authorities (nearest statistical neighbours). The comparison group is made up of 16 library authorities with similar characteristics. The current comparator group is:

Brighton & Hove	Bournemouth	Bristol	Medway
Newcastle upon Tyne	North Tyneside	Plymouth	Portsmouth
Sefton	Sheffield	Southampton	Southend-on-Sea
Stockport	Swindon	Wirral	York

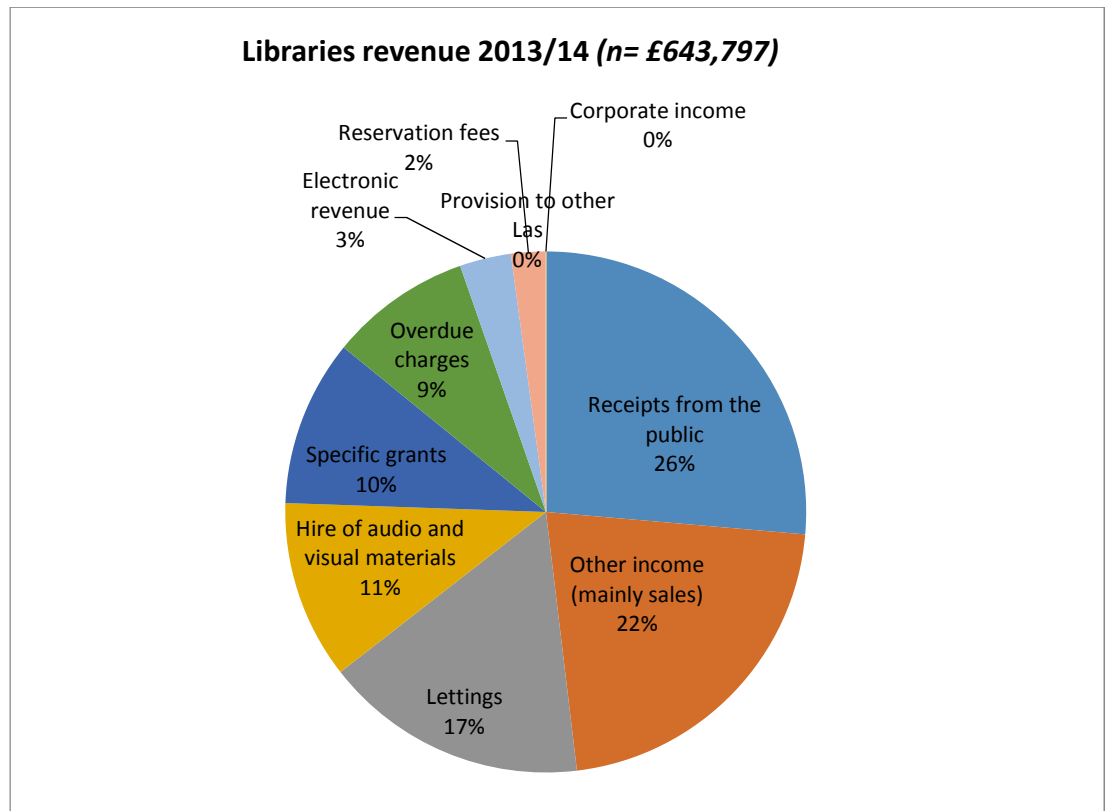
Here are some highlights of that report.⁹

- 4.1.1. Brighton & Hove has close to the average number of libraries, with 14 across the city. (The comparator group average is 17). We have the third lowest number of libraries per 100,000 population (Brighton & Hove 5, group average 6).
- 4.1.2. Brighton & Hove Libraries are third highest in terms of visits, though like all library services, this is on the decline with a drop of 11.7% over the last four years, compared with a national fall of 12.4% over the same period.
- 4.1.3. Brighton & Hove is slightly below average in terms of book lending (3,699 per 1,000 population, average is 3,864), but much higher than average in terms of audio-visual lending (mainly music and DVDs) (583 per 1,000 population, average is 324), but our e-book lending is low – in the lowest quartile (27 per 1,000 population, average is 37).
- 4.1.4. Jubilee Library continues to far outstrip other individual libraries being the second busiest in the country and well above other highest performing individual libraries in our comparator group, including for lending. Jubilee Library received over 1 million visits 2013-14 (average for the group was 416,692) and issued 451,619 items (average for the group was 235,421).
- 4.1.5. Libraries in the city are open lot fewer hours than other libraries in the group, with all but two of our libraries open 29 hours or less. The majority of the group have more libraries in the 35 to 49 hours per week range.
- 4.1.6. Brighton & Hove is in the highest quartile for active borrowers showing good engagement with the population compared to others, but with only 45,000 'active borrowers' there is still room for improvement.

⁹ <http://www.cipfa.org/services/statistics/comparative-profiles/public-libraries/cipfastats-library-profiles-english-authorities-2014>

- 4.1.7. Libraries are not reaching housebound readers as well as other authorities, being second from bottom of the comparator group for 2013-14 and with only 0.2 housebound readers per 1,000 population, compared with 1.1 average for the rest of the group. Since these results were reported the new Home delivery service has been set up and so these results will improve.
- 4.1.8. Brighton & Hove is second highest in the group with 6,322 website visits per 1,000 population and way above the average of 2,287. We also have a good provision of PCs (76.2) per 100,000 population compared with average (73.9), and in line with others for hours of recorded use (533 per 1,000 population, average is 534).
- 4.1.9. Our total revenue income is third highest in the group with income of £1,812 per 1,000 population, and we are particularly successful at collecting receipts from the public (fines and other charges) and commercial income (sales and lettings), but need to learn from those raising even more than we do. The top performer in the group (Newcastle) significantly outstrips the whole group with around £14k of income per 1,000 population and this distorts the group average which is £2,142 per 1,000 population.

2013/14 CIPFA published data - Brighton & Hove Libraries Revenue		
Revenue category	Amount	Comparison to CIPFA neighbours
Receipts from the public	£169,811	Higher than average
Other income (mainly sales)	£139,824	Significantly higher than average
Lettings	£105,440	Significantly higher than average
Hire of audio and visual materials	£71,262	Higher than average
Specific grants	£66,443	Significantly lower than average
Overdue charges	£56,633	Higher than average
Electronic revenue	£20,513	Higher than average
Reservation fees	£13,871	Lower than average
Provision to other Las	£0	Lower than average
Corporate income	£0	Significantly lower than average
Total	£643,797	



- 4.1.10. We are in the top quartile (no 4) in terms of expenditure per 1,000 pop, but alongside other authorities with Private Finance Initiative (PFI) libraries – Bournemouth, Newcastle and North Tyneside, so PFI contract payments that include an element of capital repayment are likely to be distorting the comparison with non PFI libraries.
- 4.1.11. Brighton & Hove Libraries spend the most in the group on Library materials per 1,000 pop (£2,362) compared with average (£1,499). The costs of library materials are distorted by the unique bibliographic service contract we have through the PFI contract which also explains the higher than average cost of book acquisition.
- 4.1.12. Our costs per employee are higher than average both in terms of per employee (£33k compared to average of £28k) and costs of employees per 1,000 pop (£10.6k compared to £8.4k average).
- 4.1.13. Because of our good performance in terms of visits, we are below average cost per visit (Brighton & Hove £3.34; average £3.39). Support services costs are also below average as % of revenue expenditure (9% compared to 11% average).
- 4.1.14. Use of volunteers in libraries is low compared to other authorities, we are in the lowest quartile with 2,874 volunteer hours (average 4,247) but the trend for us and the group is on the up. Our volunteers tend to give us more hours

per head than others on average (50 hours as opposed to 45 hours on average).

- 4.1.15. Brighton & Hove is in the highest quartile for indices of deprivation compared to the rest of the group, and has a high population density (33.6, group median is 24.5).

4.2. Brighton & Hove Libraries Performance 2014-15

KPI	Measure	Definition	KPI target 14/15	Actual
1	Library visits (physical)	All visits to all libraries captured using people counters	1.6 million	1,532,518
2	Library issues (loans)	All issues and renewals of all stock items in all libraries	1.1 million	1,138,764
3	e-book loans	All issues of e-books and e-audio books	10,000	12726
4	Reservations satisfied within one week	% of reservations satisfied within one week	50%	62%
5	Website sessions	Visits to library pages of website, Includes all electronic transactions and online use	1.4 million	1,590,178
6	Online transaction activity	Joining, reservations, renewals carried out online	235,000	236,457
7a	ICT use - number of PC users	Number of individual users of library PCs.	13,500	13,695
7b	ICT use - number of Wi-Fi users	Number of users of library WIFI - number of users who have logged in	75,000	94,599
7c	ICT use - number of hours of use	Number of hours of use of library PCs and of the libraries Wi-Fi added together	200,000	352,415
7d	Number of Council Connect volunteers available	Number of Council Connect volunteers available		19
8	Self-service - % of total transaction	Number of issues/renewal/returns done through self-service kiosks as a % of total transactions	50%	37%
9	New library members	Number of new library members joined	17,000	17,458
10	Commercial income	Amount of income raised through commercial activity - i.e. Booklover Store and conferencing, and also any sales or room hires in other libraries	£197,500	£202,933

11a	Customer satisfaction - adults	Taking everything into account, what do you think of this library? - responses: Very good or good.	85%	87%
11b	Customer satisfaction - children	How would you describe your visit today? - responses: Excellent or good	85%	74%
12a	Volunteers - numbers	Number of individual volunteers used in libraries - any activity	100	170
12b	Volunteers - hours of volunteering activity	Number of volunteering hours given by volunteers	3,000	5,326
13	Other use of library buildings	Number of hours that library buildings are used by others	1,300	690
14a	Community engagement - total number of engagements	Total number of library events, activities and outreach activities that have taken place of any type anywhere	3,000	3,234
14b	Community engagement - total number of people engaged in events and outreach	Total number of people attending library events, activities, and outreach activities that have taken place of any type anywhere	44,000	39,387
15a	Home Delivery Service - number of clients	Total number of HDS clients in receipt of the service	100	99
15b	Home Delivery Service - number of volunteers	Total number of individual volunteers	30	30
16a	School engagement - % of schools in the city visited	% of individual schools visited or that have visited the library	50%	52%
16b	Total number of pupils visiting libraries in class visits	Total number of pupils visiting libraries in class visits	13,000	11,777
17	Bookstart - % of babies reached against births in the city	Bookstart - % of babies reached against births in the city	100%	74%
18	Summer Reading Challenge - numbers participating	Number of children participating	2,500	2,609
19	Number of young people engaged in volunteering in libraries	Number of individual young people engaged in volunteering in libraries	35	118

4.3. Individual Library Performance

4.3.1. Visits Comparisons 2012-15

Visits comparisons	2012 / 13	2013/2014	2014/2015	% of total visits for 2014-15	cost per visit ⁴
Jubilee	974,890	1,003,702	952,083	62%	£ 0.81

Brighton History Centre ¹	32,716	0	0	0	£	-
Coldean	16,556	15,996	15,490	1%	£	3.79
Hangleton	46,229	48,640	39,138	3%	£	1.81
Hollingbury	17,480	18,018	17,253	1%	£	2.59
Hove	295,319	277,063	250,635	16%	£	1.93
Moulsecoomb	19,593	17,854	17,333	1%	£	2.24
Patcham	58,770	62,604	51,484	3%	£	1.17
Portslade	42,582	40,637	37,446	2%	£	1.66
Mile Oak	15,299	13,817	20,590	1%	£	3.44
Rottingdean	33,247	33,447	21,111	1%	£	2.09
Saltdean	37,504	36,689	32,860	2%	£	1.26
Westdene	22,067	20,309	18,366	1%	£	2.14
Whitehawk	47,670	30,056	32,603	2%	£	1.57
Whitehawk ICT Suite			16,290	1%		in above
Woodingdean ²	20,044	10,554	20,999	1%	£	2.02
Mobile ³	23,726	1,658	0	0%	£	-
Visits totals	1,703,692	1,631,262	1,532,518			

¹ Brighton History Centre moved to the Keep in 2013

² Woodingdean Library in temporary accommodation during redeveloped in 2013-14

³ Mobile Library closed in 2013

⁴ Using costs identified in section 3.2

4.3.2. Issues Comparisons 2012-15

Issue comparisons (loans and renewals)	2012/2013	2013/2014	2014/2015	% of total issues for 2014-15
Jubilee	479,145	451,619	416,068	37%
Coldean	12,418	14,025	13,391	1%
Equal Access Services ¹	25,615	23,051	24,060	2%
Hangleton	36,144	40,943	42,703	4%
Hollingbury	19,342	18,361	16,997	1%
Hove	228,345	212,884	194,352	17%
Moulsecoomb	17,725	16,166	15,790	1%
Patcham	47,318	44,897	40,938	4%
Portslade	34,005	33,976	31,221	3%
Mile Oak	14,970	12,628	11,101	1%
Rottingdean	22,736	21,733	17,044	1%
Saltdean	27,474	27,897	26,624	2%
Westdene	23,717	20,102	18,480	2%
Whitehawk	38,970	37,764	31,809	3%
Woodingdean	22,393	13,632	23,834	2%
Mobile ²	24,696	1,196	0	0%

Web renewals	172,181	191,337	193,848	17%
Book Ahead ³	8,276	5,348	4,982	0%
Automated Phone Renewals	1,877	2,148	2,521	0%
Overdrive incl. Zinio ⁴	4,550	9,630	12,726	1%
Community Collections ⁵		436	275	0%
Totals	1,261,897	1,199,773	1,138,764	

¹ Equal Access Services - deliveries to residential homes and sheltered accommodation

² Mobile Library closed in 2013

³ Book Ahead - delivery of collections to early years settings - being replaced by Ready, Steady, Read

⁴ Overdrive is e-books and magazines

⁵ Community Collections in e.g. St Luke's Church

4.3.3. Events and Activities 2012-15

Events and activities	Totals for 2012-13	Totals for 2013-14	Performance for 2014-15					
			Total no. attendees	Total no. attendees	Sessions for children	Number of children attending	Sessions for adults	Number of adults attending
Jubilee	5,764	10,070	193	4,492	318	3,461	511	7,953
Coldean	2,945	3,802	199	3,510	16	91	215	3,601
Hangleton	843	1,305	73	613	136	474	209	1,087
Hollingbury	402	427	74	553	17	50	91	603
Hove	5,564	4,559	78	1,388	262	1,765	340	3,153
Mile Oak	46	70	26	456	46	921	72	1,377
Moulsecomb	1,797	1,591	136	1,312	61	116	197	1,428
Patcham	8,929	7,582	166	3,432	133	521	299	3,953
Portslade	2,376	2,105	121	1,089	106	1,058	227	2,147
Rottingdean	2,435	2,584	48	665	79	219	127	884
Saltdean	1,715	1,751	73	631	170	1,145	243	1,776
Westdene	4,134	2,317	67	1,202	43	110	110	1,312
Whitehawk	3,211	3,062	107	2,007	144	873	251	2,880
Woodingdean	4,260	1,172	167	2,881	82	529	249	3,410
Outreach	1,834	1,548	85	3,269	8	484	93	3,753
Brighton History Centre ¹	999	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Mobile ²	358	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Totals	47,612	43,945	1,613	27,500	1,621	11,817	3,234	39,317

¹ Moved to Keep 2013

² Closed in 2013

4.3.4. Use of libraries by partners / bookings:

Fig 4.3.2	Building shared with other services?	Additional services/ information	Use by partners/bookings
Coldean	Sheltered accommodation above library	Base for Equal Access Services to residential homes; Community room with IT and separate 121 consultation room for hire	Community room booked by: The tutoring service. A group (ARDIS) Early Childhood Project session-Every Thursday term time.
Hangleton	Flats above library	Community room for hire. Used for community and learning activities	MACS Alzheimer's Society Dementia Café every month
Hollingbury	No	Potential for use of basement	The basement of Hollingbury Library was used as a polling station 7 th May 2015. It was first used for the European elections on 22 nd May 2014.
Moulsecoomb	No	Focus on supporting housing tenants following closure of local office	Grass Roots (suicide prevention organisation) regularly book the library on a closed day for their training programme. Approx. 9 times a year. Early Childhood Project session-Every Tuesday term time.
Patcham	Yes	Shared building with community centre; community room with IT for hire	The local U3A (organisation for semi or retired people) regularly book the IT room for group IT sessions. Every Friday term time only.
Portslade	Yes	Includes Children's Gateway Centre; potentially children's centre room for hire; one to one room also potentially available	Main Library space available for hire when Library closed. Children's Centre rooms used most days by health workers, Camhss & Midwives.
Mile Oak	Yes	Share library with Portslade Academy (PACA)	
Rottingdean	Yes	Shared building with local art gallery and museum	Visitor Information Point established Early Childhood Project session-Second and fourth Mondays term time.
Saltdean	Yes	Shared building with Community Centre and Lido	
Westdene	Yes	Shared building with junior	Westdene Primary School use library space on a Wednesday for small

		school. Some use of space by school when library closed	music tutor groups 16.5 hours per week Homework Club funded by Westdene Primary School-every Tuesday during term time.
Whitehawk	Yes	Shared building with other services in community hub Base for universal Bookstart services and targeted dual language and additional needs Bookstart packs gifted across the city via health visitors, early years' professionals and libraries.	Youth Services - teenage art club Monday (large room) Swanborough services - Adult social care management meetings (large room) Papermates - work projects for adults with learning disabilities -3 days a week (large room) Health checks - aprox 2 a month (small room) YMCA counselling -Thursdays (small room) Youth Employment Services Wed and Friday (IT suite) Longhill school - parents drop in Friday (IT suite) Let's do business - how to start up a business – approx. twice a month (IT suite) Creative futures - Art training for people with mental physical or social problems, regular 3 /4 week courses throughout the year. (IT suite) Various rooms: on an almost daily basis, whatever room is free– Housing, Social services, youth team. ACAS. Early Childhood Project session-Every Thursday term time.
Woodingdean	Yes	Shared building with GP surgery	Varndean Adult Education - Thursdays IT Suite Woodingdean Reminiscence group - Wednesdays (Monthly) Money Advice Centre - Thursdays Small Meeting Room Youth Employment Service - Tuesdays IT Suite Child Health Clinic - Thursdays Small Meeting room fortnightly Profit Rebels - IT Suite 12-6pm Wednesday monthly. Woodingdean Primary School - class visits Fridays term time in Main Library Longhill School - Monday and Thursday term time young people's area 121 tutor/pupil. Early Childhood Project session-Second and fourth Mondays term time.

Jubilee	Yes	In shared building with retail unit and restaurant	<p>Visitor Information Point; MACS advice - weekly Sussex Careers - weekly-3 month pilot Brighton & Hove Museums Service led Storytime for preschool children and their parents/carers-every fourth Monday Sensory Needs Service led Storytime for preschool children and their parents/carers-last Friday of every month</p>
Hove	No		<p>MACS Advice-weekly Supported Employment job club Mondays Alzheimer's Society Dementia Café - for under 60s Sensory Needs Service led Storytime for preschool children and their parents/carers-last Friday of every month</p>

5. Joint Strategic Needs Assessment 2013

5.1. The Brighton & Hove Joint Strategic Needs Assessment (JSNA)¹⁰ is an on-going process that provides a comprehensive analysis of current and future needs of local people to inform commissioning of services that will improve outcomes and reduce inequalities. The report identifies some key population groups in the city:

- **Gender** – The 2011 Census indicated a fairly even proportion of male and female residents.
- **Black and Minority Ethnic (BME) groups** - The most recent population estimates (2011) show that 80.5% of the city's population are White British and 19.5% are from a BME group.
- **LGB** - Estimates suggest that there may be 40,000 people from Lesbian, Gay, Bisexual (LGB) communities living in Brighton & Hove, around 15% of the city's population.
- **Carers** - 9% of the population (approximately 24,000 people) identify themselves as carers.
- **Migrants** - the city is a common destination for migrants from outside the UK, 2010 figures show that 15% of the city's population was born abroad.
- **Students** - there has been an increase in the numbers of students in the city to more than 35,200 in 2011/12. This is approximately 13% of the total population.
- **Military veterans** – an estimated 17,400 military veterans live in the city.

5.2. The issues with the greatest impact on health and wellbeing in the city are:

- **Child poverty** – one in five children in the city live in poverty
- **Education** – There is a large and persistent association between education and health and well-being.
- **Youth unemployment** – 6.8% of 16-18 year olds are not in education or employment (NEETs)
- **Adult unemployment and long term unemployment** - in total there are estimated to be 11,800 unemployed people in the city
- **Housing** (all ages) - Housing pressures have seen homelessness increase by nearly 40% over the last three years with the most common reasons being eviction by parents, family or friends (38%) and loss of private rented accommodation (30%). A third of the city's housing stock (up to 40,000 homes) is considered to be non-decent with the vast majority (92%) being in the private sector; 42.5% of all vulnerable households in the private sector are living in non-decent accommodation
- **Fuel poverty** (for older people) - In 2011, 12.2% (14,500) of households in the city were estimated to be fuel poor (defined as a household needing to spend more than 10% of its income to maintain an adequate level of warmth).

¹⁰ <http://www.bhconnected.org.uk/content/needs-assessments>

- 5.3.** The report identified the key health and wellbeing issues currently facing Brighton & Hove including health related behaviours and specific conditions that contribute to both early mortality and reduced quality of life:
- **Alcohol:** 18% of adults in the city are believed to engage in increasing or higher risk drinking. In addition, the city faces challenges from substance misuse and there were 1,582 clients in drug treatment during 2012.
 - **Healthy weight:** The data on obesity and healthy eating are slightly better for the city than for England overall, but the figures are still too high, with 20% of adults being obese and only 30% of adults eating a healthy diet.
 - **Domestic and sexual violence:** In 2012/13, almost three and a half thousand domestic violence incidents were reported to the police in Brighton & Hove.
 - **Emotional health and wellbeing:** Nationally one in ten children aged 5-16 years are thought to have a mental health problem which would equate to nearly 4,000 children in Brighton & Hove. In adults, 13% have a common mental health disorder while 1% have a more severe disorder. Both of these figures are higher than across the country as a whole.
 - **Smoking:** In Brighton & Hove, prevalence of smoking is 23% which is higher than the national figure of 20%.
 - **Disability:** It is estimated that in Brighton & Hove in 2012 there were almost 17,000 people aged 18-64 with a moderate or severe physical disability, approximately 3,500 people with a moderate or severe visual impairment and approximately 23,000 people with a hearing impairment.
- 5.4.** The specific conditions that are contributing to early mortality and reduced quality of life in the city are:
- **Cancer and screening access:** Mortality from all cancers in people under 75 years of age is significantly higher in Brighton & Hove than England and the South East. **HIV/AIDS:** In 2011 Brighton & Hove had the ninth highest HIV prevalence in England at 7.6 per 1,000 15-59 year olds compared with 1.7 in England as a whole. Brighton & Hove also has the highest rates of common sexually transmitted infections outside London.
 - **Diabetes:** In Brighton & Hove numbers have increased with 3.3% of people aged 17 years or over registered with GPs having diabetes in 2012 compared with 2.9% in 2008.
 - **Coronary heart disease:** In 2011/12 2.3% of all patients registered with GPs in the City had coronary heart disease.
 - **Influenza immunisation:** In 2012/13, uptake in Brighton & Hove among those eligible was just under 70%, which is a slight decrease from the previous year and lower than England as a whole and the national target of 75%.
 - **Dementia:** It is estimated that there are currently almost three thousand people aged 65 years or over with dementia in Brighton & Hove.
 - **Musculoskeletal conditions:** In each year it is estimated that about 40% of the adult population have low back pain, 5% have hip pain and 60% of over 65s severe knee pain.

6. Libraries Contribution to Meeting Identified Needs in the City

Brighton & Hove Libraries are already contributing to meeting the needs identified in the JSNA:

- 6.1. Education:** Public libraries have a long history of supporting education and learning for people of all ages through:
- the provision of books and other resources
 - help with finding information
 - study space
 - information on courses and skills development
 - information on careers and job opportunities
 - access to the Internet and public PCs
 - support for literacy and encouragement of reading
 - working with schools to enable all pupils to be library members
 - providing events and activities for children and young people
 - providing targeted support for children with learning disabilities
 - study support
 - Working with Adult Education settings to provide information and opportunities to adult learners beyond the Adult Education setting
 - Working in partnerships to create opportunities for adults to have informal learning opportunities, develop new skills and learn about their communities

Libraries are particularly active in supporting informal learning and being the catalyst for people who lack confidence, or who are unable to or do not want to attend formal training.

- 6.2. Employment:** Libraries are running or hosting job clubs and careers support sessions in partnership with the Careers Service and Job Centre Plus. Libraries have hosted sessions specifically targeted at young people in partnership with the Youth Employment Service. Libraries are running volunteering programmes for young people aged 13-19 years in partnership with The Reading Agency. Libraries are providing training and opportunities for adult volunteers to deliver new skills and aptitudes which could be used in employment.
- 6.3. Housing:** Libraries have run a pilot to provide information and support to housing tenants when their local office was moved last year. Libraries can also provide help with accessing the online service Homemove. Libraries have also been working with sheltered housing setting to provide more targeted library services and potentially help with using online services.
- 6.4. Information:** Libraries help people find relevant and trustworthy information, especially online information, and providing signposting to appropriate sources of advice in the city. Library staff in Brighton & Hove have all completed a

national information training programme to develop their awareness, skills and confidence in this area, as part of the Universal Information Offer of public libraries.

- 6.5. Health and Well-being:** Libraries deliver a Universal Health Offer which includes the Reading Well – Books on Prescription service - providing self-help books for managing common conditions including stress, depression, anxiety and dementia. The books are recommended by health experts and people with experience of the condition, and have been tried and tested and found to be useful. Reading has been shown to reduce stress, and the library provides Mood-boosting books to lift spirits and help contribute to well-being.

Bookstart gifting programme from birth. Regular book sharing significantly shapes behavioural patterns and attitudes and increases a child's life opportunities. The benefits gained from Bookstart contribute to parental bonding, early listening and communication skills, development of attention span, pre-literacy skills and social skills. <http://www.bookstart.org.uk/about-us/who-we-work-with/health-professionals/>. Mood-boosting stock list for children has been created as part of pilot working in partnership with Public Health, CAMHS and children from three local primary schools.

- 6.6. Events and activities:** Libraries are working with partners to deliver events and activities to support people dealing with the social and health issues identified. These include:

- Working with the Alzheimer's Society to provide a Dementia café in a public library
- Working with Carers Network to set up Bookchat groups to combat social isolation
- Hosting Help to Quit sessions for smokers
- Working with the Autism Steering group to set up a collection of iPads and suitable apps for people on the autism spectrum
- Hosting and promoting the Living Library events with Rise to raise awareness of domestic violence and sexual abuse
- World Mental Health Day – Working in Partnership with City Reads and Action for Happiness to deliver a day of simple, inspiring and friendly activities to promote happiness and boost health and wellbeing

7. Libraries Playing a Vital Role in Local Communities:

- 7.1.** Community hubs are local places at the heart of their communities, offering and hosting a wide range of services, public events and activities, and spaces to meet friends and contribute to community life. They are places where people may spend as much or little time as they like without having to spend any money.
- 7.2.** Libraries can fulfil this role as they are often the only truly universally accessible place in the neighbourhood where everyone is welcome that is free and open to

all. As well as delivering libraries, arts and cultural services, our libraries are used by many other council and community and voluntary sector agencies to deliver their services to local people in their neighbourhoods.

- 7.3.** Libraries' on-going objective, target and challenge is to further utilise library assets, infrastructure, hard developed reputation and good will to get library buildings used even more, and more strategically by a range of services and to continue to build on existing partnership work to achieve further external funding and added value.

7.4. What Partners say about Libraries:

Libraries receive a wide range of positive feedback. A few examples are:
 'Your event has become our model for the county rounds and we use thinly disguised descriptions of it to spur on other organisers to greater efforts!
Poetry by Heart Co-ordinator

Thank you for your library's continued support for Dementia Friends. I regularly run Dementia Friends Champion Training in the Jubilee Library and I am always so impressed with your colleagues' loveliness! They can never do enough for us!
National Dementia Friends Training Co-ordinator

I think that every single person working in the arts believes passionately in the value of creativity in our lives and in its power to change society. But all too often, arts organisations "preach to the converted". But everyone comes to the library. It is a place of equality and incredible reach. Through the libraries, this project has enabled us to work with people from a range of backgrounds and locations, many of whom would never have considered that NWS might have something for them.
New Writing South Partner Evolving in Conversation Project

- 7.5.** The Library Service has produced four advocacy/information documents - *Adult Social Care Offer; Brighton & Hove Libraries Accessible Services; Brighton & Hove Libraries Services to Older People* plus *The Your Libraries, Support and Facilities for Organisations, Community Groups and Businesses*' brochure available in hard copy and on-line provides detailed specific information about all libraries.
- 7.6.** Other key information such as *The Health and Wellbeing Benefits of Public Libraries*¹¹ research report by Arts Council England/Simetrica has also been utilised to demonstrate the benefits and economic value of libraries to health and wellbeing.

¹¹ <http://www.artscouncil.org.uk/advice-and-guidance/browse-advice-and-guidance/health-and-wellbeing-benefits-public-libraries>

- 7.7. In the first six months of 2015 Libraries have been promoting this health, economic, cultural and social wellbeing information, attending a wide range of meetings and networks. Key ones include: Adult Social Care Commissioning; Carers Network; Citywide Connect; Dementia Champions; East Brighton Practitioners; Fabrica; Food Partnership; Health Walks; Impetus; My Life Portal Steering Group; NHS Trust; Older People's Network for the Arts; One Church; PPG's (patients participation groups); Public Health team meetings; Trust for Developing Communities; Volunteer Network.
- 7.8. The value of arts and culture to people and society has been evidenced by Arts Council research¹², and the Brighton & Hove project 'Evolving in Conversation' is a good example of this at a local level. Libraries have been working through networks and with local partners to increase engagement in arts and culture through for instance:
- Our Future City; Artsworld-South East Bridge Organisation
 - Brighton & Hove Youth Collective including Arts Express network and B.fest: youth arts festival
 - Culture 24: Let's Get Real phase 4-What's The Story?
 - Evolving in Conversation partnership network (Photoworks, New Writing South, South East Dance and Culture Shift)
 - Brighton Loves to Read
 - Open Sesame-early years partnership project
 - Westdene Partnership Project (Westdene Teaching Alliance, Culture Shift, Photoworks exploring closing the gap and the new primary curriculum with St.Bartholomews & St. Martins in partnership with Collected Works and Little Green Pig)
 - Hangleton and Knoll Project
 - Brighton Digital Festival
- 7.9. The range and breadth of partnerships being developed and grant funding achieved to deliver projects and initiatives across libraries and beyond can be seen in the table below which gives a snapshot of current partnerships and funding:

Key Partnership Projects	Partners	Funding achieved/value
Artsworld- young people arts award accreditation project	Libraries, Artsworld, Artists, three schools: Coldean Primary, Mile Oak Primary and PACA	£2,300 Arts Award
Autism Innovation i-pad access project	Adult Social Care, Libraries, Autism Steering group	£18,500-Think Autism national funding

¹² <http://www.artscouncil.org.uk/what-we-do/research-and-data/value-arts-and-culture-people-and-society-evidence-review/>

Bookchat	Libraries, Public Health, Carers network	£5,000 - Innovation Fund
Bookstart Gifting programme	Libraries, Booktrust, Surestart; NHS	£26,600 from Surestart
Boys on the Plaque	Fabrica, Strike a Light, Libraries	£9,500-HLF
City Reads/Young City Reads - Activating communities to read one book and share the reading experience	Libraries, Collected Works CIC, range of communities and schools	Key part of Citywide Reading Strategy
Connect Plus project – targeted job club in Jubilee, and IT / information support to food banks	Job Centre Plus (JCP), National Careers Service (NCS), the Fed Online and Money Works (Brighton & Hove Citizens Advice Bureau.)	£5,000 (bid submitted to Tinder Foundation Sept 2015)
Dementia café, Hangleton Library	Libraries, Alzheimer's Society	Commissioning model potential
Evolving in Conversation - Ground-breaking multidisciplinary Arts project engaging communities with professional artists, led by Brighton & Hove Libraries	Arts Council England, Artswork, Photoworks, New Writing South, South East Dance, Culture Shift, range of community orgs, including Creative Future, Whitehawk Inn, Hangleton & Knoll Project, Brighton Youth Centre, BACA & PACA.	Arts Council England funding: £99,000
Health Walks from Libraries	Active for Life, Libraries, Health walks, Royal Pavilion and Museums	£3,000 for volunteer events-Health Walks
Hollingdean Community café	Libraries, Children's Centre, community, local councillor	Sustainable support model-community capacity building
Homework Club	Westdene Primary School	£3,800
Mood-boosting Books for children	Health Improvement Specialist working on the Public Health Schools Programme, CAHMMS, Stanford Juniors, Our Lady	£350

	of Lourdes Primary and Coombe Road Primary	
Poetry by Heart- Hosting of regional poetry competition for young people	Poetry by Heart, New Writing South, University of Sussex, secondary schools across Sussex, local poets	£2,000 - Poetry by Heart
Pride Literature Tent	Libraries, Pride, Queer in Brighton, Queer Writing South, Rainbow Alliance, Affinity	£1,200 - Rainbow Alliance and Affinity for pre events and signers.
Summer Reading Challenge Young People's Volunteering	Libraries, Reading Agency, Paul Hamlyn Foundation, youth organisations and service providers (e.g. BYC, Integrated Families Team) and young people volunteering 100+	£1,733

Other partnerships made with arts and cultural organisations have enabled us to provide quality free activities for the public in libraries:

- Crossing the Teas project - an oral history and photographic exhibition in partnership with a volunteer memory collector and heritage facilitator
- Read Aloud for adults – Groups held in Jubilee Library and Hove Library, suitable for people with visual impairments
- Read Aloud for children: Collected Works young people's group at Portslade Library
- Little Green Pig: Summer Reading Challenge themed creative writing workshops in 2 community libraries
- Glad Rags Community Costume Resource: Summer Reading Challenge themed storytelling workshops in 4 community libraries
- Exploring Senses & Block Builders: Brighton Digital Festival workshops and 8 young people Arts Award Discover accreditation
- Drum United: Drum Jam workshop series for under 4's & their parents/carers in Jubilee, Hove & 2 community libraries.
- Words on the Wing & Winter Wordfest 2015 with poet Kay Walton: primary school poetry recitals at Jubilee Library
- Root Experience: Oggbots digital treasure hunts and maker space as part of May 2016 Fringe Festival at Jubilee Library
- Brighton Rocks Books: Launch Summer Reading Challenge 2015 with Chris Riddell, Children's Laureate and 14 guests author & illustrators

Section C: Assessment of Public Library Needs

1. National Research

In 2010 the Museums, Libraries and Archives Council (MLA) published a report: What do the public want from libraries? User and non-user research, produced by IPSOS Mori and Shared Intelligence¹³. The research found that:

- 1.1. Why do people use public libraries? The research found that underlying motivations for library use are wide ranging: Some are inspired to go to the library because of their love of reading; others are keen to study or further their individual learning. Some want to educate their children. A desire for social contact can be a motivating factor, while conversely, others use libraries because of a desire to spend some time alone in an environment that is seen as safe and acceptable.
- 1.2. Books are still the main reason why most people use public libraries – and are seen as the core offer of the library service by users and non-users alike. The library building is also important to some user groups, such as older people who may feel isolated, families with young children, students and unemployed people.
- 1.3. There are a range of reasons why some people don't use libraries. Sometimes there are barriers to use, or it is a case of inconvenience. Library use is often opportunistic. Both current users and non-users frequently complained about library opening hours. For some people, libraries simply do not fit with their lifestyle or preferences, or are less preferred than alternatives to libraries. Nevertheless, no matter what libraries do, they won't be for everyone: research found that around 11% of respondents who are not current library users simply "don't like reading" and qualitative research found that some people could never see themselves using libraries.
- 1.4. It's not as simple as users and non-users: It seems common for people to dip in and out of using libraries over their adult lives, and reasons for this vary. Some people who use libraries occasionally or sporadically for specific purposes; others used to be regular library users, but stopped because they couldn't find what they wanted. Their primary issue was the limitation of the range or choice of books. For some people their circumstances change or they reach a different stage in life. On the other hand, common trigger points for starting to use libraries (again) include taking up study, entering unemployment, having children or retiring.
- 1.5. What do the public want from libraries? A clear message from the research is that the public see libraries' core purpose as being about reading, learning (particularly children's education) and finding information. Some of the newer services that libraries have oriented towards have become well established, for

¹³ www.artscouncil.org.uk/.../mla.../what_public_want_from_libraries_full_research_report_final_081110.pdf

example, computers and children's activities. People value a good customer experience, and are relatively intolerant of poor service. The research found that the key ingredients of a good experience are: a good range and choice of books; friendly and knowledgeable staff; and a pleasant library environment.

- 1.6. What would encourage people to use libraries more often? Top things mentioned were: coffee shop on site; longer opening hours; children's activities range/quality of books; improving the IT offer; being able to reserve or renew books online; and better information on what libraries offer.
- 1.7. A mix of different types of libraries is also valued. The research suggested clearly that smaller, local libraries are important for many current users, particularly older people. Accessibility, cost of transport and parking, and the more 'impersonal' nature of some larger libraries were given as reasons preferring smaller libraries. More communication is needed. The research suggests that library services would do well to communicate that they offer.
- 1.8. Public libraries are widely valued, even by people who don't currently use them. Most people see public libraries as an important community service: The research suggests that public libraries are valued because: they are trusted; they are one of the few public services that people often think of as 'theirs'; they are widely perceived to be important for groups such as children, older people and people on low incomes. Further, libraries are a social leveller, with an ability to bring people together.
- 1.9. The results of the national research matches the results of the local research that is outlined below.

2. Local Research: Latest User Surveys 2015

2.1. Methodology:

- 2.1.1. During the first two weeks of September 2015 face to face interviews were conducted with adult visitors to all Brighton & Hove libraries. As people entered a library they were asked what they planned to do during their visit, what the library helps them with, their use of library IT and online services, how frequently they use the library and how they normally travel to the library.
- 2.1.2. Interviewers spent five days at Jubilee and Hove libraries and at least two days at all community libraries making sure that appropriate interviews took place with visitors who arrived during morning, afternoon and evening opening times. All adult visitors to the community libraries were approached to participate with an approximate response rate of between 50 to 80 per cent for individual libraries. With the higher footfall at Jubilee and Hove libraries every fifth visitor was approached, and then the first visitor after an interview was complete. There was an approximate response rate of 50 to 60 per cent among those approached. A total of 996 surveys were completed.

- 2.1.3. At the same time that the face to face interviews were taking place similar questions were being asked of the visitors to the Brighton & Hove's online library service. A total of 46 responses were received.
- 2.1.4. This survey was conducted to gather responses from every adult library user who was prepared to take part in the research, so that the data gathered could be compared to the exit surveys carried out over previous years which were self-selecting. The results were found to be very similar to those from the exit surveys, where similar questions were asked.
- 2.1.5. This survey was also identical to those being carried out by our neighbours, East Sussex County Council (ESCC). This will enable direct comparisons with ESCC when discussing opportunities for greater co-operation.

2.2. Headlines – face to face interviews

- 2.2.1. **There is a high visitor frequency rate at our libraries.** More than a third of visitors (37 per cent) visit the same library as least one a week. Frequency is highest among BME visitors (50 per cent, 61 people) and those with a health problem or disability that affects their activity (43 per cent, 66 people). More than two out of five visitors (43 per cent) to both Jubilee and Hove libraries visit at least once a week while a third (33 per cent) does so at community libraries.
- 2.2.2. **There are also a high number of first time visitors.** For more than one in twenty visitors (6 per cent, 60 people) this was their first visit to the library where the survey was conducted.
- 2.2.3. **The proportion of people who visit more than one Brighton & Hove library is high but varies by age and health.** Three out of five visitors (60 per cent) have also visited another Brighton & Hove library, with more than two out of five (44 per cent) having also visited Jubilee library. Least likely to have used another library are visitors aged over 75 with only 39 per cent (49 people) having done so. Two out of five visitors aged 18 to 24 (42 per cent, 17 people) had used another library as had a half (49 per cent, 33 people) of visitors with a health problem or disability that affects their activity a lot.
- 2.2.4. **Most people normally walk to the library.** Nearly three out of five library visitors normally travel to the library by foot (59 per cent). The next most popular method of travel was via car with 27 per cent normally using this method. One in ten visitors used the bus (10 per cent), while only 3 per cent (28 people) travelled by bike. Twice as many visitors travel to a community library by car (35 per cent) as travel to Jubilee library (11 per cent, 17 people) or Hove library (14 per cent, 23 people) by car.

Carers (42 per cent, 30 people) are most like to travel to a library by car. Visitors aged over 65 (17 per cent, 49 people) and or visitors with a health problem or disability that affects their activity a little (18 per cent, 15 people) are most likely to use a bus.

2.2.5. **Library visitors are not all using the services for themselves.** Nearly a quarter of library visitors (23 per cent) were there solely on behalf of someone else. Among those visiting solely on behalf of someone else, 86 per cent were there on behalf of a child and 15 per cent on behalf of another adult. A half of library visitors aged 35 to 44 (50 per cent) were there on behalf of someone else compared to only seven per cent of visitors aged over 55 (30 people) and nine per cent of visitors with a health problem or disability that affects their day to day activity (14 people).

2.2.6. **Borrowing, reserving, renewing or returning a book was the service most visitors planned to use.** Two thirds of visitors (67 per cent) were there to borrow, reserve, renew or return a book. Either a book for an adult (46 per cent) and or a book for a child (27 per cent). However, less than half of visitors (48 per cent) to the Jubilee library were there to borrow, reserve, renew or return a book compared to 62 per cent at Hove library and 74 per cent at our community libraries.

Visitors aged 55 or older (63 per cent) are almost twice as likely to say that they planned to borrow, reserve, renew or return a book for adults as are visitors aged under 55 (34 per cent). Nearly two thirds of visitors aged 35 to 44 (62 per cent) were planning to borrow, reserve, renew or return a children's book as were a third of all women (33 per cent).

2.2.7. **Libraries are associated with education, learning and enjoyment.** More than two thirds of visitors (69 per cent) thought that their visit to the library today would help with theirs or a child's education, learning and enjoyment. Other things that visitors said their visit would help with included; socialising (9 per cent, 87 people), Finding out about local/central government services (5 per cent, 48 people), my job (3 per cent, 29 people), health (2 per cent, 21 people) and job seeking (2 per cent, 20 people).

2.2.8. **Community, Jubilee and Hove libraries are used differently.**

- A third of visitors to community libraries (33 per cent) were there to borrowing, reserving, renewing or returning a children's book, twice as many as at Jubilee (16 per cent) and Hove (19 per cent) libraries. Similarly, nearly a third of visitors to a community library said that their visit would help with a young child's (aged 0 to 12) leaning and enjoyment compared to only 19 per cent (29 people) at Jubilee library and 15 per cent (25 people) at Hove library.
- Around twice as many visitors to Hove library (11 per cent, 19 people) planned to borrow, reserve, renew or return a DVD than did visitors at a community library (5 per cent, 35 people) or Jubilee library (6 per cent, 10 people).
- While one in ten people at Jubilee (11 per cent, 18 people) and Hove (10 per cent, 17 people) libraries planned to read a newspaper or magazines, only 5 per cent of visitors (30 people) to a community library planned to do so.

- A quarter of visitors to Jubilee library (24 per cent, 39 people) planned to use the free Wi-Fi, a study space or reference service compared to only 11 per cent (19 people) at Hove library and four per cent at a community library.
- A total of 48 visitors (5 per cent) said that their visit would help with finding out about local/central government services, of these, 44 were visiting a community library compared to only three at Jubilee and one at Hove library.
- While 71 visitors (11 per cent) said their visit to a community library would help with socialising only 7 per cent (11 people) at Jubilee library and 3 per cent (5 people) at Hove library said so.

2.2.9. **Computer and Wi-Fi access in libraries is important to library visitors.**

A significant number of library visitors (15 per cent, 153 people) were there to use a computer or the free Wi-Fi. However this rises to more than a quarter of visitors with a long term health problem or disability (26 per cent, 39 people) and BME visitors (24 per cent, 30 people). More than two out of five visitors (42 per cent, 422 people) have come to a library to go online. For a more than a fifth of these visitors (22 per cent, 92 people) this is their only way of accessing the internet. This means that that for nearly one in ten of all library visitors (nine per cent, 92 people) the library is their only access to the internet.

2.2.10. **The café at Jubilee library is popular with visitors.** More than one on ten visitor to the Jubilee library planned to use the café (12 per cent, 19 people).

2.3. **Headlines – online survey**

2.3.1. Nearly three out of five e-library visitors (57 per cent, 25 people) visit at least once a week.

2.3.2. Nearly all e-library visitors also visit a local library (98 per cent, 45 people). More than four out of five (89 per cent, 40 people) have visited the Jubilee library and more than two out of five (44 per cent, 20 people) have visited Hove library.

2.3.3. The majority of visitor to the e-library service were planning to borrow, reserve, renew or return a book (80 per cent, 33 people), either a book for an adult (71 per cent) and or a book for a child (20 per cent, nine people). Not mutually exclusive to these 33 visitors, seven people (15 per cent) planned to download an e-book and four people (nine per cent) planned to download an audiobook.

2.3.4. Nearly three out of five e-library visitor (59 per cent, 20 people) said that the online service will help them with leisure and enjoyment and six people also said their visit would help a child aged 0 to 12 with their leaning and enjoyment.

2.3.5. Nearly a third of e-library visitor (32 per cent, 11 people) thought the on-line service would help with 'my job / business'.

3. Local Research: Library Exit Surveys 2013-2015

3.1. What do people think of their public libraries?

The results below are from a sample of self-selecting library users who completed a questionnaire via a Digi view box after they had completed a visit to one of the city's libraries. A Digi view box was permanently located at both Jubilee and Hove libraries and on a monthly rotation around the other community libraries.

Unless otherwise stated, the results are the combined responses from participants in years 2013-14 and 2014-15.

3.1.1. **Library Users - Adults (Aged 16 and Over)**

- a) **There is a high level of satisfaction with Brighton & Hove libraries and with how easy it is to use the service.** Overall, nearly nine out of ten respondents when taking everything into account think our libraries are very good or good (86 per cent) and are very easy or easy to use (89 per cent). Satisfaction and ease of use scores are highest at community libraries (96 per cent and 96 per cent) compared to Jubilee library (84 per cent and 85 per cent) and Hove library (84 per cent and 86 per cent). However, the scores across key equality groups are lower, fig 1.1.1a below.

Fig 3.1.1a: Overall satisfaction and ease of use by equality groups		
	Overall very good or good	Very or fairly easy to use
Aged over 75	72%	80%
Aged 16 - 19	79%	91%
All other ages	91%	93%
BME		
BME	79%	84%
White UK/British		
White UK/British	93%	95%
LGB		
LGB	74%	81%
Heterosexual		
Heterosexual	93%	96%
With a long term health problem or disability		
With a long term health problem or disability	76%	73%
No long term health problem or disability		
No long term health problem or disability	89%	94%

With carer responsibilities	81%	83%
No carer responsibilities	92%	94%
Base: All respondents who answered the appropriate questions		

- b) **Our libraries are easy to get to.** Nine out of ten respondents (91 per cent) thought that the library they were visiting was easy to get to. Respondents visiting a community library were most likely to say their library was easy to get to (95 per cent) compared to Jubilee library (92 per cent) and Hove library (86 per cent). Among first time library users the number who think the library was easy to find falls slightly to 83 per cent. People aged 75 and over are least likely to say the library was easy to get to (76 per cent).
- c) **Library users are very satisfied with the standard of customer service that they receive.** Nearly two thirds of respondents (66 per cent) had contact with a member of staff with 92 per cent saying the level of customer service they received was very or fairly good. Contact with staff was highest at community libraries (95 per cent) compared to Jubilee (45 per cent) and Hove (63 per cent). The standard of customer service at the community libraries was also highest with 94 per cent think it was very or fairly good, compared to Jubilee library (70 per cent) and Hove library (64 per cent). Carers (88 per cent) and those aged over 75 (83 per cent) were most likely to have contact with library staff and those aged 16 to 24 (46 per cent) least likely to have contact.
- d) **Library staff are seen as an integral part of the service provided by libraries.** More than 19 out of 20 respondents thought staff helpfulness (97 per cent), knowledge (96 per cent) and availability (96 per cent) were very or fairly important to them. Nine out of ten also rated these attributes very good or good.
- e) **Unsurprising books (97 per cent) is thought of as most important by respondents with four out of five (80 per cent) rating them very good or good.** However, e-books (49 per cent) and e-audio books (47 per cent) are rated the least important.
- f) **Opening times are seen as an area of concern for library users.** The largest gap (23 percentage points) between what respondents said was important and what is rated very good or good was library opening times. Libraries opening times were important for 96 per cent of respondents and rate very good or good by 73 per cent. The gap was even bigger (40 percentage point) for community libraries where it was important for 99 per cent and rated very good or good by only 59 per cent. Respondents aged 75 and over (52 per cent) and those with carer responsibilities (62 per cent) were least likely to say that library opening times were very good or good.

- g) **Libraries are seen as safe places.** For 19 out of 20 respondents (96 per cent) libraries being a safe place to visit is very or fairly important to them and nine out of ten (90 per cent) rate feeling safe in libraries as very good or good. Feeling safe in libraries is highest in community libraries (97 per cent) compared to Jubilee library (88 per cent) and Hove library (86 per cent). Respondents age 75 and over (71 per cent), those with a limiting long term health problem or disability (71 per cent) and LGB (77 per cent) are least likely to rate feeling safe as very good or good.

Fig 3.1.1b: How important to you and how do you rate the following services

	Very or quite important	Rated: Very good or good	Gap
Books (n=1,362)	97%	80%	-17%
Staff helpfulness (n=1,201)	97%	91%	-6%
Staff knowledge (n=1,194)	96%	89%	-7%
Opening hours (n=1,250)	96%	73%	-23%
Staff availability (n=1,199)	96%	88%	-8%
The library as a safe place to visit (n=1,212)	95%	90%	-5%
Seating area (n=1,239)	92%	75%	-17%
Community space (n=543)	90%	85%	-5%
Study area (n=1,120)	85%	67%	-18%
Computer availability (n=534)	79%	75%	-4%
Events and activities (n=1,070)	76%	74%	-2%
Self-service (n=1,183)	75%	83%	+8%
DVDs (n=1,141)	70%	66%	-4%
E-resources (n=466)	65%	73%	+8%
Audio books (n=1,052)	65%	67%	+2%
Music CDs (n=1,073)	58%	62%	+4%
E-books (n=439)	49%	65%	+16%
E-audio books (n=432)	47%	65%	+18%
Base: All respondents who answered both questions			

3.1.2. Library Users – Children & Young People (Aged 0-15)

- a) **Children and young people enjoy their experience of libraries.** When asked to describe their visit to the library nearly three quarters (72 per cent) described it as excellent or good. It was highest for children and

young people visiting a community library (86 per cent) compared to 69 per cent at both Jubilee and Hove libraries. Children aged 5 to 13 (83 per cent) were most likely to say their experience was excellent or good, compared to 0 to 4 year olds (71 per cent) and 14 and 15 year olds (69 per cent). There was no difference by gender.

- b) **Children and young people think there is a good choice of books in libraries.** Three quarters (76 per cent) think there is an excellent or good choice of books at the library. This raises to 87 per cent at community libraries compared to Jubilee library (73 per cent) and Hove library (74 per cent). Five to nine year olds were most likely to say there was a good range of books (85 per cent) compared to under 5s (76 per cent), 10 to 13 year olds (76 per cent) and 14 and 15 year old (70 per cent). There was no difference by gender.
- c) **Children and young people think libraries are friendly and safe places.** More than four out of five children thought that the library was a friendly place (86 per cent) and a safe place (82 per cent).
- d) **Children and young people think libraries are bright and cheerful and a place they want to come to.** Nearly four out of five children think that libraries are bright and cheerful inside (79 per cent) and a place they want to come to (78 per cent).
- e) **Not all children and young people think that the library is open when they want to use it.** One in five children (19 per cent) disagree that the library is open when I want to come in/use it. This is highest for community libraries (24 per cent) compared to Jubilee library (17 per cent) and Hove library (18 per cent). Nearly twice as many 14 to 15 year olds (30 per cent) don't think the library is open when they would like it compared to children aged under 14 (17 per cent). There is no difference by gender.

Fig 3.1.2: Do you think the library is...			
	Yes	No	Don't know
A friendly place (n=1,712)	86%	7%	6%
A safe place (n=1,601)	82%	9%	9%
Bright and cheerful inside (n=1,596)	79%	12%	10%
A place I want to come to (n=1,595)	78%	11%	11%
A place with lots of things I'm interested in (n=1,587)	73%	14%	12%
Open when I want to come in/use it (n=1,585)	65%	19%	16%
Base: All respondents who answered the individual questions.			

3.2. **What Do People Do in Public Libraries?**

The results below are from a sample of self-selecting library users who completed a questionnaire via a Digi view box after they had completed a visit to one of the city's libraries. A Digi view box is permanently located at both Jubilee and Hove libraries and on a monthly rotation around the other community libraries.

Unless otherwise stated, the results are the combined responses from participants in years 2013-14 and 2014-15.

3.2.1. **Library Users - Adults (Aged 16 and over)**

- a) **The main reason for adults to visit a library is to borrow, return or renew an item.** More than a half of respondents (54 per cent) did so. Two out of five respondents (42 per cent) browsed and more than a quarter (28 per cent) read books, newspapers or magazines. A quarter used a computer or internet (24 per cent) and or look for information (23 per cent). One in five (20 per cent) studied.

Borrow/return/renew item	54%
Browse	42%
Read book, newspapers or magazines	28%
Use a computer/internet	24%
Look for information	23%
Study or work	20%
Meet friends or family	12%
Attend an activity/event/course/exhibition	9%
Use the council connected service	8%
Something else	14%
Base: All respondents who answered the question (n=1722, 90%)	

- b) One in ten (13 per cent) who visited the Jubilee Library used the café, while one in twenty (6 per cent) used the Booklovers store.
- c) **More library users who use a community library borrow, return or renew books than do users of the Jubilee library or Hove Library.** More than two thirds (72 per cent) of users of community library borrow, return or renew and item compared to only 54 per cent at Hove library and 41 per cent at Jubilee Library.

- d) **More people study at Jubilee Library than study at community libraries.** More than twice as many respondents at Jubilee Library said that they had been studying (26 per cent) than did respondents at a community library (13 per cent).
- e) **More users of Hove Library use the Council Connect service than do user at Jubilee Library or the community libraries.** Twice as many respondents said that they had used the Council Connect service at Hove Library (13 per cent) than had at either Jubilee Library (5 per cent) or at a community library (5 per cent).
- f) **Young adult libraries users tend to study or work.** Nearly a half of all 16 to 19 year olds (45 per cent) library users study or worked at the library compared to 27 per cent of 20 to 34 year olds and only 13 per cent of all other age groups.
- g) **Library users with a limiting long term illness or disability that affects their day to day activity 'a lot' use the library service in very different ways to library users with no limiting long term illness or disability.** Among the 40 respondents whose day to day activity is affected a lot they are; less likely to be borrowing, returning or renewing an item (45 per cent compared to 60 per cent) and reading books, newspapers and magazines (15 per cent compared to 28 per cent) and more likely to use the Council Connect service (22 per cent compared to three per cent), use a computer/internet (33 per cent compared to 22 per cent) or meet friends or family (20 per cent compared to 8 per cent).
- h) **The way library users who have carer responsibilities use the library is different to the way library users with no carer responsibilities.** Among the 70 respondents who are carers they are more likely to:
- Use the Council Connect service, 19 per cent compared to three per cent
 - Look for information, 33 per cent compared to 21 per cent
 - Study or work, 27 per cent compared to 17 per cent
 - Attend an event, 16 per cent compared to three per cent
 - Use a computer/internet, 37 per cent compared to 23 per cent
 - Meet friends or family, 17 per cent compared to 8 per cent
- i) **Information to support study is the type of information most sought by library users.** More than a quarter (28 per cent) of libraries user looking for information were looking for information to support study.

Fig 3.2.1 i: What information where you looking for today?

Information to support study	28%
Health information	24%

Information about Brighton & Hove City Council	22%
Information about careers/jobs	20%
Financial information	17%
Information about benefits	16%
Government information	9%
Other information	60%
Base: All respondents looking for information on day of visit and who answered the question relating to what information they were looking for (n=353).	

- j) **Library users find libraries helpful for a range of work and life events.** A quarter of all respondents said that the library had help with study/learning (27 per cent) and health and leisure (24 per cent). More than one in twenty had also had help with finding employment (seven per cent) and with their current employment (seven per cent)

Fig 3.2.1 j: Has the library helped you with any of the following?	
Study/learning	27%
Health / leisure	24%
Accessing on-line services *	14%
Family / relationships	10%
With your current employment	7%
Looking for employment	7%
Financial issues *	5%
Volunteering *	4%
Crime / safety issues	4%
Other	14%
Base: All respondents, including those who did not answer the question (n=1964) * Data only available for 2014 -15	

2.3.6 Library Users - Children and Young People (aged 0-15)

- a) **The main reason for children and young people to visit a library is to 'borrow things'.** More than a half of libraries user (53 per cent) said they did so to borrow, return or renew an item. Just under a half also read (48 per cent) and looked around (46 per cent).

Fig 3.2.2 a: What did you do at the library today?

Borrowing things	53%
Read	48%
Looking around	46%
Use the computers	27%
Meeting friends	21%
Waiting for parent/family/carer	21%
Use Wi-Fi *	20%
Play with toys	20%
Homework	18%
Attend an activity or event	13%
Other	22%
Base: All respondents from all libraries who answered the question (n=1788, 86%).	
* Data only available for 2013-14	

- b) 'Borrowing things' is less popular at Jubilee Library (45 per cent) than at a Hove Library (56 per cent) and community libraries (55 per cent). 'Borrowing things' is most popular among five to nine year olds (62 per cent) and least popular among 14 and 15 year olds (39 per cent). Most popular for 14 and 15 year olds is 'using the computer' (41 per cent) compared to only 24 per cent of children under 14. A third of 14 and 15 year olds (34 per cent) use the library to do homework, compared to only 13 per cent of those aged under 14.

4. Lapsed User Survey 2015

- 4.1. During April 2015, a self-completion survey was sent to a random sample of 3,389 adult library members who had not used their library card in one of the city libraries since the end of 2013. 2,836 surveys were sent out via e-mail (with 180 no deliveries) and 553 by post to a named library user where there were no e-mail contact details. 301 completed questionnaires were returned; represent a response rate of 9.4 per cent.
- 4.2. The two key finding following the analysis returns are:
- More than two third of respondents (212 people, 70 per cent) had used a library in the last 12 months but had no need to use their library card to do so.

- Three quarters of respondents (224 people, 74 per cent) are very like or fairly likely to use a library in the next 12 months with 44 per cent of all respondents very like to do so.

4.3. Fig 4.3 below summarises how respondents have used the library in the last 12 months with nearly a half of respondents (49 per cent) having look for information without borrowing an item and more than two out of five (43 per cent) having read books, newspapers or magazines.

Fig 4.3: Thinking only of Brighton & Hove Libraries, have you done any of the following in the last 12 months?	
Looked for information without borrowing an item	49%
Read books, newspapers or magazines	43%
Used the shop in Jubilee Library	26%
Used the café	25%
Used the library to study or work	22%
Met friends or family	22%
Used the library in some other way	21%
On someone else's behalf and using their card, borrowed a book, e-book, CD or DVD	17%
Attended an activity, event, course or exhibition	17%
Used a photocopier	17%
Used the free Wi-Fi	12%
For yourself but using someone else's card borrowed a book, e-book, CD or DVD	6%
Used the Council Connect Service	1%
Base: All who answered the question (n=212, 70 per cent)	

4.4. Although the small number involved needs to be noted and that some respondents are not mutually exclusive to one group there are some variations by equality groups in how lapsed users have used the library in the last 12 months.

- Respondents aged 31 to 50 are more likely to have used someone else's card to borrow an item, 41 per cent (28 people) compared to four per cent of all other respondents.
- LGB respondents are more like to have looked for information without borrowing an item, 70 per cent (14 people) compared to 45 per cent of heterosexual respondent.

- Respondents who are carers are more likely to have looked for information without borrowing an item, 60 per cent (15 people) compared to 46 per cent of respondents who are not carers.
- Respondents aged 41 and older are more likely to have looked for information without borrowing an item, 51 per cent (82 people) compared to 33 per cent (11 people) age 21 to 40.
- Respondents aged 51 to 60 are more likely to have used the shop in Jubilee library, 44 per cent (20 people) compared to 20 per cent of all other respondents.
- Female respondents are more likely to have attended an event, course or exhibition, 22 per cent (30 people) compared to nine per cent of male respondents.

4.5. Fig 4.5 below summarises how likely lapsed library user will be to use different library services in the next 12 months with nearly two thirds (63 per cent) likely to take out a free book loan, with more than a quarter (27 per cent) very likely. More than two out of five respondents are also very or fairly likely to use the reservation service (45 per cent), the café in Jubilee library (41 per cent) and free access to newspapers and magazines (41 per cent).

Fig 4.5 How likely or unlikely are you to use any of the following services provided by Brighton & Hove Libraries in the next 12 months?		
	Very or fairly likely	Very likely
Free book loans (n=272)	63%	27%
Reservation service (n=247)	45%	15%
Cafe in Jubilee library (n=239)	41%	16%
Free access to newspapers and magazines (n=215)	41%	19%
Free Wi-Fi (n=222)	37%	16%
Hire of DVDs and CDs (n=229)	33%	14%
Access to photocopiers (n=177)	30%	11%
Events and activities for adults (n=223)	30%	10%
Free access to on-line subscription websites (n=215)	29%	12%
Study space (n=218)	29%	11%
Free e-book loans (n=221)	28%	10%
One hour free access to library computers (n=220)	27%	15%

Access to printers (n=215)	23%	9%
Base: All respondent who answered the question including those stating 'don't know'		

4.6. Although there is a relatively small number of respondents who are carers (26 people) and or who have a long term health problem or disability that affects their activity 'a lot' (16 people). For both groups there are consistent difference in how likely they are to use library services in the next 12 months. For both groups they are more like to use a range of library services when compared to those who are not carers and or do not have a disability.

a) Carers (26 people)

- Free book loan, 77 per cent compared to 60 per cent
- Free access to newspapers and magazines, 57 per cent compared to 38 per cent
- Reservation service, 56 per cent compared to 43 per cent
- Free access to computer, 55 per cent compared to 21 per cent
- Hire DVDs or CDs, 52 per cent compared to 30 per cent
- On-line subscription website, 50 per cent compared to 27 per cent
- Events or activities for adults, 50 per cent compared to 26 per cent
- Use a printer, 40 per cent compared to 22 per cent

b) Long term health problem or disability that affects their activity 'a lot' (16 people).

- Free book loans, 80 per cent compared to 62 per cent
- Hire DVDs or CDs, 50 per cent compared to 30 per cent
- Free access to computer, 38 per cent compared to 23 per cent
- Photocopier, 50 per cent compared to 28 per cent
- Event or activity for adults, 47 per cent compared to 27 per cent
- Reservation service, the exception in that only 36 per cent would use compared to 47 per cent of all other respondents

c) Other variations by equality group in how likely lapsed user are to use a library services in the next 12 months:

- Free e-book loans, 31 to 50 year olds (41 per cent) compare to all other ages (23 per cent)
- Free access to computers, 21 to 30 years olds (44 per cent) compared to all other ages (24 per cent)
- Free Wi-Fi, 21 to 40 year olds (55 per cent) compared to all other ages (34 per cent)
- Use a printer, 21 to 30 year olds (38 per cent) compared to all other ages (25 per cent)

- Study and work space, BME respondents (49 per cent) compared to White UK/British (26 per cent)
 - Event or activity for adults, female respondents (34 per cent) compared to male respondents (22 per cent)
 - Café in Jubilee library, female respondents (46 per cent) compared to male respondents (35 per cent)
- 4.7. Nearly a third of lapsed users (29 per cent) claimed that they had borrowed an item or used a computer in one of the city libraries in the past 12 months.
- 4.8. Among those respondent who did not claim to have used their library card in the last 12 months (205 respondents) the main reasons for not doing so were; use the internet for information (22 per cent) libraries not being open when needed (21 per cent) and moved out the area (15 per cent).
- 4.9. Among the 42 respondents who mentioned libraries not being open when I need them. Most suggestion where very specific, however, 16 respondents (38 per cent) did mention evening/after 5pm and 15 respondents (36 per cent) mentioned weekends/open for seven day.

Fig 4.10: Why have you not borrowed an item (books, e-books, CDs or DVDs) or used computers/printers at a Brighton & Hove Library in the last 12 months?	
I use the internet for information	22%
Libraries are not open when I need them	21%
Other change in circumstances	20%
I moved out the area	15%
I cannot get to a library	12%
There is a poor range of books, CDs or DVD	10%
I no longer go to the library with my children	7%
I only use an e-reader	7%
I use a library outside of Brighton & Hove	3%
I don't read books	3%
I lost my library card	2%
I have outstanding library charges	2%
I don't not know what services are provided by libraries	1%
Other reasons	43%
Base: All respondents who answered the question, excluding those who said that they had borrowed an item (n=205).	

- 4.10. Looking at why respondents have not used a library in the last 12 month by equality groups reveals the following differences:
- I use the internet for information, respondents with a long term health problem or disability (21 people, 40 per cent) and carers (8 people, 40 per cent) compare to those without a disability (25 per cent) and those who do not have a carer role (27 per cent).
 - Respondents with a long term health problem or disability are more likely not to have used a library due to 'libraries not being open when I need them' (34 per cent) and or 'I cannot get to a library' (23 per cent) than are respondents without a long term health problem or disability, 24 per cent and 11 per cent respectively.

5. Qualitative Research 2015 – Adults

- 5.1. During April 2015 an external research organisation was commissioned to conduct seven focus groups and four days of hall test (were respondents are recruited off the street to take part in a 15 – 20 minute interview).

The objectives of the research were to understand:

- The needs of library users
 - Barriers to library use
 - What would drive non users to use the library
 - To establish whether the above differs across the various target groups
- 5.2. The focus group were comprised of the following groups of Brighton & Hove residents. There were eight residents in each focus group (56 in total) and with the exception of the non-users groups, each group comprised half users of libraries and half non-users.
- Non users of libraries – not used a library within the last two years
 - Disabled residents with a range of conditions and disabilities
 - Unemployed (mix of short term and long term unemployed)
 - Older residents aged 65 and over (including some over 75)
 - Black and minority residents
 - LGBT residents
 - Parents of children under the age of 17

As part of the hall tests, 54 participants from across a range of the target sample were interviewed.

5.3. Below is a summary of the conclusions from the qualitative research. A more detailed report can be found in Appendix 1.

- a) Having internet access has changed the way people access information and read for pleasure. There is no longer any need to go to the library, when you can download information/books in the comfort of your own home. Consequently, it is recognised that libraries have to change to be more up to date and meet the needs of society.
- b) Non-users have limited knowledge of the services libraries currently offer and indeed, regular users are only accessing a limited number of services. Participants were surprised at the range of services currently offered – this information alone could increase their interest in using the library.
- c) The concept of developing the library as a Community Hub is felt to be an appropriate direction for libraries to go, and was suggested spontaneously by participants.
- d) The majority of the Carnegie Concepts¹⁴ for libraries as community hubs were liked and met with enthusiasm. So much so, non-users felt they would be encouraged to use the library. Participants clearly liked the idea of having somewhere which could not only be a social catalyst, but also a source of advice and information
- e) It is important that any changes to library services should be clearly communicated using a range of channels where possible. It is also equally important to communicate to the public the range of services already offered as there is clearly a lack of awareness surrounding this, and it is clear from the research, some of these services would encourage use by non-users and increased use by regular users.
- f) The report also recommended that opportunities for interaction between the library and users are available through social media and email alerts.
- g) It is important to be clear what ‘services’ means, and how they will be delivered – i.e. the library’s role and whether they will be delivered by a third party.
- h) In addition, due to the recent austerity measures and cuts in public services it is important how the delivery of these services is presented and communicated. Participants do not want to feel the library is ‘wasting’ money.

¹⁴ <http://www.carnegieuktrust.org.uk/changing-minds/knowledge---culture/the-future-of-libraries/speaking-volumes>

- i) The concept of the library as a source of information and advice is liked overall and it is seen as trustworthy and non-intimidating – a safe environment – somewhere people are happy to go.
- j) It is also clear that participants do not feel that all these services should all be free. They are willing to pay a nominal fee for services / courses / workshops / events
- k) The views and conclusion were consistent across all target groups

6. Qualitative Research 2015 – Children & Young People

6.1. The adult focus group research was followed by some similar engagement with children and young people. The objectives of the research were to identify:

- The needs of library users (children and young people)
- Barriers to library use
- What would drive non users to use the library
- Whether the above differs across the various target groups

6.2. The researchers attempted to liaise with schools and youth groups to obtain a series of focus groups with young people. They succeeded in conducting groups with:

- Students of Varndean school 2 x focus groups aged 12 – 14 (25 participants)
- Students at Queen's Park Primary school 3 x focus groups aged 8, 9 and 10years old (24 participants)
- Three face to face interviews with members of staff in the schools
- One group LGBTU young people
- Four paired depth interviews with BME young people aged 8-9, 10-11, 12-14, 15-16
- They were unable to achieve groups/interviews with young people and/or their parents with SEN or disabilities in the time allowed for the research. However, a session has been planned for late November and the results will feed into the review and service planning process.

6.3. Below is a summary of the conclusions from the qualitative research. A more detailed report can be found in Appendix 2.

- a) It is clear that unless children are engaged with the library at an early age there is the danger of losing them.
- b) As children get older they become more autonomous and make their own decisions. They also have other interests which override the need to go to the library.
- c) The library is very much associated with reading which in turn may be associated with school and if they have difficulty reading they will not be pre-disposed to going to the library. Older children particularly have access to the school library and therefore don't feel the need to attend the public library.
- d) However, the concept of having other activities which they find attractive would encourage them to attend the library. In addition, the activities suggested would be perceived to be 'cool', and would tap into their interests.
- e) There is clearly an appetite for book related activities, whatever form this takes. The younger age group particularly are very keen on competitions, either drawing or writing and this clearly engages them with the library.
- f) School staff want to be able to develop a good relationship and collaboration with the public library. They would like to have a more formalised relationship where they are able to provide the library with information on the topics they are covering, the curriculum subjects etc. They would also like to access a list of events in the library so they are able to build them in to the subjects/projects being carried out in school.

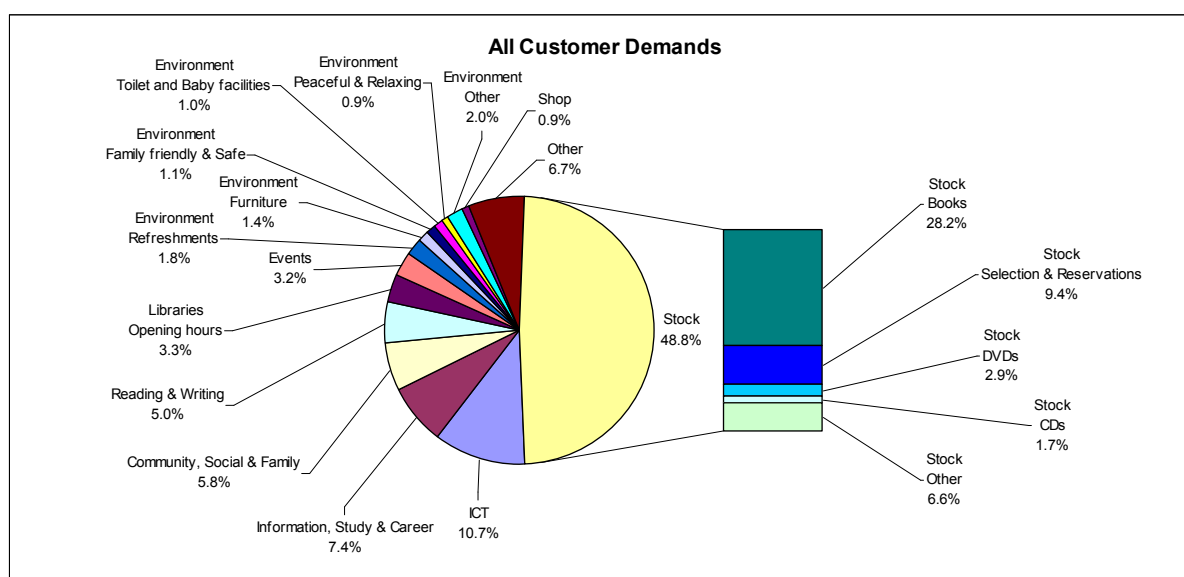
7. Systems Thinking Research 2010

- 7.1. This data is now five years old but it is useful as it is very different from the traditional survey based evidence gathering. In 2010 Libraries took a systems thinking approach to libraries services review, where the customer is engaged in a conversation with open questions, as opposed to the more traditional survey approach where the questions are mainly closed with a range of predetermined answers suggested.
- 7.2. Managers and staff spoke with 2,328 people between May and September 2010 and they gave us 9,011 comments. The results were analysed to see where the service had failed to meet either the demands from customers or their values. The purpose of focusing on failure demand and value is to help the service identify the main areas on which to focus improvement activity.
- 7.3. The results showed that Brighton & Hove Libraries satisfy a significantly high number of the demands (87.3%) and values (89.8%) placed on it. However, there was a small but important 12.6% of demands and 7.9% of values not being achieved and where services could be improved.

7.4. It is clear from what customers said that libraries are not just a transaction-based service. Many customers visit libraries because they value libraries, for example as a communal space and for social reasons. Thus the values that customers said they attach to libraries were analysed to the same depth as their direct demands on the service.

7.5. The top 80% of things that customers had come into the library for were:

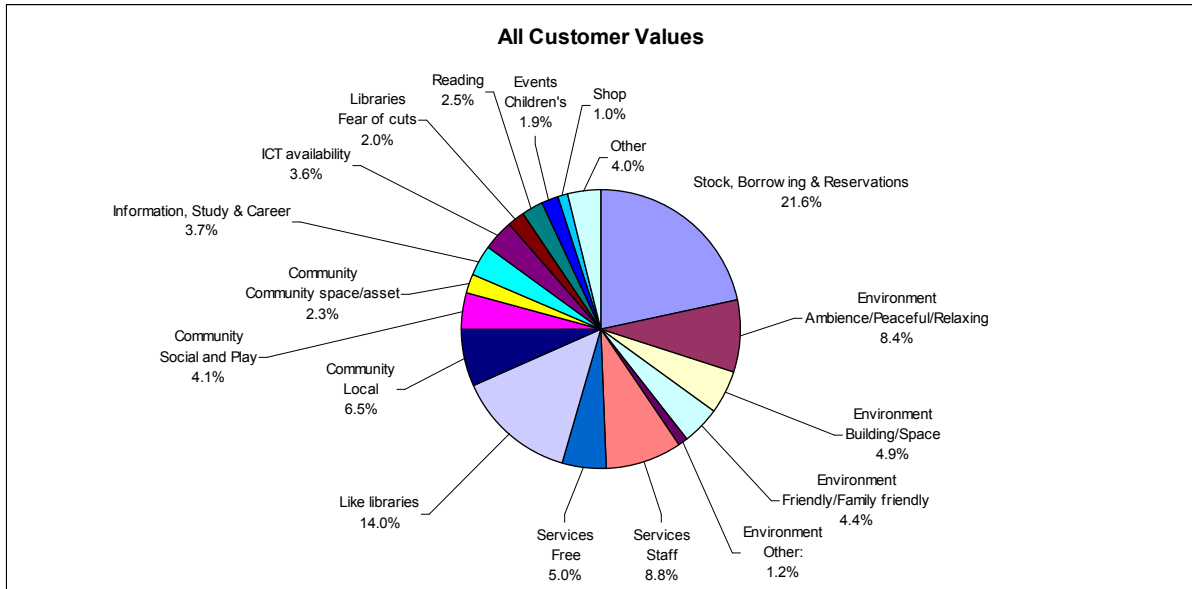
- Borrowing or using stock (48.8%)
- Using ICT facilities (10.7%)
- Gaining information and studying, including researching jobs (7.4%)
- Meeting friends, bringing children in to play and read, and using the library as a community space (5.8%)
- To sit and read or write (5.0%)
- To attend an event or activity (3.2%)



Failure demand level was around 10%. What met some people's needs did not satisfy others.

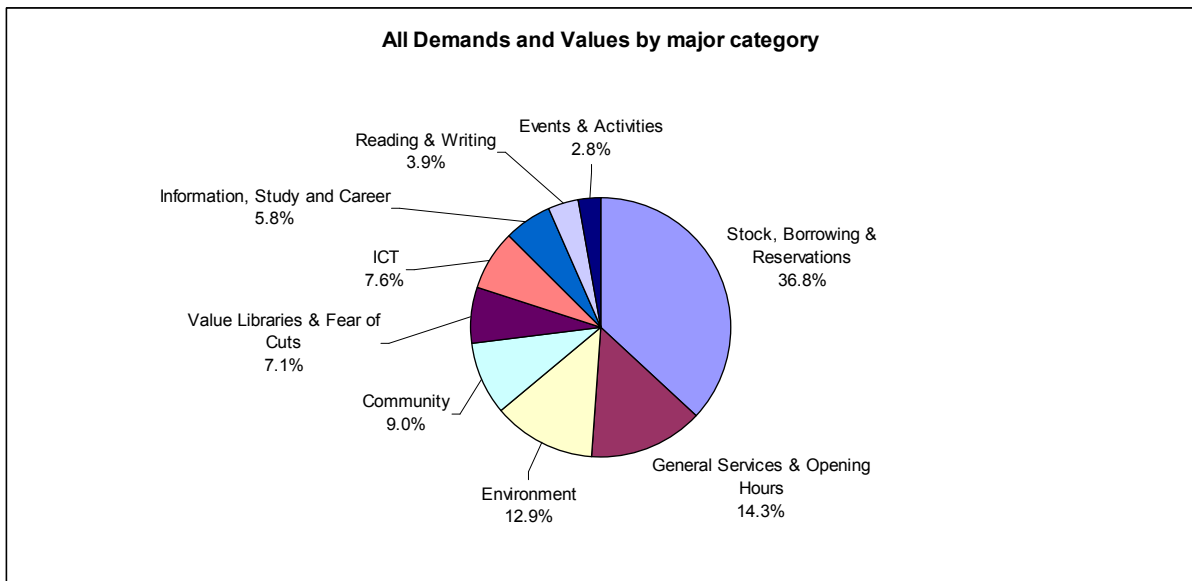
7.6. The top 80% of things that customers said they **valued** about their libraries were:

- Being able to borrow from a good selection of stock (19.9%)
- Having a nice environment – nice building with good facilities which is welcoming, relaxing and family friendly (17.7%)
- “I love everything about my library” (13.5%)
- The library is part of their local community (12.9%)
- Welcoming and helpful staff (8.8%)
- Services are free (5.0%)
- Availability of ICT facilities (3.6%)



Failure to meet customer values was 8%. What was valuable to some people was not valued by others.

Demands and Values combined:



Section D: What Do We Know About Library Users and Potential Users?

1. Library Users and Patterns of Use

The information on existing library users comes from two main sources: the data from the library management system, which holds membership data and transaction records, and the surveys and other research work that is carried out on a regular basis.

Information about potential users comes from understanding the city and individual library demographic profiles. This information will help us to target library services to those in most need.

1.1. **Definitions of Users:**

- 1.1.1. Visitors: real and virtual: People use libraries for a wide variety of reasons. As well as borrowing things, people will use the public computers, sit and study, read the papers, and do all manner of other things. The numbers of visitors are regularly counted using electronic people counters in all the libraries. Virtual users are also counted through their use of the online services through the website. These numbers can be seen in the performance data in section B.
- 1.1.2. Active borrowers: are defined as those people who have borrowed something in the last 12 months. Their activity can be tracked through the library management system, and the membership and transactional data in particular give us a wealth of information about these users. It is important however, to realise that these users are not the only ones.
- 1.1.3. Invisible users: are those who are not borrowing or returning items, or using a public library computer. For the first time we have identified how many people are 'invisible' users and have also used the exit survey data to identify what these 'invisible' users are doing. (see section 1.6 below)
- 1.1.4. Residential / housebound borrowers: are those who cannot get to their local library in person, so the Library Service delivers books and other items to them at home – either their own homes or managed residential accommodation. We have carried out some research with people in receipt of the Equal Access Service (which delivers boxes of books to various residential settings). Details of the results of this research are in section 1.8 below. There are also details of the recipients of the Home Delivery Service which was set up in 2014 following the closure of the Mobile Library.

1.2. Active Borrowers:

There were 39,024 active library borrowers during 2014. Just under 19 out of 20 active borrowers were Brighton & Hove residents (36,671 people, 94 per cent) and 6 per cent (2,353 people) were visitors from outside the city.

Fig 1.2: Brighton & Hove residents who are active library borrowers by age and gender

	Active library borrowers	Per cent of city population*	Male	Female
All ages	36,228	13%	40%	60%
0 to 4	2,848	19%	49%	51%
5 to 12	7,825	36%	47%	53%
13 to 19	2,190	10%	37%	63%
Working age	19,952	10%	37%	63%
65 and over	4,547	12%	39%	61%
75 and over	1,787	10%	37%	63%

Base: All Active library borrowers in 2014 where their age, gender and postcode is known (n=36,228, 99 per cent). * 2013 ONS Mid-Year Population Estimates

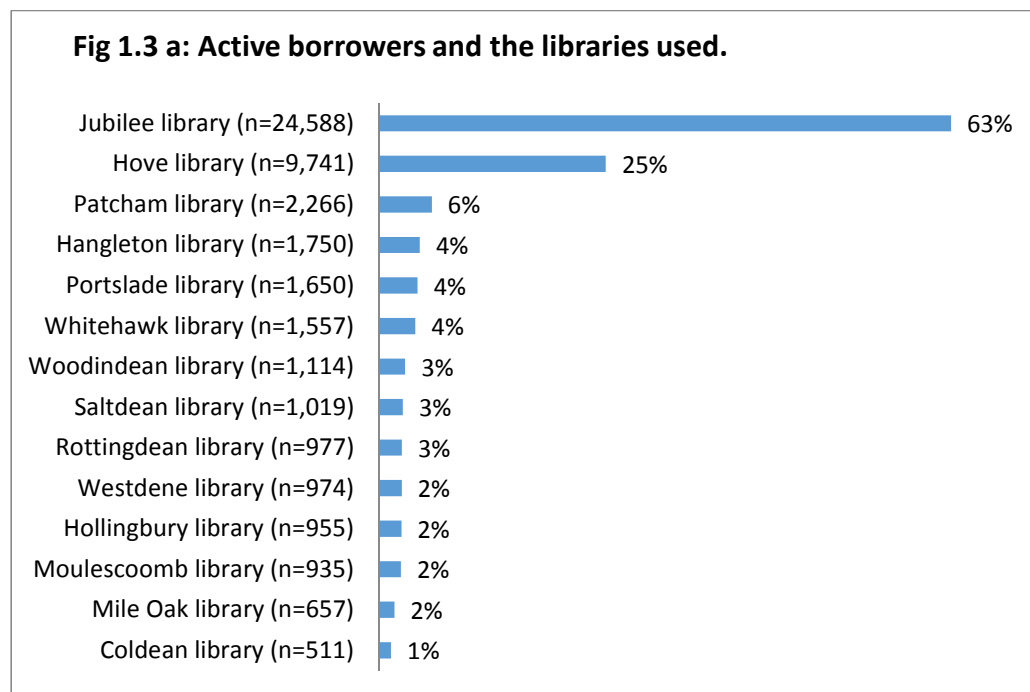
Looking only at Brighton & Hove residents who are active library borrowers (36,228 people):

- Overall 13 per cent of all residents were active library borrowers in 2014. However, there is considerable variation by age. While one in five children aged 0 to 4 years (19 per cent) and one in three children aged 5 to 12 years (36 per cent) were active library borrowers only around one in ten of all other residents were active library borrowers in 2014.
- Three out of five of active borrowers were female (60 per cent) and two out of five male (40 per cent). However, up to the age of 12 the gender balance is relatively even but after the age of 12 the gender balance is nearer to 2:1 female users to male users.

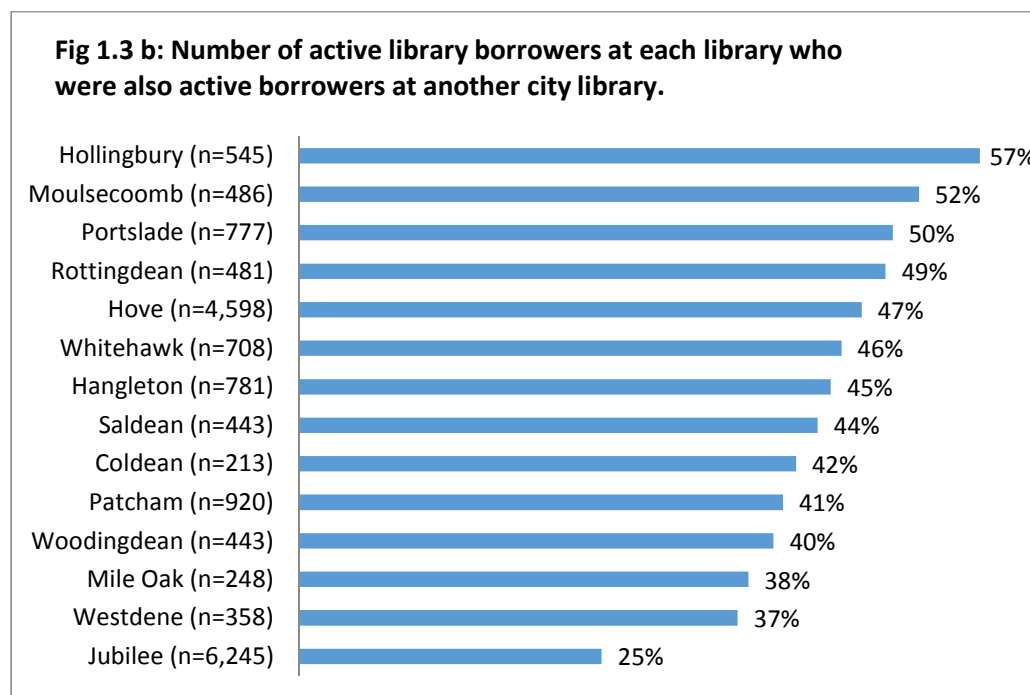
1.3. Pattern of Use:

- 1.3.1. Of the 39,024 active library borrowers in 2014 nearly two thirds (63 per cent) were active borrowers at least once at Jubilee Library. This is considerable higher than any other library with the next highest, Hove

Library (25 per cent) and third highest, Patcham Library only six per cent. The least used library among active borrowers was Coldean Library with only 511 active borrowers, just over one per cent of all active borrowers.



Base: All active borrowers at a Brighton & Hove libraries (n=39,024)



Base: All active library borrowers who were active at more than one library (7,621 people, 19 per cent)

Fig 1.3 c: Active library borrowers who are active borrowers at another library in 2014.

Library	Total number of active borrowers	% who were active at another B&H library	Coldean	Hangleton	Hollingbury	Hove	Jubilee	Mile Oak	Moulsecoomb	Patcham	Portslade	Rottingdean	Saltdean	Westdene	Whitehawk	Woodingdean
Coldean	511	42%		4%	8%	9%	27%	2%	13%	10%	3%	3%	2%	2%	5%	3%
Hangleton	1,750	45%	1%		2%	26%	23%	4%	1%	3%	12%	1%	1%	2%	2%	2%
Hollingbury	955	57%	4%	4%		12%	38%	1%	5%	27%	3%	2%	1%	6%	4%	2%
Hove	9,741	47%	0%	5%	1%		40%	1%	1%	2%	5%	1%	1%	1%	2%	1%
Jubilee	24,588	25%	1%	2%	1%	16%		0%	2%	3%	2%	1%	1%	1%	2%	1%
Mile Oak	657	38%	1%	9%	2%	18%	13%		1%	1%	20%	1%	1%	1%	2%	1%
Moulsecoomb	935	52%	7%	3%	5%	14%	43%	1%		4%	3%	2%	1%	2%	6%	3%
Patcham	2,266	41%	2%	3%	11%	10%	27%	0%	2%		2%	1%	1%	5%	2%	1%
Portslade	1,560	50%	1%	13%	2%	31%	25%	8%	2%	3%		1%	1%	1%	2%	1%
Rottingdean	977	49%	2%	2%	2%	9%	31%	1%	2%	2%	1%		20%	1%	5%	11%
Saltdean	1,019	44%	1%	1%	1%	8%	27%	0%	1%	2%	1%	19%		1%	5%	6%
Westdene	974	37%	1%	3%	5%	12%	24%	1%	2%	12%	2%	1%	1%		2%	1%
Whitehawk	1,557	46%	2%	2%	2%	10%	37%	1%	3%	3%	2%	3%	3%	1%		5%
Woodingdean	1,114	40%	1%	3%	2%	8%	27%	1%	3%	2%	2%	10%	5%	1%	8%	

Base: All active library borrowers at a Brighton & Hove libraries during 2014.

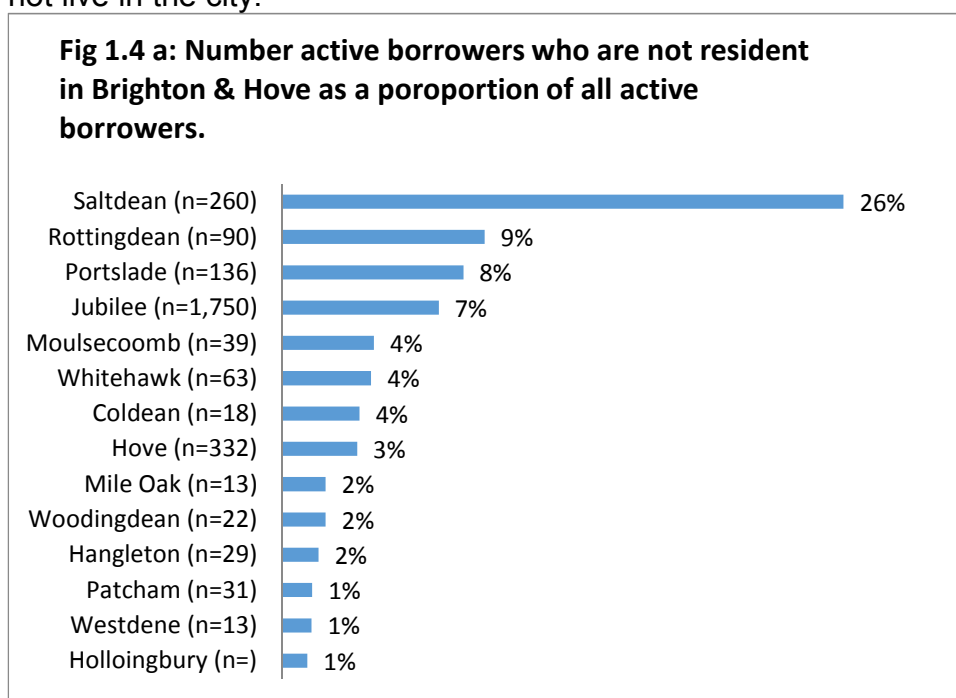


10 per cent or more active borrowers also use this library

- 1.3.2. In 2014 one in five active borrowers (7,621 people, 19 per cent) used two or more libraries, with four per cent (1,440 people) using three or more libraries.
- 1.3.3. More than a half of active borrowers at Hollingbury Library (57 per cent) and Moulsecoomb Library (52 per cent) were also an active borrower at least one other Brighton & Hove library. Only a quarter of active borrowers at Jubilee Library (25 per cent) were active borrowers at another library. Looking at the community libraries, Mile Oak Library (38 per cent) has the smallest proportion of active borrowers who are active borrowers at another library (fig 1.5 c above).
- 1.3.4. Apart from Mile Oak Library (13 per cent) for all other libraries more than a fifth (20 per cent) of active borrowers were also active borrowers at Jubilee Library, rising to two out of five active borrowers at Moulsecoomb Library (43 per cent) and Hove Library (40 per cent).

1.4. Non-Residents Using Brighton & Hove Libraries.

- 1.4.1. While six per cent of all active library borrowers in 2014 did not live in the city there is considerable variation from library to library. More than a quarter of active borrowers at Saltdean Library (26 per cent) did not live in the city. The next highest was Rottingdean Library (nine per cent), followed by Portslade Library (eight per cent) and Jubilee Library (seven per cent). For all other libraries four per cent or less of active borrowers did not live in the city.



Base: Active library users who are registered at an address outside the city (n=2,353 people, six per cent)

1.5. Active Library Borrower Profile by Library

Fig 1.5: Library Profiles - Active Library borrowers 2014

Library	Total active borrowers	Male	Female	Aged 0 to 4	Aged 5 to 12	Aged 13 to 19	Aged 16 to 64	Aged 65 and over	Aged 75 and over	Total catchment population who borrow from the library
Coldean	511	42%	58%	12%	31%	7%	40%	13%	5%	3%
Hangleton	1,750	38%	62%	8%	29%	6%	40%	19%	8%	7%
Hollingbury	955	37%	63%	10%	32%	6%	42%	13%	6%	6%
Hove	9,741	41%	59%	8%	18%	4%	55%	17%	6%	9%
Jubilee	24,588	42%	58%	6%	15%	6%	65%	11%	3%	13%
Mile Oak	657	37%	63%	8%	42%	15%	27%	11%	5%	5%
Moulsecoomb	935	35%	65%	7%	25%	6%	50%	15%	7%	2%
Patcham	2,266	39%	61%	8%	44%	7%	31%	12%	6%	11%
Portslade	1,560	40%	60%	11%	32%	6%	40%	13%	6%	5%
Rottingdean	977	36%	64%	6%	22%	4%	35%	34%	16%	11%
Saltdean	1,019	37%	63%	9%	19%	4%	37%	32%	13%	9%
Westdene	974	39%	61%	10%	47%	4%	27%	14%	6%	9%
Whitehawk	1,557	39%	61%	21%	26%	5%	41%	8%	3%	5%
Woodingdean	1,114	34%	66%	9%	30%	5%	36%	21%	10%	9%
All active users	39,024	40%	60%	8%	22%	6%	57%	13%	5%	

Base: All active library users at a Brighton & Hove library during 2014.

- 1.5.1. A half of all active library borrowers at Westdene Library (56 per cent), Patcham Library (51 per cent) and Mile Oak Library (50 per cent libraries) were children aged 0 to 12. This compares to Jubilee Library (22 per cent) and Hove Library (26 per cent).
- 1.5.2. The gender difference were more females (60 per cent) are active library borrowers than males (40 per cent) is relatively consistence across all libraries with Jubilee and Coldean libraries having the smallest difference (58 per cent, female, 42 per cent male) and Woodingdean Library the widest (66 per cent female, 43 per cent male).
- 1.5.3. The Jubilee Library active borrower age profile is very different to that seen in Hove Library and the other community libraries. Compared to other libraries, Jubilee Library has the smallest proportion of Children aged 0 to 4 (six per cent) and children aged 5 to 12 (15 per cent), the highest proportion of 16 to 64 year olds (65 per cent) and the lowest proportion of those aged 75 and over (three per cent).
- 1.5.4. A third of all active borrowers at Rottingdean (34 per cent) and Saltdean (32 per cent) libraries are aged 65 or older. This is at least double all other libraries apart from Woodingdean Library (22 per cent) and Hangleton Library (19 per cent).
- 1.5.5. When looking at the total library catchment population for the different libraries there were large differences in the proportions of residents in a given catchment who are active borrowers at their local library. Jubilee Library (13 per cent) has the highest proportion; more than four time that of the lowest Coldean Library (three per cent).

1.6. Invisible Users

- 1.6.1. For the first time, this review has identified how many library visitors are not borrowing or returning items, or using a public library computer, and also to use the exit survey data to identify what these 'invisible' users are doing.
- 1.6.2. Surprisingly, an average of 55.6% (rising to 64% in our central library) are 'invisible' users ie not borrowing, returning or using a PC.
- 1.6.3. Interrogation of the latest exit survey results has provided information on what the 'invisible users' are doing:

Fig 1.6.3 Activities of 'invisible' users:		Percent of Cases
q5 ^a	Browse	37.3%
	Look for information	17.7%
	Study or work	24.1%
	Read book, newspapers or magazines	28.9%
	Attend an activity/event/course/exhibition	10.9%
	meet friends or family	10.9%
	Something else	17.4%

1.7. Residential Homes and Sheltered Accommodation Borrowers

1.7.1. The Equal Access Service (EAS) provides a free crated delivery of selected items to residential accommodation incorporating sheltered, care and nursing homes. 37 units are served totalling 1494 residents with collections changed every two months or four months.

1.7.2. A review of the service was carried out between 01/02/15 to 16/03/15 which:

- Visited all the establishments served
- Talked to and engaged with residents and staff regarding their view of the current service and library service needs
- Gathered, updated and collated a range of detailed information regarding current service use and client make up

1.7.3. Service use: Key usage figures:

- 37 units are served totalling 1494 residents
- Of these 1494 residents, 286 are reported as currently using the materials provided by the EAS-an average of 19.1%
- Of the 37 units only four report a usage by over 50% of residents of EAS materials
- 93 of the residents also use other libraries

1.7.4. Library materials delivered annually comprise:

- 6450 books predominantly Large Print but with 8 of the units receiving standard print books as well
- 582 talking books
- 1257 DVDs
- 20 of the 37 units served also have some of their own standard print books

1.7.5. Client make up: Residents in all 37 units have mobility issues with over 400 people unable to go out. Residents also include:

- 10 registered blind
- 252 with dementia /confusion
- 24 with mental health issues
- 8 with learning difficulties
- 27 with literacy issues
- Several residents are insular and will not socialise

1.7.6. All figures are approximate and the true figures are likely to be higher as not all residents have declared their health or personal issues

1.7.7. Residents and staff view of current EAS services and future needs

- The majority of units were satisfied with the service they received. This included establishments where the usage of the EAS materials by residents is currently low and was expressed by non-users as well as users
- The emphasis on current service and needs was very much on provision of books, particularly in Large Print.
- Little interest was expressed in e-books with few residents possessing kindles or I-pads or expressing interest in new technology
- However two suggestions for the future were made regarding the library service providing kindles with downloaded books and provision of basic computer courses for older people
- Two establishments are having Wi-Fi installed so clearly this will increase potential and demand for libraries digital inclusion activities in these venues
- Obviously this review was a snapshot at a particular time and as the demographic changes in sheltered units demand for digital services could well increase
- There was one suggestion that occasional visits from library staff would be appreciated.

1.7.8. Other current library services available to residents receiving the EAS

Other library services potentially available were also discussed in terms of current and future service needs:

- Home Delivery Service (HDS)

- Transported access of residents to libraries
- Self-selection and collection of materials from libraries by unit staff or residents

1.7.9. Residents and managers views were as follows:

- Home Delivery Service (HDS) -12 units were interested in receiving the individual volunteer service; 25 were not
- Transported visits - 7 units would consider this; 6 units were unlikely to and 24 did not want this
- Self-selection and collection - only 2 units, where more able residents already do this were in favour of this. In all the others unit staff did not feel they had time and residents were not in favour.

1.7.10. Conclusions

- Reported use of current EAS service is low
- EAS clients are from a range of vulnerable and targeted groups
- In addition to the 12 units that expressed an interest in the HDS we feel there are an additional 18 where the service could be suitable.
- If capacity were available to deliver Home Delivery Services this would address such issues as giving a more personal service and addressing digital inclusion.

1.8. Home Delivery Service (HDS)

1.8.1. The Libraries Home Delivery Service takes the library service to individual people in their own homes who are unable to access libraries in person through reasons including disability, illness and limited mobility and full-time caring responsibilities. This developing service currently has 33 volunteers and 116 clients. In addition, one Libraries Home Delivery Service Officer administers the service, supports the volunteers and visits clients.

1.8.2. As well as bringing a range of library services to often isolated people the Home Delivery Service often helps to connect clients to other information and services. The use of i-pads with clients is also being developed as part of the service to both improve access to library services and help develop some clients IT skills and confidence.

“Thank you so very much for dropping by with the lovely selection of library books which will make for fascinating reading. The Home Service Delivery is a godsend because I cannot get around at all well and have to resort to the wheelchair for most excursions. I gather ... that I can possibly order any books I may require owing to the terrific range of sources from different libraries which can be tapped into - as an historian and avid fiction reader this is yet another instance of the excellent service the city provides for people pretty incapacitated re movement.” NH, client

“At 83 years of age I woke up to the realization that I could no longer borrow books from the public library. This was a shocking revelation because it was the deprivation of something I had become dependent upon. And then — the happy surprise! And much more than that: I should be able to request books and have them delivered to me at home. After several months, I still have to pinch myself to make sure I’m not dreaming. It is in no sense an exaggeration to declare that AC and the service she delivers have transformed my life.” JF, client

“Being a volunteer for the library delivery service has been a wonderful experience. I’ve met some truly inspiring people, and been impressed by extensive amount of support available to the residents of Brighton and Hove. The volunteer organisers are friendly and always on hand with any help you need, and I know the clients who use the library delivery service find it invaluable. For a lot of housebound residents, it’s an important connection not only to the outside world but also to their community. I’m so glad I decided to get involved.” AH, volunteer

“I also wanted to thank you for the opportunity to help provide this worthwhile service. It has proved to be a delight to be able to share stories and time with my allocated clients and when I see one of my ladies waiting at the window for me I know they appreciate it too! I am very grateful for the help provided by a wide range of staff at different libraries when I am making my selections for them. Your clear management and organisation of this library facility ensures its smooth running and it is great for me to have support back at base!” JS, volunteer

2. **Brighton and Hove City Profile**¹⁵

- 2.1. **The city population is growing.** In the 2011 census the resident population of Brighton & Hove was estimated at 273,369 people, an increase of 25,552 (10.3 per cent) since the 2001 census. The latest population estimate (for 2013) is 278,112 with the population projected to increase to 293,000 by 2021.
- 2.2. **The city has an unusual age distribution.** Compared to both the national and regional profiles we have fewer children and old residents, but a higher proportion of working age people.

Population	Brighton & Hove	England	South East
All people	278,112		
0 to 4	15,276	5%	6%
5 to 12	21,973	8%	9%
13 to 19	21,760	8%	8%
16 to 64	195,711	70%	64%
65 and over	37,193	13%	17%
75 and over	18,130	7%	9%
Source: 2013 ONS Mid-Year Population Estimates			

- 2.2.1. **However, older people (65 and over) still comprise a significant minority of our population**, accounting for 13 per cent (37,193 people) of all residents in 2013, and predicted to increase to 14 per cent (40,900 people) by 2021, at which point approximately 19,600 of these residents will be aged 75 years or more.
- 2.2.2. **Our city has proportionally fewer children and young people aged under 20 years (21 per cent) than the regional and national averages (23 per cent each).** The latest available data estimated that in 2013 we had 59,009 children and young people living in the city.
- 2.2.3. **The number of children and young people (age under 20) is predicted to reach 60,600 by 2021**, an increase of approximately 2.7 per cent over the 2013 figure, however the proportion is predicted to remain static at 21 per cent.

2.3. **Students:**

¹⁵ <http://brighton-hove.communityinsight.org/>

There is a substantial student population in the city; at the time of the 2011 census full time students aged 18 to 74 accounted for 10 per cent of the population living in the city (27,191 people). However the distribution of student across the city varies greatly. The average proportion of the population who are students is only 4 per cent in both the South East and England.

2.4. Lesbian, Gay, Bisexual (LGB) and Transgender

Our best estimate of the number of lesbian, gay and bisexual residents is 11-15 per cent of the population aged 16 or more. Our best estimate draws on information collected via large scale surveys and audits conducted over the last ten years. This is similar to two recent representative surveys conducted across Brighton & Hove, where 11 per cent of respondents identified themselves as lesbian, gay, bi-sexual, unsure or other sexual orientation. In response to one of those surveys (Health Counts) 0.9 per cent described themselves as transgender and in response to the other (Budget consultation random sample survey) 1.2 per cent. There are no estimates available for the LGB and transgender communities for library catchments.

2.5. Families/households

The 2011 census estimates that a quarter (24.5 per cent or 29,809) of the city's households have one or more dependent children living in them. Although an increase compared to 2011, it is five per cent less than in either the South East region (29.4 per cent) or in England (29.1 per cent).

29 per cent (8,637) of our 29,809 households with dependent children are lone-parent households. This marks a significant increase (an additional 24 per cent or 1,674 households) compared to 2001. Proportionally, the number of lone-parent households in the city is similar to that found in the South East and England.

2.6. Gender

We now have an even gender balance, with 50 per cent each of males and females.

2.7. Ethnicity

Brighton & Hove's Black & Minority Ethnic (BME) population is increasing. At the time of the 2001 census 12 per cent of our city's population (29,683 people) were from a BME background. By the 2011 census 20 per cent were (53,351 people).

Ethnicity			
	Brighton & Hove	South East	England
All Usual Residents	273,369		

White UK/British	220,018	80%	85%	80%
White Irish	3,772	1.4%	1%	1%
White Gypsy or Irish Traveller	198	0.1%	0%	0%
Other White	19,524	7%	4%	5%
Non White ethnicities	29,857	11%	9%	15%
BME	53,351	20%	15%	20%
Source: 2011 UK Population Census				

All of our minority ethnic communities have grown significantly in number and proportion between 2001 and 2011, with the exception of the White Irish community, which reduced slightly from 3,965 people to 3,772.

The largest increase in the number of people in an ethnic category is in the Other White category. The number of people in this category has risen by 8,041 people to 19,524. Other White residents account for 36 per cent of the BME population. The largest proportional increase is in the Other Asian category which has grown by 256 per cent, from 918 people in 2001 to 3,267 in 2011.

Census 2011 data also shows that:

- There is a higher than average proportion of residents who class themselves as being Other White at 7.1 per cent (19,524 people); this compares to 4.6 per cent nationally and 4.4 per cent in the South East region.
- There are fewer than average Asian or Asian British residents at 4.1 per cent (11,278 people) compared to 7.8 per cent nationally and 5.2 per cent in the region.
- There is a higher than average proportion of residents of Mixed or multiple ethnicities at 3.8 per cent (10,408 people) compared to 2.3 per cent nationally and 1.9 per cent regionally.
- There is a lower than average proportion of Black or Black British residents at 1.5 per cent (4,188) compared to 3.5 per cent nationally and 1.6 per cent in the region.
- There is a higher than average proportion of Arabs at 0.8 per cent of the population (2,184 people) compared to 0.4 per cent nationally and 0.2 per cent in the region.

2.8. Preferred language

For one in 12 residents (21,833 or 8.3 per cent) aged over three years English is not their main or preferred language according to census 2011 data. This compares to 5.8 per cent in the South East and 8.0 per cent in England. Arabic is the most widely spoken language in the city after

English, with 0.8 per cent of residents using it as their main or preferred language. Polish is the next most common language (0.8 per cent) followed by Chinese (0.7 per cent), Spanish (0.6 per cent) and French (0.5 per cent).

2.9. Religion

More than two out of five city residents (42 per cent) stated that they had no religion in response to the 2011 census, significantly higher than in the South East (28 per cent) and England (25 per cent) and an increase on 27 per cent recorded in 2001.

Religion				
	Brighton and Hove		South East	England
All Persons	273,369			
Christian	117,276	42.9%	59.8%	59.4%
Muslim	6,095	2.2%	2.3%	5.0%
Buddhist	2,742	1.0%	0.5%	0.5%
Jewish	2,670	1.0%	0.2%	0.5%
Hindu	1,792	0.7%	1.1%	1.5%
Sikh	342	0.1%	0.6%	0.8%
Other religion	2,409	0.9%	0.5%	0.4%
No religion	115,954	42.4%	27.7%	24.7%
Religion not stated	24,089	8.8%	7.4%	7.2%
Source: 2011 UK Population Census				

The largest religious group is Christian at 43 per cent. The Muslim community is the largest non-Christian religion in the city at two per cent. We have comparatively high proportions of Buddhist and Jewish residents.

2.10. Deprivation

Brighton & Hove was ranked as the 66th most deprived authority in England out of 326 authorities in the 2010 Index of Multiple Deprivation.

This means that the city is just within the 20 per cent most deprived authorities in England. In general, areas in the east, centre & north-west of the city contain higher concentrations of deprivation where families and individuals suffer multiple issues as measured by the index. In total 57,066 residents (22.5 per cent) live in the 20 per cent most deprived area in England which compares to 19.8 per cent in England.

2.11. Unemployment and working age benefit claimants

In February 2015, 3,538 residents aged 16 to 64 (1.8 per cent) were claiming Job Seekers Allowance (JSA) compared to 2.0 per cent across England. Compared to England, Brighton & Hove also has fewer residents who have been claiming JSA for more than 12 months (0.3 per cent compared to 0.5 per cent) and fewer claimants aged 18 to 24 (2.1 per cent compared to 3.1 per cent).

In May 2014, 22,998 residents aged 16 to 64 (11.8 per cent) were claiming a department of works or pensions benefit. Slightly less than the proportion in England (12.5 per cent).

For Brighton & Hove the average road distance from a job centre is 2.6km compared to an England average of 4.6km.

2.12. Health and the provision of unpaid care

According to the 2011 census, for more than one in twenty residents (20,445 people, seven per cent) their day to day activities are 'limited a lot' due to a long term health problem or disability. For a further 24,124 residents (nine per cent) their day to day activity is limited a little. This is similar to the proportions found in the South East and England.

For a half of residents (19,158 people, 54 per cent) aged 65 or over their day to day activity is limited either a little or a lot, similar to England at 53 per cent and but higher than the South East at 48 per cent. In more deprived areas of the city the proportion of people living with long term limiting illnesses is higher.

According to the 2011 census nearly one in ten residents (23,987 people, 8.8 per cent) provides unpaid care to a family member, friend or neighbour who has either a long term illness or impairment or problems related to old age. Although a rise of 2,164 people since the 2001 census, proportionally it is the same.

Two thirds of those providing unpaid care (16,401 people, 68.4 per cent) do so for one to 19 hours a week. However, 4,716 people, nearly two per cent of the total population, provide more than 50 hours a week of unpaid care. The proportion of residents providing unpaid care (8.8 per cent) is slightly lower compared to the South East (9.8 per cent) and England (10.2 per cent).

2.13. Tenure

At the time of the 2011 census, 15 per cent (18,187) of our households were in the social rented sector compared with 14 per cent in the South East and 18 per cent across England. A high proportion of our households (34,081 households, 28 per cent) were in the private rented sector. This is the highest proportion of private renters outside of London. Accordingly, only

53 per cent (64,790) of households own their own home, compared to the South East (68 per cent) or to England (63 per cent).

2.14. Qualifications

At the time of the 2011 census proportionally fewer people in the city had no formal qualifications, 16 per cent (36,775 people) compared to the South East (19 per cent) and England (23 per cent). There are also proportionally fewer residents with Level 1 and Level 2 qualifications and proportionally more with a Level 3 qualifications.

Therefore Brighton & Hove residents can be considered well educated compared to the South East and England. For over a third of residents aged 16 and over (84,423, 37 per cent) their highest level of qualification is Level 4 (NVQ level 4, Higher National Diploma, degree or higher degree) or better. This compares to 30 per cent in the South East and 27 per cent in England.

2.15. Car and van ownership

At the time of the 2011 census car and van ownership was relatively low with almost two out of five households (38.2 per cent) not owning a car or van. The total number of cars and vans increased by 4,348 to 104,397 between the 2001 and 2011 censuses. However, due to an increase in the number of households we now have an average of 0.86 cars per household compared to 0.87 in 2001.

3. Library Catchment Profiles

The following library catchment profiles only contain data on the resident population age profile and how key demographics in the library catchments differ significantly from the Brighton & Hove city profile. (Full library catchment demographic profiles for each library are available as background information.)

Fig 3: Library catchment population profiles.

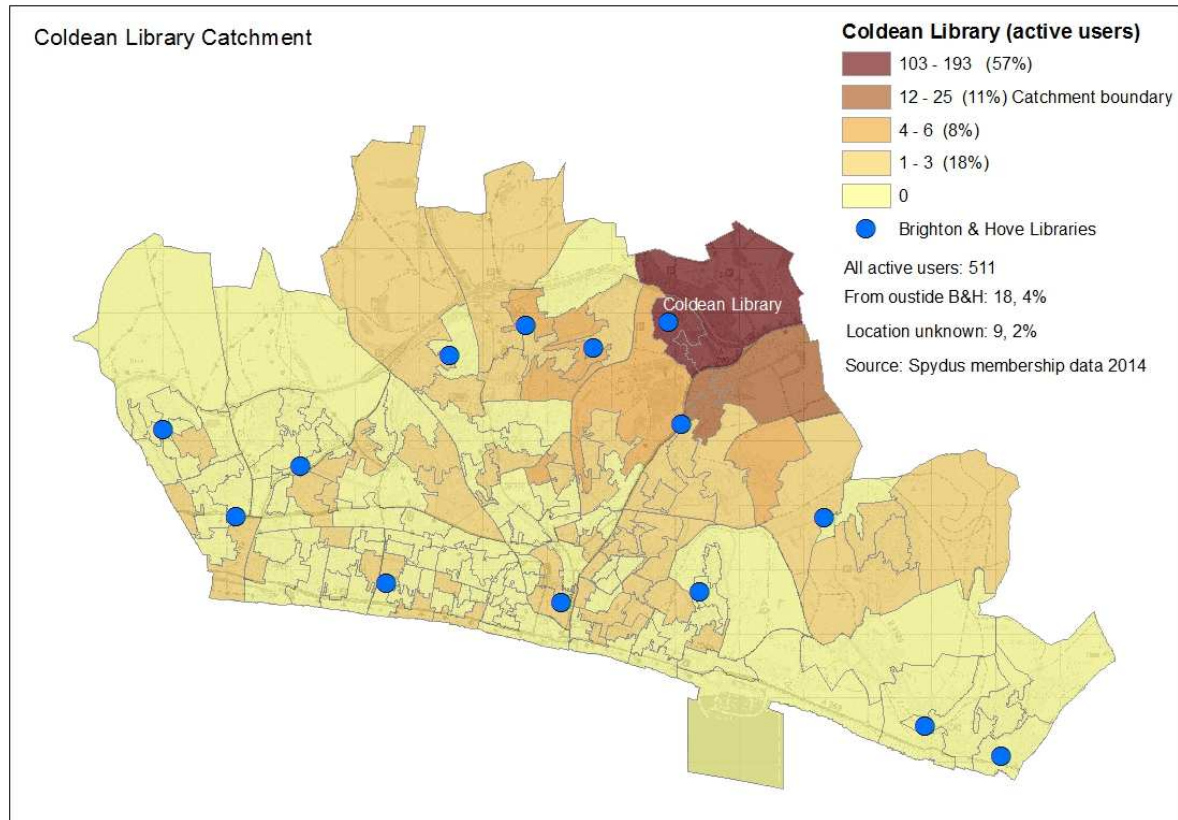
Library catchment	Number of people in catchment (percentage of people in catchment)						
	All people	Aged 0 to 4	Aged 5 to 12	Aged 13 to 19	Aged 16 to 64	Aged 65 and over	Aged 75 and over
Coldean	11,489	489 (4%)	744 (6%)	2,916 (25%)	9,065 (79%)	880 (8%)	421 (4%)
Hangleton	19,090	1,183 (6%)	2,058 (11%)	1,851 (10%)	11,635 (61%)	3,413 (18%)	1,761 (9%)
Hollingbury	9,779	597 (6%)	1,092 (11%)	898 (9%)	6,295 (64%)	1,383 (14%)	652 (7%)
Hove	70,945	4,322 (6%)	5,527 (8%)	3,908 (6%)	49,412 (70%)	9,989 (14%)	5,209 (7%)
Jubilee	123,313	6,078 (5%)	8,201 (7%)	7,611 (6%)	93,912 (76%)	12,236 (10%)	5,629 (5%)
Mile Oak	8,616	590 (7%)	824 (10%)	751 (9%)	5,368 (62%)	1,506 (17%)	637 (7%)
Moulsecoomb	26,566	1,229 (5%)	2,028 (8%)	4,397 (17%)	20,164 (76%)	2,328 (9%)	1,094 (4%)
Patcham	14,445	845 (6%)	1,448 (10%)	1,260 (9%)	8,784 (61%)	2,808 (19%)	1,358 (9%)
Portslade	20,131	1,391 (7%)	2,077 (10%)	1,697 (8%)	13,058 (65%)	2,852 (14%)	1,309 (7%)
Rottingdean	4,920	192 (4%)	361 (7%)	368 (7%)	2,865 (58%)	1,355 (28%)	674 (14%)
Saltdean	6,728	309 (5%)	537 (8%)	424 (6%)	3,991 (59%)	1,707 (25%)	888 (13%)
Westdene	6,437	388 (6%)	564 (9%)	487 (8%)	3,919 (61%)	1,337 (21%)	727 (11%)
Whitehawk	17,577	1,097 (6%)	1,662 (9%)	1,258 (7%)	12,063 (69%)	2,219 (13%)	974 (6%)
Woodingdean	9,810	610 (6%)	983 (10%)	853 (9%)	5,837 (60%)	1,988 (20%)	926 (9%)
Brighton & Hove		5%	8%	8%	70%	13%	7%

Source: 2013 Mid-Year Population Estimates, ONS

3.1. Coldean Library Catchment Profile

Compared to the city profile Coldean library catchment population profile is characterised by fewer children aged 0 to 12 and fewer older people aged over 65. There are proportionately more 16 to 65 year olds particularly those aged 13 to 19.

The high proportion of working age residents is partly explained by the large number of students who live in the area due to the libraries close proximity to the Sussex and Brighton University campuses. According to the 2011 census, in total there were 4,502 full time students aged 18 or over living in the catchment, representing 54 per cent of the total catchment population at that time.



The high proportion of students will contribute to the high number of BME resident, 23 per cent (2,654 people) compared to 20 per cent in the city. There is a particularly high proportion on residents from non-White ethnic groups 1,945 (18 per cent) compared to 11 per cent in the city.

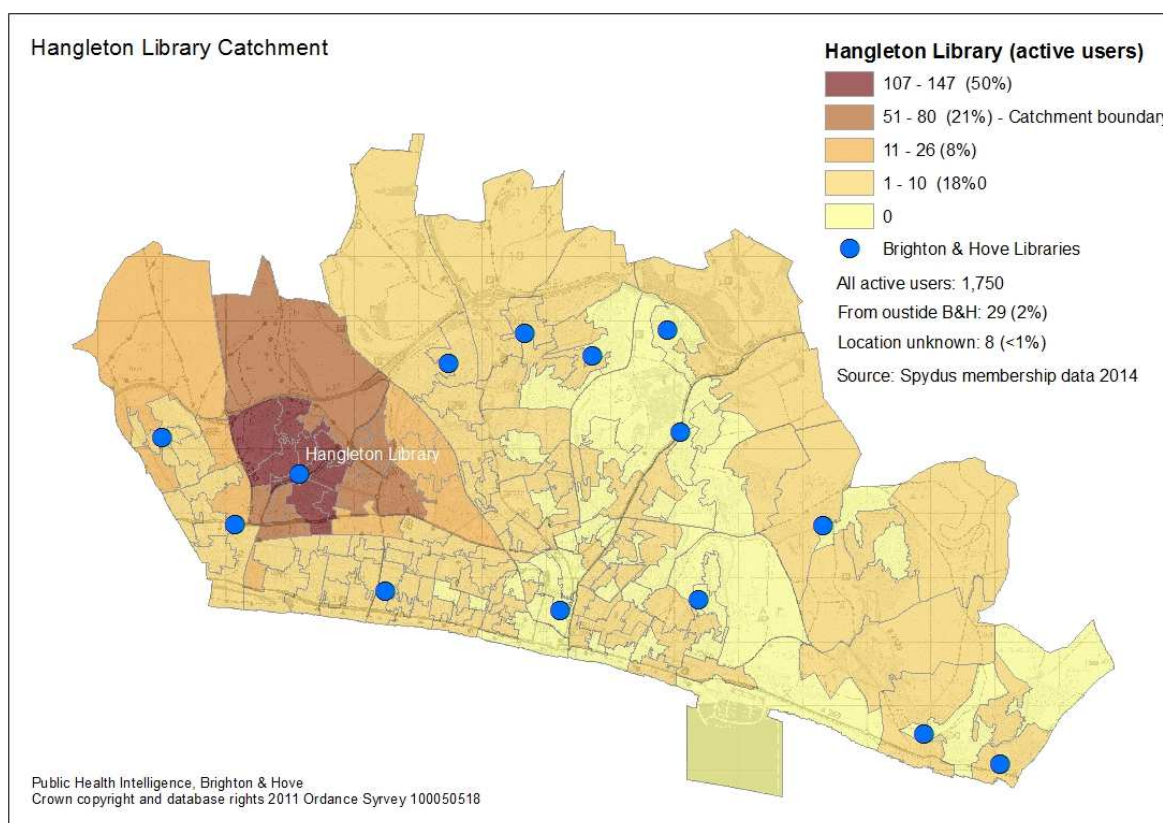
The high proportion of students will also contribute to the high number of resident aged 3 and over for whom English is not their first or preferred language (1,208 people, 11 per cent). This is the highest proportion of any library catchment and three percentage point higher than seen in the city as a whole (eight per cent).

The Coldean library catchment is also relatively deprived with 5,335 people (45 per cent) living in the most deprived 20 per cent of areas in England. This compares to just 23 per cent for the city as a whole. Compared to the city average there are correspondingly a high number of social renting households (46 per cent compared to 15 per cent) and lone parent households (35 per cent of households with dependent children compare to 29 per cent).

The average distance to a Job Centre in the catchment is 5.3km double the city average of 2.6km.

3.2. Hangleton Library Catchment Profile

The Hangleton library catchment population profile is characterised by a comparatively low proportion of working age residents (11,635 people, 61 per cent) compared to 70 per cent across the city. There are also significantly more residents aged 65 or over (3,413 people, 18 per cent) and children and young people (5,092, 27 per cent) compared to 13 per cent and 21 per cent respectively in the city as a whole.



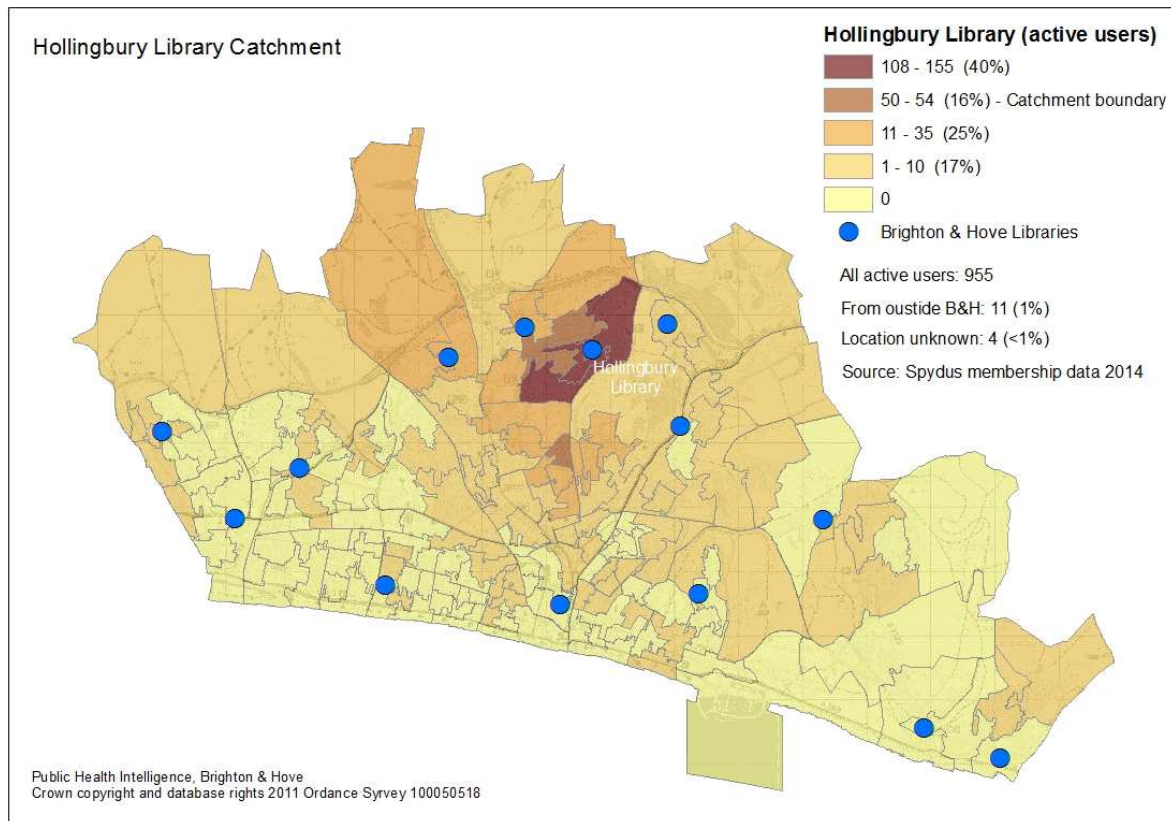
Despite a relatively high proportion of household who rent from a social landlord (1,558 households, 20 per cent) compared to the city (15 per cent) and a high proportion of residents with no qualifications (3,540 people, 24 per cent) compared to 16 per cent in the city. The Hangleton library catchment as a whole is not particularly deprived with only 2,702 people (15 per cent) living in the most deprived 20 per cent of areas in England compared to 23 per cent in the city.

Residents living in the catchment are more likely to own a car (5,790 people, 75 per cent) compared to 62 per cent in the city as a whole.

There is also a low proportion of full time students aged 18 and above living in the catchment. Only 2 per cent (521 people) compared 10 per cent in the city as a whole.

3.3 Hollingbury Library Catchment Profile

The Hollingbury library catchment age profile is characterised by a higher proportion of children aged 0 to 12 (1,689 people, 17 per cent) and a small working age population (6,295 people, 64 per cent). This compares to 13 per cent and 70 per cent respectively in the city as a whole.



Compared to the city as a whole, Hollingbury library catchment has a low proportion of people:

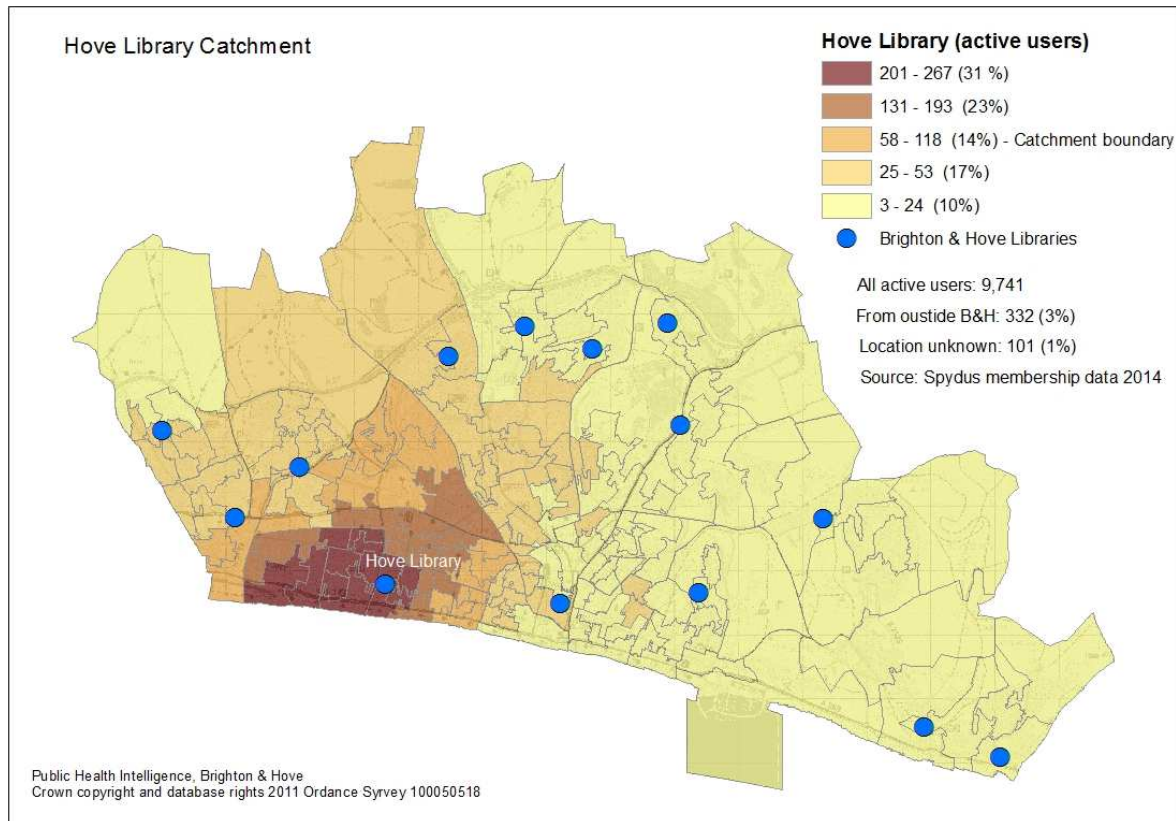
- whose ethnicity is White but not UK, British or Irish (335 people, three per cent) compared to seven per cent.
- who are full time students aged 18 and over (374 people, four per cent) compared to 10 per cent.
- have a first or preferred language that is not English (353 people, four per cent) compared to eight per cent.
- who living in the 20 per cent most deprived areas in England (zero per cent) compared to 23 per cent in the city.

Compared to the city, residents are however more likely to;

- own a car (3,040 people, 79 per cent) compared to 62 per cent.
- live further away from a job centre (4.3km) compared to 2.6km.

3.4 Hove Library Catchment Profile

In term of population size, the Hove library catchment is the second largest catchment in the city. A quarter (70,954 people, 26 per cent) of the city's population live in the catchment area.



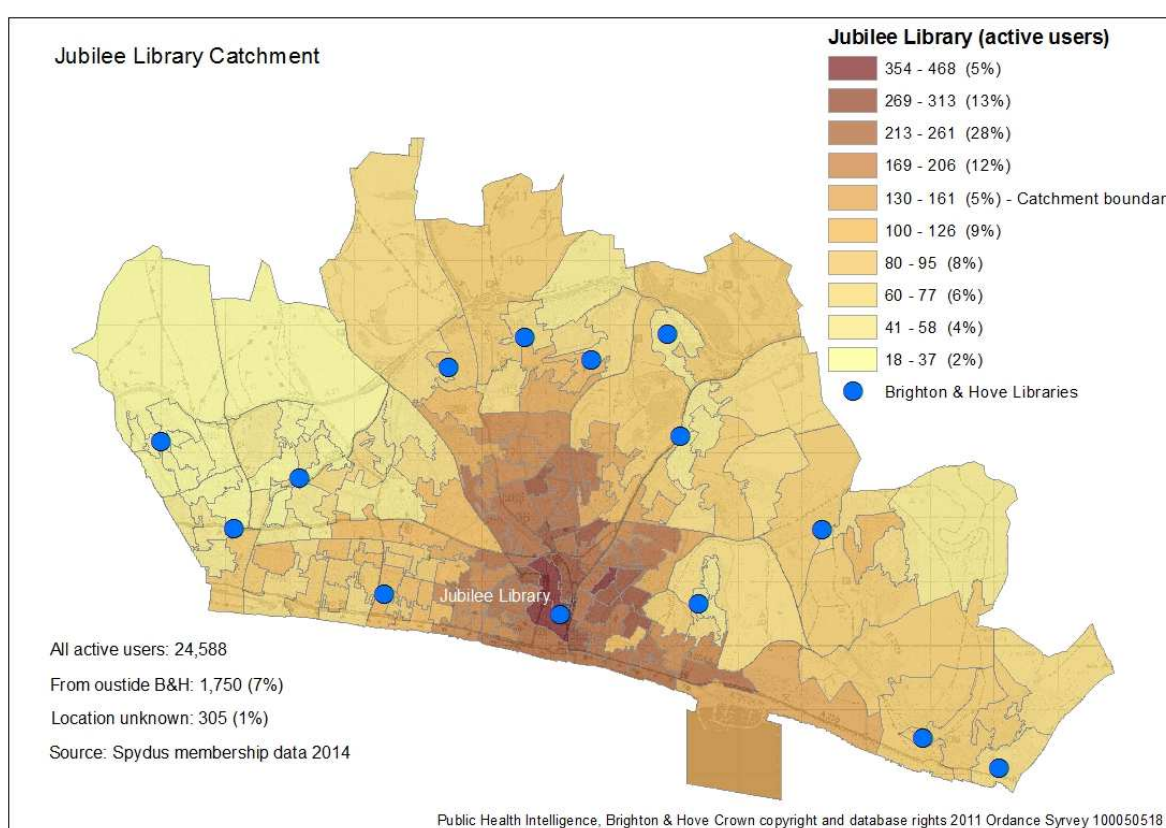
The catchment shares much of the demographic characteristics of the city as a whole. The exceptions being:

- a low proportion of full time students aged 18 plus, just four per cent (3,059 people) compared to 10 per cent.
- a low proportion of households with a social land lord. Seven per cent (22,467 households) compared to 15 per cent.
- a low proportion of residents living in the 20 per cent most deprived areas in England. Nine per cent (5,790 people) compared to 23 per cent.

3.5 Jubilee Library Catchment Profile

In term of population size, the Jubilee library catchment is the largest catchment in the city. More than two out of five (123,313 people, 44 per cent) of the city's total population live in the catchment area. It is nearly twice the size of the next biggest catchment (Hove) and nearly 5 times bigger than the third largest catchment (Moulsecoomb).

The population profile is characterised by a relatively large working age population (93,912 people, 76 per cent) compared to 70 per cent in the city as a whole. Only 10 per cent (12,236 people) of the population is aged 65 or over (compared to 13 per cent in the city) with children and young people making up 18 per cent of the catchment population, slightly lower than that found in the city as a whole (21 per cent).



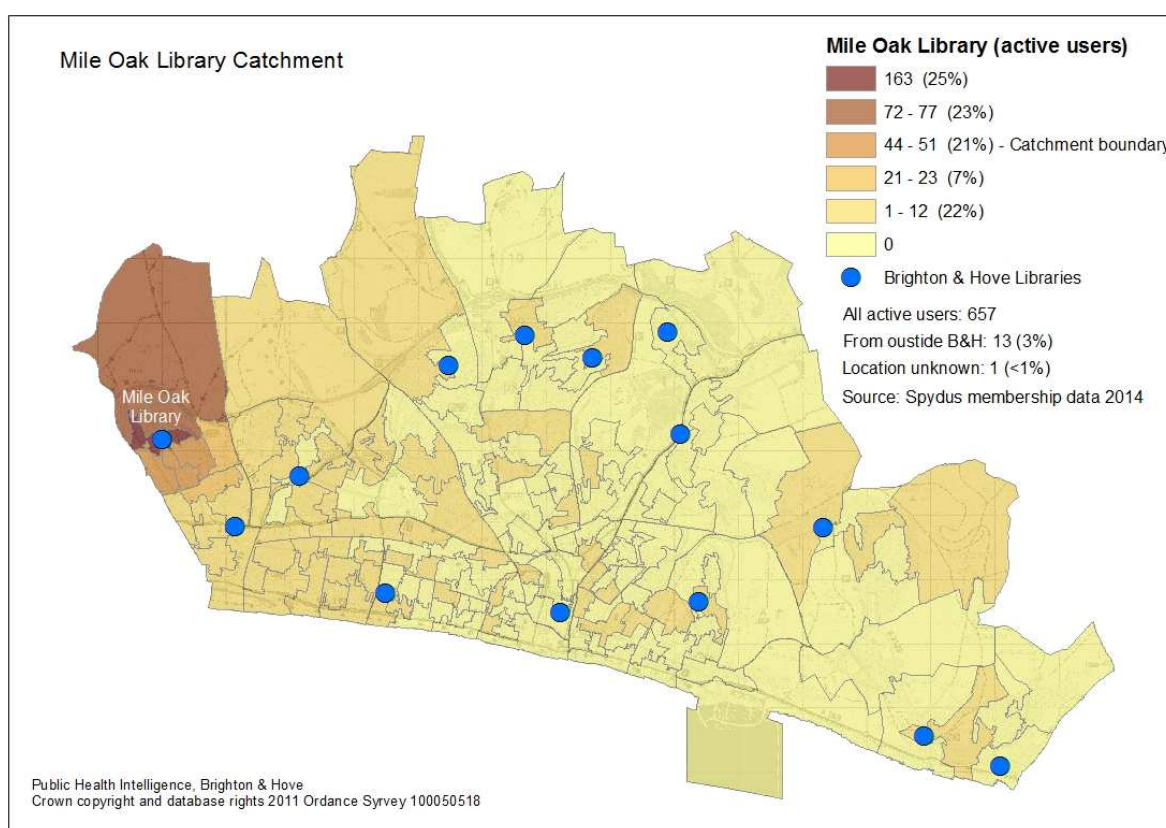
The catchment population is well qualified with only 11 per cent (11,525 people) with no qualifications. The city average is 16 per cent. There is a large full time student population aged 18 and over (15,652 people, 13 per cent) compared to 10 per cent in the city as a whole) There is also a high proportion of residents whose ethnicity is White but not UK, British or Irish (11,449 people, 10 per cent) compared to seven percent across the city.

Nearly a half of households (47 per cent) in the catchment do not own a car compared to 38 per cent in the city as a whole.

3.6 Mile Oak Library Catchment Profile

The Mile Oak library catchment population profile can be characterised by a relatively low working age population (5,368 people, 62 per cent) compare to 70 per cent in the city. There is a correspondingly higher proportion of children aged 0 to 12 years (1,414 people, 17 per cent compared to 13 per cent) and older people age 65 and over (1,506 people, 17 per cent compare to 13 per cent).

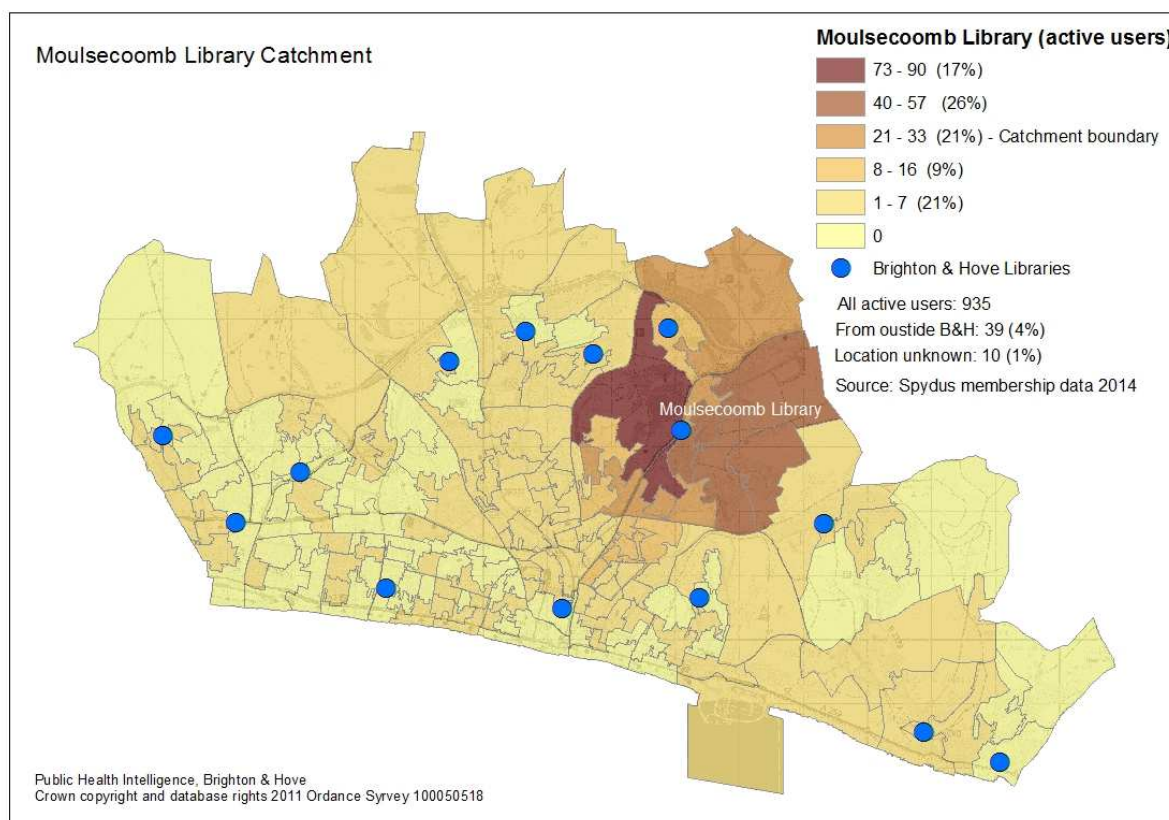
A quarter of the catchments 16 plus population (1,695 people, 25 per cent) have no qualifications compared to only 16 per cent in the city as a whole. Compared to the city there is also a low proportions of people:



- who are from BME background (743 people, nine per cent) compared to 20 per cent.
- who are full time students aged 18 or over (194 people, two per cent) compared to ten per cent.
- aged 3 or older who do not have English as their first or preferred language (206 people, 3 per cent) compared to eight per cent.

Nearly four out of five households have a car (2,830 households, 79 per cent) compared to 62 per cent across the city as a whole.

3.7 Moulsecoomb Library Catchment Profile



Moulsecoomb Library catchment is characterised by a high proportion of full time students aged 18 or older (7,756 people, 34 per cent) compared to the city average of only ten per cent). This high proportion of students leads to a population profile significantly different from that of the city for children aged 13 to 19 (4,397, 17 per cent) and for the working age population (20,164, 76 per cent). This compares to city averages of 8 per cent and 70 per cent respectively.

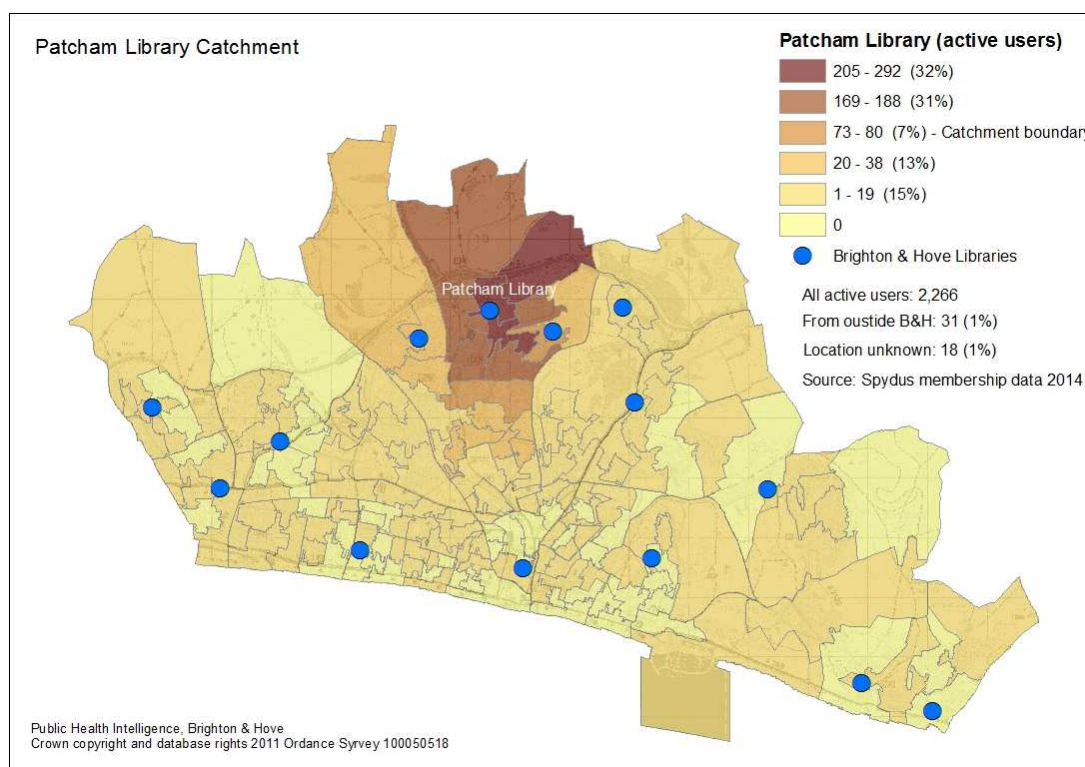
The Moulsecoomb library catchment is comparatively deprived with over a half of the population (13,212 people, 51 per cent) living in the 20 per cent most deprived areas in England. This compares to only 23 per cent in the city as whole. Characteristic of areas of deprivation and compared to the city average, there are high proportions of:

- households renting from social landlords (3,165 households, 38 per cent) compared to 15 per cent.
- adults aged 16 or over with no qualifications (4,350 people, 20 per cent) compared to 16 per cent.
- lone parents (1,050 households, 39 per cent of all households with dependent children) compared to 29 per cent.

There is also high proportion of residents whose ethnicity is not White (3,886 people, 15 per cent) compared to 11 per cent.

The average distance in the catchment to the nearest job centre is 3.9km compared to 2.6km for the city as a whole.

3.8 Patcham Library Catchment Profile



Patcham library catchment population profile is characterised by relative low proportions of working age residents and a high proportions of older people. Less than two third of residents are of working age (8,784 people, 61 per cent) compared to 70 per cent in the city. Nearly a fifth of the residents (2,808 people, 19 per cent) is aged 65 or over compared to only 13 per cent in city.

Patcham library catchment has comparatively low levels of deprivation. There are no residents who live in the 20 per cent most deprived areas in England compared to 23 per cent of all residents in the city. When compared to the city, this is reflected in low proportions of:

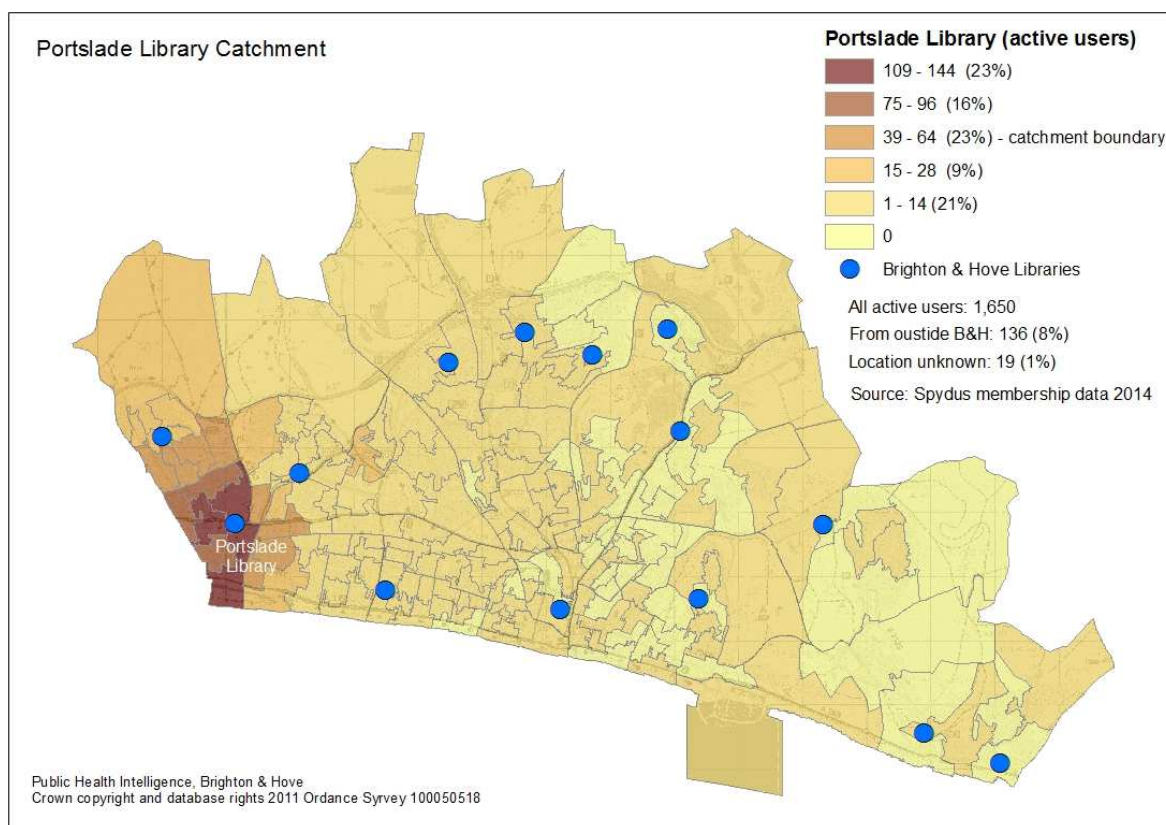
- working age benefit claimants (675 people, eight per cent) compared to 12 per cent.
- households who rent from a social landlord (443 households, eight per cent) compared to 15 per cent.
- lone parent households (380 households, 21 per cent of all households with dependent children) compared to 29 per cent.

Compared to the city there are also small proportions of:

- full time students aged 18 or over (458 people, three per cent) compared to ten per cent.
- residents aged 3 or older whose main or preferred language is not English (420 people, three per cent) compared to eight per cent.

Care ownership is high. More than four out of five households (4,765 households, 82 per cent) own a car. This compares to only 62 per cent in the city as a whole.

3.9 Portslade library catchment profile



Portslade library catchment population profile is characterised by a comparatively high proportions of children age 0 to 12 (3,468 people, 17 per cent) and a relative low working age population (13,058 people, 65 per cent) when compared to the city as a whole, 13 per cent and 70 per cent respectively.

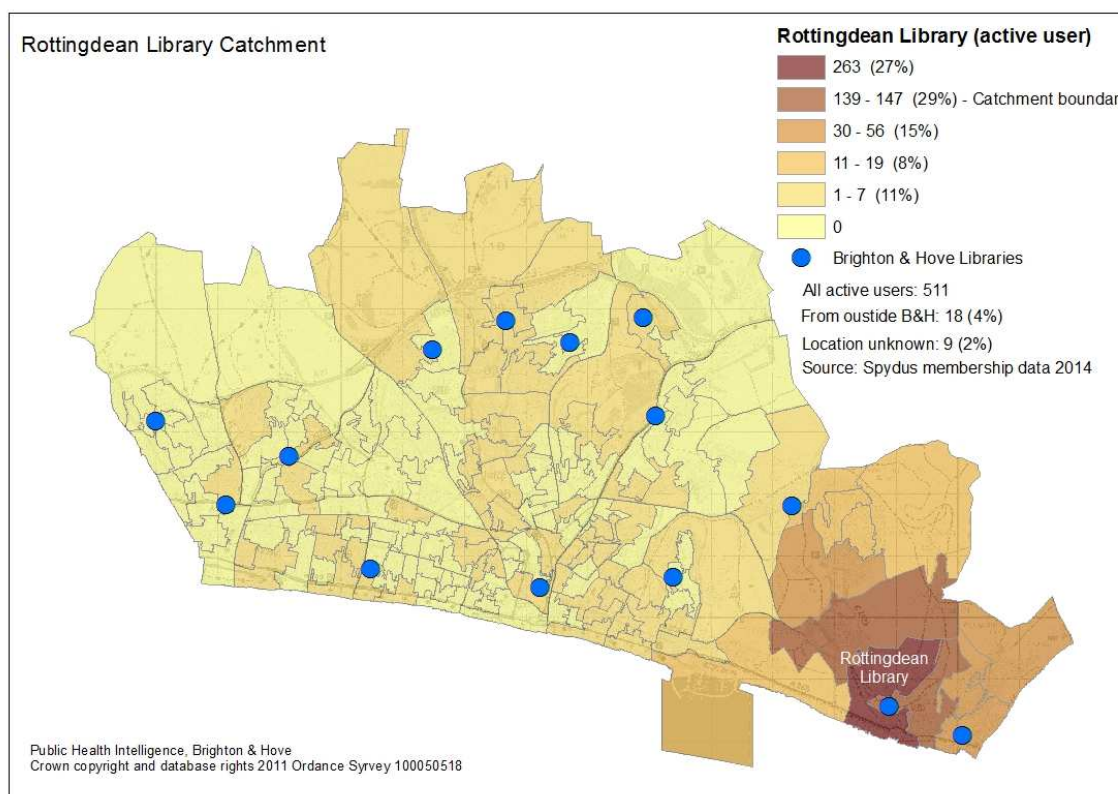
There are also comparatively fewer people from a BME background (2,768 people, 14 per cent) and full time students age 18 or over (517 people, two per cent) when compared to the city as a whole, 20 per cent and ten per cent respectively.

There are relatively lower levels of deprivation in the catchment (3,095 people, 16 per cent live in the 20 per cent most deprived areas in England) compared to 23 per cent in the city as a whole. However, compared to the city, there are still higher proportions of people:

- of working age who are claiming out of work benefits (1,860 people, 14 per) compared to 12 per cent.
- aged 16 or over with no qualification (3,300 people, 21 per cent compared to 16 per cent.

The average distance to a Job Centre is small (1.4km compared to 2.6km for the city) and there are proportionally a higher number of households who have a car (6,010, 73 per cent) compared to 62 per cent in the city as a whole.

3.10 Rottingdean Library Catchment Profile



Rottingdean library population profile is characterised by high proportions of older people and lower proportion of working age people. More than one in four resident is aged 65 or older (1,355 people, 28 per cent) more the double that found in the city as a whole (13 per cent). Less than three out of five residents (2,865 people, 58 per cent) are of working age compared to 70 per cent in the city as a whole.

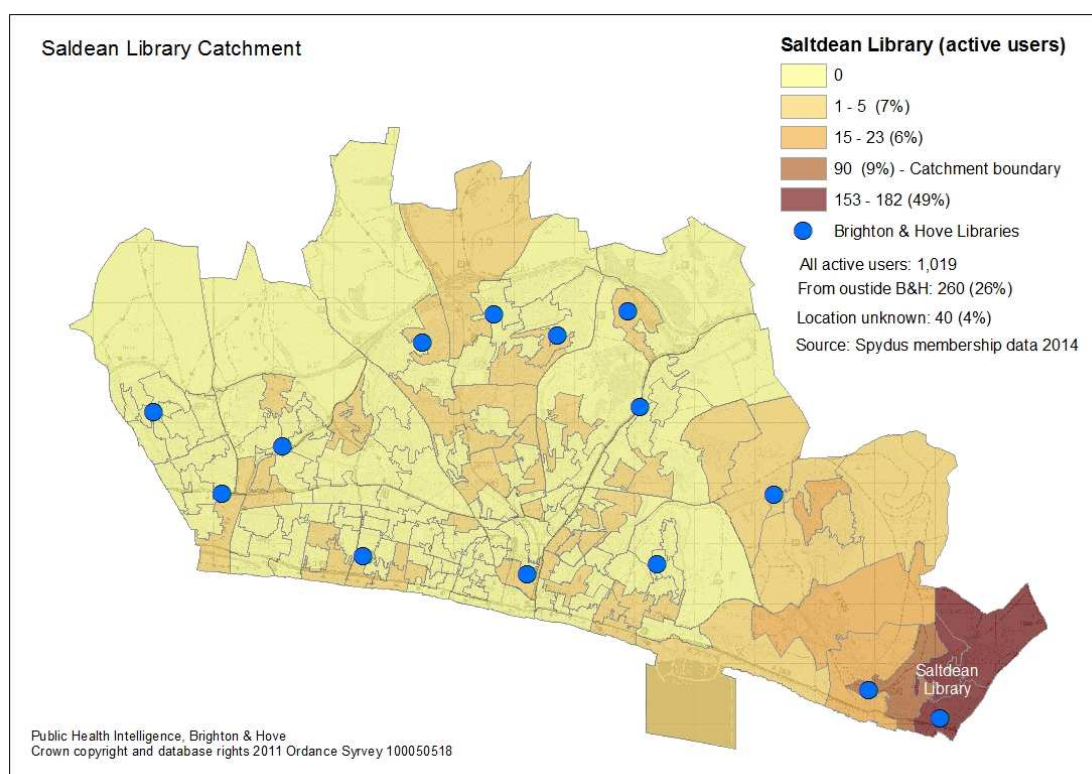
There are also comparatively fewer people from a BME background (663 people, 13 per cent) and full time students age 18 or over (159 people, three per cent) when compared to the city as a whole, 20 per cent and ten per cent respectively.

There are no residents in the catchment who live in one of the 20 per cent most deprived area in England, compared to 23 per cent of city residents. When compared to the city this is reflected in low proportions of:

- households who rent from a social landlord (53 household, two per cent compared to 15 per cent).
- people who are unemployed (26 people, 0.9 per cent) claiming Job Seekers Allowance compared to 1.8 per cent.
- people who are claiming a working age benefit (200 people, seven per cent) compared to 12 per cent.
- lone parents (110 households, 21 per cent of all households with dependent children) compared to 29 per cent.

The average distance to a Job Centre is high (6.1km compared to 2.6km for the city) and there are proportionally a higher number of households who have a car (1,815 households, 83 per cent) compared to 62 per cent in the city as a whole.

3.11 Saltdean Library Catchment Profile



Saltdean library population profile is characterised by high proportions of older people and lower proportion of working age people. One in four residents is aged 65 or older (1,707 people, 25 per cent). This is nearly double that found in the city as a whole (13 per cent). Less than three out of five residents (3,991 people, 59 per cent) are of working age compared to 70 per cent in the city as a whole.

There are also comparatively fewer people from a BME background (759 people, 11 per cent), full time students age 18 or over (170 people, three per cent) and people aged 3 or older whose first or main language is not English (221 people, 4 per cent). This compared to the city as a whole, 20 per cent, ten per cent and 8 per cent respectively.

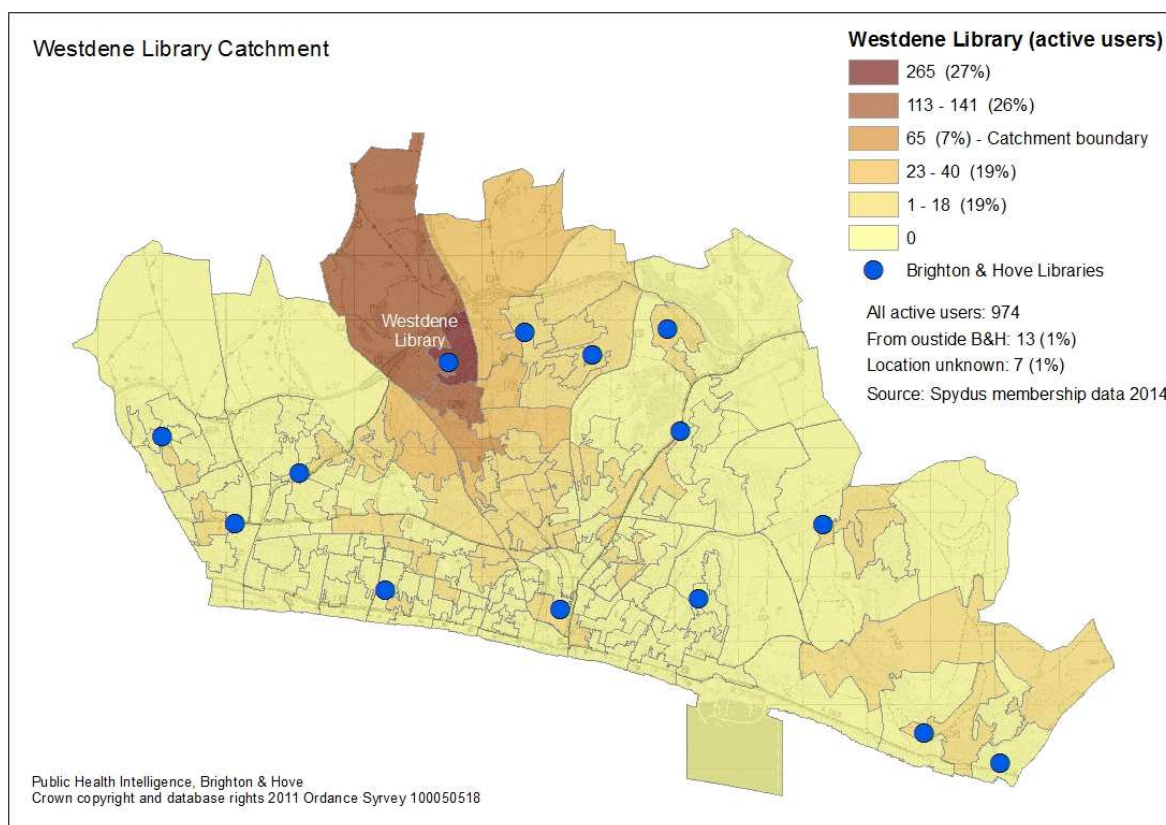
There are no residents in the catchment who live in one of the 20 per cent most deprived area in England, compared to 23 per cent of city residents. When compared to the city, this is reflected in a low proportion of:

- households who rent from a social landlord (89 household, three per cent) compared to 15 per cent.
- people who are claiming a working age benefit (325 people, eight per cent) compared to 12 per cent.
- lone parents (125 households, 20 per cent of all households with dependent children) compared to 29 per cent.

One in five residents (1,275 people, 20 per cent) has a long term health problem or disability compared to only 16 per cent in the city.

The average distance to a Job Centre is high (7.6 km) nearly three times the city average (2.6km). There are proportionally a higher number of households who have a car (2,405 households, 81 per cent) compared to 62 per cent in the city as a whole.

3.12 Westdene Library Catchment Profile



Westdene library catchment population profile is characterised by a relatively high proportions of people aged 65 or over (1,337 people, 21 per cent) and a relative low working age population (3,919 people, 61 per cent) when compared to the city as a whole, 13 per cent and 70 per cent respectively.

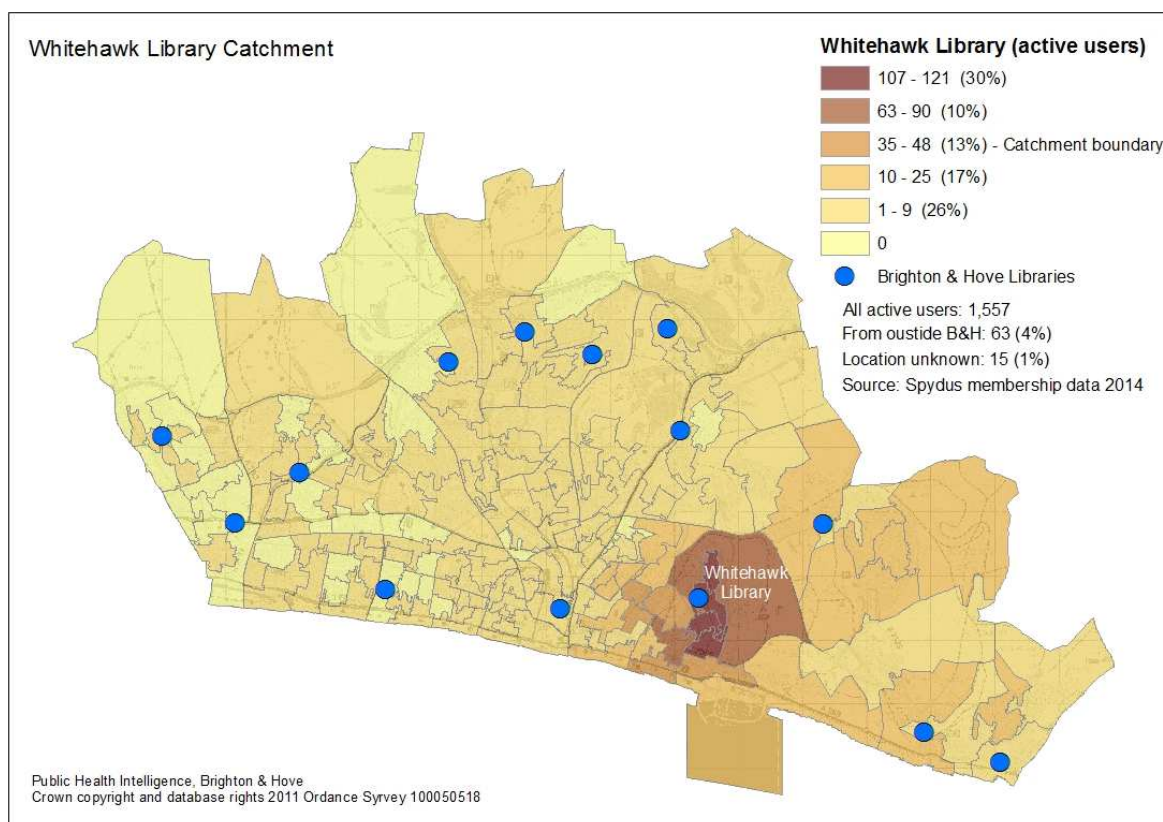
Less than one in 20 residents (177 people, four per cent) is a full time student aged 18 or over compared 10 per cent in the city as a whole.

There are no residents in the catchment who live in one of the 20 per cent most deprived area in England, compared to 23 per cent of city residents. When compared to the city this is reflected in low proportions of:

- households who rent from a social landlord (97 household, four percent) compared to 15 per cent in the city.
- people who are unemployed (26 people, 0.7 percent) claiming Job Seekers Allowance compared to 1.8 per cent.
- people who are claiming a working age benefit (245 people, six per cent) compared to 12 per cent.
- lone parents (140 households, 18 per cent of all households with dependent children) compared to 29 per cent.

The average distance to a Job Centre is 4.3km, higher than the city average of 2.6km. There are proportionally a higher number of households who have a car (2,285 households, 82 per cent) compared to 62 per cent in the city as a whole.

3.13 Whitehawk Library Catchment Profile



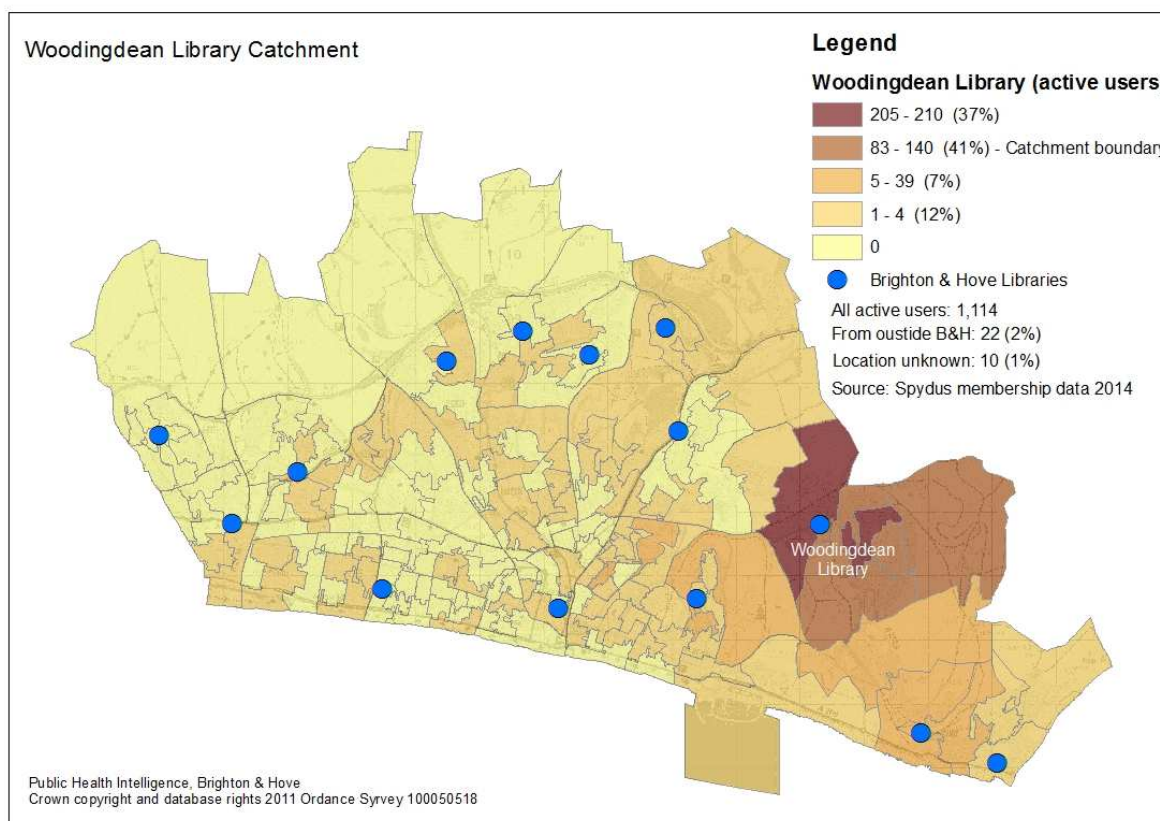
For the selected age groups, the Whitehawk library catchment population profile is very similar to that of the city as a whole. Only varying by plus or minus one %.

The Whitehawk library catchment is relatively the most deprived library catchment, with over a half of the population (9,160 people, 55 per cent) living in the 20 per cent most deprived areas in England. This is more than twice the city average of only 23 per cent. Of these 9,160 people more than three quarters (7,558 people) live in the 10 per cent most deprived areas in England. Characteristic of areas of deprivation and when compared to the city as a whole, there are high proportions of:

- households renting from social landlords (2,824 households, 35 per cent) compared to 15 per cent.
- people who are unemployed (351 people, 2.9 per cent claiming Job Seekers Allowance) compared to 1.8 per cent.
- people who are claiming a working age benefit (2475 people, 20 per cent) compared to 12 per cent.
- adults aged 16 or over with no qualifications (3,175 people, 22 per cent) compared to 16 per cent.
- lone parents (830 households, 38 per cent of all households with dependent children) compared to 29 per cent.
- people with a long term health problem or disability (3,500 people, 22 per cent) compared to 16 per cent.

There are also a high proportion of households without a car (3,600, 45 per cent) and a low proportion of students (1,025 people, 5 per cent). This compares to the city as a whole of 38 per cent and ten per cent respectively.

3.14 Woodingdean Library Catchment Profile



Woodingdean library catchment population profile is characterised by a proportionally high number of people aged 65 and over and above average number of children aged 0 to 12. One in five residents (1,988 people, 20 per cent) is aged 65 or over compared to only 13 per cent in the city as a whole.

There are also comparatively fewer people from a BME background (926 people, nine per cent) and full time students age 18 or over (273 people, three per cent) when compared to the city as a whole, 20 per cent and ten per cent respectively. Only a small proportion of people (273, three per cent) don't have English as their main or preferred language compared to eight per cent in the city as a whole.

Compared to the city as a whole there are also high proportions of:

- people aged over 16 with no qualifications (2115 people, 27 per cent) compared to 16 per cent.
- households who have a car (3,140 households, 80 per cent) compared to 62 per cent.

The average distance to a Job Centre is high, 5.8km compared to 2.6km for the city as a whole.

APPENDICES:

Appendix 1: Qualitative Research – Adults – Full Report

Appendix 2: Qualitative Research – Children and Young People – Full Report

(For the Economic Development and Culture Committee report, these appendices have been provided as additional information in the members room.

The full report plus appendices will be published on the Libraries Webpages on the Council website.)

Subject:	Royal Pavilion & Museums		
Date of Meeting:	12 November 2015		
Report of:	Assistant Chief Executive		
Contact Officer:	Name:	Janita Bagshawe	Tel: 29-2840
	Email:	Janita.bagshawe@brighton-hove.gov.uk	
Ward(s) affected:	All		

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

- 1.1 The purpose of this report is to present Members with information and provide the opportunity to raise questions which can be considered around the proposal to move the direct governance of the Royal Pavilion and Museums from the City Council to a new cultural charitable entity for the City at Policy & Resources Committee on 21 January 2016. This new charitable entity ("the Trust") would have the responsibility of managing the Royal Pavilion and Museums, the Brighton Dome & Brighton Festival and the Music and Arts Service. The Royal Pavilion and Museums would move initially followed at a later date by the Brighton Dome and Brighton Festival and the Music and Arts Service.
- 1.2 On 20 June 2013 a report: "Future Developments at the Royal Pavilion Estate" was agreed by the Economic Development and Culture Committee. This report sought the necessary permissions to put arrangements in place to take forward joint development and fundraising work for the planned capital works for the Estate. Permission was granted to enter into a Memorandum of Understanding (MoU) between Brighton & Hove City Council and the Brighton Dome and Brighton Festival covering the scope of the joint work be delegated to the Assistant Chief Executive. The MoU was completed and signed in August 2014.
- 1.3 In February 2014 the 'Ernst and Young' value for money report commissioned by Brighton & Hove City Council, recommended that the management of the Royal Pavilion and Museums should transfer to a charity in order to safeguard its services and continue to support the city's economy, at a time when the Council is facing challenging economic circumstances.
- 1.4 A new governance model for the Royal Pavilion & Museums is a work stream of the Cultural Services Modernisation programme which was established to develop the recommendations in the Ernst & Young report.

2. RECOMMENDATIONS:

- 2.1 Members are asked to note that a full business case for the establishment of the Trust is being developed which will set out the context and financial imperative to

move the management of the Royal Pavilion and Museums to the Trust for presentation to the Policy & Resources Committee in January 2016.

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 The sites within the Royal Pavilion and Museums portfolio are: the Royal Pavilion and Garden, Brighton Museum & Art Gallery, Hove Museum & Art Gallery, Preston Manor and garden, Booth Museum of Natural History, Old Courthouse, the collections store (rented), 4/5 Pavilion Buildings (rented from BHCC), North Gate House, William IV Gate House and the India Gate. Preston Manor was bequeathed to the council through a Deed of Gift dated 30 March 1925 for use as a museum. The Council are the Trustees. The Booth Museum and collections were also gifted to the Council and the Council are the Trustees.
- 3.2 The museum collections comprise the three designated collections: Decorative Art, World Art Natural History as well as fine art, fashion, film, craft, archaeology, numismatics, musical instruments, local and social history. Most of the collections are owned directly by the City Council having been either donated or acquired by the museum service since its inception in 1860. Some items are held in trust by the city council namely for: the National Toy Museum & Institute of Play; The James Green Trust's collection of Burmese textiles; photographs and artefacts; the Booth Trust Birds, Cases, Library and Building and Preston Manor house and contents.
- 3.3 This project is part of the Cultural Services Modernisation programme which has examined alternative delivery options in order to safeguard the future of the Royal Pavilion and Museums and the services it provides for the city. In order to do this it is proposed that it is managed through a charitable organisation. This is a tried and tested model for museum services. A number of local authorities have moved their museums into a charitable model including Birmingham, York, Sheffield, Hampshire, Carlisle, Luton, Cheltenham, Coventry and Wigan. These have been established as company limited by guarantee and registered charity.
- 3.4 The Trust option is a non-profit distributing organisation (NPDO) and in this model the Trust becomes responsible for the management of the museums and the delivery of the services. The Local Authority retains the freehold title of the buildings and the collections. In the unlikely event that the Trust fails financially, the direct management of the assets could return to the Council.
- 3.5 The Trust, if a registered charity will be regulated by the Charity Commission. The Council can be represented on the new entity's Board of Trustees. Many charitable organisations where there is a significant volume of trading activities establish a trading subsidiary. This is done to ensure that the charitable status is not jeopardised. The subsidiary may transfer all its profits to the charity under gift aid. The subsidiary (generally established as a company limited by shares) normally has a small board of directors from the trustees and possibly a few individuals who have particular specialism or interest in the subsidiary's trading activities.
- 3.6 The benefits of management through a charitable entity are:

- Tighter focus of the organisation on its core purpose and customers
- Taxable benefits: gift aid on admissions; business rate relief and cultural exemption on business income
- Clearer brand profiling helping with marketing and fundraising
- Greater freedom to be enterprising and generate new income streams
- Systems and processes aligned to the key purpose of museums and their customers, giving the ability to work faster, more effectively and with greater dynamism
- Greater ability to respond more quickly to market trends
- Public recognition and confidence which can assist with fundraising
- Ability to operate in longer financial and planning time frames which, for example, allows surpluses to be retained and reinvested and fits with the core nature of museums
- Having the ability to build up a surplus to maintain the buildings to a standard befitting a nationally recognised museum service (which is not possible with current council budgetary controls)
- Being able to market test support service contracts to get the best deal
- Having the freedom to be more innovative, particularly around digital development and ICT systems which are more aligned with museums requirements

3.7 Under employment legislation (TUPE), existing staff will transfer to the Trust on their existing terms and conditions of employment and their continuity of service is preserved. In terms of pensions, the Council is seeking to ensure that the staff can retain their membership of the Local Government Pension Scheme through the Trust obtaining admitted body status within the scheme. Both staff and the unions would be fully consulted regarding the proposal to transfer the service out to a trust in line with Council procedure.

3.8 The aspiration in moving the RPM to trust will be to develop a sustainable funding model. RPM currently receives approximately 25% of its direct budget from council funding. The rest of the direct budget is derived from income from charges for admissions, events, services (see report on Fees and Charges) and grants. In future fees and charges would be set by the Trust. A major grant comes from the Arts Council's Major Partner Museum Programme and the RPM receives funding of £2.1m for 2015-18 though this to support exhibitions, learning programmes, new initiatives, activities to support the development of financial resilience, community engagement and its work as a national leader. (It should be noted that this funding could be reduced as result of the Comprehensive Spending Review) The RPM also leads museum development for the South East museums sector in partnership with three other museum services for which it receives a grant from the Arts Council.

3.9 As Members are aware, in 1999 the Council nominated the Brighton Dome & Brighton Festival Limited to manage the performing arts venues located on the Pavilion Estate. It is now proposed that a new single charitable entity with responsibility for the Royal Pavilion and Museums, Brighton Dome and Brighton

Festival and the Music and Arts Service is established. It will mean that the council has a single contract for the management of its cultural and heritage assets. This would bring the benefits of sharing knowledge and expertise, economies of scale in operational and contractual costs, and new funding streams.

- 3.10 The Trust would facilitate the realisation of the ambitions for the Royal Pavilion Estate, the four phase project to regenerate the historic royal estate and establish the estate as a world class cultural and heritage destination for the city.
- Phase 1 focuses on the Corn Exchange and Studio Theatre
 - Phase 2 the Pavilion Garden
 - Phase 3 the Royal Pavilion
 - Phase 4 the Dome, Courthouse and Brighton Museum
- 3.11 The phases could be subject to change in response to different funding opportunities arising. At completion the business plan assumes the achievement of a significant increase in income to support the upkeep of the Estate.
- 3.12 The Trust will have a leading role in the City’s “Our Future City Programme” by bringing together into one entity the key partners in the programme. This programme is setting out to improve the lives and chances of young people through cultural engagement and creative skills, led by Peter Chivers, Head of the Music & Arts Service. The RPM is a key partner and is represented on the Oversight Board. Staff have also been involved in delivery of a number of the pilot projects.
- 3.13 Timetable

Date	Activity/Agreement
7 October 2015	Outline Business Case agreed at Corporate Modernisation Delivery Board
12 November 2015	Report to EDCC
16 December 2015	Full Business case to be presented to Corporate Modernisation Delivery Board
21 January 2016	Report with full Business Case to Policy & Resources Committee
February 2016-31 st March 2017	Transition Period. Appointment of Shadow Board
1 st April 2017	RPM transfers to Trust
Date to be confirmed by BD&BF Board	BD&BF transfers to Trust
By endstop date of April 2020	Integration of organisations into one

	operational Trust
--	-------------------

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

4.1 Options which have been considered as part of the Outline Business Case Development are:

§ **Remain within the Council** - The risk with this are closure of sites, reduced services and consequently the loss of a nationally recognised museum service. As a service currently which has this status it is able to attract funding. If sites are closed and reduction in services takes place, this status will be lost and the service will go into decline. This in turn will impact on the priorities the service currently delivers for the city and the visitor economy.

§ **Incorporate as a cooperative and community benefit society or some other form of social enterprise** - There may be financial risks associated with this option as they do not attract the taxable benefits which trusts can e.g. gift aid. They operate in short contractual timeframes and require the parent body to conduct a tender process. So a mutual an organisation may only have a contract for a short-term e.g. five years. The council would then have to put the service out to tender again and the mutual organisation would need to re-tender. As museums need to operate in long timeframes, this approach and uncertainty would not suit museums. This is not a tested model for museums and with the international significance of the Royal Pavilion and Museums it is felt that this option is does not offer a long term sustainable solution and the financial benefits are less than becoming a trust.

4.2 The Trust option is the preferred option. The benefits of being a charitable entity are outlined in paragraph 3.6.

5. COMMUNITY ENGAGEMENT & CONSULTATION

5.1 Once the option to proceed with transferring the business of the Royal Pavilion and Museums to a charitable entity has been agreed by committee, a full consultation process will begin. Staff and Trade Unions will be consulted in a formal consultation process, building on the informal consultation to date. The public and specific interest groups e.g. community groups, members of the RPM Foundation (the charitable arm which supports the work of the Royal Pavilion & Museums) will be consulted about the proposal for change of governance

6. CONCLUSION

6.1 The Committee is asked to agree the recommendation to progress the work to enable the Royal Pavilion & Museums service to transfer its business to a charitable entity.

6.2 A full business case outlining the cost of moving the business of the Royal and Museums to the Trust and a detailed timeline will be presented to Policy &

Resources committee on 21 January 2016, assuming that this has been agreed at the Corporate Modernisation Delivery Board in December 2015.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 The 2015/16 budget includes £1.536m towards gross direct expenditure of £6.897m for the Royal Pavilion and Museums service. This excludes support services overheads. The service is facing significant funding reductions in future years and the 4 year Service and Financial Plan is currently being developed for the budget strategy which includes significant savings targets.
- 7.2 The costs and benefits of the proposals are currently being collated for inclusion in the business case which together the financial risks to the Authority will be presented for consideration by Policy and Resources Committee in January 2016.

Finance Officer Consulted: Michelle Herrington

Date: 30/10/15

Legal Implications:

- 7.3 The Council should ensure proper consultation processes are followed. Procurement rules may apply as any trust will be providing a service currently carried out by the Council. Due regard to Contract Standing Orders and Procurement Regulations will be needed. As there is a grant element the Council should be aware of State Aid Regulations. State Aid rules apply where aid is granted through state resources, where it favours certain undertakings, where aid could/ does distort competition and affects trade between EU member states. The Council should ensure it is properly advised in the creation of/ merger with another charitable body. The Council's properties in the RPM Estate will be affected so the council should have due regard to the Council's rules relating to long and short-term disposal of property. The head of RPM is the Council's representative at The Keep (which provides a statutory archiving service). The Council must ensure continuity of representation at the Keep if RPM leaves the control of the Council.

Lawyer Consulted:

Name: Bob Bruce

Date: 09/10/15

Equalities Implications:

- 7.4 A full Equalities Impact Assessment will be carried out as part of the development of the full business case. There will be a full consultation process with staff and trade unions. The public and particular community interest groups will also be consulted.

Sustainability Implications:

- 7.5 Long term financial sustainability is a major driver for the recommendation to move to Trust status. In terms of the sustainable management of the Estate; the Gardens in particular and other sites, there will be economies of scale in the environmental management systems and expertise that can be shared across.

Any Other Significant Implications:

- 7.6 There have been significant crime and disorder issues in the royal Oavilion Gardens which have escalated in recent years. One of the aims of the overall development would be to increase the resource to be able to provide solutions to this in design terms in particular.

SUPPORTING DOCUMENTATION

Appendices:

None

Documents in Members' Rooms

None

Background Documents

None

Subject:	Fees and Charges		
Date of Meeting:	12 November 2015		
Report of:	Assistant Chief Executive		
Contact Officer:	Name:	Janita Bagshawe	Tel: 29-2084 29-2701
	Email:	Janita.bagshawe@brighton-hove.gov.uk	
Ward(s) affected:	All		

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

- 1.1 The fees and charges for services are reviewed annually in line with the Corporate Fees & Charges Policy. As a minimum, all fees and charges are increased by the corporate rate of inflation which has been set at 2%. This is the same percentage by which income budgets will be increased.
- 1.2 The council's Financial Procedures require Service Committees keep all fees and charges under review in accordance with the Corporate Fees & Charges Policy and that a report be submitted by the Executive Directors on price variation above or below the corporately applied rate of inflation. It is also considered good practice to report on fees and charges that are rising by inflation only.
- 1.3 This report presents the review of fees and charges across the Royal Pavilion & Museums. The changes would be implemented from April 2016.
- 1.4 In the context of the report on the future governance of the Royal Pavilion and Museums future fees and charges, if it is recommended that the Royal Pavilion and Museums moves into a new entity, the setting of these will become the responsibility of the new entity. As it is necessary to be able to provide indication to some markets of hat charges will be at least eighteen months in advance of bookings charges for 2017-18 have been included.

2. RECOMMENDATIONS:

- 2.1 That the Committee approve the fees and charges for Admissions for 2016/2017 & 2017/18 in Appendix A.
- 2.2 That the Committee approve the fees and charges for Room Hire for 2016/17 in Appendix B.
- 2.3 That the Committee approve the fees and charges for Photography & Reproduction 2016/17 Appendix C.

2.4 That the Committee approve the fees and charges for Schools and Bookings for 2016/17 and 2017/18 in Appendix D.

3. CONTEXT / BACKGROUND INFORMATION

3.1 The fees and charges proposed in the attached appendices have been increased by the base line of 2%. However, the amounts have been rounded for ease of administration and therefore the actual percentage increase is often not exactly 2%. Where a percentage increase above inflation is proposed an explanation is given in this main report. The proposals for each of the service areas are now considered.

3.2 ADMISSIONS CHARGES

3.2.1 Admission charge increases for the Royal Pavilion, Preston Manor and the introduction of admission charges at Brighton Museum were last taken for Committee approval in January 2015. Approval was deferred until full budget council and subsequently given in March 2015.

3.2.2 Visitor trends are consistently monitored and gathered through inbound tourism figures, Visit England attraction monitor reports and discussions with other museums and attractions in the sector both regionally and nationally. The charging practices of comparable paid for visitor attractions are also kept under review and comparable pricing is shown in the table below. Royal Pavilion comparators are other Historic houses/castles from Visit England's top attractions monitor plus leading attractions in 45 minute drive time. Preston Manor comparators are historic houses/castles of similar scale within 45 minute drive time. Brighton Museum comparators are other charging local authority or former local authority museums and museums within a 45 min drive time: -.

Prices 2015/16			
	CHILD	ADULT	CONCESSION
Royal Pavilion 15/16	£6.20	£11.50	£9.50
<i>Royal Pavilion Proposed 16/17</i>	<i>£6.90</i>	<i>£12.30</i>	<i>£10.50</i>
Arundel Castle	£9.00	£16.00	£13.50
Brighton Wheel	£6.50	£8.00	N/A
Buckingham Palace	£11.80	£20.50	£18.80
Hampton Court Palace & Gardens	£9.70	£19.30	£16.00
Leeds Castle	£16.00	£24.00	£21.00
Petworth House & Park	£6.20	£12.50	NA
Sea Life Centre	£17.50	£17.50	N/A
The Roman Baths, Bath	9.00	14.00	£12.25
Waddesdon Manor & Gardens	£9.00	£18.00	N/A
Warwick Castle	£21.60	£24.60	£17.00
Windsor Castle	£11.30	£19.20	£17.50

Preston Manor 15/16	£3.40	£6.50	£5.40
Preston Manor previously agreed 16/17	£3.50	£6.60	£5.50
Anne of Cleves House	£3.00	£5.40	£5.00
Charleston	£6.00	£11.00	£10.00
Michelham Priory	£4.30	£8.40	£7.20
Parham Park	£5.00	£10.00	£9.00
Brighton Museum 15/16	£2.80	£5.00	£4.00
Brighton Museum proposed 16/17	£3.00	£5.20	£4.20
Brighton Toy and model Museum	£4.00	£6.50	£5.00
Ditchling Museum	Free	£6.50	£5.50
Lewes Castle Museum	£3.80	£7.20	£6.60
Hastings Jerwood	£3.50	£8.00	£5.50
Seaford Museum	£1.00	£2.00	£1.50
Newhaven Fort	£5.00	£6.50	£5.40
Norwich Castle	£6.25	£8.35	£7.50
Bath Museum & Assembly Rooms	£6.25	£8.25	
York Museum	Free	£7.50	N/A

3.2.3 Visitor research shows that the attractions are perceived as providing good value for money. For 2015/16 to date 60% of visitors to the Pavilion rate it as excellent or good value for money, with figures of 86% at Preston Manor and 50% for the at Brighton Museum where charges were only introduced from May 2015.

3.2.4 Travel Trade and group bookings in 2014/15 made up 42% of business to the Royal Pavilion, and 25% of visits to the Royal Pavilion & Museum sites overall. Due to booking timescales, marketing strategies and pricing for travel trade must be planned a year to 18 months in advance to fit in with industry press offers. Proposed admission prices are included for both 16/17 and 17/18 to allow sufficient planning for this key business area.

3.2.5. The Royal Pavilion

The income target for 15/16 for the Royal Pavilion alone is £2.546m, and, in line with the corporate budget inflationary uplift of 2.0% on income targets, this will increase by £0.051m for the financial year 2016/17 and a further £0.052m in 2017/18 i.e. £0.103m inflationary uplift over two years. As a result, this means that there is very limited scope to generate additional income from Royal Pavilion admissions to offset reductions in core budgets.

3.2.6 Visitor figures to the Royal Pavilion in line with trends for other major tourist attractions are cyclical and influenced by a wide range of factors. The weather is perhaps the single biggest factor in Brighton with holiday makers and day trippers preferring to spend the day on the beach if the weather is fine. With 44% of all visitors coming from overseas the influences are far reaching with the strength of the £, world events, Bird flu and Channel crossing disruption all impacting on visitor numbers in recent years.

Year	08/09	09/10	10/11	11/12	12/13	13/14	14/15	15/16 est
Visits	276,128	283,093	313,360	349,972	343,198	344,813	334,333	320,000

During the period 2012-14 Brighton benefitted from the Olympic effect with the UK representing a popular destination, but in 14/15 -15/16 we have seen visitor numbers decline again. For 15/16 the good weather in April/May coupled with a drop in language school visits has had a negative effect on numbers with visits 10% down in these two months. During July – September figures have stabilised to within 4.5% of 14/15 levels on the back of promotional campaigns.

- 3.2.7 Royal Pavilion admission prices have previously been agreed to March 2017 and were based on meeting a visitor target of 335,000. However as visitor numbers have declined below this level we have reviewed pricing to ensure that income targets would be met with visit numbers of 314,000 – 320,000. We are therefore proposing increases to previously agreed prices see Appendix A

3.2.8 Preston Manor

The net income target for Preston Manor in 16/17 will be £21.5K. Visitor numbers have increased by 183% in 15/16 on 14/15. They have been boosted by the new Heritage Pass offer which ran throughout the summer to try to encourage tourists and day visitors to visit all three of our charged venues Preston Manor, Brighton Museum and the Royal Pavilion. No changes are proposed to already agreed pricing for 16/17. Proposed prices for 17/18 are included in Appendix A

3.2.9 Brighton Museum

Charges were introduced on 12 May at Brighton Museum for non-residents to achieve a net income target of £150K. Visitor numbers for the period May – September are 49.6% lower which is in line with expectations based on experience at other Museums across the country.

The income target on Brighton Museum for 2016-17 will be 204K and therefore a small increase in the admission fee is proposed. The Admission fee includes entry to temporary exhibitions.

3.3 CORPORATE HIRES & WEDDINGS

- 3.3.1 The income target for Corporate and Private hires in 2016/17 will be £240K. A 2.5% rise has been added to all Corporate and Private hire prices with prices being rounded. The exceptions are for our smaller meeting room spaces where prices are low and have been held for a number of years previously. Please see Appendix B

3.4 IMAGE REPRODUCTION

- 3.4.1 The income target for image reproduction services is £2.5k. Last year, RPM removed many of its charges for non-commercial use of its images by adopting

open licensing. While we were using BY-NC-SA Creative Commons licences, we have been advised by Europeana (the European commission funded multi-lingual online collection of digitised items from European museums, libraries and archives) to adopt a BY-SA licence as a regular standard form of licence, along with many European museums.

- 3.4.2 For 2016/17 our images on CD charge has been dropped, as this has not been requested in several years, and our PCs are no longer able to burn CDs. The distinction in charging between Brighton & Hove and non-Brighton & Hove business has been dropped in order to ensure compliance with the amended EU directive on public sector information. Once this is transposed into UK law, this will require museums to make image and other information available to organisations on an equal basis. The current distinction, which has not been used in over two years, would probably be a breach of this legislation. Prices have been held for a number of years so increases where made are in excess of 2%. See Appendix C

3.5 SERVICES TO SCHOOLS GUIDING & BOOKING FEES

- 3.5.1 The income target for schools, guiding and bookings in 16/17 will be £113K. In 2015/16 school activity charges were increased to bring them into line with other providers in the south east and ensure full cost recovery on these sessions. The schools programme has been subsidised for many years by Arts Council Major Partner Museum funding but this grant is now reduced. Charges will increase in 16/17 and 17/18 to ensure full cost recovery for these sessions.

An increase of 50% is proposed for Booth Loan charges (Natural history specimen loans) to £15.00 to bring them more in line with other loan charges for the service and reflect cost of administering and maintaining these loans. See Appendix D.

- 3.5.2 Brighton & Hove schools will continue to have free admission to the Pavilion and Preston Manor. Admission for all school groups visiting Brighton Museum, Hove Museum and the Booth Museum will be free.
- 3.5.3 Guided tours and specialist guided remain a useful offer for increasing sales values for group and corporate bookers to the Royal Pavilion & Museums. Above inflation price rises are proposed to maximise income from these markets.
- 3.5.4 All RPM telephone bookings and general enquiries are handled through the RPM bookings office. The office also books school and group visits on behalf of a number of other heritage attractions throughout the city. A booking fee of £1.50 was charged on all bookings through the office whether that be a single ticket for a lecture of £5 for a multiple group booking of in excess of £500. From 1 April 2015 the booking fee of £3.50 was introduced for group bookings. This has met with no resistance from groups and it is proposed therefore to increase charges by 50 pence both in 16/17 and 17/18. Individual bookings will remain at £1.50.

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 *Admission charges:* Sealife Centre, Leeds Castle, Historic Royal Palaces; Petworth House, Arundel Castle, Roman Baths, Waddesdon manor & Gardens, Warwick Castle; Charleston; Firle Place; Michelham Priory, Sussex Museums Group, Sussex Past, York Museums Trust; Norfolk Museums, Bath & North East Somerset Council
- 5.2 *Admission charges:* on-going user surveys of customers. 3.1% all visitors surveyed at Royal Pavilion, 3.6% at Preston Manor, 1.7% at Brighton Museum during the period April – September 15/16 (8253 total surveys).
- 5.3 *Corporate Hire:* Extensive benchmarking exercise carried out in 2014/15.
- 5.4 *Image Reproduction:* Europeana, V&A, National Gallery, Science Museum, Ashmolean Museum and Museum of London.
- 5.5 *Schools, Guiding & Booking Fees:* Brighton Dome & Festival, Sussex Past, Hampshire Museums Trust, Wealden Downland.

6. CONCLUSION

- 6.1 The proposed fees and charges across the four 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 Fees and Charges Policy and the Budget Planning and Resource Update Report to Policy & Resources Committee on 9 July 2015. The proposed fees and charges are expected to achieve the inflated income targets included in the draft budget strategy for 2016/17 of £3.178m in relation to the above business areas.

Finance Officer Consulted: Michelle Herrington

Date: 14/10/15;

Legal Implications:

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

Lawyer Consulted:

Name Hilary Woodward

Date: 15/10/15

Equalities Implications:

- 7.3 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.

Concessionary admission charges are available to senior citizens, students, unemployed people, and people with a disability. A charity group rate is offered. Resident adults are offered half price admission and resident children don't pay admission. Brighton and Hove schools don't pay admission. Brighton & Hove young people and children in care also gain free admission whether resident in Brighton & Hove or not through the Children & Young People's Trust Listen Up scheme. The Royal Pavilion holds an Annual free day.

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. Appendices A-D

Fees & Charges 2016/17

Appendix A - Royal Pavilion & Museums

Proposed 2016/18 Admission Charges

Dates	2015/16 Current	2016/17 Previously agreed	2016/17 Proposed	% Increase 15/16 - 16/17	2017/18 Proposed	% Increase 16/17 - 17/18
Royal Pavilion						
Adult	£11.50	£12.00	£12.30	6.96%	£12.80	4.07%
Adult groups/web/promotions	£10.35	£11.00	£11.30	9.18%	£11.80	4.42%
B & H Schools	Free	Free	Free	N/A	Free	N/A
Child	£6.20	£6.50	£6.90	11.29%	£7.30	5.80%
Child Group	£5.90	£6.20	£6.50	10.17%	£6.90	6.15%
Concession Senior/Student	£9.50	£10.20	£10.50	10.53%	£11.00	4.76%
Concession Group	£8.60	£9.00	£9.70	12.79%	£10.50	8.25%
Family 1 Adult & 2 Children	£17.70	£18.50	£19.20	8.47%	£20.00	4.17%
Family 2 Adult & 2 Children	£29.20	£30.50	£31.50	7.88%	£32.50	3.17%
Resident Adult	£5.75	£6.00	£6.15	6.96%	£6.40	4.07%
Resident Child	Free	Free	Free	N/A	Free	N/A
Preston Manor						
Adult	£6.50	£6.60		1.54%	£6.80	3.03%
Adult groups/web/promotions	£5.70	£5.90		3.51%	£6.00	1.69%
B & H Schools	Free	Free		N/A	Free	N/A
Child	£3.50	£3.50		0.00%	£3.80	8.57%
Child Group	£3.40	£3.40		0.00%	£3.60	5.88%
Concession Senior/Student	£5.40	£5.50		1.85%	£5.70	3.64%
Concession Group	£5.00	£5.20		4.00%	£5.30	1.92%
Family 1 Adult & 2 Children	£10.00	£10.10		1.00%	£10.60	4.95%
Family 2 Adult & 2 Children	£16.50	£16.70		1.21%	£17.40	4.19%
Resident Adult	£3.25	£3.30		1.54%	£3.40	3.03%
Resident Child	Free	Free		N/A	Free	N/A
Brighton Museum						
Adult	£5.00		£5.20	4.00%	£5.50	5.77%
Adult groups/web/promotions	£4.00		£4.20	5.00%	£4.50	7.14%
B & H Schools	Free		Free	N/A	Free	N/A
Child	£2.80		£3.00	7.14%	£3.10	3.33%
Child Group	Free		Free	N/A	Free	N/A
Concession Senior/Student	£4.00		£4.20	5.00%	£4.50	7.14%
Concession Group	£3.50		£3.70	5.71%	£4.00	8.11%
Family 1 Adult & 2 Children	£7.80		£8.20	5.13%	£8.60	4.88%
Family 2 Adult & 2 Children	£10.60		£13.40	26.42%	£14.10	5.22%
Resident Adult	Free		Free	N/A	Free	N/A
Resident Child	Free		Free	N/A	Free	N/A
Resident Adult Exhibition Charge	£3.00		£3.50	16.67%	£4.00	14.29%

NB Family prices for Brighton Museum for 15/16 were incorrectly advertised but advertised rate was honored
 Correct formula is Family 1 Adult & 2 Children is equivalent to 1 adult plus 1 child
 Family 2 Adult & 2 Children is equivalent to 2 adults and 1 child ticket

Fees & Charges 2016/17

Appendix B - Royal Pavilion & Museums

Proposed 2016/17 Corporate Hire & Wedding Rates

NB. Concessionary rate and BHCC internal hiring 20% discount applies (Room hire is VAT exempt)

Venue / Room	Actual	Proposed	Increase	Increase
	2015/16	2016/17	£	%
	Rate	Rate		Actual
Royal Pavilion				
Great Kitchen (weekday)	£2,360	£2,420	£60	2.54%
Great Kitchen (weekends and bank holidays rate)	£2,510	£2,575	£65	2.59%
Great Kitchen and Banqueting Room (weekday)	£3,600	£3,700	£100	2.78%
Great Kitchen and Banqueting Room (weekends and bank holidays rate)	£3,800	£3,895	£95	2.50%
Music Room (weekday)	£2,360	£2,420	£60	2.54%
Music Room (weekends and bank holidays rate)	£2,510	£2,575	£65	2.59%
Music Room, Banqueting Room and Great Kitchen (weekday)	£5,200	£5,350	£150	2.88%
Music Room, Banqueting Room and Great Kitchen (weekends and bank holidays rate)	£5,500	£5,640	£140	2.55%
State Room wedding ceremony (weekday)	£3,000	£3,075	£75	2.50%
State Room wedding ceremony (weekends and bank holidays rate)	£3,100	£3,175	£75	2.42%
William IV Room				
4 hour booking - corporate (weekday)	£1,050	£1,075	£25	2.4%
4 hour booking - corporate (weekends and bank holidays)	£1,150	£1,175	£25	2.2%
4 hour booking – wedding reception (weekday)	£1,100	£1,130	£30	2.7%
4 hour booking – wedding reception (weekends and bank holidayss)	£1,200	£1,230	£30	2.5%
all day rate (8am-6pm weekday)	£1,400	£1,450	£50	3.6%
all day rate (8am-6pm weekends and bank holidayss)	£1,600	£1,640	£40	2.5%
Red Drawing Room				
evening hire (weekdays)	£1,050	£1,075	£25	2.4%
evening hire (weekendss and bank holidayss)	£1,150	£1,175	£25	2.2%
all day rate (8am-6pm weekdays)	£1,450	£1,450		0.0%
all day rate (8am-6pm weekends and bank holidays)	£1,600	£1,640	£40	2.5%
civil wedding ceremony (weekends and bank holidays rate)	£750	£770	£20	2.7%
civil wedding ceremony (weekday)	£680	£695	£15	2.2%
Red Drawing Room & William IV Room				
William IV and Red Drawing Room - wedding ceremony and reception package (weekdays)	£1,600	£1,640	£40	2.5%
William IV and Red Drawing Room - wedding ceremony and reception package (weekends and bank holidays rate)	£1,700	£1,745	£45	2.6%

William IV and Red Drawing Room - wedding ceremony and reception package (weekday)	£1,600	£1,640	£40	2.5%
William 1V and Red Drawing Room Day Conference package	£1,650	£1,695	£45	2.7%
Evening guided tour - charge per person - min charge for 25	£6.50	£6.75	£ 0.25	3.8%
Adelaide Rooms				
The Adelaide Rooms Evening Hire Only (weekdays)	£1,230.00	£1,230.00	£30	2.4%
The Adelaide Rooms Evening Hire Only (weekend and bank holidays)	£1,400.00	£1,450.00	£50	3.6%
Small Adelaide per 2 hour booking exclusive use (weekday)	£550	£565	£15	15.0%
Small Adelaide per 2 hour booking exclusive use (weekend and bank holidays)	£675	£695	£20	3.0%
Gardens				
Gardens (half day – Western Lawns)	PoA	PoA	n/a	n/a
Gardens (eastern lawns) Grounds Fee	PoA	PoA	n/a	n/a
Gardens (eastern lawns) event management fee day rate	PoA	PoA	n/a	n/a
Preston Manor				
House Dinner	n/a	£925	n/a	n/a
Wedding/ Civil Ceremony (2 hour hire weekday)	£585	£585	£15	2.6%
Wedding/ Civil Ceremony (2 hour hire weekend and bank holidays)	£600	£655	£15	2.5%
House Drinks Reception (weekday)	£565	£565	£15	2.7%
House Drinks Reception (weekend and bank holidays)	£600	£615	£15	2.5%
Lawns	£1,450	PoA	n/a	n/a
Meeting Room				
4 hour booking	£55	£65	£10	18.2%
all day rate (9am-5pm)	£105	£115	£10	9.5%
NB. Stewarding for meeting room charged separately				
Brighton Museum & Art Gallery				
Entire Museum	£2,275	£2,350	£75	3.3%
Ground floor	£1,460	£1,500	£40	2.7%
Upper floor	n/a	tbc	n/a	n/a
Upper floor inc museum lab	n/a	tbc	n/a	n/a
Education Pavilion				
4 hour booking	£68	£78	£10	14.7%
all day rate (9am - 5pm)	£135	£145	£10	7.4%
NB. Stewarding for Education Pavilion charged separately				
Seminar Room				
4 hour booking	£47	£55	£7	17.0%
all day rate (9am - 5pm)	£93	£100	£7	7.5%
NB. Stewarding for Seminar Room charged separately				
Courthouse Lecture Theatre				
half day rate / evening lecture	£575	£590	£15	2.61%
all day rate (8am-6pm)	£1,100	£1,125	£25	2.27%

weekends Rate for all of the above Plus 15% (with exception of wedding prices where prices include weekends supplement)
 NB Any internal 'free'/ in-kind/ subvention 'at cost charges' will be recovered from client i.e staffing, security, admin

Product currently not on offer

Fees & Charges 2016/17

Appendix C - Royal Pavilion & Museums

Proposed Image Reproduction & Licensing rates 2016/17

	Current 2015/16 Rate	Proposed 2016/17 Rate	% change
--	----------------------------	-----------------------------	----------

Digital Images

Digital Image (for non-commercial use only) from existing digital images	Free	Free	
	Free	Free	

Creation of new images

(Discounts may be granted for multiple images)

Scanning	£15	£15	0%
In-house photography	£50	£50	0%
External photography	Negotiable	Negotiable	

Commercial Licensing

Television (cable, digital, satellite, terrestrial and web streaming / on-demand)

Provincial broadcast:	£40	£50	25%
Single country broadcast:	£75	£90	20%
World broadcast rights:	£150	£180	20%
10 year buyout	£300	£350	17%
All retail DVD, Blu-Ray and direct pay per view will require 10 year buyout rights.			

Commercial Web, Product and Site use (eg. display panels, greeting cards, stationery etc.)

One time use	£100	£120	20%
10 year buyout	£300	£350	17%

	Current 2015/16 inner page	Current 2015/16 cover	Proposed 2016/17 inner page	Proposed 2016/17 cover	inner	cover
Books (including audio books, podcasts and e-books)						
Print run up to 4000 units: For print-based academic publications: this means the one-time use of Content (ie for one edition only)	Free	Free	Free	Free		
Print run over 4000 units						
Single country	£60	£200	£70	£220	17%	10%
World	£100	£300	£110	£300	10%	0%
Newspapers (includes web use for same feature)						
Provincial paper	£20	£50	£25	£60.00	25%	20%
National paper	£60	£150.00	£70	£170.00	17%	13%
Magazines (includes web use for same feature)						
Local	£20	£50	£25	£60.00	25%	20%
National	£60	£150.00	£70	£170.00	17%	13%

Fees & Charges 2016/17

Appendix D - Royal Pavilion & Museums

Proposed School Guided Session & Booking Charges 2016/17 & 17/18

Session	Current	Proposed	Increase	Proposed	Increase
	2015/16	2016/17	%	2017/18	%
	Rate	Rate		Rate	
1 hour museum workshop	£3.50	£3.75	7%	£4.00	7%
1.5 hour museum workshop	£4.00	£4.25	6%	£4.50	6%
1.5 hour role play	£4.50	£4.75	6%	£5.00	5%
2 hour role play	£4.50	£4.75	6%	£5.00	5%
Loan Box	£25.00	£25.00	0%	£25.00	0%
Booth Loan	£10.00	£15.00	50%	£15.50	3%
Lunch room Hire	£15.00	£15.00	0%	£15.50	3%
Guided Tours	£4.00	£4.50	13%	£4.90	9%
Corporate/Specialist Guided tours	£6.00	£6.50	8%	£7.00	8%

Booking Fees	Current	Proposed	Increase	Proposed	Increase
	2015/16	2016/17	%	2017/18	%
	Rate	Rate		Rate	
Group Booking (15+ tickets)	£3.50	£3.80	9%	£4.00	5%
Individual Booking	£1.50	£1.50	0%	£1.50	0%

Subject:	Outdoor Events – Madeira Drive Road Closures 2016		
Date of Meeting:	12 November 2015		
Report of:	Assistant Chief Executive		
Contact Officer:	Name:	Ian Shurrock	Tel: 292084
		Ian Taylor	
	Email:	ian.shurrock@brighton-hove.gov.uk	
		ian.taylor@brighton-hove.gov.uk	
Ward(s) affected:	All		

FOR GENERAL RELEASE

1. PURPOSE OF REPORT AND POLICY CONTEXT

- 1.1 To seek approval from members for landlord's consent to the proposed programme of events on Madeira Drive in 2016 and the associated road closures.

2. RECOMMENDATIONS:

- 2.1 That the committee grants landlord's consent for the 2016 programme of events on Madeira Drive and the associated road closures as listed in Appendix 1.
- 2.2 That the committee authorises officers to enter into formal agreements with event organisers to determine conditions, fees and levels of support as appropriate.
- 2.3 That the committee authorises the Assistant Chief Executive, after consultation with the Chair of the committee, Opposition and Group spokespersons, to make any alterations to the events programme as necessary and to approve new applications in accordance with the Outdoor Events Policy.

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 Madeira Drive is a very important venue for events in the city. The long heritage of events on Madeira Drive is reflected by most of the events listed in Appendix 1 having taken place at this location previously. The events draw residents and visitors to Madeira Drive which extends the Seafront offer both geographically (along from the main tourism area between the piers) and seasonally (by holding events throughout the year).
- 3.2 The closure of the Madeira Terraces has not currently resulted in a reduction in proposals for events on Madeira Drive. However, the safety fence adjacent to the Terraces has impacted upon the operational requirements of some events. The council is seeking a long term solution to replace the Madeira Terraces which are beyond repair. It will be important that this solution enhances Madeira Drive as an events venue and assists with the long term economic sustainability of the

area. In the meantime, the council is liaising with tenants of seafront businesses in the area to identify potential improvements in the short term.

3.3 New Event

Brighton Fringe Festival – Night Time Parade (Friday 6th May)

Brighton Festival Fringe have requested a new event to herald the start of Brighton Fringe. This would be a procession through the city, soon after dark, finishing on Madeira Drive. The procession would use the route of the Brighton Festival Children's Parade the following day – New Road, North Street, East Street, Seafront Promenade, Madeira Drive. The event would end with a pyrotechnic and light show from Brighton beach.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

4.1 Not applicable

5. COMMUNITY ENGAGEMENT & CONSULTATION

5.1 Consultation will take place with Ward Councillors, Sussex Police, East Sussex Fire & Rescue Service, South East Coast Ambulance Service and NHS Trust. Internally, consultation will take place with the Seafront Office, Environmental Health & Licensing, City Parks, Civil Contingencies and Highways.

5.2 As this report is being considered well in advance of next year's programme to assist organisers, it has not been possible to include consultation responses in the report. A verbal update on the consultation responses will be given at the committee meeting.

6. CONCLUSION

6.1 Landlord's consent is required for the staging of all major outdoor events on council land within Brighton & Hove.

6.2 Events continue to form an increasingly significant part of the council's overall tourism strategy. As well as bringing substantial economic benefits to the city, people experience civic pride when major recreational, sporting and entertainment events take place in their locality. These help to bring regional and national recognition to the city as well as bringing significant economic benefits.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

7.1 In accordance with the existing Outdoor Events policy, fees are charged for commercial events and any costs incurred are the responsibility of the organiser. In addition, a reinstatement deposit is usually held and evidence of adequate insurance cover is required. The fees charged are determined by negotiation based on a number of factors including capacity, whether a new or established event, whether an admission fee is to be charged and infrastructure required; all

of these are subject to agreement by officers as per the recommendations of this report.

- 7.2 The income generated from fees charged for commercial events on Madeira Drive contribute to the costs of the Outdoor Events Team and enables charitable and community events and free public entertainments to be supported at reduced rates across the city.
- 7.3 Further efficiencies are being identified in the current Service and Financial Strategy to help reduce costs and ensure a net contribution to overheads is delivered.

Finance Officer Consulted Michael Bentley *Date:* 27th October 2015

Legal Implications:

- 7.3 The Council is empowered under the East Sussex Act 1981 to use Madeira Drive for up to 28 days a year in order to facilitate the staging of major outdoor events.
- 7.4 The proposals in this report are made in accordance with the Outdoor Events Policy. The terms of the agreements with the event organisers, the ongoing consultation process and the long lead-in periods ensure that the events are safe and well managed and that disruption is kept to a minimum.
- 7.5 It is not considered that any adverse human rights implications arise from the report.

Lawyer Consulted: Hilary Woodward

Date: 28/10/15

Equalities Implications:

- 7.1 The Events programme caters for people from all sectors of the community as there is a diverse range of events that are staged in the city each year. Issues such as physical access to an event and designated viewing areas are developed and detailed in event plans where applicable.

Sustainability Implications:

- 7.2 All events are planned and staged in accordance with the statutory powers and planning obligations as set out in the Outdoor Events Policy.
- 7.3 The nature of outdoor events means that they often involve a range of potential sustainability impacts (both positive and negative) from travel, energy and water use, food, local economic and social impacts, use of outdoor spaces and production of waste. Through the Sustainable Events Programme, event organisers are supported to improve sustainability at their events, focusing on the areas with the highest potential impact. The programme is certified to the international standard for environmental management ISO 14001.
- 7.9 The Sustainable Events Programme gained certification to the International Standard for Sustainable Events ISO 20121 in October 2013. The programme helps deliver visible sustainability initiatives, particularly around event waste

recycling and encouraging people to use public transport. The Sustainable Events Programme contributes to the culture and community principle of the One Planet Sustainability Action Plan.

Any Other Significant Implications:

- 7.10 The City Safety Advisory Group has an overview of all the major events that take place in Brighton & Hove that have the potential to attract significantly large numbers of people. A protocol and good working partnerships between the council and emergency services are in place in the city and close agency working will be integral to both the planning and delivery of events.
- 7.11 Event specific Safety Advisory Groups can be convened for all major outdoor events taking place in Brighton & Hove that have the potential to attract significantly large numbers of people.
- 7.12 Sussex Police are involved in both the consultation and planning of all major events.

SUPPORTING DOCUMENTATION

Appendices:

1. Appendix 1 – Madeira Drive road closures 2016

Documents in Members' Rooms

None

Background Documents

None

Appendix 1
EVENTS – MADEIRA DRIVE
Events requiring the closure of Madeira Drive 2016

DATE	EVENT	CLOSURE	ATTENDANCE
Sun 28 th February	Brighton & Hove Half Marathon	Sat 06:00 LP9 (lamp-post)-LP20 Sun Aquarium to Black Rock 04:00-18:00	15,000
Sun 20 th March	Pioneer Motorcycle Run	Aquarium to Black Rock 06:00-18:00	15,000
Sun 17 th April	Brighton Marathon	Fri/Sat LP8-LP20 from 05:00 Sun Aquarium to Black Rock 04:00-22:00	40,000
Sat 23 rd April	InCarNation	Aquarium to Black Rock 06:00 – 18:00	5,000
Sun 24 th April	Jaguar Car Run	LP9-LP20 06:00-18:00	1,500
Sun 1 st May	Historic Commercial Vehicle Run	Aquarium to Black Rock 06:00-19:00	5,000
Fri 6 th May	Brighton Fringe Night Time Parade (See 3.2)	Aquarium to base of Dukes Mound	10,000
Sat 7 th May	Children's Parade	Aquarium to base of Duke's Mound 06:00- 15:00	20,000
Sun 8 th May	MG Regency Run	Aquarium to base of Duke's Mound 06:00-18:00	2,000
Sun 22 nd May	Mini Owners Rally	Aquarium to Black Rock 06:00 – 18:00 hrs	10,000
Sun 5 th June	Classic Car Run	Aquarium to Base of Dukes Mound 06:00 – 18:00	2,500
Sun 19 th June	British Heart Foundation's London to Brighton Bike Ride	LP7-LP20 Sat 06:00-Sun 04:00 Aquarium to Black Rock, Sun 04:00-22:30	50,000
Sun 10 th July	British Heart Foundation's London to Brighton Bike Night Ride	LP10-LP20 Sat 16:00 – 00:00, Sun 09:00 – 15:00 Aquarium to LP20 Sun 00:01- 09:00	8,000
Sat 3 rd September	Speed Trials	Aquarium to Black Rock 06:00 – 22:00	10,000
Sat 4 th September	Ace Café Reunion	Aquarium to Black Rock 06:00 – 22:00	20,000
Sat 17 th September	Color Run	Aquarium to Black Rock 04:00 – 20:00	10,000

Sun 18 th September	Do it for Charity London to Brighton cycle event	Base of Duke's Mound to Black Rock 06:00 – 18:00	3,000
Sat 1 st October	Volkswagen Classic Run	Aquarium to Black Rock 06:00-18:00	6,000
Sun 2 nd October	Landrover Run	Aquarium to Black Rock 06:00-18:00	3,500
Sun 9 th October	Brightona	Aquarium to Black Rock 06:00 -18:00	5,000
Sun 6 th November	Veteran Car Run	5 th Nov : LP 8 -12 6 th Nov: Aquarium to Black Rock 06:00-00:00	10,000
Sun 20 th November	10K Road Race	Aquarium to Black Rock 07:00-13:00	5,000
21 st December	Burning the Clocks	Aquarium to base of Duke's Mound 16:00-21:00	20,000

THIS LIST IS SUBJECT TO CHANGE

Subject:	Outdoor Events in Parks and Open Spaces 2016		
Date of Meeting:	12 November 2015		
Report of:	Assistant Chief Executive		
Contact Officer:	Name:	Ian Shurrock	Tel: 292084
		Ian Taylor	
	Email:	ian.shurrock@brighton-hove.gov.uk	
		ian.taylor@brighton-hove.gov.uk	
Ward(s) affected:	All		

FOR GENERAL RELEASE

1. PURPOSE OF REPORT AND POLICY CONTEXT

- 1.1 To seek approval from members for landlord's consent for the proposed programme of events in parks and open spaces in 2016.

2. RECOMMENDATIONS:

- 2.1 That the committee grants landlord's consent for the events listed in Appendix 1.
- 2.2 That the committee authorise officers to enter into formal agreements with event organisers to determine conditions, fees and levels of support as appropriate.
- 2.3 That the committee authorises the Assistant Chief Executive, after consultation with the Chair of the committee, Opposition and Group spokespersons, to make any alterations to the events programme as necessary and to approve new applications in accordance with the Outdoor Events Policy.

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 Many of the events listed in Appendix 1 have taken place before and retain their traditional place in the calendar of outdoor events. The council has licensed a range of parks and open spaces including the Old Steine, Hove Lawns, the Seafront and Madeira Drive to hold events, however, a balanced approach is required to prevent overuse of these areas. Appendix 1 shows the range of spaces and sites where events are proposed to take place. Several new or amended event applications for 2016 have been received and a summary of these is outlined in 3.4 below.
- 3.2 Outdoor events play a major role in the city as a leisure destination and therefore contribute significantly to the economic impact that tourism brings to the city. The latest economic impact assessment values the contribution of tourism to the city's economy at £830m per year which supports 21,700 jobs (15,900 full time

equivalents). The economic impact of events staged in the city is largely through hotel, restaurant and retail spend.

- 3.3 A good example of an event that has developed to provide a considerable economic impact to the city (estimated to be approximately £4m per annum) is the **Brighton Marathon**. The Brighton Marathon is established already as one of the leading marathons in the country which attracts a high class field of international athletes, as well as thousands of fun runners who raise millions of pounds for charity. In addition, the huge crowds that are drawn to watch the event create a fantastic atmosphere and bring the city alive along the route. The media coverage of the event including television highlights also helps to promote the city.

3.4 **New Events**

Global Beats, East Brighton Park, (Saturday 30th July-Sunday 31st July)

Global Beats Festival would like to deliver a two-day arts and music event in July 2016. The event would operate over a weekend, showcasing some of the best local and international talent from across the globe, looking to attract an audience of 6000 people per day.

The day one theme will be predominately Electronic Dance Music. Using local Brighton promoters who regularly arrange events across nightclubs in Brighton (Lovebeat, Moody Disco, Kitchen Pass) to programme the line up and attract their loyal base, of which a large proportion will be students.

The day two theme will be World Music. Working closely with Brighton 7 Hove promoters and labels (Tru Thoughts, Brighton Jazz Bop, Afrobase, Global Beats) to assist with the programming to deliver a line up that represents music from across the world. There is no other event similar to this in the city.

Global Beats Festival has been created in Brighton by local Brighton promoters to deliver a high quality and varied World Arts & Music event. The targeted audience is aged 18-60. The event will pay a commercial hire fee for the use of the park.

Brighton International Triathlon, Seafront (Sunday 11th September)

Landlord's consent was granted at the 18 June 2015 Economic Development and Culture Committee to stage this new event along Brighton and Hove seafront in 2016. Since that Committee it has been necessary to change the date from the following weekend. This is due to clashes with other events nationally and more favourable tide times, for the sea swim, on this weekend. All other elements of the event including layout, timing remain the same as previously proposed.

Ole, Hove Lawns – adjacent to Grand Avenue (Sat 30th July – Sat 20th August)

This is the new show from the famous Spanish producer Paco Leon and would be a U.K. premiere. Ole currently has two units playing in Spain and a third to open in Mexico City in October. It is a mix of cabaret and circus and would play

to an 18 plus audience. This show is being promoted by the same promoters that have brought the Ladyboys of Bangkok to the city for the last 11 years, it is described as a avant garde cabaret in a similar style to Le Clique that wowed audiences in Brighton and Hove a few years ago.

3.5 Amended Events

The Warren, St Peters North Lawn (Wed 5th May – Sun 5th June)

This Brighton Festival Fringe event took place at this location for the first time in 2015. Whilst very well received by the public, it did receive several noise complaints from local residents. The promoters have been asked to look at their programming to ensure that any potential noise disturbance is minimised and kept within the early parts of the day when covered by the ambient traffic noise.

Together The People, Preston Park (3rd – 4th September) Site Extension & Approval for 3 years

After a successful first year where the event attracted over 6000 attendees over two days, the organisers are now looking for landlord's consent to hold the event for a further three years. The organisers are hoping to attract between 5000 – 7000 people per day in 2016. The event site was left tidy and the ground in good condition. The event was professionally managed throughout and supported local traders and musicians. As in 2015, the site would be open from 11.30 – 22.00 hours each day, and would be ticketed and fenced.

The organisers plan to spread the stages out across a larger site. The organisers have proposed to use the full lower part of Preston Park adjacent to London Road.

Shakedown Music Festival, Stanmer Park (Saturday 17th September)

Shakedown Music Festival organisers have requested a return to Stanmer Park where the event was held for its first 2 years. The organisers feel that Stanmer Park is their more natural home, has better pedestrian and vehicle access than Waterhall and is closer to their main ticket buying public at the Universities. Shakedown moved to Waterhall following concerns from residents in Stanmer village around access, noise and general disturbance to the village.

The long term development of Stanmer Park includes the Park being used for events. A commercial hire fee would also be charged for the event.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

Not applicable

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 Consultation will take place with Ward Councillors, Sussex Police, East Sussex Fire & Rescue Service, South East Coast Ambulance Service, NHS Trust, Environmental Health & Licensing, City Parks, Civil Contingencies and

Highways. Detailed consultation will also follow as the events are developed between the respective event organiser and our partner agencies.

- 5.2 As this report is being considered well in advance of next year's programme to assist organisers, it has not been possible to include consultation responses in the report. A verbal update on the consultation responses will be given at the committee meeting.

6. CONCLUSION

- 6.1 Landlord's consent is required for the staging of all major outdoor events on council land in Brighton and Hove.
- 6.2 Events continue to form an increasingly significant part of the council's overall tourism strategy. As well as bringing substantial economic benefits to the city, people experience civic pride when major recreational, sporting and entertainment events take place in their locality. These help to bring regional and national recognition to the city as well as bringing significant economic benefits.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 In accordance with the existing Outdoor Events policy, fees are charged for commercial events and any costs incurred are the responsibility of the organiser. In addition, a reinstatement deposit is usually held and evidence of adequate insurance cover is required. The fees charged are determined by negotiation based on a number of factors including capacity, whether a new or established event, whether an admission fee is to be charged and infrastructure required; all of these are subject to agreement by officers as per the recommendations of this report.
- 7.2 The income generated from fees charged for commercial events in parks and open spaces contribute to the costs of the Outdoor Events Team and enables charitable and community events and free public entertainments to be supported at reduced rates across the city.
- 7.3 Further efficiencies are being identified in the current Service and Financial Strategy to help reduce costs and ensure a net contribution to overheads is delivered.

Finance Officer Consulted: Michael Bentley Date: 27th October 2015

Legal Implications:

- 7.3 Brighton & Hove City Council is empowered under the East Sussex Act 1981 to close "parks and pleasure grounds" in its area for up to 28 days a year in order to facilitate the staging of major outdoor events. As the events are transient in nature it is unlikely that "development" involving the need for a planning application would arise but in any event permitted development rights may apply, notably under Class B Part 4 Schedule 2 of the Town and Country Planning (General Permitted Development) (England) Order 2015 allowing "the use of

any land for any purpose for not more than 28 days in total in any calendar year...and the provision on the land of any moveable structure for the purposes of the permitted use”.

Should any event require road closures or certain other traffic management measures a traffic regulation order under the provisions of the Road Traffic Regulation Act 1984 or the Town Police Clauses Act 1847 will be required.

- 7.4 It is not considered that any adverse human rights implications arise from the recommendations in the report.

Lawyer Consulted: Hilary Woodward

Date: 16th October 2015

Equalities Implications:

- 7.5 The Events Programme caters for people from all sectors of the community as there are a diverse range of events that are staged in the city each year. Issues such as physical access to an event and designated viewing areas are developed and detailed in event plans where applicable.

Sustainability Implications:

- 7.6 All events are planned and staged in accordance with the statutory powers and planning obligations as set out in the Outdoor Events Policy.
- 7.7 The nature of outdoor events means that they often involve a range of potential sustainability impacts (both positive and negative) from travel, energy and water use, food, local economic and social impacts, use of outdoor spaces and production of waste. Through the Sustainable Events Programme, event organisers are supported to improve sustainability at their events, focusing on the areas with the highest potential impact. The programme is certified to the international standard for environmental management ISO 14001.
- 7.8 The Sustainable Events Programme also meets the requirements of the British Standard for Sustainable Events that was developed for the London 2012 Games and helped them deliver a highly visible sustainability programme, particularly around event waste recycling and encouraging people to use public transport. The standard was superseded by the International Standard ISO 20121 and the council's programme is being amended to meet the requirements of the new standard and help the council continually improve its engagement with event organisers to improve sustainability. The Sustainable Events Programme contributes to the Culture and Community Principle of the One Planet Sustainability Action Plan.

Any Other Significant Implications:

- 7.9 The City Safety Advisory Group has an overview of all the events that take place in Brighton and Hove that have the potential to attract significantly large numbers of people. A protocol and good working partnerships between the council and

emergency services are in place in the city and close agency working will be integral to both the planning and delivery of these events.

- 7.10 Event specific Safety Advisory Groups can be convened for all major outdoor events taking place in Brighton and Hove that have the potential to attract significantly large numbers of people.
- 7.11 Sussex Police are involved in the consultation and planning of all major events.

SUPPORTING DOCUMENTATION

Appendices:

1. List of proposed outdoor events in parks and open spaces for 2015.

Documents in Members' Rooms

None

Background Documents

None

APPENDIX ONE

OUTDOOR EVENTS – PARKS AND OPEN SPACES

Events requiring the use of parks and open spaces in Brighton & Hove 2016

DATE	EVENT	VENUE	TIMES	ATTENDANCE
Sun 20 th March	Sport Relief	Preston Park	10.00 – 14.00	2,000
Fri 25 th & Sat 26 th March	The Big Sussex Market	New Road	10.00 – 17.00 both days	10,000
Sat 16 th April	Mini Mile Races	Preston Park	10.00 – 16.00	3,000
Sun 17 th April	Brighton Marathon	Preston Park	08.00 – 12.00	10,000
Thurs 28 th April – Sat 7 th May	Festival Funfair	The Level	13.00 daily	10,000
Sat 30 th April – Mon 2 nd May	Foodies Festival	Hove Lawns	10.00 – 18.00 daily	10,000
Wed 5 th May – Sun 5 th June	The Warren @ St Peter's (see 3.5)	St Peter's north lawn	Various	10,000
Fri 6 th – Mon 30 th May	Spiegel tent	Old Steine	Various	20,000
Fri 6 th May – Sat 4 th June	Ladyboys of Bangkok	Victoria Gardens	Various	10,000
Sat 7 th May	Festival Children's Parade	City Centre	07.00 – 16.00	5,000
Sat 7 th – Sun 29 th May	Brighton Festival	TBC		
Fri 6 th May	Fringe Night Parade	New Road	18.00 – 21.00	10,000
Sat 7 th & Sun 8 th , Sat 14 th & Sun 15 th , Sat 21 st & Sun 22 nd May & Sat 4 th June	Fringe City	New Road	10.00 – 17.00 daily	10,000 daily
Wed 11 th – Mon 23 rd May	Moscow State Circus	Preston Park	Various	7,500
TBA	Stonewall Equality Walk	City Centre	12.00 – 18.00	5,000
Sat 14 th May	Spring Festival	St Ann's Well Gardens	11.00 – 19.00	8,000
Sun 22 nd May	Heroes vs Villains Superheroes Run	Hove Lawns/Prom	11.00 – 14.00	5,000
Fri 27 th May	Fringe Night Lights	New Road	18.00 – 22.00	
Sat 28 th & Sun 29 th May	Funk the Family Festival	Hove Park	11.00 – 20.00 (Sat) 12.00 – 21.00 (Sun)	3,000
Mon 30 th May	Martlets Carnival	Hove Park	10.00 – 17.00	10,000
Fri 10 th June – Sun 10 th July	Big Screen	Brighton Beach alongside Madeira Drive	14.00 – 23.00	20,000
Sat 11 th June	Martlets Midnight Walk	City Centre	00.00 – 06.00	5,000
Wed 16 th – Sun 19 th June	Funfair	Victoria Recreation Ground, Portslade	13.00 Daily	2,000
Sat 18 th June	Rottingdean Lions Fayre	Rottingdean Village Gn & Kipling Gdns	07.30 – 19.00	1,000
Sat 18 th June	Take Part Sport Festival	Preston Park	10.00 – 17.00	5,000

TBA	Capital to Coast Bike Ride	TBA	07.00 – 18.00	1,500
Sat 2 nd – Sun 3 rd July	Race for Life/Pretty Muddy	Stanmer Park	10.00 – 16.00	5,000
Sat 2 nd & Sun 3 rd July	Paddle Round The Pier	Hove Lawns	10.00 – 19.00 daily	10,000
Sat 9 th & Sun 10 th July	Brighton Kite Festival	Stanmer Park	10.00 – 17.00 daily	6,000
Wed 13 th July	Brighton Phoenix 10k Run	Hove Promenade and Hove Lawns	19.30 – 21.00	700
Sat 16 th July	Lions Saltdean Gala Day	Saltdean Oval	07.30 – 19.00	1,500
Sun 17 th July	RSPCA Open Day	Braypool Sports Field	10.00 – 17.30	5,000
Sat 30 th & Sun 31 st July	Global Beats (3.4)	East Brighton Park	12.00 – 23.00 daily	6,000 daily
Sat 30 th July – Sat 20 th August	Ole (See 3.4)	Hove Lawns	Various	5,000
Sat 6 th August	Pride	Preston Park	12.00 – 22.00	40,000
Sat 13 th August	Big Dog/Stilettos on Wheels	Stanmer Park	10.00 – 17.00	2,000
Thurs 18 th August – Mon 29 th August	Zippos Circus	Hove No.1 Lawn	Various	3,000
TBC	Funfair	Hove Prom	14.00 – 20.00 daily	2,000
Sat 20 th & Sun 21 st August	Thai Festival	Preston Park	10.00 – 17.00	5,000
Sat 27 th – Mon 29 th August	Brighton & Hove Food and Drink Festival	Hove Lawns	10.00 – 17.00	2,000
Sat 3 rd & Sun 4 th September	Together The People Festival (See 3.5)	Preston Park	12.00 – 22.00	7,000 daily
Sun 11 th September	Brighton International Triathlon (See 3.4)	Seafront	10.00 – 16.00	10,000
Thurs 15 th – Sat 24 th September	Funfair	The Level	13.00 daily	10,000
Sat 17 th September	Shakedown Festival (See 3.5)	TBC	TBC	20,000
Sat 17 th & Sun 18 th September	Fiery Food Festival	Victoria Gardens	10.00 – 17.00	2500 daily
Sat 17 th September	BHF London to Brighton off road bike ride	Hove Lawns	10.00 – 16.00	2,500
Sun 18 th September	Hove Prom 10K	Hove Lawns	10.00 – 12.30	500
Sun 25 th September	Cyclo sportive	Hove Lawns	07.30 – 18.00	900
Sun 2 nd October	Apple Day	Stanmer Park	11.00 – 17.00	8000
Sat 15 th October	Brighton & Hove 10 Mile Road Race	Hove Lawns/City Centre	09.00 – 11.30	4,000
Sat 5 th November	Family Fireworks Spectacular	Nevill Recreation Ground	17.00 – 19.30	5,000
Wed 3 rd & Thurs 4 th December	The Big Sussex Food Market	New Road	10.00 – 17.00	5,000

Subject:	Withdrawal of Out of Date Planning Guidance		
Date of Meeting:	12 November 2015		
Report of:	Acting Executive Director of Environment, Development & Housing		
Contact Officer:	Name:	Liz Hobden	Tel: 292504
	Email:	liz.hobden@brighton-hove.gov.uk	
Ward(s) affected:	All		

FOR GENERAL RELEASE.

1. PURPOSE OF REPORT AND POLICY CONTEXT

- 1.1 There are a number of Supplementary Planning Guidance advice notes, Supplementary Planning Documents and Planning Advice Notes (32 in total) that provide detailed guidance and advice on implementing policies in the adopted and emerging development plans for the city (Local Plan 2005 and the City Plan). These documents require committee authority for adoption and as a consequence committee authority should be sought for withdrawal.
- 1.2 The purpose of this report is to seek authority for the withdrawal of out of date planning guidance notes to improve the efficiency of decision making; contribute to bringing forward key development sites and to streamline policy. This is one of a number of priorities arising from the city council's modernisation agenda.

2. RECOMMENDATIONS:

- 2.1 That the Committee agrees the withdrawal of eight out of date planning guidance documents as set out in the report and appendix 1

3. BACKGROUND INFORMATION

- 3.1 One of the five main modernisation priorities in Planning and Building Control, which form part of the wider city council modernisation agenda, is streamlining planning policy to assist service users and to make decision-making more efficient. Withdrawing out of date planning guidance falls under this work priority. Planning guidance notes are subject to consultation and agreed through Committee authority and so committee authority should be obtained for their formal withdrawal.
- 3.2 As a matter of best practice any planning guidance that is no longer relevant should be withdrawn. To do otherwise may lead to uncertainty amongst applicants as to the guidance against which their planning applications will be assessed as the retention of guidance would strongly suggest that the guidance carries weight in planning terms. Planning applications and supporting

documents will have been prepared to take account of the Council's planning guidance and so reliance on out of date guidance is likely to lead to an unnecessary use of resources.

- 3.3 There are 32 adopted planning guidance notes that provide guidance on the implementation of planning policy (Supplementary Planning Guidance up to 2004 and Supplementary Planning Documents post-2004) and technical guidance (Planning Advice Notes) – see appendix 2 for full list:
- 13 Supplementary Planning Guidance advice notes (SPGs)
 - 13 Supplementary Planning Documents (SPDs)
 - 6 Planning Advice Notes (PANs)
- 3.4 The planning guidance notes have been assessed, in consultation with internal stakeholders, against current legislation, national policy, local policy and current context. As a consequence it is recommended that the eight planning guidance documents below are withdrawn (a table setting out the assessment is in appendix 1). As noted, policies in the Local Plan, emerging City Plan Part One and recently adopted Planning Briefs in the case of two sites (Edward Street Quarter and Preston Barracks) provide an up to date policy framework for determining future planning applications.
- 3.5 Of the eight documents five are site specific and three are topic related:
- SPG3: Brighton Station Site Brief (adopted 2000) – out of date and development of site almost complete. Policy DA4 in the City Plan covers this area.
 - SPG5: Black Rock Development Brief (adopted 2001) – out of date and replaced by the policy framework in the emerging City Plan Part One (DA2)
 - SPG13: Listed Building – general advice (adopted 2003) – information only that will be incorporated into a future single advice document on listed buildings.
 - SPG14: Preston Barracks (adopted 2003) – out of date in terms of site area and proposed uses for the site. It has been replaced by a planning brief and is covered by policy DA3 in the City Plan.
 - SPG17: Hollingdean Depot and Abattoir – out of date in terms of the City Plan and the emerging Waste and Minerals Sites Plan that provide an up to date and emerging policy framework.
 - SPD04: Edward Street Quarter Development Brief (adopted 2006) – out of date and now replaced by a planning brief for the area
 - SPD08: Sustainable Building Design (adopted 2008) – out of date in terms of legislation, national policy, technology available and emerging local policy. Local Plans and guidance are required to comply with national policy. Policies in the Local Plan can still broadly be used in the determination of applications and City Plan policy CP8 has been amended to comply with national policy and is currently a material consideration in decision-making.
 - PAN02: Microgeneration (adopted 2007) – out of date as a lot of microgeneration for housing is now covered by permitted development rights. Where it is not, this information will be provided in the PAN: Retrofit of Historic Houses in Conservation Areas which is being prepared.

3.6 The remaining 24 guidance documents will stay in place and will be reviewed regularly.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

4.1 Not withdrawing guidance has been considered. The benefits of streamlining policy, improving the efficiency of decision-making and customer service are significant and meet council modernisation priorities.

4.2 The option of retaining and withdrawing guidance notes has been weighed up carefully on a note by note basis in consultation with internal stakeholders (see appendices 1 and 2).

5. COMMUNITY ENGAGEMENT & CONSULTATION

5.1 The assessment of whether guidance is still fit for purpose is a technical assessment. Consultation has been undertaken with internal stakeholders to ensure that all matters relating to planning guidance notes, and how up to date they are, has been carefully considered and a consensus reached on retention or withdrawal. External consultation was not undertaken.

6. CONCLUSION

6.1 That the committee agrees the proposal to streamline planning policy guidance and the recommendation to withdraw of eight out of date guidance notes.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

7.1 There are no direct financial implications arising from the recommendation in this report. The cost of officer time associated to the review of planning guidance and consultation with internal stakeholders has been funded from existing revenue budgets.

Finance Officer Consulted: Name Steve Bedford

Date: 16/10/15

Legal Implications:

7.2 Supplementary Planning Guidance advice notes, Supplementary Planning Documents and Planning Advice Notes are capable of being material considerations in the determination of planning applications. However, the weight to be applied to these documents in the determination process depends on how up to date they are in terms of current planning policy and legislation. The documents referred to in the report as being out of date therefore carry no weight and so serve no purpose in the determination of planning applications.

Lawyer Consulted: Hilary Woodward

Date: 16/10/15

Equalities Implications:

7.3 None identified

Sustainability Implications:

7.4 The report recommends withdrawal of two guidance notes relating to sustainable development which are out of date. This is largely as a consequence of national policy change, introduction of permitted development rights, technology change and consequent change to local policy. A Planning Advice Note on Retrofit in Conservation Areas is currently being prepared and will replace some guidance in the Microgeneration PAN.

Any Other Significant Implications:

7.5 Risk and Opportunity Management Implications:

The withdrawal of planning guidance has been considered carefully to ensure that any risks relating to the removal of guidance are minimised and an up to date planning policy framework and/or guidance remains in place relating to the topic or policy area.

7.6 Corporate / Citywide Implications:

The report relates to delivery the city council's modernisation agenda and will improve customer service and efficiency in terms of decision-making.

SUPPORTING DOCUMENTATION

Appendices:

1. Table setting out Planning Guidance proposed for withdrawal
2. Table setting out review of all Planning Guidance

Documents in Members' Rooms

None.

Background Documents

1. Appendix 1 Table of Planning Guidance Documents to be withdrawn
2. Brighton & Hove Local Plan 2005
3. Submission City Plan Part One as proposed for modification
4. Supplementary Planning Guidance notes, Supplementary Planning Documents and Planning Advice Notes

Appendix 1

Planning Guidance Documents Proposed for Withdrawal

Document Name and Number	Date Adopted	Content and Purpose	Proposed Recommendation and Reason
SPG3: Brighton Station Site Brief	October 2000	Brief providing a framework for the development of this major regeneration site	Withdraw SPG Reason: Development almost complete so no longer required. References to policies and Plans out of date. Site covered by policy DA4 and other policies in the emerging City Plan
SPG5: Black Rock Development Brief	Adopted 2001	Brief providing a framework for development on the site relating to type of uses	Withdraw SPG Reason: out of date due to mix of uses sought (leisure and recreation, hotel), policies and Plans referred to are out of date and out of date in terms of sustainability standards. Site covered by the emerging City Plan including policy DA2.
SPG13: Listed Building – general advice	Sept 2003	Short guidance note on Listed Buildings to provide some detail to expand on planning policy	Withdraw SPG Reason: information document rather than policy and intention is to incorporate this into a combined Listed Building SPD
SPG14: Preston Barracks	Sept 2003	Brief providing a framework for development on the site	Withdraw SPG Reason: Document is out of date by reason of the mix of uses proposed (B1 employment only with western part of site for housing); confined to Preston Barracks site only and Plans and policies referred to in document out of date. Replaced by a planning brief covering wider area and emerging City Plan policies (DA4).
SPG17: Hollingdean Depot	Jan 2004	Planning brief for wider depot	Withdraw SPG

and Abattoir Site Brief		site relating to a preference for waste uses on the site.	Reason – partially developed site and out of date with City Plan and submission Waste and Minerals Sites Plan as site no longer identified as a safeguarded waste site. Instead (it is identified as suitable in principle though alternative proposals are acceptable. Policy framework in place to address design, transport and amenities.
SPD04: Edward Street Quarter	March 2006	Development guidance for the Edward Street Quarter which covers the area occupied by the old Amex building	Withdraw SPD Reason - out of date in relation to policies and Plans for the area, part of site covered by SPD redeveloped for new Amex HQ building and assumption former HQ will be retained. Replaced by an up to date Planning Brief for area and policy framework in the City Plan.
SPD08: Sustainable Building Design	June 2008	To provide detailed, up to date, clear advice to various user-groups on relevant sustainable design policies	Withdraw SPD - Out of date in terms of legislation, national policy and technology available. A policy framework complying with national policy (SU2 in the Local Plan and CP8 in the emerging City Plans) is in place to deliver sustainable planning decisions Up to date advice and information is available on the website
PAN02: Microgeneration	Sept 2007	Guidance on PD rights for micro generation and the type of development that would be acceptable. 19pp	Withdraw PAN – Reason: out of date in terms of legislation, permitted development rights, grants and technology available. New guidance to be prepared on Retrofit in Conservation Areas.

Appendix 2 - Planning Guidance Review – November 2015

Document Name and Number	Date Adopted	Content and Purpose	Proposed Recommendation and Reason
SPG2: External paint finishes and colours	October 1998		Retain. Used frequently and sufficiently up to date
SPG3: Brighton Station Site Brief	October 2000	Brief providing a framework for the development of this major regeneration site	Withdraw SPG Reason: it is out of date and development almost complete.
SPG4: Parking Standards	Adopted 1997 and reconfirmed Sept 2000	Parking and service standards for new development	Retain document until replaced by Parking and Accessibility SPD (due to be adopted early next year)
SPG5: Black Rock Development Brief	Adopted 2001	Brief providing a framework for development on the site	Withdraw SPG Reason: out of date
SPG9: A guide for Residential Developers on the provision of recreation space (draft) and ancillary Update Document	Draft Update approved February 2011	The purpose of this document is to provide operational guidance to developers of residential proposals as to the application of Policy HO5 of the Brighton and Hove Local Plan	Retain and review content so up to date and adopt as a single SPD and consider option to incorporate into a developer contributions SPD
SPG10: King Alfred and RNR Site: Planning Brief	2002	Brief providing a framework for development on the site	Retain SPG Reason: Though out of date important to retain while taking site forward with development proposals
SPG11: Listed Building Interiors	Sept 2003		Retain – up to date and used by applicants
SPG13: Listed Building – general advice	Sept 2003		Withdraw – information document rather than policy and intention is to incorporate this into a combined Listed Building SPD
SPG14: Preston Barracks	Sept 2003	Brief providing a framework for development on the site	Withdraw SPG Reason: Document is out of date and now replaced by a

			planning brief
SPG15: Tall Buildings	Jan 2004	Guidance on areas appropriate for tall buildings and information that should be submitted with applications for tall buildings	Retain SPG Review content.
SPG17: Hollingdean Depot and Abattoir Site Brief	Jan 2004	Planning brief for wider depot site	Withdraw SPG – out of date with City Plan and submission Waste and Minerals Sites Plan
SPG19 Fire Precaution works to Historic Buildings	July 2004	Detailed guidance on listed buildings	Retain SPG until replaced.
SPG20: Brighton Marina Parts 1 and 2 Development Brief	2004	Brief providing a framework for development on the site	Retain- underpins Brighton Marina PAN
SPD1: Brighton Centre	Jan 2005	Design framework for Brighton Centre, 30pages	Retain- provides a design framework for the site and remains relevant
SPD2: Shopfront Design	Sept 2005	Guidance for retention, renovation and replacement of shopfronts, security and awnings. 22pp	Retain – useful guidance to officers and applicants
SPD3 Construction and Demolition Waste	2005	Joint guidance with East Sussex CC 56pp	Retain – although out of date the refresh or withdrawal of the document will require the agreement of the joint authorities.
SPD04: Edward Street Quarter	March 2006	Development guidance for the Edward Street Quarter – 56pp	Withdraw SPD Out of date and now replaced by Planning Brief for area
SPD05: Circus Street Municipal Market Site	March 2006	Development guidance for Circus Street - 55pp	Retain - until current development completed.
SPD06: Trees and Development Sites	March 2006	Guidance on Trees and Development 38pp	Retain – remains a useful basis for decisions and recommended for a review within 3 years
SPD07: Advertisements	June 2006	Detailed guidance on adverts with effective use of illustrations – 28pp	Retain – document sufficiently up to date and well used

SPD08: Sustainable Building Design	June 2008	To provide detailed, up to date, clear advice to various user-groups on relevant sustainable design policies; to improve the environmental performance of the city's new build and existing buildings; and to make sure all developments in Brighton & Hove achieve the highest possible standards of sustainable building design.	Withdraw SPD - Out of date in terms of legislation, national policy and technology available. Ensure up to date advice and information is available on the website
SPD09: Architectural Features	Dec 2009	Guidance on detailed architectural features in historic areas. 51pp	Retain – up to date and well used
SPD10: London Road Central Masterplan	Dec 2009	Regeneration proposals and key sites in the London Road and NEQ. 102pp	Retain – up to date and important tool in an area of change
SPD11: Nature Conservation and Development	March 2010	To ensure that the key principles of national planning guidance on biodiversity and nature conservation are fully met locally and specifically that local planning decisions maintain, enhance, restore or add to biodiversity in Brighton and Hove.	Retain – up to date
SPD12 Design Guide for Extensions and Alterations	June 2013	provide detailed design guidance for extensions and alterations to residential buildings, be it houses, flats or maisonettes. It is also to be used as a design guide for extensions and alterations to commercial buildings of a traditional domestic appearance	Retain and recommend a refresh – in response to customer service comments and the outcomes of appeal decisions

SPD13: Draft Car Parking and Accessibility	Draft agreed March 2015	Updated parking and accessibility standards for new development – adoption will lead to replacement of SPG4.	Adopt early 2016
PAN01: Farm Diversification	Dec 2005	Guidance on alternative uses for farm buildings. 10pp	Retain – sufficiently up to date and useful guidance
PAN02: Microgeneration	Sept 2007	Guidance on PD rights for micro generation and the type of development that would be acceptable. 19pp	Withdraw – out of date in terms of legislation, grants and technology available
PAN04: Brighton Marina Masterplan	March 2008	Aims to supplement SPG20 Masterplan for Marina – 47pp	Retain - useful design framework for future comprehensive development of the Marina, Gas Works and Black Rock
PAN05: Design Guidance for Storage and Collection of Recyclable Materials and Waste	Sept 2007	Detailed guidance on waste storage and recycling facilities for new developments. 31 pages	Retain and review
PAN06: Food Growing and Development	Sept 2011	Guidance on incorporating food growing into development. 26pp	Retain – up to date
PAN07: Local List of Heritage Assets	March 2015	Local list update, implications, selection criteria and process of review.	Retain – up to date

MAJOR PROJECTS & REGENERATION TEAM PROJECT UPDATE

November 2015



Amex Community Stadium
i360
Major Projects
Circus Street
King Alfred
Permanent Travellers Site
Public Realm
New England House
Regeneration
Open Market
Falmer Released Land
Preston Barracks
Black Rock
Brighton Centre
Promoting Heritage

Photo Credit: Open Market-Lucy Williams

Team Objectives:

The Major Projects & Regeneration Team manages, together with public and private sector partners, the implementation of key regeneration and infrastructure projects that support the city's economic growth and

contribute to the transformation of the city for all, including the development of key employment sites. Successful delivery of these major projects provides new business space and employment opportunities, new homes, and community and leisure facilities. Development can also act as a regenerative catalyst encouraging further investment in the city.

Each of our projects contributes towards a vision of shaping the city by developing and sustaining the economy, preserving and promoting our heritage, growing our cultural offer and improving the quality of life for our residents, visitors and businesses. All projects consider the importance of good urban design and public realm, and also ensure that new development has the minimum possible environmental impact. Generally the projects do not receive direct capital investment from the city council and are dependent upon development partners providing external investment.

The Team:

Richard Davies	x6825
Mark Jago	x1106
Katharine Pearce	x2553
Alan Buck	x3451
Mark Ireland	x2705

Project Name & Description	Officer Lead	Background and current project status	Impacts & Outputs	Current project timetables and milestones
<p>Black Rock – Waterfront East</p> <p>A vacant council owned seafront site adjacent to Brighton Marina.</p>	<p><i>Director:</i> Nick Hibberd</p> <p><i>Project Mgr:</i> Katharine Pearce</p>	<p>On December 16th 2014 Policy and Resources Committee supported a proposal to continue negotiation with Standard Life Investments, with the aim of progressing plans to deliver a new multi-use venue on the Black Rock site, as part of the wider Waterfront project.</p> <p>Council officers have been continuing to work actively with partners Standard Life Investments to progress the longer term project, and an update on the current status of these discussions will be taken to the cross party Waterfront Project Board meeting on 27th November 2015.</p>	<p>The proposal under discussion offers very significant potential to create jobs, and protect the very valuable economic return for the city from conferencing in the longer term. The regeneration of two key seafront sites will also have a major impact upon the ability of the city to attract conferencing and other events as well as improving the appearance and attractiveness of these two areas for the longer term and preventing further decline.</p> <p>Constraints/opportunities include:</p> <ul style="list-style-type: none"> - The need to establish appropriate transport links, as part of a wider seafront strategy, sufficient to support both new developments. - The opportunity to create a new anchor destination for the eastern seafront, and thereby improve the prospects for businesses at the Marina as well as the business case for redevelopment of parts of Madeira Drive, including potentially the Madeira Arches. 	<p>The Project Board will meet in late November. This will include an update on the current status of negotiations with Standard Life relating to a final Development Agreement as well as an overview of viability and deliverability considerations. The council has appointed legal advisors Osborne Clarke and discussions have taken place with the developers regarding key terms of an agreement which will form the next report to Policy and Resources Committee. All will be subject to further discussions with the cross party Project Board which will continue to meet during the process.</p>
<p>Brighton Centre Waterfront Central</p> <p>A newly built Conference, Entertainment and Exhibition Centre to replace the current Brighton Centre at Black Rock, with an</p>	<p><i>Director:</i> Nick Hibberd</p> <p><i>Project Mgr:</i> Katharine Pearce</p>	<p>A mixed-use development with capacity to utilise land holdings from Standard Life Investments [SLI] (owners of Churchill Square Shopping Centre) to create 2,000 jobs in the City (confirmed as the preferred route by a previous Policy and Resources Committee (16/12/14). Officers have</p>	<p>Mixed-use development: £540m estimated. Total Net Additional Jobs: 2,000 (estimated)</p> <p>In addition: significant amenity and environmental improvements to the Seafront, West Street and Russell Road/Cannon Place.</p>	<p>Feasibility discussions have been ongoing with Standard Life Investments in relation to longer-term redevelopment and how a legal and commercial agreement will be structured to allow Standard Life to forward fund the development costs for</p>

Project Name & Description	Officer Lead	Background and current project status	Impacts & Outputs	Current project timetables and milestones
<p>extension to Churchill Square shopping centre and redevelopment of the Kings West site to form a new regional shopping destination and improved seafront offer.</p>		<p>been working with private sector partners, Standard Life Investments to progress negotiations with the aim of delivering a brand new Conferencing and Entertainment facility at Black Rock and an expanded and improved Shopping Centre at Churchill Square with integrated housing/offices. The outcome of these negotiations will continue to be reported to the cross party Project Board, and the next key decisions will be taken to a future Policy and Resources Committee in the New Year.</p>		<p>the Waterfront East site (Black Rock) and move towards an interlinked planning application for the two sites, with an affordable set of proposals which protects both parties interests, but also delivers what each party requires. The first feasibility report has now been completed by independent property consultants CBRE on behalf of the city council and their findings will initially be reported to the cross party Project Board in November 2015.</p>
<p>Circus Street</p> <p>The site comprises the former municipal fruit and vegetable market, university annex and Carlton Hill public car park. The proposal for the site is for a high-quality sustainable mixed-use development providing a new university library and teaching space for the University of Brighton; employment space, including managed workspace for the creative industries; residential units, student accommodation, ancillary retail and a community and</p>	<p><i>Director:</i> Nick Hibberd</p> <p><i>Project Mgr:</i> Alan Buck</p>	<p>The project is a partnership between the developer Cathedral (now part of Development Securities) with Brighton & Hove City Council and the University of Brighton. The planning application for the £100m regeneration proposal was accepted by planning committee on 17 September 2014. The former municipal fruit and veg market would become a mixed-use scheme and 'innovation quarter' which is expected to create 400 jobs and inject £200m into the city's economy over the next 10 years.</p> <p>In March 2015 Cathedral bought out the 50% stake in the development held by its joint venture partner</p>	<p>This scheme will deliver the following uses:</p> <ul style="list-style-type: none"> • New Library and teaching space for the University of Brighton and Student Accommodation (486 beds) as part of an improved educational quarter • Dance Studio and Creative Space for the city • Office space, focused on addressing existing market failure for creative and digital sector • Ancillary retail, cafés and workshops to animate the public spaces • Residential: 142 units <p>The headline economic benefits include 169 FTE (full-time equivalent) construction jobs and 262 FTE jobs</p>	<ul style="list-style-type: none"> • December 2012: Started detailed design • June 2013: P&R Committee gave landowner consent for RIBA Stage D scheme • October 2013: Planning application submitted • September 2014: Planning permission minded to grant subject to S106 • March 2015: Section 106 signed • September 2015: Start demolition on site • Late December 2015: Development Agreement goes unconditional. • January 2016: Start

Project Name & Description	Officer Lead	Background and current project status	Impacts & Outputs	Current project timetables and milestones
<p>professional dance space run by South East Dance.</p>		<p>McLaren.</p> <p>Following the temporary use of the site for cultural and community spaces and events over the last few years, Cathedral were formally given vacant possession of the site in July 2015.</p> <p>Demolition of the former market building commenced in September and will be completed in December 2015.</p>	<p>generated by the completed development, and an economic impact in the city economy of £103.8m over ten years.</p> <p>The qualitative benefits include the fact that student housing will relieve pressure on the private rented sector; there will be more, affordable homes; the dance studio provides a focus for dance in the city; it will further integrate the university into the heart of the city bringing enterprise to creativity. There are also physical and townscape improvements linked to the public event square and permeability of the site, replacing the existing derelict market building.</p> <p>The inclusion of the creative space and dance studio within the scheme will contribute to its long-term success in terms of the vibrancy of the area. It will diversify the usage of the site in terms of the range of users and the timings of usage. This will help stop the site becoming an island site and connect it to the other cultural facilities in the city, close to the cultural quarter.</p>	<p>construction on site</p> <ul style="list-style-type: none"> • July 2017: Dance Space completed • August 2017: University building completed • April 2018: Overall completion

Project Name & Description	Officer Lead	Background and current project status	Impacts & Outputs	Current project timetables and milestones
<p>i360</p> <p>A West Pier Trust project in partnership with the Council and Brighton i360 to build a 175m observation tower providing 360 degree views for 25 miles. Restaurant, retail and exhibition space will also be included and the existing West Pier Toll Booths (removed from site) will be re-instated. A wider landscaping scheme and work to the eastern and western seafront arches (started in November 2012) will also form part of the final wider regeneration scheme.</p>	<p><i>Director:</i> Nick Hibberd</p> <p><i>Project Mgr:</i> Katharine Pearce</p>	<p>A start on site for the i360 was achieved in June 2014 and the final completion remains on target for July 2016.</p> <p>The council worked with various partners, including the Coast to Capital LEP (Local Enterprise Partnership), to achieve a Financial Close for the project in June 2014 with the council acting as senior commercial lender.</p>	<p>100,000 additional visitors to the City and 600-800,000 visitors a year to the attraction providing regeneration for the wider seafront and areas of Preston Street and Regency Square.</p> <p>Section 106 funding of £77k pre-opening and 1% of ticket revenue to be provided in perpetuity to the Council for environmental and other improvements and community benefits.</p> <p>154-169 operational and construction jobs and an estimated 444 jobs overall.</p> <p>Annual additional spend in the local economy of between £13.09m to £25.4m.</p> <p>An increase of between 2%-3% in tourism earnings overall for the City.</p> <p>27,000-49,000 estimated new overnight visitors creating a minimum of 49 FTE jobs.</p> <p>2/3 professional placements each year linked to a management training programme.</p> <p>Management trainees and managers will also undertake training linked to achieving NVQ qualifications.</p>	<p>Start on site: June 2014</p> <p>June 2015: The 17 steel cans which make up the tower section arrived safely on a barge from Holland and were unloaded onto the beach. The jacking frame was fitted allowing cans to be lifted and fitted. The tower was completed successfully in September 2015.</p> <p>October 2015 – Base build of the visitor centre started and concrete roof pour completed successfully.</p> <p>October 2015 – P&R Committee agreed proposals to fund landscaping treatment to council land on either side of the i360.</p> <p>November 2015 – i360 POD, constructed by Poma in France, will arrive in parts and be constructed on site.</p> <p>Further information from: www.brightoni360.com</p> <p>Regular newsletter with updates available at the same</p>

Project Name & Description	Officer Lead	Background and current project status	Impacts & Outputs	Current project timetables and milestones
			Landscaping and Environmental improvements to east and west including rebuilding of original West Pier Toll Booths. New public realm and Events space.	site: http://www.brightoni360.co.uk/mailling-list.html Completion due: July 2016.
King Alfred Redevelopment of the King Alfred Leisure Centre (KALC) site to secure the long-term replacement of the outdated sports and leisure facilities, along with a major residential led enabling development.	<i>Director:</i> Nick Hibberd <i>Project Mgr:</i> Mark Jago	<p>The KALC no longer meets modern expectations and service requirements, is expensive to operate and maintain, and the building is fast approaching the end of its useful life.</p> <p>In 2012, the council agreed that replacing the ageing facility was a priority, and the current redevelopment project was established. It is overseen by a cross-party Project Board that set the original objectives and agreed the outline specification for the new sports centre, together with the type of enabling development needed to support it. This was formally agreed by the council's Policy & Resources Committee in July 2013.</p> <p>Having completed further preparatory work, the council embarked upon the procurement process to appoint a development partner in October 2014.</p> <p>In December 2014, the council shortlisted two Bidders to take forward to the 'Competitive Dialogue'</p>	Provision of modern, high quality, public sports and leisure facilities in the west of the city, and redevelopment of this strategically significant site to enhance the seafront and surrounding area. The enabling development will include a significant number of new homes.	<ul style="list-style-type: none"> • Shortlisted bidders agreed by Project Board – 12 December 2014 • Stage 1 of the Competitive Dialogue process – January 2015 to March 2015 • Project Board updated on progress - 2 April 2015 • Stage 2 of the Competitive Dialogue process - April 2015 to July 2015 • Final Tenders submitted – mid August 2015 • Evaluation of Final Tenders – September to November 2015 <p><u>Indicative timetable</u> for future stages:</p> <ul style="list-style-type: none"> • Report to Project Board – November 2015 • Recommendations for Preferred Partner referred to Committee – early 2016

Project Name & Description	Officer Lead	Background and current project status	Impacts & Outputs	Current project timetables and milestones
		<p>process: Bouygues Development and Crest Nicholson Regeneration in partnership with local charity, the Starr Trust.</p> <p>Dialogue began in January 2015 and ended in July 2015, with the Bidders submitting Final Tenders in August 2015.</p> <p>The Evaluation Panel, comprising senior council officers and appointed consultants, is in the process of evaluating the Final Tenders with a view to reporting the findings to the Project Board in November 2015. With the Board's support, recommendations for the appointment of a preferred development partner will be presented to the Policy & Resources Committee in the early part of 2016.</p>		
<p>Madeira Terraces</p> <p>Rebuilding / redevelopment of the Madeira Terraces structure. Brighton's historic Madeira Terraces structure has deteriorated so badly over the years it is now unsafe and needs to be completely rebuilt or redeveloped.</p>	<p>Director: Nick Hibberd</p> <p>Project Mgr: Ian Shurrock</p>	<p>The Madeira Terraces suffer from a flawed structural design which makes it very hard to maintain. A lack of expansion joints made cracking likely while its steel beams are hidden from view, encased in concrete and almost impossible to inspect or repair economically.</p> <p>Structural engineers advice revealed part of the Terraces to be in a serious condition. The council acted quickly to investigate</p>	<p>Outputs to be confirmed once the scope of the rebuild/redevelopment project is known.</p>	<p>The Council is exploring practical solutions to secure investment to rebuild and regenerate the Terraces and secure the long-term future of the seafront as a whole.</p> <p>Actions to date include:</p> <ul style="list-style-type: none"> • Planning permission secure for anti-climb fencing • Application to CLG's Coastal Revival Fund for £50,000 to develop master plan and investment options. Decision

Project Name & Description	Officer Lead	Background and current project status	Impacts & Outputs	Current project timetables and milestones
		<p>thoroughly by dismantling a section. This revealed widespread problems leading to the current closure.</p> <p>Action has been taken to prevent sections of the Terraces from collapsing and to make the area safe for the public after a survey revealed further structural defects.</p> <p>Surveying showed that the steel beams embedded in the concrete, supporting the deck of the Terraces, have corroded and the cast iron has come to the end of its useful life. Repairs cannot be made and a rebuild is likely to be needed. Engineers recently advised that the entire length of the structure should now be closed. The temporary fencing will be replaced with a more permanent anti-climb fencing in the winter following the busy summer season.</p>		<p>anticipated Nov 15.</p> <ul style="list-style-type: none"> • Greater Brighton Economic Board agreed at their October 15 meeting to include Madeira Terraces in the project pipeline for potential funding through Local Growth Fund Round 3 <p>Next steps:</p> <ul style="list-style-type: none"> - Installation of anti-climb fencing November-December 2015 and continue work to minimise risk from potential structural failure. - Continue to explore potential solutions to secure investment to rebuild and regenerate the Terraces - Continue to liaise with affected tenants and relocate to alternative accommodation where possible - Continue to liaise with tenants on the on-going operation of Madeira Drive - Continue to work with preferred developer of the Peter Pan's site to bring investment to the area for an Open Water Swimming Centre.

Project Name & Description	Officer Lead	Background and current project status	Impacts & Outputs	Current project timetables and milestones
<p>New England House</p> <p>The proposal is to establish a future vision for New England House as a large scale, high profile and visible managed business centre focused on the Creative industries and Digital businesses. The early proposal is for the city council to seek development partners with whom to develop a clear partnership vision, viable business case and funding package for the development of New England House as a digital media hub.</p>	<p><i>Director:</i> Nick Hibberd (Acting)</p> <p><i>Project Mgr:</i> Alan Buck</p>	<p>The growth hub at New England House forms a key part of the City Deal with the government. Feasibility options and a business case have been explored as part of that work. Government have pledged £4.9m towards the project through the City Deal.</p> <p>The next step is to consider options for taking the project forwards with partners. We are also engaging with tenants already in the building and want to build on early engagement with them.</p> <p>Work has been undertaken to refresh and update previous survey work to get a better understanding of the condition of the building and the potential costs involved in renewal. This information will help to inform subsequent stages. Initial high level feasibility work has also been undertaken by Property & Design to inform the city council's ask around New England House in the City Deal.</p> <p>The RECREATE project, which includes a 3,500sq.ft refit of space at New England House to transform it into a creative hub 'Fusebox.' This space is managed by Wired Sussex.</p> <p>Refer to the Ultrafast Broadband project for more detail on the</p>	<ul style="list-style-type: none"> The project will explore options to reconfigure and extend New England House at an estimated cost of £24.53m, with joint venture approach between the City Council and a private sector partner. The expansion of the building would involve increasing the net lettable floor space by 7,089 sq.m to 18,459 sq.m. 	<p>An updated business case was issued to DCLG with a view to accessing the City Deal funding at the earliest opportunity to help unlock the proposal. This was scrutinised and approved by DCLG on 5 November 2014.</p> <p>Options are now being actively explored for securing a private sector partner and a report on the recommended way forward will be presented to a future Policy & Resources Committee later this year.</p>

Project Name & Description	Officer Lead	Background and current project status	Impacts & Outputs	Current project timetables and milestones
		Brighton Digital Exchange.		
<p>Open Market</p> <p>To redevelop the Open Market to create an exciting mixed-use development combining a new modern market offering a diverse retail offer and promoting fresh, healthy food and local producers with affordable housing, arts based workshops and a venue for street art and entertainment.</p> <p>The new market will be operated on a not for profit basis for the benefit of the community and contribute to the wider regeneration of the London Road area.</p>	<p><i>Director:</i> Nick Hibberd</p> <p><i>Project Mgr:</i> Richard Davies</p>	<ul style="list-style-type: none"> • P&R approval in April 2006 to support the Open Market Traders Association (OMTA) to prepare a redevelopment proposal. • Landowner consent under delegated authority approved for RIBA Stage D scheme in February 2010. • Hyde submits planning application, permission granted March 2011. • Brighton Open Market CIC formed with members being the council, OMTA, Hyde Housing and Ethical Property Company to take ownership of the new market. • Temporary market operational from 9 January 2012. • New market officially opened on 19 July 2014. • CIC drew down mortgage from Triodos Bank and took long leasehold of market from Hyde in June 2014. • 87 affordable housing units completed by Hyde and fully occupied June 2014. • 12 workshops completed and leased by Hyde to Ethical Property Company, June 2014. • CIC appointed Ethical Property Company as managing agents for the new market. 	<ul style="list-style-type: none"> • New covered market with 45 permanent market stalls surrounding a central market square for temporary stalls, visiting markets and a variety of activities. • CIC to operate the market for local benefit • 12 A1/B1 workshops • 87 affordable housing units • £12.5m external capital investment in local infrastructure. • Approximately 80 FTE construction jobs. • 120 jobs in the new market, workshops and CIC. • New opportunities for small business start-ups. • Venue to promote local produce and local producers. • Code level 4 for disabled residential units (8 out of a total of 87 units) • Very good thermal performance of building fabric. • Photovoltaics, green roofs and green walls included in scheme. • Works started on site in October 2011 and completed June 2014. 	<ul style="list-style-type: none"> • Continue council officer support for management and administration of CIC and running of the new market while the market strengthens viability and resilience. • The CIC is currently experiencing cashflow issues as it moves towards profit and has requested a loan of £61,000 from the council underpinned by an agreed financial recovery plan, which is to be considered by Policy & Resources Committee November 2015.
Permanent Traveller Site	<i>Director:</i>	Research has established that the city	• Provision of 12 new permanent	September 2013 – Planning

Project Name & Description	Officer Lead	Background and current project status	Impacts & Outputs	Current project timetables and milestones
<p>Project undertaken to manage site selection, delivery of consents and build out of a new permanent traveller site providing 12 permanent pitches for traveller families with local links.</p>	<p>Nick Hibberd (Acting)</p> <p><i>Project Mgr:</i> Alan Buck</p>	<p>has a need to find space for up to 16 permanent traveller pitches to meet the accommodation needs of traveller families who have well established local links. A permanent site will offer those travellers resident in the area greater stability, as well as freeing up space at the transit site.</p> <p>It is proposed that the new site will be built wholly using grant funding administered by the Homes and Communities Agency (HCA). Whilst it will meet the specific housing needs of a certain group, in all other respects, the proposed permanent traveller site is no different than other forms of affordable housing. Residents will have to pay rent and council tax for their pitch, as well as cover their own utility bills.</p> <p>Following an exhaustive site selection process, Horsdean was selected as the preferred location. A planning application was submitted in September 2013. The SDNPA Planning Committee met in Feb 2014 and agreed to grant consent. The Secretary of State then spent a period of time considering whether to call the application in, but in late June confirmed that it would not be called in and planning permission was granted subject to a number of</p>	<p>pitches providing homes for families. Freeing up of transit provision in the city and so reducing unauthorised encampments.</p> <ul style="list-style-type: none"> • Visual screening to reduce the impact of the existing transit site on the National Park. 	<p>application submitted.</p> <p>Feb 2013: SDNPA Planning Committee met and agreed they were minded to grant planning consent.</p> <p>June 2014: The Secretary of State agreed to the issuing of the planning consent.</p> <p>Sep 2014-June 2015 project work to comply with planning conditions, undertake detailed design, and identify final costs.</p> <p>Start construction work: 7 September 2015.</p> <p>Complete construction work: 10 June 2016.</p>

Project Name & Description	Officer Lead	Background and current project status	Impacts & Outputs	Current project timetables and milestones
		<p>planning conditions.</p> <p>Work on the pre-commencement planning conditions was undertaken in late 2014/early 2015. On 11 May SDNPA confirmed that all pre-commencement planning conditions have been signed off.</p> <p>Additional funding to account for construction cost inflation was approved by Policy & Resources Committee in July 2015. Highways England has agreed details of the plans to bore under the A27 in order to facilitate off-site drainage to the site.</p> <p>Westridge, the council's contractor commenced construction work on 7 September 2015.</p>		
<p>Preston Barracks</p> <p>Redevelopment of the council owned 2.2 hectare brownfield site and adjacent University land spanning the Lewes Road, to create a mixed-use development that will act as a regenerative catalyst for this part of the city.</p> <p>The sites, on the main Lewes Road, are an 'urban gateway'</p>	<p><i>Director:</i> Nick Hibberd (Acting)</p> <p><i>Project Mgr:</i> Mark Jago</p>	<p>The council is working in partnership with the University of Brighton and Cathedral Group Ltd (the University's preferred development partner) to unlock the redevelopment of the council-owned Preston Barracks site. Detailed reports were presented to the Policy & Resources Committee in July and December 2013, through which agreement to the way forward was secured.</p> <p>The partners exchanged contracts in July 2014. Since that time good</p>	<p>High quality, sustainable, employment-led, mixed-use development that will act as a regenerative catalyst for this part of the city. The planned scheme will, across the Preston Barracks site and University land, deliver 55,000 sq. ft. of new employment space in the form of the 'Central Research Laboratory', a business incubation centre that will support new hi-tech and design-led manufacturing start-up companies and entrepreneurs.</p>	<ul style="list-style-type: none"> • Exchange of Contracts – 15 July 2014. • Partners work to satisfy 'Preliminary Conditions' – July 2014 to November 2015 • "Meanwhile uses" begin on site – mid 2015 • Detailed design process commences – Winter 2015. • Consultation process commences – Early 2015 • Planning application anticipated in mid 2016 with a

Project Name & Description	Officer Lead	Background and current project status	Impacts & Outputs	Current project timetables and milestones
<p>to the city from the 'Academic Corridor' (close to Brighton and Sussex Universities) and are therefore of strategic importance to Brighton & Hove.</p>		<p>progress has been made towards satisfying 'Preliminary Conditions' and it is hoped these will be concluded by the end of November 2015. This will allow the project to progress to the detailed design phase. In readiness for this, a second 'Planning Workshop' is planned for November 2015, with consultation expected to start in the New Year.</p> <p>Cathedral and the University have also been assembling their full professional team in readiness. Cathedral continues to move forward with a range of 'meanwhile uses' for the Preston Barracks site; plans that directly link to the future redevelopment and will help promote the longer-term vision. To support this, the council has granted a lease over the central part of the site to Cathedral in order to give them greater control. This has allowed Cathedral to undertake improvements to the former TA building and a number of businesses have now taken space on a temporary basis pending redevelopment. These uses are aimed at activating the space and signalling that development will follow.</p>	<p>350 new homes, new University of Brighton academic buildings, student accommodation with 1,300 bedrooms, and a modest amount of retail space.</p> <p>The scheme will greatly improve the built environment in this part of the city, a key approach to the city centre, and will better integrate with neighbouring residential and business land.</p>	<p>view to development commencing end 2017.</p>
<p>Falmer Released Land</p> <p>Redevelopment of the former Falmer School land</p>	<p><i>Director:</i> Nick Hibberd (Acting)</p>	<ul style="list-style-type: none"> Falmer High School land surplus to BACA requirements is available for alternative uses. 	<ul style="list-style-type: none"> Brownfield land brought back into efficient use. Short-term support of TCSL to 	<ul style="list-style-type: none"> Council and TCSL to complete licence for temporary use of the site for stadium parking and accommodation for the

Project Name & Description	Officer Lead	Background and current project status	Impacts & Outputs	Current project timetables and milestones
that was not required for the Brighton Aldridge Community Academy (BACA).	<i>Project Mgr:</i> Richard Davies	<ul style="list-style-type: none"> • Cabinet February 2012 gave delegated authority to proceed with a licence for The Community Stadium Ltd (TCSL) to use the site for temporary stadium parking and provide a temporary home for the Bridge Community Education Centre (The Bridge), subject to a viable business case and the granting of planning permission. • An urgency decision was taken in accordance with the scheme of delegation to grant a licence to TCSL to commence works not requiring planning permission, effective 6/03/12. • Reported to Cabinet on 15 March 2012. • Planning permission granted April 2012 for the works. • The Bridge moved into its new temporary home in May 2012. • October 2013 P&R Committee authorised the Executive Director Environment Development & Housing, Executive Director Finance & Resources and Head of Legal Services to enter into negotiations with TCSL regarding the proposed hotel next to the Community Stadium, redevelopment of the Falmer Released Land and agreed that draft Heads of Terms be brought back to P&R for final 	<p>provide temporary stadium parking and temporary accommodation for The Bridge.</p> <ul style="list-style-type: none"> • Continue support for TCSL to provide match day and event parking with potential capital receipt or revenue stream in the long term. • Potential for new student accommodation and educational facilities combined with stadium parking. • Potential to provide new permanent home for The Bridge. 	<p>Bridge.</p> <ul style="list-style-type: none"> • The council and TCSL to agree Heads of Terms for the proposed hotel next to the Community Stadium and redevelopment of Falmer Released Land, and to be brought back to P&R Committee before proceeding. • Policy & Resources Committee on 16 December 2014 agreed hotel Heads of Terms. Lease now to be completed. • Council awaiting development proposal from TCSL for Falmer Released Land that is required before agreeing draft Heads of Terms to be reported to Policy & Resources Committee. • Continue officer support for The Bridge to seek a permanent home on or off site and as part of any redevelopment proposal.

Project Name & Description	Officer Lead	Background and current project status	Impacts & Outputs	Current project timetables and milestones
<p>Ultrafast Broadband The city council has been implementing its various projects funded by DCMS under the second phase of the Super-Connected Cities Programme to improve digital connectivity in the city.</p>	<p><i>Director:</i> Nick Hibberd (Acting)</p> <p><i>Project Mgr:</i> Alan Buck</p>	<p>approval.</p> <p>‘Second tier’ cities were invited to bid following a process of lobbying by the city’s MPs and Members. There is a £50m pot to be bid for by 27 cities.</p> <p>The voucher connection scheme opened in February 2014 and has been issuing vouchers to businesses since then. It is currently being geographically extended to the Greater Brighton Area. The government has extended the scheme into 2015-16 on the basis that there is a cap on the total funding available to the cities (i.e. when this amount has been spent there is no guarantee of further funding being made available). BDUK confirmed in October 2015 that all allocated funding for 2016-16 had now been committed and that LAs should process no further voucher applications.</p> <p>The council has also benefited from SCCP funding to install wireless hotspots in public buildings and reception areas to facilitate public access to its digital services. The majority of sites went ‘live’ at the end of March 2015. The final sites (the Royal Pavilion, Brighton Museum and the Old Court House) went ‘live’ in September 2015.</p>	<ul style="list-style-type: none"> • Connection Vouchers: Funding will deliver an estimated 1,000 connection vouchers for SMEs to achieve a step change in connection speeds and wireless hotspots in public buildings. • Public wifi: Free public access to the internet and improved digital inclusion via the wifi hotspots in council buildings. • Brighton Digital Exchange: Any interested business in New England House and the city centre has the potential to benefit from connecting to the digital exchange, which allows for advanced and rapid forms of file sharing, storage and the development of innovative collaborations, products and services. 	<p>Application Submitted: 17th September 2012.</p> <p>Voucher Connection Scheme opened Feb 2014.</p> <p>Wi-Fi in 40 public buildings went ‘live’ April 2015. Wi-Fi at Royal Pavilion, Brighton Museum and Old Court House to went ‘live’ during September 2015.</p> <p>Completion of Brighton Digital Exchange at New England House, end of June 2015.</p> <p>The BDX was formally opened in July 2015.</p>

Project Name & Description	Officer Lead	Background and current project status	Impacts & Outputs	Current project timetables and milestones
		<p>SCCP funding has also been used to deliver a digital exchange in New England House – the Brighton Digital Exchange (BDX). This has also involved providing fibre cabling to all units in the building. The BDX is owned and managed by a consortium of digital firms who have formed themselves into the BDX Co-operative.</p>		

