

Policy & Resources Committee

Date: **30 April 2020**
Time: **4.00pm**
Venue **Virtual Meeting - Skype**

Note: in response to current Government Regulations this meeting is being held as a virtual meeting for councillors and accessible via Skype. Public speaking and engagement opportunities will be made available.

The meeting will also be webcast live to the internet.

Members: **Councillors:**Platts (Chair), Yates (Deputy Chair), Mac Cafferty (Opposition Spokesperson), Bell (Group Spokesperson), Allcock, Clare, Gibson, Moonan, Miller and Shanks

Contact: **Mark Wall**
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AGENDA

PROCEDURAL MATTERS

158 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.

159 MINUTES

7 - 24

To consider the minutes of the meeting held on (a) 19 March 2020 and (b) the Urgency Sub-Committee meeting held on the 31 March 2020.

Contact Officer: Mark Wall
Ward Affected: All Wards

Tel: 01273 291006

160 CHAIR'S COMMUNICATIONS

161 CALL OVER

- (a) Items (164 – 169) 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.

162 PUBLIC INVOLVEMENT

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

- (a) **Petitions:** to receive any petitions presented by members of the public to the full Council or as notified for presentation at the meeting by the due of (10 working days);
- (b) **Written Questions:** to receive any questions submitted by the due date of 12 noon on the 24 April 2020;
- (c) **Deputations:** to receive any deputations submitted by the due date of 12 noon on the 24 April 2020.

163 MEMBER INVOLVEMENT

25 - 28

To consider the following matters raised by councillors:

(a) Members Letters

- (i) **Local Electricity Bill.** Letter from Councillor Hugh-Jones.

COVID-19

164 COVID-19: FINANCIAL POSITION STATEMENT

29 - 54

Report of the Acting Chief Finance Officer.

Contact Officer: Nigel Manvell

Tel: 01273 293104

Ward Affected: All Wards

165 COVID-19: CITY RECOVERY PROGRAMME. PROPOSED PROGRAMME GOVERNANCE ARRANGEMENTS.

55 - 72

Report of the Executive Director for Economy, Environment & Culture.

Contact Officer: Nick Hibberd

Tel: 01273 293756

Ward Affected: All Wards

A CITY TO CALL HOME

166 MOULSECOOMB NEIGHBOURHOOD HUB & HOUSING SCHEMES 73 - 166

Joint report of the Executive Director for Economy, Environment & Culture and the Interim Executive Director for Neighbourhoods, Communities & Housing.

Contact Officer: Ben Miles Tel: 01273 290336
Ward Affected: Hollingdean & Stanmer;
Moulsecoomb & Bevendean

A HEALTHY AND CARING CITY

167 ADULT & COMMUNITY LEARNING 167 - 192

Report of the Interim Executive Director for Families, Children & Learning.

Contact Officer: Emma Jones, Carla Butler Tel: 01273 295074
, Tel: 01272 291281

Ward Affected: All Wards

A STRONGER CITY

168 REVIEW OF THE COUNCIL'S CONSTITUTION 193 - 208

Report of the Executive Lead Officer for Strategy, Governance & Law.

Contact Officer: Elizabeth Culbert Tel: 01273 291515
Ward Affected: All Wards

A SUSTAINABLE CITY

169 2020/21 LOCAL TRANSPORT PLAN CAPITAL PROGRAMME 209 - 230

Report of the Executive Director for Economy, Environment & Culture.

Ward Affected: All Wards

170 ITEMS REFERRED FOR COUNCIL

To consider items to be submitted to the 23 July 2020 Council meeting for information.

In accordance with Procedure Rule 24.3a, the Committee may determine that any item is to be included in its report to Council. In addition, each Group may specify one further item to be included by notifying the Chief Executive no later than 10.00am on 13 July 2020 (the eighth working day before the Council meeting to which the report is to be made), or if the Committee meeting takes place after this deadline, immediately at the conclusion of the Committee meeting.

ACCESS NOTICE

In response to the current situation with Covid-19 and the easing of Regulations, this Committee meeting will be held virtually via Skype and web cast simultaneously.

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 fourth working day before the meeting.

For those members of the public wishing to actively take part in the meeting a link will be emailed so that they can join the meeting.

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.

WEBCASTING NOTICE

This meeting may be filmed for live or subsequent broadcast via the Council's website. At the start of the meeting the Chair will confirm if all or part of the meeting is being filmed. You should be aware that the Council is a Data Controller under the Data Protection Act 1998. Data collected during this web cast will be retained in accordance with the Council's published policy.

Therefore, by joining the meeting via the link provided you are deemed to be consenting to being filmed and to the possible use of those images and sound recordings for the purpose of web casting and/or Member training. If members of the public do not wish to have their image captured, they should ensure they do not use the skype video facility and provide a static image.

FURTHER INFORMATION

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

Date of Publication - Wednesday, 22 April 2020

BRIGHTON & HOVE CITY COUNCIL

POLICY & RESOURCES COMMITTEE

4.00pm 19 MARCH 2020

HOVE TOWN HALL - COUNCIL CHAMBER

MINUTES

Present: Councillor Platts (Chair) Mac Cafferty (Opposition Spokesperson) and Bell (Group Spokesperson)

PART ONE

138 PROCEDURAL BUSINESS

(a) Declarations of Substitutes

138.1 There were none.

(b) Declarations of Interest

138.2 There were no declarations of interests in matters listed on the agenda.

(c) Exclusion of Press and Public

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

138.4 **RESOLVED:** That the press and public not be excluded from the meeting.

139 MINUTES

139.1 **RESOLVED:** That the Minutes of the meeting held on 13 February 2020 be agreed and signed as a correct record.

140 CHAIR'S COMMUNICATIONS

140.1 The Chair gave the following communication:

Hello and welcome to this meeting of the Policy & Resources Committee. I'd like to inform those present that this meeting will be webcast live and will be capable of repeated viewing.

I want to thank all council staff across the departments who are working flat out and around the clock to deliver vital services to our residents in difficult circumstances. The council - like many others in the public sector - provides essential public services to residents - some of whom are vulnerable. It's no exaggeration to say that some of services the council provides protect people's lives, whether this be via our social work or by ensuring payments are made so that people have money to buy food and heat their homes. We are working hard to keep fundamental and critical services running; protecting our most vulnerable residents. Some of these key roles simply cannot be performed from home and where these business-critical services are being identified, staff working within those services will be supported to work from their normal place of work. It's just not possible to stop carrying out these services.

That is why, as a council we are doing everything we can to keep democracy running as smoothly as possible, to keep key services across the city up and running, and to work with partner organisations and residents across the Brighton & Hove to contain the spread of the COVID-19 virus.

The government yesterday announced that schools will be closing from tomorrow until further notice, and it is key we all follow the government and Public Health England advice in relation to social distancing, working and gatherings, because it is regularly being updated. What we must all continue to do is wash our hands regularly and thoroughly and practice good hygiene. I'd encourage everyone to check the council website and the government website for up to date advice and information on what you can do to minimise the spread of the virus and keep others safe.

Yesterday I sent an open letter to supermarkets in Brighton & Hove, calling on them to put in place further contingency measures to mitigate against stockpiling. There is enough to go around if we all just buy what we need. Panic buying is really unhelpful, and we should all continue to think about our neighbours and our communities. We should also only be buying specialist foods such as gluten-free if we specifically need them, to ensure those who do can access them.

We have an army of people getting in touch who are wanting to support and take care of each other and their communities. This is typical of Brighton and Hove and I'm incredibly proud of our city. We do need to have oversight and organise this action though so that people continue to be safe and are protected. Residents can check the council website for information on how they can safely help in their communities, from donating spare items to the local foodbank to checking in on an elderly neighbour.

The Council has also written to businesses across the city identified by our finance team as potentially eligible for the business rate relief announced by the government, with more information on how to contact us if they need to. The Council already provides critical services to local businesses many of whom are now feeling economically fragile. We know that industries like hospitality are particularly feeling the impact of the latest measures, and we are supporting these businesses and others, and trying to ensure that they get the financial relief the government has outlined.

I welcome the measures announced by the government to support our businesses and residents, and I hope to see more support for residents in the private rental sector and

some of our most vulnerable groups on benefits, so I'm also calling on the government to reinstate the safety net as a matter of urgency.

With regard to the agenda for today's meeting, please note that Item 149 '20/21 Local Transport Plan Capital Programme' has been withdrawn. This report was also due to be considered at the ETS Committee scheduled for earlier this week, but as that meeting has been postponed, it has been decided that an Urgency ETS Sub Committee will be held to consider the report and after that it will come to a future meeting of this committee.

141 CALL OVER

141.1 The following items were reserved for discussion:

Item 146	Special Leave Policy
Item 147	Procurement of Construction Related Consultants
Item 150	Transport for the South East – Proposal on Statutory Powers
Item 151	Asset Disposal Process to Support the Medium-Term Financial Strategy and Achievement of Capital Receipts
Item 157	Covid-19 and Democratic Decision-Making

141.2 The following items were approved without discussion:

Item 144	Education Capital Resources and Capital Investment Programmed 2020/21
Item 145	Pay Policy Statement 2020/21
Item 148	Annual Planned Maintenance Budget and Asset Management Fund Allocations 2020/21 for the Council's Operational Buildings.
Item 152	Information Technology and Digital Investment Plans 2020/21
Item 153	Cash Collection and Valuables in Transit
Item 154	Procurement of Corporate Security Services

142 PUBLIC INVOLVEMENT

142.1 There were no Petitions, Written Questions or Deputations

143 MEMBER INVOLVEMENT

143(a) Petitions

143.1 There were none

143(b) Written Questions

143.2 There were none

143(c) Letters

143.3 There were none

143(d) Notices of Motion

143.4 Two Notices of Motion were tabled:

- (1) No Expansion of Gatwick Airport – Green Group
- (2) Voluntary Council Tax – Joint Green and Labour Group

143.5 The Chair noted that due to the reduced attendance there was no councillor to second the Notice of Motion ‘No Expansion of Gatwick Airport’, and asked Councillor Mac Cafferty if he therefore wished to withdraw it. He confirmed he would.

143.6 The second Notice of Motion related to ‘Voluntary Council Tax’, and the Chair asked Councillor Mac Cafferty to propose it. Councillor Mac Cafferty said that a number of councils, such as Westminster City Council, had successfully introduced a voluntary council tax contribution and some local residents had understood the situation the Authority was in and wanted to try and help if they could. How a voluntary tax would be paid would be set out in a report for a future meeting. Councillor Platts seconded the Notice of Motion.

143.7 **RESOLVED:** That the Committee agreed to call for a report.

144 EDUCATION CAPITAL RESOURCES AND CAPITAL INVESTMENT PROGRAMME 2020/21

144.1 The item was agreed without discussion.

144.2 **RESOLVED:** That the Committee agreed –

- (1) That the level of available capital resources totalling £8.187 million for investment relating to education building financed from capital grant be noted.
- (2) That the allocation of funding as shown in Appendices 3 and 4 and that a recommendation to Policy & Resources Committee on 19 March 2020 for inclusion within the Council’s Capital Investment Programme 2020/21 be agreed by committee.
- (3) To grant delegated authority to the Assistant Director of Property & Design to procure the capital maintenance and basic need works and enter into contracts within these budgets, as required in accordance with Contract Standing Orders in respect of the entire Education Capital Programme.

145 PAY POLICY STATEMENT 2020/21

145.1 The item was agreed without discussion.

145.2 **RESOLVED:** That the Committee recommended to Council the adoption of the pay policy statement for 2020/21 as set out in Appendix 1 to the report.

146 SPECIAL LEAVE POLICY

146.1 The Committee considered the report of the Assistant Director HR&OD which set out a new Special Leave Policy.

146.2 Councillor Platts said the new policy had been developed as part of the Council's Our People Promise. The new policy would make the organisation more accessible and inclusive for employees who acted as an unpaid carer to a disabled relative, and included changes and updates that reflected and recognised the diverse needs of staff.

146.3 RESOLVED: That the Committee approves the new Special Leave Policy

147 PROCUREMENT OF CONSTRUCTION RELATED CONSULTANTS

147.1 The Committee considered the report of the Executive Director Economy Environment & Culture regarding the new procurement arrangements for construction related consultancy services.

147.2 Councillor Platts said she wanted to draw the Committee's attention to this report and said that the new purchasing system for construction related consultancy services would be more efficient.

147.3 RESOLVED: That the Committee granted delegated authority to the Executive Director Economy, Environment & Culture to:

- (i) Set up a dynamic purchasing system for construction related consultancy services
- (ii) Admit organisations who meet the selection criteria to the system referred to in (i) above
- (iii) Enter into a framework agreement with each of the organisations who have been admitted to the system referred to in (i) with an initial term of four years and the option to extend by up to a further two years
- (iv) Approve and enter into extensions to the framework agreement(s) for a period of up to two years following the initial term.

148 ANNUAL PLANNED MAINTENANCE BUDGET AND ASSET MANAGEMENT FUND ALLOCATIONS 2020-21 FOR THE COUNCIL'S OPERATIONAL BUILDINGS

148.1 This item was agreed without discussion.

148.2 RESOLVED: That the Committee –

- (i) Approved the annual programme of planned maintenance works for the Planned Maintenance Budget as detailed in Appendices 2 and 3, at a total estimated cost of £3,503,603
- (ii) Approved the Asset Management Fund allocation for 2020-21 totalling £1,000,000, as detailed in paragraph 3.4.2 of this report

- (iii) Granted delegated authority to the Executive Director Economy, Environment & Culture to procure the Planned Maintenance Budget and Asset Management Fund improvement works and award contracts within these budgets, as required, in accordance with the council's Contract Standing Orders.

149 2020/21 LOCAL TRANSPORT PLAN CAPITAL PROGRAMME

This Item was withdrawn and will be considered at a later meeting.

150 TRANSPORT FOR THE SOUTH EAST - PROPOSAL ON STATUTORY POWERS

- 150.1 The Committee considered the report of the Executive Director Economy Environment & Culture regarding creating a new Statutory Transport Body composed of sixteen Constituent Local Authorities, including Brighton & Hove City Council, from across the south east.
- 150.2 Councillor Mac Cafferty said that the Green Group had concerns that some areas, such as bus franchises, had been omitted from the latest version and that the suggested carbon neutral targets didn't align across the region. This was a slight improvement on the previous strategy, but was still some way from the ambition of the whole Council to reach carbon neutrality by 2030.
- 150.3 Councillor Bell asked which authorities had not joined this group, how we would ensure that the voice of Brighton & Hove residents would be heard and how any decisions would be made. The Assistant Director, City Transport said that all the constituent local authorities in the region were represented on the Transport for the South East Board. Councillor Pissaridou (Chair of the ETS Committee) was the Council's representative on the Board. The Board met frequently and most decisions were made by consensus and voting arrangements, which were a formal requirement, were only used occasionally when things like budgetary issues were being considered.
- 150.4 Councillor Platts said that it was better to be in this Body than not as the infrastructure funding was needed, and it was an opportunity to link the money being made available by the Government to the City's infrastructure.

150.5 RESOLVED: That the Committee agreed –

- (i) That the development of Transport for The South East as an emerging Sub National Transport Body, including its progress in delivering a Proposal To Government to enable it to become a Statutory Body, be noted.
- (ii) That the Proposal To Government be referred to Full council for agreement.

151 ASSET DISPOSAL PROCESS TO SUPPORT THE MEDIUM-TERM FINANCIAL STRATEGY AND ACHIEVEMENT OF CAPITAL RECEIPTS

- 151.1 The Committee considered the report of the Executive Director Economy Environment & Culture which set out the options and process for achieving the capital receipts that

were critical to enabling the Council's Medium-Term Financial Strategy, Capital Strategy and Investment programmes.

151.2 The Chair noted that an amendment had been submitted from the Green Group, but due to the limited numbers of Councillors attending the meeting there was no one to second it and therefore it could not be considered.

151.3 Councillor Mac Cafferty said that the amendment would have asked that before assets were disposed of that they were considered for supportive housing, and if the Authority couldn't use them for housing that they were considered by the Community Land Trust. He accepted that in the report it refers to the Community Asset Transfer, which had been previously agreed, which says that the Community Asset Transfer Policy must promote social and economic wellbeing and so he asked that consideration be given to using the assets for supportive housing and/or the use Community Land Trust homes before disposal. The executive Director Economy Environment & Culture said the report set out the process for determining if a property was appropriate for disposal rather than how it should be used. Both supportive housing and Community Land Trust Homes would be considered as opportunities for housing development.

151.4 Councillor Platts said that the administration agreed in principle and would also be looking at other organisations such as cooperative housing etc.

151.5 RESOLVED: That the Committee:

- (i) Agreed the criteria set out in paragraph 3.11 of this report for identifying non-HRA council-owned property and land as being suitable for disposal.
- (ii) Agreed that when the Council appropriates land from the General Fund to the Housing Revenue Account the sum paid to the General Fund should meet best consideration under Section 123 of the Local Government Act 1972.
- (iii) Noted that any recommendations to dispose of land or property comply with the criteria and asset disposal process set out in paragraphs 3.11 and 3.12, and are brought to P&R committee with a business case for approval.

152 INFORMATION TECHNOLOGY AND DIGITAL INVESTMENT PLANS 2020/21

152.1 This Item was agreed without discussion.

152.2 RESOLVED: That the Committee approved IT capital investment of £3.800m for 2020/21 for the purpose of upgrading foundational IT and providing service innovation through cloud and other digital technologies.

153 CASH COLLECTION AND CASH AND VALUABLES IN TRANSIT

153.1 This Item was agreed without discussion.

153.2 RESOLVED: That the Committee approved the procurement and award of contract for a Cash Collection and Cash & Valuables in Transit service for an

initial term of 2 years, commencing on 4th August 2020 with an option to extend for a further period of 2 years.

154 PROCUREMENT OF CORPORATE SECURITY SERVICES

154.1 This Item was agreed without discussion.

154.2 RESOLVED: That the Committee –

- (i) Approved that the Executive Director of Economy Environment & Culture is granted delegated authority to procure and award a corporate contract for the provision of security and key holding services via a central purchasing body framework for a minimum initial term of 2 years with the option to extend for two further periods of 12 months (2+1+1).
- (ii) Agreed to the service developing detailed proposals to in-source all static guarding as advised by the Procurement Advisory Board on 27th January 2020, once fully developed such in-sourcing proposals for static guarding will be presented to Policy and Resources Committee.

155 ITEMS REFERRED FOR COUNCIL

155.1 No items were referred to Full Council being held on 2 April 2020.

156 PART TWO PROCEEDINGS

156.1 There were no items listed in Part Two of the agenda.

157 COVID 19 AND DEMOCRATIC DECISION MAKING

157.1 The Committee considered the report of the Executive Lead Strategy Governance & Law which set out proposed arrangements for the democratic decision making over the next four months taking into account the risk posed by the Covid-19 pandemic.

157.2 The Executive Lead Strategy Governance & Law said these were unprecedented times and the public health risks meant that it would be irresponsible for us to continue with the current decision-making process. This report tried to balance the need between ensuring Member ownership of the democratic decision-making process and protecting the health of the public, councillors and staff. The report proposed reducing the number of items which came to committees and instead proposed the use of Urgency Sub-Committees. The report kept the use of virtual meetings or remote attendance as an option but that would only be used as a last resort because of the legal state of those meetings, which meant that they could only be advisory and would require office endorsement to take effect. The Association of Local Government Law had made representations to the Government to enable remote attendance at meetings, and that was being considered. There were also other areas which were being affected by the pandemic, such as holding school admission appeal hearings and the registration of births and deaths. He referred to Appendix 1 (record of use of officer urgency powers)

and said that was the current document, but following discussions at Leaders Group, it would be updated to say that consultation would be required with Chair or Deputy Chair as well as Opposition Spokespersons, and officers would be expected to go with the majority. The other change was that the decision-making record would be published. The report said that changes would operate until September, but it could be reviewed earlier if necessary. The proposals in the report assume that most business could be conducted through Urgency Sub-Committees, and most of the committees did have urgency sub-committees, but a few had not yet established them, those were: Planning Committee, Health & Wellbeing Board, Licensing Committee and HOSC. It was therefore proposed that a report be taken to the first meetings of those committees to set up an urgency sub-committee. There was a proposal that Working Groups were suspended, but the group looking at home to school transport would meet tomorrow as planned. The Council meeting to appoint the new mayor would be held in May 2020 as scheduled.

- 157.3 The Executive Lead Strategy Governance & Law said that the report proposed the use of urgency sub-committees as the preferred option when a Member level decision is needed. All the Policy Committees (Policy & Resources, TS, TECC and CYPTS) have established urgency sub-committees. The Planning, Licensing, Audit & Standards and Health Overview & Scrutiny Committees, although authorised to set up sub-committees, have not done so.

It was therefore proposed to add a paragraph to paragraph 4.5 at the end as follows:

4.5 (xi) Policy & Resources committee, pursuant to its powers under the scheme of delegations to Committees, agrees the setting up sub-committees for the Committees that do not have one subject to the agreement of the relevant committee regarding composition where the Committee has Co-optees (such as H&WB and Audit & Standards.)

- 157.4 Councillor Mac Cafferty thanked all members of staff who were continuing to work in these difficult times. He noted that a number of the senior staff had recently left the Authority, and was concerned that as a result other employees were having to take on extra work and asked if that would be sustainable. The Chief Executive said under normal circumstances a report would be brought to this committee about recruitment, and that would be done as soon as possible. The senior managers had responded well to the extra pressure, and where they could they were working at home but were contactable via skype and email.

- 157.5 Councillor Bell thanked all staff and said that any information he had needed had been provided. He also thanked the other group leaders for working together so well and for putting party politics aside to ensure that everything possible was being done for the residents.

- 157.6 Councillor Platts thanked for group leaders for working together so well during these difficult times.

- 157.7 The Committee agree with the officer correction to the report.

- 157.8 RESOLVED:** That the Committee agreed -

- (i) That Members note the risk that running Council meetings as usual poses and the need for a different approach;
- (ii) That Members agree the proposals set out in paragraph 4.5 (as amended), including the delegation of powers to officers to implement the outcome of virtual meetings under 4.5 (VIII) where they take place; and
- (iii) That Members note the government's intention to consider changes in legislation to allow remote meeting and remove the need to hold annual Council on a temporary basis and that officers will review the situation and report back to members as necessary.

The meeting concluded at 4.50pm

Signed

Chair

Dated this

day of

BRIGHTON & HOVE CITY COUNCIL

**POLICY & RESOURCES URGENCY SUB-COMMITTEE
(VIRTUAL MEETING)**

10.00am 31 MARCH 2020

HOVE TOWN HALL

MINUTES

Present: Councillors Platts, Gibson and Miller

PART ONE

Chair's Communications

Prior to the start of the meeting, the Chair welcomed everyone to the first virtual Urgency P&R meeting. She noted that meeting itself has been called as a matter of urgency to deal with the three items listed on the agenda.

She stated that to assist the members of the public, press and councillors who are interested in the items on the agenda and to endeavour to maintain our openness and transparency for the democratic process the meeting is also being webcast.

However, this is the first time that the system has been used to broadcast a virtual meeting and there may be unforeseen technical difficulties that prevent it from working effectively.

I want to repeat our thanks all council staff across the departments who are working flat out and around the clock to deliver vital services to our residents in difficult circumstances. We are working hard to keep fundamental and critical services running; protecting our most vulnerable residents.

That is why, as a council we are doing everything we can to keep democracy running as smoothly as possible, to keep key services across the city up and running, and to work with partner organisations and residents across the Brighton & Hove to contain the spread of the COVID-19 virus.

The impact of Coronavirus is outside of our normal experience. That's why it has been hard for everyone to quickly come to terms with the concepts of social distancing and self-isolation.

When I was elected Leader of Brighton and Hove City Council a year ago, I never would have imagined asking people not to come to our City, asking the police to be at the barriers at Brighton station to turn people away; asking our own business to close and our residents to

stay indoors – all on the first sunny weekend we have had in what feels like months! I know that this has been really hard, but we saw a marked difference between our seafront two weekends ago and last weekend. I want to thank everyone who heeded our call and shared our message, especially our local media.

It is only by staying at home, we can keep ourselves and one another safe and give our NHS a fighting chance of saving people's lives.

Thank you to the army of volunteers who are delivering food and medicines to volunteers and to all the essential workers who have to keep going through such difficult times.

I have been saddened to hear a few stories of scammers and some unscrupulous businesses who have put up prices on goods in short supply like hand gel. This is capitalism at its worst and I want to be quite clear – if anyone sends me evidence of any business in this City that has sought to increase its profits on scarce goods, then I will be asking for the financial support from Government to be withheld.

If people are worried about scammers or is unsure about a volunteer, please contact the police or your local Councillor who can help to check their identity.

On a positive note – we have seen mutual aid groups set up, huge neighbourhood support on social media and many local food outlets have converted to takeaway and delivery overnight. We are seeing increased use of local shops who are providing all sorts of food including freshly baked bread and healthy veg boxes with vegetables that are not wrapped in plastic. I hope that people will continue to support these local shops and businesses long after the Coronavirus outbreak is over.

The Council already provides critical services to local businesses many of whom are now feeling economically fragile. We know that industries like hospitality are particularly feeling the impact of the latest measures, and we are supporting these businesses and others, and the council is working hard to ensure small businesses benefit as soon as possible from a package of measures announced by the government to support small businesses through the period of disruption caused by COVID-19.

Small business will be able to access grant funding of £10,000 if they have been in receipt of Small Business Rate Relief; and, grant funding of £25,000 for retail, hospitality and leisure businesses where the property has a rateable value of between £15,000 and £51,000.

There is no need to apply for the grant as the council will be writing to all eligible businesses in the next few days and will be sending payments out from early April.

Information about other support for business measures is available on the Gov.UK website and we have produced some helpful FAQ's available on our own council Coronavirus (Covid 19) help and advice pages.

Small businesses are a vital part of our local economy and we will continue to provide what support we can and look forward to working together with business to help rejuvenate the local economy once the pandemic is over.

These next few weeks are a time for reflection – with use of local shops up and carbon emissions down, now is the time to think about the permanent positive changes we might want to make to our way of life in the City.

Thank you.

1 PROCEDURAL MATTERS

(a) Declarations of Substitutes

- 1.1 Councillors Gibson and Miller declared that they were attending the meeting as substitutes for Councillors Mac Cafferty and Bell respectively.

(b) Declarations of Interest

- 1.2 There were no declarations of interests in matters listed on the agenda.

(c) Exclusion of Press and Public

- 1.3 The Sub-Committee considered whether the press and public should be excluded from the meeting during the consideration of any of the items listed on the agenda.
- 1.4 **RESOLVED:** That the press and public not be excluded from the meeting during consideration of the items contained in the agenda.

2 ROYAL PAVILION AND MUSEUMS - EXTENDING THE TRANSITION INTO TRUST

- 2.1 The Executive Director for Economy, Environment & Culture introduced the report which detailed the proposed extension of the transfer of the Royal Pavilion & Museums (RPM) to a Trust in view of the impact of the coronavirus pandemic. The actions taken to counter the spread of virus had resulted in the closure of the RPM on the 18th March for the foreseeable future and the Trust had requested the delay until the future situation was clearer.
- 2.2 The Committee noted the information and asked for clarification in regard to:
- (i) Funding made available by the Government
 - (ii) Grant funding that may be available from the Arts Council;
 - (iii) Whether consideration had been given for the use of Furlough for staff affected;
 - (iv) Would the RPM be in a position to transfer on the 1st October; and
 - (v) Whether a further report would be brought to committee should an additional extension to the transfer period be required.
- 2.3 The Executive Director for Economy, Environment & Culture confirmed that where grant funding was made available an application to the Arts Council would be submitted. He stated that more information in relation to the application of Furlough was awaited, although it was not clear if it would be applicable to local authorities. However, where staff had capacity it was intended that they could volunteer to work in other areas to help maintain essential services. If it appeared likely that a further extension until April 2021 was required a report would be brought to the Policy & Resources Committee in July and in the meantime, updates could be taken to the Leaders Group.

- 2.4 The Acting Chief Finance Officer noted that whilst it appeared that Furlough could be used by public bodies, detailed guidance was awaited, although the indications given in the government guidance to date were that it was not intended that local authorities should make significant use of this.
- 2.5 The Executive Director for Economy, Environment & Culture confirmed that the RPM had been in a position to transfer to Trust status from the 1st April and wished to thank the staff and Trustees for reaching that position. He was confident therefore that should it be possible, it would be ready to transfer on the 1st October 2020.
- 2.6 The Chair then put the recommendations to the vote which were carried unanimously and noted that they would be enacted by the Executive Director.
- 2.7 **RESOLVED:**
- (1) That it be noted that the impact of the coronavirus (Covid-19) pandemic has resulted in the closure of the Royal Pavilion & Museums until further notice;
 - (2) That the transition period for the Royal Pavilion & Museums to move into Trust from 1st April 2020 be extended to the 1st October 2020, a period of six months;
 - (3) That in accordance with the decision of Policy & Resources Committee on 19th March 2020, it be noted that the decisions above will be given effect to by the Executive Director for Economy, Environment & Culture; and
 - (4) That it be noted that a further extension of the move to Trust to 1st April 2021 may be necessary if coronavirus (Covid-19) continues to constrain the visitor economy to the extent that cultural assets are unable to reopen by 1st October 2020.

3 COVID-19 DESIGNATION OF OFFICERS FOR ENFORCEMENT PURPOSES

- 3.1 The Executive Lead Officer for Strategy, Governance & Law introduced the report which detailed the proposed designation of officers for the purposes of enforcement of the provisions regarding closure of certain business premises during the coronavirus crisis in accordance with the provisions of the Health Protection (Coronavirus Restrictions) (England) Regulations 2020. He also drew Members' attention to a revised appendix 1 to the report which had been circulated and updated online.
- 3.2 The Sub-Committee noted the information and expressed their thanks to the staff across the council for their actions and support during the challenging period. The Sub-Committee also expressed a wish for any enforcement actions taken in light of the current restrictions not being adhered to be publicised as widely as possible.
- 3.3 The Chair then put the recommendations to the vote which were carried unanimously.
- 3.4 **RESOLVED:**
- (1) That the designation of the officers listed in paragraph 3.5 of the report for the purpose of the enforcement of the Health Protection (Coronavirus, Restrictions)

(England) Regulations 2020 to the extent permitted by those Regulations and recommend its implementation by the relevant Chief Officers be agreed; and

- (2) That, it be noted that in accordance with the powers delegated to officers by Policy & Resources Committee on 19th March, the above will be given effect to by the Executive Director for Housing, Neighbourhoods & Communities and other relevant Chief Officers.

4 COVID19 - FINANCIAL RESPONSE AND IMPLICATIONS FOR THE COUNCIL

- 4.1 The Acting Chief Finance Officer introduced the report which set out the key financial issues arising from the national funding initiatives alongside the direct financial impact of the pandemic on the council's resources and financial position. He noted that it was a fast-moving environment and whilst every effort was made to keep Members as up to date as possible, new announcements were being made on a daily basis and the full implications could take time to interpret and act on. He also noted that spending decisions were having to be made on a daily basis.
- 4.2 The Acting Chief Finance Officer recognised that residents and local businesses were being directly affected by the situation and where possible the council was taking action to support them. However, it also meant that there was a likelihood of the council's own financial position falling into financial deficit and therefore, further direct support would be required from the Government. He also noted that there was a need to ensure that wherever possible duplication of support from the government and the council to local businesses and organisations was avoided and as such there would be a need for businesses and organisations to adopt an open book approach when working with the council.
- 4.3 The Sub-Committee welcomed the report and raised questions in relation to:
- (i) How access to the Hardship Fund would be communicated taking into account those who were digitally excluded;
 - (ii) Which capital schemes were likely to be affected and put on hold and what that meant for projects such as Valley Gardens, the Corn Exchange and Madeira Terraces for example;
 - (iii) Whether a report could be brought to Policy & Resources in July rather than leaving new capital projects on hold until further notice;
 - (iv) How the purchase of PPE (Personal Protective Equipment) would be monitored and then distributed;
 - (v) The cost of providing additional care home beds and transfer of patients;
 - (vi) The impact of any loss of rental income for the HRA;
 - (vii) The potential to provide additional loan funding to the East Sussex Credit Union;
 - (viii) Whether the council had received the Adult Social Care funding announced by the Government;
 - (ix) The position of Freedom Leisure;
 - (x) How will relevant voluntary and community organisations be identified and supported;
 - (xi) How will vulnerable people e.g. those suffering domestic violence which had seen an increase because of the social restrictions be supported;
 - (xii) Why were agency workers being used by City Clean rather than taking on staff;

- (xiii) Were casual staff able to do other work for the council where needed; and
- (xiv) Will there be an opportunity to utilise volunteers to support council services?

- 4.4 The Chair noted that a number of the issues raised did not relate directly to the report and suggested that written answers should be provided and that these could be made available as supporting information to the minutes. However, where officers could provide information to the points raised it would be helpful for them to respond.
- 4.5 The Acting Chief Finance Officer stated that he would ensure officers looked at how those in need who were digitally excluded could be contacted to offer support. In regard to capital schemes, he noted that where savings would be generated, i.e. schemes were self-funding, such as the Street Lighting Programme these schemes should continue. However, projects such as the Sustainable & Climate Reduction Investment Fund (SCRIF) which was reliant on increased parking revenues would need to be paused, as would part of the Madeira Terraces scheme where part of the scheme was based on funding being generated from the purchase of and rental of commercial properties. With regard to Madeira Terraces in particular, the economic position was likely to change as a result of the crisis and a further report would need to be brought to committee in due course. It was proposed to bring a report to the Policy & Resources Committee in July to update Members on the situation and seek guidance on various projects/programmes affected by the pause.
- 4.6 The Acting Chief Finance Officer stated that where council tenants went into difficulty with rents, it was likely that they would then receive Housing Benefits or Universal Credit which would cover the loss of rent and thereby not directly affect the HRA income. However, the question of bad debt was one factor that may increase and could have some impact. He also noted that the Economy & Events Cell was looking at how the East Sussex Credit Union could be supported and used to help people and advised that casual staff who could not work in their normal workplace have been invited to work in other areas as part of the deployment process.
- 4.7 The Executive Director for Economy, Environment & Culture stated that a procurement process would be followed in regard to the purchase of PPE and associated items. In relation to City Clean, he stated that the service was experiencing a shortage of staff across areas and the use of agency staff enabled these gaps to be covered quickly with experienced workers. It was usual practice to use agency staff in the service and worked well. However, other staff who cannot perform their current role were also being invited to work in City Clean.
- 4.8 The Chief Executive stated that a number of officer groups, known as Cells, had been established to deal with specific matters and subjects and these would have responsibility for managing projects such as the purchase of PPE and transfer of patients that were being discharged. He also noted that the council was working with a range of community organisations to identify vulnerable people and to put mechanisms of support in place for them.
- 4.9 The Chief Executive confirmed that managers had been asked to identify where staff could be asked to work in other areas to support services and anyone wishing to volunteer could contact their local councillor or look at the council's website.

- 4.10 The Acting Chief Finance Officer confirmed that the council had received £8m funding on the 27th March from the Emergency Response Fund, primarily to support Health and Adult Social Care, but also other areas such as homelessness. He stated that Freedom Leisure was in a similar position to other businesses and would be likely to lose substantial income. However, any support provided by the council should not duplicate any direct government support that was provided to the company.
- 4.11 The Chair stated that she had been involved in open discussions with the Secretary of State and repeated assurances had been given that the government would provide support to local authorities. She also noted that it had been suggested to amend recommendation 2.3 so that a report came to committee in July and proposed that it be accepted.
- 4.12 The amendment was agreed unanimously, and the Chair then put the recommendations as amended to the vote which were approved unanimously.

4.13 **RESOLVED:**

- (1) That the use and allocation of the Hardship Fund and Emergency Response Fund as set out in paragraphs 4.2 to 4.4 and 4.10 of the report be approved;
- (2) That the progress regarding the application of Business Rate reliefs and distribution of government Business Rate grants be noted;
- (3) That it be agreed to pause new General Fund Capital Programme schemes as defined in paragraph 5.14 of the report until a further report is brought to the Policy & Resources Committee in July;
- (4) That the expenditure incurred to date using Officer Urgency Powers set out in Section 5 of the report be noted;
- (5) That the progress and approach to meeting the requirements of the Cabinet Officer Procurement Policy Note as set out in Section 5 of the report be noted;
- (6) That it be noted that the Executive Director of Economy, Environment & Culture, in consultation with the Chief Finance Officer and Executive Director of Housing, Neighbourhoods and Communities, will take all steps necessary to develop a process for identifying and supporting commercial tenants in council-owned properties who present in financial difficulty and bring a report to Members where necessary or use Officer urgency powers where more appropriate;
- (7) That the work being undertaken to understand the risks and issues and potential support required for the city's events and arts sector be noted;
- (8) That the proposed payment of Casual Staff and the extension of full pay sickness absence cover as set out in paragraphs 5.26 and 5.28 of the report be agreed;
- (9) That it be agreed that any exceptional costs arising from the crisis that have been incurred using appropriate governance routes, including officer urgency powers, that are over and above available government emergency response funding will be

a call on the council's working balance and, if this is insufficient, other earmarked reserves; and

- (10) That it be noted that in accordance with the powers delegated to officers by Policy & Resources Committee on 19th March, the above will be given effect to by the relevant Officers.

The meeting concluded at 11.25am

Signed

Chair

Dated this

day of

Hove Town Hall
Norton Road
Hove BN3 3BQ

Geoff Raw
Chief Executive
Brighton & Hove City Council
Town Hall
Norton Road
Hove, BN3 3BQ

17 April 2020

LETTER TO POLICY AND RESOURCES COMMITTEE

Dear Geoff

Re: Local Electricity Bill

I am submitting the following letter on the subject of a 'local electricity' bill under Council Procedure Rule 23.3 to be included on the agenda for Policy & Resources Committee.

In recent years, the UK government's approach to energy generation has been focused on large, expensive projects which, in the case of Hinkley Point at least, are likely to be redundant before they are even commissioned. Instead what is needed is local generation of renewables; the solar panels on a block of flats for example, a solar farm, a ground-source heat network. As these technologies become more effective there will be increased capacity to sell surplus energy to local people, and for communities to manage and govern low cost, efficient and environmentally sustainable energy supply.

Yet currently, that is precisely what cannot happen in the UK. As Steve Shaw, the director of Power for People has pointed out, "communities are unable to sell clean, renewable energy that they generate to local people. This is because the huge setup and running costs involved make this impossible. This is blocking the remarkable potential for new community energy companies to spring up across the country."

A Local Electricity Bill which creates a 'right to local supply' would make the costs of selling local energy proportionate to the scale of a local supplier's business. Such legislation granting people the 'right' to a local supply would make community energy companies viable, creating local economic benefits and a cleaner and more resilient energy system.

I note that such a Bill is due to be re-introduced in Parliament and debated in the House of Commons on Tuesday 28th April. The Bill is co-sponsored by Peter Aldous MP (Labour), Alex Sobel MP (Labour Co-Chair of the Parliamentary Net-Zero All Party Parliamentary Group), Wera Hobhouse MP (Liberal Democrat), Caroline Lucas MP (Green), Sir Graham Brady MP (Conservative), John McNally MP (SNP)

Telephone: 07562437623
Email: Siriol.hugh-jones@brighton-hove.gov.uk
Green Member for Preston Park Ward

Environment Spokesperson), John Penrose MP (Chair of the Conservative Policy Forum), Ben Lake MP (Plaid Cymru) and supported by a cross party group of 48 other MPs.

I am confident that this is a bill which all of our local MPs will support. Unfortunately, the timing of Council meetings during the lockdown has prevented any expression of support for the bill from the Council itself ahead of the parliamentary debate.

However, given

- (i) the efforts that this council has made to reduce greenhouse gas emissions and promote renewable energy;
- (ii) the central role councils can play in creating sustainable communities, particularly through the provision of locally generated renewable electricity;
- (iii) that very large financial setup and running costs involved in selling locally generated renewable electricity to local customers result in it being impossible for local renewable electricity generators to do so,
- (iv) that making these financial costs proportionate to the scale of a renewable electricity supplier's operation would create significant opportunities for councils to be providers of locally generated renewable electricity directly to local people, businesses and organisations, and
- (v) that revenues received by councils that became local renewable electricity providers could be used to help fund local greenhouse gas emissions reduction measures and to help improve local services and facilities

I ask the committee to:

- find and determine an appropriate way of voicing its support for the Local Electricity Bill, which, if made law, would make the setup and running costs of selling renewable electricity to local customers proportionate by establishing a Right to Local Supply;
- find appropriate ways to inform the local media of this decision and write to the organisers of the campaign for the Bill, Power for People, (info@powerforpeople.org.uk) expressing the council's support for such measures;
- as far as possible, identify ways that this council can seek to uphold the principles of 'right to supply,' in local decision-making regarding community energy, where it is possible for the council to do so.

I recognise the impact of the Covid-19 pandemic is having on the capacity of the council, so ask that measures are taken as appropriate to officer capacity. I would appreciate any steps this council can take to demonstrate its support for local energy legislation, in order to meet our targets of carbon neutrality by 2030.

Yours sincerely,

Cllr Siriol Hugh-Jones

Subject: COVID-19 – Financial Position Statement
Date of Meeting: 30 April 2020
Report of: Acting Chief Finance Officer
Contact Officer: Name: James Hengeveld Tel: 01273 291242
Email: James.Hengeveld@brighton-hove.gov.uk
Ward(s) affected: All

FOR GENERAL RELEASE/ NOT FOR PUBLICATION

1 PURPOSE OF REPORT AND POLICY CONTEXT

- 1.1 In accordance with the report to the virtual Policy & Resources Urgency Sub-Committee meeting on 31 March, this report provides an interim Financial Position Statement to the Committee for information and noting.

2 RECOMMENDATIONS:

It is recommended that the Policy & Resources Committee:

- 2.1 Notes the contents of the report.
- 2.2 Notes the use of officer Urgency Powers detailed in Section 4 of the report and the records of urgency decisions at Appendix 2.
- 2.3 Notes the principles to be applied to Supplier Relief set out in paragraph 3.28.
- 2.4 Grants delegated authority to the Executive Director of Economy, Environment & Culture, in consultation with the Chief Finance Officer, to negotiate appropriate terms with concession contractors at risk, on a case-by-case basis, including appropriate emergency financial support.
- 2.5 Grants delegated authority to the Executive Director of Economy, Environment & Culture, in consultation with the Chief Finance Officer, to negotiate and conclude alternative payment arrangements, deferral or reduction, on a case-by-case basis, in relation to its commercial tenants.

3 CONTEXT/ BACKGROUND INFORMATION

- 3.1 The report to 31 March Urgency Sub-Committee outlined the range of government financial support measures for local authorities, together with an indication of the potential direct and indirect financial impacts of the COVID-19 outbreak on the council's financial position. In summary, the government has provided the following COVID-19 financial support to date:
- Emergency Response Funding: £8.157m (share of £1.6bn nationally)
 - Hardship Fund: £2.330m (share of £0.5bn nationally)

- There is also £0.066m that can be claimed in respect of Rough Sleeper additional costs.
 - A further £1.6bn Emergency Response funding announced on 18 April 2020. The indication from government is that the distribution methodology for this funding will be different from the first tranche but should provide approx. £8m.
- 3.2 These are intended to provide cover for additional emergency response costs as well as enabling councils to provide additional hardship support via their Council Tax Reduction Schemes. However, a fundamental issue for the council is that, excluding Schools, Public Health, Council Housing and Housing Benefits, its services are now largely reliant on local income and taxation rather than government funding which has been very substantially reduced since 2010. In 2020/21, the main sources of funding for the council's General Fund services are as follows:
- Council Tax: £150m
 - Fees & Charges for services: £110m
 - Business Rates (locally retained share): £59m
 - Government grant funding: £35m
- 3.3 This demonstrates that the council's finances are therefore very vulnerable in the current situation. Council Tax revenues may well be impacted if people's financial circumstances are impacted and more people claim Council Tax Reduction discounts (CTR). Similarly, Business Rate revenues, excluding government support for expanded reliefs, could be impacted by the effect on the local economy and the visitor-driven economy both in the short and medium term depending on recovery. Most concerning are fees & charges as these are now a very large source of funding for council services. The pandemic will see many fees & charges being severely impacted by closures (e.g. Royal Pavilion), or reduced business and visitor activity (e.g. parking charges and fines), and/or the general impact on the economy (e.g. commercial rents and planning fees).
- 3.4 The Ministry of Housing, Communities & Local Government (MHCLG) recently collected financial data from local authorities on 15 April to begin to understand the costs and income pressures facing local authorities. At this early stage these are difficult to estimate accurately, however, the current experience is that the council is estimating additional costs, including delayed savings programmes, of approximately £3m per month. In addition, it is suffering a much greater loss of incomes of approximately £8m per month. Therefore, looking at the short term, the financial impact on the council could be circa £30m if the crisis continues for 3 months to mid-June. There will be some offset to these costs from reduced purchases of non-essential supplies and services, however, this is not anticipated to be significant.
- 3.5 More concerning is that the financial impacts on taxation, business rates and fees & charges incomes could take a considerable amount of time to recover, giving rise to a significantly greater medium term financial impact. Excluding the Hardship Fund, which is allocated to additional Council Tax Reduction discounts in accordance with government instructions, the government funding identified above will provide circa £16m, which will not therefore be sufficient to address either the short-term financial challenges or ongoing medium term impacts facing the council.

- 3.6 These impacts, particularly the loss of income, explain why the council must continue to take a prudent and sensible approach to any support provided to individuals and businesses from council finances. At present, no other assurances have been provided by government regarding further funding support although representations to government have been and are being made in this respect, including through the MHCLG financial data return which will be collected monthly. In the meantime, the council must ensure that it remains financially sustainable and viable in order to provide critical services in the future, for example, Adult and Children's Social Care.
- 3.7 The key areas of COVID-19 financial support and impacts are updated below and incorporate the latest known position or estimates.

Emergency Funding Source	Latest Estimates £m
Hardship Fund (Total Funding £2.330m)	
£1.940m set aside to provide a £150 reduction in the council bills for those households in receipt of the working age Council Tax Reduction (CTR) discount in 2020/21	1.940
£0.390m set aside to enhance existing discretionary and local welfare funds	0.390
Estimated Hardship Fund Spend to date	2.330
Emergency Response Fund (Total Funding £8.157m)	
£8.157m funding is held as a Corporate Budget. Spending commitments and estimates are as follows:	
Early discharge from hospital (non-CCG funded)	3.160
Homeless & Rough Sleeper accommodation (up to 400 rooms) and associated security, food, transport and support staffing costs *	2.400
Additional Provider staffing capacity	0.050
Care Home capacity and continuity incentives	0.336
Additional IT (laptops) to support homeworking	0.093
Excess Death Management	0.046
Corporate PPE supplies	0.419
Support for the food Partnership	0.046
Other costs within services	0.146
Estimated Emergency Response Spend to date	6.696

* This is a high level estimate at present. Welfare benefit claims are being made for as many of those accommodated as possible which should reduce costs, however, other significant costs for deep cleaning and restoration of all rooms to their original state are not yet included. The estimate is therefore the overall net projected cost.

Note: A further £1.6bn tranche of Emergency Response funding was announced on 18 April. The amount for BHCC has not been confirmed but would normally be approximately £8m.

- 3.8 The communities secretary also announced Emergency Funding for Rough Sleepers of £3.2m to enable rough sleepers to self-isolate. The provisional maximum amount the council is entitled to claim back is £0.066m.

Business Rates Expanded Reliefs

- 3.9 On 11 March, the Budget announcement identified that businesses in the retail, hospitality and leisure sectors, with a rateable value of less than £51,000, would pay no business rates for the whole of 2020/21. On 17 March, the government announced it would go further by removing the £51,000 rateable value threshold. This relief was further widened to include estate and letting agents, and bingo halls. This additional relief was applied to ratepayer's accounts on 15 April and benefits 2,657 business properties at a value of £61.430m.
- 3.10 On the 18 March the chancellor announced that nurseries would be eligible for a business rates holiday for 2020/21. There are 47 eligible business premises receiving a total relief of £0.806m. This will also be funded by Section 31 grant.

COVID-19 Business Rate Reliefs and Discounts	No. Businesses	Value £m
Existing Retail Discount increased to 100%	1,547	7.375
Extended retail Relief (no previous entitlement)	1,110	54.056
Nurseries business rates holiday	47	0.806
Total	2,704	62.237

- 3.11 The expanded reliefs and discounts will be funded by government Section 31 grants although the council still awaits details of the timing for these grant payments. The council would be entitled to 49% through the grant to replace lost revenue.

Business Grants

- 3.12 The Government announced there would be support for small businesses and businesses in the retail, hospitality and leisure sectors in the form of two grant funding schemes, the Small Business Grant Fund (SBGF) and the Retail, Hospitality and Leisure Grant Fund (RHLG). Detailed guidance issued on 24 March sets out the eligibility criteria that billing authorities must use to pay grants to eligible businesses and the expectation that these will be paid as soon as possible in early April. The government has provided the funding in advance of the grants being awarded and £82.884m was received on the 1 April 2020 based on the government's high-level estimate.
- 3.13 The initial estimate of eligible businesses for each of the 3 categories of Business Grant is as follows and is subject to change as eligibility is checked and verified:

COVID-19 BUSINESS GRANTS – ESTIMATED ELIGIBLE BUSINESSES				
Small Business Grant Fund (SBGF)		Retail, Hospitality and Leisure Grant (RHLG)		TOTALS
(£10k per business)		(£10k per hereditament)		
		(£25k per hereditament)		
3,726	£37.260m	598	£5.980m	1,212 £30.300m
				5,536 £73.540m

- 3.14 The council made its first grants payments into businesses bank accounts on the 3 April 2020. As at 20 April just over 30% of eligible businesses (38% of eligible grant) have been processed to receive the grant by 24 April and payments are expected to rapidly increase over the next week. However there remains a large number of businesses yet to register for the grant through the portal and officers continue to contact them to encourage providing the information required to make payment. The government now requires the council to make a weekly return on the progress of these awards. The table below shows the grants processed to date:

COVID-19 BUSINESS GRANTS – GRANTS PROCESSED AS AT 8 APRIL 2020						
Small Business Grant Fund (SBGF)		Retail, Hospitality and Leisure Grant (RHLG)		Retail, Hospitality and Leisure Grant (RHLG)		TOTALS
(£10k per business)		(£10k per hereditament)		(£25k per hereditament)		Number Value
605	£6.050m	291	£2.740m	779	£19.475m	1,675 £28.435m

HMRC Support and Job Retention Scheme

- 3.15 The Government has announced that all employers, including local authorities, which, due to the effect of the virus, would need to make their employees redundant or otherwise stand them down, can instead designate them as furloughed, subject to the terms of their contract or agreement with the employee. This will allow employers to apply to HMRC for the reimbursement of 80 per cent of their wages, subject to a limit of £2,500 per month. The employer may elect to top up the remaining 20 per cent.
- 3.16 However, the government guidance states that it expects that the scheme will not be used by many public sector organisations as the majority of public sector employees are continuing to provide essential public services or contribute to the response to the coronavirus outbreak. In addition, the government has provided some emergency funding to support local authorities. However, unlike government departments or other areas of the public sector, for example, the NHS, many local authorities services are funded by either fees and charges for services and/or local taxation. Both of these income sources are expected to be very severely impacted and are not yet covered by any additional funding announcements. Furlough for staff in services funded largely by local incomes, may therefore be considered if all other options have been exhausted.
- 3.17 In this respect, the council has developed a 'Deployment and Volunteering' approach and is currently working through this process across all services to match those who may not be able to work but are willing to work with available roles. Only where people cannot be deployed elsewhere will the council consider the option of furlough. Further updates will be provided when this process has been concluded.

Cashflow

- 3.18 The report to Policy & Resources Urgency Sub-Committee on 31 March 2020 highlighted the impact that government support measures and the disruption of income streams could have on the council's cashflow.

- 3.19 The council's treasury management team have modelled a number of scenarios for cashflow over the next 6 months. This is heavily influenced by the timing of government support, in particular the timing of the Section 31 grant to replace the loss of business rates, as well as the flow of income from local taxation.
- 3.20 On 16 April the government announced it will defer Business Rates payments to government and make early payments of certain social care grants to local authorities. Section 31 grants to cover the loss of retail relief will also commence in May. The impact of these measures will be to improve cashflow by approximately £20m over the next 5 months which will help offset the reduced cashflow arising from income losses. With these revised government measures in place, the council should avoid the need to borrow to support cashflow until the end of August at the earliest.

Fees Charges and Rents (non HRA)

- 3.21 The council relies on substantial fees, charges and rental income and a significant proportion will be affected by the lockdown and closure of many businesses as well as the impact on footfall of social distancing and isolation measures. Fees and charges are a feature of most services and therefore virtually every service's income budget for 2020/21 (and to a lesser degree 2019/20) will be affected.
- 3.22 Key areas that are demand driven income include on and off street Parking income (£39.5m income budget), Leisure and venues (£6.5m) and life events (£4.0m). In addition, a further £4.5m of income would normally be generated by the Royal Pavilion and Museums (RP&M). As the transition period for the RP&M will be extended for 6 months, this income loss will fall to the council.
- 3.23 This is a major area of concern, particularly for unitary authorities, and further work is underway to establish the likely loss of income from these sources which will be substantial. Early estimates of losses were provided to MHCLG as part of the financial data capture exercise first collected on 15 April 2020 and due to be collected monthly. These estimates will be refined as the financial experience of lockdown and the impact of revenues becomes clearer.

Pausing New Capital Programme Schemes

- 3.24 The Urgency Sub-Committee report on 31 March 2020 identified that one immediate measure that could be taken was to pause all new General Fund capital schemes until further review at the July Policy & Resources Committee. This would not include:
- The HRA funded capital programme which is self-financing;
 - Any capital schemes that are self-financing, for example, the Street Lighting programme is funded wholly from energy savings generated by erecting new street lighting;
 - Any capital schemes funded wholly from government Capital Grants or previously identified Capital Receipts.
- 3.25 A full list of new General Fund schemes that rely on borrowing, income generation, or a combination of these and new capital receipts has been reviewed by officers. The review has identified those schemes that officers recommend should continue and those that it is appropriate to pause. Where

schemes are recommended to be paused, this is due to their reliance on either new borrowing, additional income generation (to support financing costs), or uncertain capital receipts. The recommended action for each new capital scheme is provided at Appendix 1. Where schemes are recommended to 'pause', this will apply until further reviewed by the July Policy & Resources Committee, unless in the interim the committee receives a separate report on a capital scheme with alternative recommendations. In this respect, there is a separate report on this agenda regarding the pause of elements of the Local Transport Plan (LTP) capital programme.

Supplier Payments and Relief

- 3.26 The Cabinet Office has issued guidance (Procurement Policy Note PPN 02/2020) to the public sector that it should act quickly and take immediate steps to identify all suppliers at risk as a matter of urgency to support their survival over the coming months alongside other government support. The PPN outlines a range of measures which councils could take to support suppliers at risk. The council has written to all of its suppliers and, for those identified to be at risk, has offered to alter our contractual terms and requirements, including: temporarily suspending some services, changing ways of working, or changing service delivery and performance requirements. The relief the council may offer will depend on the nature of the services, goods or works being provided, the challenges faced by the supplier and the contract terms.
- 3.27 This is a very challenging area as the government expects local authorities to ensure the continuity of supply and supply chains during the crisis to ensure that they can be brought back into service quickly once the emergency is over. However, as reported in paragraph 3.4 and 3.22 above the council is expecting to suffer very substantial losses of income together with falling tax revenues. There are currently no government funding announcements in respect of these losses. The council must therefore adopt the approach that all businesses, including those who are contractors of the authority, should first and foremost seek all available government support where they are not providing normal services including:
- Business Grants
 - Business Rate Reliefs
 - Furlough for salaried staff
 - Furlough for self-employed workers
 - VAT and Corporation Tax breaks and deferrals
 - Business interruption loans (if applicable)
- 3.28 These may not be applicable or eligible for some businesses and therefore, once the level of government support is understood in each case, the council will discuss with contractors any further Supplier Relief that is being requested and will need to consider these on a case-by-case basis, agreeing contract variations where necessary. In summary, the principles that the council is adopting in each case are as follows:
- a) To understand if there are any services continuing during the crisis that need to be paid for, including emergency provision.

- b) For services that cannot continue as normal, request that suppliers look to reduce their internal costs (e.g. by negotiating with their own suppliers) as far as practicable and reasonable.
- c) To then ensure that all available government support has been or will be pursued by the supplier in the first instance including grants, reliefs and, in particular, furlough of staff, etc. There may be exceptions to this, for example, where services are wholly government grant funded, however, this is unusual.
- d) Understand what additional supplier relief is being sought from the council.
- e) Assess, with the contractor, the extent of their financial and business continuity risks.
- f) If payment for a discontinued or reduced supply or service is considered appropriate, i.e. the supplier is at risk, the council will agree a contract variation and provide supplier relief that:
 - i. Recognises the change in supply, service and/or performance agreed under the varied contract;
 - ii. Determines any non-financial supplier relief to be provided (e.g. faster payment, payment on plan, etc);
 - iii. Determines the minimum additional financial support that will enable:
 - the supplier to avoid insolvency during the crisis; and
 - to 'stand up' the full service or supply within a short period of time when services recommence.

Neither government nor council emergency funding is intended to maintain normal business payments nor sustain profit margins for services that are not continuing in full. The measures and reliefs are designed to ensure solvency and business continuity resilience only. Decisions regarding variations to contracts and associated payments will follow normal governance procedures and will usually be taken under officer delegations as normal.

Concession Contracts & Franchise Agreements

- 3.29 There are some cases where contractors of the council provide services under concession-type contracts. These contracts can often involve the contractor either paying over sums to the council or receiving substantially reduced contract payments because the concession is net of fees & charges generated by the service or franchise. Examples include sports & leisure concessions or cultural and event concession contracts. In these cases, the contractor will be losing most, if not all, of their income from fees & charges due to lockdown measures. These services will therefore be encouraged, as above, to apply for the full amount of government support available and to furlough workers wherever possible.
- 3.30 However, it is recognised, particularly where the contractor normally pays over sums to the council, that these organisations may be at high risk of insolvency even with government support and therefore the restoration of services may be at risk without additional financial support from the council. As with all support, these will need to be assessed on a case-by-case basis taking into account the full circumstances of the concession and the financial position of the contractor after taking into account available government support. The committee are requested to grant delegated authority to the Executive Director of Economy, Environment & Culture, in consultation with the Chief Finance Officer, to

negotiate appropriate terms with contractors at risk, including appropriate emergency financial support, to support the solvency of the contractor and ensure continuity of services.

Community & Voluntary Sector Support

- 3.31 As previously reported, a new COVID-19 emergency grant fund has been set up to help community and voluntary organisations in Brighton & Hove who are supporting the city's most vulnerable residents. £150,000 is being made available by the council to support organisations facing unexpected financial problems and costs as a direct result of the impact of COVID-19, either on the organisation or on the residents they support. Funding is granted via an application process.
- 3.32 Other emergency CVS support is also being commissioned on a needs basis, for example, support for food supply and distribution to vulnerable people.

Commercial Tenants in Council-owned Properties:

- 3.33 The approach to supporting tenants in council-owned properties is as follows:
- The council has already deferred March rent payments for those commercial tenants in financial difficulty who requested support;
 - The council will consider deferring June rent payments for commercial tenants in hardship who have suffered severe cash flow difficulties.
- 3.34 Officers are currently gathering intelligence to gain a better understanding of the needs and challenges facing commercial tenants. It appears unlikely that there will be any 'one size fits all' solution, and instead tenants in difficulty will need to be supported on a case-by-case basis. Where tenants are still solvent and in a reasonable financial position then it is incumbent on the council to collect rents to ensure income to pay for other costs from dealing with the pandemic.
- 3.35 The 31 March 2020 Policy & Resources Urgency-Sub Committee provided delegated authority to the Executive Director Economy, Environment & Culture, in consultation with the Chief Finance Officer, to enable him to determine the most appropriate course of action on a case-by-case basis and to use urgency powers or report to committee as necessary. However, it has become clear that each decision requires considerable analysis and negotiation and therefore it would not be practical to consult members for each and every case and this could unreasonably delay decisions and communication with businesses. The committee are therefore requested to delegate authority to the Executive Director of Economy, Environment & Culture, in consultation with the Chief Finance Officer, to negotiate and conclude alternative payment arrangements, deferral or reduction on a case-by-case basis. A report summarising the actions taken will be brought to Policy & Resources Committee as part of regular financial update reports.

Wider Business Support

- 3.36 The Brighton & Hove business Economic Partnership (BHEP) conducted a short survey of its members to find out about the impact of the government's COVID-19 mitigation measures. Following the survey, we are now working with BHEP to set up a virtual business resilience group to gather business intelligence, target business support and begin planning for the post COVID-19 period.

- 3.37 The Business Hot House and Invest-4-business grants are being launched this month. The programme is targeted at businesses wishing to invest and adopt new business practices for sustainable business growth.
- 3.38 The Economy & Events 'cell' is also investigating the situation regarding the visitor and events sector where it is becoming clear that many organisations may struggle for survival even with available government support. If necessary, officer Urgency Powers may be used to agree any support measures in relation to this sector.

4 USE OF OFFICER URGENCY POWERS

Gold Command Urgent Decisions - Part 6.2 A 7(1) of the Scheme of Officer Delegations

- 4.1 Under the council's constitution and the Scheme of Delegation to Officers, the designated Gold Commander can authorise expenditure up to £1m, per incident, using Urgency Powers, where it is considered that there is not time to follow the normal governance and decision-making routes or undertake consultation as normal. Decisions taken under Gold Command require that the appropriate members are briefed as soon as practicable.
- 4.2 On 27 March 2020, the designated Gold Command authorised the immediate implementation and communication of support to social care providers to secure additional private and independent sector staffing capacity and to secure care home capacity to enable immediate discharge from hospitals and placement from community to ensure hospital capacity remained at the maximum available. The estimated cost of additional payments to providers will be approximately £0.386m for a period of up to 3 months. This includes measures to pay providers on plan and to pay in advance of financial assessment of clients as an emergency measure to ensure provider cash flows are secure in order for them to provide the necessary additional staffing cover.
- 4.3 On 9 April 2020, the designated Gold Command officer authorised the immediate purchase of additional equipment and facilities to provide for PAN Sussex excess death management on behalf of the Sussex Resilience Forum (SRF). Following updated Public Health modelling and in order to manage the projected risks, contingency plans for additional body storage were urgently required as the number of storage containers made available by the Ministry of Housing, Communities & Local Government (MHCLG) were insufficient to meet the required capacity. A supplier for refrigerated containers, shelters and storage became available at short notice and the Gold Command (and SRF lead) therefore considered that the use of urgency powers was necessary to secure the required facilities for Sussex given the very high national demand for storage facilities.
- 4.4 The cost is expected to be approximately £0.270m once all invoices are settled. However, it should be noted that the funding of supplies and equipment is to be shared across the three Sussex local authorities on the basis of population. Brighton & Hove City Council's share of this expense will be 17% or approximately £0.046m.
- 4.5 Similarly, on 27 March, 30 March, and 14 April 2020, the designated Gold Command officer authorised the immediate purchase of PPE equipment

following the sudden and unexpected availability of supplies from suppliers. Due to concerns about the timing and availability of PPE supplies from other sources, the Gold Command considered that an urgent and immediate decision was needed to secure the supply much needed PPE including gloves, aprons, masks, hand sanitizer, eye protection and other items as availability became apparent. The cost of the supplies, once all invoices are settled, is expected to be approximately £0.419m.

- 4.6 Decisions taken under Gold Command during the COVID-19 crisis, including the above instances, total £0.944m to date. This includes previously reported decisions of £0.093m in relation to the purchase of computer laptops. All expenditure is to be funded from the COVID-19 Emergency Response Fund.

Other cases where Officer Urgency Powers have been used - Part 6.2 A 7(2) of the Scheme of Officer Delegations

The Council's Constitution contains further provision following consultation with the Chair of the relevant Committee for the exercise of officer urgency powers where it is not reasonably practicable to obtain prior approval of a Committee or Sub-Committee. In such cases, a record of the Officer Urgency Decision is made, including the detail of the consultation undertaken, and reported to the next available Committee.

- 4.7 The full list of Emergency Response spending decisions to date, together with records of urgency decisions where required under council procedures, are provided at Appendix 2. These are for noting by the committee.

Non-Urgency Decisions

- 4.8 In responding to the emergency some costs are incurred by services in the normal course of service delivery, but the costs may be higher, or exceptional, compared to normal activity levels. In these cases, it is not practical to seek member approval for relatively small sums that are not separately purchased or incurred from normal business expenses, supplies or services. This can also include overtime payments for staff covering shortages due to sickness or isolation. Every attempt will be made to capture or 'split' these costs to ensure the full cost of COVID-19 can be ultimately be reported. Decisions on these items are made by Executive Directors and/or the Chief Finance Officer under normal delegations. Costs to date are shown in the table at paragraph 3.7 and in Appendix 2.
- 4.9 There are also additional costs arising from social care placements and community care packages driven by the emergency response to COVID-19. These costs are unavoidable as they result from the assessment of care needs which the authority must meet in accordance with statutory requirements. As for other costs, every attempt is being made to identify the 'excess' social care costs arising from the COVID-19 response to ensure that the cost of the crisis can be properly captured and reported. This is also important to ensure that COVID-19 hospital discharge costs are recovered from Clinical Commissioning Group COVID-19 emergency funds. Local authority costs to date are shown in the table at paragraph 3.7 and in Appendix 2.

5 MONITORING THE FINANCIAL POSITION

- 5.1 The government (MHCLG) have already set up 3 different monitoring processes via their DELTA on-line portal. These capture Business Rate Reliefs, Business Grants and general financial implications. The information to be captured by the latter will be collected monthly and the first submission was provided on 15 April 2020. It captures all spend against the emergency funds, estimated losses or income and taxation, expected cash flow requirements and provides 'free text' fields for local authorities to raise other matters if required. The other returns are weekly and the first data returns were made on Friday 3 April.
- 5.2 Locally, financial updates will be provided to the Leaders' Group and to Policy & Resources Committees in accordance with the 31 March Urgency Sub-Committee report. Eventually, these updates will be incorporated in the council's standard Targeted Budget Management (TBM) information reports but with COVID-19 information being separately identifiable.

6 RECOVERING FROM THE CRISIS

- 6.1 The council is acutely aware that the focus is currently on responding to the crisis and is mobilising its staff and resources to support this effort. However, it is also fully aware that after the crisis has subsided there are likely to be a wide range of long term impacts on individuals, the business and visitor economy, the third sector and public sector agencies. Ways of working and doing business will be top of the list of things that may change forever. The council will begin to develop its policy and approach to managing recovery and sustainability once the logistics of the immediate crisis have been put in place and are operating effectively. In the meantime, a Recovery 'cell' has been set up to begin scoping the potential areas of focus and a Policy & Resources (Recovery) Sub-Committee is proposed.

7 ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 7.1 In the current crisis the council's response must be largely driven by government instruction and guidance. However, this does not always come with clear instructions and the financial mechanisms and funding are not certain for all aspects of the emergency response. The council must therefore balance longer term financial impacts and uncertainty with providing support to individuals and businesses to help them through the crisis and must also consider the long term implications for the sustainability and recovery of the city as an economy, visitor destination and place of residence.

8 COMMUNITY ENGAGEMENT & CONSULTATION

- 8.1 No specific consultation has been undertaken in relation to this report, however, the council is working closely with all public sector partners in the city to ensure co-ordinated responses and action where appropriate.

9 CONCLUSION

- 9.1 The report indicates the progress in distributing or utilising government emergency response funding to date. The report also highlights the challenging balancing act for the council in determining the financial support to provide now versus the current and longer term financial impacts of the pandemic on the council and the city.

10 FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 10.1 The financial implications are set out in the body of the report. The key point to note is that it is not possible quantify all of the costs, losses and exceptional expenses that the authority will experience during this crisis and beyond. It is therefore not currently possible to say whether or not the government emergency funding streams, including any future announcements, will be sufficient to defray these financial impacts. Should these funds be insufficient, members are advised that the council will need to call on its reserves which may include the working balance and other earmarked reserves.

Finance Officer Consulted: James Hengeveld

Date: 14/04/20

Legal Implications:

- 10.2 There are no legal implications arising from the recommendations in this report, which is for information and noting. Decision making in relation to expenditure continues to be required to be undertaken in accordance with the delegations set out in the Council's constitution.

Lawyer Consulted: Elizabeth Culbert

Date: 15/04/20

Equalities Implications:

- 10.3 There are no direct equalities implications arising from this report. The COVID-19 outbreak affects all areas of society. Government are making specific provisions to 'shield' those expected to be most affected. The council will monitor impacts on protected characteristic equality groups as the crisis develops and ensure evidence is fed into the relevant emergency response 'cells'.

Sustainability Implications:

- 10.4 The impact on sustainability is not quantifiable at this stage.

SUPPORTING DOCUMENTATION

Appendices:

1. New Capital Schemes – Recommended Actions
2. Record of Emergency Response Spending Decisions

Background Documents

None

Capital Investment Programme 2019/20 to 2020/21					
Scheme Description	2019/20 Borrowing £000	2019/20 Capital Receipts £000	2020/21 Borrowing £000	2020/21 Capital Receipts £000	Recommended action
Health & Adult Social Care					
Integrated Commissioning					
8-9 Kings Road	286				Continue - Project currently delayed due to technical issues
Health & Adult Social Care Total	286	0	0	0	
Economy Environment & Culture					
City Environmental Management					
Downland Initiative Programme		59			Pause - no movement in a year
City Clean Modernisation Scheme		40			Continue - ongoing schem
Stanmer Depot relocation		525			Continue - Health & Safety works required and project needs to proceed as part of the overall HLF Stanmer Park project
Citywide Street Investment	750	0			Continue - £0.4m already spent and remainder required to purchase new bins
Public Conveniences		550			Pause - proposals are currently suspended pending condition surveys and review of current contract.
Stanmer Park restoration Fund HLF				1,063	Continue to completion although contractor delays are likely
Community Composting		34			Continue – meets ongoing demand that could deliver savings in the longer term
Procurement of vehicles			1,500		Continue - spend is based on service need and authorised in TBM reports
Transport					
Street Lighting Maintenance (LTP)	1,495		1,792		Continue – spend-to-save case is still applicable
A259/West St Shelter Hall	3,728	1,000			Continue to completion although contractor delays are likely
Valley Gardens Phase 1&2 (LTP)		1,026		1,289	Continue to completion although contractor delays are likely

Capital Investment Programme 2019/20 to 2020/21					
Scheme Description	2019/20 Borrowing £000	2019/20 Capital Receipts £000	2020/21 Borrowing £000	2020/21 Capital Receipts £000	Recommended action
SCAPE Water Level Protection Carden Av & Norton Rd		20			Pause - SCRIF 2019/20
School Streets		26			Pause - SCRIF 2019/20
Exhaust Converters on Older Buses		100			Pause - SCRIF 2019/20
Eldred Avenue Sustainable Drainage System (SuDS)		50			Pause - SCRIF 2019/20
Preston Park Sustainable Drainage System (SuDS)		80			Pause - SCRIF 2019/20
Electric Vehicle Fast Chargers		50			Pause - SCRIF 2019/20
London Road Car Park Works			270		Continue - Essential Health and Safety concrete repairs
Bus Lane Cameras - BUDGET AMENDMENT			384		Continue - Cameras have a 6 month lead in time (also spend-to-save)
City Development & Regen					
Madeira Terraces Regeneration - Project Support		50		500	Continue – ongoing longer term investment
Eastern Seafront Masterplan		38			Continue – ongoing longer term investment
Contribution to Housing JV		1,524	9,925	2,680	Continue – ongoing longer term investment
Brighton Research & Innovation Fibre Ring			283		Pause - funded from general borrowing but not allocated
Sustainability & Carbon Reduction Investment Fund		98	500		Pause – SCRIF 2020/21 – funded from general borrowing but not allocated
Sustainability & Carbon Reduction Investment Fund - Transport BUDGET AMENDMENT			3,900		Pause – SCRIF 2020/21 – relies on parking income that will not materialise in 2020/21 so defer to 2021/22 (see separate LTP report)
Culture					
Royal Pavilion Estate (Phase 1)	0		8,704		Continue to completion although contractor delays are likely
Brighton Museum & Art Gallery Works	760	500			Continue to completion although contractor delays are likely

Capital Investment Programme 2019/20 to 2020/21					
Scheme Description	2019/20 Borrowing £000	2019/20 Capital Receipts £000	2020/21 Borrowing £000	2020/21 Capital Receipts £000	Recommended action
Prince Regent - Replace Mechanical Equip				100	Continue - important to complete as soon as possible to ensure continuity of service. Delay would risk service delivery and the opportunity to carryout works during planned shutdown
Saltdean Lido Replacement Library			700		Continue - subject to HLF sign off
Saltdean Lido Renovation	1,600				Continue - subject to HLF sign off
Property					
Phoenix House			332		Continue - Critical structural and health & safety works required
Asset Management Fund				1,000	Continue - supports Moulsecoomb Hub project
Planned Maintenance of operational buildings			500		Continue - essential works to operational buildings
Planned Maintenance - Social Services Buildings			500		Continue - essential works to operational social care buildings
Stanmer Park - Redevelopment of Traditional Agricultural Buildings				500	Continue – however, currently awaiting business case
Solar Panels for Corporate Buildings			500		Pause - expenditure subject to individual business cases but there are currently procurement risks
Purchase of Commercial Properties to support Madeira Terraces Investment - BUDGET AMENDMENT			20,000		Pause - concerns over ongoing commercial property market viability. Any purchase would require separate report to Policy & Resources Committee.
Economy Environment & Culture Total	8,333	5,770	49,790	7,132	
Housing, Neighbourhood & Communities					
Housing GF					
Accommodation for Supported Housing Delivery BUDGET AMENDMENT			3,000		Continue - awaiting business case opportunity

Capital Investment Programme 2019/20 to 2020/21					
Scheme Description	2019/20 Borrowing £000	2019/20 Capital Receipts £000	2020/21 Borrowing £000	2020/21 Capital Receipts £000	Recommended action
Libraries					
Libraries Self-Service Renewal				170	Continue - protects service costs - to start late 2020
Housing, Neighbourhood & Comms Total	0	0	3,000	170	
Finance & Resources					
Managing Staff Changes (Restructure / Redundancy)				700	Continue - majority of staff changes already actioned
Modernisation Enablers				1,510	Continue - supports key project staff redirected for Covid19 support and recovery
Invest to Save (4-year plans)				650	Continue – however, requires business cases for each spend-to-save proposal
Customer Digital				1,750	Continue - essential to support IT&D infrastructure, remote working and customer access
IT&D Modernisation Investment				800	Continue - essential to support IT&D infrastructure and remote working
Desktop & Laptop Replacement Programme			250		Continue - essential to support IT&D infrastructure and remote working
Strategic Investment Fund				250	Continue - longer term investment.
ICT Fund			500	500	Continue - essential to support IT&D infrastructure and home working
Finance & Resources Total	0	0	750	6,160	
Total	8,619	5,770	53,540	13,462	
Overall total				81,391	
Value of schemes Paused				26,216	
Value of schemes Continuing				55,175	

COVID-19 Record of Emergency Response Spending Decisions

(up to 15/04/20)

Gold Command Urgency Decisions		
Decision Date	Requirement	Amount £
25/03/2020	Purchase of Laptops to enable homeworking through Citrix™ access for essential workers	93,000
27/03/2020	Purchase of PPE equipment	40,000
27/03/2020	Purchase of PPE equipment	29,000
27/03/2020	Additional private and independent sector provider staffing capacity	50,000
27/03/2020	Care Home capacity and continuity incentives	336,000
30/03/2020	Purchase of PPE equipment	50,000
09/04/2020	Equipment for excess death management	46,000
14/04/2020	Purchase of PPE equipment	300,000
Total to date		944,000

Decisions using Officer Urgency Powers (see separate records)		Amount £
Ref: UP1	Emergency accommodation for a 90 day period for rough sleepers and Homeless	2,400,000
Ref: UP2	Support for the food partnership and supply chain	46,000
Total to Date		2,446,000

Non-Urgency decisions under delegations by Executive Directors in consultation with the Chief Finance Officer	Amount £
Low level (under £50,000) unavoidable cross departmental expenditure in response to COVID-19. Examples include: <ul style="list-style-type: none"> - PPE bought by services in advance of corporate provision - building cleansing costs - equipment to support home working - additional hours and overtime in some teams due to staffing shortages and isolation - publicity and advice materials - staff training in ASC 	146,000
Total to Date	146,000

Non-Urgency COVID-19 spend arising through statutory provision	Amount £
Adult Social Care – ‘excess’ care packages and placements provided following assessment	3,160,000
Total to Date	3,160,000

Total All Urgency Decisions	6,696,000
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REF: UP1

Brighton & Hove City Council – record of use of Officer urgency powers

This record relates to urgent decisions taken by Chief Officers under the Scheme of Delegation to Officers Paragraph 7(2).

RECORD OF URGENT DECISION TAKEN BY:

Chief Executive and Executive Director for Adult Social Care & Health

SUBJECT: Covid-19 Response: Emergency Accommodation for Rough Sleepers and other adults with urgent accommodation needs

CONTACT OFFICER: Martin Reid, Assistant Director Housing, x3321

REASONS FOR URGENCY AND WHY NOT PRACTICABLE TO HOLD A SPECIAL MEETING OR URGENCY SUB-COMMITTEE:

Urgency powers required to meet MHCLG directives to relocate all rough sleepers from the streets of Brighton & Hove as a public health priority during the Covid-19 lockdown and to provide emergency accommodation for other client groups including those who need to self-isolate and who cannot do so as they are living in shared accommodation. This government directive was received by the council at the end of last week [27 March]. The council will also need to seek accommodation for other groups including stranded keyworkers in the NHS, other public sector workers and even potentially in the provider market where health and social care services are being delivered. Finally, we have received a request from the Probation Service to identify a block of accommodation for prisoners which these powers will cover also.

DETAILS AND OUTCOME OF CONSULTATION WITH THE CHAIR/DEPUTY CHAIR OF RELEVANT COMMITTEE:

The Executive Director for Health & Adult Social Care, Robert Persey has discussed and agreed the need to use urgency powers with the Chair of Policy & Resources Committee and Opposition Spokespersons for Policy & Resources Committee as well as Finance and Legal officers.

DATE OF CONSULTATION WITH CHAIR/DEPUTY CHAIR & OPPOSITION SPOKES:

29th March 2020

THE DECISION:

The decision is to enter into agreements, in the coming days, with accommodation providers to meet current government directives regarding rough sleepers and other people who are to be accommodated during this Covid-19 major incident as outlined above.

An estimate of between 300 and 400 clients will need to be accommodated for a minimum 3 months. Accessing accommodation will start from early next week (30th March 2020) and

will ramp up over the coming weeks. In the event that the current restrictions are still in place, agreement is sought for a further 3-month extension.

Access to units has been either confirmed (subject to contract/license being signed) or in advanced discussion with:

Hotels, a range of Bed and Breakfast establishments and the two universities as well as a number of other establishments. Most urgently, immediate access is required to the hotels and in the case of one of the hotels a signed Heads of Terms and License has been drawn up.

The rough sleeper units will provide a triage hub and accommodation that safely separates symptomatic, and asymptomatic people as outlined in the guidance from the MHCLG (attached). We require these units to meet the recently published directive from central government to get all rough sleepers off the street urgently.

Further provision will be required for early release prisoners via the probation service and other statutory agencies.

REASONS FOR DECISION:

Government Directives to accommodate people so they are not homeless in order to contain the spread of the covid-19 virus and support the wellbeing of vulnerable adults.

See also comments under “decision” above.

DETAILS OF ANY ALTERNATIVE OPTIONS CONSIDERED:

Do nothing. But this would not be consistent with government directives and risks a number of people, including rough sleepers, early-released prisoners and those in emergency accommodation being at risk of exposure to the Covid-19 infection.

LEGAL IMPLICATIONS:

The proposals are in line with the council’s powers and obligations under the Civil Contingencies Act and government direction/guidance to secure accommodation for street homeless persons and other vulnerable adults as outlined above.

The decision record will be published in accordance with the protocol agreed by Policy & Resources Committee on 19th March 2020.

Legal Officer Consulted: Abraham Ghebre-Ghiorghis **Date:** 29/03/2020

FINANCIAL IMPLICATIONS:

The cost is currently estimated at £45 per night on average for accommodation only. The indicative costs are £1.600m for up to 400 placements over a three month term.

Additional costs for support staff, security and food provision will be required. An initial £0.350m should be set aside for this purpose.

A further £0.100m should be set aside for forensic cleans, needle sweeps and dilapidation costs upon handback of the units procured.

If this were to continue for 6 months, then the total costs for 400 units would be in the region of £4.0m.

These costs will need to be met from the new MHCLG Emergency Response funding allocated to this authority for dealing with the virus of £8.157m. The authority has been informed that it will also receive specific funding to support for the homeless and rough sleepers to self-isolate. It should be noted that the Emergency Response fund is provided to meet all extra costs associated with COVID 19 across the whole council including providing for homelessness and rough sleepers and children's and adult social care.

Finance Officer Consulted: Monica Brooks

Date: 27th March 2020

DATE OF NEXT COMMITTEE MEETING TO WHICH THE DECISION WILL BE REPORTED:

Policy & Resources Committee, 30 April 2020

Date: 3 April 2020

Signed: Executive Director for Health & Social Care

Logged by Democratic Services Officer for Annual Report:

Name: Mark Wall

Date: 21 April 2020

REF: UP2

Brighton & Hove City Council – record of use of Officer urgency powers

This record relates to urgent decisions taken by Chief Officers under the Scheme of Delegation to Officers Paragraph 7(2).

**RECORD OF URGENT DECISION TAKEN BY:
Executive Director Housing, Neighbourhoods & Communities**

SUBJECT: Emergency Food Supplies
CONTACT OFFICER: Emma McDermott, Head of Community & Equality, x1577

REASONS FOR URGENCY AND WHY NOT PRACTICABLE TO HOLD A SPECIAL MEETING OR URGENCY SUB-COMMITTEE:

The Food Cell is part of the local COVID-19 emergency response structure. The objective of this cell is to provide an all-age citywide response to issues relating to food arising from COVID-19 crisis.

The Food Cell identified an immediate and growing need to secure food supplies and distribution to ensure that the most vulnerable residents of the city could be provided with the food that they need to sustain them. Working with the Brighton & Hove Food Partnership (BHFP), also part of the cell, an urgent response was developed including appropriate food supply chains and identification of staffing support to aid with planning and distribution. To fund this the BHFP set up a crowd-funding process and have managed to attract funding of approximately £30k. However, this is insufficient to maintain supply and distribution for more than a few weeks. The Food Cell identified a funding requirement of £46k to support the supply and distribution of food for a period of up to 3 months. The Executive Director of Housing, Neighbourhoods & Communities used officer urgency powers to agree the funding request which has 2 parts:

- £30k to match-fund the BHFP funding raised through crowd-funding. This money will be used to boost the supply of food to community food hubs and foodbanks; and
- £16k to fund posts within BHFP, initially for 3 months, but with provision for up to 6 months, that will directly benefit the most vulnerable residents needing food delivered. The details of the posts are given below and in summary relate to project management and co-ordination posts that will ensure food is not only coming into the community hubs but is also being effectively distributed to residents in need.

The total funding agreed is £46k, including funding of posts initially for 3 months, with a review at this point to consider whether or not extending for up to a further 3 months is

required:

Food Cell Emergency Response Funding	3 months Costs
Match-funding for food supplies	30,000
Project Manager 3 days per week	5,305
Senior Manager 1 day per week	2,304
Development work - 1 day per week	1,561
Operational work 2 days per week	4,871
Employer on-costs @13%	1,825
TOTAL	45,866

If the posts are extended for a further 3 months, the additional cost will be £15,866, bringing the total cost to £61,732.

DETAILS AND OUTCOME OF CONSULTATION WITH THE CHAIR/DEPUTY CHAIR OF RELEVANT COMMITTEE AND OPPOSITION SPOKES:

All groups were in agreement with the proposal.

DATE OF CONSULTATION WITH CHAIR/DEPUTY CHAIR AND OPPOSITION SPOKES:

7/4/2020 and 21/4/2020

THE DECISION:

To note the use of officer urgency powers by the Executive Director of Housing, Neighbourhoods & Communities to utilise up to £61,732 from the COVID-19 Emergency Response Fund to secure the supply and distribution of food to vulnerable residents.

REASONS FOR DECISION:

If the funding were not provided it would put pressure on BHFP to increase other sources of funding. The crowd-funding that BHFP launched has raised £30k so far and whilst the city has been generous there would be additional pressure for this to be maintained. In addition, food banks and community hubs would start approaching the council direct for funding to buy food for their individual services. Covid-19 is having an economic effect on individuals and businesses and it is not expected that significant additional crowd-funding will be forthcoming. Providing this funding support ensures effective security and distribution of food supplies to those who need them during the crisis.

DETAILS OF ANY ALTERNATIVE OPTIONS CONSIDERED:

Not deploying emergency response funds to support BHFP would result in a less co-ordinated supply and distribution of food to those who need it and would result in people

applying for hardship funds via the Revenues & Benefits service, which is currently an over-whelmed service and would be a less effective response overall.

LEGAL IMPLICATIONS:

There are no legal implications arising from this decision. The Council's Constitution contains provision following consultation with the Chair of the relevant Committee for the exercise of officer urgency powers where it is not reasonably practicable to obtain prior approval of a Committee or Sub-Committee. In such cases, a record of the Officer Urgency Decision is made, including the detail of the consultation undertaken, and reported to the next available Committee.

Lawyer Consulted: Elizabeth Culbert **Date:** 15/04/20

FINANCIAL IMPLICATIONS:

The financial implications are set out in the report. The funding source will be the COVID-19 Emergency Response Fund for which the council received £8.157m.

Finance Office Consulted: Nigel Manvell **Date:** 15/04/20

DATE OF NEXT COMMITTEE MEETING TO WHICH THE DECISION WILL BE REPORTED:

Policy & Resources Committee, 30 April 2020

Date:	07/04/20
Signed:	Executive Director Housing, Neighbourhoods & Communities
Logged by Democratic Services Officer for Annual Report:	<p>Name: Mark Wall</p> <p>Date: 21/04/20</p>

Subject:	Covid-19: City Recovery Programme. Proposed governance arrangements.		
Date of Meeting:	30th April 2020		
Report of:	Executive Director Economy, Environment & Culture Executive Lead Officer for Strategy Governance & Law		
Contact Officer:	Name:	Nick Hibberd	Tel: 01273 29
	Email:	nick.hibberd@brighton-hove.gov.uk	
Ward(s) affected:	All		

FOR GENERAL RELEASE

1. PURPOSE OF REPORT AND POLICY CONTEXT

- 1.1 This report outlines the proposed programme governance and management arrangements that will help prepare and steer the council and the city through the recovery phase of the Covid-19 outbreak.
- 1.2 This document describes how the Covid-19: City Recovery Programme will align and feed into governance structures from central government, regional groups via the Local Resilience Forum, Coast to Capital LEP, Greater Brighton Economic Board. A Programme Initiation Document (PID) is included as Appendix 1.
- 1.3 The report also proposes cross-party Member oversight of the Recovery Programme through establishing a Policy & Resources (Recovery) Sub-Committee.

2. RECOMMENDATIONS:

- 2.1 That Policy & Resources Committee agrees to establish the Covid-19 City Recovery Programme and approves the Programme Initiation Document in appendix 1.
- 2.2 That Policy & Resources Committee agrees to establish a Policy & Resources (Recovery) Sub-Committee with the terms of reference set out in Appendix 2 for the purpose of decision making and overseeing the delivery of the Covid-19 City Recovery Programme.

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 This report considers the governance and management arrangements for a Covid-19 City Recovery Programme for Brighton & Hove. Whilst the immediate priority remains protecting the health of our residents and overcoming the Covid-19 outbreak, it is important that the council and its partners also look towards how to shape the city for the future. How recovery efforts are structured could

define our city for decades to come. The City Recovery Programme will aim to build a solid foundation so that Brighton & Hove has the best opportunity to emerge as healthier, equitable and more sustainable place to live, work and visit.

- 3.2 The Covid-19 outbreak represents an unprecedented challenge for Brighton & Hove and major shock to the city's economy and communities. After the initial focus on the immediate crisis response measures, the Council and its partners need to consider the longer-term implications and start planning a recovery programme to support the city once the outbreak stage of the virus has completed.
- 3.3 As the current lockdown restrictions are lifted and moves into the recovery phase, the city will want to see the economy revive as quickly as it possibly can. Getting projects that are paused at the moment, back under way is going to be critical to the recovery. The challenge will be to restore confidence after what has been a big health and economic shock.

Objectives of the Recovery Programme

- 3.4 The core objective of the Programme is to develop a co-ordinated recovery programme that will guide the city and the council through the transition from the emergency response of the outbreak phase of the pandemic towards the steady state post-pandemic city. It is recognised that this might not be a linear transition through recovery, but a series of phases which may see the city more in and out of restrictions to control the Covid-10 outbreak. Whilst the Programme will focus upon recovery, it will also seek opportunities for positive change to shape the future of the city.
- 3.5 The Programme Initiation Document at Appendix 1 sets out the programme governance structure for initiating and organising a series of co-ordinated multi agency actions, during the recovery stage(s) following the Covid-19 outbreak affecting the communities and/or environment of Brighton & Hove.
- 3.6 The Recovery Programme builds upon the *Sussex Resilience Forum Recovery Plan* which Sussex Resilience Forum (SRF) members and other organisations use to co-ordinate their efforts to help affected communities to recover and establish a new normality following a major emergency in Sussex. It also has been developed in line with the *Brighton & Hove Recovery Plan* developed by the city council's Emergency Planning Team.

Scope of the Recovery Programme

- 3.7 The programme has been divided into two core areas:
- The **external city-wide** recovery programme
 - An **internal corporate (council)** recovery programme

The overall programme will be co-ordinated by an officer co-ordination group with Member oversight from a Policy & Resources Sub-Committee. Each programme has a number of thematic workstreams or subgroups, which will each develop a clear action plan to drive recovery in that thematic area.

- 3.8 It is not proposed to create a long-term plan at this point. The focus is likely to be upon a more scenario-based approach to strategic planning, with the programme focused upon shorter planning bursts that contemplate the next 3-6 months up to an 18-month period.

Governance of the Recovery Programme

- 3.9 The detailed governance proposals for the Recovery Programme are described in section 6 of the Programme Initiation Document at Appendix 1. The recovery programme will feed into the Sussex Resilience Forum Recovery Cell.
- 3.10 There are a range of stakeholders and partners who will need to be fully engaged in the City recovery programme. Whilst Brighton & Hove City Council will have democratic oversight and decision making, the governance of the programme is designed to ensure that Brighton & Hove Connected partners from the public and private sectors, which includes stakeholders from across the city, are able to contribute. The city council has a key role to play in the overall co-ordination and oversight of the programme, whilst not always delivering every element.

Policy & Resources (Recovery) Sub-Committee

- 3.11 The recovery programme is significant and will impact on all aspects of life in the the City and the region as well as nationally. Given the scale of the challenge, it would not be practicable or most effective to deal with it using existing democratic decision-making arrangements. It is therefore proposed to establish a single purpose Policy & Resources Sub-Committee to provide cross-party oversight and decision making for the recovery programme.
- 3.12 It is proposed that the Sub-Committee consists of 5 Members (2 Labour, 2 Green and 1 Conservative) under current party split.). A draft terms of reference for the sub-committee appears at Appendix 2.

Recovery Programme Sub-Groups

- 3.13 Each thematic sub-group will be tasked with scenario planning, to begin planning now for the recovery, so that when current restrictions are lifted the city is ready to move to recovery. Thematic sub-groups will be developed as the need arises but are likely to include:

For the Citywide element of the Programme:

- Events & Economy
- Infrastructure
- Community Wealth
- Environment & Climate Change
- Housing & Homelessness
- Welfare, Wellbeing & Health
- Crime, Community Safety & Community Cohesion
- Education & Skills
- Public Health Advisory

For the internal corporate (council) element of the programme:

- Workforce & Human Resources

- Financial Recovery & Resilience
- Procurement and contract management
- Technology & Data
- Legal and Governance
- Directorate level Recovery Plans

3.14 The Council is experiencing significant financial impacts as a result of the Covid-19 outbreak. The government has announced funding support for local authorities to mitigate the financial impact. However, if the funding does not match all of the additional costs and income losses experienced by the council it could impact upon financial resilience in the medium term. The Recovery Programme will include work to recover the financial resilience of the council.

3.15 The internal element of the programme will also involve each directorate considering the timing and phasing of re-opening services that have been closed and reduced in line with government restrictions and guidance during the outbreak. Each directorate will also review their 2020/21 directorate plans so that milestones and priorities reflect the impact of the Covid-19 outbreak.

Links to Sussex Resilience Forum and wider city and regional governance

3.16 The programme governance structure will be designed to align with the Sussex Resilience Recovery Cell. The Recovery Programme will also be able to input into and influence the development of wider recovery planning at the Greater Brighton city region and Coast to Capital LEP region level

3.17 The City Management Board is engaged on strengthening and focusing the totality of public service delivery within Brighton & Hove and is made up of the senior officers from the city's public sector agencies, including Sussex Police, East Sussex Fire & Rescue Service, the Universities, and the NHS. The City Management Board will be key to ensuring that all of the city's public sector agencies are engaged and involved in the design and delivery of the city wide recovery programme.

Scenario-Building

3.18 Clearly the operating environment brought by COVID-19 has been disruptive. Today, there are many nuanced uncertainties at play that need to be considered. None of us knows when the current situation will end, but the ambiguity of the given circumstances in which we find ourselves should not stop us from moving toward the future by first exploring possible realities. The Recovery Programme will aim to be the vehicle to get the city moving towards a future and arrive better prepared and more resilient to future economic and community shutdowns should they take place.

3.19 The fundamental questions that each thematic sub-group will consider when developing their recovery plan include: What are the possible future scenarios we see, and which are the most probable given what we know now? Once potential futures have been explored, including consideration of which one or combination is most likely bear out, the sub-group will create a plan to put into future motion.

- 3.20 Each sub-group of the Recovery Programme will also consider any implications of the Brexit transition period and negotiations between the UK and EU as outlined in paragraph 7.3.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 As the democratic body of the city, the council has a role in leading the preparations for the recovery phase of the crisis. The impacts of the implications of the Covid-19 outbreak are significant so it is proposed to start these preparations now, rather than wait for the outbreak to end.

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 We will engage with local communities and businesses through Brighton & Hove Connected and the different partnerships that sit below that as well as direct engagement with specific communities on an issue by issue basis.

6. CONCLUSION

- 6.1 The Covid-19 outbreak represents an unprecedented challenge for Brighton & Hove and major shock to the city's economy and communities. It also presents the city with an opportunity to shape its future. The Recovery Programme is designed to provide the governance structure for initiating and organising a series of co-ordinated multi agency actions, during the recovery stage(s) following the Covid-19 outbreak affecting the communities and/or environment of Brighton & Hove.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 There are no direct financial implications arising from the recommendations of this report. The support for the recovery programme and the establishment of a Policy & Resources sub committee will come from existing resources.
- 7.2 Covid 19 is having a profound effect on the council's financial resilience. The scale of the impact from increased costs and reductions in income (highlighted in the Financial Position Report on this agenda) will use all the emergency response resources from government and is likely to use up a proportion of councils reserves and/or the working balance which is not a sustainable financial position. Therefore, restoring income sources and managing costs as quickly as possible are the priority and the focus on recovery for the city will directly influence recovery for the council. Internally the recovery programme will require each directorate will focus on recovery plans to help restore financial resilience as quickly as possible.

Finance Officer Consulted: James Hengeveld

Date: 21/04/20

Legal Implications:

- 7.3 As the only city-wide democratic leadership and the body with statutory function for promoting the economic, social and environmental wellbeing of the City, the

Council is expected to start preparations for the recovery phase of the crisis so that the Council, its residents and businesses are in the best possible position to minimise losses and make best use of opportunities that emerge. This will require a co-ordinated programme and a member level decision-making body that can make decisions quickly and give the programme the focused attention it needs.

- 7.4 Given the overarching role of the programme and given that it impacts on a number of Council functions, this is best led under a programme overseen by a sub-committee reporting to Policy and Resources Committee.
- 7.5 The proposals in the report are consistent with the Council's legal powers and duties and will facilitate the discharge of Council functions during the crisis and the recovery phase.

Lawyer Consulted: Abraham Ghebre-Ghiorghis Date: 19.04.2020

Equalities Implications:

- 7.6 An aspect of the work on the recovery programme will look at issues of community cohesion, protecting the most vulnerable, enhancing equalities and building on the good will generated among people of different backgrounds during the crisis.

Sustainability Implications:

- 7.7 The experience of home working, reduction in public and private transport and a number of HR practices introduced in response to the pandemic give the City the opportunity to explore how some of these could be sustained or at least inform our approach to future planning.

Brexit Implications:

- 7.8 The government has indicated that they are not minded to ask for an extension of the 31st December 2020 deadline for full implementation of Brexit. The EU have indicated that they are unlikely to prioritise preparations for Brexit. There is therefore a risk that we may be moving into the final phase with no trade and people movement agreements in place. This will accentuate the challenge posed by the Coronavirus. The Recovery programme, as part of the economic modelling and impact on businesses on the city, will consider Brexit implications.

Crime & Disorder Implications:

- 7.9 The programme involves working with the police and our Communities Team to look at Community Safety implications and

Risk and Opportunity Management Implications:

- 7.10 The current risk register will be updated with focus on the recovery and inform the development of the programme.

Public Health Implications:

- 7.11 The programme does not see the transition from containing the spread of Covid-19 to the recovery phase as being necessarily linear. The public health aspect will therefore be central is limiting the risk of new infections and creating an environment that is conducive to opening up businesses and accentuating the recovery.

SUPPORTING DOCUMENTATION

Appendices:

1. Programme Initiation Document
2. Draft terms of reference for Policy & Resources (Recovery) Sub-Committee

Background Documents

None

DRAFT

Covid-19 City Recovery Programme	
Project or Programme Name	Covid-19 City Recovery
Directorate / Service	Citywide and Corporate Programme
Name of PID Author	Nick Hibberd, Executive Director Economy, Environment & Culture
Date PID drafted	April 2020
Executive	Executive Director, EEC
Programme or Project Manager	tbc

VERSION CONTROL.

Version	V1.4
Revised by	Executive Leadership Team
(Original) Author(s)	Nick Hibberd / Simon Newell
Primary reviewers	ELT
Intended audience	BHCC and partner agencies
Document status	Draft
Document date	20 April 2020
Review date	

1. Programme Definition

The BHCC Covid-19 Response Programme has been managing and delivering the council wider response to the Covid-19 outbreak. The Covid-19 outbreak represents an unprecedented challenge for Brighton & Hove and major shock to the city's economy and communities. After the initial focus on the immediate crisis response measures, the Council and its partners need to consider the longer term implications and start planning a recovery programme to support the city once the outbreak stage of the virus has completed.

This document outlines the proposed Programme governance and management arrangement for the recovery phase of the outbreak.

This document describes how the City Recovery Programme will align with governance structures from central government, regional groups via the Local Resilience Forum, LEP, Greater Brighton and South East 7 and local response.

This document is likely to change at regular intervals and updates will be monitored with version control.

2. Programme Objective

The core objective of the Programme is to develop a co-ordinated recovery programme that will guide the city and the council through the transition from the emergency response of the outbreak phase of the pandemic towards the steady state post-pandemic.

This Programme Initiation Document sets out the recovery structure for initiating and organising a series of co-ordinated multi agency actions, during the recovery stage(s) following the Covid-19 outbreak affecting the communities and/or environment of Brighton & Hove.

This Recovery Programme sets out the recovery structure, for Brighton & Hove City Council and builds on the Sussex Resilience Forum Recovery Plan which Sussex Resilience Forum (SRF) members and other organisations would use to co-ordinate their efforts to help affected communities to recover and establish a new normality following a major emergency in Sussex. It also has been developed in line with the Brighton & Hove Recovery Plan developed by the city council's Emergency Planning Team.

The core objectives of the Recovery Programme are to:

- Manage and assess the impacts and risks that have arisen as a result of the Covid-19 outbreak
- Ensure resilience corporately and for our communities and economy
- Identify and implement appropriate mitigation as part of the recovery process
- Assist our affected communities towards the management of their own recovery
- Provide initial arrangements for leadership, multi-agency co-operation and priority setting by responder organisations and to ensure recovery of statutory services.
- Proposed early community engagement with community and leaders
- Deliver early information on recovery as soon as possible, and
- Provide a visible, tangible response to the affected community

3. Scope

The programme has been divided into two core areas:

- The **external city-wide** recovery programme
- An **internal corporate (council)** recovery programme

The overall programme will be co-ordinated by an officer co-ordination group with Member oversight from a Policy & Resources Sub-Committee. Each programme has a number of thematic workstreams or subgroups, which will each develop a clear action plan to drive recovery in that thematic area.

It is not proposed to create a long-term plan at this point. The focus is likely to be upon a more scenario-based approach to strategic planning, with the programme focused upon shorter planning bursts that contemplate the next 3-6 months up to an 18-month period.

It is acknowledged that the scope of the programme will involve seeking to work with stakeholders and partners across a wider context than just the council or the city.

Recovery planning is based upon:

- Ensuring that we have a knowledge and understanding of the impact of the outbreak to date

- Undertaking scenario planning at this stage – needs to involve stakeholders and partners
- Identification of critical uncertainty – length of restrictions, business survival rates, visitor impact etc
- Development of Plausible scenarios
- Identifying the implications and required actions, along with the Who, What, When , where, How, AND Cost / resource required
- Need to ensure that plans / strategies are adaptable to each scenario, and scenarios in between

Success factors for the City Recovery Programme include:

- Setting agreed goals – economic, social, environmental
- Achieving clarity of roles through agreement
- Needs to be responsive and flexible / adaptable – no certainty
- Needs to prioritise and take difficult decisions
- Needs to respect sovereignty of different partners
- Harness totality of city resources
- Have clear lobbying priorities for central government

Linking to the Corporate Plan and Directorate Plans

The Corporate Plan Priorities can remain central to recovery planning

- Community wealth Building – Can form basis of community aspect of recovery
- Homelessness and Housing – Increased leverage/ pressure to provide solutions
- Net Zero Carbon – Opportunities for adapting to new situation / possibilities – transport reduction, home working etc.
- A well run Council- regarding the council's finances and internal processes to ensure stability

There will also need to be consideration of specific service impacts – pent up demand, services catching up, Fees and charges / lost income / Life Events, Schools.

4. Timescales

The Programme will have three Phases:

Phase 1. April 2020 – July 2020	Development of City Recovery Programme and establishing workstreams and recovery plans
Phase 2. July 2020 October 2020	Delivery of initial exit strategy (from lockdown arrangements and initial recovery plans)
Phase 3. October 2020 Onwards	Delivery of recovery plans and transition to steady state / new normal

It is recognised that the recovery may not progress on linear path with a smooth transition from the outbreak phase to the recovery phase. It is possible that the city may move in and out of restrictions to control the outbreak. The timetable and delivery of the recovery programme will need to flex to take account of this.

5. Programme management team structure

The development and delivery of the Programme will be overseen by Recovery Co-Ordination Group made up of ELT, the Leader and the Deputy Leader. A programme manager(s) will oversee the day-to-day co-ordination and secretariat of the programme.

Each sub-group of the programme will have an lead officer, and identified project manager, and agreed terms of reference.

6. Governance structure

There are a range of stakeholders and partners who will need to be involved and engagement in the City recovery programme. There are a range of stakeholders and partners who will need to be involved and engagement in the City recovery programme. Whilst Brighton & Hove City Council will have democratic oversight and decision making, the governance of the programme is designed to ensure that Brighton & Hove Connected partners and stakeholders from across the city are able to contribute. The city council has a key role to play in the overall co-ordination and oversight of the programme, whilst not always delivering every element

Governance will include:

- BHCC – Full Council, Committees, for formal Decision making
- Consultation and engagement with Group Leaders, Unions and staff City Management Board – Independent organisations, Anchor organisations, resource holders,
- BH Connected partners – Assisting with planning, resource holders,
- Community members and groups – assets , beneficiaries, influence, trust
- Businesses – Anchors, resources, cash and support
- CVS – Connectedness, trust / goodwill, eclectic/ diverse
- Central government – Policy prescription – local interpretation
- MPs

BHCC has a key role to play in the overall co-ordination and oversight of the programme, whilst not always delivering every element.

Policy & Resources (Recovery) Sub-Committee

The recovery programme is significant and will impact on all aspects of life in the the City and the region as well as nationally. Given the scale of the challenge, it would not be practicable or most effective to deal with it using existing democratic decision-making arrangements. It is therefore proposed to establish a single purpose Policy & Resources Sub-Committee to provide cross-party oversight and decision making for the recovery programme.

Recovery Programme Sub-Groups

Each thematic sub-group will be tasked with scenario planning, to begin planning now for the recovery, so that when current restrictions are lifted the city is ready to move to recovery. Thematic sub-groups will be developed as the need arises but are likely to include:

For the Citywide element of the Programme:

- Events & Economy

- Infrastructure
- Community Wealth
- Environment & Climate Change
- Housing & Homelessness
- Social Welfare & Health
- Crime & Community Safety
- Education & Skills

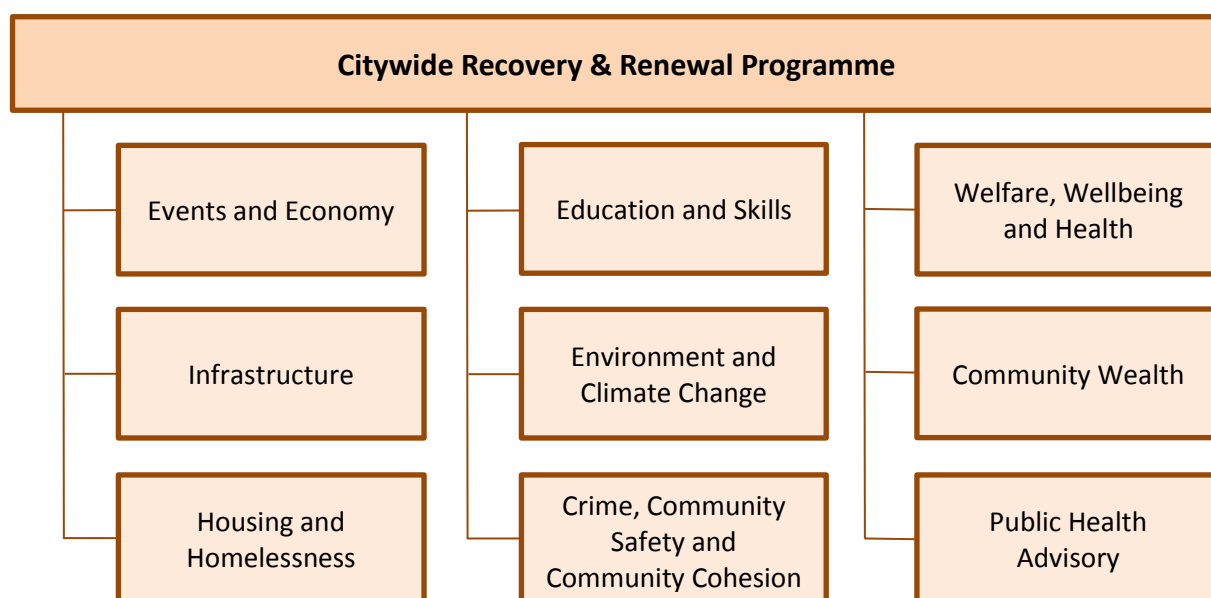
For the internal corporate (council) element of the programme:

- Workforce & Human Resources
- Financial Recovery & Resilience
- Legal
- Directorate level Recovery Plans

The Council is experiencing significant financial impacts as a result of the Covid-19 outbreak. The government has announced funding support for local authorities to mitigate the financial impact. However, if the funding does not match all of the additional costs and income losses experienced by the council it could impact upon financial resilience in the medium term. The Recovery Programme will include work to recover the financial resilience of the council.

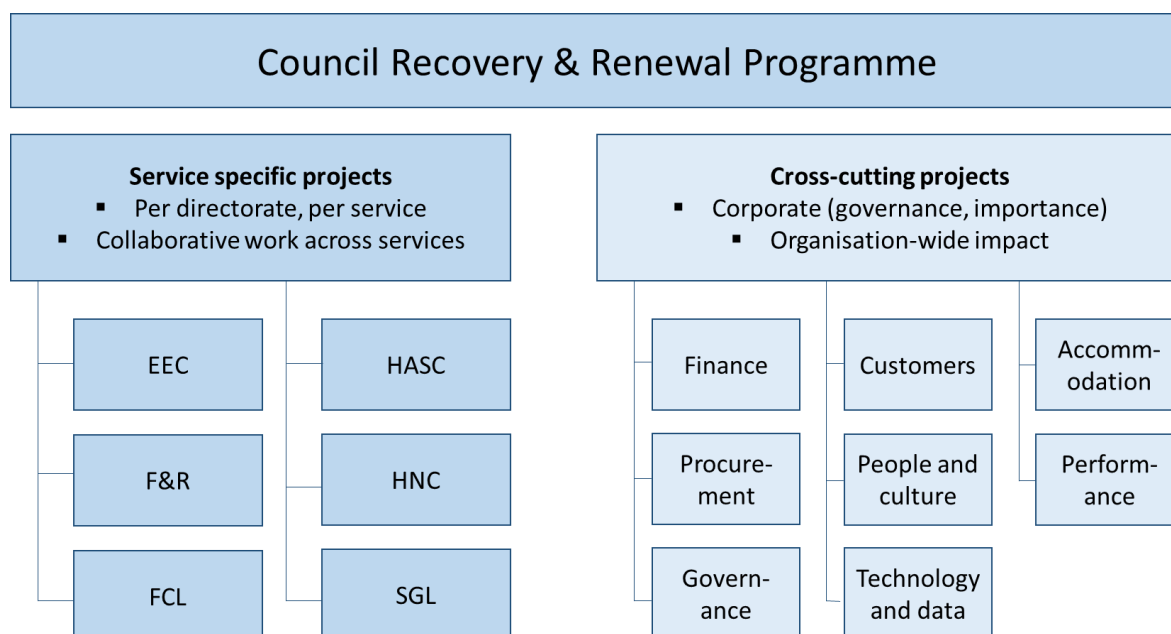
The internal element of the programme will also involve each directorate considering the timing and phasing of re-opening services that have been closed and reduced in line with government restrictions and guidance during the outbreak. Each directorate will also review their 2020/21 directorate plans so that milestones and priorities reflect the impact of the Covid-19 outbreak.

City Wide Recovery Programme



N.B. Thematic subgroups will be developed as the need arises so may not include all of the above.

Corporate (internal council) Recovery Programme



N.B. Thematic subgroups will be developed as the need arises so may not include all of the above.

Scenario-Building

Clearly the operating environment brought by COVID-19 has been disruptive. Today, there are many nuanced uncertainties at play that need to be considered. None of us knows when the current situation will end, but the ambiguity of the given circumstances in which we find ourselves should not stop us from moving toward the future by first exploring possible realities. The Recovery Programme will aim to be the vehicle to get the city moving towards a future and arrive better prepared and more resilient to future economic and community shutdowns should they take place.

The fundamental questions that each thematic sub-group will consider when developing their recovery plan include: What are the possible future scenarios we see, and which are the most probable given what we know now? Once potential futures have been explored, including consideration of which one or combination is most likely bear out, the sub-group will create a plan to put into future motion.

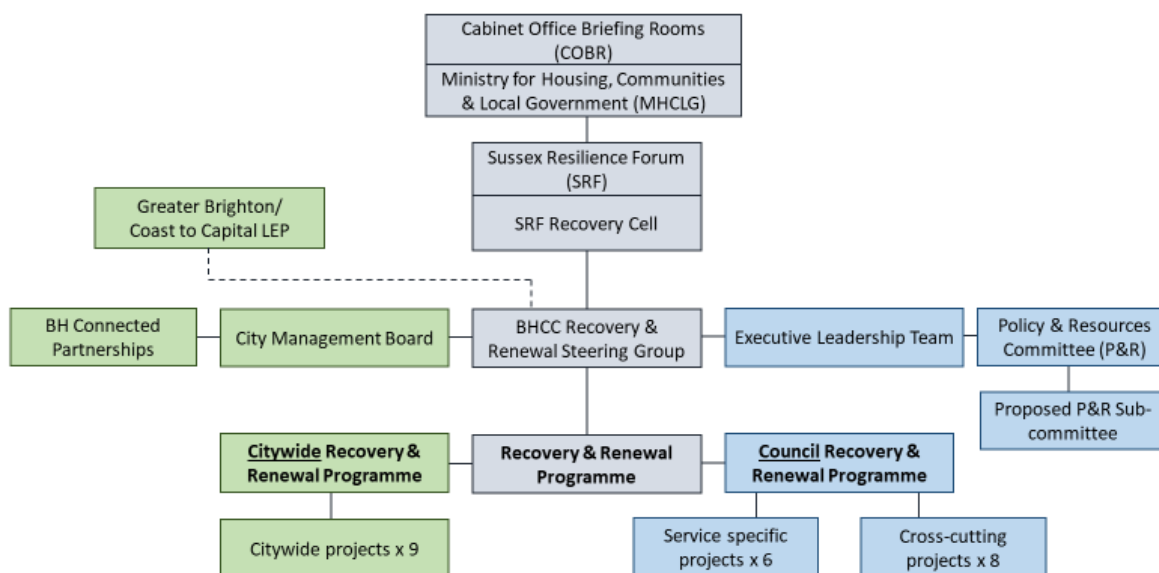
Each sub-group of the Recovery Programme will also consider any implications of the Brexit transition period and negotiations between the UK and EU

7. Links to Local Resilience Forum Recovery Cell

Local Resilience Forum – The Sussex Resilience Forum (SRF) is the LRF for all of Sussex. A Local Resilience Forum (LRF) is not a legal entity, nor does a Forum have powers

to direct its members. Nevertheless, the CCA and the 2005 Regulations provide that responders, through the Forum, have a collective responsibility to plan, prepare and communicate in a multi-agency environment. A total of 42 LRFs have been established and serve communities defined by the boundaries of Police Areas across England and Wales.

The programme governance structure will be designed to align with the LRF Recovery Cell governance.



8. Links to City Management Board and Greater Brighton Economic Board

The City Management Board (CMB), as the delivery arm of Brighton & Hove Connected, is engaged on strengthening and focusing the totality of public service delivery within Brighton & Hove. The board is made up of the key public service decision makers in the city in order to focus on delivery improvements city-wide. The City Management Board will be key to ensuring that all of the city's public sector agencies are engaged and involved in the design and delivery of the city wide recovery programme.

The Recovery Programme will also input into and influence the development of wider recovery planning at the Greater Brighton city region level.

9. Community Engagement

Community Engagement

We will engage with local communities and businesses through Brighton & Hove Connected and the different partnerships that sit below that as well as direct engagement with specific communities on an issue by issue basis.

10. Risk Management

Risk Register to be developed by each sub-group with oversight from Recovery Co-ordinating Group.

11. Communication Management

Communications Plan to be developed by each sub-group with oversight from the Recovery Co-ordinating Group.

12. Quality Assurance and Monitoring

Consideration of establishing an Experts Panel such as the Greater Brighton Infrastructure Panel.

13. Resources

The programme will require significant officer resource to administer and deliver the sub-group and well as capacity from partners and stakeholders. Programme coordination and management will be provided by the corporate Programme Management Office.

14. Equality Implications

An aspect of the work on the recovery programme will look at issues of community cohesion, protecting the most vulnerable, enhancing equalities and building on the good will generated among people of different backgrounds during the crisis

15. Links to other Strategies and policies

The Council's core plans and strategies will remain central to recovery planning. These include, the Corporate Plan, Our People Promise, the Economic Strategy, the Local Transport Plan, the Medium Term Financial Strategy.

DRAFT TERM OF REFERENCE FOR POLICY & RESOURCES (RECOVERY) SUB-COMMITTEE**Name and status**

The name of the sub-committee shall be the Policy & Resources (Recovery) Sub- committee.

It shall be a sub-committee of the Policy & Resources Committee.

Delegated function

To exercise all the Council's functions regarding recovery from the Covid-19 pandemic, including, but not limited to:

- Co-ordination of the economic recovery within the City in collaboration with businesses, residents and partner organisations;
- Taking all steps necessary or incidental to facilitating the economic, social and environmental recovery of city from the effects of Covid-19, including housing, economic inclusion, food poverty and community cohesion;
- To approve proposals, make decisions and authorise any expenditure related to or are conducive to the success of the recovery programme.
- To oversee the co-ordination of the recovery effort with local, regional and national bodies, including co-ordinating a lobbying strategy where appropriate

Referred functions

- To consider any matters related to the impact of Covid-19 on the economic, social or environmental wellbeing of the city and make representations to the appropriate body.

Composition

The sub-committee shall consist of 5 Members with the seats allocated to the political groups in accordance with proportionality principles (currently, Labour 2, Green 2 and Conservative 1.)

Chairing

The sub-committee shall be chaired by the Chair of the Policy & Resources Committee or such other person as may from time to time be appointed by full Council or the Policy & Resources Committee.

Subject:	Moulsecoomb Neighbourhood Hub and Housing Schemes		
Date of Meeting:	30 April 2020 29 April 2020 – Housing committee		
Report of:	Executive Director for Economy, Environment & Culture, and Interim Executive Director for Housing, Communities & Neighbourhoods		
Contact Officer:	Name:	Ben Miles	Tel: 01273 290336
		Sam Smith	Tel: 01273 291383
	Email:	Ben.Miles@brighton-hove.gov.uk Sam.Smith@brighton-hove.gov.uk	
Ward(s) affected:	Moulsecoomb & Bevendean; Hollingdean & Stanmer		

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

- 1.1 The report sets out proposals to release approximately 1.85 hectares of land for development in Moulsecoomb & Bevendean, equating to approximately 232 new council homes – a mixture of 1, 2 and 3-bed units in high-rise purpose builds. The new council homes would be developed by the council's New Homes for Neighbourhoods programme. The council-owned sites identified for Housing development are:

- Moulsecoomb Hub North
- Moulsecoomb Hub South
- 67 Centre
- Multi Use Games Areas on Hodshrove Lane
- Hillview Contact Centre

- 1.2 In order to release the land for development several existing council services require relocation to alternative accommodation. The report sets out options for providing suitable accommodation to these services. The report also explores opportunities presented by the relocation of council services to strengthen partnership working in the local area, building on and supporting the key priorities identified in the Moulsecoomb & Bevendean Neighbourhood Action Plan.

2. RECOMMENDATIONS:

- 2.1 That the Housing Committee recommends to Policy & Resource Committee that it:

- 2.1.1 Appropriates the following sites from existing purposes to Housing Act purposes:

- Hillview Contact Centre, Hodshrove Lane

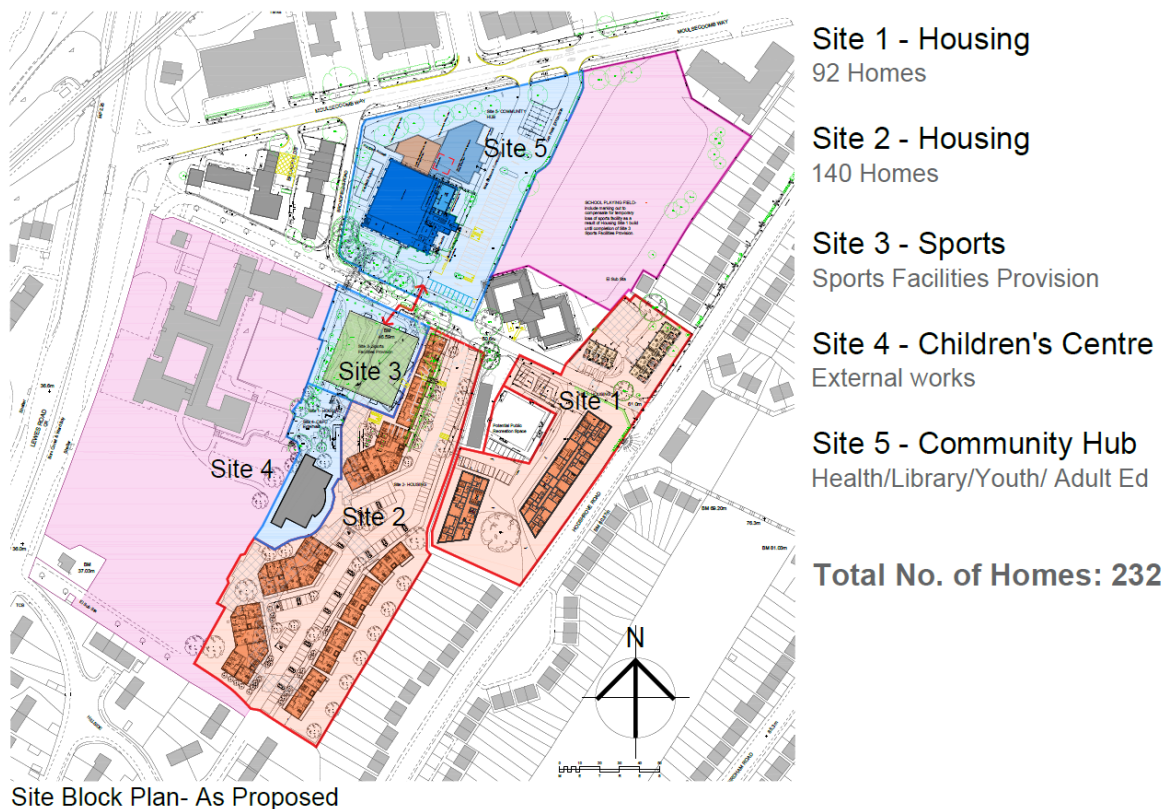
- Moulsecoomb Hub North, Hodshrove Lane
 - Moulsecoomb Hub South, Hodshrove Lane
 - 67 Centre Youth Centre, Hodshrove Lane
 - Multi Use Games Areas, Hodshrove Lane
- 2.1.2 Agrees that the General Fund should receive the value of £7.32m in consideration for land appropriated as defined at recommendation 2.1.1 from the Housing Revenue Account, subject to validation of this amount from an external valuation.
- 2.1.3 Authorises the retention of the net capital receipt to be used for reinvestment to support the development of a new Neighbourhood Hub and Sports Facilities on land adjacent to Moulsecoomb Community Leisure Centre
- 2.1.4 Agrees to the development of a new Neighbourhood Hub and Sports Facilities on land adjacent to Moulsecoomb Community Leisure Centre, subject to planning permission.
- 2.1.5 Agrees in principle to the development of housing on the appropriated sites listed in recommendation 2.1.1, subject to planning permission and notes that the Housing Committee will be asked to approve schemes and give authority to procure capital works contracts at a later date.
- 2.1.6 Notes that the appropriations referred to at 2.1.1 above will take place when the Committee makes the decision to appropriate (assuming that the Committee approves the recommendation) and that the funds referred to at 2.1.2 will be transferred following that decision.
- 2.1.7 Approve a budget for borrowing within the HRA Capital Investment Programme to finance the cost of the appropriation of the sites listed in recommendation 2.1.1 above.
- 2.1.8 Grants delegated authority to the Executive Director of Environment, Economy & Culture to procure the required capital works and enter into contracts in respect of the new Neighbourhood Hub and Sports Facilities and the refurbishment of the former Portslade Sixth Form College site.
- 2.1.9 Approve a budget for inclusion into the Council's Capital Investment Programme for the Moulsecoomb Neighbourhood Hub works as detailed in 3.4.8 below.

3. CONTEXT / BACKGROUND INFORMATION

3.1 Housing

- 3.1.1 Brighton & Hove is a city with an acute 'housing crisis', with over 9,000 households on the housing register, 1,800 in temporary accommodation and a shortage of affordable homes. The council continues to look at the range of initiatives it has to deliver additional housing and meet the Housing Committee Work Plan priority commitment to deliver 800 additional council homes by 2023, and the Moulsecoomb project is well positioned to deliver a significant proportion of this target.

3.1.2 The site map below shows how many houses can be delivered across the sites identified for development in this report.



3.2 Carbon Neutral City

3.2.1 The council has a target for Brighton & Hove to become a carbon neutral city by 2030. This project can support the corporate aims by investing in sustainable construction methods and low carbon energy supply such as solar panels, and ground source heat pumps. It is important to note that in comparison to less sustainable approaches this increases construction costs. It is estimated that sustainable construction methods will generate an average additional cost of £40k per unit. These costs are incorporated into the housing business cases financial viability assessments and naturally increase the amount of gap funding required.

3.2.2 Investment in low carbon, highly sustainable homes will improve their energy efficiency, reducing heating and lighting costs for residents, helping to tackle fuel poverty and financial exclusion. Officers will commission an energy study for the development. The study will compare the up-front costs, fuel costs, maintenance costs, whole life cycle costs and the carbon emissions for a range of options.

3.3 Community Wealth & Social Value

3.3.1 A Neighbourhood Action Plan (NAP) for Moulsecoomb & Bevendean was commissioned through the Trust for Developing Communities. The NAP gave residents the opportunity to say what they felt were the key priorities in the area, and proposals for re-providing accommodation for displaced council services has focussed on supporting these priorities. A copy of the NAP for Moulsecoomb & Bevendean is included as an appendix (5) to this report.

3.3.2 The proposed neighbourhood hub will bring together a range of internal and external partners and services, creating opportunities for greater collaboration interdepartmentally, across organisations, and with local residents. It will also provide a more resilient home for existing services whose current buildings are dilapidated, expensive to maintain and becoming unfit for purpose

3.4 **Neighbourhood Hub: Business Case Summary**

3.4.1 Based on corporate priorities, the Moulsecoomb & Bevendean Neighbourhood Action Plan (see Appendix 5), and feedback from Planning For Real Sessions (see Appendix 1) held throughout January 2020, the following services have been identified as suitable for inclusion in the new Neighbourhood Hub:

- Library
- Youth Centre
- Adult Learning Space
- GP Surgery
- Pharmacy
- Community Café
- Community Meeting Space

3.4.2 Initial consultation has taken place with these services to determine a design brief and agree the principles of shared, collaborative spaces. Based on this design brief, initial proposals for the hub have been produced (see Appendix 2). Quantity Surveyors have estimated construction costs of a hub to accommodate these requirements at £7.5m.

3.4.3 In order to release site 2 (140 homes) and site 3 (Sports Facilities) for redevelopment, alternative office space is required for the Families, Children and Learning services currently based in Moulsecoomb Hub North & South. Following an options appraisal, the former Portslade Sixth Form site has been identified as the preferred location for new accommodation. The existing building requires extensive refurbishment to convert it to suitable office space, which includes the modernisation of heating and ventilation systems to reduce the building's carbon footprint. Quantity Surveyors have estimated the cost of this refurbishment at £4.0m, which includes a substantial risk contingency.

3.4.4 Refurbishment of the former Portslade Sixth Form site is dependent on Secretary of State consent and the satisfactory completion of local consultation. Timescales associated with receiving consent are difficult to predict, so this represents a significant risk to the timely delivery of the project. Site 2 and Site 3 cannot be released for development until the existing social work offices are vacated. To mitigate this risk, substantial contingency has been built into the programme timeline and alternative sites for the relocation of social work offices are being explored. Furthermore, additional office space will be retained in the Moulsecoomb area for social workers to operate from as required.

3.4.5 The refurbishment of the former Portslade Sixth Form site will be procured as a Design & Build contract through the existing Orbis Construction framework. The benefits of using this framework are:

- The council is already using this framework for the Victoria Recreation Ground Sports Pavilion project, so OPL have already reviewed the framework T&Cs and the Access Agreement has already been completed.
- Having used this framework before, the council are now aware of the processes and requirements of the framework, which will speed up and simplify the procurement process.
- Due to the framework being run by Orbis, the council can access it for free (i.e. no call-off fees) and being part of Orbis, we have been offered greater flexibility around accessing the framework, assistance from the framework manager whenever required whilst maintaining control of the procurement throughout the process
- Framework members are small to medium-sized contractors which would be more suited to this type of project
- Competitive rates will be secured following a mini competition call off
- Social Value will be delivered in accordance with the council's Social Value Framework
- Terms and Conditions of the framework satisfy the council requirements
- Orbis monitor framework KPIs to ensure value for money is consistently delivered

3.4.6 Proposals to use the existing Orbis Construction framework to procure the works required to refurbish the former Portslade Sixth Form site we presented to the Procurements Advisory Board on 16th March 2020 and the recommendations were agreed. Outline design proposals for the site are included as appendix 4.

3.4.7 Construction of the new Neighbourhood Hub, Sports Facilities, and public realm improvements will be procured and delivered through BHCC's Strategic Construction Partnership (SCP). As this element of the project requires a new build rather than a relatively straightforward refurbishment, it would benefit from the additional expertise and professional skills available through the SCP including the council's in-house Architects team and Quantity Surveyors.

3.4.8 Additional costs associated with developing the new neighbourhood hub and relocating services affected by the proposals include public realm enhancements, re-provision of sports facilities, project management costs, professional fees and risk allowance. All capital costs associated with the new neighbourhood hub are summarised in the table below.

Hub Requirement	Capital Cost
Neighbourhood Hub	£7,500,000
Hub Public Realm	£200,000
Replacement Sports Facilities	£750,000
Portslade 6 th Form Refurbishment	£4,000,000
Professional Fees & Surveys	£1,500,000
Relocation Costs (inc. Equipment)	£400,000
Risk Allowance (10%)	£1,500,000
Project Management	£470,000
Capital Costs Total	£16,320,000

3.4.9 Capital funds required to deliver the neighbourhood hub have been identified from three sources:

- Borrowing against new income and property related savings
- Existing capital budgets (e.g. Asset Management Fund, Section 106)
- Capital receipts from the appropriation of land from the General Fund to the Housing Revenue Account

3.4.10 New income is derived primarily through leased space within the neighbourhood hub, paid by any non-council service operating from the building. Income has been valued at approximately £300k p.a. based on an average rental value of £20 per square foot. Property related savings are based on the existing running costs of buildings within scope of the project, offset by the anticipated running costs of the new hub and social work offices. This has been valued at approximately £100k, providing a total revenue surplus of £400k. Current rates indicate that approximately £7.5m capital can be borrowed against the anticipated revenue surplus of £400k.

3.4.11 The Asset Management Fund (AMF) is an annual capital fund to support property improvements, property related Health & Safety requirements and access improvements under the Equality Act 2010. It forms part of the Capital Strategy 2020-21, and supports the Workstyles programme, under which the Moulseccomb hub project sits. Contributions from the Asset Management Fund to the Workstyles programme have been accumulated over a period of three years, enabling the AMF to make a capital contribution of £1.5m to the Moulseccomb Neighbourhood Hub project.

3.4.12 The capital available through borrowing and existing budgets (£9m) leaves a funding gap of £7.32m. This is the basis for consideration of appropriation between the General Fund and Housing Revenue Account for the sites identified for Housing Development in this scheme. As a benchmark comparison this consideration is equivalent to approximately £32k per home (£7.32m divided by 232 homes), which is in line with other New Homes for Neighbourhoods schemes. If the sites were disposed of on the open market to private developers, high-level valuations indicate a combined value of £25m to £30m for the sites.

3.5 **Housing Schemes: Business Case Summary**

3.5.1 A key priority of the Housing Committee 2019-2023 workplan is to achieve 800 additional council owned homes. This project would unlock approximately 1.85 hectares of land for development equating to approximately 232 new homes with a mixture of 1, 2, 3 and 4 beds.

3.5.2 This summary is based upon the preferred option 3 highlighted in the housing business case attached as appendix 3 to this report. Further options were explored as part of this assessment.

3.5.3 It should be noted throughout that the financial figures are based on high-level assumptions that are subject to change. Each phase of the housing development will come back to Housing Committee for a separate approval as further due diligence is undertaken as outlined in recommendation 2.1.5.

3.5.4 The proposed housing numbers are broken down as follows based on initial massing studies:

Moulseccomb Masterplan Housing Numbers								TOTAL
				1 bed Flat	2 bed flat	3bed flat	4 bed house	
Site 1	(Hillview/67)			33	36	14	9	92
Site 2	(former social services)			58	64	18	0	140
								232

- 3.5.5 A full masterplan will be commissioned to explore the opportunities of the development and establish clear design principles that will be applied across all the sites. The feedback from the planning for real sessions will be fed into the masterplan development.
- 3.5.6 It is likely a “hybrid” planning application will be brought forward consisting of the wider masterplan principles and more detailed applications for site 1 of the housing and neighbourhood hub. Subsequent phases will be brought forward at a later date.
- 3.5.7 The council’s quantity surveyors Potter Raper have provided initial construction cost estimates based on the housing numbers above. They have included allowances for the following items, as well as a £2.2m contingency:
- PV panels
 - Sprinklers to all dwellings and to internal bicycle storage
 - Electric Car charging points and provision for future installations (percentage)
 - Ground Source Heat Pumps
 - Construction on a sloping site
 - Sewer diversions works at Hillview
 - Asbestos removal allowances
 - Retaining walls
 - External Surface finishes (roads and paths)
 - Landscaping, fencing and other fixtures such as play areas, street and park furniture
 - Assumptions on ground decontamination works
 - Upgrades to electrical sub-station
- 3.5.8 These figures have been incorporated into the council’s initial financial assessment which can be found in table 1 below:

Table 1 Costs – 100% affordable (including land appropriation)			
	Site 1 – 92 units	Site 2 – 140 units	Combined site – 232 units
Investment	£’000	£’000	£’000
Land Purchase	2,900	4,400	7,300
Basic Build Costs	13,400	23,300	36,700
Additional Features	1,400	1,900	3,300

Site Infrastructure works	700	1,400	2,100
Other build costs	100	300	400
Preliminaries	2,700	4,000	6,700
Design contingency	1,000	1,200	2,200
Tender price inflation	1,400	3,100	4,500
Professional fees	2,100	3,500	5,600
S106	300	400	700
Total investment	26,000	43,500	69,500
Funded by			
HRA Borrowing	(26,000)	(43,500)	(69,500)

3.5.9 This is a total scheme cost for the housing of £69.5m including build costs, professional fees, inflation and land appropriation costs.

3.5.10 The initial gap funding requirement is outlined below in table 2:

Table 2 60-year NPV Subsidy /(Surplus) and gap funding per unit			
	Site 1 – 92 units	Site 2 – 140 units	Combined site – 232 units
Rent type	60 Year NPV £'000	60 Year NPV £'000	60 Year NPV £'000
LHA Rates	2,200	11,000,	13,200
37.5% Living Wage	8,600	18,400	27,000
27.5% Living Wage	14,500	26,900	41,400
Social	19,800	34,500	54,300
Rent type	Gap funding per unit £'000	Gap funding per unit £'000	Gap funding per unit £'000
LHA Rates	20	80	60
37.5% Living Wage	90	130	120
27.5% Living Wage	160	190	180
Social	220	250	230

3.5.11 Across both sites the gap funding requirements range from £13.2m to £54.3m depending upon the rent levels agreed. The lowest subsidy requirement is £13.2m at LHA rate up to £54.3m at social rents.

- 3.5.12 The project team have begun initial high-level discussions with Homes England to establish future funding opportunities and grant levels for new affordable housing projects.
- 3.5.13 In the March budget, it was announced the existing Affordable Homes Programme which is due to end in 2021 would be extended over the next 5 years with a total cash investment of £12 billion
- 3.5.14 A policy paper entitled “Planning for the future” was published alongside this announcement by the Ministry of Housing, Communities & Local Government (MHCLG). Officers are awaiting further details on this programme and other potential infrastructure funding opportunities.
- 3.5.15 In light of this announcement, early discussions with Homes England have been positive and full details of this project have been provided to them. Initial indications suggest they would look favourably at a scheme delivering this quantum of housing. However, in-line with Homes England policy, no formal commitment has been given and negotiations are ongoing.
- 3.5.16 As well as affordable housing options, the Housing Business case attached as appendix 3 explored a planning compliant development which would provide 60% market sale and 40% affordable homes. This option is currently financially unviable based on initial high-level assessments.
- 3.5.17 Further approaches will be explored as each housing phase is presented to future Housing Committees for approval as the project is developed in more detail and grant discussions with Homes England continue. These options may include:
- A mixture of private market sale and affordable homes
 - A mixture of market rented homes and affordable homes
 - An mixed affordable rent model including LHA rates and Living Wage
- 3.5.18 As the project is in the early development stages the following key risks are highlighted in table 3 below:

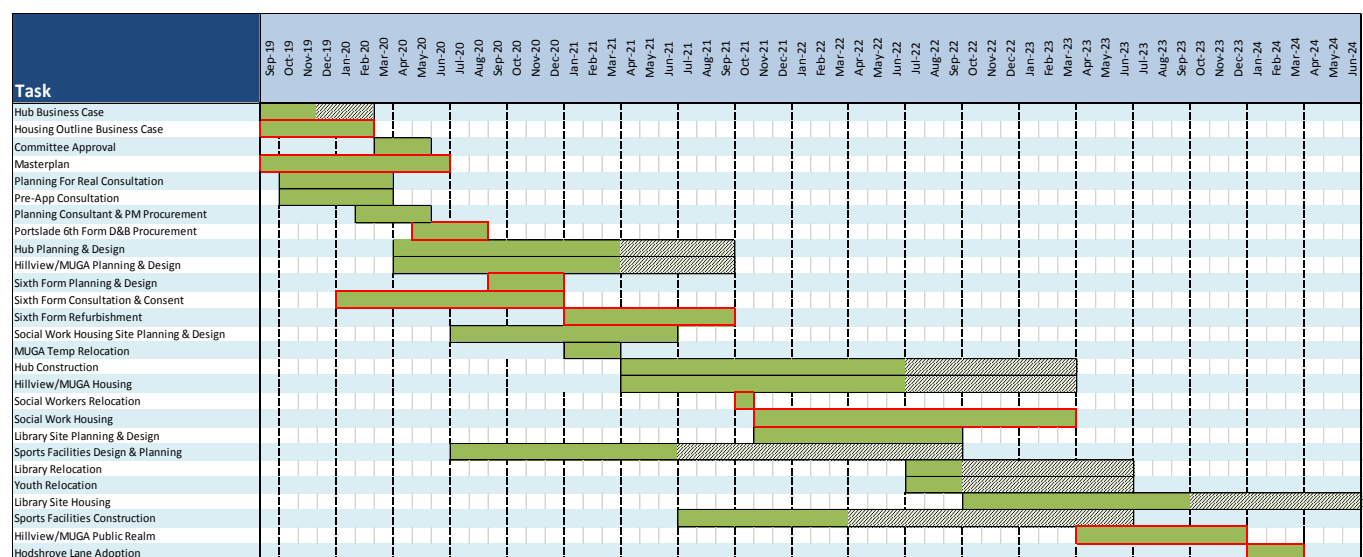
Table 3. Risks and opportunities				
<i>Risk description</i>	<i>Potential consequences</i>	<i>Likelihood (1 = almost impossible, 5 = almost certain)</i>	<i>Impact (1 = insignificant, 5 = catastrophic/fantastic)</i>	<i>Mitigating controls and actions</i>
Gap funding required for viability purposes totals a minimum of £13m to achieve 100% affordable housing based	Gap funding is unidentified meaning scheme is unviable to develop for housing or to develop the new hub.	2	5	Early discussions with Homes England have begun and other combined grant sources are achievable.

on LHA rates				
Members do not approve the project at LHA rates	Lower rents are approved and therefore increasing the gap funding requirement	3	4	Consultation with members to outline the financial risks around each rent option.
Construction costs are high-level and may increase or decrease as further due diligence is undertaken.	Increase in constructions cost may affect overall viability.	3	3	Project is at early stages and costs will continually be monitored throughout the process. A £2.2m contingency is included as well as prudent assumptions about high risk elements.
Appropriation of land at early stage means financial and development risks sits with HRA.	Unable to conduct full intrusive surveys until existing buildings are decanted. May increase costs.	4	4	Financial contingencies of £2.2m have been added in to initial high-level costings to manage risk.

3.5.19 A land appropriation receipt is required to unlock the overall development and ensure the project meets the required aims. If the parcels of land are not appropriated to the HRA, they could be sold in the open market meaning it is unlikely the sites would increase the provision of council housing.

3.5.20 It is therefore proposed that the appropriation value needs to reflect the opportunity cost to the general fund to meet the aims of the project. This approach is being validated by an external valuation.

3.6 Programme Timeline



4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 **Do nothing** – given the broad range of corporate priorities that this project supports (as described in section 3 of this report), ‘do nothing’ is not considered a viable option as it does not deliver any of the programme objectives.
- 4.2 **New social work offices at Falmer Release Land** – In order to release sites 1 and 2 for Housing development, alternative office space is required for social workers. Rather than refurbishing the former Portslade 6th Form site to accommodate this service, an alternative would be to build new offices elsewhere in the city. A review of viable sites has identified Falmer Release Land as most suited for this kind of development. However, a new build would add significant cost to the project, undermining the viability of the business case, and also delay the relocation of the Social Work service. This would subsequently delay the release of sites 1 and 2 for Housing development resulting in a failure to provide additional housing within the council’s target timescales. Developing new office space for the Social Work service is considered a contingency position for the project should Secretary of State consent for a change of use to the former Portslade 6th Form site not be granted.
- 4.3 **Disposal of land on open market** – while disposal of sites 1 and 2 on the open market would provide a higher value capital receipt for the council, it would hinder the council’s ability to maximise the delivery of council-owned rented housing through the schemes. Maximising the amount of council-owned rented housing also emerged as a top priority through the community engagement process and Planning For Real workshops.

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 Extensive engagement has taken place with local residents and community groups on these proposals through a series of Planning For Real sessions held throughout January and February 2020. The sessions were externally facilitated and invited local residents to view and comment on a 3D model of the scheme, providing suggestions for improvements to the local area, ideas for the new housing development, and recommendations on which services should operate from the Neighbourhood Hub. Feedback from these sessions will be analysed so that local priorities could be identified, helping to inform the design of both the housing schemes and the Neighbourhood Hub. Details of the Planning For Real consultation are included as appendix 1.
- 5.2 The Planning For Real Sessions were jointly facilitated by the Trust for Developing Communities, who were originally commissioned to produce the Moulsecoomb & Bevendean Neighbourhood Action Plan. The NAP remained an important frame of reference during the development of these proposals.
- 5.3 Consultation has started with staff and unions on proposals to relocate social workers to the refurbished Portslade Sixth Form. Feedback and views from staff and unions will inform design proposals for the site.

6. CONCLUSION

- 6.1 Proposals outlined in this report support several of the corporate priorities, including delivering approximately 232 additional council-owned homes, increasing community wealth and social value through a new Neighbourhood Hub, and contributing toward the target of becoming a carbon neutral city by 2030 through sustainable construction methods and infrastructure.
- 6.2 Proposals also support the council's Asset Management Plan priorities and Corporate Landlord strategy through providing modern and flexible accommodation for our front-facing services, creating opportunities for greater collaboration with partners and residents.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 The detailed financial implications have been included in the main body of the report and the appended business cases. Budget requests and detailed financial modelling for each housing project will be reported back to Housing Committee for approval, when more detailed designs and costings are available.
- 7.2 In order to appropriate the land to the GF a capital budget line will need to be approved and added to the HRA Capital Investment Programme for 20/21. This will need to be funded by HRA borrowing, however this will form part of the overall budget request for the housing project and will be included in the financial modelling for each individual project. The £7.320m borrowing will cost an estimated £0.240m per annum from 2021/22, but will be dependent on the prevailing interest rate at the time of borrowing.
- 7.3 The capital cost for the new hub will be incorporated into the Council's General Fund Capital Investment Programme. The estimated cost for the hub, refurbishment of Portslade Sixth Form, associated works, professional fees and risk allowance is estimated at £16.320m. This will be financed from a combination of borrowing, corporate funds, likely Section 106 contributions and the capital receipt contribution from the HRA. The financing costs for the borrowing will be met from new income associated with tenants at the hub plus existing net revenue budgets from the vacated properties transferred to the HRA. Work will continue to identify tenants and rental income will be subject to negotiation and agreement. Further detailed work will be undertaken on the capital costs and will be reported back to this committee as part of the TBM update reports.
- 7.4 The running costs for the hub and the Portslade Sixth Form site will be met from the existing corporate landlord budgets associated from the transferred site. These costs are yet to be quantified.
- 7.5 Any decision around the borrowing requirement for this project will be made in consultation with the council's Treasury Management team to ensure that it is

undertaken in accordance with the council's borrowing strategy, authorised borrowing limits and prudential indicators.

Finance Officer Consulted: Craig Garoghan / Rob Allen Date: 07/04/20

Legal Implications:

- 7.6 Policy & Resources Committee has delegated powers to manage corporately held property and is therefore the proper committee to authorise the appropriation for part II Housing Act 1985 purposes. All land held for part II purposes (provision of housing accommodation) must be accounted for within the Housing Revenue Account.
- 7.7 The Council will need to follow its own Contract Standing Orders and comply with the public procurement regime when procuring all the contracts associated with the works outlined in the report.

Lawyer Consulted: Alice Rowland Date: 24/01/20

Equalities Implications:

- 7.8 Equalities Impact Assessments will be completed for all elements of this project as part of the design and planning stage of proposals. Feedback from communities and residents gathered through the Planning For Real sessions that relate to Equalities issues will be incorporated into proposals.

Sustainability Implications:

- 7.9 This project can support corporate sustainability priorities by investing in sustainable construction methods and low carbon energy supply such as solar panels, and ground source heat pumps. The project is also engaged in the Circular Economy work and the Low Carbon Across the South East (LoCASE) Project, which has the potential to provide funding for further sustainability initiatives.

Brexit Implications:

- 7.10 Construction and labour costs may be affected by Brexit depending on the outcome of ongoing trade negotiations. This consideration is mitigated through a budget risk allowance detailed in the business case summaries of this report.

Crime & Disorder Implications:

- 7.7 Providing dedicated Community and Youth space in the new neighbourhood hub supports the local agenda to reduce antisocial behaviour.

Risk and Opportunity Management Implications:

- 7.8 The project follows corporate guidance and practice in terms of risk and opportunity management. Risk registers are in place for all elements of the project, and project/programme governance is in place to oversee mitigation and escalation as required. The project reports to the council's Corporate Modernisation Delivery Board.

Public Health Implications:

- 7.9 Issues relating to Public Health are aligned to priorities in the Moulsecoomb & Bevendean Neighbourhood Action Plan and data from the Local Insight report relating to Moulsecoomb & Bevendean. Both documents are included as an appendix to this report.

Corporate / Citywide Implications:

- 7.10 These proposals support corporate and citywide priorities relating to Housing, Carbon Neutral targets, and Community Wealth building as described in the body of the report.

SUPPORTING DOCUMENTATION

Appendices:

1. Planning For Real Summary Report
2. Community Hub Proposed Floorplans
3. Housing Schemes Business Case
4. Social Work Offices – Outline Design Proposals
5. Moulsecoomb & Bevendean Neighbourhood Action Plan

Moulsecoomb Project

Key Findings Paper

Produced by the Planning for Real Unit (Accord Housing Association)

February 2020



Moulsecoomb Project – Key Findings Paper

The Project:

The aim is to create a new community building on land next to the Moulsecoomb Community Leisure Centre to improve services and facilities for Moulsecoomb and Bevendean residents.

The hub could include a GP Surgery, Moulsecoomb Library, youth services, adult learning and a community café. Bringing services together into a new centre also frees up a number of sites to build up to 250 much-needed new homes. The City Council's aim is to build as many new council homes as they can.

This Project also offers the opportunity to relocate the existing sports pitches and to seek ideas about what other sports provision is wanted in the area.

The Consultation Programme:

A programme of consultation events was delivered during January and February 2020 as follows:

Date	Location	Time
22 nd January	Moulsecoomb Leisure Centre	9am to 7pm
24 th January	The Bevy	12 noon to 7pm
29 th January	Holy Nativity Community Hall – Coffee Morning	9.30am to 12 noon
29 th January	Holy Nativity Community Hall – afternoon drop in	2pm to 6pm
30 th January	67 Centre – event for young people	5.30pm to 7.30pm
13 th February	St. George's Hall – drop in	12 noon to 2pm
13 th February	Moulsecoomb Primary School	3pm to 4pm
13 th February	Moulsecoomb Leisure Centre	5pm to 7pm

Level of Participation:

Over the consultation events 224 individual participants recorded their attendance through the use of Gender, Age and Ethnicity Boards – we believe this number to be a slight underestimate as when events were busy we feel we missed recording people. The breakdown is as follows:

By Gender

Female = 143	Male = 77	Other = 4
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By gender and ethnicity:

Ethnicity	Female	Male	Other
White British	129	69	2
White Irish	4	0	0
White Other	5	4	1
Black or Black British	0	1	0
Asian or Asian British	1	1	1

Mixed	3	2	0
Other	1	0	0

By gender and age:

	Female	Male	Other
12 yrs. & under	13	9	0
13 – 16 years	26	3	0
17 – 20 years	7	2	0
21 – 25 years	5	1	0
26 – 36 years	17	9	0
37 – 47 years	21	10	2
48 – 58 years	19	17	1
59 – 69 years	16	14	1
70 years & over	18	12	0

As can be seen from the information / tables above strongest representation in terms of ethnicity has been recorded under White British and with regard to age strongest representation has been those 16 years and under and those between the ages of 26 and 70 years and over.

Analysis of Views:

A total of 1700 individual suggestions were placed on the 3D model during the various consultation events. Of these 1700 individual suggestions the following number were placed on key sites within the Project area:

Key Sites on which views were sought:

- Hub = 340
- Housing Sites = 390
- 67 Centre = 48
- Sports Provision Site = 94

A total of **872** individual suggestions representing just short of half of all the suggestions placed on the model.

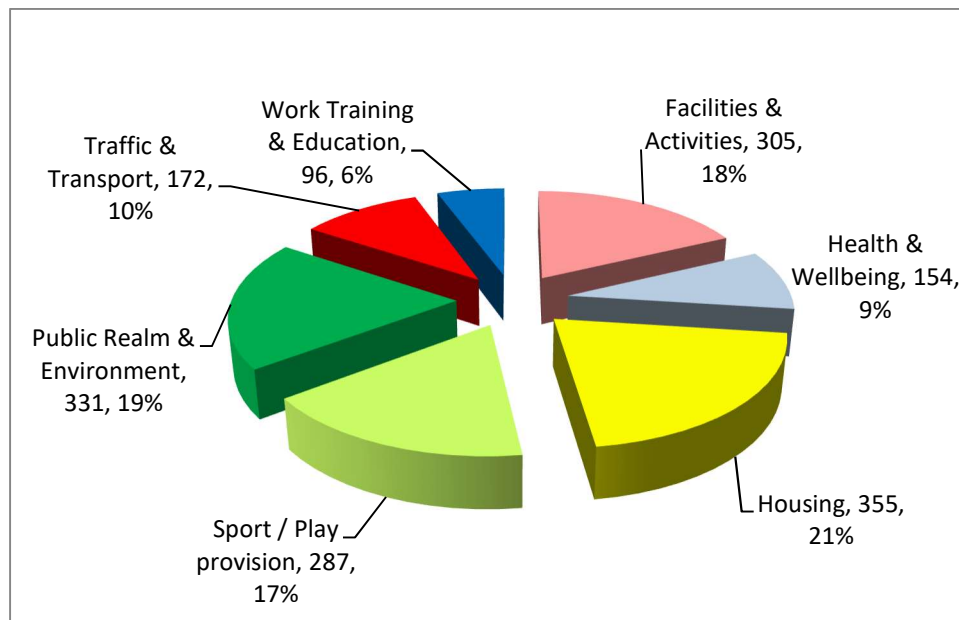
Additional sites:

- Moulsecoomb Leisure Centre = 77
- Moulsecoomb Leisure Centre / Hub = 10
- Moulsecoomb Leisure Centre Car Park = 14
- Moulsecoomb Health Centre = 60
- School Playing Field = 98

A total of 259 individual suggestions were recorded for these additional locations.

Many of those participating took the opportunity to put forward suggestions and / or concerns about the wider neighbourhoods of Moulsecoomb and Bevendean and it is hoped, through the Moulsecoomb and Bevendean Local Action Plan Group to review and consider all these ideas.

Overall the 1700 individual suggestions break down as follows by Theme:

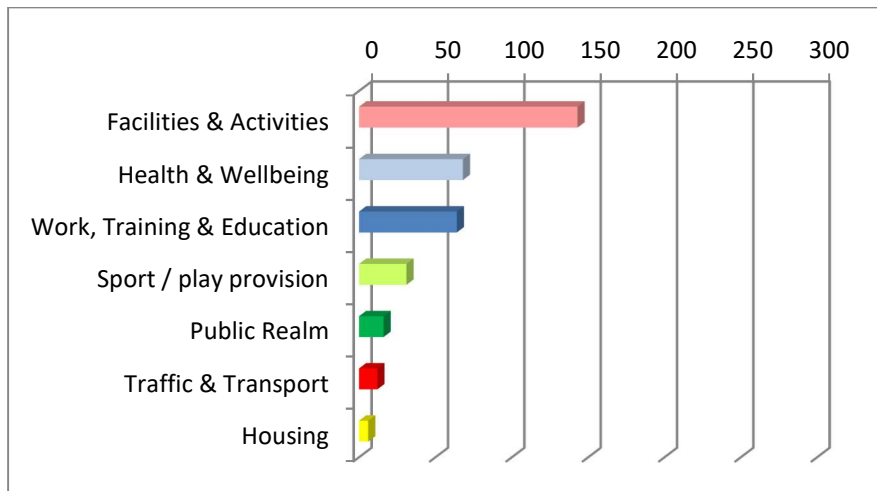


Key Sites Analysis:

Hub:

The **340** individual suggestions placed on the proposed Hub site are made up as follows: the Hub itself – 311; the Hub outside area – 6; the Hub / new Youth Centre – 21; Hub / Moulsecoomb Health Centre – 1; and the Hub / Moulsecoomb Hall – 1.

Out of these 340 individual suggestions the greatest number were recorded under Facilities & Activities with 143; with Health & Wellbeing and Work Training and Education being the next highest recorded suggestions with 68 and 64 suggestions respectively. Sport / play provision was the fourth highest with 31 suggestions.



Of the suggestions put forward under Facilities & Activities, the most frequent suggestions relating to **Facilities** were: a community café / internet cyber cafe, the Library, adult learning space; multi purpose space including meeting space for local groups and organisations including places for people / older people to meet and socialise; storage facilities for community groups; an information access points; a cash point; and a building that is light and airy and welcoming and friendly with disabled access and extensive opening hours.

With regard to activities / provision within the Hub itself the top suggestions from across the themes were:

- Mental health support (14 suggestions)
- Support & counselling for young people (7 suggestions)
- A gymnastics club / facilities (6 suggestions) – it should be noted however that 54 suggestions for this provision were placed on the Moulsecoomb Leisure Centre. It should also be noted that there was strong representation at the consultation events by members of the Gymnastics Club.
- More vocational training for 13 – 16 year olds; employ and develop local people for local jobs; a community swap shop; a Food Bank; a fruit and veg box scheme locally run (5 suggestions each)
- Apprentice information; Doctors to speed up waiting times; an NHS Dentist; local blood donor sessions (4 suggestions each)
- Playgroup including for under 5's; Police Hub / presence; advice and support sessions; alternative health therapies; growing and selling food locally run; a job search club; local job information point; and youth provision (3 suggestions each).

There were numerous other suggestions put forward by either two people or one person.

The external space next to the Hub generated a number of single suggestions for a youth shelter; a play area for children; dog walking area and poop scoop bins; home zones / safe play streets; and planting to encourage wildlife.

Other key messages:

Transport / getting to the new facility: we recorded 29 requests for a bus route/service to link Moulsecoomb and Bevendean; 8 suggestions for a community mini bus / community transport / dedicated transport; 3 suggestions for a shuttle bus; 2 suggestions for transport to the Hub; 1 suggestion for a more frequent public transport service; and 1 suggestion for a bus up and down Moulsecoomb Way. These suggestions were placed on a variety of locations but all link to the need to address how local residents from across the area will be able to access the new facility and was a particularly strong message from residents of Lower Bevendean. There were also requests for pedestrian and cycle links, certainly between Lower Bevendean and the new facility, which would shorten the present route(s) that residents use.

Doctor's Surgery: the residents of Lower Bevendean did not wish to lose yet another Doctor's Surgery and wanted their Surgery in The Avenue to remain along with the pharmacy. The majority of suggestions for a GP Surgery were, in fact, placed on Moulsecoomb Health Centre rather than the Hub. However, the fact that the information boards at the consultation events, and the message from those facilitating, was that the Hub could include a Doctor's Surgery which may have resulted in participants feeling that they did not need to put the "flag" for the GP Surgery onto the Hub location.

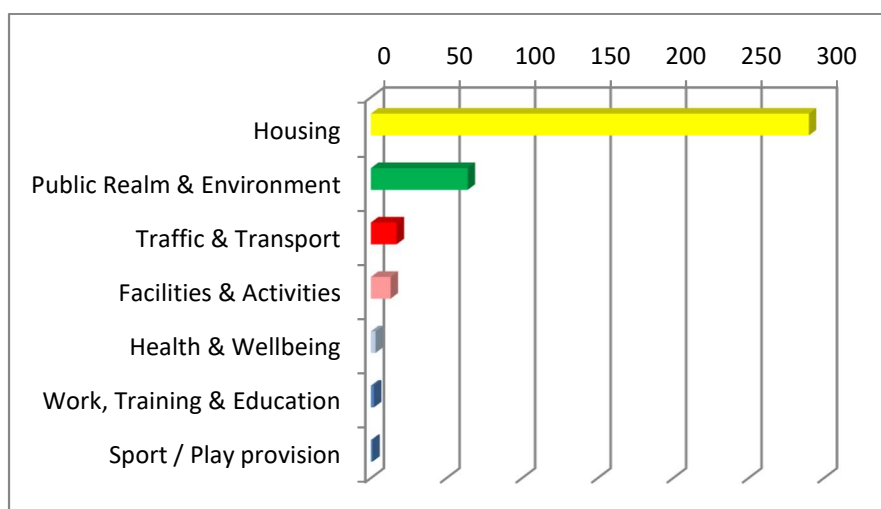
Library: The opportunity was provided for participants to make comments / suggestions about Moulsecoomb Library and Hall. In terms of the Library there were 8 requests for it to remain where it is and 5 suggestions for it to be sited at the Hub, 2 suggestions for it to be sited at the Moulsecoomb Health Centre and 1 suggestion placed on the Sports Provision site. Again because the information boards and the message we were giving to participants they may have felt that it was not necessary for them to tell us that they wanted to Library located at the Hub.

Good News Organisation presently located at the Hillview Centre: it was obvious at the consultation events from the representations / comments made by the person running this Charity and the members who were involved and benefitting from the provision / services, that they were all anxious that alternative **local** premises were found for them as their Centre was being demolished as part of the housing proposals.

Housing Sites:

This area on the model generated 390 individual suggestions of which 290 were directly linked to the housing provision; 64 suggestions about the Public Realm and the Environment; 17 suggestions about Traffic and Transport; 13 suggestions about Facilities and Activities; and 3 suggestions for Health and Wellbeing, 2 suggestions for Work, Training and Education, and one suggestion about Sport / play provision. It should be noted

however that placed on the 67 Centre site (within the Housing Sites area) there were 34 suggestions relating to Sport / play provision and 10 suggestions linked to the Public Realm and Environment that will need to be taken into consideration.



The **key messages** that can be drawn from the results are:

It should be noted that whilst the overall layout of the housing sites as shown on the model did not generate any adverse comments, a number of comments were recorded relating to the parking provision shown (see comments under Traffic and Transport).

Housing:

- Greatest need is for family housing (36 suggestions)
- The homes must be affordable (23 suggestions)
- The incorporation of renewable energy / sustainable energy (20 suggestions)
- Housing suitable for disabled people / people with different levels of mobility (20 suggestions)
- Flats for younger people (13 suggestions)
- Homes that energy efficient (17 suggestions)
- There should be a mix of homes including family housing (16 suggestions)
- Housing for elderly people (14 suggestions)
- That what is required is Council housing / social housing for rent / social rent (11 suggestions)
- A welcoming / neighbourly place to live should be created (11 suggestions)
- Housing for first time buyers (11 suggestions)
- Designing for the needs of: families (8 suggestions); older people (8 suggestions); children (5 suggestions); and teenagers (2 suggestions)
- No high rise / ridge height issues (7 suggestions)
- Integration of new and existing communities (6 suggestions)

Public Realm:

- Green roofs (12 suggestions)
- Work with natural features (8 suggestions)
- Make future provision for electric cars (7 suggestions)
- Create Home Zones / safe play streets (6 suggestions)
- Ensure good street lighting; link by pedestrian route(s); create zones of semi-public space; planting and green spaces; and recycling facility (4 suggestions each)
- Street flower beds, the planting of trees, create a meeting place; a play area for children; and ensure area is kept clean and tidy (3 suggestions each)
- A community composting scheme and community food growing space (2 suggestions each) – please see 67 Centre site below.

Traffic & Transport:

- Make future provision for electric cars / electric car charging points (9 suggestions)
- Parking as shown on the model - comments and issues: parking to be built under the housing not outside houses; too many cars parked here; worry about conflict between cars and pedestrians; try to keep cars restricted to certain areas – provide car park area; no cars parked here to save / defeat pollution; parking for disabled required; provide sufficient parking spaces in new development for houses to avoid new residents parking on existing residential roads; and a parking scheme for residents.

In terms of the access roads into the housing sites (from Hillside and from Hodshrove Lane), residents from Hillside made a number of points about parking / dangerous parking. The points they made were that along most sections of Hillside there were too many parked cars and that this led to dangerous parking at particular locations including the junction with Lewes Road which caused accidents and suggested a parking scheme for residents. With regard to Hodshrove Lane most comments related again to too many cars parked there, dangerous parking, and the need to improve street lighting.

A number of “flags” requesting “family housing” and “flats for younger people” were placed along Hodshrove Road which has been interpreted as a desire to see houses of multiple occupation bought back into use for family housing and for the need to provide accommodation for younger people elsewhere.

67 Centre site:

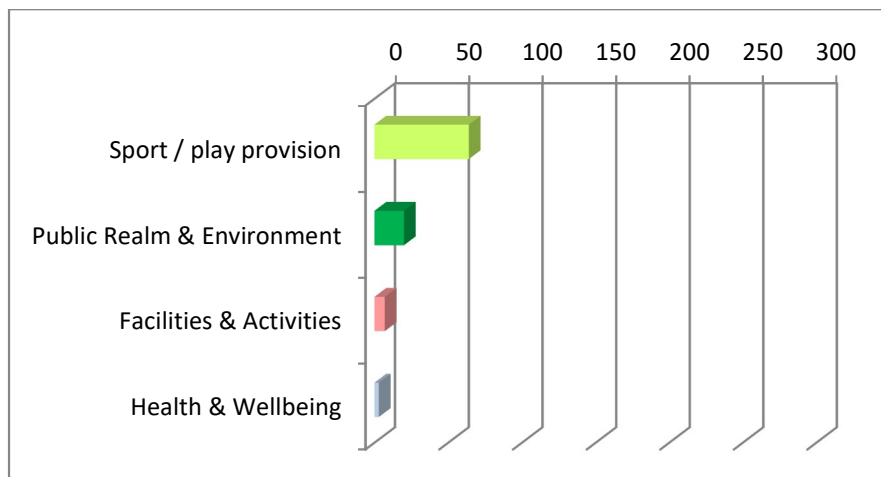
This site, located within the area highlighted for housing, generated a range of ideas relating to Sport / play provision and the Public Realm of which the following are the most frequently suggested:

- Gymnastics Club / Facility (10 suggestions). As mentioned above the Moulsecoomb Leisure Centre appears to be a more favoured location for this provision with 54 suggestions.

- A skate park (8 suggestions)
- An adventure playground and a basketball court (2 suggestions each).
- The Public Realm suggestions show that local residents saw this space as providing an opportunity to create a community space which could be used for allotments / community food growing / community garden / sensory garden as well as a providing a seating area, space for community “pop up” activities; and a wildflower meadow. It was also seen as a possible location for a recycling facility and litter bins. (Please note that apart from allotments (2 suggestions) all the other suggestions for put forward just once).

Sports Provision Site:

This location on the model generated 94 individual suggestions, with the greatest number of suggestions being linked to Sport / play provision (64 suggestions) and the Public Realm and Environment (20 suggestions).



It is understood that this is the site considered the most suitable for the relocation of the existing pitches.

This site was seen as the location for a range of sport / play provision (some of the requests also appearing at other locations notably the 67 Centre site and the School playing field):

- A skate park / skate park & pump track for BMX's (13 suggestions). Note: there were 8 suggestions for a skate park placed on the 67 Centre site as well as 5 suggestions placed on the School Playing Field.
- A swimming pool (7 suggestions) plus a swimming pool / water park (1 suggestion). Please also note the requests for a swimming pool referred to below under Moulsecoomb Leisure Centre.
- Other sport / play provision suggestions included a playground for under 5's – also suggested on the School playing field and outside the Hub; an outdoor gym; gymnastics club / facility (4 suggestions each); floodlit sports pitches and a football

/kick about area (3 suggestions each); and an adventure playground – also suggested for the School playing field, astro turf, a basketball court, and the need for activities for parents and children (2 suggestions each).

In terms of suggestions for the Public Realm and Environment many of these reflected suggestions made for the 67 Centre site such as community food growing space; a community garden; seating area; and space for community “pop up” activities.

Additional locations within the vicinity of the Project Site:

Moulsecoomb Leisure Centre:

77 suggestions were placed on Moulsecoomb Leisure Centre with a further 10 suggestions recorded as Moulsecoomb Leisure Centre / Hub with the greatest number being the 54 suggestions made by members of the Gymnastics Club for a gymnastics club / facility. Apart from the gymnastics club the other biggest demand was for a swimming pool / small swimming pool / swimming pool and water park (11 suggestions – 10 for the Leisure Centre and 1 recorded as Moulsecoomb Leisure Centre / Hub) – it should also be noted as mentioned above that 7 suggestions for a swimming pool and 1 suggestion for a swimming pool / water park were also placed on the Sports Provision Site.

There were numerous single suggestions for a range of activities and provision which need to be considered against the range of suggestions put forward for delivery through the Hub to decide which location would suit best.

Moulsecoomb Leisure Centre Car Park:

The key message from the consultation about this area was for the provision of electric car charging points (5 suggestions); the need for more parking and managed parking (2 suggestions each); parking for those with a disability and a car park barrier (1 suggestion each).

Moulsecoomb Health Centre:

60 suggestions were placed on the Health Centre with the majority being linked to Health & Wellbeing (38 suggestions) and Facilities & Activities (18 suggestions).

Health & Wellbeing:

- GP Surgery (8 suggestions)
- NHS Dentist (5 suggestions)
- Support & counselling – mental health (3 suggestions); for young people (3 suggestions), support & counselling service (2 suggestions), support for teenage mums (2 suggestions), and someone to talk to if you have a problem (1 suggestion)

- Healthier lifestyles – health information point (2 suggestions), advice & information on healthy eating (1 suggestion), more exercise opportunities for children (1 suggestion), and weight loss advice (1 suggestion).
- General – local blood donor sessions (4 suggestions), and pregnancy advice when unplanned (3 suggestions).

Facilities & Activities:

- Suggestions that the Good News Charity and its activities move into the Health Centre as it was understood there was underused space available.
- Library to be sited here (2 suggestions)
- A pharmacy (2 suggestions)
- And a range of single suggestions.

School Playing Field:

98 suggestions were placed on the School Playing Field on the model of these the largest majority were linked to Sports / play provision and the Public Realm (40 and 47 suggestions respectively).

Sport / play provision:

- The most requested sports facilities were around football including a football pitch, football goal posts, a football / kick about area; a junior football team, a basketball court / hoop, and an outdoor 3G pitch (funded through Sport England & FA and run by the Leisure Centre). The single most requested facility was a skate park (5 suggestions) – it should be noted that suggestions for a skate park were also placed on the 67 Centre site (8 suggestions), the Sports Provision site (11 suggestions), the Hub (1 suggestion) and Moulsecoomb School (1 suggestion).
- Requests for play provision included an adventure playground (3 suggestions) and for a play area for children / playground for under 5's (4 suggestions).

Public Realm and Environment:

- For the most part the suggestions showed a wish to see the area enhanced through planting including trees and keeping and maintaining the open space, ensuring that the area is kept clean and tidy, creating a community garden and / or sensory garden, creating a community orchard, creating a forest garden, a wildflower meadow, and creating a meeting place. The highest number of requests was for poop scoop bins (4 suggestions).

Wider Moulsecoomb and Bevendean:

Residents of Lower Bevendean told us that they felt they were losing, or had lost, many facilities. They were keen to develop a project around the Scout Hut and Community Garden. They did not want to lose their Doctor's Surgery on The Avenue or their pharmacy

– they were worried in case their Doctors moved into the new Hub. They stressed the need for transport to get them to the new Hub facility. They felt that their greatest asset was its greenness and needed ways of accessing it, enjoying it, and sharing it and that it should not be built on.

In the Moulsecoomb and Bevendean area the overall sense from the suggestions put forward was that residents wished to see an enhanced and safer public realm with improvements to road surfaces, wider pavements, improved street lighting, street flower beds, home zones / safe play streets created, grass verges better maintained with the stopping of parking on verges and pavements, more litter bins, improved shop fronts, and for more use to be made of Hodshrove Wood (the treed area between Hodshrove Road and Birdham Road). Also identified was a concern around teenagers with nothing to do which in turn generated suggestions for teenage friendly spaces, more play, sport and activity provision in the wider area. Other key issues for residents were parking problems, reducing traffic speed, and new safe crossing points.

Moulsecoomb Project

Process and Outcomes Paper for

Workshop held on

Thursday, 5th March 2020

Moulsecoomb Project

The Workshop held from 6pm to 8pm on 5th March 2020 at St. George's Hall, formed part of the second stage of the Planning for Real process aimed at engaging the residents of Moulsecoomb and Bevendean around the regeneration of a number of sites in Moulsecoomb.

Format:

Whilst the consultation events generated suggestions from residents not only about the sites / proposals that the Council were seeking views on but also enabled residents to put forward suggestions for the wider Moulsecoomb and Bevendean neighbourhood, the Workshop focussed on reviewing and sorting the suggestions made about the sites / proposals. It is hoped that a separate Workshop to look at and where possible progress the suggestions put forward for the wider area of Moulsecoomb and Bevendean will be held with members of the Local Action Plan Groups supported by Anke of the Trust for Developing Communities.

The format for the Workshop was one of small group work around the four key “themes”:

- The new Hub
- The Housing Sites
- Sports Provision
- The Public Realm and Environment

“Theme” table had a Facilitator (BHCC Moulsecoomb Project Team Member) and a support “expert” drawn from BHCC “in house” Architect’s Team (Housing Sites and Public Realm) and a BHCC Officer from Leisure Services (Sports Provision).

Process:

The first activity for each “theme” table was, through the use of a concentric circle exercise, to review and prioritise the suggestions from the consultation events relevant to that “theme”. The concentric circle activity begins with all the suggestion/priority cards relating to a “theme” being placed around the outer edge of the circle. Residents who have joined this “theme” table then walk once around the concentric circle in order to read and become familiar with what is written on the different cards. Once back to their starting position they then walk around the concentric circle again, this time moving in one space (circle) those suggestions that they support and consider important. Once this activity has concluded those cards which have reached closest to the centre (bull’s eye) of the concentric circle are recorded as “HIGH” priority; those cards reaching a middle position are recorded as “MEDIUM” priority; and those remaining in the first few spaces (circles) are recorded as “LOW” priority. Some cards do not make it onto the concentric circle / are not moved at all and these cards are recorded as “not taken forward”.

Following the concentric circle activity, “theme” tables then went on to work in slightly different ways:

- The new Hub: as there were so many different elements (community facilities; community activities; health & wellbeing; and work, training and education) and suggestion cards to “prioritise”, the concentric circle activity took up the whole Workshop.
- The Housing Sites: this group used the 3D model created for the consultation events and “blocks” to scale representing different household sizes to work with residents to develop a layout which would provide the number of houses required.

- Sports Provision: this group used a large map showing both the proposed “sports provision” site and the site of the 67 centre together with templates of various types of sports provision. The templates were produced at the same scale as the map.
- Public Realm and Environment: this group used a large map, of the whole scheme area (the housing sites, the Leisure Centre / new Hub and the car park, the School playing field, the sports provision site and the 67 Centre site) together with various templates to help them visualise the improvements to the public realm they had identified were the most important. The group then annotated their decisions / choices directly onto the plan.

Outcomes:

The analysis below goes through each “Theme” giving a comparison between priorities chosen at the Workshop and the key messages to come out from the consultation events together with a description / record of the activity undertaken by each table.

THE NEW HUB:

The consultation with residents highlighted a number of key messages – note: some of the following suggestions with regard to facilities / provision and facilities / services were also placed on the Medical Centre as well as the new Hub site:

- Facilities / provision: a building that is light and airy, welcoming and friendly, with disabled access and extensive opening hours. A community café / internet café; the Library; GP Surgery / bigger GP Surgery; space – for adult learning, multi purpose, meeting space for groups and for residents to socialise, large rentable space; storage facilities; information access point; internet access / excellent wifi; and a cash point.
- Activities / services:
 - Community swap shop; Food Bank; bulk buy food club; play group; community choir / singing group; dance class / group; more exercise opportunities for children.
 - Mental health support; support & counselling for young people; advice & support sessions; an NHS Dentist; local blood donor sessions; fruit and veg box scheme; and Doctors to speed up waiting times.
 - More vocational training for 13-16 year olds; employ and develop local people for local jobs; apprenticeship information; local job information point and job search club; somewhere to access information; and youth provision.

Other key messages included:

- In order to enable residents to get to the new Hub facilities and use the activities and services there was a need for improved transport provision.
- Residents of Lower Bevendean in particular did not wish to lose their Avenue Surgery and pharmacy.
- There was support for both the Library being sited at the new Hub as well as requests for it to remain where it was presently located.
- There was strong representation from members of the Good News Organisation (Hillview Centre) for an alternative venue / location to be found for them so that they could continue their work locally.
- There was also strong representation

The residents who joined this “theme” table worked through a number of concentric circle activities in order to get through the immense number of suggestions made relating to Facilities and Activities; Health and Wellbeing; and Work, Training and Education.

The table below shows the **HIGH** priorities that were identified through the concentric circle activities under the various headings:

HIGH PRIORITY – GETTING TO THE NEW HUB	
Bus route: Moulsecoomb to Bevendean; buses to link Upper / Lower Bevendean & Moulsecoomb; a bus to incorporate both Lower Bevendean & Moulsecoomb especially as the service will affect both areas; a direct route to Moulsecoomb by bus.	
Dedicated bus for Bevendean and Moulsecoomb to get residents around; dedicated transport link to Bevendean and Moulsecoomb; dedicated transport from Hub to Bevendean – circular route	
Bevendean to Moulsecoomb not easy – we need buses (lots); clear walking routes; bike tracks. Transport essential to get Lower Bevendean residents to new Hub; more frequent public transport service needed; bus lane between Bevendean Health Centre and other facilities.	
Community transport: locally run; will be needed to get residents from Bevendean to new Hub facility; community mini bus; mini bus covering streets off main routes; one or two community owned or controlled electric mini buses to move folk around.	
Shuttle bus Moulsecoomb to Bevendean; shuttle services / buses with more frequency.	

HIGH PRIORITY			
Facilities	Activities	Health & Wellbeing	Work, Training & Education
Community Workspace	Good News activities & projects must be kept in area – need to find new premises	Mental Health support; support & counselling for young people; support & counselling sessions	Employ & develop local people for local jobs
More places for older people to meet	Good News: many different services / activities provided to be kept / enabled to carry on.	Befriending scheme	Somewhere to access information
Disabled access	Debt advice	Someone to talk to if I have a problem	More information about apprenticeships
Central space for booking & getting info about adult / community learning		More exercise opportunities for children	Job Search Club
Teenage friendly area		Exercise for the elderly	Evening classes – various
Police Hub / presence		Fruit & veg box scheme	Job related training – better links with industry
Building design: several sections formed with central garden area / quadrant incorporating seating area, toddlers & young children’s play area; and a youth area		Wellbeing Centre	New enterprises to be encouraged and supported

HIGH PRIORITY			
Facilities	Activities	Health & Wellbeing	Work, Training & Education
			More opportunities to help people find work
			Skill & Training Centre

For the MEDIUM and LOW priorities identified by this group please see the table for the Hub in the Appendix at the end of this document.

THE HOUSING SITES:

We know that one of the key message to come out of the consultation events was that the housing layout as shown on the model did not generate any adverse comments but did generate a number of comments around overall height of the new houses which indicated that local residents did not want the new housing to exceed existing ridge height. The greatest demand was for family housing and housing for people with different levels of mobility and, equally as important, that the housing should be affordable which was further defined as Council housing / social housing for rent. The need for the homes to be energy efficient incorporating renewable / sustainable energy was also important as well as creating a development that was welcoming and neighbourly and which integrated new and existing communities.

There were a range of suggestions in terms of the public realm ranging from green roofs, working with the natural features, making future provision for electric cars, to creating Home Zones, planting and green spaces, street flower beds, and creating meeting spaces and play areas. **It should be noted that:** the numerous public realm suggestions were given to the Public Realm “theme” table to consider and prioritise at the Workshop, hence they are not included as identified “priorities” in this Group..

The parking provision / layout as shown on the model generated concerns and suggestions and the residents on Hillside, a road that would feed into the new housing development, highlighted their concerns around parking / dangerous parking issues along this road.

The priorities generated through the concentric circle activity reflected the key messages from the consultation with the following identified as **HIGH** priorities:

- Housing for families; affordable homes; Council owned / social housing / social rent; and not student accommodation.
- Energy efficient; incorporating renewable energy sources; high environmental standard to limit climate impact; and Passive Haus / eco homes.
- Height of buildings
- The Council to maintain / upkeep their housing areas.

NOTE: one of the **LOW** priorities that came out of the concentric circle activity was for a “Parking Scheme for residents on Hillside” – at the consultation event residents identified that there were parking / dangerous parking issues along Hillside, including at its junction with Lewes Road, which they were concerned about as Hillside was seen as an access road into the new housing.

The residents who chose to join this “theme” were supported by Laura and Issi, Officers from Brighton & Hove Council representing Regeneration and the “in house” Architect’s Team. Using the 3D model and

small squares of materials, representing different household sizes, they were able to work up a potential housing layout which provided 240 homes (see images below).



The layout worked up shows that residents were happier with the taller building being on the lower sections of the housing sites and that these blocks themselves should be staggered in height. The layout also shows family housing located on higher ground facing these taller blocks and that rather than long blocks of housing the preference was for smaller blocks with open space around them.

OUTDOOR SPORT AND PLAY PROVISION:

We know from the consultation events that residents' placed sport and play provision suggestions across a number of sites including: the "sports provision" site; the 67 Centre site; and the School Playing Field. Whilst indoor provision, notably the request for a gymnastics club / facility, were focussed on Moulsecoomb Leisure Centre, the new Hub, and the Boxing Club.

In terms of outdoor provision the key messages from the consultation identified the greatest demand was for a new space / venue for the gymnastics club; the provision of a Skate Park; the desire for the "promised" swimming pool from the time of the consultation about the Leisure Centre; football provision in a number of different formats – pitches, goal posts, kick about areas, and a 3G pitch; play areas – for under 5's, for children, and an adventure playground; and outdoor fitness – outdoor gym, fitness trail, jogging track, and outdoor exercise for older people.

Seen as background reasons for the requests were comments placed on the model identifying "teenagers with nothing to do", "more activities for our young people", and "teenage friendly areas".

At the Workshop residents who had joined this "theme" table identified the following **HIGH priority**:

- A Skate Park

Their **MEDIUM** priorities included many of the suggestions that had come through as key messages from the consultation events including:

- Swimming pool
- Play areas – for under 5's, adventure playground, and natural play area
- Exercise: an outdoor gym, and outdoor fitness trail
- Outdoor sports: basketball court, 3G pitch, keeping the current football courts, and astro turf.
- Pump track for BMX's / BMX and mountain bike trail

Note: It was agreed that Officers of the Council and the Manager of the Leisure Centre would hold discussions with the Gymnastics Club.

With these priorities in mind and working with Charlotte and ? from Brighton & Hove Council, the residents used a selection of templates representing different types of sports provision including several sizes of skate parks, differing sizes of football pitches, and single and double Multi Use Games Areas (MUGA's).

They developed 4 possible layouts concentrating their provision on the “Sports Provision” site and the 67 Centre site. The photographic images below show their 3 options:



Option 1



Option 2



Option 3



Option 4

All 3 options show a potential new extension to the side of the Moulsecoomb Leisure Centre (on the Hodshrove Lane side) which has been identified as a possible location for the Gymnastics Club (subject to discussion between the various relevant parties).

Option 1 shows the relocation of just one of the Multi Use Games Areas and the provision of a Skate Park, both benefitting from floodlighting, on the “**sports provision**” site with an adventure playground sited on

the **67 Centre site**. This option also shows the potential extension to the Leisure Centre to accommodate the Gymnastics Club (subject to discussion)

Option 2 shows 2 x Multi Use Games Areas taking up practically the whole of the available space on the “**sports provision**” site, with an adventure playground located behind and within what appears to be the grounds of the Children’s Centre, and a much larger Skate Park taking up the majority of the available space at the 67 Centre site. This option also includes a potential extension to the Leisure Centre to accommodate the Gymnastics Club (subject to discussion).

Option 3 shows a single pitch / Multi Use Games Area and a Swimming Pool located on the “**sports provision**” site, again with an adventure playground on the green space between this provision and the Children’s Centre, with a large Skate Park taking up most of the available space at the **67 Centre site**. Again this option also shows a potential extension to the Leisure Centre to accommodate the Gymnastics Club (subject to discussion).

Option 4 shows a half skate park and half adventure playground on the 67 Centre site; double pitches / Multi Use Games Areas (MUGAs) on the Sports Provision site; and an outdoor gym on the green space between the pitches and the Children’s Centre. As with all the other options described above this option shows a potential extension to the Leisure Centre for the Gymnastics Club (subject to discussion).

It is understood from those residents working on this “theme” that their preferred option is **Option 4**.

It should be noted that the residents working with Officers on the **Public Realm “theme” table** were also considering / looking at uses for the **67 Centre Site**.

PUBLIC REALM AND THE ENVIRONMENT:

We know from the consultation events that repeated suggested have come up across the different sites on the model – the housing sites including the 67 Centre site; Hodshrove Lane and the area that will link the new Hub with the Leisure Centre and the Health Centre; the Leisure Centre car park; the external space around the new Hub; and finally the School Playing Field.

The key messages from the consultation event can be broken down under a number of sub headings:

- Community Facilities: allotments, community composting scheme, community food growing space, community garden, community orchard, sensory garden, forest garden and recycling facility; a meeting space, and space for community “pop up” events / area for community events; a children’s play area and a youth shelter.
- Environmental enhancements: green roofs, keep / create as much open space as possible, planting and green spaces, area kept clean and tidy / well maintained, tree planting, planning to encourage wildlife, wildflower meadow, improved street lighting, CCTV cameras, and litter bins.
- Movement: connectivity routes, cycle paths, and designed so children can play in street.
- Cars: electric car charging points; parking – issues / provision / management; and conflict between cars and pedestrians.

The **HIGH** priorities for this “theme” table were to keep / create as much open space as possible; enclosed communal space for the flats including, for example, seating and raised beds; a connectivity route between areas; and with regard to the School Playing Field that this area needs to be kept free and open.

Their **HIGH / MEDIUM** priorities reflected many of the key messages the suggestions made at the consultation events highlighted and included:

- Community Facilities: allotments, creation of a meeting place; children's play area; and space for community "pop up" events.
- Environment enhancements: planting & green spaces; street flower beds; park area with mature trees & grass / park; litter bins; improved street lighting; and work with natural features.
- Movement: footpath suitable for disabled; and cycle racks.
- Cars: electric car charging points.

Also identified as a priority and important were that there needed to be meaningful communication with the local community during works, and protection from noise and dust whilst building.

Following the concentric circle activity to identify priorities, the residents who joined this "theme" table developed a Public Realm scheme and enhanced environment across the following key locations:

- The public realm element of the Housing Sites
- The 67 Centre site
- Hodshrove Lane
- The Leisure Centre car park which would also serve the new Hub
- The connections between the various facilities including the Medical Centre
- The "sports provision" site
- The School Playing field

The following is a description of the scheme that was developed and captured on the large scale map of the area which showed the above locations:

Housing Sites:

Lower Housing Site – section from Hillside to a point just beyond the first two large blocks:

- Written on or near the two large blocks: "High density = more amenities" and "Art incorporated into building as in municipal housing in Germany"
- Written along the section of the road: street flower beds; community food growing space; sensory garden (?); and bike stores
- Within the "V" shaped space created by the two large blocks: litter bins; recycling facility.
- The open space along the back of the family housing: planting and green space, willow tree (?)
- Beyond the two large blocks and in the space before the third large block: a line has been drawn across the open space / road and the words "Car Free" written with an arrow pointing back along the road in the direction of Hillside.

Lower Housing Site – section from just before third large block to Hodshrove Lane:

- Written on the road near the third large block and the family housing: bike stores, create Home Zones
- Boundary of Housing Site with Children's Centre land: area for willow tree
- Within the grounds of the Children's Centre and behind the third large block: keep the lovely lavender that grows here.
- The Sports Provision site: noise barrier – shrubs / trees.
- 67 Centre Site: Play area to be visible from houses for safety. Potential replacement for Hodshrove play park which could be changed to allotments. *Note: this site was also under consideration for various suggestions by the Public Realm "theme" table group.*

- Along boundary behind long block positioned where existing pitches are: keep the hedge / extend / add trees.

Hodshrove Lane: Well lit please; continue nice paving (from lower Hodshrove Lane); keep trees in this area (arrows to trees from by the Leisure Centre car park down towards the school).

Upper Housing Site – presently where Good News Centre located: No comments written on the map for this housing site.



School Playing Field:

- Top left hand corner: Community garden & allotments & sensory garden. A multi-function green space bounded by trees.
- Top right hand corner: Allotments for School use?

Leisure Centre Car Park:

- Area close to new Hub site: electric car charging (include wherever there is parking created)
- Area near Medical Centre: flat wide path connecting Medical Centre to other facilities (wheelchair width). More connections between facilities.

Next Steps:

I am sure that you all will already have started to progress the outcomes from the Workshop.

For the Officers and the Architects Team to begin to interpret / evaluate / discuss the various schemes that have emerged from the different “theme” tables at the Workshop and to hold follow up internal and, possibly, stakeholder discussions.

I feel that we need to put together a “community newsletter” to provide feedback to the community and local groups and organisations which says a big thank you to residents who have given of their time, provides information about the results from the consultation events, talks about the Workshop and progress made, and lets people know that the next step will be to come back out to them, once a scheme has been drawn up, in the form of an exhibition.

The preparation for an exhibition of the developing scheme / Master Plan.

18th March 2020

Appendix Tables

The new Hub:

Hub - Consultation Key Messages

Most frequently requested:

Facilities:

A community café / internet cyber café; Library; GP Surgery / bigger GP Surgery
Adult Learning space

Multi purpose space including meeting space for community groups and for residents to socialise

Storage facilities

Information access points

A Cash Point

Large rentable space

Internet access / excellent wifi

A building that is light and airy, welcoming and friendly, with disabled access and extensive opening hours.

Activities / Services:

Community swap shop; Food Bank; play group; bulk buy food club; community choir / singing group; dance class / group; more exercise opportunities for children.

Mental health support; support and counselling for young people; an NHS Dentist; local blood donor sessions; advice and support sessions; fruit and veg box scheme; Doctors to speed up waiting times

More vocational training for 13-16 year olds; employ and develop local people for local jobs; apprenticeship information; local job information point and job search club; somewhere to access information; and youth provision.

Other key messages:

Transport / getting to the new facility: bus route / service to link Moulsecoomb and Bevendean; community mini bus / transport; a shuttle bus

Doctor's Surgery: Lower Bevendean residents in particular do not wish to lose their Surgery in The Avenue along with the local pharmacy

Library: there was support for both the Library being sited at the Hub as well as requests for it to remain where it was presently located.

Good News Organisation (Hillview Centre): strong representation from members of this Group for an alternative venue / location to be found so that they could continue their work locally.

Gymnastics Club: also made strong representation for a new venue / facility with the majority, over 54 cards, placed on the Leisure Centre and 6 suggestions on the Hub.

Hub - Workshop Priorities

HIGH Priority

Getting to new Hub:

Bus route: Moulsecoomb to Bevendean; buses to link Upper / Lower Bevendean & Moulsecoomb; a bus to incorporate both Lower Bevendean and Moulsecoomb especially as the service will affect both areas; there is no direct route by bus to Moulsecoomb - we need one as we are always lumped with Moulsecoomb; residents of The Orchard also need this bus service.

Dedicated bus for Bevendean and Moulsecoomb to get us around; dedicated transport to link Bevendean and Moulsecoomb; dedicated transport from Hub to Bevendean - circular route

Bevendean to Moulsecoomb is not easy - we need buses (lots), clear walking routes, bike tracks; what about Lower Bevendean residents - no transport; transport for Lower Bevendean residents essential to get them to new Hub; public transport - more frequent service; Bus lane between Bevendean Health Centre and other facilities.

Community transport - locally run / will be needed to get residents from Bevendean to new Hub facility; community mini bus; mini bus covering streets off main routes; one or two community owned or controlled electric mini buses to move folk around in most convenient way.

Shuttle bus Moulsecoomb to Bevendean; shuttle services / buses with more frequency.

FACILITIES

HIGH Priority

Community Workspace

More places for older people to meet

Disabled access

Central space for booking and getting information about adult / community learning

Teenage friendly areas

Police Hub / Presence

Should have several sections formed with a central garden area / quadrant enclosed by the surrounding buildings. The central garden / courtyard could have many uses and be secure from vandalism; seating area for the public; play area for toddlers and young children; seating area whilst waiting to see service providers; and a youth area.

MEDIUM Priority

Community Centre / Hub

Hub - Workshop Priorities

Community Café with plenty of volunteer training opportunities

Pharmacy

Cash point; cash point - free

Welcoming & friendly

Extensive opening hours; the community buildings and service provider units (Hub & Health Centre) could cater until mid evening and provide 12 / 14 hours opening between the projects - this would enable workers and shift workers to take part.

Multi purpose space; more flexible space for hire

Meeting room in community space - 1 to 1 for BHCC supported employment clients, accessible and confidential

Free hot desk space for freelancers (like at Moulsecoomb Library) wifi, plugs, desks, quiet

Somewhere to meet; places to socialise & meet others

Base for community organisations & staff

Storage facilities for community groups

Wifi bench; Internet access; access to computers

More nursery places

Incorporate renewable energy sources - solar

Design for needs of families

Integration of new and existing community important

LOW Priority

GP Surgery / bigger GP Surgery

The Avenue GP Surgery: residents expressed concern about its possible loss together with Pharmacy and wanted it to stay.

NHS Dentist

Library

Community Café; internet / cyber café

Sprung dance floor

Light & airy; modern design; half modern / half traditional design; combined entrance - Hub / Leisure Centre

Large rentable spaces; meeting space for local groups / organisations; adult learning space; rooms / space for parties and events

Community space to have an attached outside space specific to the Hub so can hire inside and outside together

Toilets with accessible facilities

Community Notice Board

Hub - Workshop Priorities

ACTIVITIES / SERVICES

HIGH Priority

Good News activities and projects must be kept in area - need to find new premises for Charity.

Good News: many different requests for the various services / activities provided by Good News to be kept / enabled to carry on.

Debt advice

MEDIUM Priority

Community Swap Shop

Credit Union

Activities that bring the community together; hold a Fun Day

Arts & Crafts Club for all ages; activities / hobbies club

Exercise group for all

Reading & writing classes

Food Co-op; Community Food Hubs are needed - the Bevy is becoming one but need 3 or 4 in Moulsecoomb & Bevendean - no more Food Banks; Community Fridge

More activities for our young people; teenagers with nothing to do

Advice & information sessions

Coffee mornings

New mums / baby group

Other: Hub - must include all of the existing services provided within the buildings which are being knocked down. There will not be a lot of room for extra services once these are catered for. Moulsecoomb Health Centre - is underused and needs to be incorporated in a better way and used to its full potential. Moulsecoomb - modern design. General: Care needed around raising expectations - at the time the Leisure Centre was built the public asked for a supermarket and a swimming pool and got neither.

LOW Priority

Bulk buy food club; community choir; book club for children; cookery classes / cook & eat sessions; more newsletters / positive news; tool library; keep fit classes; support & advice sessions; music club; Tai Chi classes; Coffee Shop; a Moulsecoomb branch of "a band of brothers" is to be set up which will need a room where up to 40 can meet and where we can make a noise and not be disturbed and not disturb others.

Other: Don't tread on local business's toes; how are you going to fit all the groups running at the moment into one Hub; this should be about children & younger generation and making provision for them.

Hub - Workshop Priorities

HEALTH & WELLBEING

HIGH Priority

Mental Health support; support & counselling for young people; befriending scheme ; support & counselling service; someone to talk to if I have a problem

More exercise opportunities for children; exercise for the elderly

Fruit & veg box scheme - locally produced

Wellbeing Centre

MEDIUM Priority

Health & First Aid training; healthy eating advice & information; smoking cessation group; support for teenage mums; access to information on drugs & alcohol misuse; weight loss advice; exercise for back problems.

LOW Priority

Healthy eating to be encouraged at school; local blood donor sessions wanted; alternative health therapies; hospital car service; parenting advice and support; advice & support sessions.

WORK, TRAINING & EDUCATION

HIGH Priority

Employ & develop local people for local jobs

Somewhere to access information

More information needed about apprenticeships

Job search club

Evening classes: various topics

Job related training - better links with industry

New enterprises to be encouraged and supported

More opportunities to help people find work

Skill & Training Centre

MEDIUM Priority

More vocational training for 13-16 year olds; guidance and support for those starting work; volunteer opportunities; growing and selling food - locally run; local job information point; computer internet training; training in mental health; adult education courses; job related training - better links with secondary school

LOW Priority

Retraining opportunities; study space; Time Bank scheme; transport to get to work; gardening service - locally run

The Housing Sites:

Housing Sites - Consultation Key Messages

Greatest demand was for:

Family housing; housing for people with different levels of mobility / disabled people; housing for elderly; flats for younger people; and housing for first time buyers

Affordable homes

Council housing / social housing for rent

Designed to meet the needs of families; older people; children and teenagers

Energy efficient, incorporating renewable / sustainable energy sources

Welcoming and neighbourly

Integration of new and existing communities

No high rise

Future provision for electric cars / car charging points

Parking: concern around parking provision within housing development

Parking: issues along Hillside identified

Housing Sites - Workshop Priorities

HIGH Priority

Housing for families

Affordable homes

Council owned / social housing / social rent

Energy efficient / incorporate renewable energy sources / high environmental standard to limit climate impact / Passiv Haus / eco homes

Height - issues & suggestions

Not student accommodation

Council must maintain / upkeep their housing areas

Space too narrow & small for houses

MEDIUM Priority

Housing for elderly people / design for the needs of older people

Housing suitable for disabled people / people with differing levels of mobility

Design for the needs of families

Housing for local people

Make future provision for electric cars / car sharing scheme - community run

Create a welcoming / neighbourly place to live

Integration of new & existing community important

Design for the flats - look at Chates Court Farm flats near Albion Hill where the flats are stepped up about 6 heights and set back as they go up,. Each flat having its own balcony. Dated now but a lovely and useful design - giving light & space

Hillside - traffic to be slowed down.

LOW Priority

Flats for young people

Housing with gardens

Design for the needs of children

Design for the needs of teenagers

Make space for storage of bicycles

Work with natural features

Mix of homes including family housing

Block to reduce social isolation - build for inter generations

Green roofs; green walls

Green walls

Electric car charging points

Parking: issues & suggestions

Parking: for disabled needed

Parking: parking scheme needed for Hillside

More convenience stores - nothing nearby

Sports Provision Site(s):

Sport Provision - Consultation Key Messages

Most requested:

Gymnastics Club / Facility

Skate Park

Football pitch / goal posts / kick about area / 3G pitch

Play provision: an adventure playground and playground / play area for children

Outdoor gym / fitness trail / jogging track / outdoor exercise space for older people

Floodlights for sports pitches

Basketball court / hoop

Pump track / BMX / Mountain Bike trail

Astro turf

Multi Use Games Area (MUGA)

Seen as background reasons: teenagers with nothing to do; more activities for our young people; and teenage friendly areas

Sport Provision - Workshop Priorities

Gymnastics Club / Facility - ACTION: for discussion between Council, the Leisure Centre, and Gymnastics Club

Leisure Centre needs updating - ACTION: for discussion between Council and Leisure Centre

Seen as "givens"

Teenagers with nothing to do; more activities for our young people; and teenage friendly areas

HIGH Priority

Skate Park

MEDIUM Priority

Swimming pool

Adventure playground

An outdoor gym

Basketball Court

Pump track for BMX's / BMX & Mountain bike trail

Astro turf

Outdoor fitness trail

Outdoor 3G pitch with certain restrictions re. lighting like The Manor. Sport England & FA funding - run by the Leisure Centre

Keep the football courts. Free access to all. The current football courts are well used by all ages.

Natural play area

Playground for under 5's

LOW Priority

Floodlights for sports pitches

Football / kick about area; football goal posts; football pitch

Junior football team

Community use of school sports pitches

Jogging track / more exercise opportunities for children

MUGA / Astro turf

Activities for parents & children

Basketball hoop

Organised team games; organised children's games

Outdoor exercise space for older people

Community activities

Boxing club needs more promotion

Public Realm & Environment:

Public Realm - Consultation Key Messages

Suggestions & concerns placed across a range of sites / locations

Community space & facilities:

Allotments; community composting scheme;
community food growing space; community orchard

Community garden; sensory garden; forest garden

Recycling facilities

Environmental Enhancements:

Green roofs

Keep / create as much open space as possible; planting
and green spaces

tree planting; planting to encourage wildlife;
wildflower meadow

Area to be kept clean and tidy / well maintained; litter
bins

Improved street lighting

CCTV cameras

Connectivity routes - both pedestrian and cycle.

Designed so children can play in street

Cars:

Electric car charging points

Parking: issues / provision / management

Conflict between cars and pedestrians

Public Realm - Workshop Priorities

HIGH Priority

Keep / create as much open space as possible

Enclosed communal space for the flats would also be necessary including, for example, seating and raised beds.

A connectivity route between areas will be needed

School playing field: Keep this free and open / keep green spaces / keep, don't build on it, need this area to be free.

HIGH / MEDIUM Priority

Planting & green spaces

Children's play area (*added in writing on card - 67 Centre*)

Create a meeting place

Space for community "pop up" events

Allotments

Electric car charging points

Open spaces need to be maintained

Street flower beds (*added in writing on card - prefer shrubs / low maintenance*)

Park areas with mature trees & grass / park

Litter bins (*added in writing on card - everywhere around the site*)

Cycle racks (*added in writing on card - secure / covered around flats*)

Footpath suitable for disabled

Improved street lighting

Work with natural features (*added in writing - keep trees already there*)

Meaningful communication with local community during works

Noise & Dust protection whilst building

MEDIUM Priority

Create Home Zones / safe play streets; design so kids can play in the street - parking on just one side?

Drives? Cul-de-sac?

Recycling facility

Community growing space / places to grow food

Trees to be planted

Ensure area is kept clean & tidy

Community garden; Sensory Garden; Community Orchard

Community composting scheme

Create a zone of semi public space around housing

Planting to encourage wildlife

Ensure good street lighting; Improved street lighting

Public Realm - Workshop Priorities

Dogs: dog mess problem; dog poop scoop bins; dog walking area

Public art (*added in writing on card - 1. incorporate into design; 2. allow community ability to ? do this*)

Area for community events

Ensure good street lighting

Create a zone of semi private space around housing

Well lit outside

Large round house, permanent, for community gatherings.

LOW Priority

Playground for under 5's / accessible for mums and prams

Leisure Centre / new Hub car park: more parking & managed parking; parking for disabled; too many cars; car park should have barrier.

Wildflower meadow

Muck about area

Hodshrove Lane parking issues: parking dangerously; parking problems outside school; parking - too many cars; management of car parking; no parking here

CCTV / more CCTV cameras

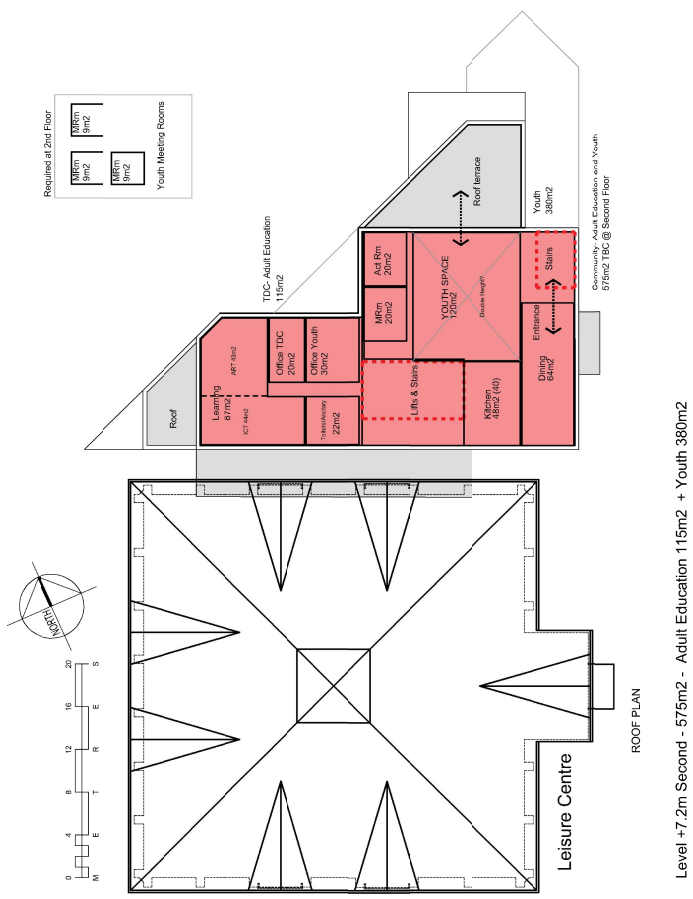
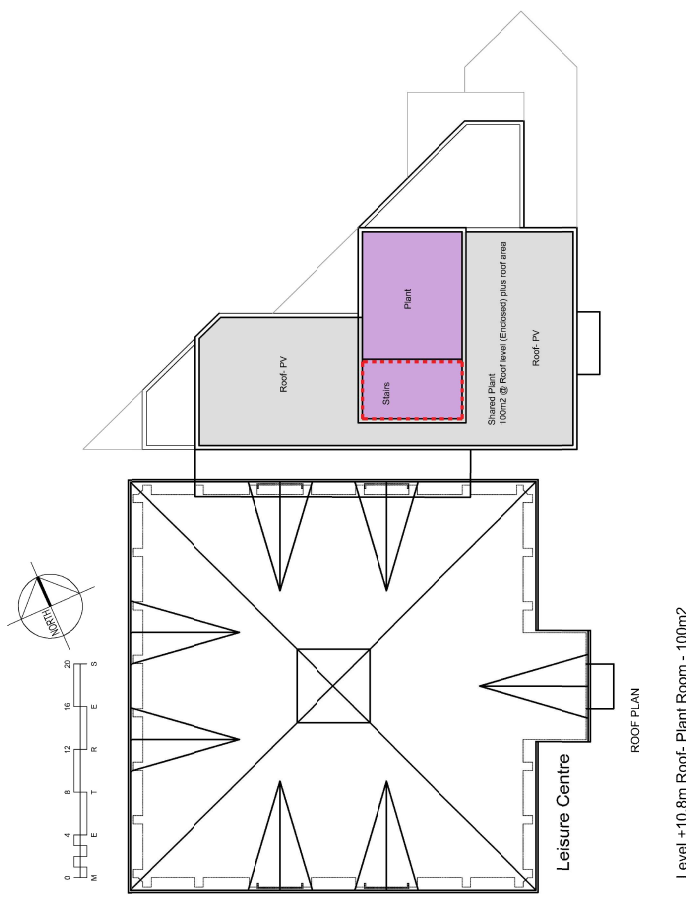
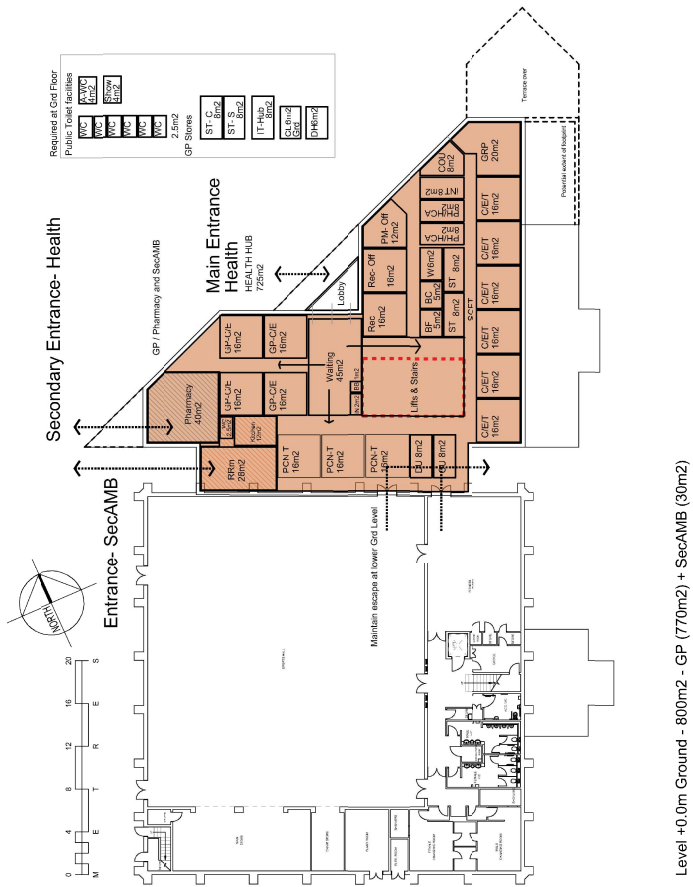
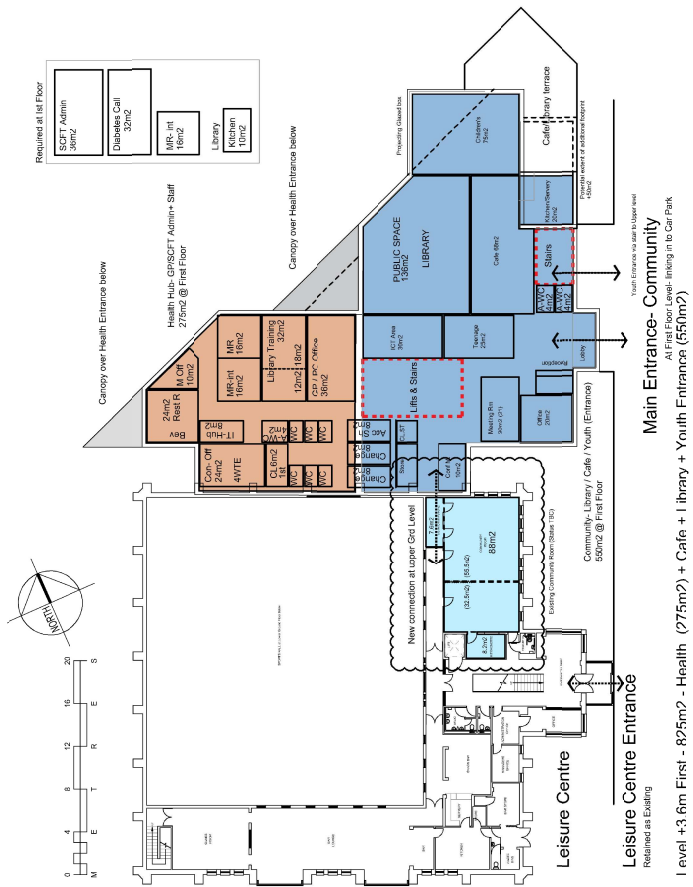
Seating area / benches to rest and spend time on

Teenage friendly areas

Youth shelter

Grass verges to be maintained

Improved shared space / paths (wheelchair widths) from Leisure Centre and picnic table, seating and planting up to Medical Centre



Project Information	
Programme/Project/Service Redesign Name	Moulsecoomb Housing Project
Directorate/Service	Economy, Environment & Culture + Housing, Neighbourhood & Communities
Full Business Case Author	Laura Webster – Estate Regeneration Project Manager
Date Full Business Case drafted	18/02/2020
Senior Responsible Owner/ Project Executive	Sam Smith – Lead Regeneration Programme Manager
Programme or Project Manager	Laura Webster– Estate Regeneration Project Manager

Executive Summary & Recommendations

Provide a summary of key points of the Business Case and recommendations for the governance group to consider

Following initial proposals for the development of a neighbourhood hub in Moulsecoomb and Bevendean, a request was made by the Administration to extend the scope of the project to maximise the potential for new affordable housing in the area. The revised project scope would release the following sites for housing:

- Moulsecoomb Hub North & South
- 67 Centre and adjacent Multi Use Games Areas
- Hillview Contact Centre

This would release approximately 1.85 hectares of land for development, equating to approximately 232 new homes – a mixture of 1, 2, 3 and 4-bed units in purpose builds. The new homes would be developed by the council's New Homes for Neighbourhoods (NHFN) programme, maximising opportunities presented by the removal of the borrowing cap for the HRA.

A separate 'sister' business case outlining the options and viability of the community hub, as well as new sports provision, has also been developed by the Workstyles programme and will be presented through equivalent governance. The community hub may provide new facilities such as, GP, Pharmacy, Library, Community Café and community space.

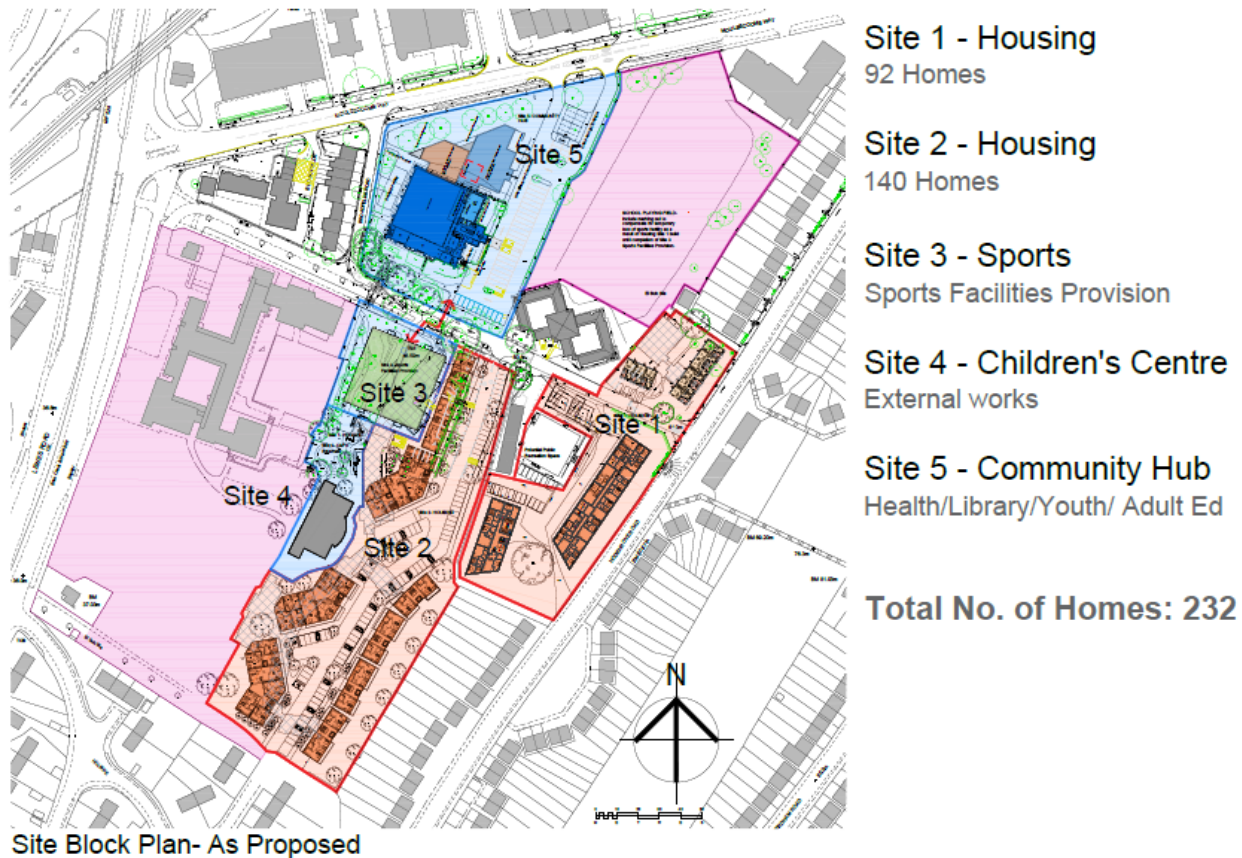
It is proposed the housing development is split into two separate phases as sites are gradually released and existing services are relocated. The indicative breakdown is as follows:

Table 1 – Masterplan numbers

Moulsecoomb Masterplan Housing Numbers								TOTAL
				1 bed Flat	2 bed flat	3bed flat	4 bed house	
Site 1	(Hillview/67)			33	36	14	9	92
Site 2	(former social services)			58	64	18	0	140
								232

Sites 1 and 2 on the plan below (totalling 232 homes) can be delivered by 2023 with the number of homes still indicative at this stage.

Table 2 – Masterplan layout current proposals



Due to the size and complexity of the project, this business case will act as an overarching strategy for development focusing on key themes. These themes will serve as the thread running throughout this business case and management of the project going forward. As each construction phase progresses a subsequent detailed report for approval will be brought forward as appropriate through Housing Committee on the below indicative dates:

Phase 1 – 16th September 2020

Phase 2 – 18th November 2020

The general themes to be explored in this business case are as follows:

- Governance arrangements for the delivery of this scheme
- Planning for real and communications
- Sustainability and carbon neutral city
- Grant opportunities
- Planning approach
- Procurement

Several options have been tested for their financial viability, costings and associated risks and benefits. This business case considers these options and subsequent variants of these approaches to assess their suitability. The aim is to deliver 100% affordable housing across all sites and there are several approaches that could be taken to achieve this. An option to deliver a mixed tenure scheme is also included to provide a comparison.

The latest housing needs register (as of December 2019) highlights the need for a mixture of affordable accommodation across the city:

Table 3 – Housing register data

1-bed	5170
2-bed	3070
3-bed	1307
4-bed	172
5-bed	113
6-bed	32
	9,864

This business case recommends that Housing Supply Members Board:

- Approve the preferred option 3 as described in section 4 of this report
- Agree the value and appropriation of identified sites by the HRA to support the development of affordable housing, subject to committee approval

Objectives

What will the programme or project achieve/what changes will it bring about?

In addition, the development of the new housing alongside a community hub will contribute to the following areas of the Corporate Plan 2020-2023:

Minimum of 800 additional council homes

Become a carbon neutral city by 2030

Create and improve public open spaces

Promote and protect biodiversity

Improve access to good quality housing

Reducing homelessness and rough sleeping

Building Community Wealth

A key priority of the Housing Committee 2019-2023 workplan is to achieve 800 additional council owned homes. This project would deliver up to 232 homes in phases 1 and 2.

Project themes

Governance

Due to the scale of development proposed it is recommended that the scheme is managed through a steering group with each project phase feeding into the group as appropriate.

The responsibilities of each group are outlined below:

Business Case

Strategic document outlining overall objectives.

- Provides strategic framework for development focusing on key themes.
- To provide options appraisals for several approaches.
- Cover expected benefits and major risks of the project.
- Recommended preferred option for project development.

Steering group

Responsible for implementing business case objectives and providing strategic oversight.

- Meets once a quarter.
- Reviews strategic level risks and impact on business case.
- Reviewing project masterplan and approach to development. Oversee work of project group.
- Assist with procurement of specialist consultants including planning and masterplan advisers.
- Procurement of contractor for overall programme.
- Liaises with strategic stakeholders such as local councillors, community groups and Homes England.
- Monitor business case objectives and measure achievement.

Project group

Responsible for progressing individual phases and reviewing sites in greater detail.

- Meets once a month.
- Review project level risks and escalate to the steering group as required.
- Detailed review of legal, technical and costs matters.
- Pre-application advice and submission of each phase to planning authority.
- Regular liaison with external and internal stakeholders. Manages day-to-day communication with local residents.
- Detailed design workshops including gateway meetings and design freezes.

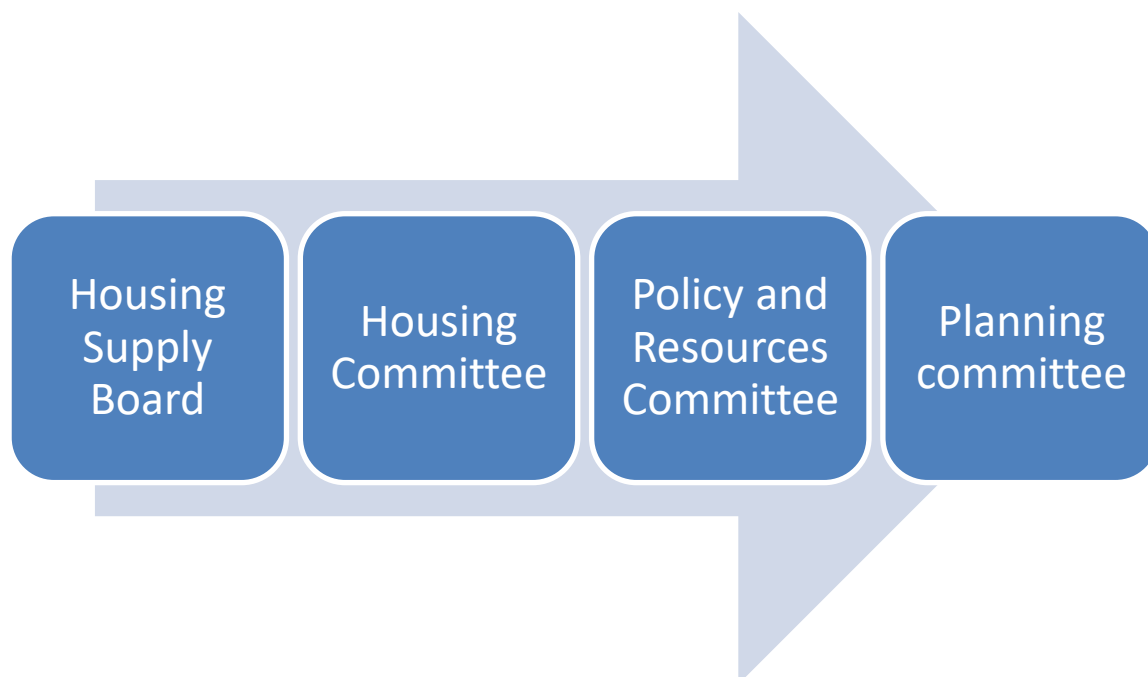
These groups are designed to cover the day-to-day running of the development providing reassurance that key risks are being addressed at various stages and levels.

As well as the meeting outlined in detail above the project will also report in to the council's established committee and governance structures (see below):

- Policy & Resources Committee – Overall decision making on budgets and appropriation of sites
- Housing Committee – Guidance and decisions on housing element of the project
- Strategic Delivery Board – Member strategic guidance and steer on overall project
- Corporate Investment Board - Officer strategic guidance and steer on overall project

- Housing Supply Member Board - Member strategic guidance and steer on housing elements
- Housing Supply Officer Programme Board - Officer strategic guidance and steer on housing elements
- There will be Design Teams and Site Teams established for each element of the project as phases progress.

A short flow chart is included to demonstrate how each phase may progress:



Land

Each parcel of land for this development is owned by the General Fund requiring appropriation approval as part of this business case. To ensure that the project is viable and meets the required aims, the appropriation value for this project will need to deviate from what has previously been agreed on recent appropriations as well as the agreed Asset Disposal Process.

If the parcels of land are not appropriated to Housing, they could be sold in the open market to private developers for residential development, or for Student Housing. This would result in Market Value, and best consideration being achieved. The proposed Hub could be built with the capital receipts from these sales being ringfenced.

However, if Housing were required to pay the market value for the land one of the primary objectives of the project – the increased provision of council housing - would not be achieved, as the project would be financially unviable for the development of affordable housing.

It is therefore proposed that the appropriation value needs to reflect the opportunity cost to the General Fund not obtaining best consideration whilst being of a sufficient level to ensure that the aims of both the General Fund, in terms of the Hub, and the HRA, in terms of affordable housing and viability, are met.

Planning for real and communications

Planning for real is a technique used for engaging with local residents at an early stage of development. It consists of a large 3D model of the local neighbourhood and residents are invited to place cards on the model highlighting areas that may need improvement. The cards mainly cover the following areas:

- Housing
- Community Activities
- Public Realm
- Traffic & Transport
- Environment
- Crime & Safety

There are blank cards as well for residents to fill out their own ideas that may not be covered elsewhere. The concept of planning for real is to bring together communities to discuss ideas on how to improve the local neighbourhood through development. All ideas are recorded alongside the number of times they are suggested and the location the card is placed.

Five initial planning for real sessions were arranged for January 2020, with a focus on the community hub and housing proposals as one overall project. Three further sessions were held in February 2020 to capture as many viewpoints as possible.

Prioritisation sessions were held on 5 March 2020 for local residents to “sift and sort” through the initial feedback and decide what the priorities may be. Council officers acted as facilitators during these sessions and provided technical advice as and when required.

It is likely some suggestions for the wider community will filter back to the Neighbourhood Action Plan and The Trust for Developing Communities have greatly assisted with organising and planning these sessions.

The following consultation events were held:

Date	Location	Time
22 nd January	Moulsecoomb Leisure Centre	9am to 7pm
24 th January	The Bevy	12 noon to 7pm
29 th January	Holy Nativity Community Hall – Coffee Morning	9.30am to 12 noon
29 th January	Holy Nativity Community Hall – afternoon drop in	2pm to 6pm
30 th January	67 Centre – event for young people	5.30pm to 7.30pm
13 th February	St. George’s Hall – drop in	12 noon to 2pm
13 th February	Moulsecoomb Primary School	3pm to 4pm
13 th February	Moulsecoomb Leisure Centre	5pm to 7pm

Over the consultation events 224 individual participants recorded their attendance. This may be a slight underestimate as some sessions peaked at particular times and recording may have been missed.

A total of 1700 individual suggestions were placed on the 3D model during the various consultation events.

All comments across these sessions have been collated and a full copy of the results is provided as part of this business case. However, the general themes relating to the housing is as follows:

- High levels of support for new affordable homes
- Prioritisation of family homes
- Deliver highly sustainable homes
- Design and height of the new properties will need to be considered to avoid overbearing existing homes

A full communications plan and stakeholder plan has been developed and will be regularly reviewed as the project progresses.

Carbon Neutral City

The council has a target for Brighton & Hove to become a carbon neutral city by 2030. This project can support the Administration's aims by investing in sustainable construction methods and green energy supply such as solar panels, district heating and upgrading local substations.

The NHFN and sustainability teams are currently investigating grant options to assist with this aim. Partial capital funding may assist with funding towards a small fifth generation heating network connecting the new community hub and housing under one system.

This route will be investigated alongside other renewable heating sources such as ground source heat pumps, air source heat pumps and similar. Electric vehicle charging infrastructure for parking bays will be included at the early design stages.

The project will build upon the principles of the Circular Economy such as investigating opportunities for the re-use of materials in existing buildings and reducing landfill waste. Further feedback from the Zero Carbon Homes Working Group will be incorporated where possible as the group develops.

Grant opportunities

For this project to achieve financial viability considerable subsidy is required and a breakdown of the subsidy levels is provided within the options under section 4. Without grant funding it would inhibit the delivery of a new hub being completed as well.

The combination of housing with new community facilities is likely to attract considerable grant interest and the gap funding required could be covered in a number of ways.

Officers have begun initial high-level discussions with Homes England to establish future funding opportunities including new infrastructure funds, affordable housing grant programmes or specialist bids. Homes England have indicated that, whilst they can't commit to funding ahead of announcements about new funding programmes, they are likely to look favourably at a scheme delivering this quantum of housing. This is the preferred approach for this business case.

Homes England will be asked and continually engaged through the council's regular meetings if they are happy with the overall approach proposed to this project including the appropriation of sites (between the General Fund and HRA), valuation of sites on an opportunity cost basis and likelihood of funding for the project.

Alternatively, a combination of grants could be applied for and utilised alongside a lower proportion of Right to Buy receipts. These may include land release funding, Local Enterprise Partnerships or similar. If Right to Buy receipts were reallocated to this project, it would impact upon other housing projects in the pipeline and alternative funding sources would be required. Consideration would also need to be given about cross subsidising a project, i.e. using RTB receipts alongside a grant where permitted. These tend to be grants from Homes England, so would be low risk if other grants were being sourced.

Planning approach

Early engagement with the planning authority has indicated a comprehensive masterplan approach would be required due to the need for re-provision of existing community space, requirement for infrastructure upgrades and the interdependencies between the hub and housing developments.

The masterplan would develop all five sites together at a high level with a focus on agreeing design principles for the area including pedestrian and vehicular connections, public realm improvements, provision of open space and heights of new buildings for example.

A specialist urban designer with experience in master planning will be appointed alongside a planning consultant to advise at an early stage. The planning for real feedback will be fed into the design development throughout.

It is likely a "hybrid" planning application will be submitted where the overall masterplan concept is agreed alongside more detailed proposals for phase 1 of the housing development and the community hub.

Subsequently each additional phase of the development will be submitted as separate planning applications when more detailed plans emerge. The masterplan and more detailed phases will also be reviewed by the Design for South East Panel (D:SE).

The masterplan approach is likely to be slower than individual planning applications for each site but would considerably improve how the development integrates with the wider Moulsecoomb area.

Procurement

BHCC officers are looking to progress the project through the City Build Partnership with Morgan Sindall and a short introductory briefing has taken place. The partnership is pre-procured and is compliant with OJEU regulations meaning no additional works contract tender is required.

If the site is developed outside of the partnership, a full OJEU tender will be required and this will considerably increase the project timescales by approximately a year. Due to the value of the contract this process will likely lead to a national contractor of a similar size to Morgan Sindall being awarded the contract.

In addition, it is recommended that the following specialists are procured as the project progresses to commission specialist surveys and oversee the project development.

- Construction project manager
- Fire engineer
- Ecologist
- Arboriculturist
- Transport Consultant
- Sustainability Consultant

Options

The following options make a number of financial assumptions and these have been standardised to ensure a like for like comparison. These assumptions are as follows:

All construction costs are based on Potter Rapers initial estimates with allowances for the following items:

- PV panels
- Sprinklers to all dwellings and to internal bicycle storage
- Electric Car charging points and provision for future installations (percentage)
- Ground Source Heat Pumps
- Construction on a sloping site
- Sewer diversions works at Hillview
- Asbestos removal allowances
- Retaining walls
- External Surface finishes (roads and paths)
- Landscaping, fencing and other fixtures such as play areas, street and park furniture
- Assumptions on ground decontamination works
- Upgrades to electrical sub-station

Other financial assumptions are as follows:

- Professional fees are based on 10% of build costs
- LHA and Living Wage rates based on 2020 rates, increased by inflation where applicable to reflect the completion of homes after a 2-year build programme
- For the 100% affordable housing option no additional funding aside from HRA borrowing has been identified to allow clear identification of the viability gap
- For the planning compliant scheme, market sales figures are based on an analysis of market values within a radius of 1 mile of the site. This will need to be reviewed and a full market appraisal undertaken.
- Section 106 fees reduced to £3,000 per unit instead of £6,000 per unit due to introduction of Community Infrastructure Levy (CIL).
- The 60 year NPV is the assumed funding gap, a positive representing a subsidy.

All land within the project is currently owned by the General Fund requiring appropriation to the HRA for planning then subsequently housing purposes. The land purchase costs will be ring-fenced to assist with the costs of the new community hub, the appropriation of land is a key

Full Business Case and Options Appraisal

funding component for the project, without which the hub could not be delivered. The re-provision of new community facilities will be required as part of the planning application for the housing development.

OPTION 1

1. Description of the option

Describe the option that is being explored. Including any evidence base, this should include benchmarking data and needs analysis undertaken.

Do nothing. Services remain in their existing accommodation. No sites are released for housing development.

2. Is this the preferred option?

Yes or no and a brief explanation why.

No. This option does not deliver any of the objectives outlined in section 2.

3. Costs

What are the capital and revenue costs of the programme or project? Profile these costs over the lifetime of the programme or project.

N/A no cost impact on HRA.

4. Risks and opportunities

Assess the risks and opportunities associated with the programme or project by using the council's Risk Management Framework and risk register template. List the most significant risks in the table below and the initial mitigating actions.

Risk description	Potential consequences	Likelihood (1 = almost impossible, 5 = almost certain)	Impact (1 = insignificant, 5 = catastrophic/fantastic)	Mitigating controls and actions
BHCC buildings in the area that are vacant, underused or in poor condition remain this way with no long-term prospects	Increased cost of maintenance. Unfit for service delivery. H&S risk to staff and service users.	4	4	Planned Maintenance to keep properties in state of good repair.
Unable to develop significant affordable housing in the area due to lack of suitable sites	Project unable to contribute to Administration's target of 800 homes by 2023	5	4	Consider other options for sites as detailed in this business case.
Services in the area remain isolated and uncoordinated. Especially problematic for Moulsecoomb library, situated on the West side of the A27, which is a barrier for the local community	Opportunities for greater collaboration and more efficient ways of working are not realised	4	3	Explore options for better sign-posting and communications between services in Moulsecoomb

Full Business Case and Options Appraisal

OPTION 2

1. Description of the option

Describe the option that is being explored. Including any evidence base, this should include benchmarking data and needs analysis undertaken.

Develop 100% affordable housing with zero land value for appropriation purposes.

2. Is this the preferred option?

Yes or no and a brief explanation why.

No. A land value receipt is required by the general fund to unlock the development of the wider site. The projects are closely interlinked and the provision of other local amenities through the community hub and sports provision is key to creating a sense of place. A land capital receipt will considerably de-risk the project allowing new community spaces to be developed.

3. Costs – 100% affordable (excluding land appropriation)

	Site 1 – 92 units	Site 2 – 140 units	Combined site – 232 units
Investment	£'000	£'000	£'000
Land Purchase	-	-	-
Basic Build Costs	13,400	23,300	36,700
Additional Features	1,400	1,900	3,300
Site Infrastructure works	700	1,400	2,100
Other build costs	100	300	400
Preliminaries	2,700	4,000	6,700
Design contingency	1,000	1,200	2,200
Tender price inflation	1,400	3,000	4,400
Professional fees	2,100	3,500	5,600
S106	300	400	700
Total investment	23,100	39,000	62,100
Funded by			
HRA Borrowing	(23,100)	(39,000)	(62,100)

4. 60 year NPV Subsidy / (Surplus) and gap funding per unit

	Site 1 – 92 units	Site 2 – 140 units	Combined site – 232 units
Rent type	60 Year NPV £'000	60 Year NPV £'000	60 Year NPV £'000
LHA Rates	(700)	6,500	5,800

Full Business Case and Options Appraisal

37.5% Living Wage	5,700	14,000	19,600
27.5% Living Wage	11,500	22,500	34,100
Social	16,900	30,000	46,900
Rent type	Gap funding per unit £'000	Gap funding per unit £'000	Gap funding per unit £'000
LHA Rates	(10)	50	25
37.5% Living Wage	60	100	90
27.5% Living Wage	130	160	150
Social	180	210	200

5. Risks and opportunities

Assess the risks and opportunities associated with the programme or project by using the council's Risk Management Framework and risk register template. List the most significant risks in the table below and the initial mitigating actions.

Risk description	Potential consequences	Likelihood (1 = almost impossible, 5 = almost certain)	Impact (1 = insignificant, 5 = catastrophic/fantastic)	Mitigating controls and actions
Gap funding required for viability purposes totals a minimum of £6m to achieve 100% affordable housing.	Gap funding is unidentified meaning scheme is unviable to develop for housing.	2	5	Early discussions with Homes England have begun and other combined grant sources are achievable.
Zero land receipt makes relocation of existing services unaffordable for the general fund.	Unlikely to achieve planning permission due to lack of community space. Likely to lose public support for the project.	4	4	This is only a risk with this option which decreases the gap funding requirement for the HRA but would likely stop the overall project. For this reason, the option is not recommended.
Construction costs are high-level and may increase or decrease as further due diligence is undertaken.	Increase in constructions cost may affect overall viability.	3	3	Project is at early stages and costs will continually be monitored throughout the process. A £2.2m contingency is included as well as prudent assumptions about high risk elements.

OPTION 3

1. Description of the option

Describe the option that is being explored. Including any evidence base, this should include benchmarking data and needs analysis undertaken.

Full Business Case and Options Appraisal

Develop 100% affordable housing with the inclusion of land appropriation to the general fund.

2. Is this the preferred option?

Yes or no and a brief explanation why.

Yes. The land value would unlock the wider site and allow for community space to be provided. This would improve existing infrastructure locally for new and existing residents and provide a planning compliant scheme. These provisions will likely increase and keep public support for the project.

3. Costs – 100% affordable (including land appropriation)

	Site 1 – 92 units	Site 2 – 140 units	Combined site – 232 units
Investment	£'000	£'000	£'000
Land Purchase	2,900	4,400	7,300
Basic Build Costs	13,400	23,300	36,700
Additional Features	1,400	1,900	3,300
Site Infrastructure works	700	1,400	2,100
Other build costs	100	300	400
Preliminaries	2,700	4,000	6,700
Design contingency	1,000	1,200	2,200
Tender price inflation	1,400	3,100	4,500
Professional fees	2,100	3,500	5,600
S106	300	400	700
Total investment	26,000	43,500	69,500
Funded by			
HRA Borrowing	(26,000)	(43,500)	(69,500)

4. 60-year NPV Subsidy /(Surplus) and gap funding per unit

	Site 1 – 92 units	Site 2 – 140 units	Combined site – 232 units
Rent type	60 Year NPV £'000	60 Year NPV £'000	60 Year NPV £'000
LHA Rates	2,200	11,000	13,200
37.5% Living Wage	8,600	18,400	27,000
27.5% Living Wage	14,500	26,900	41,400
Social	19,800	34,500	54,300
Rent type	Gap funding per unit	Gap funding per unit	Gap funding per unit

Full Business Case and Options Appraisal

	£'000	£'000	£'000
LHA Rates	20	80	60
37.5% Living Wage	90	130	120
27.5% Living Wage	160	190	180
Social	220	250	230

5. Risks and opportunities

Assess the risks and opportunities associated with the programme or project by using the council's Risk Management Framework and risk register template. List the most significant risks in the table below and the initial mitigating actions.

Risk description	Potential consequences	Likelihood (1 = almost impossible, 5 = almost certain)	Impact (1 = insignificant, 5 = catastrophic/fantastic)	Mitigating controls and actions
Gap funding required for viability purposes totals a minimum of £13m to achieve 100% affordable housing based on LHA rates	Gap funding is unidentified meaning scheme is unviable to develop for housing or to develop the new hub.	2	5	Early discussions with Homes England have begun and other combined grant sources are achievable.
Members do not approve the project at LHA rates	Lower rents are approved and therefore increasing the gap funding requirement	3	4	Consultation with members to outline the financial risks around each rent option.
Construction costs are high-level and may increase or decrease as further due diligence is undertaken.	Increase in constructions cost may affect overall viability.	3	3	Project is at early stages and costs will continually be monitored throughout the process. A £2.2m contingency is included as well as prudent assumptions about high risk elements.
Appropriation of land at early stage means financial and development risks sits with HRA.	Unable to conduct full intrusive surveys until existing buildings are decanted. May increase costs.	4	4	Financial contingencies of £2.2m have been added in to initial high-level costings to manage risk.

OPTION 4

1. Description of the option

Describe the option that is being explored. Including any evidence base, this should include benchmarking data and needs analysis undertaken.

Develop mixed tenure project including element of private market sales.

This is based on a planning compliant scheme of 60% market and 40% affordable.

2. Is this the preferred option?

Yes or no and a brief explanation why.

No. Reduction in number of affordable homes provided to meet identified housing need. Council lacks experience of providing private sales, market rented accommodation or shared ownership. Likely need to establish Housing Company for commercial activity.

3. Costs – Mixed tenure 40% affordable and 60% market sale (including land appropriation)

	Site 1 – 92 units	Site 2 – 140 units	Combined site – 232 units
Investment	£'000	£'000	£'000
Land Purchase	2,900	4,400	7,300
Basic Build Costs	13,400	23,300	36,700
Additional Features	1,400	1,900	3,300
Site Infrastructure works	700	1,400	2,100
Other build costs	100	300	400
Preliminaries	2,700	4,000	6,700
Design contingency	1,000	1,200	2,200
Tender price inflation	1,400	3,100	4,500
Professional fees	2,100	3,500	5,600
S106	300	400	700
Total investment	26,000	43,500	69,500
Funded by			
HRA Borrowing	(14,300)	(24,000)	(38,300)
Capital Receipts	(11,700)	(19,500)	(31,200)

4. 60-year viability and gap funding per unit

	Site 1 – 92 units	Site 2 – 140 units	Combined site – 232 units
Rent type	60 Year NPV £'000	60 Year NPV £'000	60 Year NPV £'000
LHA Rates	5,800	12,400	18,200
37.5% Living Wage	8,300	15,400	23,700
27.5% Living Wage	10,700	18,800	29,500
Social	12,800	21,800	34,600

Full Business Case and Options Appraisal

Rent type	Gap funding per unit £'000	Gap funding per unit £'000	Gap funding per unit £'000
LHA Rates	60	90	80
37.5% Living Wage	90	110	100
27.5% Living Wage	120	130	130
Social	140	160	150

5. Risks and opportunities

Assess the risks and opportunities associated with the programme or project by using the council's Risk Management Framework and risk register template. List the most significant risks in the table below and the initial mitigating actions.

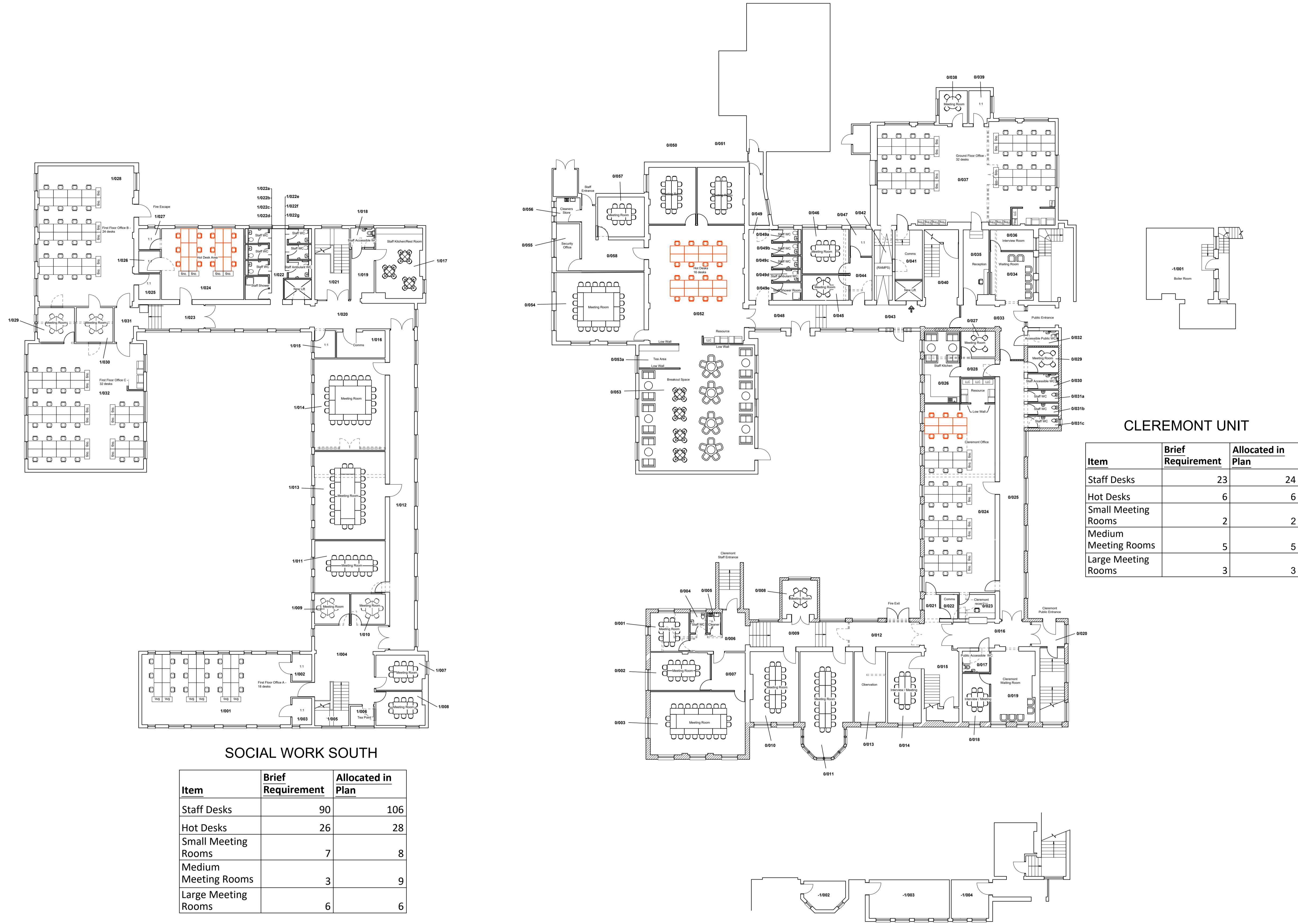
Risk description	Potential consequences	Likelihood (1 = almost impossible, 5 = almost certain)	Impact (1 = insignificant, 5 = catastrophic/fantastic)	Mitigating controls and actions
Reduced number of affordable rented units in the project.	Not meeting identified housing need or contributing towards 800 home target. Planning for real sessions suggest affordable housing is supported locally.	4	4	Affordable homes would be provided elsewhere across the housing supply programme.
Limited control over properties once disposed. Potential for some properties to become HMOs.	May increase HMO properties in locality.	3	3	Any legal covenants placed on properties could restrict future use as well as planning policy. However, restricting use may reduce number of interested purchasers.
Market sales risk, values may fall from previous assumptions.	Downturn in housing market may undermine business case assumptions.	4	4	Prudent assumptions to be made at initial assessment.
The grant funding available to the project will only be able to fund the affordable homes.	The project still requires further subsidy as the market sales aren't sufficient to bridge the funding gap.	4	4	Continued discussions with Homes England to consider a higher subsidy per unit in grant funding.

Full Business Case and Options Appraisal

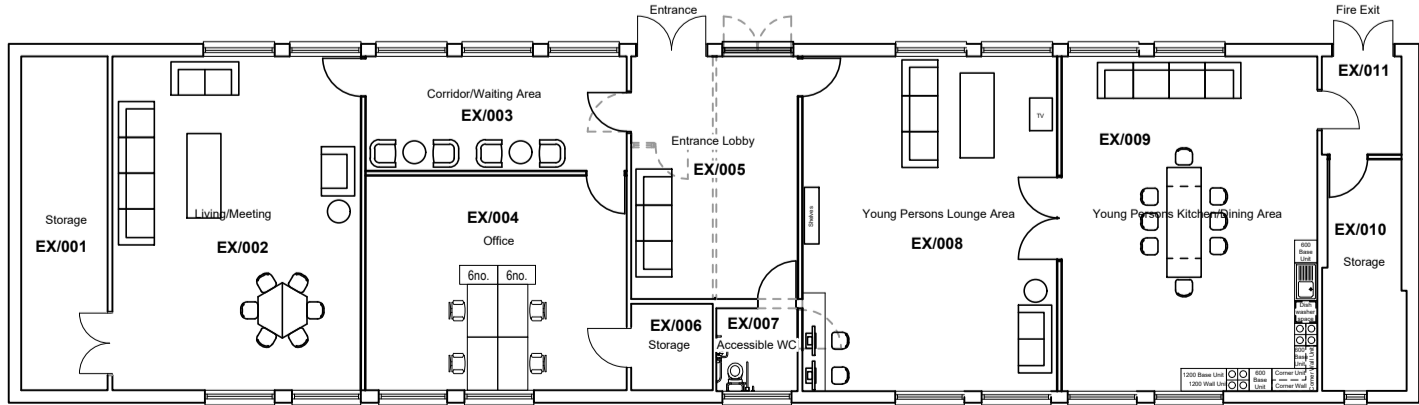
Authority to proceed

This business case needs to be approved via the appropriate governance route before the programme or project can be implemented. Please complete the table below to confirm where this authority was obtained. Please ensure the agreement was noted in the minutes.

Meeting where authority to proceed was obtained	Date of meeting



Item	Brief Requirement	Allocated in Plan
Staff Desks	90	106
Hot Desks	26	28
Small Meeting Rooms	7	8
Medium Meeting Rooms	3	9
Large Meeting Rooms	6	6



IFP FOSTERING

- Cleremont Unit
- Social Work South
- Denotes Hotdesks

REV	DATE	DESCRIPTION

Drawing Status
FEASABILITY



Brighton & Hove City Council
Property & Design
Hove Town Hall, Norton Road
Hove, East Sussex BN3 3BQ
Telephone: (01273) 290000

Project
Kings School

Title
Proposed Office Plan for Cleremont Unit and Social Work South

Drawn By AR	Check 1 NM	Check 2	Date Oct 2019
Project No. F1821	Scale 1:200 @ A1		
Drawing No. 001		Revision	



Moulsecoomb & Bevendean

Neighbourhood Action Plan (NAP)





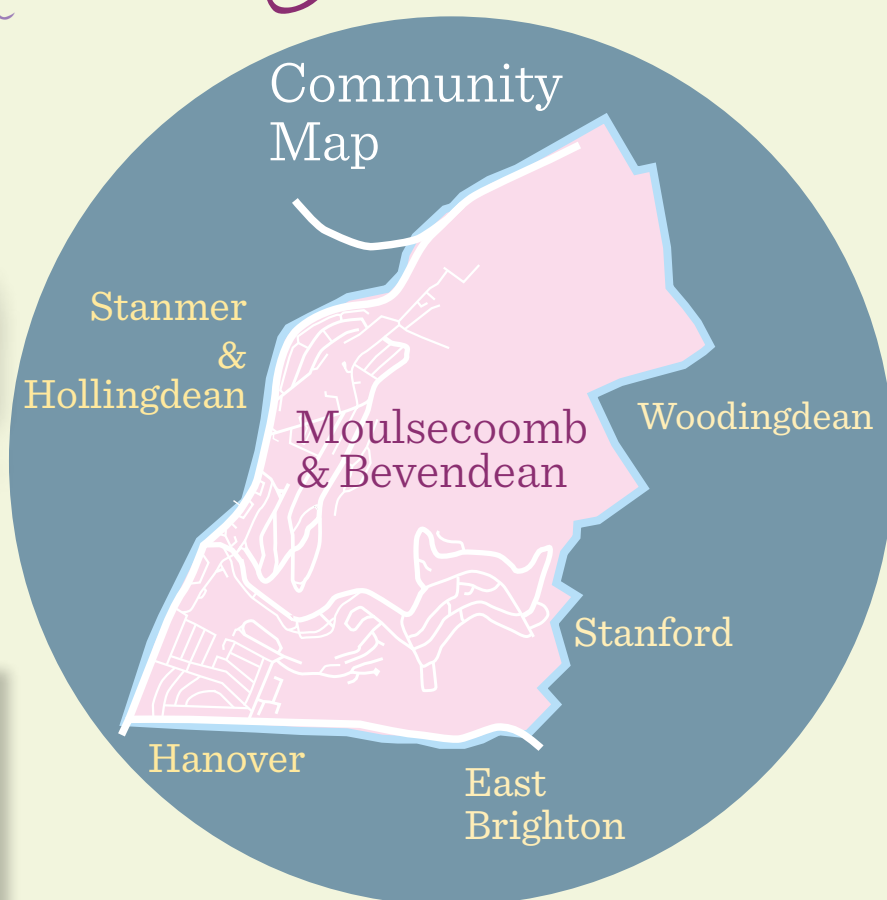
Moulsecoomb & Bevendean Neighbourhood



Moulsecoomb Health Centre



The Bevy Community Pub



S = School

C = Church

GP = GP Surgery

= Railway

Moulsecoomb & Bevendean



Hill View,
Moulsecoomb



Moulsecoomb Hall



The Bevy, community pub in Bevendean

The Moulsecoomb & Bevendean Neighbourhood Action Plan is based on local knowledge and experiences that identifies priorities, resources and opportunities for people living in Moulsecoomb & Bevendean.



Beverdean primary



Moulsecoomb Leisure Centre



Moulsecoomb primary



Moulsecoomb Library



Holy Nativity community centre

Welcome to the Moulsecoomb & Bevendean Neighbourhood Action Plan (NAP)



When communities work with each other and with local services, there are more opportunities to listen, understand each other and shape services that work. It builds skills which can lead to volunteering or employment and creates a greater sense of belonging across communities and neighbourhoods. Supporting communities to develop networks with friends and neighbours creates more community activities, reducing social isolation, improving wellbeing, and reducing the need for more specialist services.

This NAP aims to fulfil the commitment within the Brighton & Hove Collaboration Framework working collaboratively to improve and develop Moulsecoomb & Bevendean.



Moulsecoomb & Bevendean Neighbourhood Action Plan (NAP)

Supported by the Trust for Developing Communities, the Neighbourhood Action Plan (NAP) shows the key priorities for the community and the council for the area. It has been agreed through a consultation process with all interested parties and is a working document that will change and develop as opportunities arise.



We asked four simple questions:

1. Are you, or would you like to be, involved in the community?
2. What is important to you in your community?
3. What are your hopes and goals for yourself and your community?
4. Who, or what, else could help achieve your goals?



What is the Moulsecoomb & Bevendean Neighbourhood Action Plan (NAP)

Moulsecoomb & Bevendean Partnership Event (Every 3 Months) NAP Partners will be:

- Sharing **success stories** from the NAP

- Creating **solutions to problems** faced achieving actions

- Tackling **emerging priorities** in Moulsecoomb & Bevendean

There are three themes that have been identified by the residents of Moulsecoomb & Bevendean in partnership with community groups, the voluntary sector and public services:

1. Health & Wellbeing



2. Community Spaces, Safety & Environment



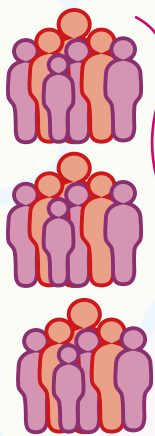
3. Activity, Employment & Learning



In addition to residents' great ideas and local knowledge, there is a real desire to participate in this change. This will improve the local area and set up, run, and deliver services and activities through community groups and organisations.

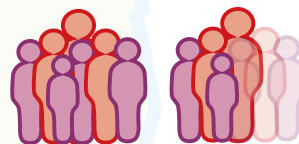
Throughout the year, there will be NAP events taking place across the ward, enabling residents and service providers to share their progress, views and ideas.

Moulsecoomb & Bevendean Communities



There are **18,500 people** living in Moulsecoomb & Bevendean

Of these **60%** live in areas ranked in the **most deprived 20%** of England according to the Indices of Multiple Deprivation 2015.



Economy

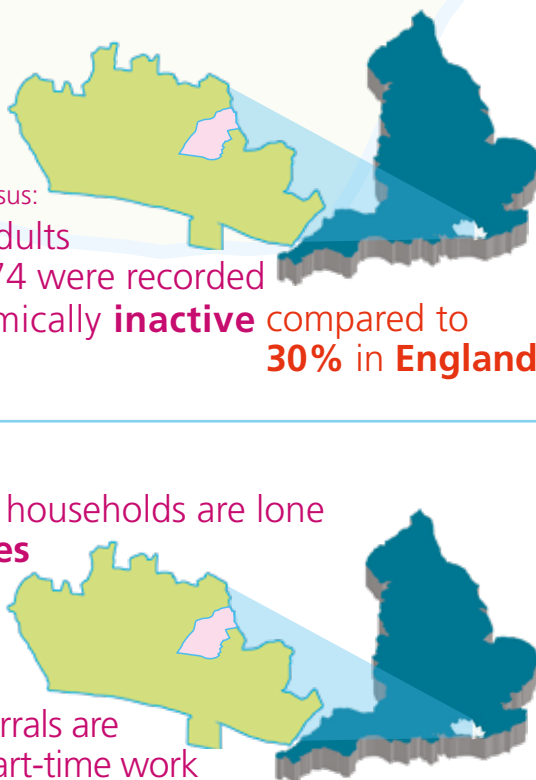


Only 23% people aged 16-74 are in full-time employment, compared to **39%** across **England**

29% of children are in **out of work** households compared to **15%** in England

According to the 2011 census:

41% of adults aged 16-74 were recorded as economically **inactive** compared to **30%** in **England**



Vulnerable groups



39% of family households are lone **parent families**

The foodbanks in the ward also report the majority of referrals are for people in part-time work

39% of **children** are **living in poverty** compared to **19%** in **England**

Education/skills



11% of households in this ward are **student households**

79% of people in the ward live in an area of **educational deprivation** compared to **20%** in **England**



Moulsecoomb & Bevendean

Deprivation

Rising inequalities means growing differences between people and those with the very least are falling further behind.

Local residents know what it is like to be amongst those that have the least. Just like everyone else they want a better life for their children, a decent home to live in, to work and be paid fairly for it and good health and wellbeing for their families.

In response we have come together to develop the Moulsecoomb & Bevendean NAP. By working together with local people, community groups, public services and businesses we can achieve real long term change that builds a fairer city where Moulsecoomb and Bevendean have the same opportunities to benefit from the resources, facilities and services that make this such a special place to live.



Health Deprivation

49% of the community are living in health deprivation 'hotspots' compared to **20%** for England



Income

Department of work and pensions in 2016:

13% receive workless benefits compared to **11%** in England



Households in need of Housing Benefit

37% live in **social rented households** and **26%** in **council housing** compared to **18%** and **9%** respectively in England.



Moulsecoomb & Bevendean has **over 70%** experiencing barriers to housing compared to **21%** in England.

Digital divide

Another contributing barrier to employment and accessing services is the digital divide. This is not helped by **78%** experiencing lower broadband speeds.

Profile:

The Trust for Developing Communities

The Trust for Developing Communities have been supporting the communities of Moulsecoomb & Bevendean for the last 18 years and we are hopeful that this new Neighbourhood Action Plan marks an exciting step forward on tackling the key issues that you have identified for the area.

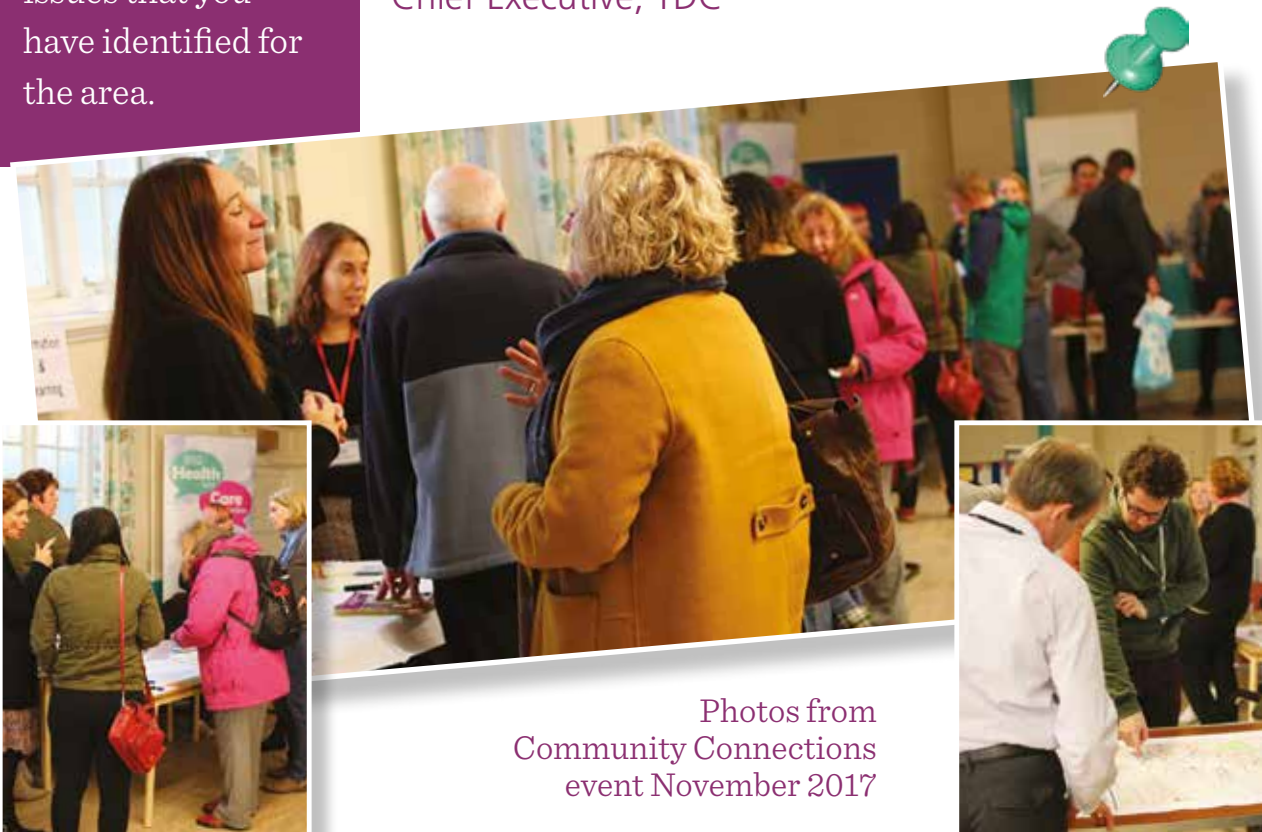
The Trust for Developing Communities (TDC)

believe that the whole community benefits when we come together to tackle poverty and inequality.



We look forward to bringing together TDC's community development workers, youth workers and specialist support from our Black & Minority Ethnic and Older People's teams to work with the communities of Moulsecoomb & Bevendean, and support you to build on your strengths to bring about positive social change.

Athol Halle,
Chief Executive, TDC



Photos from
Community Connections
event November 2017

Health & wellbeing

There is only one GP surgery in the ward, alongside an NHS city service clinic, and access to primary care is a concern that was raised during the community research for the Clinical Commissioning Group's Big Conversation in 2018.

However, there is access to health services through the children's centre and schools and both communities embrace promotion of positive health choices and self-care for wellbeing. Every year TDC support Moulsecoomb Local Action Team and Action for Bevendean Community to administer Healthy Neighbourhood Funding to community health projects. This money comes as part of the council's



**The Avenue
GP Surgery**

third sector investment from Public Health and gives rise to over 30 projects each year from yoga classes to running on

'I was very clear on addressing the council on behalf of Muslim & Bangladeshi Women and their chances on the job market. There aren't enough opportunities out there, and I explained all the barriers that keep us from being able to access those: we are women, we are Muslim and we often have children'

Mishruna Kibria
on speaking at the
Equality Symposium



Maha from
Moulsecoomb
Multicultural
Group speaking

Part of wellbeing is a sense of belonging and neighbourliness where you live.

TDC support local Black and Minority Ethnic community groups to build connections to citywide and local services and groups. In 2018 a multicultural group, Bangladeshi women's group, community church and other residents groups will





Providing positive activities for local young people has been a priority for several decades and TDC has worked with partners to deliver youth work in the area for over a decade.

One of the great recent successes has been supporting the Moulsecoomb Amateur Boxing Club to build the extension to their building that they have been dreaming of.

the Downs and projects to improve diet and nutrition. Both organisations invite our health services to an annual event to improve local information and access.

come together as users of St George's Hall for their community open day. In 2018 the Bangladeshi women's group also addressed the citywide equality symposium.



Working in partnership with Boxing England, the Moulsecoomb Local Action Team and club members, TDC wrote a successful bid to Sport England for over £50,000. The extension will mean hundreds more local young people can benefit from recreational sport and fitness opportunities with some going on to box competitively.

The boxing club provides young people in Moulsecoomb & Bevendean with a vital diversionary activity and a social hub they can call their own. This leads to improved health and wellbeing amongst the community's young people.



The Bangladeshi Women's Group on a day out to a city farm which was set up by Bangladeshi women to inspire local growing projects.

Community Spaces, Safety & Environment

Moulsecoomb and Bevendean both have active, community run

Local Action Teams (LATs)

that hold regular public meetings to discuss emerging local issues. There remains a significant amount of council housing in the ward and several active tenant and resident groups work with the council on maintaining their estate.

The action teams and residents groups work closely with the council, police, NHS and universities, where they push for positive change. A current priority issue is the increasing number of houses of multiple occupancy (HMO) in the ward and perceived impact on services resulting from loss of family homes.

To support the provision of accessible activities and opportunities are a number of community run facilities, from The Bevy, a vibrant cooperative pub and community facility to small community halls like Holy Nativity Community Centre.

These create space for informal community activity including the Bevendean coffee morning, which now offers a food bank and advice drop-in. This offers a way for families to find routes out of financial difficulty.

This is delivered in partnership with TDC, FareShare, and Brighton & Hove Digital. Residents have engaged in training provided by a wide range of providers including: Mind, Money Advice Plus, Possability People, Pavilions drug and alcohol services, Citizen's Advice Bureau and Brighton & Hove Energy Services Cooperative. Through these initiatives, the community is better connected and more resilient.



Advice Drop-in at Bevendean

“Meeting and having a chat with other people makes you feel good and less lonely plus you get to see different advisers.”

Local resident who regularly attends the coffee morning

As well as community centres there are a range of outdoor spaces valued by the communities; from Play parks to greens, woods and downland access. There are several independent community groups working in partnership with the council to maintain and improve these areas.

Activity, Learning & Employment

East Brighton Trust is a Community Interest Company that owns a number of properties across East Brighton.

The income from these properties enables delivery of a number of grant programmes to Moulsecoomb & Bevendean as well as others areas that represent Brighton's most disadvantaged and under represented groups.

Through this, the East Brighton Trust has funded many events and activities helping transform communities in the area. These range from local festivals, community gardens and youth clubs all the way to dance troupes, art classes and counselling services. In 2017 East Brighton Trust celebrated having awarded over £500k to over 100 charities and community groups in East Brighton.



Both communities produce and deliver community newsletters to households and encourage online communications as well as making use of community noticeboards.

George Rebera
(Director) and
Youth poets
Vs MCs Ebenflo (l)
and Tez (r)

The Bridge Community Education Centre

was a highly valued provider of affordable activity and learning as well as offering support on pathways to employment. It was forced to close in 2018 due to lack of finance, but their legacy is a range of passionate community groups able to continue their activity at other centres and a strong collaborative approach from local service partners enabling classes and projects to be rehoused in places like the primary school and library. This is testament to the resilience of the local community who immediately rallied to the situation. How these services and projects are best delivered going forward will be a significant early priority for this plan. Albion in the Community, BACA and the primary schools provide access to adult learning.

Moulsecoomb & Bevendean NAP themes



Activity, Learning and Employment

What are we trying to achieve?	How are we going to achieve it?	Who is going to do it?	What are we doing now?
<p>People are well informed and feel positive about where they live</p> <p>*Trust for Developing Communities</p>	<p>Produce community newsletters that are easy to read, are visually appealing and contain vital information e.g. upcoming events, personal stories and a community directory.</p> <p>Connect Facebook pages and websites to improve promotion and online presence.</p> <p>Create a Community Calendar with local events throughout the year.</p>	<p>Moulsecoomb Local Action Team Action for Bevendean Community Community Newsletter & website groups Universities Liaison Teams Amex Council - Digital First & Communities</p>	<p>MLAT & Bulletin Newsletters Bi annual Spring/ Summer Autumn/ Winter.</p> <p>TDC* call communications group to review social media, other communications and calendar in Summer 2018.</p>
<p>People have improved access to information and services online.</p>	<p>Provide supported online access at library and community centre drop-ins.</p>	<p>Digital Brighton & Hove Council Trust for Developing Communities (TDC) Libraries</p>	<p>Ongoing and reviewed quarterly at communications group. First Autumn 2018.</p> <p>Age UK Brighton and Hove provide individual home visits to support Older people with mobility difficulties that need support to access on line advice and information.</p>
<p>People have access to adult learning and activities.</p>	<p>Range of classes provided at community facilities.</p>	<p>Varndean Friends Centre Moulsecoomb Primary School Brighton Aldridge Community Academy Albion in the Community Universities</p>	<p>Spring 2018.</p>

Activity, Learning and Employment continued

People are better connected and informed about their community and increased sense of belonging.	Invite active residents to become community advocates and ambassadors.	Moulsecoomb Local Action Team Action for Bevendean Community Community Newsletter & website groups	TDC recruit and induct community leaders in Summer/Autumn 2018.
Community groups are more visible across Moulsecoomb & Bevendean.	Provide IT training for community groups and organisations – particularly around Facebook groups, Google maps and building websites.	Digital Brighton & Hove Council - Digital First & Libraries Trust for Developing Communities	Autumn 2018.
Public and community organisations network and work together.	Quarterly network meetings for community and public service providers.	Community organisations Public Services	TDC to coordinate & service ongoing.
People find it easier to navigate public services and overcome barriers to support.	Create and promote community referral route map.	Council - Communities team CCG (NHS) Trust for Developing Communities Police Prevention Team Moulsecoomb & Bevendean Frontline workers network	Communities Team Present in 'hub' programme 2018.
People with mobility issues are able to access activities.	Collate and share availability of existing transport and identify gaps.	Council - Transport Community Transport Big Lemon transport Brighton & Hove Buses Moulsecoomb & Bevendean Local Action Teams	Transport Team in Moulsecoomb Spring & Summer 2018.
People have support to access employment.	Job Club and careers guidance at library.	Job Club Libraries	Autumn 2018.
People have increased skills and better employment options.	Develop more work experience programmes in relevant employment sectors (catering; construction; retail).	Council - Mears & Regeneration team Trust for Developing Communities Youth Bevendean Area Community Action One Church The Bevy Brighton Aldridge Community Academy	TDC map what currently offered to identify gaps 2018.



Community Spaces, Environment and Safety

What are we trying to achieve?	How are we going to achieve it?	Who is going to do it?	What are we doing now?
Improved overall appearance of estates. People like where they live. A more cohesive community.	Promotion of 'Garden Estates' Walkabout inspections. Community waste management, recycling, composting promotion. Hyper local community clean ups.	Moulsecoomb Local Action Team Bevendean Local Action Team Action for Bevendean Community Council - Housing Council - Cityclean	Biannual MLAT walkabout. Trust for Developing Communities (TDC) scope rolling out to Bevendean with BLAT Autumn 2018. TDC & Resident involvement link groups to Cityclean - at least 2 clean ups in 2018.
People have a renewed relationship with police and public services. People feel that their issues will be listened to and acted upon.	Make reporting to public services clear and easy to access. Work closely with Council Field Officers to identify community issues reduce antisocial behaviour. Develop community leads in LATs that liaise with services.	Police Fire Service Council - Housing Council - Cityclean Council - Field Officers Council - Communities	Field Officers induction and meeting community associations. Summer 2018.
People like where they live. A more cohesive community.	Invite citywide houses of multiple occupancy (HMO) meeting to be held in ward with a focus on North of City and University impact and invite universities.	Council - communities team Tenant & resident's associations University Liaison teams University students	Communities and Team set up HMO meeting Summer 2018.
Community and services have better awareness of community spaces to meet and deliver activity and services.	Map current community spaces to promote increased community activity and have presence on google maps and location maps.	Council - Parks & Property teams Community Buildings Network Trust for Developing Communities	In Plan 2018.

Community Spaces, Environment and Safety continued

Community have better awareness of what activities and services are accessible in centres.	Provide centres with templates for hard copy and online promotion of diaries.	Community Buildings Network Trust for Developing Communities	TDC will design and deliver these with community Buildings network and roll out with ad hoc support across 2018/19.
People are able to access different services on a single campus. Services collaborate to better meet the needs of communities.	Explore potential for a public services and community group neighbourhood hub.	Council - Property Library Children's Centre 67 Centre Freedom Leisure Centre CCG (NHS)	Hubs programme - TBC when public.
People engage with green spaces and make best use of them.	Promote current activities being held on community open space through Local Green Space events.	Trust for Developing Communities Green spaces Network Friends of parks groups B&HCC Parks	Community Calendar.
Impact of Lewes Rd traffic and pollution is mitigated. Community influence planning gain. People like where they live.	Ensure community participation in consultation as developers build on Mithras, Woollards and Preston barracks sites. Lobby for appropriate traffic calming and flow measures incorporated. Community explore designated neighbourhood forum and planning area. ----- Work with Amex on event days parking zone scheme.	Council - Highways Council - Planning Moulsecoomb Local Action Team Bevendean Local Action Team Developers - U&I Universities ----- Amex	MLAT & BLAT invite developers out to public meetings 2018. Moulsecoomb & Bevendean become a designated area in 2018. MLAT & BLAT invite Amex out to public meetings 2018.

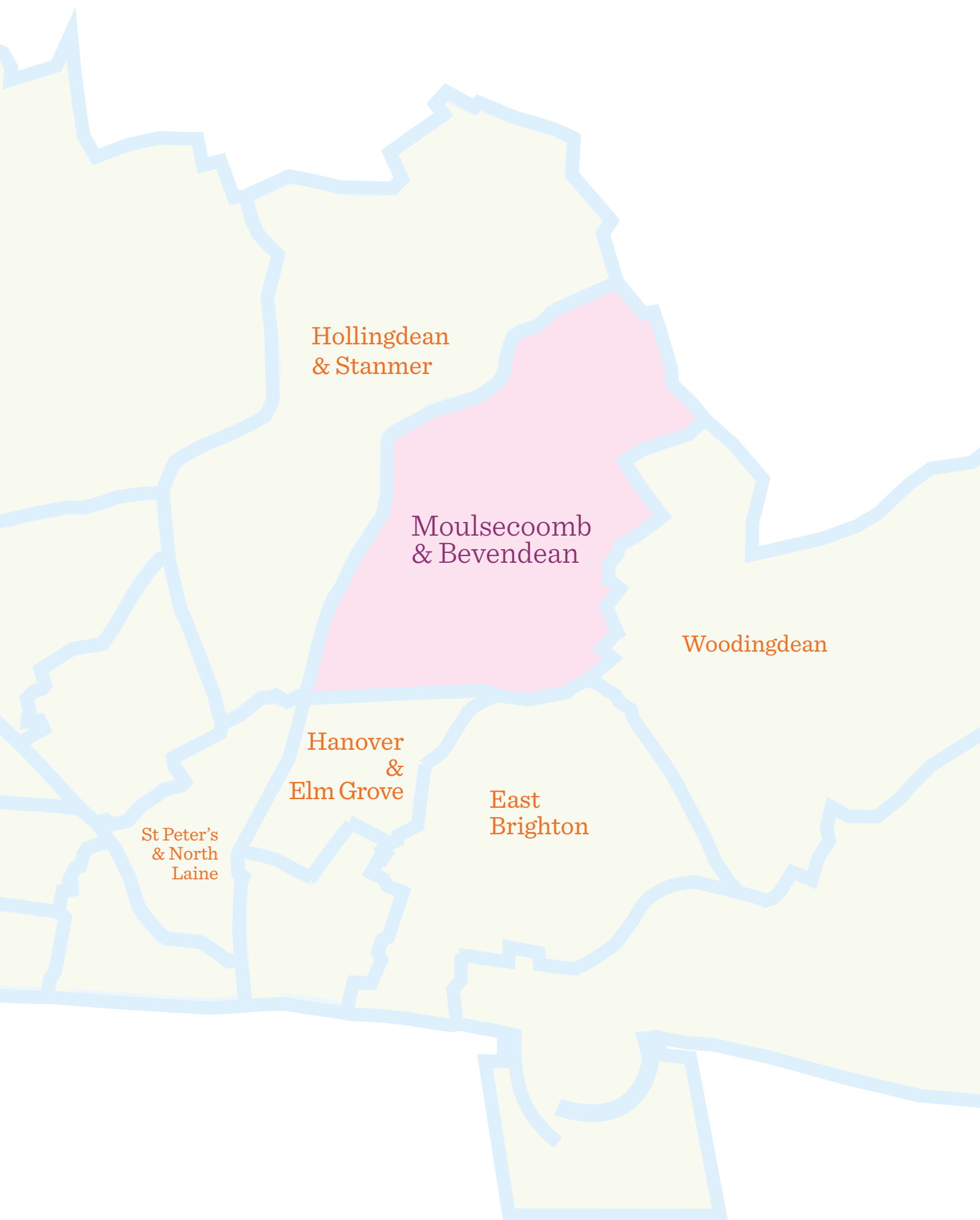


Health and Wellbeing

What are we trying to achieve?	How are we going to achieve it?	Who is going to do it?	What are we doing now?
<p>People can access the primary care services they need</p> <p>People have the opportunity to have their voices heard</p>	<p>Promote GP & Health Clinic services in community newsletters.</p> <p>Annual Health event inviting range of services and community groups.</p>	<p>Moulsecoomb Local Action Team</p> <p>Action for Bevendean Community GP Surgeries</p> <p>Patient Participation Groups CCG (NHS)</p>	<p>Biannual newsletters.</p> <p>Summer events.</p>
<p>People are more connected and meeting people of difference, gaining peer support.</p>	<p>Bevfest, St George's open day and Moulsecoomb Primary School (MPS) Summer Fare.</p> <p>Programme of events at The Bevy.</p> <p>Small groups Network in area.</p>	<p>Trust for Developing Communities Community groups (Inc building groups)</p> <p>Council - Communities team</p> <p>Community Works Resource Centre</p> <p>Bevy Community Pub</p> <p>Schools</p>	<p>Summer 2018.</p> <p>Community Calendar 2018.</p> <p>Spring 2018.</p>
<p>People are less isolated in the community.</p>	<p>Promote role of befrienders and carpooling within the community.</p> <p>Set up local drop-in support to help people identify and access services</p>	<p>Neighbourhood Care Scheme</p> <p>Age UK Brighton and Hove</p>	<p>Case studies in summer newsletter 2018.</p>
<p>People have improved lifestyle choices and self-care models.</p> <p>People are informed and able to make healthy lifestyle choices.</p>	<p>Provide online & hard copies of advice for managing conditions in community newsletters and at events.</p> <p>Involve community groups in national and city health campaigns. e.g. smoking cessation & healthy hearts.</p> <p>Use Healthy Neighbourhoods Fund to kickstart wellbeing activities in the community (ParkRun, 50+ exercise, yoga).</p>	<p>Council - Health Lifestyles team & Libraries</p> <p>CCG (NHS) - clinic & GP</p> <p>Trust for Developing Communities Newsletter & communications groups</p>	<p>Bi annual newsletters.</p> <p>Community Calendar 2018.</p> <p>Quarterly communications group.</p> <p>Healthy Neighbourhood fund allocated Autumn 2018.</p>
<p>Children and Young people are healthier, confident and aspirational.</p>	<p>Map & promote online sign-posting to children's and young people's activities and services.</p> <p>Community providers supported to access funds and resources and plan and deliver safe healthy activities.</p>	<p>Council - Children's Services & Integrated Family Service & Libraries.</p> <p>Churches</p> <p>Schools</p> <p>Community groups</p> <p>Trust for Developing Communities</p>	<p>What's on? website and bi annual newsletters.</p> <p>Community Calendar 2018.</p> <p>Trust for Developing Communities offer support to applicants to Healthy Neighbourhood.</p>

Health and Wellbeing continued

Young people are emotionally and physically resilient.	<p>Provide informal engagement opportunities and outreach for young people e.g:</p> <ul style="list-style-type: none"> • Activity groups • Streetwork • Summer programme <p>Also targeted peer groups/services e.g:</p> <ul style="list-style-type: none"> • Sexual health • Mental health • Girl's group 	Trust for Developing Communities youth Schools Council - youth Youth collective Community groups Albion In Community	Ongoing delivery as part of council commission till 2019.
People are supported through mutual aid and peer support in health and wellbeing choices.	<p>Include diverse faith and culture events in community calendar and promoted in newsletters and online.</p> <p>Support communities of identity to access support through informal settings/ drop.</p>	Trust for Developing Communities - BME workers Moulsecoomb Local Action Team Action for Bevendean Community Churches Schools Sunflower group (Special Educational Needs) Maha's Multicultural Group Bangladeshi women's group	<p>Community Calendar 2018.</p> <p>Current groups:</p> <ul style="list-style-type: none"> • Sunflower SEND families group • Therapeutic mental health inclusive arts groups. • BME groups
A more cohesive community and people feel greater sense of well-being.	Work with university outreach teams, Youth services and community groups on joint projects.	Moulsecoomb Local Action Team Action for Bevendean University Liaison Teams Council - Community Safety & Communities team Age UK Brighton and Hove	<p>Guests at monthly LATs.</p> <p>Community Events in Summer 2018.</p>
Outdoor space is better used by communities for healthy activities.	Explore potential utilising outdoor space (skate park; outdoor gym; new play areas).	Council - Parks & Planning Trust for Developing Communities	<p>Farm Green Veolia bid Spring 2018.</p> <p>Skate Park feasibility study 2018/9.</p>



Hollingdean
& Stanmer

Moulsecoomb
& Bevendean

Woodingdean

Hanover
&
Elm Grove

East
Brighton

St Peter's
& North
Laine

Acknowledgements:

Hundreds of local residents and dozens of city council services and other public services such as schools, health services, police, fire; local councillors; businesses; university departments and community groups have participated in creating this Neighbourhood Action Plan.

1. **Moulsecoomb & Bevendean Local Action Teams**
2. **Action for Bevendean Community**
3. **Tenant & Resident Associations -**
East Moulsecoomb TRA /
East Central Moulsecoomb TRA /
North Moulsecoomb TRA /
Bates Estate TRA
4. **East Brighton Trust**
5. **The Bevy**
6. **The Bridge**
7. **Albion in the Community**
8. **Brighton & Hove Food Partnership**
9. **Impetus**
10. **Age UK**
11. **Mind**
12. **Amaze**
13. **Moulsecoomb & Bevendean Chomps**
14. **Good News Shed**
15. **Moulsecoomb Hall**
16. **St George's Hall**
17. **St Andrews Church**
18. **Holy Nativity Community Centre**
19. **Bevendean Community Garden**
20. **Bevendean coffee morning and Food bank**
21. **Friends of Farm Green**
22. **Boys Brigade & Scouts**
23. **TDC youth team**
24. **Moulsecoomb & Bevendean Primary schools**
25. **Brighton Aldridge Community Academy**
26. **Varndean**
27. **Brighton & Hove City Council -**
Communities Team / Children's Centre
The Library / Public Health / Road Safety
Cityclean / Parks (Environment) /
Resident Involvement Team (Housing)
28. **Freedom Leisure**
29. **Brighton & Hove Clinical Commissioning Group**
30. **Friends Centre**
31. **Brighton & Sussex Universities**
32. **The Avenue Surgery**
33. **Ward Councillors**

However we recognise that by the time this list is published many more people, organisations and services will have contributed through their work and efforts to improving the local area and community. The huge efforts and continued input from all is acknowledged and valued and it will be this that drives the work of NAP to ensure the actions are turned into reality.

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Subject:	Adult & Community Learning		
Date of Meeting:	30th April 2020 29 th April 2020 – Housing Committee		
Report of:	Interim Executive Director for Families Children & Learning		
Contact Officer:	Name:	Carla Butler	Tel: 01273 291281
	Email:	carla.butler@brighton-hove.gov.uk	
Ward(s) affected:	All		

FOR GENERAL RELEASE

1. PURPOSE OF REPORT AND POLICY CONTEXT

- 1.1 This report sets out the recommendations for the future delivery model of the council's Adult & Community Learning offer funded by the Education and Skills Funding Agency (ESFA) which is currently delivered through sub-contracting arrangements. Three options have been reviewed; bringing Adult and Community Learning in-house; undertaking a full procurement exercise; and returning the AEB allocation to the government. The risks and benefits of each option are identified in the report. The overarching aim of the Adult and Community Service is to ensure that a coherent, inclusive and high-quality learning offer in Brighton and Hove, with a priority focus on disadvantaged communities, including wards identified in the index of multiple deprivation and residents with few or no qualifications.
- 1.2 The council have been informed by the Education Skills and Funding Agency (ESFA) that its indicative Adult Education Budget (AEB) for the 2020/21 academic year is £569,988. AEB is provided for adults aged 19+.

2. RECOMMENDATIONS:

Housing Committee:

- 2.1 That a contribution of £40,000 from the HRA be set aside in the 2020/21 financial year to support the funding requirements detailed in Option 1 in the report and subject to recommendation 2.3 (i) below for the Policy & Resources Committee being approved.

Policy & Resources Committee:

- 2.2 That the Adult and Community Learning be brought in-house following the expiry of the current arrangements on 31st July 2020;
- 2.3 That additional funding to be allocated to the Families, Children and Learning Directorate to cover the associated costs of bringing delivery in-house based on the two options below be approved:

- (i) Option 1 – funding anticipated being in the region of £61,030 in year 1, based on funding of £20,000 each for Neighbourhood Learning in Deprived Communities (Hangleton and Knoll and Whitehawk Inn) is provided by the Housing Revenue Account.
- (ii) Option 2 – funding anticipated being in the region of £101,050 if funding is not provided through the Housing Revenue Account of £20,000 each for Neighbourhood Learning in Deprived Communities (Hangleton and Knoll and Whitehawk Inn).

Note: the costs for year two onwards for both options is dependent on securing suitable accommodation within the council.

2.4 That delegated authority be granted to the Executive Director for Economy , Environment & Culture to:

- (i) Secure a 1year lease or license as appropriate on Isetta Square from the Friends Centre.
- (ii) Take any other steps necessary to implement the recommendations in this report.

2.5 That delegated authority be granted to the Executive Director for Families, Children & Learning to:

- (i) Take forward TUPE arrangements to facilitate the in-house provision of community learning currently delivered by the Friends Centre.
- (ii) Take forward the option to bring in-house two externally funded projects, Step by Step and Get Socially Active projects and manage TUPE arrangements and subsequent liaison with funders
- (iii) Take any other steps necessary to implement the recommendations in this report including a comprehensive review of the service after one and three years of operation to assess value for money, opportunities for efficiencies, investment and growth opportunities, performance, satisfaction, and impact on equalities data.

2.6 That delegated authority be granted to the Executive Director for Neighbourhoods, Communities & Housing to take forward the recommendation to fund Neighbourhood Learning in Deprived Communities from the Housing Revenue Account of £40,000, if option 2.3 (i) is approved.

3. CONTEXT/ BACKGROUND INFORMATION

Strategic Context

3.1 This report sets out the options to change the delivery model of the council's Adult & Community Learning services which are funded by the Education Skills and Funding Agency (ESFA).

- 3.2 Responsibility for Adult & Community Learning and the management of the council's allocation of AEB sits within the Skills and Employment Team, within the Families, Children and Learning Directorate. The overarching aim of the team is to ensure that a coherent, inclusive and high quality learning offer is available for all adults in Brighton and Hove, with a priority focus on disadvantaged communities, including wards identified in the index of multiple deprivation and residents with few or no qualifications. Appendix 1 provides a briefing paper on Adult and Community Learning.
- 3.3 The council's AEB allocation includes funding ring fenced for Community Learning which is used to develop the skills, confidence, motivation and resilience of adults of different ages and backgrounds in order to:
- progress towards formal learning or employment and/or
 - improve their health and well-being, including mental health and/or
 - develop stronger communities
- 3.4 AEB also fully funds programmes for eligible adult learners (set out in the Apprenticeships, Skills and Children's Learning Act 2009), leading to the following qualifications:
- English and maths, up to and including level 2, for individuals aged 19 and over, who have not previously attained a GCSE grade A* - C /grade 4, or higher, and/or
 - first full qualification at level 2 for individuals aged 19 to 23, and/or
 - first full qualification at level 3 for individuals aged 19 to 23
- 3.5 The ESFA requires the council to report on the delivery of community learning courses under the following four delivery strands:
- **Personal and Community Development Learning** - for personal and community development, cultural enrichment, intellectual or creative stimulation and for enjoyment (generally not leading to a formal qualification)
 - **Family English, Maths and Language** - learning to improve the English, language and maths skills of parents, carers or guardians and their ability to help their children
 - **Wider Family Learning** - learning to help different generations of family members to learn together how to support their children's learning
 - **Neighbourhood Learning In Deprived Communities (NLDC)** - supports local voluntary and other third sector organisations to develop their capacity to deliver learning opportunities for the residents of disadvantaged neighbourhoods.
- 3.6 Adult and Community Learning is embedded in number of council strategies including:
- 3.7 The Council Plan 2020 to 2023 - promotes lifelong learning. Through an in-house provision offer we will be able to enhance the confidence and employability skills

of residents within the city. In particular we will support women, disabled people, and BME groups to achieve their full potential in line with the ambitions of the council plan.

<https://new.brighton-hove.gov.uk/sites/default/files/2020-01/brighton-hove-city-council-plan-2020-2023.pdf>

- 3.8 The City Employment and Skills Plan has a priority that no one is left behind. An in-house provision offer will support residents and workers suffering disadvantage in the labour market either through unemployment, low pay or lack of aspiration to ensure they are supported effectively to make the most of the economic opportunity that the City and its wider partnerships can offer.

<https://www.brighton-hove.gov.uk/sites/brighton-hove.gov.uk/files/City%20Employment%20%26%20Skills%20Plan%202016-2020.pdf>

- 3.9 The Economic Strategy supports those furthest from the labour market particularly the talented and fair city strands which the in-house provision can support. Adult Learning facilitates economic participation across all life stages delivering greater labour market productivity and inclusion. It also supports the narrowing of the gap between and within our communities. We will be able to engage proactively with the most marginalised groups; developing new projects to ensure economic, social and environmental resilience across the city.

<https://www.brighton-hove.gov.uk/content/business-and-trade/support-businesses/brighton-hove-economic-strategy-2018-2023>

- 3.10 The funding made available to the council by the ESFA in the 2019/20 academic year was £560,348 of which £412,289 was in respect of community learning.

- 3.11 This funding was allocated by the council as follows:

Neighbourhood Learning in Deprived Communities (Whitehawk Inn and Hangleton and Knoll): £40,000
Tempus Training: £73,500
Friends Centre: £306,161
FCL: £28,907, staffing, governance and quality assurance
£17,713 to be awarded

- 3.12 The council has recently been informed by the Friends Centre that it is facing significant difficulties and that it will not be in a position to continue to provide the services after the end of the academic year on 31 July 2020. Its office and teaching space is being marketed for sale.

- 3.13 The Friends Centre, a charity since 1957, and a company limited by guarantee provide a dedicated adult and community learning centre in the city. It offers daytime and evening courses in Arts and Crafts, Fashion, Sewing and Textiles, Creative Writing, English, ESOL, Art History, Family Learning, Information Technology, Modern Foreign Languages and Personal Development. It oversees approximately 1,100 learners each year at their two main learning centres in Brighton at Isetta Square and Ivory Place and in a range of community venues,

including children's centres and community hubs based on estates in the east of the city.

- 3.14 The Friend Centre also coordinates the Migrant English Second Language Hub, delivers ESOL (English for speakers of other languages) provision for the refugee resettlement programme, and until January 2021, runs the Step by Step programme, supporting homeless and insecurely housed residents with English, Maths and ICT. It also delivers the Get Socially Active project funded by the European Structural Fund and Big Lottery. The Principal of the Friends Centre provides City leadership by chairing the Adult Learning and Skills Partnership, a strategic partnership focusing on improving learning and employment outcomes for residents, particularly the hardest to reach.
- 3.15 The Brighton and Hove Adult Learning and Skills Partnership ensures that the strategic priorities of the city related to adult learning and skills are addressed collaboratively through its member networks. The networks represent learning providers and learners facing economic and social challenges across the city. Members include the Work and Learning Network, The Trust for Developing Communities, ESOL Network, Greater Brighton Metropolitan College, SEND Network and ESFA Network and Community Works. The overriding aim of the partnership is to develop a clear set of priorities and actions that ensure that no one is left behind, to this end partners work transparently, collaboratively and non-competitively together to ensure that the right offer is available in the right place and that appropriate progression pathways are available to learners.

Strategic objectives for the future delivery of services

- 3.16 For the 2020/21 academic year the ESFA have informed the council that the indicative AEB is £569,988, with £412,289 allocated for community learning and the remainder for accredited learning.
- 3.17 In making the decision members need to be aware that the ESFA have recently consulted on the future arrangements for the funding of post 16 education and training services. One of the initiatives was the introduction of a cap on the percentage of the funding which may be used to procure services from third parties. It was suggested a cap is applied on a sliding scale from 25% in 2021 to 10% in 2023/24. They also proposed "exercising greater oversight of the volume and value of provision that can be delivered by a single subcontractor". If these recommendations are implemented we would need to provide the service in house or return the grant.
- 3.18 The risk of closure of the current principal community led provider in the city and the potential restriction on the level of subcontracting which will be permitted under the terms of future ESFA funding allocations has meant that options for the continuation and future delivery of the service need to be considered urgently. A review has taken place against the background of the recent closure of the Bridge Adult Learning Centre in Moulsecoomb. The recommendation to bring the service in-house delivers against the council strategies – Our Plan, The City Employment and Skills Plan and Economic Strategies. This will enable us to retain the funding for 2020/21 and have the staff to deliver community learning within the City to meet the needs of residents with the greatest barriers to employment and those furthest away from the labour market.

Recommendations for future delivery

- 3.19 In order to secure the 2020/21 AEB allocation the council needs to take decisive action now in order to establish a provision offer for the 2020/21 academic year.
- 3.20 Given the identified risks attached to subcontracting and returning the funds to government the recommendation is to bring Adult and Community Learning delivery in-house from 1st August 2020. The provision offer is attached in appendix 2.
- 3.21 TUPE will apply to employees who are currently assigned to deliver services to the council. Those employees who are affected by TUPE and who do not object to transferring will transfer on their existing terms and conditions of employment.
- 3.22 The information provided by the Friends Centre so far is based on their current workforce and structure and may vary up to the date of transfer.
- 3.23 However, there is a risk that the Friends Centre employees who oversee work at the Friends Centre may not transfer. The TUPE regulations may not be applicable to them as they may not form part of an organised grouping which primarily works for the council. This would be due to the fact that they may manage other contracts. If they are covered by TUPE, those staff affected could decide not to transfer, although as a consequence they are likely to be made redundant by the Friends Centre.
- 3.24 The council does not currently have the expert skills and technical knowledge to manage adult learning services and there would be a need to recruit if key staff do not agree to transfer. It may be difficult to attract staff and managers with the necessary skill set from the private sector within the council's current pay structure.
- 3.25 Council officers will continue to work with the Friends Centre to establish which staff will transfer if this recommendation is chosen. Council officers will also develop an action plan with Union representatives to communicate effectively with staff affected by any transfer proposals.
- 3.26 It is proposed to carry out a comprehensive review of the service after one and three years of operation to assess value for money, opportunities for efficiencies, investment and growth opportunities, performance, satisfaction, and impact on equalities data.
- 3.27 The service would also be reviewed for expansion opportunities; this could include in-house delivery of English, maths and ICT support for existing staff and opportunities for training clients through community teams working with SEND clients. Any expansion would need to be effectively planned for and assessed against budgets and investment plans, to ensure appropriate levels of resources
- 3.28 The annual cost of delivering an in-house service based on one year inclusive lease or licence, staff and operational expenses provided by the Friends Centre. Note salary costs have been uplifted to account for the variation in BHCC on-costs which are an additional 8.5%.

(i) Option 1

Lease / licence and associated costs per annum	£78,484
Administrative staff	£288,639
Teaching Staff	£273,242
Operational expenses	£108,,653
Total	£749,018
Income from AEB allocation	-£569,988
Income generated from fee paying courses*	-£118,000
Funding deficit	£61,030

* Based on predictions of course fees and room rental which are not guaranteed, but have been achieved during the last two years. Please note that these figures do not include an operational contingency.

(ii) Option 2

Lease / licence and associated costs per annum	£78,484
Administrative staff	£288,639
Teaching Staff	£273,242
Operational expenses	£108,,653
Total	£749,018
Income from AEB allocation	-£569,988
Income generated from fee paying courses*	-£118,000
Neighbourhood Learning** Deprived Communities (NLDC)	£40,000
Funding deficit	£101,030

* Based on predictions of course fees and room rental which are not guaranteed, but have been achieved during the last two years. Please note that these figures do not include an operational contingency.

** If funding for NLDC is not provided by the Housing Revenue Account.

- 3.29 Adult Education Training Rooms are in high demand and currently there is no available space within the council property portfolio or commercially within the city for this use class. Offices space is available which would require a change of use application and landlord approval. The cost for leasing appropriate office space would be in the region of £127,000 to £142,000 per annum.
- 3.30 During the new academic year work will commence to source additional income streams and secure accommodation for 2021 at an affordable rate including utilisation of BHCC sites to reduce the cost in subsequent years.
- 3.31 The recommendation to bring Adult and Community Learning delivery in-house brings the following benefits and risks:

Benefits

- (i) A provision offer for 2020/2021 is ready to be delivered if the current premises and staff of the Friends Centre are utilised.
- (ii) Recruitment by way of the transfer of experienced staff of the Friends Centre under the TUPE regulations. The service was inspected in 2020 by Ofsted and received a [rating of “Good”](#) evidencing the quality of the current service provision.
- (iii) The AEB and Community Learning Budget is retained in the City.
- (iv) Retain established links to the community and continuity for learners seeking progression.
- (v) Potential to offer and expand in-house provision in response to demand from services within BHCC.
- (vi) BHCC will have increased control of delivery and potential to improve service integration across the council.
- (vii) Anticipates and prepares the council for future tightening of ESFA sub-contracting rules.

Risks

- (viii) The Adult Education Budget is an annual grant, funding is awarded annually by the ESFA and is not guaranteed.
- (ix) Failure to procure alternative accommodation will severely limit capability to deliver in the next academic year and could result in funding being returned to the ESFA.
- (x) BHCC would be liable for the redundancy payments of staff transferred through TUPE following any subsequent re-organisation which reduced overall staffing; or in the event that our AEB allocation is reduced or stopped.
- (xi) BHCC would be required to meet the additional estimated cost of bringing the service in-house as referenced in point 3.28.

Premises for delivery

- 3.32 If Adult and Community Learning is brought in-house appropriate premises will be required for delivery.

The property requirement falls into short term requirement (academic year 20/21) and long-term requirement (from academic year 21/22).

- 3.33 The Friends Centre provision is currently delivered from a range of venues across the City, with particular focus on areas facing multiple factors of deprivation. The majority of teaching delivery is based at Units 1-3 Isetta Square which is also their main administrative office. Additional teaching accommodation

is based at Ivory Place – Morley Street which is leased from the council (on a lease to 2030). A list of venues where delivery has taken place during the current academic year is included in appendix 3.

- 3.34 The Friends Centre have indicated they could provide BHCC a one year lease or licence on Isetta Square to enable adult and community learning to be delivered from 2020, meeting the short-term property requirement. This would cost in region of £78,500 per annum, fully inclusive of all occupational costs. The market rent for Isetta Square rent would be in the region of £60,000 to £80,000 per annum exclusive of occupation costs. Allowing for predicted falls in rental values due to Covid-19, the proposed inclusive rent is considered value for money when taking into account the occupational costs.
- 3.35 In addition to the risks and benefits identified in relation to bringing Adult and Community learning in-house, securing a one year lease on Isetta Square delivers the following risks and benefits:

Benefits

- (i) As it is currently used for education purposes the site is fit for purpose and requires no remodelling and therefore no disruption to delivery.
- (ii) Courses available from August 2020 can be immediately marketed.
- (iii) Isetta Square is in a central prime location known to learners.
- (iv) A short-term lease or licence allows time to consider other alternative venues including schools and other council owned buildings. However, there are Safeguarding considerations which need to be addressed if provision is located within schools.
- (v) There would be no additional costs incurred in terms of fit-out of the premises for educational purposes.
- (vi) In the current unprecedented COVID 19 environment, a consequence may be that more premises become available in the city for future years; a short-term lease or licence would enable these options to be explored.

Risks

- (i) The inability to secure appropriate accommodation will impact on the provision offer from 2021, potentially leading to a situation where there is pressure to find suitable alternative accommodation.
- (ii) There is a currently a poor supply of appropriate accommodation to lease in the City for training purposes.
- (iii) We are reliant on Friends Centre being financially solvent during the period of the lease/licence.
- (iv) Landlord's consent is required for Friend's Centre to sub-let. This Is not to be unreasonably with-held.

Other alternative venues

- 3.36 Estates have undertaken a high-level review of BHCC properties and other buildings currently available within in the city. There is low availability of commercial properties that are affordable, appropriate or feasible within the timescales. Furthermore, it would not be possible to locate a suitable property, and agree a lease in the time-frame to allow for the time-tabling and marketing of the courses. Based on the quoting rents, the rents alone would be more than that being proposed by the Friends Centre. In addition to this there will be fit-out and moving costs that will be incurred. Therefore, this is not a suitable option for immediate short-term property requirement.

The additional time provided by the short-term lease at Isetta Square will allow time for a review of the long-term occupation requirements for the service delivery from 21/22 academic year. This will enable a comprehensive review of alternate properties to meet the requirements. Going to the open market will increase costs further with occupation costs and fit-out costs which will have an implication on the future budget of the service.

- 3.37 The Friends Centre currently occupies part of the first Floor at Morley Street. As the remaining space is occupied by the Children's Centre It is unlikely that the full space at Isetta Square could be accommodated in Morley Street, especially within the timescales.

The following risks are also identified:

- (i) The inability to secure appropriate accommodation immediately impacts on provision planning leading to the situation where there is no viable offer from August 2020 resulting in funding being returned to the ESFA.
- (ii) Ivory Place/Morley Street currently used by the Friends Centre for delivery is at full capacity.
- (iii) Alternative venues may not attract learners resulting in learning targets not being achieved and funding being returned to the ESFA.
- (v) Income generation targets are unlikely to be achieved if the provision is reduced and the facilities of Isetta Square are lost.

Neighbourhood Learning in Deprived Communities (NLDC)

- 3.38 NLDC grants support local voluntary and other third sector organisations to develop their capacity to deliver learning opportunities for the residents of disadvantaged neighbourhoods.
- 3.39 Currently a grant of £20,000 is awarded to both the Hangleton and Knoll and Whitehawk Inn from the Community Learning funding stream of the Adult Education Budget allocation received by BHCC from the ESFA. The work of these hubs in engaging with learners within their communities fulfils the overall strategic aims of the council.

- 3.40 The proposal to bring Adult and Community Learning in-house will need to be funded in full from the council's AEB allocation. Therefore, we would be unable to award funding to the NLDC hubs from July 2020. However, for the 2020/2021 academic year, this could be mitigated if funding could be provided by the Housing Revenue Account (HRA). This will be reviewed during 2020/21 to see if HRA could continue to be provided after this period following full consultation with residents. A briefing paper on NLDC is included in appendix 4.
- 3.41 The Hangleton and Knoll Project and the Whitehawk Inn have been consulted. They advise:
- (i) Any loss of funding will have a significant impact on their services users and particularly on council house residents.
 - (ii) If they were to secure funding from the HRA they would record and report on how many residents from council housing utilise their services.
 - (iii) They would seek to increase the numbers of council tenants engaging in learning through proactive targeted publicity and joint working with the council.

Additional projects currently managed by the Friends Centre

3.42 Step by Step Project

The council commissions the Friends Centre to deliver the Supporting People (Step by Step) project funded by the Homeless & Rough Sleeping Team. This project aims to improve access to English, maths, IT skills and language training for homeless and insecurely housed people in Brighton and Hove. It offers one-to-one support for homeless people, along with confidence building and support for progression into further learning. The project works in close partnership with all supported housing projects within the city and helps participants move into part-time and full time courses.

The Friends Centre has been running this programme since 2007 and work closely with 60-70 people each year. For many of the learners it is an achievement for them to attend lessons and engage with a project outside of their hostel accommodation.

The current programme is contracted until January 2021. In order, to secure this provision it is recommended this is brought in-house. The income generated would be £30,000 between September 2020 and January 2021. This includes a contribution of £6,000 to manage the programme via the in-house community learning provision.

3.43 Get Socially Active Project

Get Socially Active is a project funded to 2022 by the European Social Fund and the National Lottery Community Fund, led by the Friends Centre in partnership with SCDA in Newhaven. It provides a one to one coaching support service which helps individuals to identify and address barriers to work and learning and helps them to navigate and access local training and services that could help with confidence, managing stress, basic skills such as ESOL, maths and English

and general employability skills. During the first three years of the programme intensive support was provided to 103 residents.

The funders have in principle agreed that the project grant of £80,639, which is funded at full economic cost, could be transferred to BHCC, (subject to due diligence by BHCC) which will enable the project to continue until 2022.

If the projects transfer to BHCC the staff employed by the Friends Centre supporting the projects would TUPE to BHCC in order for delivery to continue.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

4.1 In addition to the recommendation two alternative options have been considered, procuring adult and community learning or returning the funding to government.

4.2 **Procuring Adult and Community Learning from 1st August 2020 delivers the following benefits and risks:**

Benefits

- (i) Dedicated funding for Neighbourhood Learning in Deprived Communities be retained for procurement.
- (iii) Procurement in 2020/21 academic year would buy time to plan for in-house delivery in the future if sub-contracting caps are introduced by the ESFA.
- (iv) No additional funding will be required to pay for premises and the TUPE of the Friends Centre staff.

Risks

- (i) Providers do not respond to the tender due to insufficient time to prepare and plan their curriculum offer; resource and staffing; premises for delivery in August 2020.
- (ii) Expertise in delivering community learning may be lacking as providers generally deliver accredited learning. The quality of the service offered may not meet the council's standards and it may not be possible to award a contract in which case the ESFA will require the funding allocation to be returned
- (iii) Engagement with communities who are hardest to reach and furthest from the labour market may be challenging.
- (iv) In school family learning courses for parents will cease.
- (v) Some of the Friends Centre staff could be subject to TUPE to a third party. TUPE obligations are complex and the contract specification may be unattractive to providers and the procurement of services may be fully or partially unsuccessful resulting in a reduced ESFA contract and reduced

provision offer in the city.

- (vi) Teaching staff currently employed by BHCC may need to be redundant if they are not subject to TUPE with a new provider.
- (vii) Developing an in-house offer from scratch following the loss of experienced staff may not be possible.
- (viii) Appropriate premises for in-house delivery may not be available.
- (ix) Sub-contracting may be curtailed following the ESFA consultation.

4.3 Returning the funding to the government and allowing the current contract to expire

Benefits

- (i) No financial support will be required to pay for premises and salary costs for the Friends Centre staff through TUPE.

Risks

- (i) The BHCC Adult and Community Learning grant will be lost for 2020 resulting in a significant impact on Community Learning in the city at a time of urgent need, with those furthest from the labour market impacted the most.
- (ii) It is unlikely that the ESFA would reinstate the award in the future years as funding will be re-directed to the most deprived areas in the country.
- (iii) An organisation which has been in existence for 75 years, its experienced staff and the delivery infrastructure will be lost.
- (iv) The contribution to FCL staffing costs currently £28,907 will be lost.
- (v) Teaching staff currently employed by BHCC will need to be made redundant, as will staff of the Friends Centre, although we will not be liable for these costs.

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 Due to the confidential nature of these proposals it has not been possible to publicly consult at this time.

6. CONCLUSION

- 6.1 The council needs to take action now in order to be in a position to deliver Adult and Community Learning from August 2020.
- 6.2 This paper has identified three options; bringing Adult and Community Learning in-house; undertaking a full procurement exercise; and returning the AEB allocation to the government. The risks and benefits of each option have been clearly articulated.

- 6.3 The recommendation to bring the service in-house delivers against the council strategies – Our Plan, The City Employment and Skills Plan and Economic Strategies. This will enable us to retain the funding and deliver community learning within the City to meet the needs of residents with the greatest barriers to employment and those furthest away from the labour market.
- 6.4 Additional finance will need to be allocated in order to implement the recommendations within this report. However, the costs associated would enable us to retain the £569,988 adult education budget and secure the experienced staff associated with its delivery.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 The report sets out the options for the future delivery model of the council's Adult & Community Learning offer funded by the Education and Skills Funding Agency (ESFA) which is currently delivered through sub-contracting arrangements.
- 7.2 There are a number of potential financial risks identified within the report. At this stage it is not possible to be certain of the levels of income assumed within the budget. In addition to the ESFA funding (which is subject to annual review) there is further income of £118k expected within the budget which is based on information received from the Friends Centre but may not be available to the Council going forward .
- 7.3 The additional staffing costs relating to the TUPE arrangements have yet to be finalised and as in all such arrangements may be subject to change. There is also uncertainty regarding the future costs of premises, in particular what the options are when the 1 year occupation of Isetta Square expires. This could expose the Council to further financial risks. The costings have primarily been based on information provided by the Friends Centre and so we are reliant on the accuracy of this information in forming the forecast budget.
- 7.4 The preferred option currently suggests that additional funding of £0.061m is required, assuming the HRA is able to invest £0.040m into the scheme. However given the uncertainties highlighted above the financial risk could be considerably higher.

Finance Officer Consulted: David Ellis

Date: 08/04/20

- 7.5 There is currently no approved budget provision in 2020/21 for the HRA to contribute £0.040m to Adult and Community Learning but this should be manageable within the total HRA resources during 2020/21

Finance Officer Consulted: Monica Brooks

Date: 14/04/20

Legal Implications

- 7.6 The HRA is primarily a landlord account, containing income and expenditure arising from the council's housing functions. Department of Environment Circular

8/95 gives advice in relation to the operation of that account. It provides that for amenities which benefit the wider community, costs should be shared between the HRA and General Fund. Items specifically mentioned include amenities such as play and other recreational areas, grassed areas and gardens, community centres and play schemes. In each case it is for the local authority to form its own judgment on whether provision should be charged to the HRA or General Fund. Whilst the proposed expenditure is not directly linked to the council's housing functions, it could be considered to fall within the discretion afforded by the Circular, given the location of the service in Hangleton and Knoll and Whitehawk, both of which have a high concentration of council tenants.

- 7.7 In accordance with Part 4 of the council's Constitution, Policy & Resources Committee is the appropriate decision-making body in respect of the recommendations set out in paragraph 2 above.
- 7.8 It will be necessary to consult with the council's property lawyers concerning the term of any proposed lease or licences necessary to accommodate the education provision.
- 7.9 The service is funded by monies awarded by the ESFA and the terms and conditions on which that funding is made available must be observed.

Lawyer Consulted: Liz Woodley/Judith Fisher Date: 08/04/20

Equalities Implications:

- 7.10 At the core of community learning is Personal and Community Development Learning, Family English, Maths and Language, Wider Family Learning, Neighbourhood Learning In Deprived Communities (NLDC). Any reduction in community funding or contraction of provision will disproportionately impact upon residents who are hardest to reach and furthest from the labour market.
- 7.11 The provision offer for the next academic year will be severely affected if the delivery infrastructure and staffing resources are not agreed imminently. The Friends Centres delivers its core offer from Isetta Square and Ivory Place, Morley Street. However, courses run from an additional 18 locations across the City, providing learners with access to 'back into learning' provision which will be impossible to replace.
- 7.12 The proposal enables continuity of venue, community links and potentially staff, meaning that established connections with communities and individual learners are likely to be maintained. The focus on women, disabled people and people from BME communities will remain, as well as the focus on other marginalised groups and neighbourhoods.
- 7.13 Further exploration of equality impacts will form part of the planned reviews described in 3.26 to ensure that people sharing legally protected characteristics are still engaging with learning, that the in-house approach has not inadvertently created barriers, and that additional opportunities to extend or improve learning are taken up.

Sustainability Implications:

- 7.14 Central locations are easy to get to by sustainable means so public transport, cycling or walking. This is beneficial as it supports the key council's policies and priorities i.e. Carbon Neutral 2030 ambition & Cycling & Walking Strategy. Continuing leasing existing premises from the Friends Centre seems to be the most sustainable solution in the short term. This way existing resources can continue to be utilised and the time taken to secure a new site rather than rushing into finding accommodation that may only be temporary.

Brexit Implications:

- 7.15 Although no immediate and direct impact on these proposals, in the longer term changes related to the UK's withdrawal from the EU around structural funds that contribute to local education and training may present a challenge or opportunity for the future of adult community learning.
- 7.16 Under the Withdrawal Agreement the UK will continue to receive EU structural funds during the transition period, which is due to end on 31 December 2020. The political declaration on the future UK–EU relationship does not envisage the UK continuing to contribute to, or receive, EU Structural Funds after that point, this includes the European Structural & Investment Fund (ESIF) which is administered and coordinated through the ESFA for the UK to provide training and education opportunities.
- 7.17 In 2017, the UK government announced that it would replace EU Structural Funds with a successor arrangement called the UK Shared Prosperity Fund. In its 2019 manifesto, the Conservative Party reiterated this pledge and committed to “at a minimum match the size of structural funds in each nation”.
- 7.18 At the time of writing this report no further information was available on the proposed UK Shared Prosperity Fund. It is anticipated that at some stage in the future the Government will consult on proposals for the fund, at which point the future of the ESFA's funding capabilities will become clearer. Through the consultation the council should seek to secure the retention of funding streams which support the disadvantaged through training and education opportunities.

Covid19 implications:

- 7.19 The impact of Covid 19 on employment and the economy are far reaching. Nationally, 950,000 applications for Universal Credit were made in the first two weeks of lock down and our local Job Centre's are reassigning staff to front-line services. As a City with a large visitor economy sector it is likely that local people will be seeking access to Community Learning to support job progression.

SUPPORTING DOCUMENTATION

Glossary of terms

ESFA	Education Skills and Funding Agency
AEB	Adult Education Budget
FCL	Families Children and Learning

Appendices:

- 1 Adult and Community Learning Briefing Paper
- 2 Adult curriculum proposal
3. Delivery venues
4. Neighbourhood Learning in Deprived Communities Briefing Paper

Appendix 1 – briefing paper Adult Education and Community Learning

1. The Department for Education apportions the Adult Education Budget (AEB) between the Education Skills Funding Agency (ESFA) and the six mayoral combined authorities. The ESFA awards direct non-procured grants to local authorities on an annual basis. AEB funds flexible tailored programmes of learning for adults aged 19+.
2. The council is subject to Ofsted; at the last inspection in February 2020 the council was awarded an overall Grade 2 Good judgement.
<https://reports.ofsted.gov.uk/provider/42/50835>
3. The Adult Education Budget supports three legal entitlements to full funding for eligible adult learners (set out in the Apprenticeships, Skills and Children's Learning Act 2009), for the following qualifications:
 - English and maths, up to and including level 2, for individuals aged 19 and over, who have not previously attained a GCSE grade A* - C /grade 4, or higher, and/or
 - first full qualification at level 2 for individuals aged 19 to 23, and/or
 - first full qualification at level 3 for individuals aged 19 to 23
4. Community Learning Courses are reported to the ESFA under four delivery strands:
 - **Personal and Community Development Learning** - for personal and community development, cultural enrichment, intellectual or creative stimulation and for enjoyment (generally not leading to a formal qualification)
 - **Family English, Maths and Language** - learning to improve the English, language and maths skills of parents, carers or guardians and their ability to help their children
 - **Wider Family Learning** - learning to help different generations of family members to learn together how to support their children's learning
 - **Neighbourhood Learning In Deprived Communities (NLDC)** - supports local Voluntary and other third sector organisations to develop their capacity to deliver learning opportunities for the residents of disadvantaged.
5. £40,000 of BHCC's allocation for 2019/20 is awarded to Neighbourhood Learning in Deprived Communities (Whitehawk Inn and Hangleton and Knoll).
6. Community Learning Funding providers are required to have a Pound Plus Policy. Pound Plus is additional income, savings, or in kind benefit generated from other sources, it must be invested in the people with most need who can

least afford community learning provision. For transparency, providers are also required to have a Local Fee Remission Policy which sets out clear eligibility criteria for individuals who, due to their circumstances, qualify for either partial or total fee remission.

6. Partnership working underpins the community learning objectives and is critical to developing and delivering an effective community learning offer. Providers must engage and work closely with a wide range of relevant partners and stakeholders in their local area to help shape their community learning offer to engage specific groups.
7. Currently in the City, other providers in receipt of AEB and Community Learning Funding directly from the ESFA work together to achieve these aims through the ESFA Network, a sub-group of the Adult Learning and Skills Partnership (ALSP). The network terms of reference are:
 - Ensuring a varied curriculum offer which meets the needs of learners and is responsive to local demand for skills
 - Effectively utilising the Adult Education Budget to minimise under-recruitment or oversupply of provision
 - Ensuring progression opportunities and pathways
 - Increased awareness and understanding provision available to enable signposting and cross-referral of students
 - Policy oversight: including funding, sub-contracting, finance, auditing
 - Responding to consultation on behalf of the City as a professional network
 - Capturing, reporting and responding to the Learner voice
 - Reports to ALSP significant issues, including barriers to progress at a city and regional level.
8. Current ESFA City Network Members are in receipt of the following AEB allocations for 2019/20.

Member	Adult Education Budget	Community Learning allocation proportion	Notes
Brighton & Hove City Council	£560,349	£412,289	Delivery sub-contracted
Varndean College Adult Learning	£269,029	£68,487	
Portslade Adult Community Learning (PACA)	£290,155	£101,416	Part of the Aldridge Academy
Greater Brighton Metropolitan College	£5,114,188	£653,880	Brighton & Hove and West Sussex

Appendix 2 - Curriculum Proposal – BHCC Adult and Community Learning 2020/2021

1.1 Accredited Learning courses

Area	Number of Courses	Number of Enrolments
English Autumn Term	1 accredited 4 non-regulated	34
ESOL Autumn Term	6 (4 S&L and 2 Writing) 3 non-regulated	76
Maths Autumn Term	2 non-regulated	16
English Spring Term	1 accredited 4 non-regulated	34
ESOL Spring Term	6 (4 Writing and 2 S&L) 3 non-regulated 1 Functional Skills ICT	94
Maths Spring Term	2 non-regulated	16
English Summer Term	1 accredited 4 non-regulated	34
ESOL Summer Term	6 (4 S&L and 2 Writing) 3 non-regulated 1 Functional Skills ICT	98
Maths Summer Term	2 non-regulated	16
TOTALS		418

1.2 Community Learning courses

Area	Number of Courses per term	Number of Weeks	Number of terms	Number of Enrolments overall
ESOL Read / Write Courses	2	10	3	60
IT	5	10	3	105
Personal Development	2	6	3	60
Employability	8	2	1	120
Family Learning (through BHCC contracted tutors)				
TOTALS	17+			285+

1.3 Courses acquiring fees, and offering concessions and Better Living through Learning (BLTL- courses for £15)

Area	Number of Courses per term	Number of Weeks	Number of terms	Number of Enrolments overall
Spanish	5	10	3	180
French	3	10	3	105
Sewing	2 7 1	5 10 15	3 3 2	220
Crochet	2	5	3	50
Photography	1	5	3	25
Art	3 1 10	5 8 10	3 3 3	335
Printing	2	6	3	50
Writing	3	5	3	85
TOTALs	40			1,050

Appendix 3 - Adult and Community Learning venues

The table below lists the current venues where delivery has been held during 2019/2020.

Location of courses delivered	Courses delivered
BMECP	2
Brighton Junction	193
Brunswick Primary School	1
BUCFP	1
Hangleton Library	1
Ivory Place	53
Moulsecoomb Leisure Centre	4
Moulsecoomb Primary	1
Moulsecoomb Primary School	4
OASIS	1
Peter Gladwin Primary	1
Queens Park Primary	1
Rudyard Kipling School	2
St Bartholomew's School	1
St George's Hall	1
Tarner Children Centre	2
Vallance Community Centre	1
Voices In Exile	3
West Blatchington Primary School	2
Whitehawk Inn	24
	299

All delivery at schools apart from an IT course at Moulsecoomb Primary School is Family Learning courses specifically for parents in that school.

Appendix 4 - briefing Paper - Neighbourhood Learning in Deprived Communities

1. This paper describes how Brighton & Hove City Council uses the funding allocated by the Education Skills Funding Agency (ESFA), through the Adult Education Budget (AEB) for Neighbourhood Learning in Deprived Communities (NLDC) a delivery strand of the community learning element of the AEB. NLDC supports local voluntary and other third sector organisations to develop their capacity to deliver learning opportunities for the residents of disadvantaged neighbourhoods.
2. In Brighton and Hove, NLDC grants of £20,000, has been awarded to the Hangleton and Knoll Partnership (HKP) and the Whitehawk Inn.
3. These Hubs are located in the most deprived parts of the City. Delivery in community venues widens participation in learning enabling them to work with clients who are least likely to be engaged in learning and consequently are furthest from the labour market, and least likely to access a more formal learning or training opportunity with other providers in the City.
4. They deliver largely non-accredited community learning programmes and first steps engagement learning which encourages development of skills which lead to progression into further study, volunteering, active citizenship, and work-readiness. They also work with other organisations and services to enable the provision offer to be customised to better meet the needs of residents, as well as achieve the city's strategic priorities to reduce unemployment, address low skills and improve economic outcomes for residents furthest from the labour market.
5. All non- accredited programmes are judged using the national Recognising and Recording Progress and Achievement (RARPA) process. Learners identify targets based on the programme content, learners are asked to rate their skills at the start and end of their learning to ensure they recognise the additional work-related skills they have gained on their programme.
6. Learners include residents who; have left compulsory education with no or low qualifications; had long periods of unemployment or little or no work history; suffer or have suffered from mental health problems; are/have previously been dependent on drugs and/or alcohol; been homeless; are ex-offenders.
7. The main barriers for residents are low prior attainment in maths and English, low confidence and self-esteem, a lack of work experience and poor digital skills. NLDC funding provides support to overcome these barriers to enable residents to benefit from opportunities over time that would not have been possible without the support of a first step approach.
8. In 2018/19 341 learners were supported by both organisations.

9. An example of the learning offer provided by both hubs is provided below:

Hangleton & Knoll Project (enrolments: 127 2018/2019)

- Food Safety
- Follow on IT course
- First Aid
- Community Volunteer Development
- ESOL conversation focussing on health, education and employment
- Computing for improvers
- Your Life, retirement course
- Microsoft Office
- Family history
- Solution focussed well being

Whitehawk Inn (enrolments: 161 2018/2019)

- Digital Gadget Workshop
- Creative Writing
- Graffiti Workshop
- Green Screen Filming
- Knitting
- Spoken Word
- Made of Money
- Social History
- IT Skills
- CV writing
- Interview Skills
- Job search & IAG

In addition digital first steps engagement sessions support residents to navigate DWP support, produce job applications, access electoral registration and money saving websites.

Subject:	Review of the Council's Constitution
Date of Meeting:	30th April 2020 14 th May 2020 - full Council
Report of:	Executive Lead Officer for Strategy, Governance & Law (Monitoring Officer)
Contact Officer:	Name: Abraham Ghebre- Ghiorghis
	Email: abraham.ghrebre-ghiorghis@brighton-hove.gov.uk
Ward(s) affected:	All

FOR GENERAL RELEASE

1. PURPOSE OF REPORT AND POLICY CONTEXT:

- 1.1 This report proposes changes to the Council's Constitution for approval by Policy & Resources Committee and (where relevant) Council. The proposals set out in the report have been considered by the cross-party Constitutional Working Group (CWG).

2. RECOMMENDATIONS:

Policy & Resources Committee:

- 2.1 That the proposal to make changes to the Scheme of Delegations to Officers in Part 6 of the Council's Constitution relating to the Council's planning functions as indicated in paragraphs 4.1 - 4.3 and Appendix 1, and as indicated in paragraphs 4.4 -4.5, be agreed.
- 2.2 That the proposal to make changes to the Scheme of Delegations to Officers in Part 6 of the Council's Constitution relating to the Council's information rights casework (paragraphs 4.6 – 4.7) and in respect of overseas trips (paragraph 4.8) be agreed.
- 2.3 That Full Council be recommended to approve the changes recommended to it in paras 2.4 to 2.6 below.

Full Council:

- 2.4 That the proposed changes to delegations in respect of the Environment Transport and Sustainability Committee indicated in paragraphs 4.4 – 4.5 be agreed.
- 2.5 That the proposal at para 4.10 and Appendix 2 to amend the Council Procedure Rules at Part 3.2 of the Council's Constitution in respect of arrangements for member amendments be agreed.

- 2.6 That the proposal at para 4.11 and Appendix 3 for amendments to Part 8.4 – Guidance for Members and Officers serving on Outside Bodies be agreed.

Policy & Resources Committee and Full Council:

- 2.7 That the Chief Executive and Monitoring Officer be authorised to take all steps necessary or incidental to the implementation of the changes agreed by the Policy & Resources Committee and by Full Council, and that the Monitoring Officer be authorised to amend and re-publish the Council's constitutional documents to incorporate the changes.
- 2.8 That the proposed changes come into force immediately following their approval by Policy & Resources Committee or adoption by Full Council, as appropriate.

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 The Council is required to keep its Constitution under review with a view to achieving efficiency, economy and effectiveness. The cross-party Constitutional Working Group (CWG) was set up to assist with this by considering proposals and advising the Council on proposed changes to the constitution. The current members of the CWG are Councillors Moonan (Chair), Littman and Wares. The proposals set out in the report were discussed and agreed by the CWG on 11th March 2020.

4. PROPOSALS

Planning delegations

- 4.1 This proposal seeks to provide that those planning applications relating to major developments which do not attract a minimum of ten representations may be determined by officers, unless the Chair of Planning Committee or either of the two Opposition Leads for Planning wish the matter to be referred to Committee for decision. This proposal was made to the CWG by the Planning Committee Working Group and suggested wording is attached as Appendix 1.
- 4.2 It should be noted that the above arrangement remains subject to the existing rights of all ward members to 'call in' any planning application, and subject also to the provision whereby the Conservation Advisory Group or (for development in Rottingdean) Rottingdean Parish Council may request that any planning application be determined by Planning Committee.
- 4.3 The objective of this proposal is to streamline process in relation to those applications which do not generate public engagement above the recommended threshold. It is considered that this might potentially reduce the resource burden of Planning Committee.
- 4.4 This Committee may wish to note in relation to Planning matters that proposals to put in place the necessary administrative arrangements to implement a Community Infrastructure Levy (CIL) are being put to a meeting of the Council's Tourism, Equalities, Communities & Culture Committee. That Committee will be asked to consider recommending amends to officer delegations to full Council which achieve this and which also bring officer delegations in relation to other

types of developer contributions (including S106 contributions) into line with the delegations in relation to the administration of CIL.

Traffic regulation order delegations

- 4.5 One unresolved objection to the making of any traffic regulation order (TRO) is currently sufficient to trigger its referral to the Environment Transport and Sustainability Committee. It is proposed that delegations to officers and to that Committee be amended to provide that the threshold for referral to Committee be raised to six or more unresolved objections, and that TRO's may otherwise be determined by officers. It is proposed that this approach be adopted alongside a further change: one whereby ward members would be able to 'call in' any traffic regulation order, whether or not the subject of any objection(s), in much the same way as members may call in any planning application in their ward.
- 4.6 This proposal is made with the aim of reducing the resource expended in drafting and bringing officer reports (an estimated nine or more last year), which are not then called, the majority of which are proposed for safety related issues, for instance double yellow line installations to protect corners and/or the introduction of disabled bays.

Information rights casework

- 4.7 It is proposed that the council's Information Rights casework (Freedom of Information and Subject Access Requests) is brought within the remit of the Executive Lead – Strategy, Governance and Law. This would enable this function to be managed by the council's Performance, Improvement and Programmes team, with the aim of enhancing the delivery of that part of the council's responsibilities. This proposal would see Information Security and Governance (including privacy impact assessments and strategic input) remaining where it currently sits, in the Finance and Resources directorate.
- 4.8 It is therefore proposed to amend officer delegations in Part 6 of the Constitution to distinguish Information Rights casework from other functions which fall under the heading of Information Governance, and to stipulate that that area will sit in the directorate of the Executive Lead – Strategy, Governance and Law.

Authorisation of overseas trips

- 4.9 It is proposed that the rules be amended to formalise the current expectation that on the (infrequent) occasions where the council is either nominating an individual or group to make an overseas trip, or contributing toward the funding of such an initiative, then that course of action must be authorised both by the Chief Officer with responsibility for the relevant function and also by the Chief Executive.

Procedural rules regarding member amendments to motions

- 4.10 In order to ensure the smooth running of the council's business, Rule 15.4 of the Council Procedure Rules at Part 3.2 of the Council's Constitution provides a process whereby members are expected to submit any amendments to motions by 10am on the day of the meeting.

- 4.11 This requirement does not however permit sufficient time where the relevant decision-making body is meeting at 12 noon or before on any given day. It is therefore proposed that the rules be amended to provide that – in the case of a meeting starting on any given morning – the deadline for the submission of such amendments only be brought forward to 4pm on the previous working day. The proposed wording for the amendment is at Appendix 2.

Update to the Guidance for Members and Officers Serving on Outside Bodies

- 4.12 It has been noted that those officers and members who are appointed as trustees of charitable organisations will have key responsibilities to the relevant organisation. With the aim of assisting particularly those members who have been nominated to a charity by the council in discharging their responsibilities in a compliant way, the council's Guidance on Outside Bodies at Part 8.4 of the Constitution has been amended to signpost Charities Commission guidance. The Guidance has also been amended to include a list of relevant charitable bodies, for additional clarity. The proposed wording is attached at Appendix 3.

5. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 5.1 The Committee or Council could if it wished decide not to implement the changes set out in this Report.

6. COMMUNITY ENGAGEMENT & CONSULTATION

- 6.1 The cross-party Constitutional Working Group has considered the proposals and has made the recommendations in this report.

7. CONCLUSION

- 7.1 The proposals reflect the Council's ongoing efforts to review its Constitution to ensure that it is reflective of current practice and priorities and to achieve clarity and increased efficiency. As a result, it is recommended that the proposals in this Report be approved.

8. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 8.1 There are not expected to be any significant financial implications arising from the recommendations of this report.

Finance Officer Consulted: James Hengeveld Date: 14/04/20

Legal Implications:

- 8.2 Policy and Resources Committee and, where specified in this report, full Council have the authority to make the changes to the Council's Constitution which are set out in the report. The intention is for the proposals to be implemented with immediate effect following the decision of the relevant decision-making body, unless expressly stated to the contrary.

Lawyer Consulted:

Victoria Simpson

Date: 12.3.20

Equalities Implications:

- 8.3 The proposals in this report have been reviewed for adverse equalities implications.

SUPPORTING DOCUMENTATION

Appendices:

Appendix 1 – Delegations in respect of the Council's Planning functions (Part 6)

Appendix 2 – Council Procedure Rules (Part 3.2)

Appendix 3 – Guidance for Members and Officers Serving on Outside Bodies (Part 8.4)

Background Documents

None

Appendix 1

Extract from the Scheme of Delegations: Functions delegated to the Executive Director Economy, Environment and Culture:

[..]

15. Town and Country Planning

- (1) To determine applications in relation to matters listed under Part I of **Schedule 4** to this Scheme of Delegation having regard to the Council's relevant planning policies and published guidelines.

PROVIDED THAT the powers delegated under the above shall NOT apply where:-

- (a) ~~Five or more~~ The specified number of individual written objections relating to material planning considerations pertinent to the application in question have been received within the public consultation period from separate persons or bodies in relation to applications that officers are minded to approve, or where ~~the specified number five or more of~~ individual written expressions of support from separate bodies or persons have been received within the public consultation period in relation to applications that officers are minded to refuse. Only written objections or expressions of support received from persons who live in the immediate vicinity of the application site or who otherwise may reasonably be considered to be potentially directly affected by the proposed development will be taken into account in determining the relevant number of representations required by this paragraph. For the purposes of this sub-paragraph "the specified number" shall be ten or more for applications falling within sub-paragraphs (1) (a) to (d) (inclusive) of Part I and shall be five or more for applications falling within sub-paragraph (1) (e) and paragraphs (2) to (5) (inclusive) of Part I. PROVIDED THAT where the specified number is ten or more and ~~nine or fewer~~ objections or expressions of support have been received, the application in question shall be referred to Planning Committee for determination should the Chair of Planning Committee and/or any of the Opposition Spokespersons deem it appropriate. The Head of Planning will consult with the Chair of Planning and Opposition Spokespersons for this purpose.
- (b) The Conservation Advisory Group (CAG) or Disabled Access Advisory Group (DAAG) requests, within the public consultation period, that an application be determined by the Planning Committee. In making the request CAG or DAAG shall state whether it would be seeking an approval or refusal of the application. If Officers' determination of the application under delegated powers would be in accordance with that request then the request shall be deemed to have been withdrawn; or
- (c) A Member requests, within the public consultation period, that an application within their ward be determined by the Planning Committee. In making that request, the Member shall state whether they would be supporting an approval or refusal of the application and shall give their reason or reasons in

writing as to why they consider the application should be determined by Committee and shall set out their representations on the application as part of their request. Members making such requests may attend and address the Committee when the application falls to be determined or may ask for their representations to be read out at the meeting. If Officers' determination of the application under delegated powers would be in accordance with that request then the request shall be deemed to have been withdrawn. (NB In any case where the Member is also a member of the Planning Committee and the application is referred to the Committee for determination, they will, if present, having exercised his/her right to make an oral representation to the Committee, need to leave the meeting during the consideration of the application); or

(d) Rottingdean Parish Council requests, within the public consultation period, that an application within the Parish Council area be determined by the Planning Committee. In making the request the Parish Council shall state whether it would be seeking an approval or refusal of the application. If Officers' determination of the application under delegated powers would be in accordance with that request then the request shall be deemed to have been withdrawn; or

(e) the application is an application for Listed Building Consent relating to any of the following:

- Booth Museum, 194 Dyke Road;
- Brighton Bandstand, Kings Road;
- Brighton Corn Exchange;
- Brighton Dome Theatre, Church Street;
- Brighton Museum and Art Gallery;
- Duke of York's Cinema, Preston Circus;
- Hove Library, Church Road;
- Hove Museum and Art Gallery;
- Saltdean Lido;
- Royal Pavilion;
- Preston Manor.

(2) To exercise the Council's functions in respect of certificates of lawful use, tree preservation orders, enforcement action etc. as more particularly set out in Part II of **Schedule 4** to this Scheme of Delegation to Officers.

SCHEDULE 4

Extract from the list of functions delegated to the Executive Director Economy, Environment and Culture in relation to Planning:

Part I

- (1) To determine planning applications and applications to vary or delete conditions attached to planning permissions (including, where relevant, identifying the need for and the settling of terms of Planning Obligations under S106 of the Town and Country Planning Act 1990, the imposition of conditions where consent is granted and the renewal of existing permissions) where the applications relate to the following categories of development:-

- (a) the provision of dwellinghouses where—
 - (i) the number of dwellinghouses to be provided is 10 or more; or
 - (ii) the development is to be carried out on a site having an area of 0.5 hectares or more and the number of dwellinghouses to be provided is not known;
- (b) the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more;
- (c) development carried out on a site having an area of 1 hectare or more;
- (d) operational development designed to be used wholly or mainly for the purpose of, or material change of use to, treating, storing, processing or disposing of refuse or waste materials;
- (e) development not listed in sub-paragraphs (a) to (d) above (inclusive)

- ~~(i) alterations/extensions to single dwellinghouses and buildings containing residential flats;~~
- ~~(ii) works within the curtilage of buildings which are incidental to their lawful use;~~
- ~~(iii) changes of use;~~
- ~~(iv) applications submitted pursuant to Article 4 Directions;~~
- ~~(v) alterations to or installation of shop fronts;~~
- ~~(vi) the provision of no more than 9 new dwelling units (net increase), either by the construction of new buildings or by conversion of existing buildings;~~
- ~~(vii) extensions and alterations to non-residential buildings;~~
- ~~(viii) applications relating to the formation of accesses, fire escapes, replacement windows, flag poles, the erection of and alterations to walls, fences or other means of enclosure, floodlights, radio and TV masts, telecommunications apparatus, material changes to the external appearance of buildings, including extensions;~~
- ~~(ix) renewals of temporary permissions;~~
- ~~(x) applications to vary or delete conditions attached to planning permissions;~~

~~(xi) all other minor planning applications not referred to above.~~

- (2) Applications for permission in principle.
- (3) Applications for technical details consent (including identifying the need for and settling the terms of Planning Obligations under s106 of the Town and Country Planning Act 1990 and the imposition of conditions where consent is granted).
- (4) Applications for consent under the Advertisements Regulations.
- (5) Applications for Listed Building Consent
- (6) To undertake all consultations, notifications and publication of advertisements on behalf of the Council in relation to any of the matters listed above.

Appendix 2

Part 3.2 – Extract from the Council Procedure Rules

Notice of Amendments

15.4 Copies of amendments will be prepared and circulated prior to the start of a Council meeting only if such amendments are presented to the Chief Executive by 10.00am on the day of the Council meeting (or, in the case of any meeting scheduled for 12 noon or earlier on any day, by 4.00pm on the preceding working day). Amendments for which notice has not been given may be permitted at any time at the discretion of the Mayor or Chair if they consider it appropriate with regard to [..]

Appendix 3

Extract from Part 8.4 - GUIDANCE FOR MEMBERS AND OFFICERS SERVING ON OUTSIDE BODIES

[..]

2. COMPANIES

- 2.1 The obligations imposed by company law are onerous and there are severe penalties for non-compliance with many of the duties imposed on directors. It is important for Members and officers appointed to act as company directors to ensure that they understand the duties and obligations which the law imposes on them.
- 2.2 A company is a separate legal entity which can hold property in its own right, enter into contracts, employ staff and sue and be sued in its own name. A company is distinct from its members, who may be either shareholders or guarantors.
- 2.3 Whether a company is limited by shares or by guarantee, the day to day management of the company is usually vested in the directors. The members ultimately control the company by electing the directors and deciding the major issues at general meetings. The main differences are as follows:-
- in a company limited by shares the shareholders share the ownership of the company and its profits and if the company is wound up each shareholder is liable to pay an amount equivalent to the nominal value of his or her shareholding;
 - a company limited by guarantee does not normally seek to make a profit and in the event of the company being wound up, the members guarantee to make a payment to the level of their guarantee (usually a nominal figure of £1.00). Hence companies limited by guarantee are more commonly used for voluntary and public bodies, especially where charitable status is sought.
- 2.4 A company is controlled by reference to its 'constitution', which is contained in the Memorandum and Articles of Association. These documents will set out the powers of the company, and the rules by which it is to be managed. Any act carried out by the company that is outside the powers set out in the Memorandum will be unlawful, and a director involved in such an act may be personally liable for any resulting losses.

In general Members and officers should avoid taking executive or managerial responsibility for the company's activities because the duties of executive or managing directors can be particularly onerous. This is because executive directors are directly responsible for particular aspects of the company's affairs. For example, a finance director will have responsibility for the company's financial position, which could give rise to liability for allowing the company to trade while insolvent if the

company goes into liquidation. However, all directors, including part-time and non-executive directors, are required to make themselves fully aware of the company's financial position and should attend Board meetings regularly.

- 2.5 In some situations, the Council may nominate Members or officers to act as “observers” on the board of directors of a company. Although such observers have no specific legal status, Members and officers should be aware that if an observer's involvement increases to such an extent that it could be said that there is an active engagement in the management of the company, he or she may be deemed to be a “shadow director” which may entail liabilities. Any person appointed to this role should therefore ensure that the extent of their role as an observer is clearly defined and agreed to avoid involvement in managing or directing the management of the company.
- 2.6 Under the Companies Act 2006 (‘the Act’), directors owe a number of legal duties to their company. These are duties to:
- Act within powers (section 171 of the Act)
 - Promote the success of the company (section 172)
 - Exercise independent judgement (section 173). Although it is permissible to take account of the interests of a third party (in this case the council), a director cannot vote simply in accordance with the council's instructions.
 - Exercise reasonable skill, care and diligence (section 174)
 - Avoid conflicts of interest (section 175). There may be actual or potential conflicts between the interests of the company and those of the council. A Member or officer cannot waive their statutory responsibilities as a director; hence they may have to cease to act as a Member or officer in relation to the particular matter. In extreme cases, the only proper way for the conflict to be resolved may be for the Member or officer to resign either from the company or from the council. If the company is a charitable company regulated by the Charity Commission the directors will also need to consider Charity Commission guidance [\[insert link here\]](#) on conflicts of interest.
 - Not accept benefits from third parties (section 176)
 - Declare interest in a proposed transaction or arrangement with the company (section 177). Directors must therefore disclose any interests they or their family may have in relation to the company's contracts. Whether they are then allowed to vote will depend on the company's Articles of Association. (Equally, officers are not allowed under cover of their office to take any more than their proper remuneration so they must obtain the consent of the Council if they are to receive any remuneration from a company to which they have been appointed by the Council).

Members acting as directors should be aware of these duties, particularly those which could lead to:

- A conflict with their role as member of the local authority (for example, the duties to promote the success of the company, to exercise independent judgement, and to avoid conflicts of interest).
- Personal liability for the debts of the company

The fact that a director is appointed to a company board as a representative of the council does not diminish these duties.

3. CHARITIES

3.1 Many outside bodies with which Members or officers will be involved will be charities.

3.2 A charitable organisation is one which is formed for one or more of the following charitable purposes:

- the relief of poverty and human suffering
- the advancement of education
- the advancement of religion
- another purpose for the benefit of the community (as detailed in Section 3 of the Charities act 2011).

3.3 It must operate for the public benefit and have exclusively charitable purposes. It must be registered with the Charity Commissioners. The Commissioners oversee the operations of all charities, and grant consent to various transactions involving charities, where the law requires this.

3.4 The law relating to charities imposes a number of duties and liabilities on those controlling the organisation. They are normally referred to as 'trustees' which will include the directors (of a company limited by guarantee) and the management committee of an unincorporated association.

3.5 Charity Trustees have the following duties:

- (1) A duty to act in accordance with the charities governing instrument and to protect the charity's assets.
- (2) A duty to comply with the Charities Acts and other legislation affecting the charity.
- (3) A duty not to make a private profit from their position.
- (4) A duty to act with the standard of care which an ordinary, prudent business person would show. Higher standards are required of professionals, and in relation to investment matters.
- (5) A duty to ensure that the information relating to the trust and trustees is registered with the Charity Commissioners and that the necessary annual accounts and returns are completed and sent.
- (6) Where charitable income exceeds £10,000, a duty to ensure that letters, adverts, cheques etc. bear a statement that the organisation is a registered charity.

Trustees of charities regulated by the Charity Commission must follow Charity Commission guidance [\[insert link here\]](#). In particular they must consider the Charity Commission guidance in relation to conflicts of interest. Where there is a contractual relationship between

the charity and the council, the member will have an obvious conflict of interest when the charity discusses questions relating to that contractual relationship. That member will need to refer to the charity's governing document to determine whether they are able participate or vote where the local authority has an interest that is potentially adverse to that of the charity.

[..]

[The list of outside bodies which are registered as Charitable Companies where the Council has appointed members includes:-](#)

- [Brighton Dome and Festival Limited - Charity Commission link](#)
- [Brighton and Hove Estates Conservation Trust - Charity Commission link](#)
- [Brighton and Hove Music Trust - Charity Commission link](#)
- [Brighton and Hove Seaside Community Homes Ltd - Charity Commission link](#)
- [Gorham's Gift - Charity Commission link](#)
- [The Brighton Fund - Charity Commission link](#)
- [The West Pier Trust Board - Charity Commission link](#)

[The Royal Pavilion and Museums Foundation – Charity Commission link](#)

Subject:	2020/21 Local Transport Plan Capital Programme		
Date of Meeting:	30 April 2020		
Report of:	Executive Director – Economy, Environment & Culture		
Contact Officer:	Name:	Andrew Renaut	Tel: 01273- 292477
	Email:	andrew.renaut@brighton-hove.gov.uk	
Ward(s) affected:	All		

FOR GENERAL RELEASE

1. PURPOSE OF REPORT AND POLICY CONTEXT

- 1.1 The council receives capital funding each year for transport schemes through the Government's Local Transport Plan [LTP] process. The council approved the use of this capital funding (£4.758m) for approved and new transport schemes and projects for 2020/21 on 27 February 2020 as part of the overall budget. In addition, the funding in 2020/21 expected to be available has also been increased by £3.900m of additional capital funding for investment in citywide improvements to supplement the planned LTP investment. This was agreed at Budget Council on 27 February 2020, and therefore provides a total of £8.658m. This report primarily seeks approval of specific allocations of this funding to particular maintenance and sustainable transport projects and programmes of work. The programme was considered by the council's Environment, Transport & Sustainability Urgency Sub-Committee on 24 March 2020, which recommended it for approval by this committee.
- 1.2 The LTP is a statutory document and the council's fourth LTP [LTP4] was approved by the council in March 2015. The development of a new LTP will begin this year. An LTP must consist of a long-term Strategy (2030 for Brighton & Hove), and a short-term Delivery Plan. Maintaining, managing and improving the city's transport and highway infrastructure, which is one of the city's largest assets with an estimated value of £4.04 billion, is an essential part of the council's investment which helps support and provide access to the many activities that are important to the city's residents and local communities and its wider, sub-regional economic role within the Greater Brighton City Region.

2. RECOMMENDATIONS:

- 2.1 That the 2020/21 Local Transport Plan capital programme budget allocation of £8.658 million, as set out in Appendix 1 of this report be agreed;
- 2.2 That it be noted that a final decision on the allocation of £3.900m of the capital programme to projects and programmes outlined in paragraph 3.8 of this report, will be made at a future Environment, Transport & Sustainability Committee meeting; and

- 2.3 That the availability of the £3.900m element of the 2020/21 capital programme in 2.2. above, is likely to be deferred until the 2021/22 financial year be noted as it was expected to be achieved through borrowing against forecast surplus parking income and will therefore need to be reviewed in light of the financial implications arising from the Covid-19 outbreak.

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 The amount of 2020/21 capital funding is initially based on Government estimates of how much investment is required in the city. However, over many years, the levels of funding provided have not been sufficient to fully maintain and improve the city's infrastructure to meet standards and demands. This has resulted in ongoing deterioration of the council's transport network which becomes more costly to repair or replace over time. A future report on this issue will be brought to the Environment, Transport & Sustainability Committee later this year.
- 3.2 The council ensures that the investment it makes with the funding it is allocated is focused on maintaining and renewing the road network to a high standard; improving safety; increasing choices for some journeys by providing for, and encouraging, the use of sustainable transport; and creating a more attractive public realm. The proposed, capital programme for 2020/21 allocates funding across a number of areas including capital renewal (maintenance); capital repairs (potholes); asset management; and sustainable (integrated) transport projects and programmes. It includes commitments to schemes that are already approved, ongoing programmes of works and new projects which will deliver long-term benefits to the city and its residents. The content of the programme is based on a number of factors, which include: -
- recent or past decisions made by this or other council committees, often following public consultation, to deliver transport projects and programmes;
 - prioritised projects or programmes identified in investment or action plans to deliver the aims and objectives of approved council strategies or plans following public consultation;
 - decisions made by committees in response to the receipt of petitions, deputations or Notices of Motion;
 - engagement and discussion with The Connected City's Transport Partnership;
 - requests for improvements from ward councillors or residents which are prioritised according to need or significance, based on committee-approved policies or assessment criteria, if available; and
 - technical or statistical data, surveys or evidence which indicate that a significant problem exists and requires capital investment to correct it.
- 3.3 Investment in short-term, reactive repairs to the transport network in response to relatively minor problems identified by officers or residents is carried out from within existing revenue budgets, which are allocated separately within each financial year via the delegated authority assigned to the Executive Director of Economy, Environment & Culture.
- 3.4 The capital funding secured through the LTP process and invested in its Strategy and Delivery Plan contributes towards enhancing local neighbourhoods and environments and strengthening the city's role as a transport hub and centre for economic activity within the wider Greater Brighton City Region. Major schemes include those within the city centre, such as Valley Gardens, and the seafront,

including rebuilding and regenerating the city's historic 'arches' (which are highway structures supporting the promenade and A259). More localised investment in neighbourhoods includes bus stops, pedestrian crossings, cycle facilities and Rights of Way improvements.

- 3.5 In addition, the LTP budget has been used to help secure and deliver significant levels of capital funding from other sources for many different projects. These have included competitive, Government funding rounds, and applications to secure funding allocated to the Coast to Capital Local Enterprise Partnership [LEP] as part of the Local Growth Fund, which is the primary funding source for delivering the Valley Gardens project.
- 3.6 The Government funding included in the 2020/21 capital programme consists of two traditional LTP block allocations for Maintenance and Integrated (Sustainable) Transport, plus two additional funding streams which are:-
- **'Incentive' Funding** – additional funding allocated to councils that demonstrate: approval of a highway infrastructure asset management strategy; input of stakeholders into the process; collaborative working with construction partners; standard specifications; joint contracts and collaboration with other local authorities.
 - **Pothole Action Fund and Flood Resilience Fund** – for minor road surface repairs, or to prevent potholes forming.
- 3.7 The proposed allocation of funds set out in Appendix 1 is based on a number of factors: 1) the progress made on completing or continuing spend on 2019/20 projects and programmes; 2) previously agreed financial contributions or commitments to begin or continue projects or programmes in 2020/21; and 3) success in securing, or being allocated, additional funding from external sources e.g DfT and LEP (Local Growth Fund) [LGF]. An extract from the draft minutes for the 24 March 2020 Environment, Transport & Sustainability Urgency Sub-Committee which recommended the programme to this committee for approval is included in Appendix 2 of this report.
- 3.8 The funding in 2020/21 has also been increased by £3.900m of additional capital funding for investment in citywide improvements to supplement the planned LTP investment. This was agreed at Budget Council on 27 February 2020. This funding will be allocated across projects and programmes which include infrastructure to expand zero emission transport; improvements to roads; filling potholes, repairing uneven pavements and other works to make cycling, walking and driving safer; improvements to cycling, bus, pedestrian and electric/hydrogen vehicle projects, to support carbon emission reduction; further investment into the bus network, introducing more bus shelters, real-time bus stops and schemes to reduce bus journey times; staff posts (funded through these capital resources) to support the increased spending on transport projects and priorities; increased tree planting, to help absorb toxic emissions and improve air quality; and support for the work and outcomes of the Climate Assembly on transport. Following consideration by the council's Sustainability & Carbon Reduction Investment Fund [SCRIF] Members' Oversight Group, a future report to the Environment, Transport & Sustainability Committee will indicate how the additional £3.900m is proposed to be allocated.

- 3.9 The content of the programme is described briefly below, and is consistent with the principles established within the LTP4 Delivery Plan – maintaining the network, managing movement, and improving streets and infrastructure.

CAPITAL RENEWAL (MAINTENANCE) FUNDING

- 3.10 The proposed allocation of £3.290m of LTP funding for this area of work includes estimated sums of Incentive Funding and Pothole Action Funds of £0.589m. Further allocations from the additional £3.900m Budget Council sum will be proposed for this area as part of the SCRIF process, and decided by the Environment, Transport & Sustainability Committee. This area of funding is focused on maintaining links and routes and reflects the continued and growing need to renew highway infrastructure in order to ensure that it has a longer life. This minimises the need for ongoing/short-term repairs which are funded from revenue budgets. This sum is in addition to £1.792m worth of funding from other approved, council sources for the street lighting improvement programme.
- 3.11 The programme includes £1.485m for road re-construction. Priority consideration will continue to be given to repairing damage that has occurred to key routes to address the effects of high traffic volumes and recent episodes of winter weather conditions. Sections of roads where the surface requires immediate, major repairs or renewal will be identified based on recent surveys. A further £0.600m will help improve the condition of footways across the city, with a continued focus on well-used corridors. The programme will include the use of permeable, flexible paving to treat tree root areas and reduce flood risk. £0.095m is also allocated to continue investment in addressing problems associated with damaged highway drainage which causes surface water flooding on roads and pavements.
- 3.12 Significant works to assess and strengthen highway structures across the city will also continue (requiring £0.450m from the 2020/21 LTP allocations) to ensure they remain in a safe condition and are fit for purpose. The investment involves the inspection, maintenance or renewal of structures which is currently focused on the seafront, in line with the principles of the council's Seafront Investment Plan. The Shelter Hall structure supports the A259, and the scheme includes improvements to the King's Road/West Street junction which are expected to be completed in June this year. Further work will be undertaken to develop detailed designs for Phase 4 of the seafront programme. Other sites where structural work on retaining walls are planned include Dyke Road Drive, Hartington Road and Bates Road.
- 3.13 A further additional £0.300m will be invested in maintaining Hove Station Footbridge, which provides important local connections between the Hove Park area and the station and Central Hove. Network Rail owns the bridge, but the council has responsibility for its upkeep.
- 3.14 An annual allocation of £0.300m has been previously approved to assist in reducing the ongoing maintenance requirements for the £10m-plus worth of street lighting in the city, primarily funded by an 'Invest to Save' initiative. Ongoing surveys and condition assessments identify areas/corridors that require street lighting column replacement. The works include upgraded lighting with more efficient lanterns/lamps to help accelerate reductions in electricity and maintenance costs and achieve the city's target of becoming carbon neutral by

2030. The programme of investment in 2020/21 is currently being planned and finalised.

- 3.15 The Government requires all Local Highway Authorities to identify and account for their infrastructure (often referred to as 'assets') by updating their Highway Asset Management Strategy, which provides a comprehensive inventory of current asset condition. This will be continued during 2020/21 with £0.060m as it is also a requirement for securing Government funding for maintenance. This strategy is used to prepare medium and long-term programmes of works to maintain the highway to required standards. The council's self-assessment of its progress is a 'Band 3' grading, which is the highest level of compliance and is expected to secure additional ('incentive') funding for works of approximately £0.400m.

INTEGRATED (SUSTAINABLE) TRANSPORT FUNDING

- 3.16 The proposed allocation of £1.468m of LTP funding for this area of work includes increased provision for safe, sustainable and healthy forms of transport and will create more efficient movement through junctions and crossings that will help reduce congestion and/or emissions, therefore improving air quality. This is in addition to £4.482m worth of LGF from the LEP. Further allocations from the additional £3.900m Budget Council sum will be proposed for this area as part of the SCRIF process, and decided by the Environment, Transport & Sustainability Committee. This total amount of funding will be focused on delivering the following key LTP objectives.

Connecting people with destinations, activities and services

- 3.17 Targeting transport investment in certain locations will help support the wider needs of the city and deliver a broad range of improved service outcomes. These locations can include important local facilities and/or more significant destinations that help draw people and investment to the city, by improving safety and increasing the transport options available to reach them.
- 3.18 The prioritisation of developing a trial 'School Streets' scheme in the city will begin with a proposed investment of £0.030m in 2020/21, which will be combined with funding from the council's Sustainability and Carbon Reduction Investment Fund. Pioneered in Hackney in London, a 'School Street' is a road outside a school with a temporary restriction on motorised traffic at school drop-off and pick-up times. This will help improve the safety and environment around school entrances and complement other measures on routes to and from schools. Other measures will assist in encouraging sustainable travel behaviour change, such as workplace and school travel planning, some of which are match-funded by businesses, and which also support the council's Government revenue-funded Access Fund for Sustainable Travel project.
- 3.19 Local shopping centres are a focus for many communities/visitors and provide a variety of facilities and services that can help to reduce the need to make separate journeys. Enabling these locations to be more accessible and attractive to everybody and function safely and practically e.g deliveries and servicing, provides the opportunity for them to thrive as part of the local economy. A funding allocation of £0.075m is proposed to undertake feasibility, design and consultation for the Boundary Road/Station Road corridor in Portslade in 2020/21. This work

will be integrated with the successful extension of the council's Access for Sustainable Travel Fund for a fourth year.

3.20 Local parks and open spaces provide opportunities for people of all ages to improve their quality of life in terms of relaxation, fresh air or exercise. Improving access to those locations will enable them to be reached safely and sustainably, or address local perceptions of danger or severance, and therefore be used more regularly. Improving Rights of Way [RoW] in line with the statutory, approved RoW Improvement Plan will continue with £0.040m, and improved links between the city and the South Downs National Park remain a priority.

3.21 £0.170m worth of investment is proposed in interchange facilities, where people can transfer between different forms of transport on their journey/visit. This will include investment in more secure, on-street motorcycle parking.

Improving neighbourhoods

3.22 Continued investment is required in targeted road safety engineering schemes to maximise casualty reduction, especially the number of people killed or seriously injured in collisions. £0.173m is proposed to be invested in priority ('high risk') locations, and a programme is currently being developed. Safety improvements will be implemented in Surrenden Road to address residents' concerns, especially about school children; and £0.020m will contribute towards improving the Whitehawk Road/Bristol Gardens junction which is a priority ('high risk') locations. This scheme will complement the current improvements to the Wilson Avenue/Roedean Road junction, and both sites are linked to movements to and from GB Met College, and St Mark's and Steiner Schools. The programme also includes £0.040m to undertake an experimental road closure of Temple Street to address rat-running drivers, as agreed by the ET&S Committee.

3.23 Tackling pollution levels in the city's Air Quality Management Areas remains a high priority. For example, the new, minor traffic management scheme in Rottingdean Village is designed to help reduce harmful emissions in the High Street. Walking and cycling are the best forms of 'low carbon' transport and the activity involved also provides additional personal health benefits for individuals and can help reduce pollution if they replace some car journeys. 'Dropped' kerbs at road crossings are important ways of increasing the mobility of local residents and visitors and increasing the attractiveness and convenience of journeys, especially over short distances. A total of £0.250m is planned to be spent specifically in these areas in 2020/21, including pedestrian crossing facilities outside Hove Station and at the A293/Hangleton Lane junction, and feasibility/design work for a cycle route along the A259 (Wellington Road). Other named projects within the overall capital programme will also include measures to enable and increase active and healthy travel.

3.24 The expansion of the city's electric vehicle charging point network will help meet the growing demands for this infrastructure by widening choice, increasing uptake and therefore reducing carbon emissions. A £0.070m allocation will help deliver more 'Rapid' charging points and support the additional £0.300m worth of grant funding secured from the Government's Office for Low Emission Vehicles for 'Fast' charging points.

Managing links and improving routes

- 3.25 Ensuring the efficient movement of people and vehicles across and along key transport corridors helps to keep the city moving and enable or promote regeneration. Construction of the agreed Valley Gardens (Phases 1 & 2) scheme will be completed in 2020/21 using LGF money only; and progress will continue on developing the detailed design for Phase 3 of the project between Edward Street and the A259/Palace Pier, also using LGF money only in 2020/21.
- 3.26 Continued £0.350m worth of investment in the use of technology to manage the city's transport network is planned to replace, modernise and optimise traffic signal-controlled junctions and pedestrian crossings and improve the flows of people and traffic. A prioritised programme of locations is currently being developed.
- 3.27 A programme of investment in improvements to address locations where buses frequently get delayed and then impact on the reliable operation of the city's bus network will be funded with LTP money. In 2020/21, this will include £0.050 being invested in improving the busy Western Road/Dyke Road area near the Clock Tower.

General allocations

- 3.28 Minor investment is often required for some schemes after the main construction works have been completed in the previous financial year e.g safety audits and additional remedial works, and to also allow some initial scoping and preliminary work on new or emerging schemes. Some data collection will also be undertaken to assist in monitoring and assessing the wider effects of some schemes and projects. An allocation of £0.065m of funding will enable work to be undertaken on investing funding secured from permitted planning applications (referred to as 'Section 106 contributions') in locations across the city. This will include investment in transport and highway measures which are primarily focused on sustainable (walking, cycling and public transport) measures.

Future transport capital programme investment

- 3.29 In approving its 2020/21 budget, the council has also confirmed that it expects to receive an LTP capital allocation from the Government in the order of £5.0m in 2021/22. This sum could be confirmed in the Government's forthcoming Budget announcement in March 2020 and will enable the ongoing development and delivery of capital projects, programmes and initiatives in line with the council's LTP Strategy. The final sum and its allocation will be dependent upon future funding allocations and budget decisions made by the council.

OTHER SOURCES OF FUNDING

- 3.30 The LTP process is one of many funding sources that are used to deliver transport schemes. For example, in 2017 the council was successful with its £1.485m bid for the Government's Access for Sustainable Travel Fund which supports sustainable and accessible travel projects to help overcome barriers to jobs and economic activity. This has been focused in the Sackville Road and Lewes Road corridors and Whitehawk/Eastern Road. The council's successful application for a fourth year of this funding in 2020/21 has secured a further £0.495m, and will be focused on the Portslade area.

- 3.31 As referred to in paragraph 3.28 above, investment in local transport is also secured through the planning process via legal agreements. For example, funds from the redevelopment of the Royal Sussex County Hospital will fund measures within 2km of the site and the Eastern Road corridor. Other sums previously secured for making bus stops and pedestrian routes accessible and level will also be used in 2020/21 to continue these important work programmes across the city near development sites. From October 2020 onwards, some transport funding may also be secured through Planning process via the Community Infrastructure Levy.
- 3.32 The council has also successfully secured funding for major and significant transport schemes by bidding for Local Growth Fund [LGF] money, such as the BikeShare scheme and the three phases of Valley Gardens. This funding is administered by the LEP and ceases to be available beyond March 2021, but any successor funding has not yet been announced by the Government.
- 3.33 In future years, the LTP capital programme may also need to reflect new or successful bids for funding, when these opportunities arise. For example, the council led a bid on behalf of the Greater Brighton City Region to the Government's Transforming Cities Fund for the A259 in 2018 but unfortunately it was not successful. However, future Government funding streams could result in access to significant levels of investment for transport and travel in the city and wider City Region such as the new National Roads Fund for the newly established Major Road Network. This should become available in 2020.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 The proposed 2020/21 LTP capital programme is consistent with the Strategy and the principles of the Delivery Plan in the current LTP, and the proposed allocation of capital investment will help contribute to meeting local transport and wider policy objectives and outcomes. The programme includes commitments to financial contributions to projects and programmes. These will have either helped secure much larger sums of capital funding from other sources for the council, or will be combined with other sums to invest in comprehensive improvements to the city's transport network. Maintaining these commitments is essential to deliver those projects and will help support the council's case for any similar future bids.

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 The majority of the overall level of funding available through the LTP process is the outcome of the council's budget setting process. The proposed, detailed 2020/21 programme will be conveyed to The Connected City's Transport Partnership on 10 March 2020. Engagement and consultation also took place with the Partnership in 2014/15 prior to the approval of the current LTP in March 2015. The ET&S Committee also considered and approved a number of new projects and priorities to be progressed as part of the LTP capital programme/Delivery Plan in November 2015.
- 5.2 As outlined in paragraph 3.2 of this report, many individual projects and programmes have been, or will be, the subject of consultation with local communities and ward councillors. Alongside the Maintenance/Renewal

programme, the delivery of Integrated Transport schemes will be considered by the council's Head of Traffic Management in order to minimise the potential effects of works on the overall operation and management of the city's transport network.

- 5.3 Multi-agency working remains key to helping achieve improvements in service outcomes and overall performance across the city through scheme development and transport investment. Improving transport infrastructure and services ensures that the council and its partners can meet the varying needs of the city, especially at a time when achieving sustainable economic, environmental and social outcomes, through value for money investment, are high priorities. When required, all projects will be fully co-ordinated with other council schemes and works by other agencies (gas, water etc) to minimise disruption and ensure efficient use of funds.

6. CONCLUSION

- 6.1 The decision of the committees to consider and approve the allocation of the 2020/21 LTP capital programme to projects and programmes will provide a clear indication of proposed plans for capital investment in transport using the LTP budget, and other sources of funding such as the LGF. The overall programme is based on the relevant allocations agreed at Budget Council on 27 February 2020 and it will enable works to be continued or started, which will support the council's, city's and wider stakeholders' objectives.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial implications:

- 7.1 In 2014, a Government announcement included the council's indicative funding allocations for 2020/21 from the LTP process. The sum for 2020/21 was confirmed in the Government's 2018 Roads Information Pack and has been included within the council's Capital Investment Programme 2020/21 to 2024/25.
- 7.2 The overall level of 2020/21 funding available through the LTP process was approved at Budget Council in February 2020. This report sets out the proposed use of a net sum of £4.758m worth of Government funding within the LTP capital programme, which takes into account the return of £1.000m to council reserves which was brought forward to fund works on the Shelter Hall project in 2019/20. It also includes other sources of funding secured or approved, as summarised in the table below. A fuller description and breakdown of these sums is shown in Appendix 1 of this report.
- 7.3 Future allocations from the additional £3.900m Budget Council sum will be made following consideration by the council's Sustainability & Carbon Reduction Investment Fund [SCRIF] Members' Oversight Group, and a future report to the Environment, Transport & Sustainability Committee. This additional allocation was expected to be met through borrowing based on forecast, surplus parking income, with the financing costs incorporated into the Council's revenue budget. However, it will need to be reviewed in the light of the financial implications arising from the Covid-19 outbreak and any investment of it is likely to be deferred until the 2021/22 financial year.

FUNDING SOURCE	2020/21 Allocations (£'000s)
<u>Government LTP Grant Funding</u>	
LTP Integrated Transport Block	3,059
LTP Highway Maintenance Block	2,110
Sub-total	5,169
<u>Additional Government Transport Funding</u>	
Incentive Funding (<i>estimated sum - assumes Band 3 self-assessment ranking for Highway Asset Management</i>)	400
Pothole Action Fund (<i>estimated sum - assumes same allocation as 2019/20</i>)	189
Sub-total	589
<u>Council funding</u>	
Council borrowing – Street lighting ‘Invest to Save’	1,792
Funding returned to reserves (from Shelter Hall 2019/20)	-1,000
Additional capital funding (27/2/20 Budget Council)*	3,900
Sub-total	4,692
<u>LEP funding</u>	
Local Growth Fund [LGF] – Valley Gardens Phases 1,2 & 3	4,482
Sub-total	4,482
TOTAL TRANSPORT CAPITAL FUNDING AVAILABLE	14,932

* - see paragraph 7.3 above

- 7.4 Future years’ capital programmes will require Policy & Resources Committee approval and will reported at future committees. Any revenue implications as a result of these schemes including financing costs from borrowing will be met from existing revenue budgets.

Finance Officer Consulted: Rob Allen

Date: 26/2/2020

Legal Implications:

- 7.5 The LTP is a statutory requirement and was adopted by Full Council in March 2015. There are no direct legal implications associated with approving the 2020/21 LTP capital programme, which are consistent with the Strategy and the Delivery Plan set out within the LTP4. Where sums of money relate to projects which are funded by the LEP, these are subject to formal Funding Agreements. Any relevant legal implications will be considered when individual schemes are brought forward for implementation.

Lawyer Consulted: Hilary Woodward

Date: 10/2/2020

Equalities Implications:

- 7.6 In developing specific projects and programmes within the 2020/21 LTP capital programme, the needs of those people and communities who are identified as having ‘protected characteristics’ (those against which discrimination is unlawful) as defined by the Equality Act 2010 will be prioritised from the outset, and wherever possible their needs will be incorporated into designs in order to overcome barriers to movement that may be experienced. In doing so, this will

ensure that the transport network is made accessible to everybody, irrespective of any protected characteristic. Improvements to local areas and strategic transport routes will enhance the provision and choice for people, especially those with mobility difficulties, or other disabilities. Road safety schemes will improve conditions for vulnerable road users.

Sustainability Implications:

- 7.7 LTP capital funding enables the council to meet environmental objectives set out in the LTP4 Strategy and the council's Sustainability Action Plan, such as a shift towards greater use of sustainable transport, improving air quality and reducing emissions to help achieve a carbon neutral city by 2030.

Brexit Implications

- 7.8 There are none.

Any Other Significant Implications:

- 7.9 The 2020/21 LTP capital programme helps deliver the objectives of the LTP as a strategic document for the city, and transport and travel have a significant role in supporting and helping achieve the city's and council's wider objectives across a number of service departments. These are set out below.

Crime & Disorder Implications:

- 7.10 There are no direct implications arising from the proposed 2020/21 LTP capital programme. However, the LTP4 has a particular focus on improving road safety and personal security and, wherever possible, its projects and programmes will seek to support the aims and priorities of the council's Community Safety and Crime Reduction Strategy 2017-20, especially in helping to deliver measures that improve the physical environment, ensure communities are stronger, and help people feel safer. This can include work to design, improve, manage and maintain public spaces and streets so that people feel safe. The positive use of spaces is encouraged to ensure that crime and anti-social behaviour are discouraged.

Risk and Opportunity Management Implications:

- 7.11 The design of most transport schemes are road safety audited to ensure they comply with current design standards. Regular monitoring and reporting throughout the year of the LTP capital programme and its projects will minimise any risk of not fully spending the approved investment programme. Maintenance and renewal of the seafront as an asset to the city is identified within the council's Strategic Risk Register (Risk SR23 - Unable to develop an effective Investment Strategy for the Seafront) because it includes the transport routes and highway structures that form and support it. Investment in it therefore forms part of the proposed 2020/21 capital programme. Investment in scheduled maintenance of roads, pavements and cycle routes provides safer infrastructure for all users and reduces the need for expensive reactive repairs.

Public Health Implications:

- 7.12 Transport and travel are critical to delivering the city's public health objectives as they contribute significantly to some of today's greatest challenges to public health, including road traffic injuries, physical inactivity, the adverse effect of traffic on social cohesiveness and the impact on outdoor air and noise pollution. Improving people's and communities' health and well-being is a key objective of the LTP4, and the LTP capital programme allows continued investment in transport improvements that provide for and promote active travel, such as walking and cycling. This investment also helps to improve air quality by reducing harmful emissions therefore delivering objectives and actions set out in the council's Air Quality Action Plan, such as providing for electric vehicles and enabling greater use of alternatives to the car for some journeys. Creating less dangerous and more attractive environments, such as road safety and public realm schemes, will improve individual and community health and quality of life.

Corporate / Citywide Implications:

- 7.13 The LTP includes principles and objectives that will help support the city's planned economic growth, social development and environmental enhancement. The annual LTP capital programme plays an important role in delivering the council's Corporate Plan; the City Plan Part 1 policies (especially Policy CP9 on Sustainable Transport) and the schemes/projects identified within its associated Infrastructure Delivery Plan. The LTP capital programme will also reflect the current and emerging priorities and policies of the council, city, and other partners and stakeholders which are set out in other strategies, policy documents or statements such as the LEP's new Strategic Economic Plan 'Gatwick 360'; the Greater Brighton City Region Inward Investment and Trade Strategy and 5-year Strategic Priorities; and the outcomes set out in the 2014-2019 South Downs National Park Partnership Management Plan. The council is also playing an important role within the wider region by its participation in the Shadow Partnership Board and officer groups that are part of the Sub-national Transport Body known as Transport for the South East [TfSE]. This is helping to shape the emerging priorities of a draft Transport Strategy, and seek powers to set investment plans for roads and railways, reduce emissions, improve air quality and make travelling simpler and easier which will allow it to transform travel, boost the economy and protect the environment.

SUPPORTING DOCUMENTATION

Appendices:

1. Proposed 2020/21 LTP capital programme allocations
2. Extract from draft minutes for Environment, Transport & Sustainability Urgency Sub-Committee – March 2020

Background Documents

1. Report and addendum to Environment, Transport & Sustainability Urgency Sub-Committee – March 2020
2. Report, addendum and minutes from Budget Council – February 2020
3. Government's Roads Information Pack - November 2018
4. Report to Environment, Transport & Sustainability Committee (LTP Future Priorities) – November 2015
5. Report to Full Council meeting (Approval of LTP4) – March 2015
6. Brighton & Hove City Council's Fourth Local Transport Plan [LTP4] – March 2015

SUMMARY OF PROPOSED 2020/21 LOCAL TRANSPORT PLAN [LTP] CAPITAL PROGRAMME ALLOCATIONS

Project/Programme	Description (see Footnotes below for explanation of symbols)	2020/21 Proposed Allocation (£'000s)
<i>CAPITAL RENEWAL/MAINTENANCE</i>		
<i>Maintaining links and routes to improve.....</i>		
Surfaces	Roads #	1,485
	Pavement/Footways	600
Drainage	Replacement of failed gullies/soakaways	95
Street Lighting	Replacement of connections and columns @	300
Bridges & Structures	Seafront Highway Arches Renewal Programme	200
	Dyke Road Drive retaining wall	150
	Hartington Road retaining wall	50
	Hove Station footbridge	300
	Other sites	50
Highway Asset Management	Surveys/update inventory/strategy evidence	60
<i>CAPITAL RENEWAL/MAINTENANCE SUB-TOTAL</i>		<i>3,290</i>
<i>INTEGRATED/SUSTAINABLE TRANSPORT</i>		
<i>Connecting people with.....</i>		
Education, Training & Learning	School Streets	30
	School Travel Plan Measures ***	20
<i>SUB-TOTAL</i>		<i>50</i>
Workplaces & job opportunities	Business Travel Plan Measures ***	20
	Personalised Travel Planning ***	20
<i>SUB-TOTAL</i>		<i>40</i>
Shopping areas	Boundary Road/Station Road - Portslade	75
<i>SUB-TOTAL</i>		<i>75</i>
Parks, open spaces & the National Park	Rights of Way – incl. access to National Park	40
<i>SUB-TOTAL</i>		<i>40</i>
Interchanges	Cycle parking	40
	Motorcycle parking	80
	Accessible bus-stops	50
<i>SUB-TOTAL</i>		<i>170</i>
<i>Improving neighbourhoods with.....</i>		
Road Safety measures	'High risk' collision/casualty sites	173
	Surrenden Road	75
<i>SUB-TOTAL</i>		<i>248</i>
Air Quality measures	Electric vehicle charging points	70
<i>SUB-TOTAL</i>		<i>70</i>
Active travel measures	Pedestrian crossings – freestanding sites	180
	Walking network – dropped kerbs and handrails	40
	Cycle network ***	15
	Cycling & Walking Infrastructure sites	15
Traffic Management	Temple Street – experimental closure	40
<i>SUB-TOTAL</i>		<i>290</i>
<i>continued...../</i>		

Project/Programme	Description (see Footnotes below for explanation of symbols)	2020/21 Proposed Allocation (£'000s)
Managing links and routes with.....		
Technology & Travel Information	'Intelligent/smart' Traffic Signals	350
SUB-TOTAL		350
Connecting people and neighbourhoods with, and improving, the		
City Centre & Seafront	Valley Gardens: Phases 1 & 2 – completion **	0
	Valley Gardens: Phase 3 – detailed design and construction **	0
	Bus Network Infrastructure	50
SUB-TOTAL		50
General allocations		
'Section 106' works	Various sites +	65
Minor works	Scheme completion & scoping/Monitoring	20
SUB-TOTAL		85
INTEGRATED/SUSTAINABLE TRANSPORT SUB-TOTAL		1,468
TOTAL LTP ALLOCATIONS		4,758
Funding and budgetary sources/decisions for allocations:-		
Government		
LTP Integrated Transport Block Grant Allocation		3,059
LTP Maintenance Block Grant Allocation		2,110
Highway Maintenance Incentive Fund (<i>indicative sum – to be confirmed</i>)		400
Pothole Action Fund (<i>indicative sum – to be confirmed</i>)		189
Council		
Funding returned to Reserves (from Shelter Hall 2019/20)		-1,000
Additional capital funding (27/2/20 Budget Council) *		3,900
SUB-TOTAL		8,658
Additional Council and Local Enterprise Partnership [LEP] Funding Sources		
<u>Maintenance</u>		
Council Borrowing – Street lighting 'Invest to Save'		1,792
<u>Integrated/Sustainable Transport</u>		
LEP Local Growth Fund – Valley Gardens Phases 1&2		3,305
LEP Local Growth Fund – Valley Gardens Phase 3		1,177
SUB-TOTAL		6,274
GRAND TOTALS		14,932

Footnotes

- includes Incentive Funding allocation (assumed to be £400,000 based on Band 3 self-assessment ranking) and Pothole Action Fund allocation (assumed to be £189,000 based on allocation received in 2019/20).

@ - committed contribution to 'Invest to Save' project (PR&G Committee – 8/2/16).

** - local contribution not required in 2020/21 - funded by LEP Local Growth Fund.

*** - committed contribution to DfT-funded Access Fund for Sustainable Travel project.

+ - to enable design and delivery of works associated with approved development.

** - this additional £3.9m will be allocated on the following basis:-*

- 1) with reference to the investment areas included in paragraph 3.8 of this report and which are assessed to contribute most to carbon neutrality by 2030 which are consistent with the objectives of the current Local Transport Plan and can therefore be included within its associated capital programme;*
- 2) in accordance with Section 55 of the Road Traffic Regulation Act 1984, which enables surpluses that occur in respect of parking charges to be applied to eligible council expenditure on public transport services, road improvements and local environmental improvements;*
- 3) with oversight from the council's Sustainability & Carbon Reduction Investment Fund [SCRIF] Members' Oversight Group (as established by 11/7/19 Policy, Resources & Growth Committee), which advises Environment, Transport & Sustainability [ETS] Committee;*
- 4) taking into consideration the outcomes of the Climate Assembly meetings about Transport, which have now been postponed until later this year; and*
- 5) following consideration of a further report to be brought back to ETS Committee later this year, which will include reference to accounting and monitoring processes for this funding.*

The borrowing costs associated with the additional £3.9m borrowing for citywide transport investment are to be met from parking permit charges and high emission vehicle surcharges. These income targets will need to be monitored and reviewed in light of the financial implications arising from Covid-19 and may delay the availability of the funding and the associated delivery of new projects and programmes until 2021/22.

NOTES –

- In many cases, costs indicated within the proposed programme are preliminary estimates.
- Expenditure on schemes may need to be increased, reduced or deferred during a financial year as information becomes available, such as survey results, tender returns or unforeseen engineering difficulties.
- The timing of construction works may be subject to network co-ordination with other council projects, development, utility companies, contractor availability and weather conditions.

POLICY & RESOURCES COMMITTEE	Item 169 Appendix 2
30 April 2020	Brighton & Hove City Council

Subject:	2020/21 Local Transport Plan Capital Programme – Extract from the proceedings of the Environment, Transport & Sustainability Urgency Sub-Committee meeting held on the 24 March 2020		
Date of Meeting:	30 April 2020		
Report of:	Executive Lead Officer for Strategy, Governance & Law		
Contact Officer:	Name:	John Peel	Tel: 01273 291058
	E-mail:	john.peel@brighton-hove.gov.uk	
Wards Affected:	All		

FOR GENERAL RELEASE

<i>Action Required of the Policy & Resources Committee:</i>	
To receive the item referred from the Environment, Transport & Sustainability Urgency Sub-Committee for decision:	
Recommendations:	
<u><i>That the Environment, Transport & Sustainability Committee Urgency Sub-Committee:</i></u>	
2.1	Recommends that Policy & Resources Committee agrees the 2020/21 Local Transport Plan capital programme budget allocation of £8.658 million, as set out in Appendix 1 of this report.

BRIGHTON & HOVE CITY COUNCIL

ENVIRONMENT, TRANSPORT & SUSTAINABILITY URGENCY SUB-COMMITTEE

11.00am 24 MARCH 2020

HOVE TOWN HALL - COUNCIL CHAMBER

DRAFT MINUTE EXTRACT

Present: Councillor Pissaridou (Chair), Councillor Wares and Councillor West

PART ONE

4 2020/21 LOCAL TRANSPORT PLAN CAPITAL PROGRAMME

- 4.1 The Urgency Sub-Committee considered a report of the Executive Director, Economy, Environment & Culture that requested recommendation to the Policy & Resources Committee of the 2020/21 Local Transport Plan (LTP) capital programme budget of £8.658 million to projects and programmes.
- 4.2 Councillor West noted that the All-Party Working Group on cycling recommended that Highway Authorities spend approximately £20 per person on cycling improvements every year. The proposal in the report recommended just over £1 per person in Brighton & Hove and was therefore some way off that recommendation and was not sufficient to tackle the health crisis and take action on climate change. Councillor West noted the additional £3.9m capital funding for transport expenditure identified by a Green Group amendment passed at Budget Council and he believed it vital that there be democratic oversight and input as to how that funding was allocated. Councillor West noted that it was critical that funding be invested where it would best benefit meeting carbon neutrality targets and the work of the Climate Assembly and Local Cycling Walking Infrastructure Plan needed to feed into those decisions. Councillor West expressed his opinion that the Sustainability and Carbon Reduction Investment Fund Member Oversight Group (SCRIF MOG) should steer the committee on the allocations proposed at paragraph 3.8.
- 4.3 The Executive Director, Economy, Environment & Culture confirmed that SCRIF MOG would steer the allocations in line with the objectives identified at paragraph 3.8 and those allocations would be submitted to the committee to decide upon.
- 4.4 Councillor Wares asked for confirmation that the high-risk road safety sites identified would be in addition to the eleven sites agreed by the committee in 2016 and asked if site priority would remain the same. Councillor Wares noted that £180,000 was allocated to freestanding pedestrian crossing sites and asked where these sites specifically were. Councillor Wares noted that the Bikeshare report listed separately on the agenda referred to an investment from the LTP and asked where this investment would be made as it was not clear within the report. In addition, Councillor Wares noted that this was now the third year in succession that the LTP had been used to fund the overspend on

the redevelopment of Shelter Hall and asked if that repayment could be restructured to boost the overall LTP budget figure given it was an internal borrowing debt.

- 4.5 The Head of Transport Policy & Strategy explained that priority schemes previously agreed by the committee would be continued and met within the LTP budget. Road safety and collision sites were reviewed on an annual basis using the most up to date information and data and the programme for specific use of the allocation of £173,000 was still being drawn up by council officers. In relation to pedestrian crossing prioritisation, the primary scheme that was intended to be taken forward was improvements adjacent to Hove Station, a site that was currently in the top ten pedestrian crossing priority sites list with the remaining sum to be used to supplement improvements at the junction of Hangleton Link Road and Hangleton Lane following developments in the nearby school. In relation to payments for the Shelter Hall projects, the Assistant Director, City Transport clarified that the project was nearing an end and this year's payment would be the final one made from the LTP. In answer to the query raised in relation to the Bikeshare scheme, the Head of Transport Policy & Strategy explained that this related to two amendments passed at Budget Council to consider feasibility and options for expansion of the scheme and would be revenue not capital funding.
- 4.6 Councillor Wares explained that in relation to the Shelter Hall repayments, his question specifically concerned whether the £1m payment to reserves could be restructured to release in-year expenditure for the LTP.
- 4.7 The Assistant Director, City Transport explained that the repayment terms reflected decisions previously made however, the feasibility of restructuring would be taken up with the council's finance officers.
- 4.8 Councillor Wares expressed his concern regarding the response provided on high-risk road safety sites as it appeared that projects previously agreed by committee were being shifted from one year to the next without being completed and restating financial commitments to decisions made in 2016. Councillor Wares added that the report should have been clear that a decision on location for pedestrian crossing improvements had been made.
- 4.9 The Head of Transport Policy & Strategy stated that it may be useful to hold a briefing with Members for officers to go through road safety schemes and the differences and changes that had occurred since 2016.
- 4.10 Councillor West stated that Hove Station Footbridge required a proper proposal for replacement or other solution as using capital funding to prop up the structure was not sustainable. Councillor West noted that he was aware that £900,000 of damage was caused by pavement parking every year. It was therefore very likely that the proposed £600,000 capital allocation would be for repairing damage and not for improvement or new pedestrian facilities. Returning to the SCRIF MOG, Councillor West stated that the new investment meant that the Group's terms of reference required revising and updating. Councillor West stated that the target for carbon neutrality by 2030 would very likely need community ownership and community initiatives in working with the council and it was important for those groups to be able to access funding from the council.

4.11 The Executive Director, Economy, Environment & Culture explained that the LTP was capital funding and therefore could only be used for capital projects as set out in Section 55 of the Road Traffic Regulation Act 1984.

4.12 **RESOLVED TO RECOMMEND-**

That the Environment, Transport & Sustainability Committee Urgency Sub-Committee:

- 1) Recommends that Policy & Resources Committee agrees the 2020/21 Local Transport Plan capital programme budget allocation of £8.658 million, as set out in Appendix 1 of this report.

The meeting concluded at 1.25pm