



BRIGHTON & HOVE CITY

EXTRAORDINARY COUNCIL MEETING

Date: **3 October 2019**

Time: **4.30pm**

Venue: **Council Chamber, Hove Town Hall**

Members: **Councillors:** Phillips (Chair), Robins (Deputy Chair), Simson, Allcock, Appich, Atkinson, Bagaeen, Barnett, Bell, Brennan, Brown, Childs, Clare, Davis, Deane, Druitt, Ebel, Evans, Fishleigh, Fowler, Gibson, Grimshaw, Hamilton, Heley, Henry, Hill, Hills, Hugh-Jones, Janio, Knight, Lewry, Littman, Lloyd, Mac Cafferty, Mears, McNair, Miller, Moonan, Nemeth, Nield, O'Quinn, Osborne, Peltzer Dunn, Pissaridou, Platts, Powell, Rainey, Shanks, C Theobald, Wares, West, Wilkinson, Williams and Yates.

Contact: **Mark Wall**
Head of Democratic Services
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AGENDA

PART ONE

Page

32 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 Monitoring Officer or Democratic Services Officer preferably before the meeting.

33 MAYOR'S COMMUNICATIONS

To receive communications from the Mayor.

34 BREXIT PREPARATIONS

7 - 16

- (a) **Brexit Preparations and City-Wide Scrutiny.** Notice of Motion proposed by Councillor Mac Cafferty on behalf of the Green Group.
- (b) **Brexit Contingency Planning Briefing.** Report of the Executive Lead Officer for Strategy, Governance & Law.

Contact Officer: Abraham Ghebre-Ghiorghis Tel: 01273 291500
Ward Affected: All Wards

35 CLOSE OF MEETING

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

Note:

1. *The Mayor will put the motion to the vote and if it is carried will then:-*
 - (a) *Call on the Member who had moved the item under discussion to give their right of reply, before then putting the matter to the vote, taking into account the need to put any amendments that have been moved to the vote first;*
 - (b) *Each remaining item on the agenda that has not been dealt*

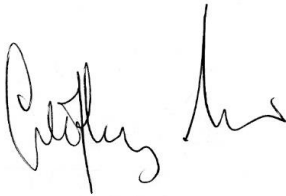
with will then be taken in the order they appear on the agenda and put to the vote without debate.

The Member responsible for moving each item will be given the opportunity by the Mayor to withdraw the item or to have it voted on. If there are any amendments that have been submitted, these will be taken and voted on first in the order that they were received.

- (c) *Following completion of the outstanding items, the Mayor will then close the meeting.*
2. *If the motion moved by the Mayor is **not carried** the meeting will continue in the normal way, with each item being moved and debated and voted on.*
 3. *Any Member will still have the opportunity to move a closure motion should they so wish. If such a motion is moved and seconded, then the same procedure as outlined above will be followed.*

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

Date of Publication - Wednesday, 25 September 2019



Chief Executive
Hove Town Hall
Norton Road
Hove, BN3 3BQ

PUBLIC INVOLVEMENT

The City Council actively welcomes members of the public and the press to attend its meetings and holds as many of its meetings as possible in public. 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 ordinary meeting is 12 noon on the fourth working day before the meeting.

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

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

ACCESS NOTICE

The Public Gallery is situated on the first floor of the Town Hall and is limited in size but does have 2 spaces designated for wheelchair users. There is an accessible lift to the first floor and ramped access to the public gallery. However, the lift cannot be used as part of a managed evacuation and therefore anyone unable to use the stairs or transfer to an evac chair should not use the public gallery but seek assistance from reception.

We have made a number of adjustments to make the venue as accessible as possible and the seated spaces available in the public gallery can be used by disabled people who are not wheelchair users.

Infra-red hearing aids are available for use during the meeting. If you require any further information or assistance, please contact the receptionist on arrival.

If you wish to attend a meeting but are unable to use stairs please contact the Democratic Services Team (Tel: 01273 291066 or Email: democratic.services@brighton-hove.gov.uk) in advance of the meeting to discuss your access requirements. We can then work with you to enable your attendance and also to ensure your safe evacuation from the building in the event of an emergency.

If the public gallery is full, Room G87 on the ground floor can be used as an inclusive space with video conferencing facilities and AV links to the council chamber, level access, and nearby WC facilities, including wheelchair accessible provision. From this room you can watch the meeting and take part in proceedings, for example if you have submitted a public question.

FIRE / EMERGENCY EVACUATION PROCEDURE

If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest available exit. You will be directed to the nearest exit by council staff. It is vital that you follow their instructions:

- You should proceed calmly; do not run and do not use the lifts;
- Do not stop to collect personal belongings;
- Once you are outside, please do not wait immediately next to the building, but move some distance away and await further instructions; and
- Do not re-enter the building until told that it is safe to do so.

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

NOTICE OF MOTION**GREEN GROUP****BREXIT PREPARATIONS AND CITY-WIDE SCRUTINY**

This council resolves to:

- Ensure that updated impact assessments from Brighton and Hove City Council's Brexit Working Group are made available to the public, in order to aid preparation for any form of Brexit;
- Ensure that our city's elected councillors are, through this meeting, afforded the opportunity to debate this urgent matter in public, given the likely impact on the city and the attempts to stifle debate among elected MPs;
- Request the Chief Executive write to the Prime Minister, expressing;
 1. Our council's dismay that the suspension of Parliament could leave the city's communities yet further unprepared for Brexit
 2. The specific concerns of Brighton & Hove City Council on the impact of Brexit, with particular reference to the findings of the council's impact assessments on:
 - small businesses and tourism
 - vulnerable residents, given understood impacts on fuel, foods and medical supplies
 - EU citizens requiring support with Settled Status
 3. Support for a 'People's Vote.'

Proposed by: Cllr Mac Cafferty

Seconded by: Cllr Ebel

Supported by: Councillors Clare, Davis, Deane, Druitt, Ebel, Gibson, Heley, Hills, Hugh-Jones, Littman, Lloyd, Nield, Osborne, Powell, Rainey, Shanks, West

Supporting information:

It should be noted that:

- Attempts by the Prime Minister to suspend Parliament, will prevent our city's elected MPs from participating wholly in democratic debate or scrutiny of Brexit preparations,
- There are immediate and severe risks to the city's communities, businesses and public services of a disorderly Brexit.

3 October 2019

Brighton & Hove City Council

Brexit Contingency Planning Briefing for Council

Report of Executive Lead Officer for Strategy, Governance & Law

Contact Officer

Dee Humphreys d.humphreys@brighton-hove.gov.uk x0555**Background**

In 2016 after the EU referendum the council formed an officer group to look at potential impacts on the city and council of the UK leaving the EU. Potential areas of impact were identified and high level analysis provided. The PPS team continued to monitor developments and teams across the council did the same, including Brexit considerations in some policy development e.g. Economic Strategy.

In 2018 a new officer group was formed, with membership from all directorates, called the Brexit Resilience & Planning Group to work together to monitor and mitigate potential impacts of Brexit on the city and council. It has been primarily focused on a 'no deal' scenario and ensuring we have considered potential outcomes in all our service planning. Business Continuity Plans for every directorate reflect possible impacts and Brexit is part of our Risk Register. Situation Reports (SitRep) are being completed by officers from across key areas in the council to ensure we maintain corporate oversight of emerging issues, activity and specific risks.

A [report](#) to Policy, Resources & Growth Committee in Dec 2018 outlines the council's approach to Brexit planning at that time and includes an [analysis](#) of potential impacts from different Brexit scenarios, including 'no deal'.

Current Activity – Aug/Sept 2019**Corporate Oversight**

The Policy, Partnerships & Scrutiny Team are maintaining a corporate coordinating role for all Brexit related activity happening within the organisation with links to city partners where necessary action is identified.

The Brexit Lead for the council is the Chief Executive – A role requested by the Ministry for Housing, Communities & Local Government.

Strategic Risk

Brexit impacts have been identified as a specific risk on the Council's Risk Register (SR35) and also the city's. Oversight of the city risk is managed by the City Management Board (CMB). The Strategic Risk is currently being reviewed and updated by the BRPG.

Brexit is also a standing item at meetings of the Executive Leadership Team, maintaining strategic oversight of the planning for potential impacts, and also within individual Directorate Management Team meetings where established Business Continuity Plans are taking account of possible 'no deal' impacts.

Brexit Member Working Group

A cross-party member working group was established at the beginning of 2019 and maintains political oversight of the council's actions to mitigate the strategic risks to the council and city caused by the UK's Withdrawal from the EU and coordinates relations with city stakeholders and communities where potential impact has been identified.

The members of the group are listed below:

| Member Name | Group Representing |
|--------------------------|--------------------------|
| Cllr Dan Yates (Chair) | Labour Party Group |
| Cllr Phelim Mac Cafferty | Green Party Group |
| Cllr Lee Wares | Conservative Party Group |

Brexit Resilience & Planning Group (BRPG)

The BRPG is the officer group responsible for identifying possible risks and impacts related to Brexit and provides information for corporate dissemination through completing a weekly Situation Report (SitRep) which is shared with the Leader, Member Working Group and senior officers and also highlights emerging capacity, funding and communications issues that may need ELT and/or political oversight.

The group has scheduled weekly meetings until November 2019 to ensure risks and issues are shared and solutions can be sought in a timely fashion and links in with the emergency planning work carried out by the Sussex Resilience Forum.

The Core Group membership and the potential impact areas are listed below:

| Role / Responsible Area | Officer Name | Directorate |
|--|--------------------------|---------------------------------------|
| Chair | Abraham Ghebre-Ghiorghis | Strategy, Governance & Law |
| Corporate Coordination | Dee Humphreys | Strategy, Governance & Law |
| Legal | Sara Zadeh | Strategy, Governance & Law |
| Policy/Partnerships | Simon Newell | Strategy, Governance & Law |
| Communications | Clare Saul | Strategy, Governance & Law |
| Transport, Infrastructure, Air Quality & Shoreham Port | Mark Prior | Economy, Environment & Culture |
| Emergency Planning Impact (SRF) | Annie Sparks | Neighbourhoods, Communities & Housing |
| Food Safety and Standards Consumer Rights | Jo Player | Neighbourhoods, Communities & Housing |
| Community Impact | Emma McDermott | Neighbourhoods, Communities & Housing |
| Economic Impact | Max Woodford | Economy, Environment & Culture |
| Workforce Impact | Ali McManamon | Finance & Resources |
| Health & Care Services Impact | Andrew Witham | Health & Adult Social Care |

| | | |
|--------------------------------------|----------------------------|-------------------------------|
| Public Health Impact | Alistair Hill | Health & Adult Social Care |
| Families, Children & Learning Impact | Mia Brown/ Carolyn Bristow | Families, Children & Learning |
| Financial Impact | Jill Fisher | Finance & Resources |
| Data | Heidi Judd | Orbis |
| Technology | Al Brown | Orbis |

Sussex Resilience Forum (SRF)

BHCC is a member of the [Sussex Resilience Forum](#). The SRF is a multi-agency partnership whose members have statutory responsibilities under the Civil Contingencies Act 2004, to work together to prepare, respond to and recover from emergencies and major incidents.

The SRF has completed its own Brexit Sussex wide risk assessment which is shared with the Ministry for Housing, Communities & Local Government.

The SRF convenes weekly conference calls for a working group that allows for the sharing of information across the county. A Strategic Coordinating Group will begin regular meetings from the beginning of October and convene a tactical group when necessary. Risks and issues are regularly recorded in a Common Operating Picture report which will be shared with MHCLG.

BHCC also officers also attend planning workshops and table-top exercises to identify and mitigate potential risks at a regional and county level through the SRF. Recent training is being adapted for delivery to key stakeholders in Brighton & Hove.

Task & Finish Group – Supply Chains & Logistics

The SRF have allocated out work streams to Sussex local authorities and agencies. BHCC are responsible for looking at Supply Chains and Logistics in the event of ‘no deal’. This work stream is currently being developed and involves engagement and consultation with key stakeholders across Brighton & Hove and the county.

CMB & SE7

In April 2019 the [City Management Board](#) held a meeting focussed on planning for civil unrest in the city and has identified Brexit as a city wide risk in order to maintain a coherent response across city partners. Each member organisation’s current planning will be discussed at its next meeting in September 2019.

The Chief Executive is in regular contact with other regional Local Authorities through the SE7 group to highlight emerging issues and risks surrounding Brexit impacts on the city which are relayed to MHCLG through the lead officer, Becky Shaw, Chief Executive of East Sussex County Council.

Communications

External

At the beginning of 2019 the council started a social media push around Brexit to make sure EU residents, people visiting the EU and local businesses were being signposted to GOV.UK content. This was paused after a leave extension was agreed but the Communications Team have begun this push again.

A Brexit [resource page](#) is live on the BHCC site shaped around supporting residents and businesses to prepare and linking to GOV.UK guidance.

A communications officer with special responsibility is being recruited due to the size of the task of communicating prep, support and response to Brexit including media briefings.

Internal

The council has messaged the workforce around current preparation activity. Newsletters have included Brexit updates and this is continuing to be developed.

Due to the leave date currently remaining 31st October 2019 with no alternative being apparent and information around Freedom of Movement being released in the national media, it is thought necessary to ensure there is corporate messaging outlining support to staff and the way the organisation is planning. A message from the Chief Executive for reassurance purposes and to outline the corporate position is currently being drafted.

The Members and officers will be given a contact officer for Brexit enquiries once the Coordinating Officer is recruited by the end of Sept 2019. Officers will be encouraged to highlight what information they 'don't know' in order to ensure issues can be sensibly escalated and responded to in a timely fashion.

Sussex Warn & Inform Group (SWIG)

BHCC's Head of Communications is a member of the SWIG, which is the communications arm of the Sussex Resilience Forum and has adopted a tailored strategy to maintain coordinated communications across Sussex related to Brexit resilience and planning.

Communicating Preparations – Oct 2019

The BRPG is currently preparing an outline of the identified risks and local authority mitigation activity to date to share with Members and the public on the council's web page at the beginning of October 2019. This is informed by the BRPG SitRep and the SRF COP.

Immigration Advice

Background

In 2018 the [Migrant Needs Assessment](#) highlighted the lack of qualified immigration advice in the city which has also been highlighted as a risk within the context of Brexit.

Partnerships

BHCC's Community Safety Manager with responsibility for Refugees & Migrants chairs the Sussex & Surrey Strategic Migration Partnership which also brings Migrant Help to the table alongside Home Office officials so the advice situation has regional oversight and is under constant review. Similarly there is currently a virtual group including Brighton Housing Trust and Moneyworks monitoring demand levels for advice services in the city.

National Funding

The Government funding for specialised immigration advice was made available in 2018 (deadline now passed), but not to local authorities and local CVS organisations did not want to bid for funding due to the onerous process of bidding, the criteria attached to the payment of funding, ongoing performance monitoring from the Home Office balanced with the lack of evidence around local need for such a service.

EUSS Advice & Support – Sept 2019

Migrant Help is now delivering outreach advice in Brighton & Hove for vulnerable EEA migrants who need help to register under the EU Settlement Scheme.

Drop-in sessions are now running to help people who may find it hard to apply by themselves for settled or pre-settled status under the [EU Settlement Scheme](#) (EUSS) - specifically EU nationals or family members who are currently homeless, living in Roma & traveler communities, young adults who have left care, the elderly, victims of modern slavery, and people with disabilities, literacy or health issues.

Migrant Help adviser Charlotte Cheeseman is based at Voices in Exile's drop-in sessions on Tuesdays (1.30-4.30) and Fridays (11-2) to advise on what is needed to apply and make the applications directly. To apply, people will need to bring a valid ID (passport, national identity card or biometric card), plus evidence of UK residency (NI number or dated documents like bills, doctors letters, council tax).

Charlotte is Migrant Help's adviser for East Sussex & Surrey and will be delivering outreach advice in Hastings, Eastbourne and elsewhere as well as from other venues in Brighton as yet to be confirmed.

Please contact Charlotte directly if you have any questions about the drop-in sessions at charlotte.cheeseman@migranthelpuk.org

BHCC EUSS Scanning Support – Sept 2019

The council is currently preparing to run a biometric document scanning service through the Register Office at Brighton Town Hall to assist residents to apply to the EUSS scheme who currently don't

have access to an android phone. Those in need of support with their applications will be signposted to Migrant Help.

Targeted communications will be prepared for residents where possible and health and care providers will be notified of its availability as soon as it is operational.

Funding

BHCC had received £210,000 from the Ministry for Housing, Communities & Local Government Half received 2019/20, other half to be received 2020/21) with an additional £104,984 announced by the Secretary of State in August 2019. The Secretary of State has said this funding “...is expected to support a range of activity including communications, training and the recruitment of staff.” The current funding priorities for the council are outlined below and new requests are identified through the BRPG with

The Sussex Resilience Forum had received £76,000 at the beginning of 2019 with an additional £158,200 being allocated by Government in August 2019. The SRF will prioritise funding needs with input from all members including BHCC.

Brexit Response & Recovery Fund

As we are planning for a ‘no deal’ scenario it is thought best practice to establish a fund, from a portion of the Government funding with a fast & efficient protocol for accessing that will enable the council to respond to events post the 31st October leave date. To ensure the council can act quickly, delegated spending power should be assigned to the BHCC Brexit Lead.

The BRPG will identify the areas they think could require additional resource after the leave date which will be shared with ELT and the MWG.

Current Funding Priorities – Aug/Sept 2019

| Funding Priority | Criteria | |
|-------------------------|-----------------|---|
| Brexit Coordinator Role | Background Info | <ul style="list-style-type: none"> • Due to the current volume of work related to Brexit which will potentially increase nearing the exit date and after, including monitoring risk and coordination of communications, resource considerations and emergency planning across the organisation and city it is thought best practice to have a dedicated role for coordination of Brexit related activity. The current lack of corporate capacity to deliver this effectively means it has been set as a high priority. |
| EUSS Assistance Service | Background Info | <ul style="list-style-type: none"> • In line with national best practice and the city’s identity EUSS service being trailed in Register Office. • Need to target availability to vulnerable residents and staff |

| | | |
|---------------------------------------|-----------------|--|
| Resilience & Risk Management Training | Background Info | <ul style="list-style-type: none"> • Brexit brings the need to be prepared, being responsive and implementing contingency planning, managing risk and being resilient. Also working closely with our partners. Training needs to be included in our BREXIT preparations, and planning and this is an opportunity to train BHCC staff at a high level and ensure we have cover and resilience across a number of services. |
| Fish Export Licence Officer | Background Info | <ul style="list-style-type: none"> • Within the local authority area Brighton & Newhaven Fish Sales (B&NFS) exports wet fish landed at Shoreham Port Under the current arrangements for a no-deal Brexit physical examination of fish and production of a EHC for export will be required six days a week. • Under the current arrangements for a no-deal BREXIT physical examination of fish and production of an EHC for export will be required six days a week. |
| Brexit Communications Officer | Background Info | <ul style="list-style-type: none"> • Support the administration, ELT, Brexit Lead, Brexit Co-ordinator, and Brexit stakeholder groups, by providing communications and public relations advice to help Brexit planning. • Develop and co-ordinate with lead members and senior officers key corporate messages, and ensure consistency across external and internal channels. • Communicate information targeted towards residents, businesses, Members, media, staff, partners and other city stakeholders on the impacts of Brexit in Brighton & Hove. • Organise engagement activities at specific groups, for example Member briefings, media briefings, and staff briefings on Brexit. • Maintain external and internal digital resource libraries to provide advice and guidance on Brexit. • Respond to public queries received through social media, media queries received through our News desk, and hold Q&A sessions with staff. • Commission graphic design, audio, filming, and paid for advertising to effectively communicate news and information. • Assist on other relevant change communications, and work as part of a wider Communications Team. |

