

COMMITTEE WORK PROGRAMME Edition

KING'S HOUSE GRAND AVENUE HOVE BN3 2LS www.brighton-hove.gov.uk

Published 1 May 2014

The Council has chosen to publish a **Committee Work Programme** setting out matters which are anticipated to come before the Council and/or a Committee during the next 12 months. The programme will detail both **key decisions** and non-key decisions in the period covered by the Programme. Not all decisions can be listed because in some cases the need for a decision is not known at the time of publication. However an updated version of the Programme will be published on a monthly basis

The Council's Constitution states that a key decision is one that involves:

- (a) Expenditure which is, or the making of savings which are, significant having regard to the expenditure of the City Council's budget, namely above £500,000 per annum; or
- (b) Is significant in terms of its effects on communities living or working in an area comprising two or more electoral divisions (wards).

As a matter of good practice, the Council's Committee Work Programme highlights those items listed as key decisions to inform local residents of such matters that are to be considered. The exception being those issues which are dealt with under the urgency provisions.

For each decision included on the Programme the following information is provided:

- the committee or body that is to make the decision and the date of the meeting
- the title of the report and decision to be considered
- individuals/groups that will be consulted prior to the decision being taken
- a list of other appropriate documents
- the name and telephone number of the contact officer and to whom any representations should be sent for each item.

The Programme is updated and published at the beginning of every month on the Council's web-site.

Meetings of the Council and Committees are open to the public (with the exception of discussion regarding reports which contain exempt/confidential information). Copies of agenda and reports for meetings are available on the web site in advance of meetings. For further details on the time of meetings and general information about the Plan please contact Mark Wall, Head of Democratic Services at Kings House, Grand Avenue, Hove, BN3 2LS, or telephone 01273 291006 or send an e-mail to mark.wall@brighton-hove.gov.uk.



Ref	Report Details	Committee Date	Consultation	Lead Director
				Lead Officer
Decisio	ons Anticipated for May 2014			
POLICY	A RESOURCES COMMITTEE			
40212	Local Government Pension Scheme 2014 - Employer Discretions All Committee Decisions Changes to the Local Government Pension Scheme that come into force on 1st April 2014 contain new employer discretions that employers are required to formulate and publish their policy for by 1st July 2014 and which can be backdated to 1st April 2014. Wards affected: All Wards	1 May 2014		Report of: Executive Director for Finance & Resources Report Author: Clare Penfold, Steve Dillow, Liz Boswell Tel: 29 - 1307, Diane Coe Tel: 29-1280, Sue Moorman, Katie Ogden Tel: 29-1299, Felicity Scanlon Tel: 29- 1306
40243	Asset Management Fund 2014/15 All Committee Decisions Asset Management Fund 2014/15 Wards affected: All Wards	1 May 2014		Report of: Executive Director for Finance & Resources Report Author: Angela Dymott Tel: 29-1450

Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
41024	Sussex Stationery Consortium procurement of Office Supplies All Committee Decisions To seek authority to re-tender the Sussex Stationery Consortium contract, for a period of 3 years with an option to extend for up to 12 months. The contract will be for the provision of office stationery, office sundries, computer consumables paper, office furniture & cleaning consumables ("Office Supplies"). Wards affected: All Wards	1 May 2014		Report of: Report Author:
41287	Health and Wellbeing Board All Committee Decisions Proposals for transforming the role and ways of working of the Health & Wellbeing Board by proving enhanced powers, greater integration with health and and more streamlined procedures. Wards affected: All Wards	1 May 2014 8 May 2014		Report of: Report Author:
41322	Rottingdean Terraces All Committee Decisions To consider a request from Rottingdean Parish Council for £4000 to be allocated towards the cost of a ramp to facilitate access to the Rottingdean Terraces stage. Wards affected: Rottingdean Coastal	1 May 2014 1 May 2014		Report of: Assistant Chief Executive, Executive Director for Finance & Resources Report Author: Ian Shurrock Tel: 29-2084, Toni Manuel Tel: 29-0394

Ref	Report Details	Committee Date	Consultation	Lead Director
				Lead Officer
41338	Area Panel Boundaries and the Housing Management Consultative Sub-Committee All Committee Decisions Wards affected: All Wards	1 May 2014		Report of: Head of Law (Monitoring Officer) Report Author: Abraham Ghebre-Ghiorghis Tel: 29-1500
41152	Shoreham Airport All Committee Decisions A request by the tenant of Shoreham Airport for assistance by the council in facilitating management and ownership of Shoreham Airport by Brighton City Airports Limited Wards affected: All Wards	1 May 2014		Report of: Executive Director for Environment, Development & Housing Report Author: Oliver Asha Tel: 29-2554
41156	Shoreham Airport - Excluded Annexes All Committee Decisions Confidential documentation included with the Shoreham Airport Report Wards affected: All Wards	1 May 2014		Report of: Executive Director for Environment, Development & Housing Report Author: Oliver Asha Tel: 29-2554
41627	Revision to Members Allowances Scheme All Committee Decisions Wards affected: All Wards	1 May 2014		Report of: Head of Law (Monitoring Officer) Report Author: Mark Wall Tel: 29-1006

Ref	Report Details	Committee Date	Consultation	Lead Director
				Lead Officer
Decisio	ns Anticipated for June 2014			
POLICY	' & RESOURCES COMMITTEE			
41468	Targeted Budget Management (TBM) Provisional Out- turn 2013/14 All Committee Decisions Wards affected: All Wards	12 Jun 2014		Report of: Executive Director for Finance & Resources Report Author: Jeff
38132	Effect of employment blacklists on council procurement All Committee Decisions Report on the effect of blacklisting by bidders to council contracts Wards affected: All Wards	12 Jun 2014		Coates Tel: 29-2364 Report of: Head of Law (Monitoring Officer) Report Author: Oliver Dixon Tel: 29-1512
41324	Free parking on Sundays All Committee Decisions Assessment of the proposal (at full Council) to introduce free parking on Sundays Wards affected: All Wards	12 Jun 2014		Report of: Executive Director for Finance & Resources Report Author: Austen Hunter Tel: 29-2245

Ref	Report Details	Committee Date	Consultation	Lead Director
				Lead Officer
41244	Purchase of Residential Children's Home, Integrated Child Development and Disability Service All Committee Decisions Wards affected: All Wards	12 Jun 2014		Report of: Executive Director for Children's Services
	Wards affected. All Wards			Report Author: Jenny Brickell Tel: 26-5794
40874	New England House Growth Hub All Committee Decisions Report on the business case in City Deal to renovate and extend New England House and operate it as a Growth Hub for the creative and digital industries. Seek agreement to begin procurement of a private sector partner. Wards affected: All Wards	12 Jun 2014		Report of: Report Author:
41593	Confirmation Article 4 Direction - Office to Residential All Committee Decisions Following further consultation and consideration of responses recieved the report seeks confirmation of the article 4 direction made 25 July 2013. Wards affected: Hove Park; Preston Park; Queen's Park; Regency; St Peter's & North Laine	12 Jun 2014 12 Jun 2014		Report of: Executive Director for Environment, Development & Housing Report Author: Helen Gregory Tel: 29-2293

Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
41625	Procurement of Reactive Fabric Maintenance and Minor New Work to a value of £25,000 for the Council's Operational Buildings managed through the Property and Design Corporate landlord Helpdesk System. All Committee Decisions Wards affected: All Wards	12 Jun 2014		Report of: Executive Director for Finance & Resources Report Author: Martin Hedgecock
41780	Hove Park Depot disposal All Committee Decisions Disposal of land on long leas Wards affected: Hove Park	12 Jun 2014		Report of: Executive Director for Finance & Resources Report Author: Ralph Long Tel: 29-1442
41782	Hove Park Depot disposal (exempt category 3) All Committee Decisions Disposal of land on long lease Wards affected: Hove Park	12 Jun 2014		Report of: Executive Director for Finance & Resources Report Author: Ralph Long Tel: 29-1442

Ref	Report Details	Committee Date	Consultation	Lead Director
				Lead Officer
41750	Minimum sustainability standards for catering contracts All Committee Decisions Report seeking approval to adopt minimum sustainability standards for council catering contracts.	10 Jul 2014 10 Jul 2014		Report of: Executive Director for Finance & Resources
	Wards affected: All Wards			Report Author: Francesca Iliffe Tel: 29-0486, Shelaine Siepel, Edward Barfoot
41420	Brighton and Hove Seaside Community Homes - Registered Provider Application All Committee Decisions Wards affected: All Wards	12 Jun 2014		Report of: Executive Director for Environment, Development & Housing, Executive Director for Children's Services
				Report Author: Sylvia Peckham Tel: 293318

Ref	Report Details	Committee Date	Consultation	Lead Director		
				Lead Officer		
ADULT	DULT CARE & HEALTH COMMITTEE					
41041	Development of Shared Lives All Committee Decisions This report focuses on a request to Committee to agree the transfer of the Sussex Partnership Foundation Trust Shared Lives Scheme (SPFT Shared Lives) to the Brighton & Hove Shared Lives Scheme (In-House) Wards affected: All Wards	16 Jun 2014		Report of: Executive Director for Adult Services Report Author: David Pena-Charlon Tel: 01273-296810		
40483	Day Services Review June 2014 All Committee Decisions Wards affected: All Wards	16 Jun 2014		Report of: Executive Director for Adult Services Report Author: Anne Richardson-Locke Tel: 01273 290379		
40221	Integrated Community Equipment Service All Committee Decisions Wards affected: All Wards	16 Jun 2014		Report of: Executive Director for Adult Services Report Author: Anne Richardson-Locke Tel: 01273 290379		

Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
40284	Learning Disability Accommodation review All Committee Decisions To update the Committee on phase two of a review of learning disability accommodation directly provided by the council. Wards affected: All Wards	16 Jun 2014		Report of: Executive Director for Adult Services Report Author: Karin Divall Tel: 29-4478
ECONO	MIC DEVELOPMENT & CULTURE COMMITTEE			
40435	Coast to Capital Local Enterprise Partnership. Draft Strategic Economic Plan All Committee Decisions A report providing information on consultation Draft of Strategic Economic Plan produced by the Coast to Capital Local Enterprise Partnership Wards affected: All Wards	19 Jun 2014		Report of: Executive Director for Environment, Development & Housing Report Author: Nick Hibberd Tel: 29-3756
40002	East Sussex, South Downs and Brighton & Hove Waste and Minerals Sites Plan All Committee Decisions This is the first draft of the East Sussex, South Downs and Brighton & Hove Waste and Minerals Sites Plan. The draft document includes a shortlist of sites which are considered to be potentially suitable for future waste management development. Wards affected: All Wards	19 Jun 2014		Report of: Executive Director for Environment, Development & Housing Report Author: Steve Tremlett Tel: 29-2108

Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
35503	The Conservation Strategy - Review All Committee Decisions Wards affected: All Wards	19 Jun 2014		Report of: Executive Director for Environment, Development & Housing Report Author: Tim Jefferies Tel: 29-3152
41121	St Aubyns former school site, Rottingdean - Planning Brief All Committee Decisions This report asks for approval to consult on a draft planning brief prepared in respect of the former St Aubyns School site. This draft brief sets out a framework of planning guidance for the future redevelopment of this site and has been prepared with the participation of Ward Councillors, Rottingdean Parish Council and landowner. Wards affected: Rottingdean Coastal	19 Jun 2014		Report of: Executive Director for Environment, Development & Housing Report Author: Jo Thompson Tel: 292500, Clare Flowers
41704	Revised Local Development Scheme, 2014 – 2017 All Committee Decisions 1.1 To seek approval of the revised Local Development Scheme (LDS). This is the three year work programme for the Local Development Framework (LDF), which is the set of documents that make up the development plan for Brighton & Hove, covering the period from 2014 to 2017. Wards affected: All Wards	19 Jun 2014		Report of: Executive Director for Environment, Development & Housing Report Author: Robert McNicol

Ref	Report Details	Committee Date	Consultation	Lead Director
				Lead Officer
AUDIT 8	& STANDARDS COMMITTEE			
41253	Human Resources and Organisational Development Annual Report All Committee Decisions Report of activity and performance for the Human Resources and Organisation Development service Wards affected: All Wards	24 Jun 2014		Report of: Executive Director for Finance & Resources Report Author: Janice Percy, Sue Moorman, Katie Ogden Tel: 29-1299
HEALTH	1 & WELLBEING BOARD			
41145	Independent Drugs Commission: Report Back All Committee Decisions Report back on progress in implementing the agreed recommendations of the Independent Drugs Commission Wards affected: All Wards	11 Jun 2014		Report of: Director of Public Health Report Author: Peter Wilkinson Tel: 01273 296562
41171	Happiness: Brighton & Hove Mental Wellbeing Strategy All Committee Decisions The City Council and the CCG are developing a Happiness Strategy to improve mental wellbeing in Brighton & Hove. Wards affected: All Wards	11 Jun 2014		Report of: Director of Public Health Report Author: Paula Murray Tel: 29-2536, Clare Mitchison Tel: 01273 296576

Ref	Report Details	Committee Date	Consultation	Lead Director
41222	End of Life Pathways - HWB All Committee Decisions Wards affected: All Wards	11 Jun 2014		Report of: Report Author: Simone Lane Tel: 01273 574776
41224	Clinical Commissioning Groups 2 Year Commissioning Plan All Committee Decisions Wards affected:	11 Jun 2014		Report of: Report Author: Geraldine Hoban Tel: 01273 574863
41246	Better Care Fund Update All Committee Decisions Wards affected: All Wards	11 Jun 2014		Report of: Executive Director for Adult Services Report Author: Denise D'Souza Tel: 29-5032, Geraldine Hoban Tel: 01273 574863
41248	Health & Wellbeing Board Terms of Reference All Committee Decisions Wards affected: All Wards	11 Jun 2014		Report of: Head of Law (Monitoring Officer) Report Author: Giles Rossington Tel: 01273 291038

Ref	Report Details	Committee Date	Consultation	Lead Director
				Lead Officer
41301	Director of Public Health Annual Report All Committee Decisions DPH presents his 2014 annual report for information Wards affected: All Wards	11 Jun 2014		Report of: Director of Public Health Report Author: Chris Naylor, Tom Scanlon Tel: 29-1480

CHILDR	CHILDREN & YOUNG PEOPLE COMMITTEE				
41427	Consultation on charging for some Children's Centre services All Committee Decisions To ask for permission to consult on charging for some Children's Centre services as agreed in the Council's budget. Wards affected: All Wards	2 Jun 2014	Report of: Executive Director for Children's Services Report Author: Caroline Parker Tel: 29-3587		
41719	Brighton & Hove Youth Justice Strategy 2014-2016 All Committee Decisions Wards affected: All Wards	2 Jun 2014	Report of: Executive Director for Children's Services Report Author: Steve Barton Tel: 29-6105		

Ref	Report Details	Committee Date	Consultation	Lead Director
				Lead Officer
41721	Early Help Pathyway and Hub All Committee Decisions Wards affected: All Wards	2 Jun 2014		Report of: Executive Director for Children's Services Report Author: Steve Barton Tel: 29-6105
41735	SEN annual report and progress report on the SEN Strategy All Committee Decisions Wards affected: All Wards	2 Jun 2014		Report of: Executive Director for Children's Services Report Author: Claire King, David Cooper, Regan Delf
41737	Brighton and Hove Inter-agency Threshold document for Children in Need All Committee Decisions Wards affected: All Wards	2 Jun 2014		Report of: Executive Director for Children's Services Report Author: Claire King, Tracy Brooke Tel: 29-5574
HOUSIN	NG COMMITTEE	1	-	

Ref	Report Details	Committee Date	Consultation	Lead Director
				Lead Officer
41669	West Pier Project Update and Options Appraisal All Committee Decisions A report to look at whether to re-commission, remodel, or re- provide the West Pier Hostel	18 Jun 2014		Report of: Executive Director for Environment, Development & Housing Report Author: Sue Forrest
	Wards affected: Regency			
41797	Housing Adapations Service update report All Committee Decisions update on outturn 2013 - 14, highlight future commitments and capital funding pressures going forward Wards affected: All Wards	18 Jun 2014		Report of: Executive Director for Environment, Development & Housing Report Author: Martin Reid Tel: 293321

Decisions Anticipated for July 2014

POLICY & RESOURCES COMMITTEE

Ref	Report Details	Committee Date	Consultation	Lead Director
				Lead Officer
39116	City Plan Part One - Changes arising from Examination Process All Committee Decisions The report seeks approval of policy changes to the City Plan, required as part of the Development Plan Examination process. In accordance with the resolution of Council on 31 January 2013 some of these are considered to represent 'a major policy shift' and thus require agreement of Policy and Resources Committee . Wards affected: All Wards	10 Jul 2014		Report of: Report Author:
41442	2013-14 Year End Performance Report All Committee Decisions Full Year Report for Council via P&R Wards affected:	10 Jul 2014 17 Jul 2014		Report of: Executive Director for Finance & Resources Report Author: Andy Edwards Tel: 29-6823

ENVIRONMENT, TRANSPORT & SUSTAINABILITY COMMITTEE

Ref	Report Details	Committee Date	Consultation	Lead Officer
41062	Lewes Road Triangle resident parking scheme consultation All Committee Decisions Residents in the Lewes Road Triangle area are to be consulted on a resident parking scheme from early April to see if there is support to take forward a proposal. The area is being consulted on an extension of the Area J parking scheme (9am- 8pm) as the roads are immediately adjacent to this zone. Wards affected: St Peter's & North Laine	1 Jul 2014		Report of: Executive Director for Environment, Development & Housing Report Author: Charles Field Tel: 29-3329
41051	Bakers Bottom & Craven Vale resident parking scheme consultation All Committee Decisions Residents in the Bakers Bottom and Craven Vale areas are to be consulted from the end of the month on a resident parking scheme to see if there is support to take forward a proposal. The areas are being consulted on an extension of the Area U light touch scheme (10am-11am & 2pm-3pm) as the roads are immediately adjacent to this zone.	1 Jul 2014		Report of: Executive Director for Environment, Development & Housing Report Author: Charles Field Tel: 29-3329, Juliet Theobald, Marie Chesham
	Wards affected: East Brighton; Queen's Park			

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				Lead Officer
40528	Brighton & Hove Permit Scheme All Committee Decisions A Permit Scheme is an important development for Brighton & Hove City Council and the surrounding area. The development of the scheme shows how the Council, working together with communities and stakeholders, expects to support and deliver the wider aims and priorities that the city has, by investing in the management of it's transport network. Wards affected: All Wards	1 Jul 2014		Report of: Executive Director for Environment, Development & Housing Report Author: Jeff Elliott Tel: 29-2468
41169	Brighton Marina to River Adur coastal study All Committee Decisions The study sets out how the coast can be managed over the next 100 years so as to maintain an appropriate standard of protection. Committee is asked to approve the study for submission to the Environment Agency. Wards affected: All Wards	1 Jul 2014		Report of: Executive Director for Environment, Development & Housing Report Author: Andrew Renaut Tel: 29-2477, Martin Eade Tel: 294568, Marie Chesham, Mark Prior Tel: 01273 292095

Ref	Report Details	Committee Date	Consultation	Lead Director
				Lead Officer
40344	Ditchling Road - Access to SDNP- open grazing proposals All Committee Decisions Return to ETS cttee as per recommendation: 2.5 That the Committee instructs officers to investigate the legal and regulatory requirements necessary for the introduction of open grazing and to bring a further report to ETS Committee with the outcome of the investigations and any subsequent recommendations. From report taken to ETS cttee on 8th October 2013 Wards affected: Hollingdean & Stanmer; Patcham	1 Jul 2014		Report of: Executive Director for Environment, Development & Housing Report Author: Abby Hone Tel: 29-0390
41325	Area J Resident Parking Scheme extension - Traffic Regulation Order consultation All Committee Decisions The purpose of this report is to address comments and objections to the draft traffic regulation orders Wards affected: Preston Park; Withdean	1 Jul 2014		Report of: Executive Director for Environment, Development & Housing Report Author: Owen McElroy Tel: 29-0368
41430	Review of the Animal Welfare Charter All Committee Decisions Review of the Animal Welfare Charter to update it and remove the exemption allowing performances in circus involving equestrian acts using only horses and ponies. Wards affected: All Wards	1 Jul 2014		Report of: Director of Public Health Report Author: Roy Pickard Tel: 29-2145

Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
38958	Road Safety Audit Policy' All Committee Decisions Wards affected: All Wards	1 Jul 2014		Report of: Executive Director for Environment, Development & Housing Report Author: Martin Heath
38956	Safer Roads Strategy 2014-2020 - A Road Safety Strategy for Brighton & Hove All Committee Decisions Wards affected: All Wards	1 Jul 2014		Report of: Executive Director for Environment, Development & Housing Report Author: Martin Heath

Decisions Anticipated for September 2014

ECONOMIC DEVELOPMENT & CULTURE COMMITTEE

Brighton & Hove City Council Meeting Work Plan

Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer	
39932	Designation of a Neighbourhood Area and Neighbourhood Forum - Hove Station Neighbourhoods All Committee Decisions The purpose of this report is to determine two neighbourhood planning applications. One seeks the designation of a Hove Station Neighbourhoods Area and the other seeks the designation of a respective Hove Station Neighbourhoods Forum. This will enable the forum to prepare a Neighbourhood Development Plan in teh area in accordance with the Localism Act 2011. Wards affected: Central Hove; Goldsmid; Hangleton & Knoll; Hove Park; Westbourne; Wish	18 Sep 2014		Report of: Executive Director for Environment, Development & Housing Report Author: Rebecca Fry Tel: 29-3773	
Decisio	ns Anticipated for October 2014				
Decisio	ns Anticipated for November 2014				
Decisio	ns Anticipated for December 2014				
Decisio	Decisions Anticipated for January 2015				
Decisio	Decisions Anticipated for February 2015				
Decisio	ns Anticipated for March 2015				

Ref	Report Details	Committee Date	Consultation	Lead Director		
_	Lead Officer ITEMS PREVIOUSLY LISTED IN THE COMMITTEE WORK PROGRAMME BUT NOW WITHDRAWN OR DEFERRED FOR THE REASONS STATED					
33845	Patcham Court Farm - Long Leasehold Disposal Policy Committee Decision - Key Wards affected: Patcham	2 May 2013		Report of: Executive Director for Environment, Development & Housing Report Author: Angela Dymott Tel: 29-1450, Ralph Long Tel: 29-1442		
34065	Patcham Court Farm Site - Long Leasehold Disposal Exempt Category 3 Policy Committee Decision - Key Wards affected: Patcham	2 May 2013	Exempt Category 3	Report of: Executive Director for Environment, Development & Housing Report Author: Angela Dymott Tel: 29-1450, Ralph Long Tel: 29-1442		
38793	Proposed Traffic Regulation Order in John Street and Mighell Street All Committee Decisions Consideration of objections to a proposal to amend on-street parking controls in John Street. Wards affected: Queen's Park			Report of: Report Author:		

Ref	Report Details	Committee Date	Consultation	Lead Director
				Lead Officer
37575	Cultural Strategy 2013 All Committee Decisions Wards affected:	19 Jun 2014		Report of: Assistant Chief Executive Report Author: Paula Murray Tel: 29-2536, Tricia Winter Tel: 29- 3906
35505	The Urban Design Framework SPD (Consultation) All Committee Decisions To seek approval to the consultation process for the Urban Design Framework SPD Wards affected: All Wards	23 Jan 2014		Report of: Executive Director for Environment, Development & Housing Report Author: Tim Jefferies Tel: 29-3152
35507	The Urban Design Framework SPD (Adoption) All Committee Decisions To approve the adoption of the Urban Design Framework SPD Wards affected: All Wards	13 Mar 2014		Report of: Executive Director for Environment, Development & Housing Report Author: Tim Jefferies Tel: 29-3152
37699	Dyke Road ped & cycle facilities: Objections to TRO All Committee Decisions Following permission to advertise TRO at 26/11/13 ETS cttee. Wards affected: Hove Park; Preston Park			Report of: Report Author: