




# Brighton & Hove City Council

## COMMITTEE WORK PROGRAMME Edition 11

KING'S HOUSE  
GRAND AVENUE  
HOVE  
BN3 2LS  
[www.brighton-hove.gov.uk](http://www.brighton-hove.gov.uk)

Published 6 February 2015

For further detailed information regarding specific issues to be considered by the Committee please contact the named contact officer for the item concerned.

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](mailto:mark.wall@brighton-hove.gov.uk).

For further detailed information regarding specific issues to be considered by the Committee please contact the named contact officer for the item concerned.

Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
<b>Decisions Anticipated for February 2015</b>				
<b>POLICY &amp; RESOURCES COMMITTEE</b>				
42407	<b>Targeted Budget Management (TBM) 2014/15 Month 9</b> <i>All Committee Decisions</i>  <i>Wards affected: All Wards</i>	12 Feb 2015		Report of: Executive Director for Finance & Resources  Report Author: Jeff Coates Tel: 29-2364, Nigel Manvell Tel: 29-3104
45203	<b>General Fund Revenue Budget &amp; Council Tax 2015/16</b> <i>All Committee Decisions</i> This report will set out the final proposals for the General Fund Revenue Budget and Council Tax for 2015/16.  <i>Wards affected: All Wards</i>	12 Feb 2015		Report of: Executive Director for Finance & Resources  Report Author: Heather Bentley Tel: 29-1244, James Hengeveld Tel: 29-1242, Nigel Manvell Tel: 29-3104, Rachel Musson Tel: 01273 291333, Jeff Coates Tel: 29-2364

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Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
45207	<p><b>Capital Resources and Capital Investment Programme 2015/16</b>  <i>All Committee Decisions</i>                      Informing P&amp;R on the level of available capital resources to propose a Capital Investment Programme for 2015/16 to Budget Council.</p> <p><i>Wards affected: All Wards</i></p>	12 Feb 2015		<p>Report of: Executive Director for Finance &amp; Resources</p> <p>Report Author: Heather Bentley Tel: 29-1244, Rob Allen Tel: 29-1245, James Hengeveld Tel: 29-1242, Nigel Manvell Tel: 29-3104, Rachel Musson Tel: 01273 291333</p>
45398	<p><b>Integrated sexual health service contract</b>  <i>All Committee Decisions</i></p> <p><i>Wards affected: All Wards</i></p>	12 Feb 2015 12 Feb 2015		<p>Report of: Director of Public Health</p> <p>Report Author: Stephen Nicholson Tel: 296554</p>
44898	<p><b>Brooke Mead Extra Care Housing – Development Update</b>  <i>All Committee Decisions</i></p> <p><i>Wards affected: Queen's Park</i></p>	12 Feb 2015		<p>Report of:</p> <p>Report Author:</p>

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45517	<p><b>Corporate Procurement of Electricity and Gas Supplies</b>  <i>All Committee Decisions</i>                      This report explains the options available for the re-procurement of the council's electricity and gas supplies.</p> <p><i>Wards affected: All Wards</i></p>	<p>12 Feb 2015                      12 Feb 2015</p>		<p>Report of: Executive Director for Finance &amp; Resources</p> <p>Report Author: Lisa Doody Tel: 291131</p>
45615	<p><b>Voluntary Dedication of Land under the CRoW Act</b>  <i>All Committee Decisions</i>                      This report proposed the voluntary dedication of permissive access land at Home farm Stanmer under the CRoW Act to ensure public access into perpetuity.</p> <p><i>Wards affected: Hollingdean &amp; Stanmer</i></p>	<p>12 Feb 2015                      12 Feb 2015</p>		<p>Report of: Executive Director for Finance &amp; Resources</p> <p>Report Author: Jessica Hamilton Tel: 29-1461</p>
<b>JOINT CHILDREN &amp; YOUNG PEOPLE COMMITTEE &amp; HEALTH &amp; WELL BEING BOARD</b>				
45474	<p><b>Review of Special Educational Needs and Disability (SEND) including Behavioural Emotional and Social Difficulties (BESD)</b>  <i>All Committee Decisions</i></p> <p><i>Wards affected: All Wards</i></p>	<p>3 Feb 2015</p>		<p>Report of: Executive Director for Adult Services, Executive Director for Children's Services</p> <p>Report Author: Regan Delf Tel: 01273 293504, Ellen Mulvihill</p>

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Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
<b>Decisions Anticipated for March 2015</b>				
<b>POLICY &amp; RESOURCES COMMITTEE</b>				
44855	<p><b>Pay Policy Statement 2015/16</b>  <i>All Committee Decisions</i>                      The councils annual publication of all matters to the way council employees are remunerated, this is a statutory report required to be approved by full council every year</p> <p><i>Wards affected: All Wards</i></p>	<p>19 Mar 2015 26 Mar 2015</p>		<p>Report of: Executive Director for Finance &amp; Resources</p> <p>Report Author: Matt Naish Tel: 295088</p>
44895	<p><b>Procurement of Schools Management Information Systems (MIS)</b>  <i>All Committee Decisions</i></p> <p><i>Wards affected: All Wards</i></p>	<p>19 Mar 2015</p>		<p>Report of: Executive Director for Finance &amp; Resources</p> <p>Report Author: Leyla Tovey Tel: 01273293561, Mark Watson Tel: 29-1585</p>
45743	<p><b>Asset Management Fund 2015/16</b>  <i>All Committee Decisions</i></p> <p><i>Wards affected: All Wards</i></p>	<p>19 Mar 2015 19 Mar 2015</p>		<p>Report of: Executive Director for Finance &amp; Resources</p> <p>Report Author: Nigel McCutcheon Tel: 29-1453</p>

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Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
<b>AUDIT&amp; STANDARDS COMMITTEE</b>				
42967	<p><b>Strategic Risk MAP Focus: SR17 School Places Planning; and SR15 Keeping Children safe from harm and abuse</b>  <i>All Committee Decisions</i>                      The Audit &amp; Standards Committee have a role to monitor , and form an opinion on, the effectiveness of risk management and internal control,. One of the ways the Committee has resolved to do this is by focusing on Strategic Risk Management Action Plans (risk MAPs).</p> <p><i>Wards affected: All Wards</i></p>	10 Mar 2015		<p>Report of: Executive Director for Finance &amp; Resources</p> <p>Report Author: Jackie Algar Tel: 29-1273</p>
45825	<p><b>Annual Governance Statement 2013/14: Further Action Plan Progress Update</b>  <i>All Committee Decisions</i>                      On 13 January 2015 the Audit &amp; Standards Committee received a report entitled 'Annual Governance Statement 2013/14 Action Plan Progress Update'. The Committee requested a more detailed report be submitted at the March 2015 meeting.</p> <p><i>Wards affected: All Wards</i></p>	10 Mar 2015		<p>Report of: Executive Director for Finance &amp; Resources</p> <p>Report Author: Jackie Algar Tel: 29-1273</p>

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Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
45805	<p><b>Member Complaints Update</b>  <i>All Committee Decisions</i>                      This paper updates the Audit and Standards Committee on complaints we have received about Member conduct following the last report to Audit and Standards Committee</p> <p><i>Wards affected: All Wards</i></p>	10 Mar 2015		<p>Report of: Head of Law (Monitoring Officer)</p> <p>Report Author: Brian Foley Tel: 291229</p>
42969	<p><b>Risk Management Strategy Annual Progress Report 2014</b>  <i>All Committee Decisions</i>                      The council has a three year Risk Management Strategy 2014-2017 with an annual programme of actions for each year. This report provides the Committee with progress against actions undertaken in 2014/15 to enable the Committee to form an opinion on the effectiveness of risk management and internal control.</p> <p><i>Wards affected: All Wards</i></p>	10 Mar 2015		<p>Report of: Executive Director for Finance &amp; Resources</p> <p>Report Author: Jackie Algar Tel: 29-1273</p>
<b>CHILDREN &amp; YOUNG PEOPLE COMMITTEE</b>				
45756	<p><b>Brighton &amp; Hove Children's Services Participation &amp; Engagement Strategy 2015 - 2018</b>  <i>All Committee Decisions</i></p> <p><i>Wards affected: All Wards</i></p>	9 Mar 2015		<p>Report of: Executive Director for Children's Services</p> <p>Report Author: Steve Barton Tel: 29-6105</p>



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45760	<p><b>The Pupil Premium in Brighton &amp; Hove schools</b> <i>All Committee Decisions</i></p> <p><i>Wards affected: All Wards</i></p>	9 Mar 2015		<p>Report of: Executive Director for Children's Services</p> <p>Report Author: Hilary Ferries Tel: 29-3738, Claire King, Emma Jones</p>
45831	<p><b>Childcare Sufficiency in Brighton &amp; Hove</b> <i>All Committee Decisions</i></p> <p>Report on current state of childcare provision in Brighton &amp; Hove and how we meet our duty to secure sufficient childcare. Includes information on early years free entitlement for two year olds in the city</p> <p><i>Wards affected: All Wards</i></p>	9 Mar 2015		<p>Report of: Executive Director for Children's Services</p> <p>Report Author: Vicky Jenkins Tel: 29-6110</p>
<b>ECONOMIC DEVELOPMNET &amp; CULTURE COMMITTEE</b>				
45002	<p><b>Statement of Community Involvement 2015</b> <i>All Committee Decisions</i></p> <p>To inform committee of the outcome of public consultation and how the draft SCI has been amended. Also to seek adoption of the document.</p> <p><i>Wards affected: All Wards</i></p>	12 Mar 2015		<p>Report of: Executive Director for Environment, Development &amp; Housing</p> <p>Report Author: Carly Dockerill Tel: 29-2382</p>

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Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
43682	<p><b>Draft Flood Risk Management Supplementary Planning Document for Shoreham Harbour</b>  <i>All Committee Decisions</i>                      The draft SPD sets out proposed guidance for decision-makers, landowners and developers about flood defences and flood mitigation measures at Shoreham Harbour. The SPD provides detailed guidance on how planning policy will be implemented. This SPD will sit alongside the Shoreham Harbour Joint Area Action Plan.</p> <p><i>Wards affected: South Portslade; Wish</i></p>	12 Mar 2015		<p>Report of: Executive Director for Environment, Development &amp; Housing</p> <p>Report Author: Mike Holford Tel: 29-2501</p>
45330	<p><b>Update of Developer Contributions Technical Guidance</b>  <i>All Committee Decisions</i>                      In order to reduce the impact of a new development and to make sure it does not place additional pressure on existing infrastructure such as roads, health or council services, the council's planning officers may seek appropriate contributions from the developer.</p> <p>This report recommends the adoption of updated guidance on when and how developer contributions are sought in relation to development proposals.</p> <p><i>Wards affected: All Wards</i></p>	12 Mar 2015		<p>Report of: Executive Director for Environment, Development &amp; Housing</p> <p>Report Author: Debra May Tel: 29-2295</p>

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Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
45734	<p><b>DCLG Consultation: Proposed Exemption from Zero Carbon Homes Standards</b>  <i>All Committee Decisions</i>                      Report to summarise the response to DCLG consultation. The response objected to the proposals put forward by DCLG to exempt small developments or small developers from the Allowable Solutions element of the zero carbon homes standards.</p> <p><i>Wards affected: All Wards</i></p>	12 Mar 2015		<p>Report of: Executive Director for Environment, Development &amp; Housing</p> <p>Report Author: Helen Pennington Tel: 01273 29</p>
45947	<p><b>University of Sussex - Listed Building Heritage Partnership Agreement</b>  <i>All Committee Decisions</i>                      A report seeking approval of a formal Listed Building Heritage Partnership Agreement, in partnership with the University of Sussex and English Heritage, following public consultation on the draft document.</p> <p><i>Wards affected: Hollingdean &amp; Stanmer</i></p>	12 Mar 2015		<p>Report of: Executive Director for Environment, Development &amp; Housing</p> <p>Report Author: Tim Jefferies Tel: 29-3152</p>
<b>ENVIRONMENT, TRANSPORT &amp; SUSTAINABILITY COMMITTEE</b>				
45396	<p><b>Consideration of Options for Mile Oak Recreation Ground</b>  <i>All Committee Decisions</i></p> <p><i>Wards affected:</i></p>	17 Mar 2015		<p>Report of: Executive Director for Environment, Development &amp; Housing</p> <p>Report Author: Jan Jonker Tel: 29-4722</p>

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Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
45549	<p><b>Francis Street Traffic Order</b>  <i>All Committee Decisions</i>                      Traffic Order regarding changes to Francis Street and surrounding roads as part of a development.</p> <p><i>Wards affected: St Peter's &amp; North Laine</i></p>	17 Mar 2015		<p>Report of: Executive Director for Environment, Development &amp; Housing</p> <p>Report Author: Charles Field Tel: 29-3329</p>
45551	<p><b>Amendment Traffic Order</b>  <i>All Committee Decisions</i>                      A number of changes to parking restrictions throughout the City.</p> <p><i>Wards affected: All Wards</i></p>	17 Mar 2015		<p>Report of: Executive Director for Environment, Development &amp; Housing</p> <p>Report Author: Charles Field Tel: 29-3329</p>
45630	<p><b>Electric Vehicle Charging Points</b>  <i>All Committee Decisions</i></p> <p><i>Wards affected: All Wards</i></p>	7 Jul 2015		<p>Report of: Executive Director for Environment, Development &amp; Housing</p> <p>Report Author: Debbie Reed Tel: 290367</p>
45758	<p><b>Highway Asset Management Strategy</b>  <i>All Committee Decisions</i>                      Sets out the Council's strategy for maintaining the highway network, the financial implications for investment and information on changes to DfT Highway Block Maintenance funding allocations</p> <p><i>Wards affected: All Wards</i></p>	17 Mar 2015		<p>Report of: Executive Director for Environment, Development &amp; Housing</p> <p>Report Author: Neil Fearnley, Christina Liassides Tel: 29-2036, Juliet Theobald, Marie Chesham</p>

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Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
45833	<p><b>Official Feed and Food Control Service Plan 2015/16</b>  <i>All Committee Decisions</i>                      To agree the Official Feed and Food Controls Service Plan previously known as required by the Food Safety Code of Practice.</p> <p><i>Wards affected: All Wards</i></p>	17 Mar 2015		<p>Report of: Director of Public Health</p> <p>Report Author: Nick Wilmot Tel: 29-2157</p>
45881	<p><b>Brighton Sea Cadets volunteer permits</b>  <i>All Committee Decisions</i></p> <p><i>Wards affected: All Wards</i></p>	17 Mar 2015		<p>Report of: Executive Director for Environment, Development &amp; Housing</p> <p>Report Author: Paul Nicholls Tel: 29-3287</p>
45927	<p><b>Health and Safety Service Plan 2015-16</b>  <i>All Committee Decisions</i>                      The Health &amp; Safety Service Plan is required under the National Local Authority Enforcement Code issued by the Health and Safety Executive, under Section 18 of the Health and Safety at Work etc Act 1974.</p> <p>The plan details the work of the team and how the Council intends to comply with its duties to provide adequate arrangements for health and safety enforcement.</p> <p><i>Wards affected: All Wards</i></p>	17 Mar 2015		<p>Report of: Executive Director for Environment, Development &amp; Housing</p> <p>Report Author: Roy Pickard Tel: 29-2145</p>

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Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
45955	<p><b>Stanmer Park - Permission to Consult on Traffic Regulation Order</b>  <i>All Committee Decisions</i></p> <p><i>Wards affected: Hollingdean &amp; Stanmer</i></p>	17 Mar 2015		<p>Report of:</p> <p>Report Author: Jan Jonker Tel: 29-4722</p>
45988	<p><b>Surrenden &amp; Fiveways resident parking scheme consultation</b>  <i>All Committee Decisions</i></p> <p>Following a request from members of the ETS Committee this report outlines the proposed way forward and seeks agreement to proceed with a resident parking scheme Consultation as soon as possible which is likely to be in the summer</p> <p><i>Wards affected: Preston Park; Withdean</i></p>	17 Mar 2015		<p>Report of: Executive Director for Environment, Development &amp; Housing</p> <p>Report Author: Charles Field Tel: 29-3329</p>
45991	<p><b>Valley Gardens</b>  <i>All Committee Decisions</i></p> <p>To: 1/ update on general project progress, 2/ seek approval to commence the next work package overseen by the Project Management Board (Technical Design) and 3/ agree 2015/16 financial contributions.</p> <p><i>Wards affected: All Wards</i></p>	17 Mar 2015		<p>Report of: Executive Director for Environment, Development &amp; Housing</p> <p>Report Author: Jim Mayor Tel: 29-4164</p>
<b>HOUSING COMMITTEE</b>				

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44427	<p><b>Review of the long lease held by The Brighton Lions at Lions Court</b>  <i>All Committee Decisions</i>                      Brighton Lions, a charity, were leased HRA land in 1968 in order to build. They built 30 older persons' flats and manage them. The lease has 50 years left to run and they have asked the council to sell them the freehold. The report will review the following options for the council:                      a) to sell the freehold to the Brighton Lions                      b) to agree to an extension of the lease                      c) to let the current lease continue until it expires.</p> <p><i>Wards affected: East Brighton</i></p>	<p>4 Mar 2015  19 Mar 2015</p>		<p>Report of: Executive Director for Environment, Development &amp; Housing</p> <p>Report Author: Simon Pickles Tel: 01273 292083</p>
45458	<p><b>ASB Crime and Policing Act 2014</b>  <i>All Committee Decisions</i>                      report on the legislative changes and implications arising out of the Act</p> <p><i>Wards affected: All Wards</i></p>	4 Mar 2015		<p>Report of: Executive Director for Environment, Development &amp; Housing</p> <p>Report Author: Richard Jordan Tel: 29-3354</p>
45510	<p><b>Sheltered Housing - Service Offer</b>  <i>All Committee Decisions</i></p> <p><i>Wards affected: All Wards</i></p>	4 Mar 2015		<p>Report of: Executive Director for Environment, Development &amp; Housing</p> <p>Report Author: Peter Huntbach Tel: 01273 293248</p>

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45637	<p><b>Increasing Security at High Rise Blocks</b> <i>All Committee Decisions</i></p> <p><i>Wards affected: All Wards</i></p>	4 Mar 2015		<p>Report of: Executive Director for Environment, Development &amp; Housing</p> <p>Report Author: Laura Turner</p>
45873	<p><b>Sheltered housing scheme review</b> <i>All Committee Decisions</i> Scheme review</p> <p><i>Wards affected: Hanover &amp; Elm Grove</i></p>	17 Jun 2015		<p>Report of: Executive Director for Environment, Development &amp; Housing</p> <p>Report Author: Simon Pickles Tel: 01273 292083</p>
45899	<p><b>Housing Management Performance Report Quarter 3 2014/15</b> <i>All Committee Decisions</i> This Housing Management Performance Report covers the third quarter of the financial year 2014/15.</p> <p><i>Wards affected: All Wards</i></p>	4 Mar 2015		<p>Report of: Executive Director for Environment, Development &amp; Housing</p> <p>Report Author: Tom Matthews Tel: 01273 293234, Ododo Dafe Tel: 29-3201</p>
<b>LICENSING COMMITTEE</b>				



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45823	<p><b>Renewal of Personal Licences</b>  <i>All Committee Decisions</i>                      To update Members on the 10 year renewal of personal licences   <i>Wards affected: All Wards</i></p>	5 Mar 2015		<p>Report of: Director of Public Health                       Report Author: Jean Cranford Tel: 29-2550</p>
45843	<p><b>Annual Report of Licensing Authority 2014</b>  <i>All Committee Decisions</i>                      This report sets out the licensing and gambling functions for Brighton &amp; Hove Council carried out during 2014.   <i>Wards affected: All Wards</i></p>	5 Mar 2015		<p>Report of: Director of Public Health                       Report Author: Jim Whitelegg Tel: 29-2143</p>
45845	<p><b>Review of Statement of Licensing Policy – interim report</b>  <i>All Committee Decisions</i>                      Review of Statement of Licensing Policy – interim report   <i>Wards affected: All Wards</i></p>	5 Mar 2015		<p>Report of: Director of Public Health                       Report Author: Jim Whitelegg Tel: 29-2143</p>
45869	<p><b>Hackney Carriage Fare Review</b>  <i>All Committee Decisions</i>                      To seek Committees approval for review of Hackney Carriage Fares   <i>Wards affected: All Wards</i></p>	5 Mar 2015		<p>Report of: Director of Public Health                       Report Author: Martin Seymour Tel: 296659, Jean Cranford Tel: 29-2550</p>

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45910	<p><b>Highway Licensing</b>  <i>All Committee Decisions</i>                      Update on current status of licensing A-boards, outside seating and shop displays on the Public Highway.</p> <p><i>Wards affected: All Wards</i></p>	5 Mar 2015		<p>Report of: Executive Director for Environment, Development &amp; Housing</p> <p>Report Author: David Fisher Tel: 292065, Christina Liassides Tel: 29-2036, Mark Prior Tel: 01273 292095</p>
<b>ITEMS PREVIOUSLY LISTED IN THE COMMITTEE WORK PROGRAMME BUT NOW WITHDRAWN OR DEFERRED FOR THE REASONS STATED</b>				
45628	<p><b>Cremator Maintenance Agreement Report</b>  <i>All Committee Decisions</i></p> <p><i>Wards affected: All Wards</i></p>	12 Feb 2015		<p>Report of: Executive Director for Finance &amp; Resources</p> <p>Report Author: Paul Holloway Tel: 29-2005</p>