

COMMITTEE WORK PROGRAMME Edition 03

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

Published August 2015

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.

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
[COMM	IENT] DECISIONS ANTICIPATED FOR SEPTEMBER 2015			
OVERV	/IEW & SCRUTINY COMMITTEE			
48807	CCG Proposals for Hanover Crescent All Committee Decisions Report from Brighton and Hove Clinical Commissioning Group about proposals for Hanover Crescent, an inpatient rehabilitation service that has been temporarily closed. Wards affected: All Wards	9 Sep 2015		Report of: Executive Director for Finance & Resources Report Author: Kath Vicek Tel: 01273 290450
48805	Sussex Partnership Foundation Trust 2020 Vision All Committee Decisions This is part of SPFT's stakeholder engagement process Wards affected: All Wards	9 Sep 2015		Report of: Executive Director for Finance & Resources Report Author: Kath Vicek Tel: 01273 290450
48803	Sussex Partnership Foundation Trust CQC Inspection Summary and Brighton and Hove Action Plan All Committee Decisions Wards affected: All Wards	9 Sep 2015		Report of: Executive Director for Finance & Resources Report Author: Kath VIcek Tel: 01273 290450

Ref	Report Details	Committee Date	Consultation	Lead Director
				Lead Officer
48449	Flood Risk Management Plans All Committee Decisions Wards affected: All Wards	9 Sep 2015		Report of: Executive Director for Environment, Development & Housing, Dr Tom Scanlon Report Author: Robin Humphries Tel: 29-1313
48387	Homelessness Scrutiny Panel Monitoring Report All Committee Decisions This is the first monitoring report for the homelessness scrutiny panel report Wards affected: All Wards	9 Sep 2015		Report of: Executive Director for Environment, Development & Housing, Dr Tom Scanlon Report Author: James Crane Tel: 293316
48380	Bullying in Schools Scrutiny Panel Monitoring All Committee Decisions First monitoring update to scrutiny committee Wards affected: All Wards	9 Sep 2015		Report of: Executive Director for Children's Services Report Author: Sam Beal

Ref	Report Details	Committee Date	Consultation	Lead Director
ECONO	MIC DEVELOPMENT & CULTURE COMMITTEE			Lead Officer
48976	Greater Brighton Economic Board 2014/15 Annual Report All Committee Decisions The report sets out the annual report of the Greater Brighton Economic Board and provides the Committee with an update on the delivery of the Greater Brighton Investment Programme and other city region initatives. Wards affected: All Wards	17 Sep 2015		Report of: Executive Director for Environment, Development & Housing Report Author: Nick Hibberd Tel: 01273 293756
48907	Options for Preston Park Cycle Track All Committee Decisions To consider options for investment in Preston Park Cycle Track to bring it up to competition standard. Wards affected: Preston Park	17 Sep 2015		Report of: Executive Director for Environment, Development & Housing Report Author: Jan Jonker Tel: 29-4722
48884	Holding Report Re. Scrutiny Panel Report on Private Sector Housing All Committee Decisions The report informs the Committee of the Scrutiny Panel Report on Private Sector Housing in the City and the Scrutiny Panel's request that officers bring back to Committee responses to the Scrutiny Panel's recommendations. Wards affected: All Wards	17 Sep 2015		Report of: Executive Director for Environment, Development & Housing Report Author: Sandra Rogers Tel: 29-2502

Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer			
AUDIT 8	AUDIT & STANDARDS COMMITTEE						
48972	Cash collection contract All Committee Decisions To provide an update on issues arising from the cash collection contract Wards affected:	22 Sep 2015		Report of: Executive Director for Finance & Resources Report Author: Graham Liddell Tel: 01273 291323			
48970	Internal audit and corporate fraud progress report All Committee Decisions To provide an update on the progress of the internal audit and corporate fraud plan for 2015/16 Wards affected:	22 Sep 2015		Report of: Executive Director for Finance & Resources Report Author: Graham Liddell Tel: 01273 291323, Mark Dallen Tel: 01273 291314			
48968	2014/15 financial statements All Committee Decisions To consider and authorise for issue the 2014/15 financial statements. Wards affected:	22 Sep 2015		Report of: Executive Director for Finance & Resources Report Author: Jane Strudwick Tel: 01273 291255			

Ref	Report Details	Committee Date	Consultation	Lead Director
				Lead Officer
48966	Ernst & Young Audit Results Report 2014/15 All Committee Decisions To consider the results of the external audit of the 2014/15 financial statements. Wards affected:	22 Sep 2015		Report of: Executive Director for Finance & Resources Report Author: Jane Strudwick Tel: 01273 291255
48964	Ernst & Young progress report 2015/16 All Committee Decisions To set out the progress of the 2015/16 external audit Wards affected:	22 Sep 2015		Report of: Executive Director for Finance & Resources Report Author: Jane Strudwick Tel: 01273 291255
48750	Strategic Risk MAP Focus: SR19 Implementation of the Care Act; SR 20 Better Care Fund; and SR13 Keeping Vulnerable Adults Safe from Harm & Abuse All Committee Decisions This report provides the Committee with the Risk Management Action Plans for each of the Strategic Risks scheduled to receive focus and, by the Risk Owner's attendance at the meeting, enables Members to ask questions relating to the Risk MAPs in order to form an opinion on the effectiveness of risk management. Wards affected: All Wards	22 Sep 2015		Report of: Executive Director for Finance & Resources Report Author: Jackie Algar Tel: 01273 29-1273

Ref	Report Details	Committee Date	Consultation	Lead Director
				Lead Officer
Decision	ns Anticipated for October 2015			
HOUSIN	NG & NEW HOMES COMMITTEE			
48706	Housing Related Support Commissioning Update All Committee Decisions An update on the Housing Related Support retendering, including the new Rough Sleepers outreach service contract. Wards affected: All Wards	23 Sep 2015		Report of: Executive Director for Adult Services Report Author: Jenny Knight Tel: 01273 293081
POLICY	& RESOURCES COMMITTEE			
47166	Targetted Budget Management (TBM) 2015/16 Month 5 All Committee Decisions Wards affected: All Wards	15 Oct 2015 15 Oct 2015		Report of: Executive Director for Finance & Resources
				Report Author: Jeff Coates Tel: 29-2364, Nigel Manvell Tel: 29- 3104

Ref	Report Details	Committee Date	Consultation	Lead Director
				Lead Officer
48917	Charging for pre-application planning advice All Committee Decisions This report seeks authority to introduce charges for pre-application advice which is given by the Local Planning Authority to anybody who wishes to bring forward development in the City.	15 Oct 2015 15 Oct 2015		Report of: Executive Director for Environment, Development & Housing
	Pre-application advice can be offered thorugh written feedback or as part of a performance agreement with a potential applicant.			Report Author: Jeanette Walsh Tel: 01273 292098
	The report will set out the service we currently offer which is non- statutory and part of the work we do without recovering costs.			
	There is no legal duty to offer pre-application advice. We offer advice to improve the quality of the submissions and to bring certainty to developers as early as possible about the likely issues which may arise.			
	The report will outline our approach when dealing with major and minor sheemes and also how we are ensuring quality through design review and revering all of the costs we incurr to offer this non-statutory serivce.			
	Wards affected: All Wards			

Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
48910	Proposed Submission East Sussex, South Downs and Brighton & Hove Waste and Minerals Sites Plan All Committee Decisions This report seeks approval for the publication of the East Sussex, South Downs and Brighton & Hove Waste & Minerals Sites Plan, along with supporting documents, for an eight week period of public consultation, prior to submission to the Secretary of State for public examination. Wards affected: All Wards	15 Oct 2015		Report of: Executive Director for Environment, Development & Housing Report Author: Steve Tremlett Tel: 29-2108
48880	Support Functions Review All Committee Decisions This report updates the P&R Committee on the Support Functions Review following the report to June's committee.	15 Oct 2015 15 Oct 2015		Report of: Executive Director for Finance & Resources
	Wards affected: All Wards			Report Author: Mark Hourston Tel: 01273 295030, Rachel Musson Tel: 01273 291333, Graham Liddell Tel: 01273 291323

Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
48818	Valley Gardens: Approval to appoint a Landscape Contractor All Committee Decisions Due to contract value, Policy & Resources Committee approval is required before the process of appointing a Landscape Contractor to implement elements of the Valley Gardens works can commence. Wards affected: All Wards	15 Oct 2015 15 Oct 2015		Report of: Executive Director for Environment, Development & Housing Report Author: Jim Mayor Tel: 29-4164
ENVIRO	NMENT, TRANSPORT & SUSTAINABILITY COMMITTEE			
48978	Business Case and Proposals for Increased Waste Enforcement Activity All Committee Decisions Wards affected:	13 Oct 2015		Report of: Executive Director for Environment, Development & Housing Report Author: Jan Jonker Tel: 29-4722
47169	Proposals for Chargeable Garden Waste Collections All Committee Decisions This report will present a business case for a chargeable garden waste collection and seek approval to introduce the service. Wards affected: All Wards	13 Oct 2015		Report of: Executive Director for Environment, Development & Housing Report Author: Jan Jonker Tel: 29-4722

Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
48919	Parking Annual Report 2014-15 All Committee Decisions Report from Parking Services about operational performance and service developments over the past year. Wards affected: All Wards	13 Oct 2015		Report of: Executive Director for Environment, Development & Housing Report Author: Paul Nicholls Tel: 29-3287
48844	Sustainability Action Plan All Committee Decisions The Sustainability Action Plan coordinates delivery and measurement of council projects delivering sustainable outcomes in the council and across the city. Wards affected: All Wards	13 Oct 2015		Report of: Executive Director for Environment, Development & Housing Report Author: Sarah Jones Tel: 29-3833, Mita Patel Tel: 29-3332, Rachel Williams Tel: 01273 291098
48820	Valley Gardens: Approval to progress the Project All Committee Decisions Approvals associated with progressing the Valley Gardens project from Developed Design Stage. Wards affected: All Wards	13 Oct 2015		Report of: Executive Director for Environment, Development & Housing Report Author: Jim Mayor Tel: 29-4164
48690	Highways Winter Service Plan 2015-16 All Committee Decisions This report presents the policies and operational mechanisms for providing a winter service on the public highway Wards affected: All Wards	13 Oct 2015		Report of: Executive Director for Environment, Development & Housing Report Author: Christina Liassides Tel: 29-2036

Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
48676	Parking bay sensors trial All Committee Decisions Proposals for a trial of on-street parking bay sensors as part of a national project funded by Innovate UK to help citizens better plan their journeys, find available parking space and connecting services more easily Wards affected: East Brighton; Preston Park; Queen's Park; St Peter's & North Laine; Westbourne; Withdean	13 Oct 2015		Report of: Executive Director for Environment, Development & Housing Report Author: Austen Hunter Tel: 29-2245
47953	Surrenden & Fiveways resident parking scheme consultation report. All Committee Decisions Report on the results of a consultation on a resident parking scheme in the Surrenden and Five Ways area. Wards affected: Hollingdean & Stanmer; Preston Park; Withdean	13 Oct 2015		Report of: Executive Director for Environment, Development & Housing Report Author: Charles Field Tel: 29-3329
47951	Resident parking scheme priority timetable All Committee Decisions A report on the future resident parking scheme priority timetable. Wards affected: All Wards	13 Oct 2015		Report of: Executive Director for Environment, Development & Housing Report Author: Charles Field Tel: 29-3329

Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
49044	Traffic Network Management Strategy All Committee Decisions Develop a new management strategy to reduce congestion on the city's streets Wards affected: All Wards	13 Oct 2015		Report of: Executive Director for Environment, Development & Housing Report Author: Jeff Elliott Tel: 29-2468
49002	Removal of Non-Motorised Vehicles. All Committee Decisions Report looking into the possibility of removing non-motorised vehicles from the public highway. Wards affected: All Wards	13 Oct 2015		Report of: Executive Director for Environment, Development & Housing Report Author: David Fisher Tel: 292065, Christina Liassides Tel: 29-2036, Mark Prior Tel: 01273 292095, Juliet Theobald
HEALTI	H & WELLBEING BOARD			
48730	Report on the City Council response to NICE Guidance on Excess Winter Deaths and morbidity and the health risks associated with cold Homes Health & Wellbeing Board Wards affected: All Wards	20 Oct 2015		Report of: Executive Director for Environment, Development & Housing, Director of Public Health Report Author: Miles Davidson Tel: 29 - 3150

Ref	Report Details	Committee Date	Consultation	Lead Director
				Lead Officer
48620	Residential Rehabilitation Services Health & Wellbeing Board Wards affected: All Wards	20 Oct 2015		Report of: Director of Public Health Report Author: Kathy Caley Tel: 01273 296557
49046	Adult Services 2016 - 2020 Health & Wellbeing Board The report outlines the proposed direction of travel for Adult Services over the next 4 years aligned to our 4 year financial plans. Wards affected: All Wards	20 Oct 2015		Report of: Executive Director for Adult Services Report Author: Philip Letchfield Tel: 01273 295078
Decision	ns Anticipated for November 2015			
ENVIRO	DNMENT, TRANSPORT & SUSTAINABILITY COMMITTEE			
47949	Parking permit review. All Committee Decisions Report following a review of the operation of parking permits. Wards affected: All Wards	24 Nov 2015		Report of: Executive Director for Environment, Development & Housing Report Author: Charles Field Tel: 29-3329

Ref	Report Details	Committee Date	Consultation	Lead Director
				Lead Officer
OVERVI	IEW & SCRUTINY COMMITTEE			
48425	Traveller Strategy Scrutiny Panel Monitoring Report All Committee Decisions Third monitoring report	25 Nov 2015		Report of: Executive Director for Environment, Development & Housing
	Wards affected: All Wards			Report Author: Andy Staniford Tel: 29-3159
48423	Seafront Infrastructure Scrutiny Panel Monitoring Report All Committee Decisions First monitoring report	25 Nov 2015		Report of: Executive Director for Environment, Development & Housing
	Wards affected: All Wards			Report Author: Geoff Raw Tel: 29-7329, Nick Hibberd Tel: 01273 293756
48421	Adults with Autism Scrutiny Panel Monitoring All Committee Decisions Third monitoring report	25 Nov 2015		Report of: Executive Director for Adult Services
	Wards affected: All Wards			Report Author: Anne Hagan Tel: 01273 296370

Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
48418	Trans Equalities Scrutiny Panel Monitoring All Committee Decisions Third monitoring report Wards affected: All Wards	25 Nov 2015		Report of: Executive Director for Finance & Resources Report Author: Emma McDermott Tel: 01273 29-6805
Decision	ns Anticipated for December 2015			
POLICY	% RESOURCES COMMITTEE			
47323	Council Tax Reduction Review All Committee Decisions The Council is required to review its Council Tax Reduction Scheme each year. This report sets out that review. Wards affected: All Wards	3 Dec 2015		Report of: Executive Director for Finance & Resources Report Author: John Francis Tel: 29-1913
48962	Budget Planning & Resource Update - Integrated Service and Financial Plan initial proposals 2016/17 - 2019/20 All Committee Decisions Update on the budget and resource projections since the July 2015 report including the Integrated Service and Financial Plans initial proposals 2016/17 - 2019/20 Wards affected: All Wards	3 Dec 2015 3 Dec 2015		Report of: Executive Director for Finance & Resources Report Author: James Hengeveld Tel: 01273 291242

Ref	Report Details	Committee Date	Consultation	Lead Director
				Lead Officer
48614	Targeted Budget Management (TBM) 2015/16 Month 7 All Committee Decisions Wards affected: All Wards	3 Dec 2015 3 Dec 2015		Report of: Executive Director for Finance & Resources
				Report Author: Jeff Coates Tel: 29-2364, Nigel Manvell Tel: 29- 3104
49024	Treasury Management Policy Statement 2015/16 (including Annual Investment Strategy 2015/16) – Mid Year Review All Committee Decisions	3 Dec 2015 3 Dec 2015		Report of: Executive Director for Finance & Resources
	Wards affected: All Wards			Report Author: James Hengeveld Tel: 01273 291242, Haley Woollard Tel: 01273 291246
49022	Performance Update Report Q2 - 2015-16 All Committee Decisions Half year performance update to P&R via ELT	3 Dec 2015 3 Dec 2015		Report of: Executive Director for Finance & Resources
	Wards affected: All Wards			
				Report Author: Andy Edwards Tel: 29-6823

Ref	Report Details	Committee Date	Consultation	Lead Director
				Lead Officer
HEALTH	H & WELLBEING BOARD			
49048	Joint Strategic Needs Assessment (JSNA) update Health & Wellbeing Board This item will update on needs assessments published and in progress in 2015/16, the 2014 JSNA summary updates, and suggest the programme for needs assessments for 2016/17 for approval by the Board. Wards affected: All Wards	15 Dec 2015		Report of: Director of Public Health Report Author: Kate Gilchrist Tel: 01273 290457
Decision	ns Anticipated for January 2016			
POLICY	& RESOURCES			
49018	Council Tax Base 2016/17 All Committee Decisions Agree the council tax base for 2016/17 Wards affected: All Wards	21 Jan 2016		Report of: Executive Director for Finance & Resources Report Author: Heather Bentley Tel: 29-1244, James Hengeveld Tel: 01273 291242

Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
49012	Business Rates Retention forecast 2016/17 All Committee Decisions Calculate the business rates income for 2016/17 and approve the NNDR1 2016/17 form Wards affected: All Wards	21 Jan 2016		Report of: Executive Director for Finance & Resources Report Author: James Hengeveld Tel: 01273 291242, Heather Bentley Tel: 29-1244
47246	Traffic Regulation Order objections to measures on western section of The Droveway All Committee Decisions Objections to proposed measures in the Droveway associated with the development of the Bilingual School. Wards affected: Hove Park	19 Jan 2016		Report of: Executive Director for Environment, Development & Housing Report Author: Matthew Thompson Tel: 29-3705

Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
ECONO	MIC DEVELOPMENT & CULTURE COMMITTEE			
45330	Update of Developer Contributions Technical Guidance All Committee Decisions 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. This report recommends the adoption of updated guidance on when and how developer contributions are sought in relation to development proposals. Wards affected: All Wards	14 Jan 2016		Report of: Executive Director for Environment, Development & Housing Report Author: Debra May Tel: 29-2295
Decision	ns Anticipated for February 2016			
POLICY	& RESOURCES COMMITTEE			
48616	Targeted Budget Management (TBM) 2015/16 Month 9 All Committee Decisions Wards affected: All Wards	11 Feb 2016 11 Feb 2016		Report of: Executive Director for Finance & Resources
				Report Author: Nigel Manvell Tel: 29-3104, Jeff Coates Tel: 29-2364

Ref	Report Details	Committee Date	Consultation	Lead Director
				Lead Officer
OVERVI	IEW & SCRUTINY COMMITTEE			
48431	Public Toilets Scrutiny Panel Monitoring Report All Committee Decisions Second monitoring report	3 Feb 2016		Report of: Executive Director for Environment, Development & Housing
	Wards affected: All Wards			Report Author: Jan Jonker Tel: 29-4722
48429	Short Term Holiday Lets Panel Monitoring All Committee Decisions First monitoring report	3 Feb 2016		Report of: Director of Public Health Report Author: Tim
	Wards affected: All Wards			Nichols Tel: 29-2163
48427	Children with Autism Scrutiny Panel Monitoring All Committee Decisions First monitoring report	3 Feb 2016		Report of: Executive Director for Children's Services
	Wards affected: All Wards			Report Author: Regan Delf Tel: 01273 293504

Ref	Report Details	Committee Date	Consultation	Lead Director
				Lead Officer
Decision	ns Anticipated for March 2016			
POLICY	& RESOURCES COMMITTEE			
49028	Annual Investment Strategy 2016/17 All Committee Decisions Wards affected: All Wards	17 Mar 2016		Report of: Executive Director for Finance & Resources Report Author: James Hengeveld Tel: 01273 291242, Haley Woollard Tel: 01273 291246
49026	Treasury Management Policy Statement 2016/17 All Committee Decisions Wards affected: All Wards	17 Mar 2016 17 Mar 2016		Report of: Executive Director for Finance & Resources Report Author: James Hengeveld Tel: 01273 291242, Haley Woollard Tel: 01273 291246

Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
OVERV	EW & SCRUTINY COMMITTEE			Lead Officer
48435	Social Value Scrutiny Panel Monitoring All Committee Decisions First monitoring report	23 Mar 2016		Report of: Executive Director for Finance & Resources
	Wards affected: All Wards			Report Author: Cliff Youngman Tel: 01273 291408, Andy Witham Tel: 01273 291498
48433	Private Sector Housing Scrutiny Panel Monitoring All Committee Decisions First monitoring report	23 Mar 2016		Report of: Executive Director for Environment, Development & Housing
	Wards affected: All Wards			Report Author: Martin Reid Tel: 01273 93321
ITEMS F	PREVIOUSLY LISTED IN THE COMMITTEE WORK PROGRAM O	ME BUT NOW WITH	DRAWN OR DEFER	RED FOR THE REASONS
48770	Strengthening Area Panels All Committee Decisions	23 Sep 2015		Report of: Executive Director for Environment,
	This report presents the work of the Strengthening Area Panels Task & Finish Group which was set up at the request of the September 2014 round of Area Panels to identify ways	15 Oct 2015		Development & Housing
	to increase tenant consultation and input into the decision making process, following the abolition of the Housing Management Consultative Sub-Committee			Report Author: Hilary Edgar Tel: 01273 293250
	Wards affected: All Wards			

Ref	Report Details	Committee Date	Consultation	Lead Director
				Lead Officer
48095	Playing Field at Old Shoreham Road: proposed shared use arrangement	3 Dec 2015		Report of: Executive Director for Children's
	All Committee Decisions This report proposes an arrangement to ensure safe shared use by school and college pupils and students and by the community of playing fields at Old Shoreham Road owned in	3 Dec 2015		Services
	part by the City Council and in part by Brightn, Hove and Sussex Sixth Form College (BHASVIC)			Report Author: Michael Nix Tel: 29-0732
	Wards affected: Goldsmid; Hove Park			