

Brighton & Hove City Council

COMMITTEE WORK PROGRAMME Edition 01

HOVE TOWN HALL NORTON ROAD HOVE BN3 3BQ www.brighton-hove.gov.uk

Published 01 April 2017

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 the decisions in the period listed, although not all decisions can be included 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 exception being those issues which are dealt with under the urgency provisions.

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).

For each decision included in the Committee Work 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 Programme please contact Mark Wall, Head of Democratic Services at Hove Town Hall, Norton Road, Hove BN3 3BQ 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
Decisio	ns Anticipated for April 2017			
NO CON	MMITTEE MEETINGS IN APRIL			
Decisio	ns Anticipated for May 2017			
POLICY	7, RESOURCES & GROWTH COMMITTEE - 4.00PM HOVE TO	WN HALL		
57639	Concessionary Bus Travel – Fixed Deal Reimbursement - Exempt Category 3 All Committee Decisions Wards affected: All Wards	4 May 2017		Report of: Executive Director for Finance & Resources Report Author: Heather Bentley Tel: 01273 291244, James Hengeveld Tel: 01273 291242
57637	Concessionary Bus Travel – Fixed Deal Reimbursement All Committee Decisions Wards affected: All Wards	4 May 2017		Report of: Executive Director for Finance & Resources Report Author: Heather Bentley Tel: 01273 291244, James Hengeveld Tel: 01273 291242

Ref	Report Details	Committee Date	Consultation	Lead Director
57596	Council Tax Exemption for Care Leavers <i>All Committee Decisions</i> Introducing a new Council Tax Exemption for Care Leavers up to the age of 21, so that they do not have to pay Council Tax. <i>Wards affected: All Wards</i>	4 May 2017		Lead OfficerReport of: Executive Director for Finance & ResourcesReport Author: Paul Ross-Dale Tel: 01273 291969
57439	Wellbeing and Attendance Management All Committee Decisions Wards affected: All Wards	4 May 2017		Report of: Executive Director for Finance & Resources Report Author: Laura Keogh
Decisio	ns Anticipated for June 2017			
CHILDR	EN, YOUNG PEOPLE & SKILLS COMMITTEE - 4.00PM HOVE	TOWN HALL		
55683	Early Years Strategy All Committee Decisions Wards affected: All Wards	12 Jun 2017		Report of: Executive Director for Families, Children & Learning Report Author: Caroline Parker Tel: 01273 293587

Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
57110	School Organisation Plan 2017-2022 All Committee Decisions Wards affected: All Wards	12 Jun 2017		Report of: Executive Director for Families, Children & Learning Report Author: Richard Barker Tel: 01273 290732, Gillian Churchill Tel: 01273 293515, Andrea Weller Tel: 01273 293526
57073	The use of Section 106 Contributions for Education All Committee Decisions A report outlining the process for allocating Section 106 funding and a summary of its recent use and impact. Wards affected: All Wards	12 Jun 2017		Report of: Executive Director for Families, Children & Learning Report Author: Richard Barker Tel: 01273 290732
57339	Developments in Mental Health Services for Children and Young People All Committee Decisions Wards affected: All Wards	12 Jun 2017		Report of: Executive Director for Families, Children & Learning Report Author: Gill Brooks Tel: 01273 574635, Lisa Brown Tel: 01273 293568, Tracey Williams Tel: 01273 293481

Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
57337	Special School & PRU Reorganisation <i>All Committee Decisions</i> Committee will be presented with the next stage of Special School and PRU reorganisation. At this stage committee will be asked to; Give final approval on the closure of Patcham House Receive feedback from the formal consultation on the creation of Integrated Hubs, East, West and Social Emotional Mental Health Be asked to publish statutory notice periods on the creation of the Integrated Hubs, East, West and Social Emotional Mental Health Wards affected: All Wards	12 Jun 2017		Report of: Executive Director for Families, Children & Learning Report Author: Regan Delf Tel: 01273 293504, Edward Yeo Tel: 29-4354
HEALTI	H & WELLBEING BOARD - 4.00PM - HOVE TOWN HALL			
HOUSIN	NG & NEW HOMES COMMITTEE - 4.00PM HOVE TOWN HALL	-		
56077	Housing First Overview <i>All Committee Decisions</i> An overview of the commissioned Housing First service in the city. <i>Wards affected: All Wards</i>	14 Jun 2017		Report of: Executive Director for Health & Adult Social Care Report Author: Sue Forrest Tel: 01273 292960

Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
55843	New Homes for Neighbourhoods Modular Pilot - Y:Cube proposal All Committee Decisions Seeking agreement of Housing & New Homes and Policy, Resources and Growth Committees to lease a largely cleared HRA garage site to YMCA Downslink to develop up to 21 modular Y:Cube units of affordable rented housing Wards affected: Moulsecoomb & Bevendean	14 Jun 2017		Report of: Executive Director for Economy, Environment & Culture Report Author: Carol Jenkins Tel: 01273 293832
56833	HRA Heat Network Study Update <i>All Committee Decisions</i> An update on the studies carried out into the feasibility of heat networks at two high-density council housing sites 1. Hove Station (City Plan Development Area 6) & 2. Eastern Road, Brighton (Part of DA5). The update focuses on the Hove Station opportunity and the HRA property around Clarendon Road. <i>Wards affected: All Wards</i>	14 Jun 2017		Report of: Executive Director for Neighbourhoods, Communities & Housing Report Author: Alexander Fox Tel: 01273 290773
57015	Annual Report 2017 All Committee Decisions Annual Report to Council Tenants & Leaseholder 2017 Wards affected:	14 Jun 2017		Report of: Report Author: Jane White Tel: 01273 294598

Ref	Report Details	Committee Date	Consultation	Lead Director
				Lead Officer
57043	Private Rented Sector Discretionary Licensing Scheme- Proposed Fee Structure All Committee Decisions Wards affected: All Wards	14 Jun 2017		Report of: Executive Director for Neighbourhoods, Communities & Housing Report Author: Monica Brooks Tel: 01273 292279, Martin Reid Tel: 01273 293321
57071	Warden call equipment ProcurementAll Committee DecisionsThe council wishes to tender a contract for the supply,service and repair of the warden call systems which areinstalled in Brighton and Hove City Council's shelteredhousing schemes.Wards affected: All Wards	14 Jun 2017		Report of: Executive Director for Neighbourhoods, Communities & Housing Report Author: Christopher Barber
57069	Housing Management System Procurement All Committee Decisions Wards affected: All Wards	14 Jun 2017		Report of: Executive Director for Neighbourhoods, Communities & Housing
				Report Author: Diane Hughes Tel: 01273 293841

Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
57350	New Homes for Neighbourhoods Modular Pilot - Futureform proposals <i>All Committee Decisions</i> Seeking agreement of Housing & New Homes and Policy, Resources and Growth Committees to lease three vacant or underused HRA garage sites to Futureform Global Investments Ltd. to develop up to 16 modular units of affordable rented housing to be leased back by the council <i>Wards affected:</i>	14 Jun 2017		Report of: Executive Director for Economy, Environment & Culture Report Author: Carol Jenkins Tel: 01273 293832
57497	Single Homeless Accommodation & Support Services <i>All Committee Decisions</i> An update on the remodelling and re-procurement of single homeless and rough sleeper support and accommodation services. <i>Wards affected: All Wards</i>	14 Jun 2017		Report of: Executive Director for Health & Adult Social Care Report Author: Jenny Knight Tel: 01273 293081
57641	 Future options for Dunster Close garage site All Committee Decisions Review of future options for this site after the garages have been demolished. Housing and New Homes Committee approved the demolition of the garages on 15.3.17. Wards affected: Hollingdean & Stanmer 	14 Jun 2017		Report of: Executive Director for Neighbourhoods, Communities & Housing Report Author: Simon Pickles Tel: 01273 292083

Ref	Report Details	Committee Date	Consultation	Lead Director
				Lead Officer
57623	New Homes for Neighbourhoods - Garage sites update <i>All Committee Decisions</i> Update and review on 12 completed affordable rented homes at Aldwick Mews, Flint Close and Pierre Close. Update on scheme progress for 12 new affordable rented homes at Kensington Street, Brighton. <i>Wards affected: Hangleton & Knoll; North Portslade; South</i> <i>Portslade; St Peter's & North Laine</i>	14 Jun 2017		Report of: Executive Director for Neighbourhoods, Communities & Housing Report Author: Jaine Jolly Tel: 01273 290356
57614	Housing Options - Living Wage Joint Venture Business Plan <i>All Committee Decisions</i> Report requesting approval of the Business Plan for the Living Wage Joint Venture with Hyde Housing <i>Wards affected: All Wards</i>	14 Jun 2017		Report of: Executive Director for Economy, Environment & Culture, Executive Director for Neighbourhoods, Communities & Housing
				Report Author: Sam Smith Tel: 01273 291383, Martin Reid Tel: 01273 293321

Ref	Report Details	Committee Date	Consultation	Lead Director
				Lead Officer
57602	Student Housing Strategy - evidence and options All Committee Decisions Wards affected: All Wards	14 Jun 2017		Report of: Executive Director for Neighbourhoods, Communities & Housing Report Author: Diane Hughes Tel: 01273 293841
57591	Housing Management Performance Report Quarter 4 and end of year 2016/17 <i>All Committee Decisions</i> The Housing Management performance report covers Quarter 4 of the financial year 2016/17, alongside end year results. <i>Wards affected: All Wards</i>	14 Jun 2017		Report of: Executive Director for Neighbourhoods, Communities & Housing Report Author: Ododo Dafe Tel: 01273 293201, Tom Matthews Tel: 01273 293234
ECONO	MIC DEVELOPMENT & CULTURE COMMITTEE 4.00PM - HO	/E TOWN HALL	1	

Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
ENVIRC	DNMENT, TRANSPORT & SUSTAINABILITY COMMITTEE - 4.0	00PM HOVE TOWN H	IALL	
57564	Valley Gardens Proposed Green Space Design All Committee DecisionsThis report will present the proposed Green Space design for Valley Gardens and will make recommendations on proposed next steps including 	27 Jun 2017		Report of: Executive Director for Economy, Environment & Culture Report Author: Tracy Beverley Tel: 01273 292813
57598	Brighton & Hove Bike Share - TRO representations All Committee Decisions TRO representations in relation to Bike Share scheme hub sites. Wards affected: Goldsmid	27 Jun 2017		Report of: Executive Director for Economy, Environment & Culture Report Author: Abby Hone Tel: 01273 290390
57621	Various parking restrictions including verge parking ban All Committee Decisions Reports on comments made to a recently advertised Traffic Regulation order Wards affected: Patcham	27 Jun 2017		Report of: Executive Director for Economy, Environment & Culture Report Author: Charles Field Tel: 01273 293329

Ref	Report Details	Committee Date	Consultation	Lead Director
				Lead Officer
57618	West Hove parking scheme detailed design consultation <i>All Committee Decisions</i> Reports on comments to / result of parking scheme detailed consultation. <i>Wards affected: Wish</i>	27 Jun 2017		Report of: Executive Director for Economy, Environment & Culture Report Author: Charles Field Tel: 01273 293329
57615	Hanover & Elm Grove / Craven Vale Traffic RegulationOrder consultationAll Committee DecisionsTo report on the comments / objections to thisconsultation.Wards affected: East Brighton; Hanover & Elm Grove; Moulsecoomb & Bevendean; Queen's Park	27 Jun 2017		Report of: Executive Director for Economy, Environment & Culture Report Author: Charles Field Tel: 01273 293329
HEALTH OVERVIEW & SCRUTINY COMMITTEE - 4.00PM HOVE TOWN HALL				
LICENS	ING COMMITTEE - 3.00PM BRIGHTON TOWN HALL			

Ref	Report Details	Committee Date	Consultation	Lead Director
				Lead Officer
Decisio	ons anticipated for July 2017			
POLICY	(, RESOURCES & GROWTH COMMITTEE - 4.00PM HOVE TO	WN HALL		
56914	New Homes for Neighbourhoods-Scheme Approval - Lynchet Close All Committee Decisions Wards affected: Hollingdean & Stanmer	13 Jul 2017		Report of: Executive Director for Neighbourhoods, Communities & Housing Report Author: Carol Jenkins Tel: 01273 293832
NEIGHI	BOURHOODS, COMMUNITIES & EQUALITIES COMMITTEE -	4.00PM FRIENDS ME	ETING HOUSE	
56867	Welfare Reform update All Committee DecisionsAn update on welfare reform as it impacts on residents of the city and the council. The report will include a description of the actions and mitigations the councils is putting in place and related issues from the fairness commission.Wards affected: All Wards	3 Jul 2017		Report of: Executive Director for Finance & Resources Report Author: John Francis Tel: 01273 291913
HEALT	H & WELLBEING BOARD 4.00PM HOVE TOWN HALL		<u> </u>	

Ref	Report Details	Committee Date	Consultation	Lead Director		
				Lead Officer		
	STANDARDS COMMITTEE - 4.00PM HOVE TOWN HALL	I				
57522	2016/17 Audit Results Report All Committee Decisions EY audit results report Wards affected:	25 Jul 2017		Report of: Executive Director for Finance & Resources Report Author: Graham Liddell Tel: 01273 291323		
57604	Annual Governance Statement 2016/17 <i>All Committee Decisions</i> The council is required to publish at least once a year a statement on the effectiveness of its systems of internal control. This report is submitted to the Audit & Standards Committee for information, consideration and approval before signature by the Chief Executive Officer and the Leader of the City Council. The final Annual Governance Statement will be published alongside the council's annual accounts. <i>Wards affected: All Wards</i>	25 Jul 2017		Report of: Executive Lead for Strategy, Governance & Law (Monitoring Officer) Report Author: Jackie Algar Tel: 01273 291273		
Decisions anticipated for September 2017						
HEALTH OVERVIEW & SCRUTINY - 4.00PM HOVE TOWN HALL						
HEALTH & WELLBEING BOARD 4.00PM HOVE TOWN HALL						
CHILDREN, YOUNG PEOPLE & SKILLS COMMITTEE - 4.00PM HOVE TOWN HALL						

Ref	Report Details	Committee Date	Consultation	Lead Director
				Lead Officer
AUDIT 8	STANDARDS COMMITTEE - 4.00PM HOVE TOWN HALL			
57524	2016/17 Annual Audit Letter All Committee Decisions External audit annual audit letter Wards affected:	19 Sep 2017		Report of: Executive Director for Finance & Resources Report Author: Graham Liddell Tel: 01273 291323
HOUSIN	IG & NEW HOMES COMMITTEE - 4.00PM HOVE TOWN HALL			
56987	Tenancy Policy <i>All Committee Decisions</i> Tenancy Policy on how tenancies are managed and inlcudes the changes from the Housing and Planning Act 2016. All Loacl Authorites are now expected to offer all new tenants Flexible Fixed Term Tenancies <i>Wards affected: All Wards</i>	20 Sep 2017		Report of: Executive Director for Neighbourhoods, Communities & Housing Report Author: Satbinder Sidhu Tel: 01273 293219

Ref	Report Details	Committee Date	Consultation	Lead Director		
				Lead Officer		
56988	STAR 2016 Action plan All Committee Decisions Wards affected: All Wards	20 Sep 2017		Report of: Executive Director for Neighbourhoods, Communities & Housing Report Author: Miriam Gee Tel: 01273294635, Rachel Chasseaud Tel: 01273 290753, Diane Hughes Tel: 01273 293841		
57387	Revised Tenancy Agreement All Committee Decisions Changes to current Tenancy Agreement Wards affected: All Wards	20 Sep 2017		Report of: Executive Director for Neighbourhoods, Communities & Housing Report Author: Susan Connelly Tel: 01273 293800, Janet Dowdell Tel: 01273 293171		
ECONO	MIC DEVELOPMENT & CULTURE COMMITTEE 4.00PM - H	OVE TOWN HALL				
Decisions anticipated for October 2017						
POLICY, RESOURCES & GROWTH COMMITTEE - 4.00PM HOVE TOWN HALL						
NEIGHBOURHOODS, COMMUNITIES & EQUALITIES COMMITTEE - 4.00PM THE BRIDGE						
ENVIRONMENT, TRANSPORT & SUSTAINABILITY COMMITTEE - 4.00PM HOVE TOWN HALL						

Ref	Report Details	Committee Date	Consultation	Lead Director			
				Lead Officer			
Decisio	Decisions anticipated for November 2017						
POLICY	, RESOURCES & GROWTH COMMITTEE - 4.00PM HOVE TO	WN HALL					
CHILDR	EN, YOUNG PEOPLE & SKILLS COMMITTEE - 4.00PM HOVE	TOWN HALL					
HEALTH	H & WELLBEING BOARD - 4.00PM HOVE TOWN HALL						
HOUSIN	IG & NEW HOMES COMMITTEE - 4.00PM HOVE TOWN HALL						
ECONO	ECONOMIC DEVELOPMENT & CULTURE COMMITTEE 4.00PM - HOVE TOWN HALL						
LICENS	LICENSING COMMITTEE - 3.00PM HOVE TOWN HALL						
NEIGHE	NEIGHBOURHOODS, COMMUNITIES & EQUALITIES COMMITTEE - 4.00PM ST RICHARDS CHURCH & COMMUNITY CENTRE						
ENVIRONMENT, TRANSPORT & SUSTAINABILITY COMMITTEE - 4.00PM HOVE TOWN HALL							
Decisio	Decisions anticipated for December 2017						
HEALTH	HEALTH OVERVIEW & SCRUTINY COMMITTEE - 4PM HOVE TOWN HALL						

Ref	Report Details	Committee Date	Consultation	Lead Director	
				Lead Officer	
Decisio	ns anticipated for January 2018				
POLICY	, RESOURCES & GROWTH COMMITTEE - 4.00PM HOVE TO	WN HALL			
AUDIT &	& STANDARDS COMMITTEE - 4.00PM HOVE TOWN HALL				
57528	2016/17 Annual Certification Report <i>All Committee Decisions</i> External audit report on housing benefit claims <i>Wards affected:</i>	9 Jan 2018		Report of: Executive Director for Finance & Resources Report Author: Graham Liddell Tel: 01273 291323	
57526	2017/18 Audit Plan All Committee Decisions External audit annual plan Wards affected:	9 Jan 2018		Report of: Executive Director for Finance & Resources Report Author: Graham Liddell Tel: 01273 291323	
ECONO	MIC DEVELOPMENT & CULTURE COMMITTEE - 4.00PM HO	VE TOWN HALL			
CHILDREN, YOUNG PEOPLE & SKILLS COMMITTEE - 4.00PM HOVE TOWN HALL					
HOUSING & NEW HOMES COMMITTEE - 4.00PM HOVE TOWN HALL					
NEIGHBOURHOODS, COMMUNITIES & EQUALITIES COMMITTEE - 4.00PM WHITEHAWK LIBRARY					
ENVIRONMENT, TRANSPORT & SUSTAINABILITY COMMITTEE - 4.00PM HOVE TOWN HALL					

Ref	Report Details	Committee Date	Consultation	Lead Director	
				Lead Officer	
HEALTH	A & WELLBEING BOARD - 4.00PM HOVE TOWN HALL				
Decision	ns anticipated for February 2018				
POLICY	, RESOURCES & GROWTH COMMITTEE - 4.00PM HOVE TO	WN HALL			
HEALTH	OVERVIEW & SCRUTINY - 4.00PM HOVE TOWN HALL				
Decision	ns anticipated for March 2018				
POLICY	, RESOURCES & GROWTH COMMITTEE - 4.00PM HOVE TO	WN HALL			
LICENSING COMMITTEE - 3.00PM HOVE TOWN HALL					
CHILDR	CHILDREN, YOUNG PEOPLE & SKILLS COMMITTEE - 4.00PM HOVE TOWN HALL				
HEALTH	HEALTH & WELLBEING BOARD - 4.00PM HOVE TOWN HALL				
ECONOMIC DEVELOPMENT & CULTURE COMMITTEE - 4.00PM HOVE TOWN HALL					
HOUSIN	HOUSING & NEW HOMES COMMITTEE - 4.00PM HOVE TOWN HALL				
NEIGHB	NEIGHBOURHOODS, COMMUNITIES & EQUALITIES COMMITTEE - 4.00PM HOVE TOWN HALL				

Ref	Report Details	Committee Date	Consultation	Lead Director			
ENVIRC	ENVIRONMENT, TRANSPORT & SUSTAINABILITY COMMITTEE - 4.00PM HOVE TOWN HALL						
57369	Official Feed and Food Controls Service Plan 2018/19 All Committee Decisions Wards affected: All Wards	20 Mar 2018		Report of: Executive Director for Neighbourhoods, Communities & Housing Report Author: Nick Wilmot Tel: 01273 292157			
57532	2018/19 Local Transport Plan Capital Programme <i>All Committee Decisions</i> Seeking approval of detailed allocation of approved LTP capital funding to specific projects and programmes for 2018/19, and noting indicative allocations for future years <i>Wards affected: All Wards</i>	20 Mar 2018		Report of: Executive Director for Economy, Environment & Culture Report Author: Andrew Renaut Tel: 01273 292477			
AUDIT	& STANDARDS COMMITTEE - 4.00PM HOVE TOWN HALL		1				
57530	March 2018 Audit Progress Report All Committee Decisions External audit progress report Wards affected:	27 Mar 2018		Report of: Executive Director for Finance & Resources Report Author: Graham Liddell Tel: 01273 291323			

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					