



# Brighton & Hove City Council

## FORWARD PLAN OF KEY DECISIONS

FROM MARCH TO JUNE 2010

KING'S HOUSE  
GRAND AVENUE  
HOVE  
BN3 2LS

[www.brighton-hove.gov.uk](http://www.brighton-hove.gov.uk)

Edition 22

Published 12 February 2010

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

The Leader of the Council is required to publish a forward plan setting out matters which the Leader believes will be the subject of a **key decision** by the Cabinet or an individual Cabinet Member in the period covered by the Plan (the subsequent four months). Not all Key decisions can be listed with four months notice because in some cases the need for a decision is not known at the time of writing. 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 Forward Plan may include other items in addition to key decisions that are to be considered by the Cabinet/Individual Cabinet Members. This additional information is provided to inform local residents of matters to be considered, with the exception of issues which are dealt with under the urgency provisions.

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

- the name of the individual 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 Plan is updated and published every month on the Council's web-site two weeks before the start of the period to be covered.

Meetings of the Cabinet/Individual Cabinet Members 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).

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Brighton & Hove City Council Forward Plan March to June

Ref	Date decision to be taken	Key Decision (Including Brief Summary * Expected Outcome) (including ward/area)	Decision-making Body, Edition of Forward Plan when first appeared	Consultation Where Required (Details given: Who, How & Closing date)	Lead Officer (to whom representations should be made, and holder of documents)
<b>DECISIONS ANTICIPATED FOR MARCH 2010</b>					
HSG 14245	03/03/10	<p>All Wards;  <b>Housing Management Customer Access Strategy</b></p> <p>Report feeding back on the findings of the customer access review and "mystery shopping" exercises. To seek approval of the broad principles that have come out of this work agreement.</p>	<p>Cabinet Member for Housing                      Cabinet Member for Housing</p> <p>Edition 21 (February - May 2010)</p>	<p>Residents of the 'mystery shopping group' and Housing Management Consultative Committee</p>	<p>Nick Hibberd Tel: 293756</p>

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HSG 14786	03/03/10	<p>All Wards;  <b>Homelessness Grant – CLG Grant Allocation 2010/11</b></p> <p>To set out and seek approval for the 2010/11 allocation of the Homelessness Grant which supports the delivery of the Council’s Homelessness, Single Homelessness and Youth Homelessness Strategies. The grant allocation is given to the Council by the Department for Communities &amp; Local Government to further the work that the Authority carries out connected with homelessness under the provisions of Section 31 of the Local Government Act 2003. The Council is required to allocate the funding to internal and external agencies that assists in reaching national and local targets and priorities.</p>	<p>Cabinet Member for Housing                      Cabinet Member for Housing</p> <p>Late Items Plan Edition 01                      February - May 2010 (FP21)</p>	<p>Key Stakeholders, Housing Strategy Leadership Team (GMT), Culture &amp; Enterprise DMT</p>	<p>James Crane Tel: 292933</p>

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CAB 13692	11/03/10	<p>All Wards;  <b>Adoption of Municipal Waste Management Strategy</b></p> <p>The report seeks to get approval to adopt the municipal waste management strategy.</p> <p>Note: This item has been deferred to the 11th March Cabinet at the request of the Director.</p>	<p>Cabinet                      Cabinet Member for Environment</p> <p>Edition 20 (January 2010 - April 2010)</p>	<p>A detailed consultation has taken place. The results of the consultation and our response to it will be set out in the report</p>	<p>Jan Jonker Tel: 29-4722</p>
CAB 12904	11/03/10	<p>All Wards;  <b>Treasury Management Policy Statement 2010/11</b></p> <p>To recommend a Treasury Management Policy and practices for the financial year commencing 1 April 2010. The policy and practices set out the parameters for treasury management activity and how key risks associated with such activity will be managed.</p>	<p>Cabinet                      Cabinet Member for Finance</p> <p>Edition 19 (December - March 2010)</p>	<p>External treasury management advisors</p>	<p>Peter Sargent Tel: 29-1241</p>

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CAB 12911	11/03/10	<p>All Wards;  <b>Annual Investment Strategy 2010/11</b></p> <p>To agree the annual investment strategy for the financial year commencing 1st April 2010 and recommend approval by Full Council. The strategy sets out the parameters for investment activity and how the key risks associated with such activity will be managed.</p>	<p>Cabinet                      Cabinet Member for Finance</p> <p>Edition 19 (December - March 2010)</p>	<p>External treasury management advisors</p>	<p>Peter Sargent Tel: 29-1241</p>

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CAB 10416	11/03/10	<p>All Wards;  <b>Third Sector Recovery Action Plan</b></p> <p>To approve draft Recovery Action Plan for the Third Sector in Brighton &amp; Hove. In summary, the plan contains a package of measures to support voluntary and community groups in the city at a time when their income is falling and demand on their services is increasing. The expected outcome is a more resilient third sector, better prepared to survive the economic downturn and to rise to new opportunities when they arise</p> <p>Note: Item deferred to a later date at the request of the Director.</p> <p>Note: This item's title has been changed since it originally appeared in Edition 13 (June – September 2009) of the Forward Plan from 'Third Sector Recession Action Plan' to the new title of 'Third Sector Recovery Action Plan.' This change was at the request of the Director.</p>	<p>Cabinet            Cabinet Member for Community Affairs, Inclusion &amp; Internal Relations</p> <p>Edition 13</p>	<p>A draft of the Action Plan has been shared with several officers across the council and discussed with several third sector representatives, including a consultation workshop on April 30th. The draft has been discussed with the council's Equalities &amp; Inclusion Team with a view to ensuring that equalities issues are dealt with in the Plan. Further consultation has been held across the council, third sector and Local Strategic Partnership (LSP) members during the second half of 2009 to enable the Plan to be developed further.</p>	<p>John Routledge Tel: 29-1112</p>

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CAB 14770	11/03/10	All Wards; <b>Sustainable Community Strategy</b>  To seek approval of the Sustainable Community Strategy document from the authority.	Cabinet Cabinet Member for Community Affairs, Inclusion & Internal Relations	12 week Public Consultation (Jul-Sep 09) including three public events, 13 month consultation with partnerships, Overview & Scrutiny (Oct 9th 09) workshop.	Simon Newall Tel: 29-1128
CAB 14760	11/03/10	All Wards; <b>Children's Services Partnership Agreements (s75 Agreements) and the Children's Trust Board</b>  To approve the principles of the proposed s75 Agreements and authorise the Head of Law to execute the Agreements.	Cabinet Cabinet Member for Children & Young People  Late Items Plan Edition 01 February - May 2010 (FP21)	Consultation with Health partners (NHS Brighton and Hove (the Primary Care Trust)and South Downs Health NHS Trust.	Steve Barton Tel: 29-6105

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CTB 14966	22/03/10	All Wards; <b>Review of Partnership Agreements (S75 Agreement) and implications of the 2009 Apprenticeship, Children, Learning &amp; Skills Act.</b>  To receive information in respect of the Act and to consider the review of the S75 Agreements.	Children & Young People's Trust Board Councillor Vanessa Brown	Consultation with Health partners: NHS Brighton & Hove, the Primary Care Trust and Southdowns Health NHS Trust	Steve Barton Tel: 29-6105
CYP 13308	22/03/10	All Wards; <b>School Admissions Arrangements for 2011/12</b>  To confirm school admission arrangements for Community Schools for 2011/12, to agree coordinated schemes of admission for primary and secondary schools and for in year applications, and to note school and parental responses to the admission consultation process.	Cabinet Member for Children & Young People Cabinet Member for Children & Young People  Edition 20 (January 2010 - April 2010)	Consultation will take place with maintained schools in Brighton & Hove, parents of children aged 3-16 resident in the City, Roman Catholic and Church of England Diocesan Authorities, neighbouring local authorities over the period 20th November 2009 to 26th February 2010.	Steve Healey Tel: 29-3444

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CYP 14971	22/03/10	<p>All Wards;  <b>Removal of Soft Services from the Schools PFI Contract</b></p> <p>a) resolve a number of long-running issues with the existing PFI contract for Dorothy Stringer, Varndean, Patcham and Patcham Stakeholders (Community Centre, Library, Youth Centre).</p> <p>b) ensure the inclusion of our three PFI secondary Schools within the Building Schools for the Future programme.</p>	<p>Cabinet Member for Children &amp; Young People            Cabinet Member for Children &amp; Young People</p>	<p>Discussions were held over a period of nine months with School Headteachers, Chairs of Governors and Business managers culminating in the Without Prejudice and Variations Report 16th November 2009 (Appendix 3) presented to the Brighton &amp; Hove City Council PFI Steering Group (Director CYPT, PFI Schools Headteachers, Schools Futures Project Director). Discussions were also held over a period of nine months with Council officers including the legal and Finance departments, Partnership for Schools (PfS) and advice sought from Pinsent Mason regarding the potential variation of the existing PFI contract.</p>	<p>Gil Sweetenham Tel: 29-3474</p>

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CYP 14973	22/03/10	<p>All Wards;  <b>Tendering for special school home to school transport Services</b></p> <p>To seek delegated authority for the Director, Children's Services to approve the letting of home to school transport contracts for two or possibly 4 special schools following the expiry of existing contracts, subject to a thorough procurement exercise that will comply with EU contract requirements and secure the best possible value for money</p>	<p>Cabinet Member for Children &amp; Young People            Cabinet Member for Children &amp; Young People</p>	<p>The procurement process will conform to EU Procurement requirements, and will be published in the required European journal which will invite potential providers to complete a pre-qualification questionnaire (PQQ). From this potential contractors will be selected (who meet the Council's PQQ requirements) and invited to tender for the business. The PQQ process will start before the CMM, and the contracts will be awarded in June 2010 for a September 2010 start. The schools will be consulted about the process and invited to contribute to the service specification. Parents will also be invited to contribute via the schools.</p>	<p>Steve Healey Tel: 29-3444</p>

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ENV 13301	25/03/10	<p>All Wards;  <b>Official feed and food controls service plan 2010/11</b></p> <p>To recommend the plan for approval at Full Council</p>	<p>Cabinet Member for Environment                      Cabinet Member for Environment</p> <p>Edition 19 (December - March 2010)</p>	<p>Legal and Financial services, Cabinet Member and opposition spokesperson.</p> <p>To ensure transparency and accountability the Council details its planned food safety and standards work in a service plan as required by the food standards agency</p>	<p>Nick Wilmot Tel: 29-2157</p>

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ENV 13303	25/03/10	All Wards; <b>Health &amp; Safety - Annual Service Plan 2010/11</b>  To recommend the plan for approval at Full Council.	Cabinet Member for Environment Cabinet Member for Environment  Edition 19 (December - March 2010)	Legal and Financial services, Cabinet Member and opposition spokesperson, partners, stakeholders, public, businesses, employee organisations.  To ensure transparency and accountability the Council details its planned health & safety enforcement and advice work in a service plan as required by the food standards agency.	Roy Pickard Tel: 29-2145
ENV 14975	25/03/10	All Wards; <b>Local Transport Plan Capital Programme 2010/2011</b>  To set out the proposed allocations of the LTP budget for 2010/2011	Cabinet Member for Environment Cabinet Member for Environment	Consultation will take place as necessary with local communities and members, and will be discussed and agreed with the City Council's Traffic Manager.	Andrew Renaut Tel: 29-2477
<b>DECISIONS ANTICIPATED FOR APRIL 2010</b>					

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HSG 14247	21/04/10	All Wards; <b>Review of Grounds Maintenance - Council housing land</b>  To seek approval of the recommendations arising from the review of the grounds maintenance service for council housing land.	Cabinet Member for Housing Cabinet Member for Housing  Edition 21 (February - May 2010)	Residents of the Estates Service Working Group are involved in preparing the report. Residents of Housing Management Consultative Committee will be consulted on 29 March 2010.	Graham Page
HSG 15012	21/04/10	All Wards; <b>Housing Management Financial Inclusion Strategy</b>  To approve the implementation of the financial inclusion strategy. The strategy aims to address the interrelated issues experienced by financially excluded residents in Brighton & Hove.	Cabinet Member for Housing Cabinet Member for Housing	Adult Social Care & Housing Scrutiny Committee in September 2009. Stakeholder Event held on 24 September 2009. Housing Management Consultative Committee in October 2009. Housing Income Management Monitoring Group	Lynn Yule Tel: 01273 294447

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HSG 14536	21/04/10	All Wards; <b>Procurement of parking enforcement contract – Housing Management land</b>  To seek authorisation for procurement of parking enforcement services  Note: This item is being deferred to the 21 <sup>st</sup> April Housing Cabinet Member Meeting at the request of the Director.	Cabinet Member for Housing Cabinet Member for Housing  Edition 21 (February - May 2010)	Resident focus group are, and will continue to be, closely involved throughout the process	Helen Clarkmead Tel: 293350
CAB 14960	22/04/10	All Wards; <b>Planned Maintenance Budget Allocation 2010-11 and Programme of Works for the Council's Operational Buildings</b>  Report on the proposed 2010-11 budget allocation of planned maintenance works to the council's operational buildings to include civic, historic, commercial and social care properties.	Cabinet Cabinet Member for Central Services	Property & Design managers consult regularly with relevant clients to prioritise and plan the annual programmes of maintenance works.	Angela Dymott Tel: 29-1450

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CAB 14962	22/04/10	All Wards; <b>Asset Management Fund 2010-11</b>  Report on the proposed 2010-11 budget allocation of the Asset Management. This report relates to corporate accommodation and energy efficiency improvements, access improvements under the Disability Discrimination Act and property related Health & Safety improvements.	Cabinet Cabinet Member for Central Services	Regular consultations are held with relevant Clients to prioritise and plan the annual expenditure on accommodation and energy efficiency improvements, property related Health & Safety requirements and access improvements under the Disability Discrimination Act	Angela Dymott Tel: 29-1450
CAB 14964	22/04/10	East Brighton; <b>Targeted Budget Management (TBM) Provisional Outturn 2009/10</b>  Revenue and Capital Outturn position for 2009/10	Cabinet Cabinet Member for Finance	None	Patrick Rice Tel: 29-1268

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CYP 14506	26/04/10	<p>All Wards; <b>Proposed New School for Hove</b></p> <p>As part of the Council's future development of Schools within the city it was agreed that the Council would look at the options for providing a new 2 Form Entry (2FE) primary school in Hove. The purpose of this report is to update members on progress in this matter and to seek Cabinet Member endorsement to proceeding to the next stage of the process.</p>	<p>Cabinet Member for Children &amp; Young People Cabinet Member for Children &amp; Young People</p> <p>Edition 21 (February - May 2010)</p>	<p>The setting up of a new primary school will require extensive consultation with parents, pupils, school staff, governors and the community of Brighton</p>	<p>Gillian Churchill Tel: 29-3515</p>
CYP 14946	26/04/10	<p>All Wards; <b>Tender for Primary &amp; Special Schools Meals Contract</b></p> <p>The item relates to seeking authorisation to let the primary &amp; special schools meals contract and to seek delegated authority (for Di Smith) to award.</p>	<p>Cabinet Member for Children &amp; Young People Cabinet Member for Children &amp; Young People</p>	<p>Spring Term (26th January) - online survey for heads of all primary and special schools; Summer term identifying commitment to participate in a new corporate contract, Parents Forum, assessing insourcing as an option, with legal &amp; procurement</p>	<p>Steve Healey Tel: 29-3444</p>

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CYP 14508	26/04/10	<p>All Wards;  <b>Proposed Expansions of Primary Schools - Consultation Outcome</b></p> <p>As part of the Council's future development of Schools within the city it is proposed to expand Goldstone and Westdene Primary Schools by one form of entry and Queens Park Primary School by half a form of entry. A report was agreed in January 2010 by the CYP CMM to undertake the initial consultation required by Regulation. The purpose of this report is to report the results of this consultation and seek Cabinet Member endorsement to proceeding to the next stage of the statutory process, which is publication of the Statutory Notices.</p>	<p>Cabinet Member for Children &amp; Young People            Cabinet Member for Children &amp; Young People</p> <p>Edition 21 (February - May 2010)</p>	<p>Extensive consultation on the proposals to expand three primary schools has taken place with the schools concerned. This consultation included parents pupils and staff at the schools concerned and also the wider community of Brighton &amp; Hove, ward councillors and MPs.</p>	<p>Gillian Churchill Tel: 29-3515</p>

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CYP 14510	26/04/10	All Wards; <b>Capital Programme 2010/11</b>  To allocate funding available in the Capital programme under New Deal for Schools Modernisation, Structural Maintenance, New Pupil Places, Schools Access Initiative, Primary Capital Programme and Target Capital Fund cost centres for 2010 / 2011	Cabinet Member for Children & Young People Cabinet Member for Children & Young People  Edition 21 (February - May 2010)	Consultation will take place as necessary on individual schemes within the capital programme	Gillian Churchill Tel: 29-3515
<b>DECISIONS ANTICIPATED FOR MAY 2010</b>					
<b>DECISIONS ANTICIPATED FOR JUNE 2010</b>					
<b>REPORTS TO BE APPROVED BY OFFICERS UNDER DELEGATED POWERS</b>					
<b>ITEMS PREVIOUSLY LISTED IN THE FORWARD PLAN BUT NOW WITHDRAWN OR DEFERRED FOR THE REASONS STATED</b>					

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CAB 5498		<p>All Wards; <b>Hangleton Bottom - Land Use Options</b></p> <p>To seek agreement to the marketing approach and future use of the site.</p> <p>This item has been deferred to allow for further consultation and consideration of options and will be brought to a future meeting.</p>	<p>Cabinet Cabinet Member for Central Services</p> <p>Edition 5 Revised</p>		Angela Dymott Tel: 29-1450
EEM 5520		<p>All Wards; <b>London Road Regeneration</b></p> <p>An update on the proposals being developed by St. James' Investments for a scheme to regenerate London Road to the south and west of Preston Circus.</p> <p>The matter has been deferred to enable future consideration of the options in line with the publication of the supplementary planning document for the London Road area.</p>	<p>Cabinet Member for Enterprise, Employment &amp; Major Projects</p> <p>Edition 5 Revised</p>	<p>Initial public and stakeholder consultation held 23-26 April 2008, consultation with tenants at New England House held 9 &amp; 11 July 2008, Second public and stakeholder consultation held 16-19 July 2008.</p>	Sean Hambrook Tel: 29-0362

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CAB 8684		<p>All Wards;  <b>Circus Street Development Site</b></p> <p>To consider a revised deal to achieve a financially viable redevelopment of the Circus Street site in light of prevailing market conditions.</p> <p>Note: It is likely that there will be a public Part 1 report and a restricted Part 2 report for this item listed on the agenda for the meeting.                      This item has been deferred at the request of the Director from 9th July Cabinet to 17th September Cabinet.</p> <p>Note: This item has been deferred to the October Cabinet at the request of the Director.</p> <p>Note: The report has been delayed to the November Cabinet to allow the developers further time to complete the financial analysis.</p> <p>Note: This item is being deferred as following the submission by the developers of a further proposal relating to the amended offer, it is considered that there are further negotiations to be undertaken with the developers before officers are in a position to be able to recommend the proposals to Members</p>	<p>Cabinet                      Cabinet Member for Enterprise, Employment &amp; Major Projects</p> <p>Edition 10</p>	<p>Internal officer consultation only for this particular decision. The progression and evolution of the final scheme will involve further detailed public consultation.</p>	<p>Max Woodford Tel: 29-3451</p>

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Brighton & Hove City Council Forward Plan March to June

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CAB 10537		<p>All Wards; <b>ICT Strategy 2009-2012</b></p> <p>To seek agreement on the direction of ICT for the Council.</p> <p>The item has been deferred at the request of the Director.</p> <p>Note: The current ICT strategy of November 2009 is a valid strategy until 2010. This strategy has been reviewed and in terms of development activity for ICT, remains valid. The majority of ICT work going forward will be to deliver those work streams from Value for Money and Improving the Customer Experience.</p> <p>The major part of a revised strategy would be to clarify the governance arrangements around ICT work and projects, with the direction remaining the same. As such a revised ICT strategy has been abandoned in favour of specific governance arrangements for ICT work.</p>	<p>Cabinet Cabinet Member for Central Services</p> <p>Edition 13</p>	<p>None as yet.</p>	<p>Paul Featherstone Tel: 290433</p>

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

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