

Policy & Resources Committee

Date: **6 October 2022**

Time: **4.00pm**

Venue **Hove Town Hall - Council Chamber**

Members: **Councillors:** Mac Cafferty (Chair), Druitt (Joint Deputy Chair), Gibson (Joint Deputy Chair), Allcock (Joint Opposition Spokesperson), Appich (Joint Opposition Spokesperson), Bell (Group Spokesperson), Allbroke, Evans, McNair and Yates
Invitee: Dr Anusree Biswas Sasidharan

Contact: **Lisa Johnson**
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AGENDA

51 PROCEDURAL BUSINESS

(a) **Declaration of Substitutes:** Where Councillors are unable to attend a meeting, a substitute Member from the same Political Group may attend, speak and vote in their place for that meeting.

(b) **Declarations of Interest:**

- (a) Disclosable pecuniary interests;
- (b) Any other interests required to be registered under the local code;
- (c) Any other general interest as a result of which a decision on the matter might reasonably be regarded as affecting you or a partner more than a majority of other people or businesses in the ward/s affected by the decision.

In each case, you need to declare

- (i) the item on the agenda the interest relates to;
- (ii) the nature of the interest; and
- (iii) whether it is a disclosable pecuniary interest or some other interest.

If unsure, Members should seek advice from the committee lawyer or administrator preferably before the meeting.

(c) **Exclusion of Press and Public:** To consider whether, in view of the nature of the business to be transacted, or the nature of the proceedings, the press and public should be excluded from the meeting when any of the following items are under consideration.

NOTE: Any item appearing in Part Two of the Agenda states in its heading the category under which the information disclosed in the report is exempt from disclosure and therefore not available to the public.

A list and description of the exempt categories is available for public inspection at Brighton and Hove Town Halls.

52 MINUTES

9 - 52

To consider the Part One minutes of the meeting held on:

- (i) 7 July 2022
- (ii) 29 July 2002

53 CHAIR'S COMMUNICATIONS

54 CALL OVER

55 PUBLIC INVOLVEMENT

To consider the following matters raised by members of the public:

- (a) **Petitions:** to receive any petitions presented by members of the public to the full Council or as notified for presentation at the meeting by the due date of (10 working days);
- (b) **Written Questions:** to receive any questions submitted by the due date of 12 noon on the 30 September 2022;
- (c) **Deputations:** to receive any deputations submitted by the due date of 12 noon on the 30 September 2022.

56 ITEMS REFERRED FROM COUNCIL

53 - 56

To consider the following item(s) referred from the Council meeting held on the 21 July 2022:

- (1) Deputation

Listen to Marine Gate residents – Linda Hyde

57 MEMBER INVOLVEMENT

57 - 60

To consider the following matters raised by councillors:

- (a) **Petitions:** to receive any petitions notified by the due date (22nd September 2022);
- (b) **Written Questions:** to consider any written questions;
- (c) **Letters:** to consider any letters;
- (d) **Notices of Motion:** to consider any Notices of Motion.

58 TARGETED BUDGET MANAGEMENT (TBM) 2022/23: MONTH 5 (AUGUST)

61 - 120

Report of the Chief Finance Officer

Contact Officer: Jeff Coates

Tel: 01273 292364

Ward Affected: All Wards

59 HOUSEHOLD SUPPORT FUND 3

121 - 168

Report of the Executive Director Governance People & Resources

Contact Officer: Debbie Abbott

Ward Affected: All Wards

60 ALLOCATION OF CARBON NEUTRAL FUND 2022-2024

169 - 182

Report of the Executive Director Economy Environment & Culture

Contact Officer: Max Woodford

Tel: 01273 291666

Ward Affected: All Wards

- 61 ENVIRONMENTALLY SUSTAINABLE PROCUREMENT POLICY AND WEIGHTING** **183 - 190**
- Report of the Executive Director Governance People & Resources
Contact Officer: Florence Herault
Ward Affected: All Wards
- 62 FUTURE WAYS OF WORKING** **191 - 206**
- Report of the Executive Director Governance People & Resources
Contact Officer: David A. Jones *Tel: 01273 293430*
- 63 BRIGHTON & HOVE RESPONSE TO REFUGEES AND ASYLUM SEEKERS** **207 - 240**
- Report of the Executive Director Housing, Neighbourhoods and Communities
- 64 LEARNING MANAGEMENT SYSTEM REPLACEMENT** **241 - 250**
- Report of the Executive Director Governance People & Resources
Contact Officer: Amy Newnham
Ward Affected: All Wards
- 65 ITEMS REFERRED FOR COUNCIL**
- To consider items to be submitted to the 20 October 2022 Council meeting for information.
- PART TWO**
- 66 LEARNING MANAGEMENT SYSTEM REPLACEMENT- PART II** **251 - 260**
- Report of the Executive Director Governance People & Resources
Contact Officer: Amy Newnham
Ward Affected: All Wards
- 67 PART TWO MINUTES** **261 - 266**
- To consider the Part Two minutes of the meeting held on:
- 7 July 2022
29 July 2022
- 68 PART TWO PROCEEDINGS**
- To consider whether the items listed in Part Two of the agenda and decisions thereon should remain exempt from disclosure to the press and

public.

Date of Publication - Wednesday, 28 September 2022

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FURTHER INFORMATION

For further details and general enquiries about this meeting contact Lisa Johnson, email lisa.johnson@brighton-hove.gov.uk or email democratic.services@brighton-hove.gov.uk

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Brighton & Hove City Council

Policy & Resources Committee

4.00pm 7 July 2022

Hove Town Hall - Council Chamber

Minutes

Present: Councillor Mac Cafferty (Chair) Druitt (Joint Deputy Chair), Gibson (Joint Deputy Chair), Allcock (Joint Opposition Spokesperson), Evans, McNair, Yates, Moonan, Shanks and Peltzer Dunn

Standing Invitee: Dr Sasidharan

Part One

1 PROCEDURAL BUSINESS

(a) Declarations of Substitutes

1.1 Councillor Peltzer Dunn was present in substitution for Councillor Bell
Councillor Shanks was present in substitution for Councillor Clare
Councillor Moonan was present in substitution for Councillor Appich

(b) Declarations of Interest

1.2 Councillor Peltzer Dunn declared a non-pecuniary interest in Item 20 as he was a member of Hove and Kingsway Bowling Club and paid a ground rent to the Council for a beach hut on the seafront.

(c) Exclusion of Press and Public

1.3 The Committee considered whether the press and public should be excluded from the meeting during the consideration of any of the items listed on the agenda.

1.4 **RESOLVED:** That the press and public be excluded from the meeting during consideration of the items contained in part two of the agenda.

2 MINUTES

2.1 The Minutes of the meeting held on 12 May 2022 were agreed as a correct record.

3 CHAIR'S COMMUNICATIONS

3.1 The Chair gave the following communication:

In the hundreds of years that the Conservative party has existed, this week must surely mark a new low point. After years of lies, the Prime Minister has finally agreed to resign. Boris Johnson has presided over one of the highest death tolls from Covid in the world, the highest inflation in a generation, declining public services from a decade of savage government cuts, the biggest drop in living standards in 65 years and the biggest fall in wages since records began. While UK plc trade is limping along, faring better than only one other G7 country, Russia which has been subject to international sanctions for invading Ukraine. As serious has been the attempt to normalise lies, cover ups, deceit; worse the attempt to casualise sexual assault. When one in five women and one in twenty men are victims of sexual assault but only 15 percent of these victims report to the police, it is essential that we all work harder to create an environment where sexual assault is taken much more seriously. We deserve so much better than this.

The quantity and quality of the work that is in front of us today is testament to the hard work of the Council in striving to improve our brilliant city for our residents and visitors.

Members will be aware that we have a very long agenda with a many weighty items. We obviously need to give each item proper consideration. However, given the length of the agenda and in order to ensure that we finish the meeting in reasonable time, we will all need to be brief in our comments and I would generally encourage Members to keep the number of speakers to one per group on each item unless it is absolutely essential.

There are formal procedures in our constitution that involve using closure motions to curtail debate and move to a vote or just move to the next item. I do not want to use them, and I hope we can all be sensible and ensure we get though the agenda in reasonable time.

The committee is being asked to consider several inspiring projects and the policy ranging from; infrastructure developments, to tracking progress on our carbon reduction commitments, to a new pay deal for our least well off staff.

Last week I was at the LGA conference where I outlined the great work of Brighton & Hove City council approach to supporting most vulnerable during the pandemic. There are two ways in which we primarily support the poor in our community: short term funding such as distributing benefits, offering emergency accommodation, and sharing advice, and longer term planning including tackling the root causes of poverty such as working on a joint up food strategy. It is for this reason what we are now the UK's first Gold Sustainable Food place- reflecting our trailblazing approach. Providing sustainable solutions to food poverty is so essential when so many in our city are struggling financially.

Another sharp reminder of the extent of the cost-of-living crisis was laid bare with a new poll showing that two-thirds of people are worried about being able to afford everyday essentials. With so many people's take-home pay being under pressure we have felt an obligation to play our part in helping so this week with the council's chief executive I wrote to all council staff with our proposed offer to help the poorest paid.

Councillors are being asked to consider a deal which we have negotiated alongside trade unions and will see real improvements for our lowest paid staff.

We are committed abolishing the lowest pay scales and the offer set out today would see 3150 staff with improved salaries, and our lowest paid staff will receive an annual increase of over 9%.

We are also being asked to consider an exciting infrastructure project is. The Kingsway to the Sea project will create a brand new park, regenerating the West Hove seafront and benefitting the entire city. The scheme includes areas for all age groups including a roller rink and skatepark, refurbishment of existing tennis courts, accessible routes throughout and improved green spaces with new trees and planting boosting biodiversity. Over 3,000 people took part in the consultation on the design with more than four in five in favour of the range of facilities proposed which is a testament to the effort to listen and adapt the scheme to the needs of the local community. As we take this important scheme forward, we will continue to ensure that we create a park that works for everyone.

The Carbon Neutral programme that we are being asked to review emissions has never been more urgent, this week there were both devastating floods in Bangladesh and Malaysia and unprecedented heat waves in Norway and the Arctic Circle. We want to take the best lessons from a year of important work to reduce the city's carbon footprint and invest £14 million to do more to protect Brighton & Hove's climate and biodiversity. This matters because whether it's cleaning up the air, protecting wildlife or supporting jobs, preventing runaway climate change has never been more important can't be done in isolation.

Funding that we've allocated is already making a tangible difference to the lives of residents; whether it's rewilding a former golf course, upgrading nearly 700 boilers in council homes, so homes are cheaper to run, investing in electric refuse trucks to help keep the air clean and so much more.

As well as providing crucial evidence, the next stage of work will help attract external funding and help us take bigger and bolder actions.

There's a greater emphasis on protecting biodiversity, on how we keep money in the local economy, the social benefits of climate action, such as tackling the cost-of-living crisis and the health benefits from clean air.

Climate breakdown is now causing devastating damage across the globe, driving many species to extinction and causing serious economic disruption. While there's inspiring work underway across Brighton & Hove, there's still much more to be done to cut toxic carbon emissions and reduce the worst effects of climate change here and abroad.

4 CALL OVER

4.1 The following items on the agenda were reserved for discussion:

Item 8 TBM Provisional Outturn 2021/22

Item 10 General Fund Budget Planning and Resource Update 23/24

Item 11 Carbon Neutral Programme Annual Report

Item 12 I360 Loan Restructure
Item 13 Performance Update Corporate KPIs Q4
Item 14 Corporate KPI Target Setting 22/23
Item 15 Annual Customer Insight Report 21/22
Item 16 Royal Pavilion Estate Capital Works
Item 17 Response to NoM: Council Delivery Service
Item 18 Reassignment of EcoTowns Funding
Item 19 Corporate Enforcement Services
Item 20 Kingsway to the Sea
Item 22 Homes for Brighton & Hove – Revised Business Plan
Item 23 Review of Council’s Grading Structure
Item 28 Industrial Relations Update

The following items on the agenda were agreed without discussion:

Item 9 Treasury Management Strategy Statement
Item 21 BHCC 21/22 Modern Slavery Statement

5 PUBLIC INVOLVEMENT

5(a) Petitions

5.1 There were no Petitions

5(b) Written Questions

5.2 1. Loss of Facilities at Hove Lagoon

Sue Johnson submitted the following question which was asked on her behalf by Cllr Nemeth:

Why is Hove Lagoon set to lose facilities under the Kingsway to the Sea project and gain nothing except for refurbished toilets that were agreed anyway, despite huge levels of input and co-operation from the Friends of Hove Lagoon from the outset?

The Chair provided the following response:

Hove Lagoon remains an important and integral part of Kingsway to the Sea. New pathways will be created from the area to the east going into the Lagoon, this means significant changes have been put forward to ensure a clear and accessible gateway into Hove Lagoon for the community and for businesses to improve the attractiveness, ease of entry and draw into this important asset.

Major works are proposed with inclusion of new ramps and stairs into the site which not only present an opportunity to increase accessibility but as the next phase progresses potentially to review how the space works with the children’s play area and paddling pool area. Plans to move the skatepark into the pitch and putt area and the amusements into the hard standing space previously occupied by the skatepark means that the area immediately to the west of the big beach café will become a much-improved open space and a usable green area for all, especially families, which is not there at the moment.

Plans for planting in this area are in the next stage of designs for Kingsway to the Sea and the Project Team welcome the opportunity to consult with the Friends of Hove Lagoon as they progress.

In addition, the refurbishment of the toilets has been brought forward significantly and we have already started investigating the opportunities for additional benefits that would not be possible through a stand-alone refurbishment.

In consultation with the Friends of Hove Lagoon the council has identified a space within the site which will be earmarked for a new outdoor gym when funding becomes available. Early consultation feedback did not identify this as a priority because outdoor gym equipment was already located at Hove Lagoon. However, this equipment has since been removed due to wear and tear which has increased demand for new facilities.

The proposed designs are still high level and Hove Lagoon remains part of the project as an accessible to all and meet the demand for open green space.

The following supplementary question was asked:

Will the west end of Hove Lagoon still be receiving trees, shrubs bushes etc?

The Chair provided the following response:

I don't have the specific information at the moment and so a written response will be provided after the meeting.

5.3 2. Hove Lagoon Gym

Alec Evans asked the following question:

Would the council care to explain why, when as a City we have faced a health emergency which has highlighted the importance of health and fitness more than ever before, twinned with an economic crisis which is massively affecting disposable income and the ability for many to pay for gym memberships, that we are reducing the number of free to access fitness facilities and not providing new amenities to make healthy choices an easy choice for the city's population?

The Chair provided the following response:

The mix of sports proposed in the project were derived from the Consultation feedback in December 2021. The current gym equipment at Hove Lagoon has recently reached the end of its life and the council does not have a dedicated budget for outdoor gym equipment. The previous outdoor gym cost £20k in 2017 and more since because of maintenance – such as in 2020. During the public consultations an outdoor gym was not included as a high priority and officers included what the greatest numbers of people asked for. To get something that is going to last more than five years, the council would have to budget approximately £80k which is not in the project right now. However, we have consulted with the Friends of Lagoon to identify a potential area where, if funds become available, an outdoor gym could be located in future.

The strategic aim of Kingsway to the Sea is to provide a mix of open space and sports facilities. It is essential that we ensure some of these sports will be free to use, while

some of the sports will be pay and play. It is necessary and common practice for Local Authorities to charge for formal sports facilities such as tennis, paddle and sand sports. There is a range of free to access sports facilities planned for example at the children's play, the skatepark, pump track and roller area. The income generated from sports courts charges will help cross-subsidise the free facilities and also support the long-term maintenance of the whole park. The green spaces and potentially hard standing areas also offer the opportunity for free exercise within the park.

Alec Evans asked the following supplementary question:

Would the Council not agree that £80k is a very small investment considering the good it would do in the long term by encouraging healthy habits among the younger population?

The Chair provided the following response:

If there was the budget I would agree to exploring this with you, but we don't have the money, but in the longer term we will continue to look at options. The priority at the moment is that we have this money and if we don't take it and spend it the government will take it away. In the longer term the Council will be open to ideas for this area.

5.4 3. Tennis Provision

Rose Hetheron asked the following question:

Will Councillors back residents and tennis players in calling for a pause for reflection, further consultation and design tweaks so that the tennis offering of the Kingsway to the Sea project can make the most of the available opportunities?

The Chair provided the following response:

Significant engagement has been undertaken with the Tennis playing community, beach tennis representatives and the Lawn Tennis Association to assess the best mix of tennis provision. The LTA are fully supportive of the plans and welcome the opportunity to develop and promote tennis across a broad range of participants.

The existing traditional 8 tennis courts are in critical need of refurbishment with 4 currently closed. The project aims to reinstate 6 of these courts with improved surfaces and fencing. Without the Levelling up Funding then it is uncertain whether these improvements could be carried out. The public funding secured also ensures the courts will remain financially accessible to the majority of people.

In addition, 4 paddle tennis courts are proposed offering alternative and popular sporting opportunities which appeal to a wider community. The sand sports area will be able to accommodate at least 3 sand tennis courts which are very much in demand by the tennis community. In total 13 tennis courts are proposed with modern floodlights which will increase available court time and participation levels.

The investment made possible by Kingsway to the Sea offers more tennis options for many people in West Hove and the wider city. Public consultation feedback demonstrates the popularity of the plans. Pausing the project will mean the development of any amenities will not take place and funding will be lost because the council must spend the Levelling Up fund by 31st March 2024. This will be of detriment to a large number of people.

Further engagement with the tennis community is planned to progress to detailed designs before submission to Planning.

Rose Hetheron asked the following supplementary question:

Can the Council assure the King Alfred Lawn Tennis Club that its seventy-year history of playing on the Kingsway tennis courts will be protected for the future and that the current harmonious relationship with the the public pay and play users and the club would be maintained with the deduction of eight to six courts?

The Chair provided the following response:

I hope so and hope that the answer I gave previously indicates that we are up for the challenge and for upgrading the facilities where possible and retaining them where we can't.

5.5 4. Beach Hut Concerns

Cathy Biggs asked the following question:

What assurances can the Council offer to owners of beach huts that the removal of green space and the intensification of the western pitch and putt lawn will not lead to noise, disturbance and vandalism?

The Chair provided the following response:

The proposed plans carefully consider the prevention of ASB by offering an open aspect to the park with no dead-ends or hidden spaces, this will enable increased footfall and create and encourage passive surveillance.

An assessment of current and previous activity in the park has been undertaken in order to identify potential issues and address some concerns being expressed about the potential for an increase in anti-social behaviour, noise and the loss of green space. Yet there is no evidence to suggest that the existing skatepark encourages ASB. There are two reported cases of ASB over the last 7 years and four reports of noise. The feedback about the existing skatepark from the local community, Friends of Hove Lagoon and businesses is very positive and suggests the older skateboarders tend to look after the younger ones creating a supportive and trouble-free environment. The new layout in the open space will also decrease noise deflection that is currently experienced in the existing skatepark.

In the last year there have been a total of 24 reported encampments in the Kingsway area, the improved spaces will discourage this usage and potentially improve the feeling of safety in the area.

Looking to the next steps, the project has already sought the advice of Field Officers and will look to incorporate their recommendations to encourage collective responsibility among the wheeled sports community thereby creating respect and care for the area. The project will follow Secure by Design principles and engagement will also take place with the City's Joint Action Group, chaired by a BHCC Safer Communities Manager and the Police Chief Inspector, who will design a plan prior to the opening of the park and all facilities to reduce the risk of crime and ASB. All these actions are in scope to ensure relevant expertise supports a healthy and a trouble-free area into the future.

Cathy Biggs asked the following supplementary question:
What security measures will be put in place?

The Chair provided the following response:

I believe I have answered some of your concerns, and the Planning Committee which will consider the application in due course, were very familiar with how you look at crime and how to attach conditions to the planning proposals before them. Therefore the planning process would determine the actual physical structure in the way the park would be laid out.

5.6 5. Fresh Water and Bushes

Jeff Scott asked the following question:

Improved “biodiversity” is a stated outcome for Kingsway to the Sea project, how is this reconciled with both the destruction of the only existing publicly provided freshwater (70 year old pond/fountain) for bird wildlife on the whole of (Brighton AND) Hove seafront AND the decimation of the “perennial planting(s)” of Hove’s famous bird, insect & wildlife ‘Green Wall’?

The Chair provided the following response:

The latest proposals now, which are before councillors today, retain the pond. Improvement in biodiversity is a key and fundamental deliverable for the project. The strategic approach is to: layer planting, with trees to provide shade and shelter, mitigate climate change impacts, increase biodiversity and the connection with nature

The project team includes landscape specialists and expertise in City Parks who are working closely with Biodiversity experts to assess how to meet the aim of successfully demonstrating a measurable bio-diversity net gain for the area with an ambition to go above the mandated 10% and seeking an aspirational 20%.

The plans presented at the Engagement sessions were early-stage plans and a visualization to inform the public of the plans to date. More details are to be worked through in the next stage of design, including if there is to be the relocation of a pond or creation of another water feature. The council recognises that wildlife need fresh water and we are also mindful of ongoing maintenance costs.

The hedge along the north side of Hove Lagoon that houses many different species is intended to remain in place recognizing the importance of the wildlife to the area.

The Green Wall is growing back well and regular trimming of this will take place at time of the year when nesting birds are not resident.

Jeff Scott asked the following supplementary question:

The green wall I was referring to is also extensively used by roosting birds, including starlings, and so anything which could be done to protect the biodiversity in future plans would be much appreciated

The Chair provided the following response:

The hedge along the north side would be retained as the importance of local wildlife was recognised.

5(c) Deputations**5.8 1. Kingsway to the Sea**

Stephen Ellis presented the Deputation which stated:

This deputation is submitted on behalf of the residents and owners of Welbeck Court and Berriedale House, Kingsway BN3 in response to the Kingsway To The Sea proposals, specifically the west lawn between the bottom of Berriedale Avenue and Wish Road. In the FMG report dated April 2022 the site is referred to as Zone 8 and Section 8. It is at the quieter end of the seafront, and is the last remaining open space on the coast between Hove Lawns and West Sussex.

Our neighbours are mostly retired. Typically for flats, we have a small communal front garden, which is shared by all occupants but no private outdoor space. The plans for KTTS include installing a cycle pump track, a roller-skating loop and a new skate park on this green space, which is directly in front of our homes.

Contrary to the narrative put forward in the KTTS project proposals we see the site used every day, by people of all ages and for a wide range of activities. It is popular with school classes dog walkers and regular running and PT clubs; it is used for yoga, kite flying, picnic, football, racquet sports and even camping.

We want to retain this multi-generational, multi-use site as open space, to ensure that residents of all ages can use it, and to protect it for current occupants and future generations and to ensure that those who need peace and quiet in Brighton Hove still have somewhere to go. We would be grateful if you could consider whether the proposed development on this site is appropriate and also to consider whether the proposals respond in any way to the needs of older residents of the city.

We recognise that the existing infrastructure is in need of support, improvement and ongoing maintenance. We appreciate that there may be demand from younger residents for more facilities but the demographics, confirmed by the latest Census show that there are more residents aged 65 and over than younger than 15 in the city. Tables within the KTTS proposals show the beneficiaries are expected to be 45 and under and exclude older residents entirely.

The pump track and skate park are bottom of the funding contribution hierarchy in the proposals. Ms Linton Crook's report (3.25 Project Funding) explains that the financial pressures are already enforcing adaptations to the plans to reduce cost, and the council needs to find a further £3.49m instead of the original £1.1m that was approved just six months ago. It can reasonably be assumed that these costs will continue to rise and also that the site will need to be maintained in the future: The tennis courts, lagoon paddling pool and beachfront toilets are all currently closed for various reasons and there is nothing in the plans that offers assurances that this project will be managed any differently. May

we humbly offer up a saving: retain the open space, retain the existing skate park in its current location, retain the temporary BMX track at Black Rock and heed the requests from the roller-skating community for a larger roller rink, elsewhere in the borough.

We are concerned that the consultation so far has neglected the digitally excluded and question the methodology used and have provided further details of our concerns in the notes. (We ask that, at the least, residents be considered as genuine stakeholders and, as such, the council embarks on a full and proper consultation, including writing directly to all residents who overlook the site, if this progresses to a full planning application.

5.9 The Chair gave the following response:

The space referred to opposite Berriedale House is part of the former pitch & putt golf course. As with all the land all along the south side of the Kingsway it is designated for sport and leisure use and became unoccupied when the golf facility closed. The land is adjacent to the large open green spaces and public facilities of Hove Lagoon. It is currently inaccessible to anyone with mobility issues due to the surrounding walls and fencing and steep grassy banks which were a feature of the golf course.

The proposal for the skatepark, pump track and roller area will promote and encourage physical activity and wellbeing for a wide range of age groups. These facilities will be set within an open green landscaped area which will include accessible pathways, seating and planting and will be accessible to everyone. Users of this space will still be able to picnic, walk a dog, keep fit and school groups will be most welcome at these free to use facilities. However, camping is not permitted within the city's parks or on the seafront. A dedicated public park will also be created immediately next to this space. The location next to Hove Lagoon links with the already popular family amenities such as the play park, paddling pool and children's amusements.

The proposals will deliver a much-needed improvement to the dilapidated spaces and facilities along Kingsway. The project is a once in a generation opportunity to transform the area and deliver facilities which are aligned to the requirements and aspirations of the existing stakeholders and wider community. In the recent survey 86% of respondents agreed that the proposal will provide an accessible and improved green space that provides for the needs of residents and visitors with the skatepark, pump track and green spaces being the most popular features of the scheme.

Whilst some facilities may attract a younger demographic none of the facilities are age restricted. Accessibility and inclusivity is key to this project and that is carried across all of the facilities whether it be in the design of the skatepark or the introduction of padel tennis and sand sports. The council recognises that not everyone wants to be taking part in sport and activities. There are new ramps across the linear park to enable access to each part of the linear park for everyone. The scheme is interspersed with tranquil garden spaces.

The skatepark, pump track and roller area will be free to use facilities making them an inclusive community asset allowing users to be physically active in a safe environment without cost being an issue. The Levelling Up Funding and Section 106 contributions enable the council to build some free facilities which can be cross-subsidized by fee paying facilities. This means that future maintenance of all facilities and park spaces can be funded from the income generated across the site. There are rigorous steps in

place for cost management. Cost reviews will be undertaken at key milestones and scrutinised by the project team.

Whilst we acknowledge some local residents may not approve of the skatepark and pump track there has been strong demand and support for these facilities for many years, even before the Kingsway to the Sea project was established. It is the council's intention to provide these facilities which are integral to inclusive mix of amenities across the whole site.

The council has utilized as many formats as possible to advertise information about the project as well as details of the in-person consultation and engagement events and surveys. The council held two in person drop in consultation sessions in May to ensure that we did not exclude those who were unable to complete an online survey. There has been information in local print publications such as the Argus and Hovarian as well as numerous digital and social media platforms. Unfortunately it is not viable to letter drop every household within the vicinity of the scheme every time there is an update or information to share. More than 550 people attended public events and more than 2,700 people have given their feedback on proposals through an online survey. The Planning Authority will lay out the most appropriate way to advertise the Planning consultation process- that would usually include things like site notices as well as adverts in the local press.

The online survey follows council policy of allowing multiple entries by not restricting access, in the councils experience multiple entries are very low. Inputting of personal details creates requirements to align with GDPR and more importantly can lower the number of responses to surveys.

Officers do not consider the graph to be misleading. The responses were not ranked in order of preference but as they appeared on the original survey which was based on the geographical location of the facilities running west to east. The graph clearly shows that 'green spaces' is the third most popular feature.

5.10 2. Brighton Skate Space

Kris Ward presented the deputation which stated:

The Brighton Skate Roller Skating Community are asking that the council provides a flat, smooth-surfaced outside rink for roller skating use. This will need to incorporate safety measures to protect both skaters and the public. We ask that this rink will be placed at our proposed location on Brighton Seafront, next to the basketball court. A space which is currently unused. A skating rink in this location will attract and inspire others to take up the sport, just as all other sporting facilities set out along the seafront has done. Location for this new rink is important. Demand for our sport grew considerably during lock down. Roller-skating is a natural socially-distancing sport, hence the growth of the activity during lockdown. This growth has shown no sign of slowing. It is worth noting that Brighton has a roller-skating history dating back to the 1860's. There was even a roller-skating rink built on top of the Aquarium in 1876. The Brighton roller-skating community currently has over 3500 members.

5.11 The Chair gave the following response:

The Kingsway to the Sea project team have been working closely with stakeholders from the roller-skating community for some time and a number of roller skaters attended the recent drop-in engagement events. The area suggested is not available as this is part of the well established and heavily used public realm on Brighton seafront which receives millions of visitors each year. Demand for a dedicated roller skating space is evident from the surveys and consultation undertaken as part of the Kingsway to the Sea project which is why a roller skating facility is included within the scheme. The project team will continue to work hard to design the space to accommodate the roller-skating community. It should be noted that the Levelling up funding can only be spent on the Kingsway to the sea project area which means there is no funding available to provide a roller-skating facility outside of this scheme. Which means we cannot move the roller skate element to another area.

5.12 RESOLVED:

- (i) That the deputation on 'Kingsway To The Sea' be noted
- (ii) That the deputation on 'Brighton Skate Space' be noted

6 ITEMS REFERRED FROM COUNCIL

- 6.1 The Committee considered the petition 'Patcham Court Farm' which had been presented at and referred from the Public Engagement Meeting held on 7 April 2022.
- 6.2 The Chair noted that a report on Patcham Court Farm would be coming to the Special P&R Committee meeting due to be held on 29 July 2022.
- 6.3 **RESOLVED:** That the petition be noted.

7 MEMBER INVOLVEMENT

- 7.1 Cllr McNair asked the following question on behalf of Cllr Bagaen:

Can the Chair provide an update on the status of proposals to replace the Brighton Centre with a new facility at Black Rock?

The Chair provided the following response:

There hasn't been a proposal to have a conference centre at Black Rock for over two years. Detailed reports are provided to councillors who attend the SDB- the Conservative group has not now attended the meetings of the board for months. I have brought back reporting of major projects to committee and the special P&R before the end of the month will report again on the state of the project, as did the committee in February. There is also a dedicated page on the council's website on Black Rock. Or you can just ask the Conservative councillor on the Eastern Seafront Programme Board, Cllr Bell.

Reports in December 2019 and December 2020 to Policy & Resources Committee set out that the city council and Aberdeen Standard Investments are exploring options for a city centre conference facility and venue. The city centre is considered to be the best location in terms of access to transport, hotels and other leisure facilities.

Work is currently being done by Theatre Projects, a venue specialist, to advise on the optimum size and arrangement for a new facility, and whether there is a viable business case to support investment.

In the meantime, Black Rock has received funding from the Local Enterprise Partnership in order to de-risk the site for a future development and also to improve the transport links and connectivity in the area. The funding at Black Rock will address this by:

1. Decontaminating the site to create a clear unencumbered site for a future development
2. Creating a more developable site area and building a new sea wall with pedestrian promenade, on an extended alignment – also creating more space to build the new sustainable link

A Development Brief for the Black Rock site is scheduled to be produced in consultation with the community to highlight where priorities should lie for future redevelopment of the site, in compliance with the City Plan Part 2 and which will also meet with the Council's committed outputs for the Local Enterprise Partnership.

The Eastern Seafront Masterplan is also underway, which will help to provide the necessary strategic links along the Eastern Seafront and guide future development.

Cllr McNair asked the following supplementary question:

I understand from what you've said that there are no plans to replace the Brighton Centre at Black Rock but to do it in the city centre, do you have timescales for that.

The Chair gave the following response:

Discussions have been held with Aberdeen Standard Investments, but their board is currently undecided on what to do with their property portfolio. Therefore, there isn't clarity at the moment and what can be done and when is still being considered. There is a long-standing commitment to replace the conference venue and we need to look at the vision for the city going forward as it is important to have good facilities.

7.2 Cllr Fishleigh asked the following question:

On page 22 of the Sports Investment Plan it says the following:

- Ice rinks require more than 30% of the population to be aged under 24 years.
- Whilst the current population is marginally above this figure, they will make up a smaller proportion of the overall population in future years.
- The overall risk associated with provision is considered to be too high to outweigh any benefit.

Please would you provide evidence for the first two points and explain what the risk is for BHCC if an outside company builds and operates an ice rink in the city?

The Chair provided the following response:

The information contained within the Sports Facilities Investment Plan (SFIP) was researched, co-ordinated and analysed by FMG Consulting (specialist leisure consultants). It was provided from their experience within the leisure industry, analysis of ice rinks in other areas of the country and from Brighton & Hove Connected which provides local intelligence in respect of current, historical and future population data.

The SFIP is a document outlining an investment plan for Brighton and Hove City Council to improve the public sports facilities in the city. It was developed with FMG who worked with on the SFIP have seen few additional ice rinks being developed in the past ten years suggesting that the relative high costs of investment (upwards of £10million) remain an unattractive long-term proposition for many authorities. Therefore, the advice we have been given and what our current position is that we do not think that the Council consider including a permanent ice-skating facility as part of future investment proposals for Brighton and Hove.

However, should a private business with invest their own funds in building an ice rink that would their decision. There are already a number of commercially run sports and leisure facilities in the city. However Commercial ice rinks have high operational costs and the energy footprint they generate through operations may be at odds with the city's priorities around its climate agenda.

Cllr Fishleigh asked the following supplementary question:

The nearest ice rinks are in Guildford, Streatham and Gosport, so why are officers treating an ice rink as a local sporting facility rather than a tourist attraction and venue which would obviously have a wider target audience.

The Chair gave the following response:

It is not accurate that council officers have put a block on this, and my understanding is that officers and councillors have met with the company. What is not clear is how they would overcome viability gaps in terms of their proposal. I suggest that this is discussed further at Council when the Notice of Motion is considered.

7.3 Cllr Fishleigh asked the following question:

Do you agree that the person appointed to this post needs to have have real-life experience in resolving industrial disputes and a proven track record of bringing external private-sector investment into urban areas?

The Chair provided the following response:

The council's Executive Leadership Team (ELT) is periodically reviewed by the Chief Executive and that review may be prompted by a range of issues and needs including vacancies, changes in national legislation, local policy priorities, performance management, resilience, service requirements to meet the needs of local communities and businesses, as well as effectively handling industrial relations. Executive Directors and their Departmental Management Teams are supported by Human Resource and Organisational Development business partners. Management teams are also able to

draw on the knowledge and skills of a specialist industrial relations manager for more complex cases and issues.

Cllr Fishleigh asked the following supplementary question:

I think it's widely acknowledged that the portfolio for this post is too large and disparate. Who decided that it should remain as one post and what was their rationale?

The Chair gave the following response:

With respect to the current recruitment for the Executive Director for Economy, Environment & Culture, the Chief Executive has reviewed the role and recommended to keep the scope of the role as previously defined. This is broadly consistent with similar roles in other local authorities. If the council is not successful in securing a suitable candidate, the scope of and remuneration for the role will be further reviewed.

8 TARGETED BUDGET MANAGEMENT (TBM) PROVISIONAL OUTTURN 2021/22

8.1 The Committee considered the report of the Chief Finance Officer which set out the provisional outturn position on the council's revenue and capital budgets for the financial year 2021/22. The Committee were advised that there was an error in paragraphs 2.5 and 10.5 and the figures should read £66,156 and not £63,156.

8.2 Cllr Yates asked if the underspend on Adult Social Care was expected to recur, whether there was a recovery plan for the capital slippage, and with regard to the pay settlement, what the possible cost implications may be, whether the impact on schools had been considered and the possibility of the government assisting with the additional cost of a pay settlement. The Executive Director Health & Adult Social Care said that the underspend was driven by additional NHS funding which came in during the year to support those discharged from hospital, there had been difficulties in the provider market particularly with Home Care and Care Homes, there had been recruitment issues and there was a backlog of care packages and the council had used its own Covid funds to assist. The underspend was not expected to recur. The Chief Finance Officer said the the capital slippage had been due to a number of reasons, including Covid, supply chain issues, and some cost overruns that needed programmes to be re-looked at, and some amounts had been put through last year to provided capacity to move projects on, and there had been recruitment issues. The recruitment issues had been partly addressed and officers were now in place and so some of the programmes could now move forward more quickly and supply chain issues would need to carefully monitored. With the pay award it was difficult to estimate what the average award would be, schools did have a 4.8% uplift in their settlement but the pay awards for teaching and non-teaching staff may have an impact. The funding from the government was not yet known.

8.3 The Chair noted that there was an amendment from the Labour Group and asked Cllr Evans to introduce it.

8.4 Cllr Evans proposed the following amendment to Recommendation 2.5 (changes in italic):

That the Committee agree to allocate the £200,000 one-off resources for 'Additional Welfare Support' to support Emergency Food provision (£63,156) and the Local Discretionary Social Fund (£133,844), *in order to support residents through this cost of living crisis, particularly those who have been disproportionately affected by the rise in*

inflation, the pandemic, and austerity, such as women and girls, almost half of whom are suffering from period poverty and are unable to afford basic sanitary products according to a recent study.

8.5 Cllr Moonan formally seconded the amendment.

8.6 The Lawyer said that when the amendment was tabled, he was unclear whether, if it was agreed, if it would be a binding instruction to use the money on a particular issue. If that was the case more information would be needed, therefore this was taken as being an indication of what the committee wanted to see and officers would consider that when allocating the money, rather than a binding specific instruction of how the money should be spent.

8.7 The Committee voted on the amendment, and it was agreed.

8.8 RESOLVED: That the Committee –

- (i) Note that the provisional General Fund outturn position is an underspend of £2.948m and that this represents an improvement of £1.855m compared to the projected and planned resource position at Month 9 and taken into account when setting the 2022/23 budget;
- (ii) Noted the provisional outturn includes an underspend of £3.277m on the council's share of the NHS managed Section 75 services;
- (iii) Approved General Fund carry forward requests totalling £9.776m as detailed in Appendix 5 and included in the provisional outturn;
- (iv) Approved the re-allocation of £1.112m Contain Outbreak Management Funds to address ongoing temporary and emergency homelessness and rough sleeping costs caused by the pandemic;
- (v) Agreed to allocate the £200,000 one-off resources for 'Additional Welfare Support' to support Emergency Food provision (£66,156) and the Local Discretionary Social Fund (£133,844), in order to support residents through this cost of living crisis, particularly those who have been disproportionately affected by the rise in inflation, the pandemic, and austerity, such as women and girls, almost half of whom are suffering from period poverty and are unable to afford basic sanitary products according to a recent study;
- (vi) Approved the retention of the remaining available outturn resources of £1.655m to provide a risk provision to meet the anticipated additional cost of the 2022/23 NJC pay award as set out in paragraph 10.6;
- (vii) Noted the provisional outturn for the separate Housing Revenue Account (HRA), which is an underspend of £0.033m;
- (viii) Noted the provisional outturn position for the ring-fenced Dedicated Schools Grant, which is an underspend of £0.035m;

- (ix) Noted the provisional outturn position on the capital programme which is an underspend variance of £7.405m;
- (x) Approved the capital budget variations and re-profiling requested in Appendix 7;
- (xi) Approved the new capital schemes requested in Appendix 8;
- (xii) Approved the creation of a Section 117 Reserve in respect of advance NHS funding as set out in paragraph 9.9.

9 TREASURY MANAGEMENT STRATEGY STATEMENT 2021-22 - END OF YEAR REVIEW

9.1 The recommendations were agreed without discussion.

9.2 **RESOLVED:** That the Committee –

- (i) Noted the key actions taken during the second half of 2021/22 to meet the Treasury Management Strategy Statement and practices (including the investment strategy) as set out in this report;
- (ii) Noted the reported compliance with the Annual Investment Strategy for the 6 month period up to the end of March 2022;
- (iii) Noted that the approved maximum indicator for investment risk of 0.05% has been adhered to and the authorised borrowing limit and operational boundary have not been exceeded.

10 GENERAL FUND BUDGET PLANNING AND RESOURCE UPDATE 2023/24

10.1 The Committee considered the report of the Chief Finance Officer which provided a budget planning and resource update in preparation for the start of the 2023/24 annual budget setting and medium term planning process.

10.2 Cllr Yates asked if the Chief Finance Officer was planning for a possible impact for national or local pay arrangements for schools, and if the Council needed to subsidise schools from the General Fund what would happen if a school moved to a multi-academy trust. The Executive Director Families Children & Learning confirmed that if a school moved to a multi-academy trust the local authority could not provide any financial help. The Chief Finance Officer said that the financial issues were being monitored and if there were significant changes a further report would be brought to this Committee.

10.3 **RESOLVED:** That the Committee –

- (i) Noted the potential funding and net expenditure projections for 2023/24, based on the three planning scenarios identified in the report;
- (ii) Noted the Medium Term financial projections for 2023/24 to 2026/27 and the predicted budget gaps based on a 'midpoint' planning scenario;

- (iii) Agreed that officers should draw up 4-year Medium-Term Service and Financial Plans (MTSFPs) and strategies, including budget proposals to manage the identified budget shortfall in 2023/24, and report back with draft budget proposals to the December Policy & Resources Committee.

11 CARBON NEUTRAL 2030 PROGRAMME - ANNUAL REPORT 2021-22

- 11.1 The Committee considered the report of the Executive Director Economy, Environment & Culture which provided a progress update on previously approved projects and set out the approach for agreeing the next phase of two-year Carbon Neutral Fund projects.
- 11.2 Cllr Allcock (Co-Chair Carbon Neutral Working Group) said it was important that the funding was well spent, be transparent with everyone, to look at what projects really work, to itemize the predicted carbon reduction and to consult with the public on what they felt were the most effective projects. The Executive Director Economy, Environment & Culture said that officers would ensure that all projects were accountable and showed the carbon reductions, and all proposals would be brought to the Working Group. The report set out the intention to pilot works with key private sector partners.
- 11.3 Cllr Peltzer Dunn said that to become a carbon free city by 2030 would be difficult to achieve as only around 1.5% of emissions were under the control of the Council, and until we could educate the public, on a national and local level we would never be a carbon free city. The Chair noted that there was a lot of environmental education being done with schools through the Our City Our World programme.
- 11.4 Cllr McNair noted that £2m would be spent on low traffic neighbourhoods, but it was not possible to make the whole city a low traffic neighbourhood and would often just move congestion and pollution elsewhere and therefore the Conservative Group would abstain from voting on the recommendations.

11.5 **RESOLVED:** That the Committee –

- (i) Noted the progress made on the 2030 Carbon Neutral Programme during 2021-22, as set out in the Annual Report at Appendix 1 and agrees further developments to the Programme in 2022-23 set out in paragraphs 3.8-3.11;
- (ii) Agreed the following capital funding allocations from the £14.000m Carbon Neutral Fund approved at Budget Council in February 2022 for 2022/23 and 2023/24, based on the approach agreed at that committee (set out in paragraph 3.16) for the identified priority carbon neutral capital projects as follows:
- Air Quality – Two Automatic Analyser Stations and continued diffusion tube monitoring: £0.050m in 2022-23 and £0.150m in 2023-24
 - Expanding Liveable Neighbourhoods: £1.100m in 2022-23 and £1.000m in 2023-24
 - Carbon reduction measures to operational buildings: £1.500m in 2022-23 and £2.00m in 2023-24 (£1.5m in each year will be on a spend to save basis)
 - Carbon Neutral Fund prioritisation process for the remaining £8.200m as set out in paragraphs 3.20 to 3.21;

- (iii) Noted the progress of Carbon Neutral Fund projects in delivery, as set out in paragraphs 3.13-3.15 and agrees the process for the Carbon Neutral Fund in 2022-23, as set out in paragraph 3.20-3.21;
- (iv) Noted that a further report will be brought to Policy & Resources Committee in October 2022 to agree the allocation of Carbon Neutral Fund to projects for delivery in 2022-23 and 2023-24.

12 I360 LOAN RESTRUCTURE

- 12.1 The Committee considered the report of the Executive Director Economy Environment & Culture which sought agreement to a proposed restructure of the loan made to the i360, and for agreement on how to treat the £4.060m loan made by the Coast to Capital LEP, which was novated to the city council (at no cost to the council). Ms J Barfield, Director of i360, was present at the meeting to answer any questions from members.
- 12.2 Cllr Druitt noted that the Member Working Group felt that neither they nor the public had had sufficient information directly from the i360 board about their own involvement and commitment and asked if Ms Barfield could outline briefly the history of the Board's involvement and their commitment going forward. He also wanted to clarify that the Directors of i360 hadn't had any financial return from the business and asked if they were confident that that repaying the loan would be prioritised over shareholder's returns. Ms Barfield said that four of the Board members had been involved since the venue was first suggested 17 years ago. Board members took the responsibility of repaying the public money responsibility very seriously, and were completely committed to the business.
- 12.3 Cllr Peltzer Dunn asked what the forecasted number of visitors were. Officers said that cautious figures were that the visitor numbers would rise to 400,000 in 2026/27. That assumed an annual growth rate of 6.5% or 4.5% if the impact of the pandemic was taken into account. This information had been fully shared with the members of the working group. They added income would also come from the restaurant, Sky Bar etc. Cllr Peltzer Dunn asked what the attendance had been for the last financial year and was informed that in 2021/22 it was 292,000 but noted that the Covid restrictions had impacted on that. Cllr Peltzer Dunn asked what the attendance had been prior to Covid. Officers said that did not have that information but would provide it after the meeting.
- 12.4 Cllr Peltzer Dunn asked what percentage of gross takings would be attributable to admission charges resulting from the number of attendees to the i360 as compared to the commercial outlets within the venue? Officers said that they did not have that information.
- 12.5 Cllr McNair asked if the i360 were confident that £1.5m would be sufficient for maintenance costs. Ms Barfield said that a detailed report had been written by an engineer and she was confident that they were correct.
- 12.6 Cllr Shanks asked how the consultants used would be funded. Officers said the cost of any consultants would be added to the amount the i360 owed the Council.
- 12.7 Cllr Shanks noted that the interest rate had changed and were now charging 3% and were repaying at 2.78% and asked if that was part of the restructure. Officers said it had been reduced as the Council wanted to recover the loan as soon as possible and a higher interest rate would mean it would take longer to repay.

- 12.8 Cllr Gibson asked at point the liability would be lower than the value of the assets. Officers did not have that information.
- 12.9 The Chair noted that there was an amendment from the Labour Group and asked Cllr Moonan to introduce it.
- 12.10 Cllr Moonan proposed the following amendment to add two additional recommendations (changes in italics):

2.3 Notwithstanding the Heads of Terms of the loan restructure at Appendix 1, that the committee directs the Executive Director Economy, Environment and Culture and the Executive Director Governance, People and Resources to include in the terms of the restructure a provision that if the i360 misses three consecutive minimum payments, even if the cumulative position is still positive, then the i360 will be required to submit a Business Improvement Plan to the Council. If the i360 fails to submit the Plan or if the Council is not satisfied with the contents of the Plan, this will constitute an event of default under the loan agreement and the Council may enforce its security.

2.4 That a report on the loan repayment progress and i360 business performance be made to Policy & Resources Committee on an annual basis for the first 5 years, and thereafter as agreed at that time.

- 12.11 Councillor Yates formally seconded the amendment.
- 12.12 The Committee voted on the amendment, and it was agreed.

12.13 RESOLVED: That the Committee –

- (i) Agreed to the loan restructure principles as set out at Appendix 1 and delegates authority to the Executive Director Economy, Environment and Culture and the Executive Director Governance, People and Resources, in consultation with the i360 Members' Working Group, to negotiate a revised loan agreement based on those restructure terms and enter into any legal agreements necessary to effect that restructure;
- (ii) Agreed to also restructure the novated LEP loan in line with the principles set out at Appendix 1 and delegates authority to the Executive Director Economy, Environment & Culture and the Executive Director Governance, People and Resources; in consultation with the i360 Members' Working Group, to include the restructured LEP loan in the revised loan agreement documents referred to at recommendation 2.1, above;
- (iii) Notwithstanding the Heads of Terms of the loan restructure at Appendix 1, that the Committee directed the Executive Director Economy, Environment and Culture and the Executive Director Governance, People and Resources to include in the terms of the restructure a provision that if the i360 misses three consecutive minimum payments, even if the cumulative position is still positive, then the i360 will be required to submit a Business Improvement Plan to the Council. If the i360 fails to submit the Plan or if the Council is not satisfied with the contents of the Plan, this will constitute an event of default under the loan agreement and the Council may enforce its security;

- (iv) Agreed that a report on the loan repayment progress and i360 business performance be made to Policy & Resources Committee on an annual basis for the first 5 years, and thereafter as agreed at that time.

13 PERFORMANCE UPDATE CORPORATE KEY PERFORMANCE INDICATORS Q4 2021-22

- 13.1 The Chair noted that as items 13 and 14 related to corporate key performance indicators he would ask officers to introduce both reports together and would then take questions before the Committee considered the recommendations separately for both items.
- 13.2 The Committee considered the report of the Executive Director Governance People & Resources which provided a progress update against Corporate Key Performance Indicators Q4 2021/22.
- 13.3 Cllr McNair noted that in Item 13 under Well Run Council 3, it refers to City Tracker figures from 2018/19 and asked why they were not more recent. The the Assistant Director Customer Modernisation & Performance Insight said it had not been possible to undertake the City Tracker survey over the last few years and wouldn't be done in 22/23. Any indicators which related to the City Tracker had been removed. For the Annual Customer Insight report locally conducted customer satisfaction survey would be used.
- 13.4 Cllr Moonan asked why the City Tracker survey was not being used and was advised it was due to budget constraints but there were other mechanisms which provided similar information. Cllr Allcock asked what the cost of running it was, and was advised that it was around £40k per year.
- 13.5 Dr Sasidharan noted that the Fuel Poverty and Affordable Warmth Strategy' for Brighton & Hove, would be presented to the Health & Wellbeing Board and asked if it could also be shared with the Safeguarding Adults Board and the Children's Partnership. The Executive Director Health & Adult Social Care confirmed that it would be coming to the next meeting of the Health & Wellbeing Board and the Chair of the Adult Safeguarding Partnership was a member of that Board. The Executive Director Families Children & Learning said that they would take this report to the Safeguarding Children Partnership at their next steering group meeting.
- 13.6 **RESOLVED:** That the Committee noted the progress made in relation to Corporate KPIs in the context of the Covid-19 pandemic, particularly the corrective measures outlined for 'red' and 'amber' indicators, and provide support and challenge to lead officers to bring performance back on track

14 CORPORATE KEY PERFORMANCE INDICATOR TARGET SETTING 2022/23

- 14.1 The Committee considered the report of the Executive Director Governance People & Resources regarding the Corporate Key Performance Indicator target settings for 2022/23.
- 14.2 This item was discussed with Item 13.
- 14.3 **RESOLVED:** That the Committee –

- (i) Approved the Corporate KPI set and associated targets as set out in Appendix 2;
- (ii) Noted that target figures may change during the year if new benchmarking figures become available. P&R approval will be sought at a future date if there is a proposal to change the set itself or the rationale for a particular target.

15 ANNUAL CUSTOMER INSIGHT REPORT 2021/22

- 15.1 The Committee considered the report of the Executive Director Governance People & Resources regarding the Customer Insight Annual Report 2021/2022. The report was introduced by the Assistant Director Customer Modernisation & Performance Insight.
- 15.2 Cllr Peltzer Dunn noted that the ease of access to council service or team had reduced from 61% to 51% and asked why that had happened. Officers said that expectations from customers had changed, and some service areas had found it difficult to meet the timeframes to respond to emails/phone calls.
- 15.3 Cllr McNair noted the reduction in face-to-face meetings over the last seven years and asked if the aim was to return to the 15% which it was in 2015, and whether the lack of face-to-face meetings had affected the overall ease of access score which was 51% down from 61%. The Assistant Director Customer Modernisation & Performance Insight said that pre-pandemic around 54% of customers accessed parking services digitally with the others attending Hove Town Hall in person. During lockdown the number accessing parking services rose to 97%. The operating model was based on need, and where necessary face to face appointments were available. The preference was to use digital or phone where possible.
- 15.4 Dr Sasidharan referred to service accessibility and had been informed from the organisation Bridging Change that some people were finding it hard to navigate the internet and when they did get through on the phone number, with the assistance of a support worker, they found that the person they spoke to was struggling and talking about staff shortages, which was difficult from a customer service point of view. The Chief Executive asked if she could provide more information and it would be looked into.
- 15.5 **RESOLVED:** That the Committee noted the Customer Insight Annual Report for 2021/22 as set out in Appendix 1 and provides support and challenge to officers to further improve customer experience and customer satisfaction with the council.

16 ROYAL PAVILION ESTATE CAPITAL WORKS – PHASE 1 UP-DATE

- 16.1 The Committee considered the report of the Executive Director Economy, Environment & Culture which provided an up-date on the work being undertaken on the Royal Pavilion Estate.
- 16.2 In response to questions from members on the funding, officers advised that as the Council owned the asset it had a responsibility to ensure the project could be completed. It was anticipated that the contingency of £500k would be sufficient.
- 16.3 **RESOLVED:** That the Committee –
- (i) Noted the current project programme, identified risks and financial implications;

- (ii) Agreed the financial strategy set out in paragraph 4.3 and the proposed additional borrowing facility to ensure project completion.

17 RESPONSE TO NOTICE OF MOTION: COUNCIL SERVICE DELIVERY

- 17.1 The Committee considered the report of the Executive Director Economy Environment & Culture. At its meeting on 3 February 2022, Full Council approved a Notice of Motion concerning service delivery within areas of City Environment and City Transport. In May 2022, the Policy & Resources (P&R) Committee agreed that a regular report should be presented to P&R Committee covering the recovery of the same services. The report provided an update on those areas of City Environment and City Transport service delivery which the Notice of Motion referred to.
- 17.2 Cllr Peltzer Dunn was concerned with overgrowing weeds on pavements, and as there were 832 miles of pavements in the city and that was being addressed. Officers said this issue was a problem. One of the main issues was lack of suitable equipment and insufficient numbers of staff. New equipment was needed but there was currently a 45 day delay in procurement. The main problem was lack of staff, this had been a seasonal job but there was now a deficiency in this type of employment market. Officers were looking to restructure the positions and employ full time staff who would be responsible for beach cleaning in the summer and deep cleaning, leaf clearing etc during the winter months.
- 17.3 Cllr McNair said that bins for dog waste weren't regularly collected and asked when that would be addressed and if new bins would be provided. Officers said that it was being addressed and staff who had collected the rubbish had had to be redeployed. However, the collections were now improving. There were no plans to increase the number of bins.
- 17.4 The Chair noted that there was an amendment from the Labour Group and asked Cllr Allcock to introduce it.
- 17.5 Cllr Allcock proposed the following amendment to recommendation 2.2 (changes in italics)
- 2.2 Noting that the ET&S Committee is responsible for the council's functions relating to waste, parks and open spaces and parking services, agrees that future reports will be brought to this committee, *and that the next report to do so will outline a step-by-step plan to improve performance in these key service areas, and report back to P&R in the Winter with an update on how effectively this plan has been implemented, as residents need to see action taken now.*
- 17.6 Cllr Evans formally seconded the amendment.
- 17.7 The Lawyer noted that the third line in Recommendation 2.2 referred to 'this' committee and suggested that it be changed to 'that' committee to make it clear that the reference was to the ET&S Committee. All agreed.
- 17.8 The Committee voted on the amendment, and it was agreed.

17.9 RESOLVED: That the Committee –

- (i) Noted the response to the Notice of Motion;
- (ii) Noted that the ET&S Committee is responsible for the council's functions relating to waste, parks and open spaces and parking services, agrees that future reports will be brought to that committee, and that the next report to do so will outline a step-by-step plan to improve performance in these key service areas, and report back to P&R in the Winter with an update on how effectively this plan has been implemented, as residents need to see action taken now.

18 RE-ASSIGNMENT OF ECOTOWNS FUNDING

18.1 The Committee considered the report of the Executive Director Economy, Environment & Culture which sought to re-assign the capital funding from the unimplemented Portzed scheme to wider climate change and biodiversity projects across the Shoreham Harbour area; and to agree indicative governance arrangements.

18.2 The Chair noted that there was an amendment from the Labour Group and asked Cllr Evans to introduce it.

18.3 Cllr Evans proposed the following amendment to recommendations 2.1 and 2.2 (changes in italics):

2.1 That Committee agrees re-assignment of EcoTowns capital funding to climate change and biodiversity projects across the Shoreham Harbour Area *and that a report is brought back to Policy & Resources Committee detailing how the funds will be allocated.*

2.2 That Committee agrees indicative governance arrangements set out in paragraph 3.7 and delegates authority to the Assistant Director for City Development and Regeneration to agree the detail with the relevant authorities in consultation with the *Group Spokesperson Chair* of Policy and Resources Committee.

18.4 Cllr Yates formally seconded the amendment.

18.5 Cllr Peltzer Dunn asked if 'Group Spokesperson' should read 'Group Spokespersons'. Cllr Evans agreed it should.

18.6 The Committee voted on the amendment, and it was agreed.

18.7 RESOLVED: That the Committee –

- (i) Agreed re-assignment of EcoTowns capital funding to climate change and biodiversity projects across the Shoreham Harbour Area and that a report is brought back to Policy & Resources Committee detailing how the funds will be allocated;
- (ii) Agreed indicative governance arrangements set out in paragraph 3.7 and delegates authority to the Assistant Director for City Development and Regeneration to agree

the detail with the relevant authorities in consultation with the Group Spokespersons of Policy & Resources Committee.

19 CORPORATE ENFORCEMENT SERVICES

- 19.1 The Committee considered the report of the Chief Finance Officer which sought approval of a new process for the procurement of external Enforcement Services for Brighton & Hove City Council.
- 19.2 Dr Sasidharan said the members of the public sometimes found it difficult to get preventative advice on managing debts and asked if there was any targeted support available. The Chief Finance Officer said that there was a high demand for that type of support. The Household Support Fund had one or two mental health debt caseworkers who were able to give additional support, and the Council did provide funding for the Citizen Advice Bureau and the Money Advice Service.
- 19.3 **RESOLVED:** That the Committee approved the new process for the procurement of enforcement agent contracts via a Dynamic Purchasing System to replace the current informal Service Level Agreements and to ensure closer alignment of practice with the council's approved Corporate Debt Policy.

20 KINGSWAY TO THE SEA

- 20.1 The Committee considered the report of the Executive Director Economy, Environment & Culture which provided an update on progress with the design and requested authorisation to proceed with submission of a Planning application.
- 20.2 Cllr Yates said that he, and other members of this committee, were also members of the Planning Committee and asked if he agreed with recommendations in the report whether there was a risk that he would be prejudicing any decision which would have to be made if the matter later came to the Planning Committee. The Monitoring Officer said that when members made decisions at different committees, they were wearing different hats, and today you would be making a decision as a landlord and not as a planning authority. He recommended that any members of the planning committee say either during today's debate or if the matter came to the planning committee at that meeting that you will consider any application on its own merits and you will approach it with an open mind.
- 20.3 Councillor Peltzer Dunn asked for clarity on which part of the ward of South Portslade was geographically included in the scheme. The Executive Director Economy Environment & Culture said that the reference to South Portslade related to the users of the park and those most affected rather than a geographic reference.
- 20.4. Councillor Peltzer Dunn said that the consultation had shown that further consideration could be very useful, and therefore proposed the following amendments to Recommendation 2.2 which would allow for members to see if there were any further comments before the final application were submitted:

Amendment 1 (western pitch and putt lawn)

2.2 Agrees that a Planning application for the Kingsway to the Sea site is submitted to include the elements listed in 3.1 below subject to prior consultation with a panel formed of three Councillors (one from each of the three parties represented on Policy & Resources Committee) of proposals for the western pitch and putt lawn following concerns being raised about over-intensification and destruction of green space by residents, dog-walkers, local amenity societies and other groups.

Amendment 2 (outdoor gym)

2.2 Agrees that a Planning application for the Kingsway to the Sea site is submitted to include the elements listed in 3.1 below along with a dedicated space for a new outdoor gym.

Amendment 3 (tennis provision)

2.2 Agrees that a Planning application for the Kingsway to the Sea site is submitted to include the elements listed in 3.1 below subject to prior consultation with a panel formed of three Councillors (one from each of the three parties represented on Policy & Resources Committee) of the make-up of racket sport provision on the site.

20.5 Councillor McNair formally seconded the amendment which would ensure that the consultation process continued up until the planning stage.

20.6 Councillor Moonan noted that a large number of public consultations had been held and the public had been fully engaged, and this design took into account the needs of all groups and provided a balance between sports facilities, recreation and open space. With regard to the amendment, if the consultation were to continue then all representative groups would need to be included and it would be inappropriate to allow some groups to have further discussions and therefore the Labour Group could not support the amendment.

20.7 Councillor Shanks said that the Green Group would not support the amendment and that the Planning Committee would be reviewing the matter in due course and that would be an opportunity for members of the public to raise any further issues.

20.8 The Committee voted on the amendments and they were not agreed.

20.9 RESOLVED: That the Committee –

- (i) Agreed in principle to the development of the area shown in Appendix 1 Site Map, as outlined in this report;
- (ii) Agreed that a Planning application for the Kingsway to the Sea site is submitted to include the elements listed in 3.1 below;
- (iii) Approved a revised capital budget of £12.99m including £1.000 million additional borrowing as set out in paragraph 3.27 and Section 7 of this report;
- (iv) Authorised the Executive Director Economy, Environment & Culture to procure and award contracts necessary to deliver the project and enter into any legal agreements required to facilitate the works;

- (v) Agreed that a further report on the status of the project is brought back to the Policy and Resources Committee in December 2022 in advance of construction commencing on site.

21 BRIGHTON & HOVE CITY COUNCIL 2021/2022 MODERN SLAVERY STATEMENT

- 21.1 The recommendations were agreed without discussion.
- 21.2 **RESOLVED:** That Committee approved the Modern Slavery Statement.

22 HOMES FOR BRIGHTON & HOVE - REVISED BUSINESS PLAN

- 22.1 The Committee considered the report of the Executive Director Housing Neighbourhoods & Communities regarding the revised business plan for Homes for Brighton & Hove. There was also a Part Two paper (Item 25) relating to this item. This report had also been considered by the Housing Committee on 22nd June 2022.
- 22.2 Cllr McNair noted that when this report was considered by the Housing Committee the Conservative Group voted against the recommendations as the financial information they requested had not been provided. The Executive Director Housing Neighbourhoods & Communities said that there was financial information within the Part Two report and briefings had been offered to councillors.
- 22.3 The Lawyer advised the Committee that when considering the recommendations, they must have regard to the information contained within the Part Two paper. The members confirmed that they had.
- 22.4 The Committee voted on the recommendation, and it was agreed with the two Conservative Group members voting against.
- 22.5 **RESOLVED:** That the Committee agreed to the revised business plan in the Part 2 report and delegated authority to the Executive Director Housing, Neighbourhoods and Communities to take all steps necessary to enable and facilitate the implementation of the revised Business Plan including providing reserved matters approval pursuant to the Members Agreement.

23 ITEMS REFERRED FOR COUNCIL

- 23.1 **RESOLVED:** That item 20 Kingsway to the Sea be referred to be submitted to the 21 July 2022 Council meeting for information.

Review of Council Grading Structure

- 23A The Committee considered the report of the Executive Director of Governance, People & Resources which provided an update on the progress of negotiations with Trade Unions on a review of the Council's grading structure and asks the Committee to agree to proposed changes. This item was added to the agenda after it had been published and the report published in an addendum. The report was introduced by the Director Human Resources & Organisational Development and the Chief Finance Officer.

23A.1 Cllr Yates asked what impact any proposed agreements would have on schools' budget, and if an assessment had been made on that possible impact. He noted that reference had been made to a more strategic approach for pay and asked what that would be. The Chief Finance Officer said discussions had been held with schools and, whilst there would be an impact, they were generally supportive. There were a number of mechanisms to help schools such as the licence deficit process which enables schools to manage challenging financial situations over a number of years, and officers would advise and support them through that process. If there were high pay awards for both teaching and non-teaching staff, it wasn't clear what assistance the government would give but they may give additional funding. Schools had received a cash settlement of a 4.8% uplift per pupil. The situation with schools would be closely monitored. The Executive Director Families Children & Learning said that some schools would be better placed to deal with any pay increases than others, but it was a challenging situation. The Director Human Resources & Organisational Development said that strategically the council were looking at pay across the organisation, and there were some areas where it was difficult to recruit and there were some areas where the pay compared favourably. Any pay increases could have a significant financial impact and so any changes in the pay line had to be carefully considered.

23A.2 The Chair noted that there was a Labour Group amendment and asked Cllr Yates to introduce it.

Cllr Yates proposed the following additional recommendation be added:

That Committee also asks for a future report to Policy & Resources Committee before Budget Council in 2023, outlining a comprehensive review of staff pay grades and structures right across the council, to identify any changes needed to ensure our staff are paid at competitive rates, and that staff retention and recruitment are made easier.

Cllr Allcock formally seconded the amendment.

23A.3 The Committee voted on the amendment, and it was agreed.

23A.4 The Chair noted that the GMB Union had raised concerns with members of the Committee on the impact on the proposals going forward and therefore proposed the following amendment:

- 1. That the Committee notes the concerns expressed by the unions regarding the risk of redundancies among school support staff which may result from these proposals:*
- 2. Further notes that the power to make decisions regarding employment and dismissal of staff rests with the school governing body;*
- 3. Agreed to use reasonable endeavours to facilitate discussions between all interested parties with the aim to avoid redundancies which may result from the proposals in the report.*

Cllr Gibson formally seconded the amendment.

23A.5 The Committee voted on the amendment, and it was agreed.

23A.6 RESOLVED:

- (i) That Committee, having considered the information in the part 2 report, agrees to the proposed changes to the grading structure outlined in paragraph 3.8 and 3.9 and Appendix 2 and that these changes are backdated to 1st January 2022;
- (ii) That Committee agreed to the proposed assimilation of staff from the current grading structure to the new grading structure as outlined in Appendix 3 from 1st September 2022 with increased salary rates being backdated to 1st January 2022;
- (iii) That Committee delegates authority to the Director of Human Resources & Organisational Development, following consultation with the Chief Executive and Chief Finance Officer, to take all necessary actions to implement these changes as soon as is practicable;
- (iv) That Committee also asks for a future report to Policy & Resources Committee before Budget Council in 2023, outlining a comprehensive review of staff pay grades and structures right across the council, to identify any changes needed to ensure our staff are paid at competitive rates, and that staff retention and recruitment are made easier;
- (v) (1) That the Committee notes the concerns expressed by the unions regarding the risk of redundancies among school support staff which may result from these proposals:
 (2) Further notes that the power to make decisions regarding employment and dismissal of staff rests with the school governing body;
 (3) Agreed to use reasonable endeavours to facilitate discussions between all interested parties with the aim to avoid redundancies which may result from the proposals in the report.

24 PART TWO PROCEEDINGS

- 24.1 **RESOLVED:** That the items listed in Part Two of the agenda and decisions thereon should remain exempt from disclosure to the press and public.

25 HOMES FOR BRIGHTON AND HOVE - REVISED BUSINESS PLAN

- 25.1 **RESOLVED:** That the recommendation outlined in the report be agreed.

26 INDUSTRIAL RELATIONS UPDATE

- 26.1 **RESOLVED:** That the recommendation outlined in the report be agreed.

27 REVIEW OF COUNCIL GRADING STRUCTURE

- 27.1 **RESOLVED:** That the recommendation outlined in the report be agreed.

The meeting concluded at 10.40 pm

Brighton & Hove City Council

Policy & Resources Committee

2.00pm 29 July 2022

Council Chamber, Hove Town Hall, Norton Road, Hove, BN3 3BQ - HTH/CC

Minutes

Present: Councillor Mac Cafferty (Chair) Druitt (Joint Deputy Chair), Gibson (Joint Deputy Chair), Allcock (Joint Opposition Spokesperson), Bell (Group Spokesperson), Allbrooke, Evans, & Moonan (Substitute for Councillor Appich)

Part One

29 PROCEDURAL BUSINESS

(a) Declarations of Substitutes

1.1 Councillor Moonan was present in substitution for Councillor Appich.

(b) Declarations of Interest

1.2 There were no declarations of interests in matters listed on the agenda.

(c) Exclusion of Press and Public

1.3 The Committee considered whether the press and public should be excluded from the meeting during the consideration of any of the items listed on the agenda.

1.4 **RESOLVED:** That the press and public be excluded from the meeting during consideration of the items contained in part two of the agenda.

30 CHAIR'S COMMUNICATIONS

The Chair gave the following communications:

Committee members will have seen that the Patcham Court Farm Disposal Report has been withdrawn from the agenda – this was after I consulted the Group Leaders and in line with 7.4 of the Constitution that the Chair can withdraw the item of business in consultation with the opposition leaders. I'd also like to bring item 38 (TBM 2) up the agenda and take it as the second item after the recommendations of the PSV working group which we will hold on to as the first item because I believe we've got a number of people who are joining us for that particular item.

Next week obviously our city is going to be awash with colour when we celebrate our first in person Pride in 2 years. Pride is when our city is at its Bohemian, bubbly best when we celebrate community, love and diversity as we welcome thousands of visitors to the city. Its worth remembering that Pride is, at its heart, a protest – a fight for the rights of LGBTQIA+ people at home and abroad. We follow in the footsteps of ordinary LGBTQIA+ people and community organisations whose unwavering voices have made mainstream the right to live without the scourge of prejudice. As we welcome so many to our city I wanted to highlight the enormous amount of unseen work that Council officials, business, transport providers, health experts, Pride organisers and the emergency services have been putting in – they will all be helping to keep everyone safe. For months now I have been convening meetings to bring together these groups to ensure that Pride is a success that’s involved everything in discussions from Licensing and Transport, all which would be impossible without the brilliant partnerships that are prevalent right across the city. We’ve also been tirelessly working to ensure that all those involved in Pride have contingencies in place if things don’t quite go right. As we hear the final touches on planning, I want to thank all those that make the event so special.

Today’s P&R is another full agenda. The first item is the procurement of Services Social Value and Community Wealth Building and that is a result of the collaboration and hard work of the cross-party working group which carried out an investigation into the procurement of a new domestic violence service for the city. The report provides a number of recommendations to improve future processes but importantly they did not find any failing in the way the procurement was conducted. I know three speaking were councillors from across the political spectrum that the work of the working group was challenging but the number 1 priority through this process is , and remains, providing domestic violence services with the best client centred support wherever possible.

31 CALL OVER

The following items were called:

- Item 34 Recommendations of PSV Working Group
- Item 35 Review of the Civic Office
- Item 38 TBM Month 2
- Item 39 Covid-19 Additional Relief Fund Update
- Item 40 Moulsecoomb Hub & Housing Project Update
- Item 42 Ukraine Update
- Item 43 Sports Facilities Contract Extension
- Item 47 Buy Back of Former Council Home

The following items were therefore agreed:

- Item 36 Review of the Constitution
- Item 37 Corporate Systems Review
- Item 41 Major Projects Update
- Item 51 Review of Staff Mileage Rates

32 PUBLIC INVOLVEMENT

32.1 Daniel Harris asked a question regarding Workforce Equality Data. The Chair gave the following response:

The workforce equalities information for the Council, along with our fair & inclusive commitments and action plans are published on the council website.

This equalities data sets out how the Council is tackling inequality and how progress is being measured in relation to implementing our Fair and Inclusive Action Plan.

The data includes the Directorate data you have requested, breaking down the numbers of staff by ethnic origin, sexual orientation, disability, religion and sex as well as the percentage of the workforce in each pay band and contract type by protected characteristics.

I would also like to take this opportunity to mention that the Council's Whistleblowing Policy enables any member of the public, staff or elected members to raise concerns or complaints.

If employees have concerns regarding employment matters, there are recognized informal and formal channels of communication for matters to be raised.

But I want to be clear that, as an administration, we are committed to creating a more diverse, equal and welcoming organization.

The workforce equalities report also sets out actions taken to tackle inequality in the last year and next steps planned.

There are too many to list but actions include, for example,

- The delivery of mandatory fair and inclusive briefings to around 3000 staff and senior leaders holding BME Wellbeing Listening Workshops.
- We have recruited a new HR Diversity Recruitment position

We have implemented a new process to check compliance with recruitment training which includes developing a positive action development programmed to support staff from underrepresented groups to progress and increasing our communications to staff about where to report issues and get support.

32.2 Daniel Harris asked a supplementary question regarding the poor reviews on Glassdoor regarding issues concerning inequality under Housing Management in the Council. The Chair responded that points were addressed in the above answer regarding the Council's plan to tackle inequality and the whistleblowing policy, but answers couldn't be responded to about specific staff queries.

33 MEMBER INVOLVEMENT

There were none.

34 PROCUREMENT OF SERVICES SOCIAL VALUE AND COMMUNITY WEALTH BUILDING

34.1 The Chair invited Rachel Sharpe to introduce the report.

34.2 Councillor Powell raised the following points in relation to the report:

- She thanked Cllrs Druitt, Evans, Grimshaw and Simson for their collaboration and effort.
- A lot of effort has been put in to understand the procurement processes for this specific item.
- The focus of the report is to provide survivors of Domestic Abuse with the best client centred support.

34.3 Councillor Bell welcomed the report.

34.4 Dr Ansuree Biswas Sasidharan suggested that the PSVWG revisit the framework and have a refresh as it has been 6 years since it was launched. She was then informed that 7.2 of the report mentions that PAB will be looking at the social value framework policy.

34.5 Councillor Evans raised that she wanted to thank her colleagues for keeping professional and collaborating on the item.

34.6 Councillor Druitt raised that it was eye opening listening to survivors of Domestic Violence and that everything in the report had been written extremely well and to the book.

34.7 Dr Ansuree Biswas Sasidharan was informed that the original policy was conceived in partnership with the Third Sector. She also confirmed that she'd send her comments to Rachel Sharpe after the meeting.

34.8 Councillor Powell thanked Dr Ansuree Biswas Sasidharan for her question and confirmed that work needs to be looked at concerning the third sector. She then thanked members for their comments regarding the Community Advisory Group.

RESOLVED:

That Committee noted the findings of the Procurement, Social Value and Community Wealth Building Member Working Group and approved the proposals set out in paragraph 3.5.

35 REVIEW OF THE CIVIC OFFICE

35.1 Abraham Ghebre-Giorgis introduced the report starting on page 17 of the Agenda.

35.2 Councillor Moonan raised that:

- The Civic Office need to manage costs, and the move to paperless should have happened earlier.
- She welcomed the in depth view of the mayor's role.
- She raised that the mayoral driver has an important role in safety and security, as there are often late nights and crowd management aspects to the role which are made easier with a driver/security.

35.3 Councillor McNair raised the following points:

- He was worried that Councillors would have to declare a private medical condition to receive paper copies of Agendas.
- The £11,000 saving would be miniscule in comparison for Councillors to do their jobs properly.
- Councillors aren't elected on their ability to use IT to access agendas.
- The use of computers and mobile phones have a far worse environmental impact than paper copies of agendas.
- The city should be proud of having a mayor and the Civic office should continue to receive funding.

35.4 Councillor Druitt raised that:

- He disagreed that £11,000 is a small sum of money considering how many painful decisions were made to decide the year's budget.
- If Councillors have legitimate needs they can go through appropriate channels to receive the assistance they need.
- Councillors can print off paper copies themselves from a library if needed.

Cllr Mac Cafferty agreed that the funds should be spent on staff and not paper.

35.5 Councillor Allcock agreed that £11,000 is a large sum of money that could be spend more effectively, and that IT knowledge can always be learned.

35.6 The Committee voted on the recommendations which were passed 8 for and 2 against.

RESOLVED:

1. That Committee agreed to reduce the Democratic Services printing budget by 11k by implementing the arrangements set out at paragraphs 3.2-3.4 relating to the provision of Committee papers;
2. That Committee agreed that a further reduction in the Democratic Services budget in relation to the Civic Office support to the Mayor is not be pursued in 2022-2023;
3. That Committee noted that a wider review of Civic Office functions and budget will be scoped and discussed with Group Leaders and any review reported back to Committee.

36 REVIEW OF THE CONSTITUTION**RESOLVED:**

1. That Committee agreed the amended Contract Standing Orders for Social Care, Public Health and other Light Touch Regime Services as attached at Appendix 1.
2. That Committee agreed that the arrangements for the use of Enhanced Officer Delegated powers are not extended as set out at paragraph 3.5.

3. That Committee agreed the changes to the Scheme of Delegations to Officers as set out in paragraph 3.7-3.9, to come into effect from 1st September 2022 and delegates authority to the Executive Director Governance, People and Resources to make the necessary changes to the Constitution.

37 CORPORATE SYSTEMS REVIEW

RESOLVED:

1 That the Policy & Resources Committee agreed to commence procurement of a corporate Enterprise Resource Planning (ERP) system.

2. That the Policy & Resources Committee noted that a report will be brought back to Committee to seek approval to award a contract to the successful supplier and notes that the report will include revised purchase and implementation costs and a full business case following the outcome of the procurement process.

3. That the Policy & Resources Committee noted that the procurement process will be reported through the Member Procurement Advisory Board (PAB) at appropriate points of the process.

38 TARGETED BUDGET MANAGEMENT (TBM) 2022/23: MONTH 2 (MAY)

38.1 James Hengeveld introduced the report starting on page 63 of the Agenda.

38.2 Councillor Moonan was asked about where the cost pressures are coming from in the NHS and how the Council was keeping on top of them, and if the budget in section 75 is being sustained by rationing services, and why the Council aren't able to provide those packages. James Hengeveld confirmed that he would take those questions away and give a written response.

38.3 Councillor Allcock was informed that:

- There has been a significant increase in the use of residential care which is closely related to sufficiency issues around foster placements, in that there aren't enough placements for the numbers of children requiring them, meaning that costly residential care is the only option.
- There are a couple of extremely expensive residential placements due to specific requirements that has put pressure on the budget
- A 2% uplift was factored into the budget for adults with learning disabilities along the community care line which accounts for some of the budget pressures, but this hasn't been agreed with providers and they may well come back pressuring for more given the current cost of living crisis.
- There are significant cost pressures around home to school transport due to worker shortages and increased fuel costs, meaning there are fewer and more expensive bids on routes – but this is a national issue.
- There are problems with adult respite provision at Beach House due to worker shortages related to the cost of living crisis, however hopefully the decision taken at July P&R around pay grades will have a positive impact.

38.4 Councillor Allbrooke raised that in meetings with other lead members from across the South East, problems are reported concerning lack of social workers, not enough placements and that placements are too expensive. She also raised that the McAllister review doesn't solve the problem of the placements issue.

38.5 Councillor Druitt raised that he hasn't seen any evidence of rationing as per Councillor Moonan's question earlier and that officers are working extremely hard to ensure care is provided. Councillor Moonan clarified that her point earlier wasn't directed at officers as SPFT provide the services.

38.6 Councillor Evans was informed that:

- The NJC are providing a fixed fee of £1925.
- The budget was set in February prior to the current inflationary pressures.
- Several million pounds could be added to the budget gap for the next financial year or to the TBM position.

38.8 Councillor Yates was informed that:

- There is a void backlog of general needs stock and temporary housing stock.
- Temporary and emergency housing stock is held in the general funds account.
- The improvements to the repairs and maintenance service haven't come as far forward as expected.
- There is a backlog of repairs and maintenance due to the COVID-19 Pandemic.
- There is now a well-developed void improvement programme, and extra staff are being brought in to deal with the backlog of repairs.
- If there is no permanent stock ready to move people in from temporary accommodation, that only increases the amount of people still in temporary accommodation – so both HRA and Temporary Accommodation are being worked on to get stock back into use.
- The £200,000 going towards repairs for seaside homes as they make up a significant proportion of the temporary housing stock, and the Council does provide most of the management and maintenance services to that stock.
- ORBIS allowed the Council to make some savings in management costs, but as East Sussex and Surry County Councils have withdrawn from this arrangement, the funds are less evenly spread meaning that Brighton & Hove would incur more costs.
- The Council will try and generate more income from using the skills of officers or to create further partnerships with other authorities to reduce costs.
- Patcham Court Farm has been earmarked for redevelopment for a very long time.
- The impact of not being able to develop the site are whether or not the capital programme itself spends in line with its plans, meaning that there may be cash needed to cover it in the short-term leading to delays.
- Capital receipts are being relied on to cover the modernisation programme to support savings over the next few years as well as major projects.
- You can't borrow money for the modernisation programme as it utilises a specific type of Government support called capitalization.

38.9 Councillor Gibson raised the following points:

- Everyone would like to see the numbers of voids coming down more quickly.

- He was glad to see the number of rough sleepers has reduced considerably.
- We are facing a real crisis with inflation.
- He hoped that members would put the cities interests forward during the difficult budget that would be happening at the start of 2023 instead of political point scoring ahead of the next election.

38.10 Councillor Bell asked whether or not the £722,000 from the HRA would be included in the £1.5 million or whether it would be added on going forward. The Councillor was informed that his question would be responded to outside of the meeting in writing by Rachel Sharpe.

RESOLVED:

1. That the Committee noted the forecast risk position for the General Fund, which indicates a potential forecast overspend risk of £8.636m. This is net of an overspend of £0.235m on the council's share of the NHS managed Section 75 services.

2. That the Committee noted the forecast for the Housing Revenue Account (HRA), which is currently an overspend of £0.722m.

3. That the Committee noted the forecast position for the Dedicated Schools Grant which is currently break-even.

4. That the Committee agreed to set aside £0.395m in a Schools Financial Smoothing Reserve to provide short-term support to schools already in, or expected to be in, deficit that will allow them additional time to adjust their budget plans.

5. That the Committee noted the forecast outturn position on the capital programme which is a forecast overspend of £3.502m and approve the variations and slippage in Appendix 5 and new schemes as set out in Appendix 6.

- James Hengeveld to provide written responses to Councillor Moonan's questions about the cost pressures from the NHS and how the Council are managing them, and about whether section 75 services are being rationed in line with the budget.
- Rachel Sharpe to provide a written response to Councillor Bell's question about the HRA.

39 COVID-19 ADDITIONAL RELIEF FUND (CARF) UPDATE

39.1 James Hengeveld, Head of Finance (Planning & Reporting) introduced the report starting on page 111 of the Agenda.

39.2 Councillor Moonan acknowledged that there was fraud over the pandemic. The money should be going to small/medium businesses that have struggled - where money will make a difference. James Hengeveld responded and noted that it was difficult to give assurances on every business. A standard industry code was used by the government which sets out the percentage of money awarded. Schools and health sector units can be looked at for any flags. The intention to pass out the monies who have not benefited so far. Councillor Moonan requested that details be shared with the councillors.

39.3 Councillor Druitt welcomed the report and considered the approach sensible as he understood the challenges of a small business and looked forward to the positive changes it would bring.

RESOLVED:

That the Policy & Resources Committee approved the revised scheme criteria described in Section 4.

40 MOULSECOOMB HUB & HOUSING PROJECT UPDATE

40.1 Rachel Sharpe introduced the report starting on page 117 of the Agenda.

40.2 Councillor Yates as ward councillor stated that this was a great piece of consultation by the council with the communities, and the scheme has residents excited. Sam Smith informed the councillor that the Hodge Way Lane was being looked at to a view to being adopted.

40.3 Councillor Gibson welcomed the scheme and noted it was the most ambitious so far. The councillor noted the city was facing an affordable housing crisis and they were proud of the scheme and that rents would be lower than the government standard.

40.4 Councillor Bell supported the scheme and stated that they considered this would put more pressure on the Housing Revenue Account (HRA). The councillor was extremely concerned about the use of the HRA. Rachel Sharpe noted the councillors concerns and considered the HRA needed to be carefully protected.

RESOLVED: *That Housing Committee:*

Recommends to Policy & Resources committee that Policy & Resources Committee:

1. Notes the progress made on the Moulsecoomb Hub and Housing project to date
2. Authorises officers to progress RIBA stage 4 (technical design)
3. Approves an additional budget of £3.771m for this work, to be funded by HRA Borrowing and BLRF grant allocation and included as part of the 2022/23 HRA Capital Programme
4. Approves the grant-funded enabling works to commence, including the demolition of Moulsecoomb Hubs north and south, to be financed by £1.694m BLRF grant allocation
5. Confirms minor changes to the appropriation of land as approved at Policy & Resources Committee in November 2021 to include land around the buildings on site, and delegates authority to the Executive Director of Housing, Neighbourhood & Communities to approve further minor changes

That Policy & Resources Committee:

6. Notes the progress made on the Moulsecoomb Hub and Housing project to date.
7. Authorises officers to progress RIBA stage 4 (technical design)

8. Approves an additional budget of £3.771m for this work, to be funded by HRA Borrowing and BLRF grant allocation and included as part of the 2022/23 HRA Capital Programme
9. Approves the grant-funded enabling works to commence, including the demolition of Moulsecoomb Hubs north and south, to be financed by £1.694m BLRF grant allocation
10. Confirms minor changes to the appropriation of land as approved at Policy & Resources Committee in November 2021 to include land around the buildings on site, and delegates authority to the Executive Director of Housing, Neighbourhood & Communities to approve further minor changes.

41 MAJOR PROJECTS UPDATE

RESOLVED:

1. That Committee noted progress on the projects detailed in the report.
2. Agreed that the Circus Street development is removed from future reporting now that it is fully complete and the Dance Space opened.

42 UKRAINE UPDATE

- 42.1 Rachel Sharpe introduced the item.
- 42.2 Councillor McNair welcomed the idea Eurovision Song Contest being hosted in Brighton & Hove and suggested that it should be organised and presented by Ukrainians if possible. He was also informed by Rachel Sharpe that there was no evidence that there are specific housing problems at the moment for Ukrainian refugees at the moment. Emma McDermott stated that preparations for Ukrainians and homelessness after their temporary accommodation has finished were being made. There are no numbers of how many Ukrainians have found work, and this is one of a number of reasons that a survey has been requested to get a better understanding of any local issues. Further refugees are expected in the near future and they will be supported.
- 42.3 Councillor Druitt noted that 88 school placements had been made and was informed by Rachel Sharpe that the remainder were not of school age, and they were not aware of any particular problems with school allocations. All children were 0-18, which includes children not of school ages, have been assessed EMAS for their needs. Emma McDermott informed Councillor Druitt that local employers who are keen to get involved to employ Ukrainian refugees should contact the Chamber of Commerce who will be running a job matching scheme for 3 months and would be reaching out to their membership to get involved. There was also a referral route from the council hub.
- 42.4 Councillor Mac Cafferty noted that the location and organisation of the Eurovision Song Contest would be decided by the European Broadcasting Union.
- 42.5 The Chair noted the report was an update.

RESOLVED:

The Committee agreed to note the report.

43 SPORTS FACILITIES CONTRACT EXTENSION

- 43.1** Donna Chisolm Introduced the report starting on page 161 of the Agenda.
- 43.2** The Chair invited John Allcock to introduce the Labour Amendment located in Addendum 2 which was seconded by Councillor Moonan. Councillor Allcock raised concerns around basic standards at sports facilities, especially swimming pools, and the repair and maintenance. Councillor Allcock noted some improvements have been made, however, the council have a duty to monitor contractors to ensure that residents are getting best value for money. The councillor requested that the committee support the amendment.
- 43.3** Councillor Moonan seconded the amendment and asked what the funding would be spent on. Donna Chisolm confirmed that they are pressing the contractor - Freedom Leisure. Kerry Taylor stated that site visits do take place more than every 6 months and a host of issues were being discussed and the service quality is being assessed.
- 43.4** The Chair noted that the committee did not require the meeting to move into Part Two – private session and requested a vote on the amendment.
- 43.5** A vote was taken, and the Committee agreed the Labour Amendment.
- 43.6** The committee were invited to vote on the amended recommendations.
- 43.7** A vote was taken, and the committee agreed the recommendations as amended.

RESOLVED:

That the Tourism, Equalities and Communities and Culture Committee:

1. Recommended to Policy & Resources Committee that it agrees to exercise the option to extend the Sports Facilities Contract with Freedom Leisure by two years until 31st March 2026 and that it agrees the variation in the management fee set out in Part 2, subject to the recommendation at 2.2 below.
2. Recommended to Policy & Resources Committee that it grants delegated authority to the Executive Director Economy, Environment & Culture to agree changes to the management fee set out in Part 2, following consultation with the Leaders Group.

That the Policy & Resources Committee:

3. Agreed to exercise the option to extend the Sports Facilities Contract with Freedom Leisure by two years until 31st March 2026 and agrees the variation to the management fee set out in Part 2, subject to the recommendation at 2.4 below, and with the proviso that the council's monitoring and quality assurance processes for the contract are strengthened, and

that officers review the response time and actions from Freedom Leisure in addressing customer concerns and complaints regarding the quality of provision and service, and that those actions are effectively communicated to customers, including the status of repairs, expected delivery timescales, and mean-time solutions for issues that arise.

4. Granted delegated authority to the Executive Director Economy, Environment & Culture to agree changes to the management fee set out in Part 2, following consultation with the Leaders Group.

44 ITEMS REFERRED FOR COUNCIL

There were none.

Part Two

45 SPORTS FACILITIES CONTRACT EXTENSION

There was no discussion.

46 BUY BACK OF FORMER COUNCIL HOME

RESOLVED: The Committee agreed the recommendations as per the report.

47 RECORD OF OFFICER DECISION

RESOLVED: The Committee agreed the recommendations as per the report.

Part One

48 REVIEW OF STAFF MILEAGE RATES

RESOLVED:

1. That Committee agreed the proposal set out in paragraphs 3.14 and 3.15.
2. That Committee delegated authority to the Director of Human Resources & Organizational Development to take all necessary steps to implement the proposals.
3. That Committee delegated authority to the Director of Human Resources & Organizational Development, following consultation with the Chief Finance Officer and Chief Executive, to extend the temporary change proposed 3 beyond the initial period agreed subject to a review before the end of the temporary period.

The meeting concluded at 4.52pm

Signed

Chair

Dated this day of

Brighton & Hove City Council

Policy & Resources Committee

Agenda Item 56(b)

Subject: **Marine Gate**
Deputation referred from Public Engagement Meeting/Council held on the 21 July 2022

Date of meeting: **6 October 2022**

Ward(s) affected: **All**

For general release

1. SUMMARY AND POLICY CONTEXT:

1.1 To receive the following Deputation which was presented at the Public Engagement / Council meeting held on the 21 July 2022.

2. RECOMMENDATIONS:

2.1 That the Committee either note or call for an officer report.

CONTEXT / BACKGROUND INFORMATION

3.1 The following deputation was presented at the Public Engagement / Council meeting held on the 21 July 2022 by Ms L Hyde:

Residents in Marine Gate are concerned that they are not being listened to by the Council and that the Council is not treating the building as the historic building it is.

Marine Gate, built between 1937 and 1939, is a unique building in Brighton and Hove. It needs to be remembered that this is recognised by the Council as an historic building but the Council are currently not recognising that fact, which is why I am bringing this Deputation today.

Designed in a U-shape to allow all flats to have a seaview and portholes to the bathroom windows provide a subtle nautical feel. Given its position, Marine Gate is recognised as providing a landmark when travelling along the Coast Road.

The disused gaswork site lies between the Marine Gate historic building and the Kemp Town Conservation area. This means that any development plans for the Gasworks site need to be sensitive to not only the Conservation area but also the historic marine gate building.

The current proposals would have a tremendous impact on the West side of this historic building and the residents within and the amenity of homes

The local residents of Marine Gate have their own local community, and feel like they have been ignored by both the developer and the council, who are not adequately consulting with them.

This deputation is to remind the Council that Marine Gate is recognised as an historic building and that this needs to be reflected in the Council's thinking and actions on the gasworks site.

Residents are calling for.

- 1. More and improved consultation with Marine Gate residents on the future of the gasworks site going forward.*
- 2. The council to recognise that the current proposals are totally unsympathetic to Marine Gate as an historic building and are unsuited to the site.*
- 3. Any future plans to recognise the historic and recognised historic status of Marine Gate.*

Brighton & Hove City Council

Policy & Resources Committee

Agenda Item 57(b)

Subject: Member Questions

Date of meeting: 6 October 2022

The question will be answered without discussion. The person who asked the question may ask one relevant supplementary question, which shall be put and answered without discussion. The person to whom a question, or supplementary question, has been put may decline to answer it.

The following written questions have been received from Members
This Committee:

(1) Councillor Fishleigh – Black Rock

Has the development brief for Black Rock been written yet and, if not, what are the timescales and why the delay as it was supposed to be ready by autumn last year?

(2) Councillor Fishleigh – i360 / Christmas Big Wheel

What is the i360's estimated revenue loss to the Christmas big wheel for 2021 and 2022

Supplementary Question

How much revenue will the council be receiving from the big wheel for 2021 and 2022?

(3) Councillor Bagaen – Modern Conference Facility and Venue

I refer the Chair to my question put to him at the Policy and Resources Committee meeting on 7 July 2022, which asked about the lack of progress towards building a modern conference centre and indoor venue in the city, specifically relating to the previous plans to build such a facility at Black Rock. Since my question, the Chair has subsequently announced on 11 August 2022 that Brighton & Hove's City Council's bid to the BBC to host the 2023 Eurovision Song Contest in the city was not accepted and did not make the shortlist, largely on account of the city not having a large enough indoor venue to hold the event. The minimum venue requirement from Eurovision for a host city is a 10,000 seat indoor arena, which Brighton & Hove's bid did not fulfil. This has gone to show that the City is missing out on opportunities by not having a large modern indoor venue and has been overtaken by other cities around the country with more modern facilities.

The Council's own premier facility, the Brighton Centre, has been at the end of its life and in need of replacing for some time now. The Council had in fact

stopped taking bookings at the Brighton Centre at one point, however its life was extended to keep revenue coming into the city. It can hold a maximum of 4,270 for a seated event and up to 5,515 for a standing concert. There have been several proposals to replace the Brighton Centre over the past 10 years, including the proposal for a new facility to be built at the derelict and vacant site at Black Rock near the Marina. The concept had been based around the Council selling the Brighton Centre site to Churchill Square for an extension and using the proceeds to build the new indoor arena at the Black Rock site. One of these proposals involved combining an ice rink with the conference facility at Black Rock. These proposals gathered pace around the time that the Council received a £12.1 million grant from the Government in 2017 to fund some basic public regeneration works at Black Rock, including to decontaminate the site and make it good for a public works development. This project involved moving the seawall to extend the area available for development. However five years after this grant was attained, the works at Black Rock are still nowhere near being completed after costly delays. In March the Council announced that the local taxpayer would had to pay £3.9m to fill the council's overspends. In the interim, the proposal for a new indoor arena appears to have run out of steam and fallen to the wayside. The reason Brighton & Hove lacks such a modern facility can only be explained by years of dithering from its Council, which has neither grasped the issue nor provided a strategic vision to develop one.

In the response to my question of 7 July 2022 to this committee, the Chair stated the following:

Reports in December 2019 and December 2020 to Policy & Resources Committee set out that the city council and Aberdeen Standard Investments are exploring options for a city centre conference facility and venue. The city centre is considered to be the best location in terms of access to transport, hotels and other leisure facilities.

Work is currently being done by Theatre Projects, a venue specialist, to advise on the optimum size and arrangement for a new facility, and whether there is a viable business case to support investment.

Question:

Why was the proposal for a new conference center at Black Rock abandoned and when can we expect to see detailed plans for a modern new conference facility laid out before this committee?

Supporting information:

<https://www.brightonhoveconservativecouncillors.com/news/cllr-samer-bagaeens-written-question-black-rock>

(4) Councillor Bagaeen - Eurovision Song Contest 2023

How much was spent on Brighton & Hove City Council's bid to host the 2023 Eurovision Song Contest?

Supporting information:

<https://www.brightonandhovenews.org/2022/08/11/brighton-and-hove-fails-to-make-eurovision-host-city-shortlist/>

Supplementary Question

Will the Leader be publishing both a copy of Brighton & Hove City Council's official bid document submitted to the BBC on behalf of the City and the response received from the BBC for the inspection of Councillors?

(5) Councillor McNair - High Taxing Council

According to the Live Tables on Council Tax statistical data set, over the course of the past ten financial years from 2012-3 to 2022-3, Brighton & Hove City Council has increased its Band D Council Tax by 42.8%. This is the 12th highest increase of any local authority in the UK over this period. Only 11 local authorities out of over 302 available for comparison have imposed bigger increases, putting Brighton & Hove in the top 4% of authorities for its council tax rises over this 10-year period. According to the UK Council Tax index for 2022/3, Brighton & Hove City Council is now designated a 'high taxing council', coming in at 303rd out of 362 UK local authorities in a ranking of lowest to highest taxing councils. According to this index, Brighton & Hove is now on the cusp of becoming a 'very high taxing' council.

Question:

Why has Brighton & Hove City Council increased council tax so steeply compared to 96% of other councils in the UK over the past 10 years and what measures will he take to make sure Brighton & Hove doesn't slip any further down the UK Council Tax Index and become a 'very high taxing' council next year?

Supplementary Question

Does the Leader share residents' concerns that they are not receiving value money from their council tax contributions?

(6) Councillor McNair – Cost of Living pressures

Over the past 10 years of Green and Labour Administrations, Brighton & Hove City Council has become one of the highest taxing councils in the UK. With families facing high cost of living pressures across the board, what financial measures will the Chair take to reduce pressure on local family budgets and help with the cost of living rises, particularly in relation to:

- a) The council's local taxes
- b) The council's fees and charges

Brighton & Hove City Council

Policy & Resources Committee

Agenda Item 58

Subject:	Targeted Budget Management (TBM) 2022/23: Month 5 (August)		
Date of Meeting:	6 October 2022		
Report of:	Chief Finance Officer		
Contact Officer:	Name:	Jeff Coates	Tel: 29-2364
	Email:	Jeff.Coates@brighton-hove.gov.uk	
Ward(s) affected:	All		

FOR GENERAL RELEASE

1 PURPOSE OF REPORT AND POLICY CONTEXT:

- 1.1 The Targeted Budget Monitoring (TBM) report is a key component of the council's overall performance monitoring and control framework. This report sets out an indication of forecast risks as at Month 5 (August) on the council's revenue and capital budgets for the financial year 2022/23.
- 1.2 The forecast risk for 2022/23 at Month 5 is a £13.114m overspend on the General Fund revenue budget, approximately 6% of the net budget, including a forecast overspend of £0.088m on the council's share of the NHS managed Section 75 services. This is a very high projection at this stage of the year and reflects the significant inflationary impacts being experienced by the council, including an estimate of the national Local Government NJC pay award based on the latest employers' offer. A key factor is the impact that inflation is having on the achievement of savings programmes, particularly across social care, with 57% of the 2022/23 savings package of £10.509m currently forecast to be at risk.
- 1.3 There are also some continuing impacts from the pandemic in relation to economic recovery which are currently suppressing incomes such as planning fees and commercial rents as well as continuing to drive higher Council Tax Reduction claimant numbers.
- 1.4 The forecast presents a serious financial risk and, if not managed, would severely impact on the level of the council's reserves which would need to be utilised to fund any overspend. The report therefore covers necessary council-wide financial management actions that have been introduced in order to aid recovery of the position as far as possible.

2 RECOMMENDATIONS:

- 2.1 That the Committee note the forecast risk position for the General Fund, which indicates a potential forecast overspend risk of £13.114m. This includes a net overspend of £0.088m on the council's share of the NHS managed Section 75 services.
- 2.2 That the Committee note the forecast for the Housing Revenue Account (HRA), which is currently an overspend of £1.167m.

- 2.3 That the Committee note the forecast position for the Dedicated Schools Grant which is currently an overspend of £0.313m.
- 2.4 That the Committee note the forecast outturn position on the capital programme which is a forecast overspend of £9.030m and approve the variations and slippage in Appendix 6 and new schemes as set out in Appendix 7.

3 CONTEXT/ BACKGROUND INFORMATION

Targeted Budget Management (TBM) Reporting Framework

- 3.1 The TBM framework focuses on identifying and managing financial risks on a regular basis throughout the year. This is applied at all levels of the organisation from Budget Managers through to Policy & Resources Committee. Services monitor their TBM position on a monthly or quarterly basis depending on the size, complexity or risks apparent within a budget area. TBM therefore operates on a risk-based approach, paying particular attention to mitigation of growing cost pressures, demands or overspending through effective financial recovery planning together with more regular monitoring of high risk demand-led areas as detailed below.
- 3.2 The TBM report is normally split into the following sections:
- i) General Fund Revenue Budget Performance
 - ii) Housing Revenue Account (HRA) Performance
 - iii) Dedicated Schools Grant (DSG) Performance
 - iv) NHS Controlled S75 Partnership Performance
 - v) Capital Investment Programme Performance
 - vi) Capital Programme Changes
 - vii) Implications for the Medium Term Financial Strategy (MTFS)
 - viii) Comments of the Chief Finance Officer (statutory S151 officer)

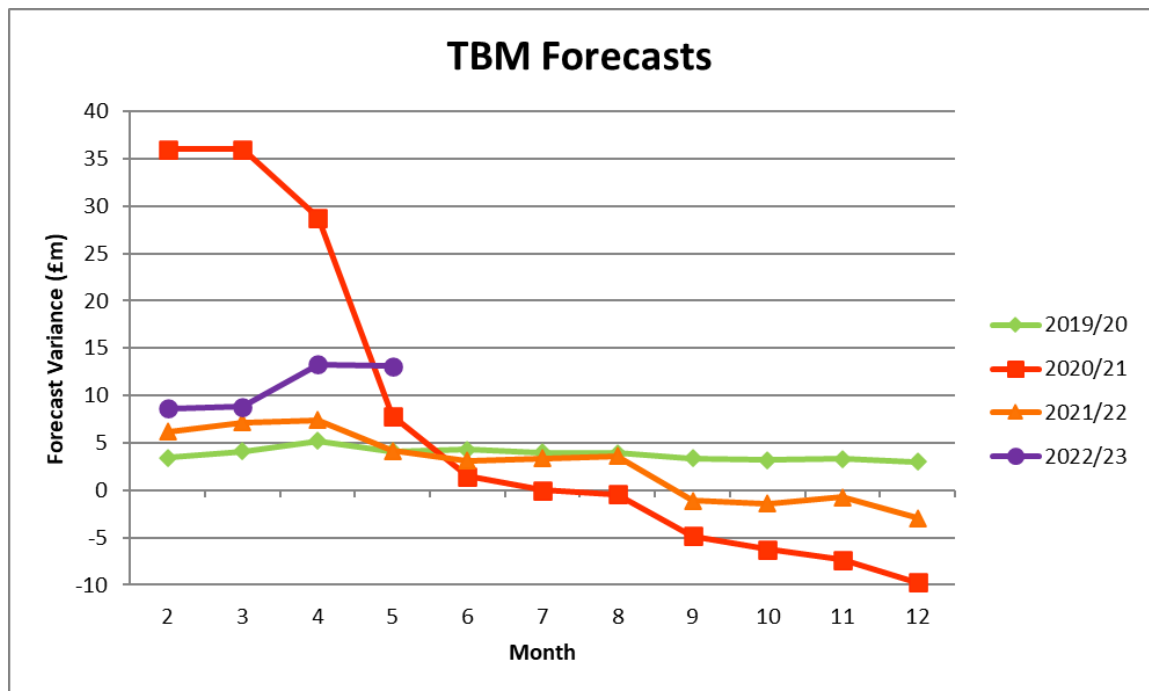
4 General Fund Revenue Budget Performance (Appendix 4)

- 4.1 The table below shows the provisional outturn for Council controlled revenue budgets within the General Fund. These are budgets under the direct control and management of the Executive Leadership Team. More detailed explanation of the variances can be found in Appendix 4.

Forecast Variance Month 2 £'000	Directorate	2022/23 Budget Month 5 £'000	Forecast Outturn Month 5 £'000	Forecast Variance Month 5 £'000	Forecast Variance Month 5 %
3,253	Families, Children & Learning	103,262	106,497	3,235	3.1%
754	Health & Adult Social Care	75,012	75,759	747	1.0%

1,589	Economy, Environment & Culture	42,035	43,559	1,524	3.6%
1,305	Housing, Neighbourhoods & Communities	25,885	27,070	1,185	4.6%
1,454	Governance, People & Resources	30,593	32,313	1,720	5.6%
8,355	Sub Total	276,787	285,198	8,411	3.0%
281	Corporately-held Budgets	(60,531)	(55,828)	4,703	7.8%
8,636	Total General Fund	216,256	229,370	13,114	6.1%

4.2 The General Fund includes general council services, corporate budgets and central support services. Corporate Budgets include centrally held provisions and budgets (e.g. insurance) as well as some cross-cutting value for money savings targets. Note that General Fund services are accounted for separately to the Housing Revenue Account (Council Housing). Note also that although part of the General Fund, financial information for the Dedicated Schools Grant is shown separately as this is ring-fenced to education provision (i.e. Schools). The chart below shows the monthly forecast variances for 2022/23 and the previous three years for comparative purposes.



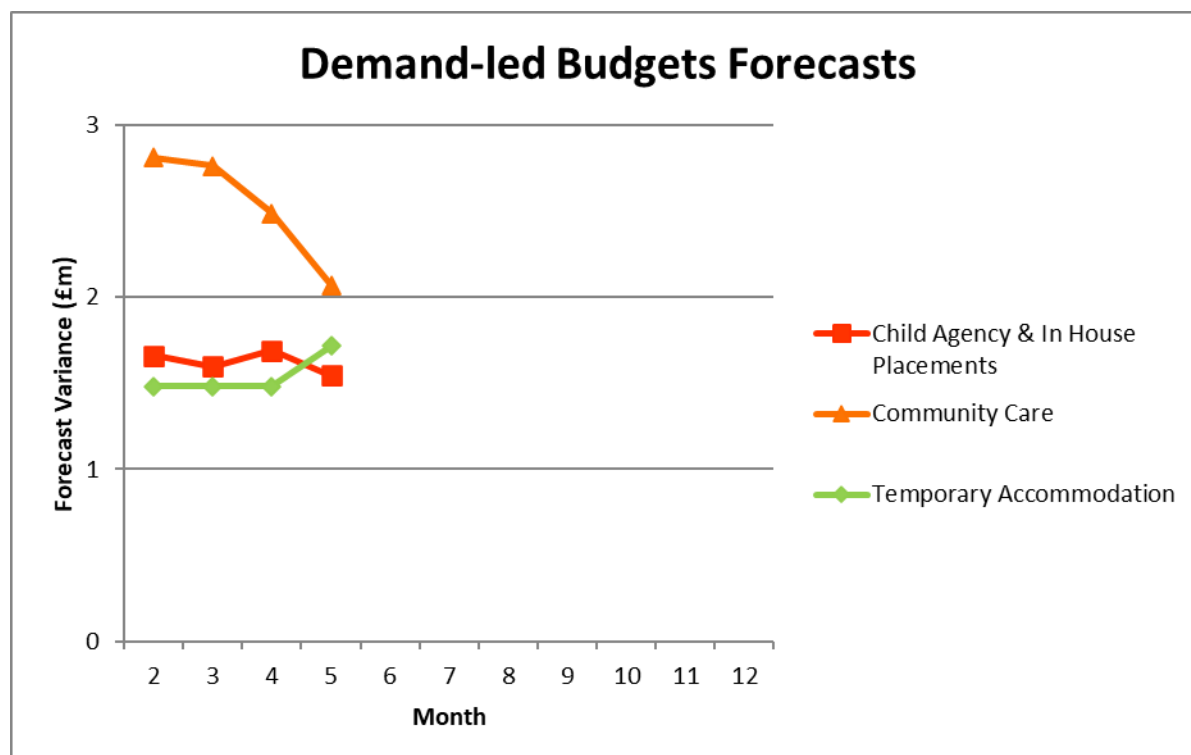
Demand-led Budgets

4.3 There are a number of budgets that carry potentially higher financial risks and therefore could have a material impact on the council's overall financial position. These are budgets of corporate significance where demand or activity is difficult to predict and where relatively small changes in demand can have significant implications for the council's budget strategy. These can include income related budgets. These therefore undergo more frequent and detailed analysis.

Forecast	2022/23	Forecast	Forecast	Forecast
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Variance Month 2 £'000	Demand-led Budget	Budget Month 5 £'000	Outturn Month 5 £'000	Variance Month 5 £'000	Variance Month 5 %
1,660	Child Agency & In House Placements	24,477	26,022	1,545	6.3%
2,809	Community Care	86,873	88,941	2,068	2.4%
1,480	Temporary Accommodation	5,160	6,876	1,716	33.3%
5,949	Total Demand-led Budget	116,510	121,839	5,329	4.6%

The chart below shows the monthly forecast variances on the demand-led budgets for 2022/23.



TBM Focus Areas

The main pressures identified at Month 5 are across parts of Families, Children & Learning, Homelessness, Transport, City Environmental Management and Culture, Tourism & Sport. Information about these pressures and measures to mitigate them are summarised below:

4.4 **Families, Children & Learning:** The current projected position identifies potentially significant cost pressures: £1.405m on Children’s Social Care Services, £0.883m on Adult Learning Disabilities Community Care, £0.340m on in-house disability provision and £0.824m on Home to School transport. However, there are estimated recovery measures totalling (£0.284m). These, together with other variances of £0.067m result in a forecast overspend of £3.235m overspend as at Month 5. The key drivers of the overspend are as follows:

- **Children In Care** Since the beginning of the 2020/21 financial year the number of children in care has risen by 9%. The post pandemic period has seen children with increasingly complex needs as well as well as problems in foster care recruitment causing an acute sufficiency issue making placing children in

families either in-house or with external providers very difficult. This has inevitably led to increasing numbers of children being placed in residential homes or very expensive semi-independent placements. The result of the increasing complexity of need has resulted in a small number of very high-cost placements with a combined cost of £1.692m at an average unit cost of £14,607 per week. The cost pressures on Residential and Semi-independence placements, resulting in a forecast overspend of £2.357m, has had a significantly adverse impact on the achievement of the 2022/23 savings measures. A number of the savings targets have been achieved, however as a direct result of the sufficiency and complexity pressures identified above the result is the unachieved savings of £1.278m (3% of the Children's Safeguarding & Care budget) reported.

- **Care Leavers** The number of care leavers requiring financial support for accommodation has been steadily rising over the last 12 months. As at 31st August 2022 there were 140 care leavers in receipt of financial support compared with 115 at the same time last year – a rise of 22%. The result is the forecast overspend of £0.315m for care leaver expenditure.
- **Adults with Learning Disabilities** The 2022/23 community care budget allowed a 2% across the board fee uplift to all providers across all care types. However, due to recent events such as the increase in the cost of living and the higher than anticipated increase in the living wage there have been strong representations from providers for an additional uplift in 2022/23. The forecast allows for a further uplift of 2% in fees across all providers (this equates to approximately £0.650m) and this is a significant reason for the predicted overspend on this budget. The current forecast overspend on the Adult LD community care budget is £0.883m (2.5% of the community care budget). At the same time, the 2022/23 savings target of £0.926m within the Adult LD community care budget is anticipated to be fully achieved through the specific savings strategies set out in the 2022/23 corporate budget proposals.
- **Home to School Transport.** There are several factors contributing to overspends in Home to School Transport. These include increased demand on the service (both at 5-16 ages, and 16 up until 19th birthday), increased numbers of children requiring single occupancy journeys (16% increase on this time last year), settings outside of the city being named in EHCPs (13% increase on this time last year) and increased contract prices on routes which accommodate dual placements, part-time timetables, alternative provision and post 16 provision. Local driver, vehicle passenger assistants, and vehicle shortages and increased fuel costs are resulting in the service receiving fewer and more costly bids on routes. These shortages are not unique to B&H, they are being seen across the country and a benchmarking exercise is underway to ascertain the scale of the problem by the DfE who have declared that nationally HTST is at significant risk of failure due to these unprecedented issues. There is increasingly less capacity in the local system to meet increasing demand, not just in the numbers of children requiring transport but the nature of the transport requirements.

The forecast for the 2022/23 central Dedicated Schools Grant is currently an overspend of £0.313m. More details are provided in Appendix 4.

- 4.5 **Adults Services:** The service is facing significant challenges in 2022/23 in mitigating the risks arising from increasing demands from client needs, supporting more people to be discharged from hospital when they are ready and maintaining a resilient local provider market. It is to be noted that this is after applying service

pressure funding of £3.211m in 2022/23 which has been used to fund budget pressures resulting from the increased complexity and costs of care.

At this stage, £1.270m of the £2.224m 2022/23 savings plan are being forecast as unachievable this financial year. The impact of wider pressures that have emerged during the course of the year has resulted in increased forecast unit costs equating to a financial pressure of approx. £0.5m. Actions are focussed on attempting to manage demand on and costs of community care placements across Assessment Services and making the most efficient use of available funds.

The HASC directorate has a Modernisation Programme which aims to implement a consistent strengths-based approach across key work streams, ensuring robust pathways are in place, developing a community reablement offer and re-designing the front door service. Currently the Health & Social Care system is under considerable pressure, and this is generating additional costs for the council due to:

- Pressures on NHS budgets resulting in reduced funding contributions from the CCG;
- Significant pressures on the acute hospital resulting in increased costs to support timely discharge into residential and nursing home care;
- Ongoing transformation of GP practices and enhancement of their clinical screening and general medical services which contribute to preventative support;
- Pressures on NHS outreach and other preventative services including community nursing (known as Integrated Primary Care Teams);
- Workforce capacity challenges across adult social care services;
- There is also focus nationally on improving rates of hospital discharge in order to accommodate winter pressures.

The funding of all care packages is scrutinised for Value for Money, ensuring that eligible needs are met in the most cost-effective manner which will not always meet people's aspirations. Established safeguards are in place to provide assurance within this process.

4.6 Housing Services and Temporary Accommodation: Overall these services are forecast to overspend by £1.716m. This is partially offset by an underspend on the Housing options budget of (£0.700m) and there is a financial recovery place to further reduce costs by (£0.200m). However, although the service has made good progress in meeting its budget savings, £0.275m of budget savings for 2022/23, are currently at risk. The overspend relates to the following elements:

A provision for underlying Temporary Accommodation and Rough Sleeping pressures of over £1m was provided in the 2021/22 budget, which was expected to be supported by additional funding from the government's announcement of an additional £254 million national funding. However, although core funding increased overall, it was insufficient to support the service pressure funding and the budget therefore remains significantly oversubscribed (by £1m) due to the number of leased and emergency properties required.

Emergency accommodation is forecast to overspend by £0.273m, a reduction of £0.243m since month 2 due to a reduction in the number of block booked properties. However, the level of spot purchase properties remained largely static during the summer months (102 as at 16th September 2022) and therefore cost reductions are lower for the remainder of the year and it is becoming more challenging to reach the forecast 45 units by 31st March 2023.

Repairs costs for leased TA properties have increased substantially and this budget is forecast to overspend by £0.476m, an increase of £0.264m on the month 2 forecast due to inflationary pressures and the backlog of repairs needed in the first half of the year. The costs of private sector leased properties for TA have continued to rise as contracts are renewed at higher rents and the forecast variance has increased by £0.196m as a result to a small overspend of £0.021m. The current number of empty leased properties in TA has steadily reduced so far this year as the backlog of works is cleared. However, there are still more properties empty for longer than the current budget allows for and the budget for rent loss on voids is forecast to overspend by £0.100m, although this is an improvement compared to the forecast at month 2 and this trend should continue into 2023/24. There is also an overspend on the contribution to the bad debt provision of £0.189m and £0.050m on loss of Housing Benefit Subsidy. These pressures are partially offset by a contribution of (£0.417m) from Homelessness Prevention Grant after other forecasts for prevention expenditure has been taken into account.

There are various short-term funds (such as the Household Support Fund) that the council can use to try to alleviate the rising cost of living for low-income households, which may mitigate some of this pressure going forward. For this year, the housing service has a one-off budget of £1.280m (carried forward from 2021/22) for homelessness prevention which may relieve the immediate rising cost of living pressures for households and therefore allow further reduction in EA/TA numbers as the year progresses. This budget is now forecast to underspend by £0.700m which alleviates some of the overspends above.

£0.275m of 2022/23 budget savings are at risk and even though numbers of households in Emergency Accommodation (EA) and Temporary Accommodation (TA) have reduced and £1.505m of savings have been made, the service is still overspending, largely as a result of new pressures on repairs and rental costs of TA and EA. There is a financial recovery plan in place to further reduce the numbers in EA and reduce costs by £0.200m. This will be challenging in the last six months of the year and it is likely that £0.075m of savings will remain unmet in year.

Separately to this, Seaside Homes is forecast to overspend by £0.320m due to similar pressures on repairs costs and void rent loss due to backlogs caused by the pandemic and current inflationary pressures. There is a further forecast overspend of £0.187m associated with the provision of additional emergency hotel accommodation originally acquired early in the pandemic as a result of the Government's 'Everyone In' Initiative. This is due to the 2 remaining hotels being decanted later than anticipated at budget setting time. The one remaining hotel is planned to be decanted during October.

The Housing Service will continue to work to improve this Temporary Accommodation overspend position in the new financial year. Housing are continuing to seek additional cost reductions to reduce the overspend further through the continuation of the Homelessness Transformation Programme which is an 'end to end' improvement programme to help the service improve its processes to reduce the use and length of stay in Temporary Accommodation by improving homeless prevention, homeless processes and enabling move on to more sustainable accommodation. The service is already seeing reductions to the number of households in TA through a combination of better prevention from homelessness and improved move-on. Further efficiencies will be sought by (for example) continuing to improve move-on processes, void turnaround times in emergency accommodation, and improving income collection thereby continuing to reduce costs in 2022/23 in line with the budget strategy.

- 4.7 **Environment, Economy & Culture:** The Directorate has substantial income budgets for parking, planning and venues and for the council's commercial property portfolio, all of which are dependent on visitor numbers and commercial activity. There are also challenging savings in year of which most relate to additional income. Of the £2.730m savings proposed for the current financial year £0.986m is achieved or anticipated to be achieved, with the remaining £1.744m at risk.

Price increases have been applied, however the anticipated income has yet to be achieved as these areas are dependent on demand including tourism and visitor numbers. The most significant areas of shortfall are £0.605m for parking tariff increases, £0.872m for resident permit increases where demand has reduced and reduction of maintenance budgets of £0.080m within Property. These activities and services had been heavily impacted by COVID-19 in previous years and the services are starting to see recovery, but these targets will only be achieved if demand returns fully to pre covid levels.

The directorate also contains large budgets for the waste collection and street cleansing services which are forecasting greater than budgeted costs due to agency cover of vacant posts. As recruitment into these posts is conducted, high agency spend should reduce the overspend on these services. The overall effect of the above factors is a forecast risk of £1.803m for Month 5. The Directorate is applying financial recovery measures of reviewing expenditure budgets and income potential throughout the year to address budget overspends within Parking and Venues services. These financial recovery measures will seek to reduce the forecast risk to £1.524m.

- 4.8 **Governance, People and Resources:** There is a forecast pressure of £1.658m relating to current and former Orbis services which is split as follows:

£0.776m relates to the financial impact of disaggregating (withdrawing) various services including Business Operations (now part of Welfare, Revenues & Business Support), Finance, and HR. This relates both to the impact of reversing previously integrated roles, resulting in an associated loss of economies, as well as the realisation of unachieved savings in Business Operations due to the divergence of the partners' business requirements, including the procurement of different corporate HR and Finance systems and the associated impact on being able to achieve the planned integration and standardisation of services.

BHCC's contribution to the Partnership has also increased by £0.879m plus inflation in respect of continuing Orbis services. However, this cost primarily relates to IT&D and includes revenue and capital financing costs of addressing infrastructure, digital and service requirements in BHCC, together with an increase in service demands, for which it is required to contribute a higher contribution under the terms of the Inter-Authority Agreement.

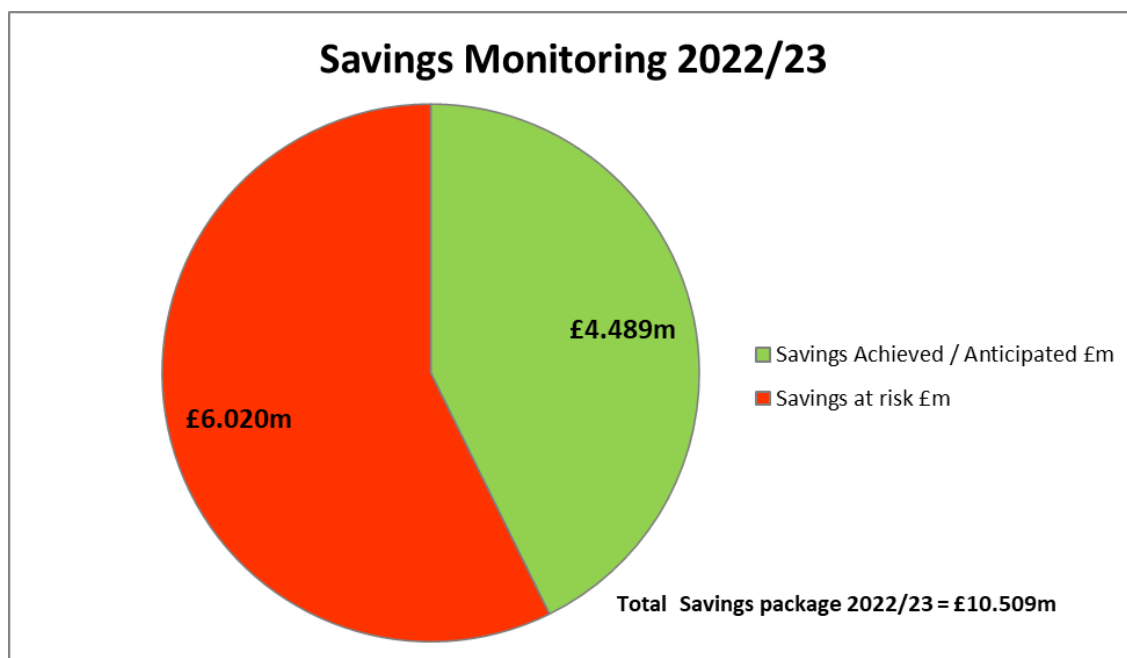
- 4.9 **Corporately-held Budgets:** There is a forecast overspend of £4.703m on corporately-held budgets, however, this is primarily because the projected additional costs of the NJC Local Government pay award are held on this budget line until the pay award is officially confirmed and costs are allocated to directorates. The projected additional cost is £4.545m which is based on the employers' pay award offer of a £1,925 flat-rate increase for all NJC salaries. This is equivalent to a 6.3% increase on the payroll compared with the 2% increase included in the budget for 2022/23. This pressure is after allowing for the £1.260m remaining one-off provision for pay from the 2021/22 outturn.

There is also an estimated pressure of £0.781m on Housing Benefit Subsidy income. Of this pressure, £0.482m relates to a particular benefit type for vulnerable tenants (Regulation 13) which is not fully subsidised. This is being investigated to fully understand the reasons for the growth in this area. There is also a pressure of £0.349m on the net recovery of overpayments and other areas. The surplus on the recovery of overpaid former council Tax Benefit is currently forecast at £0.050m.

The above are partially offset by increased investment income from investing cash balances of £0.560m which is predominantly due to the increasing interest rate environment which is driving up investment returns.

Monitoring Savings

- 4.10 The savings package approved by full Council to support the revenue budget position in 2022/23 was £10.509m following directly on from a £10.687m savings package in 2021/22. This is very significant and follows 12 years of substantial packages totalling over £199m, since government grant reductions commenced in 2009/10, that have been necessary to enable cost and demand increases to be funded alongside managing the reductions in central government grant funding.
- 4.11 Appendix 4 provides a summary of savings in each directorate and indicates in total what is anticipated/achieved or is at risk. Appendix 5 summarises the position across all directorates and presents the entire savings programme. The graph below provides a summary of the position as at Month 5. This shows that £6.020m (57%) is currently at risk. Mitigation of these risks will be included in the development of services' financial recovery actions as far as possible.



5 Housing Revenue Account Performance (Appendix 4)

- 5.1 The Housing Revenue Account is a separate ring-fenced account within the General Fund that covers income and expenditure related to the management and operation of the council's housing stock. Expenditure is generally funded by Council Tenants' rents and housing benefits. The forecast outturn is an overspend of £1.167m and more details are provided in Appendix 4.

5.2 This year will still be challenging for the HRA as the service has to deal with inflationary pressures, the rising costs of utilities, and continues to deal with the rent loss and other costs associated with the remaining backlog of empty properties. The service will continue to review spend to try to reduce this forecast overspend during the year. If this cannot be managed within budget then the overspend can be met from HRA reserves, as outline in the HRA budget report for 2022/23 the level of reserves continues to be monitored. Of this reported overspend £0.284m (24%) relates to the short term pressure on financing costs as a result of borrowing being undertaken early than anticipated in order to take advantage of more favourable interest rates.

6 Dedicated Schools Grant Performance (Appendix 4)

6.1 The Dedicated Schools Grant (DSG) is a ring-fenced grant within the General Fund which can only be used to fund expenditure on the schools budget. The schools budget includes elements for a range of services provided on an authority-wide basis including Early Years education provided by the Private, Voluntary and Independent (PVI) sector, and the Individual Schools Budget (ISB) which is divided into a budget share for each maintained school. The forecast outturn is currently an overspend of £0.313m and more details are provided in Appendix 4. Under the Schools Finance Regulations any underspend or overspend must be carried forward within the schools budget in future years.

7 NHS Managed S75 Partnership Performance (Appendix 4)

7.1 The NHS Trust-managed Section 75 Services represent those services for which local NHS Trusts act as the Host Provider under Section 75 Agreements. Services are managed by Sussex Partnership Foundation Trust (SPFT) and include health and social care services for Adult Mental Health and Memory and Cognitive Support Services.

7.2 This partnership is subject to separate annual risk-sharing arrangements and the monitoring of financial performance is the responsibility of the respective host NHS Trust provider. Risk-sharing arrangements result in financial implications for the council where a partnership is underspent or overspent at year-end and hence the performance of the partnership is included within the forecast outturn for the Health & Adult Social Care directorate. An overspend of £0.088m is currently forecast and more details are provided in Appendix 4.

8 Capital Programme Performance and Changes

8.1 The table below provides a summary of capital programme performance by Directorate and shows that there is a forecast overspend of £9.030m at this stage.

Forecast Variance Month 2 £'000	Directorate	Reported Budget Month 5 £'000	Forecast Outturn Month 5 £'000	Forecast Variance Month 5 £'000	Forecast Variance Month 5 %
0	Families, Children & Learning	31,323	31,288	(35)	-0.1%
0	Health & Adult Social Care	455	505	50	11.0%
0	Economy, Environment & Culture	89,136	97,023	7,887	8.8%
0	Housing, Neighbourhoods & Communities	6,725	6,725	0	0.0%

0	Housing Revenue Account	102,980	104,108	1,128	1.1%
0	Governance, People & Resources	2,142	2,142	0	0.0%
0	Total Capital	232,763	241,793	9,030	3.9%

(Note: Summary may include minor rounding differences to Appendix 6)

- 8.2 The forecast overspend of £9.030m includes a variance of £7.887m for part of the loan facility agreements that require the council to provide equity loans to Homes for the City of Brighton & Hove LLP (LLP). However, these loans will not be required once the Golden Brick milestone is met at which point the development agreements will be triggered. All loans provided to the LLP are therefore expected to be repaid this year in full and the variance will then be negated. The remaining overspend relates primarily to the Victoria Road sports facilities and housing scheme due to cost over-runs. More details are provided in Appendix 6.
- 8.3 Appendix 6 shows the changes to the capital budget and Appendix 7 provides details of new schemes for 2022/23 to be added to the capital programme which are included in the budget figures above. Policy & Resources Committee's approval for these changes is required under the council's Financial Regulations. The following table shows the movement in the capital budget since approval at Budget Council.

Summary of Capital Budget Movement	Reported Budget Month 5 £'000
Budget approved as at TBM Month 2 (May)	233,494
Changes reported at other committees and already approved	4,306
New schemes to be approved in this report (see Appendix 7)	2,142
Variations to budget (to be approved)	4,429
Reprofiling of budget (to be approved)	(11,706)
Slippage (to be approved)	0
Total Capital	232,763

- 8.4 Appendix 6 also details any slippage into next year. However, as normal, project managers have forecast that none of the capital budget will slip into the next financial year at this early stage.

9 Implications for the Medium Term Financial Strategy (MTFS)

- 9.1 The council's MTFS sets out resource assumptions and projections over a longer term. It is periodically updated including a major annual update which is included in the annual revenue budget report to Policy & Resources Committee and Full Council. This section highlights any potential implications for the current MTFS arising from in-year TBM monitoring above and details any changes to financial risks together with any impact on associated risk provisions, reserves and contingencies. Details of Capital Receipts and Collection Fund performance are also given below because of their potential impact on future resources.
- 9.2 The forecast risk at Month 5 indicates a number of underlying pressures, for example, across children's residential care, Adult Learning Disability services, homelessness, Orbis Services and some income targets. Excluding income

pressures where every effort will be made to turn the positions around, the majority of expenditure pressures have been reflected in the Medium Term Financial Strategy projections reported to the July meeting of Policy & Resources Committee and will be kept under review as the 2023/24 budget process progresses and further TBM forecasts are provided during the year.

Capital Receipts Performance

- 9.3 Capital receipts are used to support the capital programme. Any changes to the level of receipts during the year will impact on future years' capital programmes and may impact on the level of future investment for corporate funds and projects such as the Strategic Investment Fund, Modernisation Fund, Asset Management Fund and the Information, Technology and Digital Investment Fund. The planned profile of capital receipts for 2022/23, as at Month 02, is £13.3m which includes receipts expected from the land transferring to the HRA for the Moulsecocomb housing redevelopment, land disposals at Patcham Court Farm, Patcham Place Lodge and Montague Place, plus a number of lease extensions. To date there have been receipts of £0.202m in relation to some minor lease payments and lease extensions. The capital receipts performance will be monitored over the remainder of the year against capital commitments.
- 9.4 The forecast for the 'right to buy sales' in 2022/23 (after allowable costs, repayment of housing debt and forecast receipt to central government) is that an estimated 40 homes will be sold and net retained receipt of up to £2.000m available to re-invest in replacement homes. In addition to this net retained receipt the HRA will also retain circa £0.500m to fund investment in the HRA capital programme. To date 21 homes have been sold in 2022/23.

Collection Fund Performance

- 9.5 The collection fund is a separate account for transactions in relation to council tax and business rates. Any deficit or surplus forecast on the collection fund relating to council tax is distributed between the council, Sussex Police & Crime Commissioner and East Sussex Fire Authority, whereas any forecast deficit or surplus relating to business rates is shared between the council, East Sussex Fire Authority and the government.
- 9.6 The council tax collection fund forecast deficit has increased by £0.899m to £2.485m for the financial year outside of the 3-year spread of the deficit from 2020/21 that is already funded. The main area resulting in the increased deficit is CTR awards where the caseload numbers have increased by 1.5% throughout June to August against a taxbase forecast that had assumed a reducing caseload as the economy recovered from the pandemic. The cost of living and other global factors would appear to be impacting recovery. The main components of the overall deficit are CTR awards £0.928m, Student exemptions £0.756m and SMI exemptions £0.697m. The council's share of the overall deficit of £2.485m is £2.105m.
- 9.7 The business rates collection fund forecast continues with a break-even position for the financial year outside of the 3-year spread of the deficit from 2020/21 that is already funded. There are a range of risks that could change this forecast significantly with the main uncertain factors being the level of business failures and any step increase in empty properties. This will, in part, be dependent on government support for business to manage inflationary impacts including energy costs.

Reserves, Budget Transfers and Commitments

- 9.8 The creation of reserves, the approval of budget transfers (virements) of over £0.250m, and agreement to new financial commitments of corporate financial significance that are not provided for in the approved budget and policy framework require Policy & Resources Committee approval in accordance with the council's Financial Regulations and Standard Financial Procedures. There are no new reserves or budget transfers requiring approval at this stage.

10 ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 10.1 The provisional outturn position on the General Fund is an overspend of £13.114m. This includes a forecast overspend of £0.088m on the council's share of the NHS managed Section 75 services. Any overspend at year-end would normally need to be met from reserves or other one-off resources.

11 COMMUNITY ENGAGEMENT & CONSULTATION

- 11.1 No specific consultation has been undertaken in relation to this report.

12 CONCLUSION AND COMMENTS OF THE CHIEF FINANCE OFFICER (S151 OFFICER)

- 12.1 The forecast risk at Month 5 of £13.114m represents 6.1% of the net General Fund. This is a very high forecast risk at this stage of the year and is driven by a range of factors including inflationary pressures, continuing economic and supply chain impacts from the pandemic, and other global economic factors such as the Russian war on Ukraine and withdrawal from the EU.

- 12.2 These factors are not easily overcome and the economic outlook suggests that the UK may enter into recession for a period of time which will put further pressure on many of the council's income streams but will also place continuing pressure on the Council Tax Reduction budget and potentially demand-led services such as social care, housing and homelessness. Directorates will continue to explore all possibilities for mitigating the position and identifying financial recovery measures but this will also need to be supplemented with more widespread financial management action to assist the position. Not making significant in-roads into the overspend has the potential to seriously impact the council's financial sustainability by depleting its reserves and significantly reducing its flexibility to manage large, predicted budget gaps in future years.

- 12.3 In response, the Executive Leadership Team have introduced widespread vacancy and spending controls to assist the position. These include introducing an automatic delay to recruitment advertising for vacant positions, excluding exemptions such as social care establishments, hostels and social workers, alongside increased spending controls to restrict non-critical spend and increase the level of authorisation required for the purchasing and commissioning of goods and services. All controls will be managed by Directorate Management Teams (DMTs) who will need to consider health & well-being impacts on staff as well as impacts on service delivery to clients and customers in making vacancy (recruitment) and spending decisions and can over-ride controls where necessary. However, some impact on staffing capacity and service delivery is likely but clearly cannot undermine the council's statutory duties and responsibilities.

13 FINANCIAL AND OTHER IMPLICATIONS

Financial Implications:

- 13.1 The financial implications are covered in the main body of the report. Financial performance is kept under review on a monthly basis by the Executive Leadership

Team and the management and treatment of forecast risks is considered by the Audit & Standards Committee as part of its review of strategic risks.

Finance Officer Consulted: Jeff Coates

Date: 20th September 2022

Legal Implications:

- 13.2 Decisions taken in relation to the capital and revenue budget must enable the council to observe its legal duty to achieve best value by securing continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness. The council must also comply with its general fiduciary duties to its Council Tax payers by acting with financial prudence, and bear in mind the reserve powers of the Secretary of State under the Local Government Act 1999 to limit Council Tax & precepts.

Lawyer Consulted: Elizabeth Culbert

Date: 26th September 2022

Equalities Implications:

- 13.3 There are no direct equalities implications arising from this report.

Sustainability Implications:

- 13.4 Although there are no direct sustainability implications arising from this report, the council's financial position is an important aspect of its ability to meet council priorities including Carbon Neutral priorities set out in the Corporate Plan.

Risk and Opportunity Management Implications:

- 13.5 The council's revenue budget and Medium Term Financial Strategy contain risk provisions to accommodate emergency spending, even out cash flow movements and/or meet exceptional items. The council maintains a recommended minimum working balance of £9.000m to mitigate these risks. The council also maintains other general and earmarked reserves and contingencies to cover specific project or contractual risks and commitments.

SUPPORTING DOCUMENTATION

Appendices:

1. Financial Dashboard Summary
2. Revenue Budget Movement since Month 2
3. Revenue Budget RAG Rating
4. Revenue Budget Performance
5. Summary of 2022/23 Savings Progress
6. Capital Programme Performance
7. New Capital Schemes



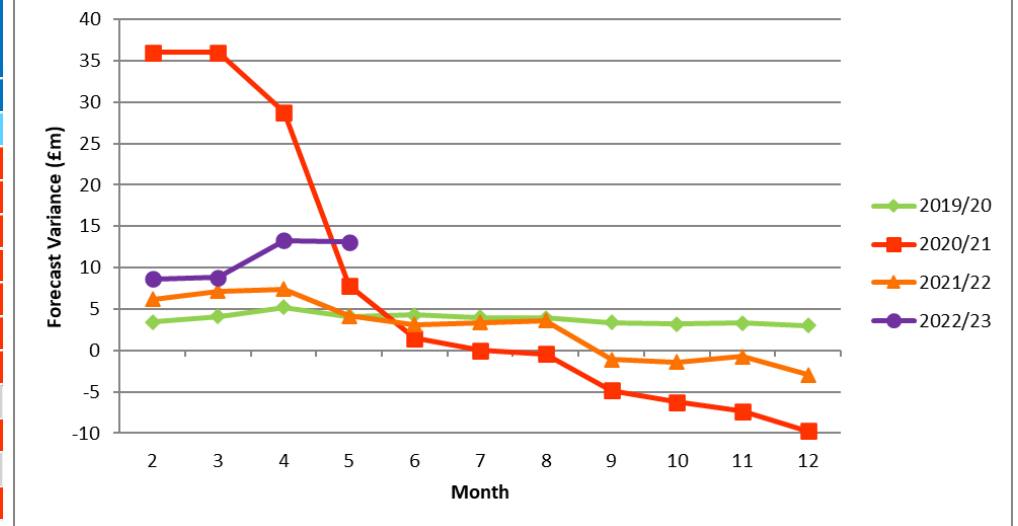
Red = overspent.
 Green = Underspent.
 Size of bubble indicates scale of under or overspend.
 If a directorate is not shown then a break even position is forecast.

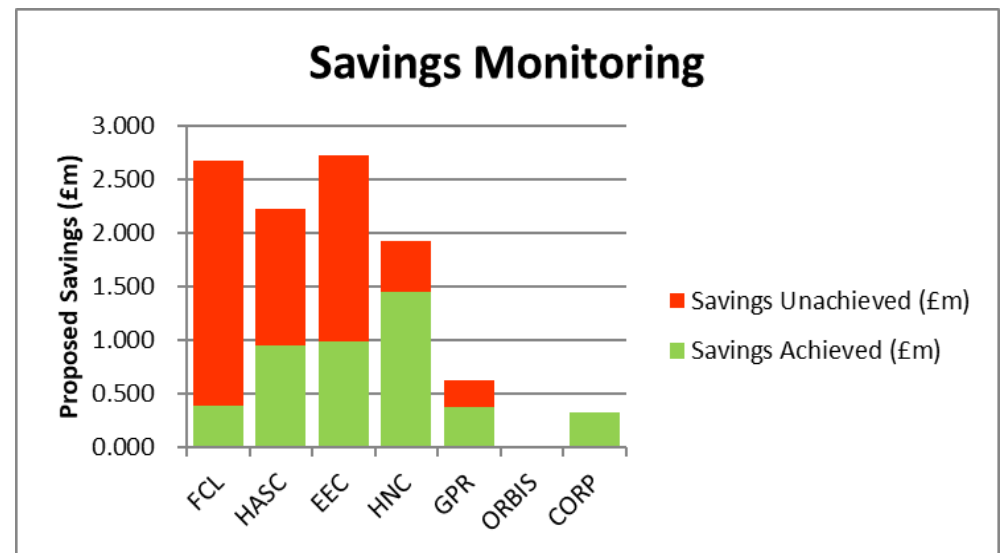
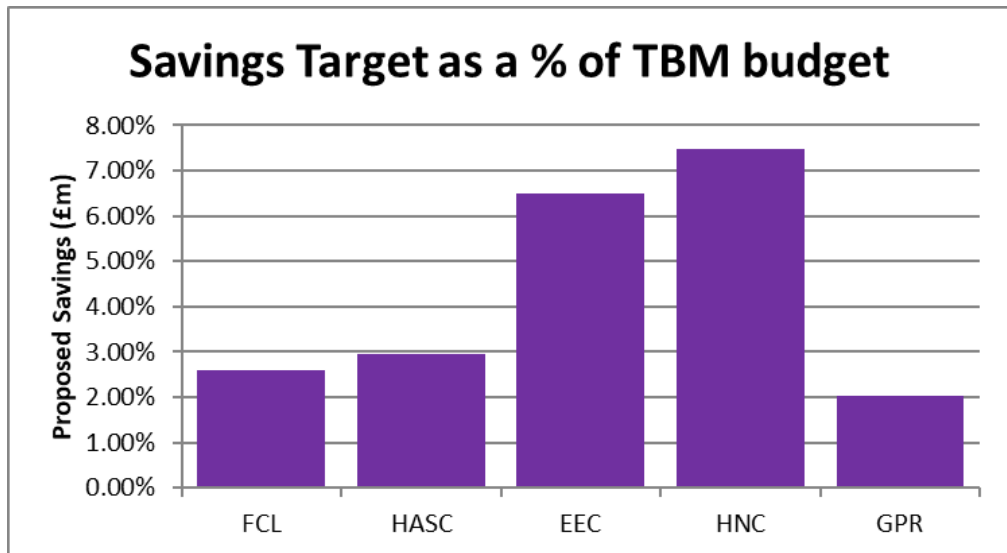
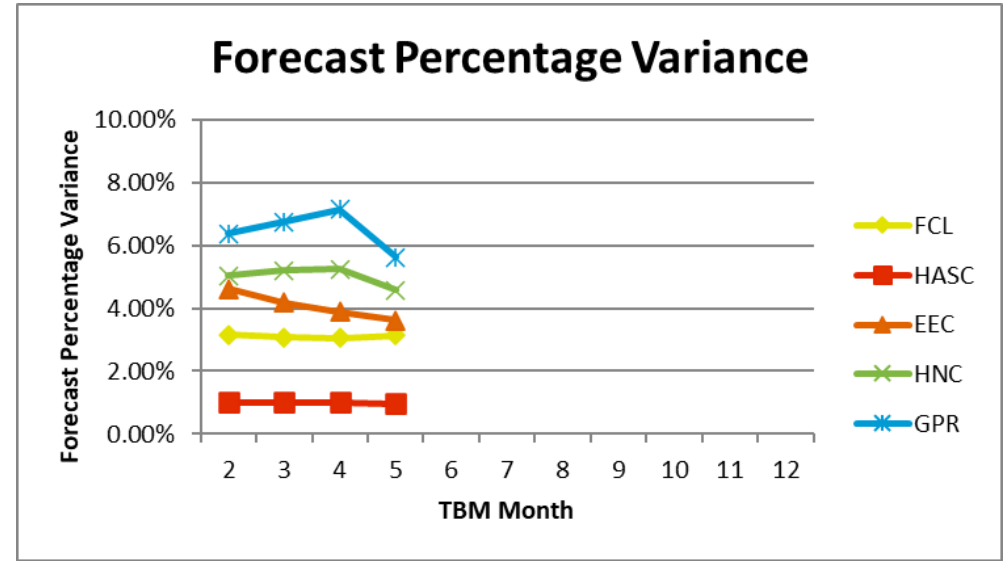
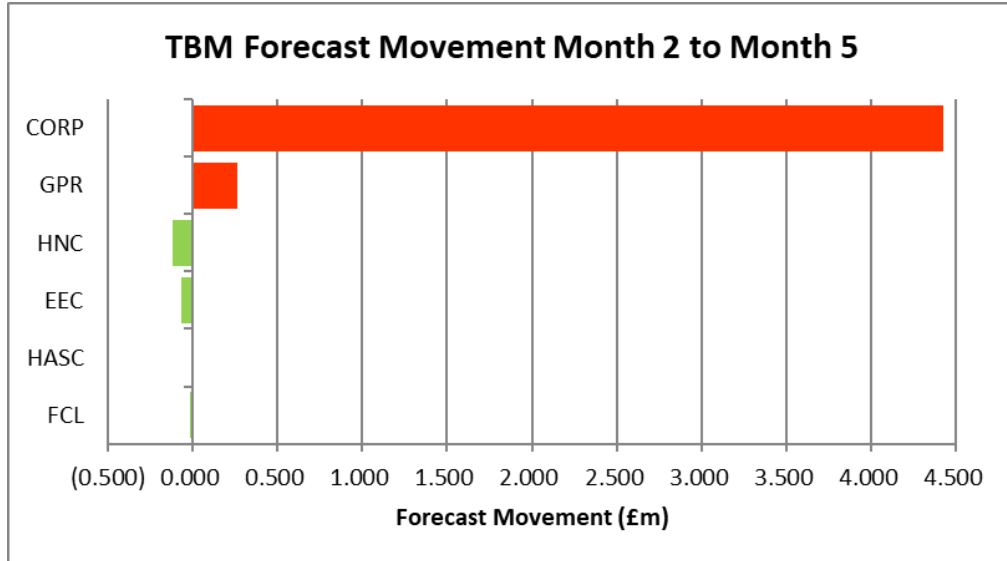
Direction of Travel

Directorate/Fund	Forecast Variance Month 5	Forecast Variance Month 5	Change From Month 2	RAG Rating Month 5
	£'000	%		
General Fund Services:				
Families, Children & Learning	3,235	3.1%	↑	Red
Health & Adult Social Care	747	1.0%	↑	Red
Economy, Environment & Culture	1,524	3.6%	↑	Red
Housing, Neighbourhoods & Communities	1,185	4.6%	↑	Red
Governance, People & Resources	1,720	5.6%	↓	Red
Corporately-held Budgets	4,703	7.8%	↓	Red
Total General Fund	13,114	6.1%	↓	Red
Dedicated Schools Grant (DSG)	313	894.3%	↓	Red
Housing Revenue Account	1,167	0.0%	↓	Red

↑ = Improving position, ↓ = Worsening position

TBM Forecasts





Appendix 2 – Revenue Budget Movement Since Month 2

Service	Forecast Variance Month 2 £'000	Forecast Variance Month 5 £'000	Movement £'000	Explanation of Main Movements
Director of Families, Children & Learning	0	(5)	(5)	
Health, SEN & Disability Services	1,621	1,270	(351)	Improvement in Adult LD Community Care forecast linked with reduction in estimated costs of transition clients.
Education & Skills	436	814	378	Increasing number and costs of pupils eligible for Home to school transport.
Children's Safeguarding & Care	1,665	1,405	(260)	Implemented Financial Recovery measures (see below).
Quality Assurance & Performance	42	35	(7)	
Further Financial Recovery Measures	(511)	(284)	227	Savings now shown in service line above.
Total Families, Children & Learning	3,253	3,235	(18)	
Adult Social Care	1,227	1,164	(63)	Temporary assessment staff vacancies.
S75 Sussex Partnership Foundation Trust (SPFT)	235	88	(147)	Additional Health income.
Integrated Commissioning	24	(266)	(290)	Forecast Better Care Fund risk share and temporary vacancies.
Public Health	0	0	0	
Further Financial Recovery Measures	(732)	(239)	493	Achievement of Recovery Measures included in forecast above and savings being put at risk.
Total Health & Adult Social Care	754	747	(7)	
Transport	190	135	(55)	Forecast reductions in parking and permit fees of £0.663m offset by increased (net of bad debt provision) PCN forecast income of £0.693m. Traffic Management additional income for planned sample inspections of £0.025m.
City Environmental Management	720	919	199	£0.030m additional spend on weeding contractor. £0.158m adjustment on previous Enforcement Activities forecast for contribution to reserves for future enforcement activities. £0.022m additional Trade Waste Costs. An improvement of £0.025m to fleet income activities. Increase in other Supplies & Services costs of £0.013m.

Appendix 2 – Revenue Budget Movement Since Month 2

Service	Forecast Variance Month 2 £'000	Forecast Variance Month 5 £'000	Movement £'000	Explanation of Main Movements
City Development & Regeneration	481	297	(184)	Increase in underspend on professional and consultant fees (£0.075m) and staff vacancies (£0.106m), plus a small net underspend of £0.002m across goods/services.
Culture, Tourism & Sport	93	113	20	Small net increase in overspend across various goods and services.
Property	420	339	(81)	Reduction in staffing costs of £0.089m due to delays in recruitment.
Further Financial Recovery Measures	(315)	(279)	36	Parking Services and Venues improvements reflected in forecast.
Total Economy, Environment & Culture	1,589	1,524	(65)	
Housing General Fund	1,777	1,465	(312)	Comprises extra repairs costs for Temporary Accommodation (TA) and Seaside Homes of £0.384m, leased TA costs £0.100m, Housing Benefit subsidy loss £0.050m, decrease in emergency accommodation costs of £0.228m, offset by £0.700m monies carried forward for homeless initiatives,.
Libraries	0	0	0	
Communities, Equalities & Third Sector	0	(37)	(37)	Staffing vacancies.
Safer Communities	0	(43)	(43)	Staffing vacancies.
Further Financial Recovery Measures	(472)	(200)	272	
Total Housing, Neighbourhoods & Communities	1,305	1,185	(120)	
Chief Executive Monitoring Office	0	13	13	Staff pressures.
Policy & Communications	139	40	(99)	Transfer of staff pressure to Chief Executive/Monitoring Officer budget. Improved forecast in Communications service.
Legal & Democratic Services	122	132	10	Minor variances.
Life Events	78	117	39	Vacancy management.
Customer Modernisation & Data	0	(20)	(20)	Vacancy management.
Finance (Mobo)	0	(200)	(200)	Vacancy management.
Procurement (Mobo)	0	0	0	

Appendix 2 – Revenue Budget Movement Since Month 2

Service	Forecast Variance Month 2 £'000	Forecast Variance Month 5 £'000	Movement £'000	Explanation of Main Movements
HR & Organisational Development (Mobo)	0	(20)	(20)	Health and Safety underspends.
IT&D (Mobo)	0	0	0	
Welfare Revenue & Business Support	0	0	0	
Contribution to Orbis	1,115	1,658	543	Finalising disaggregation pressures consolidation.
Total Governance, People & Resources	1,454	1,720	266	
Bulk Insurance Premia	110	110	0	
Capital Financing Costs	0	(560)	(560)	Higher interest rates on balances.
Levies & Precepts	0	0	0	
Unallocated Contingency & Risk Provisions	0	0	0	
Unringfenced Grants	(79)	(79)	0	
Housing Benefit Subsidy	444	781	337	£0.357m worsening on the main subsidy budgets partially offset by £0.020m improvement on net position of recovery of former Council Tax Benefit.
Other Corporate Items	(194)	4,451	4,645	£4.545m projected additional General Fund pay award cost and £0.100m increased costs of academisation.
Total Corporately-held Budgets	281	4,703	4,422	
Total General Fund	8,636	13,114	4,478	

Appendix 3 – Revenue Budget RAG Ratings

RAG Rating Key:	RAG for Service Areas	RAG for Directorates ⁽¹⁾	RAG for General Fund
Red	Forecast overspend of 5% or more or £0.100m whichever is lower	Forecast overspend of 5% or more or £0.250m whichever is lower	Forecast overspend of 0.5% or more or £1.000m whichever is lower
Amber	Forecast overspend of less than 5% of budget or £0.100m, whichever is lower.	Forecast overspend of less than 5% of budget or £0.250m, whichever is lower.	Forecast overspend of less than 0.5% of budget or £1.000m, whichever is lower.
Green	Breakeven or forecast underspend	Breakeven or forecast underspend	Breakeven or forecast underspend

Service	2022/23 Budget Month 5 £'000	Forecast Variance Month 5 £'000	Forecast Variance Month 5 %	RAG Rating Month 5
Director of Families, Children & Learning	248	(5)	-2.0%	Green
Health, SEN & Disability Services	49,396	1,270	2.6%	Red
Education & Skills	9,691	747	7.7%	Red
Children's Safeguarding & Care	42,359	1,188	2.8%	Red
Quality Assurance & Performance	1,568	35	2.2%	Amber
Total Families, Children & Learning	103,262	3,235	3.1%	Red
Adult Social Care	45,835	1,018	2.2%	Red
S75 Sussex Partnership Foundation Trust (SPFT)	22,643	(5)	0.0%	Green
Integrated Commissioning	3,688	(266)	-7.2%	Green
Public Health	2,846	0	0.0%	Green
Total Health & Adult Social Care	75,012	747	1.0%	Red
Transport	(6,129)	(67)	-1.1%	Green
City Environmental Management	37,190	919	2.5%	Red
City Development & Regeneration	4,377	297	6.8%	Red
Culture, Tourism & Sport	4,303	36	0.8%	Amber
Property	2,294	339	14.8%	Red
Total Economy, Environment & Culture	42,035	1,524	3.6%	Red
Housing General Fund	14,178	1,265	8.9%	Red
Libraries	4,814	0	0.0%	Green
Communities, Equalities & Third Sector	3,198	(37)	-1.2%	Green
Safer Communities	3,695	(43)	-1.2%	Green
Total Housing, Neighbourhoods & Communities	25,885	1,185	4.6%	Red
Chief Executive Monitoring Office	266	13	4.9%	Amber
Policy & Communications	1,552	40	2.6%	Amber
Legal & Democratic Services	3,224	132	4.1%	Red
Life Events	(83)	117	141.0%	Red
Customer Modernisation & Data	1,408	(20)	-1.4%	Green
Finance (Mobo)	1,472	(200)	-13.6%	Green
Procurement (Mobo)	(37)	0	0.0%	Green
HR & Organisational Development (Mobo)	4,159	(20)	-0.5%	Green
IT&D (Mobo)	9,280	0	0.0%	Green
Welfare Reveue & Business Support	7,796	0	0.0%	Green
Contribution to Orbis	1,556	1,658	106.6%	Red
Total Governance, People & Resources	30,593	1,720	5.6%	Red
Sub Total	276,787	8,411	0	

Appendix 3 – Revenue Budget RAG Ratings

Service	2022/23 Budget Month 5 £'000	Forecast Variance Month 5 £'000	Forecast Variance Month 5 %	RAG Rating Month 5
Bulk Insurance Premia	3,352	110	3.3%	Red
Capital Financing Costs	7,832	(560)	-7.2%	Green
Levies & Precepts	219	0	0.0%	Green
Unallocated Contingency & Risk Provisions	2,453	0	0.0%	Green
Unringfenced Grants	(49,047)	(79)	-0.2%	Green
Housing Benefit Subsidy	(751)	781	104.0%	Red
Other Corporate Items	(24,589)	4,451	18.1%	Red
Total Corporate Budgets	(60,531)	4,703	7.8%	Red
Total General Fund	216,256	13,114	6.1%	Red

Capital Financing	25,553	284	1.1%	Red
Housing Management & Support	4,620	326	7.1%	Red
Housing Strategy & Supply	1,464	(103)	-7.1%	Green
Repairs & Maintenance	14,061	(0)	0.0%	Green
Housing Investment & Asset Management	2,631	(84)	-3.2%	Green
Tenancy Services	(48,329)	744	1.5%	Red
Total Housing Revenue Account	0	1,167	0.0%	Red

Individual Schools Budget (ISB)	130,711	0	0.0%	Green
Early Years Block (incl delegated to Schools)	14,024	33	0.2%	Amber
High Needs Block (excl delegated to Schools)	34,473	255	0.7%	Red
Exceptions and Growth Fund	3,188	25	0.8%	Amber
Grant Income	(182,361)	0	0.0%	Green
Total Dedicated Schools Grant (DSG)	35	313	894.3%	Red

(1) In the above tables the Dedicated Schools Grant and Housing Revenue Account are treated as Directorates for the purposes of RAG rating.

Families, Children & Learning

Revenue Budget Summary

Forecast Variance Month 2 £'000	Service	2022/23 Budget Month 5 £'000	Forecast Outturn Month 5 £'000	Forecast Variance Month 5 £'000	Forecast Variance Month 5 %	2022/23 Savings Proposed £'000	Savings Achieved £'000	Savings Unachieved £'000
0	Director of Families, Children & Learning	248	243	(5)	-2.0%	0	0	0
1,621	Health, SEN & Disability Services	49,396	50,666	1,270	2.6%	1,046	77	969
436	Education & Skills	9,691	10,505	814	8.4%	13	13	0
1,665	Children's Safeguarding & Care	42,359	43,764	1,405	3.3%	1,529	246	1,283
42	Quality Assurance & Performance	1,568	1,603	35	2.2%	86	56	30
3,764	Total Families, Children & Learning	103,262	106,781	3,519	3.4%	2,674	392	2,282
(511)	Further Financial Recovery Measures (see below)	-	(284)	(284)	-	-	-	-
3,253	Residual Risk After Financial Recovery Measures	103,262	106,497	3,235	3.1%	2,674	392	2,282

Explanation of Key Variances (Note: FTE/WTE = Full/Whole Time Equivalent)

Key Variances £'000	Service Area	Variance or Financial Recovery Measure Description
Further Directorate Financial Recovery Measures		
(67)	Home to School Transport	Encouraging use of parental transport and reviewing single occupancy routes.
(217)	Children's Placements	Increasing the proportion of Children in Care in Foster Care.
Director of Families, Children & Learning		
(5)	Other	
Health, SEN & Disability Services		
883	Adults with Learning Disabilities - Community Care	The Adults LD community care budget forecast includes provision for additional fee uplifts to providers in recognition of the cost of living increase and minimum wage requirements. At this stage it is uncertain to what extent this will be required as representations are still being received and negotiated with individual providers.
(161)	Children's Disability Placements	The Children's Disability Placement Budget was further rebased in 2022-23 to accommodate growth in the number and cost of placements. A further high-cost

Appendix 4 – Revenue Budget Performance

Key Variances		
£'000	Service Area	Variance or Financial Recovery Measure Description
		residential placement is now anticipated in October 2022 and is included in the budget forecast.
248	Adults with Learning Disabilities - in-house provider services	The overspend mainly relates to pressure in the residential respite budget due to ongoing levels of staff absence and the cost of emergency placements at Beach House.
36	Children's Disabilities - in-house provision	There is a pressure for respite provision for children with disabilities and a high use of agency / sessional staff but this has partly been offset by contributions from Health.
99	Commissioning and Brokerage	Corporate funding of team expires in 2022-23. Delays in recruitment has meant this function has not yet achieved savings anticipated and consequently a financial risk is being identified
207	Disability Section 17 Budget	Emergency high-cost in-home support provided during August and September from Children's Disability Section 17 budget
(42)	Other	Other variances relate to overspends on children's disability contracts and underspends on Extended Day budget and SEN team budget due to delay in implementation of new team structure
Education & Skills		
824	Home to School Transport	Based on the current data held on Mobisoft the updated forecast overspend for Home to School Transport is £0.824m. This forecast takes account of the effect of the current contracted routes which assumes 433 5-16 pupils and 102 post 16 pupils for the remainder of the academic year. In addition, there is an overspend of £0.100m relating to increasing costs of 19 to 25 year olds previously charged to the DSG. The variance also includes an anticipated overspend of £0.073m relating to increasing numbers of bus passes being issued with the majority relating to allocated school places beyond the statutory distance. Costs have increased considerably from September and are related to a combination of the factors which include, demand, single occupancy journeys, out of city placements, inflation and returned routes.
(10)	Other	
Children's Safeguarding & Care		
1,706	Demand-Led - Children's placements	The overspend is the result of a combination of several different factors. There are significant overspends in Residential Home and semi-Independent placements due to increasing difficulty in finding suitable foster carers due to sufficiency problems. This is partially off-set by underspends in the External Fostering budget. There are also significant overspends for Care Leaver costs as rising numbers of care leavers require financial support for accommodation.

Appendix 4 – Revenue Budget Performance

Key Variances		
£'000	Service Area	Variance or Financial Recovery Measure Description
(148)	Social Work and Adolescent Teams	There are a number of vacant posts across the services resulting in significant underspends. This is now being partially off-set by the use of agency social workers.
(95)	Fostering & Adoption	The underspend is due to problems recruiting to vacant posts across the service.
(58)	Other	Minor variances.
Quality Assurance & Performance		
35	Other	Minor variances.

Health & Adult Social Care (HASC)

Revenue Budget Summary

Forecast Variance Month 2 £'000	Service	2022/23 Budget Month 5 £'000	Forecast Outturn Month 5 £'000	Forecast Variance Month 5 £'000	Forecast Variance Month 5 %	2022/23 Savings Proposed £'000	Savings Achieved £'000	Savings Unachieved £'000
1,227	Adult Social Care	45,835	46,999	1,164	2.5%	1,465	581	884
235	S75 Sussex Partnership Foundation Trust (SPFT)	22,643	22,731	88	0.4%	689	303	386
24	Integrated Commissioning	3,688	3,422	(266)	-7.2%	70	70	0
0	Public Health	2,846	2,846	0	0.0%	0	0	0
1,486	Total Health & Adult Social Care	75,012	75,998	986	1.3%	2,224	954	1,270
(732)	Further Financial Recovery Measures (see below)	-	(239)	(239)	-	-	-	-
754	Residual Risk After Financial Recovery Measures	75,012	75,759	747	1.0%	2,224	954	1,270

Explanation of Key Variances

Key Variances £'000	Service Area	Variance or Financial Recovery Measure Description
Further Directorate Financial Recovery Measures		
(239)	Further Financial Recovery Measures projection	The directorate has developed an over-arching Financial Recovery Plan to address the above pressures. The Recovery plan includes the following measures: - Front Door redesign - Health funding incl. Continuing Healthcare and joint funding
Adult Social Care		
1,343	Demand-Led Community Care - Physical & Sensory Support	The forecast number of placements/packages is 2,053 WTE, which is below the budgeted level of 2,080 WTE placements. The average unit cost of a placements/package is higher than the budgeted level at £280 per week (£15 per week above budget per client). The combination of the number of adults placed being 27 WTE below the budgeted level and the increased unit costs result in the overspend of £1.343m. Therefore, the unit costs are 6% above budget however the overall activity is below budget. This is due to areas where

Appendix 4 – Revenue Budget Performance

Key Variances		
£'000	Service Area	Variance or Financial Recovery Measure Description
		suitable provision is not currently accessible to meet identified need because of workforce pressures.
(271)	Demand-Led Community Care - Substance Misuse	There are relatively small numbers of clients within this service and the average unit cost is below the budgeted unit cost which is resulting in the projected underspend of £0.271m.
(46)	Assessment teams	This is due to a number of temporary vacancies across the Assessment teams and increased unit cost for equipment
113	In house services	There is an underlying budget pressure in in-house provision due to unachieved 2020/21 financial recovery plan targets, responsive repairs within in-house hostels and staffing costs above budget.
25	Other	
S75 Sussex Partnership Foundation Trust (SPFT)		
36	Demand-Led - Memory Cognition Support	The unit cost is higher than budgeted which results in the overspend projection of £0.036m. The forecast number of placements/packages is 385 WTE which is below the budgeted level of 442 WTE placements. The average unit cost is above the budgeted level at £473 per week (£60 per week above budget). Therefore, the overall activity is 55 WTE below budget and the unit costs are 14% above budget. This is due to areas where suitable provision is not currently accessible to meet identified need because of workforce pressures and market conditions.
(113)	Demand-Led - Mental Health Support	The client number are below budget resulting in the underspend projection of £0.113m. There is an increasing need and complexity within this client group and the forecast number of placements/packages is 501 WTE, which is below the budgeted level of 554 WTE placements. The average unit cost of a placement/package is above the budgeted level at £371 per week (£31 per week above budget per client). This is due to an additional contribution to Section 117 from Health Partners and areas where suitable provision is not currently accessible to meet identified need because of workforce pressures.
165	Staffing teams	Due to savings at risk.
Integrated Commissioning		
(262)	Commissioning	Projected Better Care Fund risk share 2022/23 and temporary vacancies.
(4)	Other	Minor variances.

Economy, Environment & Culture

Revenue Budget Summary

Forecast Variance Month 2 £'000	Service	2022/23 Budget Month 5 £'000	Forecast Outturn Month 5 £'000	Forecast Variance Month 5 £'000	Forecast Variance Month 5 %	2022/23 Savings Proposed £'000	Savings Achieved £'000	Savings Unachieved £'000
190	Transport	(6,129)	(5,994)	135	2.2%	1,777	283	1,494
720	City Environmental Management	37,190	38,109	919	2.5%	229	159	70
481	City Development & Regeneration	4,377	4,674	297	6.8%	182	122	60
93	Culture, Tourism & Sport	4,303	4,416	113	2.6%	200	190	10
420	Property	2,294	2,633	339	14.8%	342	232	110
1,904	Total Economy, Environment & Culture	42,035	43,838	1,803	4.3%	2,730	986	1,744
(315)	Further Financial Recovery Measures (see below)	-	(279)	(279)	-	-	-	-
1,589	Residual Risk After Financial Recovery Measures	42,035	43,559	1,524	3.6%	2,730	986	1,744

Explanation of Key Variances

Key Variances £'000	Service Area	Variance or Financial Recovery Measure Description
Further Directorate Financial Recovery Measures		
(202)	Parking Services	All significant parking income and expenditure will continue to be forecast alongside finance officers to ensure ongoing robust forecasts are presented as part of the budget monitoring process. Minor variations in demand can result in significant financial implications. £0.202m represents 0.47% of the parking income budget.
(77)	Venues	Review of expenditure budgets and additional income potential within Venues to address the current overspend.
Transport		
202	Parking Services	Overall Parking Services is forecasting an overspend of £0.202m (-0.47% of income targets) at Month 5 against a £27.446m net income budget. The service is forecasting a loss of income of £1.156m (9.31%) on parking permit income compared to a budget of £12.4m, most of which is due to the reduced demand in residents and visitor permits

Key Variances		
£'000	Service Area	Variance or Financial Recovery Measure Description
		<p>across zones and the loss of parking capacity due to active travel proposals over the last 2 years. The number of permits themselves (36,000 resident permits, 15,000 other permits and 360,000 visitor permits per year) are not declining overall due to all the new parking schemes introduced, but there are more challenging income targets from increased prices. On-Street parking income is forecast to be £0.495m (3.56%) underachieved compared to a £13.9m budget and off-Street Parking is forecast to be £0.110m (1.26%) underachieved compared to a £8.7m Budget.</p> <p>The underachievement of resident permits and reduced forecasts within on-street parking is likely to be as a result of the significant estimated loss of income against budget of £0.979m as a result of the loss of permit and paid parking spaces due to active travel measures (e.g. Madeira Drive, Old Town, A259 – eastern section) introduced over the last 2 years. This will be exacerbated with the upcoming reductions in parking spaces for the A259 (western section), A23, Low traffic neighbourhood scheme, school streets, Valley Gardens phase 3, work on Madeira Terraces and the cycle hangers programme which will be discussed in future TBM review meetings and Transport Management Team meetings. This underachievement is offset by forecast surplus income for Parking Suspensions of £0.376m (46.21%) against a £0.813 budget as well as PCN income, net of bad debt provision, of £1.545m (23.09%) against a £6.7m budget.</p> <p>The budget does contain a pressure relating to the Traffic Control Centre Restructure of £0.522m which is being funded by additional enforcement activities started in 2022/23 within figure above (Wider bus stop enforcement, Cycle lane enforcement etc) as well in the future from further schemes from 2023/24 onwards. The pressure from parking income shortfalls is partly offset against underspends (some related to less paid parking income) in transactional and contract costs of (£0.205m).</p>
(67)	Traffic Management	Income over achievement forecast for Traffic Regulation Orders, Events and Sample Inspection Fees.
City Environmental Management		
930	City Clean	Overspend of £0.630m is due to waste collection and street cleansing (operational) agency costs in response to vacancies across the service. Recruitment into vacant posts and managing of attendance should start to see these high agency costs reduce during the year. £0.300m overspend within Public Conveniences is due to greater than budgeted

Appendix 4 – Revenue Budget Performance

Key Variances		
£'000	Service Area	Variance or Financial Recovery Measure Description
		utility costs, consumables and staffing required to keep public toilets open and to maintain cleaning levels.
(25)	Fleet & Maintenance	Surplus of £0.025m to fleet income activities.
14	Head of City Environmental Management	Additional supplies & services costs.
City Development & Regeneration		
375	Development Planning	Underachievement of Planning and Building Control income of £0.588m as there is still some uncertainty over levels of service post-covid, although the income trend will become more apparent as the year progresses. However, there are underspends of £0.289m from several staffing vacancies in both services but with an overspend on goods/services of £0.076m mainly within consultants' fees.
(75)	Planning Policy and Major Projects	Underspend of £0.080m on professional and consultant fees offset by small underachievement of income £0.005m.
(22)	Sustainability & International	Small underspend on Initiatives budget of £0.010m plus reduction in hours on a post (£0.009m) and other various small underspends.
32	Economic Development	Overspend due to Coast to Capital LEP fee not reduced as much as anticipated.
(13)	Business Development and Customer Services	Underspend on vacancies of £0.055m plus various other underspends of £0.003m offset by overspend on agency costs to cover posts of £0.016m, computer software of £0.019m and underachieved fee income of £0.010m.
Culture, Tourism & Sport		
(11)	Arts	Underspend due to vacancies during the year
37	Sport and Leisure	Outdoor Events are experiencing a pressure from the cancellation of a number of programmed events as a result of organisers experiencing significant cost increases and attendance reduction in the sector. Some other smaller events are moving to 2023 instead. Welcome Back Fund/Reopening High Street Fund did not cover all project expenditure as anticipated therefore leaving a small balance of £0.027m overspend.
77	Venues	A forecast overspend from utility price increases based on the April to July 2022 costs. The Brighton Centre is working closely with Property & Design to get accurate readings processed to facilitate future forecasts and will endeavour to address this overspend by either reducing expenditure on other budgets or increasing income levels. To assist this, an interim spending freeze on non-essential spend has now been introduced.
10	Tourism and Marketing	Small overspend on staffing and goods & services.

Appendix 4 – Revenue Budget Performance

Key Variances		
£'000	Service Area	Variance or Financial Recovery Measure Description
Property		
339	Property and Design	<p>The pandemic legacy continues to affect the commercial portfolio rental position with some vacancies at Hove Technology Centre and Lyndean House resulting in £0.165m forecast underachievement of income.</p> <p>In-house printing continues to show a historic pressure due to the reduction in demand resulting in £0.074m forecast underachievement of costs recovered. The security budget is showing a forecast overspend of £0.200m due to higher contract costs following the re-tendering during 2021/22 and increases in demand for staff at Hove Town Hall Customer Service Centre to support the corporate Customer Experience Strategy. These costs are partly offset by (£0.100m) for vacancies held during the first part of the year.</p>

Housing, Neighbourhoods & Communities

Revenue Budget Summary

Forecast Variance Month 2 £'000	Service	2022/23 Budget Month 5 £'000	Forecast Outturn Month 5 £'000	Forecast Variance Month 5 £'000	Forecast Variance Month 5 %	2022/23 Savings Proposed £'000	Savings Achieved £'000	Savings Unachieved £'000
1,777	Housing General Fund	14,178	15,643	1,465	10.3%	1,780	1,300	480
0	Libraries	4,814	4,814	0	0.0%	77	77	0
0	Communities, Equalities & Third Sector	3,198	3,161	(37)	-1.2%	40	40	0
0	Safer Communities	3,695	3,652	(43)	-1.2%	35	35	0
1,777	Housing, Neighbourhoods & Communities	25,885	27,270	1,385	8.0%	1,932	1,452	480
(472)	Further Financial Recovery Measures (see below)	-	(200)	(200)	-	-	-	-
1,305	Residual Risk After Financial Recovery Measures	25,885	27,070	1,185	4.6%	1,932	1,452	480

Explanation of Key Variances

Key Variances £'000	Service Area	Variance or Financial Recovery Measure Description
Further Financial Recovery Measures		
(200)	Temporary Accommodation	The service continues to work on transforming the service to focus on homelessness prevention and to reduce the time spent in Temporary Accommodation (TA), thereby reducing costs further to meet the 2022/23 Budget savings target. This will be challenging given that there are now only six months of the year remaining and this forecast assumes that £0.075m of savings will not be met.
Housing General Fund		
1,716	Temporary Accommodation	A provision for underlying Temporary Accommodation (TA) and Rough Sleeping pressures of over £1m was provided in the 2021/22 budget, which was expected to be supported by additional funding from the government's announcement of an additional £254m national funding. However, although core funding increased overall, it was insufficient to support the service pressure funding and the budget therefore remains as an overspend currently. Emergency accommodation is forecast to overspend of £0.273m, a reduction of £0.243m since Month 2, largely due to a reduction in the number of block-booked properties.

Appendix 4 – Revenue Budget Performance

Key Variances		
£'000	Service Area	Variance or Financial Recovery Measure Description
		However, the costs of private sector leased properties for TA have continued to rise as contracts are renewed at higher rents and the forecast variance has increased by £0.196m as a result to an overspend of £0.021m. The current number of empty leased properties in TA has steadily reduced so far this year as the backlog of works is cleared. However, there are still more properties empty for longer than the current budget allows for and the budget for rent loss on voids is still overspending by £0.100m, although this is an improvement compared to the forecast at Month 2. Repairs costs have substantially increased and this budget is forecast to overspend by £0.476m, an increase of £0.264m on the Month 2 forecast. There is also a forecast overspend on the contribution to the bad debt provision of £0.189m and £0.050m on Housing Benefit Subsidy. These pressures are partially offset by a contribution of £0.417m from Homelessness Prevention Grant after other forecasts for prevention expenditure has been taken into account.
0	Commissioned Rough Sleeper and Housing related Support Services	The commissioned services budget for supported accommodation and rough sleepers is forecast to break even.
187	Additional emergency hotel accommodation	The costs of extra emergency hotels taken on during the pandemic is forecast to overspend by £0.187m as hotels are being decanted later than anticipated at budget setting time. The one remaining hotel is planned to be decanted by the end of July.
(700)	Housing Options	This budget is forecast to underspend by £0.700m due to an underspend on the one-off homelessness initiatives budget that was carried forward from 2021/22.
320	Seaside Homes	There is a forecast overspend of £0.320m because of the loss of rent on void properties and higher repairs costs.
(70)	Adaptations Service	Forecast underspend because of the Home Improvement Agency work being brought in house.
12	Travellers	Loss of income on the transit site and extra cleaning costs to the toilet and shower blocks.
Communities, Equalities & Third Sector		
(37)	Communities, Equalities & Third Sector	Net underspend against staffing because of vacancies across the service.
Safer Communities		
(43)	Safer Communities	Net underspend against staffing because of vacancies across the service.

Governance, People & Resources

Revenue Budget Summary

Forecast Variance Month 2 £'000	Service	2022/23 Budget Month 5 £'000	Forecast Outturn Month 5 £'000	Forecast Variance Month 5 £'000	Forecast Variance Month 5 %	2022/23 Savings Proposed £'000	Savings Achieved £'000	Savings Unachieved £'000
0	Chief Executive Monitoring Office	266	279	13	4.9%	76	28	48
139	Policy & Communications	1,552	1,592	40	2.6%	0	0	0
122	Legal & Democratic Services	3,224	3,356	132	4.1%	202	83	119
78	Life Events	(83)	34	117	141.0%	163	86	77
0	Customer Modernisation & Data	1,408	1,388	(20)	-1.4%	33	33	0
0	Finance (Mobo)	1,472	1,272	(200)	-13.6%	150	150	0
0	Procurement (Mobo)	(37)	(37)	0	0.0%	0	0	0
0	HR & Organisational Development (Mobo)	4,159	4,139	(20)	-0.5%	0	0	0
0	IT&D (Mobo)	9,280	9,280	0	0.0%	0	0	0
0	Welfare Revenue & Business Support	7,796	7,796	0	0.0%	0	0	0
1,115	Contribution to Orbis	1,556	3,214	1,658	106.6%	0	0	0
1,454	Total Governance, People & Resources	30,593	32,313	1,720	5.6%	624	380	244

Mobo = Specific budget items held by Orbis but **Managed on behalf** of the relevant partner i.e. they are sovereign, non-partnership budgets. Under or overspends on Mobo budgets fall directly to the relevant partner whereas Orbis Operational budget variances are shared in accordance with the Inter-Authority Agreement (IAA).

Explanation of Key Variances

Key Variances £'000	Service Area	Variance or Financial Recovery Measure Description
Chief Executive Monitoring Office		
13	Monitoring Office	There are expected staffing pressures this year of £0.013m.
Policy & Communications		
40	Communications	The service is predicting a pressure this year of £0.040m. This relates to the Communications service pressures including restructuring costs (£0.036m) and expected pressures within the Graphic Design Team (£0.004m).

Appendix 4 – Revenue Budget Performance

Key Variances		
£'000	Service Area	Variance or Financial Recovery Measure Description
Legal & Democratic Services		
123	Legal Services	In Legal Services there is a pressure of £0.123m. £0.060m of this relates to an expected loss of income relating to support of the LEP, £0.040m shortfall in funding for FCL related work on SEN tribunals/Education work and the balance of £0.023m relates to unplanned locum expenditure due to recruitment and retention challenges in the Service.
9	Democratic Services	In Democratic Services there are pressures of £0.035m relating to compulsory regrading costs of Political Assistants, which was a requirement of legislation. Elsewhere in the service there is a net underspend of £0.026m mostly arising from vacancies.
Life Events		
117	Life Events	The revised income pressure is now £0.202m (Bereavement £0.084m, Land Charges £0.073m and Registrars £0.045m), offset by posts held vacant saving £0.128m. There are also pressures totalling £0.043m including government funding shortfall and equipment replacement costs in Electoral Services and web and sound system cost in Bereavement Services.
Customer Modernisation & Data		
(20)	Customers and Performance	An underspend of £0.020m relating to vacancy management.
Finance (Mobo)		
(200)	Finance	The service is projecting an underspend of £0.200m relating to vacancy management.
HR & Organisational Development (Mobo)		
(20)	Human Resources	The service is declaring a £0.020m underspend at Month 5. This is comprised of a £0.045m underspend in the health and safety service and a £0.025m unions pressure relating to unfunded extra provision for facilities time and accommodation). Ongoing work to replace the Learning Gateway include financial proposals to address funding shortfalls. The service has developed proposals to deliver £0.133m savings in the new financial year. We are continuing to track the long-term impact of Covid on income in the service. This will inform future pressure funding requests and will include a request for £0.120m funding which ends in this financial year leaving a legacy salaries shortfall. Going forward any underspends in Workforce Development (grant funding and relates to social work service provision) and People Promise funding needs to be carried forward.
Contribution to Orbis		
1,658	Contribution to Orbis	There is a forecast pressure of £1.658m relating to current and former Orbis services which is split as follows: £0.776m relates to the financial impact of disaggregating (withdrawing) various services including Business Operations (now part of WRBS), Finance, and HR. This relates both to

Appendix 4 – Revenue Budget Performance

Key Variances £'000	Service Area	Variance or Financial Recovery Measure Description
		<p>impact of reversing integrated roles and the associated loss of economies as well as the realisation of unachieved savings in Business Operations due to the divergence of the partners' business requirements and the impact on achieving integration of services. BHCC's contribution to the Partnership has also increased by £0.879m plus inflation in respect of continuing services. However, this cost primarily relates to IT&D and includes the revenue and capital financing costs of addressing infrastructure, digital and service requirements in BHCC for which it is required to contribute a higher contribution. The separate pressure relating to BHCC's share of an expected minor Orbis Partnership overspend in 2022/23 is currently £0.003m.</p>

Corporately-held Budgets

Revenue Budget Summary

Forecast Variance Month 2 £'000	Service	2022/23 Budget Month 5 £'000	Forecast Outturn Month 5 £'000	Forecast Variance Month 5 £'000	Forecast Variance Month 5 %	2022/23 Savings Proposed £'000	Savings Achieved £'000	Savings Unachieved £'000
110	Bulk Insurance Premia	3,352	3,462	110	3.3%	0	0	0
0	Capital Financing Costs	7,832	7,272	(560)	-7.2%	0	0	0
0	Levies & Precepts	219	219	0	0.0%	0	0	0
0	Unallocated Contingency & Risk Provisions	2,453	2,453	0	0.0%	0	0	0
(79)	Unringfenced Grants	(49,047)	(49,126)	(79)	-0.2%	0	0	0
444	Housing Benefit Subsidy	(751)	30	781	104.0%	0	0	0
(194)	Other Corporate Items	(24,589)	(20,138)	4,451	18.1%	325	325	0
281	Total Corporately-held Budgets	(60,531)	(55,828)	4,703	7.8%	325	325	0

Explanation of Key Variances

Key Variances £'000	Service Area	Variance or Financial Recovery Measure Description
Bulk Insurance Premia		
110	Commercial property building insurance	Premium credit adjustment to tenants leading to additional cost in 2022/23.
Capital Financing Costs		
(560)	Financing Costs	Higher interest rates on balances.
Unallocated Contingency & Risk Provisions		
Unringfenced Grants		
(13)	Extended Rights to Free Travel	Announced in June 2022 at £0.099m which is £0.013m higher than budgeted.
(66)	Pressure funding released	Only the Local Reform Community Voice grant left to be announced and historically not confirmed until later in the year. Forecasting this grant will be the same level as 2021/22 which releases pressure funding.
Housing Benefit Subsidy		
781	HB Subsidy	There is an estimated pressure of £0.781m. Of this £0.831m relates to the main subsidy budgets and is based on the mid-year estimate submitted to the DWP. Of this pressure,

Appendix 4 – Revenue Budget Performance

Key Variances		
£'000	Service Area	Variance or Financial Recovery Measure Description
		£0.482m relates to a particular benefit type for vulnerable tenants which is not fully subsidised. This is being investigated to fully understand the reasons for the growth in this area. There is also a pressure of £0.349m on the net recovery of overpayments and other areas. The surplus on the recovery of overpaid former council Tax Benefit is currently forecast at £0.050m.
Other Corporate Items		
(251)	Corporate pension costs	Overpayment from 2021/22 of £0.112m and an in year variance of £0.139m.
7	Death management	BHCC share of Sussex wide costs on mass fatalities work.
150	Academisation	Costs relating to compulsory academisation of Homewood House school where the council will be liable for the school's projected budget deficit at the point of transfer.
4,545	General Fund pay award	This reflects the employers' pay award offer of a £1,925 flat-rate increase for all NJC salaries. This is equivalent to a 6.3% increase on the payroll compared with the 2% increase included in the budget for 2022/23. This pressure is after allowing for the £1.260m remaining one-off provision for pay from the 2021/22 outturn.

Housing Revenue Account (HRA)

Revenue Budget Summary

Forecast Variance Month 2 £'000	Service	2022/23 Budget Month 5 £'000	Forecast Outturn Month 5 £'000	Forecast Variance Month 5 £'000	Forecast Variance Month 5 %
0	Capital Financing	25,553	25,837	284	1.1%
53	Housing Management & Support	4,620	4,947	326	7.1%
(42)	Housing Strategy & Supply	1,464	1,361	(103)	-7.1%
0	Repairs & Maintenance	14,061	14,061	(0)	0.0%
(46)	Housing Investment & Asset Management	2,631	2,547	(84)	-3.2%
757	Tenancy Services	(48,329)	(47,585)	744	1.5%
722	Total Housing Revenue Account	0	1,167	1,167	0.0%

Explanation of Key Variances

Key Variances £'000	Subjective Area	Variance Description
Capital Financing		
284	Capital Financing costs	£0.360m short term pressure in financing costs as a result of taking on PWLB borrowing earlier to take advantage of more favourable interest rates. Offset by an increase of £0.076m in interest received on cash balances.
Housing Management & Support		
85	Employees	There is a forecast overspend of £0.135m on staffing costs relating to Homelessness. Underspends against Transfer Incentive scheme (£0.035m) and minor variances (£0.015m).
213	Premises	Backdated rent increase in relation to the Housing Centre of £0.107m. Forecast overspend against responsive repairs and empty properties of £0.087m and utility costs of £0.019m.
(106)	Supplies and services	Transfer Incentive scheme (£0.095m) and other minor variances (£0.011m).
38	Support services	Additional contribution to legal services in respect of disrepair claims.
96	Income	Overspend relating to rent loss due to a backlog of empty properties. A project group is in place to reduce the number void properties during the year.

Appendix 4 – Revenue Budget Performance

Key Variances		
£'000	Subjective Area	Variance Description
Housing Strategy & Supply		
(103)	Employees	Forecast underspend against support service cost in delivery of new supply.
Repairs & Maintenance		
(116)	Employees	Additional staffing costs of approximately £0.400m in respect of dealing with backlog works; this is offset by a forecast underspend against the base salary budget.
1,129	Premises	Forecast overspend against the base budget for subcontractor costs.
(4)	Supplies and Services	Forecast underspend against the base budget for material costs.
(35)	Transport	Minor variances.
(974)	Contribution from reserves	Financial risk relating to the post pandemic backlog of responsive repairs and empty property works is a significant financial issue for 2022/23 and the HRA budget report set aside a total of £1.5m to ensure one-off funding is available during the year to cope with this pressure. The assumption at Month 5 is that the net overspend identified above will be covered by this reserve.
Housing Investment & Asset Management		
(294)	Employees	An underspend due to change in the timescales for recruiting additional staff to support the new arrangements for planned and major works.
4	Premises	A forecast overspend on Utility costs.
206	Supplies and Services	Pressure from disrepair claims, which by their nature are not possible to forecast easily. Instances and costs associated with each instance will be recorded separately within the HRA and the variance against budgets are regularly reviewed during the year.
Tenancy Services		
90	Employees	A forecast overspend against the staffing budget.
457	Premises	£0.263m forecast overspend on utility costs. £0.101m overspend in council tax costs in respect of the higher number of empty council dwellings awaiting repairs. £0.053m additional grounds maintenance costs for first year of ash die back tree works. £0.040m minor variances.
233	Supplies and Services	£0.120m overspend on the use of temporary accommodation for council housing tenants, linked to the current policy for Temporary Accommodation across the authority and in some part to the number of voids held in the HRA. £0.100m overspend relating to the use of security guards in response to safeguarding vulnerable households and addressing Anti-Social Behaviour issues. £0.013m minor variances.

Appendix 4 – Revenue Budget Performance

Key Variances		
£'000	Subjective Area	Variance Description
(66)	Income	Forecast overachievement in rental income due to new supply of affordable housing offset by an overspend in voids rent loss.
30	Other	Minor variances.

Appendix 4 – Revenue Budget Performance

Dedicated Schools Grant (DSG)

Revenue Budget Summary

Forecast Variance Month 2 £'000	Service	2022/23 Budget Month 5 £'000	Forecast Outturn Month 5 £'000	Forecast Variance Month 5 £'000	Forecast Variance Month 5 %
0	Individual Schools Budget (ISB)	130,711	130,711	0	0.0%
0	Early Years Block (excluding delegated to Schools) <i>(This includes Private Voluntary & Independent (PVI) Early Years 3 & 4 Year Old funding for the 15 hours free entitlement to early years education)</i>	14,024	14,057	33	0.2%
0	High Needs Block	34,473	34,728	255	0.7%
0	Exceptions and Growth Fund	3,188	3,213	25	0.8%
0	Grant Income	(182,361)	(182,361)	0	0.0%
0	Total Dedicated Schools Grant (DSG)	35	348	313	894.3%

Explanation of Key Variances

Key Variances £'000	Service Area	Variance Description
Early Years Block (including delegated to Schools)		
30	Additional support funding for early years providers	Small overspend relating to additional support funding for early years providers to support children with additional needs. This area continues to see increasing demand.
3	Other	Minor variances.
High Needs Block (excluding delegated to Schools)		
426	Agency - Independent non-maintained special schools	Increase in specialist placements to independent non-maintained special schools. This is being driven by increases in demand and complexity of need where suitable local provision does not exist. Placements are mainly linked to autism and social emotional mental health categories of need. The budget is currently forecasting 120 FTE placements compared to 89 FTE placements at the comparative time last year.
(93)	Balance of high needs block funding currently unallocated	Balance of funding currently unallocated within the high needs block following government increases in funding in 2022-23. Required to offset pressures in wider high needs block.

Appendix 4 – Revenue Budget Performance

Key Variances		
£'000	Service Area	Variance Description
(48)	Mainstream school top-up funding	Mainstream school top-up budget has been significantly rebased in 2022-23 to reflect increase in demand and cost. At this stage it is forecast there will be an underspend against the rebased budget.
(46)	Special Schools Support and Top-up funding	Budget rebased in 2022-23 to reflect increase in provision and additional support costs. At this stage it is forecast there will be an underspend against the rebased budget
16	Other	Other smaller compensating variances
Exceptions and Growth Fund		
38	Premature Retirement Costs	Ongoing annual commitment where regulations do not permit local authorities to increase budget beyond historic levels.
(13)	Other	Minor variances.

Savings Monitoring 2022/23

General Fund

Directorate	2022/23 Savings Proposed £'000	Savings Achieved / Anticipated £'000	Savings At Risk £'000	Savings at Risk as percentage of Net Budget %
Families, Children & Learning	2,674	392	2,282	2.2%
Health & Adult Social Care	2,224	954	1,270	1.7%
Economy, Environment & Culture	2,730	986	1,744	4.1%
Housing, Neighbourhoods & Communities	1,932	1,452	480	1.9%
Governance, People & Resources	624	380	244	0.8%
Corporate Budgets	325	325	0	0%
Total Directorate Savings	10,509	4,489	6,020	2.8%

Housing Revenue Account

Directorate	2022/23 Savings Proposed £'000	Savings Achieved £'000	Savings Unachieved £'000
Housing Revenue Account	0	0	0
Total HRA Savings	0	0	0

Explanation and Mitigation of At Risk Savings

Directorate £'000	Savings at Risk £'000	Explanation and potential mitigations for main savings at risk
Families, Children & Learning	2,282	The majority of the savings at risk relate to Children in Care (£1.278m) due to rising numbers of children entering care and increasing costs of children with very complex needs, and Adults with Learning Disabilities (£0.883m). This is a result of increasing fees and further fee uplift requests from providers.
Health & Adult Social Care	1,270	Due to delays in implementation of savings strategy and increasing unit costs.
Economy, Environment & Culture	1,744	The vast majority of savings within the Directorate are for price increases and growths in income generating areas. Price increases have been applied, however the anticipated income has yet to be achieved as these areas are dependent on demand including tourism and visitor numbers. The most significant areas of shortfall are £0.605m for parking tariff increases, £0.872m for resident permit increases where demand has reduced and reduction of maintenance budgets of £0.080m within Property
Housing, Neighbourhoods & Communities	480	Temporary Accommodation (£0.480m). The service is working to reduce the numbers in TA and Emergency Accommodation (EA) further but forecasts are cautious due to the current increases in the cost of living and the effect this may have on homelessness.
Governance, People & Resources	244	Income in Legal Services (£0.119m) and Life Events (£0.077m). Communications restructure (£0.048m).
ORBIS	0	
Corporate Budgets	0	
Total General Fund	6,020	
Housing Revenue Account	0	
Grand Total	6,020	

Families, Children & Learning – Capital Budget Summary

Forecast Variance Month 2 £'000	Unit	Reported Budget Month 2 £'000	Reported at Other Committees £'000	New Schemes £'000	Variations, Slippages & Reprofiles £'000	Reported Budget Month 5 £'000	Forecast Outturn Month 5 £'000	Forecast Variance Month 5 £'000	Forecast Variance Month 5 %
0	Director of Families, Children & Learning	0	0	0	0	0	0	0	0.0%
0	Health, SEN & Disability Services	0	0	0	0	0	0	0	0.0%
0	Education & Skills	25,330	1,030	1,850	2,766	30,975	30,975	0	0.0%
0	Schools	313	0	0	0	313	313	0	0.0%
0	Children's Safeguarding & Care	35	0	0	0	35	0	(35)	-100.0%
0	Quality Assurance & Performance	0	0	0	0	0	0	0	0.0%
0	Total Families, Children & Learning	25,678	1,030	1,850	2,766	31,323	31,288	(35)	-0.1%

Details of Variation requests and explanations of significant Forecast Variances, Slippage or Reprofiles are given below:

Detail Type	Amount £'000	Project	Description
Education & Skills			
Reported at other committee	1,030	High Needs Provision Capital	The DfE have confirmed that the initial allocation of £1.029m in 2021/22 (already reported in the Education Capital Investment Report to P&R in March 2022) will be extended to included £2.760m in 2022/23 and a provisional allocation of £3.368m for 2023/24. The funding will support securing educational provision for children and young people with special education needs and disabilities (SEND) as well as those requiring alternative provision (AP).
Variation	2,766	High Needs Provision Capital	See above.
Children's Safeguarding & Care			
Variance	(35)	Contact Supervision Centres	Variance of less that £0.100m.

Health & Adult Social Care – Capital Budget Summary

Forecast Variance Month 2 £'000	Unit	Reported Budget Month 2 £'000	Reported at Other Committees £'000	New Schemes £'000	Variations, Slippages & Reprofiles £'000	Reported Budget Month 5 £'000	Forecast Outturn Month 5 £'000	Forecast Variance Month 5 £'000	Forecast Variance Month 5 %
0	Adult Social Care	9,545	0	0	(9,090)	455	505	50	11.0%
0	Integrated Commissioning	0	0	0	0	0	0	0	0.0%
0	S75 Sussex Partnership Foundation Trust (SPFT)	0	0	0	0	0	0	0	0.0%
0	Public Health	0	0	0	0	0	0	0	0.0%
0	Total Health & Adult Social Care	9,545	0	0	(9,090)	455	505	50	11.0%

Details of Variation requests and explanations of significant Forecast Variances, Slippage or Reprofiles are given below:

Detail Type	Amount £'000	Project	Description
Adult Social Care			
Reprofile	(9,090)	Knoll House Resource Centre Supported Housing	The demolition work is due to start June/July 2023 and the service open in April 2025. Spend forecast to be profiled across 2023/24 (£4.000m) and 2024/25 (£5.090m).
Variance	50	Various schemes	Variances of less than £0.100m across the following schemes: 0.030m – BCF – Adaptions for the disables 0.020m – BCF - Telecare

Appendix 6 – Capital Programme Performance

Economy, Environment & Culture (excluding Housing Revenue Account) – Capital Budget Summary

Forecast Variance Month 2 £'000	Unit	Reported Budget Month 2 £'000	Reported at Other Committees £'000	New Schemes £'000	Variations, Slippages & Reprofiles £'000	Reported Budget Month 5 £'000	Forecast Outturn Month 5 £'000	Forecast Variance Month 5 £'000	Forecast Variance Month 5 %
0	Transport	30,162	0	0	1,208	31,370	31,370	0	0.0%
0	City Environmental Management	11,756	0	0	330	12,086	12,086	0	0.0%
3,432	City Development & Regeneration	13,123	0	0	225	13,348	21,235	7,887	59.1%
0	Culture, Tourism & Sport	17,319	0	0	0	17,319	17,319	0	0.0%
0	Property	15,306	0	0	(292)	15,014	15,014	0	0.0%
3,432	Total Economy, Environment & Culture	87,665	0	0	1,471	89,136	97,023	7,887	8.8%

Details of Variation requests and explanations of significant Forecast Variances, Slippage or Reprofiles are given below:

Detail Type	Amount £'000	Project	Description
Transport			
Variation	1,208	Active Emergency Travel Fund - Tranche 3	The third round of Active Emergency Travel grant was announced this year from the Department of Transport. This will support travel pans for the A259 Marine Parade.
City Environmental Management			
Variation	330	Public Conveniences	Capital grant funding from the Department of Levelling Up, Housing & Communities under the Changing Places Toilets Fund has been awarded for the installation of toilets. A total of £0.330m has been awarded for 2022/23 and 2023/24. the funding will support 8 sites in Brighton & Hove: Hove Lagoon, Hove Park, St Ann's Wells Gardens, Stanmer Park, Wish Park, The Ledward Centre, East Brighton Park and Preston Park.
City Development & Regeneration			
Variation	125	Various schemes	Variations of less than £0.100m across the following schemes: 0.050m - Black Rock Enabling Works 0.047m - Brighton Dome Development 0.033m - Eastern Seafront Masterplan 0.005m - Circus Street Development (0.010)m - Dukes Mound Arches

Appendix 6 – Capital Programme Performance

Detail Type	Amount £'000	Project	Description
Reprofile	100	Improvements to New England House	Reprofile from 2022/23 of the New England House reserve to meet costs associated with the development plans for the site.
Variance	7,887	Contribution to Housing JV	Part of the loan facility agreements require the council to provide equity loans to Homes for the City of Brighton & Hove LLP (LLP). These loans will not be required once the Golden Brick milestone is met at which point the development agreements will be triggered. All loans provided to the LLP are expected to be repaid this year in full.
Property			
Reprofile	(292)	Madeira Terrace Struc Repair & Resurface	Delay to procurement of the special inspections means that further spend this financial year is unlikely and a reprofile is requested for the remainder of the budget to 2023/24.

Housing, Neighbourhoods & Communities (excluding Housing Revenue Account) – Capital Budget Summary

Forecast Variance Month 2 £'000	Unit	Reported Budget Month 2 £'000	Reported at Other Committees £'000	New Schemes £'000	Variations, Slippages & Reprofiles £'000	Reported Budget Month 5 £'000	Forecast Outturn Month 5 £'000	Forecast Variance Month 5 £'000	Forecast Variance Month 5 %
0	Housing General Fund	5,875	0	0	600	6,475	6,475	0	0.0%
0	Libraries	250	0	0	0	250	250	0	0.0%
0	Communities, Equalities & Third Sector	0	0	0	0	0	0	0	0.0%
0	Safer Communities	0	0	0	0	0	0	0	0.0%
0	Total Housing, Neighbourhoods & Communities	6,125	0	0	600	6,725	6,725	0	0.0%

Details of Variation requests and explanations of significant Forecast Variances, Slippage or Reprofiles are given below:

Detail Type	Amount £'000	Project	Description
Housing General Fund			
Variation	600	Warm Safe Homes Grant	A variation is required from the Brighton and Hove Warmer Homes Investment Fund allocation to the Warm, Safe Homes Grant fund as proposed in the Housing Committee report on 28 September 2022. This grant is targeted at low-income homeowners and private tenants in fuel poverty and is to provide significant remedial and property improvements such as cavity / wall and loft insulation, improved energy efficient heating solutions and energy efficient windows and doors.

Housing Revenue Account (HRA) – Capital Budget Summary

Forecast Variance Month 2 £'000	Unit	Reported Budget Month 2 £'000	Reported at Other Committees £'000	New Schemes £'000	Variations, Slippages & Reprofiles £'000	Reported Budget Month 5 £'000	Forecast Outturn Month 5 £'000	Forecast Variance Month 5 £'000	Forecast Variance Month 5 %
1,412	City Development & Regeneration	14,013	2,965	0	0	16,978	18,715	1,737	10.2%
(1,342)	Housing Revenue Account	88,777	0	250	(3,024)	86,003	85,394	(609)	-0.7%
70	Total Housing Revenue Account	102,789	2,965	250	(3,024)	102,980	104,108	1,128	1.1%

Details of Variation requests and explanations of significant Forecast Variances, Slippage or Reprofiles are given below:

Detail Type	Amount £'000	Project	Description
City Development & Regeneration			
Reported at other committee	(806)	Victoria Road	
Reported at other committee	3,771	Moulsecoomb Hub - Housing	
Variance	1,741	Victoria Road	The overspend of £1.741 on the original approved budget, relates to the total project costs for both the Sports Pavilion and Housing schemes. 60% of the overspend is attributable to overruns in the construction costs above the Agreed Maximum Price for both the Sports Pavilion and Housing Scheme. Both schemes have been constructed during a time of great uncertainty as a result of Brexit, the Pandemic and the war in the Ukraine, which is having a considerable impact on the UK economy and the construction market. This, together with the tightening up of Fire Safety Regulations post Grenfell, has significantly contributed to the uplift in project costs. The remaining 40% of the overspend is attributable to the extra professional fees associated with the detailed design stages of the Housing scheme. The scheme has required greater design coordination from the Lead Architect and input from specialist designers than was originally anticipated. A summary of Lessons Learnt on the project has been shared with

Appendix 6 – Capital Programme Performance

Detail Type	Amount £'000	Project	Description
			the Housing Supply Programme and Members Boards as well as the council's Strategic Construction Partnership with Morgan Sindall.
Variance	(4)	Buckley Close	Variance of less than £0.100m.
Housing Revenue Account			
Variation	(400)	Lightning Protection	A budget had been allowed for repairs and upgrades to the lightning protection across our stock. A review of the approach and timing of works is underway with an underspend anticipated as a result.
Variation	(200)	Fire Safety - Sprinklers	No planned spend this financial year.
Reprofile	(200)	Windows	Consultants have been appointed to undertake the drawings and specifications for timber windows programme, these will be provided in batches and when received will be tendered through our Lot 2 framework. It is anticipated that the first tender will go out in September and on-site activity anticipated January 2023.
Reprofile	(516)	Converting Spaces in Existing Buildings	Ongoing disruption to the delivery teams supply chains through materials and labour shortages is likely to impact on spend and completion of projects within the financial year.
Reprofile	(100)	HRA Owned Playgrounds Refurbishment	Some delays to roll-out.
Reprofile	(1,608)	Palace Place redevelopment	Delays in procurement and the timing of the planning application has caused slippage in the programme and adjustments to the spend profile and therefore spend .
Variance	25	Minor Capital Works	Deminimus.
Variance	(450)	Windows	Consultants have been appointed to undertake the drawings and specifications for timber windows programme, these will be provided in batches and when received will be tendered through our Lot 2 framework. It is anticipated that the first tender will go out in September and on-site activity anticipated January 2023.
Variance	200	Lifts	Identified replacement and significant refurbishment required to deal with lifts that are showing signs of unreliability and parts that are obsolete.
Variance	140	Domestic Rewire	Likely overspend based on current contractor performance.
Variance	(200)	Main Entrance Doors	Due to manufacturing costs increasing steadily over the last year we are working on a revised procurement timeline to use an existing framework with another provider. It is hoped that the contract will be in place for November.
Variance	(324)	Various schemes	Variances of less than £0.100m across the following schemes: 0.100m - Condensation & Damp Works 0.100m - Ventilation (0.020)m - Water Tanks

Appendix 6 – Capital Programme Performance

Detail Type	Amount £'000	Project	Description
			(0.022)m - Housing First (0.026)m - Next Steps Accommodation Program (0.031)m - City-Wide Loft Conv & Ext Project (0.050)m - Environmental Improvements (0.075)m - Door Entry Systems & CCTV (0.100)m - Communal Fire Alarms (0.100)m - Fire Safety (0.100)m - Kitchens

Governance, People & Resources - Capital Budget Summary

Forecast Variance Month 2 £'000	Unit	Reported Budget Month 2 £'000	Reported at Other Committees £'000	New Schemes £'000	Variations, Slippages & Reprofiles £'000	Reported Budget Month 5 £'000	Forecast Outturn Month 5 £'000	Forecast Variance Month 5 £'000	Forecast Variance Month 5 %
0	Chief Executive Monitoring Office	0	0	0	0	0	0	0	0.0%
0	Policy & Communications	0	0	0	0	0	0	0	0.0%
0	Legal & Democratic Services	0	0	0	0	0	0	0	0.0%
0	Life Events	0	0	0	0	0	0	0	0.0%
0	Customer Modernisation & Data	0	0	0	0	0	0	0	0.0%
0	Finance	0	311	0	0	311	311	0	0.0%
0	Procurement	0	0	0	0	0	0	0	0.0%
0	HR & Organisational Development	0	0	0	0	0	0	0	0.0%
0	IT & D	1,690	0	141	0	1,831	1,831	0	0.0%
0	Welfare Revenue & Business Support	0	0	0	0	0	0	0	0.0%
0	Housing Benefit Subsidy	0	0	0	0	0	0	0	0.0%
0	Contribution to Orbis	0	0	0	0	0	0	0	0.0%
0	Total Governance, People & Resources	1,690	311	141	0	2,142	2,142	0	0.0%

Details of Variation requests and explanations of significant Forecast Variances, Slippage or Reprofiles are given below:

Detail Type	Amount £'000	Project	Description
Finance			
Reported at other committee	311	Enterprise Resource Planning Programme	Reported to P&R Committee on 29 July 2022. This relates to the initial design and review phase with the implementation phase to be approved at this committee at a later date following the completion of the business case.

Note: There are currently no capital budgets to report on for Corporate Budgets.

New schemes and Future Years Variations to be added to the Capital Programme for 2022/23 to be approved

New Capital Project Approval Request	
Directorate:	Housing Revenue Account
Unit:	Housing Investment & Asset Management
Project Title:	Seniors Housing Improvements
Total Project Cost (All Years) £:	£250,000

Purpose, Benefits & Risks:
A dedicated budget is required to cover planned spend on external and common way repairs and decorations across the Council's Seniors Housing stock to help reduce ongoing costs and keep stock well maintained.

Capital Expenditure Profile (£'000):						
Funding Source (see guidance below)	2022/23 £000	2023/24 £000	2024/25 £000	2025/26 £000	2026/27 £000	Total All Years £000
Direct Revenue Funding (DRF)	250	0	0	0	0	250
Total Estimated Costs & Fees	250	0	0	0	0	250

Financial Implications:
The project costs for this financial year will be met from other underspending areas across the HRA capital programme. Future years budget allocations for the ongoing programme of improvement works will be considered as part of the HRA budget setting process for 2023/24.

New Capital Project Approval Request	
Directorate:	Families, Children & Learning
Unit:	Education & Skills
Project Title:	Cardinal Newman Catholic School – 4G Pitch & Changing Rooms
Total Project Cost (All Years) £:	£1,850,000

Purpose, Benefits & Risks:

PURPOSE

- CNCS current sporting facilities inhibit its ability to deliver against its strategic priority of providing excellent environments to enable participation in sport for all its pupils, the opportunity to achieve sporting excellence and realise their full potential, undertake sport in a safe environment that minimises the risk of injury and to promote overall health and wellbeing for all students.
- CNCS current sports facilities do not fully support its commitment to sporting academies and the top-level sports being played by the school & college. The school has achieved national sporting success but is unable to host events at that level with current facilities and current facilities also place a limit on the sporting ambitions of CNCS pupils and their desire to train more and to fulfil their full potential.
- CNCS pupils are disadvantaged by current sports facilities when compared with other state funded local schools as well as those further afield, which can also impact on choice for local children selecting a secondary school.
- Significant impact on LA objectives to widen participation in sport at all levels and so improve health and wellbeing for young people & adults in the city.

OUTCOME/BENEFIT

- Provide students with a safe, multipurpose, all year-round venue to develop their skills and understanding in a range of physical activities
- Increase community involvement and links within Brighton and Hove with local sports clubs and providers
- Improve facilities at CNCS & Newman College in line with all the other secondary schools in Brighton & Hove.
- Create an annual income for the school that can be used to repay borrowing/cover additional maintenance, sinking fund & staffing costs & to help develop/improve school facilities
- Other options were considered (e.g. levelling the playing field for a grass pitch) however the selected option was chosen due to revenue generating opportunities, greater access (i.e. not weather affected) and adaptability for a range of sports.

RISKS

- Securing loan funding and accessing funds within timeline before planning permission expires. (Medium)
- Build risks around cost and time. (Medium)
- Risk of achieving revenue targets. (Low)

Appendix 7 – New Capital Schemes

- Risks of not doing – access to sport limited, commitment to developing children’s sporting excellence and building on the strength of the academies (achieving national success) limited, risk of losing skilled & experienced PE staff & risk of lost opportunity cost (i.e. revenue).

Capital Expenditure Profile (£'000):						
Funding Source (see guidance below)	2022/23 £000	2023/24 £000	2024/25 £000	2025/24 £000	2026/27 £000	Total All Years £000
Capital Borrowing	1,850	0	0	0	0	1,850
Total Estimated Costs & Fees	1,850	0	0	0	0	1,850

Financial Implications:

It is estimated that the pitch will cost £70,000 in running costs each year including maintenance costs, sinking fund, utilities including cleaning & premises/admin staff costs. Financing cost repayments associated with the borrowing are estimated to be £95,000 per year. There has been considerable interest in the potential pitch and it is estimated to raise annual revenue of £180,000 within a four-years period.

The current 3-year revenue budget plan includes £77,000 contingency towards the pitch during the build and set up phases with break even being achieved in Year 4 as costs are covered by income.

While the school is currently forecasting a slight deficit in the third year of the budget plan it is anticipated that the new facility will help to maintain/increase pupil numbers at the school and college and retain staff.

New Capital Project Approval Request	
Directorate:	Governance, People & Resources
Division:	Customer, Modernisation & Performance Insight
Project Title:	New Member Induction and IT Equipment for Members
Total Project Cost (All Years) £:	£141,000

Purpose, Benefits & Risks:

There are a number of activities and arrangements to be put in place to induct Members following the local elections in May 2023:

- A Marketplace event is proposed, similar to that held on 2019. The event would provide a professional and co-ordinated way of inducting new Members and undertaking key activities, such as signing documentation, taking official photographs and issuing ID cards. It would provide an opportunity for Members to meet senior managers and staff, and create a positive first impression of the council.
- New information technology (IT) equipment is required for Members, namely laptops and mobile phones. It is proposed that devices be issued to both new and existing Members to provide a consistent and robust offering, and hopefully, reduce replacement costs.
- A full Member induction programme will be devised, which will cover key areas of training and awareness, and an introduction to committees. An online handbook will also be produced covering key policies and information for Members.

Capital Expenditure Profile (£'000):

Funding Source (see guidance below)	2022/23	2023/24	2024/25	2025/26	2026/27	All Years
Corporate Modernisation Funding	141	0	0	0	0	141
Total Estimated Costs & Fees	141	0	0	0	0	141

Financial Implications:

The cost of the Marketplace event is £6,000 and the cost of the IT equipment is £135,000 (£141,000 in total). The direct cost of the Marketplace event is minimal; the indirect cost of staff time to organise the event is greater, however, it is felt this will be outweighed by the benefits of economies of scale, consistency of messaging and a positive/professional induction experience. The IT equipment is the greater cost but the local elections provide an opportunity to refresh devices for all Members following feedback, and to create a consistent offering that is comparable across new and existing Members. There is an urgency to order the equipment in October before a scheduled price increase. In the current market, there is uncertainty regarding the extent of the increase and length of the delivery period, hence the need to order quickly. Going forward, it is proposed to include a budget commitment of £40,000 per annum to cover IT equipment costs following each local election.

Subject: Cost of Living Update including the Household Support Fund Tranche 3

Date of meeting: 6 October 2022

Report of: Executive Director Governance People & Resources

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Ward(s) affected: All

For general release

1 Purpose of the report and policy context

- 1.1 This report follows on from the report to Policy & Resources Committee in May 2022 which outlined the causes of the current Cost of Living increases, focusing in particular on the expected local impacts on households in relation to food, energy and fuel, welfare benefits, housing and homelessness.
- 1.2 The May report identified a range of planned actions for developing a holistic approach, with Community & Voluntary Sector partners, to ensure that support and advice could be targeted and provided to those households most impacted across the city. This response was underpinned by financial support of £2.571m including allocations of £2.140m from tranche two of the Household Support Fund (HSF) together with additional one-off resources of £0.431m provided by the City Council. The council, including schools, also increased pay for its lowest paid staff groups, the great majority of whom reside in the city.
- 1.3 The report noted that the situation was rapidly moving and since then energy prices have escalated significantly, prompting government to provide both energy payments and energy discounts. This culminated in the latest announcement of an energy price cap, an energy relief plan for businesses, third and public sector organisations and a package of tax cuts as part of the Growth Plan 2022. However, the announcements are not sufficiently targeted at households most in need, risk increasing inequality and, with no support for those in the private rented sector facing rising rents, a rise in homelessness. The Growth Plan also represents a missed opportunity to reduce overall energy demand, with nothing in place to help put local authorities on a more sustainable financial footing.
- 1.4 There is increased concern about the national growth of entrenched poverty and destitution, with residents unable to afford food, shelter and warmth, and the means to keep clean. This first grew through the pandemic and is growing again (JRF: <https://www.jrf.org.uk/blog/what-destitution>) This is exemplified in increased growth of the work of Disability and Elderly Plumbing and Heating Emergency Repair (Depher) <https://www.depher.com/>

- 1.5 High inflationary increases are being experienced by households particularly in relation to rents, food, fuel/travel, sanitation and other necessities. They are also having a growing and serious impact on a significant element of the business sector, particularly small and medium sized enterprise, where the government protections are both temporary and limited. An increase in insolvencies would be very damaging and have the twofold impact of dampening the local economy and increasing local unemployment.
- 1.6 Aside from energy caps and discounts, the government's key response is the Household Support Fund, for which tranche 3 (HSF3) will cover the period 1 October 2022 to 31 March 2023. The value of HSF3 is the same as the previous two tranches at £2.140m, however previous restriction regarding the distribution of the fund have been removed, which was widely requested by Local Authorities.
- 1.7 The report seeks delegations to officers to make adjustments to allocations where there is evidence of changing need throughout the 6 month period.
- 1.8 Alongside HSF3, the council will continue to provide a wide range of welfare advice services as well as financial hardship support. This would include discretionary funds, community grants, and Council Tax Reduction discounts. A key focus will be on continuing to develop advice and support to improve energy efficiency, including pushing ahead with the council's Brighton & Hove Warm Homes programme to retrofit private sector homes with insulation and energy saving adaptations. However, this report also considers other potential options for using council resources to provide assistance to people and households over the winter period, as well as asking Policy & Resources Committee to agree the measures that should be recommended to government to further support both households and businesses.
- 1.9 The council also notes that the Local Government Association (LGA) is taking a lead role on behalf of the sector, particularly in terms of gathering evidence and case studies to present to government to promote understanding of where support is needed, to challenge current welfare benefit policies that are having unintended consequences, and recommend sustainable funding solutions to enable local government to provide effective ongoing support from April 2023 onward. We are working with the LGA to provide case studies including for their COL hub [Cost of living: Fuel and energy | Local Government Association](#). We continue to work with them as they collate evidence with bodies such as Joseph Rowntree Foundation and Money & Pensions service.

2 Recommendations

- 2.1 That the Policy & Resources Committee notes the updates on the local situation regarding the Cost of Living impact including the ongoing and planned work and actions, with statutory and Community & Voluntary Sector partners, to provide advice and support to households in need.
- 2.2 That the Policy & Resources Committee agrees that the city council should lobby government for urgent and sustained support throughout the Cost of Living crisis including:
 - Fully funding Cost of Living pay increases for schools and local government in the current year and 2023/24;

- Immediately increasing the minimum wage in line with September 2022 inflation;
 - Reintroducing a top-up to Universal Credit of £20 pw until at least March 2024;
 - Introducing a rent freeze or cap to reduce the incidence of evictions and homelessness, as has been done by the Scottish Government;
 - Providing increases in Local Housing Allowance rates in line with rent increases and welfare benefits in line with RPI to ensure that they keep pace with inflation as a minimum;
 - Reintroducing a temporary ban on evictions during this exceptional inflationary period (until at least March 2024); and
 - Providing Free School Meals for every primary school child in England, and the city council will endorse this lobbying point by signing the [Free School Meals For All Open Letter](#) to the Prime Minister.
- 2.3 That the Policy & Resources Committee agrees that the city council should formally support the #BusinessSOS campaign and further recommend to government the measures and support for small and medium-sized enterprise (SME). The campaign has seen over 150,000 businesses from across the UK lobbying the government to support small and medium sized businesses by taking the following actions;
- Suspension of Covid loan debt repayments for up to two years (with potential eligibility criteria);
 - Reduction of tourism VAT to 5% (i.e. holiday and hospitality services and packages), and;
 - Introduction of dedicated Business Grant support for SMEs and pubs to help with costs over the winter (with potential eligibility criteria).
- 2.4 That the Policy & Resources Committee agrees that the council will work with the city's MPs to lobby for:
- Extension of business rates relief for all SME's and pubs – using usual Treasury relief mechanisms
 - Reduction of VAT on energy for businesses to 5%
 - Energy prices to return to 2021 levels for SME's and pubs
- 2.5 That the Policy & Resources Committee agrees that the council will work with local business representatives to understand their members' concerns and work with them to continue supporting small businesses. These representatives include Brilliant Brighton (the local Business Improvement District - BID), the BH Economic Partnership, BH Chamber of Commerce and BH Federation of Small Business.
- 2.6 That the Policy & Resources Committee instructs the Chief Executive to write to the Secretary of State for the Department for Business, Energy and Industrial Strategy, advocating for the advantages and business literacy of adopting the Brighton Hove Living Wage.
- 2.7 That the Policy & Resources Committee agrees the council will work with regional public and private sector partners in the Greater Brighton Economic Board to assess the impact of the cost of living to support local SME businesses through sharing intelligence and offering mutual support.

- 2.8 That the Policy & Resources Committee agrees the approach to developing potential warm banks for use over the winter period, including working with the Community & Voluntary Sector regarding their assets, as set out in paragraphs 5.9 to [Error! Reference source not found.](#).
- 2.9 That the Policy & Resources Committee agrees the proposed communications campaign set out in Section [Error! Reference source not found.](#) to promote awareness of available advice and support for those in need, and to re-promote charitable giving toward the Cost of Living crisis from those who are able and willing to help.
- 2.10 That the Policy & Resources Committee agrees the council will support the [‘Warm This Winter’ campaign](#) which calls for government support to provide immediate emergency support, help to upgrade homes and access to cheap energy to lessen reliance on gas and oil.
- 2.11 That the Policy & Resources Committee approves the proposed indicative allocation of HSF tranche 3 as set out at paragraph 10.7, noting the associated Equality Impact Assessment at Appendix 1
- 2.12 That the Policy & Resources Committee agrees that officers may make adjustments to allocations where there is evidence of changing need throughout the 6 month period of HSF3, to ensure that all of the fund is spent.

3 Cost of Living Crisis

- 3.1 As reported in May, the council has put in place a number of working groups to ensure a co-ordinated response to the Cost of Living crisis with the Community & Voluntary Sector (CVS). The groups include:
 - Cost of Living Officer Group (Leads)
 - Welfare Support & Financial Assistance Group
 - Fuel Poverty & Affordable Warmth Steering Group
 - Food Cell
 - Mental Health and Debt Steering Group
- 3.2 These groups ensure that data and knowledge are shared, for example ‘Low Income Family Tracker’ (LIFT) data, so that support can be effectively prioritised and aligned to optimise the use of the limited resources and funding available. This has enabled provision of a joined-up range of advice and financial support focused on identified households and individuals in need, both through the council’s Welfare Support teams and its Community Hub and through partner and associate CVS organisations. This is provided through both the substantial existing resources and programmes provided by the council, together with emergency resources provided by government, mainly the Household Support Fund.
- 3.3 The Household Support Fund tranche 3 (HSF3) should enable continuation of additional emergency support over the winter period from October through to March but, as noted in the introduction, there are concerns that this response will not be sufficient to outweigh growing food and fuel poverty across the city, or prevent additional homelessness, and will do nothing to support small businesses, whose failures would further compound financial hardship through job losses.

- 3.4 The report below considers these matters and provides brief updates on key topic areas together with proposed actions to gear up for the winter period. The support and responses needed from government are also discussed and proposed recommendations to government are set out for Policy & Resources Committee consideration and approval alongside recommended allocation of the forthcoming HSF3.

4 Emergency Food Update

Current Developments and Approach

- 4.1 A funding pot of £30,000 for CVS Emergency Food organisations was recently launched and made available for bids, as approved by July Policy & Resources Committee. This will top up funding provided to organisations via the current and forthcoming Household Support Fund to bolster emergency food provision.
- 4.2 Support to a successful communications campaign to raise [money via JustGiving](#) for fuel & food to residents in partnership with Citizens Advice Brighton & Brighton & Hove Food Partnership. This has raised over £40,000 to date for the city and continues to receive donations.
- 4.3 BHCC has funded Brighton & Hove Food Partnership (BHFP) to continue to support the Emergency Food Sector. BHFP liaises with statutory services, businesses and community groups. The partnership enables sharing of information on a national level, learning from other local responses, and development of solutions to food insecurity. Similarly, the Household Support Fund has provided support to over 28 emergency food organisations for them to purchase food, give out vouchers or fuel payments to their beneficiaries.
- 4.4 Impact Initiatives, a local charity, also continues with their Food Access service, supporting elderly and housebound residents to access food. They also deliver an 'on the day' emergency voucher or parcel if they cannot refer to another food bank that day. East Brighton Food Co-op city-wide meal delivery service has also received funding support from the Household Support Fund and takes referrals for housebound residents who cannot afford to pay for food, but need a meal delivered.
- 4.5 Elsewhere, the Balfour Mutual Aid group have agreed to provide a city-wide food parcel delivery service to housebound residents, only via referral from Impact Initiatives.
- 4.6 This builds on the work the city council is doing with a lease of a building in its ownership to the Brighton and Hove City Mission (BHCM Foodbank). This was agreed by members in the Spring. BHCM submitted an offer for 5 Preston Circus (a council owned premises) being used for community food related purposes on 12 May 2022. BHCM have also applied for planning permission for a change of use into a food bank and café. Existing facilities are inappropriate and do not allow BHCM to offer all their support services under the one roof. BHCM await final decisions on their offer and plans.
- 4.7 The Community Hub has continued since the height of the pandemic and although its focus has changed over time to include other priorities, including test and trace, and now Homes for Ukraine, the Hub continues to be part of the overall welfare and food response.

- 4.8 A 'cash-first' approach has been adopted with CVS advice agencies to help people maximise their incomes by helping them to manage money effectively and maximise the welfare benefits and other support they may be able to access. This is supported by using Household Support Fund to provide, for example, discretionary social fund payments, vouchers for Free School Meal recipients over the holidays, and vouchers from the Children's Centre food bank.
- 4.9 The Food Cell continues to be an effective mechanism for co-ordinating and delivering support and while support from the Household Support Fund is critical to its work, there is a need to consider potential longer term, sustainable funding to enable the cell to develop and implement more resilient strategies for food security and provision. This should pool support from across different areas such as Public health, Adult Social Care, and the NHS who can also provide important insight on safeguarding and health issues.

Levels of Food Insecurity and Demand on CVS Provision

- 4.10 The [Emergency Food Network report from July 22](#) identified 44 food banks, social supermarkets and meal projects working out of 50 locations in the city. At least 5,159 people are being supported weekly, an increase of 18% from the previous year. However, 69% of organisations are reporting a reduction in food and financial donations, 63% report a reduction in food supply from surplus sources plus stock levels being low, and 63% report needing to spend more money because of the increases in the cost of food & essentials.
- 4.11 Organisations reported that 63% of people who access their services are doing so indefinitely. This translates that there are over 3,000 people in the city who currently appear to need ongoing help to buy food. Reports from the sector are that individuals are being referred around different agencies and services but have already accessed all the support that is available to them.
- 4.12 Low incomes, the cost-of-living crisis and ill health/disability were the main reasons given by the Emergency Food Network's 44 members for people using their services. Other findings from the survey showed:
- 53% of members saw a rise in the numbers of people in work coming to them;
 - More than 60% were supporting a growing number of refugees, migrants and asylum seekers who had no recourse to other funds;
 - 68% saw an increase in lone-parent families and 43% dual-parent families.
- 4.13 The concerns raised by CVS partners have been reiterated by NHS Leaders, including Stephen Lightfoot as chair of NHS Sussex, through the NHS Confederation, in a letter to the Chancellor in August. The letter stressed: "If people cannot afford to heat their homes sufficiently and if they cannot afford nutritious food, then their health will quickly deteriorate."
<https://www.nhsconfed.org/publications/letter-chancellor-exchequer-0>
- 4.14 Bridging Change and BHFP continue with their research on the food access needs of Black, Minority Ethnic Communities and Refugees and Asylum seekers. An interim report is expected in October 2022, with a final report in March 2023.

5 Energy & Fuel Update

Current Support and Approach

- 5.1 Energy and fuel have seen unprecedented price increases with many domestic and business energy costs set to rise dramatically in October. In response, the government had provided a £150 Council Tax Energy Boost payment (now almost fully distributed by councils) and an energy discount of £400 per household. Households on low incomes will also receive a further £650 Cost of Living payment. Recognising that this would provide inadequate support, the government has recently gone further and announced an 'Energy Price Guarantee' to try and limit average household bills to £2,500 for the next 2 years, but the detail of this is still to be released. This is in addition to an energy relief plan for businesses, third and public sector organisations as part of the Growth Plan 2022 announcements.
- 5.2 While these are substantial measures, many middle to higher income households will benefit more significantly than low income households and this may therefore not only leave low income households struggling but may not represent an optimum use of public resources. Our comms plan and website will ensure that the public is fully and accurately informed about how the Energy Price Guarantee works. It will be important to be clear about what this would mean financially to each individual household in real terms.
- 5.3 Locally, co-ordination of the response is through the Fuel Poverty & Affordable Warmth Steering Group whose membership consists of representatives from the Council's Public Health, Housing, Food Policy and Welfare, Revenues & Business Support (WRBS) teams, as well as multiple Community & Voluntary Sector (CVS) organisations including Brighton & Hove Energy Services Cooperative (BHESCo), Citizen's Advice Brighton & Hove (CABH), Money Advice Plus (MAP), National Energy Action (NEA), East Sussex Fire & Rescue Service (ESFRS), British Red Cross (BRC) and Brighton Peace & Environment Centre (BPEC). The steering group continues to meet on a monthly basis to facilitate and coordinate collaboration and synergies between key partners, projects and support available to residents in the city.
- 5.4 Working with partners, the council's website has been updated accordingly with advice on available energy support ([Help with fuel bills \(brighton-hove.gov.uk\)](https://www.brighton-hove.gov.uk/help-with-fuel-bills)) and provides a link to the Local Energy Advice Partnership (LEAP) who can provide support and advice on energy saving measures as well as information on the full range of government discounts and grants available. The comms plan will ensure that all relevant self-help support and advice is clearly provided, including how to monitor energy use and save on water.
- 5.5 The council's Public Health service also commissions the city's 'Warmth for Wellbeing' programme each winter, providing money advice and small grants, and (with BHESCo) home energy checks and advice. In May 2022, in response to increasing demand and the Cost of Living crisis, Public Health allocated an additional grant fund to continue provision of money advice and small grants from June 2022 to March 2023. This is a one-off investment for 2022/23, delivered by Moneyworks partners Citizen's Advice Brighton & Hove and Money Advice Plus. This year, BHESCo will also provide awareness sessions to key frontline teams working with people with health vulnerabilities (e.g. NHS community teams).

- 5.6 The above Public Health funding enables the service, known as 'Energyworks', to provide one-to-one money advice and casework, as well as distribute hardship grants to approximately 600 clients, and provide capacity for a dedicated answerphone and triage of clients to the most appropriate support. Energyworks is also administering grants funded by other sources, including HSF and the city's Cost of Living charitable fund. Eligibility for the service is based on groups who are at highest health risk when living in a cold home, drawn from national NICE guidelines.
- 5.7 Onward referrals are also made to organisations for additional support, including BHESCo (Brighton & Hove Energy Services Cooperative), LEAP (Local Energy Advice Partnership) and East Sussex Fire and Rescue Service. Both advice/casework and grant distribution are planned to increase significantly during the colder months when need will be highest.
- 5.8 Alongside this, the council continues to develop the 'Brighton & Hove Warmer Homes' programme. The programme which is due to be launched in Spring 2023 has a capital allocation of £7.2m to support energy efficiency improvements for eligible owner occupiers and households in the private rented sector. To provide support to households in the immediate future a further allocation from this capital fund will go to the Disabled Facilities Grant funded Warm Safe Homes Grant, which will see the initial investment increased from £0.400m to £1m as set out in the recent report to Housing Committee on 28 September to enable retrofit and insulation of more private sector properties. This is separate to the work the council is undertaking to retrofit and improve the energy efficiency of its council housing stock. This is also separate from the main Warmer Homes Capital Grant programme of £7.2m.

Warm Banks

- 5.9 Whilst the council and its CVS partners have attempted to identify households and people in need of support, for example using analysis provided by LIFT to identify those in fuel poverty, there are not only limitations to the level of support available nationally and locally, but there are also people and groups that are harder to reach or who may not always seek or accept assistance. The council will therefore explore, with the local CVS sector, the practicalities of using their buildings and public spaces to provide warm spaces for people, both to help them avoid impacts on their health, and therefore avoid greater demand on health and social care services, but also to contribute to helping them to manage energy use and costs.
- 5.10 Setting up a network of Warm banks is not a simple or straightforward proposal. No additional resources have been provided to the council or partners to enable this. There are a number of risks and costs to consider including rising Covid cases, lease/licence agreements, safeguarding considerations, appropriateness for open access, financial constraints, considerations regarding food and drink being available, facilities, fire regulations, adequate seating and washroom facilities as well as a sufficient comms campaign. These considerations are detailed in greater depth at Appendix 2 of this report.
- 5.11 Policy & Resources Committee is recommended to support the use of the council's community spaces (such as libraries) as warm banks, subject to an

assessment against the caveats above (and in Appendix 2) to determine which would be the most practical and viable properties. As a result, some of these may be mobilised more quickly than others, which will be set out in a phased mobilisation plan ahead of winter. Officers are currently coordinating information across council services, working in collaboration with third sector partners, and will ensure information on access to warm banks is clearly disseminated.

- 5.12 The council is currently collating a list of all potential sites across its services that could be considered and will work through the above considerations in drawing up proposals. Officers will also link with CVS organisations, including churches and faith organisations, to understand how they would wish to engage in this initiative and understand which organisations will be able to offer warm banks. Consideration will also be given to reaching out to statutory partners in the city and businesses to encourage them to consider similar offers through their estates.

6 Housing Update

- 6.1 Although the council is currently seeing fewer people in temporary accommodation, evidence shows that the main reason people are becoming homeless is they are unable to afford rents in private rented housing. The Cost of Living crisis means we can expect to see more households becoming homeless because they can't afford to maintain their existing private rented home, as well as fewer people being able secure alternative accommodation in the private rented sector. This problem is expected to escalate over the next 6 months, leading to an increase in the number of people going into temporary accommodation with the associated financial impact for the council.
- 6.2 The recommendations to the report seek to alleviate anticipated housing pressures through lobbying of government ministers to introduce rent freezes, something lobbied for by the TUC and the Warm This Winter campaigns. The recommendations also include lobbying for the introduction of rent freezes or caps, however, this would again be very indiscriminate and would almost certainly benefit far more people who do not need support compared with those on low incomes. However, it would have the advantage of halting the increasing unaffordability in general. A more targeted intervention would be to lobby for both Local Housing Allowances to keep pace with local rents and for government to consider a top-up to Universal Credit (e.g. re-introduction of the £20 pw top-up). Similarly, welfare benefits should be increased in line with current inflation to provide more protection against Cost of Living increases. A further important measure would be to re-introduce the ban on evictions during this exceptional inflationary period.
- 6.3 The city council could also support the calls from the LGA to review other welfare reforms including the Removal of the Spare Room Subsidy, the Shared Accommodation Rate and the Benefit Cap to ensure these reforms are not having unintended impacts on households which are struggling to meet their rental and living costs.

7 Impact on Business

- 7.1 The impact of Cost of Living increases not only affects individuals but there is growing concern for the impact on businesses, particularly small and medium sized enterprise (SME). [The Economic Strategy Evidence Base](#) (2018) found that 86% of businesses in Brighton & Hove were micro, employing 10 or less people. In total 99.7% businesses in the city are SME, making them the lifeblood of the city's economy. These businesses employ a substantial number of people from across the region. On the back of the pandemic, which suppressed business activity for most, they are now experiencing substantial increases in energy and supply chain costs. Unlike large businesses, there are limitations on the financial shocks they can absorb and on their ability to cross-subsidise activities. There is a serious risk of widespread business failure, and more government support is needed.
- 7.2 The Brighton Business Improvement District and Brighton & Hove Economic Partnership (BHEP) are backing the **#BusinessSOS** campaign seeking further government support. The campaign warns of mass closure and redundancies if immediate and effective action isn't taken by the Government in the face of spiralling energy costs that are proving more detrimental than the pandemic. The Chancellor's Growth Plan 2022 does not provide specific new measures of support for businesses, in particular SMEs. Financial support business improvement districts across the country are saying more help is needed.
- 7.3 The #BusinessSOS campaign has a three point plan to support ailing businesses:
- Reduce VAT – including dropping the headline rate to 12.5% (from 20%) and business energy bills reduced from 20% to 5% to match domestic billing.
 - Business rates relief – 100% rate relief until 31 March 2023.
 - Energy rates relief – Discounted kwh price on all business energy bills.
- 7.4 Policy & Resources committee is recommended to support the objectives of the #BusinessSOS campaign through lobbying government and to press government to consider additional support including:
- Suspension of Covid loan debt repayments for up to two years (with potential eligibility criteria);
 - Reduction of tourism VAT to 5% (i.e. holiday and hospitality services and packages), and;
 - Introduction of dedicated Business Grant support for SMEs and pubs to help with costs over the winter (with potential eligibility criteria).
- 7.5 It is recommended to explore the potential for joint lobbying with partners through the Greater Brighton Economic Board subject to agreement on the suggested areas of support set out above.

8 Lobbying Government for Urgent and Sustainable Support

- 8.1 The issues set out above clearly indicate that a much wider and deeper response is required from government to avoid widespread impacts on people's health & well-being and therefore help to avoid unmanageable demands on health and social care services, as well as homelessness and

rough sleeping services. Together with the potential impacts on business, which will suppress the economy and employment opportunities, there is an urgent need for more targeted and sustained support through the Cost of Living crisis.

- 8.2 A key factor for individuals concerns wages. The Real Living Wage (RLW) foundation brought forward its announcement for next year's RLW (normally announced in November) and set a wage of £10.90 (a 10.1% increase) outside of London, its largest annual increase by far. The council's minimum pay is already above this level having taken steps to increase the pay of its lowest paid staff earlier this year. However, the council would encourage employers in the city to adopt the Real Living Wage as a minimum given the higher Cost of Living (particularly rents) in the city. The council recognises that many employers still pay the National Minimum Wage and Policy & Resources Committee are therefore recommended to call on government to significantly increase the minimum wage, at the very least, in line with September inflation.
- 8.3 The council and schools (non-teaching staff) are also awaiting the conclusion of the NJC negotiations for the 2022/23 local government pay award. The Employers side have offered a flat-rate increase of £1,925 which offers higher percentage increases at lower pay grades but this (if agreed) is far in excess of the funding provided to councils in the 2022/23 local government financial settlement. Similarly, schools have been notified of a potential 5% pay increase for Teachers but the indicative 2023/24 Dedicated Schools Grant settlement offers a funding increase of less than 2%. Further to a letter from the Leader of the council to the #BusinessSOS campaign, Kit Malthouse on 23/09, P&R committee, Policy & Resources Committee is recommended to call on government to provide adequate funding in 2022/23 and 2023/24 to support reasonable Cost of Living increases for staff, which would mitigate the risk of impact on service quality and provision across schools and council services.
- 8.4 Together with other concerns highlighted in the report, the Policy & Resources Committee is recommended to call on government to:
- Immediately increase the minimum wage in line with September inflation;
 - Fully fund Cost of Living pay increases for schools and local government in the current year and 2023/24;
 - Introduce a rent freeze or cap to reduce the incidence of evictions and homelessness;
 - Reintroduce a top-up to Universal Credit of £20 pw until March 2024;
 - Provide increases in Local Housing Allowances in line with rent increases and welfare benefits in line with RPI to ensure that they keep pace with inflation as a minimum, and;
 - Reintroduce a temporary ban on evictions during this exceptional inflationary period (until March 2024).

9 Communication and Awareness Campaign

- 9.1 The council works within a strong network of statutory and CVS partners who help to identify, target and reach out to the many different people, groups and households in need.. This is supported by the use of the Low Income Family Tracker (LIFT) analytical tool within the council which analyses various data sets, particularly welfare benefit data, and also enables correlation with other

data captured by various organisations including the B&H Food Partnership, Public Health and other CVS organisations (e.g. from money advice services). However, to maximise the reach of the advice and financial support available, a strong communications campaign is being developed to ensure that all households and agencies across the city know where to turn, or where to advise those in need to turn, when help is needed.

- 9.2 Communication of the Cost of Living package of support needs to be clear, simple and widespread in order for residents to be clear about where they, or their neighbours, friends and family in need, can get help. The Household Support Fund guidance allows for some of the fund to be used to provide information and promote awareness and it is therefore proposed to deploy £30,000 from the fund to maximise impact. However, by doubling-up the campaign to also promote charitable giving to the city's Cost of Living Charity, it is anticipated that the investment will more than repay itself in terms of charitable support for those in need. We will promote where the donated funds are being spent and demonstrate how the funds are being used to improve lives.
- 9.3 Using the funds above, the council will create and distribute materials about where to seek help, as well as targeting communications messages to different audiences e.g. those that have never asked the council or its CVS partners for support before, or to different age groups. It is proposed to provide amongst others, the following resources:
- An information and advice leaflet to all households in the city (approx. 118,000 households) – the leaflet will contain key advice and links regarding support for the Cost of Living as well as containing promotion of the Cost of Living Charity (Just Giving);
 - Improving the digital offer via the council website including wide ranging information, tips, support and signposting around all issues of financial vulnerability;
 - Targeted social media advertising;
 - Bus and bus shelter advertising over the autumn/winter period;
 - Print advertising in local community media;
 - Significant promotion through BHCC's social media;
 - Provision of copy for external press releases and news stories;
 - Internal news stories and briefing/information for councillors and staff (many live in the city and are worthy champions for disseminating information);
 - Partnership communications taking a city-wide partnership approach, for example BHCAB and BHFP, sharing communications through their channels and audiences. Also, through schools, children's centres and nurseries which have significant reach.

10 Allocation of the Household Support Fund Tranche 3 (HSF3)

- 10.1 The government is allocating more money to local authorities in order for the Household Support Fund (HSF) to continue through the winter and early spring. The government requires local authorities to spend all of the allocation by the end of the period and no funding can be carried over. The current HSF finishes at the end of September 2022, and HSF3 will start from 1 October

through to March 2023. As each HSF tranche is a separate fund with new guidance, HSF3 will require approval of a new local allocation of the funds.

- 10.2 The first HSF tranche was focused on Covid support but the second tranche was re-focused to Cost of Living support which will continue to be the focus of HSF3. The second tranche of HSF was used to provide the following:
- Free School Meals to cover the school holiday periods ;
 - Enhanced funding for the Local Discretionary Social Fund (LDSF);
 - Funding for the Brighton & Hove Food Partnership (BHFP);
 - Funding for the voluntary sector to give practical help directly to their service users;
 - Increased funding for Discretionary Council Tax Reduction (DCTR) and help with Council Tax arrears;
 - Discretionary Council Tax fund for financially vulnerable households with cyclical arrears issues who are not in receipt of Council Tax Reduction (CTR) and therefore cannot be awarded DCTR;
 - A fund for households who were struggling financially, but not in receipt of means tested benefits, also known as 'Just About Managing' (JAM) households.
- 10.3 On a household-by-household basis, this means that vulnerable residents were assisted with a mixture of food vouchers, meals, help with fuel bills and other essential items. The various Cost of Living working groups (see paragraph [Error! Reference source not found.](#)) and the Cost of Living Officer Group have reviewed and discussed these allocations and there is general agreement that these allocations have worked well, have enabled widespread reach through a range of appropriate settings and avoid, as far as possible with the funds available, lots of re-referrals between different agencies and services.
- 10.4 For the second tranche of HSF, the government made a key change to the guidance, stipulating that one third of the fund must be spent on support to pensioners. Due to the fact that the local population of pensioners is less than 14%, this presented challenges in terms of being able to spend the required proportion on pensioners and still support other residents where demand continued to be high. The HSF was therefore supplemented by one-off council resources in order to maintain the balance of support to non-pensioner households, particularly in relation to the provision of vouchers for Free School Meal families.
- 10.5 The full amount of HSF tranche 2, including the pensioner element, will be spent. However, this has necessarily been achieved by disproportionately applying financial support to pensioners over non-pensioners and delivering financial payments in bulk to pensioner households on Housing Benefit or eligible for Council Tax Reduction discount. In contrast, demand for support of non-pensioner households continues to rise and has increased over the summer. There was a similar position across many local authorities which resulted in significant lobbying against this restriction and, fortunately, this appears to have been heeded with the draft HSF3 guidance indicating no such restrictions.
- 10.6 10.6 The government published draft guidance for the third HSF on 26th August and announced the funding allocation on 22 September which

confirms that it will be the same value as tranches 1 and 2; that is £2.140m. For HSF3, there is a new requirement within the guidance that states at least some of the fund must be made available through an application-based scheme, so that households in need are able to self-refer themselves in for support. The committee is advised that BHCC already has this system in place through its Local Discretionary Social Fund (LDSF) scheme.

- 10.7 It is proposed that HSF3 should broadly follow the previous method of allocation which was seen as successful but with the added advantage of not having to disproportionately support pensioners. Assuming the same level of funding, the proposed allocation is as follows:

Ref	Proposed Support:	Allocation
1	Free School Meals for 6 weeks (Christmas, Oct and Feb half terms, and Easter 2023), continuing with £15 per child, including early years and sixth form	£0.810m
2	Local Discretionary Social Fund (LDSF)	£0.640m
3	Community organisations	£0.130m
4	Sustainable energy solutions (e.g. BHESCO, LEAP and similar)	£0.050m
5	Warmth for Wellbeing, including £15k for staffing and extra admin	£0.115m
6	Addition to Council Tax debt and Discretionary Council Tax Reduction funds	£0.040m
7	LDSF staffing - 2 x Assessment Officers, LDSF Admin x 1, Community Hub Officer x 1	£0.065m
8	Scheme to support JAM households (Local Lift-Up Scheme)	£0.040m
9	BH Food Partnership	£0.040m
10	Carers Centre allocation	£0.020m
11	Food club and providers of delivered meals	£0.060m
12	Children's Centres	£0.060m
13	Family Children and Learning – pods / section 17 payments	£0.040m
14	Cost of Living communications and charitable giving campaign	£0.030m
	TOTAL	£2.140m

- 10.8 One of the challenges of managing the HSF is that the fund is not large enough to sustain any individual household throughout the Cost of Living crisis. For example, it cannot act as a regular income supplement, even though many households are unable to meet the increased Cost of Living each month.
- 10.9 In this regard, services across the council and the voluntary sector are reporting that households are presenting multiple times either at the same service, or at different services. Whilst there is an aim to avoid duplication of help, there is nothing in the HSF guidance to prohibit multiple awards of support. The pressure across all sectors is increasing and the extent to which this demand will rise during the winter is currently unknown and will be very dependent on other government support and measures.

10.10 The deficit in regular household income is a national policy issue, but there will need to be a considered approach to a citywide strategy beyond the ending of the HSF, because the financial deficit for vulnerable households in the city will almost certainly continue beyond this period. However, councils themselves are severely constrained by resource limitations and therefore government needs to provide sustainable funding through local government if it is to be able to provide a continued and effective local welfare response.

Commentary on Proposed Allocations

- 10.11 It is proposed that Free School Meals vouchers will continue to be provided in the school holidays to support children in low-income households. The proposed allocation of £0.810m will cover 6 weeks (Christmas, two half terms and Easter) at the standard amount of £15 per child, in line with previous programmes. As Easter falls on 31 March (the deadline for spending HSF3) it is considered safest to provide an allocation for Easter in case further support is not forthcoming in April.
- 10.12 Demand for help from the LDSF has increased significantly throughout the last 12 months. This fund is one of the primary sources of crisis help for households in the city, providing help such as:
- Food vouchers and vouchers for household items
 - Support for the payment of energy bills
 - Furniture
 - White goods
 - Clothing and bedding (and beds)
- 10.13 The introduction of the HSF brought much-needed additional funding for LDSF. However, it also coincided with the Cost of Living crisis intensifying, and with the withdrawal of the £20 Universal Credit top-up that supported households during Covid restrictions. The corresponding impact on the LDSF team was that expenditure increased from an average £0.021m per month to in excess of £0.100m per month and over 400 applications per month.
- 10.14 It is anticipated that through the winter months, LDSF demand could rise even higher and the annual expenditure could exceed £1.2m. As a comparison, the running budget for LDSF, pre-Covid, without additional HSF funding was £0.180m per annum. The proposed allocation of £0.640m will enable the LDSF to maintain monthly expenditure of around £0.100m throughout the winter months up until 31 March 2023. However, it may not adequately support an increase in demand above the current levels.
- 10.15 Due to the increase of applications, it is not possible for the LDSF and Community Hub teams to process awards within a reasonable timeframe without additional resources. The suggested allocation therefore includes an amount for continued provision of staffing on the LDSF team and in the Community Hub, who deal with JAM cases. Without this, cases will take an inordinate amount of time to turn around resulting in backlogs, a slow distribution of funds, and a significant increase in complaints.
- 10.16 The HSF3 guidance emphasises relieving the financial pressure mounting from the increase in energy costs, making reference to those who have not received support from other targeted government financial support schemes such as the additional Cost of Living payment. However, the guidance does

not ringfence or make any further directives in this regard. In this respect, a £0.100m allocation from HSF3 is proposed for the Warmth for Wellbeing programme. There is also a proposed £0.050m allocation for energy efficiency organisations/programmes such as BHESCo and LEAP. However, it should be noted that the funding provided for HSF3 cannot provide for widespread payments to offset the effects of the increasing energy price cap.

- 10.17 Support is included again for a wide range of organisations in the Community and Voluntary Sector. However, the sector is reporting back that they are also experiencing an increase of demand and pressure on their staff. In addition, there are mounting funding pressures for operational costs, including premises and energy bills. In both previous HSF programmes, partners in the voluntary sector have ensured that help reaches parts of the community that may not otherwise present themselves to the council. Also, in providing funds to the voluntary sector, recommended at £0.130m, this provides greater assurance that the HSF will reach groups and households with protected characteristics.
- 10.18 HSF is part of a broader funding solution for the overall food strategy. Officers have consulted with representatives from the Brighton & Hove Food Partnership to ensure that there is adequate coverage for food provision. The recommended allocation to BHFP is £0.040m with a higher amount for other organisations and food clubs recommended (£0.070m) based on feedback from BHFP.
- 10.19 Council services delivering HSF funds will use all available data and analytics tools (EFN survey/LIFT/national/DWP info) to ensure that those groups most impacted by the cost-of-living crisis are reached through the food response. This would include identifying key at-risk groups such as those housebound, with disability or long-term health conditions, refugees & asylum seekers, for example.

11 Analysis and consideration of alternative options

- 11.1 Including FSM vouchers through the Easter holidays adds £270m (an additional 50% of the total FSM budget, or 12.5% of the total HSF budget) to the cost of providing FSM vouchers. Redistributing the funding to include this has meant reducing the allocations for key areas such as LDSF, Families, Children & Learning (FCL) and CVS, all of which provide a wider coverage of need throughout our community. Their reach is therefore reduced, but all indications are that the need for financial support will be at its greatest through the colder winter months, prior to the Easter holidays in April. An alternative is therefore not to provide for Easter 2023 and redistribute funds to other lines accordingly.
- 11.2 Another alternative would be to change the Free School Meal methodology in common with some other Local Authorities. Whilst some have stopped providing Free School Meals entirely, others have started giving a lower lump sum for the whole six months to families who qualify for Free School Meals, instead of giving weekly amounts. In some authorities, this has enabled funding of other support initiatives. However, feedback from the voluntary sector and from recipients is that there is a high demand from families for the vouchers, as it is an expectation that has been set by successive HSF schemes.
- 11.3 The possibility of bulk payments to households has also been considered, either to compensate for households who have not received any Cost of Living

support (i.e. those not on one of seven qualifying means-tested benefits), or to help with energy payments. It would not be possible for the HSF budget to stretch far enough to cover the cost of such a scheme. It would mean introducing an element of differentiation between households to determine which ones receive an award. It would also limit the ability to respond flexibly to newly arising needs from households that are falling into difficulty for the first time. Feedback from services including the LDSF team is that they are now seeing an increasing number of applications from such households. It is likely that this new cohort will grow in the coming months.

12 Community engagement and consultation

- 12.1 As with previous HSF programmes, this is a short-term emergency scheme and there is no practical way of conducting a full public consultation in the limited timescale between the government confirming the grant conditions and the implementation of the scheme. However, as with the previous two schemes, officers have called upon partners across the council and in the voluntary sector to help devise the proposed allocation plan. Also we will ensure the scheme is promoted to the public through the aforementioned communications plan, once the scheme has been approved by this committee.
- 12.2 Representatives of the voluntary sector and a cross-section of council services met on 25 August 2022 as part of the Welfare Support & Financial Assistance Cost of Living forum. A follow-up meeting was held on 7 September 2022. Attendees included representatives from Community Works, the Moneyworks and Advice Matters partnerships, and council services including Housing, Families, Children & Learning, and Welfare, Revenues and Business Support. As noted earlier in the report there was general approval for following the same broad approach as the previous HSF scheme.
- 12.3 Officers also met with the Food Policy Co-Ordinator and BHFP to discuss the approach to funding for the food partnership. The feedback was that it would be more effective to channel funding directly to the main foodbanks and organisations involved with food support, although the food partnership would still need funding to support harder to reach communities and organisations. However, if HSF3 funding is greater than previous HSF allocations, this provides a clear steer on how to allocate additional funding.

13 Conclusion

- 13.1 HSF3 will provide much needed support to households across the city during the winter and beyond and this scheme is one of the key mechanisms that the council can employ to support its most vulnerable residents.

14 Financial implications

- 14.1 The Household Support Fund tranche 3 was announced on 22 September and is set at the same value as the two previous tranches (£2.140m). Final guidance is awaited but the draft guidance indicates that HSF3 is unrestricted, within the overall objectives of the fund, and can therefore be allocated to any households in need, in any proportion. It can also be used to support limited administrative and technical resources and staffing, as well as communication and awareness resources. It must be expended by 31 March 2022 and cannot be carried forward. Provided that payment-over of funds to the voucher

provider for the Easter 2023 holiday period is made prior to 31 March 2023, this can be funded from HSF3.

Finance officer consulted: James Hengeveld Date consulted: 22/09/22

15 Legal implications

- 15.1 Policy & Resources Committee has delegated authority for the financial and other resources of the Council. It is the correct body to receive this report and to note and agree the actions referred to in the recommendations including the allocation of the specified funds.

Lawyer consulted: Elizabeth Culbert Date consulted: 26 September 2022

16 Equalities implications

- 16.1 Some protected groups and those with lower incomes will be over-represented in the households intended to be supported by the fund. The proposed allocations therefore attempt to address and mitigate these impacts by providing targeted funding. More details on the impacts and mitigations are contained in Appendix 1 of this report.

17 Sustainability implications

- 17.1 There are specific sustainability implications around fuel and energy. In particular, the council's retrofit programmes, programmes such as Warmth for Wellbeing, and the proposed support to organisations such as BHESCo and LEAP, to provide advice and support on how to save energy or improve energy efficiency, will all contribute to carbon reduction.

18 Public health implications:

- 18.1 There are specific Public Health implications around food and energy poverty. The health risks for certain groups are significantly higher from living in a cold home i.e. older people and people with disabilities and long term health conditions. Often these groups will incur a higher energy cost due to these issues and therefore not adequately heating their homes will have a disproportionate effect on health. The council's response to the Cost of Living situation, including its core budgets for local welfare assistance, working with partners and CVS organisations to provide support and advice, lobbying and recommendations to government, and local allocation and management of government support such as the Household Support Fund all contribute to minimising negative public health impacts.

Supporting Documentation

Appendices

1. Equality Impact Assessment
2. Warm Banks considerations

Appendix 1

Equality Impact and Outcome Assessment

Title of EIA¹	Household Support Fund, Phase 3 (October 2022- March 2023), appendix to Household Support Fund and Cost of Living Update (CoL) P&R (recovery) Committee report	ID No.²	HSF 2022
Team/Department³	Welfare, Revenues & Business Support (WRBS)		
Focus of EIA⁴	<p>The following is adapted from an EIA that was drafted in 2020 for the Welfare Support and Financial Assistance (WSFA) Workstream, as part of the Covid 19 response. The contents have gone on to inform similar EIAs, for example concerning Household Support Fund (HSF) phase 1 and 2, Cost Of Living Report, review of the Council Tax Reduction Scheme and now has been updated with updated and new data from the Low Income Family Tracker and revisions to impacts and outcomes to reflect the end of COVID restrictions. This EIA now informs the Household Support Fund phase 3 and Cost of Living Report (Sep 2022).</p>		

2. Update on previous EIA and outcomes of previous actions⁵

What actions did you plan last time? (List them from the previous EIA)	What improved as a result? What outcomes have these actions achieved?	What <u>further</u> actions do you need to take? (add these to the Action plan below)
Not Applicable		

DRAFT

3. Review of information, equality analysis and potential actions

Groups to assess	What do you know ⁶ ? Summary of data about your service-users and/or staff	What do people tell you ⁷ ? Summary of service-user and/or staff feedback	What does this mean ⁸ ? Impacts identified from data and feedback (actual and potential)	What can you do ⁹ ? All potential actions to: <ul style="list-style-type: none"> • advance equality of opportunity, • eliminate discrimination, and • foster good relations 												
Age ¹⁰	<p>There is a limited set of current data available on the financial resilience of this characteristic group. Our assessment has mostly been based on face to face feedback from residents accessing third sector support and wider reports published since the onset of the pandemic.</p> <p>Source: Mid Year Estimates ONS 2018</p> <table border="1" data-bbox="427 954 792 1406"> <tr> <td>Population</td> <td>290,395</td> </tr> <tr> <td>0-15</td> <td>45,375</td> </tr> <tr> <td>Working Age</td> <td>206,515</td> </tr> <tr> <td>Over 65</td> <td>38,505</td> </tr> <tr> <td>Household one pensioner</td> <td>14,468*</td> </tr> <tr> <td>Household claiming Pension Credit</td> <td>6,525*</td> </tr> </table> <p>*Source: DWP Feb 2020</p>	Population	290,395	0-15	45,375	Working Age	206,515	Over 65	38,505	Household one pensioner	14,468*	Household claiming Pension Credit	6,525*	<ul style="list-style-type: none"> • Cost of Living (CoL) crisis affecting all age groups, but increased fuel costs make older people more vulnerable to unaffordable fuel bills. Older people are on a fixed income and cannot increase this as needed, through work. They may require additional heating, due to health conditions. • Despite COVID restrictions have now eased, older people may still feel vulnerable to infection and are more likely to continue to shield. As such they may be limited in their ability to shop for their essential needs or socialise. 	<ul style="list-style-type: none"> • Older people's health is more at risk if they cannot afford to heat their homes or eat adequately. • Those shielding will be shopping less, shopping locally or not shopping in person at all. They may not have access to full variety of goods, or the best deals (if shopping locally). This could mean food costs rise. Older people may be more likely to be digitally excluded, therefore not accessing on-line shopping slots • Young people 	<p>Ensure easy access to and smooth referrals into the advice sector for those identified as in need of financial support, including council's own Welfare Support Hub.</p> <p>Ensuring community organisations representing at-risk groups are funded in order to provide financial support outside of formal council protocol.</p> <p>Information to be made clear and accessible for all and for all front-line services to be aware of support available and signpost</p>
Population	290,395															
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<p>Groups to assess</p>	<p>What do you know⁶? Summary of data about your service-users and/or staff</p>	<p>What do people tell you⁷? Summary of service-user and/or staff feedback</p>	<p>What does this mean⁸? Impacts identified from data and feedback (actual and potential)</p>	<p>What can you do⁹? All potential actions to: <ul style="list-style-type: none"> • advance equality of opportunity, • eliminate discrimination, and • foster good relations </p>																		
	<p>¹https://www.ifs.org.uk/publications/14848</p> <p>Data from LDSF applications delivered during Household Support Fund, phase one:</p> <table border="1" data-bbox="427 655 770 1007"> <thead> <tr> <th>Age Group</th> <th>Count</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>Under 25</td> <td>263</td> <td>11%</td> </tr> <tr> <td>25-39</td> <td>1174</td> <td>47%</td> </tr> <tr> <td>40-65</td> <td>1006</td> <td>40%</td> </tr> <tr> <td>Over 65</td> <td>60</td> <td>2%</td> </tr> <tr> <td>Total</td> <td>2503</td> <td></td> </tr> </tbody> </table> <p>Low Income Family Tracker (LIFT) data, available pp23 and 24, shows that households where the main claimant is between 45 and 59 also have a higher incidence of being in a lower financial resilience category and therefore more likely to be in need of crisis support.</p>	Age Group	Count	%	Under 25	263	11%	25-39	1174	47%	40-65	1006	40%	Over 65	60	2%	Total	2503		<ul style="list-style-type: none"> • Young people, aged 18-25 less likely to secure employment and so more likely to be applying for Universal Credit. This age group also at high risk of contracting COVID-19 (C-19). • Mental Health issues are continuing to increase and demand has been identified in Youth Services such as Youth Advice Centre (YAC). • Children at risk of insufficient or inadequate diets during holiday and isolation periods, due to additional financial strains on the household. • Working age households more at risk of income reduction following impacts of C-19 	<p>less financially independent as a result of decrease in employment opportunities. More likely to be on a fixed income. If they contract C-19, they will likely choose to shield, preventing others from accessing work, community, shops etc.</p> <ul style="list-style-type: none"> • Households made redundant as a result of business closures or scaling back will need to adjust to lower income, regardless of pre-existing financial commitments based on their employed income – mortgage, rent, hire purchase, mobile phones, 	<p>accordingly.</p> <p>Preventative work by Revenues and Benefits using LIFT dashboard to identify households who may be struggling with Council Tax debt and offering early intervention.</p>
Age Group	Count	%																				
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Groups to assess	What do you know ⁶ ? Summary of data about your service-users and/or staff	What do people tell you ⁷ ? Summary of service-user and/or staff feedback	What does this mean ⁸ ? Impacts identified from data and feedback (actual and potential)	What can you do ⁹ ? All potential actions to: <ul style="list-style-type: none"> • advance equality of opportunity, • eliminate discrimination, and • foster good relations
		restrictions on city employment levels. <ul style="list-style-type: none"> • Older people with limited mobility may be more reliant on public transport and therefore at greater risk of contracting C-19 • Older people more likely to have additional requirements for electronic equipment. • Older people more likely to have more expensive food costs due to specialist dietary needs. 	debt repayments. <ul style="list-style-type: none"> • Older people may make a choice of taking taxis as opposed to using the bus, to reduce risk of contracting Coronavirus. 	
Disability¹¹	There is a limited set of current data available on the financial resilience of this characteristic group. Our assessment has been based on face to face feedback from residents accessing third sector support and wider reports published since the onset of the pandemic.	<ul style="list-style-type: none"> • Disabled people more likely to be limited in their ability to be able to increase their income to afford additional costs, due to their health/disability 	<ul style="list-style-type: none"> • Increased fuel costs due to heating requirements and additional equipment for their accessibility and health needs. 	Ensure easy access to and smooth referrals into the advice sector for those identified as in need of financial support, including council's own

Groups to assess	What do you know ⁶ ? Summary of data about your service-users and/or staff	What do people tell you ⁷ ? Summary of service-user and/or staff feedback	What does this mean ⁸ ? Impacts identified from data and feedback (actual and potential)	What can you do ⁹ ? All potential actions to: <ul style="list-style-type: none"> • advance equality of opportunity, • eliminate discrimination, and • foster good relations 								
	<p>Source: Department for Work and Pensions Feb-Jul 2020</p> <table border="1" data-bbox="427 584 801 922"> <tbody> <tr> <td>PIP Claimants</td> <td>10,710</td> </tr> <tr> <td>Attendance Allowance</td> <td>5,020</td> </tr> <tr> <td>UC – Limited capability for work</td> <td>1,955</td> </tr> <tr> <td>DLA</td> <td>6,615</td> </tr> </tbody> </table> <p>Data from LDSF applications delivered during Household Support Fund, phase one shows 36% of claims came from a household with a Disabled person in the household.</p> <p>Low Income Family Tracker (LIFT) data, available pp23 and 24, shows that in general households in receipt of Disability benefits are more likely to be in a higher financial resilience category (91%) than a household in receipt of benefits where disability components are not in payment. However, within this disability group,</p>	PIP Claimants	10,710	Attendance Allowance	5,020	UC – Limited capability for work	1,955	DLA	6,615	<p>needs.</p> <ul style="list-style-type: none"> • Disabled people may be more likely to need to keep their homes warm for their health. • Disabled people more likely to have additional requirements for electronic equipment. • Disabled people more likely to have more expensive food costs due to specialist dietary needs. • In the event of increased rates or further restrictions, more likely to be shielding due to pre-existing health conditions. • More likely to be digitally excluded. • May be more reliant on public transport and therefore at greater risk of 	<ul style="list-style-type: none"> • Those digitally excluded may not be accessing cheaper deals on the internet • Those on a fixed income less likely to have savings or financial contingency for increased cost in food and other expenses 	<p>Welfare Support Hub.</p> <p>Ensuring community organisations representing at-risk groups are funded in order to provide financial support outside of formal council protocol.</p> <p>Information to be made clear and accessible for all and for all front-line services to be aware of support available and signpost accordingly.</p> <p>Preventative work by Revenues and Benefits using LIFT dashboard to identify households who may be struggling with Council Tax debt and offering early</p>
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	those aged between 45 and 60 have a higher incidence of being in a lower financial resilience category and therefore more likely to be in need of crisis support.	contracting C-19.		intervention.
Gender reassignment¹²	There is a limited set of current data available on the financial resilience of this characteristic group. Our assessment has been based on face to face feedback from residents accessing third sector support and wider reports published since the onset of the pandemic.	<ul style="list-style-type: none"> • More likely to be financially disadvantaged or living on a fixed income. 	<ul style="list-style-type: none"> • Those on a fixed income less likely to have savings or financial contingency for increased cost in fuel and food expenses 	<p>Ensure easy access to and smooth referrals into the advice sector for those identified as in need of financial support, including council's own Welfare Support Hub.</p> <p>Ensuring community organisations representing at-risk groups are funded in order to provide financial support outside of formal council protocol.</p> <p>Information to be made clear and accessible for all and</p>

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				for all front-line services to be aware of support available and signpost accordingly. Preventative work by Revenues and Benefits using LIFT dashboard to identify households who may be struggling with Council Tax debt and offering early intervention.
Pregnancy and maternity¹³	There is a limited set of current data available on the financial resilience of this characteristic group. Our assessment has been based on face to face feedback from residents accessing third sector support and wider reports published since the onset of the pandemic.	<ul style="list-style-type: none"> • Already reduced income placed under greater pressure due to CoL 	<ul style="list-style-type: none"> • Reduced income risks deepening or newly establishing debt. Unable to comfortably adapt to additional costs associated with CoL, ie additional meals for the whole family, but specifically children of school 	Ensuring community organisations representing at-risk groups are funded in order to provide financial support outside of formal council protocol. Family Information Service, with links into Children's Centres, Community

<p>Groups to assess</p>	<p>What do you know⁶? Summary of data about your service-users and/or staff</p>	<p>What do people tell you⁷? Summary of service-user and/or staff feedback</p>	<p>What does this mean⁸? Impacts identified from data and feedback (actual and potential)</p>	<p>What can you do⁹? All potential actions to:</p> <ul style="list-style-type: none"> • advance equality of opportunity, • eliminate discrimination, and • foster good relations
			<p>age. Less able to buy in more food to manage isolation and holiday periods, as well as post-natal period when less able to get out.</p>	<p>Midwifery and Health Visiting service, are part of the WSFA board, so issues can be identified and considered strategically across the council.</p> <p>Ensure easy access to and smooth referrals into the advice sector for those identified as in need of financial support, including council's own Welfare Support Hub.</p> <p>Information to be made clear and accessible for all and for all front-line services to be aware of support available and signpost accordingly.</p>

Groups to assess	What do you know⁶? Summary of data about your service-users and/or staff	What do people tell you⁷? Summary of service-user and/or staff feedback	What does this mean⁸? Impacts identified from data and feedback (actual and potential)	What can you do⁹? All potential actions to: <ul style="list-style-type: none"> • advance equality of opportunity, • eliminate discrimination, and • foster good relations

<p>Race/ethnicity¹⁴ Including migrants, refugees and asylum seekers</p>	<p>There is a limited set of current data available on the financial resilience of this characteristic group. Our assessment has mostly been based on face to face feedback from residents accessing third sector support and wider reports published since the onset of the pandemic.</p> <p>Source: Census 2011</p> <table border="1" data-bbox="436 558 795 1316"> <tr><td>White British</td><td>220,020</td></tr> <tr><td>Non-White</td><td>29,855</td></tr> <tr><td>White Non-British</td><td>23,495</td></tr> <tr><td>Mixed</td><td>10,410</td></tr> <tr><td>Asian</td><td>11,280</td></tr> <tr><td>Black</td><td>4,190</td></tr> <tr><td>Other ethnic group</td><td>3,985</td></tr> <tr><td>Households with multiple ethnicities</td><td>18,340</td></tr> <tr><td></td><td></td></tr> <tr><td>No members of household have English as first language</td><td>5,925</td></tr> </table> <p>Data from LDSF applications delivered during Household Support</p>	White British	220,020	Non-White	29,855	White Non-British	23,495	Mixed	10,410	Asian	11,280	Black	4,190	Other ethnic group	3,985	Households with multiple ethnicities	18,340			No members of household have English as first language	5,925	<ul style="list-style-type: none"> • More likely to be on a low or fixed income or having limited hours of work. • Residents with No Recourse to Public Funds including EU nationals without access to benefits in precarious employment or working in the black economy are already vulnerable to destitution if they lose employment. • Engagement issues with advice, stemming from a reported distrust with government and council departments. • Some communities will have specific dietary needs 	<ul style="list-style-type: none"> • Specific dietary needs may be impacted by food shortages or price rises on high demand products • Emergency food support available may not include items specific to dietary needs. • Due to distrust in official organisations, some groups may not be aware of support available through grants, additional benefit support or crisis intervention routes (eg food banks, Local Discretionary Social Fund (LDSF) etc • No Recourse to Public Funds (NRPF) households may be at particular financial risk if not eligible for all support mechanisms that have been put in place. • Residents with 	<p>Ensuring community organisations representing at-risk groups are funded in order to provide financial support outside of formal council protocol.</p> <p>Ensure information about support is accessible to all groups and encourage this information to be distributed through community-based groups. Consider all options of how financial support can be devolved to community-based groups.</p> <p>Ensure easy access to and smooth referrals into the advice sector for those identified as in need of financial support, including council's own Welfare Support Hub</p> <p>Information to be made clear and accessible for all, including translated</p>
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	<p>Fund, phase one:</p> <table border="1"> <thead> <tr> <th data-bbox="432 212 669 260">Ethnicity</th> <th data-bbox="669 212 786 260">Count</th> <th data-bbox="786 212 936 260">%</th> </tr> </thead> <tbody> <tr> <td data-bbox="432 260 669 316">AnyOther</td> <td data-bbox="669 260 786 316">25</td> <td data-bbox="786 260 936 316">1%</td> </tr> <tr> <td data-bbox="432 316 669 371">Arab</td> <td data-bbox="669 316 786 371">26</td> <td data-bbox="786 316 936 371">1%</td> </tr> <tr> <td data-bbox="432 371 669 443">Asian Bangladeshi</td> <td data-bbox="669 371 786 443">16</td> <td data-bbox="786 371 936 443">1%</td> </tr> <tr> <td data-bbox="432 443 669 499">Asian Indian</td> <td data-bbox="669 443 786 499">5</td> <td data-bbox="786 443 936 499">0%</td> </tr> <tr> <td data-bbox="432 499 669 555">Asian Other</td> <td data-bbox="669 499 786 555">9</td> <td data-bbox="786 499 936 555">0%</td> </tr> <tr> <td data-bbox="432 555 669 627">Asian Pakistani</td> <td data-bbox="669 555 786 627">1</td> <td data-bbox="786 555 936 627">0%</td> </tr> <tr> <td data-bbox="432 627 669 683">Black African</td> <td data-bbox="669 627 786 683">45</td> <td data-bbox="786 627 936 683">2%</td> </tr> <tr> <td data-bbox="432 683 669 754">Black Caribbean</td> <td data-bbox="669 683 786 754">19</td> <td data-bbox="786 683 936 754">1%</td> </tr> <tr> <td data-bbox="432 754 669 810">Black Other</td> <td data-bbox="669 754 786 810">8</td> <td data-bbox="786 754 936 810">0%</td> </tr> <tr> <td data-bbox="432 810 669 866">Chinese</td> <td data-bbox="669 810 786 866">3</td> <td data-bbox="786 810 936 866">0%</td> </tr> <tr> <td data-bbox="432 866 669 922">GypsyTraveler</td> <td data-bbox="669 866 786 922">4</td> <td data-bbox="786 866 936 922">0%</td> </tr> <tr> <td data-bbox="432 922 669 978">Mixed African</td> <td data-bbox="669 922 786 978">20</td> <td data-bbox="786 922 936 978">1%</td> </tr> <tr> <td data-bbox="432 978 669 1034">Mixed Asian</td> <td data-bbox="669 978 786 1034">9</td> <td data-bbox="786 978 936 1034">0%</td> </tr> <tr> <td data-bbox="432 1034 669 1106">Mixed Caribbean</td> <td data-bbox="669 1034 786 1106">24</td> <td data-bbox="786 1034 936 1106">1%</td> </tr> <tr> <td data-bbox="432 1106 669 1161">Mixed Other</td> <td data-bbox="669 1106 786 1161">15</td> <td data-bbox="786 1106 936 1161">1%</td> </tr> <tr> <td data-bbox="432 1161 669 1217">Not Stated</td> <td data-bbox="669 1161 786 1217">585</td> <td data-bbox="786 1161 936 1217">23%</td> </tr> <tr> <td data-bbox="432 1217 669 1273">White British</td> <td data-bbox="669 1217 786 1273">1581</td> <td data-bbox="786 1217 936 1273">63%</td> </tr> <tr> <td data-bbox="432 1273 669 1329">White Irish</td> <td data-bbox="669 1273 786 1329">14</td> <td data-bbox="786 1273 936 1329">1%</td> </tr> <tr> <td data-bbox="432 1329 669 1385">White Other</td> <td data-bbox="669 1329 786 1385">94</td> <td data-bbox="786 1329 936 1385">4%</td> </tr> <tr> <td data-bbox="432 1385 669 1433">Total</td> <td data-bbox="669 1385 786 1433">2503</td> <td data-bbox="786 1385 936 1433"></td> </tr> </tbody> </table>	Ethnicity	Count	%	AnyOther	25	1%	Arab	26	1%	Asian Bangladeshi	16	1%	Asian Indian	5	0%	Asian Other	9	0%	Asian Pakistani	1	0%	Black African	45	2%	Black Caribbean	19	1%	Black Other	8	0%	Chinese	3	0%	GypsyTraveler	4	0%	Mixed African	20	1%	Mixed Asian	9	0%	Mixed Caribbean	24	1%	Mixed Other	15	1%	Not Stated	585	23%	White British	1581	63%	White Irish	14	1%	White Other	94	4%	Total	2503			<p>insecure immigration status may fear contacting the authorities in case their details are shared with the Home Office.</p>	<p>materials in key languages for the city's migrant populations, and for all front-line services to be aware of support available and signpost accordingly.</p> <p>To ensure the needs and eligibility of NRPF households and EU nationals without access to benefits are considered within the allocation of temporary discretionary funds dispersed from central government to support households financially impacted by the pandemic. Each scheme deriving from these funds, in addition to all pre-existing discretionary funds administered by the council, should be inclusive by default.</p>
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<p>Religion or belief¹⁵</p>	<p>There is a limited set of current data available on the financial resilience of this characteristic group. Our</p>	<ul style="list-style-type: none"> Engagement issues with advice, stemming from a reported distrust with 	<ul style="list-style-type: none"> Specific dietary needs may be impacted by food 	<p>Ensuring community organisations representing at-risk</p>																																																															

assessment has mostly been based on face to face feedback from residents accessing third sector support and wider reports published since the onset of the pandemic.

Source: Census 2011

Christian	117,275
Buddhist	2,740
Hindu	1,790
Jewish	2,670
Muslim	6,095
Sikh	340
Other	2,410
No religion	115,955

Data from LDSF applications delivered during Household Support Fund, phase one:

Religion	Count	%
Buddhist	23	1%
Christian	328	13%
Hindu	2	0%
Jewish	2	0%
Muslim	80	3%
None	816	33%
Not Stated	1169	47%

government and council departments.

- Some religious groups will have specific dietary needs

shortages or price rises on high demand products (like rice, for example).

- Emergency food support available may not include items specific to dietary needs.
- Due to distrust in official organisations, some groups may not be aware of support available through grants, additional benefit support or crisis intervention routes (eg food banks, LDSF etc)

groups are funded in order to provide financial support outside of formal council protocol.

Ensure information about support is accessible to all groups and encourage this information to be distributed through community-based groups. Consider all options of how financial support can be devolved to community-based groups.

Ensure easy access to and smooth referrals into the advice sector for those identified as in need of financial support, including council's own Welfare Support Hub.

	Other	82	3%									
<p>Sex/Gender¹⁶</p> <p>There is a limited set of current data available on the financial resilience of this characteristic group. Our assessment has mostly been based on face to face feedback from residents accessing third sector support and wider reports published since the onset of the pandemic.</p> <p>Other data available:</p> <table border="1" data-bbox="430 639 954 791"> <tr> <td>Total Population:</td> <td>290,395</td> </tr> <tr> <td>Female</td> <td>145,778</td> </tr> <tr> <td>Male</td> <td>144,616</td> </tr> </table> <p>95% of single parents with an open Housing Benefit claim are women. (Northgate report 15/10/2020)</p> <p>Low Income Family Tracker (LIFT) data, available pp23 and 24, shows that single parent households (which are more likely to be women) have a higher incidence of being on a low financial resilience category than couples with children. Single parents are therefore more likely to be in need of crisis support than couples with children.</p>	Total Population:	290,395	Female	145,778	Male	144,616	Sikh	1	0%	<ul style="list-style-type: none"> • Women are more likely to be working part time, or on a fixed income, than men • Women more likely to be single parents. • Significant increase in reports of domestic abuse and violence throughout the pandemic, disproportionately affecting women. This results in women fleeing their homes and facing financial vulnerability through the homelessness process. 	<ul style="list-style-type: none"> • Additional burdens due to the cost of Living could have disproportionate impact on women due to the nature of their employment types and barriers to employment for those with sole childcare responsibilities 	<p>Ensure easy access to and smooth referrals into the advice sector for those identified as in need of financial support, including council's own Welfare Support Hub.</p> <p>Ensuring community organisations representing at-risk groups are funded in order to provide financial support outside of formal council protocol.</p>
	Total Population:	290,395										
	Female	145,778										
	Male	144,616										
Total	2503											

<p>Sexual orientation¹⁷</p>	<p>There is a limited set of current data available on the financial resilience of this characteristic group. Our assessment has mostly been based on face to face feedback from residents accessing third sector support and wider reports published since the onset of the pandemic.</p>	<p>No known issues reported to disproportionately affect this group</p>		<p>Ensure easy access to and smooth referrals into the advice sector for those identified as in need of financial support, including council's own Welfare Support Hub.</p>						
<p>Marriage and civil partnership¹⁸</p>	<p>There is a limited set of current data available on the financial resilience of this characteristic group. Our assessment has mostly been based on face to face feedback from residents accessing third sector support and wider reports published since the onset of the pandemic.</p> <table border="1" data-bbox="432 1013 808 1203"> <tr> <td>Married Households</td> <td>28,335</td> </tr> <tr> <td>Co-Habiting</td> <td>15,430</td> </tr> <tr> <td>Lone Parent</td> <td>8,635</td> </tr> </table> <p>Source: Census 2011</p>	Married Households	28,335	Co-Habiting	15,430	Lone Parent	8,635	<ul style="list-style-type: none"> • The strain of economic pressures and debt caused by an increase in the cost of living can impact on the relationships of householders and their Mental Health • Significant increase in reports of domestic abuse and violence throughout the pandemic, disproportionately affecting women. This results in women fleeing their homes and facing financial vulnerability through the homelessness process. • When fleeing DV, the family is often relocated away from their network of family and friends. 	<ul style="list-style-type: none"> • Homelessness places women at a significant financial disadvantage as well as impacting on their mental health and the wellbeing of the family, as a whole. • Without a network of support, increased expenses may follow due to a loss of informal childcare. Or hours of work may need to be reduced. 	<p>Ensure easy access to and smooth referrals into the advice sector for those identified as in need of financial support, including council's own Welfare Support Hub.</p> <p>Ensuring community organisations representing at-risk groups are funded in order to provide financial support outside of formal council protocol.</p>
Married Households	28,335									
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<p>Community Cohesion¹⁹</p>	<p>Low Income Family Tracker (LIFT) data, available pp23 and 24, shows that the financial resilience of households in different wards can</p>		<ul style="list-style-type: none"> • There could be multiple factors that are affecting this affordability 	<p>Ensure easy access to and smooth referrals into the advice sector for those identified as</p>						

	<p>vary, with some wards having a higher incidence of households in financial vulnerability than other wards. St Peter's and North Laine and Regency wards are showing as having a higher proportion of households on the lower end of the financial resilience categories</p>		<p>representation in central wards. This could include higher rents, a higher representation of one bed flats and studios (single income households), or a higher proportion of hostel and supported accommodation. More investigation and research needs to be undertaken in order to better understand this demographic representation.</p>	<p>in need of financial support, including council's own Welfare Support Hub.</p> <p>Information to be made clear and accessible for all and for all front-line services to be aware of support available and signpost accordingly.</p>
<p>Other relevant groups²⁰</p>	<p>Carers</p> <p>Data from LDSF applications delivered during Household Support Fund, phase 1 showed 6% of claims came from a household in receipt of Carers Allowance.</p> <p>Carers UK research March 2020, 'Caring and the Cost of Living crisis' Identified both formal and informal carers were disproportionately at risk by the Cost of Living Crisis.</p>	<ul style="list-style-type: none"> • More likely to be on a limited and fixed income due to caring requirements • More likely to have higher fuel costs due to health or disability requirements of the people they care for. 	<ul style="list-style-type: none"> • Increased fuel costs due to heating requirements and additional equipment for their accessibility and health needs. • Those on a fixed income less likely to have savings or financial contingency for increased cost in food and other expenses 	<p>Ensure easy access to and smooth referrals into the advice sector for those identified as in need of financial support, including council's own Welfare Support Hub.</p> <p>Information to be made clear and accessible for all and for all front-line services to be aware of support available</p>

				and signpost accordingly.
Cumulative impact²¹	No adverse impacts identified as yet, but this will be kept under review.			
Assessment of overall impacts and any further recommendations²²				

4. List detailed data and/or community feedback that informed your EIA

Title (of data, research or engagement)	Date	Gaps in data	Actions to fill these gaps: who else do you need to engage with? (add these to the Action Plan below, with a timeframe)
LDSF systems reporting	Ongoing		
ONS data	Ongoing		
Housing Benefit data from Northgate (NEC) system	Ongoing		
LIFT Programme Data	TBC	Data in development	
DWP Data	Ongoing		

EIA sign-off:

Staff member completing Equality Impact Assessment: Tabitha Cork

Date: 28/04/2022

Directorate Management Team rep or Head of Service/Commissioning: Nigel Manvell

Date: 29/04/2022

CCG or BHCC Equality lead: Janice Markey

Date: 28/04/2022

References

- ¹ **Title of EIA:** This should clearly explain what service / policy / strategy / change you are assessing
- ² **ID no:** The unique reference for this EIA. If in doubt contact your CCG or BHCC equality lead (see page 1)
- ³ **Team/Department:** Main team responsible for the policy, practice, service or function being assessed
- ⁴ **Focus of EIA:** A member of the public should have a good understanding of the policy or service and any proposals after reading this section. Please use plain English and write any acronyms in full first time - eg: 'Equality Impact Assessment (EIA)'

This section should explain what you are assessing:

- What are the main aims or purpose of the policy, practice, service or function?
- Who implements, carries out or delivers the policy, practice, service or function? Please state where this is more than one person/team/body and where other organisations deliver under procurement or partnership arrangements.
- How does it fit with other services?
- Who is affected by the policy, practice, service or function, or by how it is delivered? Who are the external and internal service-users, groups, or communities?
- What outcomes do you want to achieve, why and for whom? Eg: what do you want to provide, what changes or improvements, and what should the benefits be?
- What do existing or previous inspections of the policy, practice, service or function tell you?
- What is the reason for the proposal or change (financial, service, legal etc)? The Act requires us to make these clear.

⁵ **Previous actions:** If there is no previous EIA or this assessment is of a new service, then simply write 'not applicable'.

⁶ **Data:** Make sure you have enough data to inform your EIA.

- What data relevant to the impact on specific groups of the policy/decision/service is available?⁶
- What further evidence is needed and how can you get it? (Eg: further research or engagement with the affected groups).
- What do you already know about needs, access and outcomes? Focus on each of the groups identified above in turn. Eg: who uses the service? Who doesn't and why? Are there differences in outcomes? Why?
- Have there been any important demographic changes or trends locally? What might they mean for the service or function?
- Does data/monitoring show that any policies or practices create particular problems or difficulties for any groups?
- Do any equality objectives already exist? What is current performance like against them?
- Is the service having a positive or negative effect on particular people in the community, or particular groups or communities?
- Use local sources of data (eg: JSNA: <http://www.bhconnected.org.uk/content/needs-assessments> and Community Insight: <http://brighton-hove.communityinsight.org/#>) and national ones where they are relevant.

⁷ **Engagement:** You must engage appropriately with those likely to be affected to fulfil the equality duty.

- What do people tell you about the services?
- Are there patterns or differences in what people from different groups tell you?
- What information or data will you need from communities?
- How should people be consulted? Consider:
 - (a) consult when proposals are still at a formative stage;
 - (b) explain what is proposed and why, to allow intelligent consideration and response;
 - (c) allow enough time for consultation;
 - (d) make sure what people tell you is properly considered in the final decision.
- Try to consult in ways that ensure all perspectives can be considered.
- Identify any gaps in who has been consulted and identify ways to address this.

⁸ Your EIA must get to grips fully and properly with actual and potential impacts.

- The equality duty does not stop decisions or changes, but means we must conscientiously and deliberately confront the anticipated impacts on people.
- Be realistic: don't exaggerate speculative risks and negative impacts.
- Be detailed and specific so decision-makers have a concrete sense of potential effects. Instead of "the policy is likely to disadvantage older women", say how many or what percentage are likely to be affected, how, and to what extent.
- Questions to ask when assessing impacts depend on the context. Examples:
 - Are one or more groups affected differently and/or disadvantaged? How, and to what extent?
 - Is there evidence of higher/lower uptake among different groups? Which, and to what extent?
 - If there are likely to be different impacts on different groups, is that consistent with the overall objective?
 - If there is negative differential impact, how can you minimise that while taking into account your overall aims
 - Do the effects amount to unlawful discrimination? If so the plan must be modified.
 - Does the proposal advance equality of opportunity and/or foster good relations? If not, could it?

⁹ Consider all three aims of the Act: removing barriers, and also identifying positive actions we can take.

- Where you have identified impacts you must state what actions will be taken to remove, reduce or avoid any negative impacts and maximise any positive impacts or advance equality of opportunity.
- Be specific and detailed and explain how far these actions are expected to improve the negative impacts.
- If mitigating measures are contemplated, explain clearly what the measures are, and the extent to which they can be expected to reduce / remove the adverse effects identified.
- An EIA which has attempted to airbrush the facts is an EIA that is vulnerable to challenge.

¹⁰ **Age:** People of all ages

¹¹ **Disability:** A person is disabled if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. The definition includes: sensory impairments, impairments with fluctuating or recurring effects, progressive, organ specific, developmental, learning difficulties, mental health conditions and mental illnesses, produced by injury to the body or brain. Persons with cancer, multiple sclerosis or HIV infection are all now deemed to be disabled persons from the point of diagnosis.

¹² **Gender Reassignment:** A transgender person is someone who proposes to, starts or has completed a process to change their gender. A person does not need to be under medical supervision to be protected

¹³ **Pregnancy and Maternity:** Protection is during pregnancy and any statutory maternity leave to which the woman is entitled.

¹⁴ **Race/Ethnicity:** This includes ethnic or national origins, colour or nationality, and includes refugees and migrants, and Gypsies and Travellers. Refugees and migrants means people whose intention is to stay in the UK for at least twelve months (excluding visitors, short term students or tourists). This definition includes asylum seekers; voluntary and involuntary migrants; people who are undocumented; and the children of migrants, even if they were born in the UK.

¹⁵ **Religion and Belief:** Religion includes any religion with a clear structure and belief system. Belief means any religious or philosophical belief. The Act also covers lack of religion or belief.

¹⁶ **Sex/Gender:** Both men and women are covered under the Act.

¹⁷ **Sexual Orientation:** The Act protects bisexual, gay, heterosexual and lesbian people

¹⁸ **Marriage and Civil Partnership:** Only in relation to due regard to the need to eliminate discrimination.

¹⁹ **Community Cohesion:** What must happen in all communities to enable different groups of people to get on well together.

²⁰ **Other relevant groups:** eg: Carers, people experiencing domestic and/or sexual violence, substance misusers, homeless people, looked after children, ex-armed forces personnel, people on the Autistic spectrum etc

²¹ **Cumulative Impact:** This is an impact that appears when you consider services or activities together. A change or activity in one area may create an impact somewhere else

²² **Assessment of overall impacts and any further recommendations**

- Make a frank and realistic assessment of the overall extent to which the negative impacts can be reduced or avoided by the mitigating measures. Explain what positive impacts will result from the actions and how you can make the most of these.

-
- Countervailing considerations: These may include the reasons behind the formulation of the policy, the benefits it is expected to deliver, budget reductions, the need to avert a graver crisis by introducing a policy now and not later, and so on. The weight of these factors in favour of implementing the policy must then be measured against the weight of any evidence as to the potential negative equality impacts of the policy.
 - Are there any further recommendations? Is further engagement needed? Is more research or monitoring needed? Does there need to be a change in the proposal itself?

Data taking from Low Income Family Tracker (LIFT), using our July 2022 data set (most recent refresh), representing available equalities groups by their financial resilience status.

NB: The Financial Resilience Metrics used in LIFT to create the financial status score is updated every 6 months. We are due a refresh in our October data set. This will then more accurately represent the current higher levels of inflation and affordability levels that we are seeing in this Cost of Living crisis. This may then affect the overall representation of financial resilience among low income households in the city.

Financial Status By Ward										
Ward	Coping	%	Struggling	%	Risk	%	Crisis	%	Grand Total	% Total
Brunswick and Adelaide	550	85%	29	4%	59	9%	10	2%	648	3%
Central Hove	592	86%	20	3%	59	9%	15	2%	686	3%
East Brighton	1,774	86%	67	3%	185	9%	45	2%	2,071	9%
Goldsmid	922	88%	28	3%	87	8%	16	2%	1,053	5%
Hangleton and Knoll	1,159	89%	35	3%	98	7%	16	1%	1,308	6%
Hanover and Elm Grove	838	86%	24	2%	93	10%	22	2%	977	4%
Hollingdean and Stanmer	1,192	86%	25	2%	147	11%	27	2%	1,391	6%
Hove Park	204	89%	9	4%	14	6%	1	0%	228	1%
Moulsecoomb and Bevendean	1,221	88%	45	3%	114	8%	12	1%	1,392	6%
North Portslade	662	88%	22	3%	52	7%	13	2%	749	3%
Patcham	623	90%	15	2%	47	7%	10	1%	695	3%
Preston Park	557	85%	22	3%	66	10%	12	2%	657	3%
Queen's Park	1,852	86%	58	3%	195	9%	61	3%	2,166	10%
Regency	573	79%	31	4%	89	12%	31	4%	724	3%
Rottingdean Coastal	511	89%	15	3%	37	6%	13	2%	576	3%
South Portslade	802	90%	13	1%	60	7%	15	2%	890	4%
St. Peter's and North Laine	2,336	68%	163	5%	750	22%	182	5%	3,431	15%
Westbourne	590	88%	16	2%	54	8%	9	1%	669	3%
Wish	540	89%	12	2%	47	8%	10	2%	609	3%
Withdean	440	87%	16	3%	41	8%	8	2%	505	2%
Woodingdean	530	90%	12	2%	41	7%	4	1%	587	3%
Grand Total	18,578	100%	683	100%	2,407	100%	548	100%	22,216	100%

Financial Status by Age																					
Financial R	100+	16-17	18-21	22-24	25-29	30-34	35-39	40-44	45-49	50-54	55-59	60-64	65-69	70-74	75-79	80-84	85-89	90-94	95-99	Grand Total	% of total
Coping	21	4	108	223	677	1,083	1,277	1,427	1,490	1,772	1,780	1,467	1,602	1,782	1,601	1,098	711	364	91	18,578	84%
Struggling			14	21	48	55	42	67	81	131	100	81	32	4	2	5				683	3%
Risk			76	103	165	226	238	263	282	327	356	258	92	8	6	6		1		2,407	11%
Crisis		1	34	34	51	52	52	61	68	66	61	48	16	1	3					548	2%
Grand Tot	21	5	232	381	941	1,416	1,609	1,818	1,921	2,296	2,297	1,854	1,742	1,795	1,612	1,109	711	365	91	22,216	100%

Financial Status - Disability																				
Financial Risk	100+	18-21	22-24	25-29	30-34	35-39	40-44	45-49	50-54	55-59	60-64	65-69	70-74	75-79	80-84	85-89	90-94	95-99	Grand Total	% of Total
Coping	18	30	72	279	492	575	704	861	1,215	1,345	1,215	932	731	600	472	357	197	63	10,158	91%
Struggling		2	1	10	12	10	12	23	48	40	35	15	1	1	1				211	2%
Risk		21	29	44	67	61	67	76	107	137	88	47	1	3	4				752	7%
Crisis		2	7	1	8	7	7	12	11	12	5	1							73	1%
Grand Total	18	55	109	334	579	653	790	972	1,381	1,534	1,343	995	733	604	477	357	197	63	11,194	1

Financial Status - Single Parent by Age															
Financial Risk	18-21	22-24	25-29	30-34	35-39	40-44	45-49	50-54	55-59	60-64	65-69	70-74	75-79	Grand Total	%Total
Coping	29	72	242	454	555	532	431	309	126	30	17	13	5	2,815	83%
Struggling	2	6	18	23	16	17	12	22	2	1				119	4%
Risk	5	17	45	66	68	58	50	28	12	2				351	10%
Crisis	5	18	20	24	16	14	9	2	4	1				113	3%
Grand Total	41	113	325	567	655	621	502	361	144	34	17	13	5	3,398	1

Financial Status - Couples with Children by Age																
Financial Risk	18-21	22-24	25-29	30-34	35-39	40-44	45-49	50-54	55-59	60-64	65-69	70-74	75-79	80-84	Grand Total	% Total
Coping	3	19	63	148	221	234	173	149	76	35	11	4	1	1	1,138	89%
Struggling	1	1	4	6	7	6	1	3		1	1				31	2%
Risk	3	3	13	13	12	15	16	10	5		3				93	7%
Crisis		1	2	1	1	3	1	1	1	1					12	1%
Grand Tot	7	24	82	168	241	258	191	163	82	37	15	4	1	1	1,274	1

Appendix 2 -Warm Banks- considerations

As advised in the body of the report, setting up a warm banks network is not a simple or straightforward proposal and also carries with it significant potential risks and additional costs. There are a number of issues to consider including:

1. **Covid** Incidences of Covid are expected to increase again in the winter alongside other infections such as flu. The council's own severe weather facility (SWEP) for rough sleepers is therefore provided on a 'non-congregate' basis with separate rooms provided for service users. Providing open access and encouraging congregation in council or CVS buildings therefore needs careful consideration in light of the potential to increase the transmission of infections.
1. **Leased or licenced** Many council and CVS properties are leased or licenced which will normally preclude them from being used for public access due to the terms of the leases or licences unless specifically provided for.
2. **Safeguarding** will be an important issue in some buildings, particularly where other personal care or community services are also provided for children, young people and families.
3. **Appropriateness for open access.** Similarly, some buildings provide venues or services for customers, local groups or clients such as drop-in services, registration services, registry office weddings, community events or groups and so on and may not be appropriate for open access.
4. **Financial constraints** Due to the severe financial constraints on both council and many CVS organisations, not all buildings or services are open all day. There could therefore be significant additional staffing/security, heating and lighting costs to extend the opening hours of many buildings. This is likely to restrict possibilities to those buildings and services that already have longer opening times and staff, volunteers and/or security on site.
5. **Consideration needs to be given to linking food and drink provision** to the availability of warm banks as this could further contribute to the prevention of negative health impacts. This may be through providing facilities for people to cook or heat food or linking to emergency food provision which could be cost effective (e.g. addressing food and fuel poverty in one place). However, this requires further co-ordination and planning and may need to be a secondary aim in the first instance.
6. **Facilities** Similarly, consideration will need to be given to **fire regulations**, availability of **washroom facilities**, and availability of **seating** etc in order to determine safe occupancy numbers for each type of warm bank. Extending these, particularly seating, may require the purchase of additional furniture.
7. **Comms**-A carefully considered communication and reach-out campaign needs to be drawn up to optimise the spaces proposed for use as warm banks for use by people who really need to use them. Also, many CVS spaces are small and run by few people and therefore these services and organisations may prefer to manage communications on a locality level rather than as part of a wider campaign.

Brighton & Hove City Council

Policy & Resources Committee

Agenda Item 60

Subject: Allocation of Carbon Neutral Fund 2022-24

Date of meeting: 6 October 2022

Report of: Executive Director, Economy Environment & Culture

Contact Officer: Name: Rachel Williams
Tel: 01273 291098
Email: rachel.williams@brighton-hove.gov.uk

Ward(s) affected: All

For general release

1. Purpose of the report and policy context

- 1.1 The 2030 Carbon Neutral Programme is one of the council's key commitments with an ambitious target to become a carbon neutral city by 2030. From 2019, the council's Carbon Neutral Fund has been a valuable tool to support and accelerate climate and biodiversity action by council services.
- 1.2 This report sets out proposals for the allocation of Carbon Neutral Fund in 2022-23 and 2023-24 to support delivery of the council's 2030 Carbon Neutral Programme.

2. Recommendations

- 2.1 That Committee agrees the allocation of £7,808,990 of the Carbon Neutral Fund to the climate action and biodiversity projects as set out in Appendix 1

3. Context and background information

- 3.1 The Carbon Neutral Fund (CNF) supports the delivery of the 2030 Carbon Neutral Programme which was approved by this Committee on March 2021. The programme is the city council's main response to the climate and biodiversity emergencies and supports the delivery of climate action projects (both carbon reduction and climate change adaptation) and biodiversity projects. The £14.000m capital funding available to support climate action and biodiversity projects in 2022-23 and 2023-24 was approved at Budget Council in February 2022. On 7 July 2022 this committee approved the following allocations from this £14.000m capital funding:

- Air Quality – Two Automatic Analyser Stations and continued diffusion tube monitoring: £0.050m in 2022-23 and £0.150m in 2023-24
 - Expanding Liveable Neighbourhoods: £1.100m in 2022-23 and £1.000m in 2023-24
 - Carbon reduction measures to operational buildings: £1.500m in 2022-23 and £2.000m in 2023-24 (£1.500m in each year will be on a spend to save basis)
 - Carbon Neutral Fund prioritisation process for the remaining £8.200m
- 3.2 A call for the 2022-24 round of CNF projects was launched in late June with a deadline of 20 July. Council services were invited to submit Expressions of Interest (EOIs) for CNF funding, outlining their proposed climate action and biodiversity projects. There was a strong response: 37 EOIs were received for a total value of £13.200m. There has been an increase in the number of EOIs submitted, from 11 in 2019 to 37 in 2022. The submitted EOIs covered all five themes of the Carbon Neutral Programme. Since the first call for projects in 2019, there is increased engagement across the organisation in responding to the climate and biodiversity emergency and delivering climate action and biodiversity projects, and this is reflected in the number and range of projects coming forward.
- 3.3 Projects were scored using six main criteria:
- Is the project area/theme included in the [Carbon Neutral Programme](#)? – Yes/No
 - Is it considered capital spend? – Yes/No (all projects were reviewed by Finance to determine eligibility in terms of capital expenditure)
 - Will it have high/medium impact on carbon emissions? - score
 - Does it conserve or enhance biodiversity? - score
 - Does it have significant co-benefits e.g. relating to air quality, public health, addressing the cost-of-living crisis, community wealth building, public engagement? - score
 - Can it realistically be delivered by March 2024? Yes/No
- 3.4 The recommended list of 29 projects set out in Appendix 1 delivers on all three strands of the Carbon Neutral programme: Carbon Reduction (24 projects), Climate Adaptation (3 projects) and Conserving & Enhancing Biodiversity (2 projects). As anticipated, given the focus of the Carbon Neutral Programme over the last few years, most of the projects are tackling carbon reduction but there is scope to expand the adaptation and biodiversity themes in future years, in line with our ambitions as set out in the high level 22-23 and 23-24 work programme included in the July 2022 P&R Committee report. This planned work includes:
- developing carbon reduction pathways to help drive strategic planning and to prioritise the most impactful actions towards the carbon neutral target which could be supported through future Carbon Neutral Fund allocations
 - undertaking a Climate Risk and Vulnerability Assessment to understand the local impacts of future climate change and to prioritise

adaptation actions which could be supported through future Carbon Neutral Fund allocations

- reviewing the case for a new biodiversity KPI with the aim of driving progress to better address the biodiversity emergency

3.5 The wider work outlined above will shape the strategic direction for the next seven years and assist with the identification of programme milestones. Research and data analysis will help identify the highest impact areas for action to help move the city towards our ambitious goal of carbon neutrality by 2030. A further report on wider strategic planning will be brought to Policy & Resources Committee in spring 2023 to help direct how to take the programme forward.

3.6 There is a good spread of projects addressing all five themes of the Carbon Neutral Programme: Energy & Water, Travel & Transport, Built Environment, Waste and Nature & Environment, and two of the cross-cutting themes: Adaptation and Circular Economy.

3.7 In determining which projects to fund, the focus has been on project quality. Officers are developing projects for the pipeline, but some are in earlier stages of development, so it is helpful there is £0.391m funding remaining to fund additional projects. There will be a second call from the remaining CNF in 2023. Furthermore, there is a capacity issue: officers are very committed to delivering the CNF projects approved in 2021 and these need to be further advanced before they can take on additional projects. It is important that a backlog in delivery is avoided. Where services were proposing to deliver several CNF projects in 2022-24, assurances were sought that the group of projects were deliverable by 31 March 2024.

3.8 Through the project assessment process there was a particular focus on deliverability. Specifically, where teams have already received CNF in 2021, new project allocations will be agreed subject to the following conditions around expenditure:

- The CNF 2022 approved project cannot start until the CNF 2021 project spend exceeds 50%, and
- The CNF 2022 project must start spending / start work within 6 months of allocation of funding (ie by April 2023)

If these conditions are not met the 2022 offer of CNF funding will be withdrawn and the funds taken back into the CNF pot for allocation to other projects. These conditions will be applied on a case-by-case basis as some projects may have legitimate reasons for delayed expenditure eg working through planning permission, procurement processes or may have built in a planning period that exceeds six months. In addition, there may be exceptional cases where projects have legitimate reasons to start 2022 projects immediately, with confidence that the 2021-funded project will have spent 50% by April 2023.

3.9 The city council is still in the process of developing action plans or strategies to deliver on its ambitions in some areas, such as a city Sustainable Urban

Drainage (SuDS) strategy or a city biodiversity action plan. However, the CNF provides valuable support for projects (e.g. Norton Road Rain Gardens project; Kingsway to the Sea; Rewilding Residents of Brighton & Hove; Downland Dew Pond Creation) to help develop pathways towards creating those strategic frameworks and deliver on our overall ambitions to address the climate and biodiversity emergencies.

- 3.10 The co-benefits of CNF projects are numerous and include improvements to air quality, public health, the public realm and the local economy. It is also anticipated that there will be cost savings from CNF projects. The majority of reportable revenue savings will come from Water and Energy efficiency projects. Cost savings from biodiversity conservation and enhancement projects, as well as climate change adaptation and transport projects, are often indirect and more difficult to estimate. Projects that reduce the council's carbon footprint by extending the lifetime of public assets can also save the council money.
- 3.11 The CNF also helps leverage external funding into the city. 13 of the 29 proposed projects are either in receipt of external match-funding or are in the process of bidding for external match-funding. Previously funded CNF projects have accessed match funding from a number of organisations including DEFRA, Countryside Stewardship, Brighton & Hove Buses, National Heritage Lottery Fund and Countryside Stewardship.

4. Analysis and consideration of alternative options

- 4.1 This CNF call was oversubscribed with 37 EOIs to a total value of £13.200m for the £8.200m CNF available. Eight projects are not being progressed under this call. Projects were not allocated funding in this round for a number of reasons including: the project being at a too early stage of development, concerns about deliverability by 31 March 2024, being considered 'Business as Usual' activities, not being in line with the Carbon Neutral Programme and issues over maintenance of the proposed asset.

5. Community engagement and consultation

- 5.1 The cross-party 2030 Carbon Neutral Member Working Group reviewed the proposed CNF allocations at its meeting on 8 September 2022. The group welcomed the draft list of projects which would support all strands of the carbon neutral programme and endorsed the focus on deliverability. They supported the use of conditionality for CNF 2022 allocations to help expedite spend on previously funded projects and to potentially recycle funding back in for new council projects if there is not a realistic prospect of it being spent.

6. Conclusion

- 6.1 Approval of the CNF projects set out in Appendix 1 will help to accelerate climate and biodiversity action through the delivery of council-led projects. The proposed project list is considered to meet the criteria established for the allocation of the £7,808,990 from the Carbon Neutral Fund. There will be a second call from the remaining CNF in 2023.

- 6.2 The 29 recommended projects deliver on all three strands of the Carbon Neutral programme: Carbon Reduction, Climate Adaptation and Conserving & Enhancing Biodiversity, in line with our ambitions for the next 18 months as set out in the high level 22-23 and 23-24 work programme included in the July 2022 P&R Committee report.

7. Financial implications

- 7.1 Budget Council in February 2022 approved new capital resources to support the Carbon Neutral 2030 programme of £7.500m for 2022/23 and £6.500m for 2023/24. These allocations include up to £1.500m per year for spend to save proposals relating to operational buildings where a business case demonstrates projects generate sufficient financial gains to cover the financing costs of borrowing in addition to contributing to carbon neutrality.
- 7.2 The remaining £11.000m is also funded through borrowing with the financing costs reflected in the agreed budget for 2022/23 and is treated as a corporate priority financial commitment in 2023/24.
- 7.3 The Carbon Neutral Fund report to this committee in July 2022 set out high level allocations of the overall funds including £8.200m for the Carbon Neutral Fund Prioritisation process and this report recommends progressing 29 projects at an estimated cost of £7.809m leaving £0.391m available for future priority allocations.
- 7.4 The projects identified include potential revenue savings and/or mitigate rising utility costs and the impact, once the projects are delivered, will be reflected in future years budgets.

Name of finance officer consulted: James Hengeveld Date consulted: 22/09/22

8. Legal implications

- 8.1 There are no legal implications arising directly from this report. There may be implications in relation to some of the spend which will be considered on a project by project basis.

Name of lawyer consulted: Alice Rowland Date consulted: 22/09/22

9. Equalities implications

- 9.1 The Carbon Neutral Fund supports projects which will help to address a range of equalities issues affecting Brighton & Hove communities, such as improving access to and facilities in our green spaces, improving accessibility of electric vehicles, monitoring air quality, and reducing the risk of flooding to properties. In addition a number of projects will help the council to operate more efficiently, by reducing energy use and fuel bills in our property and city parks, thus helping the operation of services for the residents of Brighton & Hove.

10. Sustainability implications

- 10.1 The 2030 Carbon Neutral Programme is the council's main response to the climate and biodiversity emergencies and there are sustainability implications throughout. The Carbon Neutral Fund helps support delivery of the climate and biodiversity action projects included in the programme, many of which have wider co-benefits such as improvements to air quality, energy security and public health.

11. Public health implications:

- 11.1 The programme has many co-benefits relating to public health. For example, tree planting and enhancing green spaces in the city has a beneficial impact on mental and physical health and wellbeing; and reducing emissions from transport assists in improving air quality and therefore people's health.

Supporting Documentation

1. Appendices

1. Proposed Carbon Neutral Fund Allocations 2022-24

PROPOSED CARBON NEUTRAL FUND ALLOCATIONS 2022-24

Project title	Project description	Proposed sum	Emissions, Biodiversity & co-benefits score	Wards
Carbon Reduction (23 projects)				
2030 Carbon Neutral Theme: Energy & Water				
Traffic Signal carbon reduction programme	Replace the old incandescent bulbs in signal heads to significantly reduce (87% less) the electricity used for the city's traffic signals as well as the number of signal faults and associated vehicle journeys required to attend them.	£600,000	High	City-wide
Seafront Heritage Lighting Restoration 22/23 – 25/26	Restore the historic grade II listed cast iron street lighting columns along Brighton's Seafront to preserve the cities heritage and expedite the replacement of existing lanterns with new LED variants.	£1,400,000	High	City-wide
Low Carbon Heat Implementation at Children Centres/Nurseries	Implement low-carbon heating technologies at two council children centres and nurseries.	£250,313	Med	<ul style="list-style-type: none"> Hangleton & Knoll East Brighton
Moulsecoomb Hub and Housing Project	Additional sustainability measures to proposed project to deliver Community Hub containing a Library, Youth Club, GP Surgery, Café, and Pharmacy, and 212 new homes (Affordable Housing units, owned and managed by BHCC). The scheme incorporates good quality public realm with opportunities for natural play, biodiversity and ecological	£725,122	High	Moulsecoomb & Bevendean

	enhancement, food growing and social interaction. To fund installation of boreholes for Ground Source Heat Pumps.			
Sustainable Building Improvements for St Ann's Well Cafe	Work with café tenants to make sustainable changes to the café building when it is expanded next year (2023), such as installing heat pumps and adding a green roof.	£75,000	Med	Goldsmid
Solar Panels at Stanmer Workshop	Install solar panels at a new workshop being built at Stanmer to charge electric plant and machinery housed there overnight.	£40,000	Med	Hollingdean & Stanmer
Electrical Infrastructure for City Parks Fleet	Improve the electrical supplies to City Parks' depots across the city to ensure that the expanding fleet of electrical vehicles and equipment can be efficiently and effectively charged.	£100,000	Med	City-wide
Electric Vehicle for Waterhall	Purchase a set of conservation management tools and an electric all-terrain vehicle to reduce the carbon footprint of the Wilding Waterhall project by removing the need for daily return travel to Stanmer Park.	£31,500	Med	Withdean
City Park Diesel Reduction Programme	Install event electrical utilities to reduce the use of diesel generators in our city and provide clean power for event and community use.	£130,000	Med	<ul style="list-style-type: none"> • Preston Park • Brunswick & Adelaide
Rechargeable medium-sized machinery	The council has a programme to move from fossil fuel to electric vehicles. City Parks are also changing small plant such as hedge cutters and smaller trimmers to rechargeable electrically operated machines. The team now has a rechargeable electrically powered ride on mower which is working well. The technology for this type of maintenance has advanced to a point where we believe this type of machinery now offers a practical solution to mowing in the city. The intention is to buy more rechargeable, middle sized, grass cutting equipment to accelerate the change and test the practicality of the equipment.	£12,500	Med	City-wide

Public Toilet Refurbishment Programme	Fund energy and water efficiency measures at four public toilets being refurbished as part of the larger £2.7 million public toilets refurbishment programme.	£126,500	Med	<ul style="list-style-type: none"> • Central Hove • Queen's Park • South Portslade • Rottingdean Coastal
Allotments - Water Infrastructure Upgrades	The project will replace water infrastructure at 6 allotment sites in the city where significant leakage is suspected. It is anticipated the work will save in the region of 8778.5 cubic metres of water per year, representing direct annual financial savings of £13,958 and Carbon savings of 9,235 KGC02e.	£210,500	Med	<ul style="list-style-type: none"> • Hove Park (1) • North Portslade (1) • Rottingdean Coastal (1) • Hangleton & Knoll (1) • Whitehawk (2)
Water Efficiency Fund – Phase 2	Build upon Phase 1 of the Water Efficiency Fund, further investment is requested to broaden the monitoring scope of BHCC's water portfolio. This should enable leaks and high usage to be identified and repaired resulting in significant water, carbon and financial savings.	£50,000	Med	City-wide
2030 Carbon Neutral Theme: Transport				
ECargo Accelerator Project	Purchase eCargo bikes to meet increased demand from the council's eCargo Accelerator project.	£90,000	High	City-wide
Electric Vehicle Fast Charger installations and improved access initiatives	Extend charging provision of electric vehicle fast chargers to areas of the city not eligible for Government "Office for Zero Emission Vehicles (OZEV)" funding.	£86,000	High	<ul style="list-style-type: none"> • North Portslade • Moulescoomb & Bevendean • Rottingdean Coastal
Western Road Improvement Project	Provide additional funding to the Western Road Improvement Project. The CNF allocation would fund street tree planting, including measures to help the trees establish in their new environment, and remediate cycling pinch points.	£532,500	Med	Regency

Determining emission categories of the citywide vehicle fleet	Installation of camera technology around or on entry to Air Quality Management Areas (AQMAS) to provide baseline and ongoing data collection about vehicle flows and types to inform the potential impacts of various interventions, such as an extended ULEZ.	£200,000	High	City-wide
2030 Carbon Neutral Theme: Built Environment				
Kingsway to the Sea	Improve the biodiversity net gain of the Kingsway to the Sea project through exemplar soft landscaping and reduce the building's operational carbon through various sustainability measures.	£700,000	Med	<ul style="list-style-type: none"> • Wish • Westbourne • Central Hove
Palace Place & Old Steine	Install renewable energy technologies to reduce the converted building's operational carbon.	£89,000	Med	St. Peter's & North Laine
2030 Carbon Neutral Theme: Waste				
Improving the communal bin system	In phase 1, pilot improvements in the communal bin system designed to improve recycling rates at 135 sites. In Phase 2, expand the pilot area applying learnings from phase 1.	£820,000	Med	Pilot in Brunswick & Adelaide and Regency wards (followed by city-wide roll-out)
Improving WEEE recycling	Install new, more secure Waste Electricals and Electronic Equipment (WEEE) bins across the city to increase the volume of electricals recycled and increase the overall number of WEEE recycling points.	£84,555	Med	City-wide
Solar smart litter bins	Refurbish and redeploy large capacity, solar smart bins to the outskirts of Rottingdean, Ovingdean and Saltdean that have inbuilt technology which notifies the office when the bin is full, reducing travel thus reducing carbon emissions.	£115,000	Low	<ul style="list-style-type: none"> • Rottingdean • Ovingdean • Saltdean

2030 Carbon Neutral Theme: Circular Economy

<p>BUTT you can save water + compost</p>	<p>Provide subsidised home composters to residents across the city and introduce a subsidised water butt scheme for residents.</p>	<p>£48,000</p>	<p>Med</p>	<p>City-wide</p>
<p>Concrete Road – Lifecycle extension programme</p>	<p>Trial the use of new techniques to rejuvenate and rehabilitate fourteen of the City’s failing concrete roads. The techniques are low carbon and expected to extend the lifecycle of these assets by up to 10 years.</p>	<p>£1,000,000</p>	<p>High</p>	<ul style="list-style-type: none"> • East Brighton • Hollingdean & Stanmer • Moulsecoomb & Bevendean • North Portslade • Patcham • Withdean • Woodingdean

Project title	Project description	Proposed sum	Emissions, Biodiversity & co-benefits score	Wards
Adaptation (3 projects)				
2030 Carbon Neutral Theme: Adaptation				
Flood Drainage Systems for Tree Pits alongside Parks	Replace existing tree stumps with tree pit drainage systems to reduce flood water risk in the city whilst increasing tree planting which also supports flood mitigation.	£150,000	Low	St. Peter's & North Laine
Purchase of Decompaction Machine for all Grassed Areas	Purchase specialist shockwave machinery for the decompaction of all short mowed, high use grassed area such as sports pitches, events areas and leisure spaces to improve their water retention and carbon sequestration.	£27,000	Med	City-wide
Norton Rd Rain Gardens	Install rain gardens at two locations on Norton Road: Site 1 at the junction with Eaton Road converting the existing traffic island into a rain garden; Site 2 in front of Hove Town Hall, converting the vehicle turning area into a rain garden.	£75,000	High	Central Hove

Project title	Project description	Proposed sum	Emissions, Biodiversity & co-benefits score	Wards
Conserving and Enhancing Biodiversity (2 projects)				
2030 Carbon Neutral Theme: Nature and Environment				
Rewilding Residents of Brighton and Hove	Install guided trails around the new Waterhall Local Nature Reserve, improve low-carbon travel options to site, and raise awareness of the climate change and biodiversity crises. The project will focus on connecting residents who would usually lack the confidence to explore wild spaces like Waterhall.	£15,500	Med	Withdean
Downland Dew Pond Creation	Create a new Dew Pond on Waterhall ex-golf course increasing the site's biodiversity and improving the resilience of the freshwater network across the Downland Estate and wider South Downs National Park. The project will provide educational opportunities for schools, sharing vital information around climate change and biodiversity loss.	£25,000	Med	Withdean
	TOTAL	£7,808,990		

Brighton & Hove City Council

Policy & Resources Committee

Agenda Item 61

Subject: Environmentally Sustainable Procurement Policy and Tender Evaluation Weightings

Date of meeting: 6 October 2022

Report of: Executive Director of Governance, People & Resources

Contact Officer: Name: Florence Herault
Tel: 07871 734 804
Email: florence.herault@brighton-hove.gov.uk

Ward(s) affected: All

For general release

1 Purpose of the report and policy context

- 1.1 The first part of the report sets out the proposed policy to improve environmental considerations in the Council's procurement activities to help meet the Council's Carbon Neutral 2030 program objectives.
- 1.2 Environmental considerations covered by the policy include, but are not limited to, the reduction of greenhouse gas emissions, minimising waste, protecting biodiversity and tackling the impacts of climate change. The aim is for this policy to be adopted by the three Orbis Procurement Partners (Brighton and Hove City Council, East Sussex City Council and Surrey County council) which could significantly increase its environmental impact including the effectiveness of environmental measures, simplified processes for prospective suppliers, and improved consistency across the region.
- 1.3 The report presents an options appraisal for applying 10% of the quality criteria in relevant tenders to Environmental Sustainability.

2 Recommendations

- 2.1 That the Policy & Resources Committee approves the Environmentally Sustainable Procurement Policy set out at Annex 1 on behalf of BHCC.
- 2.2 That Policy & Resources Committee delegates authority for approving any future changes to the policy to comply with legislative changes, or to ensure alignment with other approved changes to procurement policies and practice to the Chief Finance Officer in consultation with the Procurement Advisory Board.
- 2.3 That Policy & Resources Committee approves setting a default minimum sub criterion weighting of 10% of the quality criteria for environmental sustainability and approves the recommendations at 3.14 and 3.15 below.

3 Context and background information

Environmentally Sustainable Procurement Policy

- 3.1 Climate change is the single most substantial challenge our generation faces. In 2018, Brighton and Hove City Council was one of the first councils to declare a climate and biodiversity emergency. The following year, the Government announced that the UK would be net zero carbon by 2050. In 2021 the committee approved the Carbon Neutral 2030 programme in which one of the actions for procurement was to review and refresh policies as part of the city's move towards a circular economy.
- 3.2 In 2012 the committee approved the sustainable procurement policy statement, which was developed to set out how the Council would embed social, economic and environmental considerations into its procurement activities. The statement is currently split into 2 sections, one regarding environmental aspects and the other regarding Social Value. The Environmentally Sustainable Procurement policy will aim to replace the current environmental section and a stand-alone Social Value policy is currently being developed so that, together, the two new policies will replace the current sustainable procurement policy statement.
- 3.3 Orbis Procurement is a public sector shared procurement service between Surrey County Council, East Sussex County Council (ESCC) and Brighton & Hove City Council (BHCC). Orbis Procurement aims to drive efficiencies, pool resources, expertise and knowledge, create greater operational resilience and deliver greater value for money through increased standardisation and removal of duplication.
- 3.4 Contracts which are over certain financial thresholds must be procured in accordance with the Public Contracts Regulations 2015 or the Concession Contracts 2016. These regulations permit environmental criteria to be applied in a regulated procurement provided that at the award stage of a contract, they are linked to the subject matter of the contract. Award criteria are likely to be sufficiently relevant to the subject-matter of the contract if they relate to the works, goods or services to be provided under the contract. This could include how the works, goods or services are produced or provided, or how they are maintained or disposed of. For example, it would be possible to require a supplier of building materials to supply sustainably produced bricks but not to prohibit their international offices from using air conditioning. The criteria must also be proportionate.
- 3.5 The Procurement Bill which is currently at the committee stage proposes retaining the requirement that award criteria relates to the subject matter of the contract. This drafting will need to be closely monitored as the Bill progressed through the parliamentary processes and the proposed delegation to the Chief Finance Officer will enable officers to ensure that the policy is compliant with the law when it changes next year.
- 3.6 To increase the effectiveness and consistency of the policy in tackling environmental issues, as well as to widen and increase its impact and to simplify processes for the Council's prospective suppliers, the combined Orbis Procurement authorities have co-developed the policy.

- 3.7 Environmental considerations to be made to procurement activity are outlined in the policy and include, but are not limited to, greenhouse gas emissions, biodiversity net gain, natural capital recovery, circular economy, climate change adaptation, energy efficiency, pollution prevention and waste reduction.
- 3.8 Relevance and appropriateness to apply certain environmental considerations will depend on aspects such as what is being procured, value, longevity of the contract, and market readiness.
- 3.9 The policy is supplier-facing and, as a result, prepares prospective suppliers by setting out the Council's expectations regarding environmental considerations in the delivery of their goods, works and services.
- 3.10 As the Council's supply chain matures and becomes more able to meet environmental performance goals, increasingly ambitious and challenging targets can be set for suppliers, especially regarding carbon emissions, to enable the Council to reach net zero emissions targets.
- 3.11 The policy will be a live document that will be monitored and reviewed as and when required, but as a minimum annually.
- 3.12 An implementation plan to launch the policy includes presentation of the policy at Directorate Management Teams (DMTs), liaising with the Economic Development and Communications teams to list resources for Micro, Small and Medium Enterprises to access external support to adapt their business to climate change, and a planned event with the Chamber of Commerce.
- 3.13 To aid effective implementation and embedding of the policy, substantial guidance materials will be provided to officers. This material will give detailed directions about where, when and to what extent environmental measures should be applied and will develop over time as category specific interventions are tested with Directorates and other mechanisms are piloted.

Options appraisal for allocating a minimum percentage of the quality criteria to Environmental Sustainability (ES) in relevant tenders

- 3.14 To aid effective implementation and embedding of the policy, a proposed minimum 10% of the quality criteria to be allocated to Environmental Sustainability (ES) is recommended. Please see below options appraisal for various scenarios. Brighton and Hove are spearheading this approach on behalf of Orbis Procurement. This approach is not currently being adopted by the other Orbis authorities.

Option	Advantages	Disadvantages	Recommendation
Don't include ES criterion (0%)	<ul style="list-style-type: none"> • The full 100% remains available for other quality criteria • Suppliers do not need to demonstrate transition to Net zero to be considered. 	<ul style="list-style-type: none"> • Impedes our ability to implement or achieve ES policy objectives. • Unable to evaluate our suppliers' ability to meet ES requirements • Unlikely to include suppliers' ES commitments in contracts • Unable to monitor our suppliers' commitment to reducing their carbon footprint 	Not recommended

Option	Advantages	Disadvantages	Recommendation
		<ul style="list-style-type: none"> No opportunity for environmentally sustainable suppliers to capitalise on their competitive advantage 	
Include at Less than 10%	<ul style="list-style-type: none"> 91 to 99% of quality score remains available for other quality sub criteria A lower % could still be allocated to avoid including no criteria at all and enable suppliers to demonstrate their ES credentials 	<ul style="list-style-type: none"> Less impactful than allocating 10% or more Weakens the message that ES is a priority for the Council May not offer opportunity for sustainable suppliers to capitalise on their competitive advantage 	That PAB approval is required if officers are proposing a weighting of less than 10% for contracts over £1m.
Include 10% by default	<ul style="list-style-type: none"> Shows suppliers that ES is a clear council priority Sufficient for the evaluation criteria to be meaningful Will increase suppliers' awareness of the importance for the service they deliver to be environmentally sustainable Ability to include suppliers' ES commitment in contracts Opportunity to monitor Suppliers' ES credentials 	<ul style="list-style-type: none"> Only 90% of the quality criteria remains for other criteria Suppliers who do not demonstrate transition to Net Zero will be at a disadvantage 	Recommended as the default for all contracts bar the exceptions outlined at paragraph 3.15 below.
Include at greater than 10%	<ul style="list-style-type: none"> Shows suppliers that ES is a clear council priority Opportunity for sustainable suppliers to capitalise on their ES investments and use their competitive advantage in this respect Ability in include suppliers ES commitment in contracts Opportunity to monitor Suppliers' ES credentials Opportunity to drive ES innovation 	<ul style="list-style-type: none"> Will reduce availability of % for other criteria which may be more relevant for the contract Suppliers who do not demonstrate transition to Net Zero will be at a disadvantage Likely financial implication for the council but not when whole life costs, including environmental impact, are taken into account fully 	A weighting of more than 10% should be used in appropriate circumstances where ES opportunity is high, following consideration of financial and legal implications.

3.15 There will be situations where a 10% weighting is not appropriate: it is not possible to provide an exhaustive list but this might be because it is not proportionate (and therefore lawful), because it is not permitted under the Framework Agreement/ Dynamic Purchasing System being used or because it is not possible to link criteria to the subject matter of the contract. In these situations, officers will not impose the default 10% weighting and where the contract value is over £1m, officers will provide an explanation to PAB.

3.16 It should be noted the recommended minimum of 10%, is, as stated, the minimum default weighting for relevant tenders. Where proportionate, relevant, affordable and within legal parameters, officers will aspire to

increase this percentage. Due regard must be given to other elements of the qualitative weighting to ensure the best possible service is procured.

4 Analysis and consideration of alternative options

- 4.1 The alternative option to retain the current Sustainable Procurement Policy would be a missed opportunity to send a clear message to the council's supplier base that Environmental Sustainability is a priority for the Council. It would also be a missed opportunity to work collaboratively with partner authorities who share our carbon neutral objectives and to therefore have greater impact regionally. This co-produced policy is a great example of where the Orbis partner authorities have pooled resources and research to achieve a better outcome for the region. Climate change is a global issue and working in isolation would limit both our efficiency and effectiveness in tackling environmental issues impacting Brighton and Hove and the wider region.

5 Community engagement and consultation

- 5.1 The Environmentally Sustainable Procurement Policy has been created and consulted with input from service leads and officers from relevant teams across the partnership including service leads and officers from relevant teams within BHCC, ESCC and SCC
- 5.2 The policy was presented at the BHCC Procurement Advisory Board (PAB) in June 2022 where it was cleared to proceed for approval at Policy & Resources Committee.
- 5.3 Comments and feedback received during the consultation phases with senior officers and Members have been addressed and taken into account in the planned implementation to ensure the successful launch of the policy.

6 Conclusion

- 6.1 The Environmentally Sustainable Procurement Policy and its associated outcomes is a vital step to ensure our suppliers understand the Council's expectations and are enabled to support the Council's Carbon Neutral journey and ambitions, and will ensure that environmental considerations are embedded throughout the work of the council.
- 6.2 Together with allocating 10% of the quality criteria to Environmental Sustainability, it is an important tool to encourage suppliers and contractors to align themselves with the Council's commitments and reduce their negative impacts on the environment. This approach will drive the right behaviours and reward suppliers who are actively working towards becoming Carbon Neutral.

7 Financial implications

- 7.1 The financial implications of the proposed policy changes are difficult to determine with accuracy. In many cases, there will be minimal impact as many suppliers are using innovation and investment to offer increasingly sustainable products and services at similar cost. In other cases, for example, where markets are less developed or competitive, a higher environmentally sustainable requirement will normally result in increased costs of goods or services.
- 7.2 However, environmental impacts clearly have a wider cost than just the direct contract price and therefore while contracts offering a high degree of

sustainability may have a higher direct cost, when looking at 'Environmental Full Cost Accounting', which takes into account the long term effects on health and well-being and supply chains (including food), the cost may well be lower. This is currently an area of academic research which is attempting to provide standardized costing approaches but there is no recognized standard to date.

Finance officer consulted: Nigel Manvell Date consulted: 23/08/22

8 Legal implications

- 8.1 The legal implications are set out in the body of the report.

Name of lawyer consulted: Alice Rowland. Date consulted: 07/09/22

9 Equalities implications

- 9.1 An Equalities Impact Assessment was considered for the policy due to its potential to influence procurement activities, however, it was determined that there were no clear implications or impacts of this policy upon any specific groups of residents, communities or staff. Individual projects to which this policy applies may require EIAs to be undertaken early in their development to ensure that any impacts associated with its application are understood and to ensure that the Council can meet its equality duty.

10 Sustainability implications

- 10.1 It is the purpose of the policy to have a positive impact on all sustainability themes in the Sustainability implications checklist (Annex 3) and to support the wider goals of the city's Carbon Neutral 2030 commitment. The policy will provide an opportunity to drive suppliers toward the provision of more sustainable goods and services and encourage them to invest in innovation and change to improve future products for the benefit of the environment. The policy enables monitoring of progress and can be periodically reviewed as advances are made and potentially more ambitious targets can be considered in future.

11 Social Value and procurement implications

- 11.1 Although most additions of environmental considerations to procurement activities will be done through core requirements, it is anticipated that the policy will also help the inclusion of Environmental Social Value outcomes, for example by seeking biodiversity improvements and climate adaptation solutions from suppliers where relevant and appropriate.

12 Crime & disorder implications:

- 12.1 None identified

13 Public health implications:

- 13.1 The design and implementation of the policy and weighting allocation is aimed at helping the council to deliver its carbon Neutral 2030 programme. In doing so it should reduce air pollution in the region, reduce the use of environmental damaging and unsustainable materials and increase biodiversity, thereby bringing about public health co-benefits such as reduced premature mortality and prevalence of chronic diseases.

Supporting Documentation

Appendices

1. [Environmentally Sustainable Procurement Policy](#)



Orbis
Environmentally Sus

2. [Example tender criteria](#)



Example Tender
Quality Criteria.docx

3. [Sustainability checklist for report writers](#)



Brighton Hove
Sustainability Implic

Policy & Resources Committee

Subject: Future Ways of Working

Date of meeting: 06 October 2022

Report of: Executive Director of Governance, People & Resources

Contact Officer: Name: David A Jones
Email: david.a.jones@brighton-hove.gov.uk

Ward(s) affected: All

For general release

1. Purpose of the report and policy context

- 1.1 This report recommends investment to continue to develop, implement and bed-in new ways of working across the organisation and to ensure the council is maximising the opportunities of hybrid working developed during the pandemic.
- 1.2 Our future ways of working must support the needs of our customers and must also balance our use of workspaces in a way that is efficient and sustainable, make the best use of our technological investments and continue to provide our staff with a valued flexible working offer. In addition, our flexible workspaces will continue to develop to make collaboration between colleagues and partners easier to best serve the needs of the city.

2. Recommendations

- 2.1 That Committee agrees to the programme expenditure of £0.223m for office and workspace equipment as described in paragraph 3.6 below to be funded from the council's Modernisation Fund.
- 2.2 That Committee notes the continuation of the Future Ways of Working (FWOW) programme including the objective to review and rationalise our workspace, to match our hybrid working requirements, through a future Accommodation Strategy.

3. Context and background information

- 3.1 The Future Ways of Working programme ensured a joined-up approach to deliver significant changes to our ways of working during the pandemic and has continued to develop a model for hybrid working where there is flexibility in where and how work is done, including working at home, which is driven by service and customer needs.
- 3.2 Customer services are being delivered with a revised operating model developed by the Customer Experience Steering Group which is needs

based rather than preference based. This model considered the learning and hybrid ways of working during the pandemic and the opportunities presented for example, Parking accelerated their digital transformation with 97% resident permits purchased online compared to 56% before the pandemic.

- 3.3 Face to face appointments are provided where digital and telephone channels are not appropriate to ensure support is in place for those customers that cannot access services in this way. Going forward, the council will continue to develop approaches to improve customer experience for example, exploring community access points, and the development of hybrid working will be led by service changes and by ensuring customers are at the heart of everything we do.
- 3.4 Since January, a pilot workspace situated in Bartholomew House has provided information about the types of workspaces that best support hybrid working and inform the Accommodation Strategy. This has included pods for small hybrid meetings, larger meeting rooms equipped with MS Teams enabled conferencing, collaboration spaces for developing project work and touch down spaces for staff that might be working for a brief period between meetings (see Appendix 1).
- 3.5 The programme will use the learning from the pilots to continue to roll-out new ways of working and equipment across the council's workspaces, and to provide a work environment that will:
- Support the effective use of digital skills to improve productivity, collaboration, and flexible working arrangements
 - Provide an office environment that continues to support wellbeing and which is tailored to the needs of new ways of working
 - Support the delivery of the council's workforce strategy by helping to address recruitment and retention issues as well as supporting employee wellbeing and resilience
 - Support the efficient use of office space to inform a future Accommodation Strategy and enable savings as part of the Medium Term Service and Financial Plans (MTSFP).
- 3.6 To support future ways of working based on the learning and experience gained, investment of £0.223m is proposed including the following:
- Equipping over 100 of our meeting spaces with the technology required to support effective hybrid working (for example, MS Teams enabled conferencing and flexible technology)
 - Equipping customer service rooms to support face to face appointments with customers with hybrid technology that will allow other partners and services to join
 - Rolling-out flexible workspaces to all parts of the organisation that will include meeting pods, touch down spaces and collaboration spaces as required by services to provide staff with the right environment to support new ways of working, customer interactions and service delivery

- Providing funding for the piloting of a shared collaboration space via the Joint Working Group - Future of Public Sector Office that exists between neighbouring authorities and other public sector bodies.
- 3.7 The changes to workspaces would be alongside the development of the future Accommodation Strategy and this will inform any purchasing decisions to make effective use of the investment, particularly where there is the potential to rent or dispose of buildings in the future.
- 3.8 The council's Corporate Modernisation Delivery Board (CMDB), chaired by the Chief Executive, reviews all business cases for modernisation or improvement of council services requiring financial support from the Modernisation Fund. The CMDB has reviewed the business case and supports the proposals presented in this report.

4. Analysis and consideration of alternative options

- 4.1 The recommendations recognise the importance of interdependencies and cross-cutting issues for our future ways of working and the need to make decisions about office space at a corporate level.
- 4.2 An alternative option is to leave investment decisions about workspaces to individual directorates without corporate oversight and coordination. Whilst this model may allow individual services to meet the needs of customers, it is likely to be sub-optimal and would not support the council to support customers in a joined-up way and would reduce opportunities to ensure the most efficient and value for money use of space.

5. Community engagement and consultation

- 5.1 This programme brings together the council's Customer Experience Programme, Accommodation Strategy, Our People Promise and Digital Programme, and our ways of working has been developed with extensive engagement with colleagues across the council including service leads, Trade Unions and Workers Forums.
- 5.2 The programme has engaged with Members via the Member Development & Support Group with site visits, focus groups and survey.
- 5.3 This programme has approached any uncertainty of the work environment, external factors (pandemic and economic), and organisational capacity by taking considered steps informed by stakeholder engagement (Appendix 2).

6. Conclusion

- 6.1 This is a targeted and informed approach to improve the workplace offer which supports flexible working arrangements including hybrid working.
- 6.2 The recommendations will increase the organisational capacity to deliver services and respond to changing needs and circumstances by providing a more flexible workplace and maintaining a valued flexible working offer to staff.

6.3 The funding is to provide the facilities, equipment, systems, and resources across the city for staff to do their job effectively.

7. Financial implications

7.1 The council's Modernisation Fund is resourced from capital receipts which are a finite resource with competing demands and therefore scrutiny of requests for resources from the fund is important. The Modernisation Fund makes use of the capital receipt flexibilities currently allowed by government to fund revenue expenditure and must be focused on delivering either efficiencies, improved service outcomes, improved customer service, or revenue savings, or any combination of these. Requests for resources from the Modernisation Fund are submitted as business cases using a standardised format which are then considered by the Corporate Modernisation Delivery Board (CMDB). This is the officer body responsible for scrutinising and approving business cases and is chaired by the Chief Executive, and attended by Executive Directors, the Chief Finance Officer, Director of HR, and officers from the Programme Management team. The overall resources to be provided for the Modernisation Fund cover a 4-year period but are reviewed and approved by Budget Council annually as part of the council's Capital Strategy and Capital Investment Programme. During each year, any business case or request submitted to CMDB that includes an element of capital expenditure, or exceeds £0.500m, if endorsed by CMDB, will also need to be submitted to Policy & Resources Committee for approval in accordance with Financial Regulations.

7.2 The Modernisation Fund has many demands on it, reflecting the significant level of change across the organisation as well as the substantial annual savings programmes for which the fund is a key resource to enable delivery. As a result, at any one time, the fund can be oversubscribed but this risk is closely managed by CMDB. The risk is managed through a combination of factors as follows:

- Many business cases and programmes run across more than one financial year and therefore this provides flexibility to manage the profiling of resources, particularly where 'slippage' occurs
- Business cases are based on prudential and, often, high level estimates and, as good practice dictates, usually include headroom (contingency) and therefore many programmes come in at a lower cost than originally projected
- Some business cases and initiatives do not reach implementation stage because of a change of service direction, legislation, or policy that supersedes them
- Business cases can be 'value engineered' where necessary to reduce overall resource demands.

In addition, as mentioned earlier, the overall size of the fund is reviewed each year as part of the budget process and can be increased subject to approval of Policy & Resources Committee and Budget Council.

- 7.3 Phase 2 of the Future Ways of Working (FWOW) programme was reviewed and approved by the Corporate Modernisation Delivery Board (CMDDB) at its July meeting. The programme is considered to enable many benefits for improved ways of working and the improved use of workspaces. In particular, the programme would enable completion of an Accommodation Strategy review which could enable significant future savings by supporting much more efficient and sustainable use of the council's workspaces. However, due to the high level of demand on the Modernisation Fund at present, the committee are advised that the overall size of the fund will need to increase to accommodate any further significant business cases to ensure they can be supported. In this respect, the FWOW programme requires an addition to the current Modernisation Fund of £0.223m to be funded by capital receipts from disposals. The overall size of the fund will be reviewed again as part of the 2023/24 budget process, taking into account business cases and other requirements that come forward between now and February 2023.

Finance officer consulted: James Hengeveld Date consulted: 21/9/22

8. Legal implications

- 8.1 There are no legal implications arising directly from this report.

Name of lawyer consulted: Alice Rowland Date consulted: 16/9/22

9. Equalities implications

- 9.1 This programme supports flexible working arrangements including hybrid working using inclusive workplace design, tools, and technology.
- 9.2 To improve the workplaces and standard across the city and provide greater flexibility in how workplace space is used and access to technology.
- 9.3 Includes Customer Service hybrid interview rooms to provide flexibility in access and technology through digital inclusion and support of customers.

10. Sustainability implications

- 10.1 Release and changes in civic offices provides the opportunity for equipment repair and reuse for example, furniture and equipment in other locations.
- 10.2 Opportunities for surplus/ non-standard furniture and equipment to enter the local circular economy.
- 10.3 Reciprocal arrangements with other regional public sector organisations to reduce staff travel distance and work journeys by using shared workplaces.

11. Other Implications

Social Value and procurement implications

- 11.1 Release of workplace spaces through more effective use can enable high social value projects through the provision of affordable space.
- 11.2 Vacated space could be used to establish 'Circular Economy Hubs' to temporarily store equipment and materials before being redistributed or refurbished, repaired, and reused.

Supporting Documentation

Appendices

1. FWOW workplace improvements
2. Summary of FWOW engagement and feedback
3. Joint Working Group report and recommendations

Appendix 1: FWOV workplace improvements

1. Overview

- 1.1. The intended output is an improved and common workplace offer across the city which provides greater flexibility in how workplace space is used.
- 1.2. The existing offer was based on 'most of the people in the workplace most of the time' whereas now there is more demand for hybrid and activity-based working for example, collaboration and to have purposeful in-person work.
- 1.3. The new workplace offer is informed by the current pilots including the Collaboration Space Pilot (Barts House January to May 2022), Portslade Sixth Form refurbishment (completed 2022) and from other public sector members in the Joint Working Group (Appendix 3).
- 1.4. The Workstyles team (Property & Design) will identify locations across the city with appropriate furniture and equipment from the IT&D catalogue, including the reuse of furniture and equipment, to make improvements.
- 1.5. The furniture and equipment will be flexible, and which can be moved and reused in other locations in readiness for any changes arising from the Accommodation Strategy.

2. Lessons learned from the Collaboration Space Pilot

- 2.1. Lessons learned from the Collaboration Space Pilot use and feedback includes:
 - meeting pods well used and to deploy in future without conference screens
 - other well used components were the touchdown areas, hotdesks, and conference room
 - low use of collaboration zone but good feedback so be selective in future placement
 - to explore alternative meeting pods and booths for better accessibility
 - use of empty space and plants to create a nice working atmosphere
 - reinforce behavior and principles of use around noise and confidentiality

2.2. Detailed below are the example types of furniture to improve the workplace offer which will be informed by the Workstyles standard and the location.

2.3. Meeting pods and other allocated areas in the workplace.



Figure 1. Meeting pod in office (example)

- free standing high back multi-person meeting space
- focus on shared work with others
- step away from the desks to collaborate

2.4. Touchdown areas with shared work areas and surfaces for solo and informal working.



Figure 2. Large, shared touchdown desk in office (example)

- large coworking tables with mixture of chairs and benches
- touch-down between work activities
- step away from the desks for informal meetings and to collaborate

2.5. Other informal areas to support collaboration and ideas generation.



Figure 3. Collaboration space with write on, wipe off wall (example)

- flexible and moveable spaces for project work and collaboration
- a range of different informal furniture and technology

Appendix 2: Summary of FWOV engagement and feedback

This is a summary of the some of the FWOV engagement and feedback. This reflects the considered approach to the uncertainty of the new work environment, external factors (for example, pandemic and economic) and organizational capacity by taking measured steps informed by stakeholder engagement.

1. FWOV programme engagement

- 1.1 This programme governance includes the FWOV Working Group which consist of:
 - Internal suppliers
 - Named stakeholders (Facilities & Building Services, Connecting You project, Health & Safety, Public Health, and Sustainability)
 - Trade Unions
 - Worker Fora
 - Directorate users
- 1.2 The role and function of the FWOV Working Group is to inform, engage and consult on the direction and ideas coming from the Programme in advance of delivery.
- 1.3 Views and ideas on future ways of working are sought from the FWOV Working Group.
- 1.4 This programme has engaged with Members via the Member Development & Support Group with site visits, focus groups and survey.

2. Focus Group themes

- 2.1. The Focus Groups were a formal engagement to capture staff feedback on the ways of working run from April to July 2021.
- 2.2. This was to inform a wider return to the office in August/ September 2021 and the direction of the programme.

- 2.3. The Focus Groups included facilitated corporate sessions, team organized sessions, and sessions with the Worker Fora and Trade Unions which included over 700 staff.
- 2.4. The themes are still current in terms of staff wanting, where enabled, flexibility in their time and place of work include the workplaces and home.
 - hybrid working to support fair and inclusive arrangements for example, staff who are Carers
 - health and wellbeing by enabling choice and use of time in staff work/ life balance
 - connectivity and purposeful in-person activity in the workplace including on-boarding new starters
 - leaders and managers importance to implement and role model ways of working
 - a workplace which supports flexible use, collaboration, and connection across the city
 - business systems, tools, and devices to support and enable ways of working

3. Service led hybrid working

- 2.1 Executive Leadership Team (ELT) agreed the service led hybrid working framework (08 February 2022) and after further engagement with stakeholders this was verified at Corporate Modernisation Delivery Board (CMDB) (25 May 2022).
- 2.2 Hybrid working is one informal flexible option, but flexibility can come from changes to hours, locations, or new business systems.
- 2.3 Our definition of hybrid working is:

Hybrid working is being able to work from different locations at different times. It is an informal flexible working option which could include working in the workplaces and at home. Available for people in roles that have flexibility in time/ place, and a suitable device due to the work they do.
- 2.4 The programme engagement on the service led framework identified the continuation of the Focus Group themes and highlighted:
 - need to embed hybrid working and flexible working arrangements
 - need for clarity on existing service parameters for managers and teams
 - consistency in the use of the framework, but need to recognize there can be different results for team and individual ways of working
 - there is a contractual place of work but there is a risk of a remote working drift

Appendix 3: Joint Working Group and recommendations

1. Joint Working Group

- 1.1. The Future of Public Sector Office Joint Working Group (JWG) was established by the Greater Brighton One Public Estate (GBOPE) and Strategic Property Asset Collaboration in East Sussex (SPACES) programmes, and with ongoing collaboration with West Sussex One Public Estate.
- 1.2. The JWG is to enable interested partners to share intelligence, learning and best practice as they consider and develop their new ways of working post pandemic.
- 1.3. The JWG also seeks to identify any ways in which a One Public Estate approach could support the new ways of working, by understanding the implications on office workspaces and identifying any opportunities for collaboration and/or sharing office spaces across the local public sector estate.
- 1.4. A report was commissioned to map the approaches to staff working patterns that are being taken by public sector organisations across the GBOPE and SPACES partnerships post Covid-19 and to begin to build an understanding of the implications that this has on future office workspaces.
- 1.5. The report identified the following shared themes:
 - design office space that is activity, rather than headcount focused
 - having flexible spaces which include private booths, quiet spaces, social spaces, and formal meeting rooms
 - the future workplace offer is fundamentally about people, not buildings
 - organisations should take staff with them and be sensitive to the needs of different staff
 - undertake staff engagement, identify change champions, provide training and support for managers to adopt new ways of developing and managing staff
 - understand the culture of the organization and work with this to make the changes at the right pace
 - understand where staff live, how they travel to work, and whether there could be touchdown or other spaces that they could use that are closer to where they live

- sharing spaces is likely to need an inter-disciplinary approach, involving Asset Management, Human Resources, Legal Services, IT, and Corporate Finance

1.6. The JWG recommendations (April 2022) are detailed below.

2. Recommendation 1: Develop a Set of Shared Principles

2.1. Trying to impose a one size fits all solution is likely to be both impossible and counterproductive, but a Set of Shared Principles will provide the JWG with a framework in which to work when identifying, exploring, and implementing collaboration opportunities.

3. Recommendation 2: Develop a Work Programme

3.1. Develop a Work Programme for the JWG built around the following activities:

- Collating up to date information on partners' future ways of working programmes, which may now be more fully scoped than when the consultation interviews took place in December 2021/January 2022.
- In particular, capture any work style models that have/are being tested and where learning can be shared, and timetables for implementation.
- Coordinating staff live/ work data mapping by participating organisations, to identify potential areas of high demand for touchdown or collaboration spaces.
- Gathering learning from existing and new initiatives within and beyond the GBOPE and SPACES partnerships.
- Piloting a small number of 'free desk' or collaboration spaces that are open to staff from participating organisations.
- Piloting small scale inter-agency booking systems.
- Building links with central Government departments and wider stakeholders, to understand their direction of travel and identify any opportunities within the GBOPE and SPACES partnership areas.

4. Recommendation 3: Scale Successful Bilateral and Trilateral Arrangements and Strengthen Knowledge Sharing Arrangements

4.1. Build on what already works and extend this where appropriate and at a manageable scale.

4.2. Work with organisations that are best placed to test out new models of office space and collaborations and which can provide mentoring support to organisations that wish to follow suit.

5. FWOW programme

- 5.1. The plan is for the FWOW programme to provide equipment (consistent with the workplace enhancements) and set-up to pilot one or more shared spaces and provide access and facilities within the city.
- 5.2. This will be reciprocated by other participating JWG members to provide shared spaces and access to BHCC staff in other locations.
- 5.3. Preliminary staff live/ work data analysis shows approximately 68% of staff live within the city, 22% live within adjacent local authorities, and 10% elsewhere.

POLICY & RESOURCES COMMITTEE

Agenda Item 63

Brighton & Hove City Council

Subject: Brighton & Hove's Response to Refugees and Asylum Seekers

Date of Meeting: 6 October 2022

Contact Officer: Name: Thomas Bald

E-mail: thomas.bald@brighton-hove.gov.uk

Wards Affected: All Wards

FOR GENERAL RELEASE

Action Required of Policy & Resources Committee:

To receive the recommendations of the TECC Committee for consideration.

RECOMMENDATIONS:

That Policy & Resources Committee:

- (i) Notes the Homes for Ukraine funding received and expenditure defrayed to date to fulfil the obligations placed on local authorities by the government's Homes for Ukraine Sponsorship Scheme;
- (ii) Notes the priorities for the council's support of refugees and asylum seekers for the coming year as set out in the report;
- (iii) Gives delegated authority to the Executive Director Housing, Neighbourhoods & Communities, in consultation with the Chief Finance Officer, to defray unallocated current and future resources in accordance with the Homes for Ukraine Sponsorship Scheme requirements and conditions and to fulfil the council's obligations under the scheme.

Brighton & Hove City Council

Tourism, Equalities, Communities & Culture Committee

4.00pm 15 September 2022

Brighton Town Hall - Council Chamber

Present: Councillors: Osborne (Joint Chair), Powell (Joint Chair), Rainey (Deputy Chair), Evans (Opposition Spokesperson), Grimshaw (Opposition Spokesperson), Bagaeen (Group Spokesperson), Ebel, Littman and Robins.

Apologies: Councillor Simson

Minutes Extract – Item 26

26 BRIGHTON & HOVE'S RESPONSE TO REFUGEES AND ASYLUM SEEKERS

26.1 Lucy Bryson introduced the report starting on page 71 of the Agenda.

26.2 Cllr Grimshaw was informed that:

- Colleagues in Housing and the Community Hub are working hard to check in with guests and hosts to ensure sustainability moving forward into the winter.
- In the first instance, efforts will be made to sustain the hosting arrangements either via advice or financial assistance, and if not, new hosts are looked at.
- If hosting arrangements aren't working, refugees will be helped into the private renting sector, with temporary and emergency accommodation an absolute last resort.
- Anyone who has entered the country on the Homes for Ukraine scheme or the Family Visa Scheme is entitled to public funds through Universal Credit as well as the right to work.

26.3 Harpreet Kaur raised that globally displaced communities including Ukrainian Refugees are an NHS plus group to tackle health inequality.

26.4 Cllr Robins was informed that wrap around support gives funding for:

- The community hub
- The helpline
- The community and voluntary sector
- Events for the Ukrainian community
- Any other needs that might arise such as housing crises

26.5 Cllr Osborne was informed that:

- Ukrainian guests and hosts are being surveyed to identify any patterns and to keep on top of the situation.
- The Job Centre are helping Ukrainian Refugees into employment by running job fairs and helping with English Language teaching.
- The BIPC centre is working to help refugees to run Businesses in the city.

Lucy Bryson then agreed to feed back some more information to Cllr Osborne and the Committee about the outcomes of the jobs event.

Harpeet Kaur added that the NHS are looking to fill gaps in the workforce with Ukrainian Refugees.

26.6 Cllr Grimshaw was informed that:

- There are numerous Ukrainian Refugees that have come into the Country not on one of the above schemes, and the Council wouldn't have any information on them or their qualifications for employment.
- A refugee employability scheme will be set up in the Autumn to be a subgroup of the Adult Learning and Skills Partnership.

26.7 Emma McDermott introduced the newly appointed Ukrainian Refugee Programme Coordinator, Aime Claude Ndongozi.

RESOLVED:

That the Tourism, Equalities, Communities and Culture Committee:

1. Noted the council's work related to refugees and asylum seekers.
2. Noted the Homes for Ukraine funding received by the council to date and its expenditure as detailed in paragraph 3.17 and the detailed breakdown at Appendix One.
3. Noted the priorities for the council's support of refugees and asylum seekers (paragraph 3.60) for the coming year.
4. Recommended that the Policy & Resources Committee notes the Homes for Ukraine funding received and expenditure defrayed to date to fulfil the obligations placed on local authorities by the government's Homes for Ukraine Sponsorship Scheme.
5. Recommended that the Policy & Resources Committee notes the priorities for the council's support of refugees and asylum seekers for the coming year as set out in the report.
6. Recommended that the Policy & Resources Committee gives delegated authority to the Executive Director Housing, Neighbourhoods & Communities, in consultation with the Chief Finance Officer, to defray unallocated current and future resources in accordance with the Homes for Ukraine Sponsorship Scheme requirements and conditions and to fulfil the council's obligations under the scheme.

Brighton & Hove City Council

Tourism, Equalities, Communities and Culture Committee

Agenda Item 26

Subject: Brighton & Hove's response to refugees and asylum seekers

Date of meeting: 15th September 2022

Report of: Executive Director of Housing, Neighbourhoods and Communities

Contact Officer: Name: Lucy Bryson
Tel: 01273 292572
Email: lucy.bryson@brighton-hove.gov.uk

Ward(s) affected: All

For general release

1. Purpose of the report and policy context

- 1.1 The report updates the Tourism, Equalities, Communities and Culture Committee on the Brighton & Hove response to the government's national schemes to receive refugees, including those from Ukraine, and to support immigration from Hong Kong. The report also updates members of the committee on the local response to asylum seekers placed in the city by the Home Office and unaccompanied asylum seeking children cared for by the council.
- 1.2 The report gives detail about the income and expenditure to date on the Homes for Ukraine scheme.
- 1.3 The report is presented to Committee to fulfill the request of the Notice of Motion '*Solidarity with refugees*' to Full Council on 7th April 2022 in which the council restated its ongoing commitment to support refugees and asylum seekers. It was also requested that the TECC committee should '*receive regular reports, so residents and councillors remain informed of ongoing work to support all refugees, as well as any capacity and resource needs affecting the local authority*'.

2. Recommendations

- 2.1 That the Tourism, Equalities, Communities and Culture Committee notes the council's work related to refugees and asylum seekers.

- 2.2 That the Tourism, Equalities, Communities and Culture Committee notes the Homes for Ukraine funding received by the council to date and its expenditure as detailed in paragraph 3.17 and the detailed breakdown at Appendix One.
- 2.3 That the Tourism, Equalities, Communities and Culture Committee notes the priorities for the council's support of refugees and asylum seekers (paragraph 3.60) for the coming year.
- 2.4 That the Tourism, Equalities Communities & Culture Committee recommends that the Policy & Resources Committee notes the Homes for Ukraine funding received and expenditure defrayed to date to fulfil the obligations placed on local authorities by the government's Homes for Ukraine Sponsorship Scheme.
- 2.5 That the Tourism, Equalities Communities & Culture Committee recommends that the Policy & Resources Committee notes the priorities for the council's support of refugees and asylum seekers for the coming year as set out in the report.
- 2.6 That the Tourism, Equalities Communities & Culture Committee recommends that the Policy & Resources Committee gives delegated authority to the Executive Director Housing, Neighbourhoods & Communities, in consultation with the Chief Finance Officer, to defray unallocated current and future resources in accordance with the Homes for Ukraine Sponsorship Scheme requirements and conditions and to fulfil the council's obligations under the scheme.

3. Context and background information

Ukraine

- 3.1 In mid-March, the government launched its Homes for Ukraine Sponsorship Scheme. This gave Ukrainians the right to apply for a visa if they have a named eligible sponsor (or host) who will provide accommodation in the UK. Committee will note that updates on this scheme have previously been provided by a written briefing to all members dated 29th July as well as verbal updates at Policy and Resources Committee on 24th March 2022 and 12th May 2022.
- 3.2 The Ukrainian refugees covered by the scheme have 3 years right to remain, the right to live, work and study and to access public funds, for example, a care assessment, statutory homeless duty, benefits, a pension.
- 3.3 The original/initial matches between sponsor and refugee are made privately and central government carries out checks on the individuals concerned. Local councils have no role in the initial matching and none of the obligations on local authorities influence the government's decision on granting a visa to Ukrainians through the scheme. The council is informed about hosts and guests on the Homes for Ukraine scheme through a government portal

3.4. Ukrainians can also apply to enter the UK on the Ukraine Family Scheme if they have pre-existing family in the UK. Local authorities are not informed about arrivals in their area on the Family Visa Scheme. However staff developing services for Ukrainians are mindful of the needs of this additional population of new arrivals, whose size is unknown.

3.5 Local authorities have the following obligations in the scheme:

- Ensure the hosts have Basic or Enhanced DBS checks
- Carry out at least one in-person visit to the host property for a property and welfare check
- Pay a one-off £200 subsistence payment to each guest (all ages)
- Pay a monthly optional £350 'thank you' payment to the host for up to 12 months.
- Assist the refugees to access education, benefits and encourage community integration

3.6 Local authorities receive funding to fulfil their obligations:

- One-off un-ringfenced payment of £10,500 per guest (all ages with the exception of new born babies). The £200 subsistence payment comes from this funding
- Education costs: one-off per child/young person of £3,000 at early years, £6,580 primary age and £8,755 at secondary age. These tariffs include support for children with special educational needs and disabilities.
- Ringfenced funding for the £350 thank you payments to hosts.

3.7 The purpose of the Homes for Ukraine tariff grant of £10,500 per head is to support local authorities to provide wrap-around support to individuals and families to rebuild their lives and fully integrate into communities. Government has confirmed funding for one year only.

3.8 The council has mobilized and re-orientated the community hub established during the Covid pandemic to provide both an inward and outward point of contact for the hosts on the Homes for Ukraine scheme as well as any Ukrainian arriving in the city, regardless of their route into the country. The hub provides information, advice, and referral to other services. It also provides valuable community intelligence to the rest of the programme about the emerging needs of the Ukrainians. The hub staff have built up trusted relationship with the majority of guests and the hosts on the Homes for Ukraine Scheme.

3.9 The community response to the arrival of Ukrainians started promptly as soon as the first arrivals were in the city. The Network of International Women and the nascent Stand for Ukraine group set up weekly drop-in sessions at All Saints Church in Hove for guests and hosts, allowing access to a wide range of services who also attend these sessions. This built on the valuable relationships already formed to provide a social space for the asylum seeker residents of the hotel (see below).

- 3.10 Apart from the sessions at All Saints, many and varied initiatives are underway to support the Ukrainians arriving in the city. There is strong collaboration between services supporting refugees and other newcomers towards education and employment, This was evidenced at a recent employability event held at Brighton Job Centre, attended by council teams, Brighton Chambers of Commerce, the voluntary sector and many employers and providers. This was extremely well attended with around 160 jobseekers of whom around 120 were Ukrainian.12 hiring employers promoted 43 vacancies and 121 interviews took place with 54 progressions towards employment.
- 3.11 By the end of the summer term, the vast majority of Ukrainian children arriving in the city had started school and were being supported when needed by the city’s Ethnic Minority Achievement Service.
- 3.12 A multi – agency operational group meets fortnightly including a range of council departments, the DWP, Sussex Police, East Sussex Fire and Rescue Service and the Third Sector. A number of workstreams feed into this operational group including: Housing sustainment, employment and benefit support, access to education, unaccompanied minors, community tensions and safeguarding, access to health and public health.
- 3.13 There is a fortnightly community support and integration workstream which brings the local third sector together with representatives from the Ukrainian community, the community hub and Communities, Equality and Third Sector team to co-ordinate the wider third sector response in partnership with the council. Sanctuary on Sea are present at this meeting to ensure join-up with the established refugee support sector.
- 3.14 Council officers including public health staff attend a range of NHS meetings where access to health care for refugees and asylum seekers – including those from Ukraine – are discussed.
- 3.15 The end of the 6 month initial hosting period on the Homes for Ukraine Scheme presents a challenge for all local authorities. As outlined in Appendix 1, resource has been allocated towards homelessness prevention staff and an initial fund to be spent to assist, when needed, Ukrainians to enter the private rental sector if no other solution (such as rematching with a second host) can be found.

3.16 Numbers as at 26/8/2022, taken from the government ‘Foundry’ system

Total number of registered hosts in Brighton & Hove	281
Number of hosts with guests who have arrived	201
Number of guests who have arrived	385 (246 adults and 139 children)

Age ranges of children who have arrived	1-4 = 18 5-11 = 62 12-15 = 35 16-18 = 24
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Current income and expenditure on Homes for Ukraine to date

3.17 Below is a summary of spending commitments from the Homes for Ukraine budget as at 22/08/2022 with further detail in Appendix One. These figures exclude the 'thank you' payments made to hosts which are reimbursed to local authorities in addition to the per head tariff payments. Funding requests have been agreed since the start of the project at the fortnightly Homes for Ukraine Strategy group chaired by the Executive Director of Housing, Neighbourhoods and Communities. The council has received (as detailed in paragraph 3.6 above) £2,835,000 from the Home Office so far for this scheme. This is the per head tariff payment for the first 270 guests who arrived in the city before the end of June 2022.

3.18 Plans are being worked up to use the unallocated spend in a range of ways which will benefit all those who have had to seek sanctuary in the city including, for example : a programme of staff training to improve awareness and good practice in working with newcomers, improvements to the city-wide systems for co-ordinating and allocating learners to ESOL provision, possible partnerships with the local Third Sector to step up the provision of immigration legal advice. The funding may also be used to further support the Ukrainian community groups and initiatives which have been springing up as a result of the enormous resourcefulness and skills of the Ukrainians themselves as well as further support and information for hosts.

Recipient Service/organisation	Funding spent or allocated £	Explanation - see more detail in Appendix One
Per head payments to guests and property check costs	80,500	£200 welcome payments, DBS checks, property checks
Brighton & Hove City Council staffing and spending directly through council services	1,180,187	See detail in Appendix One
Funding to Third Sector	167,294	See detail in Appendix one
Total funds allocated	1,427,981	
Grant funding to Date	2,835,000	Payments for first 270 guests
Yet to be allocated	1,407,019	

Other managed and funded refugee and migration programmes

3.19 'Refugee resettlement' refers to the managed and funded process by which refugees, usually identified by the United Nations High Commissioner for

Refugees (UNHCR) are given permission to enter the UK, transported and settled in local authority areas. Brighton & Hove's recent history of refugee resettlement begins with the Gateway Protection Programme in 2006 when a group of mostly Oromo refugees from East Africa settled in the city. More recently resettled refugees have arrived on the Vulnerable Person's resettlement scheme (VPRS) for those fleeing Syria, the new UK Resettlement Scheme (UKRS) and the two schemes set up to resettle Afghans.

- 3.20 Since 2015 the council has commissioned local charity Voices in Exile to deliver a programme of support to resettled refugees from Syria and Afghanistan. Resettled refugees are eligible to work, claim benefits and can settle indefinitely in the UK, eventually being eligible for British Citizenship.
- 3.21 Housing for the above programmes has been sourced from the private rental sector. In many cases sympathetic private landlords have offered affordable rents and therefore a sustainable home in the city. When this has not been possible, discretionary housing payments have been made and/or the refugee resettlement budget has made up the shortfall when needed.

Syria

- 3.22 Twenty one vulnerable Syrian households (around 80 individuals) arrived in the city on the VPRS between 2015 and 2021. The funding package of £20,520 per head (tapering off over 5 years) has covered the support from Voices in Exile, administration of the programme, childcare, English language provision, deposits and other housing costs associated with setting the refugees up in tenancies etc as well as emergency interventions when needed. Additional funds are made available for support in schools and to the NHS for primary and secondary care.
- 3.23 A number of the families brought to Brighton & Hove under the VPRS include disabled children and/or family members with chronic health conditions or injuries sustained in the conflict in Syria, requiring a high degree of care and support from services. Exceptional costs associated with this extra support were claimed from central government.
- 3.24 The VPRS ended in 2021 and became the UK Resettlement Scheme. The funding arrangements and requirements for this scheme are almost identical to the VPRS but the difference is that the British government has undertaken to take refugees needing protection from anywhere in the world. Brighton & Hove has taken two cases through the UKRS, both Syrian families with high support needs.
- 3.25 Brighton & Hove has pledged to take two more UKRS cases in the current financial year.

Afghanistan

- 3.26 In the months following the withdrawal of Western powers from Afghanistan in August 2021, and the subsequent air evacuation of 15,000 Afghans from

Kabul under Operation Pitting, the government set up two resettlement programmes for Afghan citizens – the Afghan Relocation and Assistance Policy (ARAP) which resettles Afghans who were working with British forces in Afghanistan and the Afghan Citizens Resettlement Scheme (ACRS) which provides protection to others at risk in Taliban-ruled Afghanistan: those who have stood up for values such as democracy, women’s rights, freedom of speech, and rule of law and vulnerable people, including women and girls at risk, and members of minority groups at risk (including ethnic and religious minorities and LGBT+).

- 3.27 The funding for local authorities, for schooling and the NHS are the same as for the VPRS and the UKRS but the local authority funding is spread over a three year period, rather than the five years of the aforementioned schemes. There are also additional payments available to help secure accommodation.
- 3.28 Brighton & Hove has so far resettled twelve households on these schemes. The first three cases were the families of Masters students at the University of Sussex who were on the Chevening Scholarship programme. All the households who have arrived in the city have been transferred to Brighton & Hove from ‘bridging’ hotels in London and the South East or Birmingham. The government is now encouraging refugees in hotels to find their own accommodation in the private rental sector before receiving local authority support and one of the above families did this before the local authority accepted responsibility for supporting them under the scheme.
- 3.29 As with the VCRS and UKRS, housing has been found from the private rental sector for the Afghans and Voices in Exile have provided casework for the new arrivals. The profile of the arriving refugees has differed from the Syrian arrivals. Often (but not always) a member of the family, usually the male head of the household, has had excellent English prior to arrival in the UK. The long stays in hotels have also changed the advice and support required once people arrive in the city. There are no Afghan ‘bridging hotels’ in Brighton & Hove.
- 3.30 A letter of 27th June to local authorities from the Minister for refugees outlined the ongoing challenge for government as 12,000 Afghan citizens remain in hotels where they were placed following their evacuation. Thousands more Afghans entitled to evacuation from the region are also still waiting to be brought to the UK.
- 3.31 The council has pledged to government that it will take twelve Afghan households during 2022 – 23, of which four have already been received.

Hong Kong

- 3.32 A new immigration route opened on 31 January 2021, providing British National (Overseas) (BN(O)) status holders from Hong Kong and their dependants with the opportunity to come to the UK to live, study and work, on a pathway to citizenship. This is not a refugee resettlement programme as such, though local authorities have received some government funding to

assist the newly arriving Hong Kongers who are leaving their homes as a result of the actions of the Chinese government. This is referred to as the Hong Kong UK Welcome Programme.

- 3.33 The city council is working closely with neighbouring authorities to understand the extent of immigration from Hong Kong and the needs of the new arrivals. Officers are also engaging with the community group formed from the Hong Kong diaspora. Current estimates are that around 2000 Hong Kongers have arrived in the greater Brighton area.
- 3.34 Hong Kong BN(O)s are permitted to work and study in the UK but do not have access to benefits. There is additional funding from English Language tuition (ESOL) and to cover costs of accommodating and supporting those who may become destitute. To date research into the Hong Kongers arriving in the UK indicates that the new arrivals have financial resources and are able to rent or purchase properties.
- 3.35 The city council has so far focused on a programme of support for entrepreneurs and start up businesses to be delivered and commissioned by the Business and IP Centre in Jubilee Library, using £11k from the above 'Welcome Programme' funds which have been distributed to local authorities via the South East Strategic Partnership for Migration.

Asylum seekers

- 3.36 An asylum seeker is someone seeking protection from the British government through being recognised as a refugee under the 1951 UN Convention on Refugees. The top countries of origin for those seeking asylum in the UK during the early part of 2022 include Afghanistan, Albania, Iran, Syria and Eritrea.
- 3.37 The number of those seeking asylum in the UK (after crossing the channel or entering by other means) has been rising at a time when the Home Office accommodation and support system was already strained by the effects of the pandemic and delays in asylum determination decisions. As a result, many thousands of asylum seekers are housed in hotels as a form of emergency accommodation until longer term accommodation (known as 'dispersal accommodation') can be found for them.
- 3.38 The Home Office currently provides 67 bedspaces of dispersal accommodation in Brighton and Hove which are generally in Houses of Multiple Occupation (HMOs) for adults. The properties are acquired and managed by Clearsprings Ready Homes who hold the Home Office contract for all asylum accommodation across London and the South East of England. Ward members have been informed confidentially about accommodation in their wards.
- 3.39 A multi-agency asylum dispersal stakeholder group which includes Clearsprings, local and national charities and other services is chaired by the city council to monitor and co-ordinate services to asylum seekers dispersed to the city.

- 3.40 The council is not provided with details of those resident in dispersal accommodation until their asylum claims have been decided and they are asked to leave the accommodation by the housing provider. Those who have been granted asylum are eligible to work, claim benefits and to homelessness assistance in the same way as any other resident. One challenge is that only 28 days notice is given between notification of a decision and the cessation of accommodation and support from the Home Office, leading to challenges for newly recognised refugees and those supporting them in finding suitable accommodation.
- 3.41 In an effort to increase the estate of self-contained accommodation available to the Home Office (thereby reducing the need for asylum seekers to live in hotels) as well as spreading the accommodation more equitably around the UK, a new policy of 'Full Dispersal' has been implemented by Government since July 2022. This means that local authorities no longer have to consent in principle to the acquisition of dispersal accommodation in their areas, although there is still a commitment on the part of the Home Office and Clearsprings to consult with the authority and local police on individual addresses before they are acquired for this purpose.
- 3.42 An un-ringfenced one off payment of £3500 will be made to local authorities for each new bedspace acquired through the 'Full dispersal' programme in their areas.
- 3.43 Whilst Brighton & Hove city council has welcomed asylum seekers since 2019, the policy of 'full dispersal' is likely to result in a stepping- up of the acquisition of properties in the city if the high cost of rental accommodation allows. This is because Government is planning to link the number of dispersal units to local population numbers across the country meaning that target numbers for the South East region will greatly increase. Officers are attending the relevant meetings and briefings on these issues convened by the South East Strategic Partnership for Migration on behalf of the Home Office. As of 2nd September 2022, no new asylum dispersal properties had been acquired in Brighton & Hove under these new "full dispersal" arrangements.
- 3.44 Separate to the dispersal accommodation and due to the stress on the system as described in 3.36 above, there is currently one contingency hotel for asylum seekers in Hove where (as at 2/9/22) 107 people (mostly families and single women) are housed. The hotel is managed by a sub-contractor of Clearsprings on behalf of the Home Office. Meals are supplied and the asylum seekers receive only a very small amount of cash. Children are enrolled in schools as soon as possible to get them out of the hotel setting but the key challenge remains the length of time that the asylum seekers have had to live in the hotel, originally envisaged as a short-term solution at a time of acute stress on the system. Council officers chair regular meetings with all the stakeholders, including the Home Office, Clearsprings, Migrant Help and other statutory services, as well as Sanctuary on Sea who represent the wider community and voluntary sector at the meetings.

- 3.45 Local migrant support and faith groups are tirelessly providing support on the ground to the hotel residents. Groups are well networked through regular meetings (chaired by Sanctuary on Sea) which were originally set up to co-ordinate the migrant sector response to Covid and which council officers attend. National charity Migrant Help provide remote advice to asylum seekers in dispersal and hotel accommodation via a multilingual helpline and website, under a national Home Office contract.

Unaccompanied asylum seeking children

- 3.46 There is a second hotel in Hove which, alongside three other hotels in the south east, acts as a short term reception facility for unaccompanied asylum seeking children (UASC) before they are placed with local authorities around the UK under the government National Transfer Scheme. The hotel and the move-on process for the young people are managed directly by the Home Office. Over one thousand young people have moved through the facility (including a second hotel for UASC in Hove, now closed) since it opened in July 2021.
- 3.47 The local authority maintains oversight of child safeguarding matters for those resident at the hotel and there is regular liaison between the Home Office staff managing the hotel, the council's safeguarding team, and other agencies including Sussex Police to pick up concerns, including when children go missing from the hotel. As with the family hotel, the local community, voluntary and faith groups have provided a range of support and activities for the young people for the short time (usually under a month) that they remain in the area.
- 3.48 Brighton & Hove city council is also responsible for a population of children in care and care leavers who entered the UK as UASC. At the end of July there were 40 UASC children in care (10% of all children in care). The number of former UASC care leavers was 119. The numbers have risen since 2021 and are predicted to continue to rise substantially. A dedicated team of social work staff support these children and young people to help them settle in the city and navigate the asylum system. The younger children are in foster care and supported lodgings provide a home for many of the care leavers.
- 3.49 Some areas of challenges the UASC Social Work team face are:
- absorbing and managing the complexities of National Transfer Scheme work, including the impact on children waiting up to/ over 12 weeks to be transferred to another local authority
 - developing the infrastructure to meet the support and care needs of UASC with complex needs including in particular the current lack of mental health support to address issues such as Post Traumatic Stress Disorder. Some children require inpatient treatment and support from Child and Adolescent Mental Health Services.
 - the lack of appropriate education provision – particularly ESOL courses when children arrive – as courses are often full or have waiting lists, leading to placement in private language schools.
 - The lack of affordable and stable local placements

- the needs of this cohort in terms of the commitment to anti-racist practice given the day to day lived experiences of racism.
- 3.50 One consequence of asylum dispersal and the reception of UASC in a local authority area is a potential rise in the population of those who have been refused asylum and no longer have access to Home Office support. People in this position are likely to have No Recourse to Public Funds (NRPF) and also no right to work.
- 3.51 The situation is exacerbated by the lack of immigration legal advice, as illustrated by a recent [Refugee Action report](#) .Without immigration legal advice, those who might have grounds to regularise their immigration status find it more difficult to argue this case. Moreover the impact on those in the asylum determination process, including UASC and those caring for them, is very detrimental – mental health suffers considerably as people wait in limbo for progress on their asylum cases
- 3.52 In a small number of cases the local authority is responsible for accommodating and supporting people with NRPF if they have children or identified care needs under the Care Act 2014.

City of Sanctuary and Inclusive Cities

- 3.53 Committee should note that the above groups do not represent the entirety of those seeking sanctuary in Brighton & Hove. Given the diversity of the city, there will be others who were forced to flee their home countries who choose to settle in the city without government intervention, joining settled communities from particular countries and those who speak their language. The 2021 census figures should provide more information on this population.
- 3.54 Moreover not all refugees require support over a long period if and when they have the right to work. Many are highly skilled and qualified and can move quickly into employment and start contributing to the city's economy and community efforts to assist the more vulnerable, including by joining the city council's own workforce This process is greatly assisted through the creation of a culture of welcome at a local level as promoted by the City of Sanctuary movement.
- 3.55 An intersection with the city's anti-racism strategy is also important and made easier by the fact that the work on anti -racism is being led from within the Communities, Equality and Third Sector (CETS) team which is leading the work on refugees. Moreover the siting of this work within the CETS team maximises the opportunity of the response to international migration taking an intersectional approach to those with protected characteristics under the Equality Act 2010.
- 3.56 As agreed by this committee in September 2019 (see Appendix 2) , the council is a participant city in the [Inclusive Cities programme](#) which provides the council and the city with insight into new approaches to newcomer inclusion through our partner cities as well as the evidence based work and recommendations from the Centre on Migration Policy and Society at the

University of Oxford. Originally due to end in 2022, the project has been extended to June 2023 due to delays caused by the pandemic.

- 3.57 This work on newcomer inclusion goes hand in hand with Brighton & Hove's City of Sanctuary status. This committee instructed officers in March 2021 to work with the local City of Sanctuary Group (Sanctuary on Sea) to progress an application to City of Sanctuary UK for the council's reaccreditation as a City of Sanctuary, endorsing the City of Sanctuary Charter being a member of the City of Sanctuary Local Authority Network steering group. (Appendix 3)
- 3.58 Being a member of this steering group enables Brighton & Hove to play a part in leading the national advocacy carried out by the City of Sanctuary movement, in particular to raise concerns facing local authorities as a result of government policy and new legislation.
- 3.59 The Covid19 pandemic and the urgent operational responses required for the opening of the asylum contingency hotel, the Afghan resettlement programme and the Ukraine response have all meant that less work was carried out over the past two years on strategic work such as the Inclusive Cities Action Plan and the City of Sanctuary re-accreditation.

3.60 Priorities for coming 12 months September 2022 – September 2023.

- A. Further develop the city's coordinated, flexible and holistic package of **support for all Ukrainian refugees in partnership with the Third sector and business community** (see paragraph 3.14 above for some examples). The city will use the government funding and the heightened interest and awareness of how to help and safely accommodate Ukrainians to benefit all those seeking sanctuary in the city wherever possible within the constraints of the funding instructions issued by government.
- B. Develop **pro-active and positive communications** in partnership with the Third Sector, including Sanctuary on Sea, celebrating Brighton & Hove's welcome to refugees and other migrants, including at a neighborhood level, and enabling the voices of individual refugees and other newcomer residents (adults and children) to be amplified. This is a key objective of the Inclusive Cities work –*Leading in the development of a shared local story of inclusion.*
- C. **Review the support package for refugees arriving on the current resettlement programmes** (UKRS, ARAP and ACRS), learning from the experiences of beneficiaries of the programmes to date (including the above schemes and the experiences of those who have been here significantly longer through the VPRS and even the GPP). The package will be improved in line with this review which will include consultation on the specification of the integration and support services to refugees commissioned by the city council.
- D. Continue to work collectively with partners in the Third Sector to improve **housing pathways for all non UK nationals** This includes **reviewing the**

current package offered to landlords interested in renting their properties to refugees, learning from best practice in other Inclusive City local authorities. This will maximise the chance of recruiting and retaining interested landlords whilst offering accommodation solutions to newcomers which are as sustainable as possible in the current housing crisis, and do not impose further pressures on council housing and homelessness provision.

- E. Continue the partnership work between the local NHS, BHCC and third sector to **improve mental health services** for refugees, asylum seekers and other migrants, including children. For adults this has already been taking place through the work of the Migrant, Refugee and Asylum Seekers Mental Health Working Group which feeds into the transformation of community mental health services. Some of the work already undertaken by this group includes the development of a trauma screening protocol as well as training for primary care staff.
- F. Work with local Third sector partners, the two universities, existing providers of legal advice, funders and neighbouring authorities (through the South East Strategic Partnership for Migration) to progress initiatives to **increase access to free immigration legal advice** for newcomers on a low or no income. This will prepare the city for the possible future advice needs of the Ukrainians as well as help other adults and children with insecure immigration status.
- G. Continue to support the local Third Sector to create a culture of welcome for adults and children seeking sanctuary in the city, through the council community grants programmes and ringfenced funding for refugee resettlement and asylum seeker support.
- H. Review the infrastructure which supports English for Speakers of Other Languages (ESOL) to **strengthen connectivity between ESOL and pathways to employment**. This includes ensuring there is joined up and sufficient provision of ESOL from pre-entry to Functional Skills Level 2(English for Speakers of Other Languages) and exploring opportunities to prepare learners for jobs where the city has labour shortages such as the visitor economy, voluntary sector, and health and social care. A new 'Refugee Employment workstream' will pick up the employability work with the Ukrainian arrivals and bring this together with other employment initiatives to maximise the benefits of learning and good practice in this area.
- I. The local NHS in Brighton & Hove is identifying their PLUS groups to support the Integrated Care Board in its delivery of the NHS Planning Guidance, working jointly as a Place-based partnership (ICP) under the new Integrated Care System structure. The council is setting out plans for reducing health inequalities (poorer access, experience or outcomes) experienced by these groups, and are proposing interventions to support them in navigating and accessing complex health and care systems. It is suggested that 'globally displaced communities' form one of these PLUS groups and if this is agreed, the local authority will continue to work with the local NHS to develop those interventions for refugees, asylum seekers and other globally displaced adults and children resident in the city.

- 3.61 Alongside the ongoing work and using the above priorities as a guide, the city council will continue to work with Sanctuary on Sea to agree the actions needed for re-accreditation as a City of Sanctuary. These priorities and their linked actions will form the council's Inclusive Cities Action Plan. The council and Sanctuary on Sea will also, together, review the remaining recommendations of the International Migrants Needs Assessment (published in 2018) which have not yet been prioritized for action.

4. Analysis and consideration of alternative options

- 4.1 No alternative options are suggested

5. Community engagement and consultation

- 5.1 The local City of Sanctuary group has been consulted on these priorities.
5.2 The priorities have been identified by officers based on numerous meetings with community partners and the questions and queries which arise during the quarterly Refugee & Migrant Forum meetings which have continued throughout the pandemic.
5.3 The Community Support and Integration Workstream has met fortnightly at the council and engages directly with representatives from the Stand for Ukraine group who have been able to bring the concerns arising in the community for discussion.

6. Conclusion

- 6.1 The report lays out the complexity of the current local authority 'landscape' around the arrival of refugees and asylum seekers. In particular it describes the Homes for Ukraine spending so far which Committee is requested to note.

7. Financial implications

- 7.1 The income and expenditure to date on the Homes for Ukraine Sponsorship scheme is set out in the main body of the report, alongside the funding arrangements for the arrival of refugees and asylum seekers.

Name of finance officer consulted: Michael Bentley Date consulted
06/09/22

8. Legal implications

- 8.1 A refugee is defined under the Refugee Convention 1951 as someone who has fled their country due to a "well-founded fear of being persecuted for reasons of race, religion, nationality, membership of a particular social group or political opinion". The report sets out the various schemes under which refugees and asylum seekers are settling in the city and the funding streams available to support them. Funding under such schemes may only be distributed in accordance with the specifics of the scheme. Specific legal duties and the entitlements of individuals in terms of support vary according to their status and

situation, alongside potential general duties to secure welfare under such legislation as the Care Act and Children Act.

Name of lawyer consulted: Natasha Watson

Date consulted: 06/09/2022

9. Equalities implications

9.1 As a public authority we must have due regard to the need to:-

- eliminate unlawful discrimination, harassment and victimisation
- advance equality of opportunity
- foster good relations between people who share a protected characteristic and those who do not.

9.2 The work described in this report describes the holistic approach taken across the city to advance equality of opportunity for newcomers.

9.3 The primary focus of the City of Sanctuary approach is the promotion of good relations between sanctuary seekers and the longstanding communities. The council continues to promote a nuanced understanding of the needs of newcomers who may have protected characteristics alongside their country of birth, nationality or first language.

9.4 The longstanding community tensions meetings monitor tensions that may be arising as a result of immigration to the city and decide on appropriate action.

10. Sustainability implications

No specific implications identified

Public health implications:

11.1 Work to promote the inclusion of refugees, asylum seekers and other newcomers to the area benefits public health by increasing trust and confidence and encouraging engagement with NHS and other health services.

Supporting Documentation

1. Appendices

1. Appendix One : table detailing breakdown of Homes for Ukraine spend as of 22/8/2022
2. Appendix Two: previous report to TECC on Inclusive Cities
3. Appendix Three: previous report to TECC on City of Sanctuary.

APPENDIX ONE – detailed breakdown of Homes for Ukraine Spend to date 22/8/2022

Recipient Service/organisation	Funding spent or allocated £	Explanation
Per head payments to guests and property check costs		
Post office deposit	70,000	This enables guests to pick up their £200 per head initial welcome payments from the Post Office which is a convenient and flexible way of getting these funds to them quickly
Post Office administration fee	1,500	
Property visits	4,000	
DBS reimbursement	5,000	To be paid to hosts if required
Brighton & Hove City Council staffing and spending directly through council services		
Ukrainian Programme Co-ordinator post	54,415	Postholder due to start September 2022
Ukrainian Programme part-time administrator	13,830	
Finance team	50,000	Staffing costs
Ethnic Minority Achievement Service	87,398	Ukrainian speaking staff to work with the newly arriving children in schools and their families
Home to School Transport	360,000	Contingency fund set aside for this purpose
Homelessness Prevention	120,000	Staffing costs
Homelessness Prevention	100,000	Flexible fund to be used on a case by case basis to prevent homelessness and facilitate move on to private rental sector.
Front Door for Families	30,350	Staffing costs
Integrated Team for Families	43,194	Family coach to work with the most complex cases
Adult Education hub	40,000	Staffing costs - development of the council's adult education offer, especially English for Speakers of Other Languages (ESOL)

Community Hub	275,000	Staffing costs of the Ukrainian.Support helpline
Libraries	6,000	Adult and Children's stock – digital and hard copy; Communications; support visits/tours/coffee mornings; activities; workshops.
Funding to Third Sector		
Trust for Developing Communities	50,000	Funds to deliver community development support to Ukrainian community group and to provide bilingual employability support through the pre-existing Multicultural Employability Support Hub.
Midsummer 'Kupala night' community celebrations	750	
Together Co and Sussex Interpreting Services	51,144	Social Prescribing Plus (bilingual link workers and buddying scheme) and Language support –interpreting and translation outside of existing funding arrangements
Hummingbird young refugees projects	31,400	Increased capacity for the Global Social Club for young refugees
Chamber of Commerce	4,000	Job Matching
Network of International Women	20,000	Drop in sessions at the All Saints Church June – December 2022
Brighton swimming school	10,000	Swimming lessons for children
Cumulative TOTAL allocated so far 22/8/22	1,427,981	
Income	2,835,000	First quarter claim to DLUHC 13 th June for 270 guests
Funds currently remaining unallocated	1,407,019	

Subject:	Inclusive Cities Project		
Date of Meeting:	26th September 2019		
Report of:	Executive Director for Neighbourhoods, Communities & Housing		
Contact Officer:	Name:	Lucy Bryson	Tel: 01273292572
	Email:	lucy.bryson@brighton-hove.gov.uk	
Ward(s) affected:	(All Wards);		

FOR GENERAL RELEASE

1. PURPOSE OF REPORT AND POLICY CONTEXT

- 1.1 The report describes the Inclusive Cities project that Brighton & Hove has been invited to join and the commitments expected of the local authority if we are to become part of this project.
- 1.2 The report also describes the benefits of Brighton & Hove joining this project and the ways in which it would enhance the city's work on diversity, inclusion, equalities and Brighton and Hove's status as a City of Sanctuary.

2. RECOMMENDATIONS:

- 2.1 That the Committee agree to Brighton & Hove City Council joining eleven other UK local authorities as part of the Inclusive Cities project which runs from now until June 2022.
- 2.2 That the Committee agree that the elected member representative to work on this project will be Councillor Grimshaw, lead member for equalities, alongside the operational lead within the Communities, Equality and Third Sector Team.
- 2.3 That the committee note that the task force to lead this piece of work – as required for participation in the project (see paragraph 3.3) will form a sub-group of and report into the city's Equality and Inclusion Partnership.

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 [Inclusive Cities](#) is a knowledge exchange initiative funded by the Paul Hamlyn Foundation which has, since March 2017, facilitated peer learning between 6 UK cities (currently Bristol, Cardiff, Liverpool, Glasgow, Peterborough and London). It aims to deliver a step change in the approach to the inclusion of newcomers at the local level. Facilitated by the Global Exchange on Migration and Diversity at the Centre on Migration Policy and Society ([COMPAS](#)), at the University of Oxford, it draws on research expertise to inform the development of an action plan delivering tangible change in its key priority areas. A Taskforce of senior stakeholders is appointed by each city to drive forward the work.

- 3.2 Brighton & Hove has been formally invited to participate in the next phase of Inclusive Cities which will run from June 2019-June 2022 and which expands the original six to twelve participating cities. The local authority will be supported by the Director of the Global Exchange on Migration and Diversity, Jacqui Broadhead and their researcher Denis Kierans to develop an action plan based on the newly launched Inclusive Cities Framework and will have the opportunity to share and promote learning between the cities and to participate in knowledge exchange and learning through a partnership with Welcoming International, a similar initiative in the United States.
- 3.3 No financial commitment is required. However the following is required from each participating city:
- A commitment to developing an Inclusive Cities action plan, in partnership with a Taskforce of senior stakeholders and to monitor and report on progress against this plan using the Inclusive Cities Framework, developed in partnership with the 6 founder Inclusive Cities. It is proposed that this is formed as a sub group of the Equalities and Inclusion Partnership with includes representation from across the City Council and other public sector bodies, the universities, voluntary and community sector and the Chamber of Commerce.
 - A named senior sponsor for the project (either an elected official at Leader/ or Executive level or an officer at chief Executive or Director level) and one operational lead for the project. This would be the Community Safety Manager – Refugees and Migrants, based in the Communities, Equality and Third Sector (CETS) Team within the Neighbourhood, Communities and Housing Directorate.
 - A commitment that the senior and operational sponsors will commit to attending 5 city convenings over the course of the project (including the first meeting in Cardiff 23rd/24th October 2019) and one European exchange in 2021 as well as bilateral learning exchanges between cities on particular topics. Costs are covered by the project.
 - A commitment that, subject to further confirmation of the details, Brighton & Hove will host a convening of the Inclusive Cities.
- 3.4 For their part, COMPAS will make the arrangements for, and cover the expenses of, the meetings and European learning exchange; provide the support of their project manager throughout the project, assist in raising any funds that might be needed in the city to implement the action plan, and provide opportunities for BHCC to profile the city’s work at national and international level. They commit to respecting the confidentiality of information relating to the city which is not in the public domain.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 At a time when reports of hate crime are increasing and there are concerns about the rise of extremist narratives, in particular those that target migrant groups, there is currently no overarching plan to promote community cohesion in Brighton & Hove.
- 4.2 The needs and assets of Brighton & Hove’s migrant populations were examined in the [International Migrants Needs Assessment](#) (published as part of the Joint Strategic Needs Assessment in January 2018). Progress against the forty two recommendations arising from this document was last reported to the

Neighbourhood, Inclusion, Communities and Equality Committee on 11th March 2019.

- 4.3 Recommendation 5 states '*City and community leaders to continue to promote the integration of migrants into the life of the city*'. In this context the term 'integration' is seen as a process which equips new residents with the skills and confidence to flourish in the city while city services and communities adapt to welcome them. Support to develop a coherent strategy or approach which also addresses the inclusion of more established migrant communities and the wider population would be a beneficial outcome of involvement in the Inclusive Cities project.
- 4.4 Recommendation 6 states that the city should '*Maintain and develop local commitment to City of Sanctuary status*'. Support for Brighton & Hove's City of Sanctuary status was also included in the and followed up with a motion to the Policy Resources and Growth Committee with an amendment to 'Our People Promise' to include more effective methods to support the recruitment of refugees into work..
- 4.5 The City of Sanctuary movement relates primarily to creating a culture of welcome for those fleeing danger and seeking sanctuary (ie refugees and asylum seekers).. There are many local third sector groups and community initiatives working to improve the lives of refugees and asylum seekers. Discovering what changes we could implement in partnership with these groups to further enhance our status as a City of Sanctuary - and implementing these changes – is a further expected benefit of involvement in this Project.
- 4.6 The Inclusive Cities project would help us to place this work within a wider programme to support any newcomers to the UK who have arrived in Brighton & Hove, -particularly those who are more vulnerable, as well as the process by which these migrants settle and develop a sense of belonging in the city alongside established migrant communities and the wider population. This in turn could be reflected in the corporate strategy and, in turn at a city-wide strategy level.

5 COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 The process of writing the International Migrants Needs Assessment (IMNA) was assisted and advised by a Steering group comprising a wide range of statutory and voluntary sector organisations with a specialism in supporting refugees and migrants. Whilst the group has not been reconvened since the production of the IMNA, members of this group could join the new Taskforce, alongside members of EQUIP.

6. CONCLUSION

- 6.1 The Inclusive Cities Project would provide the council and the city with insight into new approaches through our partner cities as well as the rigorous evidence-based work and recommendations from COMPAS who are a very highly regarded academic institute in the field of migration.

6.2 It would provide the framework and corporate commitment for a more strategic approach to the creation of an Inclusive city.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

7.1 The project does not require any financial commitment from BHCC. Any staff involvement will be manageable from within existing resources.

Finance Officer Consulted: Michael Bentley

Date: 09/08/19

Legal Implications:

7.2 There are no legal implications arising from this report.

Lawyer Consulted: Elizabeth Culbert

Date: 09/09/19

Equalities Implications:

7.3 The recommendations propose a way for us to address inequalities facing migrants in Brighton & Hove, as outlined in the International Migrants Needs Assessment within the wider context of encouraging the development of a city culture which is inclusive of all residents.

Sustainability Implications:

7.4 A stronger and more cohesive community will be more likely to recognise and make best use of local assets.

Any Other Significant Implications:

7.5 None

SUPPORTING DOCUMENTATION

Appendices:

1. Other Implications

Background Documents

1. None

Crime & Disorder Implications:

- 1.1 This proposals in this report aim to improve community cohesion and address community tensions through the inclusion of newcomers and others in the community who are marginalised and may be vulnerable to exploitation or being drawn into criminal activity.

Risk and Opportunity Management Implications:

- 1.3 There is a risk that the project is perceived as prioritising migrants to the city over and above established communities and community members. The membership of the task force will be carefully considered to be as inclusive as possible and communications related to this project will also be carefully considered to avoid this perception.
This project is an opportunity to take forward our work on cohesion by learning from other cities.

Public Health Implications:

- 1.4 The proposals will help address recommendations as outlined in the International Migrants Needs Assessment, produced by the Public Health Team which focus on addressing inequalities in health and the wider determinants of health including our approach to inclusion and integration.

Subject:	Brighton & Hove's Re-accreditation as a City of Sanctuary		
Date of Meeting:	11th March 2021		
Report of:	Executive Director of Housing, Neighbourhoods and Communities		
Contact Officer:	Name:	Lucy Bryson	Tel: 01273 292572
	Email:	Lucy.bryson@brighton-hove.gov.uk	
Ward(s) affected:	All		

FOR GENERAL RELEASE

1. PURPOSE OF REPORT AND POLICY CONTEXT

- 1.1 The report informs the committee about the city council's current status with regard to the national City of Sanctuary movement and outlines the steps that need to be taken to become 're-accredited' as a city of sanctuary.
- 1.2 The city council's Corporate Plan 2020-2023 includes the following commitment: "*We will continue to play our part in the international refugee crisis and promote our status as a proud City of Sanctuary*". Also, a recommendation in the International Migrants Needs Assessment, accepted by the Neighbourhoods, Inclusion, Communities and Equality (NICE) committee in January 2018 is for the council to '*maintain and develop local commitment to City of Sanctuary status.*'

2. RECOMMENDATIONS:

That the Tourism, Equalities, Communities & Culture Committee:

- 2.1 instructs officers to progress an application to City of Sanctuary UK for the council's reaccreditation as a City of Sanctuary as per outlined in appendix 2.
- 2.2 recommends to Full Council that it endorses the City of Sanctuary Charter (appendix 1).
- 2.3 instructs officers to work with the local city of sanctuary Group – Sanctuary on Sea – to support the group and the council's commitment to Brighton & Hove being a place of sanctuary.
- 2.4 approve the council joining the City of Sanctuary Local Authority Network and being a member of the Network's steering group (paragraph 3.5)
- 2.5 note the City of Sanctuary application process will be carried out as part of the council's development of its Inclusive Cities Action Plan agreed at TECC committee September 2019.

That Full Council:

2.6 endorses the City of Sanctuary Charter (appendix 1).

3. CONTEXT/ BACKGROUND INFORMATION

3.1 Since 2007, City of Sanctuary UK, (a national umbrella organisation), has supported the development of a network of ‘groups’ in villages, towns and cities across the UK to encourage places to become ‘cities of sanctuary’. Brighton & Hove’s City of Sanctuary group – called [Sanctuary on Sea](#) – has existed since 2013. Brighton & Hove was designated as a City of Sanctuary in June 2015.

3.2 While City of Sanctuary UK started with a narrow focus on people seeking sanctuary, welcoming people fleeing persecution and violence, it has widened to a welcome ‘for all’, albeit with an emphasis on offering sanctuary.

3.3 At the City of Sanctuary UK AGM in June 2020 the membership voted to discontinue the ad-hoc recognition process for local authorities and to establish a UK wide City of Sanctuary Local Authority Network, as a way of designating and assessing ‘City of Sanctuary’ status. Any local authority can apply to become a member of the network. There are two types of membership: ‘Awarded’ member and ‘Non-awarded’ member. As Brighton & Hove City Council had already been awarded City-wide recognition, the city will be classed as an ‘awarded member’ but will be expected to submit an application form for re-accreditation within six months of its membership application.

3.4 In applying for membership of the Local Authority Network, the city council is pledging:

- To support the ‘City of Sanctuary’ vision that *the UK will be a welcoming place of safety for all and proud to offer sanctuary to people fleeing violence and persecution.*
- To endorse the City of Sanctuary Charter (appendix 1) and agree to act in accordance with City of Sanctuary values, applying the network principles within its work (as far as the Brighton & Hove context enables this).
- To recognise the contribution of people seeking sanctuary, welcoming, including and supporting them within the Brighton & Hove context. The council is also expected to support Sanctuary on Sea in their work.
- To add the city council’s name to a list of supporters of City of Sanctuary and a list of members of the Local Authority Network on the national website.
- To agree to work towards a City of Sanctuary Local Authority Award with the aim of becoming a recognised Council of Sanctuary.

3.5 Given the longstanding nature of its commitment to supporting sanctuary seekers, Brighton & Hove City Council has also been invited to join the Steering Group of the Local Authority Network, alongside the Brighton & Hove Sanctuary on Sea group. This smaller group oversees the above membership process for

the local authority network and makes decisions about the city of sanctuary movement – as it applies to local government – at a national level.

- 3.6 The procedure to be followed by a local authority in applying for a City of Sanctuary Award is included as Appendix 2 to this report. Publicly agreeing to be a member of the Local Authority Network and endorsing the City of Sanctuary charter is the first requirement of the application process.
- 3.7 Thereafter local authorities are expected to produce an action plan describing how the criteria will be met. These criteria (outlined in Appendix 2) follow the principles of ‘Learn, Embed and Share’. Once the plan is developed, the city council can apply to become a city of sanctuary, with the endorsement of the Sanctuary on Sea group.
- 3.8 The criteria also include participating in collective representations to national government on relevant policy issues and the production of a written strategy (either an independent strategy or as part of a broader strategy) which is publicly available and sets out commitment for at least three years. The intention is for this to be part of the council’s Inclusive Cities Action Plan. The Inclusive Cities programme is focused on areas’ making a step change in their welcome and settling of ‘newcomers’. TECC committee approved the council’s participation in the programme in September 2019. The work on this was paused due to the Covid pandemic and has recently restarted with the first meeting of the local task force on 8th February 2021, chaired by the TECC co-chair Cllr Powell.
- 3.9 Given the work on the two action plans (for City of Sanctuary and Inclusive Cities) is running concurrently and is intrinsically linked, to maximise resources and avoid duplication the City of Sanctuary action plan will become a part of the Inclusive Cities action plan. Newcomers arriving seeking sanctuary from violence and persecution are a particularly vulnerable sub-set of the wider population of newcomers to the UK. Therefore, the actions required to advance the city’s welcoming approach to seekers of sanctuary will enhance the wider work on inclusivity for all newcomers. The chair of Sanctuary on Sea has therefore been invited to join the Inclusive Cities Task Force to facilitate this joint working.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

In light of the corporate plan commitment “*We will continue to play our part in the international refugee crisis and promote our status as a proud City of Sanctuary*”. and the council’s involvement in the Inclusive Cities programme no other alternative options have been considered.

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 The local City of Sanctuary group (Sanctuary on Sea) has been consulted about the council pursuing re-accreditation and joining the Network. The group has agreed to work with and support the council’s application for re-accreditation.
- 5.2 The creation of the wider Inclusive Cities action plan (within which the City of Sanctuary actions will be embedded) will include a programme of community engagement with newcomers and longstanding residents, to include sanctuary seekers.

6. CONCLUSION

Given the city council's commitment to being a city of sanctuary within the 2020-23 corporate plan, these recommendations represent the best way of achieving this ambition.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 There are no direct financial implications arising from the recommendations made in report. The application process will be taken forward from within existing staffing resources.

Finance Officer Consulted: Michael Bentley Date: 12/02/21

Legal Implications:

- 7.2 The Council's Constitution requires decisions to endorse, approve or otherwise commit the Council to any charter, alliance or pledge are taken by Full Council.

Lawyer Consulted: Alice Rowland Date: 15/2/21

Equalities Implications:

By analysing its own policies, procedures and work as part of the City of Sanctuary reaccreditation process, the city council will be enhancing its work to counteract discrimination against Black, Asian and minority ethnic residents and its anti-racism work.

Sustainability Implications:

- 7.3 None

Brexit Implications:

- 7.4 It is not yet clear what implications post Brexit changes to the immigration rules will have on Brighton & Hove's migrant population and the risk of migrants in precarious situations becoming more numerous or more marginalised.

Any Other Significant Implications:

Crime & Disorder Implications:

- 7.5 None

Risk and Opportunity Management Implications:

- 7.6 Assets based approach to diverse city, welcoming refugees and migrants from across the globe.

Public Health Implications:

- 7.7 Multi- agency work to consider the needs of the city's most vulnerable migrant and refugee residents helps fulfil the council's duty to promote the public health and wellbeing of our residents. For example it is more likely that those with a sense of belonging to the local area and who have a good understanding of local services will register with a GP and seek timely medical advice, follow public health advice and take up vaccinations when offered to them.

Corporate / Citywide Implications:

SUPPORTING DOCUMENTATION

Appendices:

1. City of Sanctuary Charter
2. Council of Sanctuary Award – Procedure and Criteria

Background Documents

[Inclusive Cities Project](#) -report to meeting of the Tourism, Equalities, Communities and Culture Committee 26th September 2019

Brighton & Hove City Council

Policy & Resources Committee

Agenda Item 64

Subject: Learning Management System replacement

Date of meeting: 6 October 2022

Report of: Executive Director, Governance, People and Resources
and Director of HR & Od]

Contact Officer: Name: Amy Newnham
Tel: 07517497451
Email: amy.newnham@brighton-hove.gov.uk

Ward(s) affected: All

For general release

1. Purpose of the report and policy context

1.1 WebBased, the provider of the Council's Learning Management System (LMS), known as the Learning Gateway, went into liquidation and ceased to operate in September 2022.

1.2. An LMS is critical for our organisation and partner organisations, providing a way for staff to access e-learning, book on instructor-led training and undertake a robust induction to ensure a well-trained workforce and to ensure the work we do with our customers, clients and in our communities is safe, secure and legally compliant.

1.3. This report gives details about the actions taken to replace our LMS after emergency funding under officer urgency powers was secured in September 2022.

2. Recommendations

- a. That Members note the decision taken under Officer urgency powers (as set out in the report and the offer decision record in the Appendix) to:
 - procure and implement a replacement LMS, including the provision of interim systems and processes and;
 - approve expenditure as detailed in the part II report over 3 years for the purchase, implementation and licensing of the replacement LMS to be met from a combination of revenue commitment, borrowing

(capital financing) and/or addition to the Modernisation Fund subject to the final split of costs between capital and revenue.

- b. Members further note the intention to integrate our learning management system into a fully integrated HR, recruitment, payroll and finance system (which was approved at P&R committee in July 2022) from 2025 onwards.

3. Context and background information

- 3.1 The Learning & Organisational Development (L&OD) team procured the Learning Gateway in 2015 and went live May 2016 to customers. The procurement had an initial financial commitment of £60,000 and ongoing platform hosting costs of £10,000 per year which was covered through income generation from places sold on courses externally.
- 3.2 It resulted in significant savings as an organisation with the Learning & Development Admin team being reduced from a team of eight to a team of three people.
- 3.3 The Learning & OD team were made aware in late July 2022 that WebBased, the company who supplies our LMS, was going into liquidation, with the platform ceasing to exist on 15th September 2022. The liquidation of the company impacts over 40 other organisations – mainly local authorities – who used the same provider. The costs of this system was well below market rates and is potentially one of the reasons for the company going into liquidation.
- 3.4 The liquidation of WebBased has a significant impact on our organisation with staff relying on it to book onto and complete mandatory and statutory eLearning and instructor-led training as well as delivering a comprehensive induction to help new colleagues perform at full capacity as quickly as possible and ensure their development needs are met to best serve the organisation.
- 3.5 As important is the reliance on the LMS by critical partners (care providers, third sector and schools) who heavily rely on the LMS to be legally able to operate. Without the LMS, these partners may fail to show compliance with statutory and mandatory training requirements and, in the worst-case scenario, may be forced to reduce operations or even close. We could also be held responsible for health & safety incidents which take place in schools if they have been unable to complete critical learning to operate safely.
- 3.6 As soon as the liquidation was known about, the Learning & OD team worked to put in place temporary interim arrangements. This included contacting all stakeholders to let them know about the arrangements, getting learners to complete their eLearning and book courses for the rest of 2022 while the Learning Gateway was still in operation, creating webpages to direct learners to relevant interim content and putting in place interim eLearning arrangements for internal staff.
- 3.7 These arrangements buy a bit of time for the implementation of a new system but aren't robust enough to continue indefinitely.
- 3.8 In partnership with IT and procurement colleagues, the Learning & OD team looked at various options to keep delivering our learning programme. After

considering all alternative options (detailed in section 4 of this report) the recommendation was to proceed with procuring and implementing a new LMS.

3.9 Due to the exceptional circumstances of the company going into liquidation, Officer urgency powers were used in September 2022, following consultation with Group Leaders, to enable the team to proceed with rapid procurement of a new LMS.

3.10 To support this procurement, the Learning & OD Team completed broad market testing, looking at platforms that can deliver our functionality at a reasonable price and communicating with other organisations about their findings to avoid duplication / time spent exploring unsuitable solutions.

3.11 Our market testing has shown only a limited number of LMS providers would meet our needs. Some were ruled out due to price (any costing over £50,000 per year), others were ruled out as the configuration wouldn't work for our needs (i.e. only provide for internal training, not external users; no integration with financial systems to be able to charge external delegates to attend courses).

3.12 Following market testing, Learning Pool is our preferred supplier. The full financial details are set out in the part II report as they are commercially sensitive at this stage.

4. Analysis and consideration of alternative options

Hosting the Learning Gateway ourselves

4.1 Our contract with Webbased gave us proprietary rights of the system in the event of liquidation and the company offered to transfer the architecture of the system to us, enabling us to continue with the Learning Gateway in its current form. Unfortunately, due to the legacy programming language that is no longer commonly used and a server set-up that we can't work with, this was not a viable option even as an interim measure.

Business continuity and full procurement in 2023/24 financial year

4.2 We have also considered whether we could extend short-term business continuity provisions to enable a longer procurement timetable. The total cost (interim & system replacement and salary costs) would be too high and so was deemed unsuitable.

Piggybacking on a system used by another local authority

4.3 The team has looked at co-procuring with other organisations to reduce the cost of a new system. This option is not possible due to the need to put an alternative system in place at pace and due to the differing timescales/approaches for procurement being considered by neighbouring local authorities WSCC and ESCC, as well as nearby coastal councils.

4.4 The team will continue to be in contact with local authorities and, if another organisation wishes to use our system, we will look to do this to generate income which will then be used to offset the cost of the new LMS.

Proceeding without an LMS

- 4.5 We have also considered whether we could work without an LMS but this would be untenable. We need a full-functioning LMS to provide low-cost eLearning for all our customers, provide certificates to show completion and report on completion rates, which all require an LMS. Additionally there would be more staffing requirements to perform manual tasks and this would carry a much higher risk of data corruption.

5. Community engagement and consultation

- 5.1 The team is consulting with all relevant stakeholders, both to deliver business continuity in the short-term and to understand long-term needs of a new LMS.

6. Conclusion

- 6.1 The use of the officer urgency powers enabled us to proceed at pace with procurement of a new LMS to safeguard the learning needs of our organisation and those external organisations who rely heavily on us to deliver their services.
- 6.2 Due diligence has been taken to ensure any system procured delivers value for money and any contingency will only be used where critical to deliver a system to meet our basic needs.
- 6.3 In 2025, a full HR, recruitment, payroll and finance system (also known as an ERP) is due to be implemented for the Council, as approved at P&R committee in July 2025. The intention is for the ERP to include LMS functionality if possible.

7. Financial implications

- 7.1 The Learning Gateway had a hosting cost of approximately £10,000 per annum met from income generation, with no budget identified for a new system.
- 7.2 The proposed replacement system is expected to provide an interim solution for a minimum of 3 years with the costings set out in the part II report, which includes significant contingencies due to the wide variation of pricing and functionality of systems available in the market and due to the L&OD team still testing and understanding the full specification of various learning management systems to meet our basic needs which may alter pricing.
- 7.3 The purchase and implementation of the new system can be treated as capital expenditure but until the procurement exercise is complete the split between capital and revenue cannot be determined. After the 3-year period, the system is expected to be replaced by a new ERP corporate system as approved in principle by Policy & Resources Committee on 29 July 2022. Therefore, at this stage, it is assumed that all costs will be spread over 3 years and a budget commitment will be factored into the budget for 2023/24 to 2025/26 in respect of annual licensing and financing costs with an additional sums in 2022/23 for system implementation costs.

7.4 Any costs that cannot be capitalised will need to be provided for through an addition to the Modernisation Fund. The annual financial commitment will be amended once the procurement exercise is concluded and costs are determined.

Name of finance officer consulted: James Hengeveld Date consulted:
15/9/22

8. Legal implications

8.1 The routes to markets to be pursued will need to comply with the Public Contracts Regulations 2015 and the Council's Contract Standing Orders.

Name of lawyer consulted: Elizabeth Culbert Date consulted: 11/9/22

9. Equalities implications

9.1 The LMS is essential to deliver to our Fair and Inclusive Action Plan (FIAP), which includes an output to 'provide an effective and comprehensive equality, diversity & inclusion training offer', to help us deliver our commitment to being a fair and inclusive place to work.

9.2 The FIAP also includes an output to 'deliver the outcomes of the IT&D accessibility and digital inclusion workstreams'. This means any future system procured should be accessible to all, including staff who are users of assistive technology.

9.3 In addition, the 2021 staff survey found that staff who are disabled, male, and from Black or Mixed ethnic backgrounds are less likely to feel they have the opportunity to grow and develop at work. Reduced access to a broad training offer may adversely impact those staff groups.

9.4 The LMS provides a range of equalities training for staff working in FCL and HASC directorates. Proceeding with no LMS will have a substantial impact on our ability to train up staff in working with the diverse communities we have in Brighton & Hove.

10. Sustainability implications

10.1 The LMS has a module on climate change that is mandatory for all staff and enables them to understand their contribution to our carbon neutral objectives.

10.2 It has been used for our Carbon Literacy training for senior leaders, so has been invaluable for advertising and administering these courses.

10.3 The LMS also allows for better sustainability of training offer, accessing on demand eLearning (instead of having to attend in person training that may require travel to attend) or virtual sessions.

11. Social Value and procurement implications

11.1 Suppliers we have engaged with have compliant routes available to direct award through gov.uk digital marketplace. If advantageous pricing is available outside of the framework, it may be required to create a waiver of the Contract Standing Orders to direct award.

12. Public health implications

12.1 The LMS advertises and administers a range of public health learning for individuals in the area of Brighton & Hove. It is vital we continue to deliver training through an LMS to meet our public health aims and objectives.

Supporting Documents

Appendices

1. Record of Urgency Decision

Background documents

None

Appendix 1

This record relates to urgent decisions taken by Chief Officers under the Scheme of Delegation to Officers Paragraph 7(2).

RECORD OF URGENT DECISION TAKEN BY Abraham Ghebre-Ghiorghis Executive Director Governance, People & Resources

SUBJECT: Learning Management System Procurement
CONTACT OFFICER: Amy Newnham, Head of Learning &
Organisational Development 07517497451

REASONS FOR URGENCY AND WHY NOT PRACTICABLE TO HOLD A SPECIAL MEETING OR URGENCY SUB-COMMITTEE:

The Learning & Organisational Development (L&OD) team were made aware in late July 2022 that the company who supplies our Learning Management System (LMS) was going into liquidation, with the platform ceasing to exist in September 2022.

This impacts not just BHCC but also East Sussex County Council, West Sussex County Council and over 40 other organisations – mainly local authorities – who use the same provider.

There is urgency in reprocurring a replacement LMS due to the critical nature of what it delivers.

It has a significant impact on the organisation with staff relying on it to book onto and complete mandatory and statutory learning as well as ensuring staff have a comprehensive induction to help them perform at full capacity as quickly as possible and ensure their development needs are met to best serve the organisation.

As important is the reliance on the LMS by critical partners (care providers, third sector and schools) who heavily rely on the LMS to be legally able to operate. Without the LMS, these partners may fail to show compliance with statutory and mandatory training requirements and, in the worst case scenario, may be forced to close down or reduce operations. We could also be held responsible for health & safety incidents which take place in schools if they have been unable to complete critical learning to operate safely.

It is in this context, and the lead-in time to secure a replacement, that an urgent decision was required which precluded delaying a decision until the next available P&R committee in October 2022. The option of a Special or Urgent P&R was also considered but would also have taken time to arrange and agree dates and an initial check of the council diary showed this to be difficult to accommodate.

DETAILS AND OUTCOME OF CONSULTATION WITH THE CHAIR/DEPUTY CHAIR OF RELEVANT COMMITTEE AND OPPOSITION SPOKES:

The Leader, who is also the Chair of the Policy & Resources Committee was consulted and agreed with proposed way forward. Opposition spokespersons were consulted though the meeting of Group Leaders on Wednesday 7th September 2022. There were some comments received and these will be taken into account in progressing the procurement and selecting the successful contractor..

DATE OF CONSULTATION WITH CHAIR/DEPUTY CHAIR AND OPPOSITION SPOKES:

7 September 2022 and 12 September 2022

THE DECISION:

To use officer urgency powers under delegations provided to officers under Part 6 of the Council's Procedure Rules to proceed with procurement of a replacement LMS.

To approve expenditure up to a maximum of £0.324m over 3 years for the purchase, implementation and licensing of the replacement LMS to be met from a combination of revenue commitment, borrowing (capital financing) and/or addition to the Modernisation Fund subject to the final split of costs between capital and revenue.

REASONS FOR DECISION:

The critical nature of the LMS in the management and provision of training and learning to internal and external parties provides justification for proceeding at pace with a procurement exercise.

DETAILS OF ANY ALTERNATIVE OPTIONS CONSIDERED:**Business continuity and full procurement in 2023/24 financial year**

This option would mean using a short-term 'sticking plaster' (business continuity) solution, for example, through downloading current e-learning and courses onto paper or PDF files, while a longer-term procurement process is undertaken. However, not only

would this be logistically high risk, it was deemed to be unsuitable due to other considerations as follows:

- Total cost would be higher than proceeding with a replacement system;
- End users would experience a significantly reduced learning experience which may not adequately satisfy all requirements and could affect performance;
- There would be insufficient capacity within the L&OD team to fully procure a replacement system alongside the greater administrative burden of maintaining a short-term business continuity LMS service.

Piggybacking on a system used by another local authority

This option was considered unsuitable due to the need to put an alternative system in place at pace and due to the differing timescales/approaches for procurement being considered by neighbouring local authorities WSCC and ESCC, as well as nearby coastal councils.

Proceeding without an LMS

This would be untenable as the Learning & Organisational Development (L&OD) team relies on an LMS to provide low-cost e-Learning that can be done at any moment with completions tracked and e-certificates issued for mandatory and statutory training needed to keep our staff and those they work with safe. This includes a full suite of health & safety, equality act and safeguarding training. Administratively, manually processing training requests would also come at a significant cost due to the additional staffing requirements and would carry a high risk of data corruption and delays in working permanently with only the aid of simple applications to manage the process such as Microsoft Excel.

LEGAL IMPLICATIONS:

The routes to markets to be pursued will need to comply with the Public Contracts Regulations 2015 and the Council's Contract Standing Orders.

Name of lawyer consulted: Elizabeth Culbert

Date consulted: 11/09/11

FINANCIAL IMPLICATIONS:

The Learning Gateway had a hosting cost of approximately £10,000 per annum met from income generation, with no budget identified for a new system.

The proposed replacement system is expected to provide an interim solution for a minimum of 3 years costing an estimated maximum [set out in the part II version of the record of the decision] (total all years), which includes significant contingencies due to the wide variation of pricing and functionality of systems available in the market and due to the L&OD team still testing and understanding the full specification of various learning management systems to meet our basic needs which may alter pricing.

The purchase and implementation of the new system can be treated as capital expenditure but until the procurement exercise is complete the split between capital and revenue cannot be determined. After the 3-year period, the system is expected to be


replaced by a new ERP corporate system as approved in principle by Policy & Resources Committee on 29 July 2022. Therefore, at this stage, it is assumed that all costs will be spread over 3 years and a budget commitment as set out in the part II report will be factored into the budget for 2023/24 to 2025/26 in respect of annual licensing and financing costs with an additional amounts for system implementation costs.

Any costs that cannot be capitalised will need to be provided for through an addition to the Modernisation Fund. The annual financial commitment will be amended once the procurement exercise is concluded and costs are determined.

Finance Officer consulted: James Hengeveld Date: 15/09/22

DATE OF NEXT COMMITTEE MEETING TO WHICH THE DECISION WILL BE REPORTED:

Policy & Resources Committee on 6 October 2022

Date:	16 September 2022
Signed: <Chief Officer title>	 Executive Director, Governance, People and Resources
Logged by Democratic Services Officer for Annual Report: Name:	Date:

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