



**Brighton & Hove
City Council**

Community Safety Forum

Title:	Community Safety Forum
Date:	7 July 2008
Time:	4.00pm
Venue	Council Chamber, Hove Town Hall
Contact:	Christian Brown Democratic Services Officer (01273) 29-1066 christian.brown@brighton-hove.gov.uk

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COMMUNITY SAFETY FORUM

The following are requested to attend the meeting:

Councillors: G Theobald (Chairman), Carden (Opposition Spokesperson), Duncan, Elgood, Hyde, Janio, Kennedy, Morgan, Smart and Young,

Sussex Police Authority:

Councillors G Theobald and Duncan

Communities of Interest:

Age Concern; Area Housing Panels; Brighton & Hove Business Crime Reduction Partnership; Brighton & Hove Federation of Disabled People; Brighton & Hove City Primary Care Trust; Brighton & Hove Mediation Service; British Transport Police; Coalition for Youth; Domestic Violence Forum; Eb4U; Fire Authority; Hangleton & Knoll Project; Housing Association Partnership; Housing Association Tenants; Hove YMCA; Neighbourhood Watch; Older People's Council; Racial Harassment Forum; St James's Street Community Safety Group; Spectrum; Sussex Probation; Victim Support; Whitehawk Community Safety Development Project; Women's Refuge Project; Youth Offending Team.

AGENDA

1. 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 by all Members present of any personal interests in matters on the agenda, the nature of any interest and whether the Members regard the interest as prejudicial under the terms of the Code of Conduct.
- (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 2 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.

2. MINUTES OF THE PREVIOUS MEETING

1 - 8

Minutes of the meeting held on 25 February 2008 (copy attached).

3. CHAIRMAN'S COMMUNICATIONS

4. CALLOVER

NOTE: Public Questions will be reserved automatically.

5. PUBLIC QUESTIONS

- a) the closing date for receipt of public questions is 12 noon on Monday 30 June 2008.
- b) the closing date for receipt of public questions for the meeting to be held on Monday 6 October is 12 noon on Monday 29 September 2008.

6. LETTERS FROM COUNCILLORS

9 - 10

a) Letter From Councillor Morgan

b) Response from Sgt. Castleton – Powers of PCSOs

COMMUNITY SAFETY FORUM

- 7. THE COUNCIL'S NEW CONSTITUTION, OVERVIEW & SCRUTINY ARRANGEMENTS AND ROLE OF THE COMMUNITY SAFETY FORUM** 11 - 20
- Report of the Head of Community Safety (copy attached).
- Contact Officer:* Linda Beanlands *Tel:* 29-1115
Ward Affected: All Wards
- 8. DEVELOPMENT OF A COMMUNITY ENGAGEMENT FRAMEWORK BY 2020 COMMUNITY PARTNERSHIP** 21 - 50
- Report of the Director of Strategy & Governance (copy attached).
- Contact Officer:* Emma McDermott *Tel:* 29-3944
Ward Affected: All Wards
- 9. CRIME & DISORDER IN THE CITY** 51 - 56
- Trends & Performance (copy attached).
- Contact Officer:* Linda Beanlands *Tel:* 29-1115
Ward Affected: All Wards
- 10. 'CHALLENGE AND SUPPORT' AND THE DEVELOPMENT OF A NEW TARGETED YOUTH SUPPORT SERVICE**
- Presentation.
- Contact Officer:* Linda Beanlands *Tel:* 29-1115
Ward Affected: All Wards
- 11. SUSSEX POLICE AUTHORITY MINUTES: MINUTES OF THE MEETING HELD ON 14 FEBRUARY 2008** 57 - 62
- (copy attached).
- 12. SUSSEX POLICE AUTHORITY MINUTES: MINUTES OF THE MEETING HELD ON 17 APRIL 2008** 63 - 66
- (copy attached).
- 13. EAST SUSSEX FIRE AUTHORITY: MINUTES OF THE MEETING HELD ON 17 JANUARY 2008** 67 - 206
- (copy attached).
- 14. EAST SUSSEX FIRE AUTHORITY: MINUTES OF THE MEETING HELD ON 7 FEBRUARY 2008** 207 - 216
- (copy attached).

COMMUNITY SAFETY FORUM

The City Council actively welcomes members of the public and the press to attend its meetings and holds as many of its meetings as possible in public. Provision is also made on the agendas for public questions to committees and details of how questions can be raised can be found on the website and/or on agendas for the meetings.

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For further details and general enquiries about this meeting contact Christian Brown, (01273 291066, email christian.brown@brighton-hove.gov.uk) or email democratic.services@brighton-hove.gov.uk

Date of Publication – 26 June 2008

BRIGHTON & HOVE CITY COUNCIL

COMMUNITY SAFETY FORUM

4.00PM – MONDAY 25 FEBRUARY 2008

**COUNCIL CHAMBER
HOVE TOWN HALL**

MINUTES

Present: Councillor Oxley (Chairman); Councillors Carden, Marsh, Morgan (OS), Randall, Smart, Simson, Wakefield-Jarrett and Wells.

Sussex Police: Chief Superintendent Paul Pearce, Sergeant Peter Castleton.

East Sussex Fire & Rescue Service: Chris Large (Deputy Chief Fire Officer), Craig Thomson (Borough Commander for the City of Brighton and Hove).

Ryan Haines (Probation Service)

Communities of Interest: Bob Cristofoli (Brighton & Hove Mediation Service), John Stevens, (Tenant Representative), Derek Peacock, (St. James St. Community Safety Forum), Bill Gandey & Sylvia Howell (Bevendean LAT), Faith Matyszak MBE (Racial Harassment Forum & Whitehawk Community Development Project), Chris El-Shabba (Whitehawk Crime Prevention Forum), Ted Harman & George Brooker (Coldean LAT), Rev. Stephen Terry (Portland & Clarendon LAT), Councillor Melanie Davis (Clarendon LAT), Paul Tilley (Community & Voluntary Sector Forum), Francis Tonks (OPC)

Officers: Linda Beanlands (Head of Community Safety), Judith Macho (Assistant Director, Public Safety), Ruth Condon, (Research and Performance Monitoring Officer), Simon Court (Anti-Social Behaviour Solicitor), John Irvine (LGBT Community Safety Officer), Aaron Devereaux (Anti-Social Behaviour Team), Oliver Dixon (Lawyer), John Patience (Drug and Alcohol Team) and Martin Warren (Committee Administrator).

Guests: Gail Grey (CEO Women's Refuge)

Apologies: Councillor Kennedy

PART ONE**35. PROCEDURAL BUSINESS****35A Declarations of Substitutes**

35A.1 Councillor Wakefield-Jarrett declared that she was attending the meeting as a Substitute Member for Councillor Kennedy.

35B Declarations of Interest

35B.1 There were none.

35C Exclusion of Press and Public

35C.1 The Committee considered whether the press and public should be excluded from the meeting during the consideration of any items contained in the agenda, having regard to the nature of the business to be transacted and the nature of the proceedings and the likelihood as to whether, if members of the press and public were present, there would be disclosure to them of confidential or exempt information as defined in Schedule 12A, Part 5A, Section 100A(4) or 100 1 of the Local Government Act 1972 (as amended).

35.2 **RESOLVED** - That the press and public be not excluded from the meeting.

36 MINUTES

36.1 **RESOLVED** – That the minutes of the meeting held on 3 December 2007 be approved and signed by the Chair.

37. Chairman's Communications

37.1 Chairman noted the launch of 'Operation Blakey'; a text message service for passengers to report problems on the city's buses. Passengers would be able to report rowdy or nuisance behaviour by texting 'REPORT' to 60060, with a description of the incident.

37.2 Chairman noted minute 28.3. regarding hate crime against disabled persons. He commented that work was ongoing in compiling information in regard to this and would be incorporated into the existing Hate Crime Strategy.

37.3 Chairman noted the preparation of the 'Safe in the City' website. This would be launched in April 2008 and would be a useful resource for community groups.

38. PUBLIC QUESTIONS

38.1 There were none.

39. COMMUNITY SAFETY ISSUES RAISED BY MEMBERS AND COMMUNITY REPRESENTATIVES

39.1 Francis Tonks was in dialogue with the Fire Service as regards to fire safety at the Post Office in Churchill Square. He offered to report back to a future meeting, the comments of the Fire Service.

40. FUTURE ROLE OF THE COMMUNITY SAFETY FORUM

40.1 The Forum considered a report of the Head of Community Safety that noted a number of consecutive pieces of legislation and protocol expected to change the role of the Community Safety Forum within 2008. These included; the review of the Crime and Disorder Act, the Police and Justice Act 2006, Part 5 of the Local Government and Public Involvement in Health Act 2007 and the Review of Policing (Sir Ronnie Flanagan Review) (for copy see minute book).

40.2 The Forum noted amended versions of pages 16 & 17 of the report, tabled due to a printing error.

40.3 Councillor Morgan was concerned that the efficacy of the Forum may be adversely affected if it were twinned with another body. Chairman recognised this and noted the weight and importance currently afforded to the Forum, he did not wish this to diminish.

40.4 Councillor Marsh noted the engagement the council had engendered with its communities and the recent expansion of the Community Safety Forum, she was concerned that this relationship could be diluted. Chairman commented that the intention was to maintain the momentum established by expanding the Forum and to capitalise on established long-term relationships. He encouraged the Forum to share any concerns or ideas with himself or the Head of Community Safety.

40.5 Derek Peacock asked if the proposed scrutiny function of the revised Forum would enable members to invite experts to meetings and debate issues. Chairman said that it was the intention to operate this model when discharging the Forums' scrutiny function. It would be the duty of the relevant Cabinet Member to implement any decisions that

were reached.

- 40.6 Councillor Randall echoed the comments made by Councillors March and Morgan. He noted the proposed scope for 'mainstreaming' functions related to crime and disorder, asking if Government were making any additional funding available to support this intention. Head of Community Safety noted that much of this duty was already exercised by the council. The new legislation afforded the opportunity to develop this work and the council did have capacity to make this possible.
- 40.7 Paul Tilley asked how the changing role of the Forum would be disseminated to the wider community and stakeholders. Chairman commented that the council would be making full use of local media and IT to share the information with as wider range of people as possible. Information would also be posted at Libraries and other information points across the city. Paul noted that there existed many informal networks of community groups and representatives who could help.
- 40.8 John Stevens noted that many people did not have access to IT and suggested providing information at local Housing Offices.
- 40.9 **RESOLVED** – That the report be noted.

41. REPORT FROM EAST SUSSEX FIRE & RESCUE SERVICE

- 41.1 The Forum received a presentation from the Deputy Chief Fire Officer in respect of Integrated Risk Management Planning (See Appendix A)
- 41.2 Paul Tilley noted the benefits of the 'Life Course' scheme which helped potential young offenders. This was run by the Fire Service and had been extremely effective in reducing repeat offences. Deputy Chief Fire Officer (DCFO) noted that there was a 95% success rate in relation to the scheme. He noted a similar success with the 'Right' scheme which helped young people to appreciate traffic issues.
- 41.3 John Stevens thanked DCFO for his presentation and noted comments about assisting disabled people in fire emergencies. DCFO noted that the key to making living environments safer for disabled or vulnerable people was to plan buildings with safety in mind. The provision of sprinklers was a safe and cost effective way of maximising safety for people who might have problems vacating a building.

- 41.4 Councillor Carden noted that there would be passing out parades for people who had completed a recent 'Life Course' on 29th March at Hove Fire Station. Borough Commander added that another would take place on Friday 11th April.
- 41.5 The Forum thanked DCFO for his presentation.
- 41.6 **RESOLVED** – That the presentation be noted.
- 42 STRATEGIC ASSESSMENT OF CRIME AND DISORDER AND NEW COMMUNITY SAFETY, CRIME REDUCTION AND DRUGS STRATEGY 2008-2011**
- 42.1 The Forum received a presentation from Sergeant Peter Castleton and the Head of Community safety in respect of new legislation and protocols regarding community safety (See Appendix B).
- 42.2 Reverend Terry was pleased to note the prominence given to the LGBT community and to sex workers. He was encouraged to see that there was a duty to effectively police and support these groups. He noted that the eleven key priorities identified for community safety were of equal rank and not set in a hierarchy.
- 42.3 Derek Peacock noted the new duties relating to trafficking and sexual assault. He asked how base line data was compiled when new duties were brought into being. Head of Community Safety explained that there existed data in relation to some of these offences and by working with partners and extrapolating data from previous operations (notably operation 'Pentameter') a base line could be established.
- 42.4 Councillor Randall noted that requests had been made previously to establish a register of perpetrators of Domestic Violence, he suggested that this was something that the Forum should consider and that, similarly registers could be established for LGBT hate crime and BME crime.
- 42.5 42.5. Head of Community Safety advised that a Multi-Agency Risk Assessment panel was in place, which through monthly meetings, monitored high risk cases and agreed actions to be taken in order to deal with offenders and protect victims.
- 42.6 Councillor Randall noted the view of the Turner Forum, who considered the new financial circumstances a disadvantage to their youth work. He noted the overall

benefit of working with young people and the larger savings that were achieved by intervening early where there were possibilities of offending. He hoped that any funding shortfall would be made good by the council.

- 42.7 Head of Community Safety noted that officers would be working closely with Children and Young Peoples Trust Board on issues related to crime prevention work with young people.
- 42.8 Councillor Simson noted that work was ongoing to install CCTV in city taxis. Sergeant Castleton commented that he had been in discussion with the Head of Environmental Health & Licensing in attempting to support and progress this initiative.
- 42.9 Councillor Simson commented that work with the voluntary sector was vital to reducing crime and disorder. This point was acknowledged by the Head of Community Safety, who noted the many agencies and groups that worked in partnership with the council.
- 42.10 In response to a query from Councillor Marsh the Chairman commented that under the new constitutional arrangements the information sharing aspect of the Forum would be reviewed. Chairman was keen that openness and transparency of the current arrangements were maintained.
- 42.11 Paul Tilley asked if there was currently a citywide ban on street drinking and, if so, who enforced it. Head of Community safety confirmed that there was a citywide ban on street drinking; this was enforced by the police. It gave them powers to request that persons stop drinking if it was felt that their drinking was likely to cause anti-social behaviour.
- 42.12 Paul asked if it was possible to secure funding from Section 106 Agreements to facilitate public safety in parks (for instance improved lighting). Head of Community Safety noted that the Environmental Improvement Team had been successful in securing funding through this route and continued to pursue monies.
- 42.13 Paul noted the success of 'Football in the City', a scheme run by a Registered Social Landlord. This had cost approximately 50K and had been very successful in reducing youth offending, for every pound spent many more were saved in preventing crime and disorder.

- 42.14 Paul asked how the distribution of the Area Based Grant was determined. Head of Community Safety explained that the distribution of the grant was in accordance with the crime and safety priorities which were selected from a number of criteria, one of which were the concerns and priorities which were identified by local communities and communities of interest.
- 42.15 **RESOLVED** – That the presentation be noted.
- 43 PERFORMANCE:** Community safety, Crime Reduction and Drugs Strategy, 2005-08: Crime Trends and Performance.
- 43.1 The Forum considered a report of the Head of Community that offered graphical information regarding crime trends and performance in Brighton & Hove (for copy see minute book).
- 43.2 **RESOLVED** – That the report be noted.
- 44. SUSSEX POLICE AUTHORITY: MINUTES OF THE MEETING HELD ON 18 OCTOBER 2007**
- 44.1 **RESOLVED** – That the minutes be noted.
- 44A SUSSEX POLICE AUTHORITY: MINUTES OF THE MEETING HELD ON 13 DECEMBER 2007**
- 44A.1 **RESOLVED** – That the minutes be noted.
- 45. EAST SUSSEX FIRE AUTHORITY: MINUTES OF THE MEETING HELD ON 10 DECEMBER 2007**
- 45.1 **RESOLVED** – That the minutes be noted.

The meeting concluded at 5.55pm

Signed

Chair

Dated this

day of

2008

Alan McCarthy
Chief Executive
Brighton & Hove City Council
King's House
Grand Avenue
Hove
BN3 2LS

Date: 29 May 2008
Our Ref: WM/CB
Your Ref:

Dear Alan

The issue of dog mess is one that concerns many residents of the city, and although most dog owners are responsible and clean up after their pets there is a minority who do not. Fouling of footpaths, verges and parks is unsightly and a health hazard.

Following the recent changes in dog control regulations by the Cabinet member for Environment, the issue of enforcement of by-laws is something which I and colleagues get asked about a great deal. I have been asked to clarify whether there has been any change in policy by Sussex Police over whether Police Community Support Officers have the power to issue fixed penalty fines to people who they witness allowing their dog to foul a public area and not clean it up afterwards.

If PCSOs are no longer able to issue such on the spot fines for dog fouling and other forms of littering, will the Community Safety Forum ask the Cabinet Member for Environment and/or the council's two members of the Sussex Police Authority to request that this policy is reviewed, or discuss this with Brighton and Hove Division command team officers present at the CSF to review it locally?

Yours sincerely



Councillor Warren Morgan
Labour Member for East Brighton Ward
Chair of Environment and Community Safety Scrutiny Committee

Police Community Support Officer Roles and Powers.

The primary functions of a PCSO are as follows:

- Providing a dedicated non confrontational visible uniformed presence.
- Supporting front line policing by undertaking tasks that do not require the full training and powers of a police officer.
- Building links with local businesses, traders and communities.
- Supporting neighbourhood policing teams in the reduction of crime, the fear of crime and antisocial behaviour.

PCSO's in Brighton and Hove have limited powers to ensure that they spend the maximum amount of time providing reassurance to communities. Where PCSO's have powers to issue fixed penalty tickets there are inevitable consequences of additional paperwork and the potential to be called for court or legal proceedings.

Below is a list of current PCSO powers:

Power	Notes
Issue of Fixed Penalty Notices (FPN) for public nuisance under Chapter 1 Part 1 of the Criminal Justice and Police Act 2001*	These provisions are being piloted* *NB. NOT IN SUSSEX
Issue of FPN for truancy* , dog fouling, littering and riding on footpaths.	FPN truancy from 27/02/04* *NB. NOT IN SUSSEX
Power to request a name and address for FPN offences and offences that cause injury, alarm and distress to another person or damage or loss of another's property	
Power to request the name and address of a person acting in an antisocial manner	
Power to detain a person for up to 30 minutes pending the arrival of a constable (or to accompany that person to a police station with the person's agreement)*	Only available to 6 trial forces* *NB. NOT IN SUSSEX
Power to use reasonable force to detain a person or prevent him from making off*	Only available to 6 trial forces* *NB. NOT IN SUSSEX
Power to disperse groups and remove young persons to their place of residence*	From 20/01/04* *NB. NOT IN SUSSEX
Power to request a person to stop drinking in a designated public area and to surrender containers of alcohol	
Power to confiscate alcohol from young persons	
Power to confiscate cigarettes and tobacco products from young people	
Power of entry to save life or limb, or to prevent serious damage to property	
Power to seize vehicles used to cause alarm and distress	
Power to require the removal of abandoned vehicles	
Power to stop a vehicle for emissions testing	

Power to stop cycles From 20/01/04	
Power to regulate traffic for the purpose of escorting abnormal loads* *Regulate only, no escort in SUSSEX	This is the only power which can be exercised throughout England and Wales. Does Not apply to PCSOs in Sussex
Power to stop vehicles for the purpose of a road check* *NB. Only in the presence of a Police Officer in Uniform	No power to authorise a road check. This must be done by police
Power to maintain and enforce a cordoned area established under the Terrorism Act	
Power to stop and search vehicles and things carried by driver/passengers under the Terrorism Act and things carried by pedestrians*	Only in company of and supervised by a constable. *NB. NO POWER to search a person

PS Peter Castleton

COMMUNITY SAFETY FORUM

Agenda Item 7

Brighton & Hove City Council

Subject: *The Councils new Constitution, Overview and Scrutiny arrangements and role of the Community Safety Forum*

Date of Meeting: 7 July 2008

Report of: *Head of Community Safety*

Contact Officer: Name: *Linda Beanlands, Head of Community Safety* Tel: 29-1115

E-mail: linda.beanlands@brighton-hove.gov.uk

Wards Affected: All

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

- 1.1 Brighton & Hove has agreed a new constitution that sets out how the Council operates, how decisions are made and the procedures that are to be followed to ensure that these are efficient, transparent and accountable to local people. Some of these processes are required by law. The constitution commits the council to exercising all its powers and duties in accordance with the law, the 17 articles of the Constitution and in pursuit of the Councils overall vision which is set out within the Community Strategy.
- 1.2 The 17 Articles of the Constitution explain the rights of citizens and how the council operates . Article 6 explains the overview and scrutiny role and the role of the new Environment and Community Safety Overview and Scrutiny Committee in particular. Article 5.3 of the Constitution explains the role of the Community Safety Forum within the new arrangements.
- 1.3 This report sets out these new arrangements together with the anticipated changes which will arise from the implementation of Section 19 of the Police and Justice Act 2006.

2. RECOMMENDATIONS:

- 2.1 That the Community Safety Forum consider the information within this report.

3. THE NEW ENVIRONMENT AND COMMUNITY SAFETY OVERVIEW AND SCRUTINY COMMITTEE

- 3.1 Following the adoption of the new Constitution on 15th May 2008, the council has appointed an Overview and Scrutiny Commission and five Committees, one of

which is the Environment and Community Safety Overview and Scrutiny Committee.

3.2 The main new scrutiny roles to be carried out by all of the Committees, include:

- monitoring compliance of key decisions that have been set out within the Council's Forward Plan
- monitoring the Budget and Policy Framework of the Council and those service areas that are a particular responsibility of the Committee
- involvement in policy development at an early stage

Each Committee will therefore have a planned work programme to deliver.

3.3 The full Terms of Reference and procedure rules for the Environment and Community Safety Overview and Scrutiny Committee are appended to this report.(Appendix 1). Those Terms of Reference allow for any Member of the Committee to notify the Head of Scrutiny that she or he wishes an item to be included on the agenda for the next available meeting. The Committee will then decide if and how it wishes to pursue an agenda item (in accordance with the process and flow chart set out in Appendix 1). The Committee will need to consider the achievement of its planned work programme when considering whether or not it can accede to those new requests.

4.0 The Community Safety Forum

4.1 The Community Safety Forum and its Terms of Reference is included within the Council's Constitution as an Advisory Group (section 5.3). Those Terms of Reference which have been previously agreed by this Forum are also appended to this report. (Appendix 2)

4.2 The Community Safety Forum is however, asked to note that the Terms of Reference now requires any recommendations from the Forum to be made to the Cabinet Member for Environment in relation to matters that require council decisions and where there are links with other strategic priorities of the Council. That process will be facilitated through the Forums Chair, Councillor Geoffrey Theobald.

4.3 The Community Safety Forum is also asked to note that no 12 of the attached Terms of Reference which sets out the purposes of the Forum states:

"To refer matters that are the function of a Crime and Disorder Committee to the Environment and Community Safety Overview and

Scrutiny Committee in accordance with section 19 of the Police and Justice Act 2006”.

- 4.4 That section of the Act has yet to come into force (anticipated shortly) It will require the Council to establish a Crime and Disorder Committee. It is intended that the Environment and Community Safety Overview and Scrutiny Committee will subsume the new functions (for Crime and Disorder Committees) within its remit.
- 4.5 The new powers will allow for the referral of matters to the police for consideration and a response. Indeed the police will have a legal duty to ‘have regard to’ the report and recommendations of a Crime and Disorder Committee. Statutory guidance and regulations will set out the full procedures for referring matters to the Committee and the scope of its powers. The aim is to ensure that minimum standards of partnership working are applied and that the new scrutiny process ‘adds value’ to current CDRP arrangements.
- 4.6 Clearly the Community Safety Forum has a crucial role to play in these new arrangements. It could be said that the new statutory authority to call the police to account is a role that the Forum has traditionally filled through positive information sharing, dialogue and engagement directly with police representatives at each of its meetings. The structure of close partnership working throughout the wider Crime and Disorder Reduction Partnership also facilitates that process.
- 4.7 The Community Safety Forum is also, as the Terms of Reference state, the place where:
- key voluntary, independent and statutory agencies who play a significant role in the City in reducing Crime and Disorder and improving safety and quality of life, can work together ..
 - Involve Members in that process and ensuring that key decisions which affect the Council as a whole are referred to the appropriate decision making body
 - Enable consultation between residents, the Police Authority and Police
 - Refer matters to the Cabinet Member for Environment, the Cabinet or the Environment and Community Safety Overview and Scrutiny Committee as appropriate, either because they have significance for the Councils duties as a whole or for decision making
- 4.8 The council’s new Constitution now provides the facility to request the Forums Chair and Cabinet Member and any other Member of the Overview and Scrutiny Committee, to refer matters to the Environment and Community Safety Overview and Scrutiny (Crime and Disorder) Committee.

4.9 However, the Community Safety Forum will continue to work towards increasing its effectiveness in achieving satisfactory outcomes and resolutions to the areas of work that are within its remit and within that of the wider Crime and Disorder Reduction Partnership. The full support of the Partnership will continue to be provided to enable the achievement of that aim.

**EXTRACT FROM CONSTITUTION PART 6.1 OVERVIEW AND SCRUTINY
TERMS OF REFERENCE AND PROCEDURE RULES**

1. The number and arrangements for Overview and Scrutiny Committees

1.1 The Council will appoint the Overview and Scrutiny Commission and five further Overview and Scrutiny Committees as set out in Article 6. The Overview and Scrutiny Commission will co-ordinate the Overview and Scrutiny function and work programme. The Commission will approve the appointment of Sub-Committees to carry out in depth reviews (Select Committees). Short, sharply focussed scrutiny reviews (Ad Hoc Panels) may be carried out by each Committee at its own instigation.

2. Terms of Reference of Environment and Community Safety Overview and Scrutiny Committee

To perform the Overview and Scrutiny function in relation to all matters, Executive decisions and service provision connecting to the Environment function and in particular:-

- Community Safety (including discharging those statutory responsibilities set out in s19 Police and Justice Act 2006)
- Parks and Green Spaces
- Travellers and Gypsies
- Highways Management
- Traffic Management and Transport
- Parking
- Waste
- Conservation & Design
- Coast Protection
- Seafront
- Environmental Health
- Building Control
- Trading Standards
- Planning and Licensing

3. Functions of Committees

3.1 The Overview and Scrutiny Commission will;-

(a) Approve an annual overview and scrutiny work programme, to ensure that there is efficient use of the Committees' time and that the potential for duplication of effort is minimised;

APPENDIX 1

- (b) Where matters fall within the remit of more than one Overview and Scrutiny Committee, determine arrangements for dealing with a particular issue;
- (c) Have the power (as do all other Overview and Scrutiny Committees) to call-in and review Executive decisions, or key decisions made by an officer with delegated authority from the Executive, as set out in the procedures in these Rules, particularly on issues that fall between the responsibilities of the separate panels;
- (d) Receive requests from Councillors and suggestions from officers of the council and co-optees for particular topics to be scrutinised and determine the appropriate action;
- (e) Undertake initial explorations on requests/proposals for Select Committee reviews and recommend appropriate action;
- (f) Receive proposals for the appointment of task-orientated, time limited Overview and Scrutiny Select Committees to review in-depth, investigate and report on a particular topic;
- (g) Co-ordinate training and development arrangements for Overview and Scrutiny Committee members and co-optees;
- (h) Identify good practice in relation to the overview and scrutiny role and develop common practices for all Committees that reflect good practice;
- (i) Co-ordinate the production of an annual report to Council on the activity of the Overview and Scrutiny function;
- (j) Have responsibility for the development and co-ordination of the overview and scrutiny of partnerships and external bodies;
- (k) Establish and maintain constructive working relationships with the Executive whilst being mindful of the respective wishes of each;
- (l) Help ensure positive working relationships with partnerships and external bodies;
- (m) Monitor and review the outcomes of its recommendations.

3.2 Overview and Scrutiny Committees (and the Commission in respect of its specific work area) will:-

- (i) Be aware of the 'forward plan', the forward work programme and other anticipated decisions of the Cabinet/Cabinet Committees and council services;

- (ii) Develop focused programmes of work and identify the most appropriate means of progressing such work;
- (iii) Scrutinise and make recommendations to the Cabinet/Cabinet Committees/Cabinet Member decisions and any relevant Council Committees in relation to issues arising from its work programme;
- (iv) Monitor the decisions taken by or on behalf of the Cabinet and the activities of service areas;
- (v) Receive requests from Councillors and suggestions from officers of the council and co-optees for particular topics to be scrutinised;
- (vi) Propose to the Overview and Scrutiny Commission Select Committee reviews, Terms of Reference and Membership with a proposed scrutiny brief and resource requirement (see Select Committee Reviews at 4 below);
- (vii) Establish Ad Hoc review Panels reviews (see Ad Hoc Panels at 5 below);
- (viii) Exercise the right to “call-in” and review decisions taken by or on behalf of the Executive as set out in the procedures in the Overview & Scrutiny Rules;
- (ix) Have an overview of the practice and policy of the relevant service areas;
- (x) Identify areas of service practice and implementation or of policy that cause concern to members of the public and councillors and identify what action should be taken;
- (xi) Receive internal and external inspection reports on the services and challenge the action plans drawn up in response to problems that have been identified; monitor progress in implementing the action plans;
- (xii) Ensure that the communities of Brighton & Hove and specific users of services are able to be involved in and inform the work of the Committees;
- (xiii) Promote the work of the Committees, including through the local media;
- (xiv) Monitor and review the outcomes of its recommendations.

4. Select Committee reviews

- 4.1 The Overview and Scrutiny Commission will consider and where it considers appropriate approve the appointment of task-orientated, time-limited scrutiny Sub-Committees (Select Committees) to review in depth, investigate and report on particular topics related to the functions of the

Council or issues of public concern, with such membership, terms of reference and duration as it considers appropriate having regard to the recommendations of the initiating Committee.

- 4.2 In considering whether or not any matter should be agreed for a Select Committee Review, the Commission will have regard to:
- The importance of the matter raised and the extent to which it relates to the achievement of the Council's strategic priorities, the implementation of its policies or other key issues affecting the well being of the City or its communities;
 - Whether there is evidence that the decision-making rules in Article 11 of the constitution have been breached; that the agreed consultation processes have not been followed; or that a decision or action proposed or taken is not in accordance with a policy agreed by the Council;
 - The potential benefits of a review especially in terms of possible improvements to future procedures and/or the quality of Council services;
 - What other avenues may be available to deal with the issue and the extent to which the Councillor or body submitting the request has already tried to resolve the issue through these channels (e.g. a letter to the relevant Executive Member, the complaints procedure, enquiry to the Chief Executive or Chief Officer, Council question etc.);
 - The proposed scrutiny approach (a brief synopsis) and resources required, resources available and the need to ensure that the Overview and Scrutiny process as a whole is not overloaded by requests.
- 4.3 Select Committees will have Sub-Committee status and the political balance rules in section 15 of the Local Government and Housing Act 1989 will apply.
- 4.4 Membership of the Select Committees will be nominated by the Overview and Scrutiny Committee proposing the in-depth review, taking into account the expertise and experience of available Members, and that no Member may be involved in scrutinising a decision in which he/she has been involved.
- 4.5 When a Member requests for a matter to be scrutinised, that Member should not normally be appointed as a Member of the Select Committee scrutinising the issue. This would not preclude the Member from giving evidence as a lay or an expert witness.
- 4.6 There shall be no provision for substitute Members to attend meetings of

Select Committee reviews.

- 4.7 The Overview and Scrutiny Commission shall ensure that the number of Select Committee reviews which are in existence at any one time does not exceed the capacity of the Member and officer resources available to support their work.

5. Ad Hoc Overview and Scrutiny Panels

- 5.1 Each Overview and Scrutiny Committee may appoint Ad Hoc Panels to carry out short, sharply focused pieces of scrutiny work. These may be on issues specific to the Committee but not large enough to warrant a full blown Select Committee approach. As a guide, the work of these Panels should be capable of being conducted within 3 meetings or less.

- 5.2 Ad hoc Overview and Scrutiny Panels will not have Sub-Committee status and the political balance rules in section 15 of the Local Government and Housing Act 1989 will not apply, but they will normally be established on a cross-party basis.

- 5.3 Membership of the Ad Hoc Panels will be agreed by the Overview and Scrutiny Committee appointing it, taking into account the expertise and experience of available Members, and that no Member may be involved in scrutinising a decision in which he/she has been involved.

- 5.4 When a Member requests for a matter to be scrutinised, that Member should not normally be appointed as a Member of the ad hoc panel scrutinising the issue. This would not preclude the Member from giving evidence as a lay or an expert witness.

- 5.5 There shall be no provision for substitute Members to attend meetings of Ad Hoc Panels.

- 5.6 Each Overview and Scrutiny Committee shall ensure that the number of Ad Hoc Panels which it appoints does not exceed the capacity of the Member and Officer resources available to support their work.

6. Membership of Overview and Scrutiny

- 6.1 Any Councillor, except a member of the Cabinet, may be a member of the Overview and Scrutiny Commission, Committees, Select Committees or Ad Hoc Panels.

- 6.2 No Member, however, may be involved in scrutinising a decision in which he/she has been directly involved.

6.3 The membership of the Overview and Scrutiny Committees will reflect the political composition of the Council.

7. Co-optees

7.1 The Overview and Scrutiny Committees may agree the appointment of non voting co-optees for each Select Committee review or Ad Hoc Panel.

8. Education representatives

8.1 The Children and Young People's Overview and Scrutiny Committee and any Select Committee relating to education matters shall include in its membership the following voting representatives in accordance with the provisions of the Local Government Act 2000:

- (a) 1 Church of England diocese representative;
- (b) 1 Roman Catholic diocese representative; and
- (c) 2 parent governor representatives.

8.2 The above-mentioned representatives shall have voting rights only in connection with matters relating to education functions and if the Committee or Panel deals with other matters, those representatives shall not vote on those other matters, though they may stay in the meeting and speak.

9. Meetings of the Overview and Scrutiny Committees

9.1 Regular meetings of the Commission and Overview and Scrutiny Committees will be programmed throughout the year. In addition, an extraordinary meeting may be called by the Chair or the Chief Executive at any time if they consider it necessary or desirable.

9.2 The Select Committees and Ad Hoc Panels will be time limited and will meet as required to fulfil the task allocated to them.

10. Quorum

10.1 The quorum for overview and scrutiny meetings shall be as set out for committees and sub-committees in the Council Procedure Rules in Part 3 of this Constitution.

11. Chairmen of Overview and Scrutiny Committees/Panels

11.1 The Council will appoint the Chairmen of Overview and Scrutiny Committees.

- 11.2 The Overview and Scrutiny Commission will appoint the Chairmen of Select Committees, having regard to the recommendations of the initiating Committee. These Chairmen may be from the membership of the Overview and Scrutiny Committees or other Members of the Council with the necessary expertise.
- 11.3 Each Overview and Scrutiny Committee will appoint the Chairmen of Ad Hoc Panels that it sets up.
- 11.4 If the Council or relevant Scrutiny Committee fail to appoint a Chairman, the Committee, Select Committee or Ad Hoc Panel will make the appointment at its first meeting.

12. Work programme

- 12.1 The Overview and Scrutiny Commission will be responsible for setting its own objectives and work programme
- 12.2 The Overview and Scrutiny Committees (subject to the co-ordination and monitoring of the Overview and Scrutiny Commission) shall be responsible for setting their own work programme to overview and scrutinise the work of the Executive, relevant Council Committees and services and the effectiveness of relevant partnerships or other bodies.

13. Agenda items

- 13.1 Agenda items shall be set by the Committee identifying issues which they wish to consider, for example through reviewing the Executive's forward work programme of items for consideration or through their overview of service issues and performance, or through calling in particular Executive decisions.
- 13.2 Any Member of the Overview and Scrutiny Committees (including the statutory education representatives) may notify the Head of Scrutiny that s/he wishes an item relevant to its functions to be included on the agenda for the next available meeting. On receipt of such a request the Head of Scrutiny will ensure that it is included on the next available agenda of the relevant Committee. The Committee shall then determine whether it wishes to pursue the item suggested by the Member and in what manner. If appropriate, they will consider whether it should be referred to the Overview & Scrutiny Commission with a proposal for a Select Committee Review.
- 13.3 The Overview and Scrutiny Committees shall also respond, as soon as their work programme permits, to requests from the Council and if it considers it appropriate, the Cabinet/Cabinet Committees, to review

particular areas of Council activity.

14. Policy review and development

- 14.1 The Overview and Scrutiny Committees have a function to scrutinise policy outcomes and advise on policy development within their remit. They are key mechanisms for enabling Councillors to represent the views of their constituents and other organisations to the Executive and Council and hence to ensure that these views are taken into account in policy development.
- 14.2 The Executive is responsible for the development and implementation of policy. The Executive will seek the assistance of Overview and Scrutiny, as appropriate, in the development of policy, especially in relation to the budget and policy framework. The minimum role of Overview and Scrutiny in relation to the development of the Council's budget and policy framework is set out in Rules 2 (b) and 7 of the Budget and Policy Framework Procedure Rules and in Rule 14.1 above.
- 14.3 In relation to the development of the Council's approach to other matters not forming part of its Policy and Budget Framework, Overview and Scrutiny may make proposals to the Executive for developments in so far as they relate to matters within their terms of reference.
- 14.4 If there are concerns about the implementation or subsequent outcomes of an agreed policy the Overview and Scrutiny Committees may appoint Ad Hoc Panels or propose Select Committees to hold enquiries and investigate the available options to recommend changes/improvements to the policy to make it more effective.

15. Submission of reports from Overview and Scrutiny

- 15.1 Once it has formed recommendations on any matter, an Overview and Scrutiny Committee will prepare a formal report and submit it to the Chief Executive for consideration by the relevant Cabinet Member or Cabinet meeting, or to the Council as appropriate (eg if the recommendation would require a departure from or a change to the agreed budget and policy framework).
- 15.2 The report will include a statement of the corporate, financial and legal implications of any recommendations. If an Overview and Scrutiny Committee cannot agree on one single final report then up to one minority report may be prepared and submitted for consideration by the Executive Member or Cabinet meeting with the majority report.
- 15.3 The Executive Member or Cabinet shall consider the report within six

weeks of it being submitted to the Chief Executive or at its next scheduled meeting, whichever is the later, and shall prepare a response to the findings including any action proposed.

- 15.4 The Overview and Scrutiny report, together with the Executive response, shall be reported to full Council for information.

16. Call-in

- 16.1 Call-in is a process by which Overview and Scrutiny Committees can recommend that a decision made (in connection with executive functions) but not yet implemented be reconsidered by the body which made the decision, or recommend that the full Council consider whether that body should reconsider the decision. Call-in does not provide for the Overview and Scrutiny Committee or the full Council to substitute its own decision, but merely to refer the matter back to the decision-maker. A decision maker can only be asked to reconsider any particular decision once.
- 16.2 Call-in should only be used in exceptional circumstances – for example where Members have evidence that a decision was not taken in accordance with Article 13 of the constitution ('Decision making'). Day to day management and operational decisions taken by officers may not be called-in.
- 16.3 Any decision made by the Cabinet, a Cabinet Member, or a key decision made by an officer under delegated powers from the Executive shall be published by means of a notice at the main offices of the Council and where possible by electronic means, normally within 2 working days of being made. All Members of Overview and Scrutiny will be sent, if possible by electronic means, copies of all such decision notices at the time of publication.
- 16.4 Any decision made by the Cabinet, a Cabinet Member, or a key decision made by an officer under delegated powers from the Executive may be called in up to five working days from the date of the meeting at which the decision was taken.
- 16.5 During this period, any Member of Overview and Scrutiny or any 6 Members of the Council may request that a decision be called-in for Scrutiny by the relevant Overview and Scrutiny Committee. Such a request shall be made in writing to the Chief Executive and shall include the reason(s) for the request and any alternative decision proposed. The Chief Executive may refuse to accept a request which in his/her opinion is frivolous, vexatious or defamatory, or where no reason is given.
- 16.6 If the Chief Executive accepts the request he/she shall call-in the decision.

- This shall have the effect of suspending the decision coming in force and the Chief Executive shall inform the decision maker e.g. Cabinet, Executive Member, Executive Committee or officer and the relevant Chief Officer(s) of the call-in. The Chief Executive shall then call a meeting of the relevant Overview and Scrutiny Committee as appropriate to scrutinise the decision, where possible after consultation with the relevant Chairman, and in any case within 7 working days of accepting the call-in request, unless a meeting of the appropriate Committee is already scheduled to take place within this period.
- 16.7 In deciding whether or not to refer a decision back, the relevant Overview and Scrutiny Committee shall have regard to the criteria for Scrutiny reviews set out at paragraph 4.2 of these rules. In addition it may take into account:
- any further information which may have become available since the decision was made
 - the implications of any delay; and
 - whether reconsideration is likely to result in a different decision.
- 16.8 If, having scrutinised the decision, the relevant Overview and Scrutiny Committee is still concerned about it, then it may refer it back to the decision making body for reconsideration, setting out in writing the nature of its concerns. If it considers the decision is contrary to the policy framework or budget agreed by the Council, the matter may be referred to the full Council to determine whether or not it should be referred back to the decision making body in accordance with the Budget and Policy Framework Procedure Rules at Part 4 of this constitution.
- 16.9 If the relevant Overview and Scrutiny Committee does not meet within 7 working days of the Chief Executive accepting a call-in request, or does meet but does not refer the matter back to the decision making body or to the Council, the decision shall take effect on the date of the Overview and Scrutiny meeting, or the expiry of the period of 7 working days from the call-in request being accepted, whichever is the earlier.
- 16.10 If the decision is referred back to the decision making body, that body shall then reconsider, either at its next programmed meeting or at a special meeting called for the purpose, whether to amend the decision or not before reaching a final decision and implementing it.
- 16.11 If the relevant Overview and Scrutiny Committee refers the matter to full Council and the Council does not object to a decision which has been made, then no further action is necessary and the decision will be effective in accordance with the provision below. However, if the Council does object, the Council will refer any decision to which it objects back to the

decision making body, together with the Council's views on the decision. In this case the decision making body shall consider, either at its next programmed meeting or at a special meeting convened for the purpose, whether to amend the decision or not before reaching a final decision and implementing it.

- 16.12 If the Council does not meet within two weeks of the matter being referred to it, or if it does meet but does not refer the decision back to the decision making body or person, the decision will become effective on the date of the Council meeting or expiry of that two week period, whichever is the earlier.
- 16.13 If a key decision is to be taken by an officer under the scheme of delegation, all Members and Overview and Scrutiny Committees will have the same rights to information and to use the procedures set out above for the call-in of those decisions.

17. Call-in and urgency

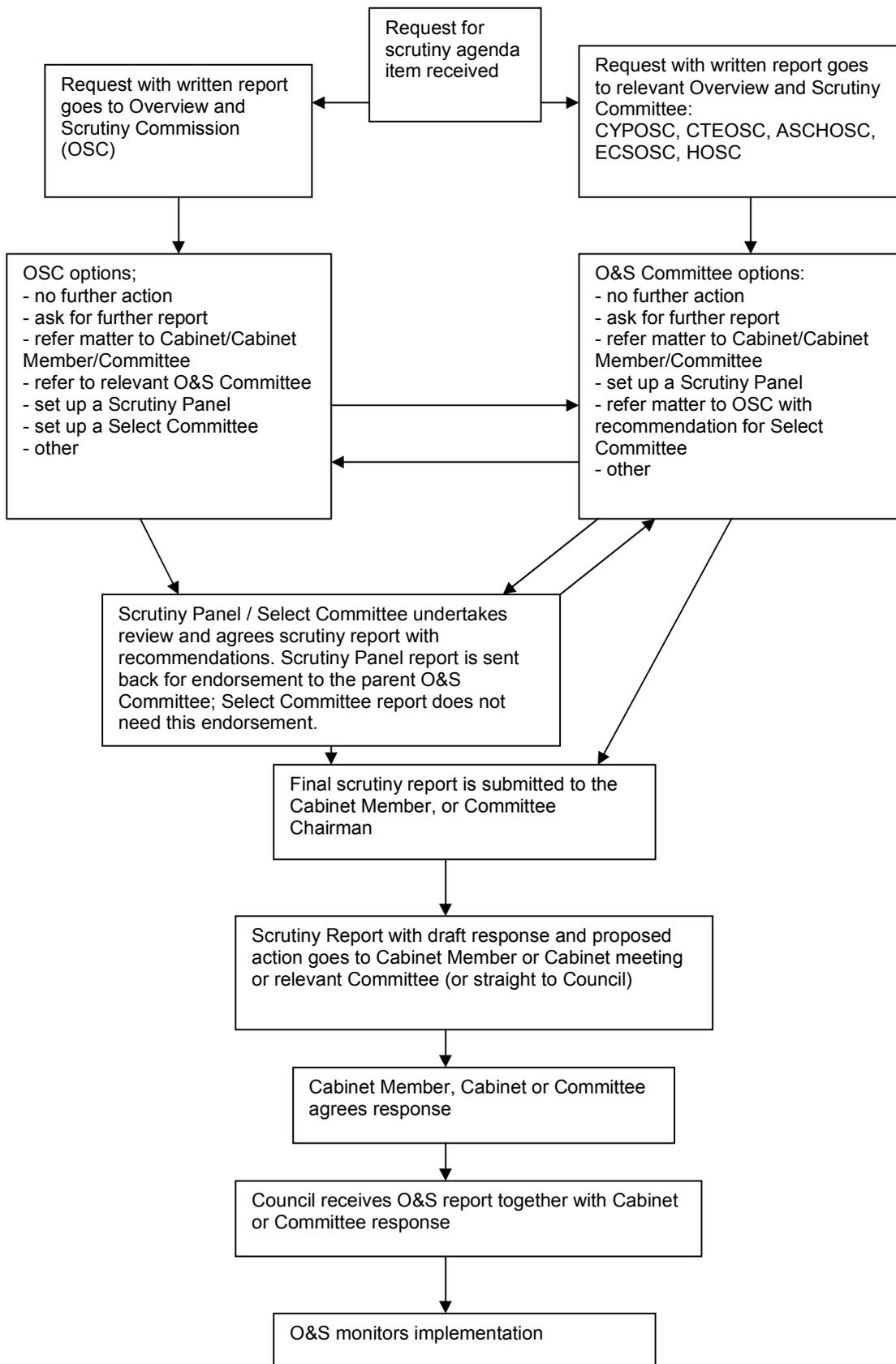
- 17.1 The call-in procedure set out above shall not apply where the decision being taken by the Cabinet, a Cabinet Member, or a key decision made by an officer under delegated powers from the Executive is urgent. A decision will be urgent if any delay likely to be caused by the call-in process would seriously prejudice the Council's or the public's interests. The record of the decision, and notice by which it is made public shall state if in the opinion of the decision making body the decision is an urgent one and subject to the agreement of the Chief Executive, or in his/her absence the officer acting for him, such a decision shall not be subject to call-in. The Chief Executive or the Officer acting on his/her behalf shall consult the leaders of the Political Groups before agreeing to the exemption. Any decision to which the call-in process does not apply for reasons of urgency must be reported to the next available meeting of the Council, together with the reasons for urgency.
- 17.2 The operation of the provisions relating to call-in and urgency shall be monitored annually, and a report submitted (via the Governance Committee) to Council with proposals for review if necessary.

18. Call In and Joint Committees

- 18.1 The principle of call in applies to decisions made by Joint Committees on which the Council is represented. The detailed arrangements relating to call in of Joint Committee decisions shall be agreed between the constituent authorities and included in the Constitution of the Joint Committee.

19. Matters excluded from Scrutiny

- 19.1 Overview and Scrutiny Committees should not normally scrutinise individual decisions made in respect of development control, licensing, registration, consents and other permissions. In particular they are not an alternative to normal appeals procedures. However, they may make reports and recommendations on such functions as part of wider Scrutiny reviews.
- 19.2 The Scrutiny process is not appropriate for issues involving individual complaints or cases, or for which a separate process already exists e.g. personnel/disciplinary matters, ethical matters or allegations of fraud.



C. Community Safety Forum

The purpose of the Community Safety Forum includes the following functions:-

- Providing a place where key voluntary, independent and statutory agencies who play a significant role in the City in reducing crime and disorder and improving safety and quality of life, can work together, and develop their shared expertise and good practice;
- Involving Members in that process (the Forum is chaired by a Member of the Cabinet) and ensuring that key decisions which affect the Council as a whole are referred to the appropriate decision-making body for discussion and approval;
- Enabling consultation between residents, the Police Authority and police and overseeing consultation arrangements which are required to take place every three years to develop the priorities for inclusion within the Community Safety and Crime Reduction Strategy. Membership of the Community Safety Forum includes a number of organisations, each of whom represent and involve significant communities of interest or residents in neighbourhoods;
- Referring matters to the Cabinet Member for Environment, the Cabinet, or the Environment and Community Safety Overview & Scrutiny Committee as appropriate, either because they have significance for the Council's duties as a whole or for decision making;
- Profiling the work of the Crime and Disorder Reduction Partnership in order to assist in reducing crime and fear of crime.

Membership shall be determined by the Cabinet following advice from the Governance Committee and be drawn from the police, local authority and the local community. The current membership includes: the Police 4; Age Concern; Housing Area Panels 2; Brighton & Hove Business; Crime Reduction Partnership; Federation of Disabled People; B&H PCT; Sussex Police, Independent Advisory Group; Brighton & Hove Mediation Service; British Transport Police; Coalition for Youth; Domestic Violence Forum; East Sussex Fire & Rescue Service; Hangleton & Knoll Project; Sussex Probation Service 2; Hove YMCA; Community & Voluntary Sector Forum; Older Peoples Council 2; Racial Harassment Forum; St James' Street; Community Safety Group; Victim Support; Whitehawk Community Project; Women's Refuge Project; Spectrum; Neighbourhood Watch; Audit Commission; Other ITA invitees; Local Action Teams.

The Terms of Reference

1. To be the forum for the Crime and Disorder Reduction Partnership and enable the constituent members to jointly develop best practice to reduce crime and disorder and improve community and public safety (in accordance with the Crime and Disorder Act 1998);
2. To support constituent members in their delivery of initiatives to reduce crime and improve community safety;
3. To fulfil the requirements for consultation in relation to matters to and from the Police Authority for the purposes of section 96 of the Police Act 1996. (The Act states that each Police Authority is required to make arrangements for consultation with the community in its area about policing issues. The actual arrangements to be agreed with the Police Authority);
4. To receive reports from the Police Authority, in particular the reports of their regular meetings and subject specific meetings;
5. To receive reports from the meetings of the Fire Authority for the purposes of information and to enable discussion and feedback on those items which affect the partners in the Community Safety Forum and Crime and Disorder Reduction Partnership;
6. To receive and consider the Crime and Disorder Audit (every three years) and to make recommendations on its findings for the purpose of identifying priorities for action;
7. To oversee consultation arrangements with local communities and communities of interest with a view to being satisfied that consultation is inclusive, enables wide participation and that community priorities are reflected in the identification of priorities within the Community Safety and Crime Reduction Strategies and work programmes of the Crime and Disorder Reduction Partnership. The detailed arrangements to be agreed with the Police Authority;
8. To approve the crime and safety priorities identified for action in the three year Strategy and the action plans which set out the work which will be implemented over the three years to achieve those priorities;
9. To regularly receive information about the implementation and progress of the Community Safety and Crime Reduction Strategy;
10. To contribute to the development of the Youth Justice Plan and to receive reports from the Youth Offending Team about the delivery of the Plan and progress against national and local performance measures;

11. To make recommendations to the Cabinet Member for Environment, and if appropriate, to the Cabinet , in relation to matters that require council decisions and where there are links with other strategic priorities of the Council;
12. To refer matters that are the function of a Crime and Disorder Committee to the Environment and Community Safety Overview & Scrutiny Committee in accordance with section 19 of the Police and Justice Act 2006.
13. To publicise the work of the Forum and of the Crime and Disorder Reduction Partnership in order to help reduce crime and fear of crime and improve safety.

COMMUNITY SAFETY FORUM

Agenda Item 8

Brighton & Hove City Council

Subject:	<i>Development of a Community Engagement Framework by 2020 Community Partnership</i>		
Date of Meeting:	7 July 2008		
Report of:	<i>Director for Strategy & Governance & Acting Director for Cultural Services</i>		
Contact Officer:	Name:	<i>Emma McDermott, Senior Policy Development Officer & Angie Greany, Community Development Commissioning Officer</i>	Tel: 29-3944 29-5053
	E-mail:	Emma.mcdermott@brighton-hove.gov.uk/ angie.greany@brighton-hove.gov.uk	
Wards Affected:	All		

FOR GENERAL RELEASE/ EXEMPTIONS

1. SUMMARY AND POLICY CONTEXT:

- 1.1 There are several national drivers for the 2020 Community Partnership to develop a community engagement framework for the city including but not exclusively the new duty to involve (details available in appendix 1) which will come into effect in April 2009 as a result of the Local Government and Public Involvement in Health Act 2007, the white paper on Community Empowerment, Housing and Economic Regeneration due to be published in June/July 2008 and national government's Community Empowerment Action Plan published in October 2007.
- 1.2 There is also a strong local push for this piece of work from the membership of the Local Strategic Partnership and the Administration of the Council following, but again not exclusively driven by, a piece of research undertaken by the City Council and the Community and Voluntary Sector Forum for the 2020 Community Partnership into current engagement practices in the city in Autumn 2007.

2. RECOMMENDATIONS:

- (1) note progress to date on developing the framework
- (2) provide initial comments on the framework at the meeting
- (3) take the consultation document back to their respective individual organisations for discussion and provide a response
- (4) provide a forum response to the consultation document

3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

- 3.1 Since the LSP discussed the research into community engagement at its meeting in December 2007:
1. The LSP has approved the development of a framework (February 2008)
 2. A sub-group of the LSP has been formed and met twice. The group has agreed its terms of reference, guided the development process for the community engagement framework and informed the content of the consultation document (information about the group is available on the 2020 Community partnership website – www.2020community.org) and the development programme.

4. CONSULTATION

- 4.1 A consultation document has been produced using evidence from the community engagement review 2007, the work of the LSP sub-group, feedback from one-to-one and group meetings with a range of stakeholders and previous consultation event findings. The consultation document, is being circulated/presented to wide range of groups, forums, partnerships and organisations, and is available on the 2020 Community Partnership website. There is a full development programme for the framework which has been drawn up the LSP sub-group and which will be built upon as the development process progresses.
- 4.2 Comment on the consultation document is open until 5th September. All responses will be carefully considered and as wide a range of views will be taken on board as possible. The LSP working group will recommend the final version of the framework to the 2020 Community Partnership for approval and adoption. A report on the development process will be produced to accompany the framework in order that people can see how the consultation shaped the framework.
- 4.3 The aim is to have the framework adopted by the 2020 Community Partnership in December 2008 in order to influence budget setting for 2009/10. The framework will be made available from the LSP secretariat as a hard copy and as a download on the 2020 Community Partnership website.

5. FINANCIAL & OTHER IMPLICATIONS:

5.1 Financial Implications:

There are no specific costs at present to Brighton & Hove City Council for this development work other than staff time and associated supplies and services costs within the Chief Executives Policy Team.

At this stage it is anticipated that future costs to the Council of adopting the Framework will remain within existing budgets. However, any future actions to be agreed as part of the implementation of the Framework are likely to have resource implications. These could potentially be managed from within existing Council budgets, although it is anticipated that any actions requiring additional resources would be jointly funded across some of the partners of the 2020 Community Partnership. A more detailed comment on resource implications will be possible on the final version of the Framework.

5.2 Legal Implications:

The key provisions of section 138 of the Local Government and Public Involvement in Health Act 2007 ('Involvement of Local Representatives') are mentioned in the body of the report.

Section 138 involves a two-stage approach. Initially, it is for best value authorities to consider whether it is appropriate to involve representatives of local persons. If they consider that involvement is appropriate, they **must** then proceed to do so. This does not make it unlawful for an authority to decide **not** to involve local representatives in certain cases. The key point is they must at least consider whether involvement is appropriate or not.

The Government publication 'Creating Strong, Safe and Prosperous Communities Statutory Guidance: Draft for Consultation', issued in November 2007, indicates that section 138 will come into force on 1 April 2009. The document advises that "Although the guidance is published in draft form, it will still be useful for authorities in planning their approach to the new provisions. However, authorities should be aware that the guidance may change as a result of the consultation". The consultation period ended February 2008.

Members should therefore note that both the content of the Statutory Guidance and the date when section 138 comes into force may change.

5.3 Equalities Implications:

A rapid impact checklist has been carried on the development of the framework and the arising actions have been incorporated into the development process. An equality impact assessment will be carried out on the final version of the framework.

5.4 Sustainability Implications:

The development of the framework has a direct link to the achievement of one of the four priorities in the UK's Sustainability Plan - sustainable communities using engagement and partnership to reduce poverty and environmental degradation.

5.5 Crime & Disorder Implications:

The development of the framework is being guided by a sub-group of the 2020 Community Partnership on which the Police, the Crime Disorder Reduction Partnership and the Partnership Community Safety Team are represented. The framework will reflect the engagement priorities of these three areas.

5.6 Risk and Opportunity Management Implications:

The framework provides an excellent opportunity to establish a clear understanding of community engagement across the LSP partners and agree a set of standards for engagement that drives up the practice of all partners. It will help ensure a co-ordinated approach to community engagement that helps make better use of resources and avoids duplication. The risks are ensuring that both statutory agencies and communities have the capacity and skills to meet the objectives and standards of the framework, and that expectations are managed with regard to the changes the framework will bring about in the first year (2009/10). It is likely that the framework will focus on achieving a few key actions only in the first year.

5.7 Corporate / Citywide Implications:

The framework has implications city-wide as it has been commissioned and will be adopted by the 2020 Community Partnership and therefore apply to all the members of the Partnership. Consequentially it will have implications for all Directorates within the Council.

SUPPORTING DOCUMENTATION

Appendices:

Information on the Duty To Involve

Attachments:

Consultation document for the community engagement framework

Appendix 1

The Duty to Involve

The new duty to involve is due to come into force on 1 April 2009 and is set out in Part 7 section 138 of the Local Government and Public Involvement in Health Act 2007. The duty applies to all best value authorities in England except police authorities. The duty does not replace existing requirements on authorities to engage with users or citizens, for example, in planning. The duty needs to be considered in addition to them. The new duty to involve seeks to ensure people have greater opportunities to have their say. The aspiration for the new duty is to embed a culture of engagement and empowerment. This means that authorities will need to consider, as a matter of course, the provision of information, consultation and involvement opportunities they provide across all authority functions.

The Creating Strong, Safe and Prosperous Communities Statutory Guidance: Draft for Consultation states that the authority must take those steps it considers appropriate to involve representatives of local persons in the exercise of its functions. The act specifies consideration must be given to providing information about the exercise of a function, consultation about the exercise of a function and involving in another way.

Representatives of local persons in the context of this duty refers to those likely to be affected by, or interested in, a particular authority function. This is not a reference to local residents only, it includes people who work or study in the area (including council staff); visitors; service users; local third sector groups; businesses, bodies such as parish councils and anyone else likely to be affected by, or interested in the function. The phrase also refers to a mix of "local persons" for example a selection of individuals, groups or organizations. In addition, the "representative" does not refer to formally elected or nominated members of the community, such as councillors.

The draft guidance states that in considering how to fulfil the statutory duty authorities should aim to involve representatives of local people as much as possible. This should relate to routine functions as well as significant one off decisions. It should consider how the provision of information supports representatives of local persons to have their say and get involved. Authorities should offer representatives of local persons appropriate opportunities to have their say about the decisions and services that affect them through consultation and they should consider where it is appropriate to provide representatives of local persons with opportunities to have their say and get involved in activities over and above being informed and consulted. This includes opportunities to: influence decisions, provide feedback on decisions, services and policies, co-design/work with the authority in designing policies and services, co-produce/carry out some aspects of services for themselves and work with the authority in assessing services.



Brighton and Hove

**Consultation Document
on a
Community Engagement
Framework
for
Brighton & Hove**

June 2008

What is this document about?

This document is asking for your views on a Community Engagement Framework for the city.

We are happy to translate or send it in other formats and languages.

Please contact: Brighton and Hove City Council Policy Team on:

Email: emma.mcdermott@brighton-hove.gov.uk
angie.greany@brighton-hove.gov.uk

Phone: 01273 293944 or 295053

Fax: 01273 291545

Typetalk calls welcome

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Introduction

Welcome to our consultation document that we are using to develop a community engagement framework for the city. The framework will be the key reference for community engagement by the Local Strategic Partnership (LSP) and all its members. It will set out the strategic vision and guiding principles for community engagement within Brighton and Hove and the priority actions to improve engagement activity in the City. We are genuinely open to hearing from people about what the framework should say and what we should be doing to improve engagement practices in the City.

Below is our explanation of why developing the framework is important and therefore why we think people should engage in its development.

Why are we developing a Community Engagement Framework?

There are many reasons for us developing a framework, the key ones are:

- To help achieve the vision set out in the 2020 Sustainable Community Strategy of a dynamic city that improves and protects the environment, meets social needs and promotes sustainable economic success in an inclusive, just and harmonious way.
- To provide clear guidance on how people can be involved in decision-making
- To improve the ways in which citizens and communities can influence and shape services which will help create better quality services that better meet their needs
- To recognise the value of providing support to enable citizens and communities to increase their skills and knowledge and take control over the issues that affect their lives.
- To set a common standard for all engagement activity in the city that all service providers are signed up to
- To improve joint planning and co-ordination of activity in the city between different agencies and sectors, avoiding duplication of activity, especially consultation
- To add value beyond the statutory duties on the Council, the Police and the Primary Care Trust to engage and involve people in the design, delivery and review of services

- To demonstrate that community engagement is not just a buzz word in Brighton & Hove and that there is collective ownership and recognition of its importance.

Who is developing the Community Engagement Framework?

The framework is being developed by Brighton and Hove Local Strategic Partnership (LSP) – the 2020 Community Partnership. The 2020 Community Partnership has established a sub-group to oversee and guide the development of the framework.

The Brighton and Hove Local Strategic Partnership includes, amongst others, representatives from:

- Advice Services Strategy Group
- Brighton & Hove Arts Commission
- Brighton & Hove City Council
- Brighton & Hove City Teaching Primary Care Trust
- Brighton and Hove Children & Young Persons Trust
- City Inclusion Partnership
- Community & Voluntary Sector Forum
- Crime & Disorder Reduction Partnership
- East Sussex Fire & Rescue Service
- Economic Partnership
- JobCentre Plus
- Learning & Skills Council Sussex
- Strategic Housing Partnership
- Stronger Communities Partnership
- Sustainability Partnership
- Sussex Police

The outcome of this consultation will lead to the production of the 2020 Community Partnership Community Engagement Framework. Copies of the final framework will be made available either as a hard copy from the 2020 Community Partnership Office or as a download from the 2020 Community Partnership website www.2020community.org/cef

We hope that you find this document useful and look forward to hearing from and working with you to develop and deliver the framework.

We are grateful for your time and interest.

Roger French

Dee Sumson

Roger French
Chair of the 2020 Community
Partnership

Cllr. Dee Simson, Vice-Chair of 2020
Community Partnership/Cabinet
Member
For Community Affairs, Inclusion &
Internal Relations (BHCC)

What are we asking you to do?

Please read this consultation document and give your views by completing the accompanying questionnaire.

We must stress that the information presented in the document is for consultation and has been put together based on the wealth of information and views already given by a wide range of groups, organisations and communities through recent consultation activity, for example, the Primary Care Trust Big Conversation November 2007, Stronger Communities Programme Conference March 2008, City Inclusion Partnership consultation May 2008.

Our aim with the document is to facilitate debate that leads to recommendations about the content of the framework. These may differ from those proposed in this document. **No commitment has been made to any of the proposals in this consultation document,**

Please feel free to return your comments either as a hard copy via our free post address (no stamp required) or electronically via the email address below.

The consultation document and the questionnaire are also available on line at www.2020community.org/cef

We would be grateful if you could return your views by **5th September 2008** either to:

FAO Emma McDermott
FREEPOST RRLX-UJYA XLJK
Brighton & Hove City Council
Research & Consultation Team
Room 220
Kings House
Grand Avenue
Hove
BN3 2LS

No stamp required

Or email: emma.mcdermott@brighton-hove.gov.uk

We would be grateful if you would provide us with your contact details in order that we send you the feedback report on this consultation.

What do we mean by Engagement?

There are many different words used to describe community engagement – ‘participation’, ‘involvement’, ‘consultation’ and ‘participatory research’ are just a few. All are types of engagement but which you use will depend on the context, or the aim, of the particular piece of work for which ‘engagement’ is required. Equally, the community you are seeking to engage with will have a bearing on the methods used. Any activity will require careful planning.

To help resolve the confusion about the language of engagement, it is important that we can identify the different types of engagement being undertaken and have a common spectrum of community engagement in the city. In agreeing what that spectrum is, the Framework will help service providers and communities choose the most appropriate engagement activity for the issue in hand.

For example, when planning changes to a service it might be inadvisable to simply make a general press release stating that changes will be taking place. In this context, the service provider would be expected at the very least to inform service users of the reasons why change is necessary and to consult with users as to the best way forward.

Equally, when agreeing significant changes to local health services, it would be unrealistic and inappropriate to suggest that the ‘community’ will have the final say, although you would expect there to be mechanisms through which they can be involved or collaborate in aspects of the decision-making process.

The following five terms come from a publication called ‘People & Participation: How to put citizens at the heart of decision-making’, published by Involve and Together We Can, London: 2005. The document is based on research funded by the Home Office Civil Renewal Unit carried out in 2004-05.

Under each of the activities in the range we have provided an example of the type of work this reflects. This list is not exhaustive, but provides a flavour of the types of activity.

The range is not hierarchical. In our view the provision of good quality information is as important as providing empowerment opportunities. The most important thing is that there is a range of activity in the city that is agreed and recognised.

Our Proposed Range of Engagement

Informing

To provide the community with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.

- For example, websites, newsletters and press releases

Consulting

To obtain community feedback on analysis, alternatives and/or decisions.

- For example, surveys, door-knocking, focus groups, citizen's panels.

Involving

To work directly with the community throughout the process to ensure that concerns and aspirations are consistently understood and considered.

- For example, providing communities with the opportunity to communicate and influence service providers through structures such as representative forums, service user panels and steering groups. This is often underpinned by community development and / or community participation activity.

Collaborating

To partner with the community in each aspect of the decision, including the development of alternatives and the identification of the preferred solution.

- For example, a neighbourhood partnership where all stakeholders have an equal voice and ownership of decision-making. This is underpinned by community development or participation activity

Empowering

To place decision-making in the hands of the community.

- For example, community kitties, where the final decision on how a budget is spent is in the hands of a community led forum / structure. This is underpinned by community development activity.
- Another example is voting as part of the democratic process, such as in local or national elections

1a) Question: Is this the right range of community engagement for Brighton and Hove?

1b) Are there any other overarching terms that should be included in the range?

1c) What other examples of activities might you include under each term in the range of engagement?

What do we mean by Community?

It is important to recognise that 'community' can be defined in different ways.

Community of place

A community linked to a particular geographical location such as a ward, neighbourhood or a housing estate. This location will usually have physical boundaries.

Community of interest

A group of people with a shared interest or experience. A community of interest includes service users (for example, people interested in climate change, patients registered with a particular GP, library users, pupils of a school, people who work in Brighton but live elsewhere).

Community of identity

A community that is defined by how people identify themselves or how they are identified by society, usually by demographic characteristics (for example, young people, religious groups, older people, Black and Minority Ethnic, Lesbian, Gay, Bisexual and Transgender people).

People usually see themselves as belonging to one community of place but more than one community of interest or identity. This means that communities can be very diverse and we must give due consideration to this when we approach different communities to plan, deliver and review services.

We should also remember that people from a defined community may not consider themselves to be a member of that community. For example, a resident of Brighton and Hove may not view the area as their community of place. Similarly, some individuals may not consider themselves to be a member of a community of interest or identity despite sharing similar characteristics with other members of that community.

We should remember that we are seeking to improve our engagement not only with defined communities but with individual citizens in the city.

2a) Question: Do these adequately reflect appropriate definitions of communities in Brighton and Hove?

What should our Vision be?

Our suggested Vision is

Of strong, active and inclusive communities who

- are empowered to act collaboratively with services or on their own to meet their needs and
- have the information and opportunities they need to be able to choose if, and how they engage with statutory services.

Of a city that has a range of high quality, co-ordinated engagement opportunities for all its citizens and communities which

- recognises that one size does not fit all
- drive up the quality of services
- improve quality of life

3a) Question: Do you think this is the right vision for the community engagement framework?

3b) Is there anything that should be included or removed?

What should our Objectives be?

To meet our vision we propose the following objectives for the framework

- There is a clear understanding of and a commitment to community engagement across LSP partners
- There are clear standards for community engagement in the city that LSP partners are signed up to
- There is a co-ordinated approach to community engagement that helps make best use of public resources and avoids duplication
- Community engagement skills and knowledge are developed and shared across agencies and sectors
- There is a wide range of different community engagement activity in the city that provides citizens and communities with a choice of how to influence and effect change in their community
- These choices are well-communicated

4a) Question: Are these the right objectives for the framework?

4b) Are there any that should be included or removed?

What should our Standards for Community Engagement be?

To ensure that a high and consistent standard of engagement activity is happening in the city, we think it would be beneficial to set out our standards for community engagement in the city. These build upon the work around developing a consultation framework, and will reinforce the codes of practice established in the Brighton and Hove Compact¹.

These are listed in no particular order.

We would like to know:

5a) Question: Are these the right standards?

5b) Are there any other standards that should be included?

Our Proposed Standards

Clarity of Purpose

Before beginning any engagement activity, we will be clear about why it is happening, what we want to achieve, which engagement activity we will use, what the community can and cannot influence, and how we will use the information gathered through the engagement activity.

Evidence Base

We will use all available research, knowledge and community intelligence to help us plan engagement activities. We will not carry out engagement activities if the information we need is already available.

Timing

We will allow sufficient time to design and carry out engagement activities that are inclusive and encourage participation from all affected communities. We will also allow sufficient time to ensure that the results of engagement activities can shape our policies, plans and services to meet the needs of our communities.

Quality

We will work to ensure that staff responsible for engagement have the skills and capacity to achieve high quality engagement. Equally, we will work to ensure that communities have the opportunity to develop their skills and capacity to engage if they wish.

¹ Brighton and Hove Compact provides a set of codes for practice work for partnership working between the public, private and community and voluntary sector

Partnership

We will identify the appropriate partners, with particular recognition of the knowledge and expertise of the voluntary and community sector, and carry out engagement activities in partnership where appropriate. This will allow us to appropriately target engagement activities and to avoid duplication of effort (this will help us to avoid 'consultation fatigue' in our communities).

Communication

We will always be open, honest, and accountable when sharing information and responding to contributions from all participants. We will also communicate between partners to create joined-up engagement activities and avoid duplication of effort.

Flexibility

We will support a variety of engagement activities to reflect the diversity of our communities and will be responsive to the ways that the community wants to engage with us. We will recognise the complexity of engaging with seldom heard groups, and people who face additional barriers to engagement.

Feedback

We will provide feedback to the community about the engagement activities we carry out and will explain how the community's input contributed to the decision-making process. We will explain how and when we will provide feedback to the community at the same time as we carry out the community engagement exercise. We will also make the feedback as widely available as possible.

Monitoring & Review

In partnership with stakeholders, we will monitor and review the engagement activities we carry out to ensure that all sections of the community have the opportunity to engage should they choose to, particularly those whose voices are often not heard, and change our practices accordingly.

Resources

We will plan engagement activity carefully in the light of what that activity seeks to achieve and in the context of available resources and will communicate any constraints clearly.

What Priority Actions do we need to take?

Having considered our proposed vision and objectives we need to agree the priority actions for 2009-2010 which will help us achieve them. Through a range of previous consultations, events and discussions the following actions have already been suggested.. As we all know with limited resources we will only be able to focus on the priority actions. Therefore we are asking you to tell us:

6a) Question: What would your top five priority actions be? These could be from the suggestions below or any news ones you would like to suggest.

These are presented in no particular order.

Our Possible Actions

- A. Publish and maintain a webpage on the 2020 Community Partnership that provides details of engagement opportunities across the city and across the different statutory agencies
- B. Publish and maintain a database of recent, current and future consultations on the 2020 Community Partnership website which is searchable by ward, post code and topic.
- C. Investigate the potential for a common research governance protocol
- D. Partnership funding and support for a citywide service to facilitate co-ordination of engagement activity and to provide and facilitate sharing of best practice
- E. Investigate a possible model for improving co-ordination of work on the ground across agencies
- F. Refresh of the Sustainable Community Strategy in 2009 to reflect the commitments made in the community engagement framework
- G. Support the development of facilities to enable the delivery of services from community venues where this is appropriate and desirable to all relevant stakeholders.
- H. Brighton and Hove City Council to scope the development of a policy on

community asset transfer² as part of its asset management plan

- I. Develop a partnership strategy which recognises the role of and invests in the voluntary and community sector to enable community engagement
- J. Agree joint statutory agency funding for organisations that can help engage with seldom heard communities and for neighbourhood community development
- K. Brighton and Hove City Council to investigate developing a Ward Councillor Compact which is a two-way agreement between the council and councillors about each others expectations of the other, roles and responsibilities and support.
- L. Develop a cross sector training and development programme for engagement targeted at communities, 'front line' workers, managers, policy makers and members.
- M. Community engagement training part of new staff induction in all statutory agencies
- N. Include engagement skills, knowledge and experience in job descriptions / person specifications as a matter of course
- O. Develop forums for workers with a remit around 'engagement' to share information/methods
- P. Establish a review process for engagement initiatives: learn from mistakes and celebrate the best examples
- Q. Annual conference for engagement workers
- R. Agree a common policy for supporting community representatives working in collaborative forums with service providers
- S. Develop a best practice toolkit to support quality engagement
- T. Undertake evaluation of engagement to prove the benefits of engagement and impact with regard to improved services and quality of life
- U. Develop initiatives to explore best practice, for example participatory budgeting³ and neighbourhood charters⁴

² Community Asset Transfer is a government policy aimed at supporting the transfer of management or ownership of community spaces from local authorities to communities, where this is supported and sustainable.

³ Participatory budgeting is a mechanism of local government, which brings local

- V. Explore the potential for a scheme to support volunteering opportunities in the voluntary and community sector, for staff employed by public agencies.

communities closer to the decision-making process around the public budget (source Participatory Budgeting Unit, 2008, UK)

⁴ Neighbourhood charters are local voluntary partnership agreements between a community, the local authority and other service providers. It describes the service standards which local people expect from the local authority and other agencies, as well as commitments from service providers, local groups and residents themselves to help meet local community priorities (How to develop a local charter- a guide for local authorities, 2008, CLG)

Next Steps

This document is an important part of the process for developing the 2020 Community Partnership Community Engagement Framework. We hope that by indicating a vision, articulating possible objectives and actions we have facilitated discussion and the opportunity for comment.

A feedback report of all the responses will be produced to accompany the framework in order that you can see how your input has been used. This will be sent to all respondents.

Also, a one off event will be held for those who respond, to view consultation feedback and input to the prioritisation of actions.

The Community Engagement Framework Working Group will recommend the final framework, including the priority actions, to the 2020 Community Partnership.

We are aiming for the Framework to be adopted by the 2020 Community Partnership in December 2008.

The Framework and the feedback report will be available in hard copy from the 2020 Community Partnership Office and downloadable from the 2020 Community Partnership website.

Please return your views either hard copy to:

FAO Emma McDermott
FREEPOST RRLX-UJYA XLJK
Brighton & Hove City Council
Research and Consultation Team
Room 220
Kings House
Grand Avenue
Hove
BN3 2LS

No stamp required

Or electronically by email to: emma.mcdermott@brighton-hove.gov.uk

IMPORTANT If you wish to receive the feedback report please remember to give us your contact details in the questionnaire.

Our final question

7a) Question: Do you have any other comments to make about the

framework?



Consultation Questionnaire

2020 Community Partnership Community Engagement Framework

June 2008

What are we asking you to do?

Please read the full consultation document and give your views by completing this questionnaire.

We must stress that the information presented in the document is for consultation and has been put together based on the wealth of information and views already given by a wide range of groups, organisations and communities through previous consultation activity.

Our aim with the document is to facilitate debate that leads to recommendations about the content of the framework. This may differ from those proposed in the consultation document.

No commitment has been made to any of the proposals in the consultation document.

Please feel free to return your comments either as a hard copy via our free post address (no stamp required) or electronically via the email address below. Whilst we are targeting groups and organisations for their responses, we do welcome responses from individual citizens.

The consultation document and the questionnaire are also available on line at www.2020community.org/cef

We would be grateful if you could return your views by **5th September 2008** either to:

FAO Emma McDermott
FREEPOST RRLX-UJYA XLJK
Brighton & Hove City Council
Research & Consultation Team
Room 220
Kings House
Grand Avenue
Hove
BN3 2LS

No stamp required

The Questions.....

Question No.	Question	Page No. in Consultation Document
1a)	Is this the right range of community engagement for Brighton and Hove?	7
1b)	Are there any other overarching terms that should be included in the range?	7
1c)	What other examples of activities might you include under each term in the range of engagement?	7
2a)	Do these adequately reflect appropriate definitions of communities in Brighton and Hove?	8
3a)	Do you think this is the right vision for the community engagement framework?	9
3b)	Is there anything that should be included or removed from the vision?	9

4a)	Are these the right objectives for the Framework?	10
4b)	Are there any objectives that should be included or removed?	10
5a)	Are these the right standards?	11
5b)	Are there any other standards that should be included?	11
6a)	What would your top five priority actions be? These could be from the suggestions listed or any new ones you would like to suggest.	13
7a)	Do you have any other comments to make about the framework?	15

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CONTACT FORM

We would be grateful if you could provide us with your contact details in order that we can send you / your group/organisation a copy of the feedback report from this consultation.

Name:

Address:

Postcode:

Telephone number:

Email address:

Please tell us if you are responding as:

- A representative of a group/organisation/partnership
- An individual member of the group/organisation/partnership
- An individual

Please tell us the name of your group/organisation/partnership, if applicable:

Please tell us your preferred method of receiving information:

- email
- post

Please tell us if we can contact you if we want to discuss your answers in more detail?

- yes
- no

Please tell us how you would prefer to be contacted?

- telephone
- email

MONITORING FORM

Whilst the City Council is committed to monitoring all aspects of diversity, it is acknowledged that some people may be unwilling to disclose their details. Therefore we would be grateful if you would complete our monitoring form.

Question 1: Are you Male Female Transgender
(please tick if you also identify as Transgender)

Question 2: Do you consider yourself to be disabled or to have a long-standing illness or health condition? (long standing means anything that has troubled you over a period of time or that is likely to affect you over a period of time for example 12 months)
 Yes No

Question 3: How old were you on your last birthday?

Question 4: To which of these ethnic groups do you consider you belong? Please tick only one

White
 British
 Irish
Other White background (please state)
.....

Black or Black British
 Caribbean
 African
Other Black background (please state)
.....

Mixed
 White & Black Caribbean
 White & Black African
 White & Asian
Other mixed background (please state)
.....

Asian or Asian British
 Indian
 Pakistani
 Bangladeshi
Other Asian background (please state)
.....

Chinese
.....

Other ethnic group (please state)
.....

Question 4: What is your religion/belief?

- None
- Christian
- Buddhist
- Hindu
- Jewish
- Muslim
- Sikh
- Other (please state).....

Question 5: Sexual orientation, are you

- Heterosexual
- Bisexual
- Gay
- Lesbian
- Other (please state).....



Brighton and Hove

Community Engagement in the City

The members of the 2020 Community Partnership want to hear what you have to say about how community engagement can be improved in the City.

Who are the members of the 2020 Community Partnership?

Brighton and Hove City Council, Sussex Police, Brighton and Hove Primary Care Trust, the Community and Voluntary Sector Forum, Jobcentre Plus and the East Sussex Fire & Rescue Service amongst many others.

What do we mean by community engagement?

There are many different activities that we think are engagement. These include giving information in newsletters and press releases and carrying out consultation via focus groups and surveys. It also includes communities and service providers like the City Council working together on projects such as local park improvements. It is also when final decisions are made by communities for example through local community chests.

Why should I fill in this form?

We think community engagement is important because it gives people and communities in Brighton and Hove the opportunity to discuss with the Council and other organisations how services could be changed to better meet their needs.

We want to improve engagement in the City but we need you to tell us what engagement you've been involved with, what was good about it and what we could have done better. So.....

Please tell us:

Question 1: What does being involved/engaged in your community mean to you?

Question 2: What are the benefits of being engaged?

Question 3: What makes it possible for you to be engaged?

Please tick as many of the below as you feel applies to you.

- Having information
- Training and learning opportunities
- Support to get involved
 - transport to a meeting venue
 - BSL signer
 - Caring support
 - Support from a worker
- Other please specify.....

Question 4: Are there any other comments about community engagement you would like to make?

What will you do with my comments?

All returned comments will be used by the 2020 Community Partnership to write a Framework for community engagement in the City.

All members of the 2020 Community Partnership will be expected to sign up to the Framework.

The Framework will act as a reference guide. It will include the standards that all organisations should achieve when carrying out any engagement activity. It will also include the range of engagement activity that the City should have and definitions of what these are. Finally, it will list the priority actions that should be taken to improve engagement.

A more detailed consultation document is available from the 2020 Community Partnership website – www.2020community.org/cef or from the City Council on 01273 293944 or 295053.

If you have any queries please contact the staff managing the development of the Framework:

Emma McDermott
01273 293944
Emma.mcdermott@brighton-hove.gov.uk

Angie Greany
01273 295053
Angie.greany@brighton-hove.gov.uk

How do I return my comments?

Please send:

Paper copies to:
Emma McDermott
FREEPOST RRLX-UJYA XLJK
Brighton & Hove City Council
Research & Consultation Team
Room 220
King's House
Grand Avenue
Hove
BN3 2LS

No stamp required

Electronic copies by email to:
emma.mcdermott@brighton-hove.gov.uk

We would be grateful if you would give us your contact details in order that we can send you a copy of the feedback report.

Name:

Address:

Postcode:

Telephone number:

Email:

Please let us know if you are responding as:
Please tick only one

- A representative of a group
- An individual member of a group
- An individual

Please would you tell us the name of your group, if applicable:.....

MONITORING FORM

Whilst the City Council is committed to monitoring all aspects of diversity, it is acknowledged that some people may be unwilling to disclose their details. Therefore we would be grateful if you would complete our monitoring form.

Question 1: Are you Male Female Transgender
(please tick if you also identify as Transgender)

Question 2: Do you consider yourself to be disabled or to have a long-standing illness or health condition? (long standing means anything that has troubled you over a period of time or that is likely to affect you over a period of time for example 12 months)
 Yes No

Question 3: How old were you on your last birthday?

Question 4: To which of these ethnic groups do you consider you belong? Please tick only one

White
 British
 Irish
Other White background (please state)
.....

Black or Black British
 Caribbean
 African
Other Black background (please state)
.....

Mixed
 White & Black Caribbean
 White & Black African
 White & Asian
Other mixed background (please state)
.....

Asian or Asian British
 Indian
 Pakistani
 Bangladeshi
Other Asian background (please state)
.....

Chinese
.....

Other ethnic group (please state)
.....

Question 4: What is your religion/belief?

- None
- Christian
- Buddhist
- Hindu
- Jewish
- Muslim
- Sikh
- Other (please state).....

Question 5: Sexual orientation, are you

- Heterosexual
- Bisexual
- Gay
- Lesbian
- Other (please state).....

Crime trends and performance in Brighton & Hove

This report describes crime trends up to May 2008 and reports progress against key crime targets relating to the Community Safety, Crime Reduction and Drugs Strategy, 2008-11.

1. Performance against Targets for Key Crime Types, 2008/09

April 2008 to end of May 2008

	number of crimes Apr-May 2007	number of crimes Apr-May 2008	reduction on target (from 2007/08 baseline)	2008/09 performance to end May compared with same period in 2007/08		better or worse than same period in 2007/08	
areas with targets			target	on target	not on target	better	worse
Total Crimes	5078	4375	-5%	-20.9%		☺	
Criminal Damage	960	823	-5%	-14.3%		☺	
Assault: Serious Injury (GBH/more serious violence)	30	25	-10%	-16.7%			
Assault: Less Serious Injury (ABH)	403	338	-5% (tbc)	-16.1%		☺	
Domestic Burglary	164	221	-5%		+34.8%		☹
Theft from/of a Motor Vehicle	372	338	-6%	-9.1%		☺	
Pedal Cycle Theft	130	130	-10%		0.0%	☹	☹

NB. Performance data for 2008/09 up to the end of May shown in the above table only cover a 2 month period. For this reason, they can be subject to some exaggerated effects due to normal variations in data, especially in those crime areas where there are relatively low numbers.

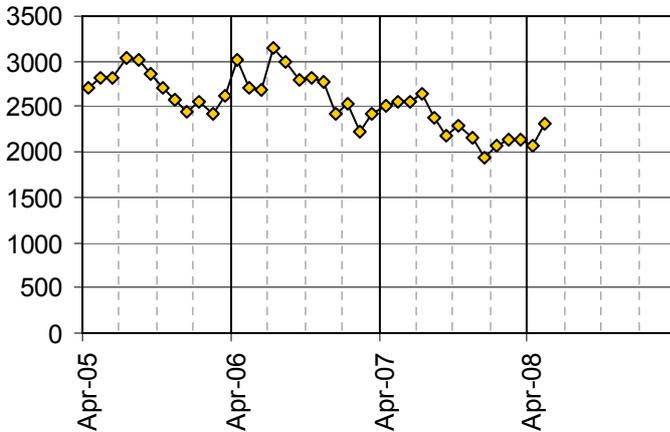
Main points

After 2 months (April 2008 – May 2008) total crimes had reduced by 20.9% compared with the same period in the previous year, well in excess of the target. While only based on 2 months' data, this begins the performance year on a very encouraging note.

Criminal damage, violent crime and vehicle crime are all showing very good reductions at this stage. Domestic burglary, part of the Acquisitive Crime section in the Strategy, is the only crime area showing a notable increase.

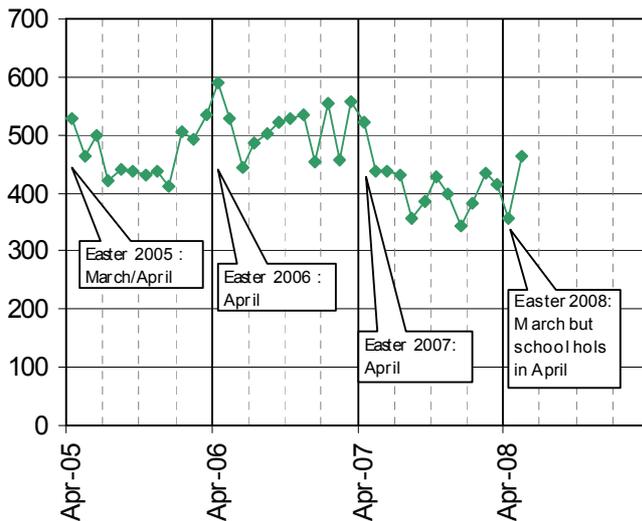
2. Crime trends up to May 2008

Total Crimes, April 2005 to May 2008



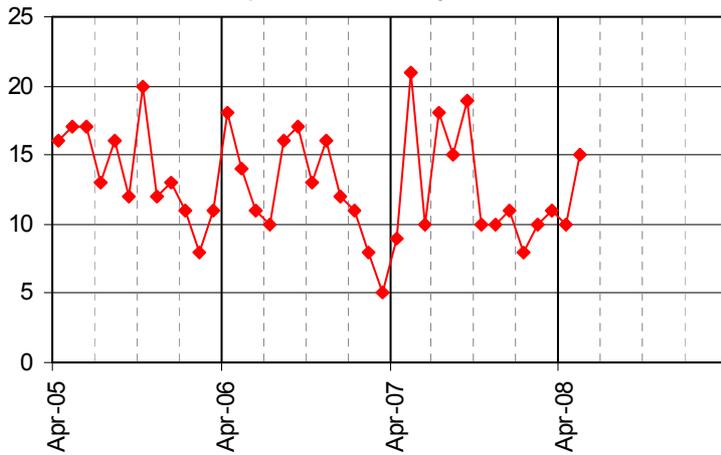
- The number of total crimes in the first 2 months of 2008/09 is lower than in the same months last year. Although total crimes recorded in May have increased since levels since January, this is in line with typical seasonal trends which tend to show enhanced levels in the summer when the city has more visitors and more people out of doors.

Criminal Damage, April 2005 to May 2008



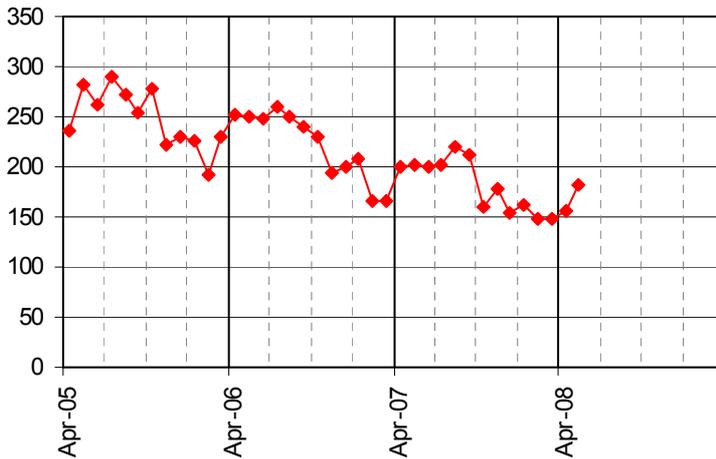
- There has been a degree of fluctuation from month to month, but levels of criminal damage over the last year have, on average, been considerably lower than the year before. The number of criminal damage offences in May was at its highest level for 12 months at 465 crimes. This was about 100 more than recorded in April.

Assault with Serious Injury (GBH+)
April 2004 to May 2008



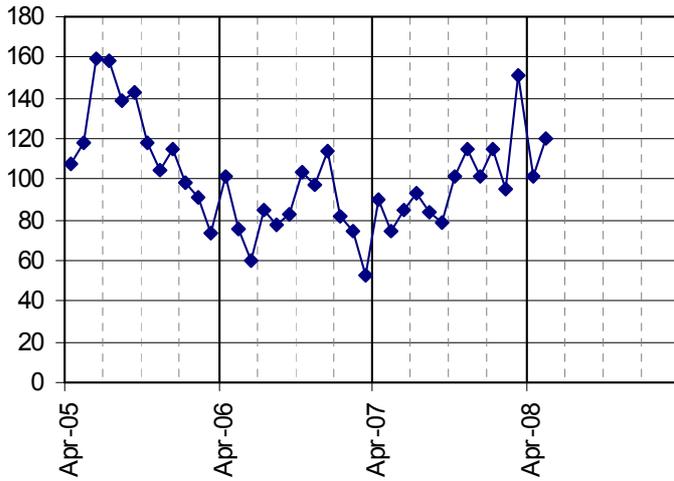
- The number of assaults with serious injury (grievous bodily harm and more serious violent offences) has shown a seasonal pattern over the last three years with more crimes in the summer months. Numbers are low within this grouping compared with those with less serious injury.

Assault with Less Serious Injury (ABH)
April 2004 to May 2008



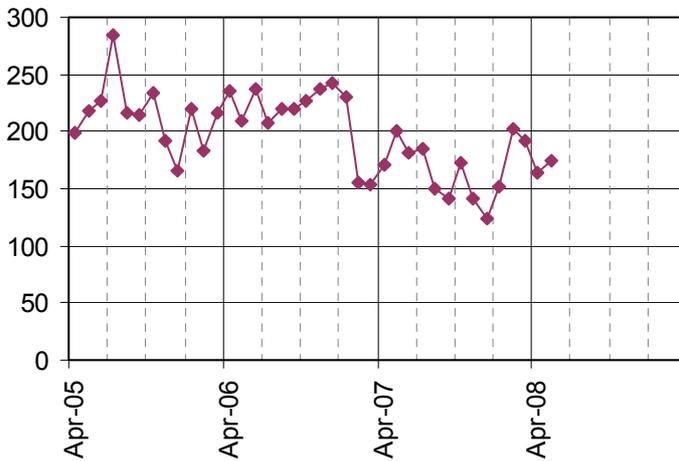
- Numbers for the first two months of 2008/09 are 16% fewer than the same months last year. As with more serious assaults, assaults with less serious injury show a clear seasonality and year on year decline.

Domestic Burglary, April 2004 to May 2008



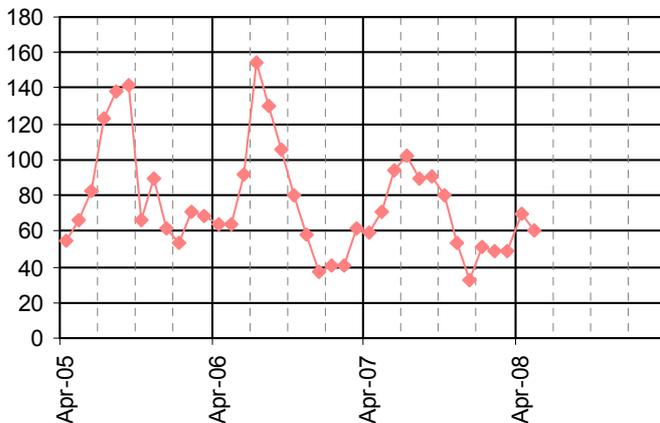
- Numbers of domestic burglaries were showing a long term declining trend in the years up to 2006/07 but have risen consistently during 2007/08. Although the numbers in April and May 2008 have dropped from the March peak they are about 35% higher than in the same months of last year.

Vehicle Crime, April 2004 to May 2008



- The number of thefts of and from a vehicle continue at a relatively low level, compared with the average in 2005/06 and 2006/07.

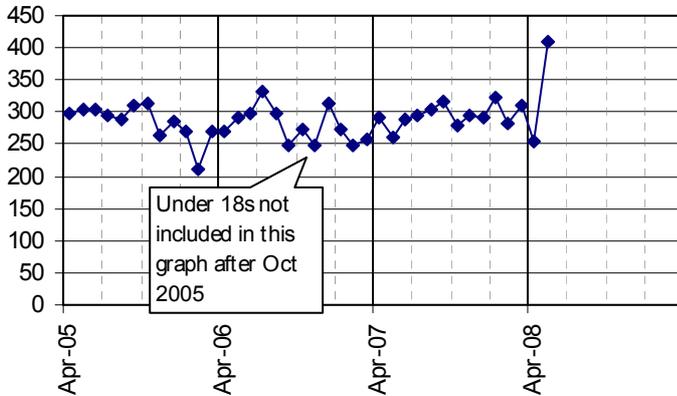
Theft of a Pedal Cycle, April 2004 to May 2008



- Pedal cycle theft shows a strong seasonal effect related to the months when more people cycle. Numbers in the first two months of 2008/09 are the same as in the same months in 2007/08.

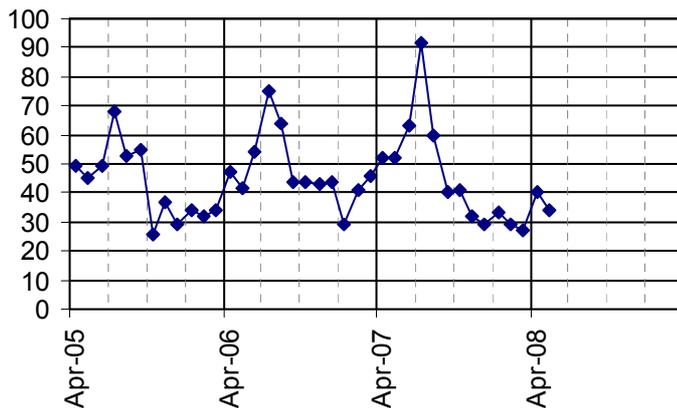
Police crime data presented in this report only reflect those crimes which are reported and recorded. There is likely to be a level of underreporting in many crime types. However, domestic violence and the hate crimes on this page are likely to be particularly liable to underreporting.

Domestic Violence Crimes and Incidents,
April 2004 to May 2008



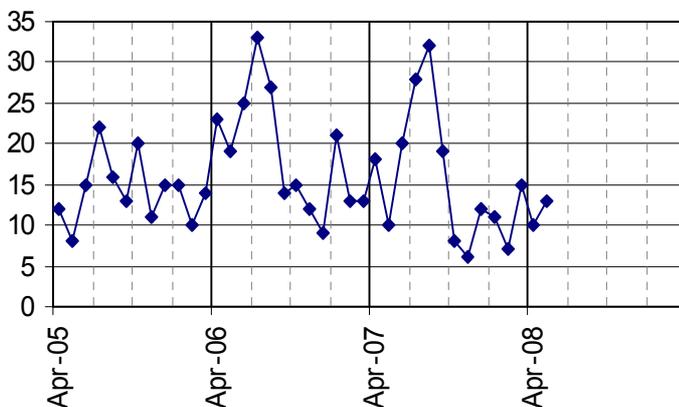
- The number of domestic violence crimes and incidents has generally remained in the region of 250 to 300 per month, except for the most recent month of May when it suddenly increased to over 400. This increase in May was in both crimes and incidents and was particularly notable in 5 of the city's wards.

Racist and Religiously Motivated Crimes and Incidents, April 2004 to May 2008



- A long term rising trend, as well as a seasonal pattern (with enhanced levels in the summer, particularly the month of July), has previously been evident in the data on racist and religiously motivated crimes and incidents. However, levels over the last seven months have been lower than in the same months the year before.

Homophobic, Biphobic and Transphobic Crimes and Incidents, April 2004 to May 2008



- A seasonal pattern continues to be evident in the data on homophobic, biphobic and transphobic crimes and incidents, with higher levels tending to occur in the summer.

SUSSEX POLICE AUTHORITY

Minutes of a meeting of the Sussex Police Authority held on 14 February 2008 at County Hall, Chichester.

Present:

Mr L Barnard (Chairman), Mr P Bratton, Prof G Bull, Dr L Bush (Vice-Chairman), Mrs M Collins DL, Mr B Duncan, Mr F Faiz, Dr S Iles-Jonas JP, Mr P Jones, Mr J Mortimer, Mr A Price JP, Mr D Rogers OBE, Mrs C Shaves MBE JP, Mr G Theobald OBE, Mr R Tidy, Mr S Waight and Dr R Walker.

CHAIRMAN'S WELCOME AND ANNOUNCEMENTS

175. The Chairman welcomed to the Police Authority Mr Henry Smith, Leader of West Sussex County Council and Mr Mark Hammond, Chief Executive of West Sussex County Council, and Mr Colin Rogers, Services Director of Arun District Council. The Chairman also welcomed Chief Superintendent Paul Pearce, representing the Superintendents' Association, and Sergeant Simon Payne, representing the Police Federation, to the meeting of the Authority.

DISCLOSURE OF PERSONAL INTERESTS

176. No disclosures of personal interest were made.

MINUTES

177. **Resolved** – That the minutes of the meeting of the Police Authority held on 13 December 2007 be confirmed.

DEPUTY CHIEF CONSTABLE MR GEOFF WILLIAMS

178. Further to minute 116 the Chairman referred to the forthcoming retirement of Mr Geoff Williams, Deputy Chief Constable of Sussex. Mr Williams had made an outstanding contribution to Sussex Police as Assistant Chief Constable from 16 December 2002 to 16 February 2006, and subsequently as Deputy Chief Constable. Mr Williams had demonstrated leadership skills of the highest order during his successful period of command. He had delivered a number of crucial strategic programmes for the Force and would be retiring with the respect of the Police Authority, partners and his colleagues in Sussex Police.

179. **Resolved** – that the Police Authority place on record its thanks to Mr Williams for the significant contribution which he had made to policing in Sussex, and to wish him every success in the future.

REPORTS

180. Copies of reports referred to in the minutes below are included in the minute book.

LOCAL POLICING PLAN 2008-11

181. The Police Authority considered a report by the Chief Constable, Chief Executive and Treasurer.
182. The Police Authority considered the draft Local Policing Plan (LPP) 2008 – 11 which set out the strategic vision for the Police Authority and Sussex Police over the next three years, specific investments in key priority areas and specific actions to be undertaken in 2008-09. The policies in the Plan had been formulated following an assessment of local needs, and also reflected the national policing priorities set by the Home Secretary. The Police Authority had had a major input into developing the policies contained in the LPP. The Authority was represented on the LPP Development Board by the Vice-Chairman Dr Laurie Bush, Mr Bob Tidy and Mr Steve Waight. The LPP included particular focus on the local issues raised at the Authority's public consultation meetings in the Autumn 2007, which related to speeding and anti-social driving. The aim of the Plan was to sustain the strong performance of Sussex Police to ensure Sussex remained a safe place in which to live and work.
183. Neighbourhood policing remained a key priority for Sussex Police and the foundation upon which policing in Sussex had been developed over recent years. The neighbourhood specialist teams were specifically tasked with engaging with their local communities in order to be responsive to local policing priorities. This was particularly characterised by active collaboration between Sussex Police and partner agencies. The LPP which covered the next three years would build on investment made in previous plans to provide an enhanced intelligence development capability and additional resources for specialist investigations units to tackle serious and organised criminals who cause harm to communities. The policies in the LPP would seek to protect the most vulnerable people in society and to assist local communities in identifying and addressing, at an early stage, activity and behaviour which might lead to people becoming attracted to or engaged in acts of extremism.
184. As in previous years LPP summaries would be produced based on the principal council areas and would provide details of how policing would be delivered at the local level and would, therefore, be more relevant to the public. The summaries would include the key actions that the Sussex Police would undertake to deliver in respect of both national and local priorities.
185. **Resolved** – that the draft Local Policing Plan 2008-2011 be approved, subject to any further minor amendments being agreed by the Chairman, Chief Executive and Chief Constable.

REVENUE BUDGET AND CAPITAL PROGRAMME 2008 – 09 to 2010-11

186. The Police Authority considered a report by the Chief Constable, Chief Executive and Treasurer.
187. The Police Authority considered its revenue budget for 2008-09 and investment plans for delivering the priorities of the Local Policing Plan for Sussex to 2011. The report set out the performance headlines for the 12 months to December 2007 which demonstrated that Sussex Police

had consistently delivered a high level of performance and achieved significant efficiency savings, all against the background of low grant funding and one of the lowest levels of council tax for policing. The Chief Constable's budget proposals were based on a renewed focus on providing quality services to the public which had been shaped by both national and local priorities, namely:

- the further development of neighbourhood policing delivering a locally based visible, accessible and responsive police capability;
- the continued enhancement of protective services, particularly in tackling serious and organised crime, sharing and managing information assets across forces; and
- the provision of excellent service delivery within available resources, set against a tightening financial outlook with lower levels of grant increase and a substantial requirement for efficiency savings.

188. The report highlighted the need to invest further in protective services and neighbourhood policing, set against the prospect of future increases in government funding that were below the rate of inflation. These included in respect of protective services provision for emergency planning, public order, major crime, public protection services and organised crime, and roads policing. For Neighbourhood Policing the proposals included providing Neighbourhood Specialist Officers for every ward based on need. It was pointed out that the budget strategy and Local Policing Plan included making the best use of resources a priority, and Sussex Police was on course to deliver nearly £27m of gains over the period to 2011.

189. The Police Authority considered two budget options both of which provided for additional police officer and police staff posts to enhance neighbourhood policing and continued investment in keeping people safe. The Authority discussed the budget options in the light of the Government's expectation that average council tax increases should be substantially under five percent. It was noted that neither of the two budget options would breach the Government's expectation on council tax increases.

190. **Resolved** - that

- (1) a revenue budget for 2008-09 of £245.079m, inclusive of a contingency provision of £0.400m be approved;
- (2) a capital programme, as detailed in Appendix 4, including expenditure of £14.263m for 2008-09 be approved;
- (3) the proposed methods of financing the capital programme for 2008-09, including the use of additional borrowing shown in Appendix 5 be approved;
- (4) a maximum operational borrowing limit of £7.745m for prudential borrowing and an additional £15m of borrowing for temporary cash flow purposes, giving an authorised borrowing limit of £22.745m be approved;

- (5) a limit of 100 percent on borrowing at fixed rates and 25 percent on borrowing at variable rates be approved;
- (6) a £15m limit on investments for a year or longer be approved;
- (7) the use, contributions and transfers in reserves as set out in the report and detailed in Appendix 7 be approved;
- (8) the level of precept for 2008-09 at £79,875,091.30 and the issue of precepts to be collected by the Brighton and Hove City Council and the Borough and District Councils in the counties of East Sussex and West Sussex in accordance with the details as set out in the revised Appendix 10, be approved;
- (9) the planning assumptions set out in section 10 for future resource planning be adopted; and
- (10) the Treasurer and Director of Resources, and their respective staff, be thanked for all the hard work undertaken in preparing the budget.

TREASURY MANAGEMENT STRATEGY

191. The Police Authority considered a report by the Treasurer.

192. **Resolved** – that

- (1) the Strategy be approved; and
- (2) the assumptions on interest rate forecasts be approved.

ENHANCING PROTECTIVE SERVICES

193. The Police Authority considered a report by the Chief Constable, Chief Executive and Treasurer.

194. The report drew attention to the fact that in 2007-08 the Sussex Police Authority had approved investment of £1.2m to increase capacity and capability, particularly in the area of serious and organised crime. A second phase of investment was planned for 2008-09 details of which were covered in the report on the revenue budget and capital programme.

195. The Police Authority discussed the outcome of the Joining Forces Oversight Board which had met on 19 December 2007 and had considered the business case for an integrated specialist operations command capability with Surrey Police. Whilst acknowledging the benefits which might accrue in principle, the Oversight Board were unanimous that there was no professional agreement about the value of progressing an integrated specialist operations command, and that no further action should be taken to progress the proposal. Nevertheless, the work on the project had been useful and had led to much greater collaboration between Surrey and Sussex Police across all areas of protective services.

196. **Resolved** – that

- (1) the report including the current and future uplifts in Sussex Police protective services reflecting the Local Policing Plan for Sussex 2008–09 be noted; and
- (2) the decision of the Joining Forces Oversight Board be supported.

BUDGET MONITORING

197. The Police Authority considered a report by the Chief Constable, Treasurer and Chief Executive.

198. **Resolved** - that

- (1) the latest position for the revenue and capital budgets, the position on outstanding debt and budget transfers be noted;
- (2) the revised capital funding set out in section 5 and Appendix D of the report be approved;
- (3) the transfer to reserves as set out in section 9 of the report be approved.

REVIEW OF POLICING

199. The Police Authority considered a report by the Chief Executive, Chief Constable and Treasurer.

200. The Police Authority discussed the final report of the independent review of policing commissioned by the Home Secretary and conducted by Sir Ronnie Flanagan GBE, QPM, MA, Her Majesty's Chief Inspector of Constabulary, which had been published on 7 February. The report and its recommendations would now be considered by Ministers, with a view to a Green Paper being published later in the year. Sir Ronnie proposed to report on the progress which had been made on his recommendations in six and 12 months time and would be publishing a series of further papers on the results of ongoing work which was still under way. The Authority welcomed the majority of the report's recommendations.

201. However, some of the recommendations (particularly those relating to the distribution of government grant funding) were highly controversial and potentially damaging to Sussex. The discussion in the report about the funding of policing was unfavourable to police authorities like Sussex, and the related recommendation regarding changes to the way the funding formula operated would further reduce the already inadequate funding made available to Sussex by central government. Coupled with the timidity of the report in not recommending the removal of council tax capping from police authorities, the proposals on funding arrangements would be energetically objected to by the Authority and the support of Sussex MPs would be sought in support of the Authority's objection.

202. **Resolved** – that

- (1) the report be noted; and
- (2) the Chief Executive, in consultation with the Chairman and Vice-Chairman, and following discussions with the Chief Constable and Treasurer, be authorised to respond to the final report on behalf of the Police Authority.

CONSTITUTIONAL MATTERS

203. The Police Authority considered a report by the Chief Executive.

204. **Resolved** – that

- (1) the Chairman and the Vice-Chairman of the Police Authority and Mrs M Collins DL be appointed as the Authority's representatives on the Selection Panel for the appointment of independent members;
- (2) the Chairman and the Vice-Chairman of the Police Authority, Mrs M Collins DL and Mr C Crook OBE be appointed as the Interview Panel for the appointment of independent members; and
- (3) the amendment to Standing Orders set out in paragraph 4.2 be approved.

EXCLUSION OF THE PUBLIC AND PRESS

205. **Resolved** – that the public and press be excluded from the meeting for the remaining business on the grounds that if the public and press were present there would be disclosure to them of exempt information as specified in paragraph 14 of part 1 of schedule 12(a) of the Local Government Act 1972, namely information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

COUNTER-TERRORISM ASSETS

206. The Police Authority considered a report by the Chief Constable, Chief Executive and Treasurer comprising exempt information.

Chairman

SUSSEX POLICE AUTHORITY

Minutes of a meeting of the Sussex Police Authority held on Thursday, 17 April 2008 at County Hall, Lewes.

Present:

Mr L Barnard (Chairman), Mr P Bratton, Prof G Bull, Dr L Bush (Vice-Chairman), Mrs M Collins, DL, Mr B Duncan, Mr F Faiz, Dr S Iles-Jonas JP, Mr P Jones, Mr J Mortimer, Mr A Price JP, Mrs C Shaves MBE JP, Mr G Theobald OBE, Mr R Tidy and Mr S Waight

Apologies were received from Mr D Rogers OBE

CHAIRMAN'S WELCOME AND ANNOUNCEMENTS

207. The Chairman welcomed Councillor Keith Dollemore, Leader of Adur District Council, Mr Peter Latham, Corporate Director, Adur District and Worthing Borough Councils, Councillor Paul Yallop, Worthing Borough Council, and Ms Anne Dunn of the Sussex Police Strategic Independent Advisory Group. The Chairman also welcomed Chief Superintendent Kevin Moore representing the Superintendents' Association and Mrs Sarah Reed, representing Unison, to the meeting of the Police Authority.

APPOINTMENT OF NEW DEPUTY CHIEF CONSTABLE

208. The Chairman also welcomed Mr Giles York, currently Assistant Chief Constable of South Wales, and congratulated him on his appointment as the new Deputy Chief Constable of Sussex (minutes 220 and 221 refer). Mr York would join Sussex Police on 9 June 2008. The Police Authority indicated that it looked forward to working with the new Deputy Chief Constable.

DISCLOSURE OF PERSONAL INTERESTS

209. No disclosures of personal interest were made.

MINUTES

210. **Resolved** – that the minutes of the meeting of the Police Authority held on 14 February 2008 be confirmed.

REPORTS

211. Copies of reports referred to in these minutes are included in the Minute Book.

REVIEW OF POLICING

212. The Police Authority considered a report by the Chief Executive, Chief Constable and Treasurer.
213. Further to minutes 199 to 202 of 14 February 2008, the Chief Executive referred to the final response made to the Government in respect of the recommendations arising from the independent review of policing undertaken by Her Majesty's Chief Inspector of Constabulary, Sir Ronnie Flanagan GBE, QPM, MA. The joint Police Authority and Sussex Police response supported much of the analysis and most of the recommendations of the Review. In particular the Authority supported the proposal that the Home Office should adopt a more strategic "hands off" approach to policing.
214. However, the Police Authority's response to the Review also referred to significant areas of concern regarding the analysis or recommendations which needed to be taken into account by the Government in preparing the Green Paper on Policing which was expected to be published in May 2008. The Police Authority was particularly concerned regarding the proposal to implement the revised formula for funding policing, with the removal of grant floors and ceilings. The recommendations arising from the Review would exacerbate existing inequalities between regions in the UK, discriminating further against residents of South East England. Removing grant floors and ceilings and full implementation of the funding formulae would make yet more dramatic the current inequity underlying current grant formulae. A copy of the full response would be available on the Police Authority website.
215. **Resolved** - that
- (1) the report be noted; and
 - (2) a report be prepared for the Authority on the Green Paper on Policing in order that a joint Police Authority and Sussex Police response could be agreed.

CORPORATE MANSLAUGHTER AND CORPORATE HOMICIDE ACT 2007

216. The Police Authority considered a report by the Chief Executive, Chief Constable and Solicitor to the Authority.
217. The attention of the Police Authority was drawn to the provisions of the Corporate Manslaughter and Corporate Homicide Act 2007 which reformed the existing law on corporate manslaughter, making it easier to prosecute an organisation if the way in which its activities were organised or managed, led to the death of an individual to whom a duty of care was owed. The report outlined the key implications of the legislation and the actions being taken to mitigate the risk of a corporate manslaughter conviction. It was pointed out that the Act did not change the duties of the organisation but reinforced the need to ensure that good health and safety provisions were embedded throughout the organisation.
218. The Police Authority and Sussex Police would be undertaking a review of policies and procedures in the light of the new Act. It was pointed out

that there were already well defined procedures within the Force to minimise the risk of breaching health and safety standards and, while there was no room for complacency, the Authority and Sussex Police would seek to ensure that reasonable and proportionate action was being taken to address the implications of the new Act. The Authority discussed the training needs which were generated by the legislation.

219. **Resolved** - that

- (1) the content of the report and Appendix A be noted; and
- (2) the actions set out in the report be noted and consideration be given to any necessary training needs arising from the Act.

REPORT OF CHIEF OFFICERS' APPOINTMENTS AND REMUNERATION COMMITTEE

220. The Police Authority considered a report by the Chairman of the Committee. The report set out the procedures which had been adopted to appoint the Deputy Chief Constable resulting in the appointment of Mr Giles York.

221. **Resolved** – that the report be noted.

REPORT OF THE COMMUNITY ENGAGEMENT STEERING GROUP

222. The Police Authority considered a report by the Chairman of the Steering Group.

223. **Resolved** – that the report be noted.

REPORT OF THE PROFESSIONAL STANDARDS COMMITTEE

224. The Police Authority considered a report of the Professional Standards Committee which was presented by the Vice-Chairman of the Committee. The Police Authority discussed the increase in complaints in Sussex which reflected the trend nationally. It was reported that the Committee would continue to examine the statistics to identify any emerging trends and carry out regular examination of the complaint registers.

225. **Resolved** – that the report be noted.

REPORT OF THE PLANNING AND PERFORMANCE STEERING GROUP

226. The Police Authority considered a report by the Chairman of the Steering Group. The Lead Member reports highlighted the considerable engagement of members with the work of Sussex Police and reference was made, in particular, to the continued focus of Sussex Police in tackling domestic abuse which was a key local and national priority.

227. **Resolved** – that the report be noted.

REPORT OF THE CORPORATE GOVERNANCE COMMITTEE

228. The Police Authority considered a report by the Chairman of the Corporate Governance Committee.

229. **Resolved** – that the report be noted.

CHIEF CONSTABLE'S UPDATE REPORT

230. The Police Authority considered a report by the Chief Constable.

231. **Resolved** – that the report be noted.

DEPUTY TREASURER

232. The Police Authority noted that the Treasurer was required under Section 151 of the Local Government Act 1972 to appoint an officer to deputise for him in respect of his duties. The Treasurer had appointed Mr John Eagles as Deputy Treasurer to the Police Authority to replace Mr Julian Harris who was no longer undertaking work for the Police Authority.

233. **Resolved** – that Mr John Eagles be congratulated on his appointment and Mr Julian Harris be thanked for his significant contribution to the work of the Police Authority.

EXCLUSION OF THE PUBLIC AND PRESS

234. **Resolved** – that the public and press be excluded from the meeting for the remaining business on the grounds that if the public and press were present there would be disclosure to them of exempt information.

235. The Police Authority considered a report on counter-terrorism and noted action taken in respect of leases and contracts.

Chairman

EAST SUSSEX FIRE AUTHORITY

Minutes of the meeting of the East Sussex Fire Authority held at East Sussex Fire & Rescue Service Headquarters, 20 Upperton Road, Eastbourne at 10.30 hours on Thursday 17 January 2008.

Present: Councillors Carden, Elkin, Freeman, Gadd, Mrs. Healy, Howson, Kemble, Livings, Murphy, Pidgeon, Scott, Skilton, Simpson, Sparks, Theobald and Wilson.

188. DECLARATIONS OF INTEREST

- 188.1 a. It was noted that all participating Members had undertaken to observe the Authority's Code of Conduct.
- b. It was noted that no Member wished to amend their written declarations of interests under Part 3 of the Code.
- c. It was noted that, in relation to matters on the agenda, Councillor Scott declared a personal interest as his brother-in-law worked for the Fire & Rescue Service. No other Member wished to make any declarations of personal or prejudicial interest under Part 2 of the Code.

189. APOLOGIES FOR ABSENCE

- 189.1 Apologies for absence were received from Councillors Rufus and Thomas.
- 189.2 Councillor David Elkin was welcomed to his first meeting of the Fire Authority, having been appointed following the resignation of Councillor Dyason.

190. URGENT ITEMS AND CHAIRMAN'S BUSINESS

- 190.1 There were none.

191. TO CONSIDER PUBLIC QUESTIONS, IF ANY

- 191.1 There were none.

192. MINUTES

- 192.1 **RESOLVED** – That the non-confidential Minutes of the meeting held on 10 December 2007 be approved and signed by the Chairman.

193. CALLOVER

- 193.1 The Chairman proposed that the callover of items be suspended as all items listed on the Agenda were to be discussed.

- 193.2 **RESOLVED** – That callover be suspended.

194. **NOTE OF POLICY & RESOURCES and SCRUTINY & AUDIT PANEL MEETINGS HELD SINCE THE LAST MEETING OF THE FIRE AUTHORITY**

194.1 The Fire Authority considered a report of the Clerk that set out the reports of the Chairmen of the Panels that had met since the last meeting of the Fire Authority. (Copy in Minute Book).

194.2 **RESOLVED** – That

- 1) the report be noted;

Policy & Resources Panel (10 January 2008)

- 2) the detailed consultation outcomes that have been considered by the Way Forward Working Group (See Agenda Item 195 on the agenda) be noted and the associated recommendations considered as part of the next item on the agenda;
- 3) the draft responses to three consultation papers issued by the Communities and Local Government be approved (Appendices A, B and C to the report); and

Scrutiny & Audit Panel (10 January 2008)

- 4) the draft 2008/09 Best Value Review and Business Audit programme attached as Appendix D to the report be approved.

195. **CONSULTATION OUTCOMES REPORT ON THE DRAFT 2008/09 INTEGRATED RISK MANAGEMENT PLAN AND 5-YEAR STRATEGIC PLAN**

195.1 The Fire Authority considered a report of the Chief Fire Officer & Chief Executive that advised of the results of the 2008/09 IRMP Consultation Process. (Copy in Minute Book).

195.2 Members also considered the deliberations of the Way Forward Working Group and Policy & Resources Panel, which had met on 10 January 2008.

195.3 The survey incorporated the results from:

- the distribution of the consultation draft plan to all ESFRS employees;
- the distribution of the consultation draft plan to over 400 LSP partners and other stakeholders;
- a postal survey of 5,000 homes within Brighton & Hove and East Sussex;
- a series of staff meetings and focus groups in Brighton, Eastbourne and Hastings; and
- public focus groups in Brighton & Hastings.

- 195.4 The results produced over 100 pages of comments. Generally, the public and business community supported the idea of change in the interest of providing a more efficient service. The staff groups were firmly against the variable crewing, annualised hours duty system and the option to combine all proposals and their preferred option was to continue to operate the current duty system. However, staff were accepting that changes could be made in order for the current system to work more efficiently.
- 195.5 The Fire Authority recognised that changes were needed to ensure that the Authority continued to move forward service improvements to enhance community safety whilst making efficiency gains and improving organisational effectiveness. Whilst it was agreed that the alternative duty systems proposed (variable crewing and annualised hours) have some merit, it was agreed that taking local circumstances into account, none of the alternative options appeared viable at this current time. It was agreed that, whilst maintaining the principle of the current system, modifications and amendments should be introduced to improve efficiency and effectiveness, e.g. introducing programmed annual leave and training alongside a change to the working routine to maximise the opportunities for operational training and community safety in each 24 hour period, alongside the introduction of a minimum 11 hour break between night shifts.
- 195.6 **RESOLVED** – That the recommendations of the Policy & Resources Panel (paragraph 194.2 above) be approved as follows:

the Fire Authority **BE RECOMMENDED** to adopt the following in relation to the IRMP for 2008/09:

- a) Whilst it is recognised that variable crewing does have merit and that such a system has been introduced into some other Fire & Rescue Services, it is not considered viable to introduce variable crewing into East Sussex taking into account the potential risks, although the Authority recognises the importance of properly matching resources to workload demand; this matter to be kept under review.
- b) Whilst recognising the additional associated costs, the Authority would wish to explore the feasibility of introducing retained appliances onto wholetime stations, particularly in Eastbourne and the city of Brighton and Hove.
- c) Whilst recognising that there is a potential to introduce annualised hours to have a more effective spread of personnel to ensure resilience and operational effectiveness and to assist forward planning of training and annual leave, the Authority recognises there are a number of risks in maintaining organisational resilience and, therefore, does not intend to introduce an annualised hours system at this time.
- d) As programmed annual leave and training would have the benefit of more effectively planning resource requirements, improve organisational resilience and Service training, the Chief Fire Officer & Chief Executive is to consult on the introduction of programmed annual leave and training.

- e) That the Chief Fire Officer & Chief Executive is to implement amendments to the station working routines to ensure the majority of the 24 hour period is given over to operational training and community safety activities, that other station work routines are kept to the minimum necessary and that stand-down time is only available after all other tasks are completed. The introduction of such changes is a matter for the Chief Fire Officer & Chief Executive to consult with the recognised representative bodies. The outcome is to be reported back to the Scrutiny & Audit Panel.
- f) The Chief Fire Officer & Chief Executive is to move forward the introduction of a shift pattern that provides a minimum of an 11-hour break between night shifts.
- g) The measures mentioned in items e) and f) are to be introduced during the year 2008/09.

196. **FIRE AUTHORITY SERVICE PLANNING PROCESSES FOR 2008/09 AND BEYOND - DRAFT REVENUE BUDGET 2008/09 AND CAPITAL PROGRAMME 2008/09 TO 2012/13**

- 196.1 The Fire Authority considered a report of the Chief Fire Officer & Chief Executive that presented the draft 2008/09 Fire Authority Service Planning issues for formal consideration. (Copy in Minute Book).
- 196.2 Members also considered the deliberations of the Policy & Resources Panel, which had met on 10 January 2008 including an amended priority order for the service investment proposals.
- 196.3 Following the realisation of the tight financial regime imposed by the Government, the main issues for the Authority were the continued implementation of existing service commitments in addition to the approved Improvement Agenda.
- 196.4 The Deputy Treasurer advised Members that no major changes had been made to the proposed budget since the last meeting of the Fire Authority and that the Council Tax would not be set until the February meeting once final information was received regarding the council tax base and collection fund deficits. The Deputy Treasurer also advised Members that the committed budget included proper provision for pay and prices and also the revenue implications of the proposed capital programme. As currently modelled, the net budget requirement for 2008/09 was £36.892m, including service investment proposals of £0.605m and savings of £0.152m already identified. The increase in formula grant was 2% for 2008/09. It was anticipated that balances would remain steady and appropriate during 2008/09 at 7.2% of net budget. Members noted that public consultation indicated support for a council tax increase above 4%, but that the Government had stated that council tax increases should be substantially below 5%.

- 196.5 Circulated at the meeting was the outcome of Consultation exercises on Service Planning issues and an amended list of recommendations. The results showed that the public were generally supportive of the service provided and a possible Council Tax increase of between 4% - 5%. Results also showed that a large percentage of the public agreed it would be reasonable to charge for effecting an entry/lock out to people's homes in non-emergency circumstances and a large, although lesser percentage, supported a minimum charge for rescuing livestock/horses.
- 196.6 The Deputy Treasurer and the supporting team were thanked by Members for their excellent work on a difficult budget.
- 196.7 **RESOLVED** – That:
- 1) the revised estimate of expenditure for 2007/08 be approved (Section 2.2 of the report);
 - 2) the continued Revenue Budget consultations taking place be noted (Section 2.3.3);
 - 3) the committed budget for 2008/09 be approved, including provision for pay awards, price increases and net inescapable commitments. (Sections 2.3.4, 2.3.6 and 2.3.7);
 - 4) the fees and charges as set out in section 2.3.5 and in Appendix C, be approved subject to the outcome of the public consultation referred to in Para 2.3.3.1;
 - 5) the budget pressures identified in Section 2.3.9 be proposed for a final decision to be made at the Fire Authority's precept setting meeting on 7 February 2008;
 - 6) the amended Capital Programme for 2007/08 including schemes in progress, the amended Capital Programme for 2007/08 totalling £2.750m and Capital Programme for 2008/09 totalling £2.240m as set out in Section 3 and the related revenue consequences be approved;
 - 7) as part of the five year Capital Programme, the advance notification of intent to purchase, subject to the contractual arrangements with Firebuy, 9 appliances over 3 years (2008/09 – 2010/11) to secure build slots as referred to in Section 3.1.1. be approved;
 - 8) the savings identified in the agenda be proposed for a final decision to be made at the Fire Authority's precept setting meeting on 7 February 2008 on the precept for Council Tax purposes as referred to in Section 6 and Table 14;
 - 9) the format of the Fire Authority's Council Tax information be finalised after the decisions made at the Fire Authority meeting on 7 February 2008; and
 - 10) the detailed recommendations for setting the precept be included in the final Revenue Budget report to be presented to the Fire Authority at its 7 February 2008 meeting, using the final tax base figures yet to be published be noted.

197. **DRAFT 2008/09 SERVICE PRIORITIES FOR INCLUSION WITHIN THE AUTHORITY'S 2008/09 IMPROVEMENT PLAN AND BEST VALUE PERFORMANCE PLAN.**

197.1 The Fire Authority considered a revised report of the Chief Fire Officer & Chief Executive that sought approval of the proposed Service Priority Areas which will form the Authority's 2008/09 Improvement Plan, and to seek their advice on which, if any, additional Service Priority Areas should be considered for actioning in 2008/09 in addition to those proposed. (Copy in Minute Book).

197.2 **RESOLVED** – That:

- 1) the Authority approve the roll forward of Service Priority Areas contained in Appendix A which will form the Authority's Draft 2008/09 Improvement Plan and Best Value Performance Plan and the four new Key Task Areas proposed in paragraph 6 and as presented in Appendix B; and
- 2) there were no additional Service Priority Areas to be considered for actioning in 2008/09 arising from the priorities identified in the draft National Framework document attached as Appendix C.

198. **FIRE AUTHORITY AND PANEL MEETINGS**

198.1 The Fire Authority considered a report of the Clerk to the Fire Authority setting out dates for future meetings of the Authority and its Panels. It was noted that the Panel meetings date for 20 November 2008 might need to be altered as it appeared to clash with other meetings at the constituent authorities.

198.2 **RESOLVED** – That the following dates be approved:

- 1) Fire Authority meetings be held on the following Thursdays, at 10.30 hours (unless otherwise stated) at East Sussex Fire & Rescue Service Headquarters, Eastbourne:

Thursday 7 February 2008

Thursday 5 June 2008

Thursday 11 September 2008

Thursday 11 December 2008

Thursday 15 January 2009

- 2) Panel meetings be held on the following Thursdays at East Sussex Fire & Rescue Service Headquarters, Eastbourne:

22 May 2008 Scrutiny & Audit, Policy & Resources and Standards

19 June 2008 Scrutiny & Audit

10 July 2008 Policy & Resources and Standards

04 September 2008 Policy & Resources and Standards

25 September 2008 Scrutiny & Audit

20 November 2008 Scrutiny & Audit, Policy & Resources and Standards

8 January 2009 Scrutiny & Audit, Policy & Resources and Standards

Commencement times for these Panels, to be notified in advance of the meetings, are generally likely to be: Scrutiny & Audit 10.00 hours; Policy & Resources 11.00 hours; and Standards 14.00 hours.

199. **EXCLUSION OF PRESS AND PUBLIC**

- 199.1 **RESOLVED** – That items 200 and 201 be exempt under paragraphs 1, 3 and 4 of Schedule 12A to the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) Order 2006 and accordingly are not open for public inspection on the grounds that they include information relating to the financial or business affairs of any particular person (including the authority holding that information); information relating to any consultations or negotiations or contemplated consultations or negotiations in connection with any labour relations matter arising between the Authority or a Minister of the Crown and employees of, or office holders under, the Authority; and information relating to any individual.

The meeting concluded at 12.03 hours.

Signed

Chairman

Dated this

Day of

2008

EAST SUSSEX FIRE AUTHORITY

Minutes of the meeting of the East Sussex Fire Authority held at East Sussex Fire & Rescue Service Headquarters, 20 Upperton Road, Eastbourne at 10.30 hours on Thursday 7 February 2008.

Present: Councillors Carden, Elkin, Freeman, Gadd, Mrs. Healy, Howson, Kemble, Livings, Murphy, Pidgeon, Rufus, Scott, Skilton, Simpson, Sparks, Theobald, Thomas and Wilson.

Following the death of Len Richards, retired Deputy Chief Fire Officer of East Sussex Fire & Rescue Service, Members, officers and members of the public stood in silence for one minute as a mark of respect and in recognition of his contribution to the Fire and Rescue Service.

202. DECLARATIONS OF INTEREST

- 202.1 a. It was noted that all participating Members had undertaken to observe the Authority's Code of Conduct.
- b. It was noted that no Member wished to amend their written declarations of interests under Part 3 of the Code.
- c. It was noted that, in relation to matters on the agenda, Councillor Scott declared a personal interest as his brother-in-law worked for the Fire & Rescue Service. No other Member wished to make any declarations of personal or prejudicial interest under Part 2 of the Code.

203. APOLOGIES FOR ABSENCE

- 203.1 There were none.

204. URGENT ITEMS AND CHAIRMAN'S BUSINESS

- 204.1 The Chairman informed Members of Councillor Dyason's current situation and Members requested a letter be sent passing on their best wishes and hoping he makes a fully and speedy recovery.
- 204.2 The Vice-Chairman informed Members that he had attended the funeral of the Warwickshire firefighters on behalf of the Authority. Also, he would be undertaking a sponsored walk in aid of the British Heart Foundation and Fire Service Benevolent Fund. The walk would commence in Hove and finish in Rye and he invited Members to join him on the walk.

205. TO CONSIDER PUBLIC QUESTIONS, IF ANY

- 205.1 There were none.

206. MINUTES

- 206.1 **RESOLVED** – That the non-confidential Minutes of the meeting held on 17 January 2008 be approved and signed by the Chairman.

207. **CALLOVER**

207.1 Members reserved the following items for debate:

- 207.2
- 208. Regional Management Board Issues
 - 209. South East Fire and Rescue Control Centre Limited
 - 210. Note of the Standards Panel meeting held since the last meeting of the Fire Authority
 - 211. Fire Authority Service Planning Processes for 2008/09 and beyond
 - 214. Review of Fire Authority Strategies 2008/09 versions
 - 216. Recent Reports Issued Following Summer 2007 Floods
 - 217. Fire Authority Quarterly Report (October to December 2007)
 - 220. Confidential Minutes
 - 221. Marlie Farm Update

207.3 **RESOLVED** – That all other reports be resolved in accordance with the recommendations as detailed below.

208. **REGIONAL MANAGEMENT BOARD ISSUES**

208.1 The Fire Authority considered a report of the Chairman which provided the latest minutes from the Regional Management Board (RMB). (Copy in Minute Book).

208.2 The Chief Fire Officer and Chief Executive informed Members that the I&DeA had given a presentation on Equality & Diversity Peer Reviews. With regard to the Equality Standard for Local Government, it was envisaged that out of the nine Fire Authorities within the South East, only two were likely to reach level 3 by the target date of December 2008. It was thought that whilst this Authority was doing well, it was unlikely that it would attain level 3 by the target date and it was agreed that an improvement action plan would need to be implemented.

208.3 A Member of the Audit Commission attended the RMB meeting and the Chairman made it clear that this Fire Authority had grave concerns over the proposed increases in fees. The Audit Commission stated the increases were necessary as they now had to audit to the recently introduced International Financial Reporting Standards.

208.4 **RESOLVED** - That the report be noted.

209. **SOUTH EAST FIRE AND RESCUE CONTROL CENTRE LIMITED**

209.1 The Fire Authority considered a report of the Vice-Chairman, in his role as the representative of the Authority as director of the South East Fire & Rescue Control Centre Limited, of the meeting held on 13 December 2007. (Copy in Minute Book).

209.2 The Vice-Chairman informed Members that the minutes had not been circulated due to them only becoming available that morning. He also reported that the next meeting was the following day, 8 February 2008 and that a visit to the Regional Control Centre which had been scheduled had been postponed due to health & safety reasons in relation to the work being undertaken on site.

209.3 **RESOLVED** - That the report be noted.

210. **NOTE OF THE STANDARDS PANEL MEETING HELD SINCE THE LAST MEETING OF THE FIRE AUTHORITY**

210.1 The Fire Authority considered a report of the Clerk that set out the report of the Chair of the Standards Panel that had met since the last meeting of the Fire Authority with regard to those issues of greater significance or requiring a decision from the Fire Authority. (Copy in Minute Book).

210.2 **RESOLVED** – That

- 1) the report be noted;
- 2) the appointment of a third independent person to the Standards Panel be approved;
- 3) the delegation to the Panel (as far as the legislation permits) of the following under the Local Government and Public Involvement in Health Act 2007 be approved (a) all the arrangements to be made for the local assessment of complaints against Members and the exercise of the assessment function and (b) the powers to grant and supervise exemptions of certain local authority posts from political restrictions; and
- 4) officers take any necessary steps in connection therewith, including the amendment of the Fire Authority's constitutional documents to reflect the changes.

211. **FIRE AUTHORITY SERVICE PLANNING PROCESSES FOR 2008/09 AND BEYOND**

211.A **DRAFT BEST VALUE PERFORMANCE PLAN 2008/09**

211.A1 The Fire Authority considered a report of the Chief Fire Officer & Chief Executive that summarised the outstanding actions required to complete the Draft Best Value Performance Plan (BVPP) 2008/09 for approval and for final completion by the publication date of 30 June 2008. (Copy in Minute Book).

211.A2 **RESOLVED** – That

- 1) the roll forward of the draft Best Value Performance Plan (BVPP) be approved, in principle, for publication by 30 June 2008; and
- 2) authority for the approval of the final version of the BVPP be delegated to the Chief Fire Officer and Chief Executive in consultation with the Chairman.

211.B **DRAFT REVENUE BUDGET 2008/09 AND RELATED CAPITAL PROGRAMME**

211.B1 The Fire Authority considered a joint report of the Chief Fire Officer & Chief Executive and the Treasurer that presented the final draft Fire Authority Revenue Budget 2008/09 and related Capital Programme. (Copy in Minute Book).

211.B2 The Chief Fire Officer and Chief Executive reported that it had been a challenging year, particularly with the continuing Marlie Farm accident investigation. The Authority had to take on board the disappointing Grant provided by the Government and absorb ever increasing costs whilst ensuring the Authority continued to provide a high quality service at a price the public can afford.

211.B3 The Deputy Treasurer reported that Section 25 of the Local Government Act 2003 required him, in his capacity as representative of the Chief Finance Officer, to report on the robustness of the estimates made for the purposes of calculating the budget and the adequacy of the proposed financial reserves. The Authority must have regard to the Treasurer's report when making decisions about the budget calculations. He confirmed that his views and the Treasurer's remained as set out in the report, in particular paragraph 3 on page 21 of the agenda.

211.B4 The Deputy Treasurer informed Members that the position had not changed from previous meetings. In order to meet the net budget requirement, it was necessary for a rise of 4.56% (4.6%) on Council Tax. He advised that it was impossible to judge what the Government meant by "a substantially lower increase than 5%", but that the Authority had sound justification for a rise of 4.6%.

211.B5 **RESOLVED:** That

- 1) the detailed recommendations as set out in Section 1.2 of the report be approved, i.e.:
 - (a) The previously approved committed budget of £36.569m be confirmed;
 - (b) The revenue costs of the Capital Programme; one off contribution from balances to cover additional Collection Fund Deficit (£150,000); and service investment proposals (£605,000 in 2008/09; £766,000 in 2009/10 and full year effect of £569,000) and compensatory savings of £152,000 to ensure the 2008/09 Council tax increase for a Band D property is substantially below 5% be approved;
 - (c) The final budget figure of £36.892m; a 3.6% increase on the 2007/08 base budget of £35.622m be approved; and
 - (d) The Prudential Indicators set out in Appendix 2 of the report be approved.
- 2) the final tax base and Formula Grant figures announced be noted;
- 3) in accordance with the Local Government Finance Act 1992 it be agreed that:
 - (i) The amount calculated by East Sussex Fire Authority as its budget requirements for the year 2008/09 is £36.892m; an increase of 3.6% on the 2007/08 base budget of £35.622m;
 - (ii) The amount calculated by East Sussex Fire Authority as the basic amount of its council tax (i.e. for a Band D property) for the year 2008/09 is £77.06 (based on final tax base figures), a 4.56% increase on the 2007/08 figure of £73.70; and

- (iii) Brighton & Hove City Council and the Borough and District councils (the billing authorities) be advised by the Treasurer of the relevant amounts payable and the council tax in the other bands, in line with the regulations and attached table, and be instructed to issue precepts accordingly.

**COUNCIL TAX CALCULATIONS
EAST SUSSEX FIRE AUTHORITY
PRECEPT FOR 2008/09**

ref: S.43 Local Government Finance Act 1992

	£	£
Net budget requirement		36,891,900
FORMULA GRANT	14,106,200	
Previous year's surpluses (deficits(-))	-165,100	
Total council tax required		22,950,800
Tax base	297,839.57	
Basic council tax		77.06
Basic council tax as calculated above	77.06	
Band A	6/9	51.37
Band B	7/9	59.94
Band C	8/9	68.50
Band D	9/9	77.06
Band E	11/9	94.18
Band F	13/9	111.31
Band G	15/9	128.43
Band H	18/9	154.12
Basic council tax as calculated above	77.06	
Tax base Brighton & Hove	93,350.27	7,193,571
Eastbourne	36,964.00	2,848,445
Hastings	29,110.00	2,243,216
Lewes	37,747.04	2,908,786
Rother	38,608.56	2,975,175
Wealden	62,059.70	4,782,320

212. **STRATEGIC DIRECTION REVIEW – FINAL OUTCOME**

212.1 The Fire Authority considered a report of the Chief Fire Officer & Chief Executive that sought approval of the amended Strategic Vision and Aims.

212.2 **RESOLVED** - That the Fire Authority approve the amended Strategic Vision and Aims.

213. **REVISION OF (1) FINANCIAL REGULATIONS (2) SCHEME OF DELEGATED FUNCTIONS (3) STANDING ORDERS**

213.1 The Fire Authority considered a report of the Chief Fire Officer & Chief Executive that sought approval of the updated and revised Fire Authority's Financial Regulations, Scheme of Delegated Functions and Standing Orders. (Copy in Minute Book).

213.2 **RESOLVED** – That the Fire Authority approve:

- (1) The revisions to the
 - a. Financial Regulations
 - b. Scheme of Delegated Functions
 - c. Procedural and Contract Standing Orders
- (2) The Monitoring Officer, Treasurer and Chief Fire Officer & Chief Executive, in consultation with one another, to make further amendments to the Regulations, Schemes and Orders as may be required for effective business needs before the next scheduled review by the Fire Authority in 2011.

214. **REVIEW OF FIRE AUTHORITY STRATEGIES 2008/09 VERSIONS**

214.1 The Fire Authority considered a report of the Chief Fire Officer & Chief Executive that sought approval of the updated Strategies completed to date:

- H3 Communications;
- H10 Health and Safety; and
- H12 Partnership Working. (Copy in Minute Book).

214.2 **RESOLVED** - That the Fire Authority approve the amended Strategies for application in 2008/09 and beyond and note that the remainder will be submitted to the Policy and Resources Panel in 22 May 2008 for approval on the Fire Authority's behalf.

215. **FIRE AUTHORITY TREASURY MANAGEMENT STRATEGY FOR 2008/09**

215.1 The Fire Authority considered a report of the Chief Fire Officer & Chief Executive to determine the Fire Authority's authorised borrowing limit, to adopt the treasury management prudential indicators and limits to approve the Minimum Revenue Provision Statement and to agree the treasury management strategy and policy statements for 2008/09. (Copy in Minute Book).

215.2 **RESOLVED** – That the Fire Authority

- a) approve for 2008/09 the authorised limit for borrowing of £14,591,000;
- b) adopt the prudential indicators and limits as reported;
- c) approve the Minimum Revenue Provision Statement for 2008/09; and
- d) agree the treasury management strategy and policy statement for 2008/09.

216. **RECENT REPORTS ISSUED FOLLOWING SUMMER 2007 FLOODS**

216.1 The Fire Authority considered a report of the Chief Fire Officer & Chief Executive that updated Members regarding the differing reports issued recently regarding the summer 2007 floods. (Copy in Minute Book).

216.2 The Chief Fire Officer and Chief Executive reminded Members that the issue of flooding was not a new thing and recalled the experiences of East Sussex Fire & Rescue Service from the 1998 and 2000 floods. It was thought that this experience put the Authority in a position to advise on the subject.

216.3 It was noted that the Fire & Rescue Service was seen as one of the first services contacted by members of the public when a flooding situation arose, although flooding is not a statutory duty for the Fire & Rescue Service. It was determined that a clear and concise remit should be provided for the Fire & Rescue Service as inevitably, flooding was going to occur in the future together with other severe weather conditions which potentially could have serious repercussions for the Fire & Rescue Service.

216.4 Members were also informed that the Inland Water Strategy Group, a sub-group of the Chief Fire Officers' Association Operations Committee, had prepared an options paper which provided four options with regard to the future of the Fire & Rescue Service and the way in which it dealt with flooding.

216.5 **RESOLVED** - That the report be noted.

217. **QUARTERLY REPORT FOR 1 OCTOBER TO 31 DECEMBER 2007**

217.1 The Fire Authority considered a report of the Chief Fire Officer and Chief Executive that presented the quarterly results for the period 1 October – 31 December 2007. (Copy in Minute Book).

217.2 Members were concerned with the continuing fall in numbers of personnel conditioned to the retained duty system and whether it would impact on service delivery. The Chief Fire Officer and Chief Executive informed Members that a recruitment drive had been undertaken. This had produced 101 applications out of which 53 were considered appropriate to progress to the next stage. The present retained duty personnel continued to provide an excellent service to their local communities as well as being available to support major incidents.

217.3 Members discussed the situation with regard to the issuing of new explosives licences. Members wished it to be noted that they were disappointed that, even though the Fire Authority objected formally to the granting of a new explosives licence at Wartling due to inadequate access for firefighting appliances and inadequate water supplies, consent was still granted.

- 217.4 Members discussed the Arson Reduction Team (ART) and the 'Tackling Anti-Social Deliberate Fire Setting' strategy launches which had been held in Hastings, Brighton and Uckfield. As a result of the Uckfield launch, members of the ART had been invited to a meeting at H.M. Prison, Lewes to discuss ways of tackling fire setting within the prison. It was noted that the Service has seen continuing success in terms of the reduction of deliberate fires.
- 217.5 The team also participated in a joint operation with Sussex Police entitled 'Operation Synergy' which involved agencies conducting environmental audits in Eastbourne town centre. Several issues were identified for action and over 1,500 home safety publications had been distributed during the course of the operation.
- 217.6 Members were informed about the continuing good work of the Local Intervention Fire Education (LIFE) Project. The first sponsorship of a student on the LIFE course had been secured and it was hoped this would lead to other funding opportunities.
- 217.7 Members wished to note their appreciation and thanks for the good work being undertaken within the Boroughs and Councillor Mrs Healy made special reference to the work being undertaken in Eastbourne.
- 217.8 Within the quarterly report, Members were informed of a successful prosecution brought against an individual for starting a fire deliberately. The defendant was charged on 23 counts, 2 related to arson with intent to endanger life. Further charges were brought of which 6 were for deception for which the defendant is currently serving 3 years.
- 217.9 **RESOLVED** - That the report be noted.

218. **FIRE AUTHORITY AND PANEL MEETINGS**

- 218.1 The Fire Authority considered a report of the Clerk to the Fire Authority setting out dates for future meetings of the Authority and its Panels. It was noted that the Panel meeting dates for June, November and January 2009 had been altered to avoid clashes with other meetings at the constituent authorities. (Copy in Minute Book).
- 218.2 **RESOLVED** – That the following dates be approved:

- 1) Fire Authority meetings be held on the following Thursdays, at 10.30 hours (unless otherwise stated) at East Sussex Fire & Rescue Service Headquarters, Eastbourne:

Thursday 5 June 2008
Thursday 11 September 2008
Thursday 11 December 2008
Thursday 15 January 2009
Thursday 5 February 2009

- 2) Panel meetings be held on the following Thursdays at East Sussex Fire & Rescue Service Headquarters, Eastbourne:

22 May 2008	Scrutiny & Audit, Policy & Resources and Standards
25 June 2008	Scrutiny & Audit – amended date
10 July 2008	Policy & Resources and Standards
04 September 2008	Policy & Resources and Standards
25 September 2008	Scrutiny & Audit
21 November 2008	Scrutiny & Audit, Policy & Resources and Standards amended date
9 January 2009	Scrutiny & Audit, Policy & Resources and Standards amended date

Commencement times for these Panels, to be notified in advance of the meetings, are generally likely to be: Scrutiny & Audit 10.00 hours; Policy & Resources 11.00 hours; and Standards 14.00 hours.

219. **EXCLUSION OF PRESS AND PUBLIC**

- 219.1 **RESOLVED** – That items 220 and 221 be exempt under paragraphs 1, 3 and 4 of Schedule 12A to the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) Order 2006 and accordingly are not open for public inspection on the grounds that they include information relating to the financial or business affairs of any particular person (including the authority holding that information); information relating to any consultations or negotiations or contemplated consultations or negotiations in connection with any labour relations matter arising between the Authority or a Minister of the Crown and employees of, or office holders under, the Authority; and information relating to any individual.

The meeting concluded at 12:50 hours.

Signed

Chairman

Dated this

Day of

2008

