



Brighton & Hove  
City Council

# Overview & Scrutiny

Title:	<b>Overview &amp; Scrutiny Commission</b>
Date:	<b>2 June 2009</b>
Time:	<b>4.00pm</b>
Venue	<b>Council Chamber, Hove Town Hall</b>
Members:	<b>Councillors:</b> Mitchell (Chairman), Alford, Bennett, Mrs Cobb, Elgood, Meadows, Morgan, Older, Pidgeon (Deputy Chairman), Randall and Wakefield-Jarrett
Contact:	<b>Tom Hook</b> <b>Head of Scrutiny</b> 29-1110 tom.hook@brighton-hove.gov.uk

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## OVERVIEW & SCRUTINY COMMISSION

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For further details and general enquiries about this meeting contact Mary van Beinum, Overview & Scrutiny Support Officer, (29-1062, email [mary.vanbeinum@brighton-hove.gov.uk](mailto:mary.vanbeinum@brighton-hove.gov.uk)) or email [scrutiny@brighton-hove.gov.uk](mailto:scrutiny@brighton-hove.gov.uk)

Date of Publication - Tuesday, 26 May 2009



# Agenda Item 1

## PROCEDURAL BUSINESS.

### A. Declaration of Substitutes

Where a Member of the Commission is unable to attend a meeting for whatever reason, a substitute Member (who is not a Cabinet Member) may attend and speak and vote in their place for that meeting. Substitutes are not allowed on Scrutiny Select Committees or Scrutiny Panels.

The substitute Member shall be a Member of the Council drawn from the same political group as the Member who is unable to attend the meeting, and must not already be a Member of the Commission. The substitute Member must declare themselves as a substitute, and be minuted as such, at the beginning of the meeting or as soon as they arrive.

### B. Declarations of Interest

- (1) To seek declarations of any personal or personal & prejudicial interests under Part 2 of the Code of Conduct for Members in relation to matters on the Agenda. Members who do declare such interests are required to clearly describe the nature of the interest.
- (2) A Member of the Overview and Scrutiny Commission, an Overview and Scrutiny Committee or a Select Committee has a prejudicial interest in any business at meeting of that Committee where –
  - (a) that business relates to a decision made (whether implemented or not) or action taken by the Executive or another of the Council's committees, sub-committees, joint committees or joint sub-committees; and
  - (b) at the time the decision was made or action was taken the Member was
    - (i) a Member of the Executive or that committee, sub-committee, joint committee or joint sub-committee and
    - (ii) was present when the decision was made or action taken.
- (3) If the interest is a prejudicial interest, the Code requires the Member concerned:-
  - (a) to leave the room or chamber where the meeting takes place while the item in respect of which the declaration is made is under consideration. [There are three exceptions to this rule which are set out at paragraph (4) below].
  - (b) not to exercise executive functions in relation to that business and
  - (c) not to seek improperly to influence a decision about that business.
- (4) The circumstances in which a Member who has declared a prejudicial interest is permitted to remain while the item in respect of which the interest has been declared is under consideration are:-

(a) for the purpose of making representations, answering questions or giving evidence relating to the item, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise, BUT the Member must leave immediately after he/she has made the representations, answered the questions, or given the evidence,

(b) if the Member has obtained a dispensation from the Standards Committee, or

(c) if the Member is the Leader or a Cabinet Member and has been required to attend before an Overview and Scrutiny Committee or Sub-Committee to answer questions.

#### C. Declaration of party whip

To seek declarations of the existence and nature of any party whip in relation to any matter on the Agenda as set out at paragraph 8 of the Overview and Scrutiny Ways of Working.

#### D. 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 confidential 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.*

**BRIGHTON & HOVE CITY COUNCIL**  
**OVERVIEW & SCRUTINY COMMISSION**  
**4.00PM 21 APRIL 2009**  
**COUNCIL CHAMBER, HOVE TOWN HALL**  
**MINUTES**

**Present:** Councillors Mitchell (Chairman); Alford, Mrs Cobb, Elgood, Meadows, Morgan, Older, Pidgeon (Deputy Chairman), Randall and Wakefield-Jarrett

**PART ONE**

**104. PROCEDURAL BUSINESS**

**104a Declarations of Interests**

There were none

**104b Declarations of Substitutes**

There were none

**104c Declarations of Party Whip**

There were none

**104d Exclusion of Press and Public**

In accordance with section 100A(4) of the Local Government Act 1972, it was 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 section 100I (1) of the said Act.

**RESOLVED:** That the press and public be excluded from the meeting during consideration of item 114.

The Chairman told the meeting that because of technical problems the meeting was not being webcast.

**105. MINUTES OF THE PREVIOUS MEETINGS**

105.1 Councillor Alford said under item 98 – Targeted Budget Management TBM Month 9 - there had been a question on gas inspections in the Housing Revenue Account. The Scrutiny Support Officer would follow this up.

**105.2 RESOLVED;** that subject to 105.1, the minutes of the meetings held on 3 March and 10 March be agreed and signed by the Chairman.

## **106. CHAIRMAN'S COMMUNICATIONS**

106.1 The Chairman welcomed Ed Hammond, Research and Information Manager of the Centre for Public Scrutiny to the meeting.

106.2 With the agreement of the Chairman, item 109 was considered before item 108.

## **107. PRESENTATION ON DEVELOPING SCRUTINY**

107.1 The CfPS Research and Information Manager gave a presentation on Developing Scrutiny. He said in general across the country it had taken a number of years to develop strong and sustained quality scrutiny outcomes. It would take time for Brighton and Hove City Council to develop a successful scrutiny system but it has an advantage over other Local Authorities in that it could draw on experience elsewhere.

107.2 Ed Hammond outlined the four principles of public scrutiny:

- a) Provide critical friend challenge to executives as well as external authorities and agencies
- b) Reflect the voice and concerns of the public and its communities
- c) Take the lead and own the scrutiny process on behalf of the public
- d) Make an impact on the delivery of public services

107.3 He said that scrutiny should not be party political and should be objective and based on evidence; though not necessarily shying away from what he called para-political debate. It was a constructive process, focussing on the future, not 'anti-Executive' or duplicating existing work but relevant topics aligned with Council and Local Strategic Partnership objectives.

107.4 Scrutiny had the advantage that it could actively cut across many organisations to have a positive impact, especially in relation to the area focus of the Comprehensive Area Assessment. It could help bring in partners, and overcome 'silo' working in organisations.

107.5 Though there may not be easy relations with the Executive and Partnerships there needed to be collaboration and there were many ways to be constructive. With new legislation opportunities for closer working between scrutiny and partners organisations have increased.

107.6 Answering questions he said the national average of scrutiny support officers was 3, ranging from 0 – 23. A good way to attract further resources was to demonstrate the value of the process to the authority; however this would be over very long time-scales. Scrutiny recommendations stood on their merits and over time, if administrations changed and



members with scrutiny experience moved to Executive, the Executive could be found to be more open to recommendations.

107.7 It was sometimes difficult to maintain independence from the Executive and at the same time identify useful matters for scrutiny. In devising a work plan it would be worthwhile to try to manage expectations and identify the risks at the outset; if recommendations were not all agreed by the decision-makers at least there had been discussion.

107.8 Scrutiny can be used to look to the future and learn from high performing areas.

107.9 Regarding public engagement, Ed Hammond said that nationally scrutiny is generally not good at getting effective evidence from the public. He said that other than traditional public meetings and surveys, alternative ways included co-option and working with Panels in developing recommendations. Some scrutiny committees developed a set of criteria to judge the importance of a matter for scrutiny, such as whether the cabinet had suggested it.

107.10 LSP partners may view O&S as a way to provide an independent view of their work.

107.11 Members and officers could contact the Centre for Public scrutiny for advice and help.

107.12 The Chairman thanked Ed Hammond for his presentation.

## **108. ACCESS: TRADERS' OBJECTS ON THE HIGHWAY**

108.1 The Commission considered the report on Traders' objects on the Highway and welcomed progress on this work.

108.2 Councillors were pleased that existing practices were being set as non-negotiable, minimum standard for all officer-issued licences.

108.3 The Commission agreed that, how Council places objects, should be included in the remit of the scrutiny panel that had been established. New proposals would also be considered by the Panel, such as production of Lifetime Neighbourhoods; shared social spaces that do not exclude older people, the frail or disabled.

108.4 The Head of Highways Network Management said it was important that the Disability Discrimination Act requirements have been considered when applied to traders' objects on the highway.

108.5 The Highways Enforcement Team licences and enforces the placement of traders' objects on the highway, and of items associated with building works. Placement of council objects involved other teams.

108.6 Asked about bikes attached to railings, the Senior Highways Enforcement Officer explained the process for removing these and why there could be a time lapse. Some Members felt that more bicycle stands were needed.

108.7 A member of the public suggested that the report to Licensing Committee on 24 April be withdrawn until the findings of the scrutiny review were known.

**108.8 RESOLVED:** (1) To note the proposed changes suggested by officers following Recommendation 10 and a review of the council's duties under the Disability Discrimination Act. The review's aim is to bring the policy on Traders' Objects on the Highway into line with the requirements of the Disability Discrimination Act 1995 and the Department for Transport's Inclusive Mobility Guidance, resulting in improvements to accessibility. The proposals also take into account the economic effect on the city and therefore do not seek a complete ban on all traders' placements on the highway.

(2) To note that these proposed changes have been made under officer delegated powers but will be presented to Licensing Committee on 24 April 2009 for member consideration. Officers recommendation is that these proposals go ahead in order to better reflect legal and good practice requirements but that a further review takes place during the coming year in order to examine to a greater extent the wide range of views and submissions on this subject and to inform any future policy for the city.

(3) That any review includes site visits with officers, Members and interested parties to relevant areas of the city.

(4) to note that the Scrutiny Panel membership and first meeting date would be finalised shortly

(5) that the Panel's remit would include how Council places objects, and the potential of new proposals such as production of Lifetime Neighbourhoods.

## **109. COMPREHENSIVE AREA ASSESSMENT**

109.1 The Performance Analyst gave an update on the process and timescales for the Comprehensive Area Assessment and answered questions.

109.2 The Green Flag scheme was expected to be like the current Beacon scheme indicating exceptional success and the red flag given where there were no prospects of turning around performance.

109.3 Under the CAA, comparisons between local authorities' organisation assessments would be similar to the former Comprehensive Performance Assessment and benchmarking would be possible. However comparison between area assessments may not be as clear.

109.4 The Performance Analyst said the council would be performance managed on all the National Indicator set – not only those in the Local Area Agreement. Initial findings were expected at the end of June

**109.5 RESOLVED:** that the information be noted.

## **110. REPORT OF THE SCRUTINY PANEL ON DUAL DIAGNOSIS**

110.1 The Chairman of the Dual Diagnosis Scrutiny Panel Councillor Watkins introduced the report and thanked Councillor Wrighton who had raised the matter for scrutiny and Councillors

Young, Taylor and Hawkes who had served on the Panel. The work done by the Panel would be relevant nationally, as this was not being done elsewhere.

110.2 He said the Panel had found that finance was not the main issue but instead how to use the available resources.

110.3 Stressing the importance of the issue which affected individuals' lives, Councillor Watkins wholeheartedly commended the report and asked that the OSC as parent O&S Committee monitor the outcomes. Many outside bodies had provided evidence and now had high expectations he said.

110.4 The Scrutiny officer in support of the Panel was congratulated.

**110.5 RESOLVED** (1) that the Commission endorse the Dual Diagnosis scrutiny report.

(2) that the recommendations be referred to Cabinet and to the appropriate partner organisations.

(3) that agreed actions be monitored by the Commission or appropriate Scrutiny Committee

## **111. DEMENTIA SELECT COMMITTEE**

111.1 The Head of Scrutiny introduced the report suggesting a select committee on dementia be established, to include a Member of the Local Involvement Network, LINK. He stated that the proposal broadly had cross-party support.

111.2 The Commission agreed that this was an important matter for the City which did warrant an in-depth select committee scrutiny review.

**111.3 RESOLVED;** that a Select Committee be established to look at the development of a Dementia Strategy as outlined in the report. The Committee to include a member of LINK as non-voting co-optee.

## **112. STUDENTS IN THE COMMUNITY**

112.1 Councillor Anne Meadows in her role as Chairman of the Scrutiny Panel, introduced the Scrutiny Report on Students in the Community that had been endorsed by the Adult Social care and Housing Overview and Scrutiny Committee. The report was due to be considered by cabinet on 24 April with a recommendation to refer back to the Strategic Housing Board before returning to Cabinet.

112.2 Councillor Meadows was pleased with the Review and said it had been an inclusive piece of work, taking a Partnership approach and with residents, landlords, students and officer participation. All public meetings had been well-attended and there had been positive feedback.

112.3 Housing in Multiple Occupancy was taken to mean homes let to people let to more than 5 people who were not related, or homes with more than 3 storeys and let to people not related.

112.4 It was felt that all student lets should be run more formally as businesses and there was a suggestion that greater consideration of the positive value of universities and impact on local infrastructure and the relevant wards may be needed in developing the Core Strategy of the Local Development Framework.

112.5 Members said that additional evidence from Planning officers on the powers available to the Council would have been helpful.

**112.6 RESOLVED:** that the report and appendices be noted.

### **113. OSC WORK PLAN**

113.1 Members noted the Overview and Scrutiny Commission Work Plan and agreed to add 'Risks to IT services' for 2009 – 2010. Councillor Elgood said he was asking again for a report on the Council's workforce minority groups and this was agreed.

### **114. CONFIDENTIAL - EXTRACT FROM THE MINUTES OF AUDIT COMMITTEE: CORPORATE RISK MANAGEMENT ACTION PLAN**

### **115. ITEMS TO GO FORWARD TO CABINET MEMBER MEETING, CABINET OR COUNCIL**

115 Item 110 (Dual Diagnosis scrutiny report) was being forwarded to Cabinet and to partner organisations and Item 112 (Students in the Community scrutiny report) was being referred to 23 April Cabinet.

The meeting concluded at 6.10pm

Signed

Chair

Dated this

day of

## Agenda item 3

Dear Councillor Mitchell

### **Request for Scrutiny Review of EB4U and East Brighton Trust**

I am writing to you to request formally that the Overview & Scrutiny Commission gives consideration to conducting a scrutiny review into EB4U and the East Brighton Trust.

As Ward Councillor for Moulsecoomb & Bevendean I have received numerous queries and complaints from residents in recent months about how the money allocated to the New Deal for Communities programme in East Brighton has been, and is being, spent. In my role of Cabinet Member for Housing, I also have some concerns about the effectiveness of the various programmes in an area with a very high level of council-owned housing.

I understand that a thorough review was carried out on EB4U in 2005 – effectively the halfway point of the 10 year Government funding programme. This review was set up following some concerns raised about the effectiveness and accountability arrangements of EB4U.

However, now we have come to the end of the 10 year period I feel the time would be right to carry out another review to try and make some sort of objective assessment of what worked and what didn't. I would like the focus of this study to both be on the issues which have been raised with me by residents but also to look forward to how we can learn the lessons of EB4U to inform future work on tackling deprivation across the whole City.

I would be happy to come and speak to the Commission to expand on some of these issues if you feel it would be helpful.

Yours sincerely

Councillor Maria Caulfield



# OVERVIEW AND SCRUTINY COMMISSION

## Agenda Item 4

Brighton & Hove City Council

**Subject:** Sustainable Communities Act – Round One  
**Date of Meeting:** 2<sup>nd</sup> June 2009  
**Report of:** Acting Director for Strategy & Governance  
**Contact Officer:** Name: Emma McDermott  
E-mail: [Emma.mcdermott@brighton-hove.gov.uk](mailto:Emma.mcdermott@brighton-hove.gov.uk)  
**Wards Affected:** All

### FOR GENERAL RELEASE

#### 1. SUMMARY AND POLICY CONTEXT:

- 1.1 Brighton & Hove City Council has made the decision to 'opt in' to the Sustainable Communities Act. The Act gives the Government a legal duty to 'assist local authorities in promoting the sustainability of local communities.' Individuals, community groups and councils can put forward proposals on how they feel that the Government could carry out this duty.
- 1.2 This paper provides an information update on the arrangements for generating and approving proposals in Brighton and Hove under round one of the Act.

#### 2. RECOMMENDATIONS:

- 2.1 (1) That the Overview and Scrutiny Commission notes the work being carried out by the Council and its partners under the Sustainable Communities Act.
- (2) That the Overview and Scrutiny Commission considers the potential to generate a bank of ideas, as result of its work, which could be submitted under future rounds of the Act.

#### 3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

- 3.1 The Sustainable Communities Act is unique in that perhaps for the first time it gives councils the opportunity to bid to bypass 'top-down' decision-making from Government and put real power in the hands of local communities. The Act was introduced to Parliament as a Private Members' Bill by Nick Hurd MP following a lengthy and widespread grassroots campaign by Local Works, who are supported by over 120 organisations, ranging from the Women's Institute to the Campaign for Real Ale.
- 3.2 The driving force behind the grassroots campaign was a frustration amongst many local communities over feeling powerless to affect change for the better in their neighbourhoods.

### **Submission of proposals**

- 3.3 The Act gives the Government a legal duty to 'assist local authorities in promoting the sustainability of local communities.' Individuals, community groups and councils can put forward proposals on how they feel that the Government could carry out this duty.
- 3.4 The meaning of sustainability under the Act has 4 strands: (i) improvement of the local economy, (ii) protection of the environment; (iii) promotion of social inclusion, and (iv) participation in civic and political activity. Proposals must fall into one or more of these categories. The Act also sets out a 'schedule' of matters to which people must have regard when putting forward proposals.
- 3.5 Those wishing to put forward proposals are assisted by the production of Local Spending Reports by national Government. The reports provide a breakdown of all public spending within a local authority area (not just council spending). The Department for Communities and Local Government produced the reports on-line on 29<sup>th</sup> April 2009.
- 3.6 The Council launched its publicity for the Act on 6<sup>th</sup> March. A page was created on the Council website and organisations, groups and partnerships were contacted alerting them to the opportunity to generate proposals.

### **Assessment of proposals**

- 3.7 A basic criterion is that proposals must require some form of national Government action (e.g. change in primary legislation, transfer of function between public bodies etc.) and which cannot currently be carried out under existing freedoms and flexibilities. As such, it represents an extension of local authorities' current 'well-being' powers<sup>1</sup>.
- 3.8 Submitted proposals will first be checked by the council's Legal Team to ensure that they satisfy the conditions of the Act before being passed to a panel of local representatives for consideration, as stipulated by the Act.
- 3.9 The local panel has been convened under the framework of the Stronger Communities Partnership (SCP). On behalf of the SCP, the Brighton & Hove Community & Voluntary Sector Forum (CVSF) ran a call for expressions of interest to seek wider involvement from the community and voluntary sector in the local panel to ensure it meets the requirements of the Act.
- 3.10 Support for groups to discuss and develop their ideas has been available from the city council. It was keen to establish a dialogue at an early stage to make sure that groups' ideas met the criteria.

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<sup>1</sup> The Local Government Act 2000 gave local authorities a discretionary power to promote or improve the social, economic and environmental well-being of their area.



- 3.11 The Local Panel was convened following a period of induction and training delivered jointly by the CVSF and the Council to consider the eligible proposals. The Council and the Panel seek to ‘reach agreement’ about which proposals should be in the final submission to the Government’s selector – the Local Government Association (LGA).
- 3.12 The Council will submit the final list of proposals to the LGA following a formal decision at Cabinet or Council (depending on whether the proposals relate to an executive or council function). Feedback on the final submission will be given locally through a range of means including directly to those who submitted ideas that were considered by the panel.
- 3.13 Additionally, the Council has made a commitment that public proposals which don’t meet the criteria of the Act will be referred to either the appropriate City Council Cabinet Member or to the organisation that would be most affected by the proposal (e.g. Primary Care Trust, Police etc.) for consideration and feedback.

**Timetable and next steps**

- 3.14 Table 1 shows the key dates in the process for submitting and assessing proposals under the Act.

**Table 1 – Timetable for implementing the Sustainable Communities Act**

	<b>Date</b>
Information launch	5/3/09
Panel agreed	1/5/09
Deadline for proposal submission to Council	4/5/09
Panel briefing	12/5/09
Panel meets to assess proposals	20/5/09
Council and/or Cabinet formally agree proposals	9 or 16/7/09
LGA submission deadline	31/7/09

- 3.15 It is important to stress that this is just the first round of the Sustainable Communities Act. It is expected that the Secretary of State will issue further calls for proposals on a regular (probably annual) basis. Therefore, should groups and individuals require more time to develop workable proposals, there will be further opportunities.

**4. CONSULTATION**

- 4.1 The Stronger Communities Partnership was consulted about the local process to promote the Act and develop the local panel. As the lead partnership in the city for improvement of community engagement it has the

relevant expertise, knowledge and experience to advise on the most appropriate process for the opportunity.

## **5. FINANCIAL & OTHER IMPLICATIONS:**

### Financial Implications:

- 5.1 The assessment of proposals under the Sustainable Communities Act will need to consider whether they can be delivered within existing budget resources. The financial implications of the agreed proposals will be identified at the next stage when reported to Council and /or Cabinet.

*Finance Officer Consulted: Anne Silley* *Date: 09/04/09*

### Legal Implications:

- 5.2 To ensure compliance with the Act, Legal Services have advised the Chief Executive's Policy Team on the arrangements for establishing a panel of representatives of local people and for assessing proposals.

The arrangements now in place and described in this report conform to the Act, Regulations made under it, statutory guidance, and further guidance issued by the Local Government Association in their role as Selector.

There are no Human Rights implications arising directly from the report.

*Lawyer Consulted: Oliver Dixon* *Date: 20/04/09*

### Equalities Implications:

- 5.3 The meaning of sustainability under the Act has 4 strands: (i) improvement of the local economy, (ii) protection of the environment; (iii) promotion of social inclusion, and (iv) participation in civic and political activity. Proposals must fall into one or more of these categories. Therefore within this definition proposals may include action to address inequality and discrimination.

### Sustainability Implications:

- 5.4 The primary aim of the legislation is to enhance and promote the sustainability of local communities.

Crime & Disorder Implications:

- 5.6 The meaning of sustainability under the Act has 4 strands: (i) improvement of the local economy, (ii) protection of the environment; (iii) promotion of social inclusion, and (iv) participation in civic and political activity. Proposals must fall into one or more of these categories. Therefore within this definition proposals may include action to reduce crime and disorder.

Risk & Opportunity Management Implications:

- 5.7 The Act has introduced for the first time a co-operative element to decision making between local communities and national government with all decisions negotiated between relevant parties. However, as there are several tiers of negotiation there is an element of risk in terms of managing communities' expectations. Moreover, proposals are only eligible under the Act if they require action by national government. If the council can already carry out the desired action the proposal is not eligible for consideration under this process. In light of this the council has made a commitment to respond to all proposals submitted but which may not be eligible under the act.

Corporate / Citywide Implications:

- 5.8 As the Act allows for proposals that request the transfer of power from national to local government and from one public agency to another the implications of the Act are relevant to all key public agencies in the city.

**6. EVALUATION OF ANY ALTERNATIVE OPTION(S):**

- 6.1 The process by which proposals are to be submitted under the Act was defined in the legislation and associated guidance. Opportunity for an alternative approach was limited.

**7. REASONS FOR REPORT RECOMMENDATIONS**

- 7.1 To ensure that the Overview and Scrutiny Commission is kept up to date on all opportunities to enhance and promote sustainability in the area.

**SUPPORTING DOCUMENTATION**

**Appendices:**

None

**Documents in Members' Rooms**

None

## **Background Documents**

None

# OVERVIEW AND SCRUTINY COMMISSION

## Agenda Item 5

Brighton & Hove City Council

**Subject:** Update on the recent action taken by the council to increase the diversity of its workforce

**Date of Meeting:** 2 June 2009

**Report of:** Director of Strategy & Governance

**Contact Officer:** Name: Charlotte Thomas Tel: 291290

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

**Wards Affected:** All All

### FOR GENERAL RELEASE

#### 1. SUMMARY AND POLICY CONTEXT:

1.1 This report has been produced in response to a specific request for information from members of the Overview and Scrutiny Commission.

1.2 It describes the action the council has taken over recent years to increase the diversity of its workforce and shows how effective the strategy has been in building a workforce that reflects the diversity of the communities it serves.

#### 2. RECOMMENDATIONS:

(1) That the report be noted.

#### 3. BACKGROUND INFORMATION

##### 3.1 *Community Profile:*

3.1.1 Table 1 below shows the most recent figures for the percentage of BME and disabled people who are estimated to be economically active within the Brighton and Hove area.

##### 3.1.2 Table 1: Proportion of people from minority groups who are economically active within the local community \*

BME	7.4%
Disabled	4.5%

\* data source – the Office for National Statistics Population Survey Data 2006

### **3.2 Workforce Profile:**

3.2.1 Compared with the economically active profile of the local community, minority groups have historically been under-represented within the council's workforce since it was formed in April 1997.

### **3.3 Initiatives designed to increase the diversity of the workforce:**

3.3.1 A great deal of work has been done to improve the diversity of the council's workforce through a range of recruitment initiatives. The action taken has included:

- conducting, in conjunction with senior managers, outreach work in the community to identify issues which might prevent those from minority communities applying for jobs with the Council and promoting the organisation as the employer of choice
- attending a range of recruitment fairs and events to promote the council as an employer of choice
- running a number of innovative recruitment campaigns with an emphasis on diversity marketing. For example, we launched a national and local campaign introducing a "Working for a Diverse City" logo and jobs website to encourage people from all groups in the community to apply for our jobs. This particular campaign was enhanced locally by a "Reflecting our Communities" advertising initiative
- organising a number of presentations/workshops for minority community groups to explain our recruitment process and to help potential applicants apply for jobs with the council
- re-designing our application forms to make them more accessible
- successfully re-applying for "Two Ticks" "Positive about disabled people" status
- introducing BME, disability and LGBT mentoring schemes aimed at addressing the under-representation of these groups amongst the most senior staff within the organisation (defined as the top 5% of earners) by supporting staff to reach their full potential
- establishing a Local Employment Partnership Scheme (LEP) which has involved working with Jobcentre Plus and other partners to provide employment opportunities for those over 18 who have been unemployed for six months or more or who have a disability/mental health issues and are out of work
- ongoing consultation with the BME community and Jobcentre Plus, to find out from unemployed BME people how the council can encourage applications from this section of the community.
- recruiting a number of positive action (PATH) trainees as part of a national initiative aimed at increasing the number of BME employees in certain professions.

### 3.4 Effectiveness of our strategy:

3.4.1 Equalities monitoring of our workforce as well as those applying for vacancies, those shortlisted for interview and new recruits has been a key tool in enabling us to assess how successful this work has been.

#### Recruitment statistics:

3.4.2. Specific recruitment initiatives such as those highlighted above have resulted in the council receiving more applications from minority groups in recent years (see Table 2 below). The quality of applicants has also improved with a gradual increase being seen in the proportion of BME, disabled and LGBT candidates being shortlisted for interview and being made offers of employment.

3.4.3 **Table 2: Breakdown of applicants, candidates shortlisted for interview and offers of employment by minority group for the period 2004/05 to 2007/08**

Year	% of total who were BME			% of total who were disabled			% of total who were LGBT		
	Applicants	Interviewed	Offers	Applicants	Shortlisted	Offers	Applicants	Shortlisted	Offers
2004	9.9	6.8	6.2	3.1	3.0	3.0	12.1	11.4	12.9
2005	9.0	7.1	7.3	4.0	4.5	2.5	11.0	12.4	13.0
2006	12.9	9.1	8.1	3.7	4.9	3.3	12.9	13.0	13.8
2007	10.87	7.82	6.26	4.3	5.9	3.3	13.2	13.9	13.5

3.4.4 This success has been reflected in the gradual increase in the representation of these minority groups within the workforce (see Tables 3 and 4 below).

**3.4.5 Table 3: The percentage of council employees who have declared they have a disability or who are from a minority ethnic group compared with the BVPI targets since 2004**

Year	% BME employees	BVPI target Bme (%)	% disabled employees	BVPI target Disabled (%)
2004	3.36	3.7	2.56	2.8
2005	3.75	4.0	2.66	3.3
2006	3.8	4.5	2.78	4.0
2007	4.28	5.0	2.78	3.0
2008	4.45	5.5	4.45	3.0
2009	4.3	5.0	3.84	5.0

\* Excludes employees on temporary or fixed term contracts with less than one years service and staff who have not declared their ethnic origin or disability status.

\*\* There is no legal requirement for the Council to monitor the sexual orientation of applicants for vacancies or that of its employees. Consequently there is not a BVPI target for this group.

**3.4.6 Table 4: The percentage of the council's top 5% of earners who have declared they have a disability or who are from a minority ethnic group compared with the BVPI targets since 2004**

Year	% Bme employees	BVPI target Bme (%)	% disabled employees	BVPI target Disabled (%)
2004	0.91	3.7	No data available	
2005	1.39	2.7	No data available	
2006	1.65	2.8	1.25	0.5
2007	2.13	3.0	0.86	2.0
2008	2.4	3.0	5.09	2.0
2009	3.12	3.5	3.9	5.5

\* Excludes school-based employees and those on temporary or fixed term contracts with less than one years service and staff who have not declared their ethnic origin or disability status.

\*\* There is no legal requirement for the Council to monitor the sexual orientation of applicants for vacancies or that of its employees. Consequently there is not a BVPI target for this group.



3.4.7 Although there has been an improvement in the diversity of our workforce, including at more senior management level, work continues and specific actions designed to achieve a workforce profile that accurately reflects the diversity of the community are set out in the current Single Equality Scheme Action Plan 2008-2011.

3.4.8 An extract from the Action Plan is set out below:

- developing and maintaining a skilled, motivated, high performing and flexible workforce that reflects at all levels within the organisation, the diversity of the city's communities
- becoming the "employer of choice"
- keeping the council's recruitment strategy under review to ensure that it responds to labour market and demographic trends and supports the council's objective of achieving a workforce which reflects the diversity of the community it serves
- continuing to run innovative recruitment campaigns aimed at promoting the council as an employer of choice and increasing the diversity of the council's workforce
- continuing to attend national and local recruitment events
- continuing to monitor and analyse recruitment data at key stages to:
  - ensure a fair process and
  - to identify potential barriers to employment particularly for minority or other disadvantaged groups
- developing further the Local Employment Partnership with Jobcentre Plus to employ local people in receipt of benefits
- continuing to work in conjunction with Path National Limited to promote the positive action traineeships with the aim of increasing take-up within the council
- improving the way in which "exit" data is collected, analysed and used to inform HR strategy
- using the impact assessment process review our approach to recruitment and retention to develop a skilled workforce that reflects the diversity of the City's population

### **3.5 *Independent recognition of our strategy:***

3.5.1 The council has received a number of awards in recognition of the quality of its diversity advertising and the success of its Local Employment Partnership scheme.

3.5.2 In addition, the council was recently ranked third (the highest ranked local authority) in Stonewall's Annual Workplace Equality Index. The accolade is awarded to firms and organisations whose employment practices and general policies best ensure fair treatment of the lesbian, gay and bisexual (LGB) community. The council's award-winning recruitment advertising campaigns, its equalities awareness training for staff and the fact that LGBT staff were represented at senior management level were particularly commended.

#### **4. CONSULTATION**

4.1 As this report is for information only, no consultation was necessary.

#### **5. FINANCIAL & OTHER IMPLICATIONS:**

##### Financial Implications:

5.1 There are no significant financial implications of this report. Any costs associated future initiatives will be met from existing departmental budgets.

##### Legal Implications:

5.2 The action described in this report is taken within the overall framework of existing equalities legislation.

##### Equalities Implications:

5.3 The content of the report is on equalities.

##### Sustainability Implications:

5.4 There are no sustainability implications of this report.

##### Crime & Disorder Implications:

5.5 There are no crime and disorder implications of this report.

##### Risk and Opportunity Management Implications:

5.6 Failure to take appropriate action in this area would be unacceptable from both a risk and management perspective.

##### Corporate / Citywide Implications:

5.7 This activity falls within the corporate plan and has citywide employment and equality implications.

#### **SUPPORTING DOCUMENTATION**

None.

# OVERVIEW AND SCRUTINY COMMISSION

## Agenda Item 6

Brighton & Hove City Council

**Subject:** Third Sector Recession Action Plan 2009  
**Date of Meeting:** Tuesday 2<sup>nd</sup> June 2009  
**Report of:** Acting Director Strategy & Governance  
**Contact Officer:** Name: *John Routledge,* Tel: 29-1112  
*Communities Team Manager*  
E-mail: [john.routledge@brighton-hove.gov.uk](mailto:john.routledge@brighton-hove.gov.uk)  
**Wards Affected:** All

### FOR GENERAL RELEASE

#### 1. SUMMARY AND POLICY CONTEXT:

- 1.1 A Third Sector Recession Action Plan is being developed to contain a package of measures to support voluntary and community groups in the city at a time when their income is likely to fall and demand on their services is likely to increase.
- 1.2 The expected outcome of the Plan will be a more resilient third sector, better prepared to survive the economic downturn and to rise to new opportunities when they arise.
- 1.3 The Plan is being developed in partnership with the voluntary and community sector through the Community & Voluntary Sector Forum (CVSF) and members of the Local Strategic Partnership (LSP).

#### 2. RECOMMENDATIONS:

- 2.1 That the Overview and Scrutiny Commission:
  - (1) Endorse the development of a Third Sector Recession Action Plan in partnership with the CVSF and the LSP.
  - (2) Instructs officers to bring the draft Plan back to the Commission for comment and Member input prior to its agreement.

#### 3. BACKGROUND INFORMATION

- 3.1 The Council has already begun supporting the third sector with some early priorities funded and implemented through 2008/09 council contingency funds in the discretionary grants budget.
- 3.2 In March 2009 the council invested £75k from discretionary grants in the following ways:
- Expanded **debt advice** services to residents delivered by local third sector advice agencies;
  - **Specialist capacity building** support for local voluntary organisations and social enterprises, including specialist Human Resource (HR) support;
  - Promotion of local **Credit Union** savings and loans to help keep residents out of the hands of loan sharks and provide small scale savings accounts;
  - Developing the city **volunteering strategy** to consult with businesses on employee volunteering, the diversification of skills and the feasibility of using volunteering to develop temporary secondments.
- 3.3 The resource implications of implementing further proposals will be considered as part of the future development of the plan with the third sector, council and LSP partners over the summer of 2009

#### 4. CONSULTATION

- 4.1 Officers in the council, third sector and LSP will be consulted on the contents of the plan in order to gather evidence and generate ideas.
- 4.2 The local third sector, through the Community & Voluntary Sector Forum (CVSF) are hosting a specialist consultative conference on the recession on June 11<sup>th</sup> 2009 with input from Cllr Dee Simson and council officers.
- 4.3 A draft of the Plan will be shared with members, overview and scrutiny and LSP partners in the summer.

#### 5. FINANCIAL & OTHER IMPLICATIONS:

##### Financial Implications:

- 5.1 £75k of discretionary grants contingency funds were spent on early actions to support the third sector in March 2009. Financial implications of implementing the Plan will be considered as part of the development of the plan with over the summer of 2009.

##### Legal Implications:

- 5.2 These will be considered when the action plan is at a more advanced stage.

Equalities Implications:

- 5.3 Actions to promote equalities issues were included in the contingency spend in March 2009 and will be prioritised in the development of the action plan over the summer of 2009. An Equalities Impact Assessment (EIA) will be undertaken on the Plan before completion later in 2009.

Sustainability Implications:

- 5.4 Actions to promote sustainability will be prioritised in the action plan as this is a key aim of supporting the third sector in a recession.

Crime & Disorder Implications:

- 5.5 Actions to address crime & disorder will be considered as part of developing the action plan. Crime and disorder can increase in a recession and the third sector has a part to play in mitigating the causes and effects.

Risk and Opportunity Management Implications:

- 5.6 Promotion of opportunity will be prioritised in actions for the third sector, both during and coming out of recession. Mechanisms for the appropriate management of associated risk will be addressed in recommendations made as part of the implementation of the plan.

Corporate / Citywide Implications:

- 5.7 Recommendations will support a number of council priorities e.g.
- Our Corporate Plan 2008-11
  - LAA Strengthening Communities Indicators NI: 4, 6 & 7

**SUPPORTING DOCUMENTATION**

Appendices

None

Documents In Members' Rooms

None

Background Documents

- Our Corporate Plan 2008-11
- LAA Strengthening Communities Indicators NI: 4, 6 & 7



# OVERVIEW AND SCRUTINY COMMISSION

## Agenda Item 7

Brighton & Hove City Council

**Subject:** Potential Effects of the Recession on Business

**Date of Meeting:** 21 April 2009

**Report of:** Director of Cultural and Enterprise

**Contact Officer:** Name: Paula Murray Tel: 292534

E-mail: [paula.murray@brighton-hove.gov.uk](mailto:paula.murray@brighton-hove.gov.uk)

**Wards Affected:** All

### FOR GENERAL RELEASE

#### 1. SUMMARY AND POLICY CONTEXT:

- 1.1 The minutes of the meeting of 20<sup>th</sup> January 2009 resolved: That officers be asked to report back to the Commission on the potential effects of the recession on performance to include consideration of voluntary, statutory and business sectors.
- 1.2 This report highlights the effects of the recession on business and the council's response to the recession for business at this time.

#### 2. RECOMMENDATIONS:

- 2.1 Receive this report and note the activity currently being undertaken by the Council in support of business and in response to the recession.

#### 3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

- 3.1 The UK officially entered a recession following a 2<sup>nd</sup> quarter of negative growth at the end of 2008. The factors leading up to this occurrence are well chronicled and predictions over the likely depth and duration of the recession vary widely.
- 3.2 The key impacts nationally, as well as the declining output and GDP, have been a reduction in house prices, increasing unemployment, reduced interest rates, reducing inflation and increasing home repossessions.
- 3.3 Businesses have been affected significantly as consumer spending has declined resulting in cost reduction for many businesses and in some cases business closure. Many of the most notable closures in recent months have occurred on the High Street with businesses such as Woolworth, Zavvi and Principles but there have also been many other areas of business activity seriously affected including construction and manufacturing.

- 3.4 In the local area the impacts of the recession are obviously being felt. The major consequences for business are as follows:
- 3.4.1 Multiple retailers: local branches of multiple retailers that have ceased to trade have resulted in closures on our high street. Brighton & Hove branches of Woolworth and Zavvi have closed.
  - 3.4.2 Other business closures: Other retail vacancies are clearly evident in most parts of the City including within the Lanes and North Laine as some businesses have closed shops or ceased to trade. A number of licensed premises including restaurants have also ceased trading. Detailed studies of retail vacancy rates in Hove show a marginal increase in January 2009 over September 2008 but the majority of streets are still well below national averages of between 7% (Experian) and 10% (Office for National Statistics).
  - 3.4.3 Unemployment: Claimant counts in the City have risen. January 2009 figures show that in one year unemployment has grown by 39% to 6,147 claimants. As bad as this appears, it is worth noting that in the South East the increase over the same period is 76% and in Great Britain overall it is up by 54%. The City has therefore fared better than its regional and national counterparts. In the business services sector it has been announced in May 2009 that Legal & General will be making 560 job cuts across the UK, which will have an impact at their City Park offices.
- 3.5 The Council reacted quickly to the early affects of the recession by implementing a number of actions as follows:
- 3.5.1 The formation of an Economy Task Force to work with the Council in developing a coherent and joined up approach in responding to the recession and developing actions to mitigate the effects of the recession on local people and local business. Participants in the Task Force include The Council, SEEDA, Federation of Small Businesses, Business Link, Chamber of Commerce, Business Forum & Economic Partnership, Job Centre Plus and more recently the Business Community Partnership have been invited. The Task Force has been meeting monthly since November 2008.
  - 3.5.2 The creation of the 'Be Local Buy Local' campaign. This innovative campaign launched in December 2008 with the intention of getting local people to think more concertedly about spending their money with local businesses and keeping the benefits of that spend within the local economy. We aimed to get 100 businesses and 1000 residents actively signed up to and supporting the campaign. The green 'Be Local Buy Local' stickers are increasingly obvious in the windows of businesses and residents. To date 170 local businesses have signed up to the campaign.
  - 3.5.3 Establishing with the Chamber of Commerce and Business Link a series of sector workshops and business support clinics for local businesses to seek and get advice from professionals including accountants, solicitors and banks to help them deal with and survive the recession. These are currently being run and marketed under the name 'Business Lifebelt', and have provided intensive



support to 200 businesses in addition to attracting 800 attendees to a major business support show.

- 3.5.4 The Council has written to the regional managers of the major high street banks urging them to provide support to local businesses and to try to ensure that any business that can survive the recession is given every opportunity by their banks to do so.
- 3.5.5 The Council has also offered local businesses who are struggling with their cash flow the opportunity to pay their business rates in 12 instalments rather than 10. Additionally the council has identified approximately 1000 local businesses that may be eligible for Small Business Rates Relief and aren't claiming. Despite substantial marketing efforts to reach these businesses and regular mailings, many still weren't applying. The service therefore assigned a number of staff to visit these businesses over a concerted period to help business complete the applications. Due to this campaign, the number of local businesses now receiving small business rate relief has risen to over 3,000, claiming nearly £2 million.
- 3.5.6 The Council has also committed to paying invoices from small business in the City within 10 days.
- 3.5.7 The Council has offered to support the cash flow of small businesses who may be tenants of the Council by offering monthly rents as appropriate.
- 3.6 The Economy Task Force will continue to help shape activity to respond to the continually changing situation and opportunities for supporting activity through 2009/10 have been considered as part of Cabinet decisions regarding the use of LABGI (Local Authority Business Growth Incentive) funds.
  - 3.6.1 As agreed by Cabinet, there are a number of programmes and projects that will greatly enhance business success in the city and have an impact on both jobs and income. The Tourism marketing plans, including a small sum to establish the new Greeter Scheme which will be linked to successful models in Europe and the United States, will add to the effectiveness of the tourism economy, targeting longer staying and higher spending visitors. Funding is proposed to match fund the Festivals Clusters development initiated by the South East of England Development Agency (SEEDA) to support the significant Festivals offer in the region, one of its unique selling points. Other projects will have an impact on the city centre environment such as the scheme to put artwork up in vacated and boarded up premises which has had such success in mitigating the negative impact of empty premises, particularly in key locations.
  - 3.6.2 There will also be an allocation of funding for additional specific Recession Relief Measures to be directed by the Economy Task Force over the next few months. This may include measures such as the establishment of a Hardship Fund for local businesses to apply to which will enable the local authority to give rate relief under certain criteria, 75% of which can then be

claimed back from Government. It may also include funding for the enhancement of Advice services in the city facing particular strain in the current climate or the development of Credit Unions. There is, additionally, the proposed continuation of support to businesses through the work of the Chamber of Commerce for example, which aims to reach well over a thousand businesses in 2009 and other business targeted Economy Task Force initiated schemes which have been so successful to date. The number of businesses that will be directly helped across the whole funding programme will be at least two thousand.

- 3.7 Though the recession is clearly difficult for many businesses in the City, the economic climate does present some opportunities for local business and we are doing everything possible to capitalise on these opportunities. This includes exchange rate differences, which have improved the ability for the City's businesses to export with our products and services now 20%-30% cheaper than a year ago for foreign buyers. This not only helps us attract more foreign buyers for our products but as a destination attracts foreign visitors and makes foreign travel for UK residents more expensive. We are already seeing more short-break takers switching trips to places like Brighton & Hove from European short-break destinations like Prague, Paris and Madrid.
- 3.8 On the positive side also, measures of footfall in the City have continued to remain strong and are still up on 2008. Whether these shoppers and visitors are spending as much in the City is difficult to answer but the traffic at least compares favourably against a pattern of declining footfall in retail areas across the UK. The week commencing 23<sup>rd</sup> February for example showed a year on year growth of 4.2% against a national pattern of 5.9% decline.
- 3.9 The City has a strong conference and events calendar for the year, significantly better than in 2008 with many new, returning and growing events that will help attract visitors to the City and the associated spend.
- 3.10 The current economic climate is also good for those businesses whose interest charges have dropped in line with the bank's base rate, although lending conditions are still incredibly tight for businesses wishing to obtain new finance (start-up businesses are worst-hit,)
- 3.11 Finally many tenants are finding the economic climate, increasing retail vacancies and flexible terms from some landlords is helping them to negotiate better deals from their own landlords. Requests for moving to monthly rather than quarterly payments of rent, as initiated by the Council is also spreading to other landlords and tenants undertaking rent reviews probably have a stronger bargaining position than a year ago when demand for retail and other commercial units remained strong.

#### **4. CONSULTATION**

- 4.1 Consultation with businesses and business support organisations has been a central plank of the Council's recession relief activity.

## 5. FINANCIAL & OTHER IMPLICATIONS:

### Financial Implications:

5.1 The actions taken by the council to provide additional months to pay business rates, and to pay rents monthly instead of quarterly affects the council's cash flows and can reduce the council's ability to generate interest. However the impact of these changes is not significant given the very low interest rates currently available and the financial implications of these measures has been taken into account in the financing costs budget. In terms of the activity described in the report funded through LABGI funds: The LABGI funding is one-off funding received as an unringfenced grant. The £149,000 is a reallocation of previously awarded LABGI grant and the £414,000 has been received in March 2009. The allocation of these resources to support the local economy was agreed at Cabinet on 23<sup>rd</sup> April 2009.

5.2 The impact of recession on businesses can also impact on the finances or performance of the council. In particular struggling businesses may affect collection performance in relation to business rates while the council's commercial rent income may also be affected if replacement tenants cannot be found quickly when businesses fail. There are also likely to be pressures on parking and permit income. These factors were considering in setting the 2009/2010 budget and resulted in higher level of contingency being set aside within the budget (£0.75 million) than in previous years.

*Finance Officer Consulted: Nigel Manvell*

*Date: 26 May 2009*

### Legal Implications:

5.3 This is an update report which reviews action taken to date and ongoing activity and there are no legal implications which were not previously considered at the time decisions were made e.g. in relation to the exercise of economic development and well being powers which the council has opted to exercise.

*Lawyer Consulted: Bob Bruce*

*Date: 20.05.09*

### Equalities Implications:

5.4 The programmes and actions described in the report are designed to increase employment opportunities and the success of local businesses. This will have a positive impact on those who face barriers to employment.

### Sustainability Implications:

5.5 In terms of environmental sustainability, there are no specific adverse implications. Those projects and programmes described in the report that are

funded by LABGI funding have been subject to criteria that address their funding base, favouring those with a wider funding base to increase their sustainability.

#### Crime & Disorder Implications:

5.6 By supporting activity that is designed to increase employment opportunities and the success of local businesses, there are no adverse crime and disorder implications. The LABGI funded proposal to decorate empty premises with artwork is also specifically designed to discourage anti-social behaviour around empty premises.

#### Risk and Opportunity Management Implications:

5.7 In terms of the LABGI funded recession relief work described in the report, The LABGI criteria were developed to minimise the risk of selecting projects with a less favourable chance of success. The criteria are designed to select projects with maximum impact and sustainability.

Officers in the Economic Development Team have developed a monitoring process that will be used in the administration of this funding and there will be ongoing contact with organisations managing the activity.

#### Corporate / Citywide Implications:

5.8 All of the activity described in the report has a citywide impact, either directly or indirectly.

### **SUPPORTING DOCUMENTATION**

#### **Appendices:**

1. Brighton and Hove Economic Trends – data from Business Forum

#### **Documents In Members' Rooms**

1. None

#### **Background Documents**

1. None

## Appendix 1 – Brighton & Hove Economic Trends based on Economic Partnership information

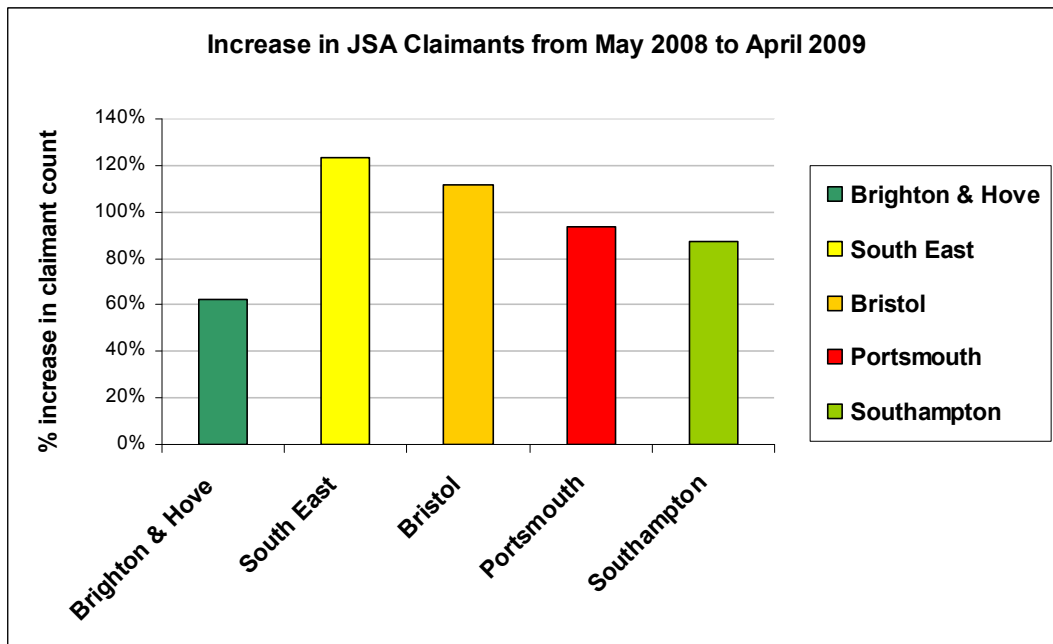
1. The UK is officially in recession, with Gross Domestic Product 1.9% down in the first quarter of 2009. Oxford Economics estimate the UK economy to contract by 4.1% in 2009 and grow by 0.1% in 2010. Oxford Economics also predict that Brighton & Hove will be more resilient to the recession than the UK average, with a contraction of just 1.8% in 2009 and growth of 0.3% in 2010.
2. In common with the rest of the UK, construction companies in the city have suffered badly. Local company Integra collapsed in October with the loss of 40 permanent jobs and many more sub-contractors and Adenstar – a company with a turnover of £4m - reported at the end of 2008 that it had only £400,000 of contracts in the pipeline for 2009.
3. Brighton's varied retail offer makes an important contribution to the "sense of place" that makes the city distinctive and vibrant. While the independent retail sector is probably more vulnerable in the longer term, it is national chains like Woolworths, The Pier, Envy, Zavvi, USC and Roseby's that have gone into administration and shed in the region of 240 jobs (full time equivalent).
4. So far employment in Brighton & Hove is holding up well especially compared to locations like Milton Keynes, Dartford, Witney and Southampton which saw the largest number of notified redundancies out of all towns in the South East in quarter 4 of 2008 <sup>1</sup>. Latest unemployment data (as of May 2009) show that this trend has continued, with Brighton & Hove experiencing a relatively low percentage increase in Job Seekers Allowance claimants over the past year (see Fig. 1 overleaf). However, with just under 25,000 people on unemployment benefits of one kind or another in Brighton & Hove, it is worth noting that the city entered recession with a higher level of unemployment than any of the towns listed above or in Fig. 1.
5. A recent [Centre for Cities report](#) <sup>2</sup> comparing the likely impact of the recession on three cities including Brighton & Hove estimated that job losses would be in the region of 2,400 if the recession is short and 7,400 if it is long. The report also suggested that most of the losses would be from the **retail** and **hospitality** sectors.
6. These sectors rely to varying degrees upon visitors to the city centre and footfall numbers are holding up very well compared to both last year and the national benchmark with over 15 million shoppers recorded in the prime pitch in 2008 (please see Fig. 2 overleaf).
7. Retail vacancy rates in the city centre declined from 5.75% in March 2008 to 4.7% in October.

### Fig 1 – Unemployment Trends

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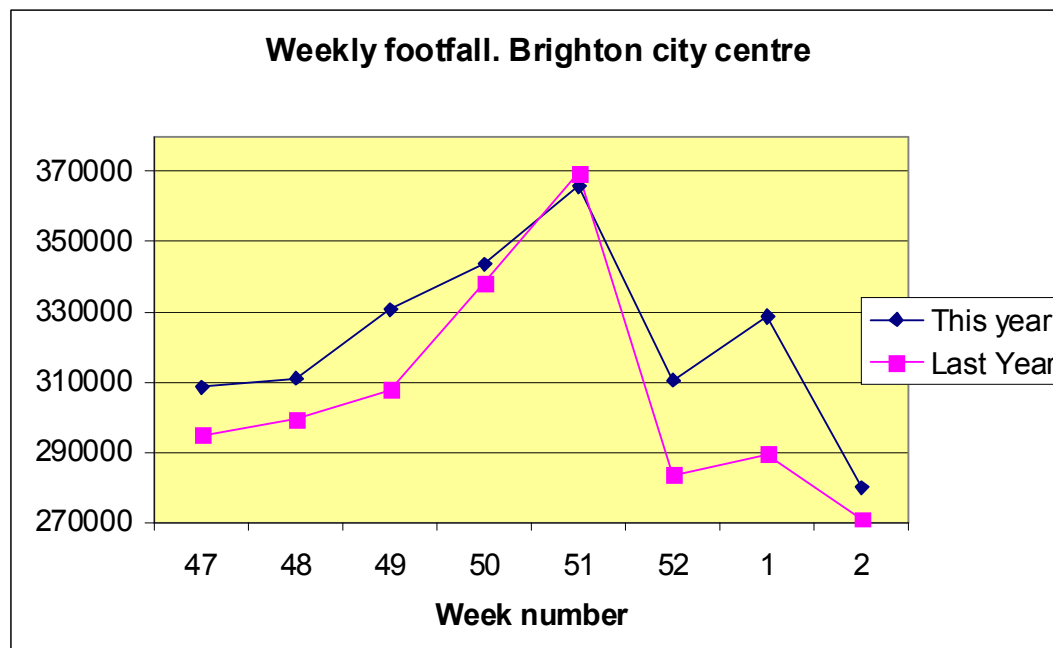
<sup>1</sup> Source. SEEDA from Department for Business, Enterprise and Regulatory Reform figures

<sup>2</sup> Into Recession. Centre for Cities. 2009



Graph showing % increase in the number of people claiming Job Seekers Allowance in the 12 months from May 2008 to April 2009 (latest data as of 26 May 2009).

**Fig 2 – Footfall Trends**



Graph showing footfall in the city centre prime pitch between 17.11.08 and 11.01.09  
An increase of 5% over the same period in 2007

# OVERVIEW AND SCRUTINY COMMISSION

**Agenda Item 8**  
Brighton & Hove City Council

**Subject:** ICT Risk – business continuity  
**Date of Meeting:** 2 June 2009  
**Report of:** Interim Director of Finance and Resources  
**Contact Officer:** Name: **Paul Featherstone** Tel: **29-0433**  
**Head of ICT**  
E-mail: Paul.featherstone@brighton-hove.gov.uk  
**Wards Affected:** All

## FOR GENERAL RELEASE

### 1. SUMMARY AND POLICY CONTEXT:

1.1 The Audit Committee meeting on 24<sup>th</sup> February 2009 considered the Business Continuity risks around ICT services, and resolved to refer ICT risks to the Overview and Scrutiny Committee to consider in the 2009-10 work plan.

1.2 This report sets out the current position and future moves for ICT resilience.

### 2. RECOMMENDATION:

2.1 That the Commission consider and comment on the progress being made.

### 3. BACKGROUND INFORMATION

#### The current position with ICT and Business Continuity

3.1 ICT had been without a permanent Assistant Director for approximately 1 year, and during this time there had been limited clarity over the work that has been undertaken to mitigate ICT risks around Business Continuity.

3.2 The council's Business continuity manager reported that he was optimistic that the situation would improve with the appointment of a new Assistant Director.

3.3 ICT have designed the current base infrastructure with a view to maintaining resilience for core key systems. The current base however, while capable of maintaining core services in the event of a disaster, still requires some work to improve the systems covered.

3.4 Core services are those services that have been identified by the Business Continuity Manager in consultation with service areas and for these services there are specific disaster recovery plans in place that are tested on an annual basis.

3.5 Currently ICT systems have improved resilience by:

- Running from two main computing facilities – each using different parts of the main electricity grid
- In each facility, a data store that has data replicated between the two sites and a number of servers that are not fully utilised
- A program of server virtualisation (this allows faster moving of applications from one facility to the other)
- Contracts in place with external business continuity service providers

3.6 Telephone resilience is catered for by:

- Operating two different telephony systems, one hosted externally
- Having the internal system designed to be resilient and removing single points of failure.

3.7 All these systems are supported by documentation to allow straightforward changes and recovery by skilled ICT technical staff, although without requiring high level specialist skills in the given system.

### **Future moves for ICT resilience**

3.8 In the ICT plan for the coming year there is some additional work planned to improve the resilience:

- Moving our telephone lines onto the most appropriate system – for example moving the public facing lines to the internal system
- Investigating non-geographic numbering (0845, 0844)
- Improved document management, ensuring that the appropriate recovery documentation remains current and accessible
- Investigating new locations for the main facilities



## **Continuity for the support of ICT**

3.9 In order for these Business Continuity and Disaster Recovery plans to be useful and relevant, there is a supporting ICT Business Continuity plan. This concentrates on being able to maintain the ability for council staff and elected members to be able to contact ICT. The ICT service desk is the key point of contact and there is a tested business continuity plan around this.

3.10 This is supplemented by key ICT staff having the ability to work from any location, including their own home. These staff have council installed equipment to enable this and also to support the continued operation of ICT.

## **4. CONSULTATION**

None directly in relation to this report

## **5. FINANCIAL & OTHER IMPLICATIONS:**

To follow

## **SUPPORTING DOCUMENTATION**

None



**Subject:** Overview and Scrutiny Annual Report 2008 – 2009  
**Date of Meeting:** 2 June 2009  
**Report of:** Chairman of the Overview and Scrutiny Commission  
**Contact Officer:** Name: Tom Hook Tel: 29-1110  
E-mail: Tom.hook@brighton-hove.gov.uk  
**Wards Affected:** All

### FOR GENERAL RELEASE

#### 1. SUMMARY AND POLICY CONTEXT:

- 1.1 In its role coordinating the work of the overview and scrutiny (O&S) function the Overview and Scrutiny Commission (OSC) is required to produce an Annual Report to Council.
- 1.2 This report details the work undertaken by the Overview and Scrutiny Committees and Panels at Brighton & Hove City Council during the year 2008-2009. It also highlights developments that will impact upon the overview and scrutiny function in the coming year.

#### 2. RECOMMENDATIONS:

- 2.1 That the Members endorse this report, suggest changes and agree its presentation to Council on the 16 July.

#### 3. BACKGROUND INFORMATION:

- 3.1 2008-2009 was the first year of new constitutional arrangements for Brighton and Hove City Council, with the introduction of a Cabinet system alongside an increased scrutiny function.
- 3.2 O&S has been developing over the course of the year. Outlined below are examples of good practice from each Committee and summaries of the work of each of the Scrutiny Panels.
- 3.3 As agreed at Council in April officers are researching examples of good practice from around the country and will be reporting in the autumn with recommendations as how to further develop the overview and

scrutiny function. This will include looking at how other local authorities have implemented powers under the Local Government and Public Involvement in Health Act 2007.

- 3.4 There are currently six overview and scrutiny committees, including the Overview and Scrutiny Commission. The remit and 2008/9 membership of each Committee is set out in Appendix 1.
- 3.5 It has become standard practice for each O&S Committee to establish a Scrutiny Panel. These are intended to “carry out short, sharply focused pieces of scrutiny work. As a guide, the work of these Panels should be capable of being conducted within 3 meetings or less.”
- 3.6 To date eight scrutiny panels and one select committee have been established under the new constitution arrangements and the Dual Diagnosis of Mental Health and Substance Misuse Panel, established under the previous constitutional arrangements, has recently agreed its report.
- 3.7 Panel reports are taken for agreement to the parent O&S Committee and then to the appropriate decision making body for consideration. All reports are tabled at Council for information. A list of panels is found below:
- Dual Diagnosis of Mental Health and Substance Misuse
  - Students in the Community
  - Reducing Alcohol Related Harm to Children and Young People
  - Older People and Community Safety
  - Climate Change Adaptation
  - Environmental Industries
  - Dignity at Work
  - GP Led Health Centre
  - Street Accessibility
  - Dementia Strategy (Select Committee)

#### **4. OVERVIEW AND SCRUTINY COMMITTEES:**

##### **4.1 Overview and Scrutiny Commission (OSC)**

- 4.2 The OSC takes a strategic coordinating role across all the O&S Committees as well as having a remit to look at central and support service, equalities, sustainability and partnerships. The OSC receives six monthly equality updates and regularly reviews LAA performance data.

- 4.3 The OSC has a key role in scrutinising the annual budget setting process. During 2008/9 budget proposals were brought to a special meeting of the Commission and underwent significant examination. The Commission is reviewing how best to undertake budget scrutiny in 2009/10.
- 4.4 In March the OSC met to consider whether or not to call in the Cabinet decision relating to the disposal of then former Ice-Rink site in Queens Square. Following detailed analysis of the issues and evidence the Committee did refer the decision back to Cabinet for re-examination.
- 4.5 The OSC is the parent Committee for the following panels:
- 4.6 **Dual Diagnosis of Mental Health and Substance Misuse Issues**  
Councillors David Watkins, Pat Hawkes, Keith Taylor.
- 4.7 The Panel was initiated by the former Overview and Scrutiny Organisation Committee to investigate and suggest improvements to the provision of health, housing and support services for those in the community who suffer from substance misuse and mental health problems.
- 4.8 Dual Diagnosis is an important issue, as sufferers are amongst our most vulnerable and our most challenging citizens. More effective treatment of Dual Diagnosis will better the lives of everyone in the city, as it will impact upon chaotic and anti-social behaviour as well as improving things for sufferers themselves.
- 4.9 The Panel held five evidence gathering meetings in public. The witnesses included clinicians and managers from Sussex Partnership Foundation NHS Trust (the main provider of statutory mental health and substance misuse services in the city); officers of NHS Brighton & Hove (the commissioners of citywide mental health and substance misuse services); officers of Brighton & Hove City Council (including those responsible for managing the council's housing strategy); officers of the Children & Young People's Trust; representatives of the main supported housing providers in the city; representatives of the non-statutory services operating in the fields of mental health and substance misuse; and the families and carers of people with a Dual Diagnosis.
- 4.10 The Panel also welcomed evidence in writing and received one written submission. In addition, members visited the West Pier Project, a supported housing scheme managed by Brighton & Hove City Council. The West Pier Project provides some accommodation for people with a Dual Diagnosis.

- 4.11 The final report made recommendations on a number of topics including Supported Housing, Women's Services, Children and Young People, Integrated Working and Care Plans, Funding, Treatment and Support. The report was endorsed by the OSC in April and was reported to Cabinet in July.
- 4.12 **Climate Change Adaptation (OSC)**  
Councillors Vicky Wakefield-Jarrett, Gill Mitchell, Denise Cobb and Professor Gordon MacKerron.
- 4.13 At its meeting on the 10<sup>th</sup> March the Overview and Scrutiny Commission resolved to establish a panel to investigate 'the work that needs to be done to make good progress in planning for a changing local climate'.
- 4.14 The panel will be looking to gain an understanding of the climate change threats and opportunities facing the City and the impact these will have, how prepared the Council and its partners are in planning for the impacts and seek to identify any gaps that need to be addressed.
- 4.15 The Panel membership includes Professor Gordon MacKerron Director of the Sussex Energy Group, SPRU (Science and Technology Policy Research), University of Sussex.
- 4.16 The panel will be looking to report in the autumn.
- 4.17 **Street Access Issues**  
Councillors David Watkins, Sven Rufus, Brian Pidgeon, Pat Hawks, Jayne Bennett.
- 4.18 The panel is looking at street access in its widest sense including traders' items, street furniture and pavements obstructions. It will seek evidence from local business groups, interest groups such as the RNIB and local residents.
- 4.19 **Dignity at Work**  
Councillors Gill Mitchell (Chairman), Paul Elgood, Brian Pidgeon, Vicky Wakefield-Jarret.
- 4.20 At its meeting on the 8<sup>th</sup> December the OSC agreed 'That a 4-Member scrutiny panel be established to make recommendations regarding the Draft Dignity and Respect at Work Policy'. This addresses bullying and harassment policies within the Council.

- 4.21 The Panel has decided to reconvene in the autumn once the draft Dignity at Work Strategy has been produced to feed comments and ideas into the policy development process.
- 4.22 Adult Social Care and Housing Overview and Scrutiny Committee (ASCHOSC)**
- 4.23 ASCHOSC has looked at a large number of issues over the course of the year such as re-ablement, safeguarding, the Housing Strategy, budget issues and the Single Homeless Strategy.
- 4.24 ASCHOSC has pioneered short Member development sessions at the start of each meeting. These have focused on key new developments within the relevant services and initiatives that Members should be aware of.
- 4.25 The May meeting of the ASCHOSC was an innovative session looking at the issue of the Valuing People Now agenda. A range of service users, carers and providers presented information to Committee in a setting that allowed for more detailed but less formal questioning. This will feed into discussion on the Learning and Development Partnership Board Action Plan at September's Committee meeting.
- 4.26 The Students in the Community Scrutiny Panel established by ASCHOSC was the first Panel to report under the new constitutional arrangements.
- 4.27 Students in the Community**  
Councillors Anne Meadows (Chairman), Georgia Wrighton, and Tony Janio.
- 4.28 The Adult Social Care and Housing Committee established an ad hoc panel to look at the subject of student impact on residential neighbourhoods. This was identified as a particular need through the Committee's consideration of work on the draft housing strategy, and the fact that there was not a specific student housing strand.
- 4.29 The panel met four times in public, with the first meeting purely for members of the public and students to express their views. This proved valuable as it ensured that panel members were aware of the wide range of student impact issues from the outset. In addition, the panel received 42 individual letters and emails from residents, and a representation from David Lepper MP on behalf of 87 residents from the Elm Grove area of Brighton

- 4.30 The panel had a number of invited expert witnesses to each of the subsequent three meetings, and heard from a total of twenty expert witnesses, including the UK's leading expert on student impact, local police, CityClean, Environmental Health, planning, housing strategy, landlords & both universities (who were represented at senior management levels.)
- 4.31 The panel also benefited from positive extensive press coverage; stories appeared in the Argus after each meeting, which helped to remind the public that the panel was taking place, and how to contact the panel with comments. In addition, student impact was the subject of a 'Friday Inquisition' on the Argus's website, where members of the public emailed in their questions about student housing and Councillor Meadows and representatives from both universities publicly responded to the questions.
- 4.32 The panel's report was endorsed by the ASCHOSC in March and has been reported to Cabinet.
- 4.33 Dementia Strategy (Select Committee)**  
Councillors Averil Older, Dawn Barnett, Pat Hawks and Georgia Wrighton and Mr Robert Brown LInK co-optee.
- 4.34 Following a scoping report setting out a number of options for panel topics the ASCHOSC decided to look at the issue of Dementia, and the development of a Dementia Strategy for the City.
- 4.35 Living well with dementia, the national strategy was launched by the Government in February this year. This is the first ever strategy covering Dementia to be published so is new ground nationally and for the authority.
- 4.36 Due to the cross-cutting nature of the issue and the size of the policy area it was agreed by the OSC that a Select Committee should be established. This allows for a longer and more in-depth investigation into the issue. The first scoping meeting was held in May.
- 4.37 Environment and Community Safety Overview and Scrutiny Committee (ECSOSC)**
- 4.38 ECSOSC has looked at a range of issues such as parking, bus service provision, street-lighting, air quality and the Local Transport Plan. ECSOSC held a workshop on the London Road Supplementary Planning Document allowing Councillors to contribute their thoughts to the development of the initiative.



- 4.39 ECSOSC has experienced good engagement when necessary from external partners, for example EDF Energy were invited to attend the Committee to discuss street lighting.
- 4.40 ECSOSC has held one meeting to consider whether or not to refer a decision on the Partial Review of the Southeast Plan: Meeting the needs of Gypsies and Travellers back to Cabinet. Following debate it was decided not to refer the decision back to Cabinet for reconsideration.
- 4.41 ECSOSC has to balance its environmental and community safety priorities, the ad hoc panel established has focused on a community safety issue.
- 4.42 Older People and Community Safety (ECSOSC)**  
Councillors Mo Marsh (Chairman) Amy Kennedy, David Smart and David Watkins and Mr John Eyles, a co-optee from the Older People's Council.
- 4.43 Established following Age Concern raising the matter at the Community Safety Forum. The Panel is investigating concerns that older people may have about safety and perception of safety in the community and then make recommendations on practical measures that can be taken to help older people feel safer.
- 4.44 The panel is looking to report in the autumn with emerging themes from the meetings to date being interagency coordination, communication with vulnerable people, elder abuse and domestic violence.
- 4.45 Children and Young People's Overview and Scrutiny Committee (CYPOSC)**
- 4.46 CYPOSC has looked at issues such as the Traveller Information Service, exclusion issues, Children Centres as well as receiving regular Ofsted Reports and updates on the Falmer Academy.
- 4.47 CYPOSC has excellent engagement with stakeholders; two members of the Brighton and Hove Youth Council have been co-opted onto the Committee. Co-optees have also enabled the Committee to receive feedback direct from service users, such as the Parent Carers Council on Children with Additional Needs.
- 4.48 Reducing alcohol related harm to children and young people**  
Councillors Ann Norman (Chairman), Juliette McCaffery, Ben Duncan.

- 4.49 The panel was established to examine the costs, social and economic outcomes and reasons for the increasing levels of alcohol related harm suffered by children and young people in Brighton and Hove.
- 4.50 It is also examining the impact of the Licensing Act 2003 on the availability to and consumption of alcohol by those aged under 18.
- 4.51 The Panel gathered evidence from Sussex Police, Council Officers, the Primary Care Trust, NHS, Head Teacher, Trading Standards and Licensing and Licensed Retailers.
- 4.52 The Panel reported to the June meeting of CYPOSC and will report to Cabinet in September.
- 4.53 Culture, Tourism and Enterprise Overview and Scrutiny Committee (CTEOSC)**
- 4.54 The CTEOSC has held a number of scrutiny workshops which have allowed Members to have early input, pre-decision input into the development of the Libraries Plan, the Museum Strategy and the Cultural Strategy.
- 4.55 The Committee has also looked at the progress of a number of the Council's key major projects, reviewed the provision of sport facilities in the City and support to small businesses.
- 4.56 Environmental Industries (Culture, Tourism and Enterprise OSC)**  
Councillors Bill Randall (Chairman), Melanie Davis, Steve Harmer-Strange.
- 4.57 The formal title of the inquiry is "*Environmental Industries Enquiry – Capturing the potential and economic benefits for Brighton & Hove*" it is looking at the growth potential of environmental industries in Brighton & Hove.
- 4.58 It is considering the economic, environmental and employment benefits to the city and what actions should be prioritised by the Council and its key partners to support the high growth potential existing in the sector, diversifications of others into the sectors work, and how to attract inward investors.
- 4.59 The panel has taken evidence and enjoyed constructive and lively debate, hearing from a number of expert witnesses including:
- Pooran Desai, Sustainability director of BioRegional Quintain Ltd
  - David Porter, Environmental Enterprise Manager, Envirobusiness

- Jim Christy, Director, East Sussex Enterprise Hub
- Jim Watson, Director of the Sussex Energy Group at Sussex University
- Paul Dickinson, CEO, Carbon Disclosure Project
- Jae Mather, Director of Sustainability, Carbon Free Group

4.60 The panel will report in the autumn.

#### **4.61 Health Overview and Scrutiny Committee (HOSC)**

4.62 HOSC enjoys an excellent relationship with health service providers in the city as can be seen in the engagement at meetings from organisations such as the PCT. This has allowed HOSC to perform a useful function in allowing members of the public, and as well as Councillors, to question the PCT in a public forum.

4.63 HOSC has also undertaken some good work looking at how the Sussex Orthopaedic Treatment Centre is performing and has worked jointly with a number of other local authorities of specific issues.

4.64 HOSC has also scrutinised Mental Health: personalisation of care agenda, eye testing for over 60s, dentistry and maternity services. HOSC has a co-opted LInK member and a representative from the Older Peoples Council.

#### **4.65 GP Led Health Centre (HOSC)**

Councillors Trevor Alford (Chair), Jason Kitkat, Kevin Allen

4.66 The panel investigated the process undertaken in awarding the contract for the GP-led health centre in the City. This was a short, sharp investigation that will report shortly.

### **5. FUTURE DEVELOPMENT**

5.1 The newly constituted O&S function has improved over the course of the first year and it will continue to develop as new powers are implemented and ways of working refined. Key to this will be powers from the Local Government and Public Involvement in Health Act 2007 (LGPIHA 2007). This has strengthened the role of O&S in two main ways relevant to the Council:

- Firstly it increases the remit and power of O&S Committees to request information and evidence from, and make recommendations to, partner organisations.<sup>1</sup>
  - Secondly the introduction of the Councillor Call for Action has meant O&S can now support Members in their ward duties.
- 5.2 The opportunity exists following LGPIHA 2007 to move the O&S function away from being predominantly inward looking to becoming a tool that looks at issues as they affect the City, rather than as the council delivers services. Put another way overview and scrutiny needs to be place, not just service, based.
- 5.3 In essence Council Overview and Scrutiny Committees will be able to:
- Scrutinise Local Area Agreement targets (and other LSP targets)
  - Require information from partner organisations involved in delivering LAA targets
  - Require partners to 'have regard to' scrutiny recommendations
  - There is a general expectation to cooperate with overview and scrutiny
- 5.4 Coordination of O&S work programmes with the LSP should result in O&S being able to undertake forward looking policy development work that meets both Council and LSP priorities, or if a problem area is identified a scrutiny review of the issue.
- 5.5 Links between each of the O&S Committees and the LSP and its themed groups should be developed over the course of the coming year.
- 5.6 It is also necessary to ensure that areas of work identified as priorities within O&S are not already being looked at by partners, thereby avoiding duplication of effort. This will involve building relationships and shared understanding of the role of O&S with the individual partners and partnerships.
- 5.7 The focus of O&S and partners should be on looking at issues of mutual concern, rather than O&S seeking to focus its efforts on the performance of organisations.

### **Councillor Call for Action**

- 5.8 Section 119 of the Local Government and Public Involvement in Health Act 2007 introduced CCfA powers. The central element of CCfA is that

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<sup>1</sup> Sections 121 and 122 of the Local Government and Public Involvement in Health Act 2007 establish new powers for overview and scrutiny in relation to partner organisations.

any Councillor can have an issue of concern put on the agenda of the relevant O&S Committee. CCfA is however intended to be the option of last resort when all other avenues of resolution have been pursued.

- 5.9 CCfA is aimed at empowering Councillors to resolve issues and problems on behalf of their residents. Ultimately CCfA is a mechanism that allows Councillors to seek resolution of issues they have struggled to solve elsewhere. Whilst not guaranteeing a solution it provides an opportunity for debate and discussion.
- 5.10 The Council's constitution (Part 6.1, paragraph 13.2) already allowed for any Member of an O&S Committee to place an item on the agenda of any O&S Committee. The Committee must then decide whether it wishes to pursue the item suggested. It is also current working practice that issues raised by Councillors not on Overview and Scrutiny Committees are raised at Committee pre-meets and usually then added to Committee agendas.
- 5.11 A CCfA power also exists in the Police & Justice Act 2006, enabling councillors to raise crime and disorder issues, particularly those relating to anti-social behaviour or the misuse of drugs, alcohol and other substances. The ECCOSC has been designated as the Crime and Disorder Committee for the purposes of the Act. However previously agreed protocols recognise the key role the Community Safety Forum plays in this regard.

### **Profile of Overview and Scrutiny**

- 5.12 The profile of O&S needs to be raised during 2009/10 internally within the Council, with partners and with residents. This will allow O&S to play a more active role in the democratic process, enabling residents to engage with Committees and Members to use the O&S processes to resolve important issues. O&S has an important role to play in supporting Councillors in all aspects of their work.
- 5.14 Public participation in scrutiny panels has been good where issues of local consequence and interest have been reviewed. Increased public participation in the democratic process should be an aim in itself; it will however also allow for more direct service user feedback and improved services.

## **6. CONSULTATION**

- 6.1 Consultation has taken place with the Chairmen of Overview and Scrutiny Committees during 2008/9.

## **7. FINANCIAL & OTHER IMPLICATIONS:**

### Financial Implications:

7.1 To follow.

### Legal Implications:

7.2 To follow.

### Equalities Implications:

7.3 Equality issues form an important part of the work of a number of ad hoc panels. The OSC has a remit to look at equality issues and receives six monthly updates from the City Inclusion Partnership.

### Sustainability Implications:

7.4 Sustainability falls within the remit of the OSC and a panel has been established to investigate Adaptation to Climate Change.

### Crime & Disorder Implications:

7.5 ECSOSC is the Council's designated Crime and Disorder Committee. Liaison between the

### Risk and Opportunity Management Implications:

7.6 To follow.

### Corporate / Citywide Implications:

7.7 To follow.

## **SUPPORTING DOCUMENTATION**

### **Appendices:**

1) O&S Committee Remit and 2008/2009 Membership

### **Documents in Members' Rooms:**

None

### **Background Documents:**

None

## **Appendix 1 – Overview and Scrutiny Committee Membership and Terms of Reference.**

### **Overview and Scrutiny Commission**

The OSC membership for 2008/9 was Cllr Mitchell (Chair), Cllr Pidgeon (Vice-Chair), Cllr Meadows, Cllr Randall, Cllr Wakefield-Jarrett, Cllr Elgood, Cllr Alford, Cllr Older, Cllr Cobb, Cllr J. Bennett. Cllr Morgan is a non-voting co-optee on the OSC. The membership of the OSC includes the Chairman of each of the other O&S Committees; this allows it to take a strategic view across all Committees.

To OSC co-ordinates the work of the Overview and Scrutiny Committees. It reviews and scrutinises all matters relating to central and support services, in particular;-

- Finance (including the annual budget)
- Property
- ICT
- Customer Services
- Corporate Procurement
- Legal and Democratic Services
- Policy
- Communications
- Human Resources
- Improvement & Organisational Development
- Joint working and partnership arrangements
- Corporate performance
- Equalities
- Sustainability

### **Culture, Tourism and Enterprise Overview and Scrutiny Committee**

Membership of CTEOSC for 2008/9 was Cllr Bill Randall, Cllr Mel Davis, Cllr Pat Drake, Cllr Pat Hawkes, Cllr Steve Harmer-Strange, Cllr Amy Kennedy, Cllr Craig Turton, Cllr Carol Theobald.

CTEOSC has a remit to perform the overview and scrutiny function in relation to all matters Enterprise and Employment and in particular:-

- Major Projects
- Economic Regeneration
- Culture, Arts and Heritage
- Tourism & Marketing

- Libraries and Museums
- Events
- Leisure, Sports and Recreation

### **Environment and Community Safety Overview and Scrutiny Committee**

The ECSOSC membership for 2008/9 was Cllr Warren Morgan (Chair), Cllr Tony Janio (Vice-Chair), Cllr Ian Davey, Cllr Sven Rufus, Cllr Mel Davis, Cllr Pat Drake, Cllr David Smart and Cllr Geoffrey Wells.

ECSOSC 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 Policy

### **Adult Social Care and Housing Overview and Scrutiny Committee**

The ASCHOSC membership for 2008/9 was Cllr Anne Meadows (Chair), Cllr Georgia Wrighton (Vice-Chair), Cllr Pat Hawkes, Cllr Dawn Barnett, Cllr Sven Rufus, Cllr Brian Pidgeon, Cllr Geoffrey Wells, Cllr Tony Janio.

ASCHOSC looks at matters relating to Adult Social Services and matters connected to the Housing function and in particular:-

- The Council's housing strategy
- Homelessness and the allocation of housing
- Private sector housing, including taking action to remedy overcrowding, disrepair, unfitness and statutory nuisances; to promote fire safety in private sector housing and the Council's functions in relation to houses in multiple occupation Tenancy



relations and the provision of housing advice

- Housing loans and grants
- Housing Landlord Functions
- Supporting People

### **Children and Young People Overview and Scrutiny Committee**

CYPOSC membership for 2008/9 was Cllr Averil Older (Chairman), Cllr Juliette McCaffery (Vice-Chair), Cllr Ben Duncan, Cllr Vicky Wakefield-Jarrett, Cllr Kevin Allen, Cllr Lynda Hyde, Cllr Ann Norman, Cllr David Smart.

CYPOSC scrutinises matters relating to the Children and Young People Cabinet function including:-

- the provision, planning and management of children's social services
- the provision, planning and management of education
- the health of the authority's children and young people, including contribution to the development of policy and service to improve health and reduce health inequalities, all in accordance with the principles of section 7 of the Health & Social Care Act 2001, but provided that matters relating to general health strategies and services not specifically for children and young people shall be the function of the Council's Health Overview & Scrutiny Committee
- the development of integrated children's services under the Children and Young People's Trust
- all of the functions of the Council as an education authority under the Education Acts, School Standards and Framework Act 1998 and all other relevant legislation in force from time to time
- the development of the Council's Children and Young People's Plan

### **Health Overview and Scrutiny Committee**

Membership of HOSC for 2008/9 was Cllr Denise Cobb (Chairman), Cllr Kevin Allen, (Vice Chair), Cllr Trevor Alford, Cllr Dawn Barnett, Cllr Steve Harmer-Strange, and Cllr Jason Kitkat, Cllr Sven Rufus and Cllr David Smart.

HOSC performs the Overview and Scrutiny function in relation to all matters, to the Health elements of the Adult Social Care and Health function and in particular:-

- To scrutinise matters relating to the health of the Authority's population and contribute to the development of policy and service to improve health and reduce health inequalities
- To undertake all the statutory functions of the scrutiny committee in accordance with Section 7 and Regulations under that section, of the Health and Social Care Act 2001, relating to reviewing and scrutinising health service matters
- To review and scrutinise the impact of the Authority's own services and of key partnerships on the health of its population
- To encourage the Council as a whole and its executive committees and sub-committees and through the Overview and Scrutiny Organisation Committee to take into account the implications of their policies and activities on health and health inequalities
- To make reports and recommendations to the National Health Service, the Council, the executive committees and sub-committees and the Overview and Scrutiny Organisation Committee, and to other relevant bodies and individuals
- To monitor and review the outcomes of its recommendations
- In all of the above, to liaise with other bodies that represent patients' views in order to seek and take account of the views of the local populations

**OVERVIEW AND SCRUTINY COMMISSION WORK PLAN 2009 - 2010**

Issue	Overview & Scrutiny Activity	Outcome & Monitoring/Dates
<b>2<sup>nd</sup> June 2009</b>		
Sustainable Communities Act	Information on the legislation and its relevance to O&S. Ad hoc panels may generate suggestions for future submissions.	
BME/Disabilities	Report requested by Cllr Elgood on BME workforce statistics.	
Recession Information	Item on the Council response to the recession and its impact upon the City. Will be possible for OSC to contribute to the future development of Third Sector Relief Package.	
ICT Risk	Referral from Audit Committee.	
Annual Report	OSC is required to submit Annual report to Council. Committee to agree content of report.	
OSC Work Plan	To discuss/agree OSC work plan for the year.	

Issue	Overview & Scrutiny Activity	Outcome & Monitoring/Dates
<b>14<sup>th</sup> July 2009</b>		
LAA Annual Performance Report	O&S performance management; opportunity to review LAA targets and ask for in-depth information of areas of concern.	
Equalities Update	To include Equalities Peer Review. Commission has a remit to scrutinise equality issues and has 6 monthly updates.	
Good Practice Budget Scrutiny	Report on arrangements within other local authorities to scrutinise the budget/budget setting process. Members will have the opportunity to recommend changes to the manner in which budget scrutiny is undertaken within the Council.	
Budget Provisional turn-out 2008/09	Ongoing budget monitoring.	
Work Plan and work plans of all O&S Committees	OSC has remit to coordinate the work of all the O&S Committees. Chairman of each O&S Committee to present the work plan for 2009-10.	

<b>8<sup>th</sup> September 2009</b>		
Sustainable Community Strategy	O&S chance to feed views into the consultation process in developing the Strategy.	
Corporate Plan	For information	
Place Survey	For information	
Young People and Alcohol Related Harm	Scrutiny Panel report for information	
Best practice scrutiny examples	Council resolved as part of the 6 month review of the constitution to look at best practice re O&S from around the Country.	
<b>20 October</b>		
Corporate Plan 6 month progress report		
Targeted Budget Management Month Four	Ongoing budget monitoring.	
Climate Change Scrutiny Panel Report	OSC to endorse the report.	
Street Accessibility Scrutiny Panel Report	OSC to endorse the report.	

<b>15 December</b>		
Targeted Budget Management Month Six	Ongoing budget monitoring.	
6 monthly update from OSC Chairs		
Dignity at Work scrutiny panel report	OSC to endorse the report.	
LAA 6 month progress report		

<b>26 January 2010</b>		

**16 March 2010**


**27 April 2010**