



Brighton & Hove
City Council

Overview & Scrutiny

Title:	Overview & Scrutiny Commission
Date:	16 March 2010
Time:	4.00pm
Venue	Council Chamber, Hove Town Hall
Members:	Councillors: Mitchell (Chairman), Alford, Bennett, Elgood, Meadows, Morgan, Older, Peltzer Dunn, Pidgeon (Deputy Chairman), Randall and Wakefield-Jarrett
Contact:	Tom Hook Head of Overview & Scrutiny 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) or email scrutiny@brighton-hove.gov.uk

Date of Publication - Monday, 8 March 2010

Agenda Item 79

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
3.30PM 26 JANUARY 2010
COUNCIL CHAMBER, HOVE TOWN HALL
MINUTES**

Present: Councillors Mitchell (Chairman); Alford, Bennett, Elgood, Meadows, Morgan, Older, Peltzer Dunn, Pidgeon (Deputy Chairman), Randall and Wakefield-Jarrett

Also Present: Councillors Fallon-Khan and Hamilton

PART ONE

65. PROCEDURAL BUSINESS

65a Declarations of Substitutes

There were none.

65b Declarations of Interests

During consideration of item 71 Councillors Elgood and Randall said they were patrons of the Sussex County Foundation.

65c Declaration of Party Whip

There were none.

65d 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 not excluded from the meeting.

66. MINUTES OF THE PREVIOUS MEETING HELD ON 15 DECEMBER 2009

66.1 **RESOLVED** That the minutes of the meeting held on 15 December be approved and signed by the Chairman.

67. CHAIRMAN'S COMMUNICATIONS

67.1 The Chairman stated that the Hangleton Bottom Update call-in, agenda Item 75a that had been distributed as a supplementary agenda item, would be brought forward and considered following the Good Governance Report, Item 69.

68. PUBLIC QUESTIONS/LETTERS FROM COUNCILLORS/NOTICES OF MOTION REFERRED FROM COUNCIL

68. There were none

69. GOOD GOVERNANCE REPORT - REPORT OF THE AUDIT COMMISSION

69.1 The Chief Executive introduced the Audit Commission's Good Governance report. This had been considered by the Council's Audit and Governance Committees and for him was helpful to set the context when newly in post. However the report had been drafted in May 2009 and it was important to focus more on the forward-looking Action Plan.

69.2 The Chief Executive commented on the main points raised regarding:

- Councillor roles and development
- Working relationships between officers and councillors
- Timescales and objectivity of reports and how they are presented
- The Council's reputation amongst residents
- Responsibility for positive outcomes from the Good Governance Action Plan
- Encouraging people from minority groups to become councillors

69.3 He said he would deal with any individual concerns if brought to his attention. A Member development working group was in progress. To his knowledge reports were open and informative and based on the best advice and professional judgement. The Council carried out large consultations well however it needed to learn more from individuals' complaints and there needed to be more cross-Council consistency.

69.4 Some Councillors felt that the workload of councillors should be considered in the Good Governance Report and this should be taken up with the Audit Commission.

69.5 Answering questions, the Head of Law set out the process and timescales for producing the Good Governance report; He clarified that, at paragraph 39 of the Main Findings; of the five Overview and Scrutiny Committees, only the Overview and Scrutiny Commission was webcast and like the Council's other webcasts the webcasts were not edited.

69.6 The Dignity at Work policy was due to be presented to the Governance Committee and a report of Bullying at Work was due to be taken to the Standards Committee.

69.7 The Commission wished to keep under review the progress in line with the report's action plan and requested that any specific area as necessary be brought back for monitoring.

69.7 **RESOLVED:** 1) That Members note the report of the Audit Commission

2) That the proposed action in response to the recommendation of the Commission as set out in the action plan listed as Appendix 1 to the Commission 's report be noted.

3) That any specific area as necessary be brought to the Commission for monitoring

70. RECOMMENDATIONS ON BUDGET PROPOSALS FROM O&SCS TO REPORT TO 11 FEB CABINET

70.1 In considering the Head of Scrutiny's report on Scrutiny of Budget Proposals the Commission welcomed the budget proposals information that had been presented this year to Overview and Scrutiny Committees.

70.2 Much information had been provided and clear proposals drawn up, although there was concern that an element of the proposed savings information was taken to CYPOSC with less than 24 hours notice.

70.3 Before evaluating the effect of Overview and Scrutiny input into the budget-making process, and consider whether to approach this differently in future, Members wished to see the final budget proposals.

70.4 Chairman of CYPOSC said she was pleased to have the views of the Committee's co-optees. Rent reviews for seafront businesses were commented upon.

70.5 Chairman of ECSOSC was concerned about subsidised bus services savings and timescales. It was suggested by Chairman of CTEOSC that savings could be made by better use of Council buildings for outside events and more of the council's own business such as interviews for senior posts.

70.6 The Commission asked that in the future Equality Impact Assessments of budget proposals be provided for overview and scrutiny and published.

70.7 The Chairman thanked everyone for attending for this item.

70.8 RESOLVED: 1) That the report be noted and minutes of budget O&S meetings be forwarded to 11 February Cabinet

2) That the budget scrutiny process be considered at a future meeting

3) That the following suggestions be taken forward;

- Better use of Council buildings for outside events and council's own business
- That EIAs be provided in future budget rounds

71. BRIGHTON & HOVE THIRD SECTOR RECOVERY PLAN

71.1 The Grants Officers introduced the report on the draft Brighton & Hove Third Sector Recovery Plan. During questions on the draft Plan he also detailed the range of support given to groups within the Council's Strategic and Annual Grants programmes.

71.2 Members welcomed the report and the opportunity to see it at a draft stage where they could constructively input into its development.

71.3 Members asked why the Plan had been renamed and deferred and why it appeared only now, as it had been first drafted in June 2009. The Head of Cabinet Support reassured Members that action where needed had and was being taken. The delay in presenting the report and the change in name was as a result of deciding to develop the approach in partnership with the Third Sector.

71.4 Officers would provide information on the Sussex Foundation Trust, the financial contribution of the third sector to the city and promoting the Credit Union more widely amongst staff and Members.

71.5 **RESOLVED:** that the Commission's comments be taken forward in the development of the Third Sector Recovery Plan

72. COMPREHENSIVE AREA ASSESSMENT

72.1 The Head of Partnerships and External Relations and the Head of Policy introduced the report on the Comprehensive Area Assessment 2009.

72.2 The positive aspects of 'reducing crime and improving safety' were particularly welcomed.

72.3 Officers would provide further information to the Commission on meeting the minimum requirements in the Organisational Assessment (introductory table, description of scores)

72.4 Information on the 'Get Involved' Programme would also be forwarded.

72.5 The Chairman stated that the CAA would help inform the annual work plan that would be brought for approval to a future meeting.

72.6 RESOLVED: that the Commission

1) Notes the findings and judgements contained within the Comprehensive Area & Organisation Assessment reports

2) Asks Overview and Scrutiny Committee Chairs to take account of the CAA report and action plan when developing work programmes.

73. MANAGING HEALTH INEQUALITIES; REFERRAL FROM AUDIT COMMITTEE

73.1 The Commission considered the report relating to the referral from the Audit Committee on Managing Health Inequalities and the recommendation was agreed.

73.2 **RESOLVED;** That the report be referred to ASCHOSC for further consideration.

74. SCRUTINY PANELS - UPDATE

74.1 The Commission received an update on progress on Scrutiny Panels and agreed to note the report.

74.2 **RESOLVED;** That the report be noted.

75. OSC WORK PLAN

75.1 The Commission considered the work plan and noted that a new draft annual plan for Overview and Scrutiny would be reported to a future meeting. More public involvement in O&S would be encouraged.

75.2 **RESOLVED;** That the report be noted.

75a CALL-IN REQUEST FOR HANGLETON BOTTOM

(Note this item was considered after item 69 on the agenda)

75a.1 Councillor Hamilton introduced the call-in request on the Hangleton Bottom Update decision taken at 18 January Central Services CMM meeting.

75a.2 He said this decision had been denoted as a key decision (CAB 5498) on the Council's Forward Plan (FP) for some time and in particular there had been no change in the entries on the FPs published on 11 December 2009 and 15 January 2010.

75a.3 He contended that in agreeing the 18 January CMM report recommendation ('That the Cabinet Member approves the suggested approach to marketing and creating an informal planning brief for this council owned site as set out in the report.') that half of the key decision ('To seek agreement to the marketing approach and future use of the site') had already been taken.

75a.4 The decision had been marked 'deferred' on the 15 January FP but because a substantial part of the decision was taken on 18 January only 3 days later, it had not been properly taken in his view. He asked that the Commission refer the decision back.

75a.5 Councillor Morgan pointed out the importance of the Forward Plan in the Council's Constitution. He said this decision taken by 18 January CMM appeared to be identical to that marked 'deferred' on 25 previous Forward Plans. He questioned the openness of the decision and therefore proposed that it be called in.

75a.6 Councillor Fallon-Khan said this was not a substantive decision and did not meet the 'key decision' criteria. This was merely an exploratory report on market testing, before testing options and consulting and a report to cabinet. The future use of the site was not part of the 18 January Cabinet Member report and a further report would be considered by Cabinet in due course.

75a.7 The Assistant Director of Property and Design gave full details of the long process of market testing that would lead to either disposal or non-disposal of the Council-owned site.

75a.8 The Commission discussed the use and accessibility of the Forward Plan and the Chairman stated that the next meeting would include a report on this.

75a. 9 Councillor Meadows stated strongly that she thought the way the decision was made gave a wrong impression, and that she did not have confidence in the Forward Plan.

75a.10 The Lawyer told the meeting it was reasonable that the Cabinet Member did not consider this a key decision as it did not result in expenditure of more than £500,000 and did not have a significant impact on two or more wards. He said the Key Decision as listed on the Forward Plan was more substantive and therefore in legal terms it is separate from the CMM Decision taken. The Head of Law told the meeting that a working group was considering some aspects of the Forward Plan and that the decision could have been made under delegated powers.

75a.11 Councillor Morgan proposed that OSC refer the CMM decision of 18 January back to the CMM together with the recommendation that 'the decision be deferred pending the decision being advertised in the FP in accordance with the Council's Constitution, and that it then go to Cabinet for decision in accordance with the current FP.' This proposal was seconded by Councillor Meadows.

75a.12 The Commission did not agree to refer the decision back and the Chairman thanked Councillors Fallon-Khan and Hamilton for attending the meeting.

75a.13 **RESOLVED:** having noted the report and additional information that the decision be not referred back.

76 ITEMS TO GO FORWARD TO CABINET MEMBER, CABINET OR FULL COUNCIL

76.1 It was noted that scrutiny comments on budget proposals would be taken forward to 11 February Cabinet meeting.

77 HANGLETON BOTTOM UPDATE CALL-IN - EXEMPT CATEGORY 3

77.1 The Commission did not consider any exempt information at this meeting.

78 PART TWO ITEMS

78.1 The Commission did not consider any exempt items at this meeting.

The meeting concluded at 6.00pm

Signed

Chair

Dated this

day of

OVERVIEW AND SCRUTINY COMMISSION

Agenda Item 83

Brighton & Hove City Council

Subject: Targeted Budget Management (TBM) Month 9
Date of Meeting: 11 February 2010 Cabinet
16 March Overview and Scrutiny Commission
Report of: Director of Finance & Resources
Contact Officer: Name: Patrick Rice Tel: 29-1268
E-mail: patrick.rice@brighton-hove.gov.uk
Key Decision: Yes Forward Plan No: CAB13924
Wards Affected: All

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

- 1.1 This report sets out the forecast outturn position on the revenue and capital budgets as at the end of December 2009 (month 9). Due to the severity of the adverse weather at the start of January 2010 and the service and financial consequences of this, the forecast has been revised to include the latest available information at the time of publication of this report.

2. RECOMMENDATIONS:

- 2 That the Overview and Scrutiny Commission notes the report
- 2.1 That Cabinet notes the forecast outturn for the General Fund, Section 75 Partnerships and Housing Revenue Account (HRA) for 2009/10 as at month 9.
- 2.2 That Cabinet approves the budget virement on the Dedicated Schools Grant to support schools Special Educational Needs costs set out in Appendix 1.
- 2.3 That Cabinet notes the forecast outturn position on the capital budgets as at month 9.
- 2.4 That Cabinet approves the changes to the capital budget as summarised in Appendix 3 and detailed in Appendices 4 – 7.

3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

- 3.1 The table below shows the forecast outturn position for council controlled budgets within the general fund, including directorates and centrally managed budgets and the outturn on NHS managed S75 Partnership Services.

Forecast Variance Month 6 £'000	Directorate	2009/10 Budget Month 9 £'000	Forecast Outturn Month 9 £'000	Forecast Variance Month 9 £'000	Forecast Variance Month 9 %
671	Adult Social Care & Housing	42,988	43,717	729	1.7%
-	S75 Learning Disability Services	23,722	23,801	79	0.3%
2,047	Children & Young People's Trust	54,585	56,533	1,948	3.6%
(96)	Finance & Resources	18,673	18,529	(144)	-0.8%
(12)	Strategy & Governance	13,138	13,182	44	0.3%
143	Environment	38,491	39,523	1,032	2.7%
313	Culture & Enterprise	12,177	12,530	353	2.9%
3,066	Sub Total	203,774	207,815	4,041	2.0%
(2,835)	Centrally Managed Budgets	13,854	9,879	(3,975)	-28.7%
231	Total Council Controlled Budgets	217,628	217,694	66	0.0%
NHS Trust managed S75					
386	Services	13,496	13,989	493	3.7%
617	Total Overall Position	231,124	231,683	559	0.2%

3.2 The Total Council Controlled Budgets line in the above table represents the total current forecast risk to the council's General Fund. This includes all directorate budgets, centrally managed budgets and council-managed Section 75 services.

3.3 The NHS Trust-managed Section 75 Services line represents those services for which local NHS Trusts act as the Host Provider under Section 75 Agreements. Services are managed by Sussex Partnership Trust and South Downs Health Trust and include health and social care services for Adult Mental Health, Older People Mental Health, Substance Misuse, AIDS/HIV, Intermediate Care and Community Equipment. The financial risk for these services generally lies with the relevant provider Trust and it is not expected that any of this overspend will cause additional financial pressure for the Council.

3.4 The forecast outturn on the HRA is as follows:

Forecast Variance Month 6 £'000	Housing Revenue Account	2009/10 Budget Month 9 £'000	Forecast Outturn Month 9 £'000	Forecast Variance Month 9 £'000	Variance Month 9 %
221	Expenditure	47,869	48,190	321	0.7%
76	Income	(47,869)	(47,854)	15	0.0%
297	Total	-	336	336	

3.5 The overspend forecast of £0.066 million (excluding S75 Partnerships) is explained in more detail in Appendix 1.

Corporate Critical Budgets

- 3.6 Targeted Budget Management (TBM) is based on the principles that effective financial monitoring of all budgets is important. However, there are a small number of budgets with the potential to have a material impact on the council's overall financial position. These are significant budgets where demand or activity is difficult to predict with certainty and where relatively small changes in demand can have significant financial implications for the council's budget strategy. These therefore undergo more frequent, timely and detailed analysis. Set out below is the forecast outturn position on the corporate critical budgets.
- 3.7 As mentioned in the introduction to this report the forecasts incorporate the best available information on the cost implications of the adverse weather at the beginning of January to ensure that members are fully informed of the financial position. This has particularly affected the corporate critical budget for sustainable transport and this is explained in more detail in Appendix 1.

Forecast Variance Month 6 £'000	Corporate Critical	2009/10 Budget Month 9 £'000	Forecast Outturn Month 9 £'000	Forecast Variance Month 9 £'000	Forecast Variance Month 9 %
990	Child Agency & In House	18,144	19,284	1,140	6.3%
232	Sustainable Transport	(945)	57	1,002	106.0%
(300)	Housing Benefits	159,350	159,050	(300)	-0.2%
(260)	Concessionary Fares	7,345	6,945	(400)	-5.4%
761	Community Care	22,763	23,715	952	4.2%
-	Section 75 Learning Disabilities	20,657	20,736	79	0.4%
1,423	Total Council Controlled	227,314	229,787	2,473	1.1%
386	S75 NHS & Community Care	11,323	11,816	493	4.4%
1,809	Total Corporate Criticals	238,637	241,603	2,966	1.2%

- 3.8 The key activity data for each of the corporate critical budgets is detailed in Appendix 2. Note that the analysis in Appendix 2 will not always match exactly the outturn variances shown in the table above, due to a number of different elements that can affect the outturn. The Appendix is designed to highlight the key underlying activity data that is having the most significant effect on the forecast. Narrative explanations regarding the projections are contained within the individual directorate forecasts contained in Appendix 1.

Capital Budget 2009/10

- 3.9 This part of the report gives Members details of the capital programme budget position for 2009/10. On 26 February 2009, Budget Council considered a capital investment programme report for the financial year 2009/10 and agreed a capital investment programme of £107.265 million. Some of the schemes included in the budget report related to schemes already approved in detail in previous years, while the remainder of the schemes have yet to be approved in detail following their inclusion.

The following table shows the currently approved capital budget.

Capital Investment Programme 2009/10	2009/10 Budget £'000
Slippage brought forward from 2008/09 approved to date	2,578
Budget Reprofiles from 2008/09 approved to date	3,550
Capital Investment Programme schemes approved	72,374
Total Capital Budget 2009/10 as at month 9	78,502

- 3.10 The major part of the original capital investment programme for 2009/10 still to be approved is the Local Delivery Vehicle to improve council housing stock as detailed in the budget report. Cabinet have received regular updates on this funding the latest being on 14 January 2010 (Brighton & Hove Seaside Community Homes Ltd – Funding Options and Consents report), where the funding is now scheduled to take place in 2010/11 and included in the budget report elsewhere on this agenda.
- 3.11 Where schemes are forecast to exceed their budget, budget holders must identify additional resources to finance the shortfall. Forecast overspends of greater than £0.050 million or 10% of the original budget are required to be reported back to Members, either in detailed reports or through this capital monitoring report. Scheme delays or 'slippage' are also monitored in an effort to ensure schemes are delivered not only on budget, but also on time. Where a scheme is forecast to slip by £0.050 million or more, the budget holder will report back to Members, on the amount and the impact of the delay on service delivery.

Capital Forecast Outturn

- 3.12 A number of changes are proposed to the capital programme as follows: new schemes are proposed and summarised in Appendix 4, budget reprofile requests in Appendix 5; variation requests to the capital budgets are contained in Appendix 6 and slippage forecasts of over £50,000 are listed in Appendix 7. A summary of the proposed changes are shown in the table in Appendix 3.

Overspends

- 3.13 There are two overspends over £0.050million, one is within the HRA Capital Programme which is expected to overspend by £0.287 million and will be funded from HRA reserves. The majority of this overspend, £0.209 million is in respect of refurbishment of empty properties where the numbers of empty properties and the unit cost are higher than anticipated. A financial recovery plan has been

implemented and is reviewed on a weekly basis by the Housing Management Team.

- 3.14 The other is the major extension and refurbishment scheme at Longhill School which has progressed well from the start. The scheme has overspent the budget due to works being completed ahead of schedule. Despite the recent extreme weather the project has been completed ahead of programme. Latest cash flow forecasts indicate an overspending of this year's budget by approximately £0.440 million. This will be funded by utilising more of the Targeted Capital Fund grant which is allowable under the grant conditions and in 2010/11 has a budget of £6 million.

Budget Reprofileing

- 3.15 Delays have been identified in some projects due to factors outside of our control. Appendix 5 provides details of the reasons and asks Members to agree to the re-profiling of the budget, which in most cases will result in the resources being moved from this year's capital programme to the next. International Financial Reporting Standards (IFRS) come into effect in 2010/11 and these reprofiles take into account the changes required. Additional work will be necessary during 2010/11 on component accounting. Component accounting is where a significant part of an asset has a shorter life (for example the plant in a swimming pool complex). Also there is a much tighter definition of what expenditure can be funded from capital resources under IFRS and work is continuing on defining what is allowable.

Capital Slippage

- 3.16 Capital slippage into next year has been included this month on the schemes identified in Appendix 7. Project managers have forecast that £2.244 million of the capital budget may slip into the next financial year. £0.814 million relates to devolved school budgets – budgets over which schools control the timing of the expenditure. The net slippage on the directly controlled budgets therefore amounts to £1.430 million, or 1.39% of the budget.

Prudential indicator for capital expenditure

- 3.17 Each year, the council sets a number of prudential indicators that show its capital investment plans are affordable and that borrowing levels are sustainable and prudent. For 2009/10, these were set by the council on 26 February 2009. One of these indicators is 'capital expenditure' and in February the council set this at £107.265 million for 2009/10. This indicator helps us to demonstrate that our capital expenditure plans are affordable.
- 3.18 The Capital Investment Programme report demonstrated how the schemes are fully funded and affordable. The revenue effects of this programme were fully considered as part of the revenue budget setting process.

Capital Receipts

- 3.19 Capital receipts are used to support the capital programme. For 2009/10 the programme is fully funded, however, any changes to the level of receipts during the year will impact on future years' capital programmes. Capital receipts

(excluding housing) are estimated to be £1.4 million. Currently, £0.7 million has been received which includes the long leasehold disposal of part of the Wellsbourne Centre site and the licence fee in respect of the Community Stadium. This leaves £0.7 million of receipts to be achieved during the rest of the financial year. Assets are actively being marketed to achieve the level of receipts budgeted for.

- 3.20 The level of sales of council homes through 'right to buy' has been severely affected by the current market conditions in house prices generally and the higher cost and availability of mortgages in the current economic climate. The Government receive 75% of the proceeds of 'right to buy sales'; the remaining 25% is retained by the council and used to fund the capital programme. The estimated useable receipts for 'right to buy' sales is £0.2 million for this financial year and to date £0.1 million has been received. The reduction in receipts will impact on the level of investment in future years for corporate funds such as the Strategic Investment Fund, Asset Management Fund and ICT Fund. If there are no other compensating receipts generated and the current trend for 'right to buy' sales continues the capital strategy will need to be reviewed and the consequences of this will be reported within the Capital Investment Programme report for 2010/11.

Comments by the Director of Finance & Resources

- 3.21 The General Fund Revenue Budget elsewhere on this agenda requires the Chief Finance Officer to consider the robustness of estimates included in the budget. This review has been undertaken based on the financial projections included within this TBM 9 report, ensuring that service pressure funding has been incorporated into the budget, savings or mitigating actions identified to reduce the pressures or risk provisions put in place. The level of overspend reported here has been factored into that Budget report when considering the levels of reserves required.
- 3.22 The adverse weather has had significant impact on the level of overspend particularly in the Sustainable Transport division. This means that the previous decision of Cabinet to fund a contribution to the Building Schools for the Future Reserve is not affordable from current year's revenue budgets. Alternative funding has been identified within the 3 year Capital Programme as set out in the Capital Resources and Capital Investment Programme elsewhere on this agenda.

4. CONSULTATION

- 4.1 No specific consultation was undertaken in relation to this report.

5. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 5.1 The financial implications are covered in the main body of the report.

Finance Officer Consulted: Patrick Rice

Date: 04/01/10

Legal Implications

- 5.2 Part 3.4 of the council's financial regulations requires the Director of Finances & Resources to report to the Executive on the overall revenue and capital budget position on a regular basis, under the Targeted Budget Management framework.
- 5.3 Further, under part 3.1 of these regulations, it is for the Executive to take in-year decisions on resources and priorities in order to deliver the budget within the financial limits set by full Council. Hence Cabinet is authorised to change the capital budgets, as proposed by recommendation 2(4), having regard to the effect this may have on the capital outturn position for 2009/10.

Lawyer Consulted: Oliver Dixon Date: 04/01/10

Equalities Implications:

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

Sustainability Implications:

- 5.5 There are no direct sustainability implications arising from this report.

Crime & Disorder Implications:

- 5.6 There are no direct crime & disorder implications arising from this report.

Risk & Opportunity Management Implications:

- 5.7 There are no direct risk or opportunity management implications arising from this report.

Corporate / Citywide Implications:

- 5.8 The Council's financial position impacts on levels of Council Tax and service levels and therefore has citywide implications.

6. EVALUATION OF ANY ALTERNATIVE OPTION(S):

- 6.1 The forecast outturn position on council controlled budgets is an overspend of £0.066 million. Any overspend that exceeds risk provisions and contingencies will need to be funded from General Fund reserves, which will then need to be replenished as part of the 2010/11 budget and MTFs proposals.

7. REASONS FOR REPORT RECOMMENDATIONS

- 7.1 Budget monitoring is a key element of good financial management, which is necessary in order for the council to maintain financial stability and operate effectively.
- 7.2 The proposed budget allocations and capital budget changes are necessary to maintain a balanced programme and effective financial management.

SUPPORTING DOCUMENTATION

Appendices:

1. Directorate Revenue Outturn Forecasts
2. Corporate Critical Budgets Activity Data
3. Capital Summary Outturn
4. Proposed new schemes
5. Proposed Capital Budget Re-profile Requests between years
6. Proposed Capital Budget Variations
7. Proposed Capital Slippage

Documents in Members' Rooms

None

Background Documents

None

Adult Social Care & Housing

Forecast Variance Month 6 £'000	Division	2009/10 Budget Month 9 £'000	Forecast Outturn Month 9 £'000	Forecast Variance Month 9 £'000	Forecast Variance Month 9 %
127	Housing Strategy	4,721	4,721	0	0.0%
544	Adult Social Care	38,267	38,996	729	1.9%
671	Total	42,987	43,717	729	1.7%

Explanation of Key Variances

The forecast overspend of £0.729 million is after the delivery of a financial recovery plan expected to achieve a further £0.204 million in the last quarter to deal with the significant pressures being experienced, in particular growth in home care and residential care for people with physical disabilities.

The previously identified pressures on temporary accommodation costs within housing strategy have been addressed through reduction in voids and renegotiation of the storage contract.

The forecast overspend on Adult Social Care has increased by £0.184 million since TBM6. The increase is as a result of continued growth in complex cases within physical disabilities and a shortfall in the resident contributions at the Resource Centres.

Strategies and associated management actions are in place to work towards offsetting pressures and reducing the potential overspend. Actions include:

- Ensuring appropriate funding streams are used to meet the costs of complex need cases and Disabled Living Allowance /Independent Living Fund are maximised.
- Robust application of Fair Access to Care Services criteria;
- Maximising benefits and ensuring that attendance allowance and other benefits are used to purchase domiciliary and other 'low level' requirements;
- At review, ensuring that Fair Access to Care Services criteria is applied and care repackaged to ensure new services are fully utilised (e.g. Community Solutions/Telecare etc.);
- Operating a vacancy control system and controls over agency staff costs.

Children & Young People's Trust

Forecast Variance Month 6 £'000	Division	2009/10 Budget Month 9 £'000	Forecast Outturn Month 9 £'000	Forecast Variance Month 9 £'000	Forecast Variance Month 9 %
(528)	Director	3,872	3,146	(726)	-18.8%
1,639	Area Integrated Working	21,672	23,257	1,585	7.3%
164	Learning , Schools & Skills	(2,968)	(2,830)	138	4.6%
996	Citywide Services	30,059	30,962	903	3.0%
76	Commissioning & Governance	1,950	1,998	48	2.5%
(300)	Vacancy Management	-	-	-	0.0%
2,047	Total	54,585	56,533	1,948	3.6%

Explanation of Key Variances

Director (£0.726 million underspend) - this budget area relates to the staffing budget of the Director, Assistant Directors and admin support teams. This budget area underspend mainly relates to unallocated budget to offset the overall Directorate position, in particular the decision to switch £0.682 million from Dedicated Schools Grant (DSG) funding of Area Based Grant (ABG) areas in view of the size of the directorate overspend, which is explained further below.

Area Integrated Working (£1.585 million overspend). This branch leads on the development of integrated area working, including early intervention and prevention. Area working includes the Youth Service, Children's Centres, Education Psychology Service (EPS), Education Welfare Service (EWS) and frontline social work teams.

Area Social Work Teams are projected to overspend by £0.171million due mainly to agency/sessional staff and transport costs. Legal fees are included within this division and these are currently forecast to overspend by £0.770 million. Legal expenses have increased due to changes in the law by the Public Law Outline (PLO). This is due to several factors, primarily the significant increase in the number of children being referred for care proceedings in line with national trends. The numbers of care proceedings are set to double this financial year compared with last financial year. In addition to this, the Court Fees have been increased by the Ministry of Justice and the cost of the Court issue Fee has increased from £175 to over £4,000 per fully contested case; it looks likely that the spend on court fees alone will be over £0.100 million above the sum allocated by the government for this purpose. This is a significant national issue that local authorities are collectively lobbying government on.

The other main overspend within this branch is £0.465 million on Preventative Payments. This relates to the ongoing costs relating to homeless families, payments to 'friends & relatives' carers and provisions.

Learning, Schools & Skills, this branch has responsibility for school admissions and transport, school funding including Schools Forum and Healthy Schools. The AD also leads on involving schools in the next phase of development of the Children

and Young People's Trust. The main area of overspend in this area relates to Home School Transport £0.143 million.

Citywide Services, this branch is involved in taking the lead on ensuring best outcomes for Children in Care and those with special educational needs, disability and complex health needs. In addition the branch is responsible for the budget for individual placements for children and the Youth Offending Team. More information on the corporate critical overspend can be found in Appendix 2. There has been a significant and sustained increase in activity in terms of referrals to social care (at times up to 61%) following Baby P and the Laming recommendations. This has resulted in a 33% increase in the number of children with a child protection plan and a 25% increase in the number of looked after children from December 2008 to December 2009.

Commissioning & Governance, this branch leads on behalf of the Children and Young People's Trust and Brighton & Hove PCT on the commissioning of services for children, young people and their families. In addition the work of this branch includes currently developing the new Children and Young People's Plan which will drive the next phase of the CYPT.

Vacancy Management - to partly address the overspend, a Vacancy Management target of £0.300 million was previously included in the forecast; the aim was to achieve savings without impacting on social workers and statutory staffing. These savings did not materialise and the target has been removed for TBM 9.

A plan is in place to continue to address the overspend and includes a number of short, medium and longer term actions.

In summary these actions include:

- Realignment of existing prevention provision to target families most at risk
- Review of placements for Looked After Children on an agreed cycle
- Targeted recruitment of in-house foster carers
- Review use of mother and baby placements
- Review of contracted services and application of VFM approach
- Develop proposals for permanency planning
- Review of costs relating to court proceedings/use of experts and ISW's

Dedicated Schools Grant – Virement Request

The Dedicated Schools Grant (DSG) is a ring fenced specific grant that supports the authority's Schools Budget. It is possible to vire unspent Dedicated Schools Grant funding to fund Schools Budget areas that were previously funded by the Area Based Grant. The Schools Forum have agreed this. This has resulted in a saving on the Council budget of £0.682 million.

Part of the Council's SEN strategy is to transfer pupils from expensive out of city placements to our own mainstream or special schools. As a result £0.600 million of the underspend on the Educational Agency placements budget has been transferred to support schools with SEN, Common Assessment Framework (CAF) and therapy costs.

Finance & Resources

Forecast Variance Month 6 £'000	Division	2009/10 Budget Month 9 £'000	Forecast Outturn Month 9 £'000	Forecast Variance Month 9 £'000	Forecast Variance Month 9 %
(190)	Finance	6,432	6,218	(214)	-3.3%
(229)	ICT	5,654	5,463	(191)	-3.4%
(135)	Customer Services	3,807	3,590	(217)	-5.7%
458	Property & Design	2,780	3,258	478	17.2%
(96)	Total	18,673	18,529	(144)	-0.8%

Explanation of Key Variances

Finance are projecting an underspend due to a reduction in external audit fees resulting from productivity improvements within the Internal Audit service which now undertakes work previously conducted by external audit. Higher than normal levels of staff turnover and associated vacancy management actions are also in place to assist the overall financial position.

ICT are forecasting an underspend due to savings on licence agreements and staff turnover/vacancy management. High priority projects and services to support business continuity (e.g. Helpdesk) are being maintained.

The main pressure in Customer Services relates to an expected shortfall in land charge income of £0.120 million, although this is an improvement of £0.062 million on month 6. The shortfall is due to the downturn in the housing market and the competition from private sector search companies. The corporate critical Housing Benefit budget is expected to generate an additional £0.300 million in subsidy, as local authority errors are predicted to be held below the government threshold and therefore attract additional subsidy.

Property & Design is forecasting a shortfall against commercial rent income of £0.420 million. The main loss is due to rent/lease renewals being on lower terms than expected due to the economic downturn; overall there has also been a slight increase in the number of voids. Income on this budget is particularly sensitive to the current market conditions and is being monitored very closely. Various measures are in place to manage and minimise the existing pressure, such as aggressive marketing, offering small businesses the option to pay rent in monthly instalments rather than quarterly, and negotiating short term lets to minimise voids. Currently there are only 2 voids out of 200 city centre retail units. Proactive procedures have been put in place for temporary lets and property services have a list of potential clients so that they can tailor the possible voids to the right clients/product. Temporary tenants have been put in place already and/or are about to be put in place where leases have been surrendered. Appropriate measures are being implemented for each property on a case-by-case basis. As a result, the shortfall is £0.410 million lower than it would have been without such action.

Strategy & Governance

Forecast Variance Month 6 £'000	Division	2009/10 Budget Month 9 £'000	Forecast Outturn Month 9 £'000	Forecast Variance Month 9 £'000	Forecast Variance Month 9 %
(12)	Improvement & Organ Devel	1,608	1,578	(30)	-1.9%
35	Legal & Democratic Services	3,157	3,157	-	0.0%
65	Policy Unit	3,400	3,400	-	0.0%
(100)	Human Resources	3,817	3,737	(80)	-2.1%
-	Executive Office	574	614	40	7.0%
-	Communications	582	696	114	19.6%
(12)	Total	13,138	13,182	44	0.3%

Explanation of Key Variances

The directorate forecast a small underspend of £0.012 million at TBM6 with an underspend of £0.100 million within Human Resources covering overspends in other service areas. The position at TBM9 has been revised to an overspend position of £0.044 million. The main changes are within Policy Unit and Communications as follows:

- Policy has improved to break even by active vacancy management and additional anticipated LPSA Stage 2 funding for Bliss and Community Engagement work.
- Communications had been expecting to contain its restructure and other corporate expenditure from within its own resources at TBM6. The revised position is an overspend of £0.114 million at TBM9 due to scaling down the anticipated recovery of funds due from corporate initiatives and by revision of forecast income across Print & Sign and Creative Services. There are proposals to bring this down and the team are actively working on ways to reduce the overspend.

Strategy & Governance are carefully monitoring all budget areas, minimising cost and increasing all available income where possible to reduce the projected overspend.

Environment

Forecast Variance Month 6 £'000	Division	2009/10 Budget Month 9 £'000	Forecast Outturn Month 9 £'000	Forecast Variance Month 9 £'000	Forecast Variance Month 9 %
-	City Services	29,552	29,551	(1)	0.0%
(50)	Sport & Leisure	2,151	1,963	(188)	-8.7%
232	Sustainable Transport	(945)	57	1,002	106.0%
(99)	Public Safety	5,365	5,280	(85)	-1.6%
140	City Planning	2,368	2,672	304	12.8%
(80)	Vacancy Management	-	-	-	0.0%
143	Total	38,491	39,523	1,032	2.7%

Explanation of Key Variances

City Services remain on course to break even, efficiencies within the service are expected to cover the additional costs of the service disruption due to the recent adverse weather.

Sport and Leisure are reporting an increased underspend due to additional income and efficiency measures within the service designed to support the overall budget position.

Sustainable Transport is forecasting an overspend of £1.002 million an increase of £0.770 million since the last quarter. The majority of this is due to the loss of parking income resulting from the spells of winter weather in late December and early January, the total loss of income is estimated to be approximately £0.605 million. The weather is also expected to lead to increased maintenance costs on the highways.

Public Safety is forecasting an underspend due to spending controls and contract efficiencies.

In City Planning, both Development Control and Building Control have seen a drop in income from applications, in particular, there has also been a decline in the number of planning applications for large residential schemes due to the current economic conditions, which lead to a shortfall of £0.140 million reported at month 6. The position has worsened in the last quarter due to a continued reduction in Development Control income and additional operational costs.

Culture & Enterprise

Forecast Variance Month 6 £'000	Division	2009/10 Budget Month 9 £'000	Forecast Outturn Month 9 £'000	Forecast Variance Month 9 £'000	Forecast Variance Month 9 %
75	Tourism & Venues	1,720	1,910	190	11.0%
-	Libraries & Information Services	4,073	4,073	-	0.0%
239	Royal Pavilion & Museums	2,204	2,433	229	10.4%
(1)	Culture & Economy	3,667	3,601	(66)	-1.8%
-	Major Projects & Regeneration	513	513	-	0.0%
313	Total	12,177	12,530	353	2.9%

Explanation of Key Variances

The Directorate has instigated management action to contain the forecast overspend and progress towards a balanced position. The adverse weather conditions resulted in a reduced footfall for Holiday on Ice with a consequent reduction in the income forecast causing the forecast overspend for the Directorate to increase. Before this exceptional item, the Directorate has identified £0.080 million reduction in the forecast as a result of management action.

Further action will continue to be taken for the remainder of the financial year to work towards a balanced position. This includes tight control on filling vacant posts, spending only on essential items of supplies and services and tight accountability. Tourism and Venues is forecasting an overspend due to entertainment shortfalls, business rates revaluation and unbudgeted repairs works at the Brighton Centre on the soil waste pipes. Venues will put tighter controls on the casual staff budget and maximise recharges to promoters.

Income at the Royal Pavilion and Museums is expected to be £0.300 million below target, an element of this relates to the adverse weather conditions as the Royal Pavilion was forced to close for 5 days in January as a result of a failure in the heating system. Together with energy pressures of £0.125 million these pressures are partly offset by vacancy management and other efficiencies within the service. Additional actions include retail product introduction and driving up profit margins; introduction of events to compensate for losses on corporate functions and weddings.

Centrally Managed Budgets

Forecast Variance Month 6 £'000	Division	2009/10 Budget Month 9 £'000	Forecast Outturn Month 9 £'000	Forecast Variance Month 9 £'000	Forecast Variance Month 9 %
-	Bulk Insurance Premia	2,960	2,660	(300)	-10.1%
(260)	Concessionary Fares	7,345	6,945	(400)	-5.4%
-	Area Based Grant	(13,705)	(13,705)	-	0.0%
(400)	Capital Financing Costs	10,319	9,919	(400)	-3.9%
-	Levies & Precepts	195	195	-	0.0%
(2,175)	Other Corporate Items	6,740	3,865	(2,875)	-42.7%
(2,835)	Total	13,854	9,879	(3,975)	-28.7%

Explanation of Key Variances

There is a forecast saving on Bulk Insurance Premia of £0.300 million due to the number and size of insurance claims during the year being less than anticipated.

The underspend on concessionary bus fares has increased by £0.140 million to £0.400 million as a result of reduced journey numbers in December and a forecast reduction for January due to the adverse weather.

There is a forecast £0.400 million underspend on Financing Costs (after a contribution from the interest rate reserve of £0.900 million). The Treasury Management Policy approved at Cabinet in November describes the reasons why the council has been repaying debt primarily to reduce the council's exposure to investment risk. The repayment of debt has also resulted in a net saving to the council of around £1.200 million after taking account of the loss of investment income, although there is a net cost to the HRA due to perverse changes in subsidy (see HRA).

Under 'Other Corporate Items', the main variance is a saving of £1.275 million due to the pay award being confirmed at 1%, which is lower than the 2% included in the budget. The 2009/10 budget also includes a contingency provision of £0.750 million which is therefore available to offset general in-year pressures relating to social care demand and the economic situation.

Due to the continued overspend position the forecast no longer assumes the transfer of £0.700 million from contingency to support Building Schools for the Future. Replacement funding will be provided for this through the 3 year Capital Programme.

Section 75 Partnerships

Forecast Variance Month 6 £'000	Division	2009/10 Budget Month 9 £'000	Forecast Outturn Month 9 £'000	Forecast Variance Month 9 £'000	Forecast Variance Month 9 %
-	Council managed S75 Servs	23,722	23,801	79	0.3%
386	NHS Trust managed S75 Servs	13,496	13,989	493	3.7%
386	Total S75	37,218	37,790	572	1.5%

Explanation of Key Variances

Council managed S75 services (Learning Disabilities) are forecasting a small overspend of £0.079 million being the expected shortfall on the Financial Recovery Plan of £1.900 million. To date, £1.605 million has been achieved as a result of panels ensuring that eligibility criteria (FACs) are applied robustly; there are also cost reductions from Preston Drove remodelling, spot contract negotiations and the Home Care review. Discussions with the PCT are ongoing on complex cases which are considered eligible for Continuing Health Care or Joint Funding there is a risk of a shortfall against the remaining £0.286 million of the Financial Recovery Plan expected to be delivered in the final quarter.

NHS Trust managed S75 services are forecasting an overspend of £0.493 million as follows:

- Sussex Partnership Foundation Trust (SPFT) – Mental Health & Substance Misuse is overspending by £0.319 million due to increases in the number and cost of homecare placements in Adult Mental Health.
- South Downs Health Trust – is overspending by £0.174 million, due to a staffing pressure on intermediate care services.

Generally, the S75 Partnership Agreements require the Integrated Service Providers (SPFT and SDH) to manage in-year cost pressures and carry this risk, subject to any agreement by the partners to vary risk-sharing provisions within the agreements. However, in practice, overspends can arise for a combination of unplanned provider and/or commissioning reasons and therefore overspends often need to be resolved jointly by commissioners and the provider/s by agreeing new risk sharing parameters. Risk share arrangements and ways of controlling expenditure are being actively discussed with SPFT to ensure that the current pressure is managed.

Brighton & Hove City Council / Primary Care Trust pot of £0.450 million for Older People Mental Health Services is being held by Joint Commissioners as a contingency reserve against overspends on NHS Managed Services.

Housing Revenue Account (HRA)

Forecast Variance Month 6 £'000	Housing Revenue Account	2009/10 Budget Month 9 £'000	Forecast Outturn Month 9 £'000	Forecast Variance Month 9 £'000	Forecast Variance Month 9 %
(257)	Employees	9,265	8,867	(398)	-4.3%
133	Premises – Repair	11,093	11,280	187	1.7%
49	Premises – Other	3,038	3,093	55	1.8%
(70)	Transport & Supplies	2,093	2,140	47	2.2%
(29)	Support Services	2,251	2,182	(69)	-3.1%
140	Revenue contribution to capital	4,690	4,830	140	3.0%
(748)	Capital Financing Costs	4,356	3,614	(742)	-17.0%
1,003	Subsidy Payable	11,083	12,184	1,101	9.9%
221	Net Expenditure	47,869	48,190	321	0.7%
28	Dwelling Rents (net)	(41,168)	(41,179)	(11)	0.0%
(36)	Other rent	(1,222)	(1,217)	5	0.4%
(2)	Service Charges	(3,861)	(3,767)	94	2.4%
31	Supporting People	(564)	(615)	(51)	-9.0%
55	Other recharges & interest	(1,054)	(1,076)	(22)	-2.1%
76	Net Income	(47,869)	(47,854)	15	0.0%
297	Total	-	336	336	

Explanation of Key Variances

The forecast spend has increased to a projected overspend of £0.336 million compared to the overspend of £0.297 million forecast at month 6.

The forecast underspend on Employees has increased to £0.398 million which is due to the pay award being lower than budgeted for and vacancy management which is pending reviews to be implemented as part of the Housing Management improvement programme.

The Premises - Repairs forecast shows an overspend of £0.187 million, a slight increase of £0.055 million compared to month 6. This represents 1.7% of the Repairs revenue budget (£11.093 million) and includes the following variances:-

- The Responsive Repairs budget forecast overspend has increased by £0.055 million to £0.397 million. This is mainly due to high levels of expenditure during the early part of the year relating to additional works not in the base contract, such as damp proofing, being undertaken. Any repairs that are not considered a priority will now be programmed into the planned maintenance programme which is more cost effective.
- This overspend has been partly mitigated by the delay in implementing new service contracts (£0.101 million, now programmed to be implemented on 1 April 2010), and efficiencies realised in the decorations contract (£0.109 million).

Item 83 Appendix 1

Revenue Contributions to Capital, are projected to overspend by £0.140 million in relation to 6 major voids approved at Cabinet on 29 June 2009.

It was previously reported that the current economic situation has led to a change in the corporate policy towards Treasury management. In order to substantially reduce the exposure to risk the council has prematurely repaid some £57 million of debt. This early repayment has also benefited the council by reducing capital financing costs of which the HRA has seen a reduction of £0.764 million, (i.e. £0.742 million capital financing costs underspend net of £0.022 million interest reduction shown under Income). However, for the HRA, due to the complexities of the subsidy system, there is also an increase of £1.101 million Housing Subsidy payable to central government resulting in a net overspend of £0.337 million. The council is monitoring the financial markets and, when there are signs that the markets are returning to a more stable and secure outlook, these interim measures will be withdrawn and new borrowing will be raised. If and when this happens the negative impact on the HRA will be revised.

The Service Charges under achievement of income has increased to £0.094 million. This increase is mainly due to an underachievement of leaseholder charges following lower than anticipated charges being levied.

KEY ACTIVITY DATA SUPPORTING CORPORATE CRITICAL BUDGET FORECASTS

	Activity Indicator	Unit Cost Indicator	BUDGET			FORECAST			VARIANCE		
			Activity	Unit Cost/ Income £	Budget £	Activity	Unit Cost/ Income £	Budget £	Activity	Unit Cost/ Income £	Budget £
Child Agency & In-house Placements											
Disability Agency	Number of children	Cost per week	9.00	1,893.30	888,500	8.27	2,033.99	877,100	(0.7)	141	(11,400)
Disability Respite			n/a	n/a	157,000	n/a	n/a	110,300			(46,700)
Independent Foster Agency (IFA)	Number of children	Cost per week	96.00	946.20	4,736,400	132.98	839.09	5,818,200	37.0	(107)	1,081,800
Residential Agency	Number of children	Cost per week	42.00	2,419.09	5,297,800	35.65	2,639.69	4,906,900	(6.4)	221	(390,900)
Secure Accommodation	Number of children	Cost per week	2.00	4,088.77	426,400	3.38	4,325.85	762,400	1.4	237	336,000
In-House Placements	Number of children	Cost per week	401.00	268.32	5,610,400	377.42	291.89	5,744,400	(23.6)	24	134,000
Leaving Care Accommodation	Number of children	Cost per week	43.50	404.15	916,700	59.68	264.44	822,900	16.2	(140)	(93,800)
Leaving Care Ex Asylum Seekers	Number of children	Cost per week	16.00	133.65	111,500	32.48	143.25	242,600	16.5	10	131,100
Educational Agency (DSG)	Number of children	Cost per week	121.00	616.82	3,891,700	99.00	714.49	3,688,324	(22.0)	98	(203,376)
											936,724
Community Care											
NHSc Older People	No. WTE Clients	Cost per week	1,683	201	17,613,000	1,755	193	17,670,000	72.8	(8)	57,000
NHSc Physical Disabilities	No. WTE Clients	Cost per week	512	181	4,828,000	591	173	5,326,000	78.5	(8)	498,000
NHSc Asylum Seekers MH	No. WTE Clients	Cost per week	40	174	367,000	94	156	765,000	53.4	(18)	398,000
											953,000
Section 75 Learning Disabilities											
S75 NHSc Learning Disabilities	No. WTE Clients	Cost per week	682	581	20,657,000	680	582	20,655,000	(1.6)	1	(2,000)
S75 NHS & Community Care Act											
S75 NHSc Adult Mental Health	No. WTE Clients	Cost per week	235	260	3,184,000	293	245	3,755,000	58.3	(14)	571,000
S75 NHSc Older People Mental Health	No. WTE Clients	Cost per week	483	262	6,608,000	516	246	6,607,000	32.9	(17)	(1,000)
S75 NHSc Substance Misuse	No. WTE Clients	Cost per week	5	390	104,000	5	415	104,000	(0.3)	25	0
S75 NHSc HIV	No. WTE Clients	Cost per week	26	154	210,000	30	118	185,000	3.8	(35)	(25,000)
											545,000

OVERALL CAPITAL POSITION AT MONTH 9

	2009-10 Budget	New Schemes	Budget Reprofiles	Budget Variations	Amended Budget	2009-10 Forecast Outturn	2009-10 Forecast Slippage	2009-10 (Savings) / Overspends
Directorate	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Strategy & Governance	821				821	525	296	-
Culture & Enterprise	1,731		(628)		1,103	1,103	-	-
Finance & Resources	5,250		(610)	207	4,847	4,637	210	-
Adult Social Care & Housing	11,635		(813)		10,822	10,822	-	-
Housing Revenue Account (HRA)	19,334		(1,111)		18,223	18,495	15	287
Children & Young People's Trust	19,568	232	(2,986)	5,026	21,840	21,410	899	469
Environment	20,163		(2,839)	270	17,594	16,770	824	-
Total Council Budgets	78,502	232	(8,987)	5,503	75,250	73,762	2,244	756

Summary of New Schemes for all Directorates

	2009/10 Budget £'000	2010/11 Budget £'000	Total Changes £'000
New Schemes Summary			
Children & Young People's Trust			
New Schemes over £50,000 (detailed in appendix)	212	140	352
Minibus	20		20
Total Changes to Budgets	232	140	372

Details of new schemes for all Directorates (over £50,000)

Directorate: CYPT	New Project Budget: £100,000
Project Title: Specialist Schools	

Downsview school were successful in their bid for funding under the Specialist Schools Programme for £0.1 million in 2009/10 for equipment to improve their IT infrastructure.

2009/10 £	2010/11 £	2011/12 £	Total £
100,000			100,000

This will be funded from LPSA2G monies allocated by the Partnership Board.

Directorate: CYPT	New Project Budget: £112,500
Project Title: School Kitchens / Cashless System	

The Council has been successful in obtaining a capital grant to implement a cashless system for school lunches at Davigdor infant, Somerhill Junior, Longhill Secondary and Cardinal Newman Roman Catholic Secondary Schools. The Council anticipate that the increase in take up will be 5% from the introduction of a cashless system. The grant also includes the refurbishment of the dining facilities at the same schools which will increase the size of the dining areas. This includes £0.020 million for a pilot scheme.

2009/10 £	2010/11 £	2011/12 £	Total £
112,500	139,900		252,400

Summary of Re-profiles for all Directorates

	2009/10 Budget £'000	2010/11 Budget £'000	Total Changes £'000
Reprofiles Summary			
Culture & Enterprise			
Reprofiles over £50,000 (detailed in appendix)	(477)	477	-
Falmer Community Stadium	(48)	48	-
West Pier / i360	(13)	13	-
Circus Street	(35)	35	-
City College	(20)	20	-
The Keep	(15)	15	-
Falmer Released Land	(20)	20	-
Total Culture & Enterprise	(628)	628	-
Finance & Resources			
Reprofiles over £50,000 (detailed in appendix)	(526)	526	-
Sharepoint Implementation	(14)	14	-
Kensington Street	(19)	19	-
Longhill renewable energy	(17)	17	-
Ovingdean Grange Farm	(34)	34	-
Total Finance & Resources	(610)	610	-
Adult Social Care & Housing			
Reprofiles over £50,000 (detailed in appendix)	(785)	785	-
Craven Vale Conversion Works	(28)	28	-
Total Adult Social Care & Housing	(813)	813	-
Adult Social Care & Housing (HRA)			
Reprofiles over £50,000 (detailed in appendix)	(1,111)	1,111	-
Environment			
Reprofiles over £50,000 (detailed in appendix)	(2,785)	2,785	-
Pool Valley traffic Measures	(33)	33	-
Walpole Road Bus Stop	(13)	13	-
West Street Rottingdean	(8)	8	-
Total Environment	(2,839)	2,839	-
CYPT			
Reprofiles over £50,000 (detailed in appendix)	(2,946)	2,946	-
Schools Access Initiative 2008/09	(40)	40	-
Total CYPT	(2,986)	2,986	-
Total Changes to Budgets	(8,987)	8,987	-

Re-profiles for all Directorates

Culture & Enterprise

Directorate: Culture & Enterprise	Approved Budget: £327,100
Project Title: Brighton Centre	Revised Budget: £90,000
	Variation: £(237,100)

The council's 2009/10 profile reflected Standard Life's timetable for the appointment of a full professional development team. On the basis of their timetable, the council's own officer team and any necessary advisers would need to have been working with Standard Life throughout 2009 and into Spring 2010. Standard Life have not met the timetable for procurement of their design team. Whilst they have selected members for the team, via the OJEU process (which was started as anticipated in January 2009) they have chosen to postpone formal appointment of the team until an (as yet unspecified) date. Standard Life have informed the council that they are awaiting the outcome of some further financial and costing analysis before making the final appointments. Current estimates for this from Standard Life are February/March 2010. Assuming their design team is appointed immediately thereafter and begins work straight away, the council officer team and their advisers will begin work alongside Standard Life throughout the summer of 2010 and remainder of the year. A funding profile and allocation of costs has been estimated on the above basis. It must be emphasised that the final control over this timetable lies with the council's development partner, Standard Life, and not with the council.

Directorate: Culture & Enterprise	Approved Budget: £57,410
Project Title: Black Rock	Revised Budget: £5,000
	Variation: £(52,410)

The project timetable for the Brighton International Arena (BIA) remains the same, once evidenced funds have been secured. A start on site can be achieved relatively quickly, as the council has approved the Stage D level design in its landlord role and considerable pre-planning discussions have also taken place. Whilst a new funder was secured in October 2008 and an Investment Agreement signed, final proof of evidenced funds have yet to be secured by BIA, despite strenuous efforts on their behalf to do so. BIA have therefore continued to work on other sources of funding. For this reason the council funds allocated for 2009/10 were not required as hoped, but once evidenced funds *are* achieved for the project, in the present financial year, specialist legal and financial input will be urgently needed to move the project quickly forward. This will involve final due diligence work for the council and the refreshing of various legal documents prior to a planning application being lodged.

Directorate: Culture & Enterprise	Approved Budget: £159,710
Project Title: Open Market	Revised Budget: £104,890
	Variation: £(54,820)

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Funding from the 2009/10 Approved Budget has been committed to support costs associated with achieving vacant possession of the site to enable the Cabinet approved scheme to progress. Although agreement between the various parties has been reached in principle, vacant possession is now unlikely to be required until 2010/11, at which time funding will be required to complete the enabling transactions.

Directorate: Culture & Enterprise	Approved Budget: £84,450
Project Title: Preston Barracks	Revised Budget: £15,000
	Variation: £(70,450)

In March 2009, Cabinet rejected the developer's final scheme proposals for Preston Barracks in favour of a thorough review of the development opportunities, together with the exploration of alternative delivery arrangements. During the following 6 months a series of high level meetings between the city council, the University of Brighton and SEEDA worked to establish a shared vision for a revised scheme involving wider development opportunities taking in Preston Barracks and adjacent University land on both sides of Lewes Road. Progress was reported to Cabinet on 17 September 2009. Cabinet supported the work to date and agreed the next steps for taking it forward. The past year has necessarily, therefore, centred on the need for the partners to agree a joint approach, partnership arrangements and the process by which to proceed. As a consequence, spending on specialist advice and support (e.g. financial, legal, design etc) has been very limited during 2009/10 but these services will be required in future years as the scheme develops.

Directorate: Culture & Enterprise	Approved Budget: £97,480
Project Title: King Alfred Redevelopment	Revised Budget: £35,000
	Variation: £(62,480)

The emphasis in the current financial year has been working towards retaining the current building as an operating leisure centre in the short term. Initial condition assessments and surveys of the King Alfred Leisure Centre identified the need for urgent health & safety and maintenance works to keep the building operational. A further report to Cabinet in June 2009 released an additional allocation of resources to complete the health & safety and planned maintenance works, together with a sum for medium term improvement works. This investment into the King Alfred Leisure Centre has shown the council's commitment to keep the city's largest indoor sports facility open for the next 3-5 years. In the long term a new sports centre is required to provide sporting opportunities of a quality that matches the expectations of residents and visitors alike. The process of starting another project is still very much in its infancy and will require considerable work over the next 6 month period depending on resources available and the scope of the project. Working towards consensus on a new set of objectives is resource intensive and will involve a review of all key/core documentation, setting up decision making structures and consultative mechanisms. Funding originally allocated for this purpose in 2009/10 needs to be re-profiled into 2010/11 to take into account the revised programme of work.

Finance & Resources

Directorate: Finance & Resources	Approved Budget: £150,000
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Project Title: Farming diversification

Revised Budget: £4,000

Variation: £(146,000)

It is evident from the work and research we have undertaken with our agents Smith Gore that there is not the opportunity for further diversification on the council's farmland in the way that was originally anticipated. It is therefore proposed that the budget be directed towards the broader capital investment requirements on the agricultural portfolio.

Directorate: Finance & Resources

Approved Budget: £281,650

Project Title: Madeira Lift

Revised Budget: £231,650

Variation: £(50,000)

Various works to the structure and mechanics of the grade 2 listed Madeira Lift and the surrounding terrace have been undertaken during 2009-10. The remaining £0.050 million is not required at present and will be set aside while options for possible full restoration of the copper roof to its original design are explored.

Directorate: Finance & Resources

Approved Budget: £328,660

Project Title: Statutory DDA Works

Revised Budget: £233,660

Budget change: £(95,000)

St Lukes Swimming Pool

£0.070 million of the Statutory DDA works is for St Lukes Swimming pool access improvements and refurbishment following an application for match funding from Sport England.

For the Sport England Funding to be used during the financial year 2009/10 as originally required, the pool would be out of use for an entire school term which would be far from ideal. In September 2009 the Council was informed by Sport England that the time scale for using their funding had been extended to August 2010, and the decision was taken to postpone starting the Works to Summer 2010

An amount of £0.025 million has also been included in slippage for 62/63 Old Steine (£0.020 million owing to a delay in appointing the Architect) and Hove Museum (£0.005 million due to postponement of works to allow more time to secure additional funding).

Directorate: Finance & Resources

Approved Budget: £175,170

Project Title: Replacement of FIS

Revised Budget: £0

Total Budget Change: £(175,170)

The development of Financial Information System (FIS) interfaces with other corporate systems are pending the implementation of other systems and/or system modifications. For example, the implementation of the new HR/Payroll system and changes to the Housing System will now generally impact on FIS in 2010/11 rather than this year. Other delays are due to the slower than expected pace of system development by the supplier, Civica, particularly in relation to the development of their web-based front end (Authority Web) and the development of other aspects of the system such as budgeting and debtors modules.

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This accounts for £0.155 million of the budget change. An amount of £0.020 million has been included in slippage for the Intelligent Scanning (invoices) project. This has been delayed due to limited project management capacity in ICT which has been diverted to higher priority areas in the short term making a total budget change of £0.175 million.

Directorate: Finance & Resources	Approved Budget: £155,340
Project Title: ASC Infrastructure Grant	Revised Budget: £50,000
	Variation: £(105,340)

This capital budget is for developing adult social care IT infrastructure to support local authorities to continue to develop their IT infrastructure to support effective information sharing between health and social services. Planning of the spend has taken place during 2009/10 with the implementation in 2010/11 in order to link in with the national Personalisation Agenda.

Adult Social Care & Housing

Directorate: Adult Social Care & Housing	Approved Budget: £468,500
Project Title: Westbourne / Pioneer House	Revised Budget: £248,500
	Variation: £(220,000)

Capital project linked to two other sites – Hawkhurst Rd and Pioneer House, Downland Health Authority will claim the next tranche of grant now that Westbourne has completed (Dec 09), the remaining £0.220 million is to be paid once DHA has purchased the old Pioneer site subject to having achieved a full planning consent. The Westbourne completion was delayed due to adverse weather and unseen site specific conditions this has had a knock on effect on the planned development of the other sites within this project.

Directorate: Adult Social Care & Housing	Approved Budget: £760,000
Project Title: Places for Change Programme	Revised Budget: £610,000
	Variation: £(150,000)

This scheme funded through the Homes & Communities Agency (HCA) has two elements Palace Place and First Base. The Project timetable has been delayed through unforeseen circumstances by approximately 6 months but are both within the HCA Capital Programme timescales of completion by March 2011.

Palace Place:

The funder (HCA) requested the installation of a lift to all floors to be incorporated into the scheme. This involved additional work and an application for further funding which was verbally agreed in December 2009.

The property has had squatters on two separate occasions despite additional security measures being in place following the first incidence. The unlawful occupation of the

building has led to delays in surveys, costings and opening out works resulting in delays in the finalising of design and budgets. Further security arrangements are being put in place.

First Base:

The main reason for delays to the First Base Project have been a change in design from the initial scheme in agreement with the funder (HCA) and consequent changes to planning permissions required by English Heritage; additional works identified which have required applications for matchfunding and an increased grant.

Directorate: Adult Social Care & Housing	Approved Budget: £9,629,310
Project Title: BEST Private Housing Renewal Programme	Revised Budget: £8,854,310 Variation: £(415,000)

Expenditure under this cost centre is dependent upon completion of works by individual applicants following approval of applications for housing renewal assistance. The capital comes in the form of grant which can be carried over. Two large capital projects will not complete in this financial year due to issues outside of our control:

- Wellington Road - a large capital project in partnership with the landlord of the property. The start on site for this project was delayed due to planning issues outside of our control. The works have now started, and expected completion is September 2010. This will mean that grant funding will not be payable this financial year and £0.250 million will need to be carried forward to 2010/11.
- Windsor Court is another large capital project that has been delayed due to a burst pipe on site during the extreme weather. An interim payment of £0.160 million has been made, the second payment of £0.165 million will be made early in 2010/11 when the contractor completes the work. Therefore £0.165 million will need to be carried forward to 2010-11

There will be no impact on service users, all applications for assistance have been processed in line with our approved policy, and no alternative service provision has been necessary.

Adult Social Care & Housing (HRA)

Directorate: Housing (HRA)	Approved Budget: £1,105,000
Project Title: Electrical Surveys	Revised Budget: £220,000 Variation: £(885,000)

The £1.1million budget is to complete surveys on high rise, sheltered and medium rise properties throughout the city, as well as any associated works. The high rise surveys have been completed and the sheltered surveys are due to be completed within 2009/10. It is proposed to carry out the medium rise surveys in 2010/11 which will enable the council to utilise cost efficient rates through the 10 year partnering contract. In addition works have been identified to three properties which will be incorporated in to the new 10 year partnering contract along with any future work deemed necessary as a result of the surveys.

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Therefore the proposal is to reprofile £0.390 million relating to medium rise surveys and £0.495 million relating to works into 2010/11 to be completed as part of the programme within the new 10 year partnering contract.

Directorate: Housing (HRA)	Approved Budget: £240,000
Project Title: Walter May House & Rosehill Court Lifts	Revised Budget: £14,000 Variation: £(226,000)

The £0.240 million is for a chair lift and lift to be installed in Walter May House and Rosehill Court. The projects went out to tender and were due to be awarded on 15th December 2009, however the bids received did not meet the council's requirements. The projects now need to be retendered and will not be let until the beginning of 2010/11. Alternatives have been looked at in order to install the chair lifts as a separate item however due to their bespoke nature, the timescales were no shorter than retendering the entire projects.

Therefore the proposal is for the tender process to be completed in 2009/10 and to reprofile £0.113 million for each Lift project into 2010/11 when the work will be completed.

Environment

Directorate: Environment	Approved Budget: £1,317,560
Project Title: CIVITAS	Revised Budget: £930,000 Variation: £(387,560)

The reported CIVITAS reprofile of £0.388 million reflects a combination of three factors. Firstly, the CIVITAS programme started later than planned, and by the time resources had been identified to deliver projects within the programme, delays of between 2 and 4 months had taken place on each individual project programme (and so original cost profile). This, along with more accurate project costings, was reflected in a revised cost profile submitted to the European Commission in March 2009. The second factor is that whilst this revised profile has been agreed in principle, until the Commission formally accept it, the council still needs to monitor against original (and so superseded) cost profiles. The third complicating factor is the fact that CIVITAS has a different financial year to the council's financial year, running from September rather than April – and so a reported underspend at the end of the council's financial year does not necessarily mean an underspend within the CIVITAS financial year. In summary, the apparent underspend reflected in this report does not reflect the positive progress of the CIVITAS projects or programme (most of which is on target despite the late commencement of work). It is expected that the revised forecasts provided in the 2009 submission will be accepted when the first year's CIVITAS progress report (submitted before Christmas) has been agreed by the European Commission. Thereafter, reported spend will likely better reflect profiled spend.

Directorate: Environment	Approved Budget: £2,108,930
Project Title: King Alfred	Revised Budget: £1,308,930 Variation: £(800,000)

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Cabinet agreed on 11 June 2009 an additional allocation of £0.641 million on top of the existing 2009/10 budget of £0.718 million to complete the health and safety and major refurbishment works. This made a total of £1.5 million for this part of the major works over the years 2008/09 add 2009/10. This urgent works contract is nearing completion now and £50,000 of this budget needs to be reprofiled to 2010/11. The reason for this is as the works are exposed within the building it is often necessary to replace additional parts not in the original plan. An example of this is the works for renewal of trunking (which hold the existing cables in place). However, when the trunking was exposed the wiring within also needed to be replaced and this held up this part of the project.

The Cabinet report also recommended that £0.750 million would be needed once the above works were complete to undertake major improvement works to the building to benefit the operation of the building in the medium term (3 -5 years). This funding is to be reprofiled as the urgent works contract needed to be completed before these additional works were started in case of any overruns.

Directorate: Environment	Approved Budget: £3,828,000
Project Title: Falmer Infrastructure	Revised Budget: £2,570,000
	Variation: £(1,258,000)

SEEDA have revised their allocation and the expected spend in 2009/10 is £2.57 million and the previous years spend was £0.329 million. The overall SEEDA grant including staff fees is £5.226 million so the spend for 2010/11 will be £2.327 million (taking into account the £2.57 million in 2009/10 and £0.329 in 2008/09). Beyond that, in 2010/11 the overall costs of the scheme is expected to exceed the SEEDA grant and the club will pay for the overrun as per the Agreement. Cabinet will be kept informed of progress.

Directorate: Environment	Approved Budget: £640,000
Project Title: Controlled Parking Schemes	Revised Budget: £300,000
	Variation: £(340,000)

Spend is dependent on whether an area takes up the offer of a parking scheme - this is not known until the relevant consultation has taken place. It is also dependent on how large an area opts for a scheme, as the bigger the scheme, the greater initial expenditure on implementation, including signing, lining and provision of Pay & Display machines. This year, the Stanford area, which was to have been part of the proposed Parking Scheme for Preston Park, did not take up the offer of a parking scheme. In addition to the underspend this caused, savings were made on the procurement of new pay and display machines, by making use of existing unused machines, and therefore reducing the number of new machines which had to be purchased. The budget will be carried forward to fund any new schemes that are brought forward in 2010/11.

Children & Young People's Trust

Directorate: CYPT	Approved Budget: £2,037,990
Project Title: Sure Start Early Years	Revised Budget: £732,690
	Variation: £(1,305,300)

A number of small projects have been completed including equipment grants to pre-schools and the refurbishments of Mile Oak Community Centre and Pavillion Pre-School. The extension to Peter Gladwin School (£0.5 million) will be completed this term and other large projects are underway for example the new building for the Hollingbury Park Playgroup (£0.6million) and the Preston Park Children's Centre (£0.245 million - also funded from CC funding). Many of the larger projects have required a longer lead in time than planned in order to obtain approval; detailed design; planning permission; tendering for contractors and several months on site. Significant progress has been made and it is envisaged that the projects will be finalised in 2010/11 in accordance with the terms of the grant.

Directorate: CYPT	Approved Budget: £1,331,390
Project Title: Children's Centres Phase 3	Revised Budget: £604,990
	Variation: £(726,400)

A number of smaller projects have been completed including the Saltdean Children's Centre and improvements to outside areas. The larger projects have started including Westdene Children's Centre (estimated cost £0.260 million), Preston Park Children's Centre, extension to the Roundabout Children's Centre (£0.3 million), Hangleton CC extension (£0.2 million), and refurbishment of the Shenfield Way offices for the Hollingdean CC (£0.08 million). A new Children's Centre has been agreed for Fairlight School (£0.1 million). Many of the larger projects have required a long lead in time in order to obtain feasibility; approval; detailed design; planning permission; tendering for contractors and several months on site. Significant progress has been made and it is envisaged that the projects will be finalised in 2010/11 in accordance with the terms of the grant.

Directorate: CYPT	Approved Budget: £501,120
Project Title: Extended Schools Childcare	Revised Budget: £75,740
	Variation: £(425,380)

The DCSF capital allocation for Extended Schools is available over a 3 year period. This capital funding is for the the adaptations needed to enable the provision of extended services around primary school sites. There are now several projects currently being undertaken for which re-profiling of the budget is requested :

Our Lady of Lourdes-Work has started on this project and it is scheduled to be completed by the end of March 2010. Originally the estimated cost was £0.120 million (as approved by Cabinet) however the lowest tender received is for £0.127 million - an increase of £0.007 million in this financial year.

Tarnerland -This project is to replace a very poor quality temporary building with a new larger demountable building. The planning application is due to be submitted in February 2010 with work on site starting in the spring and due to finish by September 2010. This project is estimated to cost £0.150 million in total of which £0.008 million will be incurred 2009/10 and £0.142 million in 2010/11.

Queens Park-This project has been delayed due to proposals to increase the school to two form entry. A joint consultation is taking place in February on these proposals and the development of an extended services facility on site. Because of this, there is a two stage proposal planned. A temporary building will be placed on the school site to house the afterschool and holiday provision for the next two to three years. The planning application should be submitted in February. It is intended that when capital works are undertaken at the school to extend the size to enable the school to become two form entry, a permanent extended services facility will be included in the build. This project is now estimated at £0.311 million in total of which £0.016 million will be incurred in 2009/10 and £0.295 million in 2010/11.

Directorate: CYPT	Approved Budget: £3,822,320
Project Title: Primary Capital Programme	Revised Budget: £3,700,000
	Variation: £(122,320)

While the Balfour Junior Primary Capital Programme project has reached a very successful conclusion, the project at Davigdor Infant School is 7 to 8 weeks behind programme. Following demolition of an existing part of the building the extent of suspected poor ground conditions proved more significant. This resulted in a change of foundation design and an element of piling. Taking this into account and the recent site closure due to the snow has had an impact on our cash flow forecast. As a result, we are seeking to reprofile £0.122 million to 2010/2011.

Directorate: CYPT	Approved Budget: £1,349,630
Project Title: NDS Modernisation 2009/10	Revised Budget: £1,200,00
	Variation: £(149,630)

Current projections for NDS Modernisation suggest a spend of approximately £1.200 million in 2009/10. The development of some schemes has taken longer than originally anticipated through no fault of the council, a number have progressed more slowly on site and some have required programming in the Easter holiday or early in April/May.

Directorate: CYPT	Approved Budget: £350,000
Project Title: NDS Modernisation 2010/11	Revised Budget: £300,000
	Variation: £(50,000)

As reported at Q1 it was agreed to bring forward £0.350 million of the 2010/11 NDS Modernisation allocation to fund work at two primary schools. It is anticipated that the actual expenditure this year will be £0.300 million.

Directorate: CYPT	Approved Budget: £366,680
Project Title: Schools Access Initiative 2009/10	Revised Budget: £200,000
	Variation: £(166,680)

The current projection for this year's School Access Initiative is a spend of approximately £0.200 million. Work is currently being developed/designed at Patcham High School and in relation to the Hearing Impaired Facility at Bevendean Primary. A contribution will also be made to the major project at Longhill School to assist in meeting DDA requirements and continue to improve access in the school. The £0.050 million reprofile is due to delays outside the Councils control. This work will take place in the new financial year.

Budget Variations for all Directorates

	2009/10 Funding £'000	2009/10 Budget £'000	Total Changes £'000
Budget Variations Summary			
Finance & Resources			
Variations over £50,000 (detailed in appendix)		180	180
Unsupported Borrowing	(180)		(180)
Land at Falmer Way		27	27
Capital Receipts	(27)		(27)
Environmentment			
Variations over £50,000 (detailed in appendix)		270	270
Grant	(270)		(270)
CYPT			
Variations over £50,000 (detailed in appendix)		5,026	5,026
Grant	(5,026)		(5,026)
Total Changes to Budgets	(5,503)	5,503	-

Finance & Resources

Directorate: Finance & Resources	Approved Budget: £0
Project Title: Mortuary Extension	Revised Budget: £100,000
	Variation: £ 100,000

The final statement calculated by the schemes appointed quantity surveyor has identified an additional funding requirement of approximately £0.100 million. Following completion of the works additional efficiencies have been generated within the service, this will allow resources to be released to fund the residual works. The addition costs are a result of the delays caused by works stopping for body's to be viewed by relatives and this had not been allowed for in the original scheme costings. The remainder of the overspend is a result of additional works required to complete the scheme. The repayment of the additional unsupported borrowing costs have been included in the current revenue forecast and allowed for in next year budget.

Directorate: Finance & Resources	Approved Budget: £210,000
Project Title: Cemeteries	Revised Budget: £290,000
	Variation: £80,000

The phase 2 cemetery works at Woodvale need an additional £0.080 million to complete the works, additional savings have been found in the service to cover the borrowing costs. The possibility of shorter term repair solutions to the works by not undertaking some areas of work was considered but savings were minimal in comparison to the service disruption and the additional cost of re-erecting scaffolding would not be a good use of resources.

Environment

Directorate: Environment	Approved Budget: £316,000
Project Title: Cycling Town	Revised Budget: £586,000
	Variation: £270,000

Cycling England awarded Brighton & Hove additional funding for implementation of Cycling Town Capital projects to further enhance the Cycling Town programme for 2009/10. All monies must be spent and accounted for by the end of the financial year.

Funding is received from the Department for Transport via Cycling England. There is no requirement for the additional funding to be matched by Brighton & Hove City Council. The only requirement is that the funding is spent during this financial year (09/10) and allocated to the projects defined above. The allocation is as follows: £0.200 million on bike parking facilities in Bike IT schools and LA schools with active school travel plans; £0.040 million on development of Bike Park facility designs and plans for Brighton Station and £0.030 million to re-align and re-surface the popular NCN2 route in front of the West Pier.

CYPT

Directorate: CYPT	Approved Budget: £1,030,000
Project Title: Falmer Academy	Revised Budget: £6,056,000
	Variation: £5,026,000

Cabinet endorsed the business case for the Falmer Academy on 17 September 2009. The project manager has provided the profile of spend for the years 2009/10 to 2012/13. This report includes the projection for 2009/10 and the Capital Budget report includes the profile from 2010/11 onwards.

New Estimated slippage of over £50,000 for all Directorates

 Directorate: Strategy & Governance

Slippage £296,000

Project Title: Human Resources System

Final contracts and start dates with suppliers of the new Human Resource system have delayed some elements of the project. Therefore expected supplier, team, communications and training expenditure has moved to the financial year 2010/11.

The timetable for the project implementation has not changed. The phasing of what is delivered by when has changed hence the spend re-profile. This has not impacted service delivery. Business benefits realisation for the project may require adjustment and this will be reviewed with the Project Board on a monthly basis.

2009/10 £	2010/11 £	2011/12 £	Total £
(296,000)	296,000		0

 Directorate: CYPT

Slippage £85,000

Project Title: Aiming High for Disabled children

We are currently forecasting a variance of £0.085 million on this capital budget, which we would like to carry forward to 2010/11. This is in accordance with the terms of the grant.

The underspend is due to a delays on a number of projects including the Portable Changing Unit and Contract carers' adaptations.

The terms of the grant allow us to carry forward unspent capital to 2010/11, and it will be used to spend on capital items to facilitate increased short breaks for disabled children.

2009/10 £	2010/11 £	2011/12 £	Total £
(85,000)	85,000		0

 Directorate: CYPT

Slippage: £814,500

Project Title: Devolved Formula capital to Schools

Devolved Formula Capital is a financial resource that is devolved to schools by the Local Authority. Schools have the option to accrue the money for a maximum of three years. However, accrued funds are normally retained by the Local Authority. The current projected outturn figures represent the amount schools are anticipated to request by the end of the financial year.

2009/10 £	2010/11 £	2011/12 £	Total £
(814,500)	814,500		0

Directorate: Environment

Slippage: £150,000

Project Title: Downland Initiative Programme

The main reason for slippage is the announcement of the future South Downs National Park which is likely to bring additional partnership funding opportunities for land owned by the council starting from 1 April 2010. This will be of greater benefit to the Downland Initiative programme than if the capital was to be spent in 2009/10. The Downland Initiative Programme will provide much needed enhancement to Patcham Place depot. A listed stable block which is a building in poor quality.

2009/10 £	2010/11 £	2011/12 £	Total £
(150,000)	150,000		0

Directorate: Environment

Slippage: £674,400

Project Title: Ex Leased Car Parks

Works to the ex-leased car parks have been put back pending finalisation of the Lanes and London Road improvement projects. On completion, officers will be released to start the new projects.

2009/10 £	2010/11 £	2011/12 £	Total £
(674,400)	674,400		0

OVERVIEW AND SCRUTINY COMMISSION

Agenda Item 84

Brighton & Hove City Council

Subject:	The Forward Plan		
Date of Meeting:	26 January 2010		
Report of:	Director of Strategy and Governance		
Contact Officer:	Name:	Tom Hook	Tel: 29-1110
		Mark Wall	29-1006
	E-mail:	tom.hook@brighton-hove.gov.uk	
		mark.wall@brighton-hove.gov.uk	
Wards Affected:	All		

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

- 1.1 OSC on 20 October 2009 asked for further information on the extent to which the Council's Forward Plan was being achieved within anticipated timescales, and on the monitoring of key decisions delegated to officers.
- 1.2 As part of the 12-month review of the Constitution, the Council agreed at its meeting on the 28th January 2010 that action should be taken:

"To make the Forward Plan itself a more helpful tool to understanding the business of the Council, there needs to be a stronger 12 month projection of decisions (as opposed to focusing on the next 2-3 months). It is recommended that the Cabinet Support Team proactively produce a 12 month programme of key decisions for inclusion in the Forward Plan."

2. RECOMMENDATIONS:

- 2.1 That Overview and Scrutiny Commission note the report and comment upon its findings.

3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

- 3.1 The Forward Plan is published on a monthly basis and lists the key decisions to be taken by the Cabinet, Cabinet Members and Officers under delegated authority for the forthcoming four-month period.
- 3.2 Following the concerns raised by OSC and the 12-month review of the constitution, officers have been reviewing the process for the creation of each publication of the Forward Plan and have compared the council's publication with other Forward Plans produced by other authorities. In so doing, and in taking into account the concerns

raised, it proposed to undertake the following:

- (i) To publish a 12-month version of the Forward Plan after the Annual Council meeting listing the Policy Framework items that will be coming forward for decision and any other policy items that have been identified for the forthcoming municipal year;
- (ii) To maintain the monthly publication of the Forward Plan, covering the forthcoming four-month period, with details of the key decisions to be taken and listing the remaining items referred to in (i) above;
- (iii) To continue to publish a separate Late Items List of the Forward Plan detailing those key decisions that were not notified in time for inclusion in the current publication of the Forward Plan;
- (iv) That the Cabinet Support Team, Legal Services and Democratic Services will continue to work together to identify ways of improving the working of the Forward Plan.

3.3 The information provided in the electronic version of the Forward Plan on the council's website meets the statutory requirements, and:

- details the decision-maker;
- details the nature of the decision;
- details the Cabinet Member responsible;
- details the consultation process;
- details the contact officer

3.4 By clicking onto a specific item in the plan, the above information can be obtained, along with the history of the item, the anticipated decision and the actual report. A hard copy of the plan can also be printed from the web site, but this will only provide the basic level of information that is required.

3.5 In comparing the Forward Plan with other authorities, it does provide as much or gives access to more information than other plans, some of which are only simple word documents (see appendix 1). This will be complimented by the proposed publication of a 12-month version of the plan at the beginning of the municipal year.

3.6 This report also summarises:

- the number of decisions included within the Council's Forward Plans
- the numbers and percentages of decisions withdrawn or deferred
- reasons for deferrals/withdrawals/move at Forward Plan Edition 21
- numbers of delegated decisions included on the Forward Plan

3.7 Within Forward Plan 21 (FP21) published on 15 January 2010 and covering the period February – May 2010 the following four matters had been moved, deferred or withdrawn. The FP when the items first appeared, the Decision-maker and reason stated in the FP for move/deferral/withdrawal were:

(1) Hangleton Bottom - Land Use Options

- Decision Maker: Cabinet
- Originally Due: 20 Nov 2008
- Decision Status: Deferred - This item has been deferred to allow for further consultation and consideration of options and will be brought to a future meeting.

(2) London Road Regeneration

- Decision Maker: Cabinet Member for Enterprise, Employment & Major Projects
- Originally Due: 9 Dec 2008
- Decision Status: Deferred - The matter has been deferred to enable future consideration of the options in line with the publication of the supplementary planning document for the London Road area.

(3) ICT Strategy 2009-2012

- Decision Maker: Cabinet
- Originally Due: 17 Sep 2009
- Decision Status: Withdrawn - The current ICT strategy of November 2009 is a valid strategy until 2010. This strategy has been reviewed and in terms of development activity for ICT, remains valid. The majority of ICT work going forward will be to deliver those work streams from Value for Money and Improving the Customer Experience.

The major part of a revised strategy would be to clarify the governance arrangements around ICT work and projects, with the direction remaining the same. As such a revised ICT strategy has been abandoned in favour of specific governance arrangements for ICT work.

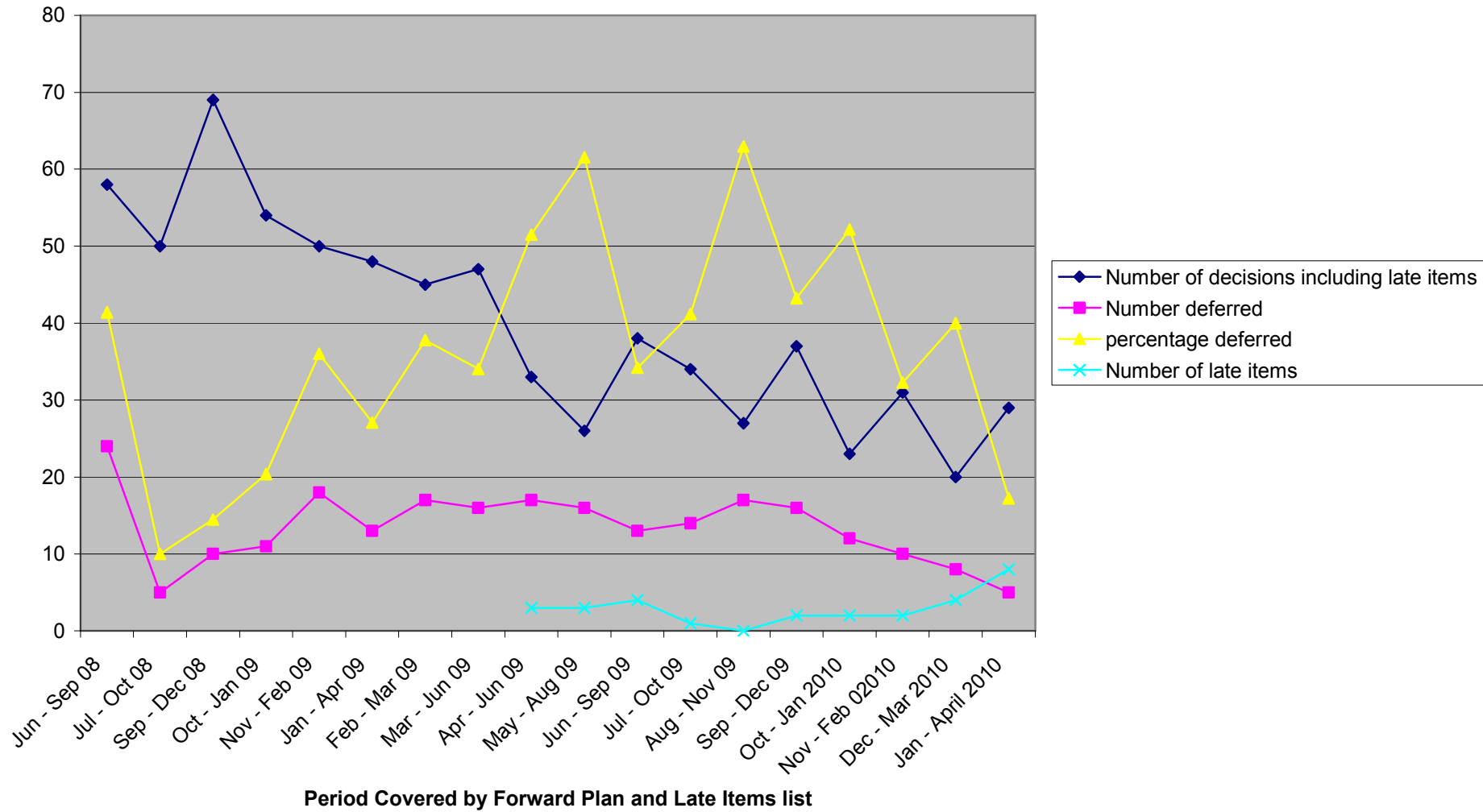
(4) Circus Street Development Site

- Decision Maker: Cabinet
- Originally Due: 12 Mar 2009
- Decision Status: Deferred - following the submission by the developers of a further proposal relating to the amended offer, it is considered that there are further negotiations to be undertaken with the developers before officers are in a position to be able to recommend the proposals to Members.

3.8 Between June 2008 and December 2009 the Council's Forward Plans denoted three decisions as being taken under delegated powers.

3.9 The graph overleaf shows the numbers of decisions, deferrals/withdrawals with percentages for the Council's Forward Plan decisions from June 2008.

Forward Plan Decisions



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4. CONSULTATION

4.1 There has been no consultation in relation to this report.

5. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

5.1 Financial implications of deferring or withdrawing decisions are not included in the Forward Plan.

Finance Officer Consulted:

Date:

Legal Implications:

5.2 Legal implications of deferring or withdrawing decisions are not recorded on the Forward Plan.

Lawyer Consulted:

Date:

Equalities Implications:

5.4 Equalities implications of deferring or withdrawing decisions are not recorded on the Forward Plan.

Sustainability Implications:

5.5 Sustainability implications of deferring or withdrawing decisions are not recorded on the Forward Plan.

Crime & Disorder Implications:

5.9 Crime and Disorder implications of deferring or withdrawing decisions are not recorded on the Forward Plan.

Risk & Opportunity Management Implications:

5.10 Risk and Opportunity Management implications of deferring or withdrawing decisions are not recorded on the Forward Plan.

Corporate / Citywide Implications:

5.11 Corporate/Citywide implications of deferring or withdrawing decisions are not recorded on the Forward Plan.

SUPPORTING DOCUMENTATION

Appendices

Appendix 1 – Comparable Authorities

Appendices 2 and 2A – Latest Forward Plan and Late Items

Documents in Members' Rooms

None

Background Documents

Forward Plans and Late Items list, posted on the Council's website.

Item 84 Appendix 1

Authority	Online Information Provided	Software Used	Other Information
East Sussex County Council	1) Documents Tab - Most recent Forward Plan	<i>Microsoft Word</i>	No history or links to documents. No link to whether or not item has been approved.
Kent County Council	1) 'Filter By' options for archive 2) Decision type 3) Decision status 4) Department 5) Decision by 6) Decision due 7) Contact 8) Consultation process 9) Decision number 10) Details and History tabs	<i>Modern.gov</i>	Exactly the same Electronic links, history, details etc as Brighton & Hove's
London Borough of Barking & Dagenham	1) 'Filter By' options for archive 2) Decision type 3) Decision status 4) Wards affected 5) Decision by 6) Decision due 7) Contact 8) Consultation process 9) Decision number 10) Lead member 11) Lead director 12) Consultees 13) Details, Decision, Meetings and History tabs	<i>Modern.gov</i>	Exactly the same Electronic links, history, details etc as Brighton & Hove's

Authority	Online Information Provided	Software Used	Other Information
Southampton City Council	1) Reference 2) Details 3) Decision maker 4) On forward plan since 5) Public consultation 6) Date of decision 7) Main consultees 8) Consultation method 9) How the public can comment 10) Responsible officer 11) Report author 12) Background document 13) Policy framework documents 14) Variations/slippage	"Decision Making Database" - Bespoke System written for Southampton City Council in 2002 - Changeover to Modern.gov 8/12/09	No history or links to documents. No link to whether or not item has been approved.
Cornwall Council	1) Lead member 2) Decision type 3) Decision status 4) Department 5) Decision by 6) Decision date 7) Contact 8) Lead director 9) Details and History tabs	Modern.gov	Exactly the same Electronic links, history, details etc as Brighton & Hove's

Authority	Online Information Provided	Software Used	Other Information
Bristol City Council	1) Reference number 2) Title 3) Wards affected 4) Summary of decision to be taken 5) Reason why key decision 6) Corporate priorities 7) Financial position 8) Scrutiny input 9) Decision taker 10) Service department 11) Executive member 12) Anticipated date of decision 13) Principal consultees 14) Means of consultation 15) Consultation period 16) When and how to make representations 17) Documents which will be used to inform the decision and availability 18) Contact name	Star Office (basic Word like package)	No history or links to documents. No link to whether or not item has been approved.
Liverpool City Council	Key Decision (title), Decision Maker (Executive Board make decide on all key decisions), Proposed Consultation, Documents to be considered, lead Officer.	Modern.gov	Details and history links. Subscribe to updates options.

Authority	Online Information Provided	Software Used	Other Information
Westminster	Proposed key decision to be considered, decision maker, when it's expected that reports will be available, when it's expected that decision will be made, Who will be consulted, Contact details, Documents to be submitted for consideration (open/confidential)	<i>Own system –basic word document.</i>	Only Word version of F.P provided. No electronic links to items, or other documents. Only provided because it's a statutory requirement. No details on History of item, and on whether approved or not.
Lambeth	As Brighton & Hove's F.P	<i>Modern.gov</i>	Exactly the same Electronic links, history, details etc as Brighton & Hove's
Birmingham	Item No, Title, Portfolio, This will be a key decision because, Purpose, Decision Maker, Proposed Date of Decision Proposed Consultation, Representations should be made to, Representations should be made by, Relevant documents.	<i>Democracy Knowledgeworker - Datum International</i>	When click on link to item there is no history listed or whether or not recommendations have been approved or not.
Newcastle	Directorate, contact details, who will take decision and when, who will be consulted? When will consultation take place? Supporting documents held by contact officer.	<i>own system - will adopt modern.gov in near future</i>	No history or links to documents. No link to whether or not item has been approved.

Authority	Online Information Provided	Software Used	Other Information
Havering	What is being decided, Who is taking the decision, When will the decision be made, who will be consulted and how will consultation take place, How can comments be made on the decision before it is taken, when by and to whom (email addresses)?, what documents or other information will be available.	<i>Adobe Acrobat - PDF</i>	No history or links to documents. No link to whether or not item has been approved.



Brighton & Hove City Council

FORWARD PLAN OF KEY DECISIONS

FROM MARCH TO JUNE 2010

KING'S HOUSE
GRAND AVENUE
HOVE
BN3 2LS

www.brighton-hove.gov.uk

Edition 22

Published 12 February 2010

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

The Leader of the Council is required to publish a forward plan setting out matters which the Leader believes will be the subject of a **key decision** by the Cabinet or an individual Cabinet Member in the period covered by the Plan (the subsequent four months). Not all Key decisions can be listed with four months notice because in some cases the need for a decision is not known at the time of writing. The Council's Constitution states that a key decision is one that involves:

- (a) *Expenditure which is, or the making of savings which are, significant having regard to the expenditure of the City Council's budget, namely above £500,000 per annum; or*
- (b) *Is significant in terms of its effects on communities living or working in an area comprising two or more electoral divisions (wards).*

As a matter of good practice, the Council's Forward Plan may include other items in addition to key decisions that are to be considered by the Cabinet/Individual Cabinet Members. This additional information is provided to inform local residents of matters to be considered, with the exception of issues which are dealt with under the urgency provisions.

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

- the name of the individual or body that is to make the decision and the date of the meeting
- the title of the report and decision to be considered
- individuals/groups that will be consulted prior to the decision being taken
- a list of other appropriate documents
- the name and telephone number of the contact officer and to whom any representations should be sent for each item.

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

Meetings of the Cabinet/Individual Cabinet Members are open to the public (with the exception of discussion regarding reports which contain exempt/confidential information). Copies of agenda and reports for meetings are available on the web site in advance of meetings. For further details on the time of meetings and general information about the Plan please contact Mark Wall, Head of Democratic Services at Kings House, Grand Avenue, Hove, BN3 2LS, or telephone 01273 291006 or send an e-mail to mark.wall@brighton-hove.gov.uk.

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

Brighton & Hove City Council Forward Plan March to June

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

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Brighton & Hove City Council Forward Plan March to June

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

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Brighton & Hove City Council Forward Plan March to June

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

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Brighton & Hove City Council Forward Plan March to June

Ref	Date decision to be taken	Key Decision (Including Brief Summary * Expected Outcome) (including ward/area)	Decision-making Body, Edition of Forward Plan when first appeared	Consultation Where Required (Details given: Who, How & Closing date)	Lead Officer (to whom representations should be made, and holder of documents)
CAB 12911	11/03/10	<p>All Wards; Annual Investment Strategy 2010/11</p> <p>To agree the annual investment strategy for the financial year commencing 1st April 2010 and recommend approval by Full Council. The strategy sets out the parameters for investment activity and how the key risks associated with such activity will be managed.</p>	<p>Cabinet Cabinet Member for Finance</p> <p>Edition 19 (December - March 2010)</p>	<p>External treasury management advisors</p>	<p>Peter Sargent Tel: 29-1241</p>

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

Brighton & Hove City Council Forward Plan March to June

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

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Brighton & Hove City Council Forward Plan March to June

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

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

Brighton & Hove City Council Forward Plan March to June

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

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

Brighton & Hove City Council Forward Plan March to June

Ref	Date decision to be taken	Key Decision (Including Brief Summary * Expected Outcome) (including ward/area)	Decision-making Body, Edition of Forward Plan when first appeared	Consultation Where Required (Details given: Who, How & Closing date)	Lead Officer (to whom representations should be made, and holder of documents)
CYP 14971	22/03/10	<p>All Wards; Removal of Soft Services from the Schools PFI Contract</p> <p>a) resolve a number of long-running issues with the existing PFI contract for Dorothy Stringer, Varndean, Patcham and Patcham Stakeholders (Community Centre, Library, Youth Centre).</p> <p>b) ensure the inclusion of our three PFI secondary Schools within the Building Schools for the Future programme.</p>	<p>Cabinet Member for Children & Young People Cabinet Member for Children & Young People</p>	<p>Discussions were held over a period of nine months with School Headteachers, Chairs of Governors and Business managers culminating in the Without Prejudice and Variations Report 16th November 2009 (Appendix 3) presented to the Brighton & Hove City Council PFI Steering Group (Director CYPT, PFI Schools Headteachers, Schools Futures Project Director). Discussions were also held over a period of nine months with Council officers including the legal and Finance departments, Partnership for Schools (PfS) and advice sought from Pinsent Mason regarding the potential variation of the existing PFI contract.</p>	<p>Gil Sweetenham Tel: 29-3474</p>

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

Brighton & Hove City Council Forward Plan March to June

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

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

Brighton & Hove City Council Forward Plan March to June

Ref	Date decision to be taken	Key Decision (Including Brief Summary * Expected Outcome) (including ward/area)	Decision-making Body, Edition of Forward Plan when first appeared	Consultation Where Required (Details given: Who, How & Closing date)	Lead Officer (to whom representations should be made, and holder of documents)
ENV 13301	25/03/10	<p>All Wards; Official feed and food controls service plan 2010/11</p> <p>To recommend the plan for approval at Full Council</p>	<p>Cabinet Member for Environment Cabinet Member for Environment</p> <p>Edition 19 (December - March 2010)</p>	<p>Legal and Financial services, Cabinet Member and opposition spokesperson.</p> <p>To ensure transparency and accountability the Council details its planned food safety and standards work in a service plan as required by the food standards agency</p>	<p>Nick Wilmot Tel: 29-2157</p>

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

Brighton & Hove City Council Forward Plan March to June

Ref	Date decision to be taken	Key Decision (Including Brief Summary * Expected Outcome) (including ward/area)	Decision-making Body, Edition of Forward Plan when first appeared	Consultation Where Required (Details given: Who, How & Closing date)	Lead Officer (to whom representations should be made, and holder of documents)
ENV 13303	25/03/10	All Wards; Health & Safety - Annual Service Plan 2010/11 To recommend the plan for approval at Full Council.	Cabinet Member for Environment Cabinet Member for Environment Edition 19 (December - March 2010)	Legal and Financial services, Cabinet Member and opposition spokesperson, partners, stakeholders, public, businesses, employee organisations. To ensure transparency and accountability the Council details its planned health & safety enforcement and advice work in a service plan as required by the food standards agency.	Roy Pickard Tel: 29-2145
ENV 14975	25/03/10	All Wards; Local Transport Plan Capital Programme 2010/2011 To set out the proposed allocations of the LTP budget for 2010/2011	Cabinet Member for Environment Cabinet Member for Environment	Consultation will take place as necessary with local communities and members, and will be discussed and agreed with the City Council's Traffic Manager.	Andrew Renaut Tel: 29-2477
DECISIONS ANTICIPATED FOR APRIL 2010					

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

Brighton & Hove City Council Forward Plan March to June

Ref	Date decision to be taken	Key Decision (Including Brief Summary * Expected Outcome) (including ward/area)	Decision-making Body, Edition of Forward Plan when first appeared	Consultation Where Required (Details given: Who, How & Closing date)	Lead Officer (to whom representations should be made, and holder of documents)
HSG 14247	21/04/10	All Wards; Review of Grounds Maintenance - Council housing land To seek approval of the recommendations arising from the review of the grounds maintenance service for council housing land.	Cabinet Member for Housing Cabinet Member for Housing Edition 21 (February - May 2010)	Residents of the Estates Service Working Group are involved in preparing the report. Residents of Housing Management Consultative Committee will be consulted on 29 March 2010.	Graham Page
HSG 15012	21/04/10	All Wards; Housing Management Financial Inclusion Strategy To approve the implementation of the financial inclusion strategy. The strategy aims to address the interrelated issues experienced by financially excluded residents in Brighton & Hove.	Cabinet Member for Housing Cabinet Member for Housing	Adult Social Care & Housing Scrutiny Committee in September 2009. Stakeholder Event held on 24 September 2009. Housing Management Consultative Committee in October 2009. Housing Income Management Monitoring Group	Lynn Yule Tel: 01273 294447

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Brighton & Hove City Council Forward Plan March to June

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

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Brighton & Hove City Council Forward Plan March to June

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

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Brighton & Hove City Council Forward Plan March to June

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

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

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

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Brighton & Hove City Council Forward Plan March to June

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

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

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

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Brighton & Hove City Council

LIST OF LATE ITEMS RELATING TO THE FORWARD PLAN OF KEY DECISIONS

FROM MARCH TO JUNE 2010

KING'S HOUSE
GRAND AVENUE
HOVE
BN3 2LS
www.brighton-hove.gov.uk

Edition 01

Published 25 February 2010

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

The Leader of the Council is required to publish a forward plan setting out matters which the Leader believes will be the subject of a **key decision** by the Cabinet or an individual Cabinet Member in the period covered by the Plan (the subsequent four months). Not all Key decisions can be listed with four months notice because in some cases the need for a decision is not known at the time of writing. The Council's Constitution states that a key decision is one that involves:

- (a) *Expenditure which is, or the making of savings which are, significant having regard to the expenditure of the City Council's budget, namely above £500,000 per annum; or*
- (b) *Is significant in terms of its effects on communities living or working in an area comprising two or more electoral divisions (wards).*

As a matter of good practice, the Council's Forward Plan may include other items in addition to key decisions that are to be considered by the Cabinet/Individual Cabinet Members. This additional information is provided to inform local residents of matters to be considered, with the exception of issues which are dealt with under the urgency provisions.

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

- the name of the individual or body that is to make the decision and the date of the meeting
- the title of the report and decision to be considered
- individuals/groups that will be consulted prior to the decision being taken
- a list of other appropriate documents
- the name and telephone number of the contact officer and to whom any representations should be sent for each item.

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

Meetings of the Cabinet/Individual Cabinet Members are open to the public (with the exception of discussion regarding reports which contain exempt/confidential information). Copies of agenda and reports for meetings are available on the web site in advance of meetings. For further details on the time of meetings and general information about the Plan please contact Mark Wall, Head of Democratic Services at Kings House, Grand Avenue, Hove, BN3 2LS, or telephone 01273 291006 or send an e-mail to mark.wall@brighton-hove.gov.uk.

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Brighton & Hove City Council Forward Plan March to June

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NOTICE OF LATE ITEMS

ENVIRONMENT CABINET MEMBER MEETING 25TH MARCH 2010

ENV 15165	25/03/10	All Wards; Nature Conservation and Development Supplementary Planning Document (SPD) To seek authority to adopt the Nature Conservation and Development SPD as part of the Local Development Framework.	Cabinet Member for Environment Cabinet Member for Environment	Legal and Financial services, partners, stakeholders. There has been extensive consultation with interested groups at every stage of development, including architects, developers, planning consultants and nature conservation organisations.	Matthew Thomas Tel: 29-2371
ENV 15277	25/03/10	Goldsmid; Hangleton & Knoll; Hove Park; Preston Park; South Portslade; Old Shoreham Road Cycle Route Not to progress with the scheme at this time.	Cabinet Member for Environment Cabinet Member for Environment	With wards members - key stakeholders and members of the public through exhibitions and leaflets.	Mark Prior Tel: 01273 292095

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OVERVIEW AND SCRUTINY COMMISSION

Agenda Item 85

Brighton & Hove City Council

Subject: Scrutiny Panel Annual Work Programme
Date of Meeting: 16 March 2010
Report of: Director of Strategy and Governance
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 Each Overview and Scrutiny Committee has the power to establish scrutiny panels to undertake short, focused reviews on specific issues. Longer Select Committee views can be agreed by the Overview and Scrutiny Commission (OSC).
- 1.2 OSC has previously supported in principle the idea of an annual trawl of ideas for scrutiny panels involving Members, partner organisations and residents. This paper sets out a process for this exercise.

2. RECOMMENDATIONS:

- 2.1 That the Overview and Scrutiny Commission agrees a process for developing an annual work-programme for scrutiny panels as outlined in this report.

3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

- 3.1 Since May 2008 scrutiny panels have been established to review:

- Students in the Community
- GP Led Health Centre Procurement
- Older People and Community Safety
- Children and Young People Alcohol Related Harm
- Dignity at Work
- Street Access Issues
- Climate Change Adaptation
- Environmental Industries
- School Exclusions
- 20 miles per hour speed limits
- Support services for victims of sexual Violence
- Staff Disabilities
- Cultural Provision for Children

- 3.2 Additionally a Select Committee looking at Dementia has also been established. Select Committees undertake longer pieces of work that cannot be completed within 3-4 meetings and are usually focused on policy areas that cut across directorates.
- 3.3 OSC has previously agreed that an annual trawl for suggestions for scrutiny panels would be a positive development. Moving to an annual programme of panels will have a number of advantages:
1. It will allow for prioritisation of scrutiny intervention into those areas where it can make the most impact and allows for a stronger policy development role for scrutiny
 2. Residents and partner organisations will be able to feed more directly into the topics that scrutiny reviews. This supports moves to make scrutiny place-based and increases residents participation in the democratic process
 3. It will allow for better coordination of issues across the scrutiny function as a whole
 4. It will allow scrutiny panels to more closely mirror council and City priorities
 5. Longer term planning will promote better linkages into policy and strategy development cycles
 6. It will allow for improved timetabling of reviews across the course of the year and avoid overloading Members diaries
 7. It will raise the profile of scrutiny with partner organisations and the general public
- 3.4 The suggested process for this is outlined below:
1. The Chair of OSC will write to all Members of the Council asking for ideas for scrutiny topics. Appended to the letter will be a form for detailing the nature of the review. (Appendix 1). Directors and management teams will also be approached for ideas.
 2. Each Overview and Scrutiny Committee will consider topics to take forward to the Commission for consideration. Some overview and scrutiny committees already have a list of possible future topics. These Committees will want to consider whether or not to put forward items from these lists.
 3. The Chair of OSC will write to the Chair of the LSP asking for suggestions and a request that each of the themed groups within the partnership also consider issues that would be suitable for scrutiny. Officers will be available to attend LSP meetings to discuss scrutiny if required.
 4. To gain residents' suggestions, Citynews will run an article using existing scrutiny panels as examples and asking for residents to write in with ideas.
 5. A press release will be issued and used on social media sites Facebook and Twitter.
 6. Citizens panel—1,500 local residents. Wherever possible the demographic profile of panel members reflects that of the whole population of Brighton & Hove.

7. Information will be added to the Consultation Portal at <http://consult.brighton-hove.gov.uk/portal>
 8. The scrutiny webpages on the Council website will also carry information on the role of scrutiny, previous and current reviews and how ideas can be submitted.
 9. Members may also like to consider offering an online public vote on a top topic once a 'long-list' has been produced. This would allow further resident involvement in the process and clearly illustrate resident's priorities. Whether this vote is binding is also something members may wish to debate.
 10. All sensible suggestions will then be scoped with input from relevant officers; a short-list of topics will then be brought to OSC for a priority list of 12 topics to be selected.
 11. It is suggested having a period of one month for consulting from the initial publicity.
- 3.5 From time to time urgent issues which could benefit from a rapid scrutiny review appear, for example the recent severe winter weather. If such events were to occur it would seem foolish not to allow their inclusion onto the scrutiny work-programme. It is suggested therefore that OSC retains an ability to respond to urgent requests for reviews but that there is an understanding that individual scrutiny committees will not establish scrutiny panels without the agreement of OSC. Each Committee Chair will need to communicate this to relevant Members.
- HOSC is another example where it is necessary to be able to rapidly respond to urgent issues, often proposed changes to health service provision. Where it is looking to establish joint HOSCs, or undertake very focused pieces of work in response to its statutory duties it is recommended that this is not referred to OSC.
- 3.6 In consulting with partners and residents it will be necessary to manage expectations both in regard to the type of topics selected and the results of any review. All information will have to be carefully worded to ensure the role and remit of scrutiny is understood.
 - 3.7 As capacity within the scrutiny team becomes free panels will be taken in turn from the priority list provided. OSC will be provided with six month updates as to the process of panels.
 - 3.8 Prior to panels commencing OSC will be able to alter the list should new information come to light or the policy context for issues change. OSC will need to be kept informed on changes to any issues it has selected for review.
 - 3.9 Members may also wish to consider whether this is an opportunity to further develop the involvement of residents and experts in scrutiny panel work.
 - 3.10 To date there has been limited involvement of co-opted members from the Older People's Council, University of Sussex, LINK, CVSF and feedback on their involvement has been positive.

3.11 The good practice work undertaken during 2009 showed that a number of local authorities have a pool of ‘advisors’ identified who are willing to sit on panels relevant to their field of expertise. It may be that this exercise highlights residents, university staff, representatives of the community and voluntary sector and businesses whom would add value to scrutiny reviews.

3.12 Criteria for prioritisation:

- Length of review – Topics need to be achievable within 3-4 meetings, or undertaken as Select Committees in around 6 meetings.
- Relevance to Brighton and Hove – The focus needs to be a local issue, or at least an issue that is within the decision making power of a local organisation. Issues that are raised that are not within the remit of local decision makers could be considered for the next round of the Sustainable Communities Act.
- Policy Context – What is the policy/strategy development cycle, are changes expected to legislation? There’s no point in reviewing something to recommend changes if national legislation is about to change it anyway!
- Alignment to LSP and Council priorities – Reviews of issues identified as key to improving the lives of residents are by definition the best use of scrutiny resources. Suggestions therefore which align with these priorities should be viewed favourably.
- Highlighted as an issue within performance regimes – Is the issue in question something that has been shown as requiring improvement during performance monitoring? With limited resources scrutiny should avoid reviewing issues which the council and partners are seen as doing well.
- Avoiding duplication with existing work-streams – If a suggestion would replicate work already ongoing there is limited utility in also scrutinising it. There may be merit in requesting scrutiny’s involvement at the pre-decision stage however.
- Issues should affect the City as a whole, rather than a specific area – For example the desire for placing speed restrictions on an individual road is not appropriate for scrutiny. A general review of speed-limits and the criteria for restricted zones could be appropriate scrutiny topics.

4. CONSULTATION

4.1 Consultation has taken place with other local authorities that undertake similar exercises. It has also been undertaken with council officers involved in community participation, communications and the ‘Get Involved’ campaign. The Partnership Managers Group within the LSP has also been consulted.

5. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

5.1 There are no financial resources as consultation will take place within existing resources. In establishing scrutiny panels members should be aware of the implications on scrutiny resources.

Legal Implications:

- 5.2 The recommendation at 2.1 is consistent with the statutory framework for overview and scrutiny committees under section 21 of the Local Government Act 2000. It is also consistent with the role of OSC in co-ordinating and maximising the efficiency and effectiveness of scrutiny panels

Equalities Implications:

- 5.3 In consulting on suggested topics there is a need to ensure all residents can participate. The mechanisms for consultation are being discussed with the Communities & Equality Team.

Sustainability Implications:

- 5.4 In looking to develop an annual work programme OSC should ensure that sustainability issues are given appropriate consideration.

Crime & Disorder Implications:

- 5.5 Scrutiny enjoys powers under the Police and Justice Act 2006 to look at crime and disorder issues. A protocol agreed by Council has established guidelines between scrutiny and the Community Safety Forum to avoid duplication of effort. In prioritising reviews OSC will need to be mindful of this protocol.

Risk & Opportunity Management Implications:

- 5.6 There is a risk in approaching such a wide range of individuals and groups of feeding unrealistic expectations that the scrutiny function cannot meet. It will be necessary to very clearly explain the limitations of what can be achieved throughout the process.

Corporate / Citywide Implications:

- 5.7 An annual work programme for scrutiny reviews should enable the scrutiny function to respond to those issues that affect the city as a whole and take a more active role in place-shaping.

SUPPORTING DOCUMENTATION

Documents in Members' Rooms

None

Background Documents

1. The Community Engagement Framework

OVERVIEW AND SCRUTINY COMMISSION

Agenda Item 86

Brighton & Hove City Council

Subject: Scrutiny of Budget Proposals
Date of Meeting: 14 July 2009
16 March 2010
Report of: Director of Strategy and Governance
Contact Officer: Name: Tom Hook Tel: 29- 1110
Head of Scrutiny
E-mail: Tom.hook@brighton-hove.gov.uk
Wards Affected: All

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

- 1.1 This report is the summary of arrangements for overview and scrutiny of budget proposals within some of this Council's comparator Unitary Local Authorities, that was considered by OSC in July 2009.
- 1.2 The timetable allowed for greater Scrutiny of Budget Proposals 2010-2011 in this Authority than for the previous year; this report gives an opportunity for OSC to comment on the improved process and make suggestions for the future.

2. RECOMMENDATIONS:

2. That the Commission comment on the budget scrutiny process for 2010 – 2011 and make suggestions for the future.
 - 2.1 That the Commission:
 - (1) Notes the update on the budget-setting process as reported to 9 July Cabinet (Appendix 2 to this report).
 - (2) Decides on any additional changes to the role of overview and scrutiny within the budget setting process and makes appropriate recommendations to Cabinet.

3. BACKGROUND INFORMATION

- 3.1 An additional meeting of the Overview and Scrutiny Commission (OSC) was convened on 3 February 2009 to consider the City Council's budget proposals for 2009/2010. OSC regularly receives targeted

budget monitoring reports but this was the first time that budget proposals had been considered by overview and scrutiny prior to the Executive. The scrutiny was felt to have had been positive and constructive and the OSC's comments were taken forward to the 12 February 2009 Cabinet.

- 3.2 An update report on the budget process was presented to 2 December 2008 OSC and training sessions arranged by finance officers were praised.
- 3.3 However concern was expressed by Members that the draft budget proposals were published less than two full working days before 3 February OSC meeting date. This allowed very little time for consideration prior to the meeting.
- 3.4 Additionally information on fees and charges previously presented to Cabinet Member Meetings were not included in the report on general fund revenue budget and council tax 2009/2010 and the Commission requested that these reports be considered alongside the budget. This was not agreed.
- 3.5 OSC on 3 February requested a report on scrutiny of budget setting processes in other local authorities, and requested that future timetables allow for more timely involvement of overview and scrutiny.

4. BUDGET SCRUTINY BY OTHER UNITARY AUTHORITIES

- 4.1 The role of scrutiny in the financial process is to hold the executive to account and ensure that decision-making is efficient, transparent and accountable and supports Council priorities as set out in the Corporate Plan and the LAA.
- 4.2 How this is done is not specified in legislation and local authorities comparable to Brighton & Hove City Council approach scrutiny of budget setting and financial planning in a variety of ways. These depend on local scrutiny structures and processes.
- 4.3 Set out below are examples from 14 comparable Unitary Councils' scrutiny arrangements for the 2009/2010 annual budget proposals. Members may wish to consider which practice employed elsewhere may be appropriate for Brighton & Hove.

Structure of budget scrutiny

- 4.4 At least two authorities gave no consideration of draft Council budget proposals for 2009/10 at Overview and Scrutiny Committee (OSC).
- 4.5 In many authorities, including Brighton & Hove, one O&S Committee received the draft proposals for comment.

- 4.6 Others arranged for reporting of the proposals to several different Committees, sometimes followed by further discussion at a 'resources/performance' or 'coordinating' OSC, incorporating comments and recommendations from all the Committees to take forward to Cabinet.
- 4.7 Bath and North East Somerset held a whole-day panel meeting to consider Service Action Plans and to discuss reports on service and financial planning for 2009/10.
- 4.8 Comments from this Panel were forwarded to the Corporate Performance and Resources O&S Panel, who considered the Corporate Plan refresh alongside Report on Medium Term Service and Resource Planning 2011/2012 and Budget and Council Tax 2009/2010.
- 4.9 Some Councils establish a task group each year to review how to improve budget scrutiny process.

Timing and availability of information

- 4.10 A number of local authorities start budget scrutiny earlier in the financial year than Brighton and Hove; 25 November being the earliest (Medway Council) that reports were presented to Cabinet, with O&S Committees discussing them in early December.
- 4.11 The Bristol City Cabinet 2009/2010 revenue budget proposals report was sent to all Council Members on 9 December 2008. The 15 December Resources Scrutiny Commission noted the report and discussed proposed efficiency savings from the 2008/2011 medium term financial plan also setting a schedule of 3 meetings (12,16 and 19 January) for briefings by Service Directors on current and future planned spend.
- 4.12 Swindon's Leader and Deputy Leader replied to questions on the Draft Revenue Budget Proposals, Capital Programme and Treasury Management Strategy for 2009/10 at a 15 December Scrutiny Committee.
- 4.13 Derby City Council divides its budget proposals three ways for accessibility; by Directorate, Cabinet Portfolio and by OSC to provide information to the relevant scrutiny commission. In January and early February each of the 6 OSCs considered the budget proposals relating to its portfolio, including pressures and savings and heard from senior officers and Cabinet Members. A finance sub-committee of the Scrutiny Management Commission looks at the detail of budget proposals.
- 4.14 The 27 January Scrutiny Management Commission commented on

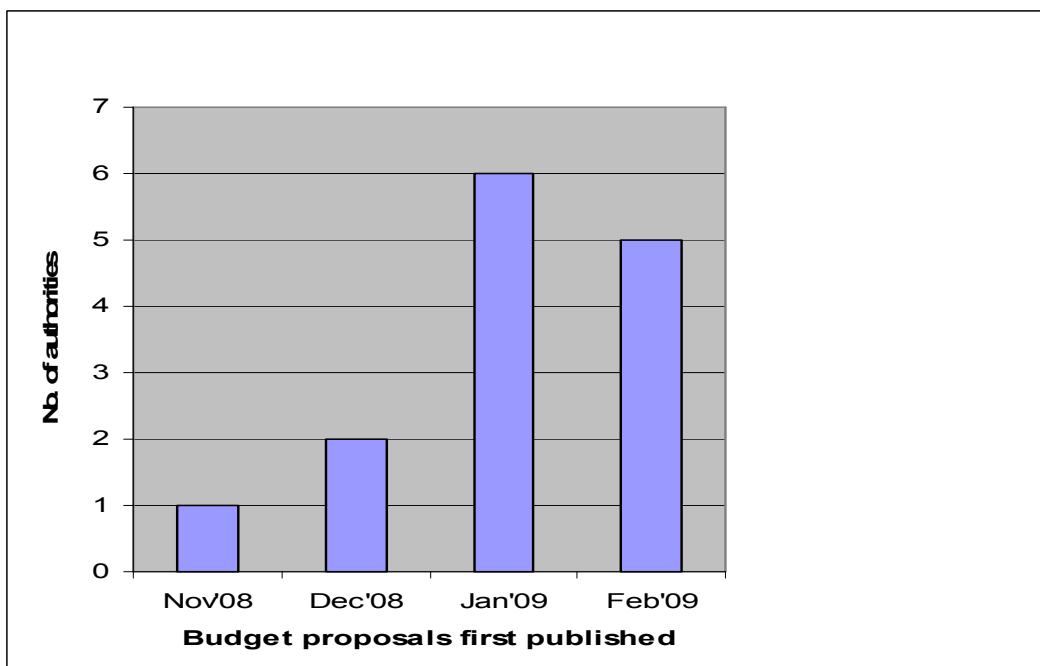
- Detailed Revenue Budget 2009/10-2011/12 proposals
- Capital Budget 2009/10-2011/12 proposals
- Environmental Services Capital Programme 2009/10 – 2011/12
- Recommendations made by the other OSCs on the Revenue and Capital
- Budget Proposals 2009/10-2011/12
- Revised Asset Management Plan
- Corporate Plan 2008-11 Updated Action Plan

4.15 That Council on 17 February agreed to incorporate SMC recommendations in approving the Updated Corporate Plan alongside the 3-year budget proposals.

4.16 Other Councils in addition to Brighton and Hove published budget proposals less than five working days prior to the OSC meeting and allowed only a few days for comments to be forwarded for consideration by Cabinet.

4.17 Scrutiny Panels at Bournemouth Borough Council make specific proposals throughout the year, which feed into the budget scrutiny report to February Cabinet.

4.18 The chart below shows the first publication, by month, of draft budget proposals for 14 unitary authorities comparable to Brighton & Hove.



Involvement of Cabinet Members and Senior Officers in Budget scrutiny

- 4.18 Two full-day budget scrutiny meetings of Resources and Performance Overview and Scrutiny Panel were held by Plymouth City Council in February. The Panel made 21 recommendations having scrutinised:
- Corporate Plan 2009-2012;
 - Corporate Asset Management Plan and Capital Strategy 2005-2015 incorporating the Capital Programme 2008/09-2013/14;
 - Treasury Management Strategy Statement and Investment Strategy 2009/10;
 - 2009-2010 Revenue Budget;
- 4.19 The sessions included an overview of the corporate and financial planning process, involving the Leader and Chief Executive, with separate challenge sessions involving Cabinet members and Directors for each service area. The concluding scrutiny session involved the executive team of the Leader, Cabinet Members, the Chief Executive, the Assistant Chief Executive and the Director for Corporate Resources
- 4.20 Another Council's Scrutiny Committee held four question and answer sessions with 5 Cabinet Members including budget priorities, relevant budget books and details of consultations undertaken to support budget measures.
- 4.21 Bournemouth Borough Cabinet Member for Resources attended 8 overview Panels in the last cycle of meetings to discuss the budget update and medium term financial plan as part of the budget consultation process.
- 4.22 Many authorities have established reviews of how the Council's budget is determined. In addition to Member's specific queries Bristol City Council uses standard generic questions for budget scrutiny,
- Risk and Mitigation
 - Projected Over/Underspends and effect in 2009/2010
 - Significant 2009-2010 Budget pressure and Amelioration
 - Delivery of Efficiency Targets
 - Staffing Levels and Service Implications
 - Main Areas of Service Improvement and Prioritisation of Funds
 - Other options considered

Examples of Public consultations

- 4.23 Swindon Borough Council conducted a consultation on budget proposals for 2009/10 with residents and stakeholder from 2 December 2008 until 6 February 2009. Feedback was in the form of emails and letters to the Council and also via a website form.

- 4.24 Consultation at Blackpool on the Revenue Budget 2009/10 was undertaken with the general public via Your Blackpool website, January round of Area Forum meetings, and a joint meeting of the Audit and Policy Overview and Scrutiny Committees with union representatives on 13 February .
- 4.25 Plymouth City's 14 Corporate Improvement Priorities (CIPs) were one factor in allocating resources. Officers met the 8 Area Committees and Youth Parliament during the autumn and asked for their top 3 priorities/suggestions for new priorities. CIP were then ranked and reported to Cabinet.
- 4.26 Southend-on-Sea Executive meets annually with residents and rate-payers to discuss budget proposals.
- 4.27 Some authorities did not formally consult with residents and some are looking to improve and widen engagement during 2009/10 and for the future.

5. SUMMARY OF EXAMPLES

- 5.1 Set out below is a summary of the examples presented in the report.
1. Reporting of budget proposals relevant to the portfolio of each scrutiny committee in addition to draft corporate budget
 2. Information for scrutiny earlier in the financial year
 3. Full-day scrutiny meetings, focussing on each Directorate
 4. Discussion of proposed efficiency savings
 5. Considering Budget Proposals alongside other key plans and strategies; e.g. Service plans, MTFs, Corporate Plan Refresh and Council priorities
 6. Question and Answer sessions with senior officers and Cabinet members
 7. Generic questions for budget scrutiny
 8. Specific proposals from O&S activity throughout the year, to go forward early into the budget –setting process
 9. Finance Sub-committee of Overview and Scrutiny

6. CONSULTATION

- 6.1 Senior Finance Officers have been consulted on this report.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 These are contained in the main body of the report.

Legal Implications:

7.2 These are contained in the main body of the report.

Equalities Implications:

7.3 There are no direct sustainability implications to this report.

Sustainability Implications:

7.4 There are no direct sustainability implications to this report.

Crime & Disorder Implications:

7.5 There are no direct crime and disorder implications to this report.

Risk and Opportunity Management Implications:

7.6 There are no direct crime and disorder implications to this report.

Corporate / Citywide Implications:

7.7 The Council's budget impacts on levels of Council Tax and service levels and therefore has citywide implications.

SUPPORTING DOCUMENTATION

Appendix 1 – Extracts from Centre for Public Scrutiny (CfPS) publication 'Scrutiny of Budgets and the Budget Setting Process'

Appendix 2 – Budget Update and Budget Process 2009 – 2010 Report to Cabinet 9 July 2009

Extracts from Centre for Public Scrutiny publication 'Scrutiny of Budgets and the Budget-setting process'

Effective budget scrutiny can help to generate efficiency savings, provide better value for money to a range of stakeholders and ensure that local decision makers are accountable for decisions regarding budget allocations.

Budget Setting Process and Determining Priorities

Scrutiny Committees should have a role in helping to determine spending priorities and the determination of the local authority's annual budget.

Scrutiny Committees can be involved in discussions around overall corporate priorities at the beginning of the budget process through to the development of detailed budget proposals and the finalisation of service plans in accordance with the agreed budget.

Scrutiny Committees can also have a role in reviewing the budget setting process and assessing the extent to which it is aligned to the Council's other key plans and strategies and enables sufficient consultation with stakeholders including citizens.

Possible areas to consider

1. What are the major risks to the authority short/medium/long term financial strategies and what action is being taken to mitigate them?
2. How does the local authority's budget allocation to specific service areas compare with similar Authorities?
3. Is there evidence of funding being directed towards the local authority's priorities?
4. Is the local authority providing services above the statutory minimum standard that were not local priorities?

Budget Monitoring

Possible areas to consider

1. To what extent has spending been in accordance with the agreed budget?
2. Are there any significant underspends/overspends and if so what are the reasons behind this and is any action being taken to address this?
3. Are there areas of the budget that require more in-depth scrutiny or regular monitoring by the scrutiny committee?

4. Have additional resources been diverted to specific service areas/projects and what outcomes were generated from the additional expenditure?

Challenging the costs of service delivery

Possible areas to consider

1. How does the budget for the service compare with the budgets for similar services in other local authorities?
2. What is the annual budget spend on this service as a percentage of the council's total budget?
3. Is the service a priority for the local community?
4. Have any alternative forms of service delivery been considered such as partnership working in order to reduce costs?
5. Are financial/service plans aligned with the human resources policies plans and strategies?

Reviewing Medium and Long Term Financial Planning

Scrutiny Committees also have a role in reviewing the robustness of medium to long term financial plans. This can include an assessment of the mechanisms in place to deal with the potential financial impact of issues such as climate change, an ageing population or waste management. In doing so Scrutiny committees could review the medium to long term financial pressures facing the local authority, the current financial position of the local authority and how the local authority intends to respond to the identified financial pressures.

Possible areas to consider:

1. Does the Council have a medium/long term financial strategy?
2. What are likely to be the local authority's main medium/long term financial pressures and what is the estimated cost to the local authority likely to be?
3. How well is the local authority placed to respond to major medium/long term financial pressures?
4. Are the local authority's financial reserves sufficient to guard against medium-long term financial risks?

5. Are the local authority's medium and long term financial plans aligned with human resources plans policies and strategies?

Helping to determine and Monitoring the Capital Programme and Asset management Plan

Scrutiny Committees can perform a number of roles. These can include:

- a) Reviewing and monitoring the asset management plan/capital investment strategy
- b) Examining the approach to the implementation of the Prudential Code
- c) Examining the relationship between the asset management plan and the capital programme
- d) Reviewing the allocation of resources to capital projects
- e) Monitoring progress made in respect of individual major capital projects
- f) Reviewing the process by which the capital programme is determined
- g) Reviewing the mechanisms that are in place to ensure that capital projects are completed on time and within budget
- h) Reviewing the impact on existing and proposed capital projects on future annual revenue budgets

Possible areas to consider:

Who was consulted in the development of the current capital programme and how robust was this consultation?

How does the selection of capital projects link to the council's corporate priorities?

In what ways has good practice been sought and implemented in the management of the capital programme?

Who is responsible/accountable for the delivery and management of (a) the capital programme as a whole and (b) individual capital projects?

Budget Scrutiny and Partners

As part of the local authority's community leadership role scrutiny committees may also wish to examine the budgets of partnerships that the local authority is involved in. In relation to a specific partnership scrutiny committees may for example wish to establish the relative levels of financial contributions from partners, the budget management and accountability arrangements for the partnership and how the partnership can demonstrate outcomes as a result of its expenditure.

Tips for budget scrutineers

Establish a timetable for scrutiny involvement on the budget setting process which enables scrutiny committees to consider the development and publication of draft service plans as well as the draft council budget

Provide all scrutiny committees with an opportunity to comment on relevant areas of the budget but try to ensure that the scrutiny process can take an overall perspective on the local authority's budget

Have clear terms of reference for scrutiny activity relating to the budget

Scrutinise the budget process and timetable against best practice to ensure it encourages efficient scrutiny

Consider the management of risk in relation to the budget and how funding is allocated to mitigate against key risks.

Monitor the budget during the year against initial projections and where overspends and underspends are identified challenge the reasons behind them to ensure that spending is effectively contributing to corporate and community priorities

Make sure that scrutiny committees are provided with sufficient information to provide effective challenge. This can include comparison with other local authorities and details of how the local authority's/ service area efficiency savings compare with other local authorities/service areas.

EXTRACT FROM OVERVIEW & SCRUTINY COMMISSION

4.00PM 14 JULY 2009

COUNCIL CHAMBER, HOVE TOWN HALL

MINUTES

Present: Councillors; Pidgeon, (Chairman) Alford, Bennett, Elgood, Morgan, Older, Peltzer Dunn, Pidgeon (Deputy Chairman), Wakefield-Jarrett, McCaffery and Kennedy

PART ONE

12. PROCEDURAL BUSINESS

12A. Declarations of Substitutes

- 12.1 Councillor Pidgeon was acting as Chairman for the meeting as Councillor Mitchell was unable to attend for personal reasons.

Councillor Meadows had given her apologies.

Councillor McCaffery was acting as substitute for Councillor Mitchell.

Councillor Kennedy was acting as substitute for Councillor Randall.

17 SCRUTINY OF BUDGET PROPOSALS

- 17.1 The Head of Overview & Scrutiny presented the report to the Commission, explaining that it had been requested following last year's scrutiny of the budget proposals. The report provided a comparison of budget scrutiny arrangements in a number of local authorities.
- 17.2 The Head of Strategic Finance and Procurement confirmed that the most significant change was to the budget timetable for next year, outlined in 3.4.8 of the report appendix. Budget strategies would be submitted to Cabinet on 3 December. The comparisons that had been carried out showed that most authorities produced their key budget information in January/ February.
- 17.3 It had been proposed at Cabinet that, for Brighton and Hove, budget strategies would be produced for 3 December, so the bulk of the budget information would be in the public domain from that time. It was proposed that the strategies would include information on budget proposals for the next three years, including the direction of travel for the directorate, strategic context, financial and service pressures for

each service, any proposals to re-invest into the service, value for money information, key risks, staffing implications and bench marking for each service amongst other things.

This timetable would ensure that the Commission had further time to consider what scrutiny might be needed of the proposed budget strategies and the overall budget package.

- 17.4 Councillor Peltzer Dunn commented that it had been interesting to see information about other authorities and asked what the scrutiny benefits were considered to be for the proposed arrangements. The Head of Overview & Scrutiny said that it was generally considered advantageous to have further time for consultation and scrutiny.
- 17.5 Councillor Elgood welcomed the proposals, noting that the previous administration had published their budget proposals in November/ December each year. Councillor Elgood said that he would like to see individual Commission meetings for each budget area; he would also welcome the opportunity to scrutinise opposition budget proposals. Both of these suggestions were supported by other Commission members.
- 17.6 The Head of Overview & Scrutiny confirmed that the Commission could hold individual meetings for each section of the budget proposals, or this could be devolved to each Scrutiny Committee. It was suggested that the best way forward would be for Overview & Scrutiny to work with the Finance Team to draw up a proposed scrutiny timetable.
- 17.7 Councillor Wakefield-Jarrett thought it would be useful for individual committees to look at their budgets; she asked whether public consultation was carried out on the budget proposals or whether this was planned.

The Commission heard that budget consultation was carried out with the Budget Review Group, which had cross-party representatives on it. The Group had recently discussed consultation for next year. Last year, 1, 500 responses had been received to the budget questionnaire, a 26% response rate. Local businesses were invited to respond separately.

- 17.8 **RESOLVED** – (a) that the updates be noted and (b) that Overview & Scrutiny work with the Finance Team on proposals for future budget scrutiny.

Budget Scrutiny Process

The role of scrutiny in the financial process is to ensure that the budget is set in a transparent and accountable manner and that it supports Council priorities.

The Overview and Scrutiny Commission receives regular Targeted Budget Management (TBM) reports throughout the year.

During the budget setting process for 2009-10 budget proposals were published a couple of days before a specially arranged meeting of the Overview and Scrutiny Commission (OSC) on the 3 February.

This year draft budget strategies have been published prior to cabinet on the 9th December giving scrutiny considerable opportunity to evaluate the proposals.

Each Overview and Scrutiny Committee will have the opportunity to scrutinise the budget proposals as they relate to their area of responsibility and forward comments to the Overview and Scrutiny Commission on the 26th January.

At each meeting the relevant Cabinet Member(s) and Director(s) will be present to answer questions about the draft budget strategies.

The Commission will produce a single scrutiny response to the draft budget strategies that will be considered at Cabinet alongside a number of other budget related items on the 11th February.

Budget timetable

Item	Meeting	Date
Budget Strategy	Cabinet	9 th December
Scrutiny of CT&E elements of the budget strategy	CTEOSC	14 th December
Scrutiny to consider the central services, equalities and sustainability elements of the budget strategy	OSC	15 th December
Scrutiny of E&CS elements of the budget strategy	ECSOSC	18 th December
Scrutiny to consider ASC&H elements of the budget strategy	ASCHOSC	21 st December
Scrutiny to consider C&YPT elements of the budget strategy	CYPOSC	5 th January
Council tax base	Cabinet	14 th January
Summary scrutiny meeting taking comments from all committees and agreeing a scrutiny response to the budget. This will be tabled at Cabinet on the 11 th February.	OSC	26 th January
Housing Revenue Account	HMCC	8 th February
General Fund Revenue Budget and Council Tax	Cabinet	11 th February
Housing Revenue Account	Cabinet	11 th February
Capital Reserves and Capital Investment	Cabinet	11 th February
Budget to be agreed	Council	25 th February

Possible Issues to Consider

1. What do you see as the principle risks in your service area budgets for 2010/11? What action is planned to mitigate these risks?
2. How has the under/overspend for 2009/10 been reflected in budget proposals for 2010/11?
3. What are the most significant pressures affecting your budgets? Are these fully accounted for in your proposals?
4. How are efficiency targets going to be delivered? How have they been delivered during 2009/10 – can you provide examples?
5. Can you summarise the staffing proposals including vacancy management within your department? What are the potential service implications? Indicating the anticipated reductions in terms of full time equivalents (FTEs)?
6. What are the major areas for service improvements with your budget? How are you reprioritising funds?
7. What other options were considered including efficiency or service reductions and why were they rejected?
8. What are long term financial risks to the authority and what action is being taken to mitigate them?
9. How does the local authority's budget allocation to specific service areas compare with similar Authorities?
10. Is there evidence of funding being directed towards the authority's/LSPs priorities?
11. Is the authority providing services above the statutory minimum standard that were not local priorities? What is the annual budget spent on this service as a percentage of the council's total budget? Is the service a priority for the local community?
12. Have any alternative forms of service delivery been considered such as partnership working in order to reduce costs?
13. Are financial/service plans aligned with the human resources/ICT/accommodation policies plans and strategies?
14. Are the local authority's financial reserves sufficient to guard against medium-long term financial risks?
15. Who was consulted in the development of the current budget programme and how robust was this consultation?
16. How does the selection of capital projects link to the council's corporate priorities?
17. In what ways has good practice been sought and implemented in the management of the capital programme?

BRIGHTON & HOVE CITY COUNCIL
OVERVIEW & SCRUTINY COMMISSION
4.00PM 15 DECEMBER 2009
COUNCIL CHAMBER, HOVE TOWN HALL
MINUTES

Present: Councillors Mitchell (Chairman); Bennett, Elgood, Meadows, Older, Pidgeon (Deputy Chairman), Randall, Janio and Taylor

Also Present: Councillors Fallon-Khan and Young

PART ONE

53. PROCEDURAL BUSINESS

53a Declarations of Substitutes

53a.1 Councillor Meadows was substituting as voting member for Councillor Morgan. Councillor Janio was substituting for Councillor Peltzer Dunn. Councillor Taylor was acting as substitute for Councillor Wakefield-Jarrett.

53a.2 Councillors Alford and Morgan gave their apologies

53b Declarations of Interests

53b.1 There were none.

53c Declaration of Party Whip

53c.1 There were none.

53d Exclusion of Press and Public

53d.1 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.

53d.2 **RESOLVED:** That the press and public be not excluded from the meeting.

OVERVIEW & SCRUTINY COMMISSION

58. SCRUTINY OF DIRECTORATE BUDGET STRATEGIES

- 58.1 The Chairman welcomed Cabinet Members Councillors Young and Fallon-Khan to the meeting. Councillor Young introduced this item, stating that scrutiny comments would be considered carefully, however Departments had little flexibility in achieving a balanced budget.
- 58.2 Councillor Fallon-Khan outlined the service pressures for the Finance and Resources Directorate. Reduced income such as from business rents and commercial rates was largely due to the effects of the recession.
- 58.3 Responding to questions the Director, Finance and Resources told the meeting that it would take time and money to deliver significant savings. More effective procurement, rationalised office accommodation and better use of ICT were being considered. A consultancy would be looking to achieve significant future savings under Value for Money (Phase 2) and initiate project management across the Council. This would be progressed by an in-house implementation team.
- 58.4 Replying to queries she explained the resources available to cover risks as set out in Table 4 of the report, pointing out that £1 million is proposed to be set aside for Looked After Children. Additional proposals for CYPT savings will be presented at the 5 January CYPOSC budget meeting.
- 58.5 The Director explained the Equalities Impact Assessment process that had been used for the budget proposals. Information on this could be presented before the final budget report to Council is produced.
- 58.6 Using an external firm to review single person Council Tax discounts was debated at length and questions on the approach to the process were answered in detail. The report on Council Tax Collection Policy appeared as Item 60 later on this agenda.
- 58.7 Asked about the anticipated borrowing for operational vehicles the Director said that this would allow for savings and reduction in the carbon footprint via a more central procurement policy. The Director was asked that this be reported to the Sustainability Partnership.
- 58.8 Information as requested on payments made to consultancies would be made available.
- 58.9 The Commission asked for more information on budget pressures from staff sickness and absence.
- 58.10 Councillor Fallon-Khan highlighted the budget proposals for Strategy and Governance Department. He expressed his congratulations to the officers including the legal team who were embracing new ways of working and working hard to achieve the best Value for Money within a tight budget at a time when income was falling.
- 59.11 The Director, Strategy and Governance answered questions on Members Allowances (inflationary increase being proposed) and the deletion of two Assistant Director posts in the Department to give flatter management structures (Head of Policy and Head of

OVERVIEW & SCRUTINY COMMISSION

Improvement & Organisational Development). A reduction of one post in the media team was proposed.

58.12 He said Performance would be reshaped, and Information and Analysis and Policy brought together.

58.13 Savings were planned by amalgamating some software licences and other supplies and services.

58.14 There was concern about the proposed move of the Brighton History Centre. Councillor Randall as Chair of Culture Tourism and Enterprise O&S Committee was asked to follow this up.

58.15 **RESOLVED**

a) That the following requests/issues be followed up:

- Early information on CYPT savings proposals before presentation at CYOPSC 5 January 2010 meeting
- Further information on how the budget proposals were Equality Impact Assessed
- A report on operational vehicles to be presented to the Sustainability Partnership
- Information on payments to consultancies and budget pressures brought about by staff sickness are provided to OSC members
- CTEOSC to follow up issues raised on the Brighton History Centre

b) That 26 January 2010 OSC receive comments from the O&S Committees relevant to their remits to be incorporated into a single scrutiny response to the budget.

BRIGHTON & HOVE CITY COUNCIL

CHILDREN & YOUNG PEOPLE'S OVERVIEW & SCRUTINY COMMITTEE

5.00PM 5 JANUARY 2010

COUNCIL CHAMBER, HOVE TOWN HALL

MINUTES

Present: Councillors Older (Chairman); McCaffery (Deputy Chairman), Allen, Phillips, Smart, Wakefield-Jarrett, Barnett and Wells

Statutory Co-optees: with voting rights:: Mike Wilson (Diocese of Chichester) and David Sanders (Diocese of Arundel & Brighton)

Non-Statutory Co-optees: Carrie Britton (Children's Health) (Non-Voting Co-Optee)

Apologies: Councillor Pat Drake, Councillor Lynda Hyde, Mark Price, Rachel Travers, Kenya Simpson-Martin and Rohan Lowe

PART ONE

33. PROCEDURAL BUSINESS

33.1 Declaration of Substitutes

Councillor Wells substituted for Councillor Hyde and Councillor Barnett substituted for Councillor Drake.

Apologies were sent from the Youth Council Representatives, Rachel Travers (CVSF representative) and Mark Price (Youth Services)

33.2 Declarations of Interest

There were none.

33.3 Declaration of Party Whip

There were none.

33.4 Exclusion from the 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.

33.5 RESOLVED – That the press and public not be excluded from the meeting.

CHILDREN & YOUNG PEOPLE'S OVERVIEW & SCRUTINY COMMITTEE 5 JANUARY 2010

34. CHAIRMAN'S COMMUNICATIONS

34.1 The Chair introduced the meeting saying this was a Special Budget meeting for CYPOSC to look at the Budget proposals for 2010-11, ask questions, raise issues and put forward any suggestions.

CYPOSC would then need to forward their comments and views to the Overview & Scrutiny Commission for the 26 January 2010.

35. BUDGET UPDATE & DIRECT BUDGET STRATEGY FOR 2010/11

35.1 The Director of Children's Services and Cabinet Member for Children and Young People presented the Children Services Budget proposals for 2010/11 and answered questions with the Assistant Directors of Strategic Commissioning and Governance, Learning, Schools and Skills, City Wide Services, Clinical Director, Head of Service for City Early Years and Service and the Head of Financial Services for (Children, Families and Schools).

35.2 Members were advised that there were considerable challenges facing CYPT, the main budget pressures being:

- Child Agency and In House Placements
- Services for Care Leavers
- Legal/Court costs
- Area Preventative Grants

35.3 Members were pleased to be reassured that an independent review of duty and assessments had concluded the thresholds used by CYPT were at the right levels.

35.4 In response to a question regarding whether Children's Centres were reaching those most at risk members were advised that further work was being undertaken to provide more support for families with domestic violence, alcohol and substance misuse issues.

35.5 The Committee were informed some services are offered that all families can access such as health visitors whilst other services are by invitation only and these are the services used to target interventions.

35.6 The Committee heard how the costs of mother and baby placements were high, the process is expensive and outcomes vary. Work has begun to understand why there is a higher use of these placements in Brighton and Hove than in other areas. This will include looking at which types of families gain most from having a placement and identifying better value alternatives.

35.7 Members were told that compared to other authorities it was felt that the judicial system in Brighton and Hove was much more in favour of having mother and baby placements. CYPT hopes to persuade the court that long and expensive mother and baby placements often do not have the positive outcome hoped for.

35.8 There will be a further emphasis placed on holistic working and the use of projects such as "Team Around the Family" and the "Family Pathfinder Project" for earlier intervention.

CHILDREN & YOUNG PEOPLE'S OVERVIEW & SCRUTINY COMMITTEE 5 JANUARY 2010

- 35.9 Members were informed that potentially £1 million, of the £1,940 million of savings had been earmarked from the Central Risk Provision for Children's Services in light of the increased pressures following the death of Baby P, the Laming Report and the impact this has had on safeguarding.
- 35.10 There was some concern that if grant funding were used to fund a shortfall in mainstream budgets this might affect future efforts to obtain grant funding. In answer to a question that further clarification was needed on the statement that 'there are no service pressures within CYPT as a result of grant funding coming to an end. The Director of CYPT advised members that for 2010/11 no grant funding streams were to end.
- 35.11 The Director confirmed that savings would be focused in those areas that were less effective with support being maintained for the most cost effective interventions.
- 35.12 In response to a question on the £200,000 savings and the concerns from members on making this saving from the Connexions grant, the Committee heard how the current commissioning of services was not achieving its outcomes and services needed to look at more cost effective intervention and decommission less effective services. It was noted that Members requested further comparative information on the proposals, for savings in relation to Connexions and the Youth Offending Service (YOS).
- 35.13 Members felt that the level of information provided for the budget scrutiny needed to be reviewed as the high-level nature of the documents meant it was difficult meaningfully scrutinise the proposals.
- 35.14 In answer to a question on how the school transport budget savings were going to be made taking into account the sensitive nature of young people with Special Education Needs (SEN), the Committee heard that there was a clear strategy focusing on a more vigorous application of criteria and by looking at each individual case, by looking at reducing long, uncomfortable journeys for young people and whether they could access services nearer to their home. Reviewing expensive individual taxi journeys and looking at alternatives to promote independence and more creative individual programmes were also being explored.
- 35.15 Members informed that they were aware of transport issues for pupils with SEN attending out of school activities, how some of these arrangements were inflexible and that families would need to be consulted about any changes to school transport. Members agreed to forward on extra information to the Assistant Director of Learning, Schools and Skills.
- 35.16 In answer to a question on the reduction in the number of staff, the Committee heard that Children's Services did not propose any redundancies.
- 35.17 In answer to a question on whether health partners could contribute to the Children's Services budget, Members heard how the Children's Trust already worked closely with the Primary Care Trust (PCT) and other agencies; decisions of budgets and services were being developed on a 'Trust' basis, rather than within organisational silos. This can be seen in the Children and Young People's Plan (CYPP) which sets out the Trusts priorities which inform where savings and investment in services are made. The CYPP

CHILDREN & YOUNG PEOPLE'S OVERVIEW & SCRUTINY COMMITTEE 5 JANUARY 2010

is owned by all Trust partners. Work is ongoing to look at how savings can be made in improved working between organisations.

- 35.18 In answer to a question as to what savings were being made from the Dedicated Schools Grant (DSG) in comparison to safeguarding services, Members heard how the DSG budget for 2010/11 is £135 million and the 4.1% increase is ring-fenced grant money. The Schools Forum have examined different ways to use this additional funding e.g. recruiting more educational physiologists. Schools are expected to take on a wider range of services to meet the increasing needs of families.
- 35.19 Further information was requested on who fixed the 4.1% increase and how the variations in grant percentages worked, Members were told that there was a complicated formula and schools would receive between the minimum funding guarantee of 2.1% per pupil and the maximum of 4.1% per pupil of the funding, other factors such as deprivation were also taken into account.
- 35.20 Concerns were raised in relation to savings within Children in Care, the Committee were informed how there was a full complement of staff and how there had been Social Care recruitment issues in the past which had led to Agency staff covering vacancies, which was not cost-effective. Several vacancies had been filled through joint working with the University and creative promotional advertising. Other Local Authorities also had recruitment and retention issues within Social Care.
- 35.21 In answer to a question on what priorities and pressures the Schools Forum identified, the Committee were told how funding pools had been put together for creative solutions such as Mentors for schools. Schools were increasingly adopting a cluster approach to solving challenges.
- 35.22 Questioning on the Aiming High Grant focused on how savings would be identified. Members were advised that many of the services provided by this grant were already delivered using base budgets; these would be transferred to the grant budget. There would be a long lead in time to changes in service provision.
- 35.23 In answer to question on whether the Aiming High Grant was match funded by the PCT and whether it was ring-fenced, the Committee heard how the budget was ring-fenced but that services were provided through a combination of the base budget and the grant; as savings have to be made this year discussions would need to be held with partners and parents.
- 35.24 Concern was expressed regarding £300k savings within Looked After Children budget. Members were advised that this level of resource represented a very small number of cases. Members were informed that the rate of referrals was up from previous years and that the most cost effective packages would be need to be identified with child safety being at the forefront, by reviewing decisions, joint working, market management and procurement.
- 35.25 In response to whether there were any job losses through the £987,000 (VFM) savings; Members heard that there were no proposals for redundancies. Members raised concerns as to whether staff would have a heavier workload, the Committee were informed that if staff were expected to do more they would be graded appropriately, but

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it was more around making efficiency savings through looking at different and possibly more local care packages; same provision at a lower cost.

35.26 In response to a question on the length of service of Agency staff and whether there was sufficient time for them to bond with the children and their families, the Committee heard how the focus was on recruiting to permanent positions as this short term placements were costly; with emphasis being on the retention of staff. Social Workers had high workloads and this was a common factor with other authorities too and that 7 extra staff and 2 Independent Review Officers had been recruited since the Lord Laming report.

35.27 Members were concerned at the £4.5 million (10%) savings that Children's Services were expected to make. It was felt that the percentage savings should be different with the varying Directorates as Children Services were responsible for child protection and safeguarding of children, their percentage savings should be reduced and in future savings should be looked at differently.

35.28 Councillor McCaffery said that she was aware of the dedication of the staff, but could not support these proposals due to the level of savings proposed which she believed rendered it an unsafe budget which jeopardised children's safety .

35.29 RESOLVED-

(1) Members resolved to ask for additional information on the following proposals :

- Connexions
- YOS
- transport and impact on after school activities
- DSG and schools formula
- Aiming High
- additional information around the VFM proposals

(2) Members to forward on information of families who had issues with transport for out of school activities to the AD for Learning, Schools and Skills.

(3) Further information was requested on the Dedicated Schools Grant who fixed the 4.1% increase and how the variations in percentages were calculated.

(4) In future the Council to look at different ways of making savings rather than the same percentages from each directorate.

(5) CYPOSC to forward its comments to the Overview and Scrutiny Commission (OSC) meeting of the 26 January 2010, to be incorporated into the single scrutiny response to the budget.

The meeting concluded at 6.30pm

Signed

Chair

Dated this

day of

BRIGHTON & HOVE CITY COUNCIL

CULTURE, TOURISM & ENTERPRISE OVERVIEW & SCRUTINY COMMITTEE

2.00PM 14 DECEMBER 2009

COMMITTEE ROOM 3, HOVE TOWN HALL

MINUTES

Present: Councillors Randall (Chairman); Davis, Drake (Deputy Chairman) and Hawkes

PART ONE

44. PROCEDURAL BUSINESS

44a. Substitutes

Mo Marsh for Craig Turton
Keith Taylor for Amy Kennedy

Apologies from Averil Older
Apologies from Carol Theobald

44b. Declaration of interests

44b.1 Mo Marsh declared that she was a member of the Brighton Dome Board.

44c. Exclusion of press and public

44c.1 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 member of the press and public were present, there would be disclosure to them of confidential or exempt information as defined in section 100(1) of the said Act.

44c.2 **RESOLVED** – That the press and public be not excluded from the meeting.

45. CHAIRMAN'S COMMUNICATIONS

45.1 The Chairman said it was the first time that CTEOSC had considered the budget prior to Council. The Committee's comments would be forwarded to the Overview and Scrutiny Commission for its budget meeting on 26th January 2010 and then on to 11th February Cabinet.

45.2 He explained that Ian Shurrock was here from the Environment Directorate as sports and leisure fell under the remit of CTEOSC. Also present were both the Cabinet Members for this area, Councillor David Smith and Councillor Ted Kemble, who would make short presentations on the budget and their areas of responsibility.

46. BUDGET UPDATE & DIRECTORATE BUDGET STRATEGIES FOR 2010/11

46.1 Cllr David Smith began by emphasising that the Culture & Enterprise Directorate was one of the best known and positively regarded in the city. However, it was facing cash limits. It was responding to this by focussing on customer care and improving its ICT. The Directorate wanted to concentrate on its core activities and increase value for money, for example by increasing sponsorship. It was also looking at innovative ways of delivering services such as transforming community libraries into hubs.

46.2 The service was hoping to achieve a 6% level of savings which represented £722,000. This would be achieved by increasing efficiency to save £495,000 and increasing income by £227,000. They would then reinvest £236,000 into the services, with £190,000 for the Pavilion and museums services and £46,000 into the library service.

46.3 The Directorate faced a number of service pressures including a £360,000 shortfall because of the downturn in the economy. In addition they had service pressures in the area of Supported Employment because of the grant funding from the Department for Work and Pensions coming to an end. A one off corporate allocation from reserves of £180,000 had been provisionally allocated to fund a transitional period from the end of the grant funding.

46.4 Tourism & Venues had already undertaken a review of their back office in order to save £68,000 and there would be reductions in the costs of senior management and administrative staff. Other reductions would be found from introducing timed tours at Preston Manor and reducing the opening hours of the Booth Museum (Thursday to Saturday, from 10am to 5pm and Sunday 2-5pm), alongside opening for pre-booked times. The Brighton History Centre services would be moved to the Jubilee Library, in anticipation of the development of The Keep. This relocation to Jubilee Library would enable access to limited local and family history resources across seven days a week. The re-location of the Centre would also free up exhibition space, which could be used to house exhibits from the Booth Museum.

46.5 Cllr Ted Kemble then told the Committee that his service areas were seeking to make the following savings:

- Reducing the contribution to the Brussels office to £4,000, making £2,000 savings
- Fund the Business Forum with external funds and make a core budget saving of £40,000
- Taking advantage of the low Retail Price Index (RPI) inflation on the Dome contract to generate savings of £25,000
- Streamline the Major Projects Team to save £70,000
- Reducing supplies and services budgets by £30,000

46.6 Scott Marshall, Director of Culture & Enterprise told the Committee that firstly, for staffing in the current year they were holding posts which had become vacant, in order

to offset against the current overspend. Then the proposals for 2010/11 would affect 22 posts, of which 6 were vacancies and there were 12.38 (full-time equivalent) posts which would be deleted.

- 46.7 When asked how the deletion of these posts would be managed, Mr Marshall explained that, in line with council policy, on the 10th December they had issued two staff consultation documents. The first outlined the general pressures facing the Directorate. The second document contained detailed implications for each team and a timetable for consultation. Copies of these consultation documents were issued to the Unions at a Departmental Consultative Group meeting on 10th December 2009.
- 46.8 The results of the consultation will be presented to staff on the 18th of January 2010. It was then confirmed that all staff were aware of the proposed changes, with the exception of staff who had been unwell and not at work in the last week. The Committee heard that the Directorate would do all it could to minimise the number of potential redundancies.
- 46.9 Sally McMahon, Head of Libraries and Information Services clarified what would be the process of transferring the Brighton History Centre services (managed through Museums and Libraries) to Jubilee Library and then to 'The Keep'. The Centre was jointly funded from both the Museum and Libraries budgets. The service was already looking forward to the move which would see all the archived material transferred to 'The Keep'. They wanted to preserve a limited level of access to local and family history resources in the city centre and the Library was the logical place. The main resources to be transferred to Jubilee Library would include online resources, microfiche and microfilm resources, and some of the book stock and heavily used archive materials. Storage there would be possible in spaces such as the rare books room. Access to the bulk of the archive would still be possible by ordering items in advance.
- 46.10 Mr Marshall explained that on the income side they had identified £190,000 in recognition of the tough financial climate and the need to offset reduced financial income. Janita Bagshawe, the Head of Royal Pavilion & Museums said that they had explored other income generation areas, including the selling of expertise. The intention was to generate £20,000 e.g. through the Security & Fire Manager. However, opportunities were limited in most areas and would provide little return. The service was lucky to have the Royal Pavilion as an attraction, as it allowed for the generation of so much more income than other local authorities could rely on. However, the targets were very high and the achievement of these had been very difficult over the last two to three years. To achieve the targets, service improvements had taken place including a new ticketing system, which would allow for on-line booking in the New Year and also a contact centre, which had led to a reduction in the percentage of calls.
- 46.11 Ms Bagshawe felt that the service had explored all the key areas for income generation, and it was generally agreed that the focus needed to be on:
- Admission price
 - Function hire
 - Catering
 - Retail

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Ms Bagshawe also pointed out that sponsorship and funding through Trusts and Grant giving bodies had become harder to find. Therefore, the Royal Pavilion & Museums was looking to secure funding through individual giving. This would lead to a mixed economy for the budget, comprised of:

- Local authority
- Earned income
- Individual giving

Already, nearly 60% of the budget was earned income, which compared very well to other local authorities. Anne Silley, Head of Financial Services, explained that when setting corporate fees and charging systems they were trying to be as innovative as possible. The Committee felt that they would like to receive a paper in the New Year on the future direction of funding.

46.12 The Committee asked for confirmation of the proposed reduced opening hours for the Booth Museum and the proposals to move items to either the History Centre or other museums. It was an educationally important site that could benefit from a holistic approach rather than piecemeal one. Although the future of the museum had already been looked at before, it was felt to be such a gem and deserved to be the subject of a Scrutiny.

46.13 Mr Marshall said that since 1990 the number of visitors had dropped by 10,000 from c35,000 in 1990 to c25,000 in 2009. He confirmed that the average daily visits (non-school) were as follows:

- Monday – 52
- Tuesday - 42.7
- Wednesday – 39.6
- Friday – 55.6
- Saturday – 96
- Sunday - 46

46.14 Therefore the intention was to maximize the peak days for visiting.

46.15 Ms Bagshawe told the Committee that this issue was in the Museums Strategic Forward Plan and they would be starting a collections review of Natural History in January 2010. The museum housed very significant collections and it was important to look at the, educational use and best places for display.

46.16 Ms Bagshawe explained that there had already been three previous plans to develop the Booth Museum. In the 1980s, the Council explored the possibility of extending the Booth through the purchase of the adjacent house. The cost of this redevelopment would have been £3.5m. In the 1990s a plan to reconfigure the Booth was aborted as it became Listed and the significant alterations would not have got List Building Consent. Funding was then secured in 2000 for a feasibility study. The study concluded that the stored collections were moved out of the Booth, leaving the Booth for display only. The capital costs for this project were £2.5m and there would have been additional revenue costs for the displaced Booth collections. Only 1% of Booth collections are displayed.

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- 46.17 The service planned to re-explore the collections by different themes and could potentially secure funding to pilot this as some funding had recently been announced for Designated Collections. Expressions of interest in the funding had to be submitted by the end of December 2009.
- 46.18 The Committee felt that it would be useful to have a scrutiny into the Museum, for example looking at issues such as its Natural History Collection, next year.
- 46.19 Paula Murray, Head of Culture & Economy then confirmed to the Committee that the funding was in place for the Business Forum next year.
- 46.20 The Committee asked for more detail on the proposed improvements to the modernisation of Jubilee Library services. Ms McMahon said that while it was yet to be decided, they were currently looking at the business case for buying e-books and downloadable music and audio books.
- 46.21 The Committee enquired what would happen to Castleham Supported Employment Service in one year following the loss of the DWP funding. Ms Murray explained that the budgetary implications of this issue had been included in the budget strategy to Cabinet. It had been agreed to fund a one off allocation of £180,000 to keep the service open during 2010/11 for a transitional period, while careful consideration was given to the options for the future of the service and employment of its staff. For example, to work closely with the proposed kitchen production centre to find alternative employment for staff. Members praised this example as a good piece of partnership working.
- 46.22 Mr Marshall explained that when proposing the deletion of posts in the Royal Pavilions and Museum, the focus was on delivering Value for Money. This would be assisted by the new ticketing system and, where possible, maintaining front line services. In contrast the efficiency savings last year had focussed on senior staff, which had achieved about £236,000 savings.
- 46.23 When asked if he had been able to preserve services while making these savings, Mr Marshall told members that our performance in National Indicator 11 was the highest outside London. Our performance was also very good on other customer satisfaction measures. The Committee then asked him if he was confident that the service could perform satisfactorily in 2010/11, given that it depends so heavily on generating income. Mr Marshall drew their attention to the cuts the service had made in order to reinvest, for example to make improvements into the library service.
- 46.24 Ms Silley explained that systems thinking consisted of looking at all aspects of the service from the point of view of the customer. Each process was examined from the initial inquiry to the outcome, to check whether any task that we had undertaken did not have a purpose. It was a specific management technique which focussed on the customer.
- 46.25 Adam Bates, Head of Tourism & Venues confirmed that his service could also improve its performance in the areas it has set. It had delivered efficiencies last year, while improving income generation and performance. For example, they had renegotiated catering contracts and improved partnership working on the ticketing system. They have

discontinued the premium rate for contacting the visitor centre and believed they could compensate by achieving increased bookings.

- 46.26 Members raised the issue of the marketing of venues. Ms Bagshawe informed them that the Old Courthouse was used a reasonable amount, primarily for lectures, due to the way it was funded. Last year the venue was used 64 times, of which 24 were educational events. There were planning restrictions on its conditions of use, regarding opening hours and no amplified noise which could leak to other buildings, that had led it to being primarily used by the Universities.
- 46.27 The Members were told that there was insufficient space in the venue to build a value generator such as a café. The venue was promoted alongside the Pavilion and the Theatre and the on line ticketing system would give it a presence on the web. The fees and changes for the Old Courthouse had been agreed by the Culture Cabinet in autumn. When asked if the venue broke even, Ms Bagshawe confirmed that the corporate hire fees were set to recover full costs, but not the educational hire charges. The committee agreed that it should consider at a later date the use of the Old Courthouse and other council owned venues, by the Council.
- 46.28 Mr Marshall said that consultation on these budget proposals had focussed on the management team and cabinet members. Since the information had become publicly available, they had been informing stakeholders such as the Arts Council and the Brighton Dome and Festival.
- 46.29 Members asked whether increased energy costs had been taken into account. They heard that these costs are looked at monthly and would form the basis of future contract negotiations. Ms Silley had been told by colleagues in Property Services that energy costs are likely to go down.
- 46.30 Ms Murray described the work that had been done to share support teams in the Directorate. Both her teams had been relocated together and were sharing a number of support staff. A review had been carried out into how the teams could be better supported and the findings have been reported to them. For example, looking at pressurised times in the year, such as two weeks before the White Night Festival.
- 46.31 Ms Murray told members that the draft Executive Response to the Environmental Industries Scrutiny had informed the allocation of posts. They had just appointed a junior research post and a Section 106 post and were re-examining other posts. The current thinking was that to appoint a sub-sector specific post, every time attention was needed for a particular business sub-sector was not sustainable. Therefore they were more likely to re-cast the Creative Industries Officer post, to give the replacement post responsibility for specific sub-sectoral development such as creative and environmental industries. The findings of the Panel had demonstrated that the needs of both sectors were similar, even though the sectors were at different stages of development.
- 46.32 Ms Murray then explained that the contract with the Brighton Dome was linked to the RPI, which allowed them to make the saving. Brighton Dome and Festival Ltd were aware of these figures, were making their own significant savings, had appointed a new Head of Development and were planning well for the future.

- 46.33 David Fleming, Assistant Director of Major Projects, described the collaborative approach being taken between the Falmer Community Stadium, Falmer Academy and the Universities. The individual project managers met as a group on a regular basis to discuss issues such as common footpaths, emergency routes, highway works and proper access. When asked if this could lead to joint procurement, Mr Fleming couldn't see why not, but to some extent this would be determined by timing. Members asked if this good practice could be transferred to Preston Barracks.
- 46.34 Councillor David Smith stated that the last two years had been difficult for the Sports and Leisure service, particularly due to energy costs which had hit the King Alfred especially hard. They had managed to introduce the free swimming for under 16s and over 60s. They also expected to raise £80,000 from the sale of new beach huts. Ian Shurrock, Head of Sport & Leisure confirmed that the huts are currently subject to a planning application and could sell in the region of £10,000 each.
- 46.35 Mr Shurrock explained that the rent reviews for the sea front businesses were undertaken individually. They now had an in-house surveyor to carry out the rent reviews of small businesses but needed the specialist expertise of an external surveyor for the large clubs. He explained that the practice of using an external surveyor had been incorrectly reported. The external surveyor had been paid by either a fixed retainer or a fee linked to the increase in rent on certain properties.
- 46.36 When asked if the businesses had been informed of the rent rises and if they could reach up to £80,000, Ian Shurrock confirmed that the rent increases only applied to those businesses who were due to rise this year, or had rent reviews outstanding. Members emphasised that this could be a sensitive issue for small businesses if they faced a rent increase due to the council not carrying out this task.
- 46.37 Mr Shurrock told the Committee that Mytime Active (a Social Enterprise not-for-profit trust) from Bromley had been awarded the contract to manage the council's golf courses. They also ran courses in Bexley and Maidstone. This was a ten year contract and could ensure that the savings could be met while securing the future of two golf courses. An exciting part of the contract was a golfing programme it would run for both young people.
- 46.38 **RESOLVED** – that the above comments on the proposals go onto the Overview and Scrutiny Commission on 26th January 2010.

The meeting concluded at 16.15pm

Signed

Chair

Dated this

day of

BRIGHTON & HOVE CITY COUNCIL

ENVIRONMENT & COMMUNITY SAFETY OVERVIEW & SCRUTINY COMMITTEE

4.00PM 19 JANUARY 2010

COUNCIL CHAMBER, HOVE TOWN HALL

MINUTES

Present: Councillors Morgan (Chairman); Davey, Davis, Drake, Smart, Wells and Taylor

Also present: Councillor Dee Simson

PART ONE

38. PROCEDURAL BUSINESS

36a Declarations of Substitutes

36a.1 Councillor Taylor was substituting for Councillor Rufus; Councillor Janio had given his apologies.

36b Declarations of Interests

36b.1 There were none.

36c Declaration of Party Whip

36c.1 There were none.

36d Exclusion of Press and Public

36d.1 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.

36d.2 **RESOLVED:** That the press and public be not excluded from the meeting.

39. SCRUTINY OF DIRECTORATE BUDGET STRATEGIES

39.1 This budget scrutiny meeting had been rearranged at short notice, following the ice and snow on 18 December 2009 that led to postponement. Comments on this report would

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be forwarded together with comments from the other Overview and Scrutiny Committees, to 26 January 2010 Overview and Scrutiny Commission.

- 39.2 The Chairman welcomed everyone including the Cabinet Member for Community Affairs, Inclusion and Internal Affairs, who introduced the report on the Scrutiny of Directorate Budgets. The Cabinet Member for Environment was unable to be present.
- 39.3 Members asked for more information on a wide range of budget proposals.
- 39.4 The Committee asked about investment in the seafront railings, shelters and work on Hove Lagoon (paragraph 3.5 refers) and how this related to the 're-investment' paragraphs in the Appendix. There was a question on the need to invest and alternative sources of funding such as Heritage Lottery fund and Section 106 agreements, which the Committee wished to forward to the Commission.
- 39.5 The Chairman asked whether the £100,000 at bullet point 5 of the main report was for consultants. The Director of Environment assumed it was. This needed to be confirmed by the Director of Finance and Resources.
- 39.6 Costs of the transport model were questioned including the on-going costs to sustain it. The Assistant Director, Sustainable Transport explained that the model replicated traffic conditions and assessed demand, enabling robust decisions to be made on major projects. It was essential to keep the model validated and 'live' with local data. Officers were asked for more information on the business case.
- 39.7 The Committee were pleased that Castleham Industries would be kept open and that new beach huts would be built subject to planning permission.
- 39.8 The Head of Finance answered a question on the King Alfred Leisure Centre by referring to the capital investment programme summary at Appendix 2.
- 39.9 Regarding concessionary fares funding the Head of Finance confirmed that £9.3 Million (report paragraph 3.13) was proposed to be allocated in 2010/2011 for all bus operations in the City. Members asked for an update on final allocations when available.
- 39.10 The Director clarified that 'Staff posts affected' in the Environment summary table at Appendix 1, referred to jobs at risk or a significant change to jobs and there had been a reduction in this number (20) since the report was written. No compulsory redundancies were proposed and updated figures would be provided to the Committee.
- 39.11 Answering a question on the possible effect of last year's savings in CityClean service area in the Council's response to the recent icy conditions the Director told the meeting that the combination of CityParks and CityClean services had made it quicker and easier to mobilise a large workforce to deal with ice and snow.
- 39.12 The effect on the budget of potholes created by the ice was being investigated.
- 39.13 Asked about the rise in parking charges the Head of Finance said that a general rise of 2% to allow for inflation was part of the overall budget strategy, although on average parking charges would rise by around 3%. Many individual charges would remain

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frozen, others are proposed to reduce and some would rise by significantly more than 3%. Individual charges were being reported to the 26 January Environment CMM meeting.

- 39.14 The range of other opportunities to improve value for money and generate additional income, as stated in the fourth paragraph of the 'Strategic Response to this Context' referred to efficiency savings regarding maintenance of parking machines, reduced number of Assistant Directors, lower advertising costs, management arrangements for the two golf courses and beach huts, the Director told the meeting.
- 39.15 Councillor Simson described the 'Turning the Tide' pilot programme which supports families regarding anti-social behaviour that was starting in the East of the City.
- 39.16 Members expressed concern about savings within 'Public Safety' and asked about the meaning of the tabulated 'Public Safety' budget proposals summary. It was agreed that clarification of the 'efficiency' and 'other' savings in Public Safety would be forwarded to the Committee.
- 39.17 The Committee heard there were five hate crime caseworkers in the Community Safety Team. One such post had already been vacant for more than 12 months would not be filled; there would be no reduction in service.
- 39.18 The Assistant Director, Public Safety detailed the range of roles of the case workers. She said that the management changes included her own post and a senior management position.
- 39.19 In City Services, because the growth in waste had not been as large as projected the savings of £290,000 were proposed to be used to smooth the cost of waste disposal.
- 39.20 The Committee discussed subsidised bus services with the Assistant Director of Sustainable Transport who confirmed that the enhanced service 27 is included in the £1.5 million subsidised bus routes. Mindful of statutory notice periods and contractual obligations he said that public consultation may be required before re-prioritising. Some contracts were able to run on a commercial basis and could be removed from subsidy.
- 39.21 The Committee asked about the process for deciding on which level of service to propose as savings and requested that this specific matter be taken forward to the Overview and Scrutiny Commission.
- 39.22 Officers replied to further queries on gum removal, environmental standards of operational vehicles, Local Transport Plan capital funding.
- 39.23 **RESOLVED:**
- (a) The Committee supported proposed investment in Castleham Industries and additional beach huts.
 - (b) That updated information be requested on; affected staff posts and Concessionary fares final allocations if available.
 - (c) That the following areas of concern be forwarded to 29 January 2010 OSC:

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- Need for investment in sea-front maintenance and possible alternative sources of funding
- Business case for transport model
- Process for agreeing subsidised bus services
- Possible effect of vacant Hate Crime worker post remaining unfilled

The meeting concluded at 5.30pm

Signed

Chair

Dated this

day of

BRIGHTON & HOVE CITY COUNCIL

ADULT SOCIAL CARE & HOUSING OVERVIEW & SCRUTINY COMMITTEE

3.00PM 21 JANUARY 2010

BANQUETING ROOM, HOVE TOWN HALL

MINUTES

Present: Councillors Meadows (Chairman); Allen, Barnett, Pidgeon, Taylor, Randall and Oxley

PART ONE

39. PROCEDURAL BUSINESS

39A. Declarations of Substitutes

39.1 Councillor Brian Oxley announced that he was attending as substitute for Councillor Geoff Wells; Councillor Bill Randall announced that he was attending as substitute for Councillor Georgia Wrighton.

39B. Declarations of Interest

39.2 Councillor Randall declared a personal interest due to his involvement with the Local Delivery Vehicle.

39C. Declarations of Party Whip

39.3 There were none.

39D. Exclusion of Press and Public

39.4 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.

39.5 **RESOLVED** – That the press and public be not excluded from the meeting.

40. SCRUTINY OF DIRECTORATE BUDGET STRATEGIES

40.1 Councillor Ken Norman, Cabinet Member for Adult Social Care and Health, introduced the Adult Social Care (ASC) section of this item. Councillor Maria Caulfield, Cabinet

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Member for Housing, introduced the sections relating to the Housing Revenue Account (HRA), to Housing Strategy and Supporting People (SP), and to Learning Disabilities (LD).

- 40.2 In response to a query about savings identified in terms of the LD budget, Councillor Caulfield told members that the healthcare element of care for some learning disabled people was chargeable to the local Primary Care Trust (PCT), but had formerly not been pursued by the council. This money was now being collected, with the result that there were considerable extra funds available to the service, facilitating a reduction in the council's LD budget allocation.
- 40.3 In answer to questions relating to savings to be made via the 'personalisation' of ASC (and to a more limited degree the introduction of personalisation and personal budgets to LD services), Councillors Norman and Caulfield informed members that national research offered robust evidence that significant savings were possible via the roll-out of personal budgeting, and that these savings should grow as the roll-out progressed. Joy Hollister, Director of Adult Social Care and Housing, added that Brighton & Hove was in a fortunate position, having not been one of the earliest adopters of personal budgets, as we were able to learn from both the good and bad practice of 'pilot' authorities. There was strong evidence that, by following the best emerging practice (particularly in terms of best practice resource allocation systems), personalisation could deliver significant savings.
- 40.4 In response to a question about negotiations with the Sussex Partnership NHS Foundation Trust (SPFT) over the council's commissioning of their services, members were told that discussions had been very positive, with the trust recognising that the council's 0% uplift in funding was in fact generous given the national financial situation (all the more so because the council had agreed extra funding to reflect demographic changes in the city which would result in extra work for SPFT).
- 40.5 Asked to explain how personalisation might deliver savings, Joy Hollister referred to the example of assessing people's needs. Formerly, a great deal of staff time and resources might have been spent on professional assessment of a client's needs, even in situations where that client's support requirements were minimal. With personalisation, it should, in many instances, be possible for clients to assess their own support requirements (with a degree of input from professionals – termed 'co-production'), leading to a very significant reduction in the costs of assessment.
- 40.6 In response to questions about the anticipated re-design of day services and possible cost savings and risks involved in this process, Councillor Norman told members that day service provision would be the subject of a forth-coming public consultation, and no decisions in regard to these services could be made until the results of this consultation were analysed. Joy Hollister noted that council-provided day services were currently delivered at a very high unit cost, as occupancy rates were typically very poor. In contrast, some city day services provided by the 3rd sector operated at a much lower unit cost as these services were full or over-subscribed. There was therefore a very clear argument for favouring these cost-effective services over services which provided poor value for money, and the council was planning accordingly. However, some council day services were of such a specialist nature (e.g. offering significant therapeutic

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benefits to attendees) that it was not considered appropriate to consider their replacement with mainstream 3rd sector-provided services.

- 40.7 In response to questions about home care, Joy Hollister told members that the council had re-designed its services in response to the re-ablement agenda, with mainstream home care now commissioned from the independent sector, allowing the council's in-house home care team to be re-deployed in the specialist task of delivering re-ablement care. This was the best possible use of resources, given that it would simply not be possible within existing budget constraints for the council to deliver its re-ablement commitments and its mainstream home care commitments via the use of in-house staff. Whilst independent sector care providers are cheaper than in-house provision, all providers used by the council are rated as either 'good' or 'excellent'.
- 40.8 In answer to a question about anticipated increases in client contributions to care costs, Joy Hollister explained that this related to quicker financial assessment of clients, meaning that clients who were required to self-fund their care could be billed more promptly (clients may not be charged for care until their finances have been assessed, nor can charges be back-dated).
- 40.9 In response to questions about supported housing, Councillor Caulfield agreed that more supported housing was needed in the city, but stressed that this was difficult to achieve in the current financial climate, with little or no capital funding available. However, the council was exploring alternative measures, including looking at 'moving on' supported housing clients who could be returned to general needs housing, encouraging independent sector providers to take a greater interest in this sector, and investigating the possible use of undeveloped housing land for future developments.
- 40.10 Councillor Caulfield also told members that the council was committed to working with clients to ensure that they accessed all the benefits to which they were entitled. This is a priority for Housing Management, and pilot schemes around the city have proved extremely successful. The Welfare Rights team will seek to train other council teams in maximising benefit take-up and the council is also working closely on this issue with the Department of Work and Pensions and with the MacMillan cancer charity (i.e. on encouraging people with cancer to access the benefits to which they are entitled). Members noted that there might be a case for increasing resources here, as the cost benefits of maximising benefit uptake are likely to far outweigh any extra costs to the council.
- 40.11 In response to questions regarding the ASC and housing workforce, members were told that there were no plans for redundancies in housing or LD services. In ASC there may be some redundancies, although the figures quoted in the budget strategy report represent a worse case scenario and the council will endeavour to minimise the negative impact of essential workforce re-organisation. There is no intention to make compulsory redundancies. Posts have yet to be identified but would likely be a range across all areas with the possibility of some in home care and day services.
- 40.12 Asked what percentage of the £1 million allocated to possible redundancy payments across the council had been ear-marked for ASC, Joy Hollister told members that she did not have the figures to hand but would endeavour to pass them on.

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- 40.13 In response to queries regarding the Local Delivery Vehicle (LDV), Councillor Caulfield told members that there had been thorough consultation with tenants over this issue (particularly via Housing Management Consultative Committee – HMCC), and the consensus was that the council should continue to actively pursue LDV options while the original LDV bid was being considered by the Government. The council faced stringent penalties if it failed to meet Decent Homes standards, and there was therefore still considerable value in pursuing LDV options, particularly as recent developments in financial markets might mean that the returns on the LDV could be higher than initially assumed (original financial projections were made at the nadir of the financial crisis and might prove over-cautious should markets improve). More funding (in the form of a loan from general reserves) will be required to facilitate re-modelling of the LDV finances, but this money will be repaid once the LDV is operational.
- 40.14 In reply to members' questions regarding the future of the Adult Social Care and Housing Directorate, members were told that this was a question which should be addressed to the council's Chief Executive as no one present was in a position to provide a definitive answer.
- 40.15 The Chair thanked the officers and members who had answered questions and expressed her good wishes for Joy Hollister in her new post with the City of London.

41. ITEMS TO GO FORWARD TO CABINET OR THE RELEVANT CABINET MEMBER MEETING

- 41.1 There were none.

BRIGHTON & HOVE CITY COUNCIL
OVERVIEW & SCRUTINY COMMISSION
3.30PM 26 JANUARY 2010
COUNCIL CHAMBER, HOVE TOWN HALL
MINUTES

Present: Councillors Mitchell (Chairman); Alford, Bennett, Elgood, Meadows, Morgan, Older, Peltzer Dunn, Pidgeon (Deputy Chairman), Randall and Wakefield-Jarrett

Also Present: Councillors Fallon-Khan and Hamilton

PART ONE

65. PROCEDURAL BUSINESS

65a Declarations of Substitutes

65a.1 There were none.

65b Declarations of Interests

65b.1 Regarding item 71 Councillors Elgood and Randall said they were patrons of the Sussex County Foundation.

65c Declaration of Party Whip

65c.1 There were none.

65d Exclusion of Press and Public

65d.1 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.

65d.2 RESOLVED: That the press and public be not excluded from the meeting.

OVERVIEW & SCRUTINY COMMISSION

66. RECOMMENDATIONS ON BUDGET PROPOSALS FROM O&SCS TO REPORT TO 11 FEB CABINET

- 70.1 In considering the Head of Scrutiny's report on Scrutiny of Budget Proposals the Commission welcomed the budget proposals information that had been presented this year to Overview and Scrutiny Committees.
- 70.2 Much information had been provided and clear proposals drawn up, although there was concern that proposed savings information was taken to CYPOSC with less than 24 hours notice.
- 70.3 It was generally agreed that the budget scrutiny process had worked better this time in that the departmental savings papers were released earlier and the individual scrutiny committees had therefore had time to consider them however, before evaluating the effect of Overview and Scrutiny input into the budget-making process, and consider whether to approach this differently in future, Members wished to see the final budget proposals.
- 70.4 Chairman of CYPOSC said she was pleased to have the views of the Committee's co-optees. Rent reviews for seafront businesses were commented upon.
- 70.5 Chairman of ECSOSC was concerned about the lack of detail in budget proposals generally; concern was also expressed regarding the subsidised bus services savings and timescales. It was suggested by Chairman of CTEOSC that savings could be made by better use of Council buildings for outside events and more of the council's own business such as interviews for senior posts.
- 70.6 The Commission asked that in the future, Equality and Impact Assessments of budget proposals be provided at the very start of the process.
- 70.7 The Chairman thanked everyone for attending for this item.
- 70.8 **RESOLVED:**
- 1) That the report be noted and minutes of budget O&S meetings be forwarded to 11 February Cabinet
 - 2) That the budget scrutiny process be considered at a future meeting
 - 3) That the following suggestions be taken forward;
 - Better use of Council buildings for outside events and council's own business
 - That EIAs be provided in future budget rounds

OVERVIEW AND SCRUTINY COMMISSION

Agenda Item 86 Appendix 5

Brighton & Hove City Council

Subject:	General Fund Revenue Budget & Council Tax 2010/11		
Date of Meeting:	11 February 2010 Cabinet 16 March 2010 OSC		
Report of:	Director of Finance & Resources		
Contact Officer:	Name:	Mark Ireland	Tel: 29-1240
		James Hengeveld	29-1242
	E-mail:	mark.ireland@brighton-hove.gov.uk james.hengeveld@brighton-hove.gov.uk	
Key Decision:	Yes	Forward Plan No: CAB13926	
Wards Affected:	All		

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT

- 1.1 In July 2009 Cabinet considered and agreed the budget setting process for 2010/11 in the context of having reasonable certainty over government funding allocations for next year. In December 2009 Cabinet received a budget update report which set out budget strategies for each service area to achieve the indicative cash limits agreed by Cabinet in July. Since the December meeting the budget strategies have been scrutinised by a series of Scrutiny Panels in December and January. The Overview and Scrutiny Commission agreed at their meeting on 26 January 2010 that the minutes of those meetings would be forwarded to this meeting for Cabinet to consider when taking decisions on the budget. The Leader and the Cabinet have very carefully considered the issues and concerns raised by Scrutiny and in response have made changes from the December proposals which are described in paragraph 3.48 of the report.
- 1.2 This report sets out the latest budget information needed for Cabinet to recommend the 2010/11 revenue budget and council tax to Full Council on the 25 February 2010. Not all the relevant information is currently available, for example the council tax precepts for Sussex Police Authority and East Sussex Fire Authority have not yet been agreed, so as in previous years a supplementary report will be prepared for Full Council. Details of the likely contents of that report are shown in paragraph 4.7.
- 1.3 The resource projections continue to be based on an indicative council tax increase for 2010/11 and beyond of 2.5%. Given the financial uncertainties created by the recession, elections and government resource allocations beyond 2010/11 the medium term financial strategy needs to provide for some flexibilities within the budget by creating risk provisions and a reserves strategy, proposals for which are set out in the report.

1.4 Cabinet are reminded that all decisions about the 2010/11 budget need to take into account future projections of resources and expenditure and the medium term financial strategy sets out the latest forecasts. Over 60% of the council's gross expenditure is funded by government grants which will not be determined for 2011/12 and beyond until after the general election. The position on the national finances was updated by the Chancellor of the Exchequer in the pre-budget report announced on 9 December 2009 and a very significant squeeze on public spending is inevitable to help address the growing levels of government debt. A significant amount of value for money work has been undertaken and this work together with major changes proposed for the future structure and working practices of the council will help deliver the anticipated savings of about £15m per annum needed in the years ahead.

2. RECOMMENDATIONS:

2.1 That Cabinet recommends to Council, subject to 2.3 below, the 2010/11 General Fund Revenue Budget proposals including;

- The 2010/11 budget allocations to services as set out in appendix 1.
- The investment in services and new allocations proposals as set out in paragraphs 3.42 to 3.46.
- The council's budget for 2010/11 of £230.8m.
- The Directorate budget strategies as set out in appendix 8.
- The corporate budgets of £19.3m.
- The contingency budget of £4.2m as set out in table 6.
- The reserves allocations as set out in appendix 3.
- The borrowing limit of £302m for the year commencing 1 April 2010.
- The annual Minimum Revenue Provision statements as set out in appendix 4.
- The prudential indicators as set out in appendix 7 to this report.

2.2 That the Medium Term Financial Strategy budget and resource projections for 2011/12 and 2012/13, as set out in appendix 5, based on council tax increases of 2.5% for each year be noted.

2.3 That it be noted that supplementary information needed to set the overall council tax will be provided for the budget setting Council as listed in paragraph 4.7.

3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

Format of the Budget report

- 3.1 The report sets out for the General Fund Revenue Budget:
- Projections of the resources available to fund the 2010/11 budget.
 - A summary of the expenditure estimates for the current year, set out in detail in month 9 Targeted Budget Management report elsewhere on the agenda, and details of the forecasts and proposals for 2010/11 including an analysis of the movements from 2009/10.
 - The proposed council tax increase for 2010/11.
 - The medium term financial strategy covering the 3 year period 2010/11 to 2012/13 and risk assessment.
 - A report from the Chief Finance Officer on the robustness of the estimates included in the budget and the adequacy of the level of reserves provided for in the budget.
 - The budget consultation undertaken to date and the outcomes.
- 3.2 The council has a gross budget of about £750m in 2009/10. Approximately 62% is funded by government grants some of which given to the council for very specific purposes whilst others are general grants which can be used to support expenditure as the council determines. Most government grants are announced as part of the Local Government Finance Settlement and 2010/11 is the last year of a 3 year settlement. The largest grant is the dedicated schools grant which must be used to fund schools or school related expenditure.
- 3.3 The remaining 38% of the budget is funded by fees and charges 16%, housing rents 6%, council tax 15% and reserves 1%. A separate report on the Housing Revenue Account and rent setting is included elsewhere on the agenda. The paragraphs below in the projected resources section set out in more detail the forecast funding available for the General Fund in 2010/11.
- 3.4 The 2010/11 expenditure estimates section details the changes from the 2009/10 budget including:
- An adjusted base budget for 2009/10 to enable a like-for-like comparison between the years covering any changes in function and funding and internal budget transfers between services.
 - Assumed levels of pay and general inflation including information on the key factors which will influence future pay related budgets.
 - The additional amounts included in the budget to cover higher spending needed to maintain current service levels described as spending pressures.
 - Proposed new investment in services.
 - Proposals for efficiency and other savings needed to set a balanced budget including the latest staffing implications.
 - Analysis of the changes in the corporate budgets including the minimum level for the risk provisions.
- 3.5 The section on council tax shows the proposals for the Brighton & Hove council element which is about 85% of the total tax with the balance being set by Sussex Police and East Sussex Fire Authority. The section also includes the latest information on council tax capping which all members need to be mindful of when setting both the budget and council tax.

Projected Resources available in 2010/11

Local Government Finance Settlement

- 3.6 The final settlement for 2010/11 was announced on 20 January 2010 and showed that the council will continue to receive the minimum floor increase in formula grant of 1.5% or £1.6m for 2010/11 compared to a national average increase of 2.6%. The 2010/11 formula grant is £109.185m.
- 3.7 The provisional 2010/11 non-domestic rating multiplier is 41.4 pence in the pound and the provisional 2010/11 small business non-domestic rating multiplier is 40.7 pence in the pound.

Schools Funding

- 3.8 Schools funding in the form of the Dedicated Schools Grant (DSG) will increase by £6m in 2010/11 based on the council's latest estimates of pupil numbers and the fixed per pupil increase announced on 27 October 2009. This sum may change when the results of the January 2010 pupil count are known.

Table 1: DSG allocation for Brighton & Hove				
	Dedicated Schools Grant £m	Cash increase	Per pupil increase	National Per pupil increase
2009/10	127.734			
Governments indicative pupil numbers in provisional allocation				
2010/11	134.682	+5.4%	+4.1%	+4.3%
Revised allocation based on council's latest estimate of pupil numbers				
2010/11	133.712	+4.7%	+4.1%	+4.3%

- 3.9 The funding allocation to each school within Brighton & Hove is determined by a local funding formula, which distributes the total funding pot between each school. This local formula is agreed by the Schools Forum which is made up of representatives from local schools and provides for an absolute minimum funding guaranteed increase of 2.1% per pupil.
- 3.10 The other important funding source for schools is government specific grants. Details of these grants are contained in appendix 2.

Specific Grants; Area Based Grant (ABG) and Local Public Services Agreement 2 (LPSA2) reward grant

- 3.11 In 2010/11 the council is anticipating the receipt of about £50m specific and special grants, a like for like increase of approximately 8.7% over 2009/10 although a few grant allocations have not yet been announced. Details of all the known grant allocations are shown in appendix 2. Specific and special grants are allocated by the government with strings attached and must be spent in the service areas specified.
- 3.12 ABG is an unringfenced grant where the council is given the freedom over how this money is spent. The government has transferred the supporting people

specific grant into ABG for 2010/11. In addition a new Economic Assessment Duty Grant which requires the council to prepare an assessment of the economic conditions of the area, has been added to ABG.

- 3.13 In 2010/11 the council is anticipating the receipt of about £24.1m ABG, approximately 6.6% less than 2009/10 on a like for like basis, a notional breakdown of which is also shown in appendix 2. The main reductions relate to the loss of transitional grant for stronger safer communities and neighbourhood renewal, and a 5% reduction in supporting people.
- 3.14 This budget proposes £0.4m recurrent funding in 2010/11 as replacement funding for priority services where grant is coming to an end. In addition, some priorities will be supported through allocations from the LPSA2 reward grant.
- 3.15 The council along with public sector partners will achieve targets included within the LPSA 2. These targets were incorporated into the previous Local Area Agreement. As a result the council estimated to receive reward grant of at least £3.2m over the next 2 years. In addition the council is awaiting the outcome of a further claim for £0.9m which will be allocated when confirmed in consultation with the Public Services Board. The allocations of the reward grant confirmed so far and agreed by the Public Services Board are included in appendix 9.

Local Authority Business Growth Incentive Scheme

- 3.16 The LABGI grant is now allocated on the basis of sub-regions and the council forms part of the East Sussex sub-region. The national allocation for 2010/11 was previously confirmed at £50m and based on the council's share of this allocation the council could receive about £0.2m. The provisional grant payable in 2010/11 has not been announced yet and therefore any recommendations on the use of LABGI funds will be submitted to a future Cabinet meeting when the grant is formally confirmed.

Fees and Charges

- 3.17 Fees and charges have inflated by 2% or less in line with the budget strategy except where separate reports have been presented to Cabinet Member Meetings (CMMs). Reports on fees and charges have been presented to the following CMMs : -
- | | |
|--------------------------------|----------------------------|
| ▪ Culture Recreation & Tourism | 15 th Sept 2009 |
| ▪ Environment | 26 th Jan 2010 |
| ▪ CYPT board | 1 st Feb 2010 |
- 3.18 The Licensing fees and charges were agreed at Council on 28 January 2010.

Council Tax

- 3.19 The council tax funds approximately 15% of the councils gross budget and the collection fund is the account into which all council tax is paid. It is a statutory requirement that the collection fund is reviewed each January to determine whether it is projected to be in surplus or deficit. The collection fund is forecast to have a total surplus of £2.685m at 31 March 2010, of which £1.185m relates to a reduction in the 2008/09 outturn deficit and a £1.500m surplus which is forecast to occur during 2009/10. The main reason for the surplus is the higher than anticipated number of new properties being completed in 2009/10. The council tax element of the surplus is shared with Sussex Police Authority and East Sussex Fire Authority in proportion to the previous year's demand or precept. The total share for the council is £2.286m.
- 3.20 The tax base is the amount of money that could be raised in Brighton & Hove by levying a council tax of £1. The 2010/11 tax base of 94,511.05 was agreed by Cabinet on 14 January 2010 and represented a 2.2% increase from the 2009/10 figure and again is mainly as a result of increased numbers of new properties being added to the valuation list during 2009/10. This was higher than previously forecast in December and generates additional resources of approximately £1.1m for next year. Proposals for the allocation of these resources within the 2010/11 budget are shown in paragraph 3.46.

Reserves

- 3.21 The council holds reserves for 2 main purposes:
- A working balance to temporarily cover major unexpected items of expenditure or emergencies.
 - Earmarked reserves set aside for a wide range of specific purposes such as the insurance fund, winter maintenance or donations towards the upkeep of graves.
- 3.22 The working balance is currently £9m and is planned to remain at this level over the next 3 years. The justification for the level of the working balance is given within the Chief Finance Officers comments section.
- 3.23 A list of all the earmarked reserves held by the council is given in appendix 3. The table in the appendix shows for each reserve the purpose of why it is held, the forecast opening and closing balance and the anticipated movement within the year.
- 3.24 Any reserves balances held in addition to those above are treated as usable reserves and can be used to support one-off items of expenditure or shortfalls in income in the revenue budget. The following table shows the projected usable reserves position assuming 2009/10 spending is in line with current projections. The table particularly reflects the improved council tax collection fund performance in 2008/09 and 2009/10.

Table 2 – Usable Reserves	£m
Reserves Balance at 1st April 2009	2.3
Planned transfers agreed at Budget Council 26 th Feb 2009	-1.9
Improvements in council tax collection fund and taxbase in 2008/09 actual, 2009/10 and 2010/11 projections	3.5
Resources generated in 2010/11 by lower than anticipated pay award in 2009/10	1.3
Provisional funding for 2009/10 overspend (see paragraphs 3.26 and 3.27 below)	-0.6
Allocations approved by Cabinet during 2009/10 including the Marina planning appeal, swine-flu preparations, Building Schools for the Future, preparation for carbon trading, transfer to the redundancy restructure reserve and the upfront costs of supporting the development of the Local Delivery Vehicle which will be repaid when the properties are leased	-2.6
Balance estimated as at 1st April 2010	2.0
Minimum provision assessed by the Chief Financial Officer to be needed for one-off risks to cover temporary additional spending or loss of income as a result of the continuing economic downturn and other pressures within the budget	-0.5
Balance available for spending in 2010/11	1.5

- 3.25 Expenditure funded from reserves must be one-off to ensure that it does not create additional unfunded spending commitments for future years. Proposals for allocating the £1.5m one-off resources are shown in paragraph 3.45.

Expenditure Estimates

Latest position in 2009/10

- 3.26 The month 9 Targeted Budget Management (TBM) report elsewhere on the agenda shows a projected over spending of £0.6m which is virtually unchanged since month 6.
- 3.27 Cabinet has already agreed that the £0.7m contribution towards the Building Schools for the Future (BSF) programme from reserves would only be approved if the 2009/10 budget broke even. In light of the latest projected over spend alternative funding resources are therefore required for BSF and these have been identified within the capital investment programme report elsewhere on the agenda. The net over spend of £0.6m has been taken into account in the projection of usable reserves shown in table 2.

2009/10 Adjusted Base Budget

Changes in function / funding

- 3.28 The finance settlement for 2010/11 did not include any significant function and funding changes.

Internal Transfers

- 3.29 Internal transfers relate to changes in responsibility between directorates and corporate budgets. There have been two significant internal transfers and a number of minor changes. The significant changes were the savings generated from a lower than anticipated pay award in 2009/10 transferred from each directorate into the contingency budget; and the transfer of £0.8m from contingency to the financing costs budget to support the borrowing costs for the equal pay back pay settlement. There have been no additional resource requirements as a consequence of any of these changes.

2010/11 Budget

Analysis of Budget Changes between 2009/10 and 2010/11

- 3.30 The following table shows how the budget has changed since 2009/10.

Table 3: Analysis of budget changes	£m
Adjusted 2009/10 base budget	219.00
Pay awards and Inflation	2.93
Service pressures & investment in services	13.38
Efficiency & other savings	-12.32
Changes in corporate budgets	0.07
Change in use of reserves	7.73
Proposed Budget 2010/11	230.79

- 3.31 The following sections give details of each change.

% changes in service budgets

- 3.32 The following table shows the percentage changes for services, appendix 1 shows the detailed build up of the budget and the directorate budget strategies in appendix 8 show how each service will deliver budgets based on these changes.

Table 4: 2010/11 Budget	Change
CYPT – Children’s and Other Services	5.0%
Adult Social Care & Housing	0.6%
Section 75 Partnership	0.9%
Environment	1.5%
Finance & Resources	0.2%
Strategy & Governance	-0.1%
Culture & Enterprise	3.3%

Pay and general inflation assumptions

- 3.33 The council has a statutory duty to address inequalities in pay. Having conducted an equal pay review in accordance with the National 2004 NJC Agreement, the ongoing costs of implementing the agreed new pay rates has been incorporated into the budget and is included in contingency for allocation out to services. There remains a Single Status reserve to cover a range of risks as set out in the report to the Governance Committee on 9th July 2009.
- 3.34 In terms of the annual pay award the unions have claimed a 2.5% pay increase from the 1 April 2010 and the employers have responded with a proposal for a cash freeze for next year. A provision of 1% has been allowed in the budget to incorporate both the pay award and the costs of ongoing modernisation of the council's pay and reward structure. This assumption has been revised downwards since the July report following the lower settlement of the 2009/10 pay award. The cash limits have been adjusted to reflect this change.
- 3.35 The government has set a 2% per annum target inflation rate for consumer prices for the Bank of England Monetary Committee to deliver through monetary policies. After a period of very low or negative inflation during most of 2009 rates increased sharply in December and are anticipated to stay above target for a few months before falling back.
- 3.36 The provision for general inflation on both expenditure and income is 2% per annum in line with the government target.

Pension Fund Contributions

- 3.37 The pension fund contributions of every local authority are reviewed by independent actuaries every 3 years by law. The next review will be carried out next year and revised contribution rates will be established for implementation in 2011/12. The contribution rates depend on a wide range of factors but the main ones relate to the investment performance of the fund, the levels of pay and pension increases and the projected longevity of current and future pensioners.
- 3.38 The council is one of 60 employers within the East Sussex Pension Fund managed by East Sussex County Council (ESCC). Although the Pension Fund has performed consistently above the average for local authority pension funds it has not been immune from the impact of adverse changes in the financial and property markets. However, following an average increase of more than 50% in stock markets across the globe since April 2009 the overall value of the Fund in mid-November was £1.7 billion, about the same level as at the last triennial valuation.
- 3.39 At the annual pension fund forum held by ESCC on 19 November the actuary indicated that the combination of improved investment performance and a smoothing factor within the calculation of future contribution rates, would mean that the latest estimate of the increase in 2011/12 for employers contribution rates is on average 1% which can be phased in over 3 years. The impact of future pay may mean that the increase for the council is slightly higher so 1.5%

will be allowed in the budget projections i.e. 0.5% increase or about £0.65m per annum from 2011/12.

Service Pressures

- 3.40 Provision for spending pressures to maintain existing service levels are incorporated into directorate budget strategies. The spending pressures include the known impact of the recession for example loss of income from commercial property, land charges, Royal Pavilion, museums and venues.
- 3.41 The table below shows the other main service pressures.

Table 5: Main Service Pressures	£m
CYPT	
Independent Foster Agency Placements & in house foster payments	2.53
Legal costs for Looked After Children	0.55
Residential Agency Placements	0.39
Adult Social Services	
Physical Disabilities pressure from 2009/10	0.78
Learning Disabilities increasing clients, long term placements and transitions from CYPT	1.49
Demographic changes resulting in increasing older people, adult mental health and physical disabilities clients	1.08
Loss of Grant	
Area Based Grants – reduction in grant for Stronger Safer Communities and Working Neighbourhoods	0.76
Reduction in Supporting People grant	0.59

Investment in services and new allocations proposals

- 3.42 The budget proposals allow for some new investment in services, re-prioritisation within existing services and provide upfront resources to help deliver future efficiency savings. Some of these proposals were set out in the December Cabinet report whereas others are new to this report following the identification of new resources from an increased taxbase and a review of the amounts held in contingency.
- 3.43 The borrowing costs of £0.045m needed to cover the first phase of the capital works to build a new historic records office jointly with the County Council were agreed in the budget process last year and have therefore been treated as a commitment for 2010/11. Further sums have been included in the projections for 2011/12 and 2012/13 to enable the projected construction works to be fully funded.
- 3.44 The following proposals are generated from ongoing resources and were set out either in the body of the December report or in the directorate budget strategies:
- £0.25m recurrent funding to replace government grants that have come to an end such as neighbourhood renewal and stronger safer communities grants.
 - £0.2m increased investment in youth outreach work.

- £0.19m for the Royal Pavilion and Museums to support the review of commercial service management and to reduce income targets to a level that is achievable within the current economic climate in admissions and the commercial enterprises.
 - £0.1m investment in regular annual seafront maintenance.
 - £0.046m for investment in modernisation the library services.
 - £0.050m to provide a new gum removal service.
- 3.45 The December report also identified £1.5m one-off resources from reserve and set out proposed allocations to services. The amount of usable reserves and been confirmed at this level and there are no changes proposed to the allocations set out in December:

- £0.5m investment in the Seafront for the painting of railings and improvements to shelters as well as work at Hove Lagoon.
- £0.5m to provide a new Transport Model for the City which will be valid for 5 years and will be a platform for planning a range of potential improvements to the city's transport infrastructure for example the development of new park and ride facilities.
- £0.180m to ensure that Castleham Industries can be kept open in 2010/11 to allow time for careful consideration of the future options for the staff delivering this service in the light of substantial cuts in central government funding.
- £0.100m for additional internal programme and project management capacity to ensure the delivery of the savings proposals for 2010/11.
- £0.070m to support the delivery of the council's 10:10 commitment.
- £0.150m start up loan funding for a new model of delivery of youth services linked to the Falmer Academy.

- 3.46 The increased resources generated by the higher than anticipated taxbase plus a review of the resources held in contingency have generated in total £1.379m ongoing resources. Proposals to allocate these resources are as follows:

- £0.750m to increase the risk provision to £1.5m to cover risks identified in the Learning Disabilities budget.
- £0.150m to provide replacement permanent funding for grants ending in Crime Disorder Reduction Partnership
- £0.276m to remove savings proposals in CYPT in response to concerns raised at the scrutiny meetings.
- £0.100m additional annual investment in winter maintenance.
- £0.103m to reduce the subsidised bus route saving proposal.

Savings Proposals

- 3.47 Each directorate has been required to identify efficiency savings as part of their budget strategies as well as any further savings or income needed to manage within their cash limit. Overall the savings package includes £8.88m efficiency savings and £3.44m additional savings and income. Further details of the proposed savings are included in the directorate budget strategies at appendix 8.
- 3.48 The proposed savings published in December have been subject to scrutiny at a series of meetings in both December and January. All the issues raised at those

meetings and concerns about some of the proposals raised by residents have been very carefully considered by the Leader and the Cabinet. As a result there have been some changes to the proposals shown in the budget strategies reported to Cabinet in December. These include:

- The December report identified a £1.9m shortfall in the CYPT budget. This has been addressed through a transfer of £1m from the risk provision held in contingency to the CYPT cash limit delivering a 5% increase and an additional £0.9m efficiency savings that were considered at the scrutiny panel in early January and are detailed in the CYPT budget strategy in appendix 8.
- The re-design of day care services will be the subject of a public consultation and no decisions regarding these services will be made until the results of this consultation have been analysed.
- An additional efficiency saving of £0.102m from the discretionary advertising budget has replaced proposals to relocate the Brighton History Centre and reduce opening hours at the Booth Museum.
- The proposals to reduce respite care at Drove Road and to use the Aiming High Grant to fund existing services have been removed.
- A review of the current marketing of council owned venues, such as the Old Courthouse, will be carried out to assess whether further savings proposals can be identified.
- The proposed savings on subsidised bus services is reduced by £0.103m and the remaining £0.097m found as a result of the subsidy on the No 27 bus route no longer being required.

3.49 Following requests for additional information on some proposals at the Scrutiny Panels further information has been included within the budget strategies.

Staffing Implications of Proposed Savings

3.50 The proposed savings package results in an estimated reduction of 95.7 full time equivalent (FTE) posts across the council and 51.5 (FTE) possible redundancies. The council is committed to working positively with staff and unions to avoid compulsory redundancies wherever possible through redeployment and has a good track record of keeping compulsory redundancies to an absolute minimum.

3.51 To minimise the impact on staff directorates have been operating vacancy management controls for some time. Human Resources are coordinating the following measures:

- The examination of every post to be advertised as a possible redeployment for staff at risk before other applications are considered.
- Searches for alternative employment options across the council and externally in partnership with the Trade Unions.
- Supported trial periods and identification of training needs.

3.52 This process has already reduced the number of staff at risk of redundancy who have been offered/undertaking trial periods or been successfully redeployed.

Corporate Budgets

- 3.53 The council budget contains a number of corporate budgets that are monitored and controlled centrally. Details of the main corporate budget are set out in the following sections.

Corporate Budgets - Concessionary Fares

- 3.54 The concessionary fares budget for 2010/11 of £7.7m net of £1.8m special grant from the government covers the costs of the concessionary fares scheme adopted by the council. The bulk of the budget relates to the cost of reimbursing the bus operators for all concessionary journeys which start within the boundaries of the city. The original budget projections for 2010/11 allowed for an increase of 5% in the budget for concessionary fares net of government grant. The payments to the bus operators largely depend upon the number of journeys undertaken by concessionaires and the level of bus fares. The number of journeys is projected to increase by approximately 3.4% this year and it is anticipated that further increases due to the popularity of the scheme will occur next year. Recent discussions with local operators suggest that they currently do not have plans to increase fares next year.
- 3.55 The government has consulted on amendments to the distribution of special grant for 2010/11 and has recently confirmed the amended distribution but the proposals did not affect the amount of grant received by the City Council. Based on all the most recent budget and grant information the budget increase allowed for in the original projections for 2010/11 is therefore considered reasonable.

Corporate Budgets – Insurance Premia

- 3.56 The insurance budget of £3m for 2010/11 represents both the estimated cost of insurance premia and the cost of meeting successful claims against the council paid during the year. The council achieved substantial savings when it tendered the bulk of its insurance cover in 2008. Although the agreements are for 3 years the insurance companies re-quote at the end of each financial year for the coming year. The insurance market remains relatively soft and early indications show that any significant cost increases for next year are unlikely although the outcome of negotiations will not be known until March 2010. However, Officers will take the opportunity to ask for a range of quotes for different levels of cover in order to establish the optimal balance between the level of the premium payments and the level of cover. Preliminary work undertaken on the insurance of the vehicle fleet has identified an opportunity to deliver savings on this element of the portfolio but the level of these savings will also not be known until March. Despite an increasing claims culture within the country as a whole the overall value and level of successful claims has fallen slightly largely as a result of improved risk management across the council.

Corporate Budgets - Financing Costs and Prudential Indicators

- 3.57 The financing costs budget reflects the cost of the council's capital investment plans. The council has a fully funded capital programme and the costs of funding the programme are provided for in both the general fund and housing revenue account revenue budgets.

- 3.58 The financing costs budget for 2010/11 is estimated to be £10.4m an increase of £0.9m on the original budget for 2009/10. Most of the increase £0.8m relates to the financing of borrowing undertaken in relation to equal pay back pay and the remainder £0.1m relates to the net costs of funding the capital programme.
- 3.59 The most significant variable element in the 2010/11 budget is the level of income generated by investing reserves and temporary surplus cash-flows which depends on forecasts of interest rates. At budget Council last year reserves of £2.9m were earmarked for 2009 - 2012 to fund reductions in investment interest income whilst investment rates are at all time lows until rates were projected to return to average levels of about 5%. Approximately £0.9m of the reserve is forecast to be used in 2009/10. It is now anticipated that interest rates will remain at lower levels for longer than originally anticipated, however, the debt repayment policy of using invested reserves to repay long term debt adopted over the last year should ensure that the balance of £2m reserves are now sufficient for the period up to the end of 2012/13. Some new borrowing will be undertaken during the year to take advantage of the historically low long term borrowing rates available in the market but the timing of borrowing decisions will be critical to the short and long term performance of this budget.
- 3.60 The prudential capital finance system introduced in 2004 requires the council to set a number of indicators for affordability, prudence and sustainability. The recommended indicators are set out in appendix 7. Cabinet should note that the indicator for the authorised limit is a statutory limit required to be determined by full Council under section 3(1) of the Local Government Act 2003.

Annual Minimum Revenue Provision (MRP) Statement

- 3.61 The council is required by law to prepare an annual statement on the amount of debt that will be repaid in the following year. Councils now also have to comply with International Financial Reporting Standards and that requires a retrospective adjustment to the 2009/10 statement. A revised statement for 2009/10 and the new statement for 2010/11 are shown in appendix 4.

Corporate Budgets - Contingency

- 3.62 The council's contingency budget includes provision for costs which are likely to occur but for which the estimated cost cannot be adequately foreseen at this stage. It also includes resources awaiting transfer to services. The proposed contingency for 2010/11 is £4.18m.

Table 6: Contingency	£m
Provision for equal pay and future pay to cover the grading changes already announced and awaiting allocation to Directorate budgets	1.66
Investment fund to help deliver value for money initiatives	0.15
Financing costs to support the new historic records centre	0.05
Start up loan funding for a new model of delivery of youth services linked to the Academy	0.15
Risk provisions	
• Ongoing risk provision to cover uncertainties in the budget	1.50
• One off risk provision to cover the impact of the continuing economic downturn and other pressures	0.50
Allocation to services to be finalised in 2010/11	0.17
Total	4.18

Change in use of reserves

- 3.63 There is a significant year on year change in the use of reserves of £7.7m which has led to an artificially high increase in the budget largely because in 2009/10 reserves were needed to meet an estimated deficit on the council tax collection fund whereas in 2010/11 reserves have been generated by a sizeable projected surplus.

4. COUNCIL TAX

The proposed council tax at band D for the city council only will be £1,262.20, an increase of 2.5% or £30.78 per annum.

In order to propose an overall council tax for the city the council taxes of the precepting authorities need to be known. The Sussex Police Authority is due to set its council tax on 11 February 2010, the East Sussex Fire Authority is due to set its council tax on 4 February 2010 and the precept for Rottingdean Parish was due to be set on 1 February 2010.

Council Tax Capping

The Parliamentary Under Secretary of State in the Department for Communities and Local Government Barbara Follett MP wrote to all local authority leaders in December 2009. An extract from that letter is shown below:

“Capping principles have always been determined on a year by year basis to take into account current economic and social circumstances and this will again be the case in relation to 2010/11. It would, therefore, be a mistake for any authority to assume the previous years’ capping principles will apply to 2010/11. I have made it very clear that the Government expects the average Band D council tax percentage increase to reach a 16 year low in this period. I have also indicated that we will take capping action against excessive increases and I do not propose to send any further written warnings about the risks involved.”

The government will not determine capping limits on budgets and council taxes until all authorities have set their 2010/11 budgets.

The budget and council tax increases for 2010/11 proposed in this report are extremely unlikely to result in the council being capped. However, any alternative budget proposals that result in a council tax increase of more than 5% will certainly lead to capping and any increase of more than 4% carries a very significant capping risk.

Capping can result in the authority having to incur the considerable costs of re-billing, a reduction council tax cashflow and collection performance estimated to be in excess of £0.1m and having to identify savings to match the reduction in resources generated by the lower council tax.

Supplementary Budget report to Budget Council

Not all the budget and council tax information is available at present therefore additional information will be provided for Budget Council. This will include:-

- Feedback from the meeting with Business Ratepayers to be held on 2 February 2010.
- An update on LABGI grant if any announcement is made.
- The levies agreed by the levying bodies.
- The council taxes set by the Police and Fire Authorities.
- The statutory council tax calculations required under the 1992 Local Government Finance Act.
- Council Taxes and increases for each property band.
- The full budget and council tax resolution for Budget Council

5. MEDIUM TERM FINANCIAL STRATEGY AND RISK ASSESSMENT

5.1 The Medium Term Financial Strategy (MTFS) is set out in appendix 5. It shows the projected resources and spending projections for 2010/11 to 2012/13. The financial projections have been prepared for 2011/12 & 2012/13 based on council tax increases of 2.5% for each year.

5.2 These projections are based on the best information currently available, however, in the current financial climate and with 2010/11 being the last year of the current national budget cycle there are many uncertainties. The risk assessment set out in appendix 6 explains in more detail the uncertainties facing the budget over the next 3 years.

6. REPORT OF THE CHIEF FINANCE (SECTION 151) OFFICER UNDER SECTION 25 OF THE LOCAL GOVERNMENT ACT 2003

6.1 Section 25 of the Local Government Act 2003 requires the Chief Finance (Section 151) Officer of a local authority to report on the robustness of the estimates included in the budget and the adequacy of the reserves for which the budget provides. This report has to be considered by Cabinet and full Council as part of the budget approval and council tax setting process. The budget reports on this agenda are focused on the general fund 2010/11 and capital programme. It also considers key medium term issues faced by the council. The

corresponding statement on the HRA is reported to the Cabinet and Council within the HRA budget report.

Robustness of Estimates

- 6.2 There is inevitably an element of judgement as budget estimates of spending and income are made at a point in time and may change as circumstances change. This statement about the robustness of estimates cannot give a 100% guarantee about the budget but gives the council reasonable assurance that the budget has been based on the best information and assumptions available at the time.
- 6.3 In setting the budget for 2010/11, current expenditure trends and service demands have been considered by service management and joint commissioners (for social care). The budget for 2010/11 has therefore been set on the basis of the trends in the TBM 9 report elsewhere on this agenda and further projections of future demand and cost.
- 6.4 The scale of savings set out in this budget, particularly in the areas of Adult Social Care and Children's Services are challenging to achieve. For this reason there is additional one off investment to provide internal project management capacity to support their delivery and ensure careful tracking of their implementation. £0.5m recurrent risk provision has also been set aside.
- 6.5 The area of most significant financial risk is in relation to assumptions about the levels of Continuing Care funding sought from the Primary Care Trust primarily for learning disability services. This is a highly complicated area in terms of determining whether services should be health or social care funded and it is also challenging to find ways to resolve disputes where there are differences of views. The most recent decisions on cases would mean a service pressure of £0.730m unless the Council decides it is in a position to successfully dispute the decisions. The process for reviewing other outstanding cases by the PCT is taking a long time and so judgements have to be made in this budget about when they will be settled and the likely financial outcome. In total £1m risk provision has been set aside for this issue.
- 6.6 A further £0.5m one off risk provision has been set aside to cover other risks unforeseen at budget setting time across the council.
- 6.7 The government has proposals to require councils from October 2010 to provide personal care free of charge to people with the highest needs living in their home. No provision has been included in the 2010/11 budget because legislation has yet to be agreed by parliament and the financial consequences are uncertain.

Adequacy of Reserves

- 6.8 The recommendation on the prudent level of general fund working balance has been based on the robustness of estimates information and a risk assessment of the budget.

- 6.9 The analysis indicates a continuation of an underlying prudent level of working balance of £9m (excluding school balances). This represents 3.9% of the council's net revenue budget excluding schools.
- 6.10 The level of working balance is currently at this target as set by the council in the MTFs of £9m and it is proposed to retain this level for the period 2010/11 to 2012/13, subject to annual review.
- 6.11 In addition there is a projected further £2m reserves over the next 3 years to cover falling investment income due to dramatically reduced interest rates.
- 6.12 2010/11 and the period of the MTFs represents is likely to bring a very significant reductions in public sector funding due to the national economic climate, an unprecedented period of external financial volatility and unpredictability. This presents the council with additional financial risk against which it should reinforce its reserves strategy. In these circumstances, the Council, Cabinet, and Directors will need to:
- Remain within their service budget for 2010/11 and within agreed MTFs cash limited targets for future years with a strict adherence to recovering overspends within future years' financial plan targets.
 - Repay any use of working balance over a period of no more than three years should risks materialise that cannot be accommodated by management or policy action.
 - Direct any windfall revenue savings/under spends to reserves should the general fund revenue reserves/working balance fall below the approved level.
- 6.13 Details of the review of reserves, proposed transfers between reserves and further information on the analysis of risk for the working balance are set out in appendix 3.

Assurance Statement of the Council's Section 151 Officer

- 6.14 In relation to the 2010/11 general fund revenue budget the Section 151 officer has examined the budget proposals and believes that, whilst the spending and service delivery proposals are challenging, they are nevertheless achievable given political and management will to implement the changes, good management, and the sound monitoring of performance and budgets.
- 6.15 In terms of the adequacy of reserves the Section 151 officer considers a working balance of £9m to be adequate taking into account other reserves, the risk provisions and the council's track record in budget management.

7. CONSULTATION

- 7.1 This report represents the culmination of the budget process, which has included a number of consultative processes with residents, businesses, members and trade unions.
- 7.2 The council also has a statutory duty to consult with business ratepayers and a meeting will be held on 2 February 2010.

- 7.3 The council tax consultation process this year concentrated on a postal questionnaire to randomly chosen households across the city. The results of the consultation were presented to the cross party Budget Review Group on 7 December 2009. The key conclusions from the consultation have been circulated to all Members as well as access to the full report.

8. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 8.1 These are contained in the main body of the report.

Finance Officer Consulted: Mark Ireland Date: 29/01/10

Legal Implications:

- 8.2 Under regulations 9-11 of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000, the preparation, for submission to the council for their consideration, of estimates of the amounts to be aggregated in making the calculation as to the budget requirement and the basic amount of council tax is the responsibility of the Cabinet. The approval and adoption of the budget based on the Cabinet's proposals are the preserve of Full Council.

Lawyer Consulted: Oliver Dixon Date: 01/02/10

Equalities Implications:

- 8.3 The budget includes provisions to meet both equal pay compensation and address inequalities in pay through the implementation of job evaluation. All budget proposals have been considered by each Directorate to determine whether they are covered by existing Equalities Impact Assessments or whether new ones are required and if so, how and when they need to be completed. Where appropriate the findings from existing Equality Impact Assessments have been considered as part of the proposal process.

Sustainability Implications:

- 8.4 Sustainability issues have been taken into account throughout the council's budget setting process.

Crime & Disorder Implications:

- 8.5 The budget identifies resources to help replace the reduction in government grants funding certain crime and disorder initiatives.

Risk & Opportunity Management Implications:

- 8.6 There are considerable risks to the council's short and medium term budget strategy including the impact of the recession and changes in the national economy, spending exceeding budgets, pressures on existing budgets, further reductions in grant, legislative change demands for new spend. The budget process includes the recognition of these risks in determining the 2010/11 budget and relevant risk provisions are set out in the body of the report. A risk and opportunity matrix for the medium term financial strategy is included as appendix 6.

Corporate / Citywide Implications:

- 8.7 The report is relevant to the whole of the city.

9. EVALUATION OF ANY ALTERNATIVE OPTION(S)

- 9.1 The budget process allows all parties to put forward viable alternative budget and council tax proposals to Budget Council on 25 February. Budget Council has the opportunity to debate both the proposals put forward by Cabinet at the same time as any viable alternative proposals. All budget amendments must have been "signed off" by finance officers no later than 12 noon on Monday 22 February.

10. REASONS FOR REPORT RECOMMENDATIONS

- 10.1 The council is under a statutory duty to set its council tax and budget before 11 March each year. The recommendations to Budget Council contained within this report together with the recommendations to follow in the supplementary report to full Council, will enable the council to meet its statutory duty.

SUPPORTING DOCUMENTATION

Appendices:

1. Movements in Block Allocations 2009/10 to 2010/11
2. Summary of special, specific and area based grant allocations
3. Review of the Council's reserves
4. Minimum Revenue Provision statements
5. Summary of Medium Term Financial Position 2010/11 to 2012/13
6. Assessment of risks
7. Prudential Indicators 2010/11 to 2012/13
8. Directorate Budget Strategies
9. LPSA2 reward grant allocations
10. Minutes from Overview & Scrutiny meetings

Documents in Members' Rooms

None

Background Documents

1. Files held within Strategic Finance section

Overview and Scrutiny Commission Work Plan 2010 - 2011

Issue	Overview & Scrutiny Activity	Outcome & Monitoring/Dates
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26 January 2010		
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Recommendations on budget proposals from O&S Committees	OSC to report to 11 February Cabinet	Comments and minutes of all O&S budget meetings to be forwarded to 11 February Cabinet
Third Sector Recovery Plan	Pre-decision. Commenting on draft plan.	Commission comment and queries to be taken forward in the development of the Plan
Health Inequalities Referral from Audit Committee	OSC asked to agree to refer to ASCHOSC.	Report referred to ASCHOSC for further consideration
CAA –One Place Assessment	Results of the CAA process. Sets context for scrutiny prioritisation and working with the LSP.	
Good Governance; Report of the Audit Commission	To note report of Audit Commission and proposed action in response.	Specific areas to be brought to OSC for monitoring as necessary
OSC Work Plan	To be agreed at a future date	A new draft annual plan to be reported to a future meeting. More public involvement to be encouraged.
Call-in Request for Hangleton Bottom	To consider call-in request	That the decision be not referred back to the CMM

16 March 2010		
Targeted Budget Management Month Nine	Ongoing budget monitoring.	
Council's Forward Plan	Report as requested at OSC 20 October 2009	
Process to prioritise Scrutiny reviews	To agree the process.	
Budget Scrutiny Feedback	To consider budget scrutiny process.	

27 April 2010		
Street Access Scrutiny Panel Report	OSC to endorse the report.	
Climate Change Scrutiny Panel Report	OSC to endorse the report.	
Dignity at Work scrutiny panel report	OSC to endorse the report	
Staff Disability Scrutiny Panel report	OSC to endorse the report	
Annual complaints report		
Community Engagement Framework Update		

Member Development report		
OS& Committee updates	O&S Committee Chairs to update OSC on their work-programme and key issues.	

8 June 2010		
Section 106 agreements		

20 July 2010		
Targeted Budget Management Outturn 2009/10	Ongoing budget monitoring.	

7 September 2010		
Targeted Budget Management First Quarter	Ongoing budget monitoring.	

19 October 2010		

30 November 2010		
Targeted Budget Management Second Quarter	Ongoing budget monitoring.	

11 January 2011		
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1 March 2011		
Targeted Budget Management Third Quarter	Ongoing budget monitoring.	

5 April 2011		
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Performance Monitoring
 Discussion with Chairman of LSP
 Coordination of Overview and Scrutiny Committees