





Brighton & Hove
City Council

Policy & Resources Committee

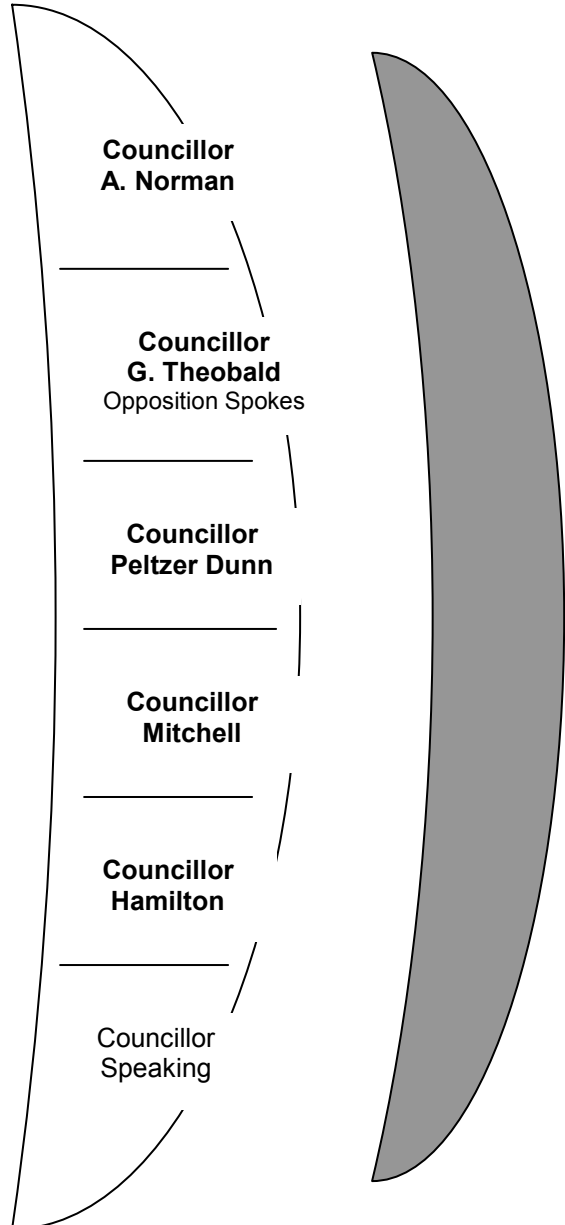
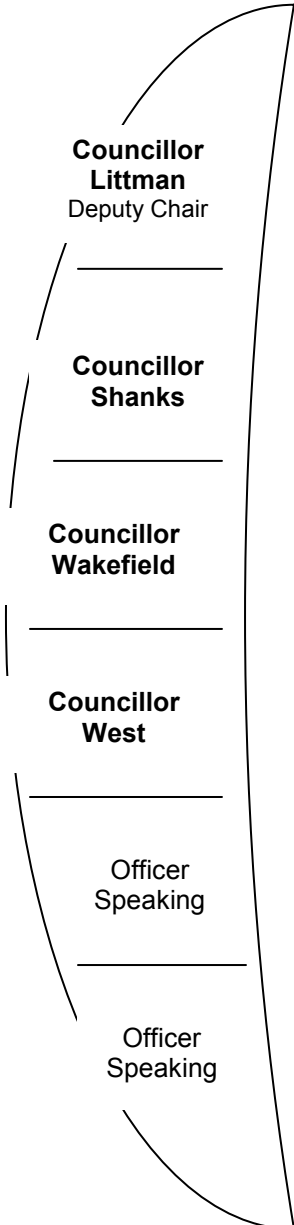
Title:	Policy & Resources Committee
Date:	12 July 2012
Time:	4.00pm
Venue	Council Chamber, Hove Town Hall
Members:	Councillors: J Kitcat (Chair), Littman (Deputy Chair), G Theobald (Opposition Spokesperson), Mitchell (Opposition Spokesperson), Hamilton, A Norman, Peltzer Dunn, Shanks, Wakefield and West
Contact:	Mark Wall Head of Democratic Services 01273 291006 mark.wall@brighton-hove.gov.uk

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Democratic Services: Policy & Resources Committee

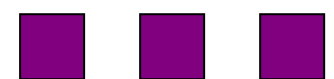
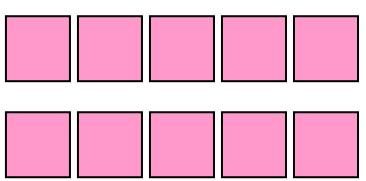
Monitoring Officer	Councillor J. Kitcat Chair	Chief Executive	Head of Democratic Services
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- Director of Finance
- Strategic Director Resources
- Strategic Director People
- Strategic Director Place
- Strategic Director Communities



Public Speaker	Public Speaker
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Public Seating



Press



AGENDA

PROCEDURAL MATTERS

16. PROCEDURAL BUSINESS

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

(b) Declarations of Interest:

- (a) Disclosure of pecuniary interests not registered on the register of interests;
- (b) Any other interests required to be registered under the local code;
- (c) Any other general interest as a result of which a decision on the matter might reasonably be regarded as affecting you or a partner more than a majority of other people or businesses in the ward/s affected by the decision.

In each case, you need to declare

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

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

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

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

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

17. MINUTES

1 - 22

To consider the minutes of (a) the special meeting held on the 30th May 2012 and (b) the meeting held on the 14th June 2012 (copies attached).

Contact Officer: Mark Wall

Tel: 29-1006

18. CHAIR'S COMMUNICATIONS

19. CALL OVER

- (a) Items (22 – 46) will be read out at the meeting and Members invited to reserve the items for consideration.
- (b) Those items not reserved will be taken as having been received and the reports' recommendations agreed.

GENERAL MATTERS

20. PUBLIC INVOLVEMENT

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

- (a) **Petitions:** to receive any petitions presented by members of the public to the full council or at the meeting itself;
- (b) **Written Questions:** to receive any questions submitted by the due date of 12 noon on the 5th July 2012;
- (c) **Deputations:** to receive any deputations submitted by the due date of 12 noon on the 5th July 2012.

21. MEMBER INVOLVEMENT

To consider the following matters raised by councillors:

- (a) **Petitions:** to receive any petitions submitted to the full Council or at the meeting itself;
- (b) **Written Questions:** to consider any written questions;
- (c) **Letters:** to consider any letters;
- (d) **Notices of Motion:** to consider any Notices of Motion referred from Council or submitted directly to the Committee.

FINANCIAL MATTERS

22. TARGETED BUDGET MANAGEMENT 2012/13 MONTH 2

23 - 68

Report of the Director of Finance (copy attached).

Contact Officer: Nigel Manvell

Tel: 29-3104

Ward Affected: All Wards

23. BUDGET UPDATE AND BUDGET PROCESS 2013/14

69 - 88

Report of the Director of Finance (copy attached).

Contact Officer: Mark Ireland

Tel: 29-1240

Ward Affected: All Wards

POLICY & RESOURCES COMMITTEE

- 24. COUNCIL TAX DISCOUNTS AND EXEMPTIONS REFORM** **89 - 98**
Report of the Director of Finance (copy attached).
Contact Officer: Paul Ross-Dale *Tel:* 01273 - 29 - 1969
Ward Affected: All Wards
- 25. COUNCIL TAX SUPPORT SYSTEM - DRAFT SCHEME**
Report of the Director of Finance (to be circulated separately).
Contact Officer: John Francis *Tel:* 29-1913
Ward Affected: All Wards
- 26. TREASURY MANAGEMENT POLICY STATEMENT (INCORPORATING THE ANNUAL INVESTMENT STRATEGY) 2011/12 - END OF YEAR REVIEW** **99 - 120**
Report of the Director of Finance (copy attached).
Contact Officer: Peter Sargent *Tel:* 29-1241
Ward Affected: All Wards
- 27. I360 LOAN AGREEMENT** **121 - 194**
Joint report of the Strategic Director; Place and the Director of Finance (copy attached).
Contact Officer: Katharine Pearce *Tel:* 29-2553
Ward Affected: Regency
- STRATEGIC & POLICY MATTERS**
- 28. ANNUAL PERFORMANCE UPDATE OF THE COUNCIL'S CORPORATE PLAN 2011/12** **195 - 222**
Report of the Chief Executive (copy attached).
Contact Officer: Matthew Wragg *Tel:* 29-3944
Ward Affected: All Wards
- 29. CITY PERFORMANCE PLAN 2011/12 REPORT** **223 - 302**
Report of the Strategic Director; Resources (copy attached).
Contact Officer: Paula Black *Tel:* 29-1740
Ward Affected: All Wards
- 30. CHANGING THE AGE RANGE OF THREE PRIMARY PHASE SCHOOLS IN PORTSLADE – FINAL DECISION** **303 - 310**
Report of the Strategic Director; People (copy attached).
Contact Officer: Gil Sweetenham *Tel:* 29-3474

POLICY & RESOURCES COMMITTEE

Ward Affected: All Wards

31. THREE YEAR STRATEGIC GRANTS 2013-16 OUTLINE BID DECISION MAKING 311 - 340

Report of the Strategic Director; Communities (copy attached).

Contact Officer: Jonathan Best Tel: 29-1114

Ward Affected: All Wards

32. EAST SUSSEX, SOUTH DOWNS AND BRIGHTON & HOVE WASTE AND MINERALS PLAN; REQUEST FOR DELEGATED AUTHORITY TO AGREE AND CONSULT ON DRAFT MODIFICATIONS 341 - 350

Report of the Strategic Director; Place (copy attached).

Contact Officer: Mike Holford Tel: 29-2501

Ward Affected: All Wards

REGENERATION & PROPERTY MATTERS

33. BLACK ROCK - UPDATE REPORT 351 - 366

Joint report of the Strategic Director; Place and the Director of Finance (copy attached).

Contact Officer: Katharine Pearce Tel: 29-2553

Ward Affected: Rottingdean Coastal

34. APPROPRIATION OF 243 AND 245 PRESTON ROAD BRIGHTON TO THE HOUSING REVENUE ACCOUNT 367 - 376

Extract from the proceedings of the Housing Committee meeting held on the 20th June 2012, together with a report of the Strategic Director; Place (copies attached).

Contact Officer: Carol Jenkins Tel: 29-3832

Ward Affected: Withdean

35. 1A MAJOR CLOSE BRIGHTON - SALE 377 - 382

Report of the Strategic Director; Resources (copy attached).

Contact Officer: Angela Dymott Tel: 29-1450

Ward Affected: Hollingdean & Stanmer

CONTRACTUAL MATTERS

36. PROCUREMENT OF THE CITY DOWNLAND ESTATE MANAGEMENT CONSULTANCY CONTRACT 383 - 390

Report of the Strategic Director; Resources (copy attached).

Contact Officer: Angela Dymott Tel: 29-1450

POLICY & RESOURCES COMMITTEE

Ward Affected: All Wards

GENERAL MATTERS

37. POLLING PLACE REVIEW 391 - 404

Report of the Strategic Director; Resources (copy attached).

Contact Officer: Paul Holloway Tel: 29-2005

*Ward Affected: East Brighton; Goldsmid;
Hangleton & Knoll; Hove Park;
Withdean*

38. SUSSEX POLICE AND CRIME PANEL 405 - 432

Report of the Strategic Director; Communities (copy attached).

Contact Officer: Richard Tuset Tel: 29-5514

Ward Affected: All Wards

39. BUDGET & POLICY FRAMEWORK PROCESS 433 - 438

Report of the Monitoring Officer (copy attached).

Contact Officer: Abraham Ghebre-Ghiorghis Tel: 29-1500

Ward Affected: All Wards

40. ITEMS REFERRED FOR COUNCIL

To consider items to be submitted to the 19th July 2012 Council meeting for information.

In accordance with Procedure Rule 24.3a, the Committee may determine that any item is to be included in its report to Council. In addition, each Minority Group may specify one further item to be included by notifying the Chief Executive no later than 10.00am on [Insert Date] 2012 (the eighth working day before the Council meeting to which the report is to be made), or if the Committee meeting takes place after this deadline, immediately at the conclusion of the Committee meeting.

PART TWO

Page

FINANCIAL MATTERS

41. I360 LOAN AGREEMENT - EXEMPT CATEGORY 3

Joint report of the Strategic Director; Place and the Director of Finance (to be circulated to Members only).

Contact Officer: Katharine Pearce Tel: 29-2553

Ward Affected: Regency

REGENERATION & PROPERTY MATTERS

42. 1A MAJOR CLOSE - EXEMPT CATEGORY 3 439 - 442

Report of the Strategic Director; Resources (circulated to Members only).

Contact Officer: Angela Dymott *Tel:* 29-1450

Ward Affected: Hollingdean & Stanmer

43. PROPOSED OPTIONS FOR THE PROVISION OF 3 JUNIOR FORMS CENTRAL HOVE - SITE ACQUISITION - EXEMPT CATEGORY 3 443 - 454

Joint report of the Strategic Director; People and the Strategic Director; Resources (circulated to Members only).

Contact Officer: Gil Sweetenham *Tel:* 29-3474

Ward Affected: All Wards

44. BLACK ROCK - UPDATE REPORT - EXEMPT CATEGORY 3 To Follow

Joint report of the Strategic Director; Place and the Director of Finance (to be circulated to Members only).

Contact Officer: Katharine Pearce *Tel:* 29-2553

Ward Affected: Regency

GENERAL MATTERS

45. APPOINTMENT OF CHIEF EXECUTIVE - EXEMPT CATEGORY 1

Report of the Monitoring Officer (to be circulated to Members only).

Contact Officer: Abraham Ghebre-Ghiorghis *Tel:* 29-1500

Ward Affected: All Wards

PROCEDURAL MATTERS

46. PART TWO MINUTES - EXEMPT CATEGORIES 3 AND 5 455 - 462

To consider the part two minutes of (a) the special meeting held on the 30th May 2012 and (b) the meeting held on the 14th June 2012 (circulated to Members only).

Contact Officer: Mark Wall *Tel:* 29-1006

47. PART TWO PROCEEDINGS

To consider whether the items listed in Part Two of the agenda and decisions thereon should remain exempt from disclosure to the press and public.

POLICY & RESOURCES COMMITTEE

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

The closing date for receipt of public questions and deputations for the next meeting is 12 noon on the fifth working day before the meeting.

Agendas and minutes are published on the council's website www.brighton-hove.gov.uk. Agendas are available to view five working days prior to the meeting date.

Meeting papers can be provided, on request, in large print, in Braille, on audio tape or on disc, or translated into any other language as requested.

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For further details and general enquiries about this meeting contact Mark Wall, (01273 291006, email mark.wall@brighton-hove.gov.uk) or email democratic.services@brighton-hove.gov.uk

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Date of Publication - Wednesday, 4 July 2012

BRIGHTON & HOVE CITY COUNCIL

POLICY & RESOURCES COMMITTEE

3.00pm 30 MAY 2012

COUNCIL CHAMBER, HOVE TOWN HALL

MINUTES

Present: Councillor J Kitcat (Chair) Councillors Bowden, Littman (Deputy Chair), Hamilton, Jarrett, Mitchell, A Norman, Peltzer Dunn, G Theobald (Opposition Spokesperson) and West.

PART ONE

1. PROCEDURAL BUSINESS

(a) Declarations of Substitutes

1.1 Councillors Bowden and Jarrett declared that they were attending the meeting as substitutes for Councillors Wakefield and Shanks respectively.

(b) Declarations of Interest

1.2 There were no declarations of interest.

(c) Exclusion of Press and Public

1.3 The Committee considered whether the press and public should be excluded from the meeting during the consideration of the items listed on Part 2 of the agenda.

1.4 **RESOLVED:** That the press and public be excluded from the meeting during consideration of the item listed on Part 2 of the agenda.

2. CHAIR'S COMMUNICATIONS

2.1 The Chair welcomed everyone to the first meeting of the Policy & Resources Committee under the new governance arrangements and stated that he hoped that it would be a productive committee and that Members would feel able to debate matters fully as they came to the committee.

3. PUBLIC INVOLVEMENT

(a) Petitions

3.1 The Chair noted that there were no petitions from members of the public.

(b) Written Questions

3.2 The Chair noted that no written questions from members of the public had been submitted for the meeting.

(c) Deputations

3.3 The Chair noted that two deputations had been received and invited Ms. Lee from the Saltdean Community Association to come forward and present her deputation to the meeting.

3.4 Ms. Lee thanked the chair and stated that she wished to put forward the following deputation on behalf of the community association:

“The SCA are aware of the great amount of work and effort by Members and officers to bring about a satisfactory conclusion to the Lido situation, we are especially grateful for their resolve that any actions taken by the council should not prejudice the position of the community association.

It would appear that mediation between Mr. Audley and the council has been positive and that should the recommendations be resolved, any agreement would be in full and final settlement, including current and counter claims, between the SCA and Saltdean Lido Ltd and Mr. Audley.

From our experience in dealing with Mr. Audley, we particularly request the Council to ensure that the final settlement includes all the companies used by Mr. Audley and also covers the most recent abuse of court proceedings, of issuing statutory demands and threats of personal bankruptcy, by Mr. Audley against individual trustees of SCA.

In our discussions the council gave an undertaking of their intent to indemnify the SCA against claims from Mr. Audley in respect of maintenance charges and we would very much like to ensure that the final settlement covers all the parties involved.

We would like to re-iterate our support as stated at the Culture Recreation and Tourism Committee meeting of the 6th December that we wished to facilitate and support an early and appropriate resolution. We support the recommendations of negotiated surrender of the whole lease.

The SCA has always declared that we will work with any organisation or group to ensure the long-term sustainability of the Lido complex and the continuation of community facilities for the benefit of local residents.

We look forward to working with the council to achieve these aims.”

- 3.5 The Chair thanked Ms. Lee for attending the meeting and putting forward the deputation and in view of the fact that the matter was to be discussed by the Committee in both parts one and two of the meeting proposed that the deputation be noted.
- 3.6 **RESOLVED:** That the deputation be noted and taken into consideration during the debates on items 4 and 5 on the agenda.
- 3.7 The Chair then invited Ms. Crook to come forward and present her deputation to the meeting.
- 3.8 Ms. Crook thanked the Chair and stated that she wished to thank all councillors and officers, particularly the ward councillors and the local MP for supporting the campaign group and the aim to prevent the loss of the facility to the city. She hoped that the Lido's future would be secured and that it would again be open to the benefit of the people living and working in the city. She stated the campaign group had set up a Saltdean Lido Company with the hope that it would be able to work with the council to develop the site and had prepared a business plan which outlined the proposals for the future of the Lido. It was hoped that in taking the development of the site forward, it would benefit the local economy and encourage the use of the site throughout the year.
- 3.9 The Chair thanked Ms. Crook for attending the meeting and putting forward the deputation and in view of the fact that the matter was to be discussed by the Committee in both parts one and two of the meeting proposed that the deputation be noted.
- 3.10 **RESOLVED:** That the deputation be noted and taken into consideration during the debates on items 4 and 5 on the agenda.

4. SALTDEAN LIDO

- 4.1 The Strategic Director; Communities introduced the report and thanked everyone for attending the special meeting. He stated that officers had been working right up to the last minute to finalise the papers for the meeting and had had to deal with some very complex arrangements between the council, the leaseholder and the community association. The existing lease had proved to be very difficult to enforce and had finally led to the decision to go to mediation and the resulting reports coming to the meeting today. He also stated that should the recommendations be agreed, the council would seek to work with all interested groups to ensure the future of the Lido. In the meantime, there would be a need to inspect the building and determine its state of condition and what immediate works, if any, were required to maintain safety. It was hoped that the Lido would be open for the 2013 summer season and officers would look at interim arrangements in the meantime and consult with the Chair of the Economic Development & Culture Committee.
- 4.2 The Chair stated that he wished to thank the officers concerned for their work and also Councillor Bowden who had been leading on the matter and meeting with residents and representatives of the local groups.
- 4.3 Councillor Mitchell welcomed the report and stated that she had a number of questions that would be better taken in part two of the meeting, but asked if a further report would be brought to committee and if a time frame for that could be given.

- 4.4 The Strategic Director; Communities stated that it was hoped to be able to inspect the building on Friday and that a further report could be brought to committee in the autumn, but in the meantime he wanted to ensure that the momentum in regard to taking matters forward could be kept going.
- 4.5 Councillor G. Theobald stated that he supported the principle of the council taking control of the building and wanted to congratulate everyone involved in enabling the current position to be reached, especially the ward councillors, the local MP and the campaign group. He also had a number of questions that he would raise in part two of the meeting, and expressed his concern over the likelihood that the Lido would not be open for the current year.
- 4.6 Councillor Bowden stated that he wished to apologise for the lateness of the papers, but officers had been working right up to the last minute and he also wanted to express his thanks for their work and support. He welcomed the report and stated that he wanted to reach an outcome that benefited the community and the city. He was now hopeful that matters could be progressed and the future of the Lido taken forward with either the council or another body enabling the Lido to be open for public enjoyment.
- 4.7 Councillor West welcomed the report and stated that he was very pleased to see that a resolution had been found and hoped that it would be supported. He wished to thank everyone involved and paid tribute to Councillor Bowden for his role and work during the protracted negotiations.
- 4.8 Councillor Peltzer Dunn queried whether the report's recommendations should be taken at this point or that the meeting should move into closed session for the part two item, before returning to open session to confirm the outcome of the matter and the recommendations in the part one report.
- 4.9 The Monitoring Officer informed the meeting that the part one report's recommendations could be considered prior to moving into the closed session.
- 4.10 The Chair stated that he felt the report should be dealt with and that the meeting should then move into closed session with the item remaining in part two should the committee agree and as such there would be no need to return to an open session. He therefore put the recommendations to the vote.
- 4.11 **RESOLVED:**
- (1) That it be noted that the terms for the surrender of the Lease of Saltdean Lido ("the surrender") are recommended to be agreed as outlined in the Part 2 report, agenda item No 5;
 - (2) That it be noted as the surrender does not entail the transfer of a going concern, it is inevitable that, if the terms of the surrender are agreed, the pools and gym part of the Lido would not be immediately open at the start of the summer season; and

- (3) That if the terms of the surrender are agreed, it be agreed that interim management arrangements should be put in place as soon as possible by officers in consultation with the Chair of the Economic Development & Culture Committee.

PART TWO SUMMARY

5. SALTDEAN LIDO - EXEMPT CATEGORIES 3 AND 5

- 5.1 **RESOLVED:** That the recommendation as detailed in the report be agreed.

6. PART TWO PROCEEDINGS

- 6.1 The Committee considered whether the item listed on part two of the agenda and the decisions thereon should remain exempt from disclosure to the press and public.
- 6.2 **RESOLVED:** That the item and the decisions thereon remain exempt from disclosure to the press and public.

The meeting concluded at 4.10pm

Signed

Chair

Dated this

day of

2012

BRIGHTON & HOVE CITY COUNCIL

POLICY & RESOURCES COMMITTEE

4.00pm 14 JUNE 2012

COUNCIL CHAMBER, HOVE TOWN HALL

MINUTES

Present: Councillor J Kitcat (Chair) Councillors Littman (Deputy Chair), Davey, Hamilton, Mitchell, A Norman, Peltzer Dunn, Shanks, G Theobald (Opposition Spokesperson) and West.

Other Members present: Councillors Bennett, Brown and Mears.

PART ONE

1. PROCEDURAL BUSINESS

(a) Declarations of Substitutes

- 1.1 Councillor Davey declared that he was attending the meeting as substitutes for Councillor Wakefield.

(b) Declarations of Interest

- 1.2 There were no declarations of interest.

(c) Exclusion of Press and Public

- 1.3 The Committee considered whether the press and public should be excluded from the meeting during the consideration of the items listed on Part 2 of the agenda.

- 1.4 **RESOLVED:** That the press and public be excluded from the meeting during consideration of the item listed on Part 2 of the agenda.

(d) Call Over

- 1.5 The Chair stated that he felt it would be helpful to have a call over at meetings of the committee and had asked that an item be included on future agendas. In the meantime he would ask the Head of Democratic Services to undertake a call over for the current meeting.

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

- Item 7 - Targeted Budget Management (TBM) Provisional Out-turn 2011/12
- Item 8 - Corporate Plan Update 2012/13
- Item 9 - Organisational Health Annual Report
- Item 12 - Civil Marriages
- Item 13 - Supported Bus Service Network
- Item 14 - Supported Bus Service Network – Exempt Category 3.

1.7 The Head of Democratic Services confirmed that Items listed above had been reserved for discussion; and that the following reports on the agenda with the recommendations therein had been approved and adopted:

- Item 10 - Quarterly Surveillance Report June 2012
- Item 11 - Counter Fraud strategy Update 2012.

2. CONSTITUTIONAL MATTERS

2.1 The Monitoring Officer introduced the report and stated that similar reports were being taken to the various committees as there was a need for them to establish an urgency sub-committee. He noted that the Policy & Resources Committee was also asked to establish the Corporate Parenting Sub-Committee and Personnel Appeals Panel, which was also a sub-committee. The need for this had arisen because provision did not exist at this point in time within the appropriate legislation for the Council to establish sub-committees of committees.

2.2 RESOLVED:

- (1) That the committee's terms of reference, as set out in Appendix A to this report, be noted;
- (2) That the establishment of a Corporate Parenting Sub-Committee and a Personnel Appeals Panel with terms of reference and membership as set out in paragraphs 3.9 – 3.10 and Appendix 'B' of this report be approved; and
- (3) That the establishment of an Urgency Sub-Committee consisting of the Chair of the Committee and two other Members (nominated in accordance with the scheme for the allocation of seats for committees), to exercise its powers in relation to matters of urgency, on which it is necessary to make a decision before the next ordinary meeting of the Committee be approved.

3. MINUTES

3.1 The Committee considered the minutes of the previous Governance Committee meeting held on the 20th March 2012, which had been circulated for information.

3.2 **RESOLVED:** That the minutes be noted.

4. CHAIR'S COMMUNICATIONS

- 4.1 The Chair welcomed everyone to the meeting and stated that he wished to offer the committee's congratulations to the Scrutiny Team on their recent success of winning the Centre for Public Scrutiny National Award for 'Innovation.' The team won the award for their work on the Traveller Scrutiny and were praised for running the scrutiny panel as a co-production and developing work rather than critiquing what was already in place.
- 4.2 The Chair noted that following the Special Policy & Resources Committee meeting, the council had received the keys to the Saltdean Lido and officers and external assessors had been working to compile a list of key issues in terms of repairs and outstanding matters. He stated that work was underway in regard to procurement options and an update was due to be given at the Economic Development & Culture Committee meeting on the 21st June.
- 4.3 The also reported that tickets had been made available across the city for the evening celebrations at the Cricket Ground to welcome the arrival of the Olympic Torch to the city. The tickets had been taken up within two hours of their release and he hoped that everyone attending would enjoy the evening. He noted that other events and options to celebrate the torch's progress through the city would be made known. He stated that the summer events season had started well with the successful Brighton Marathon, Brighton Festival and Jubilee celebrations. Further events planned included the Japan Festival, Paddle Round the Pier, the 'Takepart' sports festival and People's Day.

5. PUBLIC INVOLVEMENT

(a) Petitions

- 5.1 The Chair stated that he had been notified of one e-petition from a Mr. Redfern regarding the No.52 Bus Service, which was to be presented by Councillor Mitchell on his behalf. He therefore invited Councillor Mitchell to present the petition.
- 5.2 Councillor Mitchell thanked the Chair and stated that she had also been asked to present a further paper petition on behalf of a Ms. Alexander, which complimented the e-petition. The two petitions combined had attributed a total of 384 signatures in only a few days and showed the level of support for the No. 52 bus service. She hoped that this would be taken into account during the consideration of the item later on the agenda and commended both Mr. Redfern and Ms. Alexander for their efforts.
- 5.3 The Chair thanked Councillor Mitchell and stated that the Administration wished to support subsidised bus routes as much as possible and the two petitions would be taken into consideration during the debate on the Supported Bus Service Network item. He noted that the current proposals would amount to a reduction of 0.33% in subsidised routes and that compared favourably with other authorities which were looking at reducing as much as half of their subsidised routes. In the meantime he proposed that the petitions be noted.
- 5.4 **RESOLVED:** That the petitions be noted.

- 5.5 The Chair noted that Miss Hayward-Williams and Miss Foord had a further petition in support of the No. 96 School Bus Service and invited them to come forward to present their petition.
- 5.6 Miss Hayward-Williams explained that the No.96 school bus enabled children from the west of city to attend Blatchington Mill and Hove Park Schools and that without the service, they would be forced to travel into the centre of the city to change buses before travelling back out and adding at least an hour each way to their school journeys every day. The petition had been signed by 55 pupils.
- 5.7 The Chair thanked Miss Hayward-Williams and Miss Foord for coming to the meeting and presenting their petition. He stated that it would be taken into consideration during the debate on the item and proposed that it be noted in the meantime.

5.8 **RESOLVED:** That the petition be noted.

(b) Written Questions

- 5.9 The Chair noted that three written questions had been submitted for the meeting, but that unfortunately Ms. Paynter was unable to attend the meeting and he would therefore provide her with a written response. He then invited Mr. Hinton to come forward and put his question to the meeting.
- 5.10 Mr. Hinton thanked the Chair and asked the following question “The proposal to lend £14 million to the i360 company is based on two key figures, a forecast that 80,000 people will ride on the i360 each year (that’s over 2,000 a day on average) and a forecast that 440 new jobs will be created indirectly by the i360.

Will the Council publish the evidence and reasoning on which these two forecasts are based so that when the final decision is made, councillors and their constituents will have a clearer idea of what level of risk the Council will be taking with public money?”

- 5.11 The Chair thanked Mr. Hinton for his question and stated that the 800,000 figure was based on the anticipated use of the facility by the developer, however he would ensure that as much information as possible was made available in the public domain and the report that would come to the next meeting of the committee.
- 5.12 Mr. Hinton noted the information and asked the following supplementary question, “Will officers take into account the Brighton Wheel and its anticipated number of users as part of their due diligence for the i360?”
- 5.13 The Chair stated that the Brighton Wheel was a privately run operation and the company did not publish their figures; however officers would be able to collect information from other similar operations to the i360 across the country.
- 5.14 The Chair then invited Miss Hayward-Williams and Miss Foord to come forward and put their question to the Committee.
- 5.15 Miss Hayward-Williams and Miss Foord asked the following question, “Changes to school admissions in 2008 meant Withdean and Westdene children had to go to Hove

Park or Blatchington Mill Schools. As it is too far to walk the council helped by subsidising a bus service. No. 96 is a double-decker which is nearly full everyday and most children have bus passes costing £240 a year. If this service is cut we would have to get two buses via the centre of Brighton, adding 2 hours extra travel daily. There is no alternative service travelling east to west in the north of the city. How can the council justify this cut?"

- 5.16 The Chair thanked Miss Hayward-Williams and Miss Foord for their question and stated that it was not an easy decision and that the majority of school services had been retained as well as the overall number of services. He stated that the government had reduced funding to local authorities and they were all having to make similar decisions, with some reducing their services drastically. He stated that should the No, 96 service be withdrawn, the council would still be looking at how the children could be helped.
- 5.17 Miss Hayward-Williams stated that on Monday 59 children had used the bus and 52 would still need the bus next year. She therefore asked the following supplementary question, "What made the council choose to cut a full bus service?"
- 5.18 The Chair stated that it came down to a question of cost and measures had been used to look at various factors that related to each service and then proposals put forward in order to achieve the savings required. However, as he had indicated, the council would still work with parents, children and the schools to see if alternatives could be found. He thanked Miss Hayward-Williams and Miss Foord for attending the meeting and noted that there were no other questions.

(c) Deputations

- 5.19 The Chair noted that there were no deputations to be presented at the meeting.

6. ISSUES RAISED BY COUNCILLORS

- 6.1 The Chair noted that no there were no petitions to be presented by Members and no items had been submitted for consideration by councillors at the meeting.

7. TARGETED BUDGET MANAGEMENT (TBM) PROVISIONAL OUT-TURN 2011/12

- 7.1 Prior to the consideration of the item, the Chair stated that in view of the public interest in Item 13, Supported Bus Network and its financial relation to the item due to be considered, he intended to take Item 13 immediately after the conclusion of Item 7. He also noted that in so doing, there would also be a need for the committee to move into closed session for a period of time, in order to consider the information detailed in Item 14, before returning to open session and concluding the debate on Item 13.
- 7.2 The Director of Finance introduced the report which set out the provisional out-turn position for month 12 on the revenue and capital budgets for the financial year 2011/12. She noted that the final out-turn position was subject to an external audit review and that the financial statements had to be signed off by the 30th June, 2012. She noted that the Budget Council had already identified and committed £3.780m of the underspend of

£4.370m and that the success of the value for money programme and been a contributory factor.

- 7.3 Councillor Littman stated that he wished to commend the report to the Committee which showed the practical management of council funds over the last year and having achieved an underspend it meant that the council could fund important projects.
- 7.4 Councillor A. Norman noted that a £1.2m underspend greater than that which had been identified at Budget Council had been achieved and suggested that it could have been used to offset the increase in parking charges that had been applied to local businesses and for the promotion of the city during the summer. She queried whether the £250k identified in the report for sustainability was simply a means of putting back in the funding that had been removed at Budget Council and why the figure for the Play bus was so high. She also queried whether the capital receipts included the sale of CD1 and why the work in relation to improving empty properties had been delayed.
- 7.5 The Director of Finance stated that the £250k related to the council's priority for One Planet Living initiative.
- 7.6 Councillor Shanks stated that in regard to the Play bus, the budget figure was simply because it had been decided to allocate funding within the budget process for this service, which previously had not had its own budget entry.
- 7.7 Councillor West stated that the gains from investing in One Planet Living for the city and the council should not be overlooked and the savings that would be achieved would enable future investment in other areas.
- 7.8 The Chair welcomed the report and noted that CD1 had not been sold to date, but that the registration number was with agents who were actively looking to generate a sale.
- 7.9 Councillor Mitchell stated that she wished to thank the officers for the report, which demonstrated a good level of monitoring of expenditure and noted the balance of underspend that had been carried over from Budget Council and meant that other proposals could be supported. She therefore suggested that the Administration had an opportunity to re-prioritise its commitments and fund areas that were in need of support currently.
- 7.10 Councillor G. Theobald suggested that supporting bus services had to be a priority rather than losing them and that the underspend identified could be used to do this. He noted that a £162k had been spent on a food waste trial and that the travellers budget was overspent, all of which could have been used more effectively to support the bus services. He agreed with the Labour amendment in that the funding identified for sustainability could be better used for the bus services and stated that it had to be a question of priorities.
- 7.11 Councillor West stated that the overspend on the travellers budget was partly because there had not been a budget identified previously and noted that it had been reduced by £12k compared with previous years.

- 7.12 Councillor Hamilton questioned the costs of improving the Regency Car Park being charged to the revenue budget rather than capital, and why £14m could be found through borrowing for the i-360 and yet unsupported borrowing could not be used to support the bus services.
- 7.13 Councillor Mitchell then moved an amendment on behalf of the Labour & Co-operative Group, which sought to provide funding to maintain the supported bus services as follows:

“In having regard to the use of unallocated reserves as detailed in the TBM report the following points should be considered and changes made to the recommendations:

- (i) Appendix 2, Unallocated reserves - to transfer the sum of £226,000 identified for One Planet Living new projects to instead support the council subsidised bus transport budget thus keeping those routes open that are currently threatened with closure or a reduced service for a further year to allow for a complete review of the patronage for the routes planned to be cut or reduced and allow for continuing negotiations with the bus companies with a view to their investing in the services.
- (ii) That the balance of the £250,000 could then be used to support the continued provision of a mobile library service.

To add an additional two recommendations 2.3 and 2.4 as shown in bold italics and re-number the remaining recommendations 2.5 to 2.9 as shown below:

2. RECOMMENDATIONS:

- 2.1 That the Committee note the provisional outturn position for the General Fund, which is an underspend of £4.370m. This includes £3.831m for the council controlled budgets (compared to £3.187m assumed at budget setting time) and £0.539m on the NHS managed S75 budgets.
- 2.2 That the Committee note the provisional outturn for the Housing Revenue Account (HRA) for 2011/12;
- 2.3 ***That the sum of £226,000 identified in Appendix 2, unallocated reserves for One Planet Living new projects be transferred to support the council subsidised bus transport budget;***
- 2.4 ***That the remaining £24k from the unallocated reserves identified for One Planet Living new projects be transferred to the Mobile Library to help achieve a sustainable solution for the service;***
- 2.5 That the Committee approve the carry forward requests totalling £5.602m as detailed in Appendix 2 ***(as amended by 2.3 and 2.4 above);***
- 2.6 That the Committee approve the changes to provisions and reserves set out under Corporate Budgets in Appendix 1;

- 2.7 That the Committee agree to fund initiatives totalling £0.662m from unallocated reserves in 2012/13 as detailed in Appendix 2 (*as amended by 2.3 and 2.4 above*);
- 2.8 That the Committee note the provisional outturn position on the capital programme;
- 2.9 That the Committee approve the following changes to the capital programme
- (i) The budget re-profiling as set out in Appendix 1;
 - (ii) The carry forward of slippage into the 2012/13 capital programme, to meet on-going commitments on these schemes as set out in Appendix 1.”
- 7.14 Councillor Hamilton formally seconded the amendment and stated that he was amazed to find the Administration seeking to cut public transport provision and fund a number of other items as one-off measures when it was likely that they would require further funding and support in future years. Instead of looking at new initiatives the available under-spend could be used to support areas that were under threat. The loss of the No.96 bus service for example would have a direct impact on school children who would have to extend their journey time in order to get to and from school each day.
- 7.15 The Strategic Director; Communities stated that following Budget Council officers had held a number of discussions with partner agencies about supporting the mobile library, however they had not been in a position to fund the service. It meant that consideration needed to be given to how to progress matters and a report would be taken to the Economic Development & Culture Committee in the autumn.
- 7.16 Councillor G. Theobald stated that the Conservative Group supported the amendment.
- 7.17 The Chair noted the comments and stated that every Administration sought to support various projects and a procurement process had been followed in regard to the bus services, which was not helped by the cuts from the government to the bus company and in grant formula to the council. The use of the under-spend as outlined in the report provided support across the city and should enable further funding to be made available to support other areas in the future. He noted that an amendment had been moved and put it to the vote which was tied at 5 for and 5 against and therefore in not having a majority in favour was lost.
- 7.18 The Chair then put the recommendations as listed in the report to the vote, which was tied at 5 for and 5 against. He therefore used his second and casting vote in order to carry the recommendations 6 : 5.
- 7.19 **RESOLVED:**
- (1) That the provisional outturn position for the General Fund, which had an underspend of £4.370m be noted. This included £3.831m for the council controlled budgets (compared to £3.187m assumed at budget setting time) and £0.539m on the NHS managed S75 budgets;
 - (2) That the provisional outturn for the Housing Revenue Account (HRA) for 2011/12 be noted;

- (3) That the carry forward requests totalling £5.602m as detailed in Appendix 2 to the report be approved;
- (4) That the changes to provisions and reserves set out under Corporate Budgets in Appendix 1 to the report be approved;
- (5) That the funding of initiatives totalling £0.662m from unallocated reserves in 2012/13 as detailed in Appendix 2 to the report be agreed;
- (6) That the provisional outturn position on the capital programme be noted; and
- (7) That the following changes to the capital programme be approved:
 - (i) The budget re-profiling as set out in Appendix 1 to the report;
 - (ii) The carry forward of slippage into the 2012/13 capital programme, to meet on-going commitments on these schemes as set out in Appendix 1 to the report.

Note: *For reference purposes, Items 13 and 14 are listed in numerical order in the minutes rather than immediately after this item.*

8. CORPORATE PLAN UPDATE 2012/13

- 8.1 The Chief Executive introduced the report which provided an update on those parts of the Council's Corporate Plan that required an annual report and detailed progress on the 2011/12 commitments (appendix 1) and proposed new commitments for 2012/13 (appendix 2). He noted that the actual Corporate Plan would be presented to the July Committee meeting before being submitted to the Full Council on the 19th July, 2012.
- 8.2 The Chair welcomed report and noted that a number of the priorities that had been set were either achieved or well on their way to being achieved. He believed that it showed good progress was being made and thanked the officers for their work.
- 8.3 Councillor Mitchell noted that the report would be submitted to the Full Council and therefore was likely to be debated in detail at that time. However, she was surprised to see the number of priorities listed that had been achieved and questioned whether the youth service had been redesigned, where the travellers site was, where were the 20mph zones and where was the People's Strategy?
- 8.4 The Chief Executive stated that a final draft of the People's Strategy was due to be considered by the Overview & Scrutiny Committee and that other areas had been taken forward and would be completed in due course.
- 8.5 Councillor G. Theobald asked for an update on item 9 in appendix 1 and questioned the implementation of the committee system in view of the Policy & Resources Committee not being politically proportionate in line with the situation on the council.
- 8.6 The Chair noted the comments and stated that actions were in hand and a number of achievements had been made. He would ensure that an update was provided for Councillor Theobald and put the recommendations to the vote.

8.7 RESOLVED:

- (1) That the progress made on the Corporate Plan 2011/12 commitments as detailed in appendix 1 to the report be noted;
- (2) That the new Corporate Plan commitments for 2012/13 as detailed in appendix 2 to the report be agreed and their adoption be recommended to Full Council;
- (3) That Full Council be recommended to authorise the Chief Executive to amend the Corporate Plan to incorporate the changes in (2) above and other presentational changes.

9. ORGANISATIONAL HEALTH ANNUAL REPORT

9.1 The Strategic Director; Resources introduced the report which detailed a set of key measures that were used to monitor and measure the organisation's performance. He noted that the vast majority of indicators were positive and only 3 out of 44 were off target.

9.2 The Chair welcomed the report and thanked the officers involved for producing it.

9.3 Councillor g. Theobald welcomed the report and queried whether a recruitment freeze was in operation given that a number of new posts were listed.

9.4 The Strategic Director; Resources stated that a recruitment freeze was not in operation but that a number of checks, including a check against the internal recruitment pool were made in the first instance before a post could be advertised. He stated that it would be difficult to have a complete recruitment freeze given that a number of posts were front-line services and required statutorily. He also stated that he would provide Councillor Theobald with a written response.

9.5 RESOLVED:

- (1) That the areas of good progress as outlined in the report be noted; and
- (2) That officers be requested to take corrective actions for those where performance is off target and to develop improvement plans where appropriate.

10. QUARTERLY SURVEILLANCE REPORT JUNE 2012**10.1 RESOLVED:**

- (1) That the continued use of covert surveillance and the accessing of communications data as an enforcement tool to prevent and detect all crime and disorder investigated by its officers, providing the necessity and proportionality rules are stringently applied be approved; and
- (2) That the surveillance activity undertaken by the authority since the last report to Cabinet in March 2012 as set out in Appendix 1 to the report be noted.

11. COUNTER FRAUD STRATEGY UPDATE 2012

- 11.1 **RESOLVED:** That the Council's updated Counter Fraud Strategy as detailed in appendix 1 to the report be approved.

12. CIVIL MARRIAGES

- 12.1 The Strategic Director; Communities introduced the report and stated that it was proposed to send a joint letter from the Leaders of the three Groups in response to the Government's consultation on proposals for civil marriage ceremonies. He also stated that it was intended to offer the government department concerned the opportunity to send representatives to visit the city.
- 12.2 The Chair noted that the letter had cross-party support and thanked the Leaders of the two groups. He also noted that the city was number two in the country for civil partnerships, second only to Westminster.
- 12.3 **RESOLVED:** That the letter attached at appendix 1 to the report be approved as the agreed response to the Government consultation on Civil Marriage.

13. SUPPORTED BUS SERVICE NETWORK

- 13.1 The Strategic Director; Place introduced the report which outlined the proposed allocation of bus service contracts across the city for those routes that it was felt should be subsidised as they were not commercially viable to bus operators. A full consultation process had been undertaken with user groups and passengers and tenders sought for the various routes. The procurement process was a complex one with contracts being awarded for a 4 year period and information about which routes were being recommended not available until the report was published with the agenda. He also noted that the initial tender submissions had been in excess of the budget identified for the services but following negotiations the deficit had been reduced and the current level of services proposed able to be funded.
- 13.2 The Chair stated that he had received several requests from councillors to speak on this matter and therefore intended to call on them before opening the matter up to questions and debate by the committee. He then called on Councillors Brown and Bennett to address the meeting.
- 13.3 Councillor Brown referred to the N0.81 service and stated that the depth of feeling in support of the service was highlighted in the 160 letters that had been received and which she wished to present to the Chair for the record. The majority of people had only been alerted to the proposal at the weekend and yet they had responded in this way. If the proposal went ahead then a number of people in the Ward be affected, with no alternative evening bus available it would restrict their movements and freedom.
- 13.4 Councillor Bennett stated that there were many elderly people who were dependant on the service and it would mean that they became prisoners in their own homes. There were also a number of host families for foreign students and again they would be

directly affected by the loss of the service. She therefore urged the committee to consider the matter and to maintain the service.

- 13.5 The Chair thanked the Members and stated that their concerns would be taken into consideration as part of the debate on the matter. He then invited Councillor Mears to speak on the item.
- 13.6 Councillor Mears stated that as a Ward Councillor for Ovingdean she wished to argue for the retention of the No.52 bus service. She believed that Ovingdean would become the only outlying area in the city which would not have a direct service into the city. She stated that commuters and those residents wishing to get to the Royal Sussex Hospital would find that they had to change at the Marina, which was not a welcome proposition. Furthermore, there were a number of young people who would be directly affected, and their case had been very well expressed earlier in the meeting. She hoped that further consideration would be given to matter and a way found to retain the services that had been highlighted. It was a very short-sighted approach and one that could be resolved if appropriate action was taken.
- 13.7 The Chair thanked Councillor Mears for attending the meeting and stated that the points raised would be considered. He also noted that all 3 political groups had voted for the budget at Budget Council and had thereby supported the level of funding identified for bus services. He stated that the Government had also reduced the level of funding to bus companies and cut grants to the local authorities, which made it difficult to meet the costs of the services provided. He stated that the council would look at alternative mechanisms for supporting the bus services.
- 13.8 Councillor G. Theobald stated that he wished to pay tribute to the two young people who had come to the meeting to raise their concerns and to those others who had very quickly responded to what were a series of dramatic cuts. He believed that there would a significant number of people in the city who were still unaware of the impact of these cuts and would find that they had lost a service. He also queried how the figures for usage on the school buses differed and whether parents had been advised of the loss of these services when considering which schools to send their children to. He referred to the latest bus information and queried whether the No.81 would continue to operate from the city centre to the open market, when the route from Goldstone Valley to the city centre was cut.
- 13.9 Councillor Mitchell queried whether an equalities impact assessment had been undertaken and how it would have related to the proposed loss of services and also whether both through and saver tickets would be recognised and accepted across all service providers.
- 13.10 The Strategic Director; Place confirmed that through and saver tickets would be accepted across all services as it was listed as a condition in the new contract. He also noted that all the routes had been evaluated and measured and information from the bus companies taken into account.
- 13.11 Councillor West noted that reductions in bus services were happening all across the country with significant cuts being made in certain areas. The council had attempted to keep the level of the reductions to a minimum across the city and was looking to use

other factors such as One Planet Living to generate future savings that could be used to support other areas.

- 13.12 Councillor Shanks stated that she had recently travelled on the No.96 bus and a total of 35 children had used it along its route. The pupil numbers travelling from Westdene to Hove Park and Blatchington Mill would be reducing and therefore it was more appropriate to discuss with the Heads and parents options for enabling those children to get to the schools rather than maintain a costly service.
- 13.13 Councillor Hamilton noted that whilst councillors from the 3 groups had voted for the budget, that was in its entirety and it did not mean that some aspects were not favoured by one or other of the groups. He suggested that in the context of the overall budget of the council there was an opportunity to reprioritise and put funding into the bus service and then look to find alternative savings or funding arrangements.
- 13.14 Councillor A. Norman stated that Brighton and Hove had to be the council's concern not other areas and queried the information given in the report in regard to the evidence for bus usage, in comparison to that provided by others. The loss of the No.96 service would result in pupils having to use alternative services resulting in lengthy journeys and longer days. She was also concerned that Ward Councillors had not been consulted on the proposals and noted that the Woodingdean and Westdene LAT had expressed concern over the loss of the No.27 route.
- 13.15 Councillor G. Theobald then moved an amendment on behalf of the Conservative Group as follows:
- “To amend recommendation 2.2 with the addition of the wording “with the exception of routes 27, 22, 52 and 81” and an additional two recommendations 2.3 and 2.4 as shown in bold italics:
- 2.1 That the Policy & Resources Committee award contracts for the supported bus routes as set out in Appendix 1 in Agenda Item 14 which is a Part Two Report.
- 2.2 That contracts for the additional services, shown in paragraph 3.14, are not awarded on the grounds of insufficient budget, ***with the exception of routes 27, 22, 52 and 81.***
- 2.3 ***That a report be brought back to the Policy & Resources Committee on 12th July identifying funding for the routes 27, 22, 52 and 81.***
- 2.4 ***That officers urgently re-examine the evidence given for terminating the 96 school bus route and that no changes are implemented until September 2013 at the earliest.”***
- 13.16 Councillor Peltzer Dunn formally seconded the amendment and asked for clarification in regard to the financial comments in the report in that they implied the decision had been made some months ago not to include routes in the original tender process.
- 13.17 The Director of Finance stated that the contracts were for a 4-year term with the possibility of an extension. They were not due to be let for a single year and if that was

decided, it was likely that the tender process would have to be revisited as all routes had been included in the original procurement process. In regard to the No. 96 service however, if it was treated as a single route it was unlikely that it would need to be taken through a procurement process. If all routes were affected then there would be a need to go through a procurement process as the contract was based on a four-year term rather than a single one.

13.18 Councillor Peltzer Dunn stated that the presentation from the two young ladies earlier had been excellent and had highlighted the fact that the use of £38k to maintain a service out of a budget of over £700m was possible should the desire be there to do so. He stated that adults found commuting to London tiring and the same situation faced the school children in terms of the length of time it would take to get to school. He believed it would have an effect on their education and their educational achievement.

13.19 Councillor Mitchell stated that she wished to move an amendment on behalf of the Labour & Co-operative Group as follows:

“To delete recommendation 2.2 and replace with a new 2.2 and to insert two additional recommendations 2.3 and 2.4 as shown in bold italics:

~~2.2 That contracts for the additional services, shown in paragraph 3.14, are not awarded on the grounds of insufficient budget.~~

2.1 That the Policy & Resources Committee award contracts for the supported bus routes as set out in Appendix 1 in agenda item 14 which is a Part Two Report;

2.2 That Policy & Resources Committee agrees, in principle, to the award of the contracts and continuation of the services listed in paragraph 3.14 of the report for one year.

2.3 That the Strategic Director: Place (in consultation with the Leaders of the three political groups), be authorised to take all steps necessary to the continuation of the services and award of the contracts as detailed in paragraph 3.14 of the report for year, including compliance the necessary procurement and Transport Act processes,

2.4 That P&R notes the financial implications as set out in the note from the Director of Finance.”

13.20 Whilst she had a great deal of sympathy with the Conservative amendment, the Labour & Co-operative amendment specifically identified funding that could be used to maintain the services for another year and provide some breathing space. She was concerned about the impact the loss of services would have on the elderly and isolated as well as school children and urged the committee to support the amendment.

13.21 Councillor Hamilton formally seconded the amendment and stated that it was obvious from the responses to the proposed loss of services were essential to people and he hoped that all the points raised would be taken on board and the amendment accepted.

- 13.22 The Monitoring Officer informed the Committee that as the Labour & Co-operative amendment was linked to the TBM out-turn item which had been carried, no funding was indentified and therefore a report would be required for the next committee meeting, in order to clarify the funding position, should the amendment be approved.
- 13.23 Councillor Littman stated that whilst he understood the reasons for the two amendments, the council had been placed in an impossible position and had to look at the viability of each service and make a decision. The No. 96 service had a declining number of expected users and the cost of the subsidy was high, therefore it was better to look at other ways of supporting the school children.
- 13.24 Councillor Peltzer Dunn accepted that the Conservative and Labour & Co-operative amendments sought to achieve the same end and hoped that the Conservative amendment would be supported, but if not, then he would support the Labour & Co-operative one.
- 13.25 The Chair noted the comments and stated that there was a need to consider Item 14 which was exempt from disclosure to the press and public and therefore adjourned the part one meeting at 6.00pm and asked for people to leave the chamber.
- 13.26 The Chair reconvened the meeting at 6.25pm following the consideration of Item 14 in closed session and stated that he felt the matter had been fully debated and would therefore put the amendments to the vote. He then put the Conservative amendment to the vote and noted that with 5 for and 5 against, in not having a majority in favour the amendment fell. He then put the Labour & Co-operative amendment to the vote and noted that with 5 for and 5 against, in not having a majority the amendment fell.
- 13.27 The Chair then put the recommendations as listed in the report to the vote, which was tied at 5 for and 5 against. He therefore used his second and casting vote in order to carry the recommendations 6 : 5.

13.28 **RESOLVED:**

- (1) That it be agreed to award the contracts for the supported bus routes as set out in Appendix 1 in Agenda item 14 which is a Part Two Report.
- (2) That it be agreed that the contracts for the additional services, shown in paragraph 3.14 of the report, be not awarded on the grounds of insufficient budget.

14. SUPPORTED BUS SERVICE NETWORK - EXEMPT CATEGORY 3

- 14.1 The Committee considered a report from the Strategic Director; Place concerning supported bus services network, which was exempt from disclosure to the press and public.
- 14.2 **RESOLVED:** That the additional information contained in the report be noted.

15. PART TWO PROCEEDINGS

- 15.1 The Committee considered whether the item and the decisions thereon contained in Part Two of the Agenda should remain exempt from disclosure to the press and public.
- 15.2 Councillor Mitchell noted that under the previous committee system there had been an opportunity for the Opposition Groups to refer an item to Full Council for information. She believed that this was possible under the new arrangements and therefore requested that Item 13, Supported Bus Service Network be referred to the Council meeting in July.
- 15.3 Councillor G. Theobald stated that he supported the request on behalf of the Conservative Group.
- 15.4 The Chair noted the request and stated that it was possible for each Group to refer an item to full council for information and confirmed that this would be actioned and that an item would be included on future agendas so that each Group could utilise this facility.
- 15.5 **RESOLVED:**
 - (1) That the item contained in Part Two of the agenda remain exempt from disclosure to the press and public.
 - (2) That Item 13, Supported Bus Service Network be referred to Council for information.

The meeting concluded at 6.45pm

Signed

Chair

Dated this

day of

2012

Subject:	Targeted Budget Management (TBM) 2012/13 Month 2		
Date of Meeting:	12 July 2012		
Report of:	Director of Finance		
Contact Officer:	Name:	Jeff Coates	Tel: 29-2364
	Email:	jeff.coates@brighton-hove.gov.uk	
Key Decision:	No		
Ward(s) affected:	All		

FOR GENERAL RELEASE

1 SUMMARY AND POLICY CONTEXT:

- 1.1 The Targeted Budget Monitoring (TBM) report is a key component of the council's overall performance monitoring and control framework. This report sets out the forecast outturn position as at Month 2 on the council's revenue and capital budgets for the financial year 2012/13. The Month 2 forecast focuses in particular on corporate critical budgets and significant variances and trends that are identifiable this early in the financial year. A fuller analysis will therefore be available at the next meeting of this committee in October.

2 RECOMMENDATIONS:

- 2.1 That the Committee note the forecast outturn position for the General Fund, which is an overspend of £0.522m.
- 2.2 That the Committee note the forecast outturn for the Housing Revenue Account (HRA), which is an underspend of £0.204m.
- 2.3 That the Committee approve the virement within the HRA of £0.558m from capital financing costs to revenue contribution to capital.
- 2.4 That the Committee note the forecast outturn position on the capital programme.
- 2.5 That the Committee approve the following changes to the capital programme:
- i) The budget re-profiling and budget variations as set out in Appendix 2;
 - ii) The carry forward of slippage into the 2013/14 capital programme, to meet on-going commitments on these schemes as set out in Appendix 2.
 - iii) The new schemes as set out in Appendix 3.

3 RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

Targeted Budget Management (TBM) Reporting Framework

- 3.1 The TBM framework focuses on identifying and managing financial risks on a regular basis throughout the year. This is applied at all levels of the organisation from Budget Managers through to Policy & Resources Committee. Services monitor their TBM position on a monthly or quarterly basis depending on the size, complexity or risks apparent within a budget area. TBM therefore operates on a risk-based approach, paying particular attention to mitigation of growing cost pressures, demands or overspending together with more regular monitoring of high risk 'corporate critical' areas as detailed below.
- 3.2 The TBM report is normally split into 7 sections as follows:
- i) General Fund Revenue Budget Performance
 - ii) Housing Revenue Account (HRA) Performance
 - iii) NHS Controlled S75 Partnership Performance
 - iv) Capital Investment Programme Performance
 - v) Capital Programme Changes
 - vi) Implications for the Medium Term Financial Strategy (MTFS)
 - vii) Comments of the Director of Finance

General Fund Revenue Budget Performance (Appendix 1)

- 3.3 The table below shows the provisional outturn for Council controlled revenue budgets within the General Fund. More detailed explanation of the variances can be found in Appendix 1.

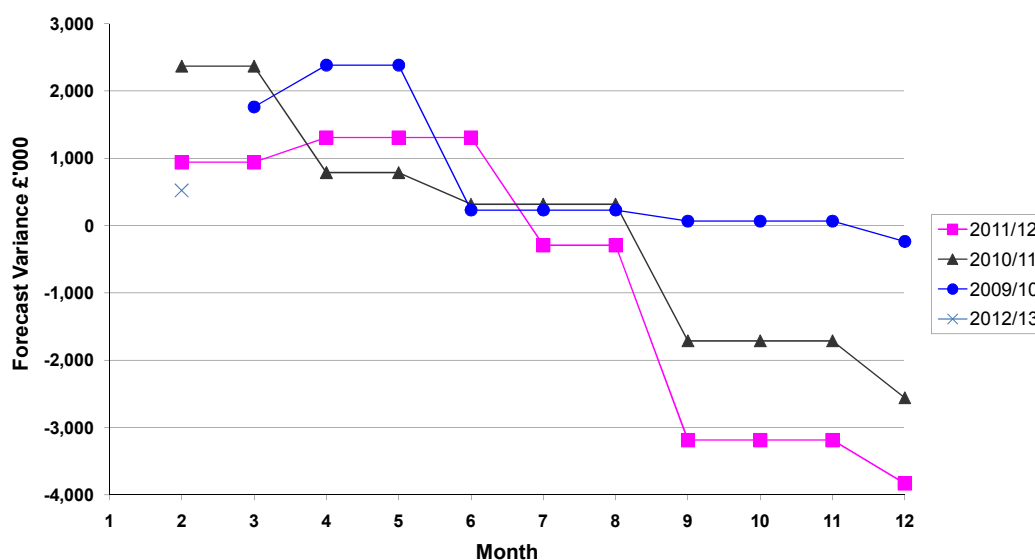
2011/12 Provisional Outturn £'000	Strategic Area	2012/13 Budget Month 2 £'000	Forecast Outturn Month 2 £'000	Forecast Variance Month 2 £'000	Forecast Variance Month 2 %
(4,330)	People	126,479	125,506	(973)	-0.8%
(608)	Place	44,890	45,525	635	1.4%
(39)	Communities	11,152	11,698	546	4.9%
(1,370)	Resources & Finance	37,549	37,749	200	0.5%
(6,347)	Sub Total	220,070	220,478	408	0.2%
2,516	Corporate Budgets	(8,273)	(8,159)	114	1.4%
(3,831)	Total Council Controlled Budgets	211,797	212,319	522	0.2%

- 3.4 The General Fund includes Commissioning Units and Service Delivery Units, which are organised under the strategic areas of People, Place and Communities. These, together with Resource & Finance Units and Corporate Budgets make up the General Fund services reported above.

Comparison with Previous Years

- 3.5 The chart below shows a comparison of the forecasts reported to Cabinet / Policy & Resources for the council controlled budgets for this and the previous three financial years.

TBM Projections Reported to P & R / Cabinet 2009/10 to 2012/13



Corporate Critical Budgets

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

2011/12 Provisional Outturn £'000	Corporate Critical	2012/13 Budget Month 2 £'000	Forecast Outturn Month 2 £'000	Forecast Variance Month 2 £'000	Forecast Variance Month 2 %
(585)	Child Agency & In House	23,102	22,402	(700)	-3.0%
(1,752)	Community Care	44,230	43,456	(774)	-1.7%
(250)	Sustainable Transport	(15,365)	(15,046)	319	2.1%
(247)	Temporary Accommodation	660	1,019	359	54.4%
(551)	Housing Benefits	(752)	(752)	-	0.0%
(3,385)	Total Council Controlled	51,875	51,079	(796)	-1.5%

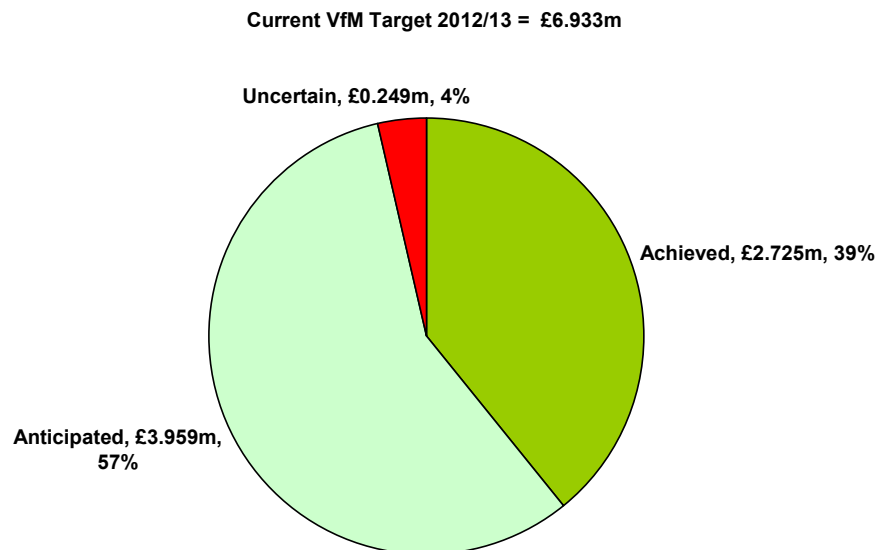
Value for Money (VfM) Programme

3.7 TBM reports also provide updates on the council's Value for Money programme. The VfM programme contains a number of large, complex projects which include

additional temporary resources (e.g. Project Managers) to ensure they are properly planned and implemented. Projects can have significant financial and non-financial targets attached to them and their successful implementation is therefore important to the overall financial health of the authority.

- 3.8 A new project has been added to the programme from 2012/13 relating to Client Transport. This is a significant project that will encompass Home to School Transport, Children's and Adults Social Care transport, and transport for older people. The project is aimed at making more efficient use of the council's client transport fleet through integrated management of the fleet, including route planning. The project will also look at potential partnership with East and West Sussex and consider options for providing greater choice to reflect 'Personalisation'. The detailed business case is currently being finalised, including the profile of potential savings. The first year in which savings are expected to accrue is 2013/14.
- 3.9 Some VFM projects carry significant risks and may need specialist advice or skills that can be in short supply or they may need to navigate complex procurement or legal processes. Therefore, each month the TBM report quantifies progress in terms of those savings that have been achieved, those that are anticipated to be achieved (i.e. low risk) and those that remain uncertain (i.e. higher risk). Those that are uncertain are given greatest attention and details of mitigating actions are given wherever possible.
- 3.10 The level of 'uncertain' savings stands at £0.249m (4%) as shown in the chart below. Further information about the risks and actions relating to uncertain savings is given in Appendix 4.

Value for Money Programme (All Phases) - 2012/13 Monitoring



Housing Revenue Account Performance (Appendix 1)

- 3.11 The Housing Revenue Account is a separate ring-fenced account which covers income and expenditure related to the management and operation of the council's housing stock. Expenditure is generally funded by Council Tenants' rents. The forecast outturn on the HRA is summarised in the table below. More detail is provided in Appendix 1.

2011/12 Provisional Outturn £'000		2012/13 Budget Month 2 £'000	Forecast Outturn Month 2 £'000	Forecast Variance Month 2 £'000	Forecast Variance Month 2 %
	HRA				
(2,152)	Expenditure	53,007	52,803	(204)	-0.4%
133	Income	(53,407)	(53,407)	-	0.0%
(2,019)	Total	(400)	(604)	(204)	-51.0%

NHS Controlled S75 Partnership Performance (Appendix 1)

- 3.12 The NHS Trust-managed Section 75 Services represent those services for which local NHS Trusts act as the Host Provider under Section 75 Agreements. Services are managed by Sussex Partnership Foundation Trust (SPFT) and Sussex Community NHS Trust (SCT) and include health and social care services for Adult Mental Health, Older People Mental Health, Substance Misuse, AIDS/HIV, Intermediate Care and Community Equipment.
- 3.13 These partnerships are subject to separate annual risk-sharing arrangements and the monitoring of financial performance is the responsibility of the respective host NHS Trust provider. Risk-sharing arrangements can result in financial implications for the council should a partnership be underspent or overspent at year-end and hence the performance of the partnerships is reported under TBM throughout the year.

2011/12 Provisional Outturn £'000		2012/13 Budget Month 2 £'000	Forecast Outturn Month 2 £'000	Forecast Variance Month 2 £'000	Forecast Variance Month 2 %
	Section 75				
(539)	NHS Trust managed S75 Services	14,584	14,428	(156)	-1.1%

Capital Programme Performance (Appendix 2)

- 3.14 Capital programme performance needs to be looked at from 4 different viewpoints as follows:
- Forecast Variances:** The 'forecast' for a scheme or project indicates whether it is expected to be break-even, underspent or overspent. Information on how forecast overspends will be mitigated is given in Appendix 2. If the project is completed, any underspend or overspend will be an outturn variance. Generally, only explanations of significant forecast variances of £0.050m or greater are given.

- ii) Variations: These are changes to the project budget within year, requiring members' approval, and do not change future year projections. The main reason for budget variations is where capital grant or external income changes in year.
- iii) Slippage: This indicates whether or not a scheme or project is on schedule. Slippage of expenditure from one year into another will generally indicate overall delays to a project although some projects can 'catch up' at a later date. Some slippage is normal due to a wide variety of factors affecting capital projects however substantial amounts of slippage across a number of projects could result in the council losing capital resources (e.g. capital grants) or being unable to manage the cashflow or timing impact of later payments or related borrowing. Wherever possible, the council aims to keep slippage below 5% of the total capital programme.
- iv) Reprofiling: Reprofiling of expenditure from one year into another is requested by project managers when they become aware of changes or delays to implementation timetables due to reasons outside of the council's control. Reprofiling requests are checked in advance by Finance to ensure there is no impact on the council's capital resources before they are recommended.

3.15 The table below provides a summary of capital programme performance by strategic theme and shows that overall the programme is forecast to be on target at this early stage. Within Appendix 2 for each budget area there is a breakdown of the capital programme by Unit.

2011/12 Provisional Outturn £'000		2012/13 Budget Month 2 £'000	Forecast Outturn Month 2 £'000	Forecast Variance Month 2 £'000	Forecast Outturn Month 2 %
	Capital Budgets				
(3)	People	28,553	28,553	0	0.0%
(1,542)	Place	62,804	62,804	0	0.0%
563	Communities	4,998	4,998	0	0.0%
83	Resources & Finance	11,315	11,315	0	0.0%
(899)	Total Capital	107,670	107,670	0	0.0%

3.16 Appendix 2 also details any slippage into next year. Project managers have not forecast that any schemes will slip at present.

Capital Programme Changes

3.17 Appendix 2 and Appendix 3 provide details of changes to capital budgets which are included in the budget figures above. Appendix 2 details variations, re-profiled schemes and slippage whilst Appendix 3 provides details of new schemes included in the 2012/13 capital programme. Policy & Resources Committee's approval for these changes is required under the council's Financial Regulations.

Capital Budget Movement		2012/13
Summary		Budget £'000
Approved Capital Budget (February Council)		98,166
New Schemes included in approved budget where further reports are needed before inclusion in the capital programme		(7,190)
2011/12 Outturn Report Changes		9,702
Variations to Budget (to be approved – Appendix 2)		4,167
Slippage (to be noted – Appendix 2)		0
New Schemes (to be approved – Appendix 3)		2,825
Total Capital Budget		107,670

- 3.18 All new schemes included in the February Capital Programme report to Council are subject to further reports to Members to formally release the budgets. At the March and April Cabinets, reports were presented showing detailed expenditure plans for many of these schemes thereby releasing the funding. In this report, Adult Social Care and the Level Heritage Lottery schemes included in the Capital Programme in February are detailed in Appendix 3. Private Sector Renewals and Disabled Facilities Grants, also reported under new schemes in February, have been included as variations within this report.

Implications for the Medium Term Financial Strategy (MTFS)

- 3.19 The council's MTFS sets out resource assumptions and projections over a 3-year period. It is periodically updated including a major annual update which is included in the annual revenue budget report to Policy & Resources Committee and Full Council. This section highlights any potential implications for the current MTFS arising from in-year TBM monitoring above and details any changes to financial risks together with any impact on associated risk provisions, reserves and contingencies. Details of Capital Receipts and Collection Fund performance are also given below because of their potential impact on future resources.
- 3.20 No significant implications for the MTFS have been identified at Month 2. Details of risk provisions currently held are given in the Corporate Budgets section of Appendix 1.

Capital Receipts Performance

- 3.21 Capital receipts are used to support the capital programme. Any changes to the level of receipts during the year will impact on future years' capital programmes and may impact on the level of future investment for corporate funds and projects such as the Strategic Investment Fund, Asset Management Fund, ICT Fund and the Workstyles VFM projects. For 2012/13 no capital receipts have been received to date. Projected receipts for the year include Charter Hotel, Kings Road and the Ice Rink at Queen's Square.
- 3.22 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 net usable receipts for 'right to buy' sales in 2012/13 is £0.400m and to date £0.059m has been received.

- 3.23 The first tranche of receipts totalling £1.208m from the housing Local Delivery Vehicle (LDV) have been received in 2012/13. A total balance of £12.904m is expected for the year. The net receipts are ringfenced to support investment in council owned homes.

Collection Fund Performance

- 3.24 The collection fund is a separate account for transactions in relation to national non domestic rates, council tax and precept demands. Any deficit or surplus forecast on the collection fund in relation to council tax is distributed between the council, Sussex Police and East Sussex Fire Authority in proportion to the value of the respective precept on the collection fund. It is currently forecast to break even by 31st March 2013. This forecast includes the improved position of £0.162m resulting from a lower than anticipated deficit at 31st March 2012.

Comments of the Director of Finance (S151 Officer)

- 3.25 This report provides an early forecast for 2012/13 and does not yet include a full review of all budgets. There are therefore likely to be further variations to report to Policy & Resources Committee at its next meeting in October. Overall the forecast on the revenue budget is encouraging given the substantial budget savings being implemented but the council will need to maintain its rigorous financial management in order to continue to address the ongoing impact of reductions in government grant funding over coming years.

4 COMMUNITY ENGAGEMENT AND CONSULTATION

- 4.1 No specific consultation has been 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.

Legal Implications:

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

Lawyer Consulted: Oliver Dixon

Date: 20/06/2012

Equalities Implications:

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

Sustainability Implications:

- 5.4 There are no direct sustainability implications arising from this report. The Month 5 report to be reported to this committee in October will include progress against the carbon budget.

Crime & Disorder Implications:

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

Risk and Opportunity Management Implications:

- 5.6 The Council's revenue budget and Medium Term Financial Strategy contain risk provisions to accommodate emergency spending, even out cash flow movements and/or meet exceptional items. The council maintains a minimum working balance of £9.000m to mitigate these risks as recommended by the Audit Commission and Chartered Institute of Public Finance & Accountancy (CIPFA). The council also maintains other general and earmarked reserves and contingencies to cover specific project or contractual risks and commitments.

Public Health Implications:

- 5.7 There are no direct public health 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 provisional outturn position on council controlled budgets is an overspend of £0.522m. Any overspend at year-end would need to be funded from general reserves which would then need to be replenished to ensure that the working balance did not remain below £9.000m.

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 capital budget changes are necessary to maintain effective financial management.

SUPPORTING DOCUMENTATION

Appendices:

1. Revenue Budget Performance
2. Capital Budget Performance
3. Capital Budget Changes (New Schemes)
4. Value for Money Programme Performance

Documents in Members' Rooms:

None.

Background Documents

None.

Appendix 1 – Revenue Budget Performance

People - Revenue Budget Summary

2011/12 Provisional Outturn £'000	2012/13 Budget Month 2 £'000	Forecast Outturn Month 2 £'000	Forecast Variance Month 2 £'000	Forecast Variance Month 2 %
Unit				
(1,212)	20,077	19,542	(535)	-2.7%
(494)	5,096	4,986	(110)	-2.2%
(373)	37,082	37,247	165	0.4%
(2,079)	62,255	61,775	(480)	-0.8%
(295)	1,204	1,163	(41)	-3.4%
(1,909)	49,597	48,823	(774)	-1.6%
(47)	13,423	13,745	322	2.4%
(2,251)	64,224	63,731	(493)	-0.8%
(4,330)	126,479	125,506	(973)	-0.8%

Explanation of Key Variances

Key Variances £'000	Service	Description (Note: FTE/WTE = Full/Whole Time Equivalent)	Mitigation Strategy (Overspends only)
Commissioner – Children, Youth & Families			
(535)	Corporate Critical - Children's Agency Placements	There is an underspend of £1.000m in respect of residential agency placements resulting from lower than budgeted numbers of children placed and average unit costs. There is a projected overspend of £0.065m on secure placements. However, this is an extremely volatile service area with very high unit costs and one or two placements can have a significant impact on the budget position.	Although underspending in total, there are areas of pressure within Children's Agency Placement budgets. In particular, the Children's Services Value for Money (VFM) project is effectively addressing the level of activity and spend in IFAs. The plan focuses on strengthening preventive services and streamlining social care processes including: <ul style="list-style-type: none"> implementing a tiered approach to the procurement of placements for looked after

Appendix 1 – Revenue Budget Performance

Key Variances £'000	Service	Description (Note: FTE/WTE = Full/Whole Time Equivalent)	Mitigation Strategy (Overspends only)
n/a	Community Health Services	The numbers of children placed in independent foster agency (IFA) placements continues to rise. During 2011/12 there were 164.52 FTE placements representing a 13.5% increase on the previous year (following a 23% increase from 2010/11). Currently there are 218.35 projected FTE placements against a budgeted number of 205.5 placements. This results in an anticipated overspend of £0.400m.	<p>children, reducing the proportion of high cost placements</p> <ul style="list-style-type: none"> improving the commissioning and procurement of expert assessments in care proceedings, strengthening arrangements for early permanence planning and increasing the numbers of in house foster placements able to provide tier 1 care. strengthening early intervention and preventive services and commissioning a transformation change programme to support the restructuring of social work services in the Children's Delivery Unit <p>The projections above assume that the risks described here will not create additional pressures in the Council's budget. These pressures are not accepted by the Commissioner for Children, Youth & Families, are subject to further discussion, and therefore have not been included in the overall projection.</p>
Commissioner – Learning & Partnership			
(110)	Home to School Transport	There is an underspend of £0.150m which reflects the continued reduction in the numbers of children being transported as well as the more favourable terms of the recently renegotiated contracts. This is partially offset by an overspend of £0.040m relating to the identified saving in denominational transport which is not now achievable as the proposal will now commence from September 2013 rather than September 2012.	

Appendix 1 – Revenue Budget Performance

Key Variances £'000	Service	Description (Note: FTE/WTE = Full/Whole Time Equivalent)	Mitigation Strategy (Overspends only)
Delivery Unit – Children & Families			
(165)	Corporate Critical - Disability Agency Placements	Although the projected number of children with disabilities placed is in line with the budget, the average unit costs are lower than anticipated resulting in the underspend.	
180	Social Work Teams	Following the reorganisation of the Social Work Teams in 2011/12 it is not anticipated that there will be any budget variance relating to staffing in this service. There is, however considerable pressure on the transport budget which it is anticipated will overspend by £0.100m in 2012/13. In addition there are a number of accommodation changes taking place and it is estimated that these combined with historic premises budget pressures may result in overspends of £0.080m in 2012/13.	Costs will be monitored closely over the next few months and efforts made to reduce costs or identify mitigating savings to bring this budget back in balance where possible.
150	Management & Administration Savings	There is also a potential overspend resulting from the current shortfall in the Management and Admin savings target for this branch. The original target of £0.697m was subsequently reduced to £0.447m but savings identified through the Voluntary Severance Scheme and use where appropriate of the Dedicated Schools Grant (DSG) have left a shortfall still to be found of £0.150m.	Vacancies will be scrutinised carefully to consider further potential opportunities to contribute to this saving as and when they arise.
Commissioner – People			
(41)	Commissioner – People	Minor underspend variances.	

Appendix 1 – Revenue Budget Performance

Key Variances £'000	Service	Description (Note: FTE/WTE = Full/Whole Time Equivalent)	Mitigation Strategy (Overspends only)
Delivery Unit – Adults Assessment			
See below	Assessment Services	An underspend of £0.774m is reported at Month 2 (representing 1.6% of the net budget). The service managed to both deliver a challenging savings target during 2011/12 and finish the year with an underspend of approximately £2m. Early indications are that significant progress is being made in meeting the 2012/13 savings target, albeit that some alternative savings have been identified to help offset those areas that are proving more difficult. There is a risk of £0.400m against extra care housing in particular. The underspend of £0.774m is split against client groups as follows:	
(519)	Corporate Critical - Community Care Budget (Older People)	Older People services are showing an underspend of £0.519m which is a continuation of the financial trends seen during 2011/12 and builds upon the success of re-ablement and other initiatives in delivering ongoing efficiencies.	
(237)	Corporate Critical - Community Care (Learning Disability)	Learning Disabilities are showing an underspend of £0.237m due mainly to the full year effect of management decisions taken during 2011/12 and over-achievement of financial recovery plan targets for the current financial year.	
(18)	Corporate Critical – Comm. Care Physical Disabilities and No Recourse to Public Funds (NRPF)	Minor underspend variances.	

Appendix 1 – Revenue Budget Performance

Key Variances £'000	Service	Description (Note: FTE/WTE = Full/Whole Time Equivalent)	Mitigation Strategy (Overspends only)
Delivery Unit – Adults Provider			
322		<p>Provider Services are reporting a pressure of £0.322m at Month 2 due to the risks against delivery of budget strategy savings on Learning Disabilities Accommodation as a result of the deferment of a decision at Adult Care & Health Committee.</p>	<p>The position will be closely monitored and reviewed over the next couple of months. Updated proposals for the Learning Disabilities Accommodation Strategy will be taken to a future meeting of Adult Care & Health Committee.</p>

Place - Revenue Budget Summary

2011/12 Provisional Outturn £'000	Unit	2012/13 Budget Month 2 £'000	Forecast Outturn Month 2 £'000	Forecast Variance Month 2 £'000	Forecast Variance Month 2 %
193	Commissioner - City Regulation & Infrastructure	3,032	3,032	0	0.0%
(445)	Delivery Unit - City Infrastructure	21,106	21,445	339	1.6%
(17)	Delivery unit - Planning & Public Protection	4,704	4,704	0	0.0%
(38)	Major Projects	228	228	0	0.0%
(307)	Total City Regulation & Infrastructure	29,070	29,409	339	1.2%
(506)	Commissioner - Housing	15,318	15,614	296	1.9%
205	Delivery Unit - Housing & Social Inclusion	502	502	0	0.0%
(301)	Total Housing	15,820	16,116	296	1.9%
(608)	Total Revenue - Place	44,890	45,525	635	1.4%

Explanation of Key Variances:

Key Variances £'000	Service	Description	Mitigation Strategy (Overspends only)
319	Corporate Critical - Parking Operations	Delivery Unit - City Infrastructure	
		There is a shortfall in the level of on-street pay and display income which has led to a shortfall against budget of £0.400m. There is a clear pattern of poor weather having a particularly negative impact on the on-street parking revenue. Uncertainty over the level of the contribution from NCP for the two leased car parks has led to a forecast overspend of £0.100m.	The off-street car parks are forecast to underspend against budget by £0.031m. Efficiencies in the removals service and enforcement contract variations will lead to expenditure savings of £0.150m. These will partially offset the risks described opposite.

Appendix 1 – Revenue Budget Performance

Key Variances £'000	Service	Description	Mitigation Strategy (Overspends only)
20	Other Sustainable Transport	There is a forecast overspend of £0.011m relating to staff overtime costs and £0.009m for transport costs.	Costs will be monitored closely and efforts made to bring the budget back in line.
Commissioner – Housing			
359	Corporate Critical - Temporary Accommodation & Allocations	The main pressure on Temporary Accommodation is from an expected increase in Bed and Breakfast spot purchase accommodation based on an average of 20 additional clients. The forecast also includes additional staffing costs which are required to manage the expected increase in clients & homeless applications. Collection rates of Housing Benefits in Bed and Breakfast are higher than forecasted and this excess is needed for shortfall provisions in Housing Benefits and subsidy loss which combine to an estimated total of £0.300m. The forecast includes an allowance for the more expensive renewal of landlord rents and for additional properties being more expensive.	This is a known service pressure area that needs to be managed in the context of the whole council budget position and considered in setting the 2013/14 and 2014/15 budget.
47	Housing Strategy & Development	The main pressure is from staffing within the Housing Strategy team based on spend to date.	Costs will be monitored closely and efforts made to bring the budget back in line.
(107)	Lead Commissioner	There is an under-spend against this service from over-achievement of value for money Management & Admin savings and savings against budgeted pension contributions which is being used to offset pressure against other services within Commissioner - Housing described above.	

Appendix 1 – Revenue Budget Performance

Key Variances £'000	Service	Description	Mitigation Strategy (Overspends only)
(3)	Other Commissioner - Housing	<p>In Housing Support Services there are internal pressures from loss of Supporting People funding (£0.161m), Landlord rent increases above 2% (£0.025m) and an inflationary increase on income budgets, agreed by Cabinet on 14th July 2011 on Housing Benefits and Client Contributions (£0.020m).</p> <p>In Private Sector Housing proposed HMO licence fees (subject to Housing Committee decision) have been set at a level that is reasonably expected to cover the costs of providing the service over the 5 year period. We are anticipating capitalising directly attributable costs against estates regeneration/ building new council homes of our own employees arising in the construction of any asset; this is to be confirmed.</p>	<p>These Housing Support Services pressures are largely offset by a reconfiguration of the service, a new lease agreement and an increase in Housing Benefit income through the use of additional rooms in all 3 hostels. There is a potential risk that additional staffing will be required to manage the units from an increase in numbers and vulnerability to cover the backlog.</p>

Appendix 1 – Revenue Budget Performance

Communities - Revenue Budget Summary

2011/12 Provisional Outturn £'000	Unit	2012/13 Budget Month 2 £'000	Forecast Outturn Month 2 £'000	Forecast Variance Month 2 £'000	Forecast Variance Month 2 %
11	Commissioner - Communities & Equalities	2,924	2,924	0	0.0%
(21)	Community Safety	2,132	2,132	0	0.0%
(5)	Commissioner - Sports & Leisure	1,157	1,157	0	0.0%
(21)	Commissioner - Culture	1,888	1,888	0	0.0%
(3)	Delivery Unit - Tourism & Leisure	3,051	3,597	546	17.9%
(39)	Total Revenue - Communities	11,152	11,698	546	4.9%

Explanation of Key Variances

Key Variances £'000	Service	Description	Mitigation Strategy (Overspends only)
Commissioner – Sport & Leisure			
0	Sport and Leisure	The forecast across Sport and Leisure commissioning budgets is currently break-even. However, the revenue implications of the recent surrender at short notice by the previous tenant of the Saltdean Lido lease are yet to be reflected. This is because a full assessment of the facility can only now take place with the Lido returned to the council and options developed for the future of the facility.	
Delivery Unit – Tourism & Leisure			
446	Venues	The Venues forecast overspend is due to the loss of the 2013 Holiday On Ice Show at £0.180m, reduced bookings for conferences and exhibitions at £0.144m and reduced bookings for entertainments at £0.122m.	In all areas actual and forecast income is closely reviewed and action is being taken to maximise any future business opportunities.

Appendix 1 – Revenue Budget Performance

Key Variances £'000	Service	Description	Mitigation Strategy (Overspends only)
100	Royal Pavilion and Museums	The Royal Pavilion and Museums forecast overspend is due mainly to security costs of £0.040m and an energy pressure of £0.060m resulting from a review of usage of shared facilities with the Dome.	In all areas actual and forecast income is closely reviewed and action is being taken to maximise any future business opportunities.

Appendix 1 – Revenue Budget Performance

Resources & Finance - Revenue Budget Summary

2011/12 Provisional Outturn £'000	Unit	2012/13 Budget Month 2 £'000	Forecast Outturn Month 2 £'000	Forecast Variance Month 2 £'000	Forecast Variance Month 2 %
(497)	Delivery Unit - City Services	13,013	13,041	28	0.2%
(551)	Housing Benefit Subsidy	(752)	(752)	0	0.0%
(32)	Resources	17,798	17,970	172	1.0%
(248)	Finance	6,322	6,322	0	0.0%
(42)	Strategic Leadership Team	1,168	1,168	0	0.0%
(1,370)	Total Revenue - Resources & Finance	37,549	37,749	200	0.5%

Explanation of Key Variances

Key Variances £'000	Service	Description	Mitigation Strategy (Overspends only)
Delivery Unit – City Services			
28	City Services	There are pressures on postage budgets within Revenues & Benefits of £0.018m and a pressure of £0.010m across Life Events.	Pressures are being actively managed to minimise or reduce costs. The risks against delivery of savings are also being reviewed and will be reported on over the next couple of months.
Resources			
0	Human Resources	The Human Resources Systems Thinking review is in progress; the transformation fund will fund the review along with specific direct investment required to improve service efficiency. The review is expected to inform the future resourcing requirements of the service and determine any potential savings or underlying budget pressure.	It is expected that any efficiencies delivered in the year will be used to maintain a breakeven position.

Appendix 1 – Revenue Budget Performance

Key Variances £'000	Service	Description	Mitigation Strategy (Overspends only)
30	Communications	<p>Communications are forecasting an overspend of £0.030m in 2012/13. This is mainly from staffing pressures resulting from increased demand and delivery of the communications strategy. This assumes the delivery of agreed savings of £0.039m made from ceasing the publication of City News and a further £0.040m against staffing. Revenue income of £0.150m is currently forecast from advertising and sponsorship contracts which are due to be awarded in July 2012. Additional revenue of £0.025m has been generated from external clients. Further revenue of £0.080m is expected to be generated but there are significant risks attached to this forecast. These include competitive tenders, completion of contracts before the end of the financial year and market instability in terms of the size of contracts awarded.</p>	<p>Savings continue to be made on communications across the council as a result of consolidating budgets. The overall spend on council-wide communications was reported at £2.900m for 2011/12 and work is ongoing to deliver greater efficiencies as part of the overall value-for-money programme. Additional revenue income opportunities will be explored wherever possible.</p>
142	ICT	<p>The main risks relate to delivery of the savings target for upgrading of telephony services (£0.060m) an element of which relates to the VFM programme as described in Appendix 4. Other risks include an operating cost pressure associated with equipment replacement, increased security compliance (£0.068m) and income pressures (£0.014m).</p>	<p>This is an early forecast which indicates that the ICT budget is under pressure. However, costs will be closely monitored and opportunities for cost reduction and other savings will be kept under review to balance the budget.</p>

Appendix 1 – Revenue Budget Performance

Corporate Budgets - Revenue Budget Summary

2011/12 Provisional Outturn £'000	Unit	2012/13 Budget Month 2 £'000	Forecast Outturn Month 2 £'000	Forecast Variance Month 2 £'000	Forecast Variance Month 2 %
242	Bulk Insurance Premia	3,419	2,994	(425)	-12.4%
(408)	Concessionary Fares	9,696	9,696	0	0.0%
205	Capital Financing Costs	8,862	9,212	350	3.9%
1	Levies & Precepts	167	167	0	0.0%
2,463	Corporate VfM Projects	(448)	(243)	205	45.8%
(1,125)	Risk Provisions	3,506	3,506	0	0.0%
1,138	Other Corporate Items	(33,475)	(33,491)	(16)	0.0%
2,516	Total Revenue - Corporate Budgets	(8,273)	(8,159)	114	1.4%

Explanation of Key Variances

Key Variances £'000	Service	Description	Mitigation Strategy (Overspends only)
Bulk Insurance Premia			
(425)	Bulk Insurance Premia	The budget for 2012/13 was increased by £0.410m to reflect the forecast increase in premium rates following an anticipated retendering exercise of some of the portfolio from 1 April 2012. In order to maximise value for money it was decided to defer the retendering so that all the council's insurance cover could be retendered at the same time from 1 April 2013. Negotiations to extend agreements with existing insurers were concluded with minimal changes in existing rates therefore the increased budget provision for this year will not be required. There is also a small forecast underspend on insurance claims expected to be paid during this year.	

Appendix 1 – Revenue Budget Performance

Key Variances £'000	Service	Description	Mitigation Strategy (Overspends only)
Capital Financing Costs			
350	Capital Financing Costs	There is an anticipated £0.375m pressure on financing costs due to reduced HRA borrowing as at 31 st March 2012 compared to that anticipated at budget setting time. With effect from 1 st April 2012 HRA borrowing is separate from other council borrowing. This has resulted in a greater element of the financing costs of the authority impacting on the General Fund than anticipated.	Where possible, underspends on other corporate budgets will be used to mitigate this pressure, notably Bulk Insurance Premia.
Corporate VFM Projects			
205	Corporate VFM Projects	A number of VFM projects relate to council-wide projects which will deliver savings across many, if not all, service areas. The associated savings targets are shown under Corporate Budgets awaiting allocation to individual service budgets as and when savings are identified and/or confirmed. If all savings are identified and achieved in 2012/13, the Corporate VFM Projects savings target above will reduce to zero by the end of the financial year.	Details of VFM Programme performance and variances are given in Appendix 4.
Risk Provisions			
0	Risk Provisions	There is a one-off risk provision of £1.000m and permanent risk provisions of £1.000m (general) and £0.863m (pay related matters). In addition, there are contingency budgets totalling £0.643m which consist of £0.392m for Historic Records Centre financing costs, £0.160m for carbon reduction commitments and £0.091m of general contingency. At this early stage in the year the forecast assumes that these budgets will be fully committed. This will be kept under review as the year progresses and, if appropriate, amounts may be released to support the overall position.	
Other Corporate Items			
(16)	Corporate	Additional income relating to the Learning Disabilities & Health	

Appendix 1 – Revenue Budget Performance

Key Variances £'000	Service	Description	Mitigation Strategy (Overspends only)
	Unringfenced Grants	Reform Grant.	

Housing Revenue Account - Revenue Budget Summary

2011/12 Provisional Outturn £'000	Housing Revenue Account	2012/13 Budget Month 2 £'000	Forecast Outturn Month 2 £'000	Forecast Variance Month 2 £'000	Forecast Variance Month 2 %
	Housing Revenue Account				
(572)	Employees	8,981	8,807	(174)	-1.9%
(538)	Premises – Repair	10,645	10,615	(30)	-0.3%
(20)	Premises – Other	3,442	3,442	0	0.0%
(469)	Transport & Supplies	2,042	2,042	0	0.0%
(67)	Support Services	1,981	1,981	0	0.0%
23	Third Party Payments	55	55	0	0.0%
-	Revenue contribution to capital	18,084	18,642	558	3.1%
(229)	Capital Financing Costs	7,777	7,219	(558)	-7.2%
(280)	Subsidy Payable	0	0	0	0.0%
(2,152)	Net Expenditure	53,007	52,803	(204)	-0.4%
83	Dwelling Rents (net)	(46,702)	(46,702)	0	0.0%
32	Other rent	(1,246)	(1,246)	0	0.0%
1	Service Charges	(4,152)	(4,152)	0	0.0%
(18)	Supporting People	(465)	(465)	0	0.0%
35	Other recharges & interest	(842)	(842)	0	0.0%
133	Net Income	(53,407)	(53,407)	0	0.0%
(2,019)	Total	(400)	(604)	(204)	-51.0%

Explanation of Key Variances

Key Variances £'000	Service	Description	Mitigation Strategy (Overspends only)
Housing Revenue Account			
(174)	Employees	This relates to vacancies throughout the service during the first few months of the year while recruitment to the new Housing and Social Inclusion structure is being finalised.	
558	Revenue Contribution to Capital	It is proposed to use the savings on Capital Financing costs (see below) to increase the revenue contribution to the capital programme in 2012/13 by the same amount, thereby reducing the need to borrow in future years which further reduces financing costs for the HRA. A transfer (virement) of budget between these two areas is therefore requested.	It is proposed to meet this expenditure by a transfer of funds requested from the Capital Financing budget (see below).
(558)	Capital Financing Costs	Capital financing costs are forecast to underspend by an estimated £0.558m due to a lower than anticipated borrowing requirement by the HRA for last financial year and the reduction in the self financing settlement payment due to the Government.	

Appendix 2 – Capital Programme Performance

People – Capital Budget Summary

2011/12 Outturn Variance £'000	Unit	2012/13 Original Budget £'000	Approved at other Meetings £'000	New Schemes Appendix 3 £'000	Variation, Slippage or reprofile £'000	2012/13 Budget Month 2 £'000	Forecast Outturn Month 2 £'000	Forecast Variance Month 2 £'000	Forecast Variance Month 2 %
14	Commissioner - Learning & Partnership	25,664	0	90	1,339	27,093	27,093	0	0.0%
(17)	Delivery Unit - Children's & Families	351	0	42	0	393	393	0	0.0%
(3)	Total Children's Services	26,015	0	132	1,339	27,486	27,486	0	0.0%
0	Commissioner - Adult Services	149	0	0	0	149	149	0	0.0%
0	Delivery Unit - Adults Provider	73	0	373	105	551	551	0	0.0%
0	Delivery Unit - Adults Assessment	367	0	0	0	367	367	0	0.0%
0	Total Adult Services	589	0	373	105	1,067	1,067	0	0.0%
(3)	Total People	26,604	0	505	1,444	28,553	28,553	0	0.0%

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

Detail Type	£'000	Project	Description	Mitigation Strategy
Commissioner – Learning & Partnership				
Variation	1,339	New Pupil places	A report was presented to Cabinet in March showing the allocation of Structural Maintenance, Pupil Places and Condition cost centres within Commissioner – Learning & Partnership for 2012/13. Since then there has been an additional allocation of £1.840m of grant for 2012/13 and £1.339m has been allocated mainly to a new school at the former Hove Police Station (see report elsewhere on this agenda). The remaining	

Appendix 2 – Capital Programme Performance

Detail Type	£'000	Project	Description	Mitigation Strategy
			£0.501m will be allocated later in the year. Approval for a budget variation of £1.339m is therefore requested.	
Delivery – Adults Provider				
Variation	105	Telecare	In order to support an ageing population with increasing social care needs, The Council are increasing the use of technology (Carelink and Telecare) in peoples homes to support them to continue living independently at home (this includes fire and flood alerts, gas safety alerts, and medication reminders). Telecare can provide a more cost effective and less intrusive alternative to traditional homecare. The risks of not investing in technology are that this will increase costs of alternative care and increase admissions into residential care. This will be funded from Adult Social Care capital resources as set out in the February Capital Programme report to Council. Approval for a budget variation of £0.105m is therefore requested.	

Appendix 2 – Capital Programme Performance

Place – Capital Budget Summary

2011/12 Outturn Variance £'000	Unit	2012/13 Original Budget £'000	Reported At other Meetings £'000	New Schemes in Appendix 3 £'000	Variation, Slippage or reprofile £'000	2012/13 Budget Month 2 £'000	Forecast Outturn Month 2 £'000	Forecast Variance Month 2 £'000	Forecast Variance Month 2 %
161	Commissioner - City Regulation & Infrastructure	7,325	0	1,610	0	8,935	8,935	0	0.0%
(404)	Delivery Unit - City Infrastructure	7,225	0	0	0	7,225	7,225	0	0.0%
(1)	Major Projects	866	0	0	0	866	866	0	0.0%
(244)	Total City Regulation & Infrastructure	15,416	0	1,610	0	17,026	17,026	0	0.0%
1	Commissioner - Housing	4,787	0	0	2,223	7,010	7,010	0	0.0%
(1,299)	Delivery Unit - Housing & Social Inclusion (HRA Capital)	38,768	0	0	0	38,768	38,768	0	0.0%
(1,298)	Total Housing	43,555	0	1,610	2,223	45,778	45,778	0	0.0%
(1,542)	Total Place	58,971	0	1,610	2,223	62,804	62,804	0	0.0%

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

Detail Type	£'000	Project	Description	Mitigation Strategy
Commissioner – Housing				
Variation	1,500	Private Sector Housing Renewal	The Government announced as part of the autumn 2010 Comprehensive Spending Review that further Regional Housing Board private sector housing renewal funding would not be made available. Therefore the BEST funded Private Sector Housing Renewal capital programme came to an end.	

Appendix 2 – Capital Programme Performance

Detail Type	£'000	Project	Description	Mitigation Strategy
			<p>In light of the above, Council (23 February 2012 budget meeting) agreed revenue support for capital funding of £1.500m for 2012/13 to fund a private sector housing renewal programme subject to further information being presented to Members.</p> <p>This housing renewal capital funding supports Private Sector Housing Renewal Assistance Policy investment priorities, making best use of private sector housing and improving homes of eligible vulnerable households through a range of measures including: renewal assistance for private sector decent homes; energy efficiency measures; Disabled Facilities Grant 'top up' & assistance; and bringing empty private sector homes back into use.</p> <p>No private sector housing renewal capital funding is identified for 2013/14 at this time.</p>	
Variation	723	Disabled Facilities Grant	<p>Approval for a budget variation of £1.500m is therefore requested.</p> <p>The Council has been awarded £0.723m Disabled Facilities Grant (DFG) funding for 2012/13. Approval for this expenditure is sought. Disabled Facilities Grants are mandatory, and are not dependent on the Council's Housing Renewal Policy.</p> <p>However, the Housing Renewal Policy currently supports DFG funding through private sector housing renewal capital top-up and additional disabled assistance measures.</p> <p>Approval for a budget variation of £0.723m is therefore requested.</p>	

Appendix 2 – Capital Programme Performance

Communities - Capital Budget Summary

2011-12 Outturn Variance £'000	Unit	2012/13 Original Budget £'000	Reported at other Meetings £'000	New Schemes in Appendix 3 £'000	Variation, Slippage or reprofile £'000	2012/13 Budget Month 2 £'000	Forecast Outturn Month 2 £'000	Forecast Variance Month 2 £'000	Forecast Variance Month 2 %
0	Commissioner - Sports & Leisure	799	0	675	0	1,474	1,474	0	0.0%
563	Delivery Unit - Tourism & Leisure	3,524	0	0	0	3,524	3,524	0	0.0%
563	Total Capital Communities	4,323	0	675	0	4,998	4,998	0	0.0%

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

At Month 2 there are no items to report for Communities.

Appendix 2 – Capital Programme Performance

Resources & Finance - Capital Budget Summary

2011-12 Outturn Variance £'000	Unit	2012/13 Original Budget £'000	Approved at other Meetings £'000	New Schemes in Appendix 3 £'000	Variation, Slippage or reprofile £'000	2012/13 Budget Month 2 £'000	Forecast Outturn Month 2 £'000	Forecast Variance Month 2 £'000	Forecast Variance Month 2 %
9	Delivery Unit - City Services	1,774	0	0	0	1,774	1,774	0	0.0%
74	Resources	8,867	0	35	500	9,402	9,402	0	0.0%
0	Finance	139	0	0	0	139	139	0	0.0%
83	Total Capital Resources & Finance	10,780	0	35	500	11,315	11,315	0	0.0%

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

Detail Type	£'000	Project	Description	Mitigation Strategy
Resources				
Variation	270	ICT – Communications & infrastructure	<p>The capital budget for the Communications & Infrastructure scheme within ICT is at present £0.121m. Within the Budget agreed in February there is a provision of £0.500m resources for ICT under new schemes. Communications & Infrastructure requires £0.270m of this £0.500m to make a total budget of £0.391m. This budget will cover:</p> <p>£0.090m Telephony - This includes: procurement costs for Voice Services contract. Investment in a converged voice platform (removal of Centrex dependency). The Voice Services contract will be tendered in 2013. We are building on the existing telephony platform investment and upgrading to remove any remaining proprietary restrictions. The Council is committed in partnership with East Sussex County Council to award the Sussex Public Service Network contract during 2012.</p>	

Appendix 2 – Capital Programme Performance

Detail Type	£'000	Project	Description	Mitigation Strategy
			<p>£0.225m Network Infrastructure – This includes: procurement costs for the Sussex Public Service Network. Replacement of aged network switches and security appliances (e.g. firewalls). Upgrade of the local area network (LAN) capacity to support data traffic resulting from increased density of staff and the Workstyles programme. Changes to the core network infrastructure are also needed to accommodate the introduction of multiprotocol label switching (MPLS) technology i.e. faster network telecommunications.</p> <p>£0.076m Storage & Server Capacity – This includes: development of a data storage and backup solution to support current growth in data and Disaster Recovery (DR) capability. ICT will explore hosted or commoditised options to increase data storage, e.g. to support further rollout of electronic document management. This will include exploring the potential to move to a subscription based storage model (Cloud storage).</p> <p>Approval for a budget variation of £0.270m is therefore requested.</p>	
Variation	230	ICT – Information Management	<p>The capital budget for the Information Management scheme within ICT is at present £0.244m. Within the Budget agreed in February there is a provision of £0.500m resources for ICT under new schemes. Information Management requires the remaining £0.230m of this £0.500m to make a total budget of £0.474m. This budget will cover:</p> <p>£0.025m Common means of authenticating - Initial implementation of identity and authentication management ('single sign on' for users) to support citizen access, self service and improved opportunities for collaboration and partnership working.</p> <p>£0.100m Information System Integration - Initial implementation of a Customer Experience Platform (CEM) to develop a single personalised customer interface.</p>	

Appendix 2 – Capital Programme Performance

Detail Type	£'000	Project	Description	Mitigation Strategy
			<p>£0.075m Planning System Migration - The City Planning system migration project is well underway. Its completion will deliver a much improved customer service and support the system rationalisation.</p> <p>£0.174m Implement Target Server Architecture – This includes: migration to a single platform which will deliver improved management of the content within our intranet and internet environments. Data mapping in support of intelligence usage, data matching and records management. Initial development of a customer index.</p> <p>£0.100m Information Governance and Security - Internal data security and extension of Sharepoint for external partners.</p> <p>Approval for a budget variation of £0.230m is therefore requested.</p>	

New Capital Project Approval Request				
Unit:	Commissioner – Learning & Partnership			
Project title:	St Bartholomew’s School Playground Improvements			
Total Project Cost (All Years)	£90,000			
Purpose, benefits and risks:				
This project is for the refurbishment of St Bartholomew’s School Playground and is to be funded from S106 monies.				
Capital expenditure profile (£’000):				
Year	2012/13	2013/14	2014/15	TOTAL
S106 Funding	90	0	0	90
Total estimated costs and fees	90	0	0	90
Financial implications:				
Section 106 Agreements (S106) and Unilateral Undertakings are types of Planning Obligation authorised by Section 106 of the Town and Country Planning Act 1990. They are legal agreements between the Local Planning Authority and the applicant / developer and aim to balance the extra pressure created by new developments with improvements to ensure that the new development makes a positive contribution to the local area and community.				

New Capital Project Approval Request

Unit: Delivery Unit - Children & Families
 Project title: Tamer Lift
 Total Project Cost (All Years): £42,000

Purpose, benefits and risks:

The Tamer lift is continually breaking down with resultant problems for the Children’s Centre and the Friends Centre. The Council is required to improve this lift to meet Health & Safety guidelines.

Capital expenditure profile (£’000):

Year	2012/13	2013/14	2014/15	TOTAL
Capital Reserves	42	0	0	42
Total estimated costs and fees	42	0	0	42

Financial implications:

In March 2012 funding was set aside for this from revenue for the cost of these improvements and this was put into capital reserves to fund the works in 2012/13.

New Capital Project Approval Request				
Unit:	Delivery – Adults Provider			
Project title:	Learning Disability Accommodation			
Total Project Cost (All Years):	£373,300			
Purpose, benefits and risks:				
<p>Council-provided accommodation for people with learning disabilities requires capital works to maintain a safe and effective environment that meets residents' needs. Details of capital works need to be further considered following the decision at Adult Care and Health Committee to defer consideration of the learning disabilities accommodation strategy. Adaptations and reconfiguration will be required to ensure that specific needs of the disabled residents are met. The risks of not adapting the homes are that people with challenging behaviour will be unable to be accommodated safely in the City. The benefits are that we will be able to support more people with high level needs in the City than at present and at reduced cost.</p>				
Capital expenditure profile (£'000):				
Year	2012/13	2013/14	2014/15	TOTAL
Grant Funding	373	0	0	373
Total estimated costs and fees	373	0	0	373
Financial implications:				
<p>The following capital works were identified to support the report on “Re-modelling in-house accommodation for people with a learning disability” presented to Adult Care & Health Committee on 25 June 2012, and to realise future revenue savings:</p> <ul style="list-style-type: none"> • Rutland Gardens £149,000 - Rear extension, new kitchen, new bathroom and some re-modelling. • 83 Beaconsfield Villas £36,300 - Relocate kitchen to lounge area to create extra bedroom. • 20 Windlesham Road - Top floor £188,000 - Convert into self-contained flat. <p>The detail of the capital plans may need to change as a result of the deferment of the decision to re-model the accommodation.</p> <p>This new scheme will be funded from the social services grant funding approved by Cabinet in February 2012.</p>				

New Capital Project Approval Request

Unit: Commissioner - City Regulation & Infrastructure
 Project title: The Level Restoration Project
 Total Project Cost (All Years): £2,150,000

Purpose, benefits and risks:

A successful bid was made to the Heritage Lottery Fund and Big Lottery Fund 'Parks for People' grant. The overall project value for the bid is £2.900m and this includes increased Management & Maintenance costs for the first 5 years (once the capital works are completed), additional project staff, costs for the Activity Programme, capital works and professional fees. The table below shows the detailed costings of the scheme.

The Capital Costs elements of this project total £2.150m and include:

- Demolition and removal of: buildings that house staff facilities, the small building being used as the Rangers Hut, skate park ramps, play equipment, hard surfacing, old fencing and park furniture;
- Restoration of the 1930's design layout of the south end of the park which includes the original symmetrical layout of the paths and planting beds and the two Pavilion buildings, bridges, columns and pergolas;
- Restoration of full footprint of the original boating pond as a new interactive water fountain feature;
- Creation of a new sensory garden, lawns and pétanque area in the south end of the park; and
- Construction of a new building housing the café with indoor and outdoor terrace seating, public toilets and staff facilities.

Approval to adopt the new Master Plan for The Level and submit our Heritage Lottery Fund bid was granted at the Environment, Transport & Sustainability Cabinet Members Meeting on the 5th July 2011 (Item 11).

Capital expenditure profile (£'000):

Year	2012/13	2013/14	2014/15	TOTAL
Heritage Lottery Fund	1,241	664	0	1,905
S106 Developers Contribution	74	60	0	134
Revenue Contribution to Capital	111	0	0	111
Total estimated costs and fees	1,426	724	0	2,150

Financial implications:

The funding from the various sources has been secured and the financial implications are contained within the table above. There are no ongoing revenue implications.

New Capital Project Approval Request

Unit: Commissioner – City Regulation & Infrastructure
 Project title: The Level Playground Project
 Total Project Cost (All Years): £278,000

Purpose, benefits and risks:

Separate to the above bid, there are also plans to replace the playground at The Level. This was not included in the bid as Section 106 funding was already assigned for this piece of work. We have also been successful in securing some funding from the Short Breaks for Disabled Children Capital Grant to make the playground more inclusive for children with disabilities. This money will be spent on sensory play equipment and also on the electronic equipment needed for a new Changing Places toilet which is being built as part of the larger Heritage Lottery funded Restoration Project.

Plans to build a new playground were included in the Master Plan which was signed off at Environment, Transport & Sustainability Cabinet Members Meeting on the 5 July 2011 (Item 11).

Capital expenditure profile (£'000):

Year	2012/13	2013/14	2014/15	TOTAL
Short Breaks for Disabled Children	43	22	0	65
S106 Expenditure	141	72	0	213
Total estimated costs and fees	184	94	0	278

Financial implications:

The funding from the various sources has been secured and the financial implications are contained within the table above.

New Capital Project Approval Request

Unit: Commissioner – Sports & Leisure
Project title: All Weather Pitch (Stanley Deason Leisure Centre)
Total Project Cost (All Years): £175,000

Purpose, benefits and risks:

There are two Artificial Grass Pitches (AGPs) located at Stanley Deason Leisure Centre which are important community facilities, popular with sports clubs, schools and colleges. They attract approximately 100,000 participants pa. The lower pitch is approximately 15 years old and has come to the end of its life. The pitches are heavily used and the surface of the lower pitch is now very worn. The project involves the replacement of the lower pitch with a new, technically superior surface. The technology of AGPs has moved on considerably from when the lower pitch was originally laid and there is strong demand from users for an upgraded, modern surface. The project will provide a much better quality playing surface for ball sports whilst still being suitable for recreational hockey.

The council recently published a new Sports Facilities Plan for the city which highlighted a number of deficiencies in the provision of suitable sports facilities. One of the 8 key recommendations is to 'improve the quality and quantity of Artificial Grass Pitches'. This project will therefore directly help in meeting this recommendation.

The only alternative option is to continue operating the AGP in its current condition. This is not being considered as it would be detrimental to existing users who are then likely to stop using it. A decline in usage would contravene the council's commitment within the city Sports & Active Living Strategy to increase participation in sport and recreation. There would also be safety concerns about the quality of the surface if it was left to deteriorate further.

The project will require some specialist advice on the different types of surface and we shall consult with Freedom Leisure, who operate Stanley Deason Leisure Centre on behalf of the council as part of the citywide Sports Facilities Contract.

Capital expenditure profile (£'000):				
Year	2012/13	2013/14	2014/15	TOTAL
Unsupported Borrowing	175	0	0	175
Total estimated costs and fees	175	0	0	175
Financial implications:				

The all weather pitch will be funded from unsupported borrowing to be repaid over 15 years. The revenue funding needed for this (£0.019m pa) is included in the approved revenue budget.

New Capital Project Approval Request

Unit: Commissioner – Sports & Leisure
 Project title: Withdean Running Track
 Total Project Cost (All Years): £500,000

Purpose, benefits and risks:

The improvement of athletics facilities is central to the development of Withdean Sports Complex as a major multi sport hub. One of the 8 key recommendations of the council's Sports Facilities Plan 2012 - 2022 is to "Improve existing athletics facilities including replacement of the track at Withdean".

The project will replace the existing track surface as well as run up surfaces for pole vault, high jump, javelin and long / triple jump. The track surface is considerably worn and needs to be replaced to prevent further deterioration and decline in use. The track was originally laid in 1980 and re-sprayed in 1999. It is currently sustained in use through a series of patches and repairs. An inspection report (March 2012) by Peter Sutcliffe, UK Athletics Safety and Facilities Manager, recommended early replacement as the most effective and economic way of planning the long term future of the track.

The lead resident clubs – Brighton and Hove City Athletics Club and Phoenix Athletics Club - have identified the negative impact which the decline in standard of the track has upon their operations. Increasingly their own athletes are training elsewhere mainly in order to avoid injury from the hardness of the track; prospective members are discouraged and the clubs cannot promote significant meets at the track. Withdean, which used to be a major venue for athletics up to national standard including hosting the AAA Junior Championships, now has only one county event per year. A refurbished track will considerably enhance the standard of events that can be held at Withdean.

The track is significant to local schools and the city's two universities, with a combined total of 33,000 students, neither of which has a track of its own. Throughout the city, among athletes and non athletes, there is a strong recognition of the role which the track plays and the opportunities that will be created by the project.

Capital expenditure profile (£'000):

Year	2012/13	2013/14	2014/15	TOTAL
Unsupported Borrowing	500	0	0	500
Total estimated costs and fees	500	0	0	500

Financial implications:

The all weather running track will be funded from unsupported borrowing to be repaid over 15 years. The revenue funding needed for this (£0.054m pa) is included in the approved revenue budget.

New Capital Project Approval Request

Unit: Resources – Property & Design
 Project title: Brighton & Hove Farm Partnership
 Total Project Cost (All Years): £35,000

Purpose, benefits and risks:

The Council has received £35,000 from the Environment Agency for groundwater protection in Brighton & Hove farms.

Capital expenditure profile (£'000):

Year	2012/13	2013/14	2014/15	TOTAL
Grant Funding	35	0	0	35
Total estimated costs and fees	35	0	0	35

Financial implications:

Grant monies have been received from the Environment Agency for 'Groundwater Protection in Brighton & Hove Farms Partnership'.

Value for Money Programme Performance

Projects	Savings Target £m	Achieved £m	Anticipated £m	Uncertain £m	Achieved %
Adult Social Care	1.172	0.155	1.017	0.000	13.2%
Children's Services	0.301	0.000	0.301	0.000	0.0%
ICT	0.361	0.135	0.182	0.044	37.4%
Procurement *	1.341	0.000	1.341	0.000	0.0%
Procurement (2011/12)	0.355	0.108	0.147	0.100	30.4%
Workstyles	0.270	0.200	0.070	0.000	74.1%
Systems Thinking/Process Efficiencies *	0.500	0.000	0.500	0.000	0.0%
Management & Admin	2.358	2.127	0.126	0.105	90.2%
Additional Management Savings 2012/13	0.275	0.000	0.275	0.000	0.0%
Client Transport	0.000	0.000	0.000	0.000	0.0%
Total All VfM Projects	6.933	2.725	3.959	0.249	39.3%

* These savings are 'non-cashable' and will be retained by the service areas in which they occur.

Explanation of 'Uncertain' VfM Savings:

Key Variances £'000	Description	Mitigation Strategy for Uncertain Savings
ICT		
44	A potential risk has arisen in relation to Telephony provision where anticipated savings may not be as high as expected. There are a number of contracts relating to this service area that need to be realigned in order to realise full potential savings and efficiencies.	ICT are continuing to work with Procurement Category Managers to review contractual arrangements and identify a possible route for restructuring contracts.
Procurement (2011/12)		
100	There is a residual saving of £0.355m held over from 2011/12 in relation to the Procurement VfM Project. £0.108m has been identified from Social Care contracts,	Contracts and supply categories (Category Management) are continually being reviewed as and when renewals, tenders and new procurements are notified. Where there

Key Variances £'000	Description	Mitigation Strategy for Uncertain Savings
	<p>while a further £0.147m has been identified as potential savings. This leaves £0.100m yet to be identified from contracts where savings can be taken by the corporate centre.</p>	<p>is an opportunity to take a share of potential savings corporately, this will contribute to the outstanding 2011/12 savings target.</p>
Management & Administration		
105	<p>The achievement of the Management & Administration saving was underpinned by a Voluntary Severance Scheme (VSS). The outcome of the Scheme, in financial terms, indicates that approximately £1.142m was achieved in 2011/12 leaving a full-year effect saving of £2.358m to be achieved in order to achieve the full saving of £3.500m over the two years. Currently, the savings target is expected to be achieved with the exception of £0.105m which is at risk.</p>	<p>Overall, significant savings of £3.395m are expected to be delivered against the two-year target of £3.500m. Options for meeting the shortfall will be considered alongside opportunities to meet the Additional Management Savings 2012/13 VFM target.</p>

Subject:	Budget Update and Budget Process 2013/14		
Date of Meeting:	12 July 2012		
Report of:	Director of Finance		
Contact Officer:	Name:	Mark Ireland	Tel: 29-1240
		James Hengeveld	29-1242
	Email:	mark.ireland@brighton-hove.gov.uk	
		james.hengeveld@brighton-hove.gov.uk	
Key Decision:	No		
Ward(s) affected:	All		

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

- 1.1 This report sets out the financial context the Council is working in. There are significant national changes to local government finance in 2013/14 and a new financial settlement due from government in November 2012. This creates a greater degree of uncertainty over the budget planning parameters for the council than has been experienced in recent years. The council's approach to preparing its budget proposals therefore needs to be flexible and adaptable as circumstances change.
- 1.2 The process set out in this report builds on the council's first two year budget planning undertaken in 2012/13 and further develops the open and transparent engagement and consultation approach.

2. RECOMMENDATIONS:

That the Policy & Resources Committee –

- 2.1 Note the resource and expenditure projections for 2013/14 to 2015/16 set out in paragraph 3.26.
- 2.2 Instruct Directors to develop budget proposals for 2013/14 on the basis of:
 - a 3.5% council tax increase
 - the principles set out in paragraph 3.35
 - the consultation and engagement approach set out in paragraph 4
- 2.3 Instruct the Directors to develop outline budget proposals for 2014/15 alongside the detailed proposals for 2013/14.
- 2.4 Note the resource projections for the capital investment programme as shown in appendix 2.

3 RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

2012/13 Council Tax & referendum

- 3.1 There was a freeze in the overall council tax for residents of Brighton & Hove for 2012/13. The overall average across the country was a 0.3% increase and for unitary councils there was an increase of 0.6%. The level of council tax at band D remains significantly lower than most other councils in Sussex.

2011/12 Outturn

- 3.2 The 2011/12 provisional outturn was presented to Policy & Resources on 14th June 2012 and showed an underspend of £4.370m. Commitments have been made against that underspend both by Budget Council in February and Policy & Resources Committee in June. The remaining unallocated general reserves after all commitments is £0.388m and is available to support any overspend in 2012/13 and setting the 2013/14 budget.

2012/13 Budget Position

- 3.3 A high level forecast of the likely level of spending at the end of this financial year based on spending patterns in the first 2 months of the year is shown in the TBM 2 report elsewhere on this agenda. It shows an overall projected overspend for council controlled budgets of £0.522m. This assumes the delivery of the extensive savings package agreed for 2012/13 and the use of all risk provisions. Service areas that are overspending are required to develop financial recovery plans so that a breakeven position is achieved, and the financial planning in this report assumes that this is achieved.

Medium Term Financial Strategy 2013/14 – 2015/16

Resources

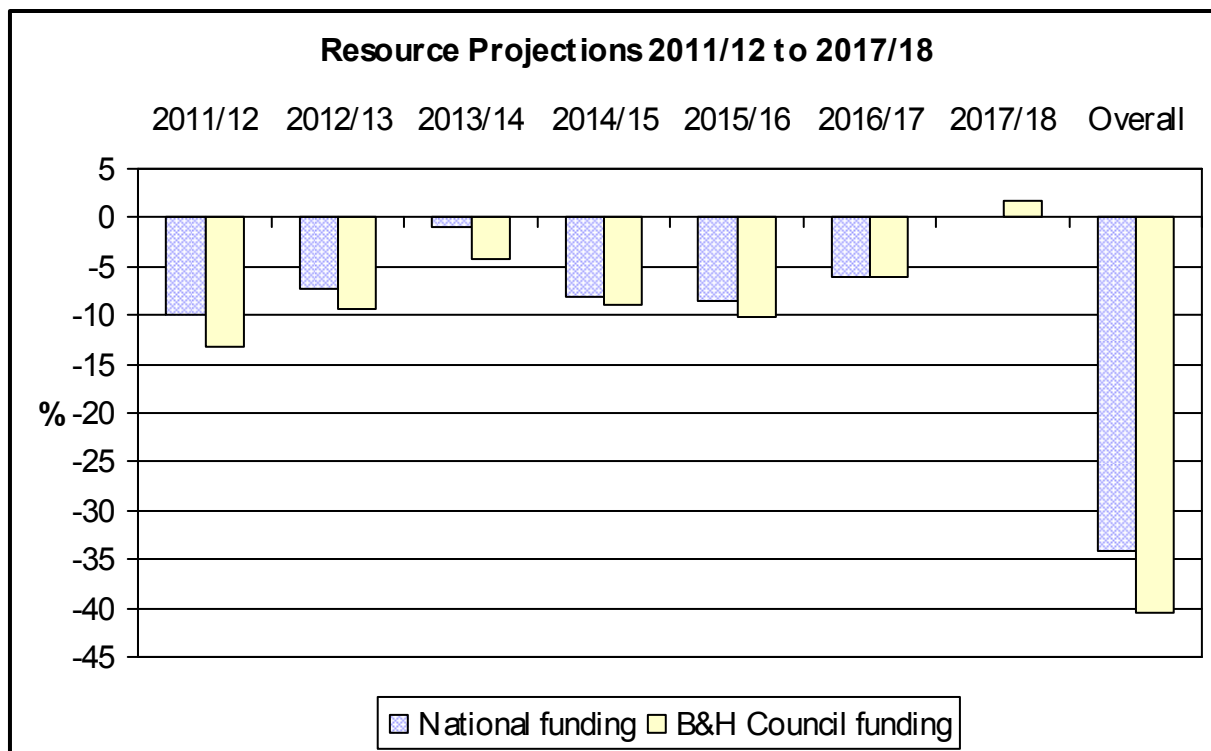
Business Rates Retention

- 3.4 The new Business Rates Retention (BRR) scheme will be introduced from 1 April 2013. Under the scheme local authorities will no longer receive formula grant as this will be replaced with localised business rates income calculated under the BRR scheme.
- 3.5 The government recently published a series of statement of intent papers which provided some further information on the BRR scheme including:
- Business rates will be shared between central and local government on a percentage basis, 'central share' and 'local share' respectively. Government has set both the central share and local share at 50%. The local share of business rates will be retained in full by local government and councils will keep all business rates growth on this local share, subject to any levy payments that may be due. The central share will be paid to the Secretary of State and used in its entirety to fund the local government sector.

- Fixing the local share at 50% until any reset of the system, which is not expected until 2020 at the earliest.
- Transferring a number of specific grants into the BRR scheme from 1 April 2013. The specific grants transferring that relate to the council are listed at paragraph 3.10. The methodology for transferring these specific grants will be consulted on in the summer and the financial implications will be assessed at that time.
- Proposing a safety net threshold in the region of 7.5% to 10% below the spending baseline to protect authorities against any very significant reduction in resources. The safety net will be funded by levy payments.
- Proposing a proportional levy ratio of 1:1 to recover any disproportionate financial benefit arising from business rates base increases. A 1:1 levy ratio means that for every 1% increase in business rates base, an authority would see no more than a corresponding 1% increase in income as measured against its spending baseline.
- Further details on pooling arrangements were given where authorities can come together and pool business rates with the aim of building growth across a wider area. Government has requested expressions of interest from groups of authorities who seriously think they might want to be part of a pooling arrangement under the BRR scheme for 2013/14 by 27th July 2012.

Whilst the statement of intent papers have provided additional information there still remains a lot of uncertainty on the BRR scheme and further set-up and operational details will follow in a summer consultation. The council is not intending to submit an expression of interest for pooling 2013/14 owing to the lack of clarity about the financial risks and rewards that would arise and the timetable involved. Officers will work on investigating pooling implications once further details on the scheme and financial implications are issued to determine whether pooling is an option in future years.

- 3.6 The chart below shows the resource forecasts up to 2017/18 as funding for local authorities transfers from the formula grant system to the business rates retention model. The forecasts are uncertain at this stage as the Government still has to make important decisions on how the proposals will work in practice and data used in the model will need to be refined over the coming months when further details on baseline funding and spending become available.



Specific Grants

- 3.7 The council resources continue to be supported by a number of specific grants from government although the level of these grants have yet to be announced for 2013/14. A number of these grants are unringfenced and treated as a general resource to the council; as the government has been reducing the level of support through specific grants an allowance of £0.45m service pressure funding for reductions in unringfenced grants has been included in the budget projections.
- 3.8 The council will receive a new unringfenced grant for Council Tax Support to replace council tax benefit subsidy as part of the localisation of Council Tax benefit from the 1st April 2013. Further details of this change are included in paragraphs 3.19 – 3.21.
- 3.9 From 1 April 2013 the council will receive a ring-fenced public health grant to fund new public health responsibilities. The formula to distribute the grant still needs to be finalised by the Department of Health and actual allocations for 2013/14 are due to be published by the end of 2012. Estimates of baseline public health spending for 2012/13 have been issued for each local authority based on 2010/11 data and the amount for Brighton & Hove council is £12.781m. The Council is engaged with Health to ensure that the resources associated with all Public Health responsibilities are identified, reflect agreed strategies, and are used to inform updated Department of Health data gathering.
- 3.10 The consultation on the replacement of formula grant with business rates retention includes proposals to roll some specific grants into general resources, however the detail has yet to be confirmed. Below are the grants proposed to be transferred that affect Brighton and Hove: -

- Council Tax Support Grant
- Early Intervention Grant (excluding funding for free early education for 2 year olds)
- Homelessness Prevention Grant
- A proportion of the Lead Local Flood Authorities Grant
- Learning Disability and Health Reform Grant
- A proportion of Sustainable Drainage Systems Maintenance Grant

Schools Funding

- 3.11 The Department for Education (DfE) wants to create a simple, more consistent and transparent funding system in which head teachers, principals, governors and parents have confidence. This will be a system that:
- a) maintains local discretion over funding;
 - b) ensures as much funding reaches schools as possible;
 - c) maintains and improves the arrangements for equivalent and consistent funding between maintained schools and Academies;
 - d) enables leaders to understand the basis on which their institutions are funded;
 - e) supports the needs of pupils; and,
 - f) is more responsive to pupil numbers and demand from parents.
- 3.12 The first part of this will be to work on the basis that as many services and as much funding as possible will be delegated to schools. This will give head teachers, principals and governors much more control over how funding is spent. Only in a small number of cases, for example where maintained schools through the Schools Forum have agreed to pool funding for the provision of certain services, will funding be held centrally.
- 3.13 The Dedicated Schools Grant (DSG) will be split into three notional blocks :- schools, early years and high needs. In 2013/14 these will be calculated based on local authorities' planned 2012/13 budgets. The blocks will not be ring-fenced but the DfE will continue to ring-fence the DSG as a whole. The Schools block will be calculated using pupil numbers from the October School Census. The Early Years block will continue to be funded on the basis of the January count. The High Needs block will cover funding for education provision for high needs pupils and students from birth to 25, in line with the proposals set out in the Green Paper on SEN and Disability.
- 3.14 From 2013/14, the DfE has informed Local Authorities that regulations will be amended so that funding can only be distributed to schools based on 10 factors. The council's current distribution model includes 34 factors.

- 3.15 To dampen the changes in budgets that will be experienced by some schools as a result of new, simplified local formulae and to give schools sufficient time to plan for the effects of any budget reductions, the DfE will continue the Minimum Funding Guarantee (MFG) at minus 1.5% per pupil in 2013/14 and 2014/15. The DfE will consider looser arrangements thereafter.
- 3.16 In order to make any formula changes affordable, the DfE will allow gains at a per pupil level to be capped or scaled back. This would avoid a situation where schools inevitably take time to incur extra expenditure if they have a large increase in funding, and balances rise as a result. At present, transitional arrangements can be applied to changes in specific factors, but there is no general equivalent to the MFG to limit gains. The DfE will not set a nationally prescribed maximum gain, but will leave that as a local decision, taking into account the affordability of protection.

New Homes Bonus

- 3.17 New Homes Bonus is a funding incentive for local authorities to facilitate the creation of new homes in their area. The council will receive approximately £0.4m per annum for 6 years from the second tranche. Allocations of this funding were agreed at Budget Council on the 23 February 2012. Using the latest data available from the council tax register to the end of May the council could receive a further £0.8m per annum for 6 years starting in 2013/14. This forecast will change as data on the register changes until October when the data is submitted to the Government who will announce initial funding allocations for 2013/14 in December. This latest forecast has been built into the budget with £0.4m being used for new initiatives and the remaining £0.4m used to support the overall budget position in accordance with the principles set out in the Medium Term Financial Strategy.

Fees and Charges

- 3.18 Fees and charges are assumed to increase by a standard inflation of 2% each year. Details of fees and charges for 2013/14 will be presented to the relevant Committee and on to Council, where appropriate, prior to Budget Council. In addition, an overarching review of fees and charges will be undertaken prior to Budget Council to ensure there is no cumulative impact of proposed changes to fees and charges on vulnerable groups.

Council Tax Support

- 3.19 The government has decided there will no longer be a national Council Tax Benefit system from 1st April 2013 and in its place the council will need to introduce its own local council tax support system. The replacement scheme will be a discount on council tax rather than a benefit and therefore this will mean the Council Tax base will be reduced to reflect the discounts being provided in the same way single person discounts are applied. A detailed report on the new Council Tax Support scheme is included elsewhere on this agenda.

- 3.20 The government has announced an indicative level of grant to compensate for the loss of Council Tax Benefit Subsidy of £18.9m for the Council element of the council tax (the police and fire authority will also receive grant for their elements). This amount is based on the planned 10% reduction. However the government had also assumed a reduction nationally in the cost of the benefit scheme due to a reduction in claimants (although this is not borne out locally) and therefore the real reduction in funding for Brighton and Hove is over 11%. In addition the proposed grant takes no account of council tax increases and therefore the additional cost of discounts to cover council tax increases will be met by the council.
- 3.21 The budget estimates for 2013/14 include the expected expenditure reductions from the proposed Council Tax Support scheme, the lower level of grant and the additional costs of the scheme as a result of a 3.5% council tax increase. The proposed scheme will mean over 10,000 households currently in receipt of full Council Tax Benefit will pay a small proportion of their council tax from 1/4/2013. It is anticipated that these new council tax debts will require additional resources to support collection and £0.2m has been included in the budget projections. A marginal reduction in the council tax collection rate of 0.12% has also been factored into the budget. There will also be additional costs in administering the new scheme however the current assumption assumes these costs will be funded by government as a new burden on local authorities.

Technical Reforms to Council Tax

- 3.22 In May 2012 the Government published its response to the consultation on technical reforms of council tax which included flexibility for councils in the level of discount given in relation to second homes discount, homes undergoing structural works and empty properties. Potential changes in these areas could result in additional council tax income and elsewhere on the agenda a separate report 'Council Tax Discounts and Exemptions reform' sets out the council's proposed approach. The estimated additional resources generated have been included in budget projections.

Council Tax Strategy, Tax Base and Collection Fund

- 3.23 The future resource estimates in the budget papers agreed at Full Council in February were based on a council tax increase of 3.5%. The indicative council tax strategy in this report assumes increases of 3.5% for the next 3 years, but it will be up to all Members at Budget Council in February 2013 to agree the final level of the council tax.
- 3.24 The Collection Fund, the account into which all council tax and council tax benefit is paid, is currently forecast to breakeven by 31st March 2013. This incorporates the improved position of £0.162m resulting from a lower than anticipated deficit at 31st March 2012. The Collection Fund is monitored monthly and any change to this projection will be included in the regular TBM reports to Policy & Resources ahead of the final projected position in January 2013.
- 3.25 The growth in properties as a result of new property developments is expected to be offset by a continuing growth in the number of properties occupied solely by students and therefore exempt from paying council tax. So the assumption that

the tax base will not increase beyond 2012/13 for these areas will be maintained. Further work will be undertaken on the tax base to fully incorporate the effects of council tax support, the technical reforms of council tax discounts and exemptions, and the potential impact on the collection rate. The tax base is due to be agreed by Policy & Resources in January 2013.

Budget Estimates and Budget Process

MTFS summary expenditure estimates

3.26 The following table shows the budget estimates for 2013/14 to 2015/16

Table 1 - Budget Estimates	2013/14	2014/15	2015/16
	£m	£m	£m
Base Budget	223.0	203.2	197.9
Remove 2012/13 Council tax freeze grant	3.0	0	0
Inflation	4.4	4.8	4.7
New Risk Provision	0	0.5	0.5
CTS grant	-18.9	0	0
Commitments	1.3	-1.0	0.1
Service pressures	4.4	6.1	7.8
Full year effect of previous years savings	-1.0	-0.8	0
Savings already identified	-11.3	0	0
VFM 4/ Customer Access	-1.5	-1.8	-1.8
Further Savings required	-0.4	-14.1	-18.0
Sub-Total	203.0	196.9	191.2
Change in contribution to / from reserves	0.2	1.0	0.8
Budget Requirement	203.2	197.9	192.0
Funding Projections:			
Business Rates/Transitional Grant	100.0	91.1	81.5
Council Tax	103.2	106.8	110.5
Total	203.2	197.9	192.0

Pay and Inflation assumptions

- 3.27 The budget estimates for 2013/14 assume a 1% pay award and an additional inflation risk provision for pay related matters equivalent to 0.65%. The assumed pay inflation for 2014/15 and 2015/16 is 2%. These sums need to cover any local decisions in relation to living wage commitments and any changes to the council's overall pay framework.
- 3.28 Significant changes to the local government pension scheme are due to come into force in April 2014. These changes are expected to give stability to the financial burden of pensions on local authorities and the impact of these changes will be reflected in the triennial review of the pension fund which is due prior to 2014/15. It is anticipated these changes will reduce the council's contribution rate to the pension fund.

- 3.29 However as part of the changes to the scheme all employees will be automatically enrolled into the pension scheme and will have to opt out if they do not wish to participate. Currently employees have to opt in to the scheme. The effect of this change is likely to increase the numbers of staff remaining in the pension scheme and therefore the council will have an increased employer contribution. For budget projections it has been assumed there will be a net saving to the council from the changes to the pension scheme of at least £0.8m (equivalent to a 1% reduction in contribution rate) in 2014/15.
- 3.30 Auto enrolment comes into force in Brighton and Hove from 1st March 2013, 13 months before the main changes to the scheme take effect. Any additional costs of auto enrolment in 2013/14 that may arise will therefore need to be met from one off resources.
- 3.31 The provision for general inflation for both income and expenditure is 2% per annum. The potential increases in energy costs above 2% for the general fund have been included within the service pressure allocation. Gas, +100kw electricity sites and street lighting have been assumed to increase by 10%. The below 100kw electricity sites have been in a 3 year fixed price contract which ends in March 2013; the estimated increase could be around 27%. The estimated increase for the general fund above 2% is £0.42m; £0.2m for schools and £0.22m for the HRA. In addition, above inflation rises in prices, for example for homeless accommodation provision, have been considered in the setting of service pressure assumptions.

Commitments and Risk Provision

- 3.32 Commitments in the budget model included technical adjustments in relation to the introduction of the council tax support scheme and anticipated capital financing costs. In 2012/13 there is £1m recurrent risk provision. Based on current trends on corporate critical budgets, the 2011/12 outturn and the TBM2 forecasts it is considered that this risk provision could be reduced. However changes to local government finance in 2013/14 in relation to increased reliance on business rates income performance and the introduction of the new council tax support scheme mean that additional risk provisions are needed in this area. The net effect of these two issues means that no changes will be made to the overall recurrent risk provision.

Service Pressures

- 3.33 The current trends on the council's corporate critical budgets have been taken into account in setting the service pressure assumptions. These have been revised down to £4.350m from over £8.0m. These need to cover estimated demographic and price pressures as follows:
- £0.500m on children's social care
 - £1.000m on adult social care particularly in relation to Learning Disability transitions and mental health services
 - £1.000m on homelessness in relation to increased numbers of acceptances and rising prices of accommodation
 - £0.420m for energy costs

The remaining balance will need to cover other general pressures including any unanticipated reductions in specific grants where the council wishes to provide replacement funding and the additional costs of the carbon reduction commitment allowance.

- 3.34 Robust commissioning plans will be required to manage service pressures to these levels alongside a continued focus on the Value for Money programme.

Budget Principles and Process

- 3.35 The budget principles on which the proposals for 2013/14 and 2014/15 will be developed are:

- to prioritise services for the young, elderly and vulnerable;
- to promote efficient use of public money
- to support partnership working with public, private and third sector organisations

- 3.36 The budget report for 2012/13 included proposed savings for 2013/14 of £11.35m (excluding council tax support). That provides a clear starting point for the development of the full budget proposals for this year. The planning assumption is that those savings will be reviewed and revised where appropriate and relevant consultation on planned service changes will continue. In the event that a particular anticipated saving is no longer considered achievable, the relevant service area will propose alternative options to remain within the planned resource envelope. Additional savings may also need to be identified to accommodate any service pressures over and above those that can be corporately funded. A further phase of the council's Value for Money programme will be developed, with a particular focus on improving the efficiency of the council's interaction with its customers. A target of a further £5m savings from this programme over the next 3 years has been set within this process.

- 3.37 New options for the 2014/15 budget will need to be developed. It is estimated that on average 6% savings will be required across all service areas. However members will wish to be presented with a range of options to ensure effective choice and prioritisation and therefore service areas are required to exemplify 10% savings to ensure this. Core to the approach will be:

- the continuation and expansion of the council's Value for Money programme
- the implementation of the council's agreed Commissioning Plan

Both of these will jointly contribute to the identification of savings and the effective management of costs and demand and prioritisation according to need.

Value for Money Programme

- 3.38 The council's Value for Money programme currently assumes £6.6m of savings in 2013/14 which have been included within the budget planning. Detail on the existing programme is set out in the TBM2 report elsewhere on this agenda. As described above, a further target of £5m will be set for the VFM programme over the next 3 years and detailed plans and business cases to support this will be developed alongside the budget setting process.

Central Budgets

Financing Costs

- 3.39 The change to Housing Finance introduced in April 2012 has had a financial benefit to both the General Fund and Housing Revenue Account. Under the new system Housing debt is separated from other debt, with the actual cost of Housing debt being charged directly to the HRA rather than a notional amount being recharged via the General Fund. The benefit to the General Fund which was set out in the 2012/13 budget is, however, less than projected. This will have the effect of reducing the permanent annual saving of £0.470m reported as part of the 2012/13 budget to £0.095m. It is assumed in the budget model that this shortfall will be funded over the next 3 years from a combination of the capital financing reserve and an additional £0.250m that has been included in the budget from 2013/14.

Concessionary Fares Budget

- 3.40 There is more certainty on concessionary fares expenditure due to fixed deal arrangements in place with key bus operators, although the arrangements rely on the retail price index excluding mortgages for November. A budget saving of £0.15m has been included in the 2013/14 budget.

Insurance Premia

- 3.41 The insurance portfolio will be retendered during this year with new premia payments being paid from 1 April 2013. The level of those payments will depend both on the prevailing state of the insurance market and the claims history of the council. The insurance market is more expensive than 5 years ago when the portfolio was last tendered and although the council has not experienced an increase in the number of claims the average cost of those claims, in particular the legal costs element, has significantly increased. It is extremely difficult to predict what impact these issues will have on overall insurance costs but the projections allow for an increase of about 10%. The negotiations have been timetabled to conclude in time for budget setting in February. Officers will continue to look at options to create greater value for money by varying levels of cover, although most of these have now been fully explored.

Capital Programme 2013/14

- 3.42 The projected capital programme and resources are included in the table in Appendix 2. Grant funding is provided to the council as a Single Capital Pot and with the exception of Devolved Schools Grant can be reprioritised as the Council sees fit. Unringfenced government grants for education, transport, health and disabled facilities grant are projected to be £13.6m in 2013/14 but are subject to confirmation from the Government in December 2012.
- 3.43 Capital receipts support the capital programme and the projections have been reviewed over a two year period and include receipts from the sale of Patcham Court Farm, 251-253 Preston Road, 170-172 Carden Hill and the Amex building.

Timetable

Table 2 - Proposed 2013/14 Budget Timetable		
Date	Meeting	Papers / Activities
11/10/2012	Policy & Resources	TBM 5
29/11/2012	Policy & Resources	TBM 7 Budget Update and Savings
End November / beginning December		Provisional 2013/14 Local Government Finance Settlement
17/1/2013	Policy & Resources	Tax base report
14/2/2013	Policy & Resources	Month 9 Forecasts of 2012/13 budget position General Fund Revenue Budget 2013/14 Housing Revenue Account Budget 2013/14 Capital Programme 2013/14
28/2/2013	Budget Council	

4. COMMUNITY ENGAGEMENT AND CONSULTATION

4.1 It is proposed to build on key aspects of the wide programme of consultation and engagement activity used to help inform the setting of the 2012/13 budget. A review was undertaken to identify areas of strength and areas for improvement. In summary it is proposed that the approach includes:

- a continued key role for scrutiny, including representation from the Community & Voluntary Sector Forum (CVSF) in this process and that consideration be given to how business interests can best be represented
- a series of budget roundtable meetings including members of all political parties, the CVSF, Trades Unions and business representation
- cross party involvement in internal “budget challenge” sessions to consider proposals and options as they are developed
- using the results from last year’s Delib on-line survey and exploring cost effective and repeatable methods of engaging residents online and through more traditional surveys
- using the neighbourhood governance pilots to deepen conversations about budget priorities at community level
- an enhanced approach to engaging with business representatives during the process
- service led consultation, including with staff and users in those areas where planned savings have been identified
- council wide consultation with staff and trade unions

- a public consultation event
- engagement with statutory partners in the city through the Public Services Board.

4.2 It is envisaged that this will cost an estimated £15 - £20,000. The current available budget for consultation is £10,000 and the additional funding will be earmarked from the recently announced reduction in external audit fees.

5. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

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

Finance Officer Consulted: James Hengeveld Date: 27/06/12

Legal Implications:

5.2 The process of formulating a plan or strategy for the control of the council's borrowing, investments or capital expenditure, or for determining the authority's minimum revenue position are part of the remit of the Policy and Resources Committee. The recommendations at paragraph 2 above are therefore proper to be considered and, if appropriate, approved by it.

Lawyer Consulted: Oliver Dixon Date: 28/06/12

Equalities Implications:

5.3 Significant improvements were made in 2012/13 to the process of considering the Equalities Impact of the Budget process and these will be further developed in 2013/14. In particular the full detail of Equality Impact Assessments are published alongside the papers for Scrutiny rather than them being available only on the council's website. In addition, where possible and proportionate to the decision being taken, consideration will be given to the cumulative impact of the council's decision making on individuals and groups affected in the light of reductions in public expenditure by other bodies.

Sustainability Implications:

5.4 Carbon budgets will again be produced alongside the overall financial budget for the council.

Crime & Disorder Implications:

5.5 The crime and disorder implications of savings and service proposals will be set out in future budget reports where relevant.

Risk and Opportunity Management Implications:

5.6 There are considerable risks to the council's short and medium term budget strategy including the impact of the economic conditions and changes in the national budget, 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 2013/14 budget.

Public Health Implications:

- 5.7 This report includes financial planning for the transfer of public health responsibilities from Health to the council.

Corporate / Citywide Implications:

- 5.8 This report is relevant to the whole of the city.

6. EVALUATION OF ANY ALTERNATIVE OPTION(S):

- 6.1 The budget process allows all parties to put forward viable budget amendments and council tax proposals to Budget Council on 28th February 2013. Budget Council has the opportunity to debate both the proposals put forward by Policy and Resources committee at the same time as any viable alternative proposals.

7. REASONS FOR REPORT RECOMMENDATIONS

- 7.1 The council is under a statutory duty to set its council tax and budget before 11 March each year. This report sets out the budget assumptions, process and timetable to meet this statutory duty.

SUPPORTING DOCUMENTATION

Appendices:

1. Budget estimates 2013/14
2. Projected Capital Investment Programme

Documents in Members' Rooms

1. None

Background Documents

1. Files held within Strategic Finance and Financial Services
2. Brighton & Hove City Council Budget report, February 2012

2013/14 BUDGET - Budget changes from 2012/13 to 2013/14

Appendix 1

	2012/13 Adjusted Base £'000	FYE of 2012/13 Savings £'000	Inflation £'000	Service Pressure £'000	Commitment s and reinvestment £'000	VFM & Other Savings £'000	2013/14 Original Budget £'000	Increase over adjusted base £'000	Increase over base %
Commissioner - Childrens, Youth & Families	18,769	0	350	0	0	-1,577	17,542	-1,227	-6.5%
Commissioner - Learning and Partnerships	5,027	0	40	0	0	-81	4,986	-41	-0.8%
Delivery Unit Childrens & Families	38,391	0	519	500	0	-816	38,594	203	0.5%
Total Childrens Services	62,187	0	909	500	0	-2,474	61,122	-1,065	-1.7%
Commissioner - People	1,900	-50	15	0	0	-300	1,565	-335	-17.6%
Delivery Unit Adults Assessment	63,624	-137	1,174	942	0	-4,034	61,569	-2,055	-3.2%
Delivery Unit Adults Provider	13,307	-104	95	58	0	-1,115	12,241	-1,066	-8.0%
Total Adult Services	78,831	-291	1,284	1,000	0	-5,449	75,375	-3,456	-4.4%
Commissioner - Communities & Equalities	2,924	0	54	0	0	-30	2,948	24	0.8%
Commissioner - City Regulation & Infrastructure	3,003	-47	46	0	0	0	3,002	-1	0.0%
Delivery Unit City Infrastructure	21,080	-51	250	0	0	-227	21,052	-28	-0.1%
Delivery Unit Planning & Public Protection	4,832	-127	22	0	0	0	4,727	-105	-2.2%
Commissioner - Housing	15,318	0	231	1,000	0	-913	15,636	318	2.1%
Delivery Unit Housing & Social Inclusion	502	0	8	0	0	0	510	8	1.6%
Total Place Services	47,659	-225	611	1,000	0	-1,170	47,875	216	0.5%
Community Safety	2,132	0	26	0	0	0	2,158	26	1.2%
Commissioner - Sports & Leisure	1,157	0	21	0	0	-30	1,148	-9	-0.8%
Delivery Unit City Services Libraries	5,526	0	84	0	0	-30	5,580	54	1.0%
Commissioner - Culture	1,860	0	34	0	0	0	1,894	34	1.8%
Delivery Unit Tourism & Leisure	3,079	-118	-21	0	0	-295	2,645	-434	-14.1%
Total Communities Services	13,754	-118	144	0	0	-355	13,425	-329	-2.4%
Delivery Unit City Services	6,713	0	40	0	430	-653	6,530	-183	-2.7%
Resources & SLB	18,816	-195	219	0	0	-903	17,937	-879	-4.7%
Finance	5,157	0	48	0	0	-195	5,010	-147	-2.9%
Total Resources and Finance	30,686	-195	307	0	430	-1,751	29,477	-1,209	-3.9%
Total Directorate Spending	233,117	-829	3,255	2,500	430	-11,199	227,274	-5,843	-2.5%
Corporate budgets	19,891	0	199	0	984	-150	20,924	1,033	5.2%
Corporate VFM Savings	-481	-175	-7	0	0	-1,500	-2,163	-1,682	-34.3%
Contingency and Risk Provisions	2,731	0	1,000	1,400	748	0	5,879	3,148	115.3%
Unringfenced grants income	-30,375	0	0	450	2,186	0	-27,739	2,636	-8.4%
Council Tax Support Grant	0	0	0	0	-18,889	0	-18,889	-18,889	-100.0%
SAVINGS GAP	0	0	0	0	0	-385	-385	-385	-100.0%
NET REVENUE EXPENDITURE	224,883	-1,004	4,447	4,350	-14,541	-13,234	204,901	-19,982	-8.9%
Contributions to/ from(-) reserves	-1,929	1,035	0	0	-809	0	-1,703	226	11.7%
BUDGET REQUIREMENT	222,954	31	4,447	4,350	-15,350	-13,234	203,198	-19,756	-8.8%
Funded by									
Business Rates/Transitional grant	104,372	0	0	0	0	0	100,027	-4,345	-4.2%
Collection Fund surplus(deficit)	-851	0	0	0	0	0	0	851	100.0%
Council Tax	119,433	0	0	0	0	0	103,171	-16,262	-13.6%
Total	222,954	31	4,447	4,350	-15,350	-13,234	203,198	-19,756	-8.8%

Appendix 2

Projected Capital Investment Programme

Capital Programme	2013/14 £000	2014/15 £000
<u>Communities</u>		
The Keep	390	190
Withdean sports complex	1,380	
Total Communities	1,770	190
<u>People</u>		
New Pupil Places	2,650	2,610
Education capital maintenance	2,908	2,617
Devolved capital to schools	500	500
Education structural maintenance	920	920
Adult social care	600	600
Total People	7,578	7,247
<u>Place</u>		
Housing stock	27,554	19,868
B&H Community Seaside Homes refurbishment	1,134	1,880
Disabled Facilities	700	700
Disabled Facilities	6,349	7,479
Local Transport Plan	760	0
Local Sustainable Transport Grant (Lewes Rd)	1,118	0
The Level & skate park project	196	0
Other minor schemes	37,811	29,927
Total Place		
<u>Resources & Finance</u>		
Strategic Investment Fund	250	250
Asset Management Fund	500	500
ICT Fund	300	1,000
Procurement of vehicles & equipment	1,000	1,000
Corporate Planned Maintenance	500	500
Budget	500	500
Social care buildings investment	917	33
Workstyles Phase 2	3,967	3,783
Total Resources & Finance		
Total	51,126	41,147

Resources	£'000	£'000
Council Borrowing	9,544	1,690
Government Capital Grants	15,690	15,786
External Contributions	1,096	0
Capital Receipts & Reserves	4,578	4,645
Direct Revenue Funding	20,218	19,026
Total	51,126	41,147

Capital Receipts

The capital programme in future years relies on certain receipts being generated over the two year period. If these do not materialise then the capital expenditure plans will need to be reviewed or alternative sources of funding identified. The capital investment plans for the HRA assume capital receipts generated through the LDV and these have been included within the two year projections.

Capital Grants

Capital grants were announced as part of the four year settlement but there is no certainty over the level of grants from 2013/14 onwards. Indicative figures have been supplied by the government for transport for the next two years whereas grants for education have not been released and have been projected to fall by 10% each year.

Borrowing

The council undertakes borrowing to finance capital expenditure plans. This includes continued annual investment in social services buildings, replacement of vehicles and plant and investment to support the HRA capital programme.

Corporate Investment Funds

The capital programme includes the projected resources available to the Strategic Investment, Asset Management and ICT funds.

Subject:	Council Tax Discounts and Exemptions reform		
Date of Meeting:	12th July 2012		
Report of:	Director of Finance		
Contact Officer:	Name:	Paul Ross-Dale	Tel: 291969
	Email:	Paul.ross-dale@brighton-hove.gov.uk	
Ward(s) affected:	All		

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

- 1.1 The Local Government Resource Review has three elements: local retention of business rates, replacement of council tax benefits with local council tax support schemes and technical reforms to council tax. This report covers technical reforms to council tax following the Government's publication of its consultation response at the end of May 2012. There are a number of areas originally proposed for reform that the government is not taking forward at this stage due to complexity. However there will be changes from April 2013 to the flexibilities that the council has in relation to second home discounts, homes undergoing structural work and empty properties. There are no changes to Single Person Discounts for council tax which will continue to be set at 25% under national legislation. There are no changes to student exemptions for council tax.
- 1.2 This report sets out the council's proposals in relation to second home discounts, homes undergoing structural work and premiums on properties that have been empty for more than two years. It does not at this stage make recommendations in relation to the discount that would be applied in the first six months of a property being empty. This is because the council had been planning to propose a particular approach based on its understanding of the government's original intentions that is not now possible because of the way that the legislation is drafted. Therefore this report simply sets out the issues that are being considered in this area.
- 1.3 The report sets out the council's proposed approach to consultation on these matters, which is not subject to any statutory requirement or government prescription. The final proposals will be presented to Policy & Resources Committee on 11th October with decision making by Full Council on 25th October 2012.

2. RECOMMENDATIONS:

- 2.1 That the following changes to council tax discounts and exemptions are proposed from 1 April 2013:
- the removal of the 10% second Homes discount so that all second homes are liable for full council tax

- the giving of 100% discount on properties undergoing structural work for up to 12 months (or 6 months after the works are completed whichever is the earlier) to replicate the existing Class A exemption;
 - the levying of the maximum allowable premium of 50% on properties that have been empty for more than two years.
- 2.2 That the issues in relation to discounts that might be applied in the first six months of a property being empty be noted.
- 2.3 That the proposed approach to consultation be agreed.
- 2.4 That a further report be brought back to this committee on 11th October 2012.

3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

- 3.1 Following a national consultation, the government published its policy decisions on 28 May 2012, with most changes being made through the Local Government Finance Bill 2012, currently at committee stage following its second reading at the House of Lords. This is part of a package of reforms to local government finance which has at its heart a policy intention of increasing local choice.

Second Home Discounts

- 3.2 Local authorities will have discretion to levy full council tax on second homes from 1 April 2013. Currently they are eligible for a 10% discount. This affects 1,846 homes in Brighton & Hove. It is proposed that the council take advantage of this new flexibility in order to promote effective use of the city's housing stock. The estimated additional income to the council from this change is £0.212m per annum.

Properties undergoing structural work

- 3.3 Currently properties undergoing structural work are eligible for a "Class A exemption". This means they are fully exempt from council tax when there are major repairs underway or structural alterations. This lasts for up to 12 months, or 6 months after the works are completed, whichever is the shorter.
- 3.4 In 2011/12 there were 847 Class A exemption awards, relating to 821 properties. Only a very small number (under 30) were under 12 weeks. Nearly 170 used up the maximum possible allowance of 12 months. The rest were evenly spread between 12 weeks and 52 weeks, suggesting that the length of time needed for development work is very variable. The value of class A exemption awarded during 2011/12 was £0.441m of which £0.388m related to 2011/12..
- 3.5 It is considered that the council should provide a reasonable but not excessive exemption in order to promote property development, particularly supporting major upgrading and improvements to poor quality housing stock. Under the new legislation, the council now has the option of setting its own level of discount, between 0% and 100%. However, this needs to be balanced against encouraging property development. We also have an inspection regime to ensure that the system is operating effectively, and that Council Tax is brought in

and charged at the earliest and fairest point. If we changed the amount of discount, we would be introducing Council Tax bills for a landlord, homeowner or developer from the start of their projects, therefore introducing extra overheads from the beginning.

- 3.6 It is therefore proposed that the current Class A exemption be replicated in full from 1 April 2013 in the form of a 100% discount.

Empty properties

- 3.7 Currently properties that are empty and unfurnished are eligible for a “Class C exemption” which gives them full exemption from council tax for up to 6 months regardless of change in ownership. The government is providing some new discretion over this award and also the opportunity to levy a premium of up to 50% on homes that have been empty for more than two years.
- 3.8 It is proposed that the council takes advantage of the new discretion to levy the maximum premium of 50% on homes that have been empty for more than two years. This is in order to promote effective use of the city’s housing stock and will be an important tool for the council’s empty property team in bringing those units back into use. The council will not budget for any income associated with that premium as the aim would be for all properties to be brought back into use before that deadline. This would of course have positive implications for the council’s taxbase but they are marginal and not possible to quantify at this stage. Should any premium be levied it is recommended that some or all of that income be set aside to support the empty homes strategy.
- 3.9 The situation in relation to Class C exemptions is more complex. In 2010/11, there were 16,884 awards, although nearly 1,400 of those are consecutive, signifying a change of liable party. 70% of awards lasted less than 42 days / 6 weeks, averaging 13.4 days each. 30% lasted longer than 42 days and these ones averaged 121.2 days (about four months). The maximum possible award was six months. The value of class C exemption awarded during 2010/11 was £2.282m of which £2.200m related to 2010/11. The value of class C exemption awarded during 2011/12 was £2.310m of which £2.288m related to 2011/12. The vast majority of recipients are in the private sector. 1,169 exemptions were for Brighton and Hove City Council properties and 416 were for Registered Social Landlords.
- 3.10 The policy aims for reforming the former Class C exemptions to a new empty property discount are to:
- Allow a reasonable but not excessive exemption to support standard voids between tenancies
 - Encourage faster turnaround times on empty homes
 - Reduce the number of long term empty properties

- 3.11 Prior to the government publishing its consultation response, the council had prepared options for awarding a 100% discount, but limiting that award to 42 days (or other similar options) instead of 181. This would have been more than sufficient for 70% of the typical caseload. It was felt that this approach would be the most efficient and effective device to achieve the policy aims. However the legislation as drafted does not allow for flexibility in the length of the exemption granted, only in the percentage granted.
- 3.12 This appears to present the council with a significant difficulty because any change in the percentage of discount awarded must be applied from day 1. This means that even if there was a turnaround time of a matter of 5 days, the landlord would have to be billed some amount. This would create a very large number of new council tax bills often for very small amounts and time periods with inevitable challenges about collection. This would also be a significant additional burden for landlords that would potentially be passed directly onto tenants in the form of higher average rents. Further consideration therefore needs to be given to this flexibility and technical advice is being sought from CIPFA as well as legal advice and information from other local authorities to ensure that we fully understand all the potential options available.

Other technical matters

- 3.13 A range of other exemptions will be unaffected. These exist to protect people in certain vulnerable or complex situations, such as those awaiting probate, or who have temporarily gone into care. A full list of exemptions appears in Appendix 1. There is no change to the 25% Single Person Discount which will still be prescribed in national legislation. There is no change to student exemptions.
- 3.14 The government has given consideration to whether council tax should be payable over a 12 month period rather than 10. It has decided to leave 10 months as the default position but allow householders a right to request spreading their payments over 12 months. This is broadly consistent with the approach already taken in Brighton & Hove and therefore no significant implications are envisaged from this change.
- 3.15 Billing authorities will no longer be required to publish the quantity of information currently provided in the council tax leaflet supplied to all households with the annual demand, most of this can now be supplied on-line. The council will need to consider how best it wishes to communicate with householders and has increased flexibility over the means.

4. COMMUNITY ENGAGEMENT AND CONSULTATION

- 4.1 Consultation will commence on the proposals in July 2012 via the consultation portal. We will also be talking to specific groups, such as the National Landlords Association, the Social Landlords forum, and the Southern Landlords Association. We will ask the Community and Voluntary Sector forum to disseminate the consultation among its members.

5. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 5.1 Any changes to exemptions and discounts directly impact on the tax base which has financial implications for the council, Sussex Police Authority and East Sussex Fire Authority. The removal or reduction of discounts and exemptions awarded can also potentially impact on the collection rate for council tax and this is assessed in determining the financial impact of each change.
- 5.2 The removal of the 10% second homes discount will increase the tax base and the council's share of the additional council tax from this is £0.212m per annum.
- 5.3 The class A exemption being replaced with a 100% discount replicates the current level of discount received and therefore has no financial impact.
- 5.4 It is not possible at this stage to determine the level of additional council tax that would be raised from the 50% empty property premium although any financial impact would be minimal.
- 5.5 Potential options on changes to the class C exemption will be brought to this committee on 11th October 2012 and the financial effects will be quantified at that time.

Finance Officer Consulted: Heather Bentley

Date: 19/06/2012

Legal Implications:

- 5.6 The Government is changing the rules on council tax exemptions and discounts by a combination of new regulations and new legislation. A number of the proposals are contained in the Local Government Finance Bill which has passed its third reading in the House of Commons and is going through its stages in the House of Lords. Assuming the Bill does become law, it is possible that some of the proposals may be changed between now and Royal assent.
- 5.7 Under the Bill as currently drafted, any of the determinations which the Council will be given power to make will be required to be discharged by the full Council and may not be delegated to a committee or officer.
- 5.8 The Council must exercise its functions with due regard to its general duties under the Equality Act 2010 and the Child Poverty Act 2010. The equalities impact assessment should assist in identifying any issues before the next report is made.

Lawyer Consulted: John Heys

Date: 19/06/2012

Equalities Implications:

- 5.9 A draft Equalities Impact Assessment has been undertaken and no specific impacts have been identified at this stage. However this work will be revised and updated during the consultation period and a final assessment will be provided with the report to this Committee in October.

Sustainability Implications:

- 5.10 Ensuring best use of the city's housing stock is a key consideration for these proposals as is encouraging development that improves the quality of that stock.

Crime & Disorder Implications:

- 5.11 Most applications for exemption and discount are genuine. However, in any system there are opportunities for fraud and that is true of the existing system. The Revenues Inspectors team is a flexible resource that we can call upon to police the exemptions. They are able, for example, to check whether a property is still undergoing structural work, or conduct other property visits. This helps to mitigate loss to the public purse due to fraud. The new system could reduce loss due to fraud by reducing the overall period that people are able to claim an exemption for. However, the new system could introduce new types of fraud, both foreseen and unforeseen. We intend to use the Inspectors team, in conjunction with the Empty Properties Team to monitor and intervene where necessary.

Risk and Opportunity Management Implications:

- 5.12 This report has considered issues in relation to collection of council tax, risk of fraud and the incentives that discounts and exemptions provide.

Public Health Implications:

- 5.13 There could be a cumulative, although marginal positive impact on general wellbeing if the new package of exemptions encourages properties back into usage earlier.

Corporate / Citywide Implications:

- 5.14 The approach taken to council tax discounts and exemptions has an impact on the effective use of the city's housing stock and also its quality.

6. EVALUATION OF ANY ALTERNATIVE OPTION(S):

- 6.1 The council could choose not to take advantage of the new flexibilities in relation to second homes discounts and long term empty properties but this would not be in keeping with overall strategic housing objectives and would not raise additional income.

7. REASONS FOR REPORT RECOMMENDATIONS

- 7.1 To enable consultation to be undertaken on proposed changes to council tax discounts.

SUPPORTING DOCUMENTATION

Appendices:

1. Current List of Exemptions

Documents in Members' Rooms

None

Background Documents

1. CLG consultation documents on the Local Government Resource Review and Council Tax reform

Current Council Tax exemptions

Exemptions	Definition
Class A	Unoccupied and unfurnished property which needs or is undergoing major repairs or structural alteration (lasts for up to 12 months, or for 6 months after works are completed, whichever comes earlier. A full charge then applies if the property remains unoccupied or work has not finished.)
Class B	Unoccupied property owned and previously used by a charity (exemption lasts for six months from last occupied date).
Class C	Unoccupied and unfurnished property (exemption lasts for one period of six months from last occupied date, regardless of any change of ownership).
Class D	Unoccupied property which was the home of someone who has gone into prison (except for not paying council tax or a fine).
Class E	Unoccupied property which was the home of someone who has moved permanently into a residential home or hospital to receive care
Class F	Unoccupied property which is waiting for probate or letters of administration to be granted (exemption lasts until probate is granted and for six months after this, whilst unoccupied and remains part of the estate).
Class G	Property is unoccupied because occupation is forbidden by law (for example it is declared unfit for human habitation by our environmental health service)
Class H	Unoccupied property which is waiting to be occupied by a minister of religion
Class I	Unoccupied property which was the home of someone who has moved into another residence (not a residential home or hospital) to receive personal care
Class J	Property left unoccupied by someone who has moved away to provide personal care for another person
Class K	Unoccupied property where the owner is a student who last lived in the dwelling as their main home and became a full-time student within six weeks of leaving the property. The exemption lasts as long as the person who would normally pay the council tax bill is a student.
Class L	Unoccupied property where a mortgage lender is in possession
Class M	Student halls of residence
Class N	Property occupied only by full-time students . Students can apply online for their student reductions and exemptions.
Class O	Property owned by the Secretary of State for Defence which is held for armed forces' accommodation
Class P	Property occupied by visiting forces
Class Q	Unoccupied property where the person who would normally pay the council tax bill is a bankrupt's or insolvent's trustee
Class R	A dwelling consisting of a pitch or a mooring which is not occupied by a caravan or, as the case may be, a boat
Class S	A dwelling only occupied by a person aged under 18 years old
Class T	Empty extension which, because of planning permission, cannot be rented out separately , for example a granny flat
Class U	Homes which only people who are severely mentally impaired live in (or if they live with full time students)
Class V	The home of a foreign diplomat
Class W	An annexe occupied by a dependent elderly or disabled relative

Subject:	Treasury Management Policy Statement (incorporating the Annual Investment Strategy) 2011/12 - End of year review		
Date of Meeting:	12 July 2012		
Report of:	Director of Finance		
Contact Officer:	Name:	Peter Sargent	Tel: 29-1241
	E-mail:	peter.sargent@brighton-hove.gov.uk	
Key Decision:	No		
Wards Affected:	All		

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

- 1.1 The Treasury Management Policy Statement (TMPS) and the Treasury Management Practices (including the schedules) for the year 2011/12 were approved by Cabinet on 17 March 2011. The TMPS sets out the key role for treasury management, whilst the practices and schedules set out the annual targets for treasury management and the methods by which these targets shall be met.
- 1.2 The TMPS includes an annual investment strategy, which sets out the key investment parameters for council cash funds. Full Council approved the investment strategy on 24 March 2011.
- 1.3 The purpose of this report is to advise of the action taken during the second half of the financial year 2011/2012 on the TMPS, including the investment strategy.
- 1.4 In March 2012 full Council requested that officers look at investment alternatives for council funds. Section 4 of this report advises on the outcome of this review and recommends changes to the AIS.

2. RECOMMENDATIONS:

- 2.1 That Policy & Resources Committee endorses the action taken during the second half year to meet the treasury management policy statement and practices (including the annual investment strategy).
- 2.2 That Policy & Resources notes the maximum indicator for risk agreed at 0.05% has not been exceeded.
- 2.3 That Policy & Resources notes the authorised limit and operational boundary set by the Council have not been exceeded.

- 2.4 That Policy & Resources approve the change in the Annual Investment Strategy 2012-13 as set out in paragraph 4.11 of this report and the recommend the change to full Council on 19th July 2012

3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

Overview of markets

- 3.1 The second half-year has seen a continuation of the financial uncertainty within the Euro zone. The sovereign debt crisis affecting Greece now encapsulates a number of other Euro countries, most notable Portugal, Ireland and Spain. In the UK the bias of policy decisions by the Bank of England during the half-year continued towards stimulating the economy with official rates remaining at ½% and quantitative easing (QE) increasing by a further £75 billion to £325 billion. The financial difficulties being experienced in the Euro zone are predicted to adversely affect the recovery within the UK and a further round of QE has not yet been ruled out. Inflation, as measured by the consumer prices index has fallen during the half-year, mainly due to factors within the index falling out the 12-month calculation period.
- 3.2 A commentary on the markets is set out in Appendix 1 to this report.

Treasury Management Strategy

- 3.3 A summary of the action taken in the period October 2011 to March 2012 is provided in Appendix 2 to this report. The main points are:
- one flexible loan totalling £10m agreed in early 2011 became “live” with the cash being received in February 2012
 - new borrowing totalling £18.081m was raised to fund the settlement payment due under the HRA self financing regime
 - no long term loans were repaid during the period
 - the level of investments made by the in-house treasury team totalled £28.1m as at 31st March 2012, a decrease of £3.3m during the half-year
 - the return on investments has exceeded the benchmark rate for both in-house investments and those undertaken by the cash manager
 - the two borrowing limits approved by the Council – the authorised limit and operational boundary – have not been exceeded.
- 3.4 The council continues to promote its’ ethical investment statement with institutions within which it deposits money. Investment counterparties are advised of the following statement each and every time a deposit is placed with them:

“Brighton & Hove City Council, in making investments through its treasury management function, fully supports the ethos of socially responsible investments. We will actively seek to communicate this support to those institutions we invest in as well as those we are considering investing in by:

- *encouraging those institutions to adopt and publicise policies on socially responsible investments;*
- *requesting those institutions to apply council deposits in a socially responsible manner.”*

- 3.5 Treasury management activity in the half-year has continued to focus on a short-term horizon as summarised in the table below

	Amount invested 1 Oct 11 to 31 Mar 12			
	Fixed deposits	Money market funds	Total	
Up to 1 week	£138.9m	£106.4m	£245.3m	77%
Between 1 week and 1 mth	£38.1m	-	£38.1m	12%
Between 1 mth and 3 mths	£33.3m	-	£33.3m	11%
	£210.3m	£106.4m	£316.7m	100%

Budget v Outturn 2011/12

- 3.6 The following table summarises the performance on investments compared with the budgeted position and benchmark.

	In-house investments		Cash manager investments (net of fees)	
	Aver bal	Aver rate	Aver bal	Aver rate
Budget 2011/12	£26.6m	0.94%	£24.3m	1.03%
Actual	£53.5m	0.85%	£24.5m	1.50%
Benchmark rate (i.e. average market rate)	-	0.47%	-	0.47%

- 3.7 There was an overspend on the financing costs budget of circa £195k in 2011/12. The following table (before adjusting for principal repayments and interest on PFI projects) summarises the areas of variance.

Budget 2011/12		£10.427m
<u>Treasury management activity</u>		
○ Higher cost of borrowing	+£0.028m	
○ Higher investment income	-£0.328m	-£0.300m
<u>Other changes not directed related to treasury management activity</u> (e.g. reduction in interest payable on interest reserves & provisions)		+£0.495m
Actual 2011/12		£10.622m

Summary of treasury activity October 2011 to March 2012

- 3.8 The table below summarises the treasury activity in the half-year to March 2012 with the corresponding period in the previous two years.

	Oct 09 to Mar 10	Oct 10 to Mar 11	Oct 11 to Mar 12
Long-term borrowing raised – capital financing requirement	£15.0m	£20.0m	£10.0m
Long-term borrowing raised – HRA self financing	-	-	£18.1m

Long-term borrowing repaid	-	(£15.0m)	-
Short-term borrowing raised	£138.0m	-	-
Short-term borrowing repaid	(£119.4m)	-	-
Investments made	£230.0m	£340.4m	£316.7m
Investments maturing	(£228.0m)	(£347.3m)	(£320.0m)

- 3.9 The following table summarises how the day-to-day cash flows in the second half-year have been funded compared to the same period in the previous two years.

	Oct 09 to Mar 10	Oct 10 to Mar 11	Oct 11 to Mar 12
Cash flow shortage – general	(£31.6m)	(£11.9m)	(£13.0m)
HRA settlement payment	-	-	(£18.1m)
Net cash flow shortage	(£31.6m)	(£11.9m)	(£31.1m)
Increase in long-term borrowing	£15.0m	£5.0m	£28.1m
Increase in short-term borrowing	£18.6m	-	-
Decrease / (increase) in investments	(£2.0m)	£6.9m	£3.3m
Increase in bank balance	-	-	(£0.3m)

Interest rate risk

- 3.10 Cabinet has previously been advised the policy of repaying debt (to reduce investment risk) left the council exposed to the risk of long-term interest rates rising. To protect against this risk three loans were entered into whereby the terms were agreed in advance of cash being received.
- 3.11 During the half-year the final loan of £10m were received. The average cost of these loans is 4.21% and the average period to maturity is 49 years. Details of the loans are set out in Appendix 2.

Security of investments

- 3.12 A summary of investments made by the in-house treasury team and outstanding as at 31 March 2012 is tabled below. The table shows that investments continue to be held in high quality, short-term instruments.

'A' rated institutions	£6.7m	24%
Local authorities	£5.0m	18%
'AAA' rated money market funds	£16.4m	58%
	£28.1m	100%
Period – less than one week	£17.4m	62%
Period – between one week and one month	£2.5m	9%
Period – between one month and three months	£3.2m	11%
Period – between three months and six months	£5.0m	18%
	£28.1m	100%

Risk

- 3.13 As part of the investment strategy for 2011/12 the Council agreed a maximum risk indicator of 0.05%. The indicator is a simple target that measures the risk within the investment portfolio based on counterparty risk and length of investment. The indicator is consistent with the investment parameters set out in the investment strategy.
- 3.14 The following table summarises the indicator at the mid-point of each month in the half-year period and confirms investments have been made in high quality counterparties

	Mid month					
	Oct 11	Nov 11	Dec 11	Jan 12	Feb 12	Mar 12
Maximum risk indicator	0.050%	0.050%	0.050%	0.050%	0.050%	0.050%
Risk indicator	0.003%	0.002%	0.001%	0.001%	0.002%	0.002%

4 REVISION TO ANNUAL INVESTMENT STRATEGY 2012/13

- 4.1 The Annual Investment Strategy 2012/13 (AIS) was presented to full Council on 22nd March 2012. Council resolved that the AIS be approved but added that *“Officers be requested to look at alternatives to financial investment in Barclays Bank, and to bring a report to a future meeting of the Policy & Resources Committee or other appropriate body of the council”*.
- 4.2 The current structure of the council’s balance sheet reflects the decision to repay debt early as part of the strategy to reduce counterparty risk in the investment portfolio following the collapse of Icelandic Banks and the funding crisis within the financial markets. Core reserves, which previously were available for investment longer than one year, are now being used to internally finance the council’s debt funding requirement.

Table: Amount internally financed as at 31st March 2012

Council’s funding requirement as at March 2012	£297.0m
Total debt outstanding as at March 2012	£207.8m
Internally financed	£89.2m

- 4.3 With uncertainty in the financial markets continuing and the high number of downgrades of financial institutions World-wide it is not proposed to change this strategy at this stage. Subject to the recommended changes below investments will be made in selected UK based banks for periods up to one year only.
- 4.4 On 25th June officers and members met with Sector (the council’s external treasury advisors) to review the ethical investment options available for council investments and to consider changes to the counterparty list included in the AIS in light of the current conditions in the financial markets. The following paragraphs set out the outcome of the meeting.

Ethical investment options

- 4.5 Sector identified a number of ethical investment options (for example corporate ethical bonds) but in the main these require investors to deposit funds for periods between 2-5 years. The operation of these funds and the way in which the bonds

are valued mean that returns over the short-term can be extremely volatile, potentially resulting in loss of capital. The council's current investment strategy to invest only short-term effectively rules out these options at this time as the minimum period for investing in bonds is not consistent with this strategy.

- 4.6 Pension funds, such as the East Sussex LGPS, have a long-term investment objective. The longer-term term investment opportunities offered by corporate ethical bonds are therefore more appropriate to this type of fund. Although not administered by this authority, Brighton & Hove does have representation on East Sussex LGPS investment panel. It is therefore possible to influence investments made by the LGPS if this Committee considers it a priority.
- 4.7 The council currently deposits funds with the Cooperative Bank. The Bank is currently categorised as good short-term credit quality and therefore falls below the current minimum criteria of highest credit quality set out in the AIS. The Bank is included only on the basis that they act as the council's bank for day-to-day operations. Investment in the Bank is limited to £10 million and one month duration to reflect the Bank's rating.
- 4.8 Additional banks with a strong ethical strategy have been considered such as Triodos Bank and the Ecology Building Society, but with each of these institutions it is difficult to assess their financial strength as there is no independent assessment (e.g. credit rating) or market involvement (e.g. equity prices) against which to compare with institutions of similar size. In respect of the Ecology BS the society is relatively small with an asset base at around £100 million. The majority of the Society's funding is raised through the retail sector (i.e. personal lenders) and any investment by the council would be considered material in size. Triodos Bank does offer investment opportunities but these require either direct investment in subsidiary companies (i.e. shares) which the council is prevented from doing or in funds such as those described in 4.5 above where investment is long-term.
- 4.9 Sector advise that the council is considered to be at the forefront of promoting an ethical investment statement for cash deposits and the statement is often passed by Sector to other local authorities seeking similar investment objectives. The council will continue to promote socially responsible investments through its statement. In addition the council will, where possible, seek the co-operation of fund managers to relay the council's commitment to socially responsible investment to the institutions in which their funds invest.

Changes to counterparty list

- 4.10 The recent and continuing down grade of financial institutions has meant the list of counterparties approved under the AIS has diminished, with limits on amounts and periods reduced and in some cases suspension from the list. This reduced list has meant that on two occasions in the first three months of the financial year the limits with existing counterparties have been breached for operational reasons. This was undertaken with the consent of the Director of Finance. The review of the AIS has identified a number of potential changes to the AIS that would help to negate the need to breach limits – namely increase the cash limit with existing counterparties or relax the minimum rating required in order that more counterparties may be added or a combination of the two.

- 4.11 The Director of Finance recommends that the AIS be revised so that:
- investment is made in selected financial institutions incorporated within the UK and regulated by the Financial Services Authority (this is a change from the current restriction of UK only institutions),
 - financial institutions that have received Government support (i.e. part nationalised banks) are deemed to have the highest rating irrespective of the actual rating assigned to them. This is due to the inherent guarantee that Government support affords them. The limits on the amount advanced and length of investment would be £10 million and 12 months respectively.
 - a combination of:
 - relaxation in the minimum short-term rating from highest short-term credit quality (F1, P-1, A-1) to good short-term credit quality (F2, P-2, A-2), and
 - relaxation in the minimum long-term rating from high credit quality (A, A2, A) to good credit quality (BBB, Baa, BBB).
- This will enable a number of financial institutions previously on the council's list to be used. The limits on the amount advanced and length of investment would be £5 million and 6 months respectively.

A revised list of counterparties is attached at Appendix 5 to this report.

- 4.12 The above changes continue with the underlying principle of security of investment but offer a wider range of investment opportunities. As and when the financial markets return to a more stable footing the above changes will be reviewed to ensure risk within the investment portfolio is not compromised.

5 CONSULTATION

- 5.1 The council's external treasury advisor has contributed to this report.

6 FINANCIAL & OTHER IMPLICATIONS

Financial Implications:

- 6.1 The financial implications arising from the action taken under the TMPS are included in Financing Costs. Details of the 2011/12 outturn for financing costs are included under Section 3.7 above.
- 6.2 The changes proposed to the AIS will increase the number of institutions in which the council may invest thereby negating the need to breach investment limits with institutions for operational purposes.

Finance Officer consulted: Peter Sargent

Date: 12 June 2012

Legal Implications:

- 6.3 The TMPS and action under it must be in accordance with Part I of the Local Government Act 2003 and regulations issued thereunder. Relevant guidance also needs to be taken into account.
- 6.4 This report is for information purposes only and as such it is not considered that anyone's rights under the Human Rights Act will be adversely affected by it.

Lawyer consulted: Abraham Ghebre-Ghiorghis Date: 12 June 2012

Equalities Implications:

- 6.5 No equalities impact assessment is required for this report.

Sustainability Implications:

- 6.6 None arising from this report.

Crime & Disorder Implications:

- 6.7 None arising from this report.

Risk and Opportunity Management Implications:

- 6.8 Action taken in the six months to March 2012 is consistent with the risks identified within the TMPS and associated schedules.
- 6.9 In February 2012 the council's Head of Internal Audit & Business Risk undertook an audit of the treasury management function. The audit concluded that "substantial assurance" is provided on the effectiveness of the control framework operating and mitigation of risks for treasury management meaning that effective controls are in place to manage the key risks to the system/service.
- 6.10 The change in the short-term and long-term minimum ratings in selecting investment counterparties as set out in paragraph 4.11 above will only marginally increase the risk on the investment portfolio and will still be within the maximum risk indicator of 0.05% approved within the AIS.

Corporate / Citywide Implications:

- 6.11 None arising from this report.

7. EVALUATION OF ANY ALTERNATIVE OPTION(S):

- 7.1 This report sets out action taken in the six months to March 2012. No alternative options are therefore considered necessary.

8. REASONS FOR REPORT RECOMMENDATIONS

- 8.1 Treasury management is governed by a code that is recognised as 'best and proper practice' under the Local Government Act 2003. The Code requires a minimum of two reports per year, one of which is a report looking back at the closing year. This report fulfils this requirement.

SUPPORTING DOCUMENTATION

Appendices:

1. Appendix 1 – Economic background
2. Appendix 2 – A summary of the action taken in the period October 2011 to March 2012
3. Appendix 3 – Performance and balances
4. Appendix 4 – Prudential indicators 2011/12 Actual
5. Appendix 5 – Revised schedule of investment counterparties

Documents In Members' Rooms

None

Background Documents

1. Part I of the Local Government Act 2003 and associated regulations
2. "The Treasury Management Policy Statement and associated schedules 2011/12" approved by Cabinet on 17 March 2011
3. The "Annual Investment Strategy 2011/12" approved by full Council on 24 March 2011
4. Papers held within Strategic Finance, Finance & Resources
5. "The Prudential Code for Capital Finance in Local Authorities" published by CIPFA 2003 and revised in 2009

Market Overview – October 2011 to March 2012
(courtesy of Sector)

Quarter Ended 31st December 2011

Activity indicators suggested that the economic recovery ground to a halt in the third quarter. Surveys indicated a poor performance in high street sales reflecting the pressures on households' finances with spending weaker than usual in December. Conditions in the labour market also continued to deteriorate, albeit at a slower pace than in the previous quarter. Despite this moderating trend, employment surveys have continued to point to further job losses ahead.

The housing market has continued to recover, albeit slowly. The number of mortgage approvals for new house purchase rose during the quarter with house prices rising marginally higher over the period.

The latest trade data tentatively suggested that net trade was on course to make a positive contribution to UK growth during the quarter with some survey measures pointing to a pick-up in demand for exports. Surveys suggested a quarterly rise in the volume of manufactured goods exports of around 2%.

Despite much weaker than expected growth, the latest public finance figures showed that borrowing would come in comfortably below the total for 2011. Spending growth has slowed, while growth in tax receipts held up reasonably well. Inflation fell in the third quarter with CPI inflation falling from its recent peak of 5.2% in September to 4.2% in December. Inflation remained on track to fall further.

The Monetary Policy Committee (MPC) restarted quantitative easing (QE) in October 2011 and announced £75bn of additional gilt purchases would be completed by February 2012. The MPC also looked primed to sanction further purchases. The November Inflation Report forecast projected CPI inflation to be well below the 2% target in two years time horizon.

In the euro-zone, policymakers made little progress to deal with the region's debt crisis. The economic data in the euro-zone also continued to weaken – a recession in the euro-zone remains a key risk to the outlook for the UK economy.

Quarter Ended 31st March 2012

The pick-up in business surveys at the start of 2012 suggested the economy managed to avoid relapsing into a technical recession in the first quarter of the year. The weighted output balance of the surveys rose to a level consistent with a quarterly expansion of approximately 0.5%. However there were tentative signs later in the quarter that the recovery might have started to lose momentum. The business surveys fell in February 2012, as did the official measure of consumer spending.

Employment continued to increase. However employment failed to rise fast enough to keep pace with the increase in those losing their jobs. Accordingly, unemployment rose further. Pay growth remained very weak – given the high rates of inflation, real pay continued to fall sharply.

House prices remained volatile. The Halifax measure rose and the Nationwide measure fell in January 2012 – and vice versa in the following month. Mortgage approvals fell in February 2012 despite the approaching end of the stamp duty holiday for first-time buyers. Banks' funding costs eased a little at the start of the quarter although they remained elevated. Banks have begun to pass these costs onto borrowers by raising their borrowing rates on certain types of mortgages.

The UK trade data continued to hold up surprisingly well given the crisis in the UK's main export market, the Eurozone.

The latest public finance figures suggested that, contrary to previous indications, public sector borrowing in 2011/12 was unlikely to undershoot the forecasts made by the Office for Budget Responsibility (OBR) in November 2011. All borrowing forecasts were lowered by a cumulative £11bn over the total forecast period but the UK Government was still only expected to meet its fiscal mandate with a small amount of headroom.

In March 2012 the Chancellor delivered a broadly fiscally-neutral Budget. Elsewhere, inflation fell further during the quarter. CPI inflation fell from 4.2% in December to 3.4% in February. February's Bank of England Inflation Report suggested that the inflation target would be met on the current policy stance.

Sentiment towards the Eurozone improved following the European Central Bank's second long-term refinancing operation in February 2012 and the conclusion of a second bailout package for Greece. This followed an agreement by the Greek Government to another major austerity package and agreement by private holders of Greek debt to a substantial cut in the value of their holdings.

In the UK the MPC announced another £50bn of quantitative easing (QE) in February 2012 having completed the previous £75bn of purchases. But the consensus view was that the MPC is unlikely to undertake further purchases once the current ones are finished in May.

Summary of action taken in the period October 2011 to March 2012

New borrowing

In early 2010 three flexible loan facilities totalling £30m were agreed to protect the council from increases in long-term funding rates. Two of these loans became active in February 2011. The third became active in February 2012. Details of this loan are set out in Table 1.1.

Table 1.1 – New borrowing October 2011 to March 2012

<u>Date raised</u>	Amount	Rate	Period (years)
Royal Bank of Scotland – 16 Feb 12	£10.000m	4.35%	48

In addition the council made a payment of £18.081m under the new HRA housing finance introduced on 1st April 2012. This payment was funded through five new loans, details of which are set out in Table 1.2

Table 1.2 – New HRA borrowing October 2011 to March 2012

<u>Date raised</u>	Amount	Rate	Period (years)
Public Works Loan Board – 28 Mar 12	£4.000m	2.92%	14
Public Works Loan Board – 28 Mar 12	£3.000m	1.24%	5
Public Works Loan Board – 28 Mar 12	£4.181m	3.37%	22
Public Works Loan Board – 28 Mar 12	£3.900m	0.87%	3½
Public Works Loan Board – 28 Mar 12	£3.000m	1.11%	4½
	£18.081m	2.00%	10½

Debt maturity

No debt matured during the half year.

Lender options, where the lender has the exclusive option to request an increase in the loan interest rate and the council has the right to reject the higher rate and repay instead, on four loans were due in the 6 month period but no option was exercised.

Weighted average maturity of debt portfolio

The weighted average maturity period of the debt portfolio has reduced during the 2nd half-year as a consequence of the new debt raised (Table 2).

Table 2 – Weighted average maturity profile – debt portfolio

<u>Date raised</u>	Oct 2011	Oct 2011 balance as at Mar 2012 (*)	Mar 2012 (**)
Weighted average maturity period	35.4 yrs	34.9 yrs	33.3 yrs
(*) the 'Oct 2011 balance as at Mar 2012' figure reflects the natural 'time elapse' reduction in the average period of the debt portfolio			
(**) the weighted average maturity period as at 1 April 2011 was 30.2 years			

Debt rescheduling

No debt rescheduling was undertaken during the 2nd half-year.

Capital financing requirement

The prudential code introduces a number of indicators that compare 'net' borrowing (i.e.

after deducting investments) with the capital financing requirement (CFR) – the CFR being amount of capital investment met from borrowing that is outstanding. Table 3 compares the CFR with net borrowing and actual borrowing.

Table 3 – Capital financing requirement compared to debt outstanding

	1 April 2011	31 March 2012	Movement in period
Capital financing requirement (CFR)	£294.5m		
Less PFI element	-£29.4m		
Net CFR	£265.1m	£283.3m	+£18.2m
Long-term debt	£185.7m	£207.8m	+£22.1m
Investments – in house team	-£32.6m	-£28.1m	+£4.5m
Investments – cash manager	-£24.4m	-£24.7m	-£0.3m
Net debt	£128.7m	£155.0m	+£26.3m
O/s debt to CFR (%)	70.0%	73.3%	+3.3%
Net debt to CFR (%)	48.5%	54.7%	+6.2%

Traditionally the level of borrowing outstanding is at or near the maximum permitted in order to reduce the risk that demand for capital investment (and hence resources) falls in years when long-term interest rates are high (i.e. interest rate risk). However given the continued volatility and uncertainty within the financial markets, the council has maintained the strategy to keep borrowing at much lower levels (as investments are used to repay debt). Currently outstanding debt represents 73% of the capital financing requirement.

Cash flow debt / investments

The TMPS states the profile of any short-term cash flow investments will be determined by the need to balance daily cash flow surpluses with cash flow shortages. An analysis of the cash flows reveals a net shortfall for the 2nd half-year of £31.1 million of which £18.1m represented the payment to the Government under the new HRA housing finance regime (Table 4).

Table 4 – Cash flow October 2011 to March 2012

	October 11 to March 12			Apr 11 to Mar 12
	Payments	Receipts	Net cash	Net cash
Total cash for period	£407.3m	£394.3m	-£13.0m	-£8.3m
Payment to CLG re HRA settlement	£18.1m		-£18.1m	-£18.1m
			-£31.1m	-£26.4m
Represented by:				
Movement in in-house investments			+£3.3m	+£4.5m
Increase in long-term borrowing			+£28.1m	+£22.1m
Movement in balance at bank			-£0.3m	-£0.2m
			+£31.1m	+£26.4m

Overall the cash position for the financial year is a net deficit of some £26.4 million.

Prudential indicators

Budget Council approved a series of prudential indicators for 2011/12 at its meeting in March 2011. Taken together the indicators demonstrate that the council's capital

investment plans are affordable, prudent and sustainable.

In terms of treasury management the main indicators are the 'authorised limit' and 'operational boundary'. The authorised limit is the maximum level of borrowing that can be outstanding at any one time. The limit is a statutory requirement as set out in the Local Government Act 2003. The limit includes 'headroom' for unexpected borrowing resulting from adverse cash flow.

The operational boundary represents the level of borrowing needed to meet the capital investment plans approved by the council. Effectively it is the authorised limit minus the headroom and is used as an in-year monitoring indicator to measure actual borrowing requirements against budgeted forecasts.

Table 5 compares both indicators with the maximum debt outstanding in the first half year.

Table 5 – Comparison of outstanding debt with Authorised Limit and Operational Boundary 2011/12

	Authorised limit	Operational boundary
Indicator set	£367.0m	£355.0m
Less PFI element	-£62.0m	-£62.0m
Indicator less PFI element	£305.0m	£293.0m
Maximum amount o/s in second half of year	£207.8m	£207.8m
Variance	(*)£97.2m	£85.2m

(*) can not be less than zero

Performance

The series of charts in Appendix 3 provide a summary of the performance for both the debt and investment portfolios.

In summary the key performance is as follows:

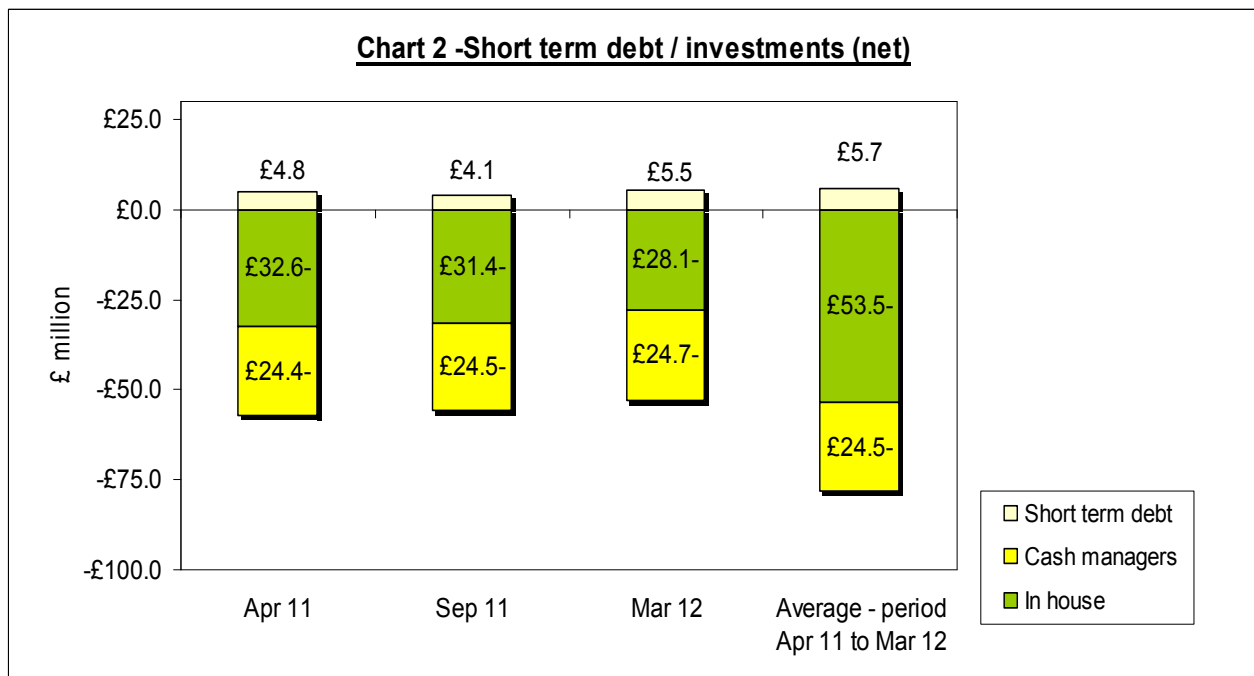
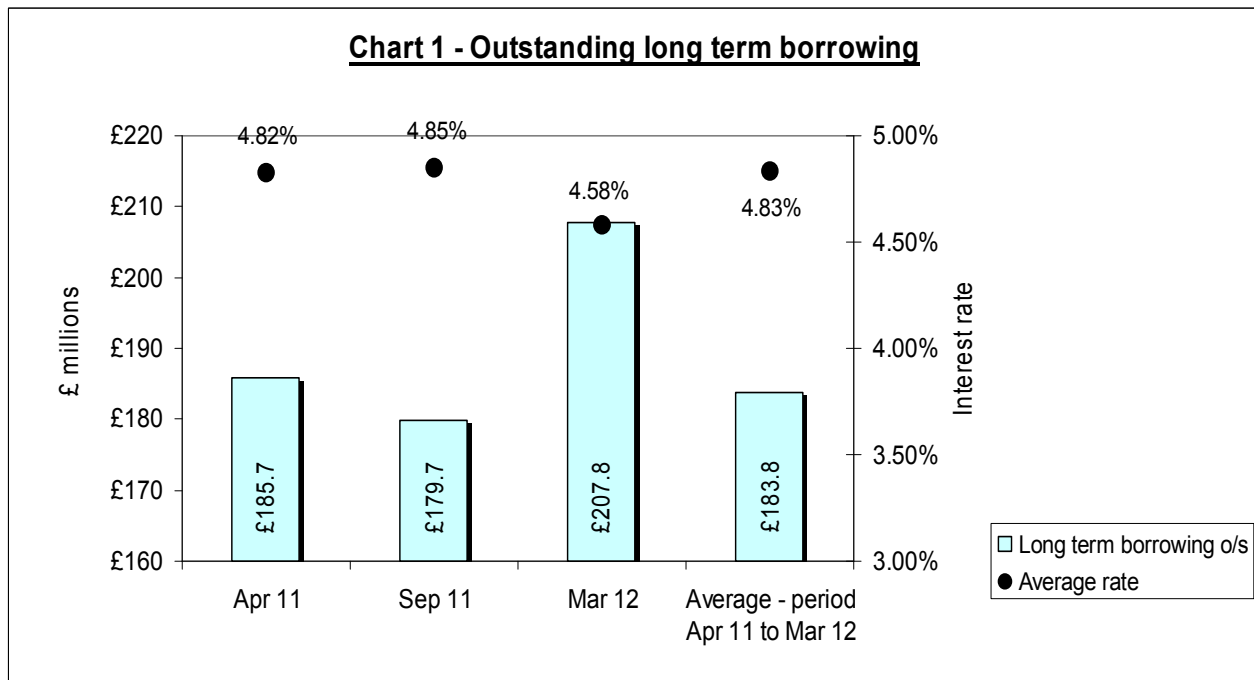
- Chart 1 shows the average cost of the long-term debt portfolio has reduced from 4.82% to 4.58% during the half-year. The reduction is due to new debt being borrowed at rates below the average rate.
- Chart 2 shows that the level of investment managed by the cash managers and the in-house treasury team. The sum invested via the cash manager increases as investment income is reinvested, whereas investment by the in-house team includes cash flow investments and therefore fluctuates throughout each month. The chart reflects little change in the level of investments over the half-year.
- Chart 3 compares the returns achieved on external investments with the benchmark rate of 7-day LIBID (London Inter-bank Bid Rate) rate for the in-house treasury team and 7-day LIBID rate (compounded) for the cash manager. The chart confirms that during the six months to March 2012:
 - the investment performance of the in-house treasury team has exceeded the target rate (which is 105% of the benchmark rate), and
 - the investment performance of the cash manager has exceeded the target rate (which is 115% of the benchmark rate).

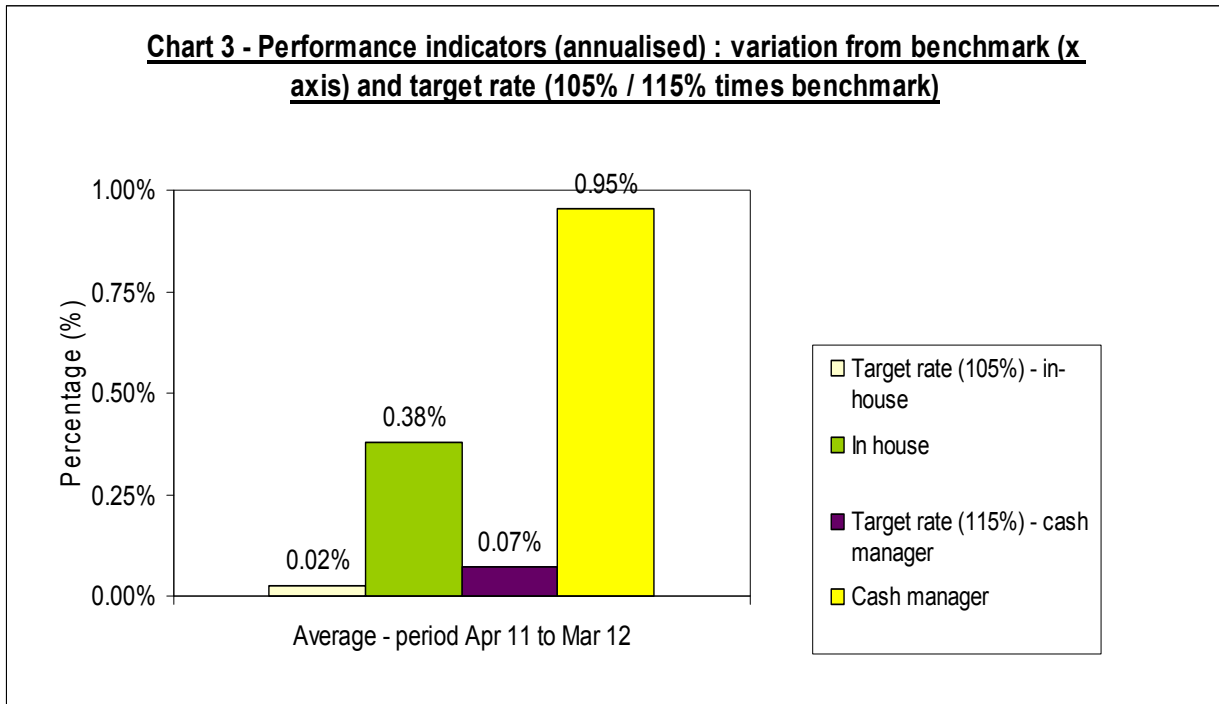
Approved organisations – investments

No new organisations have been added to the list approved in the AIS 2011/12.

A number of changes to the short-term and long-term ratings have been assessed by the credit rating agencies but these have had no impact on the council's approved lending list or limits.

Performance and balances





Prudential indicators 2011/12 Actual

The following prudential indicators are required to be reported under the Prudential Code for Capital Finance in Local Authorities (published by CIPFA).

<u>Prudential indicator</u>	<u>Actual indicator 2011/12</u>
Actual ratio of financing costs to net revenue stream 2011/12	
- Non HRA	14.8%
- HRA	34.5%
Actual capital financing requirement as at 31 March 2012	
- Non HRA	£244.110m
- HRA	£100.339m
- Total	£344.449m
Actual external debt as at 31 March 2012	
- Actual borrowing	£207.827m
- Actual other long term liabilities	£61.344m
- Total	£269.171m

Note – The above indicators are based on International Financial Reporting Standards (IFRS) and include the impact of the council's three PFI projects.

Brighton & Hove City Council

Banks and Other Institutions
Annual Investment Strategy 2012/2013 REVISED
In-house Treasury Team

<u>Counterparty</u>	<u>Specified/ Non- specified¹</u>	<u>Short-term (*)</u>			<u>Long-term (*)</u>			<u>Max amount</u>	<u>Max period – fixed deposits</u>
		<u>F = Fitch</u>	<u>M = Moody's</u>	<u>SP = Standard & Poor's</u>	<u>F = Fitch</u>	<u>M = Moody's</u>	<u>SP = Standard & Poor's</u>		
Bank of Butterfield (UK) Ltd	Specified	F	M	SP	F	M	SP	£5m	6 mths
Bank of Scotland / Lloyds TSB Bank	Specified	F1	P-1	A-1	A	A2	A	£10m	1 year
Barclays Bank plc	Specified	F1	P-1	A-1	A	A2	A+	£5m	1 year
Close Brothers	Specified	F1	P-1		A	A2		£5m	6 mths
Clydesdale Bank	Specified	F1	P-1	A-2	A	A2	BBB+	£5m	6 mths
Co-operative Bank plc	Specified	F2	P-2		A-	A3		£10m	1 mth
Crown Agents Bank Ltd	Specified	F2			BBB+			£5m	6 mths
HSBC Bank plc	Specified	F1+	P-1	A-1	AA	Aa3	AA-	£10m	1 year
National Westminster Bank / Royal Bank of Scotland	Specified	F1	P-2	A-1	A	A3	A	£10m	1 year
NM Rothschild & Sons	Specified	F2			BBB+			£5m	6 mths
Northern Rock plc	Specified			A-2			BBB+	£5m	6 mths
Santander UK plc	Specified	F1	P-1	A-1	A	A2	A	£5m	6 mths
Schroders plc	Specified	F1		A-1	A+		A	£5m	6 mths
Standard Chartered Bank	Specified	F1+	P-1	A-1+	AA-	A1	AA-	£10m	1 year
<u>BUILDING SOCIETIES</u>									
<u>(+)</u>									
Coventry (3)	Specified	F1	P-2		A	A3		£5m	6 mths
Leeds (5)	Specified	F2	P-2		A-	A3		£5m	6 mths
Nationwide (1)	Specified	F1	P-1	A-1	A+	A2	A+	£5m	6 mths
Principality (7)	Specified	F2	NP		BBB+	Ba1		£5m	6 mths
Skipton (4)	Specified	F3	NP		BBB	Ba1		£5m	6 mths
West Bromwich (6)	Specified		NP			B2			
Yorkshire (2)	Specified	F2	P-2	A-2	BBB+	Baa2	A-	£5m	6 mths
<u>OTHER</u>									
Other Local Authorities	Specified							£5m	1 year
Debt Management Acc	Specified							£10m	6 mths
Deposit Facility	Specified							£10m	Liquid

(*) Ratings as advised by Sector June 2012

(+) UK Building Societies ranking based on Total Asset size – Source: Sector June 2012

¹ distinction is a requirement under the investment regulations

Subject:	i360 Loan Agreement		
Date of Meeting:	12 July 2012		
REPORT OF:	Strategic Director Place & Director of Finance		
Contact: Officer: Name:	Katharine Pearce	Tel	29-2553
	Mark Ireland		29-1240
	E-mail:	katharine.pearce@brighton-hove.gov.uk	
		mark.ireland@brighton-hove.gov.uk	
Key Decision:	Yes		
Wards Affected:	Regency & seafront wards		

FOR GENERAL RELEASE

1.0 SUMMARY

- 1.1 The following report provides details of the commercial loan arrangements which have been negotiated by council officers with Brighton i360 Ltd – the company that will build and operate the Brighton i360.
- 1.2 The Brighton i360 has planning permission to proceed, construction contracts in place and the ability to start on site before the end of the year. The due diligence conducted by the council (including a full analysis of projected attendance forecasts) has confirmed a robust business case is in place and the company's projected income figures are realistic and achievable.
- 1.3 Funding in the form of a loan from the Government's Growing Places Fund has been recommended for final approval by the LEP Investment Committee.
- 1.4 The Cabinet report in May agreed that a commercial loan to the project was now the favoured way forward in order to ensure that the city was able to complete the regeneration of the seafront, deliver a wider improvement to the public realm and redundant arches to the east and west of the site, and most importantly of all create a sustainable and iconic new seafront destination for the city.
- 1.5 At the time of the writing it is anticipated that there will be a late Part II report to provide further commercially sensitive information not available prior to agenda dispatch.

2. RECOMMENDATIONS:

- 2.1 To note the structure and terms of the loan that have been agreed to date as set out in paragraphs: 4.2, 4.3, 4.7 and 4.8.
- 2.2 To authorise Directors of Finance and Place, after consultation with the Chair of Policy and Resources Committee to finalise terms and enter into the proposed loan agreement with Brighton i360 Ltd with a target of financial close by mid September 2012 and to take all steps necessary or incidental to the completion and implementation of the agreement.
- 2.3 To authorise the Head of Legal and Democratic Services to complete all necessary documentation and take all necessary action to effect completion of the proposed loan.
- 2.4 To approve the inclusion of the commercial loan to Brighton i360 Ltd in the Capital Resources and Capital Investment Programme 2012/13 (and the following two years' capital programmes) to be funded through unsupported borrowing.

3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

Summary and policy context

- 3.1 On 10 May 2012 a report to Cabinet received approval for officers to enter into formal negotiations with Brighton i360 Ltd regarding detailed loan financing terms. A positive outcome of a bid to the Growing Places Fund run by the Coast to Capital Local Enterprise Partnership (C2C LEP) for £3m had been received for the project on 25 April 2012. The Cabinet report detailed the case for the council's ongoing support of the i360 project and the proposal for a commercial loan to be made to the project. A copy of that report is attached as Appendix One. A further report was considered by the Audit & Standards Committee at its meeting of 26 June 2012 setting out the approach being taken to risk management and due diligence in relation to this project.

The Brighton i360 - Project description/history

- 3.2 The Brighton i360 is a visitor attraction designed and promoted by the original team behind the London Eye. The idea behind the i360 has always been to create a similar iconic viewing experience to the London Eye but with significantly lower construction and operating costs. The i360 therefore comes with the benefits of the lessons learnt from the construction and operation of the London Eye.
- 3.3 As a successful and established tourist destination in its own right, the i360 team saw that Brighton & Hove offered the ideal destination for the new attraction. Its proximity to London, channel ports and the euro-tunnel terminus, and a well established conference and meetings market, offered the ideal location for this type of new attraction.

- 3.4 Planning permission was granted to unanimous support from the city council in October 2006 and steelwork for the tower has been purchased, manufactured and rolled. Piling work has commenced on site. Construction can start within a short time frame and without any further significant legal or logistical hurdles to be jumped.

The viewing experience

- 3.5 The upper boarding level of the i360 will offer exhibition space for visitors to explore before they board and covered heritage seating will allow for the option of sitting and relaxing prior to boarding. Tickets will be available by internet pre-booking or available on the day. In this regard, the considerable experience of managing the bookings and marketing in relation to the London Eye will be brought to bear by the i360 team and i-xperience – the company who will operate the i360.
- 3.6 Customers will then board a “pod” at the upper level. During the 20 minute ride the pod will slowly rise up to 139 metres above ground, higher than the London Eye, Spinnaker Tower or Blackpool Tower. This will offer 360 degree panoramic views for 25 miles around. During the evenings the Brighton i360 will become the SkyBar where a longer ride time (30 minutes) will allow the option for visitors to have drinks and for ceremonies and events to take place.
- 3.7 A 400 seat café, shop and public toilet facilities will be located on the beach level of the attraction adjacent to the ride exit. Two hospitality rooms for receptions, weddings and conferences/business meetings will also form part of the lower level. The Operational Statement supplied by Marks Barfield Architects (Appendix 9) provides further detail on the operation of the attraction and covers items such as the timed ticketing system, visitor patterns, coach management etc.
- 3.8 The i360 will be a commercial visitor attraction, commercially operated and run, and located on land owned by the West Pier Trust.
- 3.9 The i360 team have therefore developed the i360 in full consultation with the West Pier Trust. Many facets of the original West Pier have been woven into the design for the attraction and the exhibition area will provide information about the history of the West Pier on the upper level as well as utilising the original kiosks as ticket booths at the upper boarding area.

Economic Benefits and regeneration

- 3.10 The development of the i360 fits within the city’s Tourism and emerging Seafront Strategy’s. The creation of an iconic landmark piece of architecture on the coastline was also highlighted in consultation during the planning process and the economic, social and environmental benefits are well documented in the planning report.

- 3.11 As a UK destination Brighton & Hove suffers from the effects of seasonality with varying patterns of demand and business across the year. Developments such as those at the Brighton Centre and earlier seafront developments help overcome the effects of seasonality, however while the city suffers less than most other seaside destinations nonetheless the effects remain. The i360 is a key way for the city to continue to address these seasonal effects by giving potentially new visitors a principle reason to visit and providing those who have been a reason to return.
- 3.12 The i360 also complements the city's business tourism offer. While it will bring a unique venue in its own right into the city, it will also provide a space that can enhance the experience of conference organisers and delegates who may be holding their meetings elsewhere in the city by providing a new space for dinners, receptions and the like.
- 3.13 The i360 will also enhance the public realm in the western end of the seafront, bringing a completed feel to the space between the already improved areas of seafront development between the piers and the calm and well maintained open spaces of Hove Lawns beyond.
- 3.14 Finally, the development will be iconic, internationally recognisable and distinctive. It will enhance the international prominence of the city in the minds of visitors or those considering inward investment and for all these reasons is to be welcomed.

Jobs

- 3.15 The wider regeneration benefits are also very considerable. These stem principally from the additional expenditure generated by approximately 160,000 new visitors to the city (not to be confused with the total visitors to the attraction, estimated at around 800,000 in Year One), the additional archway businesses to be set up within the expanded site and the jobs and expenditure this will create, as well as the construction jobs and operational jobs created as part of the i360 itself. An estimated 440 FTE jobs is judged to be a reasonable estimate of the overall benefit for the city.

Wider regeneration

- 3.16 The exciting opportunity which is now offered from the development of the i360 is also the chance to finally rejuvenate the most western area of seafront around the derelict West Pier. Expenditure to achieve this renewal can now largely be recouped by the council. New business rates and rental from lettings will now allow a sustainable business case to be made to fund this work. A new and thriving artisan quarter can be created and the refurbished arches will be let to start-up businesses and those looking to expand.
- 3.17 The long awaited regeneration of this part of the seafront has also not assisted business performance to the north of the site. Shops and restaurants in Preston Street will expect to see a boost to their

businesses once the i360 opens. The increased foot traffic will undoubtedly increase the business opportunities here, and this in turn is expected to help this part of the extended Business Improvement District to begin to finally improve its prospects.

Project Funding

- 3.18 The total project cost for the project had previously been set at £35m, however after further discussion and a detailed process of due diligence a revised and final figure of £38m has been agreed between all parties. The Council loan will now be capped at £17.8m and the LEP contribution will remain at £3m. The remainder of the funding will, as previously agreed, be contributed by the Equity providers, who will fund £20m of the total project cost and (as previously) carry the greater risk burden. The final total project cost is also still subject to specific due diligence on the developer's financial model.

C2C LEP Funding

- 3.19 The prospective £3m loan from the Coast to Capital LEP is a strong indication that the i360 project is seen as one which meets Government priorities. The purpose of the Government initiated "Growing Places Fund" is to stimulate economic growth and regeneration by working with the private sector and local authorities to kick-start projects which have stalled due to a lack of available bank lending. The i360 project meets this criteria and can move ahead swiftly thereby having a very direct economic benefit in a relatively short time frame.
- 3.20 The C2C LEP Investment Committee visited the site (24 May 2012) and gave consideration to the scheme at a C2C Investment Committee meeting on 20 June 2012. A meeting to agree terms of the loan agreement was held with officers on 2 July 2012. The C2C LEP will make the final determination at their Board Meeting or delegate this to their Investment Committee, subject to timing, but will do so to ensure this is timed to meet the Council's target date for Financial Close in September.
- 3.21 The loan from the LEP will be structured to allow for one single loan agreement to be entered into between the Council and Brighton i360 Ltd with a separate agreement allowing the LEP funds to be directly paid to the council. Appendix 10 illustrates this approach and Appendix 8 offers more detail on the terms of the agreement, which has been brokered and agreed via Pinsent Masons LLP, the council's commercial loan advisers.

Experience of the Brighton i360 team

- 3.22 The experience of the team delivering the i360 is unparalleled in many ways as the team comprises those who originated, designed and built the UK's number one paid for visitor attraction, the London Eye. David Marks

and Julia Barfield (Marks Barfield Architects) founded the London Eye Company (LEC), acquired the site, obtained planning consent and raised the capital necessary to build the observation wheel. They were non-executive directors of LEC and shareholders of LEC until they sold their interest to the Tussauds Group in 2006.

3.23 The London Eye has remained as the number one visitor attraction in the UK, consistently achieving high visitor numbers and regularly exceeding 3.5 million visitors per annum. The team is able to bring their combined experience of marketing and managing such an attraction to bear on the Brighton project.

3.24 A key member of the operational team will be Eleanor Harris of i-xperience who will be chief executive of Brighton i360 Ltd. Eleanor has 16 years' experience in the leisure and tourism industry and was the London Eye's Commercial Director between 2000 and 2006 with responsibility for generating the company's multi-million pound revenue as well as strategic business development. Before that she held various marketing and customer-focused management roles at British Airways.

3.25 i-xperience Ltd specialise in helping visitor attractions generate more income and attract more visitors. Clients have included the Turner Contemporary Gallery, the Tutankhamen Exhibition at the O2, Mercedes-Benz-World, London Zoo, the Royal Pavilion in Brighton and Brighton Museums.

3.26 **Construction team – Brighton i360**

Construction arrangements for Brighton i360 Ltd have been structured by lawyers Fladgate Fielders acting for Brighton i360 Ltd. The arrangements have been reviewed as part of the due diligence process undertaken by BHCC and LEP and have also been reviewed by Pinsent Masons LLP on behalf of the council. If any of these change, the council will ensure that they are replaced with equivalent contractors of equal stature. The Loan Agreement will also make arrangements for dealing appropriately with any changes that may occur during the course of the project.

Hollandia

Hollandia will project manage the construction, undertake the civil engineering aspects and take full responsibility for constructing the tower. Hollandia are Holland's largest steelwork supplier and also built the London Eye's steel structure. They will subcontract to Graham and Pomagalski SA (Poma).

Poma

Poma are Europe's largest cable car and ski lift manufacturer and are considered to have an excellent track record. They will be responsible for design, manufacturing and installation of the pod and drive mechanisms for Brighton i360 and also undertook manufacture and supply of all the pods for the London Eye.

Graham

Graham are the largest subsidiary of John Graham Holdings group and deliver building and large civil engineering projects throughout the UK and Ireland. They will build the foundations, deal with the sewer diversion and construct the main and ancillary buildings.

Jacobs Engineering UK Ltd

Dr John Roberts designed the Brighton i360. He was the London Eye's principal engineer during design, manufacture, construction, operation and certification under the Health and Safety Executive's scheme of approval.

John is Director of Operations for the UK buildings business of Jacobs UK Ltd, which has a 6,000-strong workforce. He is a leading structural engineer with expertise in passenger-carrying rides for clients such as Merlin Entertainments and The Big One at Blackpool Pleasure Beach. Jacobs will act as structural engineer, services engineer (M and E) and project manager.

3.27 Financial advice – Brighton i360 Ltd

The i360 team is advised by GVA Financial Consulting. The company is FSA regulated and authorised to provide financial advice to both the public and private sectors and specialises in structured finance and funding stalled developments. GVA also advise on debt and equity finance and local authority funding. GVA have developed successful projects with Croydon Council, Brent Council, Orkney Islands Council (wind farm) and the London Development Agency amongst others.

3.28 Legal advice - BHCC

External legal advisers have been appointed by the council to provide specialist knowledge with regard to the Terms of the Commercial Loan with Brighton i360 Ltd, thereby protecting the council's interests long term and also ensuring the terms of the loan do not contravene the requirements necessary to comply with State Aid rules.

A procurement process invited 5 firms to tender for this legal work in May 2012 and Pinsent Masons LLP were appointed on 28 May 2012.

Pinsents have experience of acting for a range of private sector lenders and developers and have specialists covering issues such as state aid, construction, property and tax. They have also acted for the European Investment Bank. In terms of State Aid compliance, Pinsents have a solid background, advising a range of Regional Development Agencies and Local Authorities on the State Aid implications of specific projects.

3.29 Financial advice - BHCC

Core financial advice is being provided from the council's internal financial resources, who have experience in complex public/private partnership arrangements. This will be supplemented with additional specialist advisors appointed as necessary. For example, a specialist advisor will carry out the audit of the financial model that underpins the i360 business case. Close working with Pinsents as the council's legal advisors will also bring significant funding expertise particularly around State Aid Compliance and ensuring commercial terms are agreed in relation to the loan agreement and security provisions.

3.30 Technical advice – BHCC

In common with other large infrastructure projects in which the council has had a legal interest (e.g. Amex Community Stadium, Jubilee Library) a Technical Adviser will be appointed to act as the “eyes and ears” of the council in connection with all construction related activities. The Technical Adviser (T.A.) will oversee all construction documentation prior to financial close and also have an on-site role during construction, reporting back to the council on progress on a formal monitoring basis and highlighting any issues arising. The Technical Adviser will sign off compliance certificates on a monthly basis which will trigger the release of the loan facility (see 4.2).

3.31 Monitoring and reporting

A formal internal monitoring process will be established to allow for regular progress meetings to review the construction and financial arrangements as they progress. The appointed Technical Adviser will provide monthly monitoring reports which will report on construction progress and cost. The T.A will report back to the Council i360 Project Manager and will also meet regularly with the Internal Finance Team. Any issues of additional cost will be reported back before any sign off is provided. Monitoring reports will be supplied to Policy and Resources as part of the regular TBM monitoring report process. Reports on general progress and any specific matters relating to the wider project and the seafront will be dealt with by the Economic Development and Culture Committee. It is also expected that Audit and Standards Committee will wish to oversee progress as required.

4.0 PROPOSED STRUCTURE – FUNDING AND SECURITY

4.1 Details of the proposed structure for the loan to Brighton i360 Ltd are attached at Appendix 10.

Funding Structure – headline issues

4.2 The proposed funding structure comprises the following key terms:

- The equity investors will fully subscribe, either through subordinated loan notes or cash, the £17.8 million on or before the council advances any funds to Brighton i360 Ltd. Full subscription may be

achieved either through placing the notes / cash in an escrow account or through a letter of credit issued by a reputable and secure financial institution;

- The £17.8 million loan facility advanced by the council and LEP will rank in priority over the equity investment. The council will act as primary lender with LEP advancing their £3 million share to the council at financial close (known as sub participation). This arrangement simplifies the security and lending structure. LEP will take project risk, with their sub participation attracting the same level of risk as if they had lent directly to Brighton i360 Ltd.
- i360 will draw down the equity holding and the loan facility in equal proportions based on monthly valuations signed off by the council's Technical Advisor (3.30).
- The £17.8 million loan will attract a commercial interest rate equal to the risk profile of the project. The rate will be fixed at financial close for the period of the loan.
- There will be a number of covenants, representations and warranties that Brighton i360 Ltd will need to comply with whilst the loan remains unpaid. For example, the company will need to ensure its business case will satisfy a number of forward ratios to ensure sufficient funds are available to meet capital repayments and interest payments prior to any dividends being distributed to the equity investors. A "cash sweep" has been agreed whereby a proportion of funds that would ordinarily be available for distribution to equity investors will instead be redirected to prematurely repay part of the debt.

Security

4.3 Security of the council's loan will be achieved through a number of measures:

- a full charge over the assets of Brighton i360 Ltd, to include the infrastructure, leases, licences and all bank accounts,
- full assignment of all project contracts, including performance bonds, insurances and collateral warranties from major sub contractors,
- a fixed price construction contract against which no changes can be made (either to price or scope) without the express consent of the council,
- a right to acquire the shares in the company
- full step-in rights that allow the council either to appoint replacement operators or run the contract direct.

Decommissioning

4.4 In the event that the project is terminated, either during construction or after a period of operation, Brighton i360 Ltd will be required to set aside funds to allow for the attraction to be demolished and the site returned to its previous state. During construction the council will have security over the funds of the

company and may apply these to fund the cost of decommissioning. Once the project is operational the company will be required to set aside sufficient monies in a separate reserve to meet the estimated cost of decommissioning. The balance in the reserve will be monitored to ensure sufficient funds are maintained.

Due Diligence

- 4.5 As part of the risk management for the loan arrangements an extensive due diligence process is on-going by both the council and the Local Enterprise Partnership. The main areas subject to due diligence can be found in Appendix 2.

Two of the key areas are the business case and attendance projections.

a) Business case

The business case is driven by attendance forecasts. The May Cabinet report provided information regarding attendance forecasts which provide the main (70%) source of income for the attraction. These figures vary between a high forecast of 1m and low forecast of 600,000.

The financial assumptions in the business case were independently reviewed in October 2011 by the Economics Team at AECOM, a worldwide professional technical and management support services firm. AECOM looked at the attendance and financial projections and concluded that the i360 should achieve just under 800,000 visitors in its first year of operation and an operating profit of approx. £6.7m per annum (the “Base case”).

Sensitivities around the Base case have been run by AECOM. The table below shows the estimated profit that would be achieved if visitor numbers and the amount each visitor will spend are lower than anticipated, for example if visitor numbers are 10% lower than anticipated at 720,000 and income per visitor is 10% lower than anticipated then the profit forecast will be £5.4m in year one.

Forecast Operating Profit in Year 1

Assumed Visitor numbers	800,000 (Base Case)	720,000	600,000 (Low forecast)	480,000
Total Assumed Income per Visitor (Including VAT)	Forecast Profit £ million	Forecast Profit £ million	Forecast Profit £ million	Forecast Profit £ million
Base Case	6.7	6.0	5.0	4.0
Base Case less 10%	6.0	5.4	4.5	3.6
Base Case less 25%	5.1	4.6	3.8	3.1

Assumed Visitor numbers	800,000 (Base Case)	720,000	600,000 (Low forecast)	480,000
Base Case less 40%	4.1	3.7	3.1	2.5

The operating profit needs to be sufficient to meet the costs of the debt finance. These are estimated to be approx. £2.5m in interest and provisions for loan repayment on a £17.8m debt. The operating profit is therefore sufficient to meet these costs even if visitor numbers fall significantly below the low forecast and income per visitor is 40% below the base case. The debt interest and repayment charges will be met before any dividend is paid to the equity investors

Further due diligence is required on the business case leading up to financial close. This work will include:

- Ensuring the final terms of the loan agreement are reflected in the business case. An independent audit of the financial model that underpins the business case will form part of this due diligence work.
- Evidence of the financial standing and wealth of the equity investors received and documented.
- Verification of the final contractual build costs – independently reviewed and verified.

b) Attendance projections

AECOM has been providing planning and development guidance to the leisure and tourism industry for over 50 years. The firm has been instrumental in the planning, development and operational phases of many of the most well known cultural, educational and tourist attractions.

AECOM uses a well-established methodology to determine attendance and revenue forecasts focusing on a number of core factors:

- an accurate and realistic assessment of the size and nature of the current and future potential resident and tourist market population;
- a full assessment of the strengths and weaknesses of the site, location, and competitive environment;
- a competitive appraisal of the potential appeal of the concept and how it fits within the regional and national markets; and
- a detailed assessment of the attendance, market penetration, and financial performance of developments with comparable product and market characteristics that are already operating around the world.

Appendix 5 describes AECOM's methods in greater detail and uses a number of well known examples to illustrate the accuracy of their forecasting. Appendix 6 includes more local comparators such as the Spinnaker Tower in Portsmouth and further afield, the Blackpool Tower. It also contains more detailed forecasts for the Brighton i360 from 2015 to 2024 using resident and tourist market penetration rates.

The Blackpool Tower is offered as an interesting example. This has recently been taken over by Merlin Entertainments and they anticipate achieving 800,000 visitors per annum once the tower re-opens. This would be equal to a 4.6% market penetration rate. The Brighton i360 has been more conservative in its estimations. If Brighton were to achieve the same market penetration as predicted for Blackpool, it would achieve 930,000 visitors per annum. AECOM estimates instead predict that the Brighton i360 will attract between 701,000 and 817,000 visitors and they use a market penetration rate of around 3.6% (see Appendix 6).

The Spinnaker Tower achieves around 360k visitors per annum. This is equivalent to 2.3% penetration level of its market. The market in Portsmouth is 23% smaller than Brighton & Hove and Portsmouth does not have the large and well established conference and tourist market of Brighton. Furthermore, Portsmouth does not tend to organise the range of major events that takes place in Brighton & Hove and bolsters the visitor numbers significantly. For these reasons, an attraction located in Brighton is more likely to achieve higher market penetration rates overall than Portsmouth. It should be noted however that the Spinnaker Tower is still a success and continues to generate an operational profit.

A comparison of UK observation experiences is attached as Appendix 7.

Risk Matrix

- 4.6 Council officers have developed a risk and opportunity register for this project (which has been circulated as a Part Two document) and applies the council's approved Risk Management Strategy methodology. This covers some of the areas examined during due diligence (such as visitor numbers and business case) but has a broader remit and is also designed to highlight opportunity as well as risks of certain courses of action.

Loan Facility Agreement

- 4.7 The Facility Agreement will set out the terms and conditions under which the loan to Brighton i360 Ltd will be advanced. The terms will cover both the £14.8m advanced by the council and the £3 million from the LEP. The terms are based on a commercial arrangement to ensure that State Aid rules are complied with. The Agreement will cover both the terms of the loan and the underlying security.
- 4.8 The key elements of the Facility are:

- the facility will be advanced to Brighton i360 Ltd over a 24 month period in monthly tranches. Advances will represent under 50% of the monthly amount required with the balance drawn from the equity investors. Advances will be made against certificates signed off by the council's appointed technical advisor.
- a commercial rate of interest, based upon the council's cost of borrowing plus a margin to reflect risk and return, will be charged on the cumulative amount advanced. Interest is payable half yearly. During the construction phase (24 months) and the six month operating period immediately following, the interest payable under the Facility will be rolled into the Facility and added to the amount outstanding. Interest will start to be repaid after this period.
- a commitment fee equal to one-half of the margin is payable on the amount of the Facility that has not been advanced to Brighton i360 Ltd. The fee is payable for a period of around 2 years commencing on financial close. An arrangement fee is also payable on financial close.
- Repayment of the loan will commence six months into the operational phase of the project with full repayment over the following ten year period. Agreement has been reached whereby the LEP proportion of the facility will be repaid over the following three year period (rather than ten year period) in accordance with the terms of their investment. A cash sweep will operate whereby revenues over and above that required to meet the company's operating costs, taxation and financing costs will be earmarked to reduce the amount of the Council loan outstanding. Based on current projections for revenues this would result in full repayment of the facility over a period less than 10 years. Any early repayment, other than that through the cash sweep, will attract an additional cost to the company to compensate the council for repaying debt earlier than planned and for the loss of a commercial return on the loan.
- a number of key ratios will be negotiated that will, inter alia, ensure the company has retained sufficient funds to meet its debt obligations and to allow distribution of profits to the shareholders only when financially viable to do so. Default provisions within the agreement will enable the council to take over the operation of the i360 or to appoint replacement operators.
- the loan will be secured against all the assets of Brighton i360 Ltd. During the construction phase the council will have a full charge over the equity investment ensuring access to sufficient funds in the event the site has to be re-instated or the council decides to complete the project.
- the loan will be administered by the Director of Finance in return for an annual agency fee. Under the agreement the company will be required to submit regular financial statements and projections to the Director of Finance. Regular review meetings will also be held with the company.

Timetable to Financial Close

- 4.9 Assuming that work progresses as anticipated, financial close between all the parties is anticipated to take place in mid September 2012.
- 4.10 It is recommended that delegation of the final signing off of the suite of documents including the Loan Facility Agreement remains with the Director of Finance, Strategic Director Place and the Chair of Policy and Resources Committee.
- 4.11 A draft timetable is attached as Appendix 3.
- 4.12 A Financial Close by mid September will lead to a planned site commencement date in Autumn 2012.

Timescale for Construction and Opening

- 4.13 A revised target date for the opening of the attraction has now been agreed for March 2015. The timeline has been amended due to the need to begin and end the construction of the tower outside of winter months. The revised timeline still allows for early site establishment works to start on site in Autumn 2012 and this will begin with demolition and sewer diversion works and the formation of the temporary access road in early 2013. The Heritage Centre construction will then follow and the final formation of the tower will be timed to take place during summer 2014. The revised timeline also allows greater flexibility with regard to interfacing the i360 construction contract with the arch strengthening contract works which are also due to start on site in Autumn 2012. This will ensure that once open there is no outstanding construction work in the immediate vicinity which will detract from the new attraction and its success.

Audit

- 4.14 A report to the Audit and Standards Committee was considered on 26 June 2012. This set out the approach being taken to risk management and due diligence and the independent review and assurance role being provided by internal audit over the project. Discussions have commenced with the Council's external Auditor's regarding the accounting implications of this project.

5.0 CONSULTATION

- 5.1 A full public consultation exercise was undertaken by the Brighton i360 team as part of the application for Planning Permission which was achieved in October 2006. Considerable public support was shown for the project.
- 5.2 Marks Barfield have been active in the city since that time and have attended recent business events to talk about their project.

- 5.3 The seafront team have introduced a new seafront newsletter which updates seafront traders on operational issues as well as development issues on the seafront. The next newsletter will be issued in early July and will include information about the Brighton i360.
- 5.4 Consultation will continue before, during and after the construction process with all businesses directly (and indirectly) affected by the construction and operation of the new attraction. This will include the works to the seafront arches and those adjacent to the temporary access road.

6.0 LEGAL/FINANCIAL & OTHER IMPLICATIONS:

Legal Implications:

Council's Statutory Powers

The previous report referred to the wellbeing provisions in Section 2 of the Local Government Act 1972 and the general power of competence in the Localism Act 2011. S2 of the 2003 Act has now been repealed. Pinsents have helpfully proposed that the Council relies on the power in the Local Authorities (Land) Act 1963 and that Section 111 of the Local Government Act 1972 and the general power of competence under the Localism Act 2011 are relied on in respect of the incidental arrangements.

Section 3 of the 1963 Act provides that local authorities may advance money for building works, where it is satisfied that it would be for the benefit or improvement of their area. Such an advance, together with interest thereon, must be secured by a mortgage of the land in respect of which the advance is made and the amount of the principal of an advance must not exceed nine-tenths of the value of the land or nine tenths of the value which it is estimated the mortgaged security will bear upon the completion of the building or other works in respect of which the advance is made. There are other standard loan provisions in the Act all of which will be complied with in the proposed advance.

In terms of other incidental elements of the arrangements, for example, security over bank accounts etc, Pinsents have referred to section 111 Local Government Act 1972 and the general power of competence under the Localism Act 2011. Section 111 of the Local Government Act 1972 provides a local authority shall have power to do any thing (whether or not involving the expenditure, borrowing or lending of money or the acquisition or disposal of any property or rights) which is calculated to facilitate, or is conducive or incidental to, the discharge of any of their functions. However, a local authority does not have the power under this Act to raise money, whether by means of rates, precepts or borrowing, or lend money except in accordance with the enactments relating to those matters and hence the need to rely on the 1963 Act.

In deciding whether and how to exercise its powers in relation to this proposal, the committee must consider the council's fiduciary duty to conduct its administration in a fairly business-like manner with reasonable care, skill and caution, and with a due and alert regard to the interest of the council tax payers. However it is in the council's discretion to determine what the interests of the council tax payers are and how they are best served following its analysis of the relevant costs and benefits. Thus in considering this matter, in terms of fiduciary duty, the council must disregard all irrelevant matters and have regard to issues such as the burden of the terms of the arrangement and the expenditure involved for the council tax payers, as well as the benefits it will bring. This needs to be considered both generally and specifically to those who will directly gain or suffer from the proposal. This balancing exercise is for the council to determine after having given due consideration *to the appropriate weight to be afforded to the relevant factors*.

State Aid

The council's legal adviser Pinsents are accustomed to advising in relation to EU procurement and State Aid rules in relation to funding structures for public sector bodies. Pinsents have advised the council on those aspects of the Brighton i360 loan agreement which will have a bearing on state aid compliance and the loan has been constructed to ensure compliance is achieved. Brighton i360 Ltd will be paying a competitive interest rate, and will also be party to a suite of terms and conditions which do not offer any more favourable terms than those offered by a commercial lender. The council are therefore satisfied that the requirements of State Aid and final compliance have been achieved.

The Big Wheel

The legal agreements relating to the Big Wheel at Daltons Bastion allow for the council to give notice to the wheel's operators, Paramount, to cease operation of the Big Wheel. Consideration as to the implications of concurrent operation of the two attractions or of giving notice to terminate the operation of the Big Wheel will need to be undertaken by this Committee in due course.

Legal officer consulted: *Bob Bruce*

Date: 3 July 2012

Financial Implications:

The financial implications are covered within the body of the report. The terms of the loan facility represent as closely as possible those that would be available from a commercial funder to ensure compliance with State Aid rules. Costs incurred by the council prior to financial close will be reimbursed by the equity funders in the event that financial close is not achieved.

The council's loan to Brighton i360 represents some 39% of the total projected cost. The remaining balance is being funded through the loan from LEP (8%) and 53% from the equity investors (i.e. the amount the owners are putting into the project). The council's loan, together with the loan from LEP, will rank higher in terms of priority over the equity investment.

In order to raise the council's share of the loan (£14.8m) the council will need to borrow from the financial markets, the most likely option being the Public Works Loan Board. In doing so, the council will be committed to repaying the loan, together with all interest accruing thereon. With the exception of the interest rate and fees payable the council will match as closely as possible the terms of this borrowing with those under the facility agreement.

The council will receive under the loan facility agreement a one-off arrangement fee for arranging the loan and an annual agency fee for administering the loan. In addition the council will receive full repayment of the costs incurred in finalising the loan and monitoring the loan drawdown process throughout the construction period.

As the project progresses the debt payments could also be secured against guaranteed income streams from, for example, marketing, naming rights and sponsorship. Brighton i360 Ltd will provide a list of potential sponsors for the council to approve before detailed negotiations take place with sponsors. At this stage it is estimated that the income streams from sponsorship and concessions could exceed £1m per annum.

There are a number of risks in giving the loan to Brighton i360 Ltd and the facility agreement includes provisions to protect the council against the non repayment of the capital sum and interest thereon. However, it is considered prudent to supplement these provisions, particularly during the first years of operation. It is recommended that sums received under the facility agreement that are not required by the council to fund the cost of its borrowing are set aside initially in a risk reserve and that the balance on the reserve is reviewed after the first year of operation.

The loan to Brighton i360 Ltd will be classified as capital expenditure under the capital finance regulations and as such the £14.8m will need to be added to the council's approved capital programme. The profile of loan drawdowns has yet to be agreed with Brighton i360 and therefore the amount to be included in the 2012/13 programme, 2013/14 programme and 2014/15 programme will be reported to this Committee as part of the TBM process.

Finance officer consulted: *M Ireland/PSargent* Date: 3 July 2012

Equalities Implications:

- 6.3 There are no specific equalities implications stemming from this report. An inclusive approach to design was clearly demonstrated at the planning

application stage and the developers have committed to a system of concessions for local residents and specific promotions to be offered to local schools and colleges.

Sustainability Implications:

- 6.4 The sustainability implications were thoroughly documented and reviewed as part of the planning application process for the project.

Crime & Disorder Implications:

- 6.5 Sussex Police Community Safety branch commented at the time of the planning application that the location of the attraction is currently a high risk crime area and therefore certain measures were recommended to the developer in terms of specific mitigation. The developer made a commitment to seek approval under the Secured by Design initiative and has shown commitment to pursuing policy QD7 of the local plan.

Risk and Opportunity Management Implications:

- 6.6 A risk and opportunity matrix has been developed and is contained within Part Two of this report.

Corporate / Citywide Implications:

These have been dealt with in the main body of the report and at the Planning Application stage.

7. EVALUATION OF ALTERNATIVE OPTION(S):

These were dealt with in the May Cabinet report which is attached as Appendix One.

8. REASONS FOR REPORT RECOMMENDATIONS:

These are set out in the body of the report.

SUPPORTING DOCUMENTATION

Appendices:

1. 10 May Cabinet report
2. Due Diligence Items
3. Draft Timetable to Financial Close
4. Capacity projections per ride - Table
5. AECOM Attractions – Projection Methodology
6. AECOM - Attendance Projections
7. A comparison of UK observation experiences
8. Terms of Agreement with C2C LEP
9. Operational Statement – Brighton i360 Ltd
10. Proposed Funding Structure Diagram -Pinsents
11. Construction Timescale and Loan Drawdown Timeline

Part Two

12. i360 Business Plan – Marks Barfield *to follow*
13. Risk Matrix *to follow*

Documents in Members' Room:

- October 2006 – Planning report and Minutes

Background Documents:

APPENDIX 1

CABINET

Appendix One

Brighton & Hove City Council
Public Report

Subject:	i360 Public Funding Options
Date of Meeting:	10 May 2012
REPORT OF:	Strategic Director Place & Director of Finance
Contact: Officer: Name:	Katharine Pearce Tel 29-2553
E-mail:	katharine.pearce@brighton-hove.gov.uk
Key Decision: Yes	Forward Plan No: CAB29110
Wards Affected: Regency & seafront wards	

FOR GENERAL RELEASE

1. SUMMARY:

This report sets out public financing options for the i360 development and updates Members on issues of timing in relation to i360 and the wider regeneration of the seafront. It also provides an update on the very recent result of a Growing Places Fund (GPF) bid to the Coast to Capital Local Enterprise Partnership (C2CLEP). The report seeks authority from Cabinet for officers to enter into a negotiation with both the C2CLEP and Brighton i360 Ltd on preferred loan financing terms to unlock the project and enable development to commence in earnest to allow a projected completion by April 2014.

2. RECOMMENDATIONS:

That Cabinet authorise officers to:

- 2.1 Enter into detailed negotiation with Brighton i360 Ltd regarding loan financing terms under preferred prudential borrowing arrangements.
- 2.2 Draw up detailed loan financing and repayment terms under preferred prudential borrowing arrangements as set out in paragraph 3.12 of this report.
- 2.3 Enter into detailed negotiations with Brighton i360 Ltd and the C2CLEP on loan financing and repayment.
- 2.4 Report back to Policy & Resources Committee on 12 July 2012 setting out the outcome of negotiations on both 2.2 and 2.3 above.

- 2.5 Complete negotiations with the Brighton i360 Ltd regarding the underwriting of all reasonable expenditure necessary to complete negotiations and agreements required by the council to progress items 2.1 to 2.4 above (noting that Brighton i360 Ltd have accepted the underwriting in principal).

3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

- 3.1 The i360 development is a private sector led £35m visitor attraction developed by the same team that delivered the London Eye. It was given a unanimous planning consent on 11 October 2006 and the proposal will be built in large part on land which is currently owned by the West Pier Trust. It is recognised that the i360 will create jobs, boost the conference and visitor economy of the city and the wider region and attract upwards of 800,000 visits per year. It provides the final catalyst to complete the seafront development strategy and therefore contribute to the wider economic resilience and development of the city. It is iconic in scale and design and will raise the profile of the city and the region on the national and international business, convention and tourism stage.
- 3.2 Following planning consent in October 2006 the project stalled in the wake of the 2008 financial crunch and the contraction in bank lending on such projects.
- 3.3 The project is at an advanced stage with construction contracts in place, advanced prefabrication underway and a detailed implementation plan, licences and some legal agreements already completed.
- 3.4 On 31 January 2012, in partnership with the Developer, the council submitted a bid to the Coast to Capital Growing Places Fund operated by the Local Enterprise Partnership (LEP). The bid was made to the LEP on the basis that there was a demonstrable market failure and that the scheme was a good fit with the requirements of the bidding criteria; namely to support projects offering sustainable growth which were able to move forward at pace and deliver significant regeneration benefits. The bid was for £3m.
- 3.5 The project bid has now been assessed by the LEP Investment Committee (25/04/12) and they have recommended the project be approved for the full amount of the bid. Details of the conditions of the funding will be reported back to Policy & Resources Committee after the Due Diligence process has been completed by the LEP's advisers Genecon.
- 3.6 The current capital funding situation for the i360, including the LEP funding, is outlined in detail in the financial section of this report.
- 3.7 **Economic Resilience & Regeneration**

The city council has continued to provide support to the i360 project for a number of strategic and financial reasons as outlined below:

- (i) The project provides a unique and financially sustainable visitor attraction at a key strategic location on the seafront with many spin off regenerative benefits for the wider area.
- (ii) A visitor attraction at this location on the seafront will draw an estimated 600,000 to 1,000,000* visitors a year, and this will generate upwards of £5m per annum in additional spend in the area. This in turn will offer a very urgently needed boost to businesses in Preston Street and beyond who currently suffer higher than average vacancy rates and reducing footfall and many of which are struggling to survive the current recession.
- (iii) The i360 attraction will directly create at least 154 full-time equivalent operational and construction jobs. This will include a minimum of 3 management training scheme apprenticeships. The council's Economic Development Team have also reviewed all the data and estimated that the wider spin off job creation from the project will be in the order of 444 jobs.
- (iv) The indirect employment benefits will result from a number of factors such as the increase in tourism numbers, the letting out as new business units the currently derelict arches to the east and west of the i360, increase in business to Preston Street generally and also the boost to the wider city economy via conferencing and delegate spend – particularly from overnight visitors.
- (v) The council will receive an equivalent of 1% of ticket revenue from the project to complete the landscaping schemes to either side of the West Pier site and this in turn will create a more beneficial environment for business to flourish.
- (vi) Deliverability – the project has planning permission and there are no significant remaining logistical or legal issues to resolve. It is effectively ready to start on site within 2 to 3 months of funding being secured.
- (vii) The i360 project has always received much public and business support and has captured the public imagination. By operating all year round it will help to even out fluctuations in tourism revenue for the city; it will help deliver high value business tourism visitors such as conference delegates and will also raise Brighton & Hove's profile as a vibrant and modern city.
- (viii) The i360 team have been committed to exploring ways to ensure access to the attraction for all members of the community. In particular, they have committed, in line with the council's own policy, to provide concessions for local people by way of reduced ticket prices at certain times of the year and/or specific promotions for local schools and/or community events.
- (ix) The i360 will be constructed predominantly on land owned by the West Pier Trust (WPT) which is a not for profit charitable trust. The West Pier Trust are wholly supportive of the project, not least because it allows the reproduction of the spirit of the West Pier in a 21st Century form, but it also allows the WPT to use the rental income from their lease with the i360 to recreate aspects of the original West Pier in various forms: a permanent exhibition, a virtual interactive display, re-building of ticket booths and kiosk, preservation of original columns and the re-use of cast iron columns as part of a new archaeological garden.

- (x) The arches to the east of the site and those to the west have been in need of refurbishment for many years. Strengthening works are due to take place within months to the western arches (October 2012) and the progression of the i360 will finally allow a robust business case to be made to fund the refurbishment of the interior of the arches to create new units which can be let to local businesses.
- (xi) The business case to refurbish the arches to the east of the site can then also be made. Between them, the newly refurbished arches will provide much needed jobs and business opportunities and will also deliver significant rental income and business rates directly to the council. Their improvement will also complete the regeneration of this important part of the seafront.
- (xii) At planning application stage the i360 project received an unprecedented amount of support locally and also from bodies such as English Heritage who fully endorsed the principle of a 21st Century pier at this location.

In the light of all of the above, council officers have been working pro-actively for several months with Marks Barfield Architects (MBA) exploring a number of different options to facilitate funding of the Brighton i360 project at minimal risk to the council. This has included a re-appraisal of all the key visitor and financial assumptions and those elements relating to other similar attractions in the UK and elsewhere.

Note:

3.7 (ii) Figures recently produced by AECOM as part of Due Diligence on Tourist Visitor Numbers for the i360.

3.8 Current funding position for the i360

The project requires total investment of approx. £35m of which the project team have raised £18m equity funding, some of which is subject to the balance of funding being secured. The team have sought bank finance for the remaining balance of funding of £17.8m. The continuing huge uncertainty in the money markets has meant that bank funding is impossible to secure for this kind of project without additional security on offer. The team do have an offer from a high street bank to provide £6m funding as part of a consortium of lenders, but this would require council guarantees to be put in place. The council will derive direct and indirect financial benefits if the scheme is completed and successful (these are set out in paragraph 3.12) and can also achieve a commercial return on any financial support it offers. The project can only proceed to completion whilst the current financial conditions persist with additional financial support from the council and the LEP. Various options to provide this support and the risks and rewards entailed have been considered and these are set out in paragraph 3.14 to 3.17.

3.9 Construction costs

The construction costs are estimated to be just under £26m and a further contingency provision of 5% is made in the full investment budget. The £35m investment budget also covers fees, fit-out costs, operating costs

between financial close and opening, development costs and rolled up financing costs. The development costs of £3.3m that have already been incurred to get the project to this stage include the purchase of the steel and have been funded by the equity investors.

Construction and development will be managed through an overall single turnkey construction contract. A number of risks have been identified that may impact on the overall capital costs of the project and strategies to mitigate or minimise each risk have been identified. Some of the key strategies are:

- A fixed price contract from the contractor.
- Any changes to the specification resulting in increased costs will be met by the equity investors.
- As part of the agreement between Brighton i360 Ltd and the main contractor a £5m performance bond (guarantee) has been included in the contract to ensure delivery on time.

3.10 i360 Financials

The financial assumptions were independently reviewed in October 2011 by the Economics Team at AECOM, a worldwide professional technical and management support services firm. They have looked at the attendance and financial projections and have concluded that the i360 should achieve just under 800,000 visitors in its first year of operation and an operating profit of approx. £6.7m per annum.

The attendance forecasts vary between a high forecast of 1m and a low forecast of 600,000. The table below shows the estimated profit that would be achieved if visitor numbers and the amount each visitor will spend are lower than anticipated, for example if visitor numbers are 10% lower than anticipated at 720,000 and income per visitor is 10% lower than anticipated then the profit forecast will be £5.4m in year one.

Forecast Operating Profit in Year 1

Assumed Visitor numbers	800,000 (Base Case)	720,000	600,000 (Low forecast)	480,000
Total Assumed Income per Visitor (Including VAT)	Forecast Profit £ million	Forecast Profit £ million	Forecast Profit £ million	Forecast Profit £ million
Base Case	6.7	6.0	5.0	4.0
Base Case less 10%	6.0	5.4	4.5	3.6
Base Case less 25%	5.1	4.6	3.8	3.1
Base Case less 40%	4.1	3.7	3.1	2.5

The operating profit needs to be sufficient to meet the costs of the debt finance. These are estimated to be approx. £2.5m in interest and provisions for loan repayment on a £17.8m debt. The operating profit is therefore sufficient to meet these costs even if visitor numbers fall significantly below the low forecast and income per visitor is 40% below the base case. The debt interest and repayment charges will be met before any dividend is paid to the equity investors.

3.11 **Due Diligence**

Finance officers have reviewed the business case and AECOM reports in detail discussing and testing assumptions with the i360 team and undertaking key sensitivities to ensure the financial modelling is robust. A full financial audit will be undertaken using appropriate financial and property advisers as part of the due diligence process prior to Policy & Resources Committee in July and the business case will be included in the papers for that Committee.

3.12 **Financial benefits to the council from the i360 development**

The potential financial benefits to the council once the i360 is operational come directly from the scheme and from the knock-on effect to other local businesses.

Direct financial benefits:

- S106 revenue payments will be triggered generating an annual income share of 1% of gross ticket revenues worth an estimated £70,000 per annum. This will enable £1.76m investment in the surrounding seafront filling the gap in the seafront redevelopment as detailed in paragraph 3.7 (v).
- From April 2013, as part of major changes to local government finance the council will also receive a significant share of any growth in business rates. The i360 development is expected to pay approx. £120,000 per annum potentially from early summer 2014.

Indirect financial benefits:

- There is the potential for further growth in business rates from private investment in new businesses and existing business expansion generated by the increased number of visitors particularly in those areas close to the i360.
- The council-owned Regency Square Car Park is located very close to the i360 and car parking income is also likely to increase.
- The council owns the seafront arches either side of the i360 most of which do not generate any income as they need investment to bring them back into use and the business case for investment is not currently sustainable. Road strengthening works are due to be carried out in October 2012 on the arches west of the i360. Development of the i360 will almost certainly make the investment in internal refurbishment of these arches for final letting viable. It will also support the case for refurbishment of the eastern arches. The eastern and western arches will then become a significant source of additional

revenue to the council, as they have along other parts of the seafront, generating business rates income and greater income from lettings.

3.13 **Bidding for Growing Places Funds from the Coast to Capital Local Economic Partnership (C2CLEP)**

The council made an initial bid of £3m investment from the £23m Growing Places Fund allocated to the C2CLEP. The bid was approved by the Board on the 25 April 2012 subject to due diligence and agreement of terms. As part of the terms, the LEP will expect to receive a commercial return on their investment and early repayment of their investment (over 3 years after construction) into their revolving fund so that they can support other schemes. As potentially the senior debt funder, the council will need to negotiate all the terms with Brighton i360 Ltd and the LEP. The investment by the LEP will reduce the funding gap to £14m and similarly reduce the risk exposure of the council.

3.14 **Options**

The i360 team includes GVA Financial Consulting who have been employed to advise Brighton i360 Ltd on financing options to help secure funding for the project. GVA have worked on a wide range of projects and have experience of the accounting and legal requirements necessary to successfully deliver council support on a number of schemes including projects with the London Boroughs of Croydon and Brent. Council officers have worked closely with GVA to identify the different ways in which council support could help finalise the funding package for the i360.

3.15 The options available to the council are as follows:

Preferred Option:

1. The council provides debt funding to the project for the balance outstanding. The analysis shows that this option is roughly equivalent in risk to the other options but provides much more security and the potential for a significantly greater return.

Other Options:

2. The council uses its cash balances as security against the debt repayments with the debt provided by a bank or similar organisation.
3. The council provides security by taking a sub-lease from the debt provider, usually a pension fund, and then grants a sub-lease to the operator. Debt repayments take the form of rent paid by the operator to the council, and then by the council to the funding pension fund.
4. The council provides a guarantee to the funding bank or similar organisation of the capital and/or revenue payments from the project.

Appendix 1 sets out a summary assessment of each option covering the financial outlay and impact, security available to the council, risk of financial loss and the financial return. If it is agreed by Cabinet, it is therefore recommended that officers negotiate terms with Brighton i360

Ltd on the basis of the council providing debt funding. The following sections provide more information on what is entailed.

3.16 Council provides debt funding

The council would act as a bank entering into a loan agreement with Brighton i360 Ltd. The legal powers to do this are covered in the legal implications of this report and the council would use its borrowing powers under the Prudential Code for Capital Finance, where the council must be able to demonstrate that the borrowing is affordable. Any decision to take up this borrowing will not impact upon any future borrowing decisions on other schemes, which will be considered separately on their individual merits.

There are a number of issues the council will need to take into account should the council agree to provide debt funding to Brighton i360 Ltd:

- **Legality** – Section 5.1 of this report sets out the powers that the council may use in order to provide debt financing.
- **State Aid** – In order to comply, the council must consider all aspects within the terms and conditions of what would be normal commercial practice when making the loan.
- **The length of the loan** – Initial discussions have indicated that a loan over approximately 12 years is required, i.e. for the construction period plus 10 operational years. Earlier repayment may be possible through refinancing and the council will need to ensure that refinancing clauses within the loan agreement protect its financial return.
- **Security of loan and interest payments** – It is imperative that the debt financing is repaid over the period agreed between the parties. The council will secure the loan over the assets and revenues of the company. This is standard commercial practice and ensures that repayment of the loan together with all interest and other charges are fully met in preference to equity holders receiving a dividend.
- **Funding** – In order for the council to lend to the company it will need to borrow funds from the financial market (i.e. the PWLB or other commercial lender). The council will be responsible for repayment of the loan and interest payments. The borrowing will form part of the limit set annually by full Council and the amount outstanding will create a liability on the council's balance sheet. The Prudential Code requires the council to ensure all borrowing is affordable, prudent and sustainable. Failure by Brighton i360 Ltd to repay debt and/or interest in a timely manner will result in the council using other resources to meet the requirements of the Code.
- **Accounting** – The council will need to ensure that all aspects of the proposal are properly reflected in the accounts and conform with current codes of practice. The prudential indicators required by the Prudential Code and approved annually by full Council will reflect the terms of the new borrowing, whilst the annual Treasury Management Policy Statement also approved by Members will include measures for the raising of the new debt and the planned repayment.

3.17 **Benefits and risks**

The council will recover all fees and charges associated with organising the loan, covering the full costs of council time and ensuring comparability with the wider commercial marketplace.

State Aid rules mean that the council must charge the going commercial rate on the loan. In determining the rate to charge Brighton i360 Ltd, the council will take into account the cost to the council of borrowing the funds plus a premium to reflect the commercial risk that a project of this nature necessitates and the on-going costs in administering the loan. The risk premium is estimated to generate a net return to the council on a £14m loan of approx. £0.5m per annum. This should in the early phases of the project be set aside as a contingency to cover off potential risks, but as the project progresses and income streams are established (and thereby reducing risk) it can be released into the budget. Members will need to determine how this money will be used, but an option would be to set up an investment fund which would support projects designed to help the poorest and most vulnerable in the community.

The principal financial risk is repayment of the loan and payment of the loan interest. The payments will be met from the operating profit and the table in paragraph 3.10 shows a range of sensitivities on the key variables, which show that even a 40% reduction in visitors and income would still enable sufficient profit (£2.5m) to be made to more than cover the anticipated debt payments. As the project progresses the debt payments could also be secured against guaranteed income streams from, for example, marketing, naming rights and catering concessions. Brighton i360 Ltd will provide a list of potential sponsors for the council to approve before detailed negotiations take place with sponsors. At this early stage it is estimated that the income streams from sponsorship and concessions could exceed £1m per annum. The council would also secure the loan through a combination of the following securities:

- **First Charge** – taken over the land and buildings which form the primary security for the loan. This would be registered against the property title in the land registry.
- **First Floating Charge** – taken over moveable assets including vehicles, moveable equipment, furniture and cash, which is less secure as items can be sold.
- **Step-in-rights** – provides the lender with the ability to take over construction/operations of the development or business if there is a default under the loan (e.g. a failure to pay interest or capital).
- **Interest on Insurance Contracts** – the lender has their interest noted on insurance contracts both during construction and operation.

3.18 **Negotiation issues**

In order that the debt financing is not classified as State Aid the council must treat the arrangement with Brighton i360 Ltd to be E.U. State Aid

compliant. Consequently, the council will need to negotiate with the company on the following issues:

- **Interest rate / risk premium** – In arriving at an interest rate a commercial funder would take into account a number of factors – (a) the opportunity cost of not having the funds available for other investments/projects, (b) a premium to reflect the risk the funder was taking in advancing the funds to the company, (c) a margin to reflect any on-going costs associated with the loan.

The major area for negotiation will be the level of premium over and above the council's cost of borrowing. It is highly likely that any commercial funder would view the project as high risk on the grounds that the company has been set up specifically to build and operate the facility and therefore has no commercial track record.

- **Repayment period / tranches** – A commercial bank would require certainty over the profile of debt repayments (i.e. instalments) and interest payments and would expect these to be incorporated within the company's final business case to evidence that repayment is achievable. The bank would impose a number of key ratios that are designed to keep the revenues within the company and place restrictions on dividend payments to shareholders. These ratios ensure the company retains sufficient funds to meet its operational and debt financing liabilities.
- **Security over revenues /assets** – A commercial funder will require security over all revenues and assets sufficient to meet the outstanding debt and interest payments. The council will seek similar security in addition to "step-in" rights discussed below.
- **Step-in rights** – In a worst case scenario whereby the i360 company is unable to attract sufficient numbers to generate revenue to meet interest payments, a commercial funder would protect its investment by exercising "step-in" rights that could range from a change in the company's management structure, a new company being selected to run the facility, or in the worst case scenario, running the company directly until the loan has been repaid and all interest paid.
- **Phasing of injection of shareholder funds** - The council will seek to reduce its exposure to risk during the construction period by negotiating with Brighton i360 Ltd and the LEP about the timing of the payment of their funding contributions. The shareholders have indicated that they would prefer funds to be injected on a pro-rata basis from the outset.

3.19 **Timing**

Timing of the project is a key consideration in relation to funding decisions on the i360:

- (i) Arch strengthening works are due to start on site in October 2012 to the west side of the West Pier. This will cause some level of disruption to the seafront (although this will be largely contained off road).
- (ii) Arch strengthening to the east of the West Pier may (subject to final funding confirmation) be progressed towards the latter part of the current financial year (in March 2013 onwards).
- (iii) Works to the Regency Square Car Park will be completed in summer 2012 which will allow for improved traffic management from Regency Square and improved crossing points for pedestrians.

If a funding solution is found for the i360 by July 2012 it will be able to start on site at the same time as the planned construction works to the seafront arches. By programming the i360 to start construction alongside these works, the total time period for disruption on the seafront can be significantly minimised and the most disruptive work for the public can be timed to take place within the winter months.

4. CONSULTATION

- 4.1 A Risk Workshop was held in February 2012 with the MBA team and their Employers Agent and key officers.
- 4.2 Extensive public consultation took place on the i360 project as part of the Planning Application in 2006. The project received much public and business support. A copy of the planning reports can be viewed on the council's website [Planning Application Sub Committee 11 October 2006].
- 4.3 It is also proposed to set up a consultative group to agree final recommendations for the landscaping proposals. Terms of Reference will be reported back in July.

5. COMPLIANCE ISSUES – LEGAL/FINANCIAL & OTHER IMPLICATIONS:

Legal implications/statutory framework:

- 5.1. Section 2 of the Local Government Act 2003 enables the council to do things which are likely to achieve the promotion or improvement of the economic, social or environmental well-being of their area. The previous council administration considered a proposal to support the i360 using these wellbeing provisions and the option of a council guarantee to support bank lending. Under the previous Government's guidance on wellbeing, it was considered that the term "promotion of economic, social or environmental well-being" was sufficiently broad to include cultural well-being generally, and in the case of the i360 it would appear that all three elements – economic, social and environmental - would be satisfied. The statutory provision is broad enough to enable the council to act as a funder of this project without the need to set up a special purpose vehicle (SPV).
- 5.2 The Localism Act 2011 gives a general power of competence which enables the council to do anything that a competent individual can do provided that it is not otherwise restricted by legislation. In other words, it

changes the old presumption that “the council cannot do it unless expressly empowered” to the new presumption that “the council can do it unless expressly restricted or prohibited”. This power includes lending money, although it may be necessary to set up a SPV if commercial activity requirements in the Act are considered to have been triggered.

- 5.3 When the Localism Act came in to force this provision was not of immediate effect. However, it was intended that when it did come into force, the wellbeing provisions in the 2003 Act would be repealed. However, the general power was brought in to effect earlier than planned and the wellbeing provisions have not yet been repealed. It may be considered prudent to assume that the 2011 powers will be relied on, but this can be clarified in the counsel’s opinion referred to below, which will be referred to in the follow up report referred to in recommendation 2.4.
- 5.4 Provided that any loan made to Brighton i360 Ltd is at commercial rates there would be a strong argument that no commercial advantage or market distortion has arisen, which would support a finding that there would be no State Aid implications.
- 5.5 So as to ensure compliance and probity in relation to this project, if the recommendations in this report are agreed it is proposed that counsel advice is also sought to confirm the appropriate use of powers and any State Aid implications.
- 5.6 The Big Wheel at Daltons Bastion, Madeira Drive will be given appropriate notice as required by the terms of the lease and licence from the council.

Legal officer consulted: Bob Bruce

Date: 17/04/12

Financial Implications:

- 5.7 The detailed financial implications are covered within the body of the report. The council will need to incur costs to enter into negotiations and to start drafting the agreement documents to ensure all the key negotiations points are identified. These costs are likely to cover the costs of counsel’s opinion and the appointment of specialist legal, property and financial advisors to protect the council’s interests. All of these costs will be fully reimbursed from the project and relevant provisions have been made within the business case. Brighton i360 Ltd have accepted in principle to underwrite all reasonable costs incurred prior to the loan agreement being signed. This would ensure that the council is not left to pick up costs if the loan agreement does not proceed.

Finance officer consulted: Mark Ireland

Date: 17/04/12

Equalities Implications:

- 5.8 An Access Statement accompanied the planning application and demonstrated a very clear understanding of the issues, setting out an approach to inclusive design judged to be the right approach by the Access Officer.

Sustainability Implications:

- 5.9 The operating company for the i360 will become a member of the Green Tourism Business Scheme and will promote environmental awareness and sustainability. Staff will be trained to reduce waste and conserve energy and resources. Energy use for the i360 will be sourced from a renewable supplier and supplemented by wind turbine energy on-site.

Crime & Disorder Implications:

- 5.10 Sussex Police Community Safety Branch commented at the planning stage: "The proposed development will enhance the location considerably, providing a safe and secure environment. The applicant has made a commitment to seek approval under the police initiative 'Secured by Design' which shows absolute commitment to policy QD7 of the Brighton & Hove Local Plan".

Risk and Opportunity Management Implications:

- 5.11 Council officers have been developing a risk & opportunity register which has applied the council's approved Risk Management Strategy methodology and has considered "*the effect of uncertainty on objectives*" in respect of this project and that "*an effect is a positive or negative deviation from what is expected*"¹. There are some direct links to risks contained in the council's Strategic Risk Register. Detailed opportunities and risks presented by this project will be reported to Policy & Resources Committee in Part 2 in July 2012 and it is proposed that a briefing session is held with key Members prior to the July Committee meeting.

Corporate / Citywide Implications:

- 5.12 The Risk & Opportunity Register directly relates to corporate and city-wide implications and these will be addressed as part of the above.

6. EVALUATION OF ALTERNATIVE OPTION(S):

- 6.1 These are set out in the main body of the report (3.15).

7. REASONS FOR REPORT RECOMMENDATIONS:

- 7.1 These are set out in 3.8 in the report.

SUPPORTING DOCUMENTATION

Appendices:

Appendix One: Summary of security, risks and rewards of each approach

Documents in Members' Room:

- Planning Report 2006/07

¹ The definitions of Risk from the International Standard for Risk Management (ISO 31000)

APPENDIX 2

i360 Due Diligence June 2012– Items covered during Due Diligence by Brighton & Hove City Council and the Local Enterprise Partnership

A) STATUTORY PLANNING STATUS <ul style="list-style-type: none">▪ Written Evidence / Statement of Planning Strategy Approach, Timescales, Documentation for Planning Submission, and Pre-Application Discussions with the Planning Authority
<ul style="list-style-type: none">▪ Evidence of Planning Consent (Copy of Decision Notice or Committee Resolution)
<ul style="list-style-type: none">▪ Evidence of Discharge of Key Conditions of Planning Consent
<ul style="list-style-type: none">▪ Evidence / Statement of any other Consents required for Project Delivery
B) MARKET ANALYSIS & DEMAND EVIDENCE <ul style="list-style-type: none">▪ Market Analysis Undertaken
<ul style="list-style-type: none">▪ Marketing Strategy
C) FINANCIAL ARRANGEMENTS <ul style="list-style-type: none">▪ Evidence confirming all other Private and/or Public Funding / Financing critical for Project Delivery
<ul style="list-style-type: none">▪ Statement Confirming Loan is State Aid Compliant
D) LAND TITLE / INTERESTS <ul style="list-style-type: none">▪ Evidence of control over all Land / Property Interests required for delivery
<ul style="list-style-type: none">▪ Copies of Title Documents and/or Lease or Option Agreements
<ul style="list-style-type: none">▪ Evidence / Statement of any other Charges Over Land / Property Interests critical for Project Delivery
E) COST & VALUE APPRAISAL <ul style="list-style-type: none">▪ Evidence of professionally prepared Cost & Value Appraisal / Business Plan (latter if applicable)
<ul style="list-style-type: none">▪ Evidence of Design, Specification and Tender Brief
<ul style="list-style-type: none">▪ Evidence of Tendered Prices (if available)
F) DOCUMENTS IN ADDITION TO PROJECT DOCUMENTS TO BE ENTERED INTO BY BRIGHTON i360 LTD <ul style="list-style-type: none">▪ Agreement For Lease and Lease from West Pier Trust to Brighton i360

Ltd
<ul style="list-style-type: none"> ▪ Professional Appointments for the Design Team and Technical Consultants
<ul style="list-style-type: none"> ▪ Ancillary Documents required

3. DELIVERY MANAGEMENT

A) MANAGEMENT & GOVERNANCE

- Statement confirming Key Project Partners, Delivery Capability and Reporting
- Statement outlining Project Delivery Plan / Programme, detailing Key Milestones and Commitments to Development as a result of Securing of GPF Loan

B) OUTPUTS MONITORING & REPORTING

- Statement Confirming Proposal for monitoring and reporting Outputs Delivery

APPENDIX 3

DRAFT TIMETABLE TO FINANCIAL CLOSE:

2012	
Policy and Resources approval to proceed	12 July
Local Enterprise Partnership Investment Committee Approve £3m Loan	Date to be determined by completion of Due Diligence and Financial Close.
Tasks to be undertaken pre-financial close:	
Meeting/s with Brighton i360 team re final Conditions Precedent and residual matters	
Final Due Diligence completed	
Final re-draft of all documentation	
Final meeting with Brighton i360 team	
Final sign off by Officers	
Sign off by Chair of Policy and Resources, Director of Finance and Director of Place	
Financial Close - long stop date	September 2012
Mobilisation Period	2 months
Start On Site	Autumn 2012
Completion	March 2015

APPENDIX 4

Brighton i360 - TARGET VISITORS/CAPACITY

	Operation Statement July 2010
Ride time – start to finish 3 per hour * 30 minute ride time for Sky Bar during the evening.	20mins
Maximum Pod capacity	200
Visitors per annum- based upon Aecom Medium projections in Year One.	800,000
Hours of operation per day (peak month – less in winter months)	12
Projections based on above:	
Average no of rides per day over 12 month period (see note below)	27
Average maximum daily capacity	5400
Maximum annual capacity based on 50 week year	1,890,000
Visitors as % of capacity	42%

NB: Projections above assume the following operating periods:

Nov - Feb: 6 hours
Mar/Apr 8 hours
Sept/Oct: 8 hours
May - Aug: 12 hours

AECOM Attractions: Projection Methodology

AECOM Economics, formerly known as Economics Research Associates (ERA), has been providing planning and development guidance to the leisure and tourism industry for over 50 years. During this time, AECOM Economics has acquired a depth of consulting experience in leisure and tourism that is unmatched within the industry. The firm has been instrumental in the planning, development and operational phases of many of the most well known recreation, entertainment, cultural, educational and tourist attractions.

Many of our projects involve the assessment of the feasibility of developing a new attraction. It is vital at the early stages of a project for solid, reasonable projections of business potential to be determined. AECOM Economics uses a well-established methodology to determine attendance and revenue forecasts focusing on a number of core factors:

- an accurate and realistic assessment of the size and nature of the current and future potential resident and tourist market population;
- a full and realistic assessment of the strengths and weaknesses of the site, location, and competitive environment;
- a competitive appraisal of the potential appeal of the concept and how it fits within the regional and national markets; and
- a detailed assessment of the attendance, market penetration, and financial performance of developments with comparable product and market characteristics that are already operating around the world.

This methodology, developed and refined by AECOM Economics over many years of practice, overcomes the main causes of over- or under-estimation and provides a sound basis for estimating the likely business cases. We draw heavily on the lessons – both positive and negative – from other developments around the world, and overlay this with thorough research into the local and regional marketplace to ensure that our projections are as accurate as possible.

The strength of our client list, representing the top operators in the industry, is the true benchmark of the quality of our product. In the table below, we list a few of the many projects that AECOM Economics has worked on and projected attendance levels against the actual attendance achieved.

ANTICIPATED AND ACHIEVED ATTENDANCE LEVELS

Attraction	AECOM Forecast Attendance	Actual Attendance
Am. Museum of Nat. History, Rose Center, NYC, U.S.	2.9 – 3.3 million	3.2 million
Getty Centre, Los Angeles, U.S.	1.2. – 1.4 million	1.4 million
London Eye, London, U.K.	2.6 – 3.2 million	3.0 million
PortAventura, Salou, Spain	2.0 – 3.0 million	2.7 million
Tennessee Aquarium, Tennessee, U.S.	720,000 – 880,000	940,000
Universal Studios, Hollywood, U.S. (initial year)	1.2 million	1.2 million
uShaka Marine World, Durban, South Africa	950,000 – 1.25 million	1.1 million

Source: AECOM and Individual Attractions

AECOM Economics Attendance Projections- Selected Case Studies

The Getty Center

AECOM Economics began working with The Getty Trust in 1984 to help plan their ambitious new Getty Center project in West Los Angeles. Our initial assignment was focused not on feasibility or overall planning, but on food service requirements for the new facility. That assignment led to more general planning of the overall facility requirements.

AECOM Economics worked on the project over a period of 12 years, and the initial round of work for The Getty Trust was during the design process. AECOM Economics developed a proprietary visitor flow simulation model to refine the program requirements and design. There was a hiatus of several years after the design was set and construction began. In the early '90s, AECOM Economics began a second round of work for The Getty Center focused on operational planning requirements.

Over the course of this engagement, AECOM Economics developed overall estimates of stabilized attendance levels for The Getty Center of 1.2 to 1.4 million visitors per annum. In the first year, The Getty Center realized attendance of approximately 1.8 million visitors, due to a first year surge resulting from intense awareness of the billion-dollar facility in Los Angeles and the art/cultural community worldwide. Attendance is currently running at a annual basis of approximately 1.3 million visitors.

Fiesta Texas

AECOM Economics was part of the planning team for the Fiesta Texas project in San Antonio, Texas. AECOM Economics conducted the initial feasibility study for USAA, the project owner. Opryland/Gaylord was the operator of the theme park and part of the planning team.

AECOM Economics forecast annual attendance levels of 2 million visitors for the project. The theme park achieved that level of attendance the first year. Following the first year, Opryland began to pull back from their theme park business operations, and attendance began to decline at the park. Six Flags was brought in and added new rides and attractions and the project has since been operating at annual attendance levels of approximately 2 million visitors.

Eltch Gardens

AECOM Economics was retained to assist Elitch Gardens in planning a new amusement park. The park had operated at an existing location in the Denver area for nearly 100 years. A new, expanded location was acquired in downtown Denver. The new park was planned on a tight capital budget of \$92 million. AECOM Economics forecast initial attendance levels of approximately 1.1 million visitors, increasing to 1.5 million visitors annually over time.

The park suffered in the early years from the limited capital budget and limited marketing efforts. The first year, the park attracted over 900,000 visitors. In the second year, the park attracted more than 800,000 visitors. Following the second year of operations, existing park ownership sold the park to Six Flags. Six Flags immediately invested approximately \$40 million in capital to complete the park, adding significant new rides and attractions. The park is now tracking on attendance levels of approximately 1.5 million visitors annually.

American Museum of Natural History – Rose Center

AECOM Economics was commissioned by the American Museum of Natural History to prepare an attendance estimate for the \$200 million Rose Center expansion. The magnitude of the attendance impact was the subject of much debate within the organization, and accurate numbers were important for planning for staffing, visitor services and visitor flow, as well as understanding the potential revenue impact.

AECOM Economics' analysis looked at historical attendance patterns for the museum, the impact of significant expansions on other institutions, and the competitive New York City market. Based on our analysis, AECOM Economics estimated a range of attendance from 2.9 million visitors to 3.3 million visitors. In FY 1998, the first (partial) year of operations, actual attendance was 2.8 million. By FY 2001, attendance had increased to 3.2 million. Subsequent to 2001, the events of 9/11 and other market factors have caused attendance numbers to retreat to 2.6 million visitors.

London Eye

As part of the planning process for the London Eye, AECOM Economics undertook an assessment of the potential throughput of the attraction. Research into international viewing towers, observation platforms and pleasure wheels around the world combined with an evaluation of the London attractions market led us to project annual admissions of between 2.6 and 3.2 million per annum.

The Eye opened in 2000 and was an immediate success. In the first year it attracted 3.0 million visits. Admissions increased during the following years and peaked at 4.0 million in 2003. Since that time, attendance levels have stabilised at around 3.5 million visits annually.

The Millennium Exhibition

In 1996, AECOM Economics were engaged to examine the potential for a major Expo-style event in London to celebrate the Millennium. With the previous event of this magnitude in the UK being the 1951 Festival of Britain, AECOM Economics undertook an extensive programme of international research into Expos and World's Fairs, the 1980s UK Garden Festivals, theme parks and major events.

Using information gained through this research and an examination of the London area market, AECOM Economics estimated that a major World's Fair with appropriate levels of investment in London could look to attract in the region of 11 to 16 million visits over a 12-month period. However, we concluded that such an event would require between 46 and 69 ha (110 to 165 acres) of land. The site under consideration in Greenwich was only 20 ha (49 acres), and AECOM Economics' view was that this site would only be capable of providing for 5.8 million visits.

The Millennium Exhibition ran from 1st January to 31st December 2000 on the 49 acre site. Total paying admissions were 5.875 million, within 75,000 of the projections made by AECOM Economics in 1996.

APPENDIX 6

Attendance Projections

AECOM projected that the unconstrained visitor attendance to the i360 will be 818k in the opening year stabilising at between 700k and 725k visitors a year five years after opening.

Market	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Resident market										
<i>Primary</i>	24,398	18,440	16,105	14,357	12,580	12,678	12,776	12,874	12,974	13,074
<i>Secondary</i>	239,156	180,753	170,006	146,845	123,316	124,269	125,229	126,197	127,172	128,154
Subtotal	263,554	199,192	186,110	161,202	135,897	136,947	138,005	139,071	140,145	141,228
Tourist market										
<i>Domestic</i>	337,119	369,297	371,143	372,999	374,864	376,738	378,622	380,515	382,418	384,330
<i>International</i>	152,357	184,657	186,503	188,368	190,252	192,155	194,076	196,017	197,977	199,957
Subtotal	489,476	553,954	557,647	561,367	565,116	568,893	572,698	576,532	580,395	584,287
Total	753,030	753,146	743,757	722,569	701,013	705,840	710,703	715,603	720,540	725,515

AECOM use a methodology for predicting visitor numbers which is based on considering the size and nature of the local market; an assessment of the site; and how comparable attractions have performed. AECOM has over 50 years experience of providing this kind of advice and have an excellent track record of getting visitor number projections right for visitor attractions in the UK and overseas – usually predicting visitor numbers spot on or being conservative and predicting a lower number than what is actually achieved. For example, they did the business plan for the London Eye and predicted 2.6-3.2m visitors per year; whilst it has achieved 3.5m-4m annually.

The site attributes

According to AECOM, “the site meets a number of key success criteria for an attraction development such as being located close to the town centre and hence population and tourists, and being located close to the main Brighton attractions such as Brighton Pier and the Royal Pavilion”. They noted that being adjacent to the seafront is of benefit and that 5m people a year visit Brighton beach; proximity to the Brighton Centre, Hilton and Brighton Grand were seen as positive factors in bringing the conference market to the i360. It was noted that Brighton has good public transport and road access.

Market size

Brighton benefits from a large local market of over 20m people. This includes 12.5m people living within two hours travel of the site in 2013, which is the maximum distance that people typically will travel for a day out (split into 1.5m people living in the ‘Primary market’ of 0-60

minutes drive and 11m living in the 'Secondary market' of 60-120 minutes drive of the site). A further 7.6m tourists stay within one hour travel time of Brighton.

The drive time catchment area is shown below. As can be seen this catchment includes Sussex, Kent, Surrey, Hampshire, the majority of Greater London, as well as parts of Essex and Berkshire:



Therefore, 700,000 to 800,000 visitors a year is equivalent to a penetration of between 3.6% and 4% of this market.

UK comparators

There are three UK comparable observation experiences including the London Eye, Blackpool Tower and Spinnaker Tower in Portsmouth.

The London Eye (also designed by Marks-Barfield) with 3.6m to 4m visitors achieves 8.3 to 8.8% penetration of its market (total market size 44m including 19m residents in a 2 hour drive and 25m tourists) – so more than double predicted in the i360 business case. The London Eye's performance is particularly impressive when you consider the level of competition in London from other attractions and world-class free museums. To put this in context, if the Brighton i360 performed as well, this would mean it would achieve around 1.7m visitors a year.

Blackpool Tower after years of under-investment was receiving 500k visitors, down from 700k in its heyday. It has recently had a major refurbishment and its operation has been taken over

by Merlin Entertainments, the UK and Europe's largest visitor attraction company. Merlin is predicting that it will 800,000 visitors a year. If this level is achieved, it would be equivalent to 4.6% penetration of the local market (17.3m total market size including 10.6m residents and 6.7m tourists); again ahead of the penetration level predicted in the Brighton i360 business plan. Equivalent visitor numbers in the larger Brighton market would mean 930k visitors a year to the i360.

The Spinnaker Tower achieves around 360k visitors a year, which is equivalent to a 2.3% penetration level of its market. The market in Portsmouth is 23% smaller than in Brighton with a total market size of 15.5m including 10.7m people in a 2 hour drive and 4.8m tourists. If the Brighton i360 performed as poorly as the Spinnaker this would be equivalent to 470,000 visitors a year here. This is significantly more visitors than is required to repay the loan to the Council. It should be noted that the Portsmouth and Brighton markets are quite different. Portsmouth is characterised by its large port and the Gun Wharfs shopping centre. It doesn't have the large well-established conference and tourist market of Brighton and doesn't organise the sorts of major events that take place here that such as the Brighton festival or Gay Pride. Brighton is a much better location for a visitor attraction.

APPENDIX 7

A comparison of UK observation experiences

	EDF Energy London Eye	Brighton i360	Blackpool Tower Eye	Spinnaker Tower
Owner/operator	Merlin Entertainments Group have owned and operated the London Eye since 2007.	Brighton i360 Ltd	Blackpool Borough Council since March 2010. Operated by Merlin Entertainments since Sept 2011.	Portsmouth City Council owns the Spinnaker. It is operated by Continuum Group.
Capital cost	£80m	£35m	£42,000 (£16m recently invested into Blackpool Tower)	£38m
Opening date	March 2000	2014	May 1894	October 2005
Attendance	3.75m-4.1m	700k (818k peak)	465k (peak 1.3m) Merlin target 800k	360k (peak 530k)
Market size	44.4m	20.1m	17.3m	15.5m
Residents				
Primary 0-60 minute drive)	8.9m	0.6m	2.7m	1.8m
Secondary (60-120 min drive)	10.1m	11.9m	7.9m	8.9m
Subtotal resident	19.1m	12.5m	10.6m	10.7m
Tourists				
Domestic staying >1 hour	10.8m	6.1m	5.5m	4m
International staying >1 hour	14.6m	1.5m	1.2m	0.8m
Subtotal tourist	25.3m	7.6m	6.7m	4.8m
Market penetration	8.3% (8.8% peak)	3.6% (4.1% peak)	2.7% (3.5% peak; 4.6% Merlin target)	2.3% (3.4% peak)
Brighton attendance*	1.66m (1.76m peak)	N/A	532k (699k peak; 923k Merlin target)	471k (684k peak)
Pricing	2012 pricing: Adult £18.90 Child (4-15) £9.90 Senior* £15.00 * Excludes weekends & Jul/Aug	2012 pricing: Pricing to be confirmed nearer to completion	2012 pricing: Adult £12.60 Child (3-14) £9.60 No senior discount No resident discount	2012 pricing: Adult £8.25 Child (3-15) £6.55 Senior (60+) £7.40 Resident* £6.15 * Excludes special event days
Website	www.londoneye.com	www.brightoni360.co.uk	www.theblackpooltower.com	www.spinnakertower.co.uk

* If the same market penetration level were achieved for this observation experience in a market of the size of Brighton, this would be equivalent to this attendance level.

	EDF Energy London Eye	Brighton i360	Blackpool Tower Eye	Spinnaker Tower
Visitor experience	<p>Giant observation wheel. Customers board one of 32 fully enclosed 'capsules' and ride slowly up to 135m. A ride offers panoramic 360° changing views of London's major landmarks.</p> <p>Each capsule can accommodate 25 people and is air conditioned with bench seating. Tablets are being installed in all capsules with interactive touch screen maps.</p> <p>A ride lasts 30 minutes. The ticket also includes a free 4D cinema experience (lasting 4 minutes). Fast Track entry or Champagne Flights for an additional fee.</p>	<p>Like the London Eye, visitors board the giant pod and ride slowly up to 139m. A ride offers panoramic 360° changing views of Brighton, the South Coast and South Downs.</p> <p>The pod can accommodate up to 200 people and is fully air-conditioned with bench seating. A guide is onboard to point out all the sites and answer customers' questions.</p> <p>Rides will last 20 minutes by day (30 minutes at night) The ticket will also include a free exhibition about the historic West Pier. At night, the i360 transforms into the 'Sky Bar', a chic and unique venue.</p>	<p>The Blackpool Tower Eye is a traditional viewing tower with an internal lift taking customers up to a 100m high enclosed viewing platform. Customers can walk up stairs to additional viewing platforms at 105m (enclosed) and 110m (open deck). The view can be enjoyed to the East, South and West (the North side is obscured by the lift). Highlights include Portsmouth's historic dockyard and Isle of Wight.</p> <p>An average dwell time is estimated at 20-30 minutes. The tower now incorporates a "Sky walk" glass floor. The ticket price also incorporates a 4D cinema.</p> <p>The tower building also incorporates other attractions including a Circus, the Ballroom and Dungeons (additional charge).</p>	<p>The Spinnaker Tower is a traditional viewing tower with an internal lift taking customers up to a 100m high enclosed viewing platform. Customers can walk up stairs to additional viewing platforms at 105m (enclosed) and 110m (open deck). The view can be enjoyed to the East, South and West (the North side is obscured by the lift). Highlights include Portsmouth's historic dockyard and Isle of Wight.</p> <p>Average dwell times is estimated at 20-30 minutes. It incorporates a glass walk way. Please note the external panoramic lift but has never opened.</p>
Location	<p>Located on the South Bank in Central London on the main tourist trail. Within walking distance of other major attractions including Houses of Parliament, Trafalgar Square and Tate Modern.</p> <p>Very high footfall in the immediate vicinity of the site.</p>	<p>Located on Brighton beach in the heart of the tourist zone with 5m footfall. Within walking distance of Brighton Pier, SEA LIFE Centre and Royal Pavilion. Adjacent to the city's four star hotels and Brighton Centre with extensive conference and business trade.</p>	<p>Located on the promenade at Blackpool Beach in the heart of the tourist zone. It is 1.9 miles from Blackpool Pleasure Beach (5.5-6m visitors) and within walking distance of SEA LIFE centre and Madame Tussaud's.</p>	<p>Located in Gun Wharf Quay, Portsmouth's main shopping district. It is adjacent Portsmouth's Historic Dockyard (470k visitors), which is the City's major attraction.</p>
Site access	<p>Excellent public transport links: 0.3 miles from Waterloo train /tube station; 0.4 miles from Westminster tube station.</p>	<p>0.9 miles from Brighton train station with services to London (Victoria > 1 hour, the City & St Pancras Int'l), Gatwick and Luton airports and Ashford Int'l. Gatwick (>30 mins) is the UK's 2nd largest airport serving 200+ destinations in 90 countries; 33m passengers.</p>	<p>0.6 miles from Blackpool North train station with services to Manchester, Liverpool and York. Blackpool airport is a small regional airport serving 20 destinations and carrying 500k visitors.</p>	<p>0.1 miles Portsmouth Harbour train station with services to London (2 hours), Brighton and Cardiff. It is a 30 minute drive from Southampton airport serving 46 destinations and carrying 1.8m passengers.</p>

	EDF Energy London Eye	Brighton i360	Blackpool Tower Eye	Spinnaker Tower
Tourism market characteristics	<p>Visitor profile Staying 17% Day trippers 83%</p> <p>Origin visitors (staying) Overseas 57% South East 8% Other UK 35%</p> <p>Reason for visit Holiday 52% UK/ 62% Int'l VFR 35% UK/ 21% Int'l Business 10% UK/ 8% Int'l Other/Study 2% UK/ 9% Int'l</p> <p>Average length of stay Staying visitors (UK) 2.3 days Staying visitors (Int'l) 6.7 days Day trippers 4.6 hours</p> <p>Repeat visits 94% UK staying; 61% Int'l staying and 98% of day visitors are repeat.</p> <p>Socio demographic profile Not measured.</p>	<p>Visitor profile Staying 19% Day trippers 81%</p> <p>Origin of visitors Overseas 20% South East/ London 53% Other UK 27%</p> <p>Reason for visit Holiday 54% VFR 11% Business 9% Other/ Study 26%</p> <p>Average length of stay Staying visitors 2.8 days. Day trippers 5 hours</p> <p>Repeat visits 64% are repeat visitors.</p> <p>Socio demographic profile Brighton 33% AB 33% C1 41% C2DE 26% Entire UK 26% 29% 45%</p> <p>Tourism employment 14,200 jobs</p> <p>Visitor expenditure £718m</p>	<p>Visitor profile Staying 24% Day trippers 76%</p> <p>Origin of visitors Overseas 7% North West/Yorkshire 60% Other UK 33%</p> <p>Reason for visit No data available</p> <p>Average length of stay Staying visitors 5.45 days Day trippers 6.6 hours</p> <p>Repeat visits 95% are repeat visitors. Half have visited 10 or more times before.</p> <p>Socio demographic profile Blackpool 4% AB 4% C1 21% C2DE 75% Entire UK 26% 29% 45%</p> <p>Tourism employment 11,000 jobs</p> <p>Visitor expenditure £545m</p>	<p>Visitor profile Staying 16% Day trippers 84%</p> <p>Origin of visitors Overseas 12% Hampshire 47% Other UK 41%</p> <p>Reason for visit Holiday 75% VFR 15% Business 1% Other/ Study 10%</p> <p>Average length of stay Staying visitors 3.8 days. Day trippers 5 hours Gun Wharf Quay 1.5 hours</p> <p>Repeat visits Unknown</p> <p>Socio demographic profile Gun Wharf 20% AB 20% C1 49% C2DE 31% Portsmouth 29% 40% 31%</p> <p>Tourism employment 9,400 jobs</p> <p>Visitor expenditure £373m</p>
Economic impact tourism	<p>Tourism employment 347,600 jobs</p> <p>Visitor expenditure £22 billion</p>	<p>Tourism employment 14,200 jobs</p> <p>Visitor expenditure £718m</p>	<p>Tourism employment 11,000 jobs</p> <p>Visitor expenditure £545m</p>	<p>Tourism employment 9,400 jobs</p> <p>Visitor expenditure £373m</p>

Competitors / local attraction market	EDF Energy London Eye Observation experiences Increasing number of high buildings being built, many expected to have observation decks: The Shard (London Bridge) opening 2013, The ArcelorMittal tower (Olympic Park) opening for Olympics and then from 2014.	Brighton i360 Observation experiences None – a temporary Ferris wheel currently located in Brighton will close when Brighton i360 opens (a condition of its planning consent).	Blackpool Tower Eye Observation experiences The Big Wheel on Central Pier is 33m high and carries up to 216 passengers in its 26 carriages.	Spinnaker Tower Observation experiences None
	Visitor attractions (charged) London Eye 4.1m Tower of London 2.4m Madame Tussaud's 1.9m St Paul's 1.9m Westminster Abbey 1.4m Kew Gardens 1.2m London SEA LIFE 1.1m London Zoo 1m	Visitor attractions Brighton Pier 4.5m Royal Pavilion 310k Brighton SEA LIFE 290k Brighton Museum 228k	Visitor attractions Blackpool Pleasure Beach 5.5m Blackpool Tower 465k Blackpool Zoo 337k Sandcastle Water park 225k Also not reported: Madame Tussaud's, Blackpool Pier, Blackpool SEA LIFE and Blackpool Dungeons.	Visitor attractions Historic Dockyard 469k HMS Victory 399k Spinnaker 360k Mary Rose 314k
	Major events Thames Festival 775k New Year's Day parade 500k Wimbledon Championship 490k Ideal Home Show 267k Chelsea Flower Show 401k	Major events Brighton Festival 500k Gay Pride 120k London to Brighton bike 27k	Major events Blackpool air show <i>Unknown</i> Blackpool dance festival <i>Unknown</i>	Major events No major annual events, but hosts some regattas/ maritime related events e.g., International Festival of the Sea 2005.
Hotel sector	Hotel stock 271,380 bed spaces	Hotel stock 4,300 bed spaces in Brighton (2006 study); 227,480 in Surrey, Sussex and Kent (2010).	Hotel stock serviced 91,000 bed spaces in Blackpool (mainly in small guest houses – 8,000 in hotels); 160,071 in Lancashire/ Manchester	Hotel stock 142,320 in Hampshire & Isle of Wight.
	Occupancy 74% (UK 61%)	Occupancy 68% Brighton (2006 study)	Occupancy 46% North West	Occupancy 48% South East (2010)

Local Enterprise Partnership – Structure and Financing

The LEP will advance a loan to Brighton & Hove City Council and this will be lent on as a proportion of the larger loan advancement being issued by BHCC to Brighton i360 Ltd.

The structure of the financing and security package agreed is summarised below.

The chart in [Appendix 10] also illustrates.

1. C2C LEP will advance its £3m loan to BHCC, and then BHCC will on-lend [£17.8m] to Brighton i360 Ltd in two tranches.
2. BHCC will administer the loan with Brighton i360 in return for an agency fee from Brighton i360.
3. These two tranches will rank pari-passu (i.e. on equal terms) and between them will be advanced pro-rata. All terms will be identical except that the C2C LEP loan will be repaid over 3 years post-completion whereas the BHCC loan will be repaid over 10 years.
4. C2C LEP will advance its £3m loan in one payment at financial close to Brighton & Hove City Council and, until the amounts are actually drawn by Brighton i360 Ltd, BHCC will pass on a commitment fee equivalent to the interest received by BHCC for the amount on deposit.
5. C2C LEP will take project risk, so the funding will be effected by way of a sub-participation of the senior loan between BHCC and Brighton i360 Ltd. All risks and losses (if any) will be shared pro-rata by BHCC and C2C LEP and the relationship between the two funders will be governed by an industry standard style sub-participation agreement.
6. The credit agreement with Brighton i360 reflects this agreement.
7. The seniority of the BHCC / C2C LEP loan to Brighton i360 is reflected in the agreed Intercreditor Deed. The parties to this deed include (i) BHCC as senior lender of record, and (ii) the Brighton i360 Holdco (as junior lender) on the basis that this HoldCo will provide the junior debt and pin point equity.
8. "Senior Debt" (the loans from BHCC and C2C LEP) will rank above "Junior Debt" (the loans from the project's sponsors) – both in terms of payment and on an insolvency. However all Senior Debt will rank equally within itself and all Junior Debt will rank equally within itself.
9. Provisions protecting this seniority will be included in the Intercreditor Deed.
10. C2C LEP are not a party to the Intercreditor Deed – instead, BHCC takes the rights as a senior lender and will share those rights with C2C LEP through the sub-participation agreement.

11. An arrangement fee will be payable to BHCC at, or shortly after, financial close, calculated on the overall amount of the BHCC and C2CLEP loans. This arrangement fee will be shared, pro-rata, with C2CLEP.
12. Interest and commitment fees will be determined to reflect a normal commercial loan so as to address state aid concerns.



Brighton i360 and West Pier Visitor Centre
Operational Statement



Marks Barfield Architects
working with
The Brighton West Pier Trust
Updated July 2012
doc. ref.: 285-500.043g

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1. Introduction
2. Time Ticketing System
3. Visitor Patterns
4. General Directional Distributions Of Arrivals
5. Ticketing and Other Facilities
6. Boarding and Alighting
7. Disabled Access
8. Coach Management
9. Emergency Evacuation and Security Procedures
10. Monitoring

Figures

- Figure 3.1: Visitor Seasonality
Figure 3.2: Peak Month Hourly Distribution

Appendices

- Appendix 1: Plans Upper Esplanade and Lower Esplanade
Appendix 2: Location of GSA's
Appendix 3: Visitor Flows Ticketing and Boarding
Appendix 4: Visitor Flows Alighting and Visitor Centre

1. Introduction

Aims of the Statement

This statement sets out the proposed operating procedures for Brighton i-360 and West Pier Visitor Centre. The purpose of the strategy is to actively manage visitors to the attraction and the operational area. This is for two main reasons:

- to ensure the best possible experience for i-360's customers, and
- to minimise the impacts of the attraction on the surrounding area

Operating Strategy

The statement is divided into 11 principal sections. These are as follows:

- Section 2.0 describes the timed ticket system at i-360.
- Section 3.0 summarises the visitor patterns to i-360 based on the development planning prepared by Eleanor Harris of i-Xperience Ltd.
- Section 4.0 describes the anticipated directional distribution of visitors.
- Section 5.0 describes the ticketing and other facilities including the Visitor Centre at the base of i-360 which form part of the planning submission, insofar as they are relevant to the Operating Strategy. It also sets out the procedures in relation to different types of ticket holders.
- Section 6.0 describes the operating characteristics in boarding and alighting.
- Section 7.0 explains the procedures adopted for disabled access.
- Section 8.0 sets out an outline approach for coach management.
- Section 9.0 outlines emergency evacuation and security.
- Section 10.0 sets out proposed monitoring procedures and mechanisms to review the strategy.

2. Time Ticketing System

Brighton i-360 will operate a time ticketing system, based on approximately twenty minute rides. Tickets will be available via a pre-booking system, either by phone or through the attraction's website. Approximately 45% will be pre-booked. The majority of the pre-booking transactions are likely to take place off site. The total number of tickets per twenty-minute ride will be based on the maximum capacity of 200 riders. The distribution by ticket type will be subject to variations, depending on demand. Adjustments will be made accordingly, responding to an active management policy.

Ticket collection will take place from one of the two rebuilt 1866 Tollbooths at the Upper Esplanade level off King's Road. There will be up to six ticket desks in the west Tollbooth for:

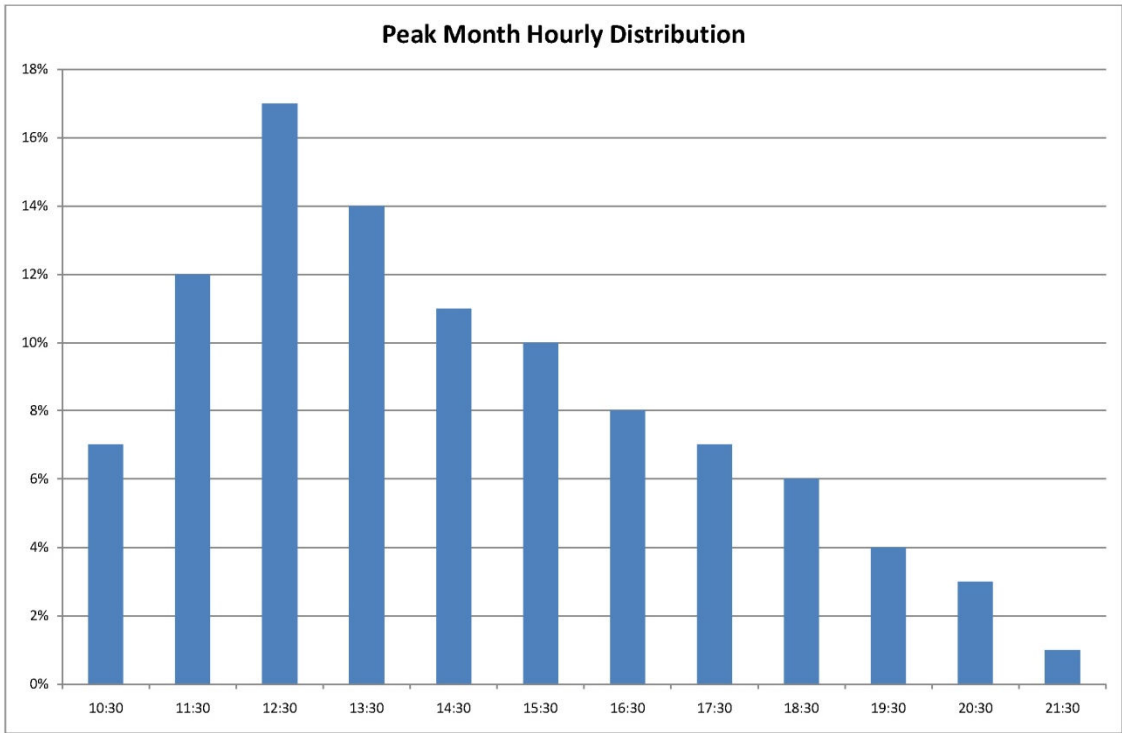
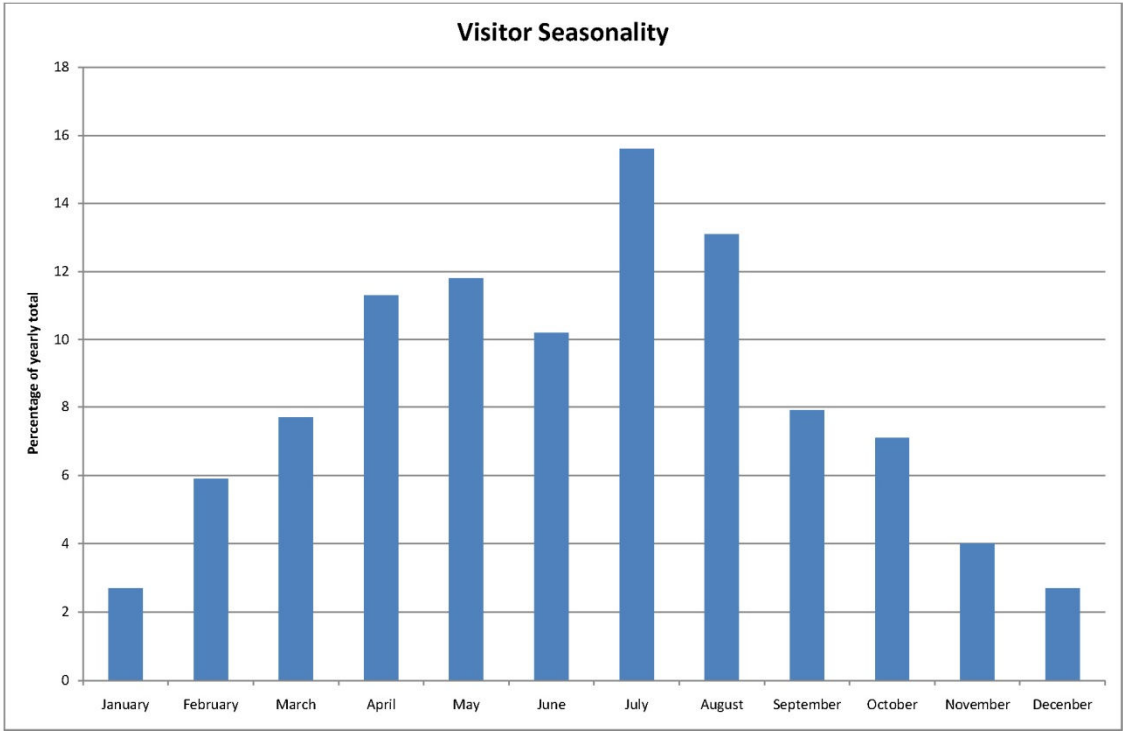
- Pre-booking Sales including vouchers, pre-booked tickets by phone or internet and future rides; and,

- Walk-up Sales Area for both the purchase and collection of tickets for "today's rides",

The east Tollbooth will have dedicated disabled ticket desks and a number of ticket collection machines available inside. Arrangements for ticket collection are described in more detail in Section 5.0 of this statement.

3. Visitor Patterns

Brighton i-360 is expected to attract around 800,000 visitors a year. The anticipated distribution of visits over this twelve-month period is shown on Figure 3.1 below. Visitor patterns will vary throughout the year with the summer months from May to August accounting for approximately one half of all annual visits. The peak month will be July, representing about 15% of the total annual visits, as would be expected for tourist attractions in the UK. The visits also fluctuate by day of the week with weekends attracting higher flows. The highest attendance will occur over a three-hour period, between 11:00 - 14:00 hours, accounting for around 40% of daily use.



4. General Directional Distributions Of Arrivals

At this stage it is not possible to accurately predict the directional distribution of arrivals in relation to the local pedestrian infrastructure for both a weekday and a weekend day. Table 4.1 below illustrates the projected distribution of the final walk trips on the local approaches to the attraction. The Lower Esplanade and Upper Esplanade act as the main pedestrian links east-west along the seafront at Brighton & Hove. They are connected via existing steps and ramped roads. Visitors with reduced mobility, using either of these approaches, have a step free access via the existing ramped roads. The proposed development will include two new public flights of steps and a disabled lift access between the two levels. These will provide access to the Tollbooths and ticket desks.

Table 4.1: Daily Pedestrian Trip Distribution to Brighton i-360

Location	Weekday	Weekend Day
Lower Esplanade	10.5%	8.6%
Upper Esplanade	24.5%	20%
Regency Square & Carparks	36%	37%
Taxi Drop-off / Pick-up	9%	9.4%
Bus Stops	10%	14%
Coach Drop-off / Pick-up	10%	11%
Total	100%	100%

Note: Upper Esplanade and Lower Esplanade Pedestrian trip distribution calculated based on 70% (Upper Esplanade) 30% (Lower Esplanade) ratio, which is assumed same for Weekday and Weekend day.

5. Ticketing And Other Facilities

Proposed Operation

All visitors who do not hold a valid timed ticket will need to obtain a ticket from the Ticket Tollbooth at the Upper Esplanade level off King's Road. The plans at Appendix 1 show the Upper Esplanade and Lower Esplanade configuration. In order to make best use of the available space and avoid congestion on the Upper Esplanade, the layout includes a dedicated ticket queuing area which can hold over 600 people.

Upper Esplanade Level

The main elements at the Upper Esplanade level are:

- Entrance to open-air boarding, open-air exhibition, and waiting area with seating.
- Ticket desks in restored west Tollbooths.
- Restored east Tollbooth with disabled ticket desks, ticket collection machines, retail and Disabled WC/Family change rooms.
- Queuing area for tickets for today, group/trade vouchers, tickets for tomorrow (and future dates).
- Staircases and lift access to Lower Esplanade level adjacent to east Tollbooth.
- Security checkpoints.

Lower Esplanade Level

The configuration of public floorspace at Lower Esplanade level accommodates:

- In-door exhibition areas
- Ladies and gents toilets
- Disabled WC/Family change room
- First aid room
- Retail area
- Coffee shop/restaurant and kitchen
- Flexible event space
- Staff facilities including changing rooms, showers, toilets and staff room
- Offices and meeting rooms
- Stores
- Plant rooms

Operation of the Space

The arrangements for guests arriving at the attraction are as follows:

- Signs at the entrances inform visitors of all the facilities available and the directions for purchasing or collection of timed tickets.
- Visitors wishing to ride and not holding a valid timed ticket must obtain a ticket from a Ticket Tollbooth.
- Visitors wishing to visit the coffee shop/restaurant or other facilities, are directed to the Lower Esplanade. Clear directional signs at the entrances along with the assistance of a Guest Service Assistant (GSA) enable visitors to make a choice quickly.
- To keep visitors informed of current availability and frequently asked questions, LED signs, plasmas or LCD screens may be discreetly displayed within or outside the Ticket Tollbooths or within the upper esplanade boarding area.

Visitors who may find it difficult to negotiate the steps, in particular wheelchair users, may access either level via the disabled lift, which will be working during normal operating hours of the attraction. The procedures for the various ticket types described in Section 2.0 are as follows:

Visitors holding a valid timed ticket

Some visitors will already be in possession of a valid ticket. If the time slot indicated on their ticket is currently boarding, visitors are directed immediately to the Boarding area at Upper Esplanade level.

Visitors collecting a pre-booked ticket

A number of visitors will have pre-booked tickets. The procedures for these visitors are as follows:

- Visitors who have pre-booked a ticket using their credit card can collect their ticket at one of the ticket collection machines in the east Tollbooth.
- Visitors who have booked a ride via a third party operator can exchange their ticket voucher for a timed ticket at one of the ticket counters in one of the the Tollbooths.
- Groups who have pre-booked can collect their ticket at the Groups Desk.

Visitors with no ticket

Visitors who wish to turn up on the day and purchase a ticket are catered for in the following way:

- Visitors without a timed ticket can go to one of the ticket counters in one of the Tollbooths, following the signs for
- "tickets for today".
- A flexible queuing system, using stainless steel queue barriers with removable poles or Tensa barriers, will be used to allow the queue area to be re-configured according to visitor numbers, and reduce the visual impact of the barrier system when the attraction is closed. Whilst in high seasons it may be necessary to operate the full queuing system in order to maximise the space available, in low season fewer queuing barriers would be in place.
- Signs and displays indicating ticket prices will be positioned in the queuing area.
- The cashiers and other GSA's in the area can provide further advice and information as required.

Visitors holding a trade ticket or voucher

Some visitors will hold a trade voucher or reservation number. Both reservation numbers and vouchers need to be exchanged for a valid timed ticket:

- Visitors holding a trade voucher are required to exchange it for a valid timed ticket.
- On arriving at the Tollbooth, the visitor either exchanges the voucher or gives a reservation number to a cashier. The visitor then receives a valid timed ticket.

Groups

Groups will be encouraged to pre-book and will have the option of having their tickets posted out to them. Pre-booked groups may use a priority group check-in desks to pay or collect their tickets. Experience of The

London Eye demonstrates that a majority of groups will pre-book. The procedure for groups is described below:

- The Group Leader establishes exactly how many tickets are required for the group.
- To purchase the tickets, the Group Leader goes to the Groups/Pre-booked Admissions desk, to collect valid timed tickets.
- Having collected the tickets, the Group Leader then returns to the group and distributes one ticket to each group member.
- During the allotted time slot, the whole group proceeds to the Boarding Area where tickets are visually checked and marked by a GSA.

The proposed flow of visitors is shown on the plan at Appendix 2.

6. Boarding And Alighting

Proposed Operation

The Boarding Area is defined by the area at the base of i-360 to the south of the Upper Esplanade from which access to the observation pod is possible. It has been designed to have a sufficient waiting area to ensure the smooth loading of the Brighton i-360 pod on peak days. Co-ordination with the ticket desks and GSA's will ensure that flows are managed onto the boarding area at the appropriate rate to keep boarding delays to a minimum. Alighting takes place at Lower Esplanade level directly.

Boarding Area

Access onto the boarding area is through security gates at Upper Esplanade level. The general procedures regarding the control of visitor flows from this point to the pod is described below.

- The entrance to the pre-boarding area is via two gates (opened depending on the number of visitors)
- Visitors with their timed ticket ready will have it scanned with a hand held scanner by a GSA. Scanners will only allow access of a valid timed ticket. GSA's will provide further advice if they have an invalid ticket. In the event of failure of the scanners, tickets will be manually checked.
- Only visitors holding a valid timed ticket are admitted into the boarding area. Visitors will be subject to a search.
- The GSA at the entrance of the boarding platform will manage the flow of visitors. The entrance area of the platform is considered a secure area, with members of the security team conducting searches of visitors and their bags.
- The following prohibited items cannot be taken on board: sharp objects or anything which may be considered a security risk including penknives, scissors, metal nailfiles, toy or replica guns. If such objects are found they will be checked in and returned after the ride providing the item is legal in the UK.
- The GSA manning the boarding area entrance (Boarding Gate) visually checks and marks the timed tickets.
- Only bags that are the equivalent size to airline hand luggage will be permitted into the boarding area and on the pod.
- A GSA will organise visitors into pod groups and will therefore monitor the flow of visitors in the Boarding Area, avoiding overcrowding.
- The Duty Manager will vary capacity for each ride, depending on the conditions on the day. For example if the ride stops, the numbers of visitors per pod can be increased to ensure there is no delay to the next ride.
- On a peak day, numbers may also be increased to accommodate all guests to avoid disappointment and long queues.

The boarding area is approximately 1,000m² with a maximum capacity for 600 visitors (@1.6m² per person) which is, at maximum capacity, equivalent to three pods. Visitors will, on average, wait on the boarding area for no longer than about 10 minutes, and generally for no longer than 20 minutes.

Pod Boarding

The pod boarding gates will be fully programmable or manually operated by the Ride Operator.

- When the pod is available for boarding, visitors will be called forward and the boarding gates will open. The GSA in the Boarding

Area will encourage visitors to move forward and board the pod, providing a helping hand if required.

- Families with children, visitors with special needs, or in wheelchairs, will board before other visitors.
- If a visitor does not wish to board the pod at the last minute, they will be asked to step to one side until the boarding process for that particular time slot is complete.
- The boarding and alighting areas (entry and exit) and boarding and alighting operations will be recorded via CCTV and available for viewing in real or delayed time by the Duty Manager.

Pod Operation

Visitors entering the pod are asked to move towards the back, so everyone can enter.

- The Ride Operator is inside the pod for the duration of the ride.
- When all the visitors have boarded, the Ride Operator will close the boarding gates.
- To initiate the ride cycle it is proposed that a double control method is adopted whereby both the Ride Operator and the GSA on the ground simultaneously press a nominated control switch (one inside and one outside the pod).
- After initiation the ride cycle is on automatic control with a slow ascent at approximately 20-40 centimetres per second, with a brief halt at the summit, before descending to the Lower Esplanade alighting level.
- During this phase the Ride Operator can communicate with the GSA on the ground.
- In an emergency, the Ride Operator or GSA on the ground can override the automatic control and select to stop the pod and/or return the pod to either level, and can communicate with the GSA on the ground or Duty Manager via radio.
- Just prior to the completion of a ride, and as the pod descends to the exit area, a safety message will inform visitors that the doors are about to open and to exit the pod. Other announcements include asking visitors to remember their personal belongings.
- An emergency button that can be activated by visitors will also be available in the pod in case the Ride Operator becomes incapacitated. This will initiate a sequence to return the pod to the ground.

Pod Alighting Area

When alighting into the Visitor Centre at Lower Esplanade level, visitors will be guided by the Ride Operator. As well as initiating the alighting process, the Ride Operator will complete his ride cycle by checking the pod for cleanliness and lost property. He will conduct a visual security sweep and initiate closing the doors and despatching the pod to the Upper Esplanade boarding level ready for the next group of visitors.

Exiting the Pod

Proposed visitor flows on exiting the pod are shown at Appendix 4. The location of GSA's is shown on the plans at Appendix 2. The Ride Operator is responsible for the safe operation of the attraction and has the facilities to:

- Stop the pod.
- Reduce or increase speed of the pod.
- Communicate to the ground via radio systems.

- Open and close boarding gates.
- Increase or decrease lighting level in the pod.
- Provide assistance for the visitors in the pod.

7. Disabled Access

Visitors in wheelchairs or visitors with walking disabilities wishing to purchase or collect tickets may use lower level till points provided in the Tollbooths. Staff will be on hand to assist where required. Once they are ready to board the pod, visitors in wheelchairs may go to the front gate where a member of staff will check their tickets. The visitors will be directed to the boarding gate and will be given priority when boarding. Staff members will assist the boarding and alighting process. Visitors with walking difficulties can also proceed to the front gate at the appropriate time. Staff will assist them in the boarding process. Where appropriate a chair will be provided for the visitor to the side of the boarding gate. The visitor may wait here until the pod is ready for boarding.

8. Coach Management

Brighton i-360 will be an active participant in ensuring the smooth management of coaches on this part of King's Road. Brighton i-360 will enter into discussions with Brighton and Hove City Council over the management of coaches in order to co-ordinate the visitor management of coach parties and keep any designated coach setting down and picking up bays as clear as possible.

9. Emergency Evacuation And Security Procedures

Emergency Evacuation

The primary issue for safety of visitors and employees is the certainly of being able to return the pod in all circumstances to one of the two platforms levels and the base of the ride. This will be assured by the following measures:

- Security of the main power supply.
- On-site temporary power generation facilities in the motor room.
- Redundancy designs of the cable/wheel/guide rail system such that the pod can be safely lowered to the ground even if one or more components fail.
- Internal access ladders through the tower available for trained members of the operations team to access the pod at high level from the summit position to assist in any emergency.

Operational Security

Brighton i-360 will liaise regularly with the Police and other agencies to ensure the security of the attraction, its staff and guests, as well as the surrounding area. Procedures will be regularly reviewed.

10. Monitoring

Proposed Procedure

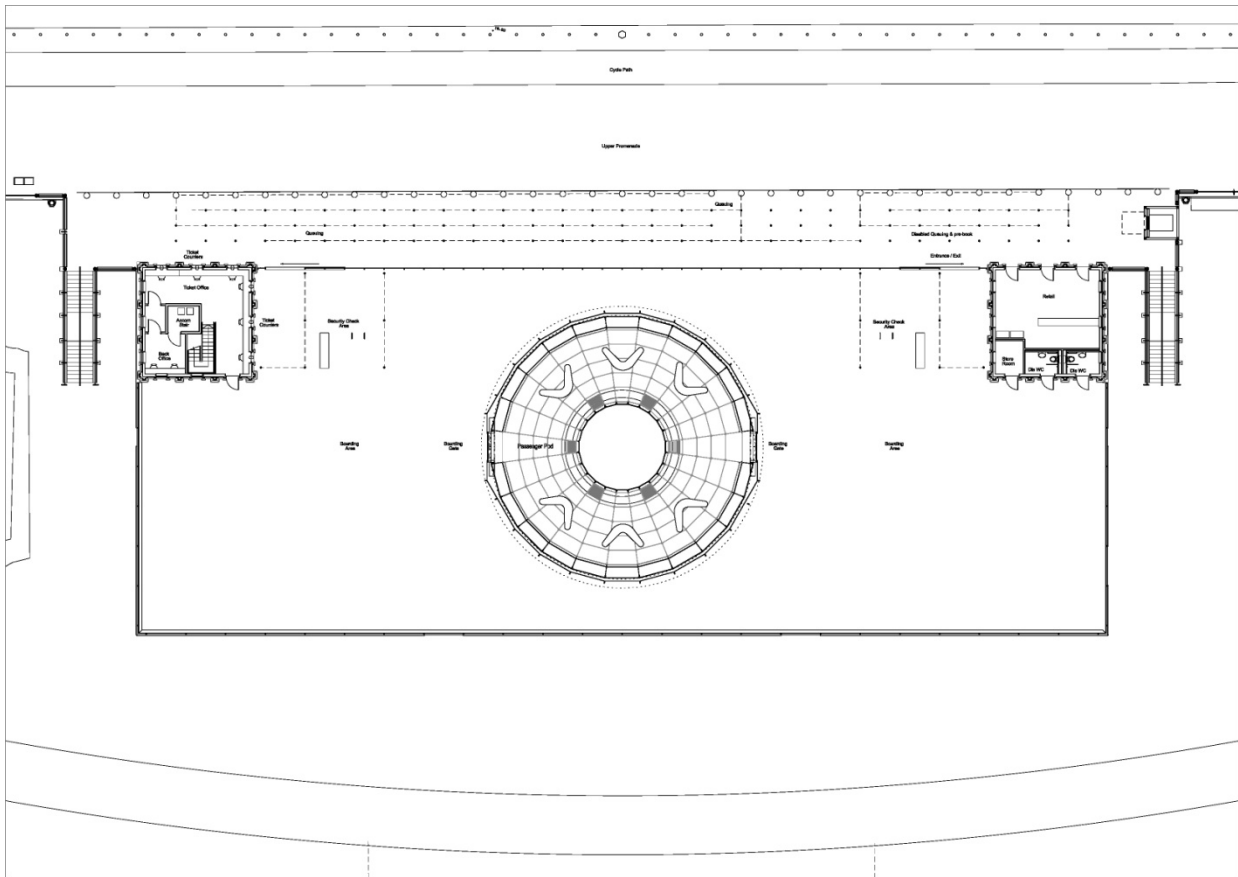
In order to fulfil the key objectives of the proposed Operational Statement, regular reviews will take place. Flexibility is inherent in the Statement, enabling the Operator to react to particular circumstances. However, it is proposed that a review of the strategy should take place on an annual basis in the Autumn of each calendar year. This will allow the experience of the peak summer season to be taken into account when determining which aspects of the Operational Statement may require any changes. It would also allow sufficient time to plan and implement physical changes before the next peak season. The review should include the relevant officers of the local planning authority and other agencies with responsibility for consents, licenses and emergency procedures. It is the intention and therefore the responsibility of Brighton i-360 to organise a meeting to review the operation of the attraction each year. If all the relevant parties agree that a less frequent review is required (which may be the case in future years), then the arrangements would be

revised. In order to inform the monitoring process, Brighton i-360 will ensure that appropriate survey and statistical information is collected in each year. This would include, but is not restricted to:

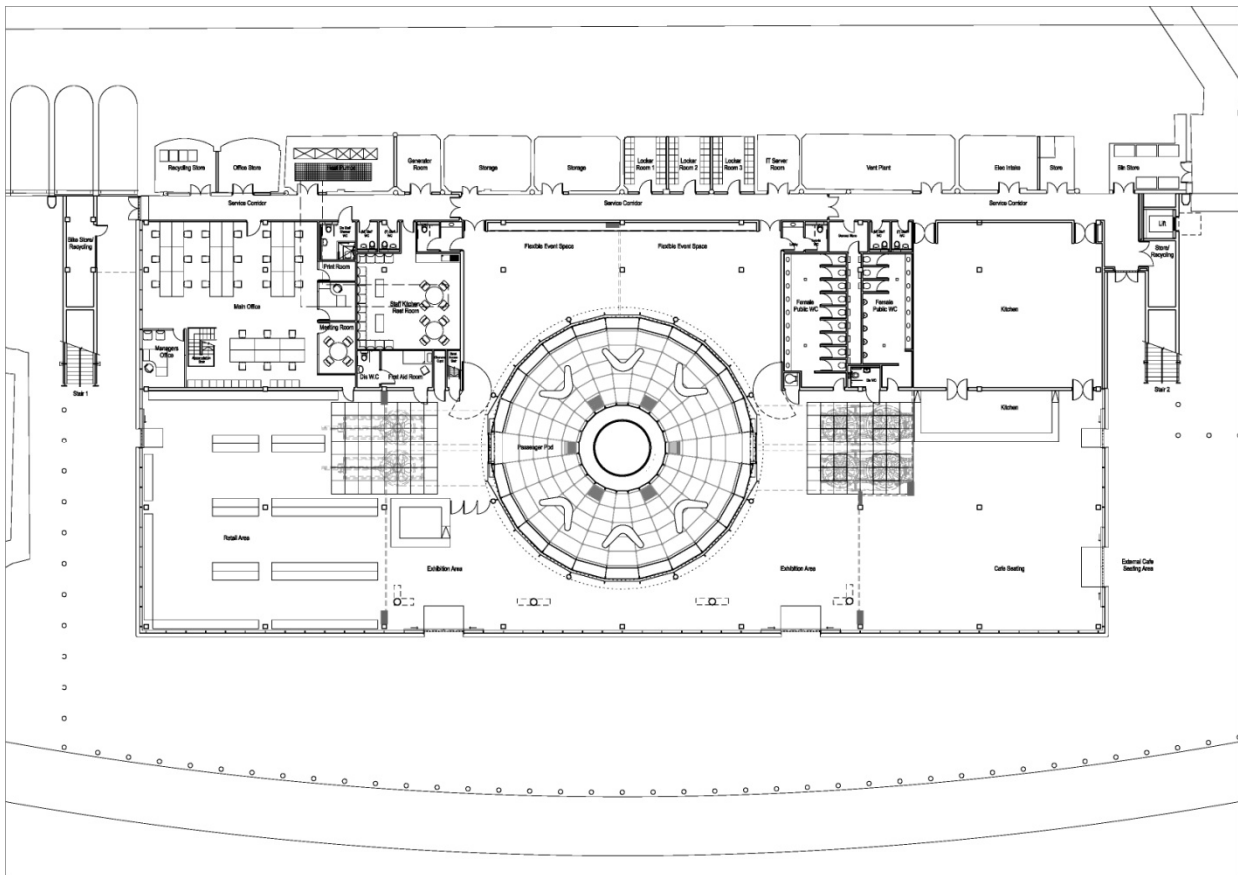
- Ticket area queuing time and accumulation statistics
- Boarding area waiting time and accumulation statistics.
- Visitor numbers by relevant time periods.
- Profile of visitors, including number of disabled visitors.
- Means of travel by modal split on sample peak and off-peak week days and weekend days.
- Capacity figures (maximum throughput per hour).
- Any coach bay usage and coach accumulation statistics.

Following the formal review, a report will be prepared identifying any key issues and proposed changes to the Operational Statement. This will be submitted to the Local Planning Authority and other agencies as appropriate.

Appendix 1:

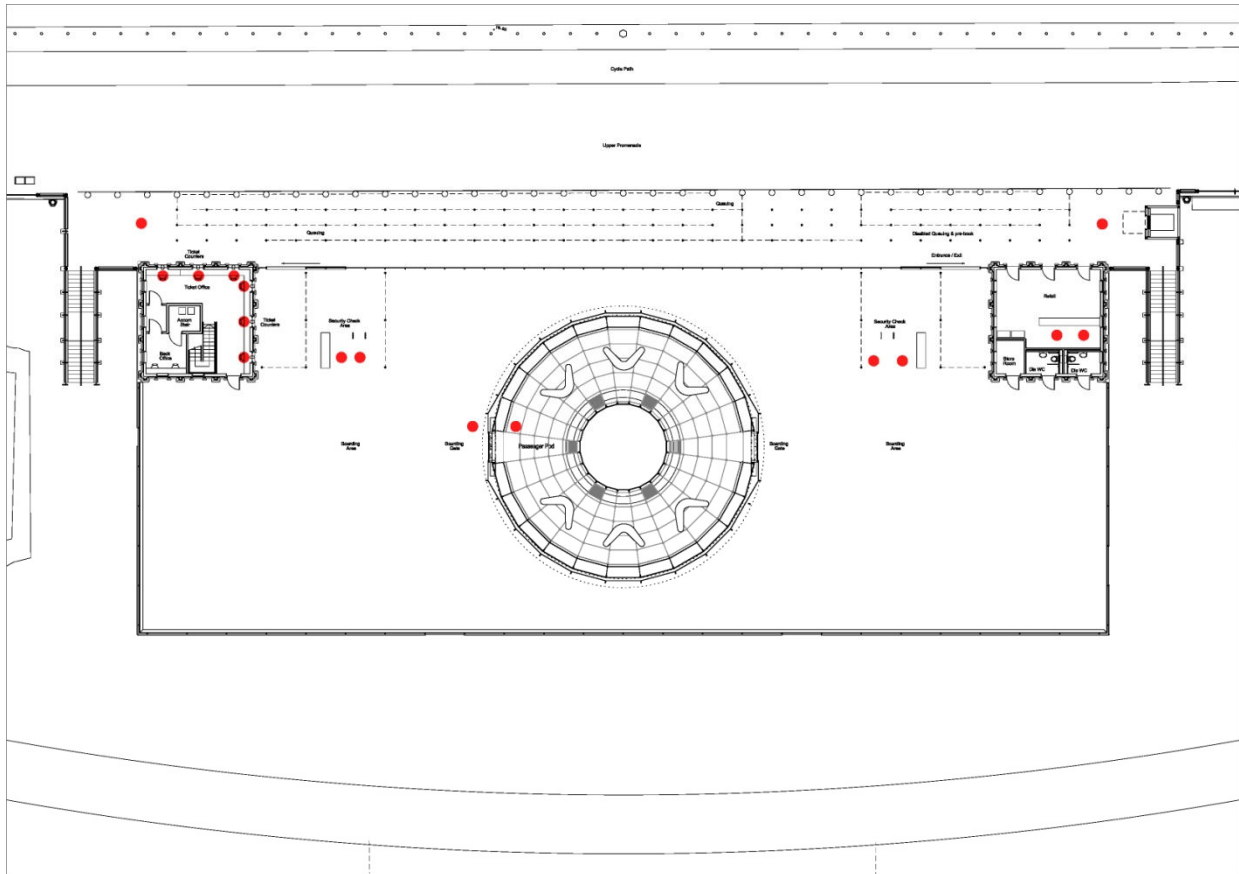


Upper Esplanade Floor Plan

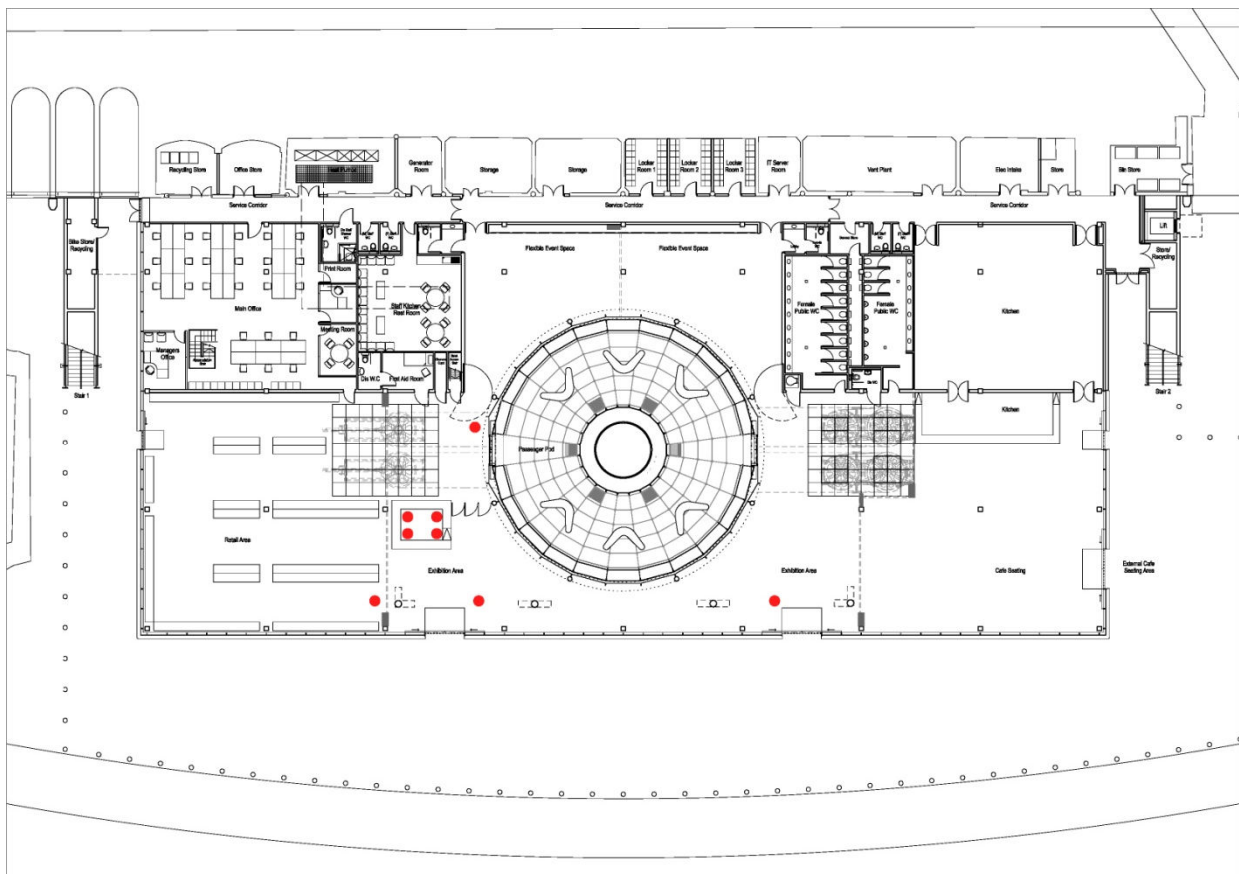


Lower Esplanade Floor Plan

Appendix 2:

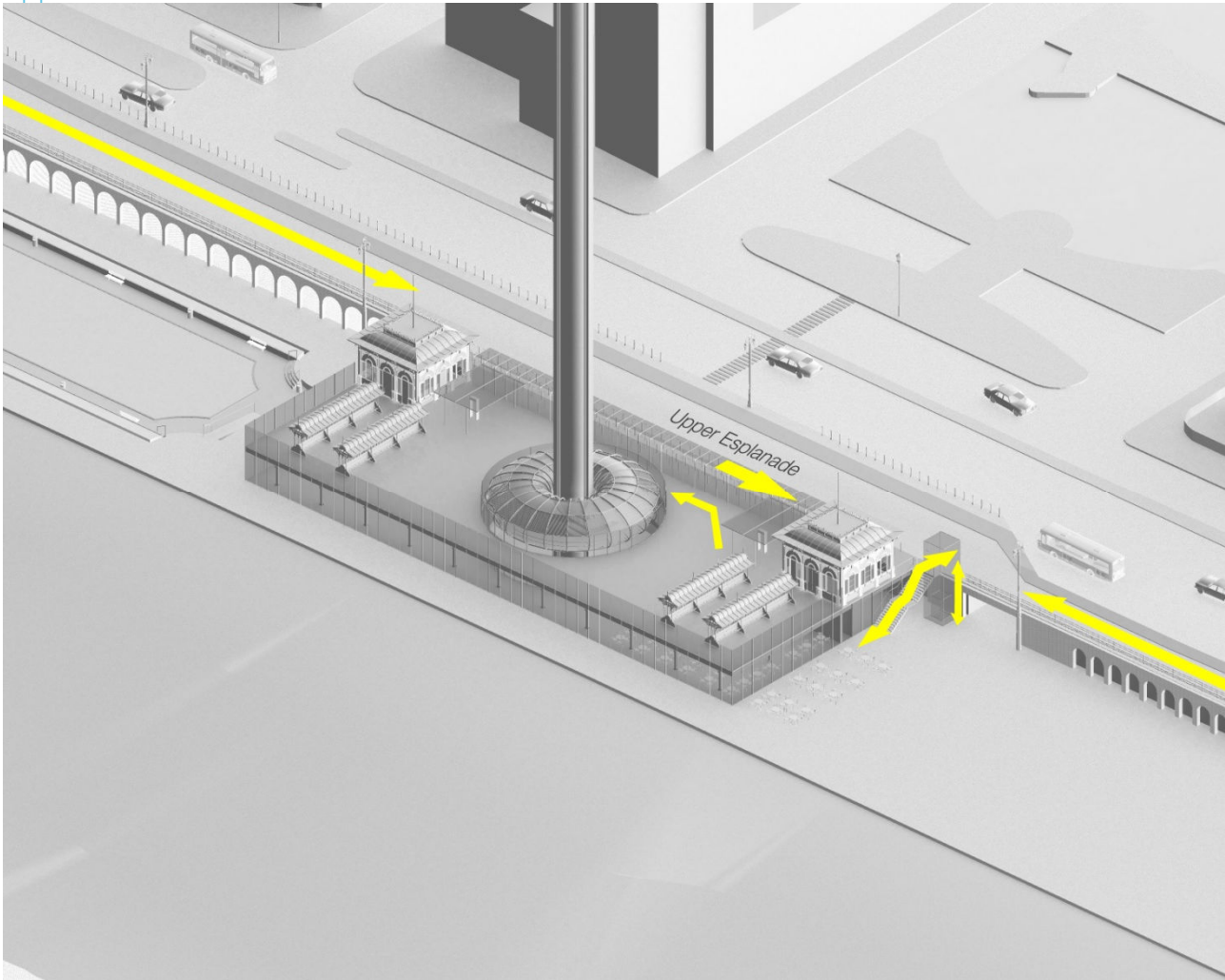


Location of GSA's at Upper Esplanade Level



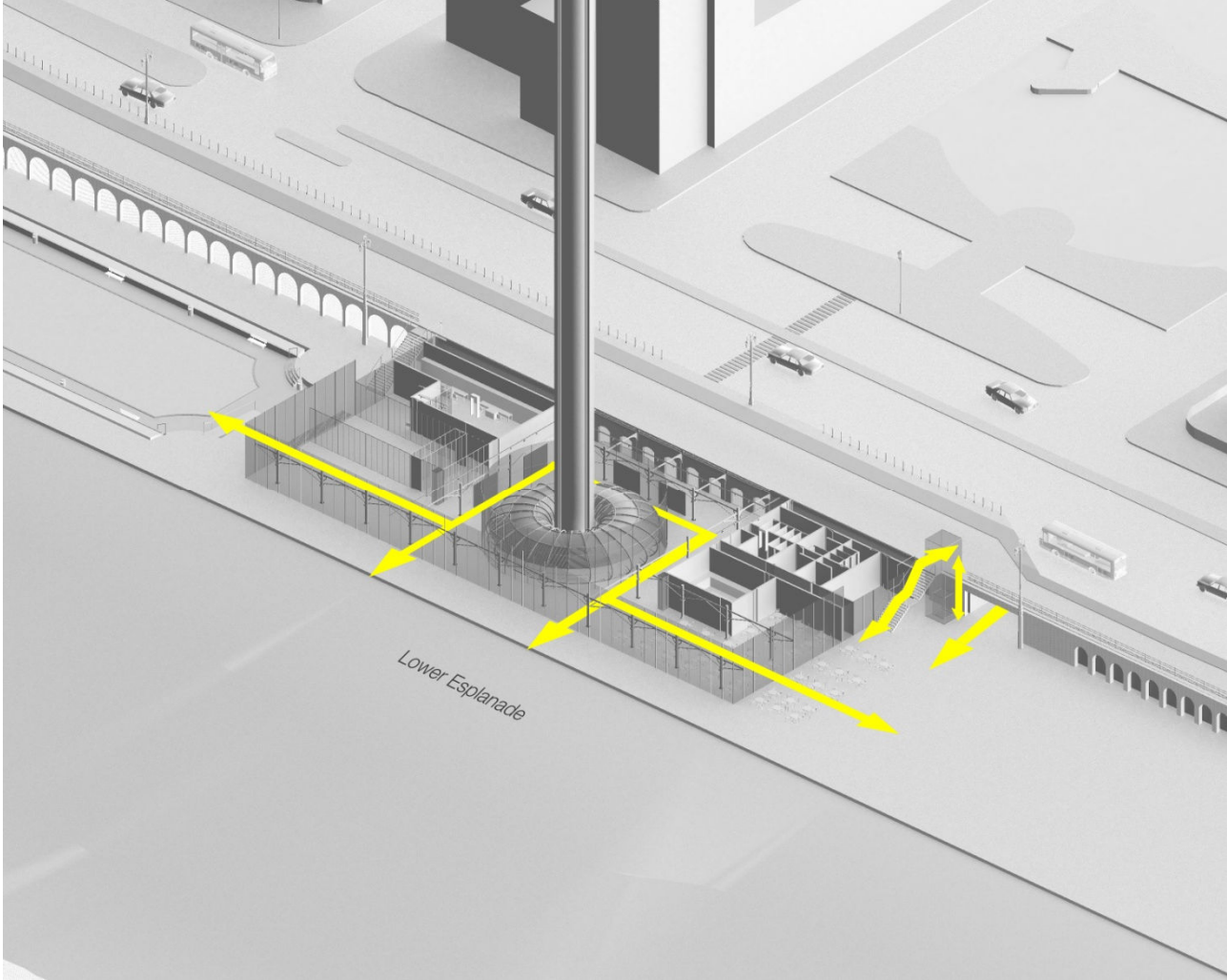
Location of GSA's at Lower Esplanade Level

Appendix 3:



Visitor Flows Ticketing as Boarding

Appendix 4:



Visitor Flows Alighting at Visitor Centre

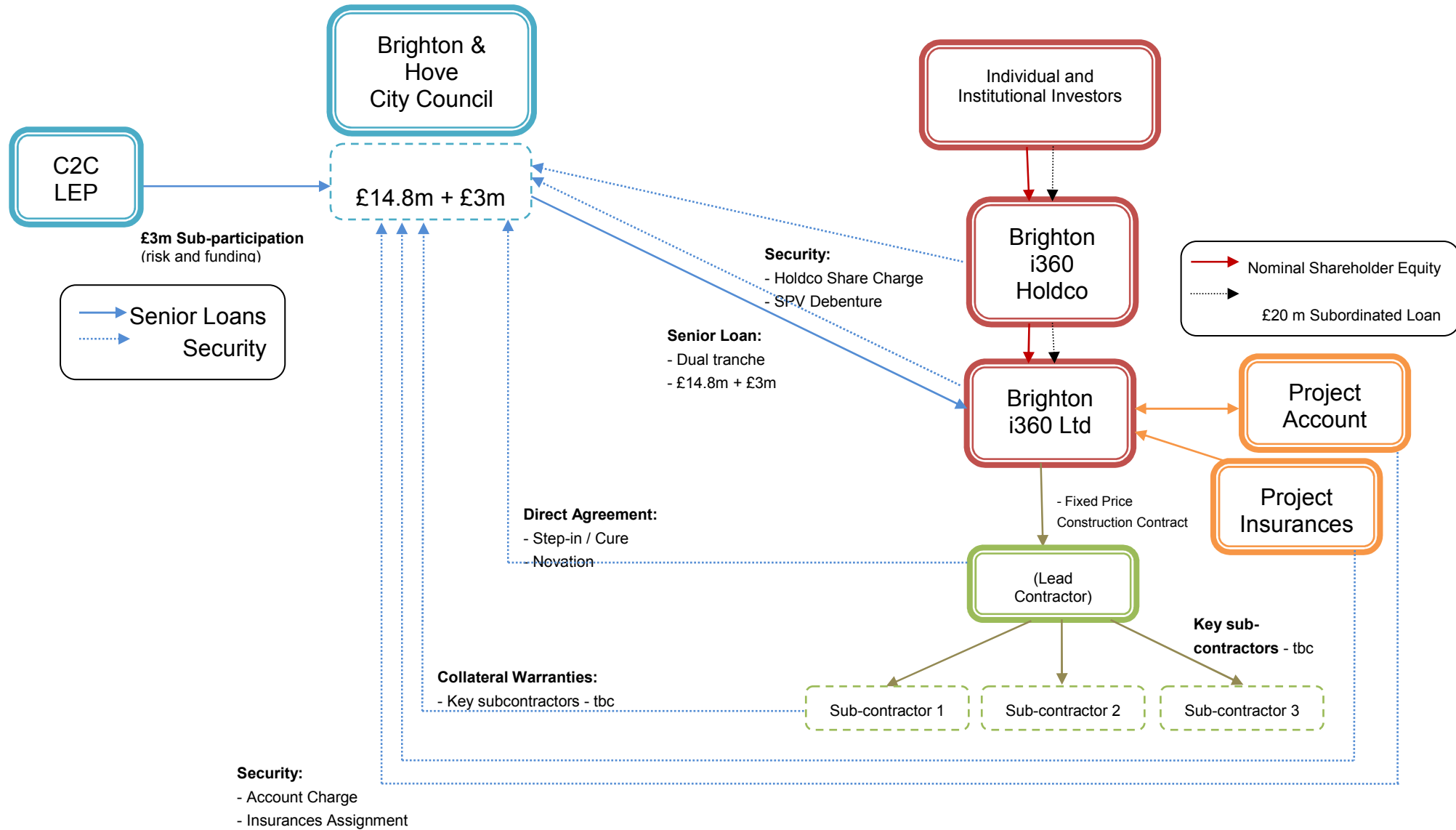
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Brighton i360 – Funding and Security Structure Diagram

APPENDIX 10



APPENDIX 11

BRIGHTON i360 – CONSTRUCTION TIMETABLE AND REPAYMENT SCHEDULE:

2012	
Financial Close	September 2012
Loan Advanced in Two Tranches	
Construction Starts (24 Month contract)	
Start On Site/Site set up	Autumn 2012
2013	
Ground Works	
Sewer Diversion	
Temporary Access Road	
Construction Of Heritage Centre starts	
2014	
Heritage Centre - completion	
Landscaping Works	
5 Month Construction Of Tower (Summer Months)	
Completion Of Tower	
2015	
Commissioning Of Tower	
HSE Compliance	
Scheduled Opening Date	31 March 2015
REPAYMENT SCHEDULE 2015 – 2025	
1st Repayment Date	30 September 2015
and on 6 Monthly Intervals thereafter until:	
Final LEP Repayment Date	30 September 2018
Final BHCC Repayment Date	30 September 2025

Subject:	Annual Update of the Council's Corporate Plan – Performance Report 2011/12		
Date of Meeting:	12th July 2012 Council 19 th July 2012		
Report of:	Chief Executive		
Contact Officer:	Name:	Matthew Wragg	Tel: 29-3944
	Email:	matthew.wragg@brighton-hove.gov.uk	
Ward(s) affected:	All		

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

- 1.1 This report presents the first annual performance update on the Corporate Plan 2011-15 (Appendix 1). This follows the progress report on the Corporate Plan 2011/12 commitments and the new commitments proposed for 2012/13 to Policy and Resources Committee in June 2012. Both reports will be presented together to Full Council in July 2012.
- 1.2 The Corporate Plan, like the City Performance Plan (also on this Policy & Resources Committee agenda), is a key component in the council's Performance and Risk Management Framework. This ensures that the work of the council contributes toward achieving the shared vision for the city set out in the Sustainable Community Strategy.

2. RECOMMENDATIONS:

- 2.1 That the Committee note the progress made against the performance measures ('Measures of Success') in the Corporate Plan, set out in Appendix 1.
- 2.2 That the Committee refer the annual performance report to Full Council for approval, along with the June 2012 update report on Corporate Plan commitments.

3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

- 3.1 In October 2011 Full Council approved the council's Corporate Plan for 2011-15. The plan describes in summary the priorities of Brighton & Hove City Council as an organisation, providing clear context and direction for, principally, those who receive services from the council and those who work for and with the authority.

- 3.2 In previous years there have been certain statutory requirements which local authority corporate plans have been obliged to fulfil, based primarily on reporting and inspection of statutory performance monitoring. National Government has removed these requirements, giving greater flexibility over content. Most local authorities now produce a Corporate Plan aligned to National Government funding timescales.
- 3.3 The Corporate Plan is divided into two sections. Part One sets out the council's priorities and Part Two its operational approach, both for the period 2011-2015. There are five priorities and under each priority are the following:
- Outcomes: within each priority there are a set of outcomes the council is seeking to achieve over the lifetime of the plan.
 - Commitments: these are key actions being undertaken to achieve the outcomes and are updated annually.
 - Measures of success: these are indicators that will demonstrate if progress is being made towards the outcomes.
- 3.5 Progress on the 2011/12 commitments and the new commitments proposed for 2012/13 were reported to Policy & Resources Committee in June 2012. Appendix 1 provides the annual performance report against the measures of success and follows separately due to the time lag in data availability. Both reports will be presented together to Full Council in July 2012 for final agreement.
- 3.6 Following the discontinuation of the statutory National Indicator Set, performance indicators used for the Corporate Plan have been under review either nationally or locally, in terms of accuracy and availability of resources to collect data. It was acknowledged when the Corporate Plan was agreed that the indicators used would need to be reviewed each year to ensure relevance and robustness.
- 3.7 Therefore some of the indicators in the plan are still awaiting data while new collection processes are designed, or have been discontinued where it has not been possible to capture meaningful data. Moreover, with the discontinuation of the collection and management of performance data at a national level, comparative data is no longer available for some indicators. Relevant comparator data is included in the narrative for indicators where it is available.
- 3.8 The Corporate Plan, like the City Performance Plan (also on this Policy & Resources Committee agenda), is a key component in the council's own Performance and Risk Management Framework. This ensures that the work of the council and its employees contributes toward achieving the shared vision for the city set out in the Sustainable Community Strategy.
- 3.9 The component parts of the Performance and Risk Management Framework therefore are:
- Sustainable Community Strategy
 - City Performance Plan
 - BHCC Corporate Plan
 - Business Plans and Risk Register
 - Individual Performance Reviews (all staff)

- 3.10 The council's constitution requires that Full Council agree the Corporate Plan including any amendments during its duration.
- 3.11 The Corporate Plan is hosted as a live, interactive document on the council's website <http://corporateplan.brighton-hove.gov.uk/> Progress of the 2011/12 commitments, the new 2012/13 commitments and performance information will be reported on the Corporate Plan website following approval at Full Council in July.

4. COMMUNITY ENGAGEMENT AND CONSULTATION

- 4.1 The performance measures in this report demonstrate whether we are achieving the priorities set out in the Corporate Plan. Those priorities were developed in consultation with staff and senior managers from across the organisation as well as consultation with the political groups. The Corporate Plan website offers the opportunity for readers to comment on any aspect of the plan.

5. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 5.1 Monitoring progress against performance measures is a key element of the Performance and Risk Management Framework, any financial risks or resource requirements identified as a result will be considered in budget monitoring and future budget strategies.

Finance Officer Consulted: Anne Silley Date: 19/06/12

Legal Implications:

- 5.2 This annual performance report is for the Policy & Resources Committee to note and to refer to Full Council for approval, the process for which is consistent with the council's constitution

Lawyer Consulted: Name Oliver Dixon Date: 19/06/12

Equalities Implications:

- 5.3 'Tackling inequality', and so too increasing equality, is one of the five priorities of the Corporate Plan. This applies to the residents of the city and council employees and as such relevant equality indicators have been included under priority one 'Tackling inequality' and priority four 'A responsible and empowering employer'.

Sustainability Implications:

- 5.4 One Planet Living principles have been incorporated throughout the Plan, specifically in priority two 'Creating a more sustainable city', priority four 'A responsible and empowering employer' and priority five 'A council the city deserves'. Relevant indicators have been included under each of the priorities.

Crime & Disorder Implications:

- 5.5 Corporate Plan priority one, 'Tackling inequality', includes an outcome on cohesive and safe communities. Relevant indicators to measure progress against crime and safety have been included under this priority.

Risk and Opportunity Management Implications:

- 5.6 This Corporate Plan performance report is a key component in the council's Performance and Risk Management Framework. Monitoring progress against performance measures within the Plan helps to identify risk and opportunities for improvement, along with business planning processes and the City Performance Plan, in order to deliver the priorities.

Public Health Implications:

- 5.7 Reducing health inequalities and long standing public health issues in the city is one of the outcomes in Corporate Plan priority one, 'Tackling inequality'. As a large employer, the health and wellbeing of employees is also a key concern of the council, and is captured in the ten principles of our work to become a One Planet Living council.

Corporate / Citywide Implications:

- 5.8 The Corporate Plan performance report is a key component in the council's Performance and Risk Management Framework. Monitoring progress against performance measures in the plan, along with the annual Commitments, ensures that the council is working toward and making progress on its stated priorities and also toward achieving the shared vision for the city set out in the Sustainable Community Strategy.

6. EVALUATION OF ANY ALTERNATIVE OPTION(S):

- 6.1 This annual performance report is for the Policy & Resources Committee to note and to refer to Full Council for approval. The process is consistent with the council's agreed constitution.

7. REASONS FOR REPORT RECOMMENDATIONS

- 7.1 The report recommends that Policy & Resources Committee note progress against the performance measures. It was agreed at Full Council in October 2011 that a performance update on the Corporate Plan would be presented each year.

SUPPORTING DOCUMENTATION

Appendices:

1. Appendix 1 - BHCC Corporate Plan 2011-15: Annual Performance Indicator Report 2011/12

Documents in Members' Rooms

None

Background Documents

1. Brighton & Hove City Council Corporate Plan 2011-15, report to Full Council, 20 October 2011
2. Annual Update of the Council's Corporate Plan Commitments 2012/13, report to Policy & Resources Committee, 14 June 2012

Indicator	Unit	Target	Result	Status
-----------	------	--------	--------	--------

1. Priority One: Tackling Inequality

1.1. Outcome: Children and young people have the best start in life

1.1.1

Key Stage 2 Level 4+ (Gap in attainment for Special Educational Needs (SEN) pupils)	%	50	Summer 2012	
--------------------------------------------------------------------------------------------	---	----	-------------	--

There is no official target, so this is the SEN gap for England. The gap is between pupils with SEN and pupils with no SEN - lower is better.

1.1.2

Key Stage 2 Level 4+ (Gap in attainment for Free School Meals (FSM) pupils)	%	20	Summer 2012	
------------------------------------------------------------------------------------	---	----	-------------	--

There is no official target, so this is the FSM gap for England. The gap is between pupils with FSM and pupils not on FSM - lower is better.

1.1.3

Learners with Special Educational Needs (SEN) Gap as a % of 5+ A*- C grade GCSE including English & Maths	%	48	Summer 2012	
----------------------------------------------------------------------------------------------------------------------	---	----	-------------	--


There is no official target, so this is the SEN gap for England. The gap is between pupils with SEN and pupils with no SEN - lower is better.

1.1.4

Learners eligible for Free School Meals (FSM) Gap as a % of 5+ A*- C grade GCSE including English & Maths	%	28	Summer 2012	
----------------------------------------------------------------------------------------------------------------------	---	----	-------------	--





There is no official target, so this is the FSM gap for England. The gap is between pupils with FSM and pupils not on FSM - lower is better.

1.1.5

All our schools are judged good or outstanding by OFSTED	%	100	72	 AMBER
-----------------------------------------------------------------	---	-----	----	---------------------------------------------------------------------------------------------

Our aim is for all our schools to be judged good or outstanding and we accept that this is a very challenging and aspirational target. This result does not include the two academies since neither have had a full inspection yet. The Annual Report of Her Majesty's Chief Inspector of Education, Children's Services and Skills 2010/11 said that the most recent inspection judgments for all schools in England showed that 70% of schools were found to have been delivering a good or better standard of education. In Brighton and Hove most recent data shows that 72% of schools are judged to be good or outstanding at their last inspection, so whilst there is still much to be done, the city is above the national average.

Appendix 1 - BHCC Corporate Plan 2011-15: Annual Performance Indicator Report 2011/12

Indicator	Unit	Target	Result	Status
1.1.6 Reduction in the number of young people aged 16 – 18 who are Not in Employment Education or Training	%	9	7.9	 GREEN
City Performance Plan (CPP) Key Indicator				
The definition for 16 to 18 year olds who are not in education, employment or training was changed by the Government in April 2011. Despite the change and the subsequent difficulty in comparing like with like, the figures show significant improvement.				
We now measure the 'academic years of people who left school'; meaning that this indicator includes people aged 16-19. Previously it only measured ages 16-18. This has the effect of increasing the % of young people who are not in education, employment or training as more young people aged 18 and 19 are in that position compared to 16 and 17 year olds. The Department for Education provided a result for the city (adjusted to the new definition) for 2010/11 of 9.6%.				
1.1.7 Reduction in the number of first time entrants to the youth justice system	No.	Less than 123	87	 GREEN
CPP Key Indicator				
The result for 2011/12 is a significant improvement on previous years; the number of first time entrants in 2010/11 was 171, and in 2009/10 there were 251. Prevention activity has continued to reduce the numbers of young people entering the youth justice system. The introduction of the Community Resolution (out of court non-recorded police disposal) has also contributed to this reduction. End of year comparison data is not yet available. Targets have been agreed by the 'Safe In The City Partnership' and align with the priorities in the Community Safety Crime Reduction and Drug Strategy.				
1.1.8 Reduction in rate of youth reoffending	%	Not set	30.1	
Latest data is from 2009/10. The proportion of young people re-offending in Brighton & Hove is slightly better than for all England and Wales. The proportion has slightly increased due to the overall cohort reducing from 497 to 418 (a 16% reduction). There is no target set because the data supplied by the Ministry of Justice only became available for the first time at the end of October 2011.				
1.1.9 Increase in the number of young offenders in suitable education, training or employment	%	More than 51	65	 GREEN
This measure is no longer monitored nationally and comparator data is not available. Over half of young offenders who are aged over 16 are engaged in education, employment or training, with much of this organised through the Youth Offending Service Employment Project and specialist staff.				
1.1.10 Increase in stability of placements of Looked After Children	%	11	11.2	 AMBER
CPP Key Indicator				
This is an improvement on the previous year when 12.4% of children looked after had three moves or more. The national average for this indicator is 11% which is being used as our target.				

Appendix 1 - BHCC Corporate Plan 2011-15: Annual Performance Indicator Report 2011/12

Indicator	Unit	Target	Result	Status
1.1.11 Reduction in the rate of children who were the subject of a child protection plan per 10,000 children	No.	Not set	66	
Statistical neighbouring authorities average 47.3.				
1.1.12 Reduction in the rate of children in need per 10,000	No.	Not set	August 2012	
2011/12 return is currently being completed so the result is not available. Statistical neighbouring authorities average 391. 2010/11 result was 493.8.				
1.1.13 Increase in evidence based family intervention work to better support children at risk				
Work is progressing well to identify families who will receive additional support through work on Families in Multiple Disadvantage. This will address anti-social behaviour, exclusion and truancy, youth offending and parental worklessness. In 2012/13 we aim to work with 225 families.				
1.1.14 Increase in the number of care leavers in education, employment or training	%	Not set	July 2012	
2011/12 return is being completed. Statistical neighbouring authorities average 56.3%. 2010/11 result was 71%.				
1.1.15 Proportion of children in poverty	%	Not set	22	
Latest child poverty data for Brighton & Hove from 2009 shows that 10,555 children and young people are raised in poverty. This represents 22% of the total population of children and young people under the age of twenty in the city. Brighton & Hove is roughly in line with the national England average for child poverty (20.9%) but significantly behind the South East regional average (14.5%). Portsmouth (24%) and Southampton (26.5%), nearby cities within the same region, have slightly higher levels.				
1.1.16a Reduction in the % of young people reporting misuse of alcohol	%	Not set	32	
In 2011, 32% of 3,704 secondary school pupils stated they drank alcohol in the last 7 days in the Safe at School survey.				

Appendix 1 - BHCC Corporate Plan 2011-15: Annual Performance Indicator Report 2011/12

Indicator	Unit	Target	Result	Status
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1.1.16b

Reduction in the % of young people reporting misuse of drugs/volatile substances	%	Not set	25	
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A result is available from the 2011 Safe and Well at School survey showing 25.4% (609 of 2396 respondents) of Year 10 and 11 students (14 to 16 year olds) replied Yes to the question 'Have you ever taken drugs that were not prescribed for you or available at a chemist?' 82.3% of these respondents also replied 'yes' to the question 'Have you ever used Cannabis?'

1.1.17

Reduction in the number of under 18 conceptions per 1,000 15-17 year olds	No.	26.4	36.5	 RED
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The 2011/12 target of 26.4 was a statutory NHS Vital Signs target. There is no longer a statutory target; the local target aims to reduce the under 18 conception rate below the current rate of 36.5.

1.1.18

Increase in take up of Disability Living Allowance and Severe Disability Allowance by working age clients with children	No.	Not set	1,280 (2011)	
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The number of people in receipt of benefits who are disabled has reduced. In November 2010 there were 1,380 people and in November 2009 there were 1,360.

1.2. Outcome: Vulnerable adults supported to live healthy independent lives


1.2.1

Increase in the proportion of people taking up self-direct support	%	45	63	 GREEN
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CPP Key Indicator


This is a significant increase in the percentage of social care clients being offered self directed support. We are required by the Department of Health to offer self directed support to 100% of social care clients by 2013/14.

1.2.2

Increase in the percentage of people receiving Supporting People services who have established or are maintaining independent living	%	68	74.6	 GREEN
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This is a positive result. More people receiving Supporting People services have established or maintained independent living over 2011/12; the result in 2010/11 was 72%.

Appendix 1 - BHCC Corporate Plan 2011-15: Annual Performance Indicator Report 2011/12


Indicator	Unit	Target	Result	Status
1.2.3 Increase in the number of carers receiving needs assessment or review and specific carers service or advice and information	%	34	41.7	 GREEN

This is a significant improvement on previous years and represents 1,407 people out of 3,374 clients in total receiving Community based services. The 2010/11 result was 35.7%.

1.2.4 **Reduction in the number of people living in fuel poverty (Indicator currently under review by National Government)**

A new indicator is in development nationally, once the definition has been agreed this measure will be reported in future.

1.3. Outcome: Decent, affordable, healthy housing

1.3.1 Increase in the number of council homes meeting Decent Homes Standard	%	88	88	 GREEN
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CPP Key Indicator

There has been consistent improvement in the number of council homes meeting the Standard. The target for 2012/13 is 95%, rising to 100% by December 2013.


1.3.2 Increase in the supply of ready to develop housing sites	No.	No set	921	
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921 sites were available for development during 2011/12.

1.3.3 10% of all new affordable housing meet wheelchair standard	%	10	22	 GREEN
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While this target has been significantly exceeded and is positive, the result is affected by the wider situation in house building. Of 58 new affordable homes available in the city in 2011/12, 13 were wheelchair accessible. The target for affordable housing as published in Brighton & Hove's Housing Strategy 2009-2014 is 230 per year (see City Performance Plan), with 23 of these being wheelchair accessible. This has been negatively affected by the overall drop in levels of home building caused by the international financial situation.

Appendix 1 - BHCC Corporate Plan 2011-15: Annual Performance Indicator Report 2011/12

Indicator	Unit	Target	Result	Status
1.3.4 153 empty homes brought back into use per year	No.	153	153	 GREEN

CPP Key Indicator


The target has been met and the final number of private sector dwellings returned into occupation may rise as data becomes available from other sources. This has historically been the case.

1.3.5

Increase in the energy efficiency of local authority owned homes	%	Not set	61	
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There has been a change in the way energy efficiency of homes is measured. The process is called Standard Assessment Process (SAP); this is now recorded by different methodology (2009 guidance) to fit in with the Energy Performance Certificate approach required by Government. Under the previous methodology, the 2011-12 result was 76.8, an improvement from 76.6 in 2010-11.


1.3.6

Increase in the number of households where homelessness was prevented due to casework by the council	No.	2200	2542	 GREEN
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Ongoing good performance, preventing significant numbers of households from becoming homeless. The result for the year is comparable to 2010/11 when homelessness was prevented for 2598 households, demonstrating the ongoing high demand in this area for the council and its partners. The target of 2200 was set in Brighton & Hove's Housing Strategy 2009-2014.

1.4. Outcome: Reduce health inequalities and long standing public health issues

1.4.1

Reduction in the number of alcohol-related hospital admissions per 100,000 population	No.	Not set	1,902	 RED
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CPP Key Indicator

Latest data shows a rising trend in admissions; final data for this measure should be available in August 2012, but figures from December 2011 are close to the year end 2010/11 result of 2,005. The forecast for 2012/13 is 2,665; this is a 2% decrease in the projected increase in alcohol related hospital admissions, based on the trajectory up to 2010/11. This forecast has been agreed by the Alcohol Programme Board.

1.4.2


Reduction in the rate of drug-related deaths	No.	Not set	August 2012	
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CPP Key Indicator

Drug related deaths vary significantly year on year. Since 2000 they have ranged from a high of 67 to a low of 38 per year. A three year average is used to address these variances.

A forecast by 'Public Health Intelligence' supposes a three year trend and a total of 114 deaths, an

Appendix 1 - BHCC Corporate Plan 2011-15: Annual Performance Indicator Report 2011/12

Indicator	Unit	Target	Result	Status
average of 38 per year; a figure at the lower end of the variances expected. Successful intervention work will further reduce this figure.				
1.4.3 % of adults leaving drug treatment who do so in a planned way	%	50	48	 AMBER

CPP Key Indicator

The measure for 'Drug related offending' is in development. This indicator has been included in its place to give further context to the work around drug misuse. Final data is not yet available so the result to December 2011 is shown. The target was set using national data as a reference point and was agreed by the 'Safe In The City Partnership' and align with the priorities in the Community Safety Crime Reduction and Drug Strategy.

1.4.4

Reduction in differences of life expectancy between communities

This indicator is in development nationally and will be added to the full set of measures once the definition has been clarified.

1.5. Outcome: Access to quality employment with wages that pay for a decent standard of living

1.5.1

Increase in the percentage of adults with learning disabilities known to the council in paid employment	%	Not set	September 2012
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Data will be provided by the Department of Health in September 2012.

1.5.2

Increase in the percentage of the population qualified to at least National Vocational Qualification (NVQ) Level 2, 3 and 4	%	Not set	Level 2 79.4% Level 3 54.9%
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Brighton & Hove level 2 and level 3 results show continuing improvement, although they are below the South East average on both measures (Level 2 82.4% / Level 3 58.4%) and below the national average on Level 2 at age 19 (81%). Targets are no longer set for these indicators. The Level 4 measure has been removed as the City Employment and Skills Plan shows very high comparative levels in Brighton and Hove, particularly related the numbers of former students at the Universities who stay on after graduation, and is not a priority. Level 4 achievement will still be monitored for changes.

Appendix 1 - BHCC Corporate Plan 2011-15: Annual Performance Indicator Report 2011/12


Indicator	Unit	Target	Result	Status
1.5.3 Increase in the percentage of adults receiving secondary mental health services who are in paid employment, self-employment or supported employment	%	Not set	September 2012	

Data for this indicator will be released by the Department of Health in September 2012.

1.6. Outcome: Culture and leisure opportunities for all

1.6.1 Increase in the percentage of the adult population that has engaged in the arts at least three times in the past 12 months	%	Not set	November 2012	
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This will be measured by the City Tracker Survey in November 2012.¹

1.6.2 Increase in adult participation in sport and active recreation	%	More than 23.2	25.2	 GREEN
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The 2010/11 result was 23.2%. The latest result is not a statistically significant difference and does not necessarily indicate an increase in participation. This indicator is measured by Sport England's Taking Part survey.

1.6.3 Increase in the percentage of the adult population who have attended a museum at least once in the last 12 months	%	Not set	November 2012	
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This will be measured by the City Tracker Survey in November 2012.


1.7. Outcome: Cohesive and safe communities

1.7.1 Increase in the percentage of people who believe that people from different backgrounds get on well together in their local area	%	Not set	November 2012	
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¹ The City Tracker Survey is being collected for the first time in 2012. The methodology for collecting this survey is different to previous surveys so is not directly comparable. Consequently, 2012 data will be used as a baseline and targets have not been set for the City Tracker Survey indicators.

Appendix 1 - BHCC Corporate Plan 2011-15: Annual Performance Indicator Report 2011/12

Indicator	Unit	Target	Result	Status
CPP Key Indicator				
This will be measured by the City Tracker Survey in November 2012.				
1.7.2				
Increase in the percentage of people who think that not treating one another with respect and consideration is a problem in their area	%	Not set	November 2012	
This will be measured by the City Tracker Survey in November 2012.				
1.7.3				
Increase in the percentage of people feeling safe in the daytime and after dark in their local area	%	Not set	November 2012	
CPP Key Indicator				
This will be measured by the City Tracker Survey in November 2012.				
1.7.4				
Percentage of finalised Domestic Violence (DV) prosecutions resulting in a conviction	%	72	78.3	 GREEN
This indicator replaces the proposed indicator, 'Reduction in levels of domestic violence' to align with existing reporting. This result is an improvement on 2010/11 when 66.6% of DV prosecutions resulted in convictions.				
1.7.5				
Reduction in racist and religiously motivated hate incidents and crimes	No.	550	Awaiting data	
CPP Key Indicator				
The overall aim is to reduce crimes and incidents. However, work to increase reporting remains a priority. Increased reporting could therefore, indicate increased trust and confidence or an actual increase in the numbers of crimes and incidents. New data gathering and analytical arrangements which include police recorded crimes are in development.				
1.7.6				
Reduction in disability motivated hate incidents and crimes	No.	60	31	 AMBER
CPP Key Indicator				
The aim is to increase access to and confidence in reporting of disability hate crime, while reducing its underlying occurrence. In 2009/10, 16 cases were reported and in 2010/11 this rose to 33. The increased target of 60 was set as a result of the development and launch of Disability Hate Incident Report Forms and related training. This is being taken forward through the Disability Hate Steering Group to review the area and strengthen the effectiveness of the work to increase reporting.				

Indicator	Unit	Target	Result	Status
1.7.7 % of LGBT hate crime prosecutions that result in conviction	%	80	84	 GREEN

CPP Key indicator

The result of 84% represents twenty five prosecutions for LGBT hate crime, of which twenty one led to conviction.

2. Priority Two: Creating a More Sustainable City

2.1. Outcome: A strong and low carbon economy

2.1.1

Reduction in the percentage of the working age population claiming out of work benefits	%	Not set	12.4
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The overall proportion of people in Brighton & Hove claiming out of work benefits is 12.4% (latest data compiled November 2011). This compares to South East 8.6% and Great Britain at 12.2%. Brighton & Hove's figures are now much closer to national totals, dropping from a high of 13.6% in 2009 (Office of National Statistics).

2.1.2

Increase in the number of new business registration for VAT per 10,000 resident population aged 16 years old and over	No.	Not set	80
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This indicates the potential growth of numbers of businesses in the city. The data is time-lagged, with the latest from 2010. In 2008 there were 74.5 and in 2009 there were 69. The latest figure represents an improvement.

2.1.3

Growth in number of digital media businesses (employee growth)	%	Not set	25
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Latest data is time lagged and refers to 2009-10. During this time there was a 25% employee growth in the digital media sector.

2.1.4

Increase the number of tourism businesses that have green accreditation	No.	Not set	6
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This relates to the Green Tourism Business Scheme which rates tourism businesses across a set of criteria, covering a range of areas including: energy and water efficiency, waste management, biodiversity and others.

2.1.5

Increase conference income	£ million	Not set	58
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Appendix 1 - BHCC Corporate Plan 2011-15: Annual Performance Indicator Report 2011/12

Indicator	Unit	Target	Result	Status
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Income to the city from conferences has increased substantially. In 2010, the estimated benefits from conferences secured by the Convention Bureau for the City for future years was £38m (which included confirmation of one political conference taking place in 2012); a significant increase from £19m secured in 2009. In 2011, the Convention Bureau secured conference business for the City which will bring economic benefit of £58m in future years. This includes two political party conferences which will be hosted by the Brighton Centre. From January to June 2012, the Convention Bureau has already confirmed 17 conference bookings, with an estimated benefit of £55m in future years, which includes a 6 year deal for UNISON. This reflects the work that has taken place at the Brighton Centre, re-establishing it as a major venue for conferences.

2.1.6

Reduction in Carbon Dioxide emissions per capita	Tonnes	4.55	September 2012	
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CPP Key Indicator

2009 data showed that per capita carbon dioxide emissions had reduced by 15.6% to 4.8t per capita since 2005, which falls short of the 16% reduction target. The target of 4.55t per capita is a 20% reduction on the 2005 baseline. Data is time lagged and will be available in September 2012.

2.1.7

Inward investment enquiries to the city	No.	Not set	5,404	
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This is a proxy measure to replace 'Increase the number of businesses relocating to the city.' Data does not show businesses relocating to the city since business data is generally anonymised.

Enquiries are currently showing a positive trend as follows:

2009 = 4,267 inward investment enquiries;

2010 = 4,397 inward investment enquiries (+3% on 2009);

2011 = 5,404 inward investment enquiries (+27% on 2009);

2012 to June = 2,711 (up on the 2011 by +21 for these two quarters, up 13% on the first 2 quarters of 2009)


2.2. Outcome: A fair balance between the needs of pedestrians and cyclists, public transport users and motorists

2.2.1

Increase in the number of cycle trips	No.	No data	
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A new baseline using data from automatic counters is being calculated. Provisional results will be available early in 2013/14.

2.2.2

Increase in cycle parking across the city	No. of stands	More than 2268	2647	 GREEN
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Facilities for cycle parking are increasing as planned in the city. 379 more stands were installed during 2011/12. The result shows the total number of stands in the city.

Appendix 1 - BHCC Corporate Plan 2011-15: Annual Performance Indicator Report 2011/12

Indicator	Unit	Target	Result	Status
2.2.3 Increase in bus patronage originating in the local authority area	No. per million	43.75	43	 AMBER
<p>Brighton and Hove is one of the best performing authorities in terms of bus passenger journeys. The 'Transport Strategy' department of the council proposes a target of an average increase of 800,000 passenger journeys per year. While this result falls short of that target it is still an increase on previous years. The target for 2012/13 is 44.55m.</p>				
2.2.4 Increase in the percentage of bus services running on time	%	91	89	 AMBER
<p>Performance has reduced from 91% in 2010/11 and is largely due to delays caused by extensive road works being carried out by utilities, affecting infrequent services more seriously. Frequent services which are measured by how late they are show an average of 42 seconds late; this has not changed since last year and is largely credited to frequency improvements on key routes.</p>				
2.2.5 Reduction in airborne particulate (PM10) levels in local authority area	Micrograms per cubic metre (µg/m3)	40	27.4	 GREEN
<p>During 2011, PM10 (Particulate Matter with aerodynamic diameter less than ten microns) has been monitored at the roadside of Beaconsfield Road adjacent to the A23. An eleven month average was recorded from the second week of February to the end of December equal to 27.4 µg/m3. This compares to an annual average limit of 40 µg/m3. In this period, there were 15 daily average greater than 50 µg/m3. Equivalent to 20 days for the full year which compares to an allowed number of 35 days for the calendar year.</p>				
2.2.6 Reduction in Carbon Dioxide emissions in the local authority area (attributed to transport)	Kilo tonnes	306	September 2012	
<p>Data for this indicator is time-lagged and will be available in September 2012. The target is based on estimated reductions necessary to meet carbon dioxide emissions per capita reduction targets. 317kt of carbon dioxide emissions were estimated to be attributed to transport in 2009.</p>				
2.2.7 Reduction in the number of adults and children killed or seriously injured in road traffic incidents	No.	146	172	
<p>CPP Key Indicator 6 people were killed, and 168 people seriously injured in road traffic accidents during the calendar year 2011. 146 is the number of people forecast to be killed or seriously injured in road traffic accidents in Brighton and Hove in 2011/12. It is important to note that this is a forecast and not a target, and is calculated using methodology provided by the Department for Transport.</p>				

Appendix 1 - BHCC Corporate Plan 2011-15: Annual Performance Indicator Report 2011/12

Indicator	Unit	Target	Result	Status
2.2.8 A higher proportion of access to employment by public transport	%	Not set	99 (2010)	

Latest data from the Department of Transport indicate that the city has excellent levels of access to significant employment locations, based on journey times by public transport. This indicator shows the percentage of people who can travel to a place of employment within 20 minutes either by public transport or by walking. A place of employment is defined as being a part of the city with 500 jobs or more located there.

2.2.9 **Reduction in nitrogen dioxide levels in local authority area**

As part of the Local Transport Plan 2, four designated sites in the city have been monitored for Nitrogen Dioxide. According to information collected from these sites, Nitrogen Dioxide levels have not improved in the city and are higher than they were in 2005. Continuous analysers have been installed in Lewes Road and North Street, with the information from these proposed to be used as an indicator for this area in the future. The first year of complete data will be available in March 2013.

2.3. Outcome: A low waste city

2.3.1 Decrease of residual waste per household	kg	Not set	581.3	
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CPP Key Indicator

This result is provisional, subject to sign off by Department for Environment, Food and Rural Affairs (DEFRA). No target is set for this year however the BHCC waste strategy sets out a 2012/13 target of 602kg. Current results show this indicator is on track to meet this target.

2.3.2 Increase in the percentage of household waste sent for reuse, recycling and composting	%	Not set	28	
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CPP Key Indicator

This result is provisional, subject to sign off by Defra. No target is set for this year however the BHCC waste strategy sets out a 2012/13 target of 32% of household waste sent for reuse, recycling and composting.

2.3.3 Decrease in the percentage of municipal waste landfilled	%	Not set	26.8	
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This result is provisional, subject to sign off by Defra. No target is set for this year however the BHCC waste strategy sets out a 2012/13 target of 11.6% of municipal waste sent to landfill.

Indicator	Unit	Target	Result	Status
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2.4. Outcome: A healthier and higher quality built environment


2.4.1				
Consistent high level of user satisfaction of council parks	%	Not set	November 2012	

This will be measured by the City Tracker Survey in November 2012.

2.4.2				
Reduction in the number of conservation areas at risk	No.	5	5	 AMBER

This result has remained unchanged since the current criteria to assess conservation areas was introduced in 2010. There were originally six areas at risk, but Stanmer conservation area now falls within the responsibility of the South Downs National Park Authority.

The five conservation areas at risk are Benfield Barn, East Cliff, Queens Park, Sackville Gardens, and Valley Gardens.


2.4.3				
Reduction in the number of listed buildings at risk	No.	14	13	 GREEN

When the register was first compiled in 2008 there were 22 buildings at risk, the trend has been gradually downwards despite the recession. Three buildings were removed from the register last year and two were added, giving a net reduction of one. The three removed were:


- 38 Brunswick Street East (rear of 14 Brunswick Square), Hove
- The former coach station office at the rear of the Royal York Hotel, Pool Valley, Brighton
- 16 Ship Street, Brighton

The two added were:

- Saltdean Lido
- 43 Russell Square, Brighton


2.4.4				
Increase in the number of allotment plots available	No.	2818	2934	 GREEN

This shows an increase of 116 allotment plots in the city during 2011/12.

2.4.5				
Reduction in the number of residents awaiting an allotment plot	No.	1714	2071	 RED

Demand for allotment plots in the city is high. The number of residents awaiting an allotment plot has risen during 2011/12 by 357.

Appendix 1 - BHCC Corporate Plan 2011-15: Annual Performance Indicator Report 2011/12

Indicator	Unit	Target	Result	Status
2.4.6				
Increase in the proportion of approved planning applications for new build (residential) development committing to high standards of environmental design	%	Not set	See text	
<p>The mechanisms available in planning to influence this outcome are determined by current local and national policy. There is information available on applications committing to meet the Code for Sustainable Homes levels 3, 4 and 5 for the period July 2011 to March 2012.</p> <p>Over this period, 100% of approved applications for new build homes committed to meet markers (steps towards target) set in the Government's roadmap towards zero carbon homes in 2016. The baseline marker set for the period 2011-2013 is Code level 3. Half of these applications committed to achieving this marker. The other half committed to levels above the marker as this is recommended by local policy, with 12% of these committing to Code level 5, which equates to zero carbon and complies with targets set for 2016.</p>				
2.4.7				
Enforcement notices regarding appearance of sites/buildings	No.	Not set	32	
<p>Currently, the council is able to issue an enforceable notice under Section 215 of the Town and Country Planning Act 1990, requiring the owner or occupier to improve the condition of the land or building.</p> <p>A total of thirty two notices were issued over 2011/12. The number of notices served has increased from eleven the previous year, and reflects the targeted pro-active work being carried out to improve the condition and appearance of properties.</p> <p>This is a proxy measure to replace 'Reduction in complaints regarding appearance of sites/buildings'</p>				
2.5. Outcome: Protection and enhancement of the city's natural environment				
2.5.1				
Maintain the condition of the city's two Sites of Special Scientific Interest (SSSI)	No.	2	2	 GREEN
<p>The city's two SSSIs, Brighton to Newhaven Cliffs, and Castle Hill near Woodingdean, both meet the Government's Public Service Agreement targets and are in favourable condition.</p>				
2.5.2				
Improvement in groundwater status			Poor	
<p>Groundwater status is assessed according to both quality and quantity of groundwater.</p> <p>The groundwater for Brighton and Hove currently fails to meet the set criteria for quantity. This is due to overall water use being high and specifically two water company abstractions being investigated for potential environmental impacts within the national Restoring Sustainable Abstraction (RSA) programme. Actions to take forward are ensuring people are aware where their water comes from and the impacts this can cause, as well as keeping work on track for the RSA programme.</p> <p>The current status of quality is 'good' but it is flagged as 'at risk'. Quality is at risk due to increasing trends in use of pesticides and nitrates used in farming and also due to also highway, municipal & domestic pesticide use & leaking sewers. Actions to take forward are to be engaged with catchment groups where land management practice can impact water supply, and ensuring urban diffuse pollution sources are tackled.</p>				

Indicator	Unit	Target	Result	Status
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3. Priority Three: Engaging People Who Live and Work in the City

3.1. Outcome: A council that is easy to contact and demonstrates that it listens to residents

3.1.1

Increase in customer satisfaction levels with the council	%	Not set	66	
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This result has been taken from the City Tracker Survey conducted in May 2012. This is a baseline result and is not directly comparable to previous surveys conducted in 2008. The next result will be captured by the City Tracker Survey in November 2012.

3.2. Outcome: Improved collaboration between the council and communities

3.2.1

Increase in percentage of people who feel that they belong to their local neighbourhood	%	Not set	November 2012	
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This will be measured by the City Tracker survey in November 2012.

3.2.2

Increase in percentage of people participating in decision making groups that affect their area	%	Not set	November 2012	
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This will be measured by the City Tracker survey in November 2012.

3.3. Outcome: Improved council engagement with businesses

3.3.1

Increase in number of businesses represented and involved in council and city planning and decision making

Businesses are represented in 12 of the 14 city's partnerships. The only partnerships they are not represented at are the City Inclusion partnership and the City Engagement partnership.

Indicator	Unit	Target	Result	Status
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3.4. Outcome: A more open and transparent council

3.4.1

Increase in the number of e-petitions submitted to council	No.	25	45	 GREEN
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The Council's e-petition scheme has proved to be an effective engagement tool in 2011/12 with 45 e-petitions being submitted and considered by Full Council or a relevant decision-making body.

3.4.2

Increase in webcast views of council and cabinet meetings	No.	12,000	12,845	 GREEN
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The web casting of meetings has been reduced for 2012/13 to 3 committees from 4 but it is intended to explore other on-line engagement mechanisms so that the overall figures remain in line with those for 2011/12.

3.4.3

Increase in the number of public questions and deputations to Council and Cabinet meetings	No.	35	33	 AMBER
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The number of public questions and deputations submitted to the Council and meetings varies depending on the nature of the issues, however with the introduction of the committee system it is anticipated that these will rise for 2012/13.

3.4.4


Increase in the percentage of people who feel they can influence decisions in their locality	%	Not set	November 2012	
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This will be measured by the City Tracker Survey in November 2012.

4. Priority Four: A Responsible and Empowering Employer




4.1 Outcome: A responsible and empowering employer

4.1.1

Decrease in percentage of employees responding that they have experienced discrimination or harassment or bullying in the last 12 months	%	Less than 15	18	 RED
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The 2011 result shows an increase of 3% more than the 15% result of the Staff Survey in 2009 and is based on the number of staff who completed the survey.

Appendix 1 - BHCC Corporate Plan 2011-15: Annual Performance Indicator Report 2011/12

Indicator	Unit	Target	Result	Status
4.1.2 Increase in percentage of employees who declare that they have a disability as a percentage of the total workforce (not including schools)	%	6	5	 AMBER
OHR indicator The current target will be reviewed in line with 2011 Census data when available in November 2012.				
4.1.3 Increase in percentage of employees who declare that they are from an ethnic minority as a percentage of the total workforce (not including schools)	%	5.49	5	 AMBER
OHR indicator The current target will be reviewed in line with 2011 Census data when available in November 2012.				
4.1.4 Decrease in number of working days/shifts lost due to sickness absence (not including schools)	No.	10	9.13	 GREEN
OHR indicator This is an improvement against the 2010/11 result of 10.38.				
4.1.5 Increase in the number of staff receiving Individual Performance Reviews (IPR)	%	Not set	75	
2009/10 Staff Survey reported 73% of staff who completed the survey had received an IPR.				
4.1.6 Increase in staff who would tell others the council is a good employer	%	Not set	58	
Data for an overall staff satisfaction measure is unavailable through the Staff Survey. This has been replaced with a proxy indicator 'How much do you agree or disagree with the following: I would tell others the council is a good employer?' The 2011 Staff Survey reported that 58% strongly agree or agree, 31% neutrality, 11% disagree or strongly disagree.				

Indicator	Unit	Target	Result	Status
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5. Priority Five: A Council the City Deserves - Our Programme for Change

5.1. Outcome: Excellent customer service

5.1.1

Reduction in customer repeat contact as they need only tell us once

We are currently unable to collect the information required for this measure. A Customer Experience Management system is being purchased and will be rolled out across the council. This will allow us to collect the information, beginning with the first service areas by the end of the 2012/13 financial year.

5.1.2

A consistent customer experience for common transactions

We are currently unable to collect the information required for this measure. The introduction of improved customer contact systems, such as website, telephone and the Customer Experience Management system, will allow us to collect the information, beginning with the first service areas by the end of the 2012/13 financial year.

5.1.3

Quicker turnaround time of customer transactions

We are currently unable to collect the information required for this measure. The introduction of improved customer contact systems, such as website, telephone and the Customer Experience Management system, will allow us to collect the information, beginning with the first service areas by the end of the 2012/13 financial year.

5.2. Outcome: An efficient and effective council

5.2.1

Increase in the proportion of staff working under new workstyle arrangements

No. 450 450


GREEN

5.2.2

Achieve a 'desk to people' ratio of 7:10 (full time employees)

Ratio 7:10 7:10


GREEN

5.2.3

Reduction in office accommodation by 30%

% 30 35


GREEN

Appendix 1 - BHCC Corporate Plan 2011-15: Annual Performance Indicator Report 2011/12

Indicator	Unit	Target	Result	Status
5.2.4 Reduction in the council's Carbon Dioxide emissions (from its operations)	Kilo tonnes	Not set	July 2012	

Data will be available in July 2012. In 2010/11 the council produced 31.6 kilo tones of CO2 emissions.

5.2.5 Reduction in the annual cost of council business travel	£ Million	Lower than 2.02	1.8	 GREEN
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The result for 2011/12 was £1.8 million, a 10.7% reduction on the 2010/11 spend of £2.02 million. A principle reason for the reduction could be related to the changes that have been made to improve the accuracy of the reporting. The total value of claims that are categorised as 'Unknown Mode' has significantly decreased as we could be more confident on which items should be included within the analysis. Also, fewer private vehicle miles were claimed and fewer train journeys were undertaken contributing in sizeable spend reductions.

5.2.6 **Reduction in waste produced from council operations**

The council's corporate commercial waste contract does not currently weigh individual bins across the council buildings so we are unable to determine an accurate level of waste produced during 2011/12. However the council is negotiating an extension to the contract and as part of this the contractor has agreed to put weighing equipment on their vehicles. They will collect weighing data so that it can be monitored and improvements put in place to ensure waste reduction and recycling targets can be met as part of our One Planet Living council work. The first full performance data including baseline information will be available for 2013/14.

5.3. Outcome: Value for money

5.3.1 Achievement of our value for money saving targets	£ Million	7.752	7.529	 GREEN
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Indicator	Unit	Target	Result	Status
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6. Corporate Plan Indicators under review

When the Corporate Plan was published it included a suite of indicators to measure progress against its priorities and the outcomes. This section includes those indicators from the plan which require either further work to capture relevant data or the collection of data has ceased and is therefore no longer available.

Priority One: Tackling Inequality

Outcome: Children and young people have the best start in life

1.1.19

Increase in the number of young people in out of school activities

Responsibility for Out of School Activities has been transferred to schools and the data is no longer collected by the council.

Outcome: Vulnerable adults supported to live healthy independent lives

1.2.5

Increase in the percentage of people supported to live independently through social services

This indicator has been discontinued and is no longer collected.

Outcome: Access to quality employment with wages that pay for a decent standard of living

1.5.4

Increase in the take-up of formal childcare by low income working families	%	Not set	20.9
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Increasing access to affordable & accessible childcare is a key priority in the Child Poverty Commissioning Strategy. The proportion of families benefiting from the Childcare element of family tax credits was 20.9% when last measured in August 2009, compared to 16.3% (South East) and 17.4% (England). This data is no longer collected nationally.

Priority Two: Creating a More Sustainable City

Outcome: A strong and low carbon economy

2.1.8

Increase in the percentage of small businesses showing a year on year increase in number of employees

Data for small businesses is not available at a sufficiently detailed level to measure this indicator. Further work will be done to establish relevant data for this sector.

Indicator	Unit	Target	Result	Status
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2.1.9

Growth of the environmental industries sector

Work is ongoing to develop this indicator. The data that is available in this area is limited since companies do not fall into clearly defined categories. For example, there is a trend towards 'green branding' by some companies that may result in these being counted in the indicator, while not delivering the environmental benefits hoped for. A revised definition focusing on stock meeting accreditation standards in use of resources (i.e. energy, water, carbon) is being developed.

Outcome: Dignified and decent treatment of animals

2.6.1

Continue to meet the standards for the control system for animal health

East Sussex collected this information on behalf of Brighton and Hove but as the requirement to collect it was stopped with the ending of the National Indicator set, it has stopped being collected.

Priority Three: Engaging People Who Live and Work in the City

None

Priority Four: A Responsible and Empowering Employer

None

Priority Five: A Council the City Deserves – Our Programme for Change

Outcome: An efficient and effective council

5.2.7

Decrease in the number of separate software applications

Further work will be done to establish relevant data for this indicator.

Subject:	City Performance Plan 2011/12 Report		
Date of Meeting:	Policy and Resources – 12th July Council – 19 th July		
Report of:	Strategic Director, Resources		
Contact Officer:	Name:	Paula Black	Tel: 29-1740
	Email:	paula.black@brighton-hove.gov.uk	
Key Decision:	No		
Ward(s) affected:	All		

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

- 1.1 In July 2011 Cabinet approved the new Performance and Risk Management Framework for the City Council and this was subsequently also agreed by the Public Service Board (PSB), where the City Performance Plan was adopted as the performance management tool for the PSB. This report provides the first annual report on the City Performance Plan (CPP).
- 1.2 The CPP moves away from being indicator driven towards reporting progress on city outcomes. The report outlines: current activity, future activity, and barriers for each outcome and associated priority area. The accompanying indicator report provides measures on selected key indicators in each outcome area in order to offer additional performance information in assessing progress.
- 1.3 A named responsible officer within the City Council or partner organisation and accountable Strategic Director, are identified for each section within the CPP. This is in order to identify clear local accountabilities now that Central Government requirements have changed and much accountability has been devolved to the local area, in line with the Localism agenda.
- 1.4 There are two appendices to this report:
 - The CPP Headline Performance Indicators report in **Appendix 1** contains information on key indicators selected from each priority area.
 - The City Performance Plan annual progress report in **Appendix 2** provides performance and progress information on the first full year of the CPP. It also identifies future activity and potential barriers to progress. Note that responsibility for outcomes and priorities are shared across partner organisations.

2. RECOMMENDATIONS:

- 2.1 That Committee notes the areas of good progress made in the City Performance Plan (CPP) progress report in Appendix 2 and the Performance Indicators Headline report Appendix 1.

- 2.2 That Committee notes the future activity, but also barriers outlined in the CPP report Appendix 2 in areas of concern.
- 2.3 That Committee asks SLT to use the resources at their disposal, including officers in the local authority and thematic partnerships to maintain progress and tackle issues of concern highlighted in the CPP.
- 2.4 That Committee recommends the plan to full Council for Approval.

3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

3.1 Performance and Risk Management Framework

3.1.1 The component parts of the Performance and Risk Management Framework (PRMF) are:

- Sustainable Community Strategy
- City Performance Plan
- BHCC Corporate Plan
- Business Plans and Risk Register
- Individual Performance Reviews (all staff)

3.1.2 **City Performance Plan:** This plan reports on how the city is doing in terms of achieving its key objectives. Previously, the Local Area Agreement (LAA) was used as a tool to measure performance on city issues. Following the abolition of the LAA the council and its partners have taken the opportunity to create a new much more localised and outcome driven performance plan. The new City Performance Plan is led by the priorities and outcomes defined in the Sustainable Community Strategy (SCS) which was refreshed in 2010. There is no financial reward attached to the City Performance Plan. The Strategic Partnership is not required to report progress against the plan to Government.

Targets for relevant indicators in the CPP were set with responsible officers, thematic partnerships and partner organisations and agreed by Cabinet in January 2012.

3.2 Key Performance Issues in the City Performance Plan

3.2.1 A range of indicators underpin the outcomes in the CPP. Key headline indicators have been selected from these and are shown in Appendix 1 Headline Performance Indicators report. The more detailed and comprehensive set will be reported to, and discussed with, thematic partnerships whose responsibility it is to oversee their areas within the Sustainable Community Strategy and the CPP.

3.2.2 Progress has been made in the following areas:

The number in brackets refers to the progress update reference shown in Appendix 2.

(1.1.3) Improving the visitor economy: there is a time lag in the data which relates to 2010 and shows £718m visitor spend in the city despite the prevailing

economic conditions. Proxy measures available from Visit Brighton and enquiry numbers at the visitor centre indicate performance for 2011 is up on 2010.

(1.2.3) A strong conference economy: both enquiries and bookings are up on last year and partial refurbishment of the Brighton Centre has been completed.

(1.3.1) Educational attainment: there has been an improvement of 3.5% in the proportion of students achieving 5+ A*-C grades at CGSE. Also in this section, people Not in Education or Employment (NEETs) have reduced in the city. The NEET rate has reduced to 7.9% compared to 9.6% last year. However, when broader employment figures are taken into account, this remains an area of concern and is outlined more fully in 3.2.3 below.

(1.5.1) Maintain and improve our reputation as a leading cultural city: significant activities including major purchases such as the Turner watercolour of the Chain Pier; increased visitor numbers to the city; the Brighton Marathon; Pride; the Childrens' Festival; Burning the clocks; and many more supported events. The Brighton Festival 2012 broke previous records for advance ticket sales.

(2.1.1) Reduced alcohol misuse and alcohol related disorder: This is the result of one of the pilots for Intelligent Commissioning: the proxy indicator used to measure this (police recorded injury assaults) is at 1,552 incidents down on last year (1,881) and better than target reflecting the success of the significant activities across the four domains of work arising from the pilot:

1. Addressing the Drinking Culture
2. Availability of Alcohol
3. Night Time Economy
4. Early Identification, Treatment and Care

Significant national challenges remain in this particular area (see 3.2.3 below). Commissioning plans and risk registers will need to take account of these wherever possible.

(2.3.1) First time entrants to the youth justice system aged 10-17: the results here are significantly better than previous years and target.

(2.5.1) Persistent and prolific offenders (PPOs): offending by PPOs in 2010/11 has reduced, with a drop of 22% against the projected result.

(3.1.2) A key part of the helping people to live healthy lifestyles work is the national child measurement programme (NCMP) which monitors the prevalence of overweight and obesity in children in Reception Year (4-5 year olds) and children in Year 6 (10-11 year olds). The past four years have seen a sustained (though not statistically significant) fall in obesity and overweight levels in Year 6 children while levels in Reception Year children have remained stable.

(3.3.2) % Social care clients receiving self-directed support has significantly increased during 2011/12 to 63% of clients.

(3.3.4) Delayed transfers of care: these are down to single figures from 41 in 2007/08 and 26 in 2010/11.

(5.2.3) Decent homes: we have met the 2011/12 target of 88% of council homes meeting the Decent Homes Standard.

(5.2.4) Bringing empty properties back into use: this has met the target of 153 homes in year. However, funding is not available in 2012/13 to continue the programme, so the situation for this year is unclear.

(5.3.4) Supporting people: 72% of service users in short-term services being supported to move on in a planned way and 99% long term service users either sustaining or improving their independence.

(6.1.1-6.1.4) The City's Climate Change Strategy was adopted by Brighton & Hove Strategic Partnership (BHSP) in December 2011 and approved by the Public Service Board a month earlier. The strategy provides a framework to bring together and build on the range of city commitments and policies already in place, to focus effort and work over the next 4 years and beyond: to become a low carbon city, adapting well to climate change.

(6.1.2) Brighton & Hove community, voluntary, private and public sector groups have developed partnerships to work on projects that contribute to reducing carbon emissions and adapting to climate change. Brighton & Hove 10:10, Brighton Energy Co-operative, the Low Carbon Trust and Brighton Peace and Environment Centre, working with community partners, were successful in winning £250,000 in government funds under the Local Energy Assessment Fund for projects delivered successfully by 31 March 2012.

3.2.3 Areas for possible concern:

Whilst progress has been made on key activities some issues remain of concern to the city. This is generally because broader social and economic factors are impacting upon the city, despite the positive work which is on-going.

Youth Employment and Not in Education, Employment or Training (NEETs):

- There has been a large reduction in the percentage of NEETs in the city compared to the previous year (from 9.6% to 7.9%) as shown in the section above, but this remains an area of considerable challenge. The definition of this measure has changed as of April 2011; previously people were included on their actual age up to their 19th birthday, however they are now counted by academic year group rather than actual age. Therefore, some young people who left compulsory education in 2009/10 will turn 19 this year and will still be counted in this indicator. More young people aged 18 and 19 are NEET compared to 16 and 17 year olds so this will tend to raise the result. Comparative figures are: South East 5.5% and all England 6.1%. The additional older NEETs may be more difficult to help than their younger counterparts (see 1.3.1 appendix 2).
- This NEET category is part of a wider group of young unemployed people. For context, the overall proportion of people in Brighton & Hove claiming out of work benefits is 12.4% (latest data November 2011). This compares to South East 8.6% and Great Britain at 12.2%. Trends amongst 18-24 year olds show a significant increase from the beginning of 2012. Whilst the rate for 18-24 year olds who have been unemployed for over a year is below the regional and national figure, from January

2012 when it stood at 0.2% it has risen to 0.4% in March. For those out of work for between 6 months-1 year, the rate also increased from January 2012 to 1% in March. The graphs of unemployment rates for 18-24 year olds do appear to mirror the 'double dip' recession profile.

Housing:

- Work to prevent homelessness and rough sleeping: 37 rough sleepers were recorded in Nov 2011, increasing from 14 at the same point the previous year. While the work to prevent homelessness in the city continues to help significant numbers of households, barriers to future progress are evident. The numbers of rough sleepers around the country are rising, and the changes to the Local Housing Allowance are expected to impact on housing affordability for those receiving benefits (see 5.3.3).
- Pressures on availability of housing in the city. The supply of affordable rented accommodation in the city is significantly off track, due to the economic downturn and consequent lack of new house building (see 5.1.1).

Alcohol:

- The number of people admitted to hospital for alcohol related reasons continues to rise. Projections for the coming year are based on lowering the rate of increase. There is significant activity in the city, led by the Partnership's Alcohol Programme Board, to address the issues around alcohol misuse and alcohol-related disorder (see 2.1.1) but many of the problems faced by the city relate to national challenges and embedded social norms.

4. COMMUNITY ENGAGEMENT AND CONSULTATION

4.1 Each thematic partnership was responsible for contributing and confirming the outcomes and indicators for their relevant parts of the City Performance Plan. In addition, BHCC Lead Commissioners and Heads of Delivery were given opportunity to contribute and clarify the outcomes and indicators relevant to their responsibilities. Discussion was also held with the Third Sector Reference Group for Intelligent Commissioning and the three political groups within the council. The outline Plan was also discussed at the Overview and Scrutiny Commission.

4.2 Data for each area in the report has been provided by the responsible officer.

5. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

5.1 The City Performance Plan is part of Performance & Risk Management Framework and enables progress against targets to be reviewed with strategic partners. It supports the identification of all potential financial impacts of risks which can then be reflected in medium term financial plans and future budget strategies for the Council and partners.

Finance Officer Consulted: Anne Silley

Date: 21/05/12

Legal Implications:

- 5.2 There are no legal implications arising from this report. Council agreed in October 2011 that the City Performance Plan would be one of the Plans and Strategies to be approved by full council and therefore the annual plan is required to be approved by full council.

Lawyer consulted:

Elizabeth Culbert

Date: 15/05/12

Equalities Implications:

- 5.3 An underlying principle of the city performance plan is that it focuses on the significant issues for the city, some of which are about tackling the inequality experienced by of our residents.

Sustainability Implications:

- 5.4 The City Sustainability Partnership contributed to the sustainability outcomes and indicators for inclusion in the City Performance Plan. These are most notable in the section 'Living within Environmental Limits'. However, as reported in the Sustainable Community Strategy sustainability issues are embedded across the strategy's priorities and as such are reported across various parts of the City Performance Plan i.e. transport and the economy.

Crime & Disorder Implications:

- 5.5 The City Performance Plan includes a specific section on outcomes and indicators for crime and disorder. These have been suggested and confirmed with the Crime and Disorder Reduction Partnership.

Risk and Opportunity Management Implications:

- 5.6 Accompanying the City Performance Plan a city risk register has been developed.

Corporate / Citywide Implications:

- 5.7 The City Performance Plan is a partnership document. It is owned by, and the responsibility of, the Local Strategic Partnership and the Public Service Board. Therefore, CPP progress reports have implications for all public sector partners in the city.

6. EVALUATION OF ANY ALTERNATIVE OPTION(S):

- 6.1 Through consultation with CMT and SLB the proposed Performance and Risk Management Framework was deemed to be the most suitable model. This was agreed by Cabinet and the Public Service Board.
- 6.2 Possible alternative options to developing the City Performance Plan included not developing a plan. This was deemed unsafe and unwise by the PSB.

7. REASONS FOR REPORT RECOMMENDATIONS

- 7.1 The council needs to ensure that it has a robust performance and risk management framework that meets the needs of the new structure and model of working.
- 7.2 The reports contain performance information upon which the recommendations are based.

SUPPORTING DOCUMENTATION

Appendices:

- 1. City Performance Plan 2011/12 annual report
- 2. The CPP annual Performance Indicators headline report

Documents in Members' Rooms

None

Background Documents

None

Indicator	Unit	Target	Result	Status
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Economic Partnership (Accountable Director: Geoff Raw)

CPP 1.1				
Improve the visitor economy	£	732m (2010 target)	718m (2010 data)	AMBER

Data is time lagged, this is 2010 data.

The visitor economy shows marginal growth (based on occupancy rates from 2011). Increased visitor figures, a buoyant conference market and resilient day trip market suppose a 2% year on year growth for 2011.

The forecasts are estimates based on:


- visitor trips and visitor spending at a regional/county level derived from national survey sources (county/City)
- local supply data on accommodation, attractions and other factors specific to the City
- the use of information derived from business surveys in England to estimate full time equivalent and actual jobs generated by visitor spending in the area

(see Appendix 2 ref 1.2.3)

Safe in the City Partnership (Accountable Director: Charlie Stewart)

CPP 2.1				
Police recorded total crime	No.	23,330 (-3%)	23,668	AMBER

This is a positive result and close to target, with a positive trend year on year in the city. Total crime levels have decreased from 24,421 in 2009/10 and 24,052 in 2010/11. Targets have been agreed by the 'Safe In The City Partnership' and align with the priorities of the Community Safety Crime Reduction and Drug Strategy. (see Appendix 2 ref 2. Reducing Crime & Improving Safety)

CPP 2.2				
Police recorded assaults with minor injury (proxy for alcohol related crime)	No.	1,787 (-5%)	1,552	GREEN

This is a significant improvement on the 2010/11 result of 1,881, a 17% decrease, and continues a downward trend in this measure. Proactive work by the Safe in the City Partnership with licensed premises in the city is driving this improvement. Targets have been agreed by the 'Safe In The City Partnership' and align with the priorities in the Community Safety Crime Reduction and Drug Strategy. (see Appendix 2 ref 2.1.1)

CPP 2.3				
Number of drug related deaths	No.	Not set	Awaiting data	

Drug related deaths vary significantly year on year. Since 2000 they have ranged from a high of 67 to a low of 38 per year. A three year average is used to address these variances.


A forecast by 'Public Health Intelligence' supposes a three year trend and a total of 114 deaths, an

2011-12 City Performance Plan - Appendix 1 Headline Performance Indicators

Indicator	Unit	Target	Result	Status
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average of 38 per year; a figure at the lower end of the variances expected. Successful intervention work will further reduce this figure. (see Appendix 2 ref 2.1.2)

CPP 2.4

Percentage of adults leaving drug treatment who do so as a planned exit	%	50	48	 AMBER
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The measure for 'Drug related offending' is in development. This indicator has been included in its place to give further context to the work around drug misuse. Final data is not yet available so the result to December 2011 is shown. The target was set using national data as a reference point and was agreed by the 'Safe In The City Partnership' and align with the priorities in the Community Safety Crime Reduction and Drug Strategy. (see Appendix 2 ref 2.1.2)

CPP 2.5

First time entrants to the Youth Justice System aged 10-17	No.	Less than 123	87	 GREEN
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The result for 2011/12 is a significant improvement on previous years; the number of first time entrants in 2010/11 was 171, and in 2009/10 there were 251.

Prevention activity has continued to reduce the numbers of young people entering the youth justice system. The introduction of the Community Resolution (out of court non-recorded police disposal) has also contributed to this reduction. (see Appendix 2 ref 2. Reducing Crime & Improving Safety)

CPP 2.6

% of domestic violence victims seen at the Multi-Agency Risk Assessment Conference (MARAC) who are repeat cases	%	28%	27%	 AMBER
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A higher percentage of repeat domestic violence victims have been seen at MARAC; in 2010/11 it was 23%, in 2009/10 it was 17%. (see Appendix 2 ref 2.4.1)

CPP 2.7

Number of racist and religiously motivated hate incidents and crimes	No.	550	Awaiting data	
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The overall aim is to reduce crimes and incidents. However, work to increase reporting remains a priority. Increased reporting could therefore indicate increased trust and confidence or an actual increase in the numbers of crimes and incidents. New data gathering and analytical arrangements which include police recorded crimes, are in development. (see Appendix 2 ref 2.2.2)

CPP 2.8

No of disability motivated hate incidents and crimes	No.	60	31	 AMBER
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2011-12 City Performance Plan - Appendix 1 Headline Performance Indicators

Indicator	Unit	Target	Result	Status
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The aim is to increase access to and confidence in reporting of disability hate crime, while reducing its underlying occurrence. In 2009/10, 16 cases were reported and in 2010/11 this rose to 33. The increased target of 60 was set as a result of the development and launch of Disability Hate Incident Report Forms and related training. This is being taken forward through the Disability Hate Steering Group to review the area and strengthen the effectiveness of the work to increase reporting. (see Appendix 2 ref 2.4.3)


CPP 2.9

% of LGBT hate crime prosecutions that result in conviction	%	80	84	 GREEN
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The result of 84% represents twenty five prosecutions for LGBT hate crime, of which twenty one led to conviction. (see Appendix 2 ref 2.4.3)


Children and Young People committee (Accountable Director: Terry Parkin)

CPP 3.1

Achievement of 5 or more A*- C grades at GCSE or equivalent including English and Maths	%	56	52.8	 RED
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Secondary schools in the city have agreed a target that overall performance against this measure should be in the top quartile of our statistical neighbours by 2014. To achieve this over the next three years, improvement will need to be in the region of 62-65%. (see Appendix 2 ref 1.3.1)

CPP 3.2

16 to 18 year olds who are not in education, employment or training	%	9	7.9	 GREEN
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The definition for 16 to 18 year olds who are not in education, employment or training (NEET) was changed by the Government in April 2011. Despite the change and the subsequent difficulty in comparing like with like, the figures show significant improvement.

We now measure the 'academic years of people who left school'; meaning that this indicator includes people aged 16-19. Previously it only measured ages 16-18. This has the effect of increasing the % NEET as more young people aged 18 and 19 are NEET compared to 16 and 17 year olds. The Department for Education provided a result for the city (adjusted to the new definition) for 2010/11 of 9.6%. (see Appendix 2 ref 1.3.1)

CPP 3.3

Stability of placements of looked after children: % of children with three or more placements	%	11	11.2	 AMBER
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2011-12 City Performance Plan - Appendix 1 Headline Performance Indicators

Indicator	Unit	Target	Result	Status
<p>This is an improvement on the previous year when 12.4% of children looked after had three moves or more. The national average for this indicator is 11% which is being used as our target. (see Appendix 2 ref 3.2.3)</p> <p>Healthy City Partnership (Accountable Director Terry Parkin with Tom Scanlon and Denise D'Souza)</p> <p>CPP 4.1</p> <p>Alcohol related hospital admissions per 100,000 population</p>				
	No.	Not set	1,902 (Dec 2011)	 RED
<p>Latest data shows a rising trend in admissions; final data for this measure should be available in August 2012, but figures from December 2011 are close to the year end 2010/11 result of 2,005. The forecast for 2012/13 is 2,665; this is a 2% decrease in the projected increase in alcohol related hospital admissions, based on the trajectory up to 2010/11. This forecast has been agreed by the Alcohol Programme Board. (see Appendix 2 ref 2.1.1)</p>				
<p>CPP 4.2</p> <p>Stopping smoking (4 week smoking quitters)</p>				
	No.	2,350	Awaiting data	
<p>Final data for 2011/12 is not yet available as smoking quitters must be monitored at three months after leaving the programme to ensure they have stopped smoking. The result for 2010/11 was 1081. The 2011/12 forecast takes into account additional resources required to deliver this significant increase. (see Appendix 2 ref 3.1.2)</p>				
<p>CPP 4.3</p> <p>Obesity in primary school age children in Reception - percentage of children measured this year who are obese</p>				
	%	8.4	Awaiting data	
<p>Data will be available in August 2012. The target has been set in line with the previous NHS Vital Signs strategy. The result in 2010/11 was 8.2%. (see Appendix 2 ref 3.1.2)</p>				
<p>CPP 4.4</p> <p>Obesity in primary school age children in Year 6 (10–11 years) -percentage of children measured this year who are obese</p>				
	%	17.4	Awaiting data	
<p>Data will be available in August 2012. The target has been set in line with the previous NHS Vital Signs strategy. The result in 2010/11 was 15.2%. (see Appendix 2 ref 3.1.2)</p>				
<p>CPP 4.5</p> <p>Reduction in the number of under 18 conceptions per 1000 15-17 year olds</p>				
	No.	26.4	36.5	 RED

2011-12 City Performance Plan - Appendix 1 Headline Performance Indicators

Indicator	Unit	Target	Result	Status
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Target is taken from the NHS Vital Signs strategy (a 45% reduction from the baseline result of 48.1 in 1998). (see Appendix 2 ref 3.2.5)

CPP 4.6

Delayed transfers of care	No.	11	8	 GREEN
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The target of 11 for 2011/12 has been agreed by Brighton & Hove City Council and NHS Brighton and Hove, both engaged in reducing delayed transfers of care in the city. (see Appendix 2 ref 3.3.4)


CPP 4.7

% Social care clients receiving Self Directed Support	%	45	63	 GREEN
--------------------------------------------------------------	----------	-----------	-----------	-----------------------------------------------------------------------------------------------------

This is a significant increase in the percentage of social care clients being offered self directed support. We are required by the Department of Health to offer self directed support to 100% of social care clients by 2013/14. (see Appendix 2 ref 3.2.2)


Strategic Housing Partnership (Accountable Director: Geoff Raw)

CPP 5.1

% council homes that meet the Decent Homes Standard	%	88	88.2	 GREEN
------------------------------------------------------------	----------	-----------	-------------	-------------------------------------------------------------------------------------------------------

There has been consistent improvement in the number of council homes meeting the Standard. The target for 2012/13 is 95%, rising to 100% by December 2013. (see Appendix 2 ref 5.2.3)

CPP 5.2

Private sector vacant dwellings returned into occupation or demolished	No.	153	153	 GREEN
-------------------------------------------------------------------------------	------------	------------	------------	-------------------------------------------------------------------------------------------------------

The target has been met, but the final number of private sector dwellings returned into occupation may rise as data becomes available from other sources. This has historically been the case. (see Appendix 2 ref 5.2.4)

CPP 5.3

Total households where homelessness was prevented by BHCC and partner agencies, through housing advice case work	No.	2,200	2,542	 GREEN
-------------------------------------------------------------------------------------------------------------------------	------------	--------------	--------------	-------------------------------------------------------------------------------------------------------

This is ongoing good performance, preventing significant numbers of households from becoming homeless. The result for the year is comparable to 2010/11 when homelessness was prevented for 2598 households, demonstrating the ongoing high demand in this area for the council and its partners, Brighton Housing Trust and the Youth Advice Centre.

2011-12 City Performance Plan - Appendix 1 Headline Performance Indicators

Indicator	Unit	Target	Result	Status
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The target of 2200 was set in Brighton & Hove's Housing Strategy 2009-2014. (see Appendix 2 ref 5.3.3)

CPP 5.4

Number of affordable homes delivered (gross)	No.	230	58	 RED
-----------------------------------------------------	------------	------------	-----------	---------------------------------------------------------------------------------------------------

This target was published in Brighton & Hove's Housing Strategy 2009-2014 and has been affected by the overall drop in levels of home building caused by the international financial situation. (see Appendix 2 ref 5.1.1)

Sustainability Partnership (Accountable Director: Geoff Raw)

CPP 6.1

Per capita reduction in CO2 emissions in the LA area	Tonnes	4.55 t per capita	September 2012
-------------------------------------------------------------	---------------	--------------------------	-----------------------

2009 data showed that per capita carbon dioxide emissions had reduced by 15.6% to 4.8t per capita since 2005, which falls short of the 16% reduction target. The target of 4.55t per capita is a 20% reduction on the 2005 baseline. Data is time lagged and will be available in September 2012. (see Appendix 2 ref 6.1.1)

CPP 6.2

Residual household waste per household	kg	Not set	581.3
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This result is provisional, subject to sign off by Department for Environment, Food and Rural Affairs (DEFRA). No target is set for this year however the BHCC waste strategy sets out a 2012/13 target of 602kg. Current results show this indicator is on track to meet this target. (see Appendix 2 ref 6.3.1)

CPP 6.3

Percentage of household waste sent for reuse, recycling and composting	%	Not set	28
-------------------------------------------------------------------------------	----------	----------------	-----------

This result is provisional, subject to sign off by Defra. No target is set for this year however the BHCC waste strategy sets out a 2012/13 target of 32% of household waste sent for reuse, recycling and composting. (see Appendix 2 ref 6.3.1)

Transport (Accountable Director: Geoff Raw)

CPP 7.1

Local bus passenger journeys originating in the authority area (millions)	No.	43.75m	43.0m	 AMBER
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2011-12 City Performance Plan - Appendix 1 Headline Performance Indicators

Indicator	Unit	Target	Result	Status
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Brighton and Hove is one of the best performing authorities in terms of bus passenger journeys. The 'Transport Strategy' department of the council proposes a target of an average increase of 800,000 passenger journeys per year. While this result falls short of that target it is still an increase on previous years. (see Appendix 2 ref 7.1.1)

CPP 7.2

Carbon Dioxide emissions in the local authority area (attributed to transport)

Kilo tonnes

306

September 2012

Data for this indicator is time-lagged and will be available in September 2012. The target is based on estimated reductions necessary to meet carbon dioxide emissions per capita reduction targets. 317kt of carbon dioxide emissions were estimated to be attributed to transport in 2009. (see Appendix 2 ref 7.1.1)

CPP 7.3

The number of people killed or seriously injured in road traffic accidents in the calendar year

No.

**146
(forecast)**

172

6 people were killed, and 168 people seriously injured in road traffic accidents during the calendar year 2011.

146 is the number of people forecast to be killed or seriously injured in road traffic accidents in Brighton and Hove in 2011/12. It is important to note that this is a forecast and not a target, and is calculated using methodology provided by the Department for Transport.

(see Appendix 2 ref 7.3.1)

Brighton & Hove City Council



Action Grouping Progress Report (11/12)



Filters used in the report:
- City Performance Plan

1. Promoting Enterprise and Learning

1.1 Sustain and grow the business base

Strategy: 1.1.1 Strong International Trade

Action	Responsibility	Action Status	Start Date	End Date	% Comp.
Progress update: Strong international trade	Cheryl Finella - Lead Economic Development Officer	Ongoing	01/04/2011	31/03/2012	
<p>ACTION PROGRESS COMMENTS</p> <p>Progress so far</p> <p>Officers from the council participated in the first Coast to Capital International Trade Conference which was held in Crawley on Tuesday 20th March. The event was targeted at organisations that currently provide business support and provided an opportunity to engage in discussion on how to encourage Small and Medium Enterprises (SME) to trade internationally. Research indicates that only 10% of businesses in the Local Enterprise Partnership (LEP) area actively export however they generate around £13.6bn which represents around 42% of the Coast to Capital GVA (Gross Value Added). Around 70 representatives from accountancy and legal firms, specialist providers, banks, chambers of commerce, trade bodies, UKTrade & Investment, universities, Gatwick Airport and local authorities attended the event which will help to inform the LEP policy for the wider promotion of international trade to businesses in the LEP.</p> <p>Accountable Strategic Director: Geoff Raw Last Updated - 09/05/2012</p>					

Strategy: 1.1.2 A Globally competitive creative and environmental industries sector

Action	Responsibility	Action Status	Start Date	End Date	% Comp.
Progress update: a globally competitive creative and environmental industries sector	Paula Murray - Head of Culture & Economy	Ongoing	01/04/2011	31/03/2012	
<p>ACTION PROGRESS COMMENTS</p> <p>Progress so far</p> <p>The Economic Development team brought together key business networks to plan a consultation event for the environmental industries. The consultation event was held on 8th February 2012 for environmental industry businesses, business networks and stakeholders to determine the most pressing challenges for taking forward the sector in Brighton & Hove. A number of priorities emerged which are now being reviewed by the working group. Main priorities which emerged:</p> <ul style="list-style-type: none"> • Create an independent umbrella organisation to showcase the sector, lobby for resources, respond to policy changes, bid for funding and act as the voice for the sector • Engage in targeted marketing to promote the sector and engage other non-environmental industry businesses in considering low carbon alternatives for their businesses • Commercial Food recycling pilots should be explored <p>Economic Development is continuing membership of the East Sussex Sustainable Business Partnership (see www.betre.org.uk). They are a delivery partner for the Low Carbon Essentials project, and EU funded scheme aimed at reducing waste, carbon emissions, energy and therefore cost base for local businesses.</p> <p>The BETRE (Business Excellence Through Resource Efficiency) scheme continues to provide SME's with advice on reducing energy costs and developing more sustainable business practices.</p> <p>Eco-Technology Show 15/ 16 June 2012 – this event will show case local businesses in the environmental industries and provide opportunities for business to business and business to customer trading. The event will include a conference attracting around 200 delegates, the focus will be on how smart technology can reduce carbon consumption and provide new business opportunities. The council is working with the organisers to ensure that local businesses and social enterprises are showcased; it is anticipated that this will be the first of what will become an annual event for the region.</p>					

Work to develop a website for the creative industries is ongoing; the merger of the Arts Commission with Creative Brighton has caused some delay to the work however there is agreement to develop the work under the new heading of the Arts and Creative Industries Commission

Accountable Strategic Director: Geoff Raw
Last Updated - 03/05/2012

Strategy: 1.1.3 A City that attracts visitors from the UK and near Europe

Action	Responsibility	Action Status	Start Date	End Date	% Comp.
Progress update: a city that attracts visitors from the UK and near Europe	Adam Bates - Head of Tourism & Venues	Ongoing	01/04/2011	31/03/2012	
<p>ACTION PROGRESS COMMENTS</p> <p>Progress update</p> <p>The latest economic impact assessment is from 2010. It shows an economic impact of £718m on the local economy and that it supported 18,154 jobs and 13,345 FTEs. This is a slight reduction on 2009 and is due largely to prevailing macro-economic conditions. It is also worth noting that in 2009 the city hosted a Party Political Autumn Conference which it did not in 2010.</p> <p>At the council Visitor Information centre, enquiries for the calendar year of 2011 are up 5.74% in comparison to the previous year, e mails are up 8.03%, footfall up 6.97% and agency/ticket sales up 6.64%.</p> <p>Accommodation occupancy is up across 11 of the 12 months - room occupancy achieved was: Jan 39.47%; Feb 51.7%; Mar 52.6%; Apr 73.42%; May 65.6%; Jun 76.2%; Jul 85.6%; Aug 82.73%; Sept 77.18%; Oct 62.99%; Nov 55.56% and Dec 49.49%.</p> <p>Activity on Visitbrighton.com has increased by 26% in 2011 compared to 2010, with more than 1.5million unique users, and 39 conferences have been secured by Visitbrighton in 2011, with an economic benefit of £58m.</p> <p>Accountable Strategic Director: Charlie Stewart Last Updated - 24/04/2012</p>					

Strategy: 1.1.4 Thriving Social enterprise sector

Action	Responsibility	Action Status	Start Date	End Date	% Comp.
Progress update: thriving social enterprise sector	Cheryl Finella - Lead Economic Development Officer	Ongoing	01/04/2011	31/03/2012	
<p>ACTION PROGRESS COMMENTS</p> <p>Progress so far</p> <p>The European Urban Network of Social Enterprises (Urban NOSE) project is now complete; Brighton & Hove participated in the majority of knowledge exchange visits, produced a local action plan and a member of the Brighton & Hove local support group won the Urban NOSE Award for the best social enterprise.</p> <p>A number of key partners delivering support to the sector have vastly reduced their operations during the past 12 months; the Economic Development team in the Council is helping to fill gaps in provision by scheduling a number of social enterprise training workshops to be delivered as part of Ride the Wave . The Ride the Wave 2012 programme of business support workshops and events has been commissioned and will include workshops designed to support fledgling and established social enterprises. The Chamber of Commerce will be devising the programmes based on the outcome of consultation with the local specialist social enterprise and not-for-profit networks to ensure that the sessions are relevant to the needs of the sector.</p>					

Opportunities to attract European and other funds to support the sector are being explored.

Accountable Strategic Director: Geoff Raw
Last Updated - 09/05/2012

1. Promoting Enterprise and Learning

1.2 Encourage Investment and Innovation

Strategy: 1.2.1 A reputation as a prime business location, place to invest and innovate

Action	Responsibility	Action Status	Start Date	End Date	% Comp.
Progress update: a reputation as a prime business location, place to invest and innovate	Cheryl Finella - Lead Economic Development Officer	Ongoing	01/04/2011	31/03/2012	
<p>ACTION PROGRESS COMMENTS</p> <p>Progress so far</p> <p>Six inward investment and business retention enquiries have been received in the last 6 months of 2011-12; three inward investment enquiries are still live. One business retention enquiry is still live and has been completed with a local steel fabricator relocating to larger premises to accommodate their business expansion. 3 events have been attended to promote the city as a business location. The commercial property database managed by the city council has received 3,000 hits to the site from September 2011 to March 2012 which is common for the time period looking at past years trends. Business promotion material will be installed in the Brighton Centre.</p> <p>Future work planned: Blocks J and K in the New England Quarter are due and programmed to start on site providing a further circa 60,000ft² of grade A office space; The Business Improvement District (BID) has been approved; the BID geographical area has been expanded to encompass Western Road, Preston Street, Montpellier to the west and East Street to the south along with parts of the Lanes, the North Laine and Churchill Square and projects are now being delivered by a newly appointed BID Manager.</p> <p>The City Prospectus (see 1.2.4) will also contribute to this target by providing more comprehensive information for potential investors about the city's inward investment opportunities. A promotional video has been commissioned which was played in the foyer of the Brighton Centre at the Council of Europe conference in April 2012; the video is the pre-cursor to the City Prospectus providing a snap shot of the city and highlighting the cities key strengths as a business location.</p> <p>The Economic Development team has contributed to the Coast to Capital LEP consultation on Foreign Direct Investment and will be signing up to a LEP wide protocol to maximise the benefits of its engagement with UKTI, ensuring that opportunities for investment across the LEP area are not lost to other regions.</p>					
<p>Accountable Strategic Director: Geoff Raw Last Updated - 09/05/2012</p>					

Strategy: 1.2.2 Encourage developer contributions toward employment and training

Action	Responsibility	Action Status	Start Date	End Date	% Comp.
Progress update: encourage developer contributions towards employment and training	Cheryl Finella - Lead Economic Development Officer	Ongoing	01/04/2011	31/03/2012	
<p>ACTION PROGRESS COMMENTS</p> <p>Progress so far</p> <p>Developer Contributions Interim Technical Guidance has been approved by Environment Cabinet and will be used to ensure that developers make provision for local employment and training. Developer Contributions in the form of Employment and Training Strategies have been approved for 7 major developments.</p> <p>Future work planned:</p> <p>Development Contributions totalling £72,020 in the form of Section 106 planning agreements have been approved or requested from 7 major developments; contributions will be put towards training, job matching and support services for unemployed and underemployed residents seeking work in construction.</p>					

The Building Futures (BUFU) project is ongoing with 259 residents have received information advice and guidance sessions since the start of the project, 192 have taken part in construction taster sessions; 134 have achieved NVQ Level 1 in construction skills, 123 secured Construction Skills Certification Scheme (CSCS) cards to access site work, 45 gained work experience and 49 jobs have been secured through the City Council's Local Employment Scheme.

Accountable Strategic Director: Geoff Raw
Last Updated - 24/04/2012

Strategy: 1.2.3 A strong conference economy

Action	Responsibility	Action Status	Start Date	End Date	% Comp.
Progress update: a strong conference economy	Adam Bates - Head of Tourism & Venues	Ongoing	01/04/2011	31/03/2012	

ACTION PROGRESS COMMENTS

Progress so far
Refurbishment of the ground and 3rd floors of the Brighton Centre has been completed. This has resulted in increasing numbers of enquiries, client interest and bookings. Current new bookings which have confirmed as a direct result of the refurbishment include a meeting of European Ministers to the Parliamentary Assembly of the Council of Europe in April 2012, welcoming VIP's from 47 member nations and the Labour Party Conference in September 2013 which will attract over 8000 delegates. Negotiations are at an advanced stage to secure a 6 year deal with UNISON to host their national conference, which attracts 1500 delegates.

A total of 27 National and International conferences were held at the Brighton Centre covering 108 open days during 2011/12; an impressive increase on 2010/11 when 17 conferences were held, accounting for 74 open days.

Conference enquiries through the Conventions Bureau (CVB) are exceptionally buoyant. In 2011 the CVB has received and created bespoke proposals for 122 conference clients, a 15% year-on-year increase. Of these 32% have been converted into bookings. For the financial year 2012-13 we anticipate confirming conferences with a direct economic benefit of £50m, bringing in excess of 30,000 delegates.

In 2012 Brighton will host 30 conferences confirmed by the Convention Bureau. A further 20 significant conferences have been secured for the city to take place in 2013 and beyond.

Accountable Strategic Director: Geoff Raw
Last Updated - 24/04/2012

Strategy: 1.2.4 Promote job creation

Action	Responsibility	Action Status	Start Date	End Date	% Comp.
Progress update: Promote job creation	Cheryl Finella - Lead Economic Development Officer	Ongoing	01/04/2011	31/03/2012	

ACTION PROGRESS COMMENTS

Progress so far
A new three-year City Employment & Skills Plan (CESP) 2011-14 has been developed, which takes into account the socio-economic and policy changes that have occurred in the last few years and which will influence how actions are taken forward. Priorities include creation of at least 6,000 jobs by 2014 in order to maintain the city's current employment rate of 71.6%, and ensuring that local residents are equipped to compete for jobs in the city's labour market. See http://www.brighton-hove.gov.uk/downloads/bhcc/economicdevelopment/CESP_2011-2014.pdf

The City Employment & Skills Steering Group (CESSG) that drives the work is chaired by the Principal of City College and the membership of the group has been reconfigured to include a wider range of businesses and business networks. The Major Providers group (a sub-group of the CESSG) now includes the two prime contractors for the

Government's Work Programme along with their locally sub-contracted providers. The group meets to address service issues, reduce overlap and access current information on local issues; Jobcentre Plus is actively engaged in this group and provides local data to inform their work.

Progress on the work plan

The three areas identified as key priorities for the Plan's first year delivery remain ;

- The establishment of a one-stop shop for Apprenticeships – with support from the City council, City College has secured the lease on a shop front in Queens Road; the shop will operate as the Apprenticeship Training Agency for the city where local businesses will be able to post opportunities and where residents will be able to find out about and sign up for apprenticeship places. The centre will be launched at the end of April 2012
- To explore the development of an Ecotech business park – The CESSG submitted a response to the City Plan indicated a desire to secure employment space for an Eco-technology Park for the City; it is the first stage of progressing this aspiration and, if included in the final draft, will make it easier to secure the employment space needed to take the project forward. The City plan consultation feedback is being included in a revised City Plan which will go to Council Members in May; further consultation is planned in June/ July with final sign off of the document in 2013/14
- The creation of high-value added jobs to match the skills of the city's graduates . The key to securing additional jobs at graduate level is by supporting and growing the existing business base and attracting new business to the city. There are two strands of work underway:
 - 1) Eco- Technology Show 15/ 16 June 2012 – this event will show case local businesses in the environmental industries and provide opportunities for business to business and business to customer trading. The event will include a conference attracting around 200 delegates, the focus will be on how smart technology can reduce carbon consumption and provide new business opportunities. The council is working with the organisers to ensure that local businesses and social enterprises are showcased; it is anticipated that this will be the first of what will become an annual event for the region.
 - 2) City Prospectus – the prospectus will set out the city's business investment offer ; information on key sectors, the universities, key development sites and other investment opportunities will be housed on a new contemporary website making it easier for potential investors to understand how locating in Brighton & Hove will enhance their business. The website is due for launch in summer 2012.

Accountable Strategic Director: Geoff Raw

Last Updated - 03/05/2012

1. Promoting Enterprise and Learning

1.3 Culture of learning and training for people of all ages

Strategy: 1.3.1 Children and young people leave full-time education with the skills, qualifications and knowledge to secure employment, apprenticeship or to progress in their education

Action	Responsibility	Action Status	Start Date	End Date	% Comp.
Progress update: Children and young people leave full-time education with the skills, qualifications and knowledge to secure employment, apprenticeship or to progress in their education	Michael Nix - Partnership Adviser, Secondary, Colleges and Adult Learning	Ongoing	01/04/2011	31/03/2012	

ACTION PROGRESS COMMENTS

Progress so far

The proportion of students achieving 5+ A* - C grades including English and Maths at GCSE improved by 3.5% to 52.6% in 2011. Schools collectively predict that this could improve by around 5 ppts in 2012.

The annual NEET (not in employment, education or training) figure for local authority areas published by the Department for Education (DfE) is the average across Nov – Jan each year. The B&H figure for Nov 2011 – Jan 2012 was 7.9%, a small increase on the previous year's figure of 7.45%. This is largely accounted for by a change in the method of counting NEETs, which now includes young people up to the end of the academic year in which they become 19, whereas previously they ceased to be counted at their 19th birthday. 7.9% is well within the revised target of 9% which takes account of this change.

Developing appropriate provision for young people who are NEET, especially in vulnerable groups, is a key focus of the Council's Raising Participation Age (RPA) action plan, and the council has been successful in securing a second year of funding from the DfE to continue this work in 2012-13.

In January 2012, the Connected Hub was formed. The Hub provides a personalised learning programme for around 30 Year 11 students, including new arrivals in the city, those who have been educated at home, and those who are at serious risk of becoming disengaged from education.

Future work planned

The focus for securing school improvement and raising attainment has passed to the Secondary Schools Partnership (SSP) of the nine schools and academies. The SSP has set a target, supported by a joint action plan, of being in the upper quartile of statistical neighbours on this measure by 2014. This will require further improvement to at least 62% by that date.

The key focuses of the SSP action plan are on improving teaching and learning so that at least 80% of teaching in secondary schools across the city is good or outstanding, and on improving leadership and management at all levels. The aim is that all nine schools should be judged good or outstanding by 2014, and that this will be supported through collaborative support and peer challenge. A key milestone this year has been the Joint Practice Development Day on 27 February 2012, when staff from all nine schools and academies came together in subject groups for in service training, and planned joint work for the coming year.

The relationship between the local authority and the SSP is the subject of a Compact which is being negotiated. The SSP is also considering, in response to a recommendation of the Secondary Commission, entering into a legal Trust or Company arrangement, so that it is able to appoint staff and enter into contracts.

Accountable Strategic Director: Terry Parkin

Last Updated - 24/04/2012

Strategy: 1.3.2 Every child and young person has the opportunity to access excellent and inclusive child care and education

Action	Responsibility	Action Status	Start Date	End Date	% Comp.
Progress update: Every child and young person has the opportunity to access excellent and inclusive child care and education	Caroline Parker - Sure Start Service Manager	Ongoing	01/04/2011	31/03/2012	

ACTION PROGRESS COMMENTS

Progress so far:

The quality of childcare is very high in the city with 87% being judged good or outstanding by Ofsted, compared to 73% in England. This includes all council run nurseries, with 96% of 3 and 4 year olds in the city attending free, part time early learning.

In 2011/12, the council is funding 135 free childcare places for disadvantaged two year olds for 10 hours a week – a 31 place increase on the 104 funded in 2010/11.

Key Stage 1 and Key Stage 2

'Narrowing the gap'

In partnership with the teaching school, courses on effective strategies for closing the gap in educational attainment have been run for schools. A group of headteachers will work with the Standards and Achievement Team to ensure the data released by the Department for Education, and detailed analysis by the council is distributed to all headteachers. A pilot project with a group of schools is planned for the summer term 2012, 'every school good or outstanding'.

Key Stage 3 and Key Stage 4

The secondary schools are working in partnership to reach the challenging targets they have agreed around narrowing the gap. Most recently a 'joint practice development day' has brought teachers from across the city together to develop their practice further.

Future work planned

The Government has announced a statutory duty for local authorities to provide free childcare for all disadvantaged two year olds by September 2013 and 40% of two year olds from September 2014. Additional funding is available to increase the number of funded places to 199 places for 15 hours a week from September 2012, however the number will need to increase to 600 from September 2013 and funding arrangements for this are not yet clear.

The new Ofsted framework (launched in 2012) has raised the bar for schools. A range of workshops and training are being provided to support schools to understand this and help them to challenge and support each other. Further support is commissioned for schools in challenging circumstances and causing concern.

Accountable Strategic Director: Terry Parkin

Last Updated - 24/04/2012

Strategy: 1.3.3 Raise adult literacy, language and reading skill levels

Action	Responsibility	Action Status	Start Date	End Date	% Comp.
Progress update: Raise adult literacy, language and reading skill levels	Sally McMahon - Head of Libraries & Information Services	Ongoing	01/04/2011	31/03/2012	

ACTION PROGRESS COMMENTS

Progress so far:

Throughout the year, libraries have supported literacy, language and reading skills development across all ages through a range of provision. This includes core services such as lending books and encouraging reading development. It also includes a range of activities and events such as: running book groups; adult learning activities; author events; family history; Rare books events; writing workshops; support to adults with special needs; job seeker/career events.

Libraries were a supporter of City Reads last October, gifting the chosen book in different formats, running a series of community engagement activities like the Read Aloud groups and a special Book Group Event. Libraries have worked in partnership with New Writing South to deliver writers workshops.

World Book day on 1 March saw a range of events mainly for children and young people involving local authors and local schools.

For Children: Bookstart events; children's reading groups, writing groups and poetry groups; class visits; family learning events; pre-school visits; special school visits; Homework clubs; film events, and craft events; story time and summer reading challenge.

Over 33,000 children and 4,000 adults attended learning events run by Libraries in 2011-2012.

Accountable Strategic Director: Charlie Stewart

Last Updated - 24/04/2012

Strategy: 1.3.4 This is a digitally literate and accessible city

Action	Responsibility	Action Status	Start Date	End Date	% Comp.
Progress update: This is a digitally literate and accessible city	Sally McMahon - Head of Libraries & Information Services	Ongoing	01/04/2011	31/03/2012	

ACTION PROGRESS COMMENTS

Progress so far:

Libraries help increase digital literacy and enable more people, able to take advantage of the benefits of online access, to use the internet and access online services. Libraries provide free access to the Internet at all service points. Staff and volunteers support people using the internet and accessing online services. The latest initiative is Council Connect which is focussed on helping people access Council services online. Libraries also took part in 'Go On Give an Hour' campaign to get more people online across the country as part of the Government's Race Online initiative.

In 2011-2012, Libraries supported over 28,000 people to use the internet. This included:

- supporting 2,332 people seeking jobs
- 420 adults in 10 drop-in sessions
- 137 children in 12 school related sessions
- 364 adults attending 43 ICT course sessions
- 464 Silver surfers over 207 sessions

Accountable Strategic Director: Charlie Stewart
Last Updated - 24/04/2012

1. Promoting Enterprise and Learning

1.4 Reduce Child Poverty

Strategy: 1.4.1 Mitigate the impact of poverty on childrens life chances

Action	Responsibility	Action Status	Start Date	End Date	% Comp.
Progress update: Mitigate the impact of poverty on childrens life chances	Sarah Colombo - Childcare Strategy Manager	Ongoing	01/04/2011	31/03/2012	

ACTION PROGRESS COMMENTS

Progress so far

Child Poverty Needs Assessment completed June 11. The executive summary of this is available at http://www.bhlls.org/children_and_young_people/Reducing Child Poverty Strategy Consultation Aug-Nov 11
Child Poverty Strategy Consultation Completed November 2011
Child Poverty Commissioning Strategy agreed by City Council and Local Strategic Partnership February 2012

Future work planned

Establish Child Poverty Task Group May 2012
Deliver baseline monitoring report to inaugural meeting of Task Group
Initiate work on actions within the Child Poverty Strategy May 2012

Potential barriers faced

Welfare benefit changes increasing family poverty
Economy remaining stagnant with diminished jobs market
Reductions in service provision impacting upon advice, housing, children's services etc.

Accountable Strategic Director: Terry Parkin / Charlie Stewart
Last Updated - 14/05/2012

Strategy: 1.4.2 Reduce the number of children living in poverty

Action	Responsibility	Action Status	Start Date	End Date	% Comp.
Progress update: Reduce the number of children living in poverty	Sarah Colombo - Childcare Strategy Manager	Ongoing	01/04/2011	31/03/2012	

ACTION PROGRESS COMMENTS

This long term target will be monitored by the Child Poverty Task Group

Accountable Strategic Director: Terry Parkin/ Charlie Stewart
Last Updated - 24/04/2012

1. Promoting Enterprise and Learning

1.5 Vibrant, socially and culturally diverse city

Strategy: 1.5.1 Maintain and improve our reputation as a leading cultural city

Action	Responsibility	Action Status	Start Date	End Date	% Comp.
Progress update: maintain and improve our reputation as a leading cultural city	Paula Murray - Head of Culture & Economy	Ongoing	01/04/2011	31/03/2012	

ACTION PROGRESS COMMENTS

Progress so far

The council and Brighton & Hove Arts & Creative Industries Commission continue to support and develop a full cultural offer year round for residents and visitors alike during the period October 2011 – March 2012. Notable highlights include:

The Royal Pavilion and Museum Services have been successful in gaining a significant amount of external funding: approximately £2.5m for the period 2012-15 through the Renaissance funding Programme and £100k from the Department of Culture Media and Sport/Wolfson Museums and Galleries Improvement Fund. The service has also been successful in two recent acquisitions; a Turner watercolour called The Chain Pier at Brighton (1824/5) which was purchased with funding from the heritage Lottery Fund, an award from the Art Fund and a donation from an anonymous Foundation Patron. The service has also purchased a unique and valuable collection of Roman coins due to another successful grant application to the Heritage Lottery Fund.

Visitor numbers across all sites in the museums service continue to rise during the year. There have been nearly 600,000 visits up until January of this year which is a significant increase of over 75,000 on the figures for the previous year. The programming content is the reason for this success; focussing on family friendly activity at Hove Museum, the successful exhibitions at Brighton Museum and Art Gallery such as Dress for Excess and the extent of national press and media coverage attracted by the Royal Pavilion in particular.

The last White Night festival took place in October 2011, organised and produced by the council in association with the Arts & Creative Industries Commission. It was the most successful yet with 24 new commissions/ world premieres and an audience of approximately 50,000.

Burning the Clocks took place in December. The event was able to go ahead through donations and sponsorship after the organisation's Arts Council England (ACE) grant was cut.

There were more than 40 free cultural events and activities in the city between December and February alone.

Blast Theory was successful in gaining a Culture 2007 bid for a new international project: the first Brighton based award from that stream for more than 10 years.

Lighthouse was selected to run the Short Films Fund by British Film Institute for the UK.

The Arts Commission changed its name to Arts & Creative Industries Commission in acknowledgment of the synergy and crossover of the sectors and the merger with Creative Brighton.

The Children's Festival led by Brighton & Hove Arts & Creative Industries Commission, the council and Komedia Productions took place from 6 to 15 April. The festival for under 11s took place over 10 days, 8000 opportunities to participate, 70% of which are free. Highlights include a special event for grandparents, the John Hegley closing event and Break the Spell. More information at <http://www.thechildrensfestival.co.uk/>

In June the council supported Brighton Japan Festival grew to become the largest annual festival of Japanese culture in the UK and attracts an audience of 12,000.

This was the first year of a ticketed Pride which achieved a paying audience of 30,000 plus thousands more enjoying the free parade. The festival is a significant tourist event. The council finds core costs, assists with the costs of infrastructure and provides ongoing support and advice.

The city was chosen to host an evening Torch Relay event as part of London 2012. This will be one of the highlights of a summer of Cultural Olympiad events in the city including Lone Twin's The Boat and Stories of the World at Brighton Museum.

The Brighton Festival has broken its previous records for advance ticket sales. The Brighton Fringe (formerly the Brighton Festival Fringe) is on track to be larger than ever and with a larger free programme. The Great Escape, the music industry conference and festival, is also larger than in previous years. The Artist Open Houses again present its curated programme of work. May 2012 is on course to be the busiest ever.

Accountable Strategic Director: Charlie Stewart

Last Updated - 24/04/2012

Strategy: 1.5.2 All residents have opportunities to engage and participate in the city's sport and cultural offer

Action	Responsibility	Action Status	Start Date	End Date	% Comp.
Progress update: All residents have opportunities to engage and participate in the city's sport and cultural offer	Ian Shurrock - Head of Sport and Leisure	Ongoing	01/04/2011	31/03/2012	

ACTION PROGRESS COMMENTS

Progress so far:

Active People Survey 5 results (October 2010-October 2011)

- 25.2 % of adults in Brighton & Hove take part in sport and physical active recreation compared to the national average of 21.8%
- 41.8%of adults however do no sport or active recreation at all.
- 62.5% of adult residents in Brighton & Hove want to start playing sport or do a bit more.
- 5.6% of adults residents are regular sports volunteers compared to the national average of 7.3%
- 24.7% are members of sports clubs compared to 23.3% nationally
- Most popular sports for adults are swimming, athletics, football and cycling

Joint Needs Assessment on Sport and Physical Activity and Strategy:

As part of the Sport and Physical Activity Strategy review, a Joint Needs Assessment on Sport and Physical Activity has been undertaken with 30 stakeholders interviewed, 75 clubs taking part in a sports club survey and 500 residents participating in a public survey on sport and physical activity in the city. The review is due for completion in the autumn. See <http://www.brighton-hove.gov.uk/index.cfm?request=b1000043>

Public consultation has also taken place on a 10 year Sports Facilities Plan for the city. Over 850 responses were received from members of the public and key stakeholders including sports clubs. The Facility plan has been agreed by Cabinet with recommendations including improvements specifically proposed for the Withdean Sports Complex.

Delivery of Programmes & Events

The Sports Development team delivered and supported over 100 activity programmes and events including TAKEPART, the Brighton & Hove Festival of Sport, the Brighton Marathon, Ping Pong by the Sea and White Nights Urban Golf. Over 30,000 people took part in total across these events.

The third Brighton Marathon took place on Sunday 15th April and built on the tremendous success of previous races. This year over 9000 runners took part watched by huge crowds bringing a substantial economic benefit to the city. In addition, there were a record number of young people taking part in the Mini Mile races with nearly 1800 running. As well as the sporting spectacle the Marathon raises funds for over 300 charities and over 17,000 visited the Marathon Exhibition held over two days in the Brighton Centre.

10,762 residents living in areas of higher deprivation attended sport and activity sessions delivered through the Active for Life programme. 100 events delivered healthy living and 78 different weekly sessions. Inclusion events delivered included: the Girls Getting Active events for young women, the Black and Minority Ethnic (BME) Women's Well Being events, the Older Peoples Olympics and a new initiative, The Street Games Festival to encourage young people to get more active.

8,000 participants took part in 648 healthwalks with 34% having one or more health conditions. 50 new walkers took part each month and 50 volunteers were trained. More than 3,000 young people enjoyed Sports Development activities during the school holidays, including 'Looked after Children' activity days and 700 young people participated in skate park activities. The Primary Schools Athletics Championships had 34 schools entered with 1200 children taking part and 368 pupils took part in the Indoor Athletics Competition for primary and secondary schools.

Free swimming for children aged 11 and under: during 2011-12 there were 39,310 free swims.

In addition, at the council's sports facilities including swimming pools, sports halls, health & fitness, and golf courses there were over 1.2 million attendances during 2011-2012.

Supporting the sustainability of our sports and activity clubs

10 capacity building training events were held to support local sports clubs.

Over 200 sports clubs and groups were supported and over 450 promoted through the Active For Life website and directory. 6,300 people each month viewed the website.

TAKEPART - Brighton & Hove Festival of Sport 2011 supported over 150 sports clubs and organisations to offer over 200 different activities for local residents.

Funding advice and support was given to clubs and groups of which 27 Clubs and individuals received funding support through the City Sport & Physical Activity Grant Scheme.

External funding of over £80,000 was drawn down to enhance activity provision in the City as well as funding for two outdoor table tennis tables were donated located in St Annes Well Gardens and Preston Park.

The Sports Development programmes are attracting adults that are inactive which is important to improve the health and well-being of the city. More than 250 volunteers supported Sport Development activities. Over 200 people attended the City Sport & Physical Activity Awards to pay tribute to volunteers who have made either an outstanding contribution to local community sport or an outstanding achievement while representing the city regionally, nationally and internationally at sport.

Total: over 60,000 people engaged in Sports Development activities in 2011-12.

Accountable Strategic Director: Charlie Stewart

Last Updated - 03/05/2012

Strategy: 1.5.3 Thriving arts and cultural businesses

Action	Responsibility	Action Status	Start Date	End Date	% Comp.
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Progress update: thriving arts and cultural businesses	Paula Murray - Head of Culture & Economy	Ongoing	01/04/2011	31/03/2012
ACTION PROGRESS COMMENTS				
<p>Progress so far</p> <p>A new website for the creative and cultural industries is being developed; working with the Brighton and Hove Arts & Creative Industries Commission, the council is building a focal point for information on business support activity and networking opportunities and will support the partnership to develop further training and networking sessions directly.</p> <p>The council-led local music industry support initiative Made in Brighton has now met 3 times and has negotiated a partnership with the Great Escape that will profile the city's music businesses through branding, press campaign and a dedicated seminar event. The Great Escape (international music conference and showcase) is in its 7th consecutive year and is on course for 2000 delegates and 12,000 gig goers.</p> <p>The council and Arts & Creative Industries Commission are helping support the development of a film cluster in the city. In the first instance this will involve pulling together structured meetings across aspects of the cluster to identify shared goals and opportunities that will benefit all aspects of film culture/film industry.</p> <p>Future work planned</p> <p>Economic Development Officers are working with Wired Sussex in a partnership led by Medway County Council to secure Interreg funds to support a creative use of empty commercial space as a regeneration tool (CURE project). If successful this project will attract funds for the refurbishment of part of a floor in New England House which will act as a managed workspace where businesses in the digital sector will be encouraged to work collaboratively with businesses in the creative industries on projects and events. The fund will also support the use of vacant shop premises for creative industries providing much needed space for the sector and helping to mitigate the impact of retail closures that can cause blight to prime shopping areas.</p> <p>Accountable Strategic Director: Charlie Stewart Last Updated - 24/04/2012</p>				
2. Reducing Crime & Improving Safety				
2.1 Root causes of crime are addressed				
Strategy: 2.1.1 Reduced alcohol misuse and alcohol-related disorder				
Action				
Responsibility				
Progress Update: Reduced alcohol misuse and alcohol related-disorder	Tom Scanlon - Director of Public Health	Ongoing	01/04/2011	31/03/2012
ACTION PROGRESS COMMENTS				
<p>There is an Alcohol Strategy and Action Plan in place to tackle issues arising through alcohol use across the city. The strategy is managed by the Alcohol Programme Board (APB), which includes key partners within the City. The APB follows on from the Intelligent Commissioning Alcohol Pilot Project. The Alcohol Strategy is divided into four strategic domain groups; progress in each is outlined below. A national Alcohol Strategy is due to be published in March 2012. Appropriate recommendations will be implemented locally.</p> <p>Domain 1: Addressing the Drinking Culture</p> <p>Past performance:</p> <p>The 'Big Alcohol Debate' was carried out from October to December 2012 engaging the public on the issue of alcohol and developing insights within target groups to inform future policy. This involved:</p> <ul style="list-style-type: none"> • Pre-promotion in local media. • 2,000 paper surveys distributed to Libraries, Pharmacies and GPs. 				

- 20,000 response cards distributed across the city.
- 24-hour tweetathon at launch.
- Continued promotion through Twitter (#bhdrink) and local media.
- Beer mats with Quick Response (QR) code to link back to @bhdrink.
- Video pod at various locations.
- 15 in-depth focus groups held with local community groups.
- Production of a DVD and report.

Five key themes emerged from the big alcohol debate:

- Provide non-alcohol driven alternatives that will help local businesses.
- Alcohol is too available.
- Cheap offers encourage pre-loading and excessive drinking.
- Existing laws need to be enforced - i.e. not serving people who are drunk already.
- Education is required early to highlight the potential impacts of alcohol.

Future work planned:

- DVD featuring the results of the big alcohol debate is to be placed on YouTube and relevant website .
- Work with local business to offer help providing non alcohol driven alternatives , and highlight the financial opportunities that exist.
- The government is proposing a minimum price of 40p per unit of alcohol in England and Wales in an effort to "turn the tide" against binge drinking.
- Currently commissioning Crime Reduction Initiative (CRI) health promotion posts to train frontline staff and raise awareness .
- New sub-group of domain group one set up to explore ways forward and support healthy schools team.

Domain 2: 'Availability of Alcohol'

Past performance:

Licensing density and diversity is managed by licensing policy. This is being reviewed to introduce a method for more consistent decisions to restrict the sale of alcohol, and to expand the cumulative impact-zone in the city. The Treasury was lobbied for amending pricing by way of differential value added tax (VAT).

Future work planned:

Planning officers' advice has been sought on planning policy changes to reclassify and restrict off-licensing. These are being considered in a city wide plan and potential lobbying for integration of relevant council policies (Commercial Landlord, Planning Authority, and Licensing Authority) is being explored.

Barriers to future performance:

VAT change is impeded by Euro-law constraint of alcohol tax system. The Government deregulatory 'cutting red tape challenge' will not support greater regulation.

Domain 3: Night Time Economy

Past performance:

- Work has continued with the council's events team , in ensuring that public events take every opportunity to promote activities and behaviours which are not centred on binge drinking.
- The 'Cardiff Model' (data sharing between Emergency Departments and Crime and Disorder Reduction Partnerships) has been successfully implemented, and police now have monthly access to the Accident and Emergency (A&E) services assault data, which is used to encourage and enforce licensing capabilities.

- Businesses are making positive steps towards providing consistent business responsibility via their Inn-Credible scheme, which has now been nationally endorsed by Best-Bar-None (the UK's national awards scheme for best practice in the licensed trade).
- There has been a focus on reducing assaults within licensed premises, which has contributed to reducing assault with injuries by 20% across the City.
- Taxi Marshal and Safe Space funding has been secured until next spring.
- Operation Marble, which includes effective tone-setting during the early part of the evening followed by proportionate levels of engagement by officers, continues to evolve and will have impacted on assault reductions.
- Police staff contributed to the Big Alcohol Debate activities, which included operational tweets to illustrate the issues which arise.

Future work planned:

- Ongoing work planned with the local authority for future public events.
- Evaluation outcomes derived from the Cardiff Model have been circulated.
- Efforts continue to achieve more with off licence retailers, and it is hoped that sustained responsible management will impact on all areas of alcohol-related harm.
- Terms of reference are being agreed for Metropolitan Police to visit and learn from good practice from Operation Marble, which will also present opportunities to learn from them.

Barriers to future performance:

- There are financial pressures and limitations to campaigns. National challenges are presented by the affordability of alcohol and embedded social norms.
- There are ongoing debates around current business pressures including the late night levy.
- Associated rising trend in counterfeit/smuggled alcohol.
- Sustainable solutions still need to be found via the APB and joint-commissioning process for continued funding in priority areas.

Domain 4: Early Identification, Treatment and Aftercare

Past performance:

There has been a focus on:

- Improving training for staff responsible for identification and screening of alcohol problems, in particular the new alcohol Local Enhanced Service for primary care.
- The evaluation of two current pilot "Frequent Flier" alcohol outreach posts in the RSC Hospital and local hostels.

Future Work Planned

- There are a number of initiatives under development to ensure that the right 'Early Identification', 'Treatment' and 'Aftercare' services are in place. These are:
- Establishment of a low cost transition service for 18-25 years olds, in recognition of local and national evidence that this age group frequently experiences alcohol (and cannabis) related problems, but is reluctant to approach opiate-orientated adult services.
 - Funding of hostel alcohol nurse for a further year given excellent outcomes of pilot.
 - Funding of frequent flier worker for a further year given excellent outcomes of pilot.
 - Continued funding of Safe Space and consideration given to expanding this in the future. Safe Space gives free help to people (clubbers etc.) at night who are incapable of looking after themselves, with the intention of sending them home safely.
 - Continued funding of Taxi Marshall allocation.
 - Continued funding of LGBT support worker given potential need in this community.
 - Funding of an additional health promotion advisor post to provide alcohol specific advice, brief information and screening training to frontline workers.
 - Restructure of community brief intervention service to focus on the provision of more intensive support via extended brief interventions.
 - Development of 'Health Trainers' for service users who have successfully completed treatment to provide support to prevent relapse and encourage reintegration into the community.

Barriers to future performance
Funding for Safe Space has been identified as an issue. Current funding levels are inadequate to ensure that it opens every weekend, and alternative funding sources are being sought. Plans to expand the service so that fewer people attend A&E are potentially very promising, but funding for this expansion has not yet been confirmed.

Accountable Strategic Director: Charlie Stewart
Last Updated - 11/05/2012

Strategy: 2.1.2 Reduced drug misuse and drug-related offending

Action	Responsibility	Action Status	Start Date	End Date	% Comp.
Progress update: Reduced drug misuse and drug-related offending.	Kate Lawson - Health Promotion Lead Manager	Ongoing	01/04/2011	31/03/2012	

ACTION PROGRESS COMMENTS

Progress So Far:

Nationally, the number of young people reporting drug use has fallen and locally the numbers in drug treatment with the specialist drug service 'ru-ok?' have reduced. A drugs and alcohol policy has been agreed for all nine secondary schools and a programme has been launched for Personal Health and Social Education classes in schools (PHSE). Improvements have been made in screening and referral of vulnerable young people via Accident & Emergency (A&E), Child and Adolescent Mental Health Services (CAMHS), hostels and social care.

The number of adults in effective treatment has reduced, reflecting a national trend. Significant improvements have been made in encouraging access and engagement, following the establishment of satellites services, with a new care pathway and care-co-ordination model, which includes a single comprehensive assessment on demand and the allocation of a single worker throughout the treatment journey. The estimated number of 'local opiate and crack users not known to the treatment system' reduced by 8% in 2010-11.

The number of people successfully completing treatment has remained lower than the national average and the number of people re-presenting for treatment higher. Effort, therefore, has focused on improving treatment effectiveness, assisted by the National Treatment Agency. Data, which will indicate the impact of measures taken to reduce drug related deaths in 2011, is not yet available.

The Communities Against Drugs [CAD] Team has continued to cement strong relationships with local communities of interest and was successful in applying for European Interreg funding for three years for its Communities and Families Tackling Addiction [CAFTA] project.

Ongoing monitoring of Operation Reduction has provided continued evidence of its impact on disrupting drug markets, on levels of acquisitive crime, and on reducing demand for drugs by diversion into treatment. Local partnership intelligence sharing initiatives have contributed to this process.

Future work planned:

For young people, there will be a focus on the implementation of an integrated care pathway and of an improvement plan for the council's in-house Youth Service. There will be further analysis of the transitional needs of 18-25 year olds, particularly those not known to the treatment system.

For adults, there will be a focus on sustaining the positive provider-led work on recovery and reintegration, as well as developing the concept of a Golden Thread approach to commissioning, to produce a system wide understanding of partnership aims and intended performance outcomes. The DAAT Annual Conference in the summer will have recovery as a major theme and the fourth national Recovery Walk will be hosted by Brighton & Hove on 29th September 2012.

The CAD Team will be focusing on implementing the CAFTA Project objectives, as well as sustaining the core neighbourhood liaison programme of activities, as part of the

council's Safe in the City Delivery Unit, and in tandem with the council's Public Health Commissioning Unit.

On enforcement, the partner agencies concerned will endeavour to ensure that Operation Reduction remains well resourced and regularly evaluated, particularly in the light of the forthcoming Police Reform and Social Responsibility Act 2011 changes.

Delivery of future work will be influenced by the emergence and establishment of new structures within and between partnership organisations. Work with young people will be affected by the new arrangements for Youth Service provision; Communities Against Drugs work with families and local neighbourhoods will form part of the activity of the council's new Safe in the City Delivery Unit, but will also have Public Health and Health Promotion links; and treatment services will be commissioned through the Public Health lead team based in the council and contribute to a new Substance Misuse Programme Board.

Barriers to achieving good performance:

Reduced resources will impact on services. Structural change at a national and local level may require different approaches to maintain and support essential partnership working between criminal justice and primary and secondary care providers. Specific initiatives, such as the 'Injectable Opioid Treatment' service, which have been positively evaluated as successful, will provide a challenge for commissioners to sustain, in the absence of national funding. Reductions in funding will impact on the development of local joint commissioning, which requires initial investment to reap longer term savings.

Accountable Strategic Director: Charlie Stewart / Terry Parkin
Last Updated - 30/04/2012

2. Reducing Crime & Improving Safety

2.2 The city's physical and social infrastructure is resistant to crime and disorder and people feel safer

Strategy: 2.2.1 Improved physical environment, physical and social infrastructure, and community resolution, and; Improved feelings of safety and quality of life

Action	Responsibility	Action Status	Start Date	End Date	% Comp.
Progress update: Improved physical environment, physical and social infrastructure, and community resolution, and; Improved feelings of safety and quality of life	Matthew Eastale - Senior Sustainable Communities Officer	Ongoing	07/10/2011	31/03/2012	

ACTION PROGRESS COMMENTS

Progress so far:

- The Home Office funded Design Against Crime (DAC) research centre (based within Central St Martins College of Design) has joined the local Community Safety Partnership, bringing national research and policy to the team. This will increase resilience to crime and anti social behaviour (ASB) at the design stage of products and places.
- The Design Out Crime Association (DOCA) - a national and largely police led association, has requested that an officer from the council's Environment Improvements Team join the national board as a member. This will bring a local authority perspective to the association's work in reducing crime and disorder through good design of products and public spaces.
- The partnership is working with the Noise Abatement Society and the European Cooperation of Sciences and Technology (COST). An Action Group is leading the development of practical solutions to street noise issues and associated anti social behaviour through a range of initiatives linked to 'Soundscape' - which involves the practical application of the health and well being effects of a good quality Soundscape.
- Scientifically validated results of a trial of changing the Soundscape of one of the city's most chaotic streets demonstrated a reduction in ASB and reduced the need for police resources in that area, traditionally associated and with a reputation for public disorder. Although a "one off" trial the results are conclusive enough to warrant further development and an application for European Union (EU) funding for future delivery of this project with other European cities is in progress.

Future work planned:

Closer working between the council and Sussex police is being developed and the concept of "street focus" as a method of addressing community concerns is a priority for the partnership over the next 6 months. This will respond to recommendations set out in the Cabinet Office "Crime and Communities Review: Engaging Communities in Fighting Crime".

Local Approach to Planning

- Community safety concerns and the impact of development of public spaces are now given a higher profile at the planning stages of development locally, and the partnership will ensure that the actions covered by this strategy objective are given appropriate profile during the design stages of planning developments.
- The proposal to integrate the council's Community Safety delivery unit within the Neighbourhood Policing Team offers opportunities for closer working between the council and Sussex Police to improve outcomes, and inform the future work of the team.

Community Payback

- A partnership with Sussex and Surrey probation Service delivers a variety of local environment improvement projects across the city. With the council providing the basic materials and offenders given community service orders providing the labour the city benefits from additional works to improve public spaces valued at £ 100,000 per year. Projects are community led and often compliment the work of other agencies to tackle crime and anti social behaviour.

Barriers to achieving good performance:

Any reduction in resources and/or the consequences of the economic downturn on the city's infrastructure and support agencies for residents will have a negative impact in achieving the goals that have been set out.

Accountable Strategic Director: Charlie Stewart / Geoff Raw

Last Updated - 30/04/2012

Strategy: 2.2.2 Build long-term resilience to all forms of extremism amongst individuals, institutions and communities; reduce harm and increase trust and confidence

Action	Responsibility	Action Status	Start Date	End Date	% Comp.
Progress update: Build long-term resilience to all forms of extremism amongst individuals, institutions and communities; reduce harm and increase trust and confidence.	Nahida Shaikh - Community Safety Manager (Hate Crime & Prevent)	Ongoing	07/10/2011	31/03/2012	

ACTION PROGRESS COMMENTS

Progress so far:

Successful engagement and partnership work with local Muslim communities continues, together with consultation with statutory partners on findings of a community needs assessment, identifying unmet needs and priorities of local Muslim communities. Training has been delivered to 10 front-line staff of key partners to raise awareness of the Prevent agenda and their role within it. Prevent is a national strategy, launched in 2007, which seeks to stop people becoming terrorists or supporting terrorism. The training will help staff recognise those potentially vulnerable to radicalisation, reduce potential risk and harm, and support individuals to build resilience. Training has also been delivered to council staff promoting best practice in engaging with the Black and Minority Ethnic communities.

Findings from the community needs assessment will be reported to the Prevent Partnership Group (which includes community representatives). Needs and priorities will be fed into a strategic needs assessment and commissioning plans to influence mainstream work programmes and public services to Muslim communities. Progress has already been made through co-ordinating partnership responses and funding and supporting community projects. These projects build community capacity by involving communities in the design, planning and strengthening of governance, as well as the implementation and evaluation of projects. The impact of community projects are evaluated effectively through monitoring and project performance reports. Joint work with communities and partners continues to reduce risks and vulnerabilities of individuals and communities, and also addresses community tensions and concerns, maintaining trust and confidence within the communities.

Successful engagement with higher and further education institutions is supported by police prevent engagement officers linked to the two universities. A best practice 'Virtual

Local Action Team' extends the neighbourhood policing model to the universities, creating an improved response to concerns.

Future work planned:

The council are reviewing the Prevent strategy with our partners to agree objectives and actions for 2012/13.

The council is to facilitate the Sussex Prevent Partnership Board which provides strategic direction to delivery of Prevent work in the county, monitoring progress on action plans and providing opportunity to share good practice from the three governance groups and a wide range of partners.

Training for frontline and other key staff to understand and challenge the ideological narratives used by right wing and Al -Qaida inspired extremist groups, enabling staff to identify and support vulnerable individuals and divert them away from risk. In partnership with the City College we aim to deliver a mentoring and enrichment programme.

A Workshop to Raise Awareness of Prevent (WRAP) training is scheduled in quarter one of 2013 aimed at frontline staff that may come into contact with people that are vulnerable to extremism. Further WRAP sessions will be offered to front-line staff throughout the year to increase awareness of the Prevent stream of work.

A second course of Family Links or Nurturing Module will be delivered by trained facilitators of a local Muslim Women's group, the project will be evaluated and learning acted on in future.

Barriers to achieving good performance:

Developing the skills of frontline staff to understand the new Prevent agenda and their role within it is resource intensive for all partners. Maintaining a shared understanding, expertise, clear communication and effective partnership is key to achieving progress.

Accountable Strategic Director: Charlie Stewart

Last Updated - 10/05/2012

2. Reducing Crime & Improving Safety

2.3 Risks for children, young people and families are reduced

Strategy: 2.3.1 Children are protected from risk and their safety increased

Action	Responsibility	Action Status	Start Date	End Date	% Comp.
Progress update: Children are protected from risk and their safety increased	Kerry Clarke - Strategic Commissioner - Children, Youth and Families	Ongoing	07/10/2011	31/03/2012	

ACTION PROGRESS COMMENTS

Progress So Far:

Common standards of good sexual health and substance misuse education across the city:

- The drugs and alcohol policy has been agreed across all secondary schools, the Alternative Centre for Education (ACE), Patcham House and each of the four learning providers commissioned to deliver the Brighton & Hove Foundation Learning Engagement Programme (a local programme which aims to reduce the numbers of learners leaving school with no progression route into further learning).
- Currently waiting for finalised Department for Education guidance on dealing with drug related incidents in order to complete local guidance.
- The key Personal, Social, Health and Education (PSHE) programme has been launched to all above education providers and the system to monitor attendance is under development.
- Now this is in its final stages the support will be extended to colleges and 6th forms.
- Core messages leaflet for parents/carers has been developed and is to be distributed via drug and alcohol or sexual health awareness sessions in schools.

Access to contraception:

• Service improvements for contraception and sexual health (CASH) services this year have increased the numbers of young people accessing services. Developments include providing an open access service at the Morley Street Hub and developing a complementary CASH service hub in the West.

Early identification and intervention:

- An integrated care pathway ensures early identification and delivery of screening and interventions for substance misuse and sexual health
 - Screening and brief intervention targets have been achieved for hostels yet referrals are low.
 - Screening and brief intervention targets have significantly improved within social care although slightly below target
 - All are screened in Child and Adolescent Mental Health Services (CAMHS) and we are now reviewing the interventions provided and pathway
 - The In house Youth service remains below target and a priority focus will be to implement an improvement plan.
 - Referrals across the system to targeted teenage prevention post are below target.
 - Targeted youth programs are being delivered in all schools and the evaluation is expected mid June 2012. The 'Service for Young Peoples' joint commissioning strategy has been finalised and the Brighton and Hove In-house Youth service and the Community and Voluntary Sector (CVS) Youth Service are in a period of co-production. This includes changes being implemented to increase evidence based effective interventions in informal education settings. The existing curriculum delivery programs are scheduled for review by June 2012.
 - Youth Crime Prevention works effectively with preventing young people identified through Early Identification Groups, entering the criminal justice system. The numbers entering the system in 2011/12 are significantly lower than in previous years. However, what remains unclear is how effective the pathways into prevention are and whether intervention is provided at the right level. Some young people are entering the criminal justice system and then escalating through the system quickly and they would benefit from prevention from escalation support – we are to include looking at the thresholds as part of the Youth Crime review.
 - The Accident and Emergency (A&E) pathway continues to provide an effective care pathway. A joint piece of work is being undertaken with East Sussex Young People's Substance Misuse Service and South Coast Ambulance Service to roll out the pathway. This will ensure all young people seen by the ambulance service due to drugs or alcohol, but not transferred to hospital, are followed up by the substance misuse service.
 - Specialist services: 'u-ok', the young people's substance misuse treatment service continues to show positive results against their targets and the outcomes achieved are above regional comparators. The 5% reduction in young people attending is considered to be a result of a reduction in identification and referrals of young people with substance misuse issues, as opposed to be a reduction in need.
- Future work planned:
- Roll out the developments of PSHE policy's and programs to colleges.
 - Skills audits will form part of next year's performance compacts.
 - Focus attention of the implementation of an integrated care pathway approach – increase use of CAF's and increase the use of evidence based best practice.
 - Collaborative Needs Assessment of Youth Crime Prevention and YOS with the delivery unit.
- Barriers to Future Performance:
Budget reductions will reduce service capacity.

Effective monitoring and early identification is a challenge as care pathways are integrated to ensure the right young people are accessing the most appropriate services. Many specialist and targeted services work with young people who have chaotic lives and complex needs which often present immediate welfare and safe guarding issues. The impact of interventions on these vulnerable young people can take a long time to become apparent.

Accountable Strategic Director: Charlie Stewart / Terry Parkin

Last Updated - 11/05/2012

Action	Responsibility	Action Status	Start Date	End Date	% Comp.

Progress update: Children are protected from risk and their safety increased	Steve Barton - Lead Commissioner - Children, Youth and Families	Ongoing	01/04/2011	31/03/2012
<p>ACTION PROGRESS COMMENTS</p> <p>Progress so far:</p> <p>Following feedback from external inspection and a Peer Review, the council and its partner's have agreed a Youth Justice Strategy including a commissioning review of youth crime prevention arrangements and the Youth Offending Service. This will dovetail with the implementation of a Joint Commissioning Strategy for Services for Young People, agreed in January 2012, and a review of housing and accommodation services for vulnerable young people scheduled to complete by August 2012.</p> <p>A ground-breaking approach to enabling multi-agency working is being trialled which uses modern social networking technology to "glue together" professionals working with a child to help them work together in a much more joined-up way. The trial of Patchwork began in March and will initially run till the end of May when an interim evaluation will take place. Police, community health, GPs, Fire and Rescue and schools are all involved along with a number of community and voluntary sector agencies.</p> <p>Future work planned:</p> <p>The council and its partner's have taken a proactive approach to the needs of families in multiple disadvantage. A city wide commission provides the platform for a coordinated response to the Government's Troubled Families initiative and will connect up to a range of other initiatives responding to the anticipated impact of changes to welfare benefits including the introduction of universal credit.</p> <p>The Children's Value for Money Programme will continue successful collaborative re-modelling of preventative services and provision for children and families within the formal social care system. This includes exploration of initiatives in response to the national Family Justice Review jointly with East and West Sussex and the local judiciary.</p> <p>Barriers to achieving good performance:</p> <p>In relation to comparative levels of deprivation and need, Brighton and Hove remains an outlier in respect of statutory social care interventions, formal children in need and/or child protection plans, and the number of looked after children. This level of activity continues to place significant demands on local systems and services.</p> <p>Accountable Strategic Director: Terry Parkin / Charlie Stewart Last Updated - 24/04/2012</p>				

Strategy: 2.3.2 Reduced risks for families with multiple needs and reduced harm in neighbourhoods

Action	Responsibility	Action Status	Start Date	End Date	% Comp.
Progress update: Reduced risks for families with multiple needs and reduced harm in neighbourhoods	Debbie Corbridge - Community Safety Mgr - Family Intervention	Ongoing	01/04/2011	31/03/2012	

<p>ACTION PROGRESS COMMENTS</p> <p>Progress so far:</p> <p>The change to the threshold for accessing the Family Intervention Project (FIP) intensive service is fully implemented along with supporting procedures. Robust processes are now in place to gather feedback from families and referrers once FIP intervention has ceased. From April 1st 2011 until 31st December 2011, for families ending their intervention with FIP where persistent antisocial behavior was an issue, there was a 93% reduction in the number of anti-social behaviour (ASB) complaints. In the same period, 77% of the families ending FIP intervention that had been contacted felt their family situation had improved as a result of FIP intervention. 100% of referrers felt there had been improvement.</p> <p>The Family Child Assessment Framework (CAF) mentoring service provide (in addition to offering professionals general advice and guidance on any aspect of the Family CAF process) an enhanced intervention for families that do not meet the new FIP or social services threshold but have complex aspects of support need. The number of families</p>					
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supported through the FIP CAF mentoring service has increased due to additional funding being secured .

To date, during 2011-12, the FIP Family CAF Mentoring Coordinator has co-facilitated five Family CAF training courses, offering a three day modular course to 89 professionals across the city. In addition the coordinator has supported a number of bespoke training workshops, practice development sessions and networking events.

Future work planned:

The future of the services provided by the FIP is being determined by a multi-agency working group led by the Director of Adult Social Care within the council . The review being undertaken is seeking to build on the effective service model developed by the FIP and Living Without Violence (LWV) programme in order to meet guidelines shortly to be issued by the governments 'Troubled Families' unit and to reduce the number of 'looked after' children within Brighton & Hove.

Barriers to Future Performance:

The outcomes of the coming multi agency working group will identify and resolve any barriers to performance.

Accountable Strategic Director: Charlie Stewart / Terry Parkin

Last Updated - 27/04/2012

2. Reducing Crime & Improving Safety

2.4 Victims feel safer and their risks are reduced

Strategy: 2.4.1 Reduced domestic violence by increasing survivor safety and perpetrator accountability

Action	Responsibility	Action Status	Start Date	End Date	% Comp.
Progress update: Reduced domestic violence by increasing survivor safety and perpetrator accountability	Eleri Butler - Senior Policy Development Officer	Ongoing	07/10/2011	31/03/2012	

ACTION PROGRESS COMMENTS

Progress So Far:

Reducing and preventing domestic and sexual violence is a national priority. Its prevention is central to good public health, reduced crime; safeguarding vulnerable children and adults, supporting families with multiple needs, promoting equality and improving education, learning and skills development.

Achievements in 2011/12:

- Reviewed the Multi Agency Risk Assessment Conference (MARAC) operation and doubled the number of meetings held a month due to increasing high-risk cases being referred each month
- Running an extra (3rd) perpetrator group with associated partner support, within Living Without Violence from 2012
- Invested in prevention work by developing a whole school model to address domestic violence, which will be delivered in partnership with local primary and secondary schools in 2012/13.
- Invested in early intervention, by developing a coordinated community group programme for children and young people affected by domestic violence , which will involve training professionals and to be delivered through multi-agency collaboration in 2012/13.
- Investing in early intervention and prevention work with local Black, Minority and Ethnic (BME) women's groups to develop a community awareness raising programme .
- Investing in early intervention work, by developing a training programme and procedures to improve how employers and professionals identify and respond to domestic violence, in accordance with national occupational and service standards for domestic violence.
- Reviewing local contracts with services and within the council to include domestic violence outcomes measures, to improve the way we measure effectiveness of local services
- Held awareness raising workshops with local arts and culture organisations in the city to explore how they can contribute to domestic violence prevention work in future.
- Delivered training to substance misuse services in the city, on working with perpetrator and victims of domestic violence, in recognition of the co-existence of these issues.
- Provided and distributed a wider range of information on DV by updating website content and distributing thousands of local domestic violence 'amber cards' and ensured

translated versions are available online. We have also circulated e-newsletters and updates via social media, including supporting the police social media awareness campaign in November.

- Invested in prevention work by organising a programme of events to increase awareness of domestic and sexual violence and the help available, as part of the '16 Days' campaign to coincide with the international 16 days to end violence against women (November 25 – December 10th). This included supporting a national Violence Against Women conference in November in Sussex University; organising a theatre production at the Dome followed by a Q&A with a panel, to raise awareness of violence against women issues; liaising with Duke of York Cinema to screen films associated with violence against women during CineCity, and organising a benefit event for local services.
- Senior male Chief Officers in the council and police signed up to the nationally co-ordinated 'White Ribbon' pledge to 'never to condone, commit or remain silent about DV': this pledge will inform programme of prevention work involving men to be taken forward in 2012
- Commitment to develop the first citywide Violence Against Women and Girls strategy to develop a coordinated approach to these crime types from 2012.
- The work in Brighton (including our commissioning pilot) is recognised as best practice nationally by the Home Office Violence Against Women strategy and by the Local Govt. Association (LGA). As a result, we have led at national conferences and events, presented to MPs, and were involved in the development of National Institute for Health and Clinical Excellence (NICE) and Department of Health expert group on domestic violence.

Future work planned:

In 2012/13, in addition to prioritising the strengthening of specialist independent support services for survivors, the foundations have also been laid to deliver a coordinated work programme on domestic and sexual violence prevention in schools; a multi-agency Domestic Violence Coordinated Community Group programme for children and young people; work to increase the capacity of Black and minority women's groups in the city, and deliver a modular training programme and revise procedures to improve the responses of public services.

In 2012 we also aim to roll out the Identification & Referral to Improve Safety (IRIS) early intervention programme with GPs, subject to resources; improve responses to domestic violence amongst Gypsy and Traveller communities; coordinate a publicity strategy; and deliver targeted service improvements across children's services, adult services, housing services and health services.
 We are due to begin collaboration on a national research programme (with Child & Women Abuse Studies Unit/London Metropolitan Police/Department of Health) on developing a Violence Against Women outcomes framework for commissioners and services in future.

Barriers to Future Performance:

All city partners need to commit to the delivery of the citywide strategic outcome for domestic violence: "Brighton & Hove residents and communities to be free from domestic violence by increasing survivor safety, reducing the risk posed by perpetrators, decreasing social tolerance and increasing people's ability to have healthy relationships". There remain significant systemic and service gaps that need to be addressed if we are to achieve agreed outcomes.

The Community Safety Partnership will sustain the increased allocation to maintain the capacity of independent Domestic Violence services that was made in the latter half of 2011/12; matching these resources from other council and partnership budgets will sustain services for 2012/13 and beyond in accordance with accreditation standards and quality frameworks.

Domestic violence needs to be considered by GP Clinical Commissioning Groups and the Health and Wellbeing Board. The council has reinforced that domestic violence commissioning and prevention work be integrated with commissioning, strategic and operational responses to sexual violence and other forms of violence against women and girls. This approach needs to be delivered by all partnerships to be successful.

Accountable Strategic Director: Charlie Stewart
 Last Updated - 30/04/2012

Strategy: 2.4.2 Sexual violence and abuse is prevented and reduced

Action	Responsibility	Action Status	Start Date	End Date	% Comp.



Progress update: Sexual violence and abuse is prevented and reduced	Eleri Butler - Senior Policy Development Officer	Ongoing	07/10/2011	31/03/2012
<p>ACTION PROGRESS COMMENTS</p> <p>Progress So Far:</p> <p>Reducing and preventing sexual violence and abuse is a national priority. Its prevention is central to agendas on public health promotion; reducing crime; safeguarding children and adults with support needs; supporting families facing multiple needs and promoting equality, improved education, learning and skills development.</p> <p>The Sexual Violence Reference Group oversees the delivery of the local Action Plan and in accordance with pan -Sussex partnerships, including the SARC Management Board and Operational Group, the Rape and Serious Sexual Offences Steering Group and its rape prevention sub group .</p> <p>The Community Safety Partnership commissions Independent Sexual Violence Advocacy services , the Sexual Assault Referral Centre and counselling services . Foundations are laid to deliver a coordinated work programme on domestic and sexual violence prevention in schools, deliver a modular training programme and revise procedures to improve the responses of public services.</p> <p>Meetings have been held with student union officers at Sussex University to discuss the need for increased awareness of the help available amongst students and for closer working between the partnership and University</p> <p>Future work planned:</p> <p>In 2012 we aim to improve responses to domestic and sexual violence amongst Gypsy and Traveller communities ; work more closely with the Universities on addressing sexual and domestic violence amongst students and University staff ; and coordinate a publicity strategy to contribute to early intervention.</p> <p>Publicity campaigns to raise awareness of the reality of rape and sexual violence, and to target perpetrators and potential perpetrators are needed for 2012/13. This should include increased awareness of the local media of national guidelines on reporting of violence against women.</p> <p>Current arrangement for contributing to the commissioning of the SARC in Sussex will continue in 2012/13 and SARC commissioning will be taken over by the national health commissioning board from 2013.</p> <p>Further work is needed in 2012/13 to sustain support services for women in the sex industry and at risk of commercial sexual exploitation, and to monitor the success of work that supports women to safely exit from prostitution. Further work is also needed to identify offending associated with prostitution and bringing them to justice .</p> <p>Funding opportunities continue to be explored in partnership with third sector specialist services, in order to develop community approaches to address stalking and harassment.</p> <p>A commitment has been made by senior officers and Members within the Council to support the white ribbon campaign ; and to develop a citywide violence against women strategy and action plan, which includes the aim of obtaining 'white ribbon city status' in 2012.</p> <p>Barriers to Future Performance:</p> <p>More attention is needed by partner agencies on increasing reporting and improving agency responses to rape and sexual violence in 2012/13, particularly focussing on those groups most at risk of rape and sexual violence.</p> <p>Partnership data on sexual violence and abuse is needed from adult social care services, community safety services, health services, children's services or housing services. There is also limited data on the extent of sexual exploitation of children, young people and adults, through the sex industry or as a result of trafficking locally.</p> <p>Greater capacity is needed in the local independent rape crisis and sexual violence support service in order to meet demand. It is important that rape crisis services work within</p>				

national quality frameworks to achieve accreditation and compliance with national Rape Crisis Service Standards (published 2012).

Sexual violence needs to be addressed by GP Clinical Commissioning Groups, and the new the Health and Wellbeing Board. The council has reinforced the importance of sexual violence commissioning and prevention work being integrated with commissioning, strategic and operational responses to domestic violence and other forms of violence against women and girls, which needs to be delivered by all partnerships to be successful.

Accountable Strategic Director: Charlie Stewart
Last Updated - 24/04/2012

Strategy: 2.4.3 Reduced racist/religiously motivated, LGBT and disability hate incidents

Action	Responsibility	Action Status	Start Date	End Date	% Comp.
Progress update: Reduced racist/religiously motivated, LGBT and disability hate incidents	Linda Beanlands - Head of Community Safety	Ongoing	01/04/2011	31/03/2012	

ACTION PROGRESS COMMENTS

Progress so far:

Nationally, it has been acknowledged that disability hate incidents, religiously motivated incidents, and transphobic incidents are significantly under-reported. Additionally, there are significant issues in identification and recording of hate incidents leading to under-recording by most statutory, voluntary and community sector organisations. There is a wide variation in data collection and monitoring of ethnicity, religion and impairment of the victims, reducing the evidence base to monitor if the high risk, vulnerable and marginalised groups are reporting and accessing support services.

A key target is therefore, to increase the reporting of hate incidents including those from at risk and marginalised groups, improved recording and responses to reported incidents to increase victims' safety, reduce risk and harm, improved outcomes with respect to the victims and perpetrators, prevention and reduction of hate incidents. However, locally, the level of reported racist, religiously motivated and disability hate incidents has been declining. There have been changes in the way the Partnership Community Safety Team responds to hate incidents in terms of reporting mechanisms, entry level for casework, monitoring information, and reporting on levels and trends of hate incidents. We are mid-process in implementing the changes to the reporting and monitoring systems, hence, it has been difficult to establish the levels and trends of reported hate incidents accurately.

Research is being carried out to understand the experiences of victims of reported hate incidents; the findings are expected in the next year and will be used to adjust our services to effectively respond to the feedback from the victims and communities.

The Racial Harassment Forum is mid-process in reviewing its role, purpose and structure. The review findings will be implemented in the next year.

The racist, religiously motivated, disability, homophobic, transphobic, and biphobic strategies are currently being reviewed and refreshed for the next year. Extensive consultation has been carried out with partners for them to sign up to the disability hate incident action plan and promote greater reporting of disability hate incidents.

Future work planned:

A subgroup of the disability hate incident steering group will be reviewing the publicity campaign and its impact on the level of reported incidents, the findings will be used to implement further changes to encourage reporting of hate incidents by disabled people, risk groups and carers.
The extent to which statutory sector has implemented the recommendation of Stephen Lawrence Inquiry and its impact in the city are being examined. Findings will be reflected in future service changes.

Barriers to achieving good performance:

Under reporting and under recording of the hate incidents across all sectors may impede future progress.

Accountable Strategic Director: Charlie Stewart
Last Updated - 27/04/2012

Strategy: 2.4.4 Reduced anti-social behaviour

Action	Responsibility	Action Status	Start Date	End Date	% Comp.
Progress update: Reduced anti-social behaviour	Aaron Devereaux - Anti-Social Behaviour Co-ordinator	Ongoing	01/04/2011	31/03/2012	

ACTION PROGRESS COMMENTS

Progress so far:

There were 41 anti social behaviour orders in place in the city at the end of March 2012. The vast majority of these are very effective in protecting communities from problematic anti social behaviour. Reported incidents of anti social behaviour caused by young people who are gathered in groups have fallen largely due to the success of the Operation Park, a multi agency response to youths, ASB and alcohol.

The Partnership Community Safety Team is managing a co-ordinated response to the most vulnerable victims of anti-social behaviour (ASB) and hate incidents through a vulnerability assessment tool facilitated by a new IT case management solution (ECINs). Monthly meetings agree lead agency responsibilities and actions which protect the most vulnerable victims from harm. The new arrangements are firmly embedded in mainstream services including community safety, adult safeguarding, council housing, environmental health (noise), neighbourhood policing and increasingly, social housing providers (Southern housing, Affinity Sutton and Hyde-Marlett). This work is based on the principles of Multi-Agency Risk Assessment Conferences (MARACs) and the aim of this work is to reduce harm, risk and vulnerability. There are currently 15 high risk, 40 medium risk and 8 standard risk victims.

The new approach enables the city to identify and respond according to prioritised need. Its use will be put forward as best practice in forthcoming national guidance.

The Home Office have confirmed Brighton & Hove as a pilot authority to trial a 'community trigger' duty also to be contained in anticipated national guidance. This will enable us to build on existing arrangements with the Community Safety Forum, Racial Harassment Forum and Local Action Teams.

Future work planned:

The research phase of the now annual ASB & Hate Incidents Customer Insight & Experience is well underway in preparation for the 2012 survey results. The research phase will consist of questionnaires, face to face interviews and focus groups and will allow us to evaluate our performance against Victim & Witness Service Standards. A report will be available in October 2012 to coincide with the anniversary of the launch of the standards across the city.

Barriers to achieving good performance:

The ASB and Hate crime teams are now structured into one team and are in the process of establishing new working practices.

Accountable Strategic Director: Charlie Stewart
Last Updated - 11/05/2012

2. Reducing Crime & Improving Safety

2.5 Offenders are deterred/ prevented from re-offending

Strategy: 2.5.1 Reduced offending by prolific and other offenders

Action	Responsibility	Action Status	Start Date	End Date	% Comp.

Progress update: Reduced offending by prolific and other offenders	Leighe Rogers - Director Brighton and East Sussex Local Delivery Units	Ongoing	01/04/2011	31/03/2012
<p>ACTION PROGRESS COMMENTS</p> <p>Progress So Far:</p> <ul style="list-style-type: none"> • Sussex and Surrey Probation Trust (SSPT) have commissioned Sheffield Hallam to undertake a research and evaluation project on Integrated Offender management (IOM). Sheffield Hallam's final report is due for May 2012. • The SSPT 'Liaise and Diversion' service, which includes 'test on arrest' and 'dual diagnosis' assessments , is being introduced to Brighton Custody Suite and Brighton Magistrates Court on the first of April 2012. A third sector event is also due to take place on the 29th of March 2012. • SSPT and Sussex Police retain the lead for the 'Integrated Offender Management' of offenders serving under 12 months and released from HMP Lewes. Interventions are now delivered by Sussex Pathways and the Princes Trust. Mentoring services are provided to offenders in this cohort, who may be subject to 'compact' on release. • The 'Think Family' approach has been promoted with all individuals working with offenders . A postcard referral scheme to Children's Centres has been established at Brighton Magistrates Court and the 'Families of Prisoners Group' continues to hold family days at HMP Lewes . A steering group is in place to co-ordinate statutory and third sector activities. <p>Future work planned:</p> <ul style="list-style-type: none"> • Through co-ordinated and partnership services, the Brighton & Hove Integrated Offender Management Commissioning Strategy shifts investment to activity which prevents their occurrence rather than dealing with the consequences. • Linking the 'Criminal Justice Liaison and Diversion Scheme' initiative with the 'Families with Multiple Problems' strategy . • Strengthening links between IOM Teams at HMP Lewes and Brighton IOM Team <p>Barriers to Future Performance:</p> <ul style="list-style-type: none"> • Budgetary reductions across all partners will have an adverse impact on the delivery and development of IOM. <p>Accountable Strategic Director: Charlie Stewart Last Updated - 30/04/2012</p>				

3. Improving Health & Wellbeing and reducing ill health inequalities

3.1 Promote Health and Wellbeing and reduce health inequalities across the city

Strategy: 3.1.1 Improve the conditions that improve health

Action		Responsibility	Action Status	Start Date	End Date	% Comp.
Progress update: improve the conditions that improve health		Tom Scanlon - Director of Public Health	Ongoing	01/04/2011	31/03/2012	
<p>ACTION PROGRESS COMMENTS</p> <p>Progress so far:</p> <p>The focus of much of this work has been the Healthy City Workplace initiative in keeping with the younger working age population of the city . A new 'Workplace Wellbeing Charter' (WWC) is being promoted to businesses and business forums, highlighting the importance of health and wellbeing in the workplace and providing details of support and funding available. The charter will be adapted to suit the needs of small and medium sized enterprises (SMEs).</p> <p>'Active & Healthy Workplace' funding available to employers is being promoted . The fund (up to £500 per business) provides the opportunity for businesses to trial programmes that aim to improve the health and wellbeing of their staff whilst creating a healthier workforce and ultimately a healthier business .</p> <p>Ongoing examples of health promotion within the workplace include:</p> <ul style="list-style-type: none"> • Presenting case studies of businesses that have addressed the health and wellbeing of their workforce and the subsequent impact 						

- Promoting NHS Health Checks to workplaces
- Promoting physical activity to workplaces

Future work planned:

A questionnaire is being designed to send out to businesses to identify their concerns about health and wellbeing in the workplace /amongst their workforce to inform future actions.

Joint strategic needs assessment (JSNA) for sport and physical activity is underway and will form part of the JSNA portfolio for 2011/12. This will include additional work to capture:

- The public voice – a public consultation will take place utilising a questionnaire method which will be hosted on the partnership 's consultation portal.
- The professional voice – a number of semi-structured interviews with a wide range of stakeholders.

Once the needs assessment has been completed the sub group will begin work on an updated strategic action plan for physical activity. This will replace the existing and separate action plans for Sport and Active Living.

A study will be commissioned to build an evidence base of the quality of the urban space and how specific aspects encourage more active living , connectivity and social cohesion. The study will explore how to incorporate specific activities to create urban spaces and to encourage movement in line with NICE guidance in order to introduce the concept and principle into officers' work.

Following the production of the city-wide JSNA in May further consideration will be given to how health and wellbeing can be improved and health inequalities reduced in a Health and Wellbeing Strategy that will be overseen by the Health and Wellbeing Board .

Barriers to future performance:

This will be the first year of the Health and Wellbeing Board and the same for the Health and Wellbeing Strategy . With the council moving to a committee structure and Public Health formally transferring to the council, there are likely to be structural and organisational issues which could interfere with the work of improving wellbeing and reducing health inequalities.

Accountable Strategic Director: Terry Parkin
Last Updated - 24/04/2012

Strategy: 3.1.2 Helping people to live healthy lifestyles

Action	Responsibility	Action Status	Start Date	End Date	% Comp.
Progress update: helping people to live healthy lifestyles	Tom Scanton - Director of Public Health	Ongoing	01/04/2011	31/03/2012	

ACTION PROGRESS COMMENTS

The focus for this work has been tobacco and improving diet and exercise. Between them these are the biggest contributors to premature mortality.

TOBACCO

Progress so far:

Smoking prevalence in adults (4 week quitters). The target for 2011/12 is 2,350 4 week quitters. The number of 4 week quitters up to Dec 2011 is 1,417.

Increased advertising has taken place to increase footfall into the Stop Smoking Service and close monitoring of clinic activity. A new Stop Smoking Service Manager now in post due to restructure within Sussex Community NHS Trust and also a Co-ordinator will be in post for Brighton & Hove. The Stop Smoking Co-ordinator will be working closely with colleagues and monitor clinic activity.

The Brighton & Hove Stop Smoking Service has appointed a new Clinical Service Manager and a Stop Smoking Service Manager. The quit data for October was not on target

and an improvement plan has been put in place to further raise the profile of the adverse effects of smoking and the availability of smoking cessation services with adverts in local newsletters and magazines and also community events. Clinic activity sheets have been introduced to monitor footfall. Both the NHS Stop Smoking Service and the intermediate service (provided by GPs and Pharmacies) contribute to the target. The NHS Stop Smoking Service runs a variety of clinics across the city, both in the community and also in workplaces. One of the areas of focus of this work has been pregnant women. All pregnant women in Brighton & Hove are now offered a carbon monoxide test at booking (irrespective of their declared smoking status) and referred to the Stop Smoking Service if required.

A pilot project is running in three secondary schools in Brighton. The schools' PSHE co-ordinators have been trained to run Stop Smoking groups in the three schools and each school received a resource box with information leaflets and a carbon monoxide monitor. Every secondary school in Brighton received a Tobacco Education Curriculum pack (toolkit). The pack contained lesson plans and activities which will support PSHE co-ordinators. This pilot will be evaluated.

A Brighton & Hove Tobacco Control Alliance has been established. It is made up from different partners working together to reduce smoking and the associated health inequalities in Brighton & Hove. A draft strategy action plan has been developed which will focus on three domains with action for each one.

The Brighton & Hove Council website now has pages which give information about stop smoking and also how to make a pledge to make your home and car smokefree. www.brighton-hove/getsmokefree

A range of activities were organised for "No smoking day" on the 14th March 2012. As part of these activities smokers were referred or encouraged to refer themselves to the Stop Smoking services.

A 'final push' has been established with the Smoking Cessation Service, with new management agreed. Early indications (data to January 2012) suggest that this may have the desired effect of increasing the number of quitters to above 2000.

Barriers to future performance:

Smoking cessation services have had a mixed track record in terms of meeting quit targets, following the reorganisation two years ago. The changes to the management structure should address much of this.

DIET AND EXERCISE

Progress so far:

A key part of this work is the national child measurement programme (NCMP) which monitoring the prevalence of overweight and obesity in children in Reception Year (4-5 year olds) and children in Year 6 (10-11 year olds). For the academic year 2010/2011 8.2% of Reception children and 15.2% of children in Year 6 were in the very overweight (obese) category which is lower than the national average and the local target. The past four years have seen a sustained (though not statistically significant) fall in obesity and overweight levels in Year 6 children while levels in Reception Year children have remained stable.

Future work planned:

The NCMP implementation for 2011/2012 is well underway. The additional capacity provided by the two new School Health Support Workers means that two thirds of pupils have already been measured and schools can be visited twice if necessary in order to ensure that as many pupils as possible are measured. As soon as the results have been processed and are available to the school nurses, they will contact parents of children in Year 6 in the very overweight category to offer support and advice on accessing services. It will be the first time that, in addition to the result letters sent to all parents, parents of children who are very overweight are pro-actively contacted by the school nurses.

Barriers to Performance:

The risk to delivery may be around the capability of the Department of Health's tool to up-load the local data and produce the results in time for all parents to have their child's

measurement results before the end of the summer term.

Accountable Strategic Director: Terry Parkin
Last Updated - 24/04/2012

Strategy: 3.1.3 Preventing ill health

Responsibility		Action Status	Start Date	End Date	% Comp.
Tom Scanton - Director of Public Health		Ongoing	01/04/2011	31/03/2012	

ACTION PROGRESS COMMENTS

It is well established that the national immunisation programme makes the single biggest contribution to preventing ill health. Breastfeeding is recognised as an important contributor to future health and wellbeing. The largest cause of deaths in young children is accidents. Work in this area of preventing ill health has focussed on improving immunisation rates, increasing breastfeeding rates and reducing the number of accidents in young people.

Progress so far:

Childhood immunisation: In the second quarter of 2011/12 coverage of the baby primary immunisations was 92.1% and the first Measles Mumps & Rubella (MMR) vaccination by two years was 87.7%. For five year olds the coverage for completing two MMR vaccinations was 84.3% and for the pre-school booster 86.4%. The Primary Care Trust and Sussex Community NHS Trust Immunisation Team have worked together on promoting Immunisation Week in October promoting immunisations for children and young people - concentrating on pre-school and teenage boosters and distributing Strategic Health Authority funded immunisation resources. These uptake rates are the highest for several years and vaccination rates, in particular MMR have continued to improve since the low point of the late 1990s.

Breastfeeding: The prevalence of breastfeeding is measured at 6-8 weeks after birth. The city continues to exceed the target with our prevalence being significantly higher than the national average which around is 50%. The prevalence for quarter 2 was 75.9% and for quarter 3 was 79.7%. Cumulative prevalence data at 6-8 weeks quarters 1-3 is 76.7% against a total breastfeeding prevalence SHA target of 69.2%. Public Health and the breastfeeding co-ordinators were recently asked to present at a meeting of the Health and Overview Scrutiny Committee the good work to promote breastfeeding.

Accidents: Since the Home Safety Equipment scheme (funded by Public Health) was established in 2008 around 500 families in areas of inequalities in the city have had home safety equipment installed in their homes including stair gates, fireguards, high chairs and cots among others. The scheme also provides safety sessions to families by way of training or group work. The impact of this work at a local level, as is the case for many initiatives that build resilience, is very difficult to gauge in terms of hard outcomes as opposed to uptake of services.

Future worked planned:

Immunisation: The Immunisation Team will continue to follow-up children that have missed their primary immunisations via a communications based plan and distribution of flyers through schools. They are also developing a Patient Group Directive (PGD) for vaccination at home.

Breastfeeding: There will be more targeted work in areas of inequalities where breastfeeding rates are relatively low, such as in North Portslade where there has been a reduction on breastfeeding compared to the West area and the city as a whole. This work is being rolled out to other areas of inequalities.

Accidents: A workshop with A&E staff is planned to raise awareness of the scheme so that they can promote it to parents attending A &E with their children. Future actions will include some evaluation of service effectiveness through analysis of A&E data related to accidents at home for children aged 0-5 years old.

Barriers to performance:

Immunisation: Although immunisation rates are improving, there have been two measles outbreaks and one mumps outbreak in the last three years. While these outbreaks are associated with greater vaccine uptake, they are a measure of the population's sceptical stance on vaccination. Brighton & Hove may be one of the biggest improvers in terms of vaccine uptake, but it starts from a lower point.

Breastfeeding: There are occasional problems with data collection. Also it should be noted that prevalence is measured at 6 weeks whereas there are benefits from breastfeeding for much longer than that. It is important that women are encouraged to breastfeed throughout the first year of their child's life.

Accidents: As noted above, evaluation of the Home Safety Equipment scheme is challenging. Work is underway with the Children's hospital A&E which will help to provide clearer information.

Accountable Strategic Director: Terry Parkin
Last Updated - 24/04/2012

Strategy: 3.1.4 Healthy life expectancy, working to prevent people from dying prematurely

Action	Responsibility	Action Status	Start Date	End Date	% Comp.
Progress update: healthy life expectancy, working to prevent people from dying prematurely	Tom Scanton - Director of Public Health	Ongoing	14/11/2011	31/03/2012	
ACTION PROGRESS COMMENTS					
Progress so far: There are several programmes in place to promote healthy life expectancy. Many of these have already been considered above or in other parts of this performance plan (sexual health, drug and alcohol).					
One additional area worth considering is the work to prevent and detect cancer at an earlier stage. Over the past three years, the PCT has successfully bid for National Awareness & Early Diagnosis Initiative (NAEDI) funding to raise awareness and promote early diagnosis. Albion in the Community, the charitable arm of Brighton and Hove Albion, have been commissioned to deliver campaigns on colorectal, lung and over 70s breast cancer; Sussex Community Trust's cancer health promotion team have been commissioned to support this work through training health professionals and other staff. The PCT continues to work with Sussex Cancer Network, who also have funding to integrate the NAEDI agenda into general practice. The public health leads of the Sussex cluster PCTs regularly meet with the cancer network to ensure a co-ordinated approach and shared learning across the patch. The cancer health promotion team continue to promote the national cancer screening programmes for breast, bowel and cervical cancer across the city, with a particular focus on disadvantaged groups.					
Future work planned: There will be further initiatives and campaigns to raise awareness of the importance of earlier detection. Two of the areas where there have been problems with early referral, delays in diagnosis, and where death rates have not decreased are lung cancer and bowel cancer. These have been highlighted in the Director of Public Health's Annual Report and will be subject to further scrutiny and action throughout 2012.					
Barriers to performance: As with all campaigns, it is important to find new and innovative ways of engaging the public and relevant health professionals.					
Accountable Strategic Director: Terry Parkin Last Updated - 24/04/2012					

3. Improving Health & Wellbeing and reducing ill health inequalities

3.2 Promote health and well being and reduce health inequality for children and

Strategy: 3.2.1 A robust and confident child protection pathway that protects children and young people who are at risk of maltreatment, harm, neglect and/or sexual exploitation

Action	Responsibility	Action Status	Start Date	End Date	% Comp.

Progress update: A robust and confident child protection pathway that protects children and young people who are at risk of maltreatment, harm, neglect and/or sexual exploitation	James Dougan - Head of Service Children	Ongoing	01/04/2011	31/03/2012
<p>ACTION PROGRESS COMMENTS</p> <p>Progress so far</p> <p>The number of children on a child protection plan in a city has fallen by 24% from a peak of 440 in March 2011. Service Managers attribute this decrease to Children In Need plans being seen as a more robust option.</p> <p>Activity over the last 6 months includes a rigorous and positive external inspection by Ofsted, a fundamental re-shaping of the social work service including a new single entry point, a dedicated children in need team, strengthened quality assurance systems, and implementation of a comprehensive social work transformation programme to develop the skills and capacity of front line staff and managers.</p> <p>Future work planned:</p> <p>A multi-professional team within Social Work duty team is being introduced as part of a phased reorganisation of social work services to ensure better integration between social work and other children's services to ensure appropriate and timely assessments and support to young people and families in need</p> <p>Accountable Strategic Director: Terry Parkin Last Updated - 26/04/2012</p>				

Strategy: 3.2.2 Needs of vulnerable children and young people where families are affected by adult substance or alcohol misuse, domestic violence, mental health or learning disability

Action	Responsibility	Action Status	Start Date	End Date	% Comp.
Progress update: Needs of vulnerable children and young people where families are affected by adult substance or alcohol misuse, domestic violence, mental health or learning disability	Kerry Clarke - Strategic Commissioner - Children, Youth and Families	Ongoing	01/04/2011	31/03/2012	
<p>ACTION PROGRESS COMMENTS</p> <p>Progress so far</p> <p>See comments in 2.3.1 and 3.2.1</p> <p>A draft protocol is now in place attached to working with families where substance misuse has an impact on parenting. This is to be signed off by the Local Safeguarding Children Board. The organisation Community Awareness of Drugs (CAD) has secured additional European funding to support families where substance misuse is an issue. Future plans are to implement and review the protocol cross adults and children's services, and to work in partnership with CAD to implement their EU work with families.</p> <p>A Social work Practice/Skill transformational programme is being designed and implemented to support staff in further improving the quality of assessments and interventions delivered to families with a strong focus on those affected by adult substance or alcohol misuse, domestic violence, mental health or learning disability.</p> <p>Accountable Strategic Director: Terry Parkin Last Updated - 24/04/2012</p>					

Strategy: 3.2.3 Children and young people looked after by the local authority to have stability, security and be well cared for

Action	Responsibility	Action Status	Start Date	End Date	% Comp.
Progress update: Children and young people looked after by the local authority to have stability, security and be well cared for	James Dougan - Head of Service Children	Ongoing	01/04/2011	31/03/2012	

ACTION PROGRESS COMMENTS

Progress so far

The number of Looked after Children (LAC) at 31st March 2011 is 483, a 4% increase from 2010 compared to a 2% increase nationally, and a 21% increase from 2007 compared to a 9% increase nationally. At 109 per 10,000, Brighton & Hove has one of the highest LAC rates in England.

Adoption activity has continued to rise in Brighton & Hove in line with the rise in numbers of children in care and reflects the high number of children under 5 in the care system. In 2010/11 13% of looked after children in Brighton & Hove were adopted, compared to the England average of 11%.

In 2011 5 LAC achieved five A* - C GCSEs including English and Maths – this is 19.2%, a notable improvement compared to last year and above the 2011 national average of 12.8%.

The Virtual School runs a summer catch up programme with the aim of supporting transition to secondary school for all year 6 pupils working below expected national curriculum levels (in both English & Maths). This summer 11 pupils joined the programme. As a proportion of the cohort in year 6, this is the highest number of pupils who have engaged in this programme and we are extending the support available to them until the October half term.

93.8% of care leavers were in suitable accommodation in 2010/11 which is a significant improvement from 82.6% in 2009/10. This is above the England average (90%) and statistical neighbours (89.3%).

70.8% of care leavers were in education, training or employment, an improvement from 63% last year and well above the national average of 61% and 56.3% for our statistical neighbours. A Specialist 16+ Employment Adviser for looked after children has been appointed.

Work has been completed to ensure looked after children reviews and pathway plans identify cultural and identity needs and plan how these needs are met .

Future work planned

Focused work is taking place to establish more effective and coherent systems for the involvement of looked after children and young people in strategic decision making to influence service improvement.

Managers are continuing to develop a more coherent pre- and post-16 education provision to provide a seamless service including specialist support with regard to information, advice and guidance about employment, education and training opportunities.

Accountable Strategic Director: Terry Parkin

Last Updated - 26/04/2012

Strategy: 3.2.4 All children to have access to high quality healthcare including services for the most vulnerable

Action	Responsibility	Action Status	Start Date	End Date	% Comp.
Progress update: All children to have access to high quality healthcare including services for the most vulnerable	Steve Barton - Lead Commissioner - Children, Youth and Families	Ongoing	01/04/2011	31/03/2012	

ACTION PROGRESS COMMENTS

Progress so far

The council and the Clinical Commissioning Group have a formal agreement to pool budgets and commission an integrated social care and community health service for children and families. The agreement includes a joint commitment to review the wider health care pathway from acute to primary care health services.

Brighton and Hove is one of 20 Early Implementer Sites to showcase the new service model for the national Health Visiting Implementation Plan . Local developments focus on

the delivery of the Healthy Child Programme including the early intervention role of health visitors with families identified as requiring a targeted or enhanced service to support them to look after their children.

Future work planned

Public Health has re-located into council offices in anticipation of the Health and Social Care Bill . Plans are in place to establish a shadow Health and Well being Board by April 2013, also in line with the Bill before parliament.

Accountable Strategic Director: Terry Parkin
Last Updated - 24/04/2012

Strategy: 3.2.5 Young people make positive choices about their sexual health, their lives and risk taking behaviours are minimised, especially alcohol use and substance misuse

Action	Responsibility	Action Status	Start Date	End Date	% Comp.
Progress update: Young people make positive choices about their sexual health, their lives and risk taking behaviours are minimised, especially alcohol use and substance misuse	Kerry Clarke - Strategic Commissioner - Children, Youth and Families	Ongoing	01/04/2011	31/03/2012	

ACTION PROGRESS COMMENTS

Progress so far

Between 1998-00 and 2008-10, the under 18 conception rate fell from 49.7 to 36.5 per 1000 women aged 15-17 which is statistically significant 26.6% reduction equivalent to 43 fewer pregnancies. Over the same period, the 2008-10 regional rate was 17% reduction and the national rate a reduction of 15%.

In 2011, group work sessions were delivered across the city and the targeted teenage pregnancy service provided brief interventions to 176 vulnerable young women. A service impact evaluation showed that, overall, nine out of 10 (87%) service users demonstrated improved outcomes across a number of domains with varying levels of impact: 77% showed improvements in general health, 65% in emotional wellbeing, 63% in family and relationships, 59% in self esteem, and 55% in aspirations. Furthermore, 93% of those not using contraception moved onto effective contraception use of which 86% was Long acting reversible contraception (LARC). In 2011, post termination contraception support was accessed by 95 young women and 84% were fitted with contraception post termination, 74% of which was LARC.

There is improved access to Contraception and Sexual Health (CASH) services so that young people have the use of effective contraception when they need it.

Future work planned

A key priority for 2012/13 is to ensure that early identification screening processes are embedded in both schools and youth services, to a common minimum standard, and are supported by clear care pathways to interventions and support services.

To develop effective early identification and on-going support through a lead professional for the mothers aged under 19. This should be underpinned by a family Common

Assessment Framework and include addressing Education Employment and Training needs.

To ensure that the voice of young people is heard and they have the opportunity to be involved in the design of all services by routinely collecting feedback from service users , and using it for service development.

Accountable Strategic Director: Terry Parkin
Last Updated - 24/04/2012

3. Improving Health & Wellbeing and reducing ill health inequalities

3.3 Improving care and support

Strategy: 3.3.1 Enable people who need social care and support services to live in safety with maximum independence

Action		Responsibility		Action Status		Start Date	End Date	% Comp.
Progress update: enable people who need social care and support services to live in safety with maximum independence		Brian Doughty - Head of Service Adults Assessment		Ongoing		01/04/2011	31/03/2012	
ACTION PROGRESS COMMENTS								
<p>Progress so far</p> <p>The council have been changing services and training staff so that when people are needing social care services the first priority is to support that person to regain as much independence as possible in their lives. They are worked with over a short period to help them get their skills and confidence back. This approach to services is called re-abling. This is clearly important for local people who want to remain in their own homes and be as independent as possible. The re-abling approach is being promoted across all Adults Assessment and Adults Providers services and there are dedicated services in place which focus on reablement , such as the Independence at Home and Intermediate Care Services.</p> <p>The council contacts everyone who received Intermediate Care Services after leaving hospital to see if they are still in their own homes after 90 days rather than being in residential care. In 2011 over 87.9% of people were still in their own homes, a higher rate than most other councils have achieved. This monitoring is ongoing.</p> <p>Another measure for the Independence at Home service is to see how much care and support someone requires at the start and at the end of a period of reablement. In the 3 month period April to June 2011 over 90% of people who completed a reablement period required less support and some of these people no support at all.</p> <p>This strategy continues with number of people going into institutional care continuing to decline as a result of investment in reablement and assistive technology, also resulting in budget savings.</p> <p>Future work planned</p> <p>To continue service delivery as outlined above.</p> <p>Accountable Strategic Director: Terry Parkin Last Updated - 24/04/2012</p>								
Strategy: 3.3.2 Provide personalised care services which promote choice, control and independence for service users and carers								
Action		Responsibility		Action Status		Start Date	End Date	% Comp.
Progress update: Introduction of the carers card		Brian Doughty - Head of Service Adults Assessment		Ongoing		01/04/2011	31/03/2012	
ACTION PROGRESS COMMENTS								
<p>Progress so far</p> <p>A new development in services for carers was the introduction of the Carers card to support the health and well being of carers , a priority in the 2009/12 Carers Joint Commissioning Strategy. Brighton & Hove City Council commissioned the development of the Carers Card and funds the issuing of the card plus some ongoing development support. The Carers Card is available for all carers in the city including carers of adults, parent carers and young carers. There are no actual subsidies for any of the services offered through the card, these are all subsidised by the providers themselves.</p> <p>The Carers' Card is an initiative to offer discount on a range of activities across the city to help carers to look after their own health and wellbeing . Carers' Card holders are offered a range of discounts on leisure and wellbeing activities across the city including discounted theatre tickets , hair and beauty, massage, complementary therapies, council and private gyms, golf etc. To date, approx 600 cards have been issued, many to carers who were not previously known to Adult Social Care . and to young carers. Funding has been made available via the Primary Care Trust to appoint a number of Carer Support workers who will be located in GP clusters , this will enable us to reach out further to hidden carers.</p>								

Accountable Strategic Director: Terry Parkin
Last Updated - 24/04/2012

Action	Responsibility	Action Status	Start Date	End Date	% Comp.
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Tendering new services	Denise D'Souza - Lead Commissioner People	Ongoing	01/04/2011	31/03/2012	
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ACTION PROGRESS COMMENTS

Progress update:

We will be tendering out for some of our most important services over the next year as existing contracts come to an end. This includes home care services which support many people to live in the community as independently as possible. We have consulted widely with people for their views on how these services should be delivered and how we can ensure they support a personalised approach. People raised a range of important issues for them including the importance of continuity in carers, flexibility in service delivery to respond to service users changing needs and timeliness. We have included these issues in our service specifications and our performance monitoring once the service is in place. We have representatives from the Local Involvement Network (LINK) and Impetus on the Steering Group overseeing this procurement work and they are also actively involved in the evaluation process. The tender exercise has kept to the original timescale and we anticipate that the new contract will commence in May 2012. We have also agreed the Commissioning principles that will inform our procurement of the community meals service through the Cabinet Members Meeting Adult Social Care & Health and with the Adult Social Care and Housing Scrutiny Committee. A further report on options for this service will be presented to Adult Social Care & Health Committee in June 2012.

Accountable Strategic Director: Terry Parkin
Last Updated - 24/04/2012

Action	Responsibility	Action Status	Start Date	End Date	% Comp.
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Progress update: Provide personalised care services which promote choice, control and independence for service users and carers.	Brian Doughty - Head of Service Adults Assessment	Ongoing	01/04/2011	31/03/2012	
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ACTION PROGRESS COMMENTS

Progress so far

People receiving social services in the community are involved as fully as possible in identifying what their needs and aspirations are and how these can best be met. This includes making clear to people how much money is available to meet their needs, offering them the direct management of that money (a direct payment) or if they request it arranging services for them but with the user maintaining control and flexibility. This way of working is called 'self directed support'. By December 2011 40% of service users benefited from this new approach.

Future work planned

To enable at least 45% of people by March 2012 to benefit from self directed support and by March 2013 to offer this service to all people. We are currently on track to achieve our target in this financial year

Accountable Strategic Director: Terry Parkin
Last Updated - 24/04/2012

Strategy: 3.3.3 People with social care needs supported into training and employment

Action	Responsibility	Action Status	Start Date	End Date	% Comp.
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Progress update: People with social care needs supported into training and employment (Adults Assessment Delivery)	Brian Doughty - Head of Service Adults Assessment	Ongoing	01/04/2011	31/03/2012	
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ACTION PROGRESS COMMENTS

Progress so far

For many people who use social care services the quality of their life can be improved by employment or training and volunteering opportunities. There are a range of services in

place that support people with a learning disability to gain employment and support them to keep the job once they are in it.

In 2010/11 the council supported 110 people to be in work. This was about 16% of all people with a learning disability who are known to the services. A further 12% of these people were supported to find opportunities in voluntary work. Please note collection of this data is time-lagged.

Future work planned

To continue with this work, a better performance than most other councils.

Barriers to achieving good performance

In the current economic climate it will be a challenge to sustain this level of performance over the next few years.

Accountable Strategic Director: Terry Parkin
Last Updated - 24/04/2012

Strategy: 3.3.4 Improve planned dischargerates for clients

Action	Responsibility	Action Status	Start Date	End Date	% Comp.
Progress update: improve planned discharge rates for clients	Brian Doughty - Head of Service Adults Assessment	Ongoing	01/04/2011	31/03/2012	

ACTION PROGRESS COMMENTS

Progress so far

When people are well enough to leave hospital but health or social care services are needed to support this, it is important that they are able to be discharged from hospital quickly and safely with the support they need. People do sometimes get delayed in hospital for a range of reasons, some of them linked to NHS services and some of them to social care; these people are sometimes referred to as 'bed blockers' in the media. This is clearly a negative experience for people. The council and NHS have been working together and with other care providers to improve services and avoid delays.

An integrated hospital discharge service has been implemented. This operates extended hours over 7 days a week. Performance has steadily improved: in 2007/08 the average number of delays per week was 41, in 2010/11 it was 26. There has been continued improvement with delays at the end of 2011/12 now averaging in single figures.

Future work planned

Ongoing

Last Updated - 20/03/2012

4. Strengthening Communities & Involving People

4.1 Strong, Inclusive, Cohesive Communities

Strategy: 4.1.1 Communities have shared values and a strong sense of belonging to Brighton & Hove

Action	Responsibility	Action Status	Start Date	End Date	% Comp.
Progress Update: Communities have shared values and a strong sense of belonging to Brighton & Hove	Mary Evans - Commissioner: Communities and Equality	Ongoing	01/04/2011	31/03/2012	

ACTION PROGRESS COMMENTS

Progress so far:

Community Development has been commissioned for 2011/12 to engage people in the most disadvantaged communities. A wide range of groups have been supported and activities have taken place to increase community cohesion, working with people from many different communities of interest and identity. Much of this work has focussed on breaking down real and perceived barriers between disparate communities, such as the 'Bridging the Gap' event, an intergenerational celebration of talent in Portslade, classes for children to learn to speak German and write their name in Chinese in Hollingdean, and the Stoneham Park International Festival.

Community Development work engages a diverse range of individuals and communities. For example, of 2,583 people managing and attending local groups between April-September 2011, 392 (15%) were from BME communities. In the same period 11 of the 200 community groups worked with were specifically BME groups. These include the Hangleton & Knoll Multi Cultural Women's Group and the Moulsecoomb Bangladeshi Women's Group.

Accountable Strategic Director: Charlie Stewart
Last Updated - 24/04/2012

Strategy: 4.1.2 Culture of active citizenship in the city:

- People at risk of exclusion have support to access to volunteering
- Volunteering is a valued and high quality experience
- Volunteering has a real impact on the economic and social wellbeing of the city

Action	Responsibility	Action Status	Start Date	End Date	% Comp.
Progress so far: Culture of active citizenship in the city: - People at risk of exclusion have support to access volunteering - Volunteering is a valued and high quality experience - Volunteering has a real impact on the economic and social wellbeing of the City	Mary Evans - Commissioner: Communities and Equality	Ongoing	01/04/2011	31/03/2012	

ACTION PROGRESS COMMENTS

Progress so far:

The City Volunteering Strategy was reviewed in April and new actions identified for 2012-13. Discussions relating to how volunteering by City Council workers will support the wider city are being included in projects such as We Live Here. Volunteering as a key issue is being fed into the Joint Strategic Needs Assessment as this underpins much of the resilience of communities.

Accountable Strategic Director: Charlie Stewart
Last Updated - 26/04/2012

Strategy: 4.1.3 Opportunities for people to get involved and influence decision making

Action	Responsibility	Action Status	Start Date	End Date	% Comp.
Progress update: Opportunities for people to get involved and influence decision making	Mary Evans - Commissioner: Communities and Equality	Ongoing	01/04/2011	31/03/2012	

ACTION PROGRESS COMMENTS

Progress so far:

The Community & Voluntary Sector Forum (CVSF) were commissioned for 2011/12 to support representation from the community and voluntary sector, including neighbourhood groups and communities of interest. The new Representatives Council has now embedded well and what has been key is that the CVSF representatives have scrutinised the budget setting process. Representatives sit on city partnerships and also influence decision making through a number of specialist network groups, including Children and Young People Network; Housing Network; and Mental health Network.

The Community Development commission supports people from neighbourhoods to get involved locally, through mechanisms such as community associations, action groups, fora and LATs (Local Action Teams).

CVSF has launched and is developing a number of new networks with a focus on community groups, equalities and Health and Wellbeing, and is supporting a new and more streamlined group of CVSF representatives who are regularly coming together as a 'reps council' to steer and take decisions around CVSFs representative activities has enabled

a more effective approach of gaining collective voice. CVSF has also developed its information provision to make it more accessible. The result is that the sector is becoming more informed, stronger lines of communication are being developed within the sector and with partners, and there is clearer and ever more effective representation of CVSF members' views through the new CVSF reps and structures. The CVSF co-ordinates and publishes "Position Statements" which represent its members' collective views on key citywide issues.

Future work planned:

The council plans to pilot new neighbourhood governance. The consultation for this has now closed and processes are being developed to establish two pilots later this year.

Accountable Strategic Director: Charlie Stewart

Last Updated - 26/04/2012

4. Strengthening Communities & Involving People

4.2 Individuals are able to improve their quality of life

Strategy: 4.2.1 Support individuals and communities including seldom heard sections of the community to ensure they are provided with the information, advice and support needed to develop their confidence, skills, knowledge and ability to:

- Engage with services
- Engage in local decision-making
- Understand and engage with democratic processes

Action	Responsibility	Action Status	Start Date	End Date	% Comp.
Progress update: Support individuals and communities including seldom heard sections of the community to ensure they are provided with the information, advice and support needed to develop their confidence, skills, knowledge and ability to: <ul style="list-style-type: none"> - Engage with services - Engage in local decision-making - Understand and engage with democratic processes 	Mark Wall - Head of Democratic Services	Ongoing	01/04/2011	31/03/2012	

ACTION PROGRESS COMMENTS

Progress so far

The council has explored the use of web-casting and interactive media for the City Assembly and Cabinet Member Meetings. E-petitions are a constant form of engagement, over the last year there have been 41 with 5 debates at Full Council in July and October resulting from e-petitions.

Future Plans

The council is planning further Democracy Workshops and have a list of potential groups who have requested these. There are currently 5 e-petitions running on the council web site.

Barriers to success

Available resources to provide the workshops, the council has lost 3 members of the team. Coping with introducing the new Committee System and vast amounts of change as a result.

Accountable: John Barradell

Last Updated - 01/05/2012

Strategy: 4.2.2 Increased opportunities for individuals and communities to take control over the issues that affect their lives in order to:

- meet their needs
- contribute to their economic and social opportunities
- build active and inclusive communities based on mutual respect

Action	Responsibility	Action Status	Start Date	End Date	% Comp.
<p>Progress update: Increased opportunities for individuals and communities to take control over the issues that affect their lives in order to:</p> <ul style="list-style-type: none"> - meet their needs - contribute to their economic and social opportunities - build active and inclusive communities based on mutual respect <p>ACTION PROGRESS COMMENTS</p> <p>Progress so far:</p> <p>Community Development provides support to individuals and communities to get involved in their neighbourhood and influence service provision. Under the Sustainable Community Strategy's aims of Strengthening Communities and Involving People, the Community Development Commissioning Programme has supported 14 neighbourhoods, approximately 2,500 people, 200 community groups, 216 community events and 77 funding applications, which has brought in an additional £181,163 into neighbourhoods in the city during April – September 2011. Resident involvement, engagement and empowerment have increased significantly and there are many more people active in their communities. This programme of work underpins engagement work carried out by the council and its partners and is an essential part of the process which enables that work to happen.</p> <p>The council plans to pilot new neighbourhood governance. The consultation for this has now closed and processes are being developed to establish two pilots later this year.</p> <p>Accountable Strategic Director: Charlie Stewart Last Updated - 26/04/2012</p>	Mary Evans - Commissioner: Communities and Equality	Ongoing	01/04/2011	31/03/2012	

4. Strengthening Communities & Involving People

4.3 Support a Thriving Third Sector – Indicators to be confirmed

Strategy: 4.3.1 High quality and accessible support services for the third sector

Action	Responsibility	Action Status	Start Date	End Date	% Comp.
<p>Progress update: High quality and accessible support services for the third sector</p> <p>ACTION PROGRESS COMMENTS</p> <p>Progress so far:</p> <p>The Community & Voluntary Sector (CVSF) forum is commissioned to provide voice, influence, networking, information and representation for the community & voluntary sector. Other infrastructure organisations who provide services such as training & development, and support for small groups, receive strategic grants. A partnership of the infrastructure organisations, supported by the city council, has been successful in a bid to government for the resources to transform the local infrastructure support, to enable effective support for the sector in the future.</p> <p>CVSF led on the development of a partnership for this TLI (Transforming Local Infrastructure) bid. Brighton and Hove's bid is made up of a partnership between Brighton and Hove Community and Voluntary Sector Forum; Brighton and Hove Volunteer Centre; Impetus; South East Wellbeing Consortium; The Business Community Partnership/Skills Exchange; and The Trust for Developing Communities.</p> <p>The Working Together Project was also part of this partnership until their closure at the end of March 2012. This bid aims to merge services provided by a number of providers into a single new infrastructure organisation which would provide continuity of service; better diagnosis of support needs; a unified voice for the sector and create efficiencies and economies of scale that would ensure long term sustainability for infrastructure provision.</p>	Mary Evans - Commissioner: Communities and Equality	Ongoing	01/04/2011	31/03/2012	

CVSF has continued to work with the ChangeUp partners and other agencies to ensure that the needs of the community and voluntary sector, in terms of support services, are met. As part of the TLI bid the CVSF held a number of sessions on what CVS groups want from their support services. This is now being built into the CVSF's Work Plan for 2012-13.

Accountable Strategic Director: Charlie Stewart
Last Updated - 26/04/2012

Strategy: 4.3.2 City commissioning values the benefit, and contributions of the 3rd Sector

Action		Responsibility	Action Status	Start Date	End Date	% Comp.
Progress update: City commissioning values the benefit, and contributions of the third sector		Mary Evans - Commissioner: Communities and Equality	Ongoing	01/04/2011	31/03/2012	
ACTION PROGRESS COMMENTS						
Progress so far: The new city commissioning processes include a commitment to best practice in the involvement of the community & voluntary sector. The pilot commissions tested this out and included both representatives of the sector and the groups themselves in their processes. The council's Commissioning Board includes representation from the Community & Voluntary Sector forum and their input has shaped much of the work.						
Accountable Strategic Director: Charlie Stewart Last Updated - 25/04/2012						

Strategy: 4.3.3 High quality and consistent community representation and influence across the public sector and partnership

Action		Responsibility	Action Status	Start Date	End Date	% Comp.
Progress update: High quality and consistent community representation and influence across the public sector and partnership		Mary Evans - Commissioner: Communities and Equality	Ongoing	01/04/2011	31/03/2012	
ACTION PROGRESS COMMENTS						
Progress so far: The Community & Voluntary Sector Forum (CVSF) continues to support and develop a number of representatives to sit on partnership and council bodies. This will include representation in the Council's Scrutiny process of the budget setting for 2012/13. The CVSF has worked to ensure that the needs, priorities and aspiration of communities are heard, understood and considered in the design and development of services, policy and strategy. CVSF staff and reps met with a number of representatives from the new council administration to build relationships and discuss the needs and priorities of the sector and its client groups. A hustings event prior to the most recent local elections enabled CVSF members to directly question key citywide decision makers.						
In addition, the CVSF have been involved in or organised the following: Youth Service review; Meeting with Clinical Commissioning Group; Child Poverty and Youth Service Strategy Workshop; Reports to PSB (Public Service Board); Workshop on IC (Intelligent Commissioning).						
Accountable Strategic Director: Charlie Stewart Last Updated - 26/04/2012						

Strategy: 4.3.4 An informed voluntary and community sector engaged collaboratively in decision making

Action		Responsibility	Action Status	Start Date	End Date	% Comp.
Progress update: An informed voluntary and community sector engaged collaboratively in decision making		Mary Evans - Commissioner: Communities and Equality	Ongoing	01/04/2011	31/03/2012	
ACTION PROGRESS COMMENTS						

Progress so far:

The Community & Voluntary Sector Forum (CVSF) continues to support and develop a number of representatives to sit on partnership and council bodies. This included representation in the Council's Scrutiny process of the budget setting for 2012/13.

CVSF is working closely with the TDC (Trust for Developing Communities) to strategically develop its Small Community Groups Network so that it complements the work of the TDC's Neighbourhoods Network and offers maximum opportunity for smaller groups and volunteers to get involved and influence decision making .

The CVSF co-ordinates and publishes "Position Statements" which represent its members' views on key citywide issues .

The Sector is well informed about issues that affect it such as local and national policy , strategy developments and Commissioning through resources such as: Dialogue, CVSF's e-newsletter; CVSF website with access to 'themed' policy information and news; Information on new reps and reps council sent to all CVSF members; and Procurement training.

Accountable Strategic Director: Charlie Stewart

Last Updated - 26/04/2012

Strategy: 4.3.5 A strong and resilient voluntary and community sector that delivers high quality services for individuals and communities in the city

Responsibility		Action Status	Start Date	End Date	% Comp.
Mary Evans - Commissioner: Communities and Equality		Ongoing	01/04/2011	31/03/2012	

ACTION PROGRESS COMMENTS

Progress so far:

The Council's grants programme continues to support the community & voluntary sector through the provision of resources for core funding and specific activity.

Strong lines of communication continue to exist within the sector and with its partners. Community & Voluntary Sector Forum (CVSF) has continued to offer a quality enquiries and signposting service to residents, communities and public sector partners through email and telephone, and to circulate information through the CVSF email-list. CVSF now has a social media presence on Facebook, Twitter and Youtube where it can share information with the sector and partners in alternative formats. CVSF is developing themed email-lists to better facilitate 'themed' policy discussions, and continues to maintain a generic email list, a Children & Young People list, a mental health network list, and an environment list.

CVSF continues to support the sector to meet up in 'theme' based network meetings: Children and Young People Network; Housing Network; and Mental health Network. This year CVSF has also launched several new networks: Small Community Groups Network; Equalities Network; Health and Wellbeing Network; and a virtual Enterprise & Learning Network. CVSF is also supporting a Safeguarding Sector Group which was launched this year and the Intelligent Commissioning Reference Group. CVSF has held a number of one-off events to bring together the sector and partners. This regular bringing together of members under themed meetings enables the sector to regularly share information and talk about the needs of their clients and communities. Key council and Primary Care Trust officers also attend these meetings to share information across sectors .

The CVSF, Trust for Developing Communities (TDC), Black and Minority Ethnic Community Partnership (BMECP), Federation of Disabled People and Brighton and Hove City Council developed a showcase engagement event in February 2012. This event showcased effective engagement in the City that highlighted how engagement reduces inequality. The event outcomes showed the resilience and effectiveness of how community and voluntary sector organisations are engaging with and developing appropriate services for residents in the city and directly showed how some residents were gaining skills and developing activities that address their needs in being active citizens,

Accountable Strategic Director: Charlie Stewart

Last Updated - 26/04/2012



5. Improving Housing & Affordability

5.1 Improving Housing Supply

Strategy: 5.1.1 Increase the supply of affordable rented housing

Action	Responsibility	Action Status	Start Date	End Date	% Comp.
Progress update: Increasing supply of affordable rented housing	Jugal Sharma - Lead Commissioner, Housing	Ongoing	01/04/2011	31/03/2012	
<p>ACTION PROGRESS COMMENTS</p> <p>Progress so far</p> <p>There are 65 affordable homes in the development programme for 2011/12, 55 rented, 10 shared ownership. The council will continue to work with providers, developers, planning colleagues and the Homes and Communities Agency to enable the delivery of affordable housing in the City.</p> <p>Barriers to success</p> <p>Due to the downturn in the economy and lack of new house building the overall target of 230 new affordable homes per year will not be achieved.</p> <p>Accountable Strategic Director: Geoff Raw Last Updated - 10/05/2012</p>					

Strategy: 5.1.2 Improve and develop deprived neighbourhoods

Action	Responsibility	Action Status	Start Date	End Date	% Comp.
Progress update: Improve and develop deprived neighbourhoods	Jugal Sharma - Lead Commissioner, Housing	Ongoing	01/04/2011	31/03/2012	
<p>ACTION PROGRESS COMMENTS</p> <p>Progress so far</p> <p>An initial survey has identified opportunities for the development of 800 new homes over the next 10 years in Council housing estates and the council are working with tenants to progress development opportunities however funding is expected to be a particular challenge.</p> <p>The first phase of the Building New Council Homes, Ainsworth House started on site in February 2012, and will deliver 15 council homes for rent. The second phase of the project includes proposals to build 35 new housing units on vacant sites. These projects are a vital element of our long term regeneration plans for the City and also demonstrate our commitment to tackling the desperate need for more affordable homes in Brighton & Hove.</p> <p>Future work planned</p> <p>All new developments will include a local labour plan. The council will work with Mears Group on meeting the Education, Employment and Training (EET) aspects of the council housing maintenance contract and development of social enterprise opportunities such as void clearance and white goods recycling. Work is ongoing with the Local Labour Scheme Co-ordinator to develop employment opportunities in construction/building and identifying potential EET opportunities in other contracts such as Lift Maintenance and repair etc.</p> <p>Accountable Strategic Director: Geoff Raw Last Updated - 25/04/2012</p>					

Strategy: 5.1.3 Provide opportunities for households to move to larger homes or downsize as their needs change

Action	Responsibility	Action Status	Start Date	End Date	% Comp.
Progress update: Provide opportunities for households to move to larger homes or downsize.	Jugal Sharma - Lead Commissioner, Housing	Ongoing	01/04/2011	31/03/2012	

ACTION PROGRESS COMMENTS

Progress so far

The lack of suitable sites in the City can require high density developments not suitable for large amounts of family homes. This combined with the economic downturn impact on building is resulting in 11% (7 of 65) of the new affordable housing developed this year being 3 bedroom homes. To mitigate the impact of this those downsizing from three bedroom homes are prioritised for homes on all new developments in the City through the Local Lettings Plan.

Accountable Strategic Director: Geoff Raw
Last Updated - 25/04/2012

Strategy: 5.1.4 Make the best use of the housing stock

Action	Responsibility	Action Status	Start Date	End Date	% Comp.
Progress update: Freeing up homes for families in need.	Jugal Sharma - Lead Commissioner, Housing	Ongoing	01/04/2011	31/03/2012	

ACTION PROGRESS COMMENTS

Progress so far

The council's underoccupation officer has been successful in freeing up 26 homes for families in need by helping people to downsize. Not only were 19 of these homes 3-bed or larger, but 8 households were helped to move into the private sector from council housing.

The Local Delivery Vehicle (LDV) has successfully borrowed £28.5 million to refurbish 499 council homes to house some of the city's most vulnerable residents and also help modernise thousands of the council's homes to meet the Decent Homes Standard. The first batch of properties was leased to the LDV on 1 November 2011 with the second batch in February 2012.

Future work planned

To address homelessness pressures the council are continuing to procure long term higher quality temporary accommodation (on 5-10 year leases) in the private rented sector as an alternative to B&B and other unsuitable temporary accommodation.

Accountable Strategic Director: Geoff Raw
Last Updated - 25/04/2012

Strategy: 5.1.5 Help households become home owners

Action	Responsibility	Action Status	Start Date	End Date	% Comp.
Progress update: help householders become home owners	Jugal Sharma - Lead Commissioner, Housing	Ongoing	01/04/2011	31/03/2012	

ACTION PROGRESS COMMENTS

Progress so far

During 2011/12 10 homes were developed for low cost home ownership. The council will continue to work with providers, developers, planning colleagues and the Homes and Communities Agency to enable the delivery of affordable housing in the City.

Barriers to success

Due to the downturn in the economy and lack of new house building the target will not be achieved.

Accountable Strategic Director: Geoff Raw
Last Updated - 25/04/2012

5. Improving Housing & Affordability

5.2 Improving Housing Quality

Strategy: 5.2.1 Work with home owners and landlords to maintain and improve the quality of their housing

Action	Responsibility	Action Status	Start Date	End Date	% Comp.
Progress update: Work with home owners and landlords to maintain and improve the quality of housing in the private sector	Jugal Sharma - Lead Commissioner, Housing	Ongoing	01/04/2011	31/03/2012	
<p>ACTION PROGRESS COMMENTS</p> <p>Progress so far</p> <p>90% of non-decent homes in the city are in the private sector (rented & owner occupied) and housing contributes 42 per cent of our total carbon emissions. In 2010-11 the Private Sector Housing Renewal programme in Brighton & Hove delivered the following key outputs:</p> <ul style="list-style-type: none"> • 392 tonnes of CO2 saved • 231 homes with vulnerable residents made decent or moved towards decency, involving a range of measures from minor repairs and/or security work to major renovation • 737 energy efficiency measures installed, including 25 renewable energy solar thermal hot water systems. • 20 empty properties bought back into use with renewal assistance for leasing to homeless households. This was out of a total of 154 long-term empty privately owned properties brought back into use in 2010/11. • 161 Disabled Facilities Grant (DFG) completions, and more than £140,000 for other adaptations in the private sector that were not able to be funded via DFG. Private sector renewal programme provided £440,000 funding to support the Government's £660,000 Disabled Facilities Grant 2010/11 allocation as well as additional disabled assistance over and above mandatory grant. • 1000 handyperson jobs for vulnerable residents. • Over 100 Home Safety and Security audits. • 14 home improvement loans via not for profit community finance partnership with loans totalling £129,508 completed <p>Future work planned</p> <p>The 2008-2011 Brighton & Hove and East Sussex Together (BEST) private sector housing renewal capital funding programme has now come to an end. The Government announced as part of the Comprehensive Spending Review in the autumn of 2010 that further funding for private sector housing renewal would not be made available. In light of this it was agreed to carry forward some existing capital funding into 2011/12. This was to ensure sufficient support remains available to vulnerable & eligible households for ongoing commitments and to ensure that continued levels high performance are maintained around: decent homes; empty properties; home energy efficiency; & disabled adaptations during 2011/12. £2.83m BEST funding has been carried over into 2011/12. There are already significant commitments against this remaining budget.</p> <p>Delivery of the renewal assistance programme is subject to availability of capital funding resources. The council is currently reviewing the private sector Housing Renewal Policy based on the end of the current programme and availability of future funding.</p> <p>Accountable Strategic Director: Geoff Raw Last Updated - 25/04/2012</p>					

Strategy: 5.2.2 Reduce fuel poverty and minimise CO2 emissions

Action	Responsibility	Action Status	Start Date	End Date	% Comp.
Progress update: Reduce fuel poverty and reduce co2 emissions	Jugal Sharma - Lead Commissioner, Housing	Ongoing	01/04/2011	31/03/2012	
<p>ACTION PROGRESS COMMENTS</p> <p>Progress so far</p>					

2011-12- first half year achieved 163.5 tons of CO2 savings (target of 225 tons). Underachievement due to reduced promotional activity on all grants and suspension of some schemes to ensure we manage within available resources. Success with Warm Homes Insulation grants in previous years mean there are now fewer un-insulated homes in the city that can be assisted through this grant. Budget constraints are impacting on availability of grants and the number of measures installed; in addition, previous successes have left remaining homes 'harder to treat'.

17 solar PV (Photo Voltaic) installations were completed on council housing prior to 12th December 2011 (date of planned Feed In Tariff reduction).

Future work planned

Free insulation available through Warm Homes Insulation grant.

Options appraisal shows approximately 1,600 dwellings suitable for solar PV (in council housing stock). The appraisal identified that a solar PV scheme has the potential to provide lifetime carbon dioxide savings of over 48,000 tonnes through an estimated capital expenditure in the region of £15 million. Cabinet on 22 Sept 2011 agreed approval of a capital programme budget up to a maximum of £15m for Solar Photovoltaic Panels on council housing stock to be financed through unsupported borrowing funded by the Feed In Tariff payment. We anticipated the scheme to have a potential net present value (NPV) surplus, in the region of £9 million for 1,600 properties after repayment of borrowing. The Government, as part of a wider consultation, has proposed a reduction in Tariff rates far in excess of the levels anticipated by the sector and which risks the schemes viability. As a result the business case will be remodelled, based on the new tariff rates and will outline options once the Government's consultation has closed and key issues confirmed. Consideration to be given to models for Council involvement in the Green Deal and Energy Company Obligation due to be launched in Autumn 2012. There are a number of opportunities; wide ranging in terms of scale, required investment, impact and opportunity for partnership working. We anticipate that these options will be further assessed over the next months to ensure that Brighton & Hove is in a strong position to maximise the benefits presented by the Green deal both in addressing CO2 emissions and climate change and in tackling fuel poverty for residents.

Barriers to success

Solar PV – Availability of finance is key, particularly as rates of return are now likely to be lower than originally projected. The council is currently finalising specification and evaluation of preferred procurement framework for the delivery of this project should it prove to be viable after remodelling in light of the review, we are also identifying if there are opportunities within existing programme of works for smaller/targeted installation programmes. The council continues to engage closely with tenants on development and delivery of Solar PV on Council housing. In addition to the potential CO2 savings of this project it can also assist tenants at risk of fuel poverty through cheaper electricity bills.

Last Updated - 10/05/2012

Strategy: 5.2.3 Develop the Brighton & Hove standard for high quality and well maintained council housing and improve tenants' homes to ensure that they meet the standard

Action	Responsibility	Action Status	Start Date	End Date	% Comp.
Progress update: Ensure the council's housing stock meets the Brighton & Hove standard through a programme of works delivered in partnership between the council and Mears Group.	Nick Hibberd - Assistant Director, Housing Management	Ongoing	01/04/2011	31/03/2012	
ACTION PROGRESS COMMENTS					
Progress so far					
The Repairs & Improvement Partnership with Mears has made good progress with improving the quality of the council's housing stock and has met this years target of bringing 88% of the council's housing stock up to the Decent Homes Standard. This follows on from meeting the 74% target last year and means that over 10,000 of the 12,000 council homes in the city are now decent.					
This year the partnership has delivered:					
736	Kitchens				
273	Bathrooms				
950	Boilers				
471	Re-wires				

1652 Properties with new doors

Further work has been done with residents and councillors on the Housing Management Consultative Committee around communicating how the council delivers the Decent Homes Standard and particularly the detail of what works are carried out when a property fails the standard. The council's Property & Investment team has recently published a four year investment programme that builds on our target to deliver Decent Homes in full by the end of 2013.

Accountable Strategic Director: Geoff Raw
Last Updated - 26/04/2012

Strategy: 5.2.4 Work with owners to bring more of the city's long term empty homes back into use

Action	Responsibility	Action Status	Start Date	End Date	% Comp.
Progress update: Bringing empty homes in the private sector back into use.	Jugal Sharma - Lead Commissioner, Housing	Ongoing	01/04/2011	31/03/2012	
ACTION PROGRESS COMMENTS					
Progress so far					
On track with 73 empty homes brought back into use since April and at least 153 empty privately owned properties will be brought back into use this financial year. End of Q3 figures are 117 back in use (76% of annual target of 153 –on target) with 21 of those leased to the council.					
The council continues working with owners to bring properties back into use - and as a last resort using enforcement action and Compulsory Purchase Orders. 17 of the homes brought back into use have been on long term leases with the council for homeless families.					
Barriers to success					
Funding for refurbishment will end in March 2012 impacting on future years work.					
Accountable Strategic Director: Geoff Raw Last Updated - 26/04/2012					

Strategy: 5.2.5 Ensure new housing is developed to the latest standards

Action	Responsibility	Action Status	Start Date	End Date	% Comp.
Progress update: Ensure new housing is developed to the latest standards (Code for Sustainable Homes and Lifetime Homes Standard)	Jugal Sharma - Lead Commissioner, Housing	Ongoing	01/04/2011	31/03/2012	
ACTION PROGRESS COMMENTS					
Progress so far					
Aim for 100% affordable homes being developed this year meet at least Level 4 of the Code for Sustainable Homes and also the Lifetime Homes Standard. In addition, target of 10% new affordable homes to be developed specifically for wheelchair users.					
Accountable Strategic Director: Geoff Raw Last Updated - 26/04/2012					

5. Improving Housing & Affordability

5.3 Improving Housing Support

Strategy: 5.3.1 Support households to make informed choices about their housing options

Action	Responsibility	Action Status	Start Date	End Date	% Comp.
Progress update: Support Households to make informed choices about their housing options	Jugal Sharma - Lead Commissioner, Housing	Ongoing	01/04/2011	31/03/2012	
ACTION PROGRESS COMMENTS					
Progress so far A monthly bulletin for staff to use with those in housing need has been developed. This details the number of private sector homes available to rent in the city and neighbouring towns, and breaks these down into property size and households type, highlighting the availability of suitable homes that fall within housing benefit Local Housing Allowance limits. A housing options guide for people with a Learning Disability has been produced and there is a dedicated housing options specialist for this client group.					
Work to include private rented homes in the Homemove magazine and to move overcrowded households into leased properties is currently under review.					
Accountable Strategic Director: Geoff Raw Last Updated - 26/04/2012					
Strategy: 5.3.2 Provide adaptations and support to households and their carers					
Action	Responsibility	Action Status	Start Date	End Date	% Comp.
Progress update: Adults Providers delivery - provide adaptations and support to households and their carers	Denise D'Souza - Lead Commissioner People	Ongoing	01/04/2011	31/03/2012	
ACTION PROGRESS COMMENTS					
Progress so far: In the month of January 2012 the integrated Community Equipment Service (which provides equipment for both social care and NHS) received 306 social care referrals for equipment, which resulted in 434 items of equipment being delivered and 97.53% of these were delivered within a week.					
Future work planned: Over the coming months Adult Care Commissioning and Housing Commissioning in the council will explore how to provide a more integrated service in relation to adaptations.					
Accountable Strategic Director: Terry Parkin Last Updated - 10/05/2012					
Action	Responsibility	Action Status	Start Date	End Date	% Comp.
Progress update: Provide adaptations and support to householders and carers	Jugal Sharma - Lead Commissioner, Housing	Ongoing	01/04/2011	31/03/2012	
ACTION PROGRESS COMMENTS					
Progress so far: The Housing Adaptations Occupational Therapy (HAOT) team attends housing viewings with disabled applicants to support & advise on the suitability of the property, adapted to meet long term needs or suitability to adapt, making best use of the accessible housing stock and reducing the pressure on the Housing & Revenue Account adaptations budget.					
Jan 2011 HAOT and the housing Estates Services launched the minor works without delay initiative, simplifying and speeding up access to minor adaptations for council tenants. In the first six months the neighbourhood response team completed 41 jobs 100% completed within the target 10 days.					
There have been 63 Disabled Facilities Grant completions, investing £466K in major housing adaptations in the private sector to enable people to live as independently as possible for as long as possible in their own homes with a further commitment (grants approved not completed) of £670K.					
Future work planned					

Minor adaptations; in March 2012 members of the neighbourhood response team will have completed Enhanced Assessor training to assess and install a wider range of minor adapts and equipment. In April 2012 promotion and publicity are planned.
Decent Homes; the HAOT team continuing to work closely with Mears on the Decent Homes programme to deliver adaptations alongside decent homes work and to more pro-actively manage the demand for major adaptations.

Accountable Strategic Director: Geoff Raw
Last Updated - 26/04/2012

Strategy: 5.3.3 Prevent homelessness and rough sleeping

Action	Responsibility	Action Status	Start Date	End Date	% Comp.
Progress update: Working to prevent homelessness and rough sleeping	Jugal Sharma - Lead Commissioner, Housing	Ongoing	01/04/2011	31/03/2012	

ACTION PROGRESS COMMENTS

Progress so far:

Last Official Rough Sleeper count in November 2011 was 37, a significant increase from 14 recorded in previous year. Crime Reduction Initiatives (CRI) Rough Sleepers Team are refocusing resources to work with rough sleepers new to the streets to provide earlier interventions to help people avoid becoming entrenched in street life, and are actively supporting people to find somewhere to live. Around 65% of rough sleepers in the city come from outside the area and over 250 people a year are supported to find accommodation solutions outside Brighton and Hove. The council has supported a successful voluntary sector bid from CRI and Brighton Housing Trust from the Homelessness Transition Fund, which brings an additional £248k into the city over the next two years which will directly support rough sleepers off the street and into accommodation .

Further innovative services have been commissioned, including: Sussex Nightstop which provides emergency accommodation for young people; Recovery Mentor Service which trains ex rough sleepers to mentor those who are accessing hostels for the first time after long periods of street life and other services, in line with the Governments No Second Night Out Strategy. This seeks to ensure that rough sleepers get the right help at the right time to prevent them arriving on or returning to the streets.

The city's Severe Weather Emergency Shelter for rough sleepers this year over the course of two weeks accommodated between 19 and 36 people a night and delivered some positive outcomes for people who have accessed other services such as mental health accommodation and treatment, a detox support project, and one client has been reconnected with their family.

Barriers to success

Numbers of rough sleepers have been recorded as rising across the UK and a similar picture has been noted in Brighton & Hove. This is presenting extra pressures on services to deliver more in an environment where resources are mainly staying the same or reducing.

Accountable Strategic Director: Geoff Raw
Last Updated - 26/04/2012

Strategy: 5.3.4 Reducing worklessness, community cohesion, reducing anti-social behaviour, and reducing inequality

Action	Responsibility	Action Status	Start Date	End Date	% Comp.
Progress update: Reducing worklessness, community cohesion, reducing anti-social behaviour, and reducing inequality	Leighe Rogers - Director Brighton and East Sussex Local Delivery Units	Ongoing	01/04/2011	31/03/2012	

ACTION PROGRESS COMMENTS

Progress so far:

Research shows that homelessness and poor housing are significant criminogenic needs and that access to good quality housing with appropriate tenancy support is a key factor in re-integrating offenders into the community and reducing re-offending. The majority of offenders face multiple disadvantages in the housing market because of problems

additional to their criminal record, such as unemployment, substance misuse, poor family and social integration, poor educational attainment and lack of basic and other key skills.

Surrey and Sussex Probation Trust in partnership with BHCC supports offenders to help then find , access and keep appropriate housing in order to reduce offending and in this way enhance community safety. Complex offenders are referred to specialist services and into temporary units where they receive a housing support service , for example: Glenwood Lodge; PHASE 1; William Collier House. Any provision includes the scope to move offenders from supported accommodation into more mainstream rental provision with Registered Social Landlords and floating support.

Accountable Strategic Director: Charlie Stewart
Last Updated - 30/04/2012

Action	Responsibility	Action Status	Start Date	End Date	% Comp.
Progress update: Support provided through the Supporting People programme	Jugal Sharma - Lead Commissioner, Housing	Ongoing	01/04/2011	31/03/2012	

ACTION PROGRESS COMMENTS

Progress so far

The Supporting People programme continues to help 4,800 households maintain their independence and quality of life. These services are reducing the need for more intensive and costly alternatives saving the city's public sector more than £30m per annum after costs are taken into account. Targets are being exceeded with 72% of service users in short term services being supported to move on in a planned way and 99% of long term service users either sustaining or increasing their independence.

Satisfaction rates in respect of dealing with Anti-Social Behaviour cases is exceeding the national average (96% compared to 68%) with 89% of tenancies sustained despite a caseload 28% higher than the national average. Residents and staff are working on action plan to improve community involvement in tackling ASB.

Future work planned

Supporting People are supporting ongoing education, employment and training opportunities within homelessness and supported housing such as Business Action on Homelessness; Step by Step Literacy and Numeracy project; Accredited Life skills programmes; Accommodation for Work Project; First Base Day centre and social enterprises (DINE; Sussex Central Social enterprise with Mears). An Interreg Bid has been made for targeted education, employment and training initiatives for residents in council housing stock. We are also working with DWP/JCP to minimise impact of the Welfare Reform Bill on housing and homeless clients.

Accountable Strategic Director: Geoff Raw
Last Updated - 26/04/2012

Strategy: 5.3.5 Work to ensure student housing provides a positive contribution to students' lives and the city

Action	Responsibility	Action Status	Start Date	End Date	% Comp.
Progress update: Student Housing Strategy related actions plus additional programmes of work	Jugal Sharma - Lead Commissioner, Housing	Ongoing	01/04/2011	31/03/2012	

ACTION PROGRESS COMMENTS

Progress so far

Under the Student Housing Strategy (see <http://www.brighton-hove.gov.uk/index.cfm?request=c 1188834>) work is ongoing with the Universities to consider options for purpose built student housing (such as on the Preston Barracks site) to manage pressures from an expanding student population and also encourage fewer students to live in the city's family sized housing.

In addition, the Council's Private Sector Housing service is looking at options for implementing additional HMO licensing in studentified areas of the city. It would require landlords and managers to meet appropriate personal and professional standards of conduct; the upgrading of poorer buildings to minimum health and safety standards including fire safety; and the sufficient day-to-day management and supervision of the buildings to help reduce antisocial behaviour.

The University of Brighton and the Council have joined forces to provide a joint 'social lettings agency'. In return for higher accommodation standards and value for money, landlords are being offered the opportunity of long term contracts, guaranteed rent, and management of the entire lettings process. Targeted neighbourhoods will benefit from these combined resources to effectively deal with housing management including aspects of anti-social behaviour that can arise.

The Private Sector Housing team is currently consulting on proposals to extend HMO licensing in five wards with high concentrations of smaller HMO's not currently covered by our existing mandatory scheme.

Barriers to success

There has been increased interest recently by the development industry in building 'speculative' purpose-built student housing at a time when the viability of the building market / affordable housing has declined. This is putting pressure on sites the council wants to see developed for needed market or affordable housing .

Accountable Strategic Director: Geoff Raw

Last Updated - 10/05/2012

6. Living within Environmental Limits and enhancing the environment

6.1 A low carbon city

Strategy: 6.1.1 Low carbon economy

Action	Responsibility	Action Status	Start Date	End Date	% Comp.
Progress update: Low carbon economy	Thurstan Crockett - Head of Sustainability	Ongoing	01/04/2011	31/03/2012	

ACTION PROGRESS COMMENTS

The city's Climate Change Strategy (CCS) was adopted by Brighton & Hove's Strategic Partnership (BHSP) in December 2011 and approved by the Public Service Board a month earlier. The strategy provides a framework to bring together and build on the range of city commitments and policies already in place, to focus effort and work over the next 4 years and beyond in becoming a 'low carbon city, adapting well to climate change'. The CPP sub outcomes low carbon economy, low carbon transport and low carbon homes feed into low carbon city and align directly with the CCS.

Progress so far:

The business champion for a low carbon local economy is the Executive Director of the Brighton & Hove Business Forum and runs the city's Economic Partnership as well as being a member of the City Sustainability Partnership (CSP). Work in this area has been strengthened with the Chamber of Commerce's Green Business Group, through its new partnership representative, and another new business representative has joined the CSP from the Sustainable Energy Working Group.

Progress has been made against the recommendations of the council's Environmental Industries Scrutiny Panel to develop the globally competitive environmental industries sector in the city. An 'Open Space' business consultation event was held in February 2012 to establish, "What is needed to grow the size, creativity and impact of the environmental sector in our city?", and some 70 participants developed themes that are now being prioritised and taken forward via a working group.

Facilitating 'energy efficient private, public & third sector organisations', progress has been made in improving co-ordination of council business support offers in resource efficiency and local procurement. However, this work could still be promoted more widely. Carbon reduction is being tracked through the Low Carbon Essentials programme, a free, accessible service that can help businesses across the South East find out how to save on energy bills and improve their carbon footprint, as well as reduce waste. Links are being established through the Brighton and Hove Strategic Partnership (BHSP) and Public Service Board (PSB) members (via CSP members and specialists including University of Brighton, University of Sussex and Sussex NHS Trust) to share understanding and good practice in carbon reduction plans.

Future work planned:

- The City Economic Strategy is to be reviewed and revised to integrate the 'low carbon economy' outcome from the Climate Change Strategy and Brighton and Hove City Council's Corporate Plan.
- An eco tourism strategy is planned for the city which aligns to the objectives of sustainable tourism .
- The City Employment & Skills Group has identified working up proposals for an Eco Tech Business Park in the city as a priority for future job creation and is exploring setting up a network of environmental businesses. This will help foster well developed environmental knowledge and skills.

Barriers to achieving good performance:

While cutting carbon through resource efficiency is an important driver , especially for large employers, other concerns about the impact of the recession dominate and the public sector budget squeeze may make it difficult to develop greater support for the business community .

Fragmentation of policies and programmes, and lack of focus could lead to other cities becoming more competitive in attracting investment in environmental industries. There is an opportunity for the Brighton and Hove City Plan (previously known as the council's Core Strategy) to influence aspiration and achievement in Brighton and Hove as a sustainable city if programmes (e.g. One Planet, Climate Change Strategy, Economic Strategy, Transport Plan, Climate Change Strategy, Biosphere Reserve work) are effectively aligned.

Accountable Strategic Director: Geoff Raw
Last Updated - 30/04/2012

Strategy: 6.1.2 Low carbon buildings

Action		Responsibility	Action Status	Start Date	End Date	% Comp.
Progress update: Low carbon buildings		Thurstan Crockett - Head of Sustainability	Ongoing	01/04/2011	31/03/2012	

ACTION PROGRESS COMMENTS

Progress so far:

The CPP sub outcomes low carbon economy, transport and homes feed into low carbon city and this framework aligns directly with the Climate Change Strategy.

A review of existing programmes, policies and strategies has been undertaken to inform the development of the Climate Change Strategy, and the 'low carbon homes and buildings' outcome.

The council began the procurement of Solar Photovoltaic (PV) panels for council houses and corporate buildings, however changes in the Government's 'Feed in Tariff' rate affected the financial viability of this work, and it has been significantly scaled down.

A new Sustainability Checklist developed by the council's City Planning department has to be completed by developers for all residential planning applications involving new builds and conversions, incorporating an embodied energy calculator. The Eco-Open Houses event in September 2011 raised awareness of energy efficiency and sustainable energy solutions in homes and buildings.

Brighton & Hove community, voluntary, private and public sector groups have developed partnerships to work on projects that contribute to reducing carbon emissions and adapting to climate change. Brighton & Hove 10:10, Brighton Energy Co-operative, the Low Carbon Trust and Brighton Peace and Environment Centre, working with community partners, were successful in winning £250,000 in government funds under the Local Energy Assessment Fund for projects delivered successfully by 31 March 2012. Together they:

- Carried out 175 home energy surveys, 150 of which were completed by the Green Building Partnership
- Carried out energy surveys on Hollingdean and Hanover community centres (with energy efficiency measures to be installed in April)
- Worked with Hanover Action for Sustainable Living, Hanover 10:10 and the Hollingdean Development Trust to hand out more than 200 energy saving packs containing simple to

install energy efficiency measures such as energy meters and draught-proofing kits

- Created a home energy self-assessment survey for use by anyone in the city
- Published guidance on how to cut bills and make your home more energy efficient, where to go to find grants to do so and advice for tenants and landlords
- Re-launched the Green Pages — a directory, listing green products and services in the city
- Raised awareness of how to stop wasting energy in the home and cut energy bills
- Written retrofit planning guidance, which will help homeowners assess what energy efficiency technologies work for them and what planning permission they may require
- Drafted a Planning Advice Note (PAN) on external wall insulation for use by planners, developers, architects and facility managers.
- Created a computerised graphic of a typical Hanover street clad in external wall insulation
- Researched the viability of a buyer's club, which would allow residents to bulk purchase energy efficiency measures and thus qualify for a discount

A wider partnership has won funding to develop a bid for the next stage of the Big Lottery's 'Communities Living Sustainably' fund with a significant further focus on expanding some of these carbon reduction projects.

The Warm Homes scheme has been extended until October 2012.

City carbon emissions (NI186) data has been analysed, and a target of 4% per year validated to align with the longer term city 2020 target of a 42% reduction on CO2 emissions.

Future work planned:

- A review of sustainability performance standards of general planning procedures in the city, specifically reviews of the council's Local Development Framework supplementary planning document (SPD08), the City Plan and the Site Allocations Development Plan Document.
- The council is currently evaluating its role in the Green Deal, due to be launched by Government in October 2012.

Barriers to achieving good performance:

There is currently no national funding being distributed to the council for private sector housing renewal and therefore new options for investment to reduce carbon emissions from the private rented sector would need to be identified.

Accountable Strategic Director: Geoff Raw
Last Updated - 10/05/2012

Strategy: 6.1.3 Low carbon transport

Action	Responsibility	Action Status	Start Date	End Date	% Comp.
Progress update: Low carbon transport	Thurstan Crockett - Head of Sustainability	Ongoing	01/04/2011	31/03/2012	

ACTION PROGRESS COMMENTS

Progress So Far:

This outcome aligns directly with the Climate Change Strategy.

Also see the Sustainable Transport section of this document (7.1.1), as this area of work is relevant to both sections.

Carbon reduction from transport is a high priority in the council's Local Transport Plan 3 (LTP3), the transport strategy for the city (approved in May 2011). To support this, the council successfully secured over £4 million from the government's Local Sustainable Transport Fund (LSTF) for the A270 Lewes Road corridor in mid-2011. This project involves key partners such as Southern Rail, Brighton & Hove Buses, Sussex and Brighton Universities, the Primary Care Trust, and the Engineering and Physical Sciences Research Council.

Continued investment in low emission technology, such as electric vehicle charging points, will also contribute towards reducing carbon emissions. There are currently eight charging points in the city, including two new charging points in Madeira Drive.

Work has also been undertaken to review and update the council's Climate Change Strategy, including the compilation of an adaptation risk register including flood and drainage issues, which will help identify the ways in which transport can support other citywide and council initiatives to reduce carbon emissions.

Future work planned:

- The LSTF Lewes Road project has started to be implemented and include:
- Upgrades to public transport facilities such as real time bus signs, bus shelters and accessible bus stops
- Improvements for pedestrians, buses and cyclists
- Improved links to the new South Downs National Park, and; provision of sustainable travel information and incentives to residents, school children and university students

A review of existing electric vehicle charging points will be undertaken in order to assess how future provision can be developed. A further £20,000 from the LTP capital programme has been allocated for 2012/13 to assist in the management and development of the charging point network.

The Local Transport Plan includes activities which include:

- Encouraging a transfer to lower carbon forms of transport, such as buses
- Encouraging zero carbon options, such as walking & cycling; changed travel behaviour (e.g. greater use of car sharing)
- Reducing the need to travel (e.g. through more sustainable business practices)

Barriers to Future Performance

- Adequate progress in vehicle and engine technology development and adoption. Associated initial costs and the cultural shift required (ie adapting to charging times) to increase the uptake of electric vehicles are recognised by the Department for Transport (DfT) as being potential barriers to progress in this area.
- Ensuring adequate levels of funding are secured to support and expand existing projects, and develop new initiatives.
- Meeting targets set for carbon reduction is reliant on the combined efforts of partners, stakeholders, local communities and residents
- The council is reliant on popular support during consultations for sustainable transport options and initiatives that reduce carbon emissions
- Sufficient change in travel behaviour to lower carbon transport alternatives such as walking, cycling and public transport.

Accountable Strategic Director: Geoff Raw

Last Updated - 10/05/2012

Strategy: 6.1.4 Increasing the use of renewable and sustainable energy sources

Action	Responsibility	Action Status	Start Date	End Date	% Comp.
Progress update: Increasing the use of renewable and sustainable energy sources	Thurstan Crockett - Head of Sustainability	Ongoing	18/10/2011	31/03/2012	

ACTION PROGRESS COMMENTS

Progress so far:

This sub outcome aligns directly with the Climate Change Strategy.

The council's Scrutiny Panel on the city's 'Renewable Energy Potential' made 13 recommendations, and provides a valuable evidence base for this issue as well as a mechanism for tracking progress. The Panel's main themes included looking at the national and regional policies and opportunities for renewable energy, looking at other authorities for good practice, considering the successes and barriers that had been experienced by renewable energy installers in Brighton and Hove, and how the Council could encourage the growth of renewable energy.

The Sustainable Energy Working Group is now a sub-group of the City Sustainability Partnership and is developing a work programme.

A council officer group has been convened to re-establish focus in delivering the Environment and Sustainability Overview and Scrutiny Commission's recommendations on Renewable Energy Potential in the city. Work is now in progress to develop a council policy for sustainable energy and clear position in the city, linking to the Sustainable Energy Working Group.

Future work planned:

A city Energy Study is being commissioned by the Planning Team to inform City Plan Part 2.

Barriers to achieving good performance:

Uncertainty for investors created by further changes to the 'Feed in Tariff rate' and delays to the 'Renewable Heat Incentive' are once again changing the incentives underpinning investment in renewables.

Dedicated resourcing for this work has not been identified locally and limited further progress will be made without renewed city ambition, leadership and focus leading to additional resourcing.

Accountable Strategic Director: Geoff Raw

Last Updated - 27/04/2012

6. Living within Environmental Limits and enhancing the environment

6.2 A city adapted well to climate change

Strategy: 6.2.1 Robust planning in place for climate change adaptation

Action	Responsibility	Action Status	Start Date	End Date	% Comp.
Progress update: Robust planning in place for climate change adaptation	Thurstan Crockett - Head of Sustainability	Ongoing	18/10/2011	31/03/2012	

ACTION PROGRESS COMMENTS

Progress so far:

Phase 1 of the city Surface Water Management Plan (flood modelling) has been completed and the Environment Agency has published a Preliminary Flood Risk Assessment for the city (see <http://www.environment-agency.gov.uk/research/planning/135538.aspx>)

Coastal study funding has been secured from the Environment Agency.

A Local Climate Impact Profile study (see: <http://www.ukcip.org.uk>), using national methodology has been undertaken. This tool is designed to enable local authorities to understand how their council services are affected by historical climate events and how they can learn from such experience to adapt to a future climate. Basic analysis of Climate Projections has been undertaken and further work is required.

Drought planning is well underway for the council and all its operations and a business briefing on drought is planned for May 3 as part of business continuity planning.

The key short term risk has been and continues to be drought and detailed risk work has been undertaken to reduce the impact of drought on the city.

Future work planned:

Phase 2 of the Surface Water Management Plan will be completed by June 2013. Brighton Marina to River Adur Flood and Coastal Erosion Risk Management Strategy work will start.

The Local Climate Impact Profile work made steps towards raising awareness of climate change adaptation across the organisation within Brighton and Hove City Council. Much more could be done across the city to improve resilience and preparedness, including detailed analysis of the local climate projections, a comprehensive assessment of risks and opportunities of our changing climate and a community engagement programme to increase resilience in severe weather.

An adaptation group has been convened with a remit to agree the best approach in taking forward actions identified in the Local Climate Impact Profile (LClip) work, and regional links are being explored through the Environment Agency, who now is the responsible authority for Climate Change Adaptation.

Joint working opportunities are also being explored with neighbouring local authorities, organisations and public sector bodies. A workshop was held with members of the Sussex Sustainability Network (local authority officers) to share progress on climate change work across the region, learn from each other and identify opportunities for joint working.

Climate Local will shortly be re-launched (in May 2012) to replace the Nottingham Declaration, and this will provide a framework and greater opportunity for regional collaboration, and well as opportunity for the city to re-state its commitment to tackling climate change – both carbon reduction and adapting to climate change.

Barriers to achieving good performance:

Resource constraints make it difficult to undertake further projections work.

Accountable Strategic Director: Geoff Raw
Last Updated - 02/05/2012

6. Living within Environmental Limits and enhancing the environment

6.3 Less waste creation in the city and cost effective, sustainable management of waste that is created

Strategy:

6.3.1 Reduction of waste and increased levels of reuse, recycling and composting

Action	Responsibility	Action Status	Start Date	End Date	% Comp.
Progress Update: Reduction of waste and increased levels of reuse, recycling and composting	Jan Jonker - Head of Strategy	Ongoing	07/11/2011	31/03/2012	

ACTION PROGRESS COMMENTS

Progress So Far:

Draft Waste Strategy approved by Environment Transport & Sustainability Cabinet Members Meeting, and consultation is currently underway - due to be completed end of April 2012.

The consultation on communal recycling is completed and the decision to proceed with trial was agreed by Environment, Transport & Sustainability CMM in January. The trial is to commence in April 2012.

Expression of interest submitted to DCLG 'Supporting Weekly Collections' Fund. The proposal is to submit a bid to roll communal recycling out in the city centre subject to the trial being successful.

Interreg funding bid for food waste collection completed and submitted. Decision on whether bid is successful in June 2012. Successful bid will require match funding. The business case for a commercial waste collection trial in the Business Improvement District area is being progressed.

Future work planned:

Future action plan set out in Waste Management Strategy Review;

Barriers to Future Performance

Food waste collection trial is subject to Interreg bid being successful and match funding being secured.
Roll out of communal recycling is subject to the trial being successful and the DCLG funding bid being successful.

Accountable Strategic Director: Geoff Raw
Last Updated - 01/05/2012

6. Living within Environmental Limits and enhancing the environment

6.4 Increase and conserve levels of biodiversity in the city

Strategy: 6.4.1 Increased habitat connectivity

Action	Responsibility	Action Status	Start Date	End Date	% Comp.
Progress update: Increased Habitat Connectivity	Jan Jonker - Head of Strategy	Ongoing	07/11/2011	31/03/2012	

ACTION PROGRESS COMMENTS

Progress So Far:

Surveys of potential Sites of Nature Conservation Importance (SNCIs) are now completed. The data is being compiled for consideration by independent selection panels later in the year. When selected, the new SNCIs will form an important component of the citywide green network.

Future work planned:

Public engagement work on the draft Biodiversity Action Plan scheduled to start May/June 2012. This will include consultation on the proposed city-wide green network which will form the basis for improving habitat connectivity.

Barriers to Future Performance:

Careful planning is needed to ensure the consultation is efficient and effective .

Accountable Strategic Director: Geoff Raw
Last Updated - 01/05/2012

Strategy: 6.4.2 Important species and habitats and sites are defined, conserved; their favourable conservation status achieved

Action	Responsibility	Action Status	Start Date	End Date	% Comp.
Progress update: Important species and habitats and sites are defined, conserved; their favourable conservation status achieved	Jan Jonker - Head of Strategy	Ongoing	07/11/2011	31/03/2012	

ACTION PROGRESS COMMENTS

Progress So Far:

The council has published a draft Local Biodiversity Action Plan (BAP) for the city. The BAP identifies the most important habitats and species locally, assesses their nature conservation status and sets out the actions needed to ensure a favourable conservation status is achieved for them. The draft BAP is available to view on the CityWildlife Forum – see <http://www.citywildlife.org.uk/forum>

Future work planned:

Public engagement work on the draft Biodiversity Action Plan scheduled to start May/June 2012.

Barriers to Future Performance:

Careful planning is needed to ensure the consultation is efficient and effective .

Accountable Strategic Director: Geoff Raw
Last Updated - 01/05/2012

Strategy: 6.4.3 Measurable benefits to communities and the economy

Action	Responsibility	Action Status	Start Date	End Date	% Comp.
Progress update: Measurable benefits to communities and to the economy	Jan Jonker - Head of Strategy	Ongoing	07/11/2011	31/03/2012	

ACTION PROGRESS COMMENTS

Progress So Far:

The Biosphere Partnership and the South Downs Chalk Partnership have successfully won Defra funding as one of twelve Nature Improvement Areas in England . NIAs will take forward an initiative to create large, discrete areas that will deliver a step change in nature conservation, delivering significant improvements for wildlife and people. The initiative includes over £100,000 Defra funding for Brighton and Hove.

Future work planned:

Public engagement work on the proposed Biosphere Reserve scheduled to start May/June 2012.

Habitat creation work, beginning with 'B banks' for butterflies and bees, has commenced and will be ongoing in public spaces across Brighton and Hove through the year.

Barriers to Future Performance:

Careful planning is needed to ensure the consultation is efficient and effective .

Accountable Strategic Director: Geoff Raw
Last Updated - 01/05/2012

7. Promoting Sustainable Transport

7.1 Improving health and tackling climate change

Strategy: 7.1.1 Reducing carbon emissions

Action	Responsibility	Action Status	Start Date	End Date	% Comp.
Progress update: Reducing carbon emissions	Andrew Renaut - Head of Transport Policy and Major Projects	Ongoing	01/04/2011	31/03/2012	

ACTION PROGRESS COMMENTS

Progress So Far:

Carbon reduction from transport is a high priority in the council's Local Transport Plan 3 (LTP3), the transport strategy for the city (approved in May 2011). To support this, the council successfully secured over £4 million from the government's Local Sustainable Transport Fund (LSTF) for the A270 Lewes Road corridor in mid-2011. This project involves key partners such as Southern Rail, Brighton & Hove Buses, Sussex and Brighton Universities, the Primary Care Trust, and the Engineering and Physical Sciences Research Council.

Continued investment in low emission technology, such as electric vehicle charging points, will also contribute towards reducing carbon emissions. There are currently eight charging points in the city, including two new charging points in Madeira Drive.

Work has also been undertaken to review and update the council's Climate Change Strategy , including the compilation of an adaptation risk register including flood and drainage issues, which will help identify the ways in which transport can support other citywide and council initiatives to reduce carbon emissions.

Future work planned:

The LSTF Lewes Road project has started to be implemented and include:

- Upgrades to public transport facilities such as real time bus signs, bus shelters and accessible bus stops
- Improvements for pedestrians, buses and cyclists
- Improved links to the new South Downs National Park, and provision of sustainable travel information and incentives to residents, school children and university students

A review of existing electric vehicle charging points will be undertaken in order to assess how future provision can be developed . A further £20,000 from the LTP capital programme has been allocated for 2012/13 to assist in the management and development of the charging point network.

The Local Transport Plan includes activities which include :

- Encouraging a transfer to lower carbon forms of transport, such as buses
- Encouraging zero carbon options, such as walking & cycling; changed travel behaviour (e.g. greater use of car sharing)
- Reducing the need to travel (e.g through more sustainable business practices)

Barriers to Future Performance

- Adequate progress in vehicle and engine technology development and adoption . Associated initial costs and the cultural shift required (ie adapting to charging times) to increase the uptake of electric vehicles are recognised by the Department for Transport (DfT) as being potential barriers to progress in this area.
- Ensuring adequate levels of funding are secured to support and expand existing projects, and develop new initiatives.
- Meeting targets set for carbon reduction is reliant on the combined efforts of partners , stakeholders, local communities and residents
- The council is reliant on popular support during consultations for sustainable transport options and initiatives that reduce carbon emissions
- Sufficient change in travel behaviour to lower carbon transport alternatives such as walking , cycling and public transport.

Accountable Strategic Director: Geoff Raw

Last Updated - 10/05/2012

Strategy: 7.1.2 Improving air quality

Action	Responsibility	Action Status	Start Date	End Date	% Comp.
Progress update: Improving air quality	Andrew Renaut - Head of Transport Policy and Major Projects	Ongoing	01/04/2011	31/03/2012	

ACTION PROGRESS COMMENTS

Progress So Far:

Improvements to transport provision feature prominently in the council's new Air Quality Action Plan (AQAP) [see <http://www.brighton-hove.gov.uk/index.cfm?request=c 1001183>], which has strong links to Local Transport Plan (LTP3) [see <http://www.brighton-hove.gov.uk/index.cfm?request=c 1146323>] and the new Sussex Low Emission Strategy, which include improving traffic flow, influencing decisions people make when travelling, and introducing cleaner vehicles to the city. The council has completed works jointly with West Sussex County Council, to deliver transport improvements in the Shoreham Harbour area through the government's Community Infrastructure Fund (CIF). This location is within the city's Air Quality Management Area (AQMA) and the funding has helped to upgrade and improve traffic signals at 7 junctions in the area, reducing congestion and benefiting all road users.

Future work planned:

Continued investment in measures to improve air quality will be undertaken using Local Transport Plan funding . Projects such as Brighton Station Gateway, improved car park signing and 'intelligent' traffic signals will help to reduce congestion and keep traffic moving , while the construction of the A270 Old Shoreham Road cycle route and improvements for public transport passengers such as real-time information and accessible bus stops provide incentivise public transport use and contribute towards reducing

car use.

Monitoring of air quality levels has shown that improvements have been recorded in recent years. However, additional monitoring across the city has also shown that there are other sites with poorer air quality such as areas adjacent to the AQMA (Portslade Old Village, the main roads surrounding Preston Park and Ditchling Road to Five Ways). A more detailed assessment is required for the junction of Preston Drive and Preston Road (A23) and a distinct local area remote from the existing AQMA in Rottingdean High Street. Particular focus will also be placed on addressing the contribution of diesel-fuelled and heavy vehicles to local air pollution.

Barriers to Future Performance

- As with reducing carbon emissions, adequate progress in vehicle and engine technology development and adoption is required to reduce emissions and improve air quality.
- Sufficient change in travel behaviour is required, to reduce road traffic levels.

Accountable Strategic Director: Geoff Raw
Last Updated - 27/04/2012

Strategy: 7.1.3 Increasing levels of walking and cycling in the city

Action	Responsibility	Action Status	Start Date	End Date	% Comp.
Progress update: Increasing levels of walking and cycling in the City	Andrew Renaut - Head of Transport Policy and Major Projects	Ongoing	01/04/2011	31/03/2012	

ACTION PROGRESS COMMENTS

Progress So Far:

The council continues to help businesses develop and deliver sustainable approaches to transport with Workplace Travel Plans, through voluntary participation and the planning system. Surveys have shown an average reduction in driver-only car use of nearly 10%. The now well-established Brighton & Hove Travel Plan Partnership meets regularly and continues to welcome new members. Consideration has recently been given to the Royal Sussex County Hospital 3 T's development, and the Amex Community Stadium.

The School Travel Plan programme includes many activities to support access to schools. Significant numbers (700+) of children have received road safety pedestrian training, and 15 school crossing patrols also continue to operate across the city, serving 20 schools. There has also been a focus on promoting and providing training and facilities for scooters in at least 3 schools.

The development and delivery of the new Safer Routes to School scheme in the South Portslade area has continued to assist movement to and from a number of schools. The council has now completed its involvement in the EU-funded MMOVE project, which promoted examples of transport successes in the city and considered the transferability of a school 'bike train' initiative, in partnership with the council's Bike-It officer.

Future work planned:

The council will continue to request and secure Travel Plans through the planning system, and ensure that existing plans are fully implemented, and work with the Travel Plan Partnership. Funding from the LTP will be used to help match-fund improved transport provision at a number of sites. Analysis of staff travel surveys from 25 sites across the city using the iTrace software will provide some new information on travel patterns. The next Travel Plan Partnership meeting will be held in mid 2012.

Officers will continue to work with schools that do not have School Travel Plans, or require their plan to be reviewed and updated, especially those that are privately run. Continued support and advice for schools through the provision of road safety education, training and publicity will help to ensure that safe and sustainable transport is promoted and used for the journey to school.

A new programme of Safer Routes to School projects will be developed to continue to improve journeys to school.

Barriers to Future Performance

- Maintaining and growing the travel plan partnership and resourcing this work.
- There are private and public schools that are yet to sign up to the travel plans . One of the key challenges is engaging with these schools effectively to encourage them to sign up to the process.

Accountable Strategic Director: Geoff Raw
Last Updated - 27/04/2012

7. Promoting Sustainable Transport

7.2 Keeping the city moving

Strategy: 7.2.1 Improving access to jobs and schools

Action	Responsibility	Action Status	Start Date	End Date	% Comp.
Progress update: Improving access to jobs and schools	Andrew Renault - Head of Transport Policy and Major Projects	Ongoing	01/04/2011	31/03/2012	

ACTION PROGRESS COMMENTS

Progress So Far:

The council continues to help businesses develop and deliver sustainable approaches to transport with Workplace Travel Plans , through voluntary participation and the planning system. Surveys have shown an average reduction in driver-only car use of nearly 10%. The now well-established Brighton & Hove Travel Plan Partnership meets regularly and continues to welcome new members. Consideration has recently been given to the Royal Sussex County Hospital 3 T's development, and the Amex Community Stadium.

The School Travel Plan programme includes many activities to support access to schools . Significant numbers (700+) of children have received road safety pedestrian training, and 15 school crossing patrols also continue to operate across the city, serving 20 schools. There has also been a focus on promoting and providing training and facilities for scooters in at least 3 schools.

The development and delivery of the new Safer Routes to School scheme in the South Portslade area has continued to assist movement to and from a number of schools. The council has now completed its involvement in the EU-funded MMOVE project, which promoted examples of transport successes in the city and considered the transferability of a school 'bike train' initiative, in partnership with the council's Bike-It officer.

Future work planned:

The council will continue to request and secure Travel Plans through the planning system, and ensure that existing plans are fully implemented, and work with the Travel Plan Partnership. Funding from the LTP will be used to help match-fund improved transport provision at a number of sites. Analysis of staff travel surveys from 25 sites across the city using the iTrace software will provide some new information on travel patterns . The next Travel Plan Partnership meeting will be held in mid 2012.

Officers will continue to work with schools that do not have School Travel Plans, or require their plan to be reviewed and updated, especially those that are privately run. Continued support and advice for schools through the provision of road safety education, training and publicity will help to ensure that safe and sustainable transport is promoted and used for the journey to school.

A new programme of Safer Routes to School projects will be developed to continue to improve journeys to school .

Barriers to Future Performance

- Maintaining and growing the travel plan partnership and resourcing this work.
- There are private and public schools that are yet to sign up to the travel plans . One of the key challenges is engaging with these schools effectively to encourage them to sign up

to the process.

Accountable Strategic Director: Geoff Raw
Last Updated - 27/04/2012

Strategy: 7.2.2 Increased use of car clubs and public transport

Action	Responsibility	Action Status	Start Date	End Date	% Comp.
Progress update: Increase use of car clubs and public transport	Andrew Renaut - Head of Transport Policy and Major Projects	Ongoing	01/04/2011	31/03/2012	

ACTION PROGRESS COMMENTS

Progress So Far:

Until late 2011, there were approximately 70 dedicated on-street parking spaces for vehicles provided in the city by two car club operators – City Car Club and Streetcar. Streetcar has subsequently withdrawn its operation and discussions are required to ascertain how their members and access to vehicles will be managed. The council will continue to support car club use and try to help meet residents' demands for increased access to cars. These requests are usually addressed alongside other similar requests e.g. disabled driver bays, through the current 6-monthly Traffic Regulation Order advertisement process and therefore there is no cost to the car club operator. Some bays are also provided in association with planning agreements, and the costs of their implementation are paid by the developer.

Bus passenger journeys were estimated to have risen from 40 million to 41 million in 2010 and the very recently released results of the National Transport and Highways (NHT) Network survey has also shown that levels of satisfaction with local bus services in the city are the highest in the country [full details of the survey can be found at <http://nhtsurvey.econtrack.co.uk/>]. This demonstrates the work done by bus operators in partnership with the council is continuing to be successful and benefiting local residents.

Work is continuing on the design and construction of more accessible bus stops in the city, most recently in Church Road, Hove. An Area Network Review of supported bus services was carried out in July and August 2011 which involved full consultation with elected members, user groups, and community groups and data assimilated from requests made by members of the public. This has informed the consideration of the future provision of the supported bus network.

Building on its reputation for having one of the best taxi licensing policies in the country, the council has been instrumental in achieving a number of improvements in both taxi operation and passenger provision recently. These have been achieved with the help of the city's Taxi Forum. Improvements include:

- A new complaints procedure and leaflet
- Increasing the age limit for a wheelchair accessible vehicles from 10 to 12 years
- Approval of the phased introduction of closed circuit television (CCTV) in all vehicles
- Better promotion of accessible taxi/Private Hire Vehicle services to taxi voucher recipients.

Future work planned:

Further consideration will now be given to how the city's car club network will operate with one operator. This will include a review of the overall distribution of vehicles; their location e.g. inside and outside parking zones; levels of use of vehicles/spaces by residents; and consideration of how other authorities manage/accommodate car club operators.

The council will continue to develop its Quality Bus Partnership, working with bus operators to facilitate co-operative working on shared outcomes. In particular, the upgrading of the real-time information system will be progressed to enable people to have better access to information and the development of Smartcard technology for bus passengers is being supported and promoted. Through comprehensive and inclusive consultation, increasing the provision of accessible bus stops will continue, with particular emphasis on providing improvements in the outlying areas of the city where current provision is needs attention. The operation of supported bus network contracts due for commencement in September 2012 is under review.

The city council will continue to lobby for improved rail services when required and work with Southern Railways on further provision of passenger shelters, cycle storage facilities,

and additional CCTV cameras on routes to and from stations, alongside small-scale works to improve station access, especially those stations that serve the Lewes Road corridor.

In order to progress the improvement of taxi services in the city, the council plans to review the Taxi Forum's terms of reference; additional improvements will be sought to taxi licensing including wheelchair accessible vehicle specifications; a survey to establish levels of unmet demand for taxi services will be undertaken and CCTV will be required to be provided.

Barriers to Future Performance

- Reduction in access to car club membership
- Achieving greater distribution of car club vehicles across the city.
- Maintaining continued and increased levels of access to public transport.

Accountable Strategic Director: Geoff Raw

Last Updated - 27/04/2012

7. Promoting Sustainable Transport

7.3 Keeping people safe

Strategy: 7.3.1 Reducing road related injuries

Action	Responsibility	Action Status	Start Date	End Date	% Comp.
Progress update: Reducing road related injuries	Andrew Renaut - Head of Transport Policy and Major Projects	Ongoing	01/04/2011	31/03/2012	

ACTION PROGRESS COMMENTS

Progress So Far:

The Council has continued to work with Sussex Safer Road Partnership (SSRP) and other stakeholders to deliver a joint programme of enforcement, road safety engineering schemes, education, training and campaigns aimed at reducing casualties particularly amongst our most vulnerable road user groups, including cyclists, pedestrians, powered two-wheelers (motorcyclists and mopeds) and young drivers (16 – 25yrs). This work has included 'Bikeability' cycle and child pedestrian training, the 'Share the Road' campaign encompassing the 'Exchanging Places' cycle safety initiative and pedestrian distraction awareness, the summer anti drink/drug driving campaign and New Driver Awareness courses.

The Road Safety Team has attended numerous events to promote road safety and provide advice to all types of road user, including those associated with changes made to the operating times of School Keep Clear zones to improve safety outside schools, as well as the 'White Night' festival.

Future work planned:

Continuing the programme of engineering, education, training and publicity but also focusing on seasonal issues; including tackling the reducing conspicuousness of cyclists and pedestrians during the darker conditions of autumn and winter, and the Christmas anti drink/drug driving campaign. The Road Safety Team will attend various events and will continue with ongoing partnership work.

The council is playing an active part in developing the new 2012–2015 business plan for the Sussex Safer Roads Partnership (SSRP). This will secure the future of the current valuable partnership working and enable us to develop the education linked to enforcement programmes that are widely accepted as an effective way to change driver /rider behaviour, i.e. offering education instead of fines and penalty points, for those offenders identified as suitable for such a sanction.

The implementation of two pilot 20mph speed limit areas has started in Portslade and Stanford, and changes to some speed limits will be implemented over various stretches of

the City's A and B Class roads, following recommendations of the Speed Limit Review. Scoping the creation of a large 20mph speed limit across a substantial area within the City centre will continue with £500k worth of funding in 2012/13.

Collision data will continue to be monitored to investigate the causes of collisions and this data-led approach will enable the most effective and efficient targeting of the limited resources which are available

Barriers to Future Performance

The City's night time economy can be clearly linked to casualties, especially in the area of Kings Road and West Street. Despite the provision of better pedestrian crossing facilities, wider refuges and time controlled Vehicle Activated Signs, pedestrians under the influence of drink/drugs being involved in collisions is still a concern, as are distractions such as mobile phones and personal music players.

The interaction between different types of road user and a blame culture where each group blames the other for road safety issues is hindering progress, and we aim to promote the 'Share the Road-Share the Responsibility' message even harder in the next 6 months in order to raise awareness of the personal responsibility each road user has for making the roads safer for all to use.

Accountable Strategic Director: Geoff Raw
Last Updated - 27/04/2012

7. Promoting Sustainable Transport

7.4 Maintaining the city's transport infrastructure

Strategy: 7.4.1 Improved road and pavement condition

Action	Responsibility	Action Status	Start Date	End Date	% Comp.
Progress update: Improved roads and pavement condition	Andrew Renaut - Head of Transport Policy and Major Projects	Ongoing	01/04/2011	31/03/2012	
ACTION PROGRESS COMMENTS					
Progress So Far:					
The council has almost completed its 2011/12 programmes of resurfacing or reconstructing roads and footways to address locations with poor surfaces. All of this work has been funded from the Local Transport Plan (LTP).					
Future work planned:					
The 2011/12 works programme for the LTP will continue and be completed before the end of March 2012. Further work is planned for 2012/13 with allocations of nearly £1.5 million from the LTP capital programme.					
Barriers to Future Performance					
Reductions in levels of revenue funding for preventative maintenance.					
Accountable Strategic Director: Geoff Raw Last Updated - 27/04/2012					

Subject:	Changing the Age Range of Three Primary Schools in Portslade – Final Decision		
Date of Meeting:	12th July 2012 Full Council 19th July 2012		
Report of:	Strategic Director People		
Contact Officer:	Name:	Gil Sweetenham	Tel: 29-3433
	Email:	Gil.sweetenham@brighton-hove.gov.uk	
Ward(s) affected:	All		

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

- 1.1 Current and projected pupil numbers for the city show there is an immediate and ongoing need for additional school places in the city as a whole. This need is most acute in the west of the city.
- 1.2 As part of the solution for providing these places, Benfield Junior School was made into a primary school in September 2010. This has resulted in a mismatch in the numbers of forms of entry for infant places and junior places.
- 1.3 Cabinet agreed at its meeting on 10th May 2012 to publish the required statutory notices for providing the 3 additional junior forms of entry that are needed.
- 1.4 The purpose of this report is to report the representations and objections received during the period of the statutory notice period and to seek Policy and Resources endorsement to the proposals.

2. RECOMMENDATIONS:

- 2.1 That Policy and Resources endorse the decision to proceed with each of the three proposals
- 2.2 That Policy and Resources recommend that on 19th July 2012 Council confirms the statutory notices and resolves to change the age range to allow for an additional junior form of entry and expand the premises of St Peter's Community Infant School, Portslade Infant School and St Nicolas Voluntary Aided Church of England Junior School from September 2013.

3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

- 3.1 Pupil numbers across the city are rising generally and the rise in Hove and Portslade is greater than the city generally and already causing a pressure on

school places that cannot be met locally

- 3.2 The need for additional reception and infant class places in the city over the last three years has been partly addressed by providing permanent additional forms of entry Benfield Primary School. As a result of this change there still exists a need to find sites for three additional forms of entry for juniors (school years 3 to 6) in Portslade.
- 3.3 At its meeting on 10th May 2012 Cabinet agreed to publishing the three statutory notices required to progress the proposals for providing the 3 additional junior forms of entry that are needed and that the final decision be made by the Strategic Director, People and the lead member for Children and Young People following the end of the statutory notice period.
- 3.4 Owing to changes in the Council's constitution all decisions regarding proposed changes to the Council's school admission arrangements currently need to be determined by full Council. This means the final decision regarding the change of age range and consequential enlargement of premises of St Peter's Community Infant School, Portslade Infant School and St Nicolas Voluntary Aided Church of England School will need to be taken by full Council on 19 July 2012.

4. COMMUNITY ENGAGEMENT AND CONSULTATION

- 4.1 Consultation on expanding the age range of community schools must follow the processes set out in section 19 (1) of the Education and Inspections Act 2006 (EIA 2006). The Act provides that before publishing any proposals to change the age range of a community school, the Council must have consulted 'such persons as appear to them to be appropriate'. This consultation was carried out between January and May 2012.
- 4.2 On 10th May 2012 Cabinet authorised the Strategic Director People to proceed to publish the required statutory notices for the change in age range and consequential enlargement of St Peter's Community Infant School, Portslade Infant School and St Nicolas Voluntary Aided Church of England School. The subsequent representation period of six weeks was the final opportunity for interested people and organisations to express their views on the proposals.
- 4.3 Statutory notices were published in the local newspaper on 25th May 2012. In addition Notices were displayed at the entrances to the schools and at other places used by the community (details of locations are in the full proposal information in the Members rooms). The statutory notice stated how the full proposal information on the proposal could be obtained.
- 4.4 The Statutory Notices form part of the full proposals. Copies of the full proposals were sent to the Anglican and Catholic diocese, the governing body of the school, ward members, the Children and Young people Cabinet Member, the Member of Parliament and the Department for Education (DfE). Copies of the complete proposal have to be made available to anyone who requests a copy during the publication period. A copy of the full proposal information has been made available as an electronic addendum for Members.

- 4.5 The closing date for receipt of representations or objections was 6th July 2012 in all cases. The date for submitting this report was 29th June 2012.
- 4.6 At that date there had been no requests received for the full proposal information for any of the proposals.
- 4.7 At that date there had been no objections received to any of the three proposals.
- 4.8 At that date a response from each of the schools head teacher and Chair of governors in support of each of the three proposals had been received.
- 4.9 If this position has changed at the meeting a verbal update will be given.

5. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 5.1 Capital costs arising from the proposal would have to be met from within the Education Capital Programme which includes funding for additional pupil places and maintenance. In addition to this the council as received additional funding for additional pupil places in the current financial year.
- 5.1.2 The revenue costs of funding the additional forms of entry will be met from the Dedicated Schools Grant (DSG) in 2013/14 onwards.

Finance Officer Consulted: Andy Moore

Date: 07/06/12

Legal Implications:

- 5.2 Statutory notices were published on 25th May 2012 in accordance with Section 19(1) and 19(3) of the Education and Inspections Act 2006 and the accompanying School Organisation Regulations (Prescribed Alterations to Maintained Schools)(England) Regulations 2007 as amended in respect of the proposals to change the age range and enlarge the premises of St Peters Community Infant School and St Nicolas Church of England Junior School, and to change the age range of Portslade Infants School. Following publication there followed a statutory six week period for representations to be made. The closing date for receipt of representations or objections was 6th July 2012 in all cases.
- 5.2.1 At the end of this representation period a decision on the proposals will need to be taken within 2 months.
- 5.2.2 The Education and Inspections Act 2006 sets out who decides proposals for any alterations to schools. In the case of these proposals the decision is to be taken by the LA with some rights of appeal to the schools adjudicator. Full Council will act as the Decision Maker for the Local Authority on these proposals.
- 5.2.3 Guidance published by the Department for Education ((i)Expanding a Maintained Mainstream School by Enlargement or Adding a Sixth Form and (ii) Making Changes to a Maintained Mainstream School) provide that there are 4 key issues which the

Decision Maker should consider before judging the respective factors and merits of the statutory proposals;

- a) Is any information missing? If so, the Decision Maker should write immediately to the proposer/promoter specifying a date by which the information must be provided.
- b) Does the published notice comply with statutory requirements? The Decision Maker should consider whether the notice is valid as soon as a copy is received. Where a published notice does not comply with statutory requirements it may be judged invalid and the Decision Maker should consider whether they can decide the proposals.
- c) Has the statutory consultation been carried out prior to the publication of the notice? Details of the consultation should be included in the proposals. The Decision Maker should be satisfied that the consultation meets statutory requirements. If some parties submit objections on the basis that consultation was not adequate, the Decision Maker may wish to take legal advice on the points raised. If the requirements have not yet been met, the Decision Maker may judge the proposals to be invalid and should consider whether they can decide the proposals. Alternatively the Decision Maker may take into account the sufficiency and quality of the consultation as part of their overall judgement of the proposals as a whole.
- d) Are the proposals linked or related to other published proposals? Regulation provides that where proposals are related they must be considered together. Paragraphs 4.11- 4.14 provide statutory guidance on whether proposals should be regarded as "related".

5.2.4 In considering proposals for making changes to the age range of a school, the Decision Maker can decide to:

- reject the proposals
- approve the proposals
- approve the proposals with a modification
- approve the proposals subject to them meeting a specific condition

5.2.5 The regulations provide for a conditional approval to be given where the Decision Maker is otherwise satisfied that the proposals can be approved, and approval can automatically follow an outstanding event. Conditional approval can only be granted in the limited circumstances specified in the regulations. In this instance there are no circumstances where a conditional approval would be acceptable.

5.2.6 All decisions must give reasons for the decision, irrespective of whether the proposals were rejected or approved, indicating the main factors/criteria for the decision. Section 7 of this report gives the reasons for the decision based on the legislative framework within which the decision must be decided.

Lawyer Consulted: Serena Kynaston

Date: 13/06/12

Equalities Implications:

- 5.3 Planning and provision of school places is conducted in such a way as to avoid potentially discriminatory admissions priorities or planning processes. The city council and voluntary aided school governing bodies must be mindful of best practice as described in the Admission Code of Practice.

Sustainability Implications:

- 5.4 All new extensions to Brighton and Hove Schools utilise, where ever possible, environmental and sustainable principles such as higher than minimum insulation levels, the use of efficient gas condensing boilers, under floor heating, solar shading and natural ventilation. Materials are sourced from sustainable sources where ever possible.

Crime & Disorder Implications:

- 5.5 Throughout the development of the proposals consultation will be undertaken with community groups and the Community Safety team and police liaison officers. It is anticipated that by including the community in the development and use of the facilities at the schools that crime and disorder in the local area will be reduced. This will be further improved by offering extended use of the facilities to the community outside of the school day.

Risk and Opportunity Management Implications:

- 5.6 It is important that this opportunity is taken to ensure the future provision of learning and teaching, and continuing improvement in standards of education in the city.

Public Health Implications:

- 5.7 There are no public health implications arising from this report.

Corporate / Citywide Implications:

- 5.8 These proposals are an essential element in providing additional local school places for children.

6. EVALUATION OF ANY ALTERNATIVE OPTION(S):

- 6.1 A paper to Cabinet in January 2012 presented the full range of options available to address the need for future places in Portslade. The proposals within this report were the preferred option for addressing this need

7. REASONS FOR REPORT RECOMMENDATIONS

- 7.1 The Council has a statutory duty to provide a school place for any child that wants one. Current and projected pupil numbers for the city as a whole show there is an immediate and ongoing need for additional school places in the city.
- 7.2 It is recommended that the proposals to change the age range of St Peter's Community Infant School, Portslade Infant School and St Nicolas Church of

England Junior School and expand the premises accordingly are approved as this will provide the three additional forms of entry for junior age children needed in Portslade.

7.3 The Council believes the advantages of the creation of all through primary schools are as follows:

- Greater continuity in teaching, pupil care and development under a single head teacher and teaching staff. It is very important to ensure continuity in planning the curriculum across the stages of education so that pupils make the best possible progress in learning.
- The school could offer a greater range of teaching skills, including the opportunity to appoint curriculum co-ordinators with the time to oversee the effective teaching of individual subjects across the whole 4–11 age range.
- Greater flexibility that a 4–11 school has in organising classes, deploying teachers and support staff and using resources, including buildings, more effectively.
- Closer contact with parents over a longer period of time and covering the full span of the children's primary education.
- Practical advantages to parents' e.g. same staff development days, the same school policies relating to home links, uniform, codes of conduct etc.
- Transfer to a different school environment after three years or less of schooling might be seen as an unnecessary disruption to pupil's sense of security and well being. A positive feature of 4–11 schools is the social interaction between younger and older pupils.

7.4 The initial public consultation on options for providing the additional places showed that the majority of parents and carers of children at the current schools were happy with the proposal to create all through primary schools. Very few parents and carers were unhappy with the selected option. Subsequent consultation has shown that the number of parents and carers who do not support the proposals has further diminished. The vast majority of respondents (96%) to the consultation just prior to publication of the statutory notice supported the proposals.

7.5 The schools currently provide a range of extended services to the school community; this situation will not change as a result of these proposals.

7.6 The schools are covered by the admissions arrangements which strives to provide truly local schools which serves its most immediate community and assists in the aspirations of the Local Authority in terms of green travel arrangements.

SUPPORTING DOCUMENTATION

Appendices:

1. None

Documents in Members' Rooms

None, the following documents have been included in an addendum which was provided in electronic form to Members of the Committee and included in the Members' intranet.

1. Full Proposal information for each school
2. Department for Education guidance document Making Changes to a Maintained Mainstream School
3. Department for Education guidance document Expanding a Maintained Mainstream School by Enlargement or Adding a Sixth Form

Background Documents

1. None

Subject:	Three Year Strategic Grants 2013-16: Decision on Outline Bid Applications		
Date of Meeting:	12 July 2012		
Report of:	Strategic Director: Communities		
Contact Officer:	Name:	Jonathan Best: Grants Officer	Tel: 29-1114
	Email:	jonathan.best@brighton-hove.gov.uk	
Key Decision	Yes:		
Ward(s) affected:	All		

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

- 1.1 The Council's Corporate Plan 2011 – 2015 sets out the priorities of tackling inequality, creating a more sustainable city and engaging people who live & work in the city. This includes support for a resilient and vibrant community & voluntary sector.
- 1.2 Cabinet on 19 January 2012 agreed to recognise the role of the grants programme in underpinning the council's working relationship with, and sustainable success of, Brighton and Hove's third sector organisations and the proposed vision, criteria and process for Annual Grants 2012-13 and a full cycle of the Three-Year Grants (Strategic & Annual) 2013-16.
- 1.3 This report is part of the agreed decision making process for the Three Year Strategic Grants requesting a decision on invitation to Full Bid stage covering 103 Outline Bid applications for Three Year Strategic Grant funding 2013-16 from community groups, voluntary organisations & not-for-profit social enterprise with an income of over £35,000 pa excluding council grant.

2. RECOMMENDATIONS:

- 2.1 That members agree to invite the recommended 80 applicants to Full Bid Stage for Three Year Strategic Grants 2013-16.
- 2.2 That members also agree the recommended alternative support package where appropriate for the 23 applicants not invited to Full Bid stage.

3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

- 3.1 Decision on Three Year Strategic Grants 2013-16 is supported by a two stage application process defined as Outline & Full Bid stages.

For all the key dates in this process please see Appendix 1: "Decision Making Timetable".

- 3.2 The specific allocation of individual grants comes at Full Bid stage later in the year and a dedicated P&R Committee Report (29 November 2012) will be produced in this regard.

Outline Bid stage is designed to identify those robust organisations where it is anticipated that a Full Bid would have a real opportunity to secure grant monies. It is also designed to identify as early as possible those applicants that may not yet be ready for Three Year Strategic funding, or do not fully meet programme criteria, and to identify an alternative support package where appropriate

- 3.3 103 Outline Bid applications were received following application deadline earlier this year requesting in total £2,703,855 pa. for the period 2013-16. The available budget at Full Bid will be approximately £1,250,000 pa. Please see Appendix 2: "Summary of Outline Bids Received".

The following appraisal process was undertaken for each application:

- **Initial eligibility check** covering nature of organisation, criteria fit & area of benefit
- **Technical appraisal** covering governance arrangements, finances / accounts & funding relationships with council / other major funders
- **Consultation with over 100 commissioners, service heads & specialist officers** to address the applicant organisation's wider strategic impact, council links & partnership working etc. framed within 'discussion groups' and covering 18 specific service specialisms.

Please see Appendix 3: "Officer Engagement & Consultation"

- 3.4 Members of the Communities & Equality Team met with the cross-party Members Advisory Group for Grants (MAG) on 25 May 2012. MAG provides challenge & support in relation to the Discretionary Grants Programme. MAG was asked to consider engagement & consultation so far alongside suggested recommendations on Outline Bids. Broad themes emerged to help 'frame' clear & coherent rationale for recommendations at Outline Bid:

- Business Planning required realism.
- Grants programme scope meant it was not always possible to prioritise national organisations or regional third sector providers.
- Scope to support additional project bids from certain host organisations continued to be minimal.
- Certain applicants would be best supported by an immediate alternative package (including annual grant, in-kind and / or fundraising support & commissioner networks) which had proven value.
- Despite challenges there was opportunity to send positive messages to partners including support / investment in neighbourhoods and of key grant criteria around community endeavour & resilience.

- 3.5 MAG unanimously supported recommendations on 95 Outline Bids and requested some additional information in 8 cases. Subsequently MAG unanimously agreed cross-party support of the following 103 recommendations to P&R Committee.

It is recommended that 80 applicants are invited to Full Bid stage and 23 applicants not invited to Full Bid offered an alternative support package where appropriate. Please see Appendix 4: Outline Bid Recommendations

Please note that applicants not invited to Full Bid but recommended for an alternative support package are highlighted in grey and those not currently in receipt of three year grant are italicised.

Please also see Appendix 5: Narrative Summary of Alternative Support Package.

4. COMMUNITY ENGAGEMENT AND CONSULTATION

Evaluation of process from previous Three Year Grant cycles documents substantial assurance from applicant organisations. Internal consultation with both members and officers is described above in paragraph 3.

5. FINANCIAL & OTHER IMPLICATIONS:

5.1 Financial Implications:

There is no allocation of grant monies at Outline Bid stage however the recommendations will have potential budget implications at both Three Year Full Bid stage and in the later allocation of Annual Grant monies, where this programme is identified as part of an alternative support package. The budget available for the Full Bids is expected to be confirmed at approximately £1.25 million pa. compared with the 80 recommended outline bids requesting £2.1 million pa in total. Full Bids will be considered against the budget available by Policy and Resources Committee in November.

Finance Officer Consulted: Name Anne Silley Date: 21/06/12

5.2 Legal Implications:

The appraisal process referred to in this report is a reasonable one and there are no immediate legal implications arising.

Lawyer Consulted: Bob Bruce – Principle Solicitor Date: 20/6/12

5.3 Equalities Implications:

Actions to promote equalities issues are prioritised in the vision & criteria for grant aid as outlined above.

A number of Three Year Strategic Grant recommendations directly address & support equalities issues. In addition specialist annual grant schemes identified as part of an alternative support package also address key council strategies in this regard.

An Equalities Impact Assessment is underway & ongoing. It is due for completion later in 2012.

5.4 Sustainability Implications:

Actions to promote sustainability issues are prioritised in the vision & criteria for grant aid as outlined above.

A number of Three Year Strategic Grant recommendations directly address sustainability issues. In addition specialist annual grant schemes identified as part of an alternative support package also address key council strategies in this regard.

5.5 Crime & Disorder Implications:

Actions to address crime & disorder issues are prioritised in the vision & criteria for grant aid as outlined above.

A number of Three Year Strategic Grant recommendations directly address crime & disorder issues. In addition specialist annual grant schemes identified as part of an alternative support package also address key council strategies in this regard.

5.6 Risk and Opportunity Management Implications:

Promotion of opportunity is prioritised in the vision & criteria for grant aid outlined above. Mechanisms for the appropriate management of associated risk underpin outlined process and are acknowledged / addressed in the recommendations made.

5.7 Public Health Implications:

Actions to address public health issues are prioritised in the vision & criteria for grant aid as outlined above.

A number of Three Year Strategic Grant recommendations directly address public health issues. In addition specialist annual grant schemes identified as part of an alternative support package also address key council strategies in this regard.

5.8 Corporate / Citywide Implications:

Recommendations made support a number of council priorities as outlined.

For example:

- Our Corporate Plan 2011-15
- Creating a City of Opportunities: a sustainable community strategy for Brighton & Hove

6. EVALUATION OF ANY ALTERNATIVE OPTION(S):

- 6.1 Alternative options have been considered and where appropriate identified as part of the consultation exercise outlined in this report.

7. REASONS FOR REPORT RECOMMENDATIONS

- 7.1 Reasons for recommendations are documented throughout the appraisal

process, outlined in this report & supported by the attached appendices.

SUPPORTING DOCUMENTATION

Appendices:

1. Decision Making Timetable
2. Summary of Outline Bids Received
3. Officer Engagement & Consultation
4. Outline Bid Recommendations
5. Narrative Summary of Alternative Support Package

Documents in Members' Rooms

1. na

Background Documents

1. Cabinet Report 19 Jan 2012 - The Future for Discretionary Grants 2012-13 & Beyond
2. Vision, Criteria & Practical Examples
3. 'At a Glance' - Guide to Grants from Brighton & Hove City Council
4. Our Corporate Plan 2011-15
5. Creating a City of Opportunities: a sustainable community strategy for Brighton & Hove



Brighton & Hove

Discretionary Grants Programme 2013-16 Three-Year Strategic & Annual Grants (inc. 2012-13) Application and Decision-Making Timetable

ACTION	DATE
Cabinet Meeting – Future for Grants DECISION	19 January 2012
Launch Annual Grants 2012-13	27 January 2012
Launch Three Year Strategic Grants 2013-16	By 15 February 2012
CORPORATE BUDGET SETTING	23 FEBRUARY 2012
Annual Grants Round 1 Application Deadline	29 February 2012
Three Year Outline Bid Application Deadline	30 March 2012
Annual Grants Round 1 Decision	By May 2012
Officer Assessment/Prioritisation of Outline Bids	May / June 2012
Annual Grants Round 2 Application Deadline	18 May 2012
Member Panel (MAG) on Outline Bids	25 May 2012
SLT Report Deadline	11 June 2012
Informal Chairs Report Deadline	15 June 2012
P&R Committee Report Deadline	29 June 2012
P&R Committee OUTLINE BID DECISION	12 July 2012
Three Year Full Bid Applications Invited & Alternative Support Packages Actioned	Mid July 2012
Annual Grants Round 2 Decision	By July 2012

Appendix 1

Annual Grants Round 3 Application Deadline	10 August 2012
Three Year Full Bid Application Deadline	Late August 2012
Officer Assessment/Prioritisation of Full Bids	September / October 2012
Member Panel (MAG) Full Bids X 2	September / October 2012
SLT Report Deadline	29 October 2012
Informal Chairs Report Deadline	2 November 2012
Annual Grants Round 3 Decision	By November 2012
Annual Grants Round 4 Application Deadline	09 November 2012
P&R Committee Report Deadline	16 November 2012
P&R Committee FULL BID DECISION	29 November 2012
Notification to Full Bid applicants (Compact Code of Practice: Three month notice of decision to take effect from April 2013)	Early December 2012
Annual Grants Round 4 Decision	By January 2013
Launch Annual Grants 2013-14	By January 2013



Three Year Strategic Grants 2013-16: Summary of Outline Bids Received

Organisation / Project	Requested 2013-16 pa
Adventure Unlimited	£15,000
Age UK Brighton & Hove	£60,000
Albion in the Community	£15,000
Allsorts Youth Project	£25,000
Amaze	£20,000
Artists Open Houses	£8,000
As You Are	£25,000
Aspire (Impetus)	£10,000
AudioActive	£20,000
Basement	£20,000
BHT Legal Services (BHT)	£112,000
Black Minority Ethnic Community Partnership	£30,000
Black Minority Ethnic Young Peoples Project	£25,000
Brighton & Hove Food Partnership	£25,000
Brighton & Hove Inclusion Project	£25,000
Brighton and Hove 10:10	£35,355
Brighton Festival Fringe	£20,000
Brighton Peace & Environment Centre	£25,000
Brighton Permaculture Trust	£50,000
Brighton Youth Centre	£50,000
Brunswick Older People's Project (Impact)	£8,000
Carers Centre	£12,000
Carousel	£35,000
CEDP Chinese Centre	£6,000
Children's Society - Portage & Befriending	£78,000
Cinecity	£12,000
Citizens Advice Bureau (project)	£40,000
Citizens Advice Bureau	£100,000
Clock Tower Sanctuary	£20,000
Community Base	£93,000
Cornerstone Community Centre	£10,000
Creative Future	£15,000
Credit Union East Sussex	£40,000
Crew Club	£20,000
Community & Voluntary Sector Forum	£40,000
Deans Youth Project	£25,000
Early Childhood Project	£12,000
Extratime	£15,000
Fabrica	£30,000
Fareshare (Citygate)	£15,000



Federation of Disabled People (B&H)	£30,000
First Base Day Centre (BHT)	£22,000
Food Matters	£15,000
Friends Centre	£20,000
Friends Families and Travellers	£28,000
Fun In Action for Children	£25,000
Furniture Now!	£16,000
Grassroots Training	£10,000
Hangleton & Knoll Project	£12,000
Hangleton Community Association	£10,000
House (Artists Open Houses)	£10,000
Knoll Community Association	£12,000
Komedia	£35,000
LGBT Switchboard	£35,000
Lighthouse	£20,000
Low Carbon Trust	£45,000
Money Advice Community Support	£15,000
Mediation Service (B&H)	£10,000
Mind in B&H	£30,000
Mind Out	£25,000
Mosaic	£35,000
Neighbourhood Care Scheme (Impetus)	£25,000
Oasis	£45,000
Off The Fence Trust	£11,000
One Church Brighton	£30,000
People Can	£15,000
Phoenix Brighton	£15,000
Poets Corner Community Society	£8,500
Prince's Trust - Get Started Get Into	£20,000
Prince's Trust - Leaving Prison Mentoring	£14,000
Queenspark Books	£8,000
Ralli Hall Lunch and Social Club	£12,500
Resource Centre	£90,000
Rhythmix	£20,000
RISE (Womens Refuge)	£95,000
Safety Net	£20,000
Samaritans (B&H)	£10,500
Same Sky	£50,000
SASBAH (Sussex Association for Spina Bifida)	£10,000
Self Managed Learning College	£15,000
Somerset Day Centre	£12,000
South East Dance	£30,000
Southdown Housing Association	£15,000
Speak Out	£20,000
St Luke's Advice Service	£10,000



Stopover (Impact)	£9,500
Survivors Network	£40,000
Sussex Beacon	£10,000
Sussex Interpreting Services	£24,000
Tarnerland	£38,000
The Bridge	£15,000
The Nightingale Theatre	£7,000
Threshold (BHT)	£22,500
Trust For Developing Communities	£27,000
Unemployed Centre Families Project	£41,000
Volunteer Centre (Impetus)	£35,000
WASP (Impact)	£10,000
Whitehawk Inn	£24,000
Whitehawk & Manor Farm CA	£9,000
Women's Centre	£25,000
Young People's Centre (Impact)	£19,000
Youth Advice Centre (Sussex Central YMCA)	£25,000
Youth & Sport (Sussex Central YMCA)	£20,000
Budget Available (approx)	£1,250,000
Total Requested	£2,703,855



Three Year Strategic Grants Outline Bid 2013-16 Engagement & Consultation

Service Specialism

- **Advice, Guidance, Legal**

Mary Evans: Commissioner - Communities & Equality
Nicky Cambridge: People & Place Co-ordinator

- **Arts**

Paula Murray: Commissioner - Culture
Donna Close: Arts & Cultural Projects Manager
Lucy Jefferies: Arts Development Officer

- **BME**

Mary Evans: Commissioner – Communities & Equality
Linda Beanlands: Commissioner – Community Safety
Sarah Tighe-Ford: Equalities Coordinator
Lucy Bryson: Asylum Seekers & Refugees Policy Coordinator
Nicky Cambridge: People & Place Co-ordinator

- **Children**

Steve Barton: Lead Commissioner – Children Youth & Families
Julie Bates: Childcare Business Manager
Kerry Clarke: Children's Services Commissioner
Vicky Jenkins: EY&C Strategy Manager- Sufficiency
Caroline Parker: Head of Service/Sure Start
Hugh Taylor: Out of School and Childcare Development Officer

- **Community Based**

Mary Evans: Commissioner Communities & Equality
Sam Warren: Community Engagement Coordinator
Michelle Pooley: Community Engagement Coordinator

- **Community Safety**

Linda Beanlands: Commissioner - Community Safety
Lydie Lawrence: Public Health Development and Improvement Manager

- **Disabled People & Health**

Denise De Souza: Lead Commissioner Adult Social Care and Health
Sarah Tighe-Ford: Equalities Coordinator
Annie Alexander: Public Health Programme Manager
Becky Woodiwiss: Health Promotion Specialist
Diana Bernhardt: Lead Commissioner Learning Disabilities

- **Environment & Sustainability**

Richard Butcher Tuset: Head of Policy, Performance & Analysis
Thurstan Crockett: Head of Sustainability and Environmental Policy
Mita Patel: Sustainability Coordinator



Brighton & Hove

- **Gender**

Mary Evans: Commissioner Communities & Equality
Sarah Tighe Ford: Equalities Coordinator
Michelle Pooley: Community Engagement Coordinator

- **Housing & Homelessness**

Jugal Sharma: Lead Commissioner - Housing
Sylvia Peckham: Head of Temporary Accommodation and Allocation
James Crane: Service Improvement Manager
Jenny Knight: Project Officer/Housing Adaptions

- **LGBT**

Mary Evans: Commissioner Communities & Equality
Sarah Tighe Ford: Equalities Coordinator
Eric Page: Hate Crime Officer - LGBT

- **Mental Health**

Denise De Souza: Lead Commissioner Adult Social Care and Health
Annie Alexander: Public Health Programme Manager
Ann Stevens: Programme Support Manager Brighton & Hove CCG
Becky Woodiwiss: Health Promotion Specialist
Claire Mitchison: Public Health Specialist

- **Older People**

Denise De Souza: Lead Commissioner Adult Social Care and Health
Anne Hagan: Older People Team Manager
Annie Alexander: Public Health Programme Manager
Becky Woodiwiss: Health Promotion Specialist
Jane Macdonald: Joint Commissioner Older People

- **Sport**

Adam Bates: Head of Tourism and Leisure
Ian Shurrock: Commissioner: Sports & Leisure
Jan Sutherland: Sports Development and Physical Activity Manager
Ryan Edwards: Sports Development Manager

- **Substance Misuse**

Linda Beanlands: Commissioner – Community Safety
Michelle Pooley: Community Engagement Coordinator

- **Third Sector Infrastructure**

Mary Evans: Commissioner – Communities & Equality
Michelle Pooley: Community Engagement Coordinator
Sam Warren: Community Engagement Coordinator

- **Training & Adult Learning**

Mary Evans: Commissioner – Communities & Equality
Julie Watson: Adult Learning Projects Officer
Michelle Pooley: Community Engagement Coordinator
Michael Nix: Post 16 Development Manager

- **Youth**



Brighton & Hove

Steve Barton: Lead Commissioner – Children Youth & Families
Chris Parfitt: Integrated Youth Support Area (Central & East)
Kerry Clarke: Children's Services Commissioner

Appendix 3

Wider consultation list

Abraham Ghebre-Ghiorghis – Head of Legal and Democratic Services
Adam Bates – Head of Tourism and Leisure
Alistair Hill – Public Health Officer
Alix Macfarlane – Media Officer
Andy Glover – Senior Economic Development Officer
Andy Hudson – Revenues Team Leader
Angela Dymott – Head of Property & Design
Angela Gaitani – Economic Development Officer
Anne Hagan – Head of Commissioning and Partnerships
Anne Silley – Head of Finance- Business Engagement
Ann Stevens – Programme Support Manger Brighton & Hove CCG
Annie Alexander – Public Health Programme Manager
Becky Purnell – Policy and Performance Officer
Becky Woodiwiss – Health Promotion Specialist
Bernadette O'Donoghue – Welfare Rights Officer
Brian Doughty – Head of Adults Assessment
Caroline Parker – Head of Service: Surestart
Catherine Vaughan – Director of Finance
Charlie Stewart – Strategic Director - Resources
Charlotte Thomas – Head of Human Resources and Organisational Development
Cheryl Finella – Economic Development Manager
Chris Parfitt – Integrated Youth Support Area Manager
Christian Smith – Contracts Officer
Christopher Coleman – Senior Finance Officer
Clair Hopkins – Equalities & Inclusion Officer
Clara Donnelly – Welfare Rights Officer
Clare Mitchison – Public Health Specialist
Claudia Rees – Community Engagement Officer
David Larkin – Countryside Ranger
David Murray – Strategic Director - Communities
Denise D'souza – Director of Adult Social Services/Lead Comm ASC and Health
Diana Bernhardt – Lead Commissioner Learning Disabilities
Diane Coe - Equalities and Inclusion Officer
Donna Close - Arts & Cultural Projects Manager
Donna Edmead –Communities & Equality Team Administrative Officer
Elizabeth O'kane – Welfare Rights Officer
Ellen Jones – Head of Service – Integrated Area Working – S&C
Emma Mcdermott – Central Policy Development Manager
Eric Page – Hate Crime Officer – LGBT
Francesca Illiffe – Sustainability Officer – Planning Projects
Garry Meyer – Acting Ranger Manager
Geoff Raw – Strategic Director – Place
Gil Sweetenham – Strategic Commissioner- Planning & Contracts
Gillian Marston – Head of City Infrastructure
Giles Hippisley – Community Engagement Officer
Helen O'Connell – Business Improvement Manager
Hugh Taylor – Out of School and Childcare Development Officer
Ian Shurrock – Commissioner – Sports & Leisure



Brighton & Hove

Ian Taylor – Events Manager
Ian Withers – Head of Audit and Business Risk
James Crane – Service Improvement Manager
James Dougan – Head of Children & Families
Jan Jonker – Head of Strategy and Projects
Jan Sutherland – Sports Development and Physical Activity Manager
Jane Simmonds – Senior Finance Officer
Jayne Babb – Service Improvement & 2012 Legacy Manager
Jenny Brickell – Head of Service/Integrated Children's Development & Disability Service
Jessica Harper – Performance and Development Officer
Jo Lyons – Lead Commissioner – Schools, Skills and Learning
Jo Osbourne – Events Officer
John Barradell – Chief Executive
John Beard – Revenues Team Leader
John Patience – DAAT Communities & Par's Manager
John Shewell – Head of Communications
Jugal Sharma – Lead Commissioner – Housing
Julie Bates - Childcare Business Manager
Karen Leenders – Direct Access Hostel Manager
Karin Divall – Head of Adults Provider
Kerry Clarke – Children's Services Commissioner
Linda Beanlands – Commissioner – Community Safety
Liza Kite – Communities & Equality Senior Assistant
Lucy Bryson – Asylum Seekers & Refugees Policy Co-ordinator
Lucy Jefferies – Arts Development Officer
Lydie Lawrence – Public Health Development and Improvement Manager
Mark Ireland – Head of Strategic Finance and Procurement
Mark Jago – Capital Projects Team Manager
Mark Prior – Lead Commissioner – City Regulation and Infrastructure
Mark Wall - Head of Democratic Services
Martin Randall – Head of Planning & Public Protection
Mary Evans – Commissioner – Communities & Equality
Michael Nix – Post 16 Development Manager
Michelle Johnson – Resident Involvement Officer
Michelle Pooley – Community Engagement Co-ordinator
Mita Patel – Sustainability Co-ordinator
Neil Clark- European Officer
Nick Hibberd – Head of Housing and Social Inclusion
Nicky Cambridge – People and Place Co-ordinator
Nicky Salmon – Sports Development Officer
Nigel Manvell – Head of Financial Services
Paul Colbran – Head of ICT
Paul Martin – Adults Assessment General Manager
Paul Waller – Play Development Manager
Paula Black – Head of Analysis and Performance
Paula Murray – Commissioner – Culture
Peter Mustow – Resident Involvement Officer
Philip Ward – Service Manager Employability
Richard Butcher Tuset – Head of Policy & Performance
Richard Butler – Estates Manager
Richard Davies – Project Manager – Major Projects
Rob Dawson – Economic Development Officer
Rob Dumbrill – Parks Development Manager
Robert Walker – Parks and Green Spaces Operations
Ruth Allsop – Marketing Officer Tourism
Ryan Edwards – Sports Development Manager
Sam Warren – Community Engagement Co-ordinator



Brighton & Hove

Sarah Crowe - Personal Assistant Learning Disabilities
Sarah Tighe-Ford – Equalities Co-ordinator
Simon Bannister – Environment Improvement Officer
Simon Newell – Head of Partnerships and External Relations
Steve Barton – Lead Commissioner – Children, Youth & Families
Sylvia Peckham – Head of Temporary Accommodation & Allocations
Thurstan Crockett – Head of Sustainability & Environmental Policy
Tim Read – Project Officer Projects Team
Terry Parkin - Strategic Director - People
Tom Hook – Head of Overview & Scrutiny
Tom Scanlon – Director of Public Health
Valerie Pearce – Head of City Services
Vicky Jenkins – Early Years & Childcare Strategy Manager

Appendix 4: BHCC Three Year Strategic Grants 2013-16 Outline Bid Recommendations

Criteria	Organisation / Project	Grant 2010-13 pa	Requested 2013-16 pa	Increase (Actual)	Increase (%)
1	Adventure Unlimited	£10,000	£15,000	£5,000	50%
1	Age UK Brighton & Hove	£30,000	£60,000	£30,000	100%
2	Albion in the Community	£15,000	£15,000	£0	0%
1	Allsorts Youth Project	£22,000	£25,000	£3,000	14%
2	Amaze	£0	£20,000	£20,000	na
2	Artists Open Houses	£0	£8,000	£8,000	na
2	As You Are	£0	£25,000	£25,000	na
2	Aspire (Impetus)	£0	£10,000	£10,000	na
1	AudioActive	£0	£20,000	£20,000	na
2	Basement	£12,000	£20,000	£8,000	67%
1	BHT Legal Services (BHT)	£70,000	£112,000	£42,000	60%
1	Black Minority Ethnic Community Partnership	£8,000	£30,000	£22,000	275%
1	Black Minority Ethnic Young Peoples Project	£15,000	£25,000	£10,000	67%
4	Brighton & Hove Food Partnership	£0	£25,000	£25,000	na
1	Brighton & Hove Inclusion Project (BHIP)	£5,000	£25,000	£20,000	400%
4	Brighton and Hove 10:10	£0	£35,355	£35,355	na
2	Brighton Festival Fringe	£10,000	£20,000	£10,000	100%
4	Brighton Peace & Environment Centre	£5,000	£25,000	£20,000	400%
4	Brighton Permaculture Trust	£0	£50,000	£50,000	na
2	Brighton Youth Centre	£0	£50,000	£50,000	na
2	Brunswick Older People's Project (Impact)	£8,000	£8,000	£0	0%
1 & 2	Carers Centre	£11,000	£12,000	£1,000	9%
2	Carousel	£32,000	£35,000	£3,000	9%
1 & 2	CEDP Chinese Centre	£5,000	£6,000	£1,000	20%
2	Children's Society - Portage & Befriending	£0	£78,000	£78,000	na
2	Cinacity	£10,000	£12,000	£2,000	20%
1 & 2	Citizens Advice Bureau (project)	£0	£40,000	£40,000	na
1 & 2	Citizens Advice Bureau	£100,000	£100,000	£0	0%
1	Clock Tower Sanctuary	£0	£20,000	£20,000	na
1	Community Base	£0	£93,000	£93,000	na
1 & 2	Cornerstone Community Centre	£10,000	£10,000	£0	0%
2	Creative Future	£0	£15,000	£15,000	na
2	Credit Union East Sussex	£10,000	£40,000	£30,000	300%
2	Crew Club	£0	£20,000	£20,000	na
1	Community & Voluntary Sector Forum	£27,000	£40,000	£13,000	48%
1	Deans Youth Project	£20,000	£25,000	£5,000	25%
1	Early Childhood Project	£8,000	£12,000	£4,000	50%
1	Extratime	£10,000	£15,000	£5,000	50%
2	Fabrica	£20,000	£30,000	£10,000	50%
4	Fareshare (Citygate)	£12,000	£15,000	£3,000	25%
1	Federation of Disabled People (B&H)	£20,000	£30,000	£10,000	50%
2	First Base Day Centre (BHT)	£20,000	£22,000	£2,000	10%
4	Food Matters	£6,000	£15,000	£9,000	150%
2	Friends Centre	£0	£20,000	£20,000	na
1	Friends Families and Travellers	£0	£28,000	£28,000	na
1	Fun In Action for Children	£10,000	£25,000	£15,000	150%
2	Furniture Now!	£0	£16,000	£16,000	na
2	Grassroots Training	£0	£10,000	£10,000	na
1	Hangleton & Knoll Project	£5,000	£12,000	£7,000	140%
1	Hangleton Community Association	£0	£10,000	£10,000	na
2	House (Artists Open Houses)	£0	£10,000	£10,000	na
1	Knoll Community Association	£0	£12,000	£12,000	na
2	Komedia	£10,000	£35,000	£25,000	250%
1	LGBT Switchboard	£28,000	£35,000	£7,000	25%
2	Lighthouse	£5,000	£20,000	£15,000	300%
4	Low Carbon Trust	£0	£45,000	£45,000	na
1 & 2	Money Advice Community Support	£10,000	£15,000	£5,000	50%
1	Mediation Service (B&H)	£5,000	£10,000	£5,000	100%
2	Mind in B&H	£15,000	£30,000	£15,000	100%
1	Mind Out	£0	£25,000	£25,000	na
1	Mosaic	£27,000	£35,000	£8,000	30%
2	Neighbourhood Care Scheme (Impetus)	£25,000	£25,000	£0	0%
3	Oasis	£20,000	£45,000	£25,000	125%
2	Off The Fence Trust	£10,000	£11,000	£1,000	10%
1	One Church Brighton	£0	£30,000	£30,000	na
1	People Can	£0	£15,000	£15,000	na
2	Phoenix Brighton	£0	£15,000	£15,000	na
1	Poets Corner Community Society	£5,000	£8,500	£3,500	70%
2	Prince's Trust - Get Started Get Into	£0	£20,000	£20,000	na
3	Prince's Trust - Leaving Prison Mentoring	£0	£14,000	£14,000	na
2	Queenspark Books	£5,000	£8,000	£3,000	60%
1	Ralli Hall Lunch and Social Club	£3,000	£12,500	£9,500	317%
1	Resource Centre	£90,000	£90,000	£0	0%
2	Rhythmix	£0	£20,000	£20,000	na
3	RISE (Womens Refuge)	£95,000	£95,000	£0	0%
3	Safety Net	£0	£20,000	£20,000	na
2	Samaritans (B&H)	£0	£10,500	£10,500	na
2	Same Sky	£35,000	£50,000	£15,000	43%

1	SASBAH (Sussex Association for Spina Bifida)	£0	£10,000	£10,000	na
2	Self Managed Learning College	£0	£15,000	£15,000	na
1 & 2	Somerset Day Centre	£5,000	£12,000	£7,000	140%
2	South East Dance	£15,000	£30,000	£15,000	100%
2	Southdown Housing Association	£0	£15,000	£15,000	na
1	Speak Out	£10,000	£20,000	£10,000	100%
1	St Luke's Advice Service	£8,000	£10,000	£2,000	25%
2	Stopover (Impact)	£12,000	£9,500	£-2,500	-21%
3	Survivors Network	£20,000	£40,000	£20,000	100%
1	Sussex Beacon	£0	£10,000	£10,000	na
1	Sussex Interpreting Services	£8,000	£24,000	£16,000	200%
1	Turnerland	£10,000	£38,000	£28,000	280%
2	The Bridge	£0	£15,000	£15,000	na
1	The Nightingale Theatre	£0	£7,000	£7,000	na
1	Threshold (BHT)	£20,000	£22,500	£2,500	13%
2	Trust For Developing Communities	£10,000	£27,000	£17,000	170%
1	Unemployed Centre Families Project	£43,000	£41,000	£-2,000	-5%
2	Volunteer Centre (Impetus)	£23,000	£35,000	£12,000	52%
1	WASP (Impact)	£0	£10,000	£10,000	na
2	Whitehawk Inn	£7,000	£24,000	£17,000	243%
1	<i>Whitehawk & Manor Farm CA - Training Together</i>	£0	£9,000	£9,000	na
1	Women's Centre	£10,000	£25,000	£15,000	150%
1	Young People's Centre (Impact)	£19,000	£19,000	£0	0%
1	Youth Advice Centre (Sussex Central YMCA)	£15,000	£25,000	£10,000	67%
2	Youth & Sport (Sussex Central YMCA)	£11,000	£20,000	£9,000	82%
Total current commitment pa 2010-13				£1,180,000	
Total requested pa 2013-16				£2,703,855	
Total requested increase by monies from 2010-13 to 2013-16				£1,523,855	
Total increase by % from 2010-13 commitment to 2013-16 requested				129%	

**Appendix 4 BHCC Three Year Strategic Grants 2013-16: Outline Bid Recommendations
By Service Specialism**

Advice, Guidance, Legal

Criteria	Organisation / Project	Grant 2010-13 pa	Requested 2013-16 pa	Increase (Actual)	Increase (%)
1	BHT Legal Services (BHT)	£70,000	£112,000	£42,000	60%
1 & 2	Citizens Advice Bureau	£100,000	£100,000	£0	0%
1 & 2	<i>Citizens Advice Bureau (project)</i>	£0	£40,000	£40,000	na
1	Community Base	£0	£93,000	£93,000	na
2	Credit Union East Sussex	£10,000	£40,000	£30,000	300%
1 & 2	Money Advice Community Support	£10,000	£15,000	£5,000	50%
1	St Luke's Advice Service	£8,000	£10,000	£2,000	25%
1	Young People's Centre (Impact)	£19,000	£19,000	£0	0%
1	Youth Advice Centre (Sussex Central YMCA)	£15,000	£25,000	£10,000	67%

Total current commitment pa 2010-13	£232,000
Total requested pa 2013-16	£454,000
Total requested increase by monies from 2010-13 to 2013-16	£222,000
Total increase by % from 2010-13 commitment to 2013-16 requested	96%

Arts

Criteria	Organisation / Project	Grant 2010-13 pa	Requested 2013-16 pa	Increase (Actual)	Increase (%)
2	Artists Open Houses	£0	£8,000	£8,000	na
1	AudioActive	£0	£20,000	£20,000	na
2	Basement	£12,000	£20,000	£8,000	67%
2	Brighton Festival Fringe	£10,000	£20,000	£10,000	100%
2	Carousel	£32,000	£35,000	£3,000	9%
2	Cinecity	£10,000	£12,000	£2,000	20%
2	Creative Future	£0	£15,000	£15,000	na
2	Fabrica	£20,000	£30,000	£10,000	50%
2	House (Artists Open Houses)	£0	£10,000	£10,000	na
2	Komedia	£10,000	£35,000	£25,000	250%
2	Lighthouse	£5,000	£20,000	£15,000	300%
2	Phoenix Brighton	£0	£15,000	£15,000	na
2	Queenspark Books	£5,000	£8,000	£3,000	60%
2	Rhythmix	£0	£20,000	£20,000	na
2	Same Sky	£35,000	£50,000	£15,000	43%
2	South East Dance	£15,000	£30,000	£15,000	100%
1	The Nightingale Theatre	£0	£7,000	£7,000	na

Total current commitment pa 2010-13	£154,000
Total requested pa 2013-16	£355,000
Total requested increase by monies from 2010-13 to 2013-16	£201,000
Total increase by % from 2010-13 commitment to 2013-16 requested	131%

BME

Criteria	Organisation / Project	Grant 2010-13 pa	Requested 2013-16 pa	Increase (Actual)	Increase (%)
1	Black Minority Ethnic Community Partnership	£8,000	£30,000	£22,000	275%
1	Black Minority Ethnic Young Peoples Project	£15,000	£25,000	£10,000	67%
1 & 2	CEDP Chinese Centre	£5,000	£6,000	£1,000	20%
1	Friends Families and Travellers	£0	£28,000	£28,000	na
1 & 2	Money Advice Community Support	£10,000	£15,000	£5,000	50%
1	Mosaic	£27,000	£35,000	£8,000	30%
1	Ralli Hall Lunch and Social Club	£3,000	£12,500	£9,500	317%
1	Sussex Interpreting Services	£8,000	£24,000	£16,000	200%

Total current commitment pa 2010-13	£76,000
Total requested pa 2013-16	£175,500
Total requested increase by monies from 2010-13 to 2013-16	£99,500
Total increase by % from 2010-13 commitment to 2013-16 requested	131%

Children

Criteria	Organisation / Project	Grant 2010-13 pa	Requested 2013-16 pa	Increase (Actual)	Increase (%)
1	Adventure Unlimited	£10,000	£15,000	£5,000	50%
2	Amaze	£0	£20,000	£20,000	na
1	Brighton & Hove Inclusion Project (BHIP)	£5,000	£25,000	£20,000	400%
2	Children's Society - Portage & Befriending	£0	£78,000	£78,000	na
1	Early Childhood Project	£8,000	£12,000	£4,000	50%
1	Extratime	£10,000	£15,000	£5,000	50%
1	Fun In Action for Children	£10,000	£25,000	£15,000	150%
1	Mosaic	£27,000	£35,000	£8,000	30%
3	Oasis	£20,000	£45,000	£25,000	125%
2	Self Managed Learning College	£0	£15,000	£15,000	na
1	Turnerland	£10,000	£38,000	£28,000	280%
1	WASP (Impact)	£0	£10,000	£10,000	na

Total current commitment pa 2010-13	£100,000
Total requested pa 2013-16	£333,000
Total requested increase by monies from 2010-13 to 2013-16	£233,000
Total increase by % from 2010-13 commitment to 2013-16 requested	233%

Community Based

Criteria	Organisation / Project	Grant 2010-13 pa	Requested 2013-16 pa	Increase (Actual)	Increase (%)
1	Community Base	£0	£93,000	£93,000	na
1 & 2	Cornerstone Community Centre	£10,000	£10,000	£0	0%
1	Hangleton Community Association	£0	£10,000	£10,000	na
1	Knoll Community Association	£0	£12,000	£12,000	na
1	One Church Brighton	£0	£30,000	£30,000	na
1	Poets Corner Community Society	£5,000	£8,500	£3,500	70%
2	The Bridge	£0	£15,000	£15,000	na
1	Unemployed Centre Families Project	£43,000	£41,000	£-2,000	-5%
1	Whitehawk & Manor Farm CA	£0	£9,000	£9,000	na

Total current commitment pa 2010-13	£58,000
Total requested pa 2013-16	£228,500
Total requested increase by monies from 2010-13 to 2013-16	£170,500
Total increase by % from 2010-13 commitment to 2013-16 requested	294%

Community Safety

Criteria	Organisation / Project	Grant 2010-13 pa	Requested 2013-16 pa	Increase (Actual)	Increase (%)
1	Mediation Service (B&H)	£5,000	£10,000	£5,000	100%
3	RISE (Womens Refuge)	£95,000	£95,000	£0	0%
3	Safety Net	£0	£20,000	£20,000	na
1	Sussex Interpreting Services	£8,000	£24,000	£16,000	200%

Total current commitment pa 2010-13	£108,000
Total requested pa 2013-16	£149,000
Total requested increase by monies from 2010-13 to 2013-16	£41,000
Total increase by % from 2010-13 commitment to 2013-16 requested	38%

Disabled People & Health

Criteria	Organisation / Project	Grant 2010-13 pa	Requested 2013-16 pa	Increase (Actual)	Increase (%)
2	Amaze	£0	£20,000	£20,000	na
2	Aspire (Impetus)	£0	£10,000	£10,000	na
1	Brighton & Hove Inclusion Project (BHIP)	£5,000	£25,000	£20,000	400%
1 & 2	Carers Centre	£11,000	£12,000	£1,000	9%
2	Carousel	£32,000	£35,000	£3,000	9%
1	Federation of Disabled People (B&H)	£20,000	£30,000	£10,000	50%
2	Neighbourhood Care Scheme (Impetus)	£25,000	£25,000	£0	0%
1	SASBAH (Sussex Association for Spina Bifida)	£0	£10,000	£10,000	na
1	Speak Out	£10,000	£20,000	£10,000	100%
1	Sussex Beacon	£0	£10,000	£10,000	na

Total current commitment pa 2010-13	£103,000
Total requested pa 2013-16	£197,000
Total requested increase by monies from 2010-13 to 2013-16	£94,000
Total increase by % from 2010-13 commitment to 2013-16 requested	91%

Environment & Sustainability

Criteria	Organisation / Project	Grant 2010-13 pa	Requested 2013-16 pa	Increase (Actual)	Increase (%)
4	Brighton & Hove Food Partnership	£0	£25,000	£25,000	na
4	Brighton and Hove 10:10	£0	£35,355	£35,355	na
4	Brighton Peace & Environment Centre	£5,000	£25,000	£20,000	400%
4	Brighton Permaculture Trust	£0	£50,000	£50,000	na
4	Fareshare (Citygate)	£12,000	£15,000	£3,000	25%
4	Food Matters	£6,000	£15,000	£9,000	150%
2	Furniture Now!	£0	£16,000	£16,000	na
4	Low Carbon Trust	£0	£45,000	£45,000	na

Total current commitment pa 2010-13	£23,000
Total requested pa 2013-16	£226,355
Total requested increase by monies from 2010-13 to 2013-16	£203,355
Total increase by % from 2010-13 commitment to 2013-16 requested	884%

Gender

Criteria	Organisation / Project	Grant 2010-13 pa	Requested 2013-16 pa	Increase (Actual)	Increase (%)
1	BHT Legal Services (BHT)	£70,000	£112,000	£42,000	60%
3	Oasis	£20,000	£45,000	£25,000	125%
3	RISE (Womens Refuge)	£95,000	£95,000	£0	0%
2	Stopover (Impact)	£12,000	£9,500	£-2,500	-21%
3	Survivors Network	£20,000	£40,000	£20,000	100%
1	Threshold (BHT)	£20,000	£22,500	£2,500	13%
1	Women's Centre	£10,000	£25,000	£15,000	150%

Total current commitment pa 2010-13	£247,000
Total requested pa 2013-16	£349,000
Total requested increase by monies from 2010-13 to 2013-16	£102,000
Total increase by % from 2010-13 commitment to 2013-16 requested	41%

Housing & Homelessness

Criteria	Organisation / Project	Grant 2010-13 pa	Requested 2013-16 pa	Increase (Actual)	Increase (%)
1	BHT Legal Services (BHT)	£70,000	£112,000	£42,000	60%
1	Clock Tower Sanctuary	£0	£20,000	£20,000	na
2	First Base Day Centre (BHT)	£20,000	£22,000	£2,000	10%
2	Off The Fence Trust	£10,000	£11,000	£1,000	10%
2	Stopover (Impact)	£12,000	£9,500	£-2,500	-21%
1	Unemployed Centre Families Project	£43,000	£41,000	£-2,000	-5%

Total current commitment pa 2010-13	£155,000
Total requested pa 2013-16	£215,500
Total requested increase by monies from 2010-13 to 2013-16	£60,500
Total increase by % from 2010-13 commitment to 2013-16 requested	39%

LGBT

Criteria	Organisation / Project	Grant 2010-13 pa	Requested 2013-16 pa	Increase (Actual)	Increase (%)
1	Allsorts Youth Project	£22,000	£25,000	£3,000	14%
1	LGBT Switchboard	£28,000	£35,000	£7,000	25%
1	Mind Out	£0	£25,000	£25,000	na
1	Sussex Beacon	£0	£10,000	£10,000	na

Total current commitment pa 2010-13	£50,000
Total requested pa 2013-16	£95,000
Total requested increase by monies from 2010-13 to 2013-16	£45,000
Total increase by % from 2010-13 commitment to 2013-16 requested	90%

Mental Health

Criteria	Organisation / Project	Grant 2010-13 pa	Requested 2013-16 pa	Increase (Actual)	Increase (%)
2	As You Are	£0	£25,000	£25,000	na
2	Aspire (Impetus)	£0	£10,000	£10,000	na
1	LGBT Switchboard	£28,000	£35,000	£7,000	25%
2	Mind in B&H	£15,000	£30,000	£15,000	100%
1	Mind Out	£0	£25,000	£25,000	na
2	Samaritans (B&H)	£0	£10,500	£10,500	na
2	Southdown Housing Association	£0	£15,000	£15,000	na
3	Survivors Network	£20,000	£40,000	£20,000	100%
1	Threshold (BHT)	£20,000	£22,500	£2,500	13%

Total current commitment pa 2010-13	£83,000
Total requested pa 2013-16	£213,000
Total requested increase by monies from 2010-13 to 2013-16	£130,000
Total increase by % from 2010-13 commitment to 2013-16 requested	157%

Older People

Criteria	Organisation / Project	Grant 2010-13 pa	Requested 2013-16 pa	Increase (Actual)	Increase (%)
1	Age UK Brighton & Hove	£30,000	£60,000	£30,000	100%
2	Brunswick Older People's Project (Impact)	£8,000	£8,000	£0	0%
2	Neighbourhood Care Scheme (Impetus)	£25,000	£25,000	£0	0%
1	Ralli Hall Lunch and Social Club	£3,000	£12,500	£9,500	317%
1 & 2	Somerset Day Centre	£5,000	£12,000	£7,000	140%

Total current commitment pa 2010-13	£71,000
Total requested pa 2013-16	£117,500
Total requested increase by monies from 2010-13 to 2013-16	£46,500
Total increase by % from 2010-13 commitment to 2013-16 requested	65%

Sport

Criteria	Organisation / Project	Grant 2010-13 pa	Requested 2013-16 pa	Increase (Actual)	Increase (%)
1	Adventure Unlimited	£10,000	£15,000	£5,000	50%
2	Albion in the Community	£15,000	£15,000	£0	0%
2	Youth & Sport (Sussex Central YMCA)	£11,000	£20,000	£9,000	82%

Total current commitment pa 2010-13	£36,000
Total requested pa 2013-16	£50,000
Total requested increase by monies from 2010-13 to 2013-16	£14,000
Total increase by % from 2010-13 commitment to 2013-16 requested	39%

Substance Misuse

Criteria	Organisation / Project	Grant 2010-13 pa	Requested 2013-16 pa	Increase (Actual)	Increase (%)
3	Oasis	£20,000	£45,000	£25,000	125%

Total current commitment pa 2010-13	£20,000
Total requested pa 2013-16	£45,000
Total requested increase by monies from 2010-13 to 2013-16	£25,000
Total increase by % from 2010-13 commitment to 2013-16 requested	125%

Third Sector Infrastructure

Criteria	Organisation / Project	Grant 2010-13 pa	Requested 2013-16 pa	Increase (Actual)	Increase (%)
1	Black Minority Ethnic Community Partnership	£8,000	£30,000	£22,000	275%
1	Community & Voluntary Sector Forum	£27,000	£40,000	£13,000	48%
1	Federation of Disabled People (B&H)	£20,000	£30,000	£10,000	50%
1	Hangleton & Knoll Project	£5,000	£12,000	£7,000	140%
1	People Can	£0	£15,000	£15,000	na
1	Resource Centre	£90,000	£90,000	£0	0%
2	Trust For Developing Communities	£10,000	£27,000	£17,000	170%
2	Volunteer Centre (Impetus)	£23,000	£35,000	£12,000	52%

Total current commitment pa 2010-13	£183,000
Total requested pa 2013-16	£279,000
Total requested increase by monies from 2010-13 to 2013-16	£96,000
Total increase by % from 2010-13 commitment to 2013-16 requested	52%

Training & Adult Learning

Criteria	Organisation / Project	Grant 2010-13 pa	Requested 2013-16 pa	Increase (Actual)	Increase (%)
1	Adventure Unlimited	£10,000	£15,000	£5,000	50%
1 & 2	CEDP Chinese Centre	£5,000	£6,000	£1,000	20%
2	Friends Centre	£0	£20,000	£20,000	na
2	Grassroots Training	£0	£10,000	£10,000	na
2	Prince's Trust - Get Started Get Into	£0	£20,000	£20,000	na
3	Prince's Trust - Leaving Prison	£0	£14,000	£14,000	na
2	The Bridge	£0	£15,000	£15,000	na
1	Unemployed Centre Families Project	£43,000	£41,000	£-2,000	-5%
2	Whitehawk Inn	£7,000	£24,000	£17,000	243%

Total current commitment pa 2010-13	£65,000
Total requested pa 2013-16	£165,000
Total requested increase by monies from 2010-13 to 2013-16	£100,000
Total increase by % from 2010-13 commitment to 2013-16 requested	154%

Youth

Criteria	Organisation / Project	Grant 2010-13 pa	Requested 2013-16 pa	Increase (Actual)	Increase (%)
2	Albion in the Community	£15,000	£15,000	£0	0%
1	Allsorts Youth Project	£22,000	£25,000	£3,000	14%
2	Amaze	£0	£20,000	£20,000	na
1	Black Minority Ethnic Young Peoples Project	£15,000	£25,000	£10,000	67%
2	Brighton Youth Centre	£0	£50,000	£50,000	na
1	Clock Tower Sanctuary	£0	£20,000	£20,000	na
2	Crew Club	£0	£20,000	£20,000	na
1	Deans Youth Project	£20,000	£25,000	£5,000	25%
1	Fun In Action for Children	£10,000	£25,000	£15,000	150%
2	Prince's Trust - Get Started Get Into	£0	£20,000	£20,000	na
3	Prince's Trust - Leaving Prison	£0	£14,000	£14,000	na
2	Self Managed Learning College	£0	£15,000	£15,000	na
2	Stopover (Impact)	£12,000	£9,500	£-2,500	-21%
1	Tarnerland	£10,000	£38,000	£28,000	280%
1	Young People's Centre (Impact)	£19,000	£19,000	£0	0%
2	Youth & Sport (Sussex Central YMCA)	£11,000	£20,000	£9,000	82%
1	Youth Advice Centre (Sussex Central YMCA)	£15,000	£25,000	£10,000	67%

Total current commitment pa 2010-13	£149,000
Total requested pa 2013-16	£385,500
Total requested increase by monies from 2010-13 to 2013-16	£236,500
Total increase by % from 2010-13 commitment to 2013-16 requested	159%



Three Year Strategic Grants 2013-16: Outline Bids Summary of recommended Alternative Support Package for applicants not invited to Full Bid

Nb. the Communities & Equality Team's 'Grantfinder' service offers free, supported access to an internet based search tool to help identify external funding streams from:

central government, national initiatives such as the Lottery & charitable trusts

Artists Open Houses

- In-kind developmental support from specialist officers
- Introduction to Commissioning Networks

As You Are

- Prioritised consideration from BHCC Annual Grants Programme
- "Grantfinder" session

Aspire (Impetus)

- Prioritised consideration from BHCC Annual Grants Programme
- "Grantfinder" session
- In-kind developmental support from specialist officers

Brighton Permaculture Trust

- Prioritised consideration from BHCC Annual Grants Programme
- "Grantfinder" session
- In-kind developmental support from specialist officers

Children's Society - Portage & Befriending

- "Grantfinder" session for neighbourhood-based worker
- Introduction to Commissioning Networks

Citizens Advice Bureau (project)

- Prioritised consideration from BHCC Annual Grants Programme
- "Grantfinder" session
- In-kind developmental support from specialist officers
- Introduction to Commissioning Networks

Clock Tower Sanctuary

- "Grantfinder" session
- Introduction to Commissioning Networks

Community Base

- Prioritised consideration from Advice Services Development Fund

Appendix 5

- In-kind developmental support from specialist officers
- Introduction to Commissioning Networks

Creative Future

- Prioritised consideration from BHCC Annual Grants Programme
- “Grantfinder” session
- In-kind developmental support from specialist officers
- Introduction to Commissioning Networks

Friends Centre

- Prioritised consideration from BHCC Annual Grants Programme
- “Grantfinder” session

Friends Families and Travellers

- Prioritised consideration from BHCC Annual Grants Programme
- “Grantfinder” session
- Introduction to Commissioning Networks

Furniture Now!

- Prioritised consideration from BHCC Annual Grants Programme
- In-kind developmental support from specialist officers
- Introduction to Commissioning Networks

House (Artists Open Houses)

- Prioritised consideration from BHCC Annual Grants Programme
- In-kind developmental support from specialist officers
- Introduction to Commissioning Networks

One Church Brighton

- In-kind developmental support from specialist officers

People Can

- Prioritised consideration from BHCC Annual Grants Programme
- In-kind developmental support from specialist officers
- Introduction to Commissioning Networks

Prince's Trust - Get Started Get Into

- Introduction to Commissioning Networks

Prince's Trust - Leaving Prison Mentoring

- Introduction to Commissioning Networks

Ralli Hall Lunch and Social Club

- Prioritised consideration from BHCC Annual Grants Programme
- “Grantfinder” session
- In-kind developmental support from specialist officers
- Introduction to Commissioning Networks

Rhythmix

- Prioritised consideration from BHCC Annual Grants Programme
- “Grantfinder” session
- In-kind developmental support from specialist officers
- Introduction to Commissioning Networks

SASBAH (Sussex Association for Spina Bifida)

- “Grantfinder” session
- Introduction to Commissioning Networks

Self Managed Learning College

- Introduction to Commissioning Networks

Southdown Housing Association

- Introduction to Commissioning Networks

The Nightingale Theatre

- Prioritised consideration from BHCC Annual Grants Programme
- “Grantfinder” session
- In-kind developmental support from specialist officers
- Introduction to Commissioning Networks

Subject:	East Sussex, South Downs, and Brighton & Hove Waste and Minerals Plan: Request for Delegated Authority to Agree and Consult on Draft Modifications		
Date of Meeting:	12th July 2012		
Report of:	Strategic Director of Place		
Contact Officer:	Name:	Mike Holford	Tel: 29-2501
	Email:	Mike.Holford@brighton-hove.gov.uk	
Ward(s) affected:	All		

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

- 1.1 The City Council is producing a Waste and Minerals Plan (WMP) jointly with East Sussex County Council and the South Downs National Park Authority. This report seeks to inform members of progress on the WMP and seek delegation to officers to agree and consult on draft modifications.

2. RECOMMENDATIONS:

- 2.1 That the Committee is asked to agree the recommendation to:

a)note the analysis of the representations made on the submitted Waste and Minerals Plan

b)authorise the Strategic Director of Place, in conjunction with East Sussex County Council and the South Downs National Park Authority, to agree any draft "main modifications" to the Waste and Minerals Plan necessary to make it sound and to authorise the publication of such draft modifications for public consultation save that should any draft modification involve a major shift in the policy approach of the Waste and Minerals Plan the draft modification shall be referred by the Strategic Director of Place to the Policy and Resources Committee for approval; and

c)note that all modifications to the Plan will ultimately be presented to the Policy and Resources Committee and Full Council in due course as part of the adoption of the Waste and Minerals Plan

3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

- 3.1 In February 2012, Council agreed a Proposed Submission Draft Waste and Minerals Plan for consultation on its soundness and subsequent submission to the Secretary of State. The period for representations was from 24 February to

24 April. A summary of the representations made is included in Appendix 1. On 1 June 2012, following some minor, non-material changes, the authorities submitted the WMP to Government for examination by a Planning Inspector.

- 3.2 On 15 January 2012 new provisions in the Localism Act 2011 came into force which, together with The Town and Country Planning (Local Planning) (England) Regulations 2012 which came into effect in April 2012, alter the process for examination of the Plan. Previously, local planning authorities were bound to implement the Inspector's Report recommendations on soundness. The process is now that local planning authorities can ask the Inspector to recommend modifications to make the Plan sound and suitable for adoption. The local planning authority can also make non-material changes before adoption. This change to the process will mean that the timeline to adoption is longer.
- 3.3. On 27 March, the Government published the National Planning Policy Framework (NPPF). At the heart of the NPPF is a presumption in favour of sustainable development which is seen as a "golden thread" running through plan-making and decision taking. For plan-making this means the WMP should meet objectively assessed needs with flexibility to adapt to rapid change unless any adverse impacts outweigh benefits, taking into account the NPPF. For public examinations, this means assessing that the Plan is consistent with the NPPF. There are some relevant general policies as well as minerals production requirements within the NPPF.
- 3.4 Experience since March has indicated that this approach is being applied by Inspectors with some rigour, and requiring model wording on the presumption in favour of sustainable development to be included to enable a plan to be considered sound.
- 3.5. In order to avoid delay to the process, it is proposed that delegated authority is given to the Strategic Director of Place to agree any necessary draft modifications emerging from the public examination with our partner authorities and for the modifications to be published for public comment. Any major shift to the policy approach in the WMP required by the Inspector to make it sound would be referred to Policy and Resources Committee for approval e.g. any major change to the position on the development of new landfill sites or requirements over London's waste. Our partner authorities are seeking similar delegations.
- 3.6 It should be noted by Members that following the publication of modifications and assessment of public comments, if the Inspector considers the WMP sound, the whole Plan with major and minor modifications would come back before full Council for adoption. Our partner authorities would also have to consider the modified Plan.
- 3.7 Should the recommendation be agreed it is hoped that the WMP can move quickly through public examination and that a report for adoption of the Plan can be made to full Council in either February or March 2013.

4. COMMUNITY ENGAGEMENT AND CONSULTATION

- 4.1 None required on this report. The report seeks delegated powers to amongst other things, agree modified policies for consultation.

5. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 5.1 The Waste and Minerals Plan is being prepared jointly with East Sussex County Council and the South Downs National Park and costs are shared proportionally. Revenue budget of £100,000 has been set aside in 2012-13, to fund the council's share of costs.

Finance Officer Consulted: Karen Brookshaw

Date: 26/06/12

Legal Implications:

- 5.2 The Waste and Minerals Plan is a development plan document ("DPD") within the meaning of the Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011). Section 20 of the 2004 Act provides (inter alia) that where a person appointed by the Secretary of State to examine a DPD considers that it does not satisfy the relevant statutory requirements or is not "sound" he or she, if requested by the local planning authority, can recommend modifications that would make it compliant and sound. Such modifications are termed "main modifications". Paragraph 182. of the National Planning Policy Framework advises that a DPD is considered sound if it is positively prepared, justified, effective and consistent with national policy.

Section 23 of the 2004 Act provides that a local planning authority may adopt a DPD either as submitted to the Inspector for examination, or with modifications that do not materially affect the policies set out in the DPD, or as modified in accordance the main modifications, or as modified with the main modifications and the non material modifications.

Although there is no statutory duty to consult on any modifications to a DPD DCLG has advised that modifications to DPDs should be subject to consultation, following the finding in the case of R (on the application of Barrow BC) v Cumbria CC (2011).

Lawyer Consulted:

Name Hilary Woodward

Date: 25 June 2012

Equalities Implications:

- 5.3 None arising directly from the report

Sustainability Implications:

- 5.4 The National Planning Policy Framework now requires plans to be prepared with a presumption in favour of sustainable development.

Crime & Disorder Implications:

- 5.5 None arising directly from this report

Risk and Opportunity Management Implications:

- 5.6 Additional costs arising from the delay in adopting the WMP could result if the reports recommendations were not proposed. There could potentially be implications for determining relevant planning applications in not having an up-to-date Waste and Minerals Plan.

Public Health Implications:

- 5.7 None arising directly from this report

Corporate / Citywide Implications:

- 5.8 See under paragraph 5.6.

6. EVALUATION OF ANY ALTERNATIVE OPTION(S):

- 6.1 An alternative option would be not to seek delegated powers but this would delay the process of plan production and adoption.

7. REASONS FOR REPORT RECOMMENDATIONS.

- 7.1 Following Cabinet and Council's previous consideration of the WMP, public representations on the soundness of the Plan have been made and the WMP has been submitted to Government. Changes to legislation mean that a different process will now be undertaken during the public examination and to avoid undue delay, authority is sought for delegation to the Strategic Direct of Place to agree any draft modifications needed to the Plan to make it sound

SUPPORTING DOCUMENTATION

Appendices:

1. Summary of the representations on the Proposed Submission Waste and Minerals Plan

Documents in Members' Rooms

None

Background Documents

None

Appendix 1 - Summary of the representations on the Proposed Submission Waste and Minerals Plan

- 1.2 Thirty two respondents made around fifty comments on the Proposed Submission Waste and Minerals Plan.
- 1.3 Representations on soundness and legal compliance were received from:
- Days Aggregates,
 - DK Symes on behalf of Dudmans,
 - Essex County Council,
 - Hove Civic Society,
 - Lewes FoE ,
 - MJCA on behalf of Ibstock,
 - MPA,
 - Northamptonshire County Council,
 - Quarryplan on behalf of Tarmac,
 - Rother DC,
 - Staffordshire CC,
 - Surrey County Council
 - Ticehurst PC,
 - Wealden DC,
 - Friends of Lewes
 - Cllr Living (Peacehaven TC, but responding as an individual)
 - 2 x members of public (living near Pebsham)
- 1.4 Letters of support (or stating no intention to comment) were received from:
- Deanland Wood Park,
 - Highways Agency,
 - Horsham DC,
 - Kent County Council,
 - Laughton PC,
 - Leicestershire County Council,
 - Lewes District Council,
 - Marine Management Organisation,
 - Natural England,
 - Rotherfield PC,
 - Southern Water,
 - West Sussex County Council,
 - Rabbit Skips,
 - Environment Agency,
 - BALI
- 1.5 Comments querying soundness and legal compliance have been summarised in the three tables below:
- 1) County, District or Borough Councils
 - 2) Town Council, Parish Council, Civic Societies
 - 3) Industry, Other

Comments querying soundness and legal compliance

1) County, District or Borough Council	Summary of comments		
Essex County Council	Concern over information about landfill – stress that ECC are not willing to provide landfill for the Plan Area.		
Kent County Council	Requested some minor factual changes.		
Northamptonshire County Council	Hazardous Waste policies are not appropriate.		
Rother District Council	Support for no allowance made for residual waste from London. Consider Plan is not sound or legally compliant in respect of Pebsham.	WMP5	Not justified, effective or consistent as policy should state that there will be no extension to Pebsham for additional landfill capacity and reference should be made to the Country Park.
		Saving of sites specific allocations from the Waste Local Plan	Site specific allocations can only be saved by application to the Secretary of State and consultation has been stifled.
		WMP14	Not justified, effective or consistent with national policy. Clarity sought that policy doesn't apply to former or redundant wharves.
Staffordshire County Council	Plan is unsound and not effective	Plan does not make sufficient provision for facilities to manage waste arising in the Plan Area and [or] achieve net self-sufficiency.	
Surrey County Council	Objection to exporting waste from Plan Area and not allocating Ashdown Brickworks. (WMP5 and WMP7)		
Wealden District Council	Support but seeking clarification, particularly on development management policies. WMP6a may not be specific enough to guide developers and future DPD.		

2) Town Council, Parish Council, Civic Society	Summary of comments
Hove Civic Society	Policy WMP2c Policy should express a firmer preference for CHP. Policy does not go far enough and references to power and heat should be inserted into policy wording.
Cllr Living (Peacehaven TC, but responding as and individual)	Plan should not go forward without consideration of waste water
Ticehurst PC	Resolution about water abstraction – no further development to use Bewl Water.

3) Industry/ Other	Summary of comments		
Days Aggregates	Partial support for WMP14, but request stronger wording relating to wharf related activities and joint working with West Sussex County Council.		
Dudmans (DK Symes)	Plan is not sound or legally compliant	WMP1	Not justified as policy does not give assurance that neighbouring counties would allow resource to be extracted
		WMP10/Para 4.7	Not consistent with NPPF as there is no recognition of differing market for soft sand
		WMP10 4.17	Not consistent with national policy as doesn't state that soft sand reserve will be exhausted in 3 years time and make necessary plans for future extraction
		WMP10	Not consistent with national policy as 7 year landbank will not be maintained
		WMP10 4.42	Not consistent with national policy as separate landbanks should be identified
		WMP16	Not justified or consistent with national policy as restoration to agricultural land is not specifically considered
		WMP25	Not justified as Paragraph 6.27 does not recognise the specific locational constraints of minerals development
FoE Lewes	Plan is unsound based on comments made to previous consultations (no further detail)		
Ibstock (MJCA)	Ashdown Quarry should be considered as a site allocation for waste development. Do not believe that consultation on the removal of Ashdown Brickworks was carried out appropriately or in accordance with the SCI. Site could be suitable for other types of waste development (not just landfill). ESCC data and evidence is not robust.		
KTI Energy Limited (Dr Bill Temple-Pediani)	More emphasis on CHP, Pebsham and Hangleton Bottom should be explored to construct a waste processing plant producing fuel for export		
Light Bros	Support for WMP5 and WMP21 but concern the plan will prohibit waste development in the SDNP.		
MPA	Delete clause (c) of WMP1 as it is not required and there is no justification for the special treatment of soft sand quarries as these will need to comply with clause (b) and the tests in the NPPF.		
	WMP3 Amend Clause (c) to properly reflect NPPF para 143 bullet #2 as current policy is overly restrictive on use of primary materials		
	WP10 – support for meeting the apportionment [i.e. no request for reference to soft sand split].		
	WMP13 not in accordance with BGS guidance – and therefore unsound		
	WMP14 - support for policy but concern about timing of West Sussex Waste and Minerals Plans in relation to planning for Shoreham Port in a consistent manner over the Plan boundary.		
Southern Water	Support for waste water policies		
Tarmac (Quarryplan)	Plan is not sound	WMP1	Clause (c)is unsound as it places reliance for resource on adjoining

3) Industry/ Other	Summary of comments		
	or legally compliant	counties that are also within the SDNPA/AONB	
		WMP3	Clause (c) is unsound as soft sand cannot be substituted
		WMP10	The policy is not effective although it may be sound. A stronger commitment to soft sand is required for the plan period.
		WMP13	The policy is unsound as it does not accord with BGS safeguarding guidance
Town and Country Planning Solutions	WMP6b and WMP21 – request new policy to consider expansions to sites beyond their existing boundaries WMP2c and WMP23b – consider use of woodchip to produce energy is hampered by policy and request deletion of wording “onsite generation of energy should not prejudice the movement of waste up the hierarchy”		
Members of the public	Two emails were received from the public stating the continued allocation of Pebsham made the plan unsound.		

Subject: Black Rock – update report
Date of Meeting: 12 July 2012
REPORT OF: Strategic Director Place
Contact: Officer: Name: Katharine Pearce Tel 29-2553
E-mail: katharine.pearce@brighton-hove.gov.uk
Key Decision: Yes Forward Plan No: 30125
Wards Affected: Regency & seafront wards

FOR GENERAL RELEASE

1. SUMMARY

- 1.1 This report summarises the background (and history) to recent negotiations with Brighton Arena Limited (BAL) in relation to the Black Rock site. It also summarises the process by which the council has reached a conclusion with regard to the final proposals submitted by the Developer for the Black Rock Site and recommends a way forward.
- 1.2 There is a Part II report relating to this matter which should be considered concurrently with or prior to the consideration of the report.

2. RECOMMENDATIONS:

The Strategic Director Place and Black Rock Project Board recommend that Policy & Resources Committee:

- 2.1 Agree to reject the revised proposals submitted by Brighton Arena Limited (“BAL”) relating to the Black Rock site (see Appendix 2 “the Site”).
- 2.2 Agree that the Site will be subject to a fresh procurement and re-marketing exercise.
- 2.3 Agree that the future strategy for the re-marketing of the Site should be worked up in conjunction with the cross party Project Board, including future possible uses on the Site (including an ice rink) being feasibility tested and subject to soft market testing, prior to the council returning to the market.
- 2.4 Agree that in the interim period, the Site should be marketed forthwith for a temporary use to ensure that the overall appearance of the Site can be improved and the Site can be used productively until the outcome of a full procurement exercise is known.

- 2.5 Agree that any temporary use of the Site is to be agreed by the Economic Development & Culture Committee, who shall take into account the recommendations of the Project Board when referring any proposed temporary disposal to Policy & Resources Committee.
- 2.6 Note that in the event of BAL's revised proposals being rejected as recommended in 2.1, the Development Agreement with BAL will automatically terminate on 31st July 2012.

3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

Summary and policy context

- 3.1 In April 2007, after the marketing of the site for a privately funded leisure use, the Policy & Resources Committee gave landlord consent to Brighton Arena Limited ("BAL") for the Brighton International Arena Scheme. After a public consultation exercise and exhibition the scheme was chosen as the one which offered the best all round solution to the Black Rock site ("the Site") and would have provided the city with a brand new multi-purpose sports and entertainment arena and an adjacent permanent public ice rink. The rest of the scheme offered private and affordable housing and retail and restaurant uses. The design had received commendations from both CABE and English Heritage. During pre-planning stage discussions in 2008 the funder for the project went into receivership and at this time all funding for the project, including funds to the professional consultant and design team, ceased.
- 3.2 In the intervening period of time, considerable efforts have been made on the part of BAL and by the council team to seek ways to secure funding for the original scheme. Most arenas in the UK and further afield receive an element of public subsidy, but the BAL team's aspiration was to self operate the venue and cross subsidise from other aspects of the scheme to achieve viability, rather than to take this all as developer profit. This approach was not one that was especially attractive to funders, but the search for funding continued with several high networth individuals taking an interest but no final funder being forthcoming.
- 3.3 Over the last 18-24 months BAL have explored alternatives to unlock greater value in the scheme and discussed these options with council officers to see what may be acceptable. It was agreed informally that if the Developer wanted to come forward with final changes to incorporate a hotel use and additional commercial uses at ground floor level this would not be ruled out by the council (subject to a landlord committee receiving and approving such changes). However, these options still did not in the end create the value the scheme required to break even and to interest funders.
- 3.4 The final opportunity to unlock the scheme came at the beginning of the year when ongoing negotiations took place with a well known commercial

operator to take on a 25 year lease for the Arena. Changes to the building specification for the arena were proposed (although these were not discussed in detail with the council), but this appears to have created a greater cost burden on the project. Although a target agreement was reached it did not herald the final solution to funding the scheme which the developer had predicted.

- 3.5 An agreed deadline for a final amended scheme had been negotiated with BAL in February 2012. At the time the council and BAL felt this would allow time to gain agreement to the final amended details and to the new arena operator. A realistic and final objective assessment of the scheme could then be made and the opportunity taken to move forward or to call an end to the agreement with BAL.
- 3.6 In early May, only 4 weeks before the deadline, BAL introduced a new developer team to the council who appeared to be able to offer a last opportunity for a funded scheme. The new team took full legal ownership of the project and BAL, and worked towards submitting an amended scheme to the agreed deadline of 31 May.
- 3.7 A newly constituted Project Board was created to review the final set of proposals submitted by the new developer team on 30 May 2012 and to receive a presentation on 14 June 2012. The Board considered the proposals in detail (with the officer team) and reached a final view on the appropriate next steps. In the light of this, the Board has supported the recommendations contained in this report.

Evaluation of proposals by the Project Board

- 3.8 The Project Board considered the proposals from the new BAL developer team in the light of the following key criteria:

The impact of the final submitted scheme upon:

- The original scheme design and function
- The leisure/entertainment component of the scheme including ice
- The emerging seafront strategy
- The aspirations for the Site
- Transport
- Housing – including affordable housing

- 3.9 The proposals submitted by the new team were schematic rather than worked up designs. In the time available this was to be expected. The Board praised the work done by the team in what was a short timeframe.
- 3.10 The Project Board also reviewed the proposal being made in the light of the following critical issues which the Members and Officers had previously been alive to:
- Ability to achieve a viable and acceptable scheme in design and planning terms

- Legal challenge possibilities around procurement
- Financial deliverability
- Need for council subsidy to the leisure element

3.11 In the light of the above evaluation process the Project Board reached the final view that the proposals presented were not able to satisfy the criteria sufficiently to offer confidence that a future acceptable scheme had a high enough chance of deliverability. It was also felt overall that the scheme had altered so significantly it was not justifiable for the council to take a position of not re-presenting the site to the open market.

3.12 Furthermore, the scheme as presented:

- Did not convince the members of the Board that a viable case could be made which was sustainable long term for the proposed leisure use.
- The loss of the large capacity arena within the scheme was felt to have marked a considerable change to the overall “offer” and left the ice rink having to work far harder as a viable destination in its own right. It was not felt overall that the bidders had been able to make a sufficiently robust case for this.
- The change in the location of the ice rink, whilst utilising a less attractive part of the site also had detrimental effects. It was felt that although high quality housing was being proposed, this now dominated the site and had changed the emphasis from the previous leisure focus to housing with a distribution of retail.
- Whilst the retail and restaurant use was to be welcomed, the location of these uses in separate “blocks” with spaces in between (and housing above) on this exposed seafront location was viewed as unlikely to offer sufficient protection to the public realm. There was a concern that these areas could become no-go areas in the winter months and despite planting to mitigate this, the spaces between the retail were seen to suffer from the same problem experienced in the Marina. This would have a negative effect on the business case for the retail.

3.13 In the light of the issues highlighted in 3.10 and 3.12 above, the final view of the Board was to support the option of re-marketing the site to a refreshed brief. The minutes of the Board’s meetings are annexed to the Part II report.

3.14 The following table illustrates the changes proposed to the current scheme and the final proposals presented to the Project Board. Subsequently BAL have indicated that it would be prepared to change the proposals so that for example the arena would revert back to a 10,000 seater. This has led to the production of the Part II report.

Evolution of mix of uses: Brighton International Arena Scheme 2004-2012 – BAL 30 May 2012

Core uses	Original Scheme	1st Revision Jan 2011	2 nd Revision Feb 2011	3 rd Revision Aug 2011	Latest Revision May 2012	Developer's Explanatory Notes
Arena	8,000-11,000 seats	8,000-11,000 seats	9,000 seats	10,000 seats	3,000 seats	Arena and incorporated ice pad
Housing	111 units – 40% affordable	123 private residential	139 private residential	139 flats – mix of sizes	209 flats – mix of sizes	Increase due to smaller arena and to ensure whole site viability.
Retail	2,500ft ²	2,500ft ²	2,500ft ²	2,500ft ²	See below	See below
Public Rink	1 st floor level 1,700m ²	Relocated to basement	No public rink	Olympic standard public rink	Public rink	Subject to funding
Large ground floor commercial space	Not mentioned. Utilised by A3 uses in original	34,000ft ²	34,000ft ²	Unconfirmed use. 100% retail use unlikely to be delivered	82,056ft ²	Associated Retail & Leisure and to support jobs
Restaurants and bars	25,000ft ²	25,000ft ²	25,000ft ²	25,000ft ²	37,961ft ²	Opportunity to maximise 'destination; feel and support jobs
Signature Restaurant	4,000ft ²	4,000ft ²	4,000ft ²	25,000ft ²	3,228ft ²	As above
Hotel	Not included	90 bed	110 bed with roof terrace	110 bed with roof terrace. Budget hotel	120 bed 4* and 90 bed 3*	Hotels create jobs, underpinning general leisure use

Core uses	Original Scheme	1st Revision Jan 2011	2nd Revision Feb 2011	3rd Revision Aug 2011	Latest Revision May 2012	Explanatory note
Sports Injury Clinic	10,000ft ²	Space used by relocated public rink	No basement level	No longer included	No longer included	
Museum	2,227ft ²	Possible subject to space	No basement level	No longer included	Not included	
Media Suite	7,585ft ²	Retained but reduced in size	Retained but reduced in size	Retained. Smaller and in basement	Not included	
Parking	70 total	Retained	Retained and 100 added	170 total	TBA	

4. CONSULTATION

- 4.1 The cross party Project Board membership and the officers advising the Board is shown on Appendix 2.
- 4.2 The Brighton International Arena Scheme was the subject of a full public consultation exercise when the original scheme was submitted to the council in 2004.

5. LEGAL/FINANCIAL & OTHER IMPLICATIONS:

- 5.1 The Development Agreement with BAL was completed on 27.07.05 (“the DA”). On 5 November 2007 a Supplemental Agreement was completed which referred to the approved Stage D Design Proposals and extended the Long Stop date in the DA by 9 months. The Long Stop Date is the date by which the Conditions (e.g. Satisfactory Planning Permission, exchange of the Affordable Housing Agreement, letting of Building Contract) are to be met and if they are not, either party can terminate the DA.
- 5.2 On 28 February 2012 a further Supplemental Agreement was entered into. This (i) acknowledged that changes to the Approved Scheme were proposed, (ii) set out a process for approval of those changes (see following paragraph) and the timing of the application for planning permission (“the Application”), (iii) extended the Long Stop Date to 28 February 2015 and (iv) varied the terms relating to the Lease. The Unconditional Date is the date on which all of the Conditions are actually met. Within the overall timeframe the DA as amended also has milestones, such as submission of the Application, which must be met and if not the DA automatically terminates.
- 5.3 BAL was required to submit by 31 May 2012 (i) a schedule of material changes to the Approved Scheme including replacement sections and elevation drawings as appropriate together with (ii) the scoping of the transport assessment for these Revised Proposals and (iii) satisfactory proof of funding for the achieving of Satisfactory Planning Permission. The council must either approve or reject the Revised Proposals by 31 July 2012, and if approved, BAL then has to submit the Planning Application by 31 July 2013.
- 5.4 From a legal perspective there are 3 distinct issues arising from the amendments – (a) uses (b) design and (c) area – each of which influences the ongoing procurement risk in the event of the council wishing to approve the revised scheme.
- 5.5 The above table highlights the proposed use changes. The revised scheme includes a combined ice pad and “arena” with 3,000 seats (Approved Scheme has a separate 8,000 – 11,000 capacity arena and a public ice pad), 82,056 sq ft of associated retail and leisure uses (Approved Scheme has retail and leisure uses ancillary to the main arena

and ice pad areas), housing increase in units from 111 to 209 units, an increase in restaurants and bars (25,000 sq ft to 37,961 sq ft) and the introduction of 2 hotels.

- 5.6 The previous design was one large building, so that when approaching the development from Madeira Drive in the direction of the Marina the main uses would be restaurant and community ice pad, the main arena and then the residential (40% of which is required to be Affordable Housing under the terms of the DA). The revised proposal has a more separate block approach comprising a ground floor café with housing above (on land outside of the site; see following paragraph), retail block 1 with housing above, retail block 2 with housing above, first hotel with more retail and housing above, and the second hotel and a restaurant wrapped round the arena building which has retail on the upper floors, hotel facilities on the third floor and a signature restaurant on the fourth floor.
- 5.7 The footprint of the proposal goes beyond the site area referred to in the Approved Scheme and the DA.
- 5.8 As is plain from this report, the changes to the Approved Scheme (as defined in the DA) are significant. To all intents and purposes this is a new proposal rather than an amended scheme. Given the extent and nature of the changes to the scheme, it would therefore not be unreasonable or inappropriate for the council to choose to reject the latest Revised Proposals, terminate the DA and test the market for other proposals. There would be no constraint on the new BAL team putting forward fresh proposals in response to the new tendering exercise.
- 5.9 In the event of the committee rejecting the officers' and Board's recommendation to reject the scheme and terminate the DA, there would be a significant risk of procurement challenge given the significant changes to the scheme and lack of opportunity for other developers to have their proposals actively considered.
- 5.10 BAL are extremely disappointed with the recommendation in this report and are keen for the committee to consider whether or not it is appropriate to extend the period for presentation of further Revised Proposals, as otherwise if the recommendation to reject the Revised Proposals is agreed, the DA will automatically terminate on 31st July 2012.. This has led to the production of the Part II report.

Legal officer consulted: Bob Bruce

Date: 3 July 2012

Financial Implications:

- 5.11 The business case for the previous scheme has always contained a significant funding gap. Without a viable business case it was unclear how a funding package for the scheme could be structured and who would be the funders. In the current economic climate any bank funding would be extremely difficult to secure and a very significant proportion of

the funding would need to be provided by equity investors (who carry the most risk and have the least security).

- 5.12 The new delivery team is experienced and highly committed with a successful track record of delivering projects. The documentation provided says the project has committed funding of £3m to take it through planning and to initial delivery and that the funds are held within Lloyds Banking Group, although we have not been provided with evidence to substantiate this position. The funding is being provided through a Dorset based development company. Further information received states that subject to agreement on the final design principles with the council, they have access to further debt and equity providers to underpin the construction and development of the site and they would anticipate the debt equity balance to be about 50/50. The equity funder is said to have a long-term interest in the development rather than looking for a quick return.
- 5.13 The Developer has said that they think their scheme proposals are viable, have employed CBRE (a leading commercial property and real estate advisor with detailed knowledge of the site having also advised the council) who have confirmed the position and are prepared to share the initial valuation work with the council. It is inevitable that the removal of the arena and the increase in housing and commercial space will make the scheme much more viable. It is their aim to ensure that the project is financially stable at all times. Their intention is also to deliver the project within tight timescales.
- 5.14 The potential financial implications if BAL's outline proposals are agreed are as follows:
- 5.15 Positive implications if this scheme was deliverable and acceptable in design and planning terms: :
- Community infrastructure levy and/or S.106 income for the council.
 - Business rates retention – the current site does not generate any business rates so the council would, until at least 2020, benefit from 50% of the business rates generated by the site (although this would only be generated upon completion of the development). There is currently insufficient information to estimate how much this might be but business rates would be generated by the proposed leisure, retail, hotel and restaurant uses and could amount to several hundred thousand pounds per annum.
 - Additional council tax from the new 209 flats is forecast to be approximately £200,000 per annum assuming 40% social housing is delivered on site although the Developer has indicated that they would prefer to provide it offsite.
 - New homes bonus also generated by the 209 flats is forecast to be about £300,000 per annum for 6 years.
 - The development may be a catalyst for further redevelopment within the marina which could generate further income from business rates, council tax and new homes bonus.

It should be noted that these or other positive implications would potentially flow from other schemes; other developers have not had the opportunity to pitch for this site which was marketed as a leisure site.

Negative implications if the council approves the amended scheme:

- A reduced size of venue (with 3,000 seats) would be a direct competitor for certain money making events currently held at the Brighton Centre with a potential significant impact on the £900,000 per annum entertainment income currently achieved by the Centre. It would also be a potential competitor to the Brighton Dome.
- The ice rink has an explanatory note which says “subject to debt funding markets”. The banks are reluctant to fund out of the ordinary developments and more work would need to be done to establish whether and what type of ice facility on the site would be fundable. It is possible that the council could be asked to take a lease on the ice rink thereby transferring the risk on whether an operator could generate sufficient income to cover the lease.
- There are potential procurement issues to overcome which are set out in legal implications which could lead to a significant risk of challenge from another developer.
- There will be a consequent impact on council services as a result of the increase in residents although most services in planning for future services will have made some provision for demographic changes within the city.
- The transport solutions for the site may require a contribution from the council.

If Members decide not to proceed with these proposals and depending on the timetable envisaged for remarketing the site, consideration will need to be given to testing the market for possible temporary uses for the site which could generate an interim revenue income.

Finance officer consulted: Mark Ireland

Date: 3 July 2012

Equalities Implications:

- 5.16 The previous BAL scheme had submitted a Design and Access Statement for the approval of the council. The revised proposals had not yet reached this stage. There are not considered to be any specific equalities issues arising from this report

Sustainability Implications:

- 5.17 BAL have demonstrated commitment to meeting the council’s objectives around sustainable development in relation to policies within the emerging City Plan. The previous BAL scheme expended considerable time and resources working with the council, WSP environmental consultants and Bio-Regional (acting for the council) to formulate a proposal that would

deliver a high level of sustainable design and minimise or re-use energy need within the site.

Crime & Disorder Implications

- 5.18 If agreed, it is important to market the site for a temporary use without delay to ensure that the overall appearance of the area can be improved and the site used productively until a full procurement exercise is recommenced. Ideally the selected use should be open all year round and into the evening therefore providing additional controlled activity and security in a currently underutilised area of the seafront.

Risk and Opportunity Management Implications:

- 5.19 The risks and opportunities presented by the proposals put before the Black Rock Project Board were evaluated as part of the evaluation exercise. A well developed Risk and Opportunity Matrix is proposed for the project as it moves towards the next stage.

Corporate / Citywide Implications:

- 5.20 A revised and up to date development brief for the Site will allow for new proposals to be considered against the backdrop of the council's current priorities and those contained in more recent strategic consultation such as the Sports Facilities Plan, Sustainable Community Strategy, Tourism Strategy and emerging seafront strategy.

6. EVALUATION OF ALTERNATIVE OPTION(S):

- 6.1 These are set out in the main body of the report.

7. REASONS FOR REPORT RECOMMENDATIONS:

- 7.1 These are set out in the report.

SUPPORTING DOCUMENTATION

Appendices:

1. Membership of Project Board and Terms of Reference
2. Site Plan – Brighton International Arena

Documents in Members' Room:

30th May submission document – most recent proposal.

Background Documents:

There are no documents at present.

APPENDIX 1

Members of the Black Rock Project Board

Chair – Green Group	:	Councillor Ian Davey
Labour Group	:	Councillor Warren Morgan
Conservative Group	:	Councillor Vanessa Brown

Officers attending:

Strategic Director, Place	:	Geoff Raw
Project Manager, Major Projects & Regeneration Team	:	Katharine Pearce
Head of Planning & Public Protection	:	Martin Randall
Head of Strategic Finance & Procurement	:	Mark Ireland
Principal Solicitor	:	Bob Bruce
Head of Tourism & Leisure	:	Adam Bates
Commissioner, Culture	:	Paula Murray
Architecture & Design Manager	:	Nigel McCutcheon
Sports Facilities Manager	:	Toby Kingsbury
Seafront Development Manager	:	Toni Manuel
Divisional Support Assistant (Minutes)	:	Joanne Hussey

BRIGHTON INTERNATIONAL ARENA PROJECT BOARD TERMS OF REFERENCE

Objectives of the Project Board

The headline purpose of the project board is to make recommendations to a future Council committee with regard to the material changes to the current Brighton International Arena scheme. *[A previous Project Board for the project came to an end after signing off the current scheme in 2007]*

The Project Board will have an important broader role to play should the project move forward. However the first tasks during April – June 2012 will focus upon the following:

- Reviewing all Material Changes to the Brighton International arena scheme which the Developer will submit by 31 May 2012.
- Reporting to the relevant agreed Committee with recommendations regarding approval/disapproval
- Setting conditions to be met by the developer during the period prior to a planning submission – if applicable
- Inviting contributions and/or attendance from key stakeholders on specific issues of interest or concern to the Project Board

Operating Principles

Project Boards are usually cross party and also include relevant Senior Officers. The board will be organised and serviced by the Project Manager. The draft membership as currently proposed will include:

Members

- Green Party nominated representative (Chair – Councillor Ian Davey)
- Labour Councillor nominee
- Conservative Councillor nominee

Officers

- Major Projects & Regeneration – Project Manager – Lead, Co-ordination and Servicing
- Culture Commissioner/Head of Service Tourism and Leisure –Client view (either/or)
- Sports Facilities Manager –Client view
- Seafront Manager – Client view
- Head of Strategic Finance - Finance
- Principal Solicitor - Legal

- Planning representative -Planning

The Strategic Director (Place) or the Strategic Director (Communities) may also opt to sit on the Project Board, as can the Head of Service Planning and Public Protection.

External Partners

The Project Board is an internal body, but officers sitting on the board can meet external partners and involve them where necessary.

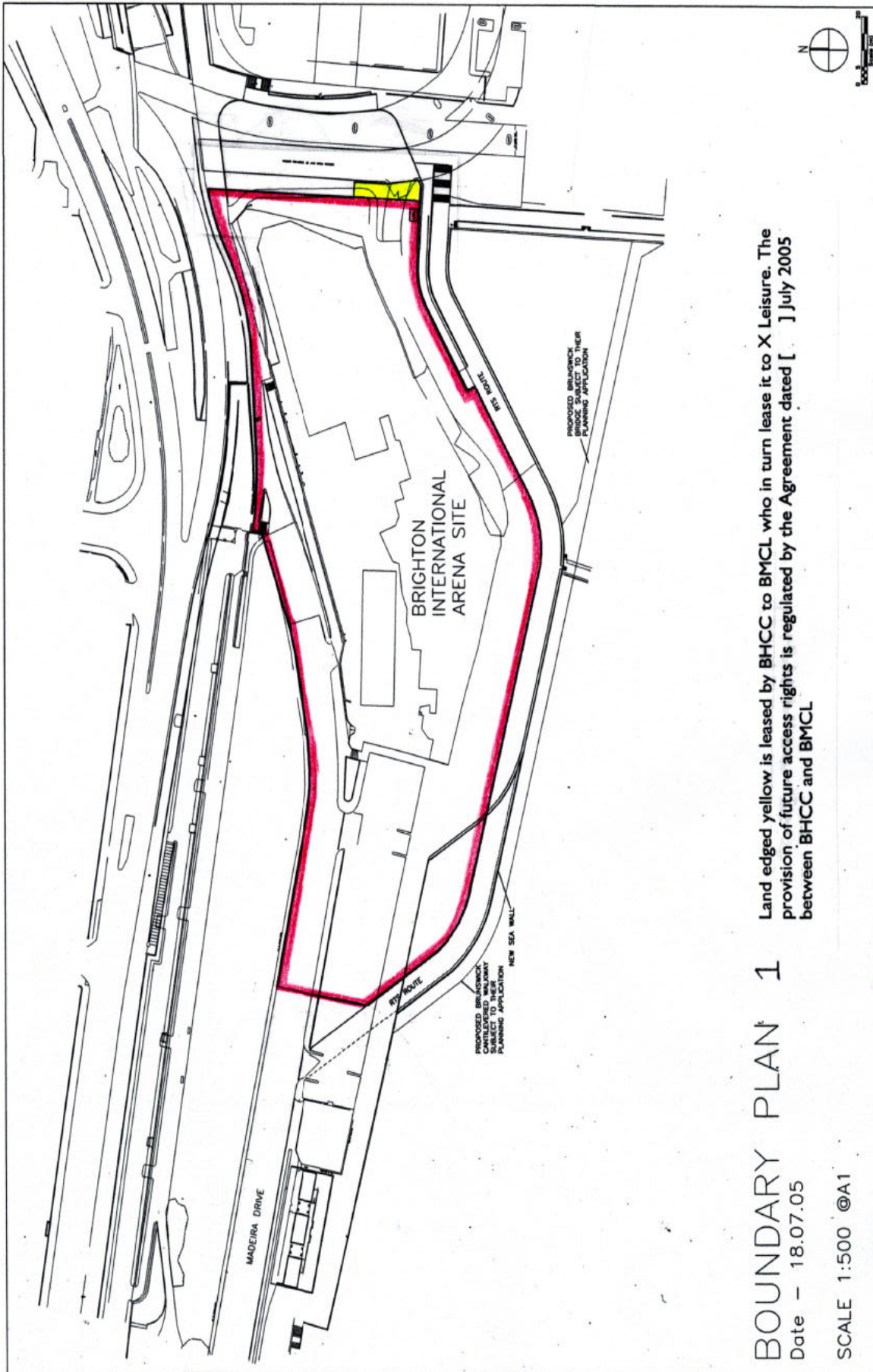
Specialist Advice

The Project Board can also call upon specialist advice and support across the full range of disciplines as it sees fit.

Confidentiality

All meetings of the Project Board shall be held in confidential session. Wider dissemination of information / reporting must first be cleared through the Chair.

Management, Lead and Administration for Project Board meetings will be provided by the Major Projects & Regeneration team as well as updates/briefings as appropriate.



Subject: Appropriation of 243 and 245 Preston Road Brighton to Housing Revenue Account – Extract from the proceedings of the Housing Committee Meeting held on the 13th June 2012.

Date of Meeting: 12 July 2012

Report of: Strategic Director; Resources

Contact Officer: Name: Lisa Johnson Tel: 29-1228
E-mail: lisa.johnson@brighton-hove.gov.uk

Wards Affected: All

HOUSING COMMITTEE

**4.00 pm 14 June 2012
COUNCIL CHAMBER, HOVE TOWN HALL**

MINUTES

Present: Councillor Wakefield (Chair); Councillor Barnett, Davey, Farrow, Jarrett, Mears, Peltzer Dunn (Opposition Spokesperson), Powell (Deputy Chair), Mitchell and Phillips.

Other Members present: Councillors Bennett, Brown and Mears.

PART ONE

9. APPROPRIATION OF 243 AND 245 PRESTON ROAD BRIGHTON TO THE HOUSING REVENUE ACCOUNT

- 9.1 Councillor Wakefield left the Chamber during consideration of the report and Councillor Powell took over as Chair.
- 9.2 The Committee considered a report of the Strategic Director Place which requested approval for the Policy & Resources Committee to appropriate the properties and land at 243 and 245 Preston Road from Policy & Resources to the Housing Revenue Account. The properties had been included in the Housing Revenue Account dwellings register but had never been formally transferred.
- 9.3 Councillor Davey asked for clarification on the number of dwellings at 243 and 245 Preston Road, and was advised there currently 15 units with shared facilities in the two properties and four bungalow units in their grounds. Planned refurbishment works would create 16 self contained units in the two main properties, but the bungalows might now

be beyond reasonable repair. It had been modelled for Seaside's business plan that after refurbishment works the Housing Revenue Account would lease the 16 converted units and two of the bungalow units to Seaside Homes.

9.4 Councillor Peltzer Dunn asked if access would be granted to the properties and was advised that both the properties and the land would be transferred to the Housing Revenue Account and individual units would then be leased to Brighton & Hove Seaside Community Homes. The Housing Revenue Account would retain the land at the rear of the properties, where it may be possible to develop some more council housing. Councillor Peltzer Dunn suggested that none of the bungalow units be leased to Seaside so the whole of the rear gardens could be redeveloped. Mr Hibberd, Head of Housing and Social Inclusion said that the Committee were being asked to recommend that Policy and Resources appropriate the whole site which would not preclude future developments.

9.5 **RESOLVED:** That the Housing Committee recommends:

- (1) That the Policy & Resources Committee agrees the appropriation of the 19 dwellings comprising 15 flats and four bungalow units and the land at 243 and 245 Preston Road, Brighton to the council's Housing Revenue Account; and
- (2) That the Policy & Resources Committee notes the earlier Cabinet and Council decisions to lease dwellings at these properties to Brighton & Hove Seaside Community Homes as part of the LDV project in September and October 2008.

Note: Councillor Wakefield left the meeting having declared a personal and prejudicial interest due to her role as a Board member of Brighton & Hove Seaside Community Homes Ltd.

Subject:	Appropriation of 243 and 245 Preston Road Brighton to the Housing Revenue Account		
Date of Meeting:	Housing Committee 20 June 2012 Policy & Resources Committee 12 July 2012		
Report of:	Strategic Director, Place		
Contact Officer:	Name:	Carol Jenkins	Tel: 29-3832
	Email:	Carol.jenkins@brighton-hove.gov.uk	
Ward(s) affected:	Withdean		

FOR GENERAL RELEASE**1. SUMMARY AND POLICY CONTEXT:**

- 1.1 In October 2008 Full Council on the recommendation of Cabinet and with the unanimous support of the Housing Management Consultative Committee and cross party support authorised the leasing to Brighton & Hove Seaside Community Homes (Seaside) of 106 named Housing Revenue Account dwellings formerly used as temporary accommodation and in need of investment. These are a key part of the 499 properties to be leased to this housing Local Delivery Vehicle (LDV), which was set up by the council to raise investment to improve council homes, meet strategic housing and corporate priorities and refurbish the leased stock.
- 1.2 Those 106 dwellings included 15 vacant units in two converted Victorian houses with shared facilities and four prefabricated bungalow units in the gardens at 243 and 245 Preston Road, Brighton. It has now come to light that, although these properties are included in the Housing Revenue Account dwellings register and had long been used by the council's housing department as temporary housing accommodation, the council's ownership was never formally transferred from corporate (Policy and Resources) to the Housing Revenue Account (HRA).
- 1.3 It is therefore proposed that the Policy and Resources Committee regularise the position by formally appropriating these properties to the HRA. Firstly, this would enable the refurbishment and leasing of vacant units in very poor condition to proceed as planned and agreed with Seaside. Projected rental income from leasing of these units on 1 October 2012 is important to Seaside's business plan, which is underwritten by the council. It is unlikely that additional properties meeting the agreed criteria for leasing to Seaside would be available to substitute for these units in the next 18 months or more. Secondly, the large rear gardens – which would not be leased to Seaside – may also have potential to build some new council housing, subject to a formal Planning view and an options appraisal which has been commissioned.

2. RECOMMENDATIONS:

2.1 That the Housing Committee recommends:

2.1.1 That the Policy and Resources Committee agrees the appropriation of the 19 dwellings comprising 15 flats and four bungalow units and the land at 243 and 245 Preston Road, Brighton to the council's Housing Revenue Account.

2.1.2 That the Policy and Resources Committee notes the earlier Cabinet and Council decisions to lease dwellings at these properties to Brighton & Hove Seaside Community Homes as part of the LDV project in September and October 2008.

3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

3.1 On 9 October 2008 Full Council on the recommendation of Cabinet and with the unanimous support of the Housing Management Consultative Committee and cross party support, authorised the making of an application to the Secretary of State for consent to lease to Brighton & Hove Seaside Community Homes (Seaside) 106 Housing Revenue Account (HRA) dwellings listed in a schedule in Part 2 of the agenda under the requirements of s32 Housing Act 1985 and any additional application necessary or incidental to the granting of such leases or under any other relevant legislation. Cabinet, with continuing cross party and Housing Management Consultative Committee support, finally approved the proposed arrangements for leasing to Seaside on 16 September 2011.

3.2 These dwellings are a key part of the 499 properties to be leased to Seaside under the housing Local Delivery Vehicle (LDV) project, whose purpose is:

- To bring in additional investment to improve council homes, to assist in meeting Decent Homes Standard and tenant aspirations for improvement of the council housing stock.
- To meet strategic housing and corporate priorities. In particular, to provide accommodation for people with particular needs to whom the council owes a housing duty.
- To refurbish the leased stock.

The LDV project and the capital receipts it generates for the HRA are critical to the council achieving its objective of bringing all council tenants' homes up to the government's Decent Homes Standard by the end of 2013.

3.3 The 106 dwellings specifically identified and agreed for leasing to Seaside had all been used as temporary accommodation. They included 19 units at 243 and 245 Preston Road, Brighton: 15 units in the two converted Victorian houses with shared kitchens and bathrooms and four prefabricated bungalow units in the gardens. These are empty units in very poor condition which require significant works to bring them up to a lettable standard and make all into self contained flats. Investment raised by Seaside will help fund the necessary improvement works to bring the properties back into use if they are leased as planned. The leasing of these properties is integral to the LDV project and Seaside's business plan and financial model agreed with and underwritten by the council.

3.4 As explained in the report to Cabinet on 16 September 2011, the council is carrying out refurbishment works to former temporary accommodation properties

before they are leased. Whilst the four prefabricated bungalow units at Preston Road may now all be beyond reasonable repair and unsuitable for leasing, Housing officers have obtained planning permission for refurbishment of the main buildings and agreed a works programme, through the HRA's repairs and improvements partnership with Mears.

- 3.5 These works need to start on site very soon in order to lease the units in accordance with the programme and financial model agreed with Seaside and underwritten by the council. Eighteen refurbished units at 243-245 Preston Road were scheduled to be leased to Seaside on 1 October 2012 in the financial model (16 in the main buildings including new loft conversions plus two bungalow units). If the appropriation of the buildings does not take place Housing officers do not expect other HRA properties that meet the agreed leasing criteria to become available to substitute for the modelled units at that time. Whilst 18 additional units that meet the leasing criteria may become available for leasing in years three to five of the LDV project, the council might be called upon to make up the loss in Seaside's rental income in the meantime. The eighteen units were modelled to produce £2,786 per week in rental income for Seaside from 1 October 2012.
- 3.6 The large rear gardens – which are not part of the agreed leasing arrangements with Seaside – may also provide a possible development opportunity for the HRA to build homes on council land, in line with the council's corporate plan and housing commissioning priorities. An options appraisal has been commissioned. The obsolete prefabricated bungalow units and part of the garden land will not therefore be included in the leases to Seaside when the units are included in a batch disposal as provided for in the suite of documents related to the LDV project. However any backland redevelopment will be subject to planning policies.
- 3.7 243 Preston Road was acquired by the council in 1956 for housing and road widening and 245 Preston Road in 1957 for road improvements. The properties were, however, used for many years as HRA temporary accommodation. They are included in the HRA dwellings register and have long been considered and treated as owned by the HRA. It has now come to light that no formal appropriation to the Housing Revenue Account has ever taken place and the properties are still held by Policy and Resources. It is therefore proposed that the Policy and Resources Committee regularise the position by formally appropriating these properties to the HRA, which will enable the refurbishment and leasing of vacant units in very poor condition to proceed as planned and agreed with Seaside.
- 3.8 Alternatively, the properties could be retained by Policy and Resources and put on the market for sale. A market valuation, prepared on the basis that 243-245, including the four bungalow units, would be refurbished and available on an affordable basis, is in the order of £540,000. The valuers consider that demand for sites for affordable housing in the city by registered providers of social housing remains reasonably buoyant. Whilst there might be space for additional development at the rear, the verbal Planning comment was that additional backland development would not generally be favoured in this location which is within a conservation area. If it is possible to obtain consent for more than four

units in the back gardens, albeit for affordable development, the market assessment would be higher than £540,000.

4. COMMUNITY ENGAGEMENT AND CONSULTATION

- 4.1 Throughout the development of the LDV project council tenants and leaseholders have been consulted and informed through numerous updates in Homing In magazine, meetings for tenant representatives, presentations to Area Housing Management Panels and information sheets sent to resident representatives and available on our website. The four Tenant Board Members of Seaside – who are council tenants appointed by the council’s Area Panels – have provided written and oral updates to each Area Panel meeting since 2009. Housing Management Consultative Committee has been consulted prior to all proposals put to Cabinet for decision and continued to support the project.
- 4.2 Seaside and its board members are aware that Cabinet and Full Council agreed in 2008 that units at 243 – 245 Preston Road should be leased to Seaside and have been expecting that to proceed for several years.

5. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 5.1 The appropriation to the HRA must take place in order for the vacant units to be leased to Seaside, they cannot be leased directly from the General Fund (GF). The council has provided a rental income guarantee under the LDV scheme. If the units are not leased to Seaside then the probability of triggering payments under the guarantee are significantly increased as replacement units will be very hard to identify particularly as turnover in the housing stock has declined under current economic conditions. The annual rent associated with the 18 units modelled in the Seaside business case is the equivalent to about £145,000 per annum based on current rents. Alternatively the site could be sold and Members have complete freedom to decide how any receipt is used, so it could be allocated in full to housing. Based on existing planning consents Cluttons have estimated the market value of the site to be about £540,000. Once the site has been appropriated to the HRA any capital receipt generated by a decision to sell part or all of the site will be caught by pooling arrangements.

Finance Officer Consulted: Mark Ireland

Date: 16/05/12

Legal Implications:

- 5.2.1 The purpose of this report is to appropriate the land shown on the plan to the HRA. Section 122 of the Local Government Act 1972 permits the council to appropriate land held for one purpose for use for any other purpose for which the council is authorised to acquire land by agreement.
- 5.2.2 Any inclusion of some of the residential units and gardens in a subsequent Batch disposal to Seaside will be actioned in accordance with existing arrangements regarding such leases and any proposal for development of the remainder of the site to be appropriated will be the subject of a further report in due course.

Lawyer Consulted: Bob Bruce

Date: 03/05/12

Equalities Implications:

- 5.3 An equalities impact assessment identified that the LDV project will offer greater access to higher quality accommodation to vulnerable households that was previously in short supply. The project provides settled accommodation to vulnerable households who hitherto have found decent standard accommodation difficult to access. If appropriated to the HRA, these properties will be refurbished into self contained flats and leased to Seaside. There may be potential for additional affordable housing for people in housing need to be developed in the rear gardens.

Sustainability Implications:

- 5.4 Seaside has access to funding to help pay to refurbish these housing properties and bring them back into use if they are leased as planned. In so doing it will meet housing needs, contribute to council priorities to address sustainability as an integral part of all service delivery and contribute to the UK's Sustainable Development Strategy.

Crime & Disorder Implications:

- 5.5 Providing stable accommodation to some of the city's most vulnerable households reduces the downward spiral of poverty. It also limits and helps prevent dysfunctional behaviour which unchallenged can lead to crime and disorder. The leasing of properties to Seaside as a provider of good standard accommodation is expected to have a positive impact on crime and disorder within the city, as is bringing these long term empty properties back into use.

Risk and Opportunity Management Implications:

- 5.6 A risk management strategy has been in place for the LDV project from its inception and risk share agreed with Seaside and approved by Cabinet. If these properties are not appropriated to the HRA, it will be unable to lease the agreed number of HRA units at the scheduled dates for Seaside's business plan, which is underwritten by the council.

Public Health Implications:

- 5.7 The investment generated by leasing these properties to Seaside will be used to refurbish the leased units and the council's retained housing stock and thus improve the health and well being of residents.

Corporate / Citywide Implications:

- 5.8 Retaining these properties within the LDV project provides access to funding to help bring empty council homes in very poor condition back into use and deliver this priority project as planned and agreed.

6. EVALUATION OF ANY ALTERNATIVE OPTION(S):

- 6.1 Previous reports to Cabinet set out the options that had been explored and rejected for funding investment in the council's housing stock in order to bring all council homes up to standard. Leasing of the properties formerly used as temporary council housing is critical to the LDV project and Seaside's business plan. The council bears the risk if Seaside's rental income is reduced because the HRA is unable to supply vacant properties meeting the agreed leasing criteria in line with the financial model. If the properties are appropriated, any potential

for backland redevelopment of the site subject to planning would benefit the HRA.

- 6.2 The alternative option for the properties would be retention by Policy and Resources, with the possibility of selling the site for redevelopment. A provisional valuation based on assumption of the refurbishment of 243 and 245 and the four bungalows for affordable housing obtained from Cluttons (without access to the premises) provides a market value estimate achievable from an open sale with the benefit of existing planning consents in the order of £540,000. The current planning permissions (which expire this autumn) are to convert the properties from Houses in Multiple Occupation to self contained affordable housing flats. If alternative consent could be obtained even for affordable housing, whereby the number of units could be increased, the value of the site could increase significantly. Further redevelopment of the backland on the site would be subject to planning policy and has not been included in the Cluttons valuation figure. Any capital receipt achieved would go towards supporting the council's priorities and the capital programme.
- 6.3 In either case the council would retain the potential to achieve more affordable development on the sites subject to planning consent.

7. REASONS FOR REPORT RECOMMENDATIONS

- 7.1 To formalise the long practice of these properties being treated as HRA properties and enable the council to proceed to refurbish units in the properties and lease them by the required deadline for the LDV project and Seaside's business plan.

SUPPORTING DOCUMENTATION

Appendices:

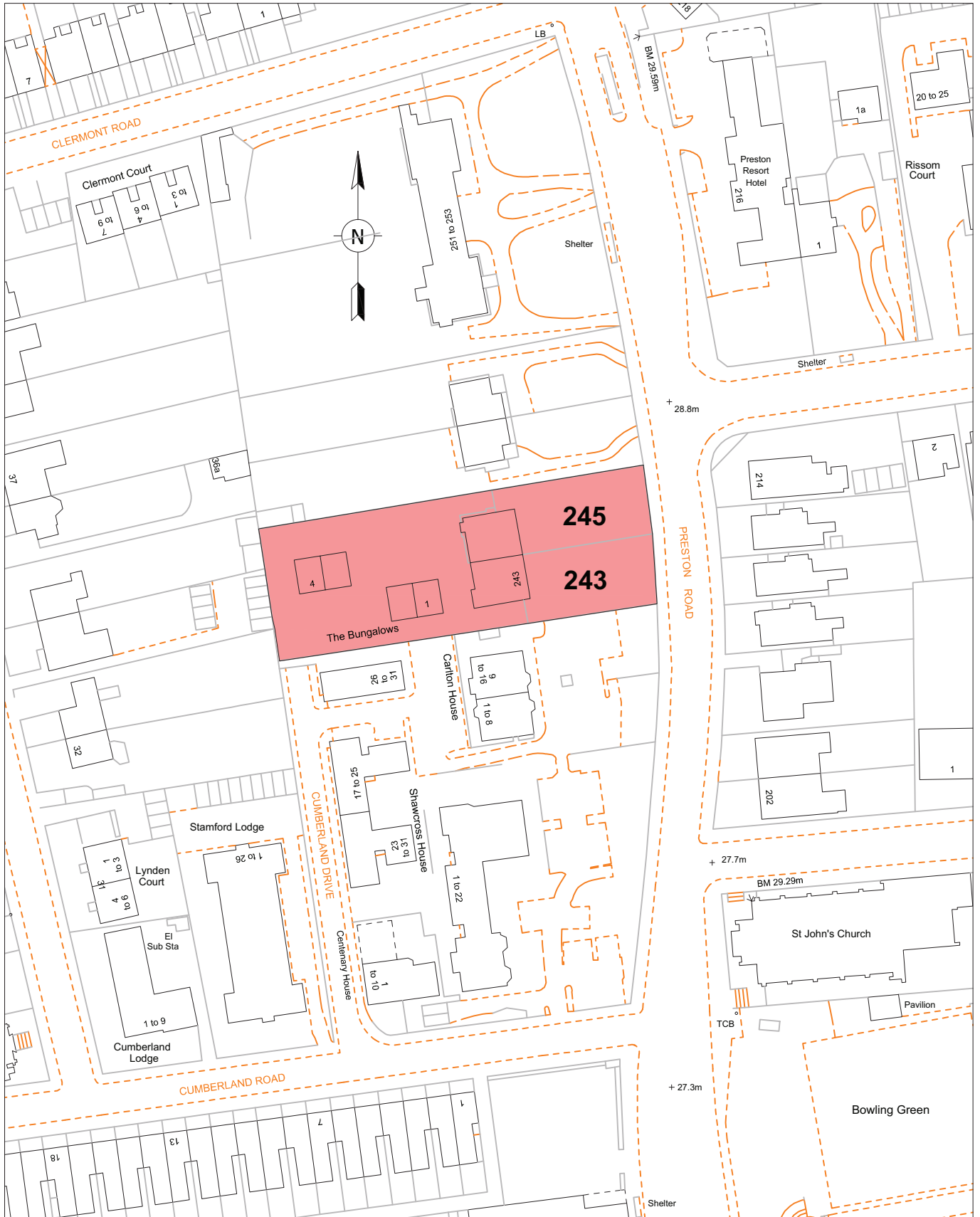
Appendix: Map of 243-245 Preston Road, Brighton

Documents in Members' Rooms

None

Background Documents

1. *Local Delivery Vehicle* report to Cabinet 24 September 2008
2. *A Housing Local Delivery Vehicle* report to Full Council 9 October 2008
3. *Proposed leases to Brighton & Hove Seaside Community Homes Ltd* report to Cabinet 16 September 2011
4. *Seaside Homes Information sheet - October 2011* ([http://www.brighton-hove.gov.uk/downloads/bhcc/housing/council_housing/Seaside Homes Information Sheet for residents.pdf](http://www.brighton-hove.gov.uk/downloads/bhcc/housing/council_housing/Seaside_Homes_Information_Sheet_for_residents.pdf))



Appropriation of 243 and 245 Preston Road Brighton to the Housing Revenue Account

Appendix: Map of 243-245 Preston Road Brighton

Subject:	1a Major Close Hollingbury - Disposal		
Date of Meeting:	12th July 2012		
Report of:	Strategic Director Resources		
Contact Officer:	Name:	Angela Dymott	Tel: 291422
		Ralph Long	
	Email:	Ralph.long@brighton-hove.gov.uk	
Ward(s) affected:	Hollingdean & Stanmer		

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

- 1.1 1a Major Close is a detached residential property of brick construction comprising 5/6 bedrooms, living room and kitchen. It was last let to Shaftesbury Housing Association trading as Ashley Homes who used it as 5 bedsits for young people aged 16-24 years. The lease was surrendered in October 2006 and the building is currently secured by Camelot who provide live-in guardians. The site is shown on the attached land registry plan In Appendix 1.
- 1.2 The property is surplus to requirements and was approved for sale by Cabinet on 8th December 2011 as part of the Workstyles Phase 2. Terms have been agreed with the YMCA for the sale of the freehold. As the disposal has been agreed with one party in an off market transaction, legal advice is that the terms should be reported to Policy & Resources Committee for approval. This report is complemented by a separate report on part two of the Agenda.

2. RECOMMENDATIONS:

- 2.1 To approve the freehold sale to the YMCA at the negotiated price.
- 2.2 If the sale to the YMCA should not proceed to approve the marketing and sale by auction or other method by an appointed agent.

3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

- 3.1 Although the Council normally disposes of property by long leasehold, this does not always apply and residential properties have been sold freehold in the past. This property has been used for residential purposes in respect of young people and the purchaser will be using the property for a similar use. The original intention was to sell the property at auction and 2 agents were asked to provide a valuation and proposal for marketing/sale by auction.

- 3.2 Before marketing commenced the YMCA approached the Council to seek to acquire the property on an off market basis. They wished to retain the previous use of residential care for children aged between 14 and 18 years of age. This activity would be carried out in line with Ofsted requirements for registered children's homes including 24 hour staffing arrangements. Their intention would be to use the 6 bedroom house to provide a home for 5 looked after children with the additional bedroom being for staffing arrangements. Planning have confirmed that this arrangement would not require planning consent as it remains within use class C3(b) - up to 6 people living together as a single household and receiving care.
- 3.3 Terms have been agreed with the YMCA which is the mid range of the 2 agent's valuations. As this deal is being negotiated with the YMCA as a special purchaser the council has to ensure that the valuation is robust and has asked for an independent valuation from the District Valuer Services. The District Valuer Services supports the agreed figure. The sale would therefore fulfil the requirements of S.123 of the Local Government Act 1972 which enables the Council to sell this property provided it achieves the best consideration reasonably obtainable.

4. COMMUNITY ENGAGEMENT AND CONSULTATION

- 4.1 The Council has consulted with the YMCA and other relevant parties. No community consultation is required as the use of the property will not change and planning consent is not required.

5. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 5.1 The disposal will generate a capital receipt less any associated fees in connection with the disposal of the site. The net capital receipt is required to support the capital investment associated with the Workstyles Phase 2 project as reported to Cabinet on 8th December 2011. The Workstyles Phase 2 project will deliver ongoing savings from the disposal of surplus and expensive buildings with reinvestment into more efficient use of office accommodation. There is no income currently generated with 1a Major Close although there are some minor ongoing costs associated with the security and maintenance of the building.

Finance Officer Consulted: Rob Allen

Date: 28/05/12

Legal Implications:

- 5.2 S.123 of the Local Government Act 1972 enables the Council to sell this property provided it achieves the best consideration reasonably obtainable. It is not considered that any individual's Human Rights Acts rights will be adversely affected by the recommendations in this report.

Lawyer Consulted:

Bob Bruce

Date: 01/06/12

Equalities Implications:

- 5.3 An Equality Impact Assessment has not been carried out as the purchaser will be retaining an existing use of benefit to the community which might otherwise be lost if sold on the open market.

Sustainability Implications:

- 5.4 The purchaser will maintain the previous use which is of benefit to the City and community. They will also be refurbishing a property which is in poor internal condition and bring it back into use.

Crime & Disorder Implications:

- 5.5 The site is occupied by Camelot who provide live-in guardians to prevent unauthorised access and to maintain security. These will be continuing costs and issues of concern whilst the property remains unsold.

Risk and Opportunity Management Implications:

- 5.6 The risks are dependant on the wider economic climate, property market conditions and the grant of planning consent for any alternative use if the sale to the YMCA does not proceed.

Public Health Implications:

- 5.7 The property remains vulnerable to potential vandalism whilst it remains unsold.

Corporate / Citywide Implications:

- 5.8 The disposal of properties is part of the corporate asset management process to ensure efficient and effective use of assets. This contributes to the regeneration of the City, the Council's strategic priorities and brings back into use a property which is beneficial to the City and the Community.

6. EVALUATION OF ANY ALTERNATIVE OPTION(S):

- 6.1 The alternative of an auction sale is unlikely to yield a higher amount, particularly when the commission payable is taken into account. Moreover the proposal in this property secures the proposed use of a home for looked after children.

7. REASONS FOR REPORT RECOMMENDATIONS

- 7.1 A much needed capital receipt will be achieved if the transaction completes that will contribute to the council's transformation workstyles project.

SUPPORTING DOCUMENTATION

Appendices:

1. Land Registry plan attached.

Documents in Members' Rooms

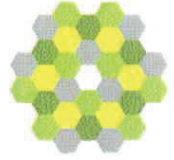
1. None

Background Documents

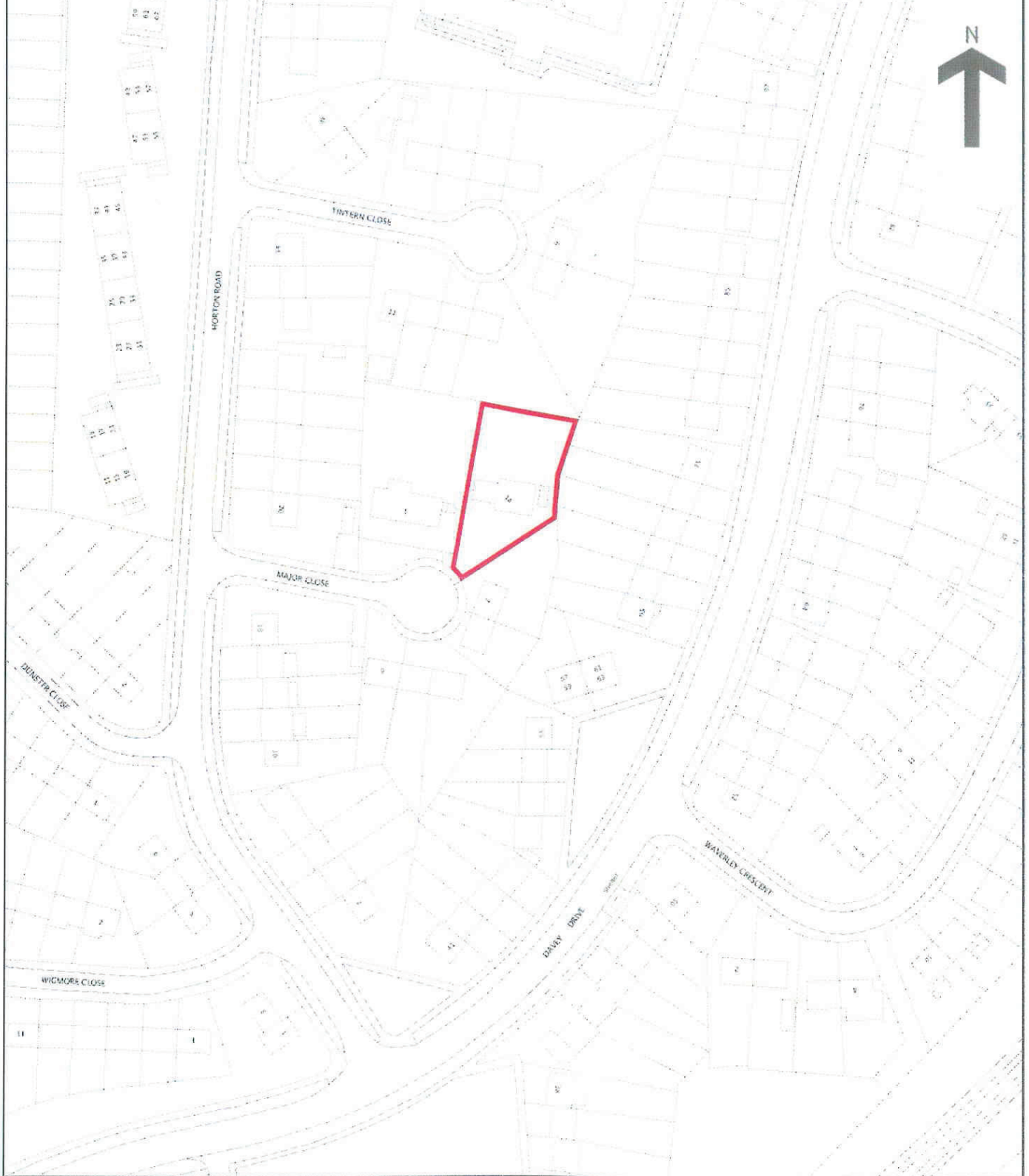
1. None

Land Registry
Official copy of
title plan

Title number **ESX302748**
Ordnance Survey map reference **TQ3106SE**
Scale **1:1250**
Administrative area **BRIGHTON AND HOVE**



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Subject:	Procurement of the City Downland Estate Management Consultancy Contract		
Date of Meeting:	12th July 2012		
Report of:	Strategic Director Resources		
Lead Member:	Leader, Chair of Policy & Resources		
Contact Officer:	Name:	Angela Dymott	Tel: 291450
		Jessica Hamilton	291461
	Email:	Angela.dymott@brighton-hove.gov.uk	
		jessica.hamilton@brighton-hove.gov.uk	
Key Decision No:			
Ward(s) affected:	All		

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

- 1.1 To secure agreement to the re-tendering of the Estate Management consultancy contract for the council's City Downland Estate, currently provided by Smiths Gore, following the budget amendments agreed at Budget Council February 2012. The contract will be retendered as required by European Legislation and associated regulations. The contract will be advertised in the Official Journal of the European Union (OJEU), in which all public sector tenders above a specified value, are advertised. Not only does this ensure transparency the regulations lay down a well recognised process for tendering contracts. The process also ensures that the contract is exposed to all potentially interested parties.

2. RECOMMENDATIONS:

- 2.1 That Policy & Resources Committee authorises:
- (a) The retendering of the Estate Management consultancy service for the City Downland Estate for a 5 year period, with an option for up to a 2 year extension.
 - (b) The granting of delegated powers to the Strategic Director Resources in consultation with the Leader, Chair of Policy & Resources Committee to, a) award the contract following the recommendations of the evaluation panel and the results of the tendering process and b) approve an extension to the contract if required dependent on performance.
 - (c) The timetable and process, as set out in Paragraph 3.8 and Appendix 1.

3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

- 3.1 The Council has a large rural portfolio, the City Downland Estate, that extends to about 10,500 acres (4400 hectares) consisting of 22 Agricultural Act Holdings, 14 farm business tenancies, 7 commercial tenancies and 7 license agreements. The portfolio is currently held mainly for investment purposes managed on the basis of more wide-ranging criteria taking account of environmental, social and economic regeneration as detailed in the refreshed Downland Initiative, the new City Downland Estate Policy.
- 3.2 The Property & Design service manage the outsourced contract for the core day-to-day rural estates functions of the Downland portfolio currently undertaken by Smiths Gore. They provide a full range of services including; rent collection, chasing arrears, new lettings, rent reviews, lease renewals, valuation, instructing and liaising with solicitors, addressing tenants queries, maintenance issues, disputes, landlord & tenant issues and a range of minor activities.
- 3.3 The City Downland Estate has been managed to provide income generation, within the Downland Initiative policy developed in 2005 to ensure social, economic and environmental aims and benefits are achieved. This document has been recently revised and renamed the City Downland Estate Policy and the overarching aim is to *“sustain natural resources provided by the council’s City downland estate by working in partnership with relevant stakeholders and potential beneficiaries and pursuing an economically sustainable approach for the council and its tenant farmers.”*
- 3.4 A report was presented at Cabinet on 14 July 2011 titled Procurement of the Commercial Portfolio’s Consultancy Contract and Cabinet resolved to bring the estate management of the City Downland Estate in-house. That decision was subsequently called in and considered at Overview and Scrutiny Committee on 22 July 2011 where it was resolved that the decision was to be referred back to Cabinet for reconsideration on the grounds:
- There was inadequate consultation carried out prior to the decision being taken.
 - The financial implications of the decision had not been properly assessed.
- A further report was presented to Cabinet on the 1st September where it was agreed that the City Downland Estate would be managed in-house. However following budget amendments agreed at Budget Council in February 2012 it is proposed to re-tender the contract under OJEU.
- 3.5 The contract specification will ensure that management approaches are developed to reflect the City Downland Estate Policy’s detailed aims and recommendations covering: -
- Agriculture, land use and groundwater protection (including appropriate economic diversification and eco-tourism).
 - Public access, recreation and understanding.
 - Wildlife and landscape conservation.

- 3.6 It is also proposed that the scope of the performance measures and incentives are reviewed and refined within the tender documents to ensure they reflect the new City Downland Estate Policy, close partnership working with the SDNPA and farm tenants.
- 3.7 It is considered that value for money and greater flexibility will be achieved more readily with a 5-year contract offering the option of an extension of up to 2-years subject to performance.
- 3.8 The existing contract has been extended whilst the council re-procures on a 3 month rolling break where a 3 month notice to terminate can be issued before the long stop date. Subject to approval we would place the OJEU advert and prepare for the re-tendering process. A cross departmental working group will be established to work on the specification, evaluation criteria and procurement process to comply with European legislation. The Property Estates team are working closely with the Procurement team. The proposed timetable is set out in Appendix 1.

4. COMMUNITY ENGAGEMENT AND CONSULTATION

- 4.1 Regular consultation will continue with the relevant stakeholders, councillors and the cross departmental working group.

5. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 5.1 It is expected that the estimated expenditure under the retendered contract will remain within the current budget although further variation may depend upon the potential inclusion of additional services. The contract occasionally incurs additional expenses in relation to specialist support for lease renewals etc depending on the frequency anticipated within each financial year and these have historically been met from within existing budgets.

The budget amendment at Budget Council in February agreed to keep the downland management contract with the existing provider whilst a new contract is tendered and procured generating a saving of £50,000 in the relevant Resources and Finance budgets.

Finance Officer Consulted: Name Rob Allen Date: 11/06/12

Legal Implications:

- 5.2 The retender of the Estate Management consultancy service contract is subject to compliance with the full application of applicable EU legislation together with the Public Contracts regulations 2006, the Council's Contract Standing Orders and Financial Regulations.
- 5.3 The recommendations in section 2 are proper to be referred to the Policy & Resources Committee for approval. This is to comply with Contract Standing Order 3.1, which stipulates that authority to enter into a contract(s) worth more than £500,000 be given by the relevant Committee.

Equalities Implications:

- 5.4 Equalities issues are addressed in the specification and quality standards that will form part of the tendering process and contract agreement.

Sustainability Implications:

- 5.5 These issues will be addressed in the City Downland Estate Policy supported by the Biosphere Reserve bid and the One Planet Living Framework and other relevant policies. These issues will be addressed in the tender specification ensuring that the successful bidder(s) has/have commitments in place consistent with those promoted by the council.

Crime & Disorder Implications:

- 5.6 There are no crime & disorder implications

Risk and Opportunity Management Implications:

- 5.7 Risks are that few tenders are received and tender prices are high. Alternatively there could be a very high competitive level of interest which is to the council's advantage although the short listing process more time consuming.

Public Health Implications:

- 5.8 The proposal supports healthy lifestyles by promoting access to the council's City Downland Estate and encouraging outdoor activity.

Corporate / Citywide Implications:

- 5.9 As contained in the body of the report, promoting the City Downland Estate Policy, One Planet Living, value for money and a sustainable economy.

6. EVALUATION OF ANY ALTERNATIVE OPTION(S):

- 6.1 Return the management of the rural portfolio to the council's direct management. This option has been explored as covered by the Cabinet reports of July and September 2011 and the budget amendments, February 2012.

7. REASONS FOR REPORT RECOMMENDATIONS

- 7.1 To secure agreement to the re-tendering of the Estate Management consultancy contract for the council's City Downland Estate, currently provided by Smiths Gore, following the budget amendments agreed at Budget Council February 2012.

SUPPORTING DOCUMENTATION

Appendix:

1. Proposed OJEU timetable

Documents in Members' Rooms

None

Background Documents

None

APPENDIX 1 - Proposed OJEU timetable

Task	Date
Obtain Approval to progress procurement	12 July 12
ITT creation	Jul/Aug 12
Place OJEU advert	w/c 27 th Aug 12
ITT issued	w/c 27 th Aug 12
Tender period	w/c 22 nd Oct 12
Tender evaluation	Oct/Nov 12
Agree preferred bidder	w/c 10 Dec 12
Delegated authority sign off	w/c 17 Dec 12
Mandatory standstill period	w/c 31 Dec 12
Contract award notice	Jan 13
Mobilisation	Jan/Feb 13
Contract start	1 st Mar 13

Subject: Polling Place Review
Date of Meeting: 12 July 2012
Report of: Strategic Director, Resources
Contact Officer: Name: Claire Wardle Tel: 29-1997
E-mail: claire.wardle@brighton-hove.gov.uk
Wards Affected: East Brighton, Hangleton & Knoll, Hove Park, Goldsmid, St Peter's & North Laine, Wish and Withdean

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

- 1.1 A full review of polling districts and polling places, which comprised a formalised series of measures involving consultation, representations and publishing of information, was carried out in the autumn of 2010. Under the Representation of the People Act 1983, the Council must carry out such a review at least every four years.
- 1.2 Following the City Council elections in 2011, issues have arisen about six of the Council's designated polling stations.
- 1.3 A public consultation was launched on 23 March 2012 and ended on 1 June 2012, inviting views on alternative venues for polling places. This report addresses the issues raised in the responses and makes recommendations for revised polling arrangements to be implemented henceforth.

2. RECOMMENDATION:

- 2.1 That the polling place for DV, East Brighton Ward, be changed from St Mark's CE Primary School to the Manor Gym;
- 2.2 That the polling place for PX, Hangleton & Knoll Ward, be changed from West Blatchington Primary School to the Hangleton Community Centre;
- 2.3 That Cottesmore St Mary's RC Primary School be retained as the polling place for NY/OZ, Hove Park and Goldsmid Wards, in the absence of any suitable alternative;
- 2.4 That the Clarendon Centre be used as a polling place for KS, St Peter's & North Laine Ward, instead of the Friends Centre or St Bartholomew's CE School;

- 2.5 That the Pavilion at Aldrington Recreation Ground, Wish Road, be used as a double polling station for the voters for SW and SX, Wish Ward, due to the unavailability of the Saxon Road Pavilion;
- 2.6 That the polling place for IY, Withdean Ward, be changed from Balfour Primary School to Dorothy Stringer High School;
- 2.7 That the Electoral Services Manager, on behalf of the Returning Officer and Electoral Registration Officer, be authorised to take the measures, as required by law, to bring the changes into effect;
- 2.8 That the Committee delegates to the Returning Officer (the Chief Executive), following consultation with the Group Leaders and respective ward councillors, the designation of alternative polling places in the event of any polling place not being available at any particular election.

3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

- 3.1 Under the Representation of the People Act 1983, the Council has a duty to divide its area into polling districts and to designate a polling place for each district for UK Parliamentary elections. It also has to keep these arrangements under review. The arrangements made for parliamentary elections are also used at other elections.
- 3.2 The principles underlying the council's approach to polling districts and polling places are:
 - a) To try and identify new polling places in areas where the existing provision is inadequate.
 - b) To ensure, as far as practicable, that polling places are accessible to people with disabilities.
 - c) To ensure that all electors have such reasonable facilities for voting as are practicable in the circumstances.
 - d) To try and minimise disruption to schools.

4. CONSULTATION

- 4.1 The consultation period for this review ran for 10 weeks from 23 March to 1 June 2012. Public notice of the review was given in local press and on Town Hall notice boards, and information about the review was made available on the Council's website. Any elector in the Brighton Kemptown, Brighton Pavilion and Hove constituencies was entitled to make representations.
- 4.2 The consultation paper, together with maps of each ward showing the polling district boundaries, can still be viewed on the Council's website [polling place review](#) webpage.
- 4.3 Ward Councillors, Members of Parliament, local political parties, and other interested groups or persons were also consulted.

4.4 The responses to the consultation are summarised in Appendix 1.

5. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

5.1 The review of polling districts will mean a minimal change in hire costs. Electoral Services have included all hire costs within their budget for 2012/13.

Finance Officer Consulted: Mike Bentley

Date:01/06/12

Legal Implications:

5.2 The legislative framework for reviews of polling districts and places consists of:
(i) sections 18A to 18 E and Schedule A1 of the Representation of the People Act 1983, as inserted by section 16 of the Electoral Administration Act 2006; and
(ii) The Review of Polling Districts and Polling Places (Parliamentary Elections) Regulations 2006 (SI 2006/2965)

Under the council's scheme of delegation to committees, the Policy & Resources Committee has authority to exercise functions in relation to electoral matters, and would therefore be acting within its remit to agree the recommendations at paragraph 2 above.

Lawyer Consulted: Oliver Dixon

Date: 31/05/12

Equalities Implications:

5.3 The Council must ensure that so far as is reasonable and practical every polling place for which it is responsible is accessible to people who are disabled. The four new polling places recommended in this report have good disabled access.

Sustainability Implications:

5.4 There are no implications.

Crime & Disorder Implications:

5.5 There are no implications.

Risk and Opportunity Management Implications:

5.6 There are no implications.

Corporate / Citywide Implications:

5.7 The recommendations are in line with council priorities, specifically for open and effective city leadership.

6. EVALUATION OF ANY ALTERNATIVE OPTION(S):

- 6.1 The consultation process provided for various locations to be considered and the required changes of venues were identified and considered to be the best alternative to the current sites.

7. REASONS FOR REPORT RECOMMENDATIONS

- 7.1 The council is required to review its provision of polling stations and following a consultation process identified the need to change a number of venues.

SUPPORTING DOCUMENTATION

Appendices:

1. Polling station scheme, Returning Officer's proposals and summary of responses

Documents In Members' Rooms

None

Background Documents

1. Polling Place Review and Consultation Paper – 20 March 2012
2. Consultation responses – file held by Electoral Services
3. Electoral Commission Circular EC19/2010 – Review of polling districts, polling places and polling stations

Polling station scheme and Returning Officer's Proposals

East Brighton Ward, Kemptown Constituency

Polling District	Electorate (1 Feb 2012)	Existing Polling Place	Number of polling stations
DS	1256	Valley Social Centre, Whitehawk Way	1
DT	1024	Valley Social Centre, Whitehawk Way	1
DU	1980	Whitehawk Inn, Whitehawk Road	1
DV	1525	St Mark's CE Primary School, Manor Road	1
DW	1149	TS Nautilus, 39a Chesham Road	1
DX	1872	Kemp Town Crypt Community Centre, St George's Road	1
DY	490	Craven Vale Resource Centre, Craven Road	1
DZ	646	Bristol Estate Community Centre, Donald Hall Road	1

The Headteacher of St Mark's CE Primary School, Manor Road, has raised concerns about the use of the school as a polling station, because of the disruption caused to the school timetable and children's education. Although the Returning Officer is entitled to use schools as polling stations¹, it is reasonable to look for alternative premises if they object to being used.

The Returning Officer's staff visited the Manor Gym, Manor Road, and consider this to be a suitable venue for polling. It is in the same road next to St Mark's CE Primary School. It is also close to local conveniences and public transport. Access to the Gym is very good, and there are suitable facilities for voters.

Responses

Two consultees responded with their approval of the use of the Manor Gym, including the Headteacher of St Mark's Primary who responded on behalf of the school. It was also suggested that St Marks' Chapel be considered, however this is not suitable as it is outside the voting area.

It is recommended that the polling station for DV, East Brighton Ward, be changed from St Mark's CE Primary School to the Manor Gym.

¹ Rule 22, Election Rules, Schedule 1, Representation of the People Act 1983

Hangleton & Knoll Ward, Hove Constituency

Polling District	Electorate	Existing Polling Place	Number of polling stations
PU	2173	St Richard's Community Centre, Egmont Road	1
PV	1673	Oasis Christian Fellowship Hall, Hangleton Way	1
PW	1732	St Helen's Church Hall, Hangleton Way	1
PX	1689	West Blatchington Infant School, Hangleton Way	1
PY	1325	West Blatchington Windmill North Barn, Holmes Avenue	1
PZ	2129	Hounsom Memorial Church Hall, Nevill Avenue	1

The Headteacher of West Blatchington Infant School, has raised concerns about the use of the school as a polling station, because of the disruption caused to the school timetable and children's education. Although the Returning Officer is entitled to use schools as polling stations², it is reasonable to look for alternative premises if they object to being used.

The Returning Officer's staff have visited Hangleton Community Centre, Harmsworth Crescent, and consider this to be a suitable venue for polling. It is not far from the school. It is also close to local conveniences and public transport. Access to the Community Centre is very good, and there are suitable facilities for voters.

Responses

One consultee responded with their approval of the use of Hangleton Community Centre. It is recommended that the polling station for PX, Hangleton & Knoll Ward, be changed from West Blatchington Primary School to the Hangleton Community Centre.

² Rule 22, Election Rules, Schedule 1, Representation of the People Act 1983

Hove Park and Goldsmid Wards, Hove Constituency

Polling District	Electorate	Existing Polling Place	Number of polling stations
OX	3652	Hove Park Upper School, Nevill Road	2
OY	1863	St Peter's Church Hall, Hangleton Road	1
OZ	2336	Cottesmore St Mary's RC Primary School, The Upper Drive	1
NV	3784	Somerhill Junior School, Somerhill Road	2
NW	2011	All Saints Church Hall, Eaton Road	1
NX	2016	Vallance Community Centre, Sackville Road	1
NY	1714	Cottesmore St Mary's RC Primary School, The Upper Drive	1
NZ	1553	Avondale Centre, Montefiore Road	1

The Headteacher of Cottesmore St Mary's RC Primary School, has raised concerns about the use of the school as a polling station, because of the disruption caused to the school timetable and children's education. Although the Returning Officer is entitled to use schools as polling stations³, it is reasonable to look for alternative premises if they object to being used.

The Returning Officer's staff have approached a range of alternative premises, which are either unavailable or not suitable, including Mowden (Lancing College Preparatory) School, Cardinal Newman Catholic School, the Pavilion and Avenue Tennis Club, Brighton & Hove School for Girls, and Hove Rugby Club.

It was therefore proposed that Cottesmore St Mary's RC Primary School be retained as the polling station for the OZ and NY polling districts.

Responses

There has been one response to the consultation, objecting to the proposal of retaining Cottesmore St Mary's RC Primary School as a polling station. The consultee suggested the TA Centre or Booth Museum on Dyke Road should be considered as alternatives, or the use of a portacabin on Hove Recreation Ground.

The TA Centre and Booth Museum are both situated in Preston Park Ward, and the Brighton Pavilion constituency, and so are considered to be too far out of the relevant voting area.

³ Rule 22, Election Rules, Schedule 1, Representation of the People Act 1983

The use of portacabins as polling stations does not appear to be popular, due to their limited facilities, accessibility and expense.

In the absence of an ideal alternative, it is recommended that Cottesmore St Mary's RC Primary School be retained as the polling station for NY/OZ, Hove Park and Goldsmid Wards.

St Peter's & North Laine Ward, Pavilion Constituency

Polling District	Electorate	Existing Polling Place	Number of polling stations
KS	842	Friends Centre, Brighton Junction, Stroudley Road	1
KT	1970	St Paul's CE School, St Nicholas Road	1
KU	1607	West Hill Hall, Compton Avenue	1
KV	2177	Calvary Evangelical Church Hall, 72 Viaduct Road	1
KW	937	Downs Infant School, Ditchling Road	1
KX	3079	Wagner Memorial (St Martin's) Hall, Lewes Road	2
KY	1145	Brighton & Hove Foyer, Pelham Street	1
KZ	1550	Brighthelm Church and Community Centre, North Road	1

The polling district KS was created in 2008, to cater for the new development and increased population. The polling place used for this district was St Bartholomew's CE Primary School, Ann Street.

On 1 February 2011, the council designated the Friends Centre, Brighton Junction, Stroudley Road, as the polling place for KS, as an alternative to St Bartholomew's CE Primary School.

The Friends Centre is not available for the elections on 15 November 2012. As the voters in the district are already familiar with St Bartholomew's School, it was proposed that the school be reinstated as the polling place for KS.

Responses

Ward Councillors responded that they would prefer an alternative to the school to found if at all possible. The Headteacher of St Bartholomew's has responded on behalf of the school and governors, that the change in the school's status as a polling station is confusing and disruptive for the school and particularly parents. They feel strongly that the use of the school causes disruption to the school timetable and children's education. They have suggested that two alternatives be considered – the Clarendon Centre or City College.

City College is outside the voting area, and not an ideal venue for polling, with the only available room being on the 1st floor.

The Clarendon Centre has a suitable room for hire, on the ground floor, via the main entrance. There is good disabled access and facilities. There is no parking for voters, except for disabled parking at the rear of the building. The Centre is very willing to accommodate a polling station for the next, and future elections, which would bring more stability for voters. All Ward Councillors are in favour of the use of the Clarendon Centre.

It is therefore recommended that the Clarendon Centre be designated as the polling place for KS, avoiding school closure and disruption to children's education.

Wish Ward, Hove Constituency

Polling District	Electorate	Existing Polling Place	Number of polling stations
SV	2048	St Leonard's Church Hall, Glebe Villas	1
SW	1389	Aldrington Recreation Ground Pavilion, Saxon Road	1
SX	1369	Aldrington Recreation Ground Pavilion, Wish Road	1
SY	1396	Children's Centre, West Hove Infant School	1
SZ	782	Sanders House Communal Room, Ingram Crescent West	1

The Pavilion at Aldrington Recreation Ground, Saxon Road, is not available for use as a polling station because it has been leased to a private playgroup. This is a new lease, which does not allow the Pavilion to be used on polling days.

In the absence of alternative premises, it was proposed that a portable polling station be sited on the recreation ground near the pavilion, subject to a site visit by the portacabin company.

Responses

One consultee approved of the proposal.

Several Councillors and Committee Members raised concerns about the use of a portacabin, particularly the expense, and the impact on the community open space.

Another consultee commented that the Council should not have let the Saxon Road Pavilion without reserving the option for its continued use for elections, or without establishing how it could be accessibly replaced. They commented that Wish Ward has a high proportion of elderly people, and that disabled voters should be able to vote in person. They argued that any portacabin replacement must be fully accessible for people with disabilities.

As suggested during the consultation, Saxon Court has been approached to see if they have a room to hire. The premises are not considered to be suitable for use as a polling station.

A few respondents suggested that consideration be given to the option of using the Wish Road Pavilion as a double station, for electors from SW as well as SX polling districts. This is a viable option, and is large enough to accommodate the number of voters. One Ward Councillor has objected to the use of the Wish Road Pavilion as a double station, as voters would have further to travel. But it is difficult to continue to propose the use of a portacabin, where there are real concerns about the expense and the impact on the community.

It is recommended that the Pavilion at Aldrington Recreation Ground, Wish Road, be used as a double station for the voters for SW and SX, Wish Ward, due to the unavailability of the Saxon Road Pavilion.

Withdean Ward, Pavilion Constituency

Polling District	Electorate	Existing Polling Place	Number of polling stations
IU	2193	Church of the Good Shepherd Hall, Dyke Road	1
IV	1953	Minor Club House, Withdean Sports Complex	1
IW	1872	The Ascension Church Hall, Westdene	1
IX	1422	Varndean College, Surrenden Road	1
IY	989	Balfour Junior School, Balfour Road	1
IZ	2155	Knoyle Hall, Knoyle Road	1

The Headteacher of Balfour Primary School has raised concerns about the use of the school as a polling station, because of the impact of the infant and junior schools merging and the disruption to the school.

The Returning Officer's staff looked at a range of alternative premises, including the option of using Varndean College as a double station or the IY polling district as well as the IX polling district.

It was proposed that Dorothy Stringer High School was the most suitable option, which is very close to Balfour Junior School. Access to the High School is very good, and there are suitable facilities for voters. The High School is happy to accommodate a polling station, and after assessing the risks would be minded to close the school, and build election day into their school timetable as a teacher training day.

Responses

One consultee responded that Dorothy Stringer School was rather near to Varndean College, and that the use of Varndean High School be considered. Varndean High School is not happy to accommodate a polling station.

It is recommended that the polling station for IY, Withdean Ward, be changed from Balfour Primary School to Dorothy Stringer High School.

Subject:	Sussex Police and Crime Panel		
Date of Meeting:	12 July 2012		
Report of:	Strategic Director Communities		
Contact Officer:	Name:	Richard Tuset	Tel: 01273-295514
	Email:	Richard.tuset@brighton-hove.gov.uk	
Ward(s) affected:	All		

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

- 1.1 This report seeks decisions on two issues: - the ratification and adoption of the proposed panel arrangements for the Sussex Police and Crime Panel (PCP) and the nomination of councillors and substitutes to serve on the Panel. The need to do this now arises from recent Regulations which require responses to the Home Office on or before 16 July 2012.

2. RECOMMENDATIONS:

- 2.1 That Councillor Ben Duncan (1) be nominated as the Brighton & Hove councillor to serve on the Sussex Police and Crime Panel (PCP) from the formal constitution of the Panel and (2) be appointed to the Panel if he accepts nomination. And that Councillor Matt Follett be nominated as named substitute for the PCP. These nominations are subject to review at Annual Council.
- 2.2 That Councillor Warren Morgan (1) be nominated as the Brighton & Hove co-opted member to serve on the Sussex PCP, as stipulated in paragraph 14a of the PCP constitution (Annex 3), and (2) be appointed to the PCP subject to ratification at the first meeting of the PCP. And that the Labour and Cooperative Group be invited to nominate a named substitute for Cllr Morgan. These nominations are subject to review at Annual Council.
- 2.3 That Policy and Resources Committee ratify the proposed PCP constitution and panel arrangements as set out in Annex 3 of this report.
- 2.4 That in addition to the Policy and Resources Committee, the Chief Executive be given full delegated power to exercise the Council's functions in relation to the establishment and maintenance of the Sussex PCP.
- 2.5 That members note ongoing concerns regarding PCP equality and operational issues set out in paragraphs 4.8 to 4.10 of the report and mandate nominated members to address these during future PCP meetings.

3. RELEVANT BACKGROUND INFORMATION

- 3.1 In November 2012 a Police and Crime Commissioner (PCC) will be elected for the Sussex Police Area by the electors of Brighton & Hove, East Sussex and West Sussex. The Commissioner will replace the current Police Authority which will be abolished.
- 3.2 The PCC's responsibilities will include police policy, the budget and the appointment/dismissal of Chief Constables. The Chief Constable will remain responsible for day to day policing. Further details of the PCC, including the allocation of funding and resources, is currently not available and should be confirmed over the coming months. A summary of the Police and Crime Commissioner's responsibilities is set out at **Annex 1**.
- 3.3 To ensure that there is scrutiny of the PCC, a joint committee, the Sussex Police & Crime Panel (PCP), will be constituted under the Police Reform and Social Responsibility Act 2011.
- 3.4 The PCP will have a statutory duty to exercise its functions with a view to supporting the effective exercise of the functions of the PCC.
- 3.5 A summary of the PCP's functions is set out at **Annex 2**. Although these are principally scrutiny functions, there are several functions which can be exercised to limit the powers of the PCC in certain circumstances, for example the powers by a two thirds majority to veto the proposed precept or a proposed Chief Constable appointment.
- 3.6 For Sussex, the council, the county councils and all the district and borough councils are each entitled to nominate and appoint one councillor to serve on the Sussex PCP. Therefore the Panel is due to start with 15 councillor members.
- 3.7 The Panel, when it is constituted, is required to co-opt 2 further members, who cannot be councillors. This will take the PCP membership up to a minimum of 17 members.
- 3.8 The statutory maximum number of members on the PCP is 20. Therefore the PCP may, but only with the agreement of the Secretary of State, resolve to co-opt up to 3 more members and these may be councillors. Also, recent Regulations provide that any person who is a councillor of any of the authorities represented on the panel cannot be co-opted unless all members of the PCP agree with the co-option.
- 3.9 In relation to all appointments and co-options, the local authority appointing - or the PCP when it co-opts - must secure that, as far as is reasonably practical, the "balanced appointment objective" is met. This objective is that the local authority members of a police and crime panel (when taken together) will —
 - (a) represent all parts of the relevant police area;
 - (b) represent the political make-up of — (i) the relevant local authority, or (ii) the relevant local authorities (when taken together);
 - (c) have the skills, knowledge and experience necessary for the police and crime panel to discharge its functions effectively.

4. PANEL ARRANGEMENTS FOR SUSSEX POLICE & CRIME PANEL

- 4.1 The 15 Sussex local authorities in the Sussex Police Area are required to establish and maintain the joint committee to be known as a Police and Crime Panel for the area and to make “panel arrangements” for the PCP.
- 4.2 The “panel arrangements” are the constitutional documents of the PCP, containing provisions on co-option, terms of office of appointed and co-opted members, vacancies etc, but do not extend to the rules of procedure of the PCP, which must be adopted by the PCP itself once it is fully constituted.
- 4.3 It is specifically stated in the legislation that, in the case of a multi-authority police area such as Sussex, all relevant authorities must agree to the making or modification of panel arrangements. Once agreed, each local authority and each member of the PCP must comply with the PCP arrangements. However, there is one amendment to this which is due to be implemented in Regulations drafted but apparently not yet made – if any of the Sussex authorities fail to nominate & appoint their councillor member, the defaulting authority will no longer be required to agree the PCP arrangements.
- 4.4 One authority must be selected by the others to notify the Secretary of State of the making of the panel arrangements. The authorities have agreed that this be West Sussex County Council and the County Council has been convening a Shadow Police and Crime Panel to help with the establishment of the full Sussex Panel. Councillor Duncan has been attending the Shadow PCP on behalf of the Council.
- 4.5 The proposed panel arrangements for Sussex as currently drafted are set out at **Annex 3**. Member’s attention is drawn to paragraph 14a of the draft constitution, as set out in the annex, and reproduced below for ease of reference, which provides for Brighton and Hove to nominate an additional member to address geographical imbalance.

14a Subject to the agreement of the Home Secretary, Brighton and Hove City Council – as a unitary authority – shall be granted one additional co-opted local authority seat on the Panel to address geographical imbalance. The nomination of a member for this seat by Brighton and Hove City Council shall, so far as possible, support the Panel in meeting the balanced appointment objective. This member will have a one-year period of office.

- 4.6 As set out in paragraph 3.9 above the PCP, and its constituent authorities, must seek a politically proportionate PCP (when the make-up of the relevant local authorities is taken together). In seeking to meet this statutory requirement the PCP has invited Brighton and Hove City Council to nominate for co-option a member from the Labour and Cooperative Group.
- 4.7 **Annex 4** to this report sets out the political template through which calculations relating to co-option to the PCP have been based. It also provides comparative population and crime statistics.

- 4.8 The PCP constitution (Annex 3) also provides for East and West Sussex County Council's to provide co-opted members should the overall make-up of the PCP fail to meet political balance objectives.
- 4.9 Recent Regulations require that West Sussex County Council (as the lead authority) must notify the Secretary of State on or before 16 July 2012 of the making of the panel arrangements.
- 4.10 It is not absolutely clear what happens if the panel arrangements are not agreed by all 15 authorities on or before 16 July 2012. The reserve powers in the legislation are obscure and appear to relate more to the failure to nominate or appoint to a panel than to a failure to agree the panel arrangements.
- 4.11 Brighton and Hove City Council officers have undertaken an Equality Impact Assessment on the PCP, its membership and ways of working. This has highlighted a number of concerns, that have been raised at Shadow PCP meetings, but which to a large extent remain unresolved. Many of these issues can be addressed through the development of a PCP work-programme and pro-actively engaging with the panel in its work. The EIA is attached as **Annex 5**.
- 4.12 Funding for the running of the PCP is provided by the Home Office to the host authority (West Sussex County Council) at £53,300 to support the panel and £920 per panel member in expenses.
- 4.13 It is suggested that BHCC representatives are explicitly mandated to seek a robust scrutiny arrangement of the PCC, fully utilising all available resource (ensuring value for money) and in so doing allowing the PCP to provide a valuable critical-friend role supporting the PCC.

5. NOMINATION OF COUNCILLOR TO SERVE ON SUSSEX POLICE & CRIME PANEL

- 5.1 As indicated above, the Council has power to nominate one of its councillors to be a member of the Sussex Police and Crime Panel. If that councillor accepts nomination, the Council may appoint the councillor to the Panel.
- 5.2 The Council's power to nominate and appoint is qualified. If the Secretary of State considers that any authority has failed to nominate or appoint a councillor, there are reserve powers for a notice to be issued suspending the authority's powers and enabling the Secretary of State to carry out these steps.
- 5.3 Recent Regulations provide that, if an authority has failed to nominate a councillor before "the relevant date" it must notify the Secretary of State of this failure. The relevant date for the first nomination is 16 July 2012. Assuming the nominated councillor accepts the nomination, the Regulations further provide that the authority then has 13 days to make the appointment – if it fails to do so, on the 14th day it must notify the Secretary of State of this. Presumably this machinery is designed to enable the Secretary of state to exercise the default powers to make councillor appointments.
- 5.4 So, if the Council has not made its nomination before 16 July, or has subsequently delayed appointing by more than 13 days after the nomination is

accepted, it will need to let the Secretary of State know. Accordingly, it is proposed to deal with the nomination and appointment in this report.

5.5 Councillor Duncan is put forward on the following basis. In meeting, as far as is reasonably practical, the balanced appointment objective set out earlier in this report, he would -

- (a) Represent this part of the police area, being a Brighton & Hove councillor.
- (b) Represent the political make-up of this particular Council being a member of the largest political group.
- (c) Have the skills, knowledge and experience necessary for the PCP to discharge its functions effectively by virtue of his being the Chair of the Community Safety Forum.

5.6 The draft Panel arrangements also require the council to provide a named substitute. Councillor Follett, a lecturer in Criminology at the University of Brighton, is put forward for this position.

5.7 In addition to its statutory place Brighton and Hove is also being invited to nominate an additional councillor to help the PCP achieve geographical and political balance across Sussex as a whole. This is of significant benefit to the city and the result of extensive negotiations across all Sussex local authorities. Whilst subject to review at Annual Council this co-opted place is subject to annual review by the PCP to ensure the panel achieves political balance. These arrangements are set out in 14a of the attached constitution (Annex 3).

5.8 Councillor Morgan is put forward for co-option on the following basis. In meeting, as far as is reasonably practical, the balanced appointment objective set out earlier in this report, he would -

- (a) Represent this part of the police area, being a Brighton and Hove councillor.
- (b) Support the PCP in meeting its political balance objectives
- (c) Have the skills, knowledge and experience necessary for the PCP to discharge its functions effectively by virtue of his being the Chair of the Overview and Scrutiny Committee (designated the council's crime and disorder scrutiny committee).

5.9 The draft Panel arrangements also require the council to provide a named substitute for the co-opted member. It is recommended that the Labour and Cooperative Group be invited to nominate a substitute for Cllr Morgan.

6. COMMUNITY ENGAGEMENT AND CONSULTATION

6.1 Regular briefings have been provided to the membership of the Community Safety Forum which includes co-opted members of community and neighbourhood organisations.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 The Sussex Police and Crime Panel is expected to receive government annual support of £53, 300 and further finance of £920 a year for each Panel member by way of allowance. The funding will be received and administered by West Sussex County Council as the lead authority. Local authorities are free to provide additional funding to the PCP; no such proposal has been made at this stage.
- 7.2 Support for the nominated member will be met through existing resources.
- 7.3 It is intended that the Police and Crime Commissioner will be responsible making community safety grants. It is proposed that funding currently provided for elements of community safety within the council will be transferred to the Police and Crime Commissioner with effect from April 2013. Specific information on the new Home Office Community Safety Fund that PCCs will receive in 2013/14 is awaited. Changes in the allocation of community safety funding and its distribution of this funding is likely to impact upon the council and its responsibilities. The scrutiny of the PCC by the PCP will be of particular interest to the council in this respect.

Finance Officer Consulted: Anne Silley

Date: 27/06/12

Legal Implications:

- 7.4 The main provisions for setting up Police and Crime Panels are contained in Section 28 and Schedule 6 of the Police Reform and Social Responsibility Act 2011. The recently made Police and Crime Panels (Nominations, Appointments and Notifications) Regulations 2012 and the draft Police Crime Panels (Modification of Functions) Regulations 2012 are also relevant. Both are summarised where relevant in the main body of this report.

Lawyer Consulted:

John Heys

Date: 13/06/12

Equalities Implications:

- 7.5 The Council's Equalities Team has carried out an Equality Impact Assessment of the proposed arrangements for the Shadow Panel which include the membership of the PCP, its roles, 'task and finish' groups, and public meetings. There a number of clear recommendations which are being taken to the meetings of the Shadow Panel, but which have yet to receive their attention. The EIA is attached in annex 5.

Sustainability Implications:

- 7.6 There are no sustainability issues to draw to members' attention in connection with this report.

Crime & Disorder Implications:

- 7.7 The Crime & Disorder Act 1998 set out clear statutory responsibilities for the local authority and for a number of 'Responsible Authorities'. Those duties remain and include the responsibility to reduce crime and disorder, improve community safety, facilitate community safety partnerships, to undertake a strategic assessment of crime and disorder and on the basis of that assessment, to publish three yearly strategies and delivery plans to tackle prioritised crime and safety areas.
- 7.8 The Police & Crime Panel has a major role to play as a "critical friend" of the Police and Crime Commissioner. The Panel will supply scrutiny and support to that post holder, with the aim of helping to improve performance in dealing with crime and disorder throughout Sussex. In doing so, the Panel will also need to take account of the work carried out by the local authority and its community safety partnership.

Risk and Opportunity Management Implications:

- 7.9 The Council is not the lead authority and so there are not considered to be any significant risks to the Council in connection with setting up the Police and Crime Panel, but the recent Regulations set a timetable which is tighter than expected.

Public Health Implications:

- 7.10 While there are no direct public health issues to draw to members' attention in connection with this report, the work of the Police and Crime Panel may in due course, need to take account of the matters of concern of the Health and Wellbeing Board.

Corporate / Citywide Implications:

- 7.11 There may be significant implications for the city with the election of a Police and Crime Commissioner. Prior to the election of a PCC it is hard to predict exactly what these will be.

SUPPORTING DOCUMENTATION

Appendices:

1. **ANNEX 1** - SUMMARY OF STATUTORY FUNCTIONS OF PCC
2. **ANNEX 2** – SUMMARY OF STATUTORY FUNCTIONS OF THE PCP
3. **ANNEX 3** - CURRENT DRAFT OF THE PANEL ARRANGEMENTS FOR THE SUSSEX POLICE AND CRIME PANEL
4. **ANNEX 4** - POLITICAL BALANCE INFORMATION
5. **ANNEX 5** – EQUALITY IMPACT ASSESSMENT AS UNDERTAKEN BY BHCC.

Documents in Members' Rooms

1. None

Background Documents

1. None

ANNEX 1

SUMMARY OF STATUTORY FUNCTIONS OF POLICE AND CRIME COMMISSIONER

PCCs will aim to cut crime and deliver an effective and efficient police service within the force area. They will do this by:

- holding the chief constable to account for the delivery of the force
- setting and updating a police and crime plan
- setting the force budget and precept
- regularly engaging with the public and communities
- appointing, and where necessary dismissing, the chief constable

Police & Crime Commissioner Powers

- PCCs will appoint (and will be able to dismiss) chief constables, although the chief constable will appoint all other officers within the force
- The PCC will, shortly after their election, set out a five-year police and crime plan (the plan), although it may be refreshed each year and may be fully reopened at the PCC's discretion
- PCCs will be required to determine local policing priorities, publish the plan, set a local precept and set the annual force budget (including contingency reserves) in consultation with chief constables. The plan will need to take account of national policing challenges, set out in a new 'Strategic Policing Requirement'
- PCCs will receive the policing grant from the Home Office, various grants from Department for Communities and Local Government and the local precept (as well as other funding streams yet to be determined)
- The PCC will commission policing services from the chief constable (or other providers - in consultation with the chief constable). These services shall be set out in the plan where their objectives and funding will be publicly disclosed
- The plan must be published and remain a public document including any updates or amendments made during the five-year period
- At the end of the financial year the PCC will publish an annual report which will set out progress made by the PCC against the objectives set out in the plan
- Alongside the annual report the PCC will publish annual financial accounts, including showing how resources were consumed in respect of priorities and how value for money was secured
- PCCs will also have a general duty to regularly consult and involve the public and have regard to the local authority priorities
- PCCs will be able to require a report from chief constables at any time about the execution of their functions
- The local precept will be subject to the same referendum requirements as local government (triggered on rises which exceed thresholds set by government)

ANNEX 2

SUMMARY OF STATUTORY FUNCTIONS OF POLICE AND CRIME PANEL

“PCC” is the Police and Crime Commissioner

1. The general duty to exercise its functions with a view to supporting the effective exercise of the functions of the PCC.
2. *The duty to review the PCC's draft Police & Crime Plan and to report / make recommendations to the PCC.
3. *The duty to review the PCC's Annual Report at a public meeting, which the PCC must attend, and to report / make recommendations to the PCC.
4. *The duty to review, hold confirmation hearings and report / make recommendations to the PCC on proposed appointment of PCC's Chief Executive, Chief Finance Officer and Deputy PCC.
5. *The duty to review and report / make recommendations on the PCC's proposed precept, which includes a power of veto by a two-thirds majority of the total Panel membership.
6. * The duty to review, hold confirmation hearings and report / make recommendations to the PCC on proposed appointment by the PCC of a Chief Constable, which includes a power of veto by a two-thirds majority of the total Panel membership.
7. The duty to scrutinise and make recommendations to the PCC on any proposal by PCC to call for the retirement or resignation of the Chief Constable, including a power to ask Her Majesty's Inspector's of Constabulary for a professional view.
8. The power to suspend the PCC if charged with an offence carrying a maximum prison term exceeding 2 years.
9. The duty to appoint one of the PCC's staff as acting PCC where the PCC vacates the post, is incapacitated, or has been suspended.
10. Duty to operate an informal complaints resolution procedure for complaints about a PCC, except serious complaints matters which must be passed to the Independent Police Complaints Commission
11. General duty to review or scrutinise other decisions / actions of the PCC and make reports/ recommendations to the PCC.
12. Power to require relevant reports and information in the PCC's possession (except those which are operationally sensitive) to enable the Panel to fulfil its statutory obligations.
13. Power to require the PCC (if necessary accompanied by the Chief Constable) & PCC's staff to attend the Panel to answer questions or to respond in writing to Panel's reports / recommendations.
14. Power to delegate any of its functions (except designated “special functions” marked * above) to committees or sub-committees.
15. A duty to publish any reports or recommendations made to the PCC and send copies to each local authority whose area falls wholly or partly within the police area.

ANNEX 3 - CURRENT DRAFT OF THE PANEL ARRANGEMENTS FOR THE SUSSEX POLICE AND CRIME PANEL

Sussex Police and Crime Panel – Constitutional Documents

The Panel is a joint Committee under section 101 and 102 of the Local Government Act 1972. Each of the 15 borough, county, district, and unitary authorities across West Sussex shall appoint one member as its representative on the Panel and may nominate a single named substitute member. The term of office will be determined by a member's own local authority and membership of the Panel ceases if that member ceases to be a member of the appointing local authority. Two independent persons will also be co-opted to the Panel, with no provision for substitution. Their term of office shall be one year, renewable up to five years by the Panel. After this time the positions will be re-advertised. There is no maximum term of office for any member or co-opted member of the Panel.

The 15 local authorities making up the Sussex Police and Crime Panel and adopting these constitutional arrangements are:

Adur District Council
Arun District Council
Brighton and Hove City Council
Chichester District Council
Crawley Borough Council
Eastbourne Borough Council
East Sussex County Council
Hastings Borough Council
Horsham District Council
Lewes District Council
Mid Sussex District Council
Rother District Council
Wealden District Council
West Sussex County Council
Worthing Borough Council

In the event that an authority fails to appoint a member by the required deadline, appointment of a member of that authority shall fall to the Secretary of State for the Home Department.

Terms of Reference

The Panel will hold the elected Police and Crime Commissioner to account and will seek to work in a constructive manner with the post holder with a view to supporting the effective exercise of his/her functions within Sussex.

1. To review and make reports or recommendations on the draft police and crime plan, or draft variation, given to the Panel by the Police and Crime Commissioner which the Commissioner must take into account, and to publish the reports or recommendations.
2. To review, put questions to the Police and Crime Commissioner at a public meeting, and make reports or recommendations (as necessary) on the Commissioner's annual report, and to publish the reports or recommendations.

3. To hold a public confirmation hearing and review, make reports and recommendations (as necessary) in respect of proposed senior appointments (Chief Executive, Chief Finance Officer and Deputy Police and Crime Commissioner) made by the Police and Crime Commissioner and to publish the reports or recommendations.
4. To hold a public confirmation meeting to review and make reports on the proposed appointment of the Chief Constable including, if necessary, the use of the power of veto by a two thirds majority of the current membership of the Panel and to publish the reports.
5. Upon receiving written notification from the Commissioner of his/her intention to call upon the Chief Constable to retire or resign to make recommendations to the Commissioner as to whether or not such resignation or retirement should be called for.
6. To consult the Chief Inspector of Constabulary (where necessary) and hold a private meeting which the Chief Constable and Commissioner may attend to make representations about the requirement to resign or retire and to publish the recommendations made to the Commissioner.
7. To review and make reports and recommendations (as necessary) on the proposed precept including, if necessary, the use of the power of veto by a two thirds majority of the current membership of the Panel and to publish the reports or recommendations.
8. To review or scrutinise decisions or proposals made, or other action taken, by the Police and Crime Commissioner in connection with the discharge of the Commissioner's functions, which may be in the form of reports or recommendations to the Commissioner which must be published.
9. To fulfil functions in relation to complaints about the Commissioner on conduct matters, in accordance with the responsibilities accorded to the panel by the Police Reform and Social Responsibility Act 2011.
10. To appoint an Acting Police and Crime Commissioner if necessary, where the Commissioner is incapacitated, resigns or is disqualified or suspended.
11. To suspend the Police and Crime Commissioner if it appears to the Panel that the Commissioner has been charged in the United Kingdom, the Channel Islands or Isle of Man with an offence that carries a maximum term of imprisonment exceeding two years.
12. To delegate, to the extent that it wishes to do so and so far as permitted by law, areas of work to a sub-committee or working group.
13. To require the Commissioner and his or her staff to attend meetings to give evidence in accordance with statute when deemed necessary for the Panel to discharge its functions.
14. Following a requirement made by the Panel for the Commissioner to attend a meeting, it may request the attendance of the Chief Constable at that meeting to

answer questions which the Panel feels are necessary for the discharge of its functions.

15. To require the Commissioner to respond in writing within a specific timescale to any report or recommendation made by the Panel to the Commissioner.
16. To undertake any other such functions as are conferred upon the Panel by the Police Reform and Social Responsibility Act 2011 and any subsequent regulations made under the Act.

Panel Arrangements

Resources

1. All Home Office funding for the Panel will be received and administered by the host authority. The host authority for the first full year will be West Sussex County Council.
2. The total costs of running the Panel shall be contained within the Home Office funding although any local authority may provide additional funding or other resources to support the work of the Panel.
3. An annual budget report shall be submitted to the Panel by the host authority.
4. Constitutional and other specialist support will be provided by the host authority, together with creation and maintenance of a website, issuing press releases (with the agreement of the Chairman), and administration of the payroll for member allowances. Additional services can be commissioned as needed, subject to funding being available. All constituent local authorities will be encouraged to provide a link from their websites to the Panel website.
5. The host authority will be responsible for the payment of travelling expenses of members, either the price of a second class public transport ticket (receipts must be provided) or a car mileage rate at the level paid by the host authority to its own members for travel expenses. Additional expenses and allowances may be payable by a member's own authority. The Proper Officer of the host authority may, with the agreement of the Panel Chairman, authorise any Panel member to attend relevant conferences or training courses and for this to be paid for at the subsistence rates available from the host authority, within available funding.
6. The host authority will provide an attendance list at each meeting or informal meeting of the Panel or any sub-committees or working groups. All members should sign the register when attending and this will be used to evidence travel expense claims.
7. The host authority will organise at least one training session on an annual/two yearly basis, to coincide with appointments to the Panel and will provide advice and guidance to any new member appointed.
8. Meetings may be held in any part of Sussex, but will usually be held at 10.30 a.m. at County Hall, Lewes. Meetings will be webcast when funding allows.

9. The host authority will be responsible for ensuring that agendas, summons and papers are sent out that comply with the requirements of the Local Government Act 1972. The notice of meeting and summons will be signed by the Proper Officer of the host authority.
10. The presumption is that all formal items will be considered in public except for those that meet the Part II confidentiality criteria of Schedule 101A of the Local Government Act 1972. Part I reports, agendas and minutes will be published on the dedicated webpage provided by the host authority, to which other authorities are invited to provide a link.
11. The press and public may be excluded from any part of a meeting when the Panel passes a resolution to that effect, when it considers that exempt information may be given or discussed and that it considers the public interest in keeping the information out of the public domain greater than the public interest in disclosing it. A Part I summary of any such discussions shall be included in the minutes.
12. Members are under an obligation not to disclose any confidential or exempt information that they obtain as a member of the Panel when it has been made clear to them that the information is not in the public domain.
13. Reports to the Panel must make reference to statutory or legal provisions to which the Panel must have regard.

Additional Local Authority Members

- 14a. Subject to the agreement of the Home Secretary, Brighton and Hove City Council – as a unitary authority – shall be granted one additional co-opted local authority seat on the Panel to address geographical imbalance. The nomination of a member for this seat by Brighton and Hove City Council shall, so far as possible, support the Panel in meeting the balanced appointment objective. This member will have a one-year period of office.
- 14b. Subject to the agreement of the Home Secretary, an additional local authority member may be appointed from each of the county councils on the agreement of the Panel, to address any perceived imbalance in political proportionality. This will be considered at the annual meeting. Such members will have a one-year period of office.
15. Constituent authorities will strive to maintain political proportionality of the Panel as far as is practicable and will review the proportionality of all members of the 15 authorities on an annual basis, taking account of local authority elections across Sussex.
16. An additional appointed local authority member can be removed from office through a majority vote of the Panel present, provided the member has been given no less than four weeks' notice of the proposal and has the opportunity to make representations to the Panel.
17. If an additional appointed member ceases to be a member of the Panel, the Panel will seek a replacement member from the same local authority for the remainder of the term.

Independent Co-opted members

18. Two independent co-opted persons will be co-opted for a one year term, which can be renewed by the Panel annually for up to five years before the position must be re-advertised. They will have full voting rights. They may not be members of the constituent authorities of the Panel. They will be appointed through public advert and interviews conducted by members of the Panel within arrangements agreed by the Panel.
19. An independent co-opted member can be removed from office through a majority vote of the Panel present, provided the member has been given no less than four weeks' notice of a proposal to remove and provided the member has an opportunity to make representations about the proposal.
20. If an independent co-opted member ceases to be a member through removal, resignation or some other means, the Panel will seek a replacement member through the process as described in paragraph 18 above. The new appointment will be for the remainder of the term.

Standards

21. Members, including independent co-opted members, will be bound by the code of conduct of the host authority.

Urgent Action

22. If, in the view of the host authority's Proper Officer, a decision within the Panel's remit is sufficiently urgent that it cannot wait for the next meeting of the Panel and it is not in the public interest that the matter should be delayed, then the host authority's Proper Officer may decide the matter in consultation with Chairman of the Panel. The action taken will be reported to the next meeting of the Panel. This paragraph does not empower the Proper Officer to take any decision on a matter which is reserved by law to the Panel.
23. A register shall be maintained by the host authority of every decision taken under paragraph 22 above.

Rules of Procedure

Chairmanship

1. A Chairman and a Vice-Chairman will be elected annually, at the annual meeting in June. Nominations will be made at the meeting and voting will take place by a show of hands. A secret ballot can be requested by three members.
2. A Chairman can be removed from office through a majority vote of no confidence called by any member of the Panel.
3. Any vacancy occurring in the Chairmanship or Vice-Chairmanship through removal or resignation can be filled at any meeting of the Panel and will be effective until the next annual meeting of the Panel.

4. In the absence of both Chairman and Vice-Chairman, a Chairman for a single meeting will be appointed by a simple majority of votes.

Decision-making

5. All decisions will be made by a simple majority of votes of members present unless otherwise specified by statute, the Panel Arrangements or these Rules of Procedure. The Chairman of the meeting will have a second or casting vote in the event of a tied vote. All other Panel members will have one vote. Voting will be by a show of hands.
6. Any member can ask for the way in which they voted to be recorded in the minutes.
7. A recorded vote shall be undertaken if requested by any member.
8. Any member can make a proposition or propose an amendment to a proposed resolution if backed by a seconder. Votes will be taken unless consensus is reached.
9. A meeting or debate can be adjourned at the request of the Chairman, including an adjournment of the meeting if the required quorum is not present.
10. The validity of a decision will not be affected by any vacancy in the Panel membership, provided that the quorum has been met.
11. The Panel will not usually review any decision it has taken during the six months following such decision

Committee Procedures

12. The quorum for the meetings of the Panel is 10 members.
13. At the Annual Meeting, the first item of business will be appointment of Chairman. The second item of business will be appointment of Vice-Chairman. Items will then follow the pattern for ordinary meetings set out below.
14. At ordinary meetings of the Panel, the first item of business will usually be declaration of interests.
15. The second item of business at ordinary meetings of the Panel will be the approval of minutes, to be signed by the Chairman. No discussion will take place about the minutes other than on their accuracy.
16. An item for urgent matters will appear on each agenda. Urgent matters will be taken at the discretion of the Chairman when it appears that a matter is so urgent that it cannot wait until the next meeting of the Panel.
17. The Panel will hold an annual public meeting to scrutinise the Commissioner's annual report. Business will follow that of an ordinary meeting, but with a public question time immediately following the approval of the minutes. The maximum time for the question time shall be 45 minutes unless the Panel agrees to an extension.

18. Written questions from the public can be submitted two weeks in advance of the published date of the annual public meeting or any ordinary meeting of the Panel, for which the Commissioner or Panel Chairman will be invited to provide a written response by noon on the day before the meeting. The response will be circulated to Panel members and the questioner.
19. A special meeting of the Panel can be convened at the request of the Chairman or on the request of one third of the members of the Panel, providing that proper notice can then be given. One use of this provision may be a confirmation hearing for a proposed appointment by the Commissioner.
20. Panel business will be indicated on the agenda, but the order of business can be varied at the Chairman's discretion.
21. The host authority will work with the Chairman in advance of meetings to identify items for the agenda and in setting the order of the business, including issues of confidentiality.
22. Any member may give notice of an item to be included on the agenda provided it is relevant to the business of the Panel, is agreed by the Chairman and is no less than eight working days in advance of the meeting.

Conduct of Meetings

23. On each item, the Chairman will invite members to speak in turn.
24. Any member speaking will be silent at the request of the Chairman.
25. Following a warning from the Chairman to a member about disruptive behaviour, the Chairman may ask the Panel to agree that the member no longer be heard if the behaviour continues.
26. The Chairman may order the removal of disruptive members of the public from a meeting, or clear the public gallery to enable Panel business to continue.
27. All mobile phones and other communication devices must not disrupt Panel meetings.
28. No visual or sound recording may be taken without the permission of the Chairman in advance of the meeting.

Sub-Committees and working groups

29. The Panel is empowered to establish sub-committees to fulfil any of its functions except those that by law may not be delegated. Sub-committees may not co-opt members.
30. The Panel is empowered to establish time-limited informal working groups that can undertake proactive work on the initiative of the Panel or at the request of the Commissioner, with the agreement of the Panel. The working groups will be flexible and informal, but must report back to a formal, public meeting of the Panel. A working group may co-opt additional members, who will be able to claim travel expenses within available resources.

31. Any sub-committee or working group established will have the discretion to appoint its own chairman.

Relationship with Commissioner

32. The Panel will hold the elected Police and Crime Commissioner to account and will seek to work in a constructive manner with the post-holder.
33. The Commissioner will have a standing invitation to attend all meetings of the Panel which may be withdrawn on any occasion at the discretion of the Chairman. The Commissioner's staff may also be invited by the Chairman to attend appropriate meetings of the Panel, at the discretion of the Commissioner. The Panel may, however, require the Commissioner to attend for specific items.
34. The Commissioner may invite the Panel to undertake scrutiny of any issue within his or her remit, but it will be for the Panel to decide whether it will accept any such request.
35. The Panel may require certain reports from the Commissioner in accordance with statute, but may also request other reports from the Commissioner that it considers necessary in order to effectively undertake its business. The Commissioner usually will be given at least three weeks' notice, but a report may be requested at shorter notice in cases of urgency.
36. In the event of the Panel receiving a complaint about the conduct of the Commissioner, the issue will be examined by the Proper Officer of the host authority to establish that the complaint falls within the remit of the Panel. The Panel will establish a sub-committee to consider complaints and to determine whether and through what mechanism any particular complaint should be investigated. Any complaint referred for investigation shall be considered by the same or a differently constituted sub-committee of the Panel using the hearing procedures of the host authority's standards regime.

Other relationships

37. The Panel will seek to avoid duplication of the work of Crime and Disorder Scrutiny Committees in its constituent authorities. The role of the Panel is to scrutinise the Commissioner and not the Responsible Authorities as defined by the Crime and Disorder Act 1998, including Sussex Police and local authorities.

Annex 4

Political Make-Up of Sussex Local Authorities – June 2012

Authority	Control	Con	LD	Lab	Green	Ind*	Ind Dem	SBRA	AOI	Vacancy	Total	Population (000's in mid 2009)	Crime Data 2011/12
Adur	Con	25	1	1	0	0	0	2	0	0	29	61	10,271
Arun	Con	48	4	3	0	1	0	0	0	0	56	150	9,496
Brighton & Hove	NOC Green	18	0	13	23	0	0	0	0	0	54	256	23,667
Chichester	Con	36	8	0	0	3	0	0	0	1	48	113	5,865
Crawley	Con	21	0	16	0	0	0	0	0	0	37	105	7,990
East Sussex	Con	29	13	4	0	2	1	0	0	0	49	512	27,302
Eastbourne	LD	12	15	0	0	0	0	0	0	0	27	96	6,891
Hastings	Lab	9	0	23	0	0	0	0	0	0	32	87	7,480
Horsham	Con	34	8	0	0	2	0	0	0	0	44	130	5,007
Lewes	Con	21	18	0	0	2	0	0	0	0	41	96	4,539
Mid Sussex	Con	45	8	1	0	0	0	0	0	0	54	132	5,284
Rother	Con	27	5	2	0	1	0	0	3	0	38	89	3,832
Wealden	Con	46	3	0	0	1	4	0	0	1	55	143	4,560
West Sussex	Con	49	18	2	0	2	0	0	0	0	71	793	43,913
Worthing	Con	23	11	0	0	3	0	0	0	0	37	102	0
Total		443	112	65	23	17	5	2	3	2		Overall 672	1561 96,558

Proportionality		65.92%	16.67%	9.67%	3.42%	0.16%	0.74%	0.30%	0.45%
Seats	15	9.89	2.50	1.45	0.51	0.02	0.11	0.04	0.07
Seats	16	10.55	2.67	1.55	0.55	0.03	0.12	0.05	0.07
Seats	17	11.21	2.83	1.64	0.58	0.03	0.13	0.05	0.08
Seats	18	11.87	3.00	1.74	0.62	0.03	0.13	0.05	0.08

Shadow Panel Make-up **12** **1** **1** **1** **0** **0** **0** **0**

Notes:

SBRA Shoreham Beach Residents Association

AOI Association of Independents

Ind* Proportionality calculated for an individual independent member, not as a group of 17

ANNEX 5

EQUALITY IMPACT ASSESSMENT

Police and Crime Panels and the Equality Act 2010

1. Summary

The Police and Crime Commissioner (PCC) is defined as a 'public body' under the Equality Act 2010 and is therefore bound to give 'due regard'¹ to its duties.

The role of the Police and Crime Panel (PCP) to scrutinise the PCC in his/her exercise of statutory functions therefore includes scrutiny of the how the PCC demonstrates compliance with equality duties (outlined in more detail below and in Appendix A).

The Panel should also consider and support the aims of the Duty in its representation and processes, including: co-option of additional members; the use of 'task and finish' groups; the review of the Commissioning Plan; its annual report; and accessibility of meetings.

Based on best practice of Cheshire Police Authority and using guidance from other areas we have developed a number of recommendations (below) for the new Police and Crime Panel which will cover East Sussex, West Sussex and the city of Brighton and Hove. These cover the membership of the PCP, its roles, 'task and finish' groups, and public meetings.

It is recommended that support for these activities be provided by the host organisation.

2. Summary of the Equality Act 2010

In the Equality Act 2010, the public sector equality duty consists of a general equality duty supported by specific duties. Those subject to the equality duty must, in the exercise of their functions, evidence 'due regard' to the need to:

- **Eliminate unlawful discrimination**, harassment and victimisation and other conduct prohibited by the Act.
- **Advance equality of opportunity** between people who share a 'protected characteristic'² and those who do not.
- **Foster good relations** between people who share a protected characteristic and those who do not.

The Act explains that having due regard for advancing equality involves:

- **Removing or minimising disadvantages** suffered by people due to their protected characteristics.
- Taking steps to **meet the needs of people from protected groups** where these are different from the needs of other people.
- Encouraging people from protected groups to **participate in public life** or in other activities where their participation is disproportionately low.

¹ See Appendix A for a full definition of evidencing 'due regard'.

² See Appendix A for the 'protected characteristics' define in the Equality Act 2010

The Act states that meeting different needs involves taking steps to take account of people's different needs. It describes fostering good relations as tackling prejudice and promoting understanding between people from different groups. It states that compliance with the duty may involve taking positive action to meet the needs of some people (specifically including disabled people).

For more information on the Equality Act and fulfilling its duties and evidencing compliance, see Appendices A and B.

3. Membership of Police and Crime Panel

Equality Implications and recommendations

- i. Equality Monitoring: as part of the process of setting up the Panel, the host organisation should request all members complete an equality monitoring form (based on the protected characteristics covered by the Equality Act) and use the findings in the process of identifying co-optees, to ensure adequate representation of all groups covered by law. This information can also be used to identify any 'reasonable adjustments' which may need to be made for members of the Panel in attending meetings, accessing information or participating in meetings.
- ii. The process of co-option should be open and transparent and focused on engaging with people not already represented on the Panel and/or bringing different perspectives and/or expertise. Specific attention should be given to any gaps identified in the equality monitoring process, with targeted advertising being considered and/or advertising through neighbourhood and community networks. An independent recruitment process, including short-listing and interviewing, would support the appointment of co-optees who will complement the perspectives of standing members. This should be undertaken by officers from East and West Sussex County Councils and Brighton and Hove City Council, to ensure independence of existing members
- iii. Consideration should be given to one of the additional co-optee places being taken by a Community and Voluntary Sector (CVS) umbrella group and/or that links, via the host organisation, are made with the CVS across the counties and city of B&H to enable membership of 'task and finish' groups. This would enable diverse voices to be heard, including those of people who may not engage in democratic processes.
- iv. Where 'task and finish' groups are set up to consider specific topics, engagement should be planned to ensure that a representative range of views are heard to inform the discussions and to support identification of disproportionate equality impacts³. This assessment and planning should be done as part of the planning of the groups. (For more recommendations on the 'task and finish' groups see section 5 below.)

³ See Appendices A and C for lists of the 'protected characteristics' defined in law and other groups who may experience disproportionate impact.

4. Role of Police and Crime Panel

Equality Implications and recommendations

- i. The Panel members should ensure that they feel sufficiently competent to take the Equality Act 2010 into consideration in all that they do. Depending upon experience this may necessitate tailored development opportunities.
- ii. The PCP has a key role in ensuring that the Police and Crime Commissioner meets his/her legal duties under the Equality Act 2010 and should ask for relevant evidence of this, assessing it in the light of the information identified in point (iii) below.
- iii. The host should provide the Panel with a wide range of community and population profile information to identify variations in incidence and impact and support assessment of equality impact in order to review the Commissioning Plan. This should include census data, local data sources (including the local community safety partnerships), and the local Police neighbourhood profiles.
- iv. The PCC annual report: the role of the Panel is to comment on this report and to arrange a public meeting where the PCC will present the report and answer questions. We recommend that the methods of public engagement with this meeting and the report are considered to ensure that there are multiple ways for different communities and areas to contribute. This will include the ways in which the report and meeting are advertised, the venue chosen, who is able to ask questions and how, and how public accountability is maximised.
- v. It is recommended nationally that the Police and Crime Commissioner monitors equality and diversity impacts in relation to service delivery. This should include user satisfaction, complaints, stop and search arrest proportionality, hate crimes and workforce representation monitoring. The role of the Panel should be as a 'critical friend' assessing any trends in this data and supporting the planning, implementation and monitoring of solutions.
- vi. Public meetings and public accountability: the PCP is able to invite residents, stakeholders, other councillors and officers to attend and address meetings, to discuss matters of concern and to answer questions. It is recommended that all Panel meetings are public meetings and that these opportunities are used to identify and fill gaps in data and/or knowledge of diverse community groups and to identify solutions to issues for 'hidden', excluded or very small communities.
- vii. The Panel should seek the views of a representative sample of the population in order to inform their decisions with respect to characteristics such as age, geography, sex, sexual orientation, ethnicity and disability. The views of a representative sample of victims of crime should also be considered. This might be through the 'task and finish' groups (see below) or through scheduled meetings of the full Panel.
- viii. The information, consultation and data outlined above should be used by the Panel to inform the reports and recommendations that go to the Police and Crime Commissioner and related paperwork should be sufficient to evidence the legal requirement of demonstrating due regard.

5. Local Task and Finish Groups

Equality Implications and recommendations

- i. There is an opportunity to use these groups to review and strengthen the mechanism by which people from diverse groups are heard by the Panel and their views given due regard in the Panel's consideration, assessment and monitoring of priorities and appropriate interventions. Involving individuals and representatives from diverse groups as members of the groups and considering data on the protected characteristics will enable a robust and accurate assessment of need and effective solutions.
- ii. These groups also have the opportunity to identify and draw on best practice from the region and nationally, including where the needs of specific groups who are disproportionately affected by different forms of crime have been successfully identified and met.

6. Public meetings

Equality Implications and recommendations

- i. Meetings which are open to the public should, of course, be advertised widely and appropriately in ways which will best reach the diverse communities across the region. Particular emphasis should be given to engaging those groups at risk of the 'democratic deficit' (groups who are less likely to participate in civic engagement, voting, etc) in order to encourage people with protected characteristics to participate in public life.
- ii. Similar consideration should also be given to the physical access needs of people who may wish to attend and (depending on the agreed protocols) address the Panel. Best practice should be followed to enable accessibility and reasonable adjustments made, as needed, when planning the venue, timing, format and structure of meetings.

Contacts:

Sarah Tighe-Ford, Equalities Co-ordinator, Brighton and Hove City Council
Tel: 01273 292301 – email: sarah.tighe-ford@brighton-hove.gov.uk

Mary Evans, Commissioner: Communities and Equality, Brighton and Hove City Council
Tel: 01273 291577 – email: mary.evans@brighton-hove.gov.uk

Appendix A

Equality Act 2010 and the General Duties

The Equality Act 2010 replaces the previous anti-discrimination laws with a single Act. It simplifies the law, removing inconsistencies and making it easier for people to understand and comply with it. It also strengthens the law in important ways, to help tackle discrimination and inequality. The majority of the Act came into force on 1 October 2010.

The **public sector Equality Duty** came into force on 5 April 2011. The Duty ensures that all public bodies play their part in making society fairer by tackling discrimination and providing equality of opportunity for all. It ensures that public bodies consider the needs of all individuals in their day to day work – in shaping policy, in delivering services, and in relation to their own employees.

The new Equality Duty supports good decision-making – it encourages public bodies to understand how different people will be affected by their activities so that policies and services are appropriate and accessible to all and meet different people's needs. By understanding the effect of their activities on different people, and how inclusive public services can support and open up people's opportunities, public bodies are better placed to deliver policies and services that are efficient and effective. The Equality Duty therefore helps public bodies to deliver the Government's overall objectives for public services.

The new Equality Duty replaces the three previous public sector equality duties – for race, disability and gender. The new Equality Duty covers the following nine **protected characteristics**:

- **age** – people of all ages
- **disability** – a person is disabled if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities
- **gender reassignment** - a transsexual person is someone who proposes to, starts or has completed a process to change his or her gender. A person does not need to be under medical supervision to be protected
- **pregnancy and maternity** - protection is during pregnancy and any statutory maternity leave to which the woman is entitled
- **race** – this includes ethnic or national origins, colour or nationality, including refugees and migrants, and Gypsies and Travellers
- **religion or belief** – people of any religion or belief, and includes lack of belief
- **sex** – men/boys and women/girls
- **sexual orientation** – the law covers people who are bisexual, gay, heterosexual, and lesbian

It also applies to marriage and civil partnership, but only in respect of the requirement to have due regard to the need to eliminate discrimination.

The Equality Duty has three aims. It requires public bodies to have **due regard** to the need to:

- **eliminate unlawful discrimination**, harassment, victimisation and any other conduct prohibited by the Act;

- **advance equality of opportunity** between people who share a protected characteristic and people who do not share it; and
- **foster good relations** between people who share a protected characteristic and people who do not share it.

Having **due regard** means consciously thinking about the three aims of the Equality Duty as part of the process of decision-making⁴. This means that consideration of equality issues must influence the decisions reached by public bodies – such as in how they act as employers; how they develop, evaluate and review policy; how they design, deliver and evaluate services, and how they commission and procure from others.

Having due regard to the need to **advance equality of opportunity** involves considering the need to:

- remove or minimise disadvantages suffered by people due to their protected characteristics;
- meet the needs of people with protected characteristics; and
- encourage people with protected characteristics to participate in public life or in other activities where their participation is low.

Fostering good relations involves tackling prejudice and promoting understanding between people who share a protected characteristic and others.

Complying with the Equality Duty may involve treating some people better than others, as far as this is allowed by discrimination law. For example, it may involve making use of an exception or the positive action provisions in order to provide a service in a way which is appropriate for people who share a protected characteristic – such as providing computer training to older people to help them access information and services.

Taking account of disabled people’s disabilities

The Equality Duty also explicitly recognises that disabled people’s needs may be different from those of non-disabled people. Public bodies should therefore take account of disabled people’s impairments when making decisions about policies or services. This might mean making reasonable adjustments or treating disabled people better than non-disabled people in order to meet their needs.

Demonstrating compliance with the Equality Duty

Keeping a simple record of how decisions were reached will help public bodies show how they considered the Equality Duty. Producing an Equality Impact Assessment after a decision has been reached will not achieve compliance with the Equality Duty.

Where it is clear from initial consideration that a policy will not have any effect on equality for any of the protected characteristics, no further analysis or action is necessary.

Public bodies should take a proportionate approach when complying with the Equality Duty – in practice, this means giving greater consideration to the Equality Duty where a function or policy has the potential to have a substantial effect on discrimination or equality of opportunity for the public or the public body’s employees, and less consideration where the potential effect on equality is slight.

⁴ For more information see Appendix B

The Duty requires public bodies to think about people's different needs and how these can be met.

Appendix B

Public Sector Equality Duties - principles

Public sector bodies need to be able to evidence⁵ that they have given due regard to the impact and potential impact on all people with 'protected characteristics'⁶ in shaping policy, in delivering services, and in relation to their own employees.

The following principles, drawn from case law, explain what is essential in order for the Equality Duty to be fulfilled. Public bodies should ensure:

- **Knowledge** – those who exercise the public body's functions need to be aware of the requirements of the Equality Duty. Compliance with the Equality Duty involves a conscious approach and state of mind.
- **Timeliness** – the Equality Duty must be complied with before and at the time that a particular policy is under consideration or decision is taken – that is, in the development of policy options, and in making a final decision. A public body cannot satisfy the Equality Duty by justifying a decision after it has been taken.
- **Real consideration** – consideration of the three aims of the Equality Duty must form an integral part of the decision-making process. The Equality Duty is not a matter of box-ticking; it must be exercised in substance, with rigour and with an open mind in such a way that it influences the final decision.
- **Sufficient information** – the decision maker must consider what information he or she has and what further information may be needed in order to give proper consideration to the Equality Duty.
- **No delegation** – public bodies are responsible for ensuring that any third parties which exercise functions on their behalf are capable of complying with the Equality Duty, are required to comply with it, and that they do so in practice. It is a duty that cannot be delegated.
- **Review** – public bodies must have regard to the aims of the Equality Duty not only when a policy is developed and decided upon, but also when it is implemented and reviewed. The Equality Duty is a continuing duty.

⁵ To councillors, senior managers, staff, service-users, the public and community and voluntary sector groups

⁶ See Appendix B for a list of the Equality Act 2010 'Protected characteristics'

Appendix C

Other groups (in addition to those identified in the Equality Act 2010) who might experience disproportionate impacts or have specific needs to consider in the decision-making process

These will vary depending on the specific issue being discussed. However some groups who may need to be considered include:

- Carers
- Crime victims
- Ex-offenders
- Ex-service personnel
- Homeless people
- Looked After Children
- People experiencing domestic and/or sexual violence
- People experiencing socio-economic disadvantage
- Refugees and migrants
- Substance misusers

Subject:	Budget & Policy Framework Procedure Rules		
Date of Meeting:	12 July 2012		
Report of:	Monitoring Officer		
Contact Officer:	Name:	Abraham Ghebre-Ghiorg	Tel: 29-1515
	E-mail:	abraham.ghebre-ghiorghis@brighton-hove.gov.uk	
Key Decision:	No		
Ward(s) affected:	All		

FOR GENERAL RELEASE

1. Summary and Policy Context

- 1.1 This paper proposes a process for progressing plans, strategies and other matters reserved to full Council before their submission for approval.

2. Recommendation

- 2.1 Members are recommended to agree the proposed process for approving the Budget and Policy Framework and other items reserved to Council as set out in the attached tables A and B.

3. Relevant Background Information

- 3.1 A number of functions are reserved to full Council under the constitution and cannot be exercised by Committees, sub-committees or officers. These fall into two areas:
- (a) functions generally reserved to full Council and
 - (b) functions reserved to full Council as part of the budget and policy framework.
- 3.2 The constitution provides that the process to be followed for approving the budget and policy framework is to be as agreed by the Policy & Resources Committee. Under the executive system, this required ALL items relating to the budget and policy framework to go through Overview & Scrutiny and Cabinet with no discretion. This is unlikely to be necessary or appropriate in all cases under a committee system and, in some cases, could give rise to serious challenge in meeting tight timescales.
- 3.3 Table A below proposes a revised arrangement. This addresses, in particular, the issue of whether the item needs to go to Overview & Scrutiny, the relevant service committee and P&R or all of them before being referred to Council for approval.

- 3.4 For the sake of consistency, it is also considered appropriate to consider how other matters not forming part of the budget and policy framework are dealt with. A suggested procedure similar to the one recommended for the policy framework is attached in table B.
- 3.5 If approved, it is intended that the process will operate as general guidance, but non-compliance with these requirements will not invalidate any decision taken.

Table A: Budget and Policy Framework

	Policy/Strategy	Overview & Scrutiny	Committee
1.	Budget	Yes	P&R
2	Application to SoS for large scale transfer of housing land	Yes	P&R
3.	Annual Investment Strategy	No	P&R
4.	Statement of Pay Policy	No	P&R
5.	Libraries Plan	No	Econ Dev & Culture
6.	Sustainable Community Strategy	Yes	P&R
7.	Crime and Disorder Reduction Strategy	Yes	P&R
8.	Local Transport Plan	Yes	Transport & P&R
9.	Development Plan	Yes	Econ Dev & Culture
10.	Youth Justice Plan	Yes	Children & YP
12.	Statement o Licensing Policy	No	Licensing

13.	Statement of Gambling Policy	No	Licensing
14.	Official feed and food controls service plan	No	Environment & Sustainability
15.	City Employment & Skills Plan	Yes	Econ Dev & Culture
16.	Sustainability Strategy	Yes	Environment & Sustainability and P&R
17.	Corporate Plan	Yes	P&R
18.	Health & Safety Annual service Plan	No	Environment & Sustainability
19.	Equality and Inclusion Policy	Yes	P&R
20.	City Performance Plan	Yes	P&R
22.	Strategy for Gypsies, Roma and Travellers	Yes	Environment & Sustainability
23	Housing Strategy	Yes	Housing
24.	Housing Allocations Policy	Yes	Housing
25	School admissions arrangements	Yes	Children & YP

**Table B: Council Functions not comprised in the
Budget & Policy Framework**

	Function	Overview & Scrutiny	Committee
1.	Adopting or changing the constitution		P&R
2.	Terms of Reference of Committees		P&R
3.	Appointment to outside bodies		
4	Members' allowances		P&R
5	Code of conduct for Members		Audit & Standards
6.	Conferring of titles		
7.	Appointment of Chief Executive		
8.	Byelaws		Relevant Committee
9.	Promoting local legislation or Personal Bill	Yes	P&R
10.	Changing electoral arrangements		P&R
11.	Voting Scheme for O&S Co-optees	Yes	P&R
12	Other matters reserved to Council by law		Relevant Committee

4. Consultation

The proposed process was considered at the Leaders' Group meeting on 11 June 2012.

5. Financial and Other Implications

5.1 Financial Implications

The proposed approval process should ensure that the budget and other key policies are considered and agreed within required statutory timescales.

Finance officer consulted: Anne Silley

Date: 28 June 2012

5.2 Legal Implications

These are covered in the body of the report

Lawyer consulted: Abraham Ghebre-Ghiorghis *Date: 28 June 2012*

5.3 Equalities Implications

The proposed process requires the council's Equality & Inclusion Policy to be considered by overview & scrutiny and the Policy & Resources Committee prior to submission to Full Council for approval.

5.4 Sustainability Implications

The proposed process requires the council's Sustainability Policy to be considered by overview and scrutiny, the Environment & Sustainability Committee, and P& R Committee prior to submission to Full Council for approval.

5.5 Crime & Disorder Implications

The proposed process requires the council's Crime and Disorder Reduction Strategy to be considered by overview & scrutiny and the Policy & Resources Committee prior to submission to Full Council for approval.

5.6 Risk and Opportunity Management Implications

The involvement by overview & scrutiny in the council's budget formulation process and in a number of key plans and strategies reduces the risk of subsequent disagreement and challenge.

5.7 Public Health Implications

None arising directly from this report

5.8 Corporate / citywide Implications

The proposed process requires the Sustainable Community Strategy, which relates to the whole city, to be considered by overview & scrutiny and the Policy & Resources Committee prior to submission to Full Council for approval.

6. EVALUATION OF ANY ALTERNATIVE OPTION(S):

- 6.1 The Budget & Policy Framework items could all be taken through the Policy & Resources Committee; however it is felt that the number of items would mean that the committee would be over burdened. It is also felt that it would be more appropriate for respective items to be considered by the relevant policy committee.

7. REASONS FOR REPORT RECOMMENDATIONS

- 7.1 The proposed process is recommended so that there is a clear understanding of how and where budget and policy framework items would be considered before being submitted to Full Council.

SUPPORTING DOCUMENTATION

None.

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