

BRIGHTON & HOVE CITY COUNCIL MEETING

4.30PM 1 FEBRUARY 2018

COUNCIL CHAMBER - HOVE TOWN HALL



AGENDA



**Brighton & Hove
City Council**

Council Meeting

Title:	Council
Date:	1 February 2018
Time:	4.30pm
Venue	Hove Town Hall, Council Chamber - Hove Town Hall
Members:	All Councillors You are summoned to attend a meeting of the BRIGHTON & HOVE CITY COUNCIL to transact the under-mentioned business.
	Prayers will be conducted in the Council Chamber at 4.20pm by Father Robert Norbury
Contact:	Mark Wall Head of Democratic Services 01273 291006 mark.wall@brighton-hove.gov.uk

	<p>Public Involvement 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.</p> <p>Please note that the Public Gallery is situated on the first floor of the Town Hall.</p> <p>If you wish to attend a meeting but are unable to use stairs please contact the Democratic Services Team (Tel: 01273 291066) in advance of the meeting to discuss your access requirements. We can then work with you to enable your attendance and also to ensure your safe evacuation from the building, in the event of an emergency.</p>
	The Town Hall has facilities for disabled people including a lift and wheelchair accessible WCs. However in the event of an emergency evacuation use of the lift is restricted for health and safety reasons. Please refer to the Access Notice in the agenda below.
	An infra-red hearing enhancement system is available within the council chamber to assist hard of hearing people. Headsets and neck loops are provided. If you require any further information or assistance, please contact the receptionist on arrival.

This Agenda and all accompanying reports are printed on recycled paper

AGENDA

61 DECLARATIONS OF INTEREST

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

In each case, you need to declare

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

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

62 MINUTES

1 - 34

To approve as a correct record the minutes of the last Council meeting held on the 14th December, 2017 (copy attached).

Contact Officer: Mark Wall

Tel: 01273 291006

Ward Affected: All Wards

63 MAYOR'S COMMUNICATIONS.

To receive communications from the Mayor.

64 TO RECEIVE PETITIONS AND E-PETITIONS.

Petitions will be presented by Members and/or members of the public to the Mayor at the meeting.

65 WRITTEN QUESTIONS FROM MEMBERS OF THE PUBLIC.

A list of public questions received by the due date of 12noon on the 26th January, 2018 will be circulated separately as part of an addendum at the meeting.

Contact Officer: Mark Wall

Tel: 01273 291006

66 DEPUTATIONS FROM MEMBERS OF THE PUBLIC.

A list of deputations received by the due date of 12noon on the 26th January, 2018 will be circulated separately as part of an addendum at the meeting.

Contact Officer: Mark Wall

Tel: 01273 291006

COUNCIL

67 PETITIONS FOR COUNCIL DEBATE

35 - 36

Petitions to be debated at Council. Reports of the Monitoring Officer (copies attached).

- (i) Open Brighton's Homeless Shelters 365 Days a year. Lead petitioner Mr. John Hadman.

Contact Officer: Mark Wall
Ward Affected: All Wards

Tel: 01273 291006

68 CALL OVER FOR REPORTS OF COMMITTEES.

- (a) Call over (item 71) will be read out at the meeting and Members invited to reserve the items for consideration.
- (b) To receive or approve the reports and agree with their recommendations, with the exception of those which have been reserved for discussion.
- (c) Oral questions from Councillors on the Committee reports, which have not been reserved for discussion.

Contact Officer: Mark Wall

Tel: 01273 291006

69 WRITTEN QUESTIONS FROM COUNCILLORS.

37 - 42

A list of the written questions submitted by Members has been included in the agenda papers. This will be repeated along with the written answers received and will be taken as read as part of an addendum circulated separately at the meeting.

Contact Officer: Mark Wall

Tel: 01273 291006

70 ORAL QUESTIONS FROM COUNCILLORS

43 - 44

A list of Councillors who have indicated their desire to ask an oral question at the meeting along with the subject matters has been listed in the agenda papers.

Contact Officer: Mark Wall

Tel: 01273 291006

REPORTS REFERRED FOR INFORMATION

The following report has been referred for information at the request of the Green Group.

71 NEIGHBOURHOODS AND COMMUNITIES PORTFOLIO - PROPOSED FIELD OFFICER ROLE BUSINESS CASE

45 - 130

Extract from the proceedings of the Neighbourhoods, Inclusion, Communities & Equalities Committee meeting held on the 22nd January, 2018 (copy to follow); together with a report of the Executive Director for Neighbourhoods, Communities & Housing (copy attached).

Contact Officer: Annie Sparks
Ward Affected: All Wards

Tel: 01273 292436

COUNCIL

6.30 - 7.00PM REFRESHMENT BREAK

Note: A refreshment break is scheduled for 6.30pm although this may alter slightly depending on how the meeting is proceeding and the view of the Mayor.

NOTICES OF MOTION

72 THE FOLLOWING NOTICES OF MOTION HAVE BEEN SUBMITTED BY MEMBERS FOR CONSIDERATION: 131 - 146

- (1). **Mental Health Services.** Proposed by Councillor Penn (copy attached).
- (2). **Brighton Centre Winter Night Shelter.** Proposed by Councillor Moonan (copy attached).
- (3). **Scrap the Fee.** Proposed by Councillor Hill (copy attached).
- (4). **Resetting the Council's Relationship with the Trade Unions.** Proposed by Councillor Janio (copy attached).
- (5). **Women's Suffrage.** Proposed by Councillor (copy attached).
- (6). **County Lines.** Proposed by Councillor Daniel (copy attached).
- (7). **Bursaries for Nurses.** Proposed by Councillor Deane (copy attached).
- (8). **Clean Air Day.** Proposed by Councillor Greenbaum (copy attached).
Ward Affected: All Wards

73 CLOSE OF MEETING

The Mayor will move a closure motion under Procedure Rule 17 to terminate the meeting 4 hours after the beginning of the meeting (excluding any breaks/adjournments).

Note:

1. *The Mayor will put the motion to the vote and if it is carried will then:-*
 - (a) *Call on the Member who had moved the item under discussion to give their right of reply, before then putting the matter to the vote, taking into account the need to put any amendments that have been moved to the vote first;*
 - (b) *Each remaining item on the agenda that has not been dealt with will then be taken in the order they appear on the agenda and put to the vote without debate.*

COUNCIL

The Member responsible for moving each item will be given the opportunity by the Mayor to withdraw the item or to have it voted on. If there are any amendments that have been submitted, these will be taken and voted on first in the order that they were received.

- (c) *Following completion of the outstanding items, the Mayor will then close the meeting.*
2. *If the motion moved by the Mayor is **not carried** the meeting will continue in the normal way, with each item being moved and debated and voted on.*
 3. *Any Member will still have the opportunity to move a closure motion should they so wish. If such a motion is moved and seconded, then the same procedure as outlined above will be followed.*

Once all the remaining items have been dealt with the Mayor will close the meeting.

PUBLIC INVOLVEMENT

Provision is made on the agendas for public questions to committees and details of how questions can be raised can be found on the website and/or on agendas for the meetings.

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.

Electronic agendas can also be accessed through our meetings app available through www.moderngov.co.uk

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Therefore by entering the meeting room and using the seats around the meeting tables you are deemed to be consenting to being filmed and to the possible use of those images and sound recordings for the purpose of web casting and/or Member training. If members of the public do not wish to have their image captured they should sit in the public gallery area.

If you have any queries regarding this, please contact the Head of Democratic Services or the designated Democratic Services Officer listed on the agenda.

COUNCIL

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.

ACCESS NOTICE

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The lift cannot be used for evacuation purposes so those unable to use the stairs to the public gallery can be seated at the rear of the council chamber on the ground floor should you wish to watch the meeting or need to take part in the proceedings, for example if you have submitted a public question.

Please inform staff on Reception if you have any access requirements so that they can either direct to the public gallery, or to the rear of the council chamber as appropriate.

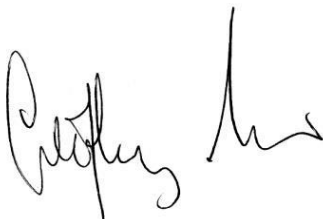
We apologise for any inconvenience caused

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- You should proceed calmly; do not run and do not use the lifts;
- Do not stop to collect personal belongings;
- Once you are outside, please do not wait immediately next to the building, but move some distance away and await further instructions; and

Do not re-enter the building until told that it is safe to do so.



Chief Executive
Hove Town Hall
Norton Road
Hove
BN3 3BQ

BRIGHTON & HOVE CITY COUNCIL**COUNCIL****4.30pm 14 DECEMBER 2017****COUNCIL CHAMBER - HOVE TOWN HALL****MINUTES**

Present: Councillors Marsh (Chair), Simson (Deputy Chair), Allen, Atkinson, Barford, Barnett, Bell, Bennett, Bewick, Brown, Cattell, Chapman, Cobb, Daniel, Deane, Druitt, Gibson, Gilbey, Greenbaum, Hamilton, Hill, Horan, Hyde, Inkpin-Leissner, Janio, Knight, Lewry, Littman, Mac Cafferty, Meadows, Mears, Miller, Mitchell, Moonan, Morgan, Morris, Nemeth, A Norman, K Norman, O'Quinn, Page, Peltzer Dunn, Phillips, Robins, Russell-Moyle, Sykes, Taylor, C Theobald, G Theobald, Wares, Wealls, West and Yates.

PART ONE**44 DECLARATIONS OF INTEREST**

44.1 The following councillors declared a personal but not prejudicial interest in Item 49(b) Deputation on Benfield Primary School and Item 50 (i) and (ii) Petitions for debate as they were school governors:

- (i) Councillor Marsh, Bevendean & Coombe Road Primary
- (ii) Councillor Atkinson, PACA
- (iii) Councillor Cattell, Downs Junior
- (iv) Councillor Hill, Hertford Federation
- (v) Councillor Meadows, Coombe Road Primary
- (vi) Councillor Moonan, West Hove Infants
- (vii) Councillor Robins, Brackenbury
- (viii) Councillor O'Quinn, The Connected Hub
- (ix) Councillor Taylor, Balfour
- (x) Councillor Hyde, St. Margaret's
- (xi) Councillor Miller, Longhill High
- (xii) Councillor A. Norman, Westdene Primary
- (xiii) Councillor Simson, Our Lady of Lourdes
- (xiv) Councillor G. Theobald, Patcham High
- (xv) Councillor Wealls, St. Andrews

44.2 No other declarations of interests in matters appearing on the agenda were made.

45 MINUTES

- 45.1 The minutes of the last ordinary meeting held on the 2nd November, 2017 were approved and signed by the Mayor as a correct record of the proceedings.

46 MAYOR'S COMMUNICATIONS.

- 46.1 The Mayor noted that today marked 6-months' since the Grenfell disaster, and stated that she wished to take a moment for all those present as a Council to reflect on that and to say that our thoughts remain with all those affected by that tragic event.
- 46.2 The Mayor thanked the Council and stated that school travel officers working in the Transport Projects team had won the 'Excellence in Walking' award at the National Sustainable Travel Awards 2017. She noted that the winners were announced at the Modeshift National Annual Convention in November. These awards recognised and rewarded Modeshift Members for schemes, projects or other activities that supported and encouraged active and sustainable travel. The winning projects highlighted best practice, showed innovation and were inspirational.

The 'Excellence in Walking' award was won by the team for their 'Walking Week for Early Years' scheme. The campaign encourages families and staff to walk, scoot, and cycle to their nurseries and early years settings. If families needed to drive, they were encouraged to park away from the setting and walk at least the last 5 minutes.

The scheme first took place across the city in October 2015. It has now become 'Walking and Wheeling Week' and ran twice a year in May and October, alongside 'Walk to School' week. The school travel officers support the early year's settings with the campaign by providing resources and a pack of ideas on how they can participate. About 50 settings take part each May and October. This simple and cost-effective campaign reaches out to around 5000 families across the city twice a year, and allows settings to participate in their own imaginative ways, such as having travel themed healthy snacks, and having a 'bling your wellies' day where children decorate their wellies and walk to nursery in their decorated wellies!

- 46.3 The Mayor then stated that she had been made aware of some changes to the agenda:
- 46.3.1 Firstly, Councillor Penn was unable to be at today's meeting because of illness and had therefore asked that her Notice Motion, Item 59 (2) on Mental Health be deferred to the next meeting, which she had agreed to.
- 46.3.2 Secondly, Councillor Knight had informed her that she no longer needed to ask an oral question, listed as Item 54(2) in the agenda.
- 46.3.3 The Mayor stated that there was an error in the printing of Item 59(7), Brighton and Hove and Brexit, where the wrong supporting information had been transposed from Item 59(2). She noted that a revised version of the Notice of Motion had been included in the addendum papers on page 33.

46.4 Finally, the Mayor thanked everyone who had joined her at the Mayor's Christmas reception at the Royal Pavilion on Tuesday evening and noted that in keeping with the Christmas spirit, members of the Democratic Services team as part of their volunteering joined Councillors Ann and Ken Norman on the Martlet's Santa Bus last Friday and raised a total of £737 pounds.

47 TO RECEIVE PETITIONS AND E-PETITIONS.

47.1 The Mayor invited the submission of petitions from councillors and members of the public. She reminded the Council that petitions would be referred to the appropriate decision-making body without debate and the person presenting the petition would be invited to attend the meeting to which the petition was referred.

47.2 The Mayor then invited Mr. Chad Ryan to present his petition.

47.3 Mr. Ryan presented a petition signed by 214 residents, calling for a pedestrian crossing to be installed in Tongdean Lane.

47.4 The Mayor thanked Mr. Ryan for attending the council meeting and presenting his petition and stated that it would be referred to the Environment, Transport & Sustainability Committee for consideration at its meeting on the 23rd January, 2018.

47.5 The Mayor then invited Ms. Hynds to come forward and to present her petition.

47.6 Ms. Hynds thanked the Mayor and stated that the petition which was signed by 1,095 people called on the council to review its affordable housing policy and ensure that affordable homes were available for residents of the city.

47.7 The Mayor thanked Ms. Hynds for attending the council meeting and presenting her petition and noted that it would be referred to the Tourism, Development & Culture Committee meeting for consideration at its meeting on the 11th January, 2018.

47.8 The Mayor then invited Ms. Blott to come forward and present her petition.

47.9 Ms. Blott thanked the Mayor and stated that the petition had been signed by 439 people and concerned the need for a crossing in order to enable children and others to cross safely.

47.10 The Mayor thanked Ms. Blott for attending the council meeting and presenting her petition and noted that it would be referred to the Environment, Transport & Sustainability Committee for consideration at its meeting on the 23rd January, 2018.

47.11 The Mayor noted that no other petitions were due to be presented.

48 WRITTEN QUESTIONS FROM MEMBERS OF THE PUBLIC.

48.1 The Mayor reported that 3 written questions had been received from members of the public and invited Mr. Hawtree to come forward and address the council.

- 48.2 Mr. Hawtree asked the following question; "Would Councillor Robins please tell us how much the British and Irish Modern Music Institute pays per year to rent a room which was a cherished public part of the Hove Carnegie Library's Reference section, and how many years this contract lasts?"
- 48.3 Councillor Robins replied; "The British and Irish Music Institution pays £10,000 pounds per year to use the room at Hove Library and the contract is renewed on an annual basis."
- 48.4 Mr. Hawtree asked the following supplementary question; "Can you assure the British and Irish modern music Institute and indeed residents that in the event of a majority Labour Council it will not go ahead with closing down Hove's Carnegie Library or moving it?"
- 48.5 Councillor Robins replied; "We had planned to relocate Hove Library in Hove Museum you campaigned against this, the opposition party supported your campaign and the Library stayed where it is and that's fair enough, that's democracy. We still have to fill the funding gap, the income from these arrangements provide essential contributions to enable Hove Library to remain in the, much cherished, Carnegie building despite a small reduction public space the same full range of library services remain available to the public and, in fact, it would be increased with the provision of a café facility, which the public have said that they would welcome. Whilst neighbouring East Sussex council are planning the possible closure of seven branch libraries and the ending of the mobile library which is a quarter of all their libraries. A spokesperson for that Council which is, let's not forget, a Conservative Council said 'due to significant cuts from Central Government we were left with no choice'. This administration, a Labour administration in Brighton and Hove and Portslade, has not closed a single branch, in fact, we've extended opening hours of our libraries through the 'libraries extra'. Although I can't speak for the mobile library because someone else got there before us!"
- 48.6 The Mayor thanked Mr. Hawtree for his questions and invited Ms. Paynter to come forward and address the council.
- 48.7 Ms. Paynter asked the following question, "Is it appropriate for Council officers to have sole authority to entirely replace expert Parks and Gardens staff with pay back teams carrying out their community service in caring for precious landscaping on Council owned land apart from lawn mowing?"
- 48.8 Councillor Morgan replied, "City Parks work in close partnership with Community payback in facilitating works so that those given community sentences or community service can serve their hours. Payback teams undertake work activities that Parks and Gardens staff do not have capacity to do including painting railings, clearing scrub and weeding and therefore provide supplementary labour and do not replace expert Parks and Gardens staff. Expert parks and garden staff are not being replaced and, will be there overseeing of all activities."
- 48.9 Ms. Paynter asked the following supplementary question; "I am quite concerned that, with budgetary restrictions, Parks and Gardens people is going to be asked to do less and less and less and that what they are being asked to do is being done with rather

poor grace. On the estate where I live Parks and Gardens staff lopped off the entire canopy of a young plane tree this autumn, in September, along with clearing all the brush and bushes, leaving all the ivy, leaving all the bindweed and they just said, when I said, "why have you taken the top off that tree" they just said "it's a weed". I said "the Council planted it, it's a plane tree" and all they've done is leave a six foot tall spike in the in the lawn which is what's left of the trunk, an awful lot of what they pruned back, a so-called 'hard prune', is going to die over the winter period. So I am asking you, how happy do you think the Parks and Gardens people are and how safe are their jobs and are they really doing a job that is properly expert anymore?"

48.10 Councillor Morgan replied, "We recognise that the government have reduced funding that they provide to us for Parks and gardens. We have recently just voted additional funding into that service."

48.11 The Mayor thanked Ms. Paynter for her questions and invited Ms. Davis to come forward and address the council.

48.12 The Mayor noted that Ms. Davis was not present and therefore noted that a written response would be sent from Councillor Robins.

48.13 The Mayor noted that concluded the item.

49 DEPUTATIONS FROM MEMBERS OF THE PUBLIC.

49.1 The Mayor reported that two deputations had been received from members of the public and invited Mr. Dickson as the spokesperson for the first deputation to come forward and address the council.

49.2 Mr. Dickson thanked the Mayor and stated that:

"I represent the Hove Park Tennis Alliance. We are group formed of all the tennis clubs and coaches that regularly use the public courts at Hove Park. We are extremely dismayed at the recent decision to relay the former dual purpose AstroTurf courts with a 3 G synthetic surface changing this into football only facility. The work is to be completely funded by 106 development money. We wish to protest against the decision itself and the process by which this decision was taken. We've been happily sharing these courts for nearly thirty years with football under floodlights in the winter and then hand it over to tennis in the summer when demand is high and footballers have the whole of the park to set up small sided games.

The process by which this decision has been reached gives us real cause for concern. This decision was represents a change of use of a public facility. Why has it not gone to the ETS Committee for approval? It surely cannot be a fair process where a council officer recommences wishes to two Ward Councillors and the Head of the ETS Committee leaving us the joint existing users with no consultation before the meeting and no representation during it. The main stumbling block Officers have cited as to why this facility can no longer be dual purpose is that 106 money can only be spent on improvements not on maintenance and their view is that a new 3G surface counts as an improvement but a new replacement multi sports surface does not. This is a question of interpretation, the briefest of searches on the internet shows that other

councils do consider a replacement surface to be an improvement. So a new multisport surface is eligible for 106 money. Council officers stated that football generates more income than tennis. This is entirely because collection fees for tennis has been sporadic and inconsistent. Club fees have been set unrealistically low. Top Cat Tennis Club has not been charged at all this year. Hove Park Tennis Club has been charged less and less in the last three years for exactly the same court time. In 2015 they paid £2500 in 2016 they paid £2100 and this year the charge is £1500. Officers have been given clear political steer that any 106 money needs to finance itself going forward. We intend to follow in Queens Park's footsteps take control of our own courts preventing them from being a drain on the Council budget. We are confident of collecting income to provide fantastic facilities at Hove Park. What a shame that our first task is to fight from losing them.

The alternative may well see new 3G pitch laid and then handed over to a private limited company, not only lost a tennis but also possibly not accessible to many existing football users. Why has no equality impact assessment be taken, the Council's own Equality and Inclusion Strategy states these 'must be used to inform decision-making, avoid discrimination and promote inclusion and where ever possible increase fairness in the city.' we have such a wonderful wonderfully diverse group of players at Hove Park with clubs amongst others including children, the over 65s, LGBT players and mental health groups.

Are Councillors also aware of recent health risks associated with 3 G pitches? The use of rubber tyre crumb has led to some European countries suspending the use of such surfaces. We were told the development money must be spent by April with work due to start in February. Why when the money has been available for some time has this decision be left so late leaving us very little time to prepare our objections. Is there a possible misconception that all tennis players have the abilities join private clubs? The ethos of the parks leagues formed some 80 years ago was to provide competitive and social tennis for those who could not afford to do so. This is a uniquely unlike anywhere else in the country that this city should be proud of. A thriving membership of over 650 players certainly think so.

The Hove Park Tennis Alliance believes there is no justification for changing the use of this public facility from shared football and tennis to exclusive use by football and we ask for this decision to be reversed. The 106 money can and should be used for a new improved multi-sport surface."

- 49.3 Councillor Mitchell replied, "It has been known for some length of time that the current artificial grassed area has fallen into serious disrepair and on occasions has been unavailable for use. Senior officers have held discussions with the users of the area, with the Ward Councillors and with myself following which the decision was taken to procure a 3G surface utilising developer contributions money specifically available for that purpose. That money gets spent on a 3G pitch or it gets spent out of the Hove Park area. The Council's Playing Pitch Strategy has identified the need for high quality 3G football pitches in the city and the fact that hundreds of children play on this popular pitch already just restricted to the winter months means that we know that the demand is there for an all-weather pitch of the type that is being proposed. With its seven all-weather tennis courts Hove Park will continue to provide very good facilities for tennis."

- 49.4 The Mayor thanked Mr. Dickson for attending the meeting and speaking on behalf of the deputation. She explained that the points had been noted and the deputation would be referred to the Environment, Transport & Sustainability Committee for consideration. The persons forming the deputation would be invited to attend the meeting and would be informed subsequently of any action to be taken or proposed in relation to the matter set out in the deputation.
- 49.5 The Mayor then invited Mr. Theobald as the spokesperson for the second deputation to come forward and address the council.
- 49.6 Mr. Theobald thanked the Mayor and stated,

“I’m here to make a case for not reducing the PAN for Benfield Primary School to a single form entry. A lack of strategic planning with recent primaries in West Hove being expanded; one of which resisted being made bigger, as well as the opening of the Connaught who are welcoming their proposed reduction, has led to a surplus of primary school places in this area which has led to this proposal to reduce Benfield. It is not enough to say in hindsight we now have a surplus of primary places. This was known at the time as a governing body of Benfield School and as lead of the Portslade cluster across primary schools we were aware of the wider impact expanding schools in Hove and West Hove would have and these concerns have now been realised. The justification for the expansion of primary schools by council officers is wishing to give parents their first preference. Ironically the proposed reduction of Benfield Primary is at a time when as the first preference for parents it is exceeding a single form entry size and continuing to grow. This proposal will take away first choice preference for parents and this is important in the wider context of Portslade where we already have three single form entry primary schools. By making Benfield a single form entry the area will be served by four single form entry primaries with the only larger option being a church school able to set its own admission criteria when oversubscribed and not a choice for all families. Benfield School has progress data for all its pupils among the strongest in the city and in the top 25% nationally. This decision would not only take away Benfield as a first choice for many parents it takes away the choice of a larger school option too.

So is this about finances; Benfield School has worked incredibly hard and diligently on its financial planning in these challenging times both in terms of funding and fluctuating numbers. Our balanced budget year on year do not come easy they come through an exemplary leadership team making strategic decisions, effective management and prudent planning at a time when the Council is supporting schools in financial difficulty it is wrong to contemplate reducing one that is demonstrating financial excellence.

The leadership doesn't stop at financial planning. The school has been on a journey from special measures and a change in leadership and governance five years ago to pushing for outstanding now. That journey wasn't just inward it has looked outward and this is important because Benfield uses its experience, its rapid change and improvement and has reached out shared, collaborated and educated other schools across the city. The culmination of this approach was the prestigious awarding of Benfield Primary School as a teaching school this year. If any of you wonder the real relevance of this already in what seems a relatively short period of time the teaching School Alliance with Benfield leading as a two form entry Primary has eighteen schools

across the city involved. Benfield is now leading in the development of our future teachers, our future education leaders and has its foundation as a successful two form primary school. This really isn't as simple as just losing a class, it changes everything for the school; it will change their structure, reduce their effectiveness in leading the Teaching School Alliance, reduce choice available to parents, all while operating on a balanced budget.

The evidence for this is available in the data, in the budgets, from feedback from other schools across the city, from parents preparing a huge petition of over 1,400 signatures to national leaders of governance telling you this is wrong. Your constituents do not want this, teaching staff and leaders do not want this, the Governors do not want this, the community do not want this. We ask that you leave the school as it is; managing its financial finances, providing excellence in education and now leading in the development of our future teachers across the city.”

- 49.7 Councillor Chapman replied, “I can assure you that, now the public consultation has concluded, your views and the views of all respondents are being taken into consideration. The Council had put forward proposals for a city-wide solution to a specific issue of surplus places in primary schools. The cross-party Working Group is currently looking at all the points raised and this will be reported back to the Children, Young People & Skills Committee in early January. It is the Council's aim to ensure that all schools remain open to serve their communities and to future proof the city for pupil rises. We need to find a solution that works across the city.”
- 49.8 The Mayor thanked Mr. Theobald for attending the meeting and speaking on behalf of the deputation. She explained that the points had been noted and the deputation would be referred to the Children, Young People & Skills Committee for consideration. The persons forming the deputation would be invited to attend the meeting and would be informed subsequently of any action to be taken or proposed in relation to the matter set out in the deputation.
- 49.9 The Mayor noted that this concluded the item.

50 PETITIONS FOR COUNCIL DEBATE

- 50.1 The Mayor stated that where a petition secured 1,250 or more signatures it could be debated at the council meeting. She had been made aware of two such petitions which related to the same issue and would therefore take each in turn, and noted that details of the second petition had been included in the addendum papers. She also noted that there was an amendment to the covering report's recommendation relating to the second petition from the Green Group.
- 50.2 The Mayor then invited Mr. Kevin O'Sullivan as the lead petitioner to present the first petition calling on the Council to abandon the proposals to change existing catchment areas until the Education & Skills Funding Agency had confirmed the site and the opening date for the proposed Brighton & Hove Academy.
- 50.3 Mr. O'Sullivan thanked that Mayor and confirmed that the petition had 1,456 signatures in the West Hove area who objected to the proposed changes to catchment areas. He noted that Varndean, Dorothy Stringer and Blatchington Mill schools had offered to

accommodate more pupils during the next two years and therefore questioned the need to review the catchment areas. Should the proposed changes be taken forward, it was felt that they would have a detrimental affect by removing choice of schools, affect friendship groups, and result in extended travelling for a number of pupils and increased costs for parents. He noted that the council was obliged to follow the school admission code which stated that actions had to be fair, clear and objective. He believed that the current proposals were some way from being fair, clear and objective. It was hoped that the council would reconsider the matter and noted that parents were considering the option of funding a judicial review to ensure the best outcome for their children.

- 50.4 The Mayor then invited Mr. Ollie Tait as the lead petitioner to present the second petition which also called on the Council to abandon the proposals to change existing catchment areas until the Education & Skills Funding Agency had confirmed the site and the opening date for the proposed Brighton & Hove Academy.
- 50.5 Mr. Tait thanked the Mayor and confirmed that the petition had 1,368 signatures from the Elm Grove area, who believed that the proposed changes were counter to the council's aims for pupils transferring to secondary school and should not be implemented until a decision had been made on the new Academy. The outcome of the proposed change would see pupils having to travel over 6 miles and a travel time over seventy-five minutes which would impact of studies and friendship groups. There was also the potential impact to the nature of the area with an increase in the number of HMOs given the neighbouring universities and families being put off from moving into the area, thereby affecting the pupil numbers at the local primary schools. Whilst the secondary schools have offered to increase their intake, the cross-party Working Group has questioned the numbers but he would suggest that the Working Group's own figures could also be questioned. It was recognised that previous decisions had not helped and consequences were being faced, however it was felt that until the proposed new school opened, maintaining the existing arrangements was the least worst option. He noted that parents were preparing for the matter to be taken to judicial review and that they has already been advised that the proposals did not meet the school admissions code and it was hoped that the council would reconsider the matter and listen to the views of those affected.
- 50.6 The Mayor thanked Mr. O'Sullivan and Mr. Tait for attending the meeting and presenting their petitions and called on Councillor Chapman to respond to the petitions.
- 50.7 Councillor Chapman thanked the petitioners for their presentations and stated that both petitions and the points raised, as well as the strength of feeling in relation to the issue would be taken into consideration by the Children, Young People & Skills Committee. He noted that there had been similar concerns raised by members of the public at previous meetings of the committee and that the cross-party Working Group had been looking at the in-balance of secondary school places across the city. He expected the cross-party Working Group to report to the next meeting of the CYP&S Committee in January and that a decision would then be reached.
- 50.8 Councillor Phillips moved the amendment to the covering report's recommendation in relation to the second petition, 'Keep Our Community Together' on behalf of the Green Group. She stated that there was a need for more action to be taken to address the difficulties encountered by parents in securing a preferred school place for their children

and for a full report to come to the committee in January. The amendment sought to ensure that necessary information on options for secondary places, population assessments and equalities impact assessments was provided so that an informed decision could be taken and parents given clarity and certainty over their children's futures.

- 50.9 Councillor Gibson formally seconded the amendment and reserved his right to speak later in the debate.
- 50.10 Councillor Peltzer-Dunn welcomed the two petitions and presentations made by the petitioners and noted that the Chair of the Committee had given his undertaking to take all the information that comes forward into consideration when the matter came to committee.
- 50.11 Councillor Daniel stated that she fully supported the parents and noted that the Working Group had a difficult job in trying to enable greater certainty about school places and this had been added to with the recent offer from certain schools to expand their numbers. She felt that all councillors needed to know what the implications and impact of any expansions would mean e.g. regarding sibling links and financially for individual schools etc. She asked that the Working Group would continue to engage with Ward councillors on the issue.
- 50.12 Councillor Nemeth stated that he believed the proposed changes to catchment areas were ill-conceived and noted that parents had expressed an intention to seek a judicial review of the process. He stated that as things stood there was a likelihood of children having to pass empty school buildings at their local school having been directed to an alternative school. He acknowledged that the schools offering to take more pupils could have made their position known earlier but now that there was capacity it should be taken up and any court action avoided.
- 50.13 Councillor Gibson stated that there was a need to support the parents of all those affected and to resolve the matter favourably. It was important to engage with the schools at an early stage as this may then have prevented pupils from being directed to other schools when spaces were clearly available and would have not led to the upset and distress that has been caused for parents as clearly shown by the strength of response to the proposals to date.
- 50.14 Councillor Brown stated that as a member of the Working Group she wanted to thank the parents for putting forward their concerns which were being taken into consideration by the Working Group. It was a very difficult situation for everyone concerned and there was no easy solution to the matter. With more information coming forward there was a need to give further consideration to the potential solution and to make recommendations to the Committee and full Council in January.
- 50.15 Councillor Page stated that parental choice was an important factor and that needed to be accounted for in any proposals that were made; as well as the need to prevent detachment from peers and to maintain communities which were important to their local schools. He noted that previously a number of parents had not been given any of their 3 preferred choices of schools and this needed to be avoided in the future. An offer had

been made by some schools and this should be taken up to ensure that pupils could attend schools of their choice.

50.16 Councillor Chapman thanked everyone for their contributions and stated that he wished to reassure councillors and parents that all the views and information provided would be taken into consideration for the report to the Committee in January. He also stated that he did not feel that the Green Group's amendment added anything to the process as the actions would be part of the overall formulation of the report and therefore could not accept it.

50.17 The Mayor noted it was recommended to refer the first petition to the next meeting of the Children, Young People & Skills Committee and therefore put the recommendation to the vote which was carried unanimously.

50.18 **RESOLVED:** That the petition be noted and referred to the Children, Young People & Skills Committee for consideration at its meeting on the 15th January 2018.

50.19 The Mayor then noted that an amendment to the recommendation referring the second petition to the next meeting of the Children, Young People and Skills Committee had been moved. She also noted that a request for a recorded vote had been made and was supported by a sufficient number of councillors and therefore put it to the vote as detailed below:

		For	Against	Abstain		For	Against	Abstain
1	Allen		x		Marsh		x	
2	Atkinson		x		Meadows		x	
3	Barfod		x		Mears		x	
4	Barnett	✓			Miller		x	
5	Bell		x		Mitchell		x	
6	Bennett		x		Moonan		x	
7	Bewick		x		Morgan		x	
8	Brown		x		Morris		x	
9	Cattell		x		Nemeth	✓		
10	Chapman		x		Norman A		x	
11	Cobb		x		Norman K		x	
12	Daniel	✓			O'Quinn		x	
13	Deane	✓			Page	✓		
14	Druitt	✓			Peltzer Dunn	✓		
15	Gibson	✓			Penn	Not present		

16	Gilbey		x		Phillips	✓		
17	Greenbaum	✓			Robins		x	
18	Hamilton		x		Russell-Moyle		x	
19	Hill		x		Simson		x	
20	Horan		x		Sykes	✓		
21	Hyde		x		Taylor		x	
22	Inkpin-Leissner		x		Theobald C		x	
23	Janio	✓			Theobald G		x	
24	Knight	✓			Wares		x	
25	Lewry	✓			Wealls		x	
26	Littman	✓			West	✓		
27	Mac Cafferty	✓			Yates		x	
					Total	17	36	0

50.20 The Mayor confirmed that the amendment had been lost by 17 votes to 36 and therefore put the recommendation as listed in the covering report to the vote which was carried unanimously.

50.21 **RESOLVED:** That the petition be noted and referred to the Children, Young People & Skills Committee for consideration at its meeting on the 15th January 2018.

51 TO RECEIVE NOMINATIONS FOR THE DEPUTY MAYOR-ELECT FOR THE 2018/19 MUNICIPAL YEAR

51.1 The Mayor sought nominations for the Deputy Mayor-elect for the municipal year 2018/18; and called on Councillor Mac Cafferty.

51.2 Councillor Mac Cafferty nominated Councillor Alex Phillips to be the Deputy Mayor-elect for 2018/19.

51.3 Councillor Littman formally seconded the nomination.

51.4 The Mayor noted that there were no other nominations and therefore put the motion that Councillor Phillips be the Deputy Mayor-elect for 2018/19 to the vote which was carried unanimously.

51.5 The motion was agreed.

52 CALL OVER FOR REPORTS OF COMMITTEES.

(a) Call over

52.1 The Head of Democratic Services confirmed that Item 56 had been reserved for discussion:

Item 56 - Council Tax Reduction Review

(b) Receipt and/or Approval of Reports

52.2 The Head of Democratic Services confirmed that the following reports on the agenda with the recommendations therein had been approved and adopted:

Item 55 - Treasury Management Policy Statement 2017/18 (Including Annual Investment Strategy 2017/18) – Mid Year Review

Item 57 - Review of Members' Allowances

Item 58 - Greater Brighton Economic Board – Admission of New Member to the Board

(c) Oral Questions from Members

52.3 The Mayor noted that there were no oral questions arising on the items that had not been called.

53 WRITTEN QUESTIONS FROM COUNCILLORS.

53.1 The Mayor reminded Council that written questions from Members and the replies from the appropriate Councillor were taken as read by reference to the list included in the addendum which had been circulated as detailed below:

(1) Councillor C. Theobald

53.2 "I have repeatedly drawn to the attention of the Administration the disgusting condition of the Princes Place toilets adjacent to the Royal Pavilion Gardens. I asked an oral question at the Council Meeting on July 20th asking when the toilets would be put in a clean and tidy condition fit for residents and visitors to use. Councillor Mitchell stated to Members that she had, that day, instructed the Assistant Director for City Clean to, "...pay particular attention to those Pavilion Garden toilets."

Councillor Mitchell claims she received assurances on this matter, and yet more than 4 months have now passed and they are still in a disgraceful condition. So I ask yet again, will Councillor Mitchell, as a matter of urgency, have these toilets put in a decent state so that the general public can safely use them?"

Reply from Councillor Mitchell, Chair of the Environment, Transport & Sustainability Committee

53.3 "The new winter operating was implemented from the 1st October 2017, and soon after, a number of complaints were received in respect of Royal Pavilion Gardens. On investigation it was discovered that cleaning was not being carried out to the

prescribed frequency or as it should have been by the respective toilet attendants – In addition some vandalism had also taken place at this site.

The staffing issues have now been addressed by Healthmatic and officers have independently carried out site visits and monitoring. Officers and Healthmatic representative met with Ward Councillors (08/12/17) and to improve the standard of cleaning the introduction of additional visits at the site is now taking place.

There will now be a further 3 hours per day allocated to these toilets for cleaning purposes however financial resourcing does not allow for a full time attendant on site

It is noted that there are ongoing antisocial behaviour activities at this toilet although the attendants will make every effort to deal and intervene they cannot be expected to deal with any confrontational situations which may put them at risk.”

(2) Councillor Littman

53.4 “Thank you for having answered my oral question regarding recycling at the last meeting of Full Council. I have a number of supplementary questions resulting from your response.

In your response; you said: “I am pretty proud to have raised our recycling levels to the highest rate ever from the 24% under your administration to the 29.1% now”

According to the publicly available figures for CityClean performance (<http://www.brighton-hove.gov.uk/content/environment/recycling-rubbish-and-street-cleaning/cityclean-performance>); the rate under the Greens ranged between 25.2% to 28.8%. Could you please explain which year you were referring to?

Similarly, according to the same publicly available figures; the rate in 2008/9 was 29.5%. Can you please explain how 29.1% is ‘the highest ever’?

As I said in my question; ‘Recycling rates in the city have been below 30% every year for the last 11 years, a time period covered by administrations of all three colours.’ 29.1% is nothing to be proud of. Following the successful introduction of Green initiatives; including communal recycling, and green waste collection, can you outline your plans to raise recycling rates past those of 2008/9 and towards the 50%+ achieved by many other Local Authorities?

Finally, my supplementary question asked what work was on-going regarding collaboration with other Local Authorities, which recycle a greater range of plastics than we do. This element of the question was not answered. Given the clear support both from Councillors of all Parties, and the general public, for the safe removal of plastics from our environment; please can you tell me what you are doing about collecting plastics which we ourselves cannot recycle, for recycling by any of those Local Authorities which can?”

Reply from Councillor Mitchell, Chair of the Environment, Transport & Sustainability Committee

53.5 “The figure of 24% relates to Q4 for the year 2014/15 (actual rate 24.14%).

The 29.1% rate is the highest ever compared to those achieved by the previous two political administrations on leaving office and there are plans to increase this further. The introduction of wheelie bins for recycling will assist in continuing to raise the recycling rate as shown in the last quarter performance results. Officers continue to work on a number of recycling initiatives including wheelie bin recycling, increased garden waste collections and our new WEEE recycling project funded by Defra Tech Takeback.

Officers are also working closely with other officers on Neighbourhood Action Plans which will help deliver education messages to the community and in addition are working jointly with BHEE to deliver recycling education into schools. Officers will continue to look at other opportunities and work with partner organisations to raise the recycling rate.

Most UK councils now offer householders some form of plastics recycling as part of their waste collection systems and this is generating increasing annual tonnages. There are many benefits to be gained by the responsible recycling of plastics;

- Provides a sustainable source of raw materials to industry
- Greatly reduces the environmental impact of plastic-rich products
- Minimises the amount of plastic being sent to the UK's diminishing landfill sites
- Avoids the consumption of the Earth's oil stocks
- Consumes less energy than producing new, virgin polymers

However, even though nearly all types of plastics can be recycled, the extent to which they are recycled depends upon technical, economic and logistic factors.

At present Brighton and Hove City Council only recycle plastic bottles (soft drinks, water, milk and detergent bottles). which are made of a certain type of plastic;

- PET clear bottle
- PET coloured bottles
- HDPE clear bottles
- HDPE coloured bottles
- PVC clear bottles (symbol “3” on bottle, used in the home)
- PVC coloured bottles (symbol “3” on bottle, blue tint, used in the home)
- PP clear bottles
- PP coloured bottles

There is a market for this product which provides an income and it provides the optimum recovery route in that it can be turned into a product that can be recycled again and again.

Unfortunately at present the Hollingdean MRF is not designed to take plastic pots, tubs and trays as it lacks the equipment needed to detect and separate these types of

plastics. BHCC & ESCC have asked Veolia to assess the feasibility of retrofitting the facility.

The main challenge from an operational perspective is the limited space inside the hall to accommodate the sorting equipment and storage space needed for an additional material stream. It is questionable whether the existing Hollingdean site is large enough to accommodate additional sorting of pots, tubs and trays.

The biggest barrier is the lack of a sustainable end market for the volume of material likely to be generated collection. Feedback from ESCC and our contractor indicates a lack of demand from manufacturing and industry for these materials. There is also fierce competition from virgin plastics due to the low price of oil and recent developments in China to restrict the import of recycling are also impacting on the market

Although, Cityclean will actively continue to look at future solutions with ESCC and Veolia.”

(3) Councillor Sykes

- 53.6 “Please can Cllr Mitchell provide quarterly figures for B&H domestic waste (not recycling) arising (kg per household) over the past five years?”

Reply from Councillor Mitchell, Chair of the Environment, Transport & Sustainability Committee

- 53.7 See table below – Information obtained from Waste Data Flow

Year	Quarter	NI191 HH waste not sent for recycling, reuse or composting – numerator	NI191 denominator: Number of households	NI191 Residual Household Waste per Household (Kg)
2011/12	Q2	26,407.27	125,460	150.73
2011/12	Q3	24,327.28	125,460	141.92
2011/12	Q4	23,780.58	126,060	136.10
2012/13	Q1	26,285.51	126,060	149.91
2012/13	Q2	26,935.16	126,060	154.26
2012/13	Q3	25,083.78	126,060	147.79
2012/13	Q4	23,744.15	126,430	140.21
2013/14	Q1	24,954.82	126,430	146.23
2013/14	Q2	26,664.24	126,430	156.23
2013/14	Q3	25,138.87	126,430	148.41
2013/14	Q4	25,398.71	127,080	147.94
2014/15	Q1	19,845.67	127,080	156.17
2014/15	Q2	19,606.31	127,080	154.28
2014/15	Q3	19,918.88	127,080	156.74
2014/15	Q4	18,704.92	127,080	147.19
2015/16	Q1	20,189.98	127,850	157.92

2015/16	Q2	20,366.74	127,850	159.30
2015/16	Q3	19,642.53	127,850	153.64
2015/16	Q4	19,189.01	127,850	150.09
2016/17	Q1	20,110.99	128,540	156.46
2016/17	Q2	20,301.56	128,540	157.94
2016/17	Q3	18,531.90	128,540	144.17
2016/17	Q4	18,420.07	128,540	143.30
2017/18	Q1	19,511.84	128,540	151.80

(4) Councillor Gibson

53.8 “a) Hanover and Elm Grove CPZ

Please can you provide as of the 1st of December:

- 1) The total number of permits issued for zones V and zone S?
 - 2) The numbers of annual and of 3 month permits issued for each of zones V and S?
 - 3) The total permit income paid to the council from permit fees for zones V and S up until 1st of December?
 - 4) The total capital expenditure incurred on markings, signage and other works needed for implementation of the CPZ in zones V and S?
 - 5) The total capital expenditure from other budgets headings spent at the same time as the CPZ (ie cycle racks)
- b) If community groups and local residents are able to fundraise the money needed for a covered cycle storage facility (at no cost to the council) and have identified a suitable location, can you confirm that, in the interests of supporting cycling with all the associated health benefits, the council will give the necessary permission to enable the facility to be installed? (subject to any consultation + planning that may be needed).”

Reply from Councillor Mitchell, Chair of the Environment, Transport & Sustainability Committee

53.9 “The latest total number of resident permit figures as of 1st December 2017 were the following;

Area V (Full scheme) – 2384 permits (2488 limit)
Area S (Light touch scheme) – 1791 permits issued (2288 limit)

The rest of the data requested is a significant piece of work and involves data being collected from a number of teams in the Transport Department in liaison with finance colleagues. Therefore, we will ensure you get a written response from the department by early in the New Year.”

(5) Councillor Gibson

53.10 “a) Payments for emergency and temporary accommodation

For 2016/17, please can you provide the total annual cost payable for emergency and temporary accommodation to:

- i) Helgor Trading
- ii) Baron Homes

Along with the number of households that were housed by each provider

- b) Financial modelling of new council homes

Please can you provide the figures for the estimated surplus/deficit over the 60 year financial modelling period (currently used-indicating for each scheme whether the most current assumptions have been made or those used previously) for:

- Aldwick Mews
- Brook Mead
- Darwell Court
- Flint Close
- Hobby Place
- Kite Place
- Pierre Close
- Preston Rd
- Robert Lodge (N)
- Robert Lodge (S)
- Lynchet Close
- Kensington St"

Reply from Councillor Meadows, Chair of the Housing & New Homes Committee

- 53.11 (a) "We have a procurement framework under which contracts for emergency and temporary accommodation are awarded. The contracts awarded to the providers where information is requested took effect from April 2015. The total cost of housing homeless residents in a city with our shortage of housing is at the moment still very significant, and has been for many years.

Overall we are:

- Aiming through the Homelessness Trailblazer prevention project to reduce our use of temporary accommodation by April 2019
- Looking at all options we can to provide more affordable housing to residents, so also reducing the need for temporary and emergency accommodation
- Working with CVS on financial inclusion work and Credit Union support to help residents stay in their homes
- Bringing forward new options for providing emergency and temporary accommodation. We have recently agreed to convert Oxford Street housing office to temporary accommodation, and Stonehurst Court to temporary accommodation, and any other opportunities are also actively being explored.

In terms of what was paid to specific providers, the total annual gross cost payable for emergency and temporary accommodation for 2016/7 for Baron Homes was £3,189,085 and for Helgor Trading was £932,772. However, this is not the net cost to

the council, as tenants are eligible for housing benefit, as they would be if their accommodation was provided in another way, meaning that the net cost to the council is considerably lower.

We are looking into the second part of this request taking into account legal and commercial considerations.

(b) These schemes were all considered and approved by the Housing & New Homes Committee taking into account the long term implications for the ring-fenced Housing Revenue Account including consideration of appropriate scheme costs and rent levels. A number of the schemes are now occupied by tenants with costs and rental streams being as anticipated.

Remodeling the financial impact of new build schemes over 60 years is a significant piece of work and officers will therefore provide a written response to this question as soon as practicably possible.”

(6) Councillor Taylor

53.12 “In my previous oral question I asked the Administration what it planned to do should we have a similar situation for 2018/19 admissions in the Dorothy Stringer Varndean catchment to which I did not receive a satisfactory response.

Since then the two schools concerned have written to the Council expressing an interest in expansion of their PAN on a temporary basis but last year were not asked by the Council to accommodate additional numbers.

Therefore can Councillor Chapman please indicate how many pupils are expected to not be offered one of their catchment schools and if this is the case can he confirm that the Administration will work with the two schools to limit the impact on local residents?”

Reply from Councillor Chapman, Chair of the Children, Young People & Skills Committee

53.13 “The Cross Party School Organisation Working Group will be meeting on 20 December to consider the recommendations to the Children Young People & Skills committee following the public consultation. Within the 907 responses received was a joint response from the governing bodies of Varndean and Dorothy Stringer schools and their suggestion will be considered alongside those of all other respondents. Officers have since met with the Chairs of Governors and Headteachers of both schools to discuss their response further and I wait to hear more about this at the meeting on the 20th December. Having attended the majority of public meetings I am also aware of the concerns of residents about the impact any decisions taken will have on local residents regarding admissions in 2019.

The council determined its admission arrangements for 2018 in January 2017 and parents were advised in the information booklet that there is no guarantee of a place at a catchment area school. Every pupil who requires a place will be offered one within the city. The closing date for applications was 31 October and late applications, with good reason, will be accepted up until 22 January 2018. We will not hear from city

schools who are their own admission authority about who will receive places until 20 December and from neighbouring authorities until late January 2018. Therefore it is not possible to indicate how many pupils are expected to not to be offered one of their catchment schools at this time and what actions would be appropriate as a result.”

(7) Councillor Wares

53.14 No.56 Subsidised Bus Route

“Councillor Mitchell advised at full Council on the 2nd November, that officers had had meetings with The Big Lemon bus company about 50% reduction in the No.56 bus route link around Patcham and Hollingbury and that officers would be in touch with us to reassure residents. Some six weeks later we have still not had any communication, the link remains reduced by 50% and the life line this service provides remains severed. Please could Councillor Mitchell advise what precisely has taken place, what the discussions have been, what is proposed and when the service will be reinstated to the levels it was before?”

Reply from Councillor Mitchell, Chair of the Environment, transport & Sustainability Committee

53.15 “Thank you for your question. An information document is being prepared. This will be circulated to all councillors and other stakeholders and gives details of changes to bus services from 14 January 2018. The changes to service 56 result from feedback received by the council and The Big Lemon bus company since the new bus service contracts started on 17 September. The information document will say the following:

Following requests from passengers, the service 56 timetable has been revised to improve the service to Patcham. Generally buses will run every 75 minutes. This will allow more time for buses to complete their journeys and provide a reliable service.

Buses will leave Knoll Estate for Patcham at 7.10am, 8.30am, 9.30am, 10.45am, 12.00, 1.15pm, 2.30pm, 3.45pm, 5pm and 6.15pm. The 6.15pm journey will terminate at Hollingbury ASDA (there is not currently a journey at this time).

Buses will leave Patcham at 8.02am, 9.35am, 10.45am, 12.00, 1.15pm, 2.30pm, 3.45pm, 5pm and 6.15pm. All journeys will leave from Old London Road Co-op, with the exception of the 8.02am, which will start from Ladies Mile Road Shops (as has always been the case with this journey). The 6.15pm journey terminates at Old Steine.

An additional, later journey will leave Hollingbury ASDA at 7.09pm, terminating at Old Steine.

The changes will also be publicised in new editions of individual route leaflets and in the new edition of ‘Bus Times’, which will be available early in January. All bus stop timetables will also be updated in advance of the 14 January service change.”

(8) Councillor Wares

53.16 Street Tree Planting

“Subsequent to the revelation at ETS Committee on 28th November that officers are implanting street tree planting in the East of the City and working West, we have subsequently learnt that Councillor Mitchell agreed it will be carried out in zones over a four-year period. It appears this was a unilateral decision by Councillor Mitchell that had no consultation at Ward or Committee level, has no future funding plan and affects everybody in the City. Further, it appears that officers have been delegated authority to decide what the zones are and what will happen in them. Please could Councillor Mitchell advise how, when and why this key strategic decision was taken and in detail, precisely what the four year plan is?”

Reply from Councillor Mitchell, Chair of the Environment, transport & Sustainability Committee

53.17 “For budgetary and operational reasons the city has been divided into four zones for street tree planting in order to get maximum value from the considerably reduced budget available. There has been no additional maintenance budget for these additional trees, only a budget for planting. This will mean increased pressure on the maintenance budget as the trees mature.

Planting of new trees are high maintenance in the first year, have to be watered more frequently and monitored closely, therefore the zones make it more efficient and cost effective to give this more intensive maintenance to trees in fairly close proximity than if the trees were spread across the city.

Zone 1 encompasses Hove focussing on the streets off New Church Road/Portland Road and working West to East:

- There are 152 trees ordered
- 5 are replacement trees for Patcham Peace Garden (Watering by Volunteers/Park Staff)
- 14 are to go into parks (Watering by Park Staff)
- 115 are to be planted into streets (Watering by City Parks)
- 9 of which are Memorial Trees
- 17 are for Cemeteries (Watering by Cemetery Staff).”

(9) Councillor Drutt

53.18 Trees

“In the council year 2016-17 how many trees were felled by the council and what species were they, how many were diseased, what reasons are given for any that were not diseased, and how many trees were planted a) from the council's own budgets, and b) from the Tree Fund? Can the council indicate how this compares with the previous year and can the council outline the role of trees and bushes in the council's air quality strategy.”

Reply from Councillor Mitchell, Chair of the Environment, transport & Sustainability Committee

53.19 “With reference to the number of trees felled, what species they were and the reasons given, this information is not available currently but will be provided.

There were 19 trees planted via donations/memorial. To the best of our knowledge no trees were planted from the council's own budget 2016-17 because tree planting was cut from the budget. No trees were planted from the Tree Fund. In the previous year 201 trees were planted in total, of which 35 were donation/memorial and 18 were from the Hove Civic Society.

With reference to the role of trees and bushes in the council's air quality strategy, this information is not available currently but will be provided in the forthcoming Air Quality Strategy report."

(10) Councillor Drutt

53.20 Homelessness

"Does the council still aim to eliminate the need for rough-sleeping in the city by 2020, how likely is it that this will be achieved and when can we expect to see the numbers of people forced to sleep on the streets start coming down?"

Reply from Councillor Moonan, Lead Member for Rough Sleeping

53.21 "Yes the Labour administration still aims to eliminate the needs for anyone to sleep rough by 2020. This was a manifesto pledge and we will do everything we can, at a local authority level, to ensure all rough sleepers are housed. BHCC continues to drive forward with its local Rough Sleeping Strategy and there are a range of services and projects supporting the delivery of this strategy. Recent achievements include the opening of a winter night shelter; the city's first women's only hostel service and strengthening of our procedures for working across all partner agencies. We are implementing the Trailblazer project which has prevented many people becoming homeless and we have an affordable house building programme through our New Homes and Joint Venture initiatives.

This target of course remains a challenge as a result of a number of factors. We have had to absorb very significant saving across the council. We have a national housing crisis and the impact of welfare reforms is increasing the risk of homelessness, meaning rough sleeping all over the country is at unprecedented levels."

(11) Councillor Drutt

53.22 Policy on feeding seagulls and pigeons

"Whilst I commend the motives behind people feeding seagulls and pigeons, in some areas of the city, especially in our green spaces, this is having a detrimental effect on other bird species. Can the lead member for Environment, Transport and Sustainability tell me if there are any plans for a council policy on the feeding of seagulls and pigeons and can the signage that is in place in Powis Sq be erected in other green spaces too?"

Reply from Councillor Mitchell, Chair of the Environment, transport & Sustainability Committee

- 53.23 “We are planning to undertake an educational approach by displaying signs in certain problematic areas such as Pelham, Old Steine Memorial and Montpelier Crescent requesting that feeding does not take place.”

54 ORAL QUESTIONS FROM COUNCILLORS

- 54.1 The Mayor noted that 10 oral questions had been received, however she had been informed that Councillor Knight wished to withdraw her question listed as 54(2) in the agenda. She also noted that 30 minutes were set aside for the duration of the item.
- 54.2 The Mayor invited Councillor Janio to put his question to Councillor Moonan.

(a) Street Sleepers Initiative

- 54.3 Councillor Janio asked the following question, “With over £10 million being spent every year on prevention of homelessness and street sleeping in our city can Councillor Moonan finally confirm that strategies she has been using to solve the problem have failed?”
- 54.4 Councillor Moonan replied, “The strategy that we are working to with our partners, we are one of over ten partners who have signed up for the strategy, is working but it's a very challenging problem. We have a national housing crisis, we have an increasing level of vulnerability of people within the city, very vulnerable tenancies, we have welfare benefits that are impacting people which are making more and more people become homeless. We have actually prevented a significant number of people becoming homeless through our ‘trailblazer initiative’. We have just opened a community night shelter for the winter which will remove up to 30 people off the streets and I could go on at length over a number of initiatives. We successfully supported 1200 people last year off the streets. I think that's a measure of success but yes demand is incredibly high, but we will continue to work ceaselessly to address this problem.”
- 54.5 Councillor Janio asked the following supplementary question, “I think evidence is to the contrary, in no way can you say the policy is working. With even more money heading our way from the Conservative Government in the budget in the form of the new homelessness reduction task force, if the problem of street sleeping hasn't been solved by this time next year will she seriously consider her position as Lead Member for rough sleeping?”
- 54.6 Councillor Moonan replied, “I think it is testament to this Labour administration that we've appointed the first Lead Councillor for rough sleeping. It is something that we identified in our manifesto. As an administration we consider our position every day, we work ceaselessly as hard as we can to solve the problems of the city. I will continue to work as hard as I can to as I said earlier to address the problem and I invite Councillors across the chamber to support that work and work with me.”

(b) A259

- 54.7 Councillor Hyde asked the following question, “At a recent meeting of the Environment, Transport and Sustainability Committee it was agreed that the petition which had been

presented to Brighton and Hove Council requesting urgent improvements to the A259. It was agreed that Brighton and Hove Council in conjunction with Lewes District Council and East Sussex County Council would meet to discuss and find solutions to the monumental traffic congestion problems on the A259. Has Councillor Mitchell set a date for this essential meeting and if not why not or does she intend to kick the problem into the long grass?"

54.8 Councillor Mitchell replied, "Dates for this meeting are being circulated at the moment the lead authority is East Sussex County Council not myself but I would like to see the meeting set up as soon as possible. It is of course going to also include representatives from the South Downs National Park, both of the MPs, representative for both of the LEPs including the leaders of Lewes District Council, East Sussex County Council and Brighton & Hove City Council."

54.9 Councillor Hyde asked the following supplementary question, "I'm pleased to hear that you seem to know what's going on regarding this petition. Would you please confirm that Rottingdean Coastal Ward Councillors and local residents are consulted as they possess the local knowledge which is essential in finding a solution?"

54.10 Councillor Mitchell replied, "I can give you that full assurance."

(c) Cycling Infrastructure

54.11 Councillor Phillips asked the following question, "Deaths from air pollution would be cut if England has walking and cycling targets. In Brighton & Hove there are hundreds deaths each year associated with poor air quality. Now the Council has deemed itself to have a cycling strategy what low level infrastructure structures, such as cycle parking, does it propose to increase especially in high traffic areas in the city centre such as outside Waitrose on Western Road and outside Hove Town Hall."

54.12 Councillor Mitchell replied, "Councillor Phillips is quite right and the administration are preparing a Walking and Cycling Strategy that will be coming forward to ETS Committee in due course. Unfortunately we were not successful when we bid for some national funding to enable this to take place but we are determined to still see this through. I'm afraid I didn't quite hear the reference to cycling facilities in the vicinity of Waitrose on Western Road but I'm happy to take that forward with Councillor Phillips if she'd like to drop me an email if that's more convenient for her."

54.13 Councillor Phillips asked the following supplementary question, "During our administration before with a grant of millions of pounds, which allowed us to improve Seven Dials, Old Shoreham Road. As well as this we also funded the bike share scheme, introduced 20 mph speed limits and on-street parking things that caused controversy, I could go on. The Labour administration has not done anything much since and has recently failed as Councillor Mitchell said in a bid for Government funding from the cycling walking infrastructure strategy. What plans do they have to secure outside funding as we did so that we can have proper cycle lanes and so that the City's cyclists can cycle safely?"

54.14 Councillor Mitchell replied, "I fully recognise initiatives and estimates that the previous administration made towards improving facilities for cyclists. This is being continued,

via our usual funding streams, by the Local Transport Plan and we will continue to bid for any external funding that is available in order to further this agenda.”

(d) Dog Faeces

- 54.15 Councillor Barnett asked the following question, “I have always tried to make sure my residents can enjoy public spaces without antisocial behaviour ruining it. Dog mess being left in our public spaces is getting worse and worse. Will Councillor Mitchell please use Public Spaces Protection Orders to help stop this horrible mess getting worse?”
- 54.16 Councillor Mitchell replied, “Actually you have asked the question of the wrong Councillor PSPOs now fall within the remit of my colleague, Councillor Daniel. All I can say is that there is no consideration at the moment of extending PSPOs but we will bear that in mind, thank you for your suggestion.”
- 54.17 Councillor Barnett asked the following supplementary question, “It’s important that our parks and open spaces remain safe, accessible and available to all our residents to enjoy. On 1 June 2007 Councillor Mitchell said dogs mess on pavements was getting worse and, since she has been in a position to do something about it, things have got worse. On 22 June 2016 Councillors Hill and Penn publicly expressed concerns over the numbers of dogs being walked together. Animal welfare and clearing up of dogs mess is bad when too many dogs are taken out by one person. What has happened since these Labour Councillors made these statements, what actions have these Labour Councillors taken to sort this problem? It has got worse, not better, so how will you get results for our residents.”
- 54.18 Councillor Mitchell replied, “We do continue to tackle the dog fouling across the city and to target the behaviour of some dog owners who do not take responsibility for their pets. This has been done with poster campaigns on streets and some residents have put posters up in their windows in their particular neighbourhoods where there is a problem. We also use pavement stencils. However enforcement for dog fouling is very difficult as the issuing of a fixed penalty notice is dependent on catching the offending owners in the act of leaving the fouling without clearing it up or to have witnesses available to identify those owners. We will continue to try to bear down on this problem and to continue to put into place our enforcement and education campaigns to warn people that this is not acceptable.”

(e) Public Lavatories

- 54.19 Councillor Deane asked the following question, “During our meeting outside of the Pavilion Gardens toilet facilities last week we were witness to a lot of anti-social behaviour; a street drinker had set up site outside the ladies lavatory, men were going in and out of the facility throughout that time, there were numerous dogs and a dog fight within two feet of where we were standing. So my question is: will Councillor Mitchell work with the relevant Lead Member to combat the ever worsening effects of anti-social behaviour in the centre of our city, bearing in mind that our public facilities are acting as a magnet to such behaviour?”

- 54.20 Councillor Mitchell replied, "Thank you for referring to the answer to the written question which stated that three additional hours of cleaning are now being carried out at that particular location. I just wish that we were dealing with quite simply the matter of cleaning public toilets but we're not. As you quite rightly point out we are dealing with anti-social behaviour. Behaviour that is extremely difficult and challenging to deal with and we will be working with all of the other agencies to try to get some action in relation to this and it can't be just an issue of moving this behaviour from area to area place to place. It is very difficult to tackle but I will definitely be working with the Lead Member, Councillor Emma Daniel, on this particular issue."
- 54.21 Councillor Deane asked the following supplementary question, "My supplementary question relates to a trilogy of mini documentaries by the BBC, available on YouTube, called 'Women and Rough Sleeping in Brighton' and in that documentary it is very apparent that these particular lavatories and, I imagine, facilities throughout the city are something of a lifeline to the ever increasing number of homeless women in our city to wash and keep healthy and hygienic. I would ask that therefore this is treated sympathetically by the attendants when they are working in the lavatory."
- 54.22 Councillor Mitchell replied, "We will certainly have those discussions with Healthmatic. I believe that the staff, employed by Healthmatic, are trained to deal with this type of issue but we will check that this has been dealt with sympathetically."

(f) Elected Representation of Rough Sleepers

- 54.23 Councillor Miller asked the following question, "Does Councillor Moonan agree with me that clarity is needed potentially with a clear Council policy on elected representation of rough sleepers on the Council? Namely those rough sleepers who have a local connection are not found to be in priority need should have the right to or charity on their behalf contact a local Councillor to question, challenge or ask for more information on officer's decisions on their assessments and the help the local authority are putting in place for them. Currently it's not clear; as rough sleepers are of no fixed abode and as such do not have a local councillor."
- 54.24 Councillor Moonan replied, "If a homeless person wants to contact a councillor, or wants a councillor to represent them, then they are free to choose any of the 54 Brighton & Hove members. If they have been a city resident they may prefer to contact a councillor representing the ward in which they may have lived, but there is no obligation to do so. They may want to contact a member who is well placed to deal with their queries e.g. the Chair of the Housing Committee if their query was housing related but it's entirely up to them. People do not need a local connection to contact a councillor and request their help, although obviously they would need a local connection to access some of our specific services. I'd also draw your attention to all the work that we did earlier on this year in terms of voter registration for rough sleepers. We were successful in ensuring that 129 rough sleepers registered to vote and were able to exercise that democratic right. The information is communicated but potentially could be clearer, and that is something that we can certainly put into all of our information that we pass out to rough sleepers, so they know who and how they can contact, local connection or not."

54.25 Councillor Miller thanked Councillor Moonan for her answer and asked that the information could be passed to local charities and included in the training for ward councillors in the future.

54.26 Councillor Moonan agreed.

(g) Emergency Accommodation Provision for Homeless People

54.27 Councillor Gibson asked the following question, "Given that last year around £17 million of public money was used for the provision of temporary and emergency accommodation from the private sector and, given that if this accommodation were owned by the council this money would have come back to us. Can the Chair of Housing agree to support proposals for the council to use cheap borrowing, currently available, to buy these buildings bringing them into public ownership and therefore recycle large amounts of public money for the benefit of homeless people living in temporary accommodation instead of most of these funds, as currently happens, going to private landlords?"

54.28 Councillor Meadows replied, I am not quite sure where £17 million came from but yes as you know Councillor Gibson with your written question where you would have received some information and your Notice of Motion later on where you already know as part of a cross party working group we are already looking at purchasing and acquiring and refurbishing any kind of option to achieve and acquire our own accommodation for our homeless population.

54.29 Councillor Gibson stated that he did not have a supplementary question but would just draw Councillor Meadows's attention to where £17 million comes from that is in the paperwork as the answer to a written question I asked at a previous Full Council Meeting.

54.30 Councillor Meadows noted the comment.

(h) Health & Safety

54.31 Councillor Mears asked the following question, "As it is a statutory requirement the Housing Department to keep up-to-date records on asbestos and Legionella, can the Chair of Housing confirm this is the case and that the Housing Department's records are up to date?"

54.32 Councillor Meadows replied, "I can confirm that our legionella health and safety records are completely up-to-date and at the moment Housing have given reasonable assurance of Legionella compliance. As far as I am aware our other health and safety records are also up to date as they are usually done at the same time. I thought you'd be talking about legionella as it is something which comes up at Committee a lot. I can tell you that overall we have thirty high-rise blocks that are subject to current 6 monthly inspection regimes relating to either cold water storage tanks or cold water booster sets or both, and they are inspected on a regular basis and we have a 6 monthly regime set up on our twenty eight high rise council owned blocks which have communal old water storage tanks."

- 54.33 Councillor Mears asked the following supplementary question, "Contractors have an obligation to keep records on asbestos for many years can the Chair of Housing confirm the Housing Department is not relying on contractors to update their records and can she ensure, as promised, in the previous Housing Committee a full report will come to the Housing Committee, although this was promised for the end of the year."
- 54.34 Councillor Meadows replied, "Yes I can confirm that we will have an annual Health and Safety report to Housing & New Homes Committee where you will be able to look at the detailed information."

(i) Multiple Allowances for Elected Office

- 54.35 Councillor Page asked the following question, "Does the administration agree with me that trust in politicians is a challenging objective for us all and we must try and uphold the highest standards of conduct and that that is not helped by elected people claiming travel allowances to another place when they get a thirty six thousand pounds a year housing allowance as well."
- 54.36 Councillor Morgan replied, "I am pleased to say that the figures in the recent City Tracker survey showed that trust and satisfaction in this administration has gone up since the previous administration. If the Councillor has any concerns about issues involving parliaments to take it up with the relevant authorities."
- 54.37 Councillor Page asked the following supplementary question, "Why has it taken so long for the residents of East Brighton to have the opportunity to be represented by somebody who hasn't got another very demanding elected job?"
- 54.38 Councillor Morgan replied, "It's entirely up to Members of this Council when they choose to step down should they take up another role. I would direct Councillor Page to his colleague Sian Berry who sits both on the London Assembly and Camden Bough Council and has for some time. I would also direct him to Green Party Members of Lewes District Council who also serve on the Town Council, so it perfectly possible to do two jobs and to do them both well, which may be beyond him and his colleagues but will certainly not be beyond Labour."

55 TREASURY MANAGEMENT POLICY STATEMENT 2017/18 (INCLUDING ANNUAL INVESTMENT STRATEGY 2017/18) - MID YEAR REVIEW

55.1 RESOLVED:

- (1) That the amended Annual Investment Strategy 2017/18 as set out in appendix 3 to the report be approved; and
- (2) That the amended Minimum Revenue Provision (MRP) Policy 2017/18 as set out in appendix 4 to the report be approved.

56 COUNCIL TAX REDUCTION REVIEW

- 56.1 Councillor Hamilton introduced the report which detailed the Council Tax Reduction scheme and the need for it to be reviewed and agreed. He noted that it was not

intended to change the scheme but there would be additional costs to maintain it that would have to be met. However, he recommended the scheme for approval.

56.2 Councillor Sykes stated that the Green Group had registered their disappointment at the Policy, Resources & Growth Committee meeting not to consult on the scheme and suggested that a different decision would have been taken with more information being available. He hoped that for the future consideration would be given to consultation process that could be used and provide some input into how the scheme should operate.

56.3 Councillor Hamilton noted the comments and stated that there was a need to review the scheme annually and to take it into consideration as part of the budget process. He therefore recommended it to the council for approval.

56.4 **RESOLVED:** That the Council Tax Reduction Scheme (CTR) be approved.

57 REVIEW OF MEMBERS' ALLOWANCES

57.1 **RESOLVED:**

- (1) That the report of the Independent Remuneration Panel be noted; and
- (2) That no changes are made to the approved Scheme which was agreed in 2014 and came into effect from May 2015 as it is felt it should remain for the full-term of the Council i.e. until May 2019.

58 GREATER BRIGHTON ECONOMIC BOARD – ADMISSION OF NEW MEMBER TO THE BOARD

58.1 **RESOLVED:**

- (1) That Crawley Borough Council joins the GBEJC and that Gatwick Airport Ltd join the GBBP thereby becoming members of the GBEB;
- (2) That it be noted that these changes to the membership are dependent on all the local authorities represented on the Board agreeing that the new members be appointed; and the Board taking a formal decision that the new members are appointed;
- (3) That it be agreed to amend the Board's Heads of Terms and to instruct the Monitoring Officer to amend the Council's constitution to reflect these amendments once they have been formally approved by all the constituent authorities and the Greater Brighton Economic Board.

59 THE FOLLOWING NOTICES OF MOTION HAVE BEEN SUBMITTED BY MEMBERS FOR CONSIDERATION:

59.1 The Mayor noted that the motion listed as Item 59 (2) had been withdrawn due to Councillor Penn being unable to attend the meeting and that a revised version of Item 59 (7) had been circulated with the agenda.

(5) Better Support for Care Leavers

59.2 The joint Notice of Motion as listed in the agenda was proposed by Councillor Bewick on behalf of the Labour & Co-operative and Conservative Groups and seconded by Councillor Brown.

59.3 The Mayor then put the following motion to the vote:

“This council resolves:

To request the Policy, Resources & Growth Committee to instruct the Chief Executive to undertake a rapid review of statutory and non-statutory support available to care leavers in the City, and bring back a report to the relevant committee(s) as soon as possible, with options of how the Council could provide additional support to care leavers up to the age of 30 who are resident in the City.”

59.4 The Mayor confirmed that the motion had been **carried unanimously**.

(6) Mental Health Services

59.5 The Mayor noted that the item had been withdrawn.

(7) Remove Freedom of the City from Aung San Suu Kyi.

59.6 The Mayor noted that there was no provision in the constitution to address the removal of such an honour and therefore it was necessary to refer to the legislation for conferring the freedom of city, which required a special meeting to be held and for the motion to be carried by two-thirds of the votes cast. As such if the motion was passed, she was minded to call a Special meeting to be held on the 1st February 2018 prior to the next Ordinary Council meeting scheduled for that day.

59.7 The joint Notice of Motion as listed in the agenda was proposed by Councillor Morgan on behalf of the Labour & Co-operative and Green Groups and seconded by Councillor West.

59.8 The Mayor then put the following motion to the vote:

“This council resolves, in the light of continuing lack of protection of the human rights of the Rohingya people in Myanmar, many of whom are now refugees in Bangladesh, to hold a Special Council meeting to consider the removal at the earliest opportunity of the Freedom of the City granted to Aung San Suu Kyi in 2011.”

59.9 The Mayor confirmed that the motion had been **carried unanimously**.

(8) Taxi and Private Hire Vehicle (PHV) Licensing.

59.10 The joint Notice of Motion as listed in the agenda was proposed by Councillor O’Quinn on behalf of the Labour & Co-operative and Green Groups and seconded by Councillor Deane.

59.11 Councillor Hyde moved an amendment on behalf of the Conservative Group, which was seconded by Councillor Wares.

59.12 The Mayor noted that the Conservative Group amendment had been accepted by Councillor O'Quinn and put it to the vote which was carried unanimously.

59.13 The Mayor then put the following substantive motion as amended to the vote:

“This council resolves to:

- i) Inform the LGA of our support for their call for a “Taxi and Private Hire Vehicle Licensing Reform Bill” to replace outdated deregulation legislation, in order to modernise the licensing system for taxis and PHVs, to the benefit of both passengers and the trade itself.
- ii) Request the Chief Executive to write to the Secretary of State for Transport, requesting the introduction of a “Taxi and Private Hire Vehicle Licensing Reform Bill” in order to legislate that:
 - All taxi and private hire journeys should either start or end in the area for which the vehicle, driver and operator are licensed.
 - Councils can take appropriate enforcement action against any driver operating in their area, irrespective of where they are licensed.
 - National minimum standards mirroring Brighton and Hove City Council’s Blue Book to be introduced for taxi and PHVs, to align licensing and safety standards across the country, while retaining local flexibility for councils.
 - A National Register of revocations and refusals for individuals making applications in different areas is introduced.
 - A National Intended Use Policy is introduced.
 - A proper definition of “Plying for Hire” is provided.
 - Detailed clarification of what is a “Booking App” and a “Hailing App” is provided.”

59.14 The Mayor confirmed that the motion had been **carried unanimously**.

(5) Able and Willing.

59.15 The Notice of Motion as listed in the agenda was proposed by Councillor Mears on behalf of the Conservative Group and seconded by Councillor Wealls.

59.16 The Mayor then put the following motion to the vote:

“This council resolves:

- (1) That the Policy, Resources & Growth Committee be requested to call for a report on how best to promote, sustain and increase procurement from, Able and Willing.
- (2) To request that the Procurement Advisory Board provide advice and guidance on how the Council can designate Able and Willing as the preferred supplier where they can provide the goods and/or services the Council needs.”

59.17 The Mayor confirmed that the motion had been **carried unanimously**.

(6) Post Christmas Support for Businesses in Brighton and Hove.

59.18 The Notice of Motion as listed in the agenda was proposed by Councillor Wares on behalf of the Conservative Group and seconded by Councillor Bell.

59.19 The Mayor then put the following motion to the vote:

“This Council resolves to:

- (1) Request Officers to investigate the viability of introducing free parking at Norton Road, London Road, Regency Square, High Street and Trafalgar Street car parks during periods in February when parking capacity is most underused; and
- (2) Request that a report on financial impact be brought to PR&G on 25th January 2018.”

59.20 The Mayor confirmed that the motion had been **lost by 20 votes to 31**.

(7) Brighton and Hove Brexit.

59.21 The revised Notice of Motion as listed in the addendum was proposed by Councillor Sykes on behalf of the Green Group and seconded by Councillor Littman.

59.22 The Mayor noted that the matter raised by the motion was one which split views across the council and therefore asked that a recorded vote be held on the following motion as detailed below:

“This Council notes the mounting evidence of damage that ‘Brexit’ would cause to the national economy and trans-European relationships, and the mismanagement of Brexit by the Government. Council also notes with concern the potential impact of Brexit both on our local economy and on established mutually beneficial partnerships and links with European cities such the Eurocities network. The Council requests:

- That the Chief Executive write to the President of the Eurocities Network, Mayor of Ghent Daniel Termont, expressing our desire to continue working with sister cities at this time of uncertainty for the UK, and exploring the status of Brighton and Hove’s membership of Eurocities following any ‘Brexit’;
- That the Chief Executive writes to Sajid David, Secretary of State for Communities and Local Government, expressing this Council’s and this city’s strong desire for a referendum on the final terms of a Brexit deal, including the option to maintain full EU membership;
- That the Chief Executive writes to Hilary Benn MP, chair of the Brexit Select Committee, requesting that he share the full Brexit Impact Assessment Studies with particular relevance to the economy of our city.

		For	Against	Abstain			For	Against	Abstain
1	Allen		x			Marsh	✓		
2	Atkinson		x			Meadows		x	
3	Barfod	✓				Mears		x	
4	Barnett		x			Miller		x	
5	Bell		x			Mitchell	✓		
6	Bennett		x			Moonan	✓		
7	Bewick		x			Morgan	✓		
8	Brown		x			Morris	✓		
9	Cattell	✓				Nemeth		x	
10	Chapman	✓				Norman A		x	
11	Cobb		x			Norman K		x	
12	Daniel	✓				O'Quinn		x	
13	Deane	✓				Page	✓		
14	Druitt	Not present				Peltzer Dunn		x	
15	Gibson	✓				Penn	Not present		
16	Gilbey	✓				Phillips	Not present		
17	Greenbaum	✓				Robins	✓		
18	Hamilton	✓				Russell-Moyle	✓		
19	Hill	✓				Simson		x	
20	Horan	✓				Sykes	✓		
21	Hyde		x			Taylor		x	
22	Inkpin-Leissner	✓				Theobald C		x	
23	Janio		x			Theobald G		x	
24	Knight	✓				Wares		x	
25	Lewry		x			Wealls		x	
26	Littman	✓				West	✓		
27	Mac Cafferty	✓				Yates	✓		
						Total	26	25	0

59.23 The Mayor confirmed that the motion had been **carried by 26 votes to 25.**

(8) Council Owned Short-term Homelessness Accommodation.

59.24 The Notice of Motion as listed in the agenda was proposed by Councillor Gibson on behalf of the Green Group and seconded by Councillor Greenbaum.

59.25 Councillor Meadows moved an amendment on behalf of the Labour & Co-operative Group, which was seconded by Councillor Hill.

59.26 The Mayor noted that the amendment had not been accepted by Councillor Gibson and therefore put the Labour & Co-operative Group amendment to vote, which was carried by 41 votes to 9.

59.27 The Mayor the put the following substantive motion as amended to the vote:

“This Council resolves:

1. To request that a report be brought to Housing & New Homes Committee on the business case modelling for a “spend to save” purchase of emergency/temporary accommodation by the council and that this modeling:
 - (i) Estimates revenue savings on current expenditure of private provision;
 - (ii) Estimates the capital appreciation *and rental income* that would flow to the council through ownership of Emergency accommodation;
 - (iii) Explores the potential to offer greater support to residents of emergency accommodation from any savings achieved;
 - (iv) Should take into account and continue to build on the work already in progress on the feasibility of temporary housing options, in addition to the existing HRA purchasing policy;
2. That after consideration and approval of the report by the Housing & New Homes Committee any recommendations be referred to the Policy, Resources & Growth committee, such as recommendations on policy changes and delegated powers.

59.28 The Mayor confirmed that the motion had been **carried unanimously.**

60 CLOSE OF MEETING

60.1 The Mayor thanked everyone for attending and closed the meeting.

The meeting concluded at 9.10pm

Signed

Chair

Dated this

day of

2018

Subject:	Open Brighton's Homeless Shelters 365 days a year – Petition for Debate		
Date of Meeting:	1 February 2018		
Report of:	Executive Lead Officer for Strategy, Governance & Law		
Contact Officer:	Name:	Mark Wall	Tel: 01273 291006
	E-mail:	mark.wall@brighton-hove.gov.uk	
Wards Affected:	All		

FOR GENERAL RELEASE**1. SUMMARY AND POLICY CONTEXT:**

- 1.1 Under the Council's Petition Scheme if a petition contains more than 1,250 signatures and is not petition requesting officer evidence, it will be debated by the Full Council.
- 1.2 The e-petition has resulted in triggering a debate at the council meeting, having exceeded the threshold with a total of 4,961 signatures confirmed at the time of printing the report.

2. RECOMMENDATIONS:

- 2.1 That the petition is noted and referred to Policy, Resources & Growth Committee for consideration at its meeting on the 29th March 2018.

3. RELEVANT BACKGROUND INFORMATION / CHRONOLOGY OF KEY EVENTS:**3.1 The Petition**

We the undersigned petition Brighton & Hove City Council to open homeless night shelters all year round (365 days).

In the meantime, we urge the council to conform to central government directions on opening SWEP shelters (Severe Weather Emergency Protocol). We understand this government requirement is not being met, with approximately £90,000 left unspent from previous years of SWEP budget.

Lead Petitioner – John Hadman

Additional Information

Why is this important?

Rough sleeping has almost doubled in the last year, but, the number of supported beds for homeless people has plummeted. There is also not enough affordable accommodation for people to move on to, making matters worse.

As a result, despite the goal of no second night out, rough sleepers are waiting an average of 12 weeks before some form of accommodation is provided. We therefore urge BHCC to fund resources to expand the amount of support accommodation available for homeless people all year round, not just when temperatures hit 0c and ensure that the existing budget available is spent.

3.2 The options open to the council are:

- To note the petition and take no action for reasons put forward in the debate; or
- To refer the petition to the relevant Committee meeting; or
- To refer the petition to the relevant Committee meeting with recommendations.

4. PROCEDURE:

4.1 The petition will be debated at the Council meeting in accordance with the agreed protocol:

- (i) The Lead petitioner will be invited by the Mayor to present the petition and will have up to 3 minutes in which to outline the prayer of the petition and confirm the number of signatures;
- (ii) The Mayor will then open the matter up for debate by councillors for period of 15 minutes and will first call on the relevant Committee Chair to respond to the petition and move a proposed response. The Mayor will then call on those councillors who have indicated a desire to speak in the matter, before calling on the relevant Committee Chair to respond to the debate;
- (iii) Any councillor may move an amendment or recommendation, having regard to the recommendation in 2.1 above and any such proposal will need to be formally seconded;
- (iv) After the 15 minutes set aside for the debate, the Mayor will then formally put:
- (v) (a) Any amendments in the order in which they are moved, and
(b) The substantive recommendation(s) as amended (if amended).

WRITTEN QUESTIONS FROM COUNCILLORS

The following questions have been received from Councillors and will be taken as read along with the written answer which will be included in an addendum that will be circulated at the meeting:

(1) Councillor Littman

Further to my Oral Question to you at Full Council in November, and my Written Question to you at Full Council in December; I'm afraid I am still unclear.

In November you said you were: "pretty proud to have raised our recycling levels to the highest rate ever from the 24% under your administration to the 29.1% now" In December I pointed out that annual recycling rates were never as low as 24% under the Green administration, and that they were higher than 29.1% in 2008/9.

You responded by saying: "The figure of 24% relates to Q4 for the year 2014/15 (actual rate 24.14%)." And "The 29.1% rate is the highest ever compared to those achieved by the previous two political administrations on leaving office" In the first instance, you are comparing annual rates with quarterly rates, when it is clearly only valid to compare annual rates with annual rates. The only year in which the annual rate of recycling fell to 24.1% was your first year in charge of ETS; 2015/6.

In the second instance, you use 'ever' to mean, 'by comparison to two other instances', as opposed to its usual usage meaning. Do you acknowledge that in both cases your response could appear to be extremely misleading?

As noted, the rate of recycling which makes you feel 'pretty proud' is slightly lower than that achieved ten years ago. In the interim; the Green administration introduced initiatives capable of significantly boosting rates. Across the country, authorities which collect garden waste, have a second wheelie bin, and collect communal recycling, as we now do, thanks to the Green administration, are among the highest scorers. However, under the current administration, even given all these inherited advantages, Brighton and Hove still languishes near the bottom of the league. Can you explain why this is?

Further, on the question of garden waste recycling, how successful has it been? What percentage of the 29.1% you cited, is represented by the garden waste collection which our administration passed on to yours?

Reply from Councillor Mitchell – Chair of the Environment, Transport & Sustainability Committee

(2) Councillor K. Norman

There are currently a number of public highways mostly in residential areas within Brighton and Hove where vehicle hire companies use those highways to park numerous vehicles, mostly cars and vans, that seriously affect the lives of many residents.

Can the Council provide information regarding the legality or otherwise of this process regarding the operation of a business and/or storage of vehicles in pursuit of a business on the public highway?

Reply from Councillor Mitchell – Chair of the Environment, Transport & Sustainability Committee

(3) Councillor Mac Cafferty

Further to the unanimously supported Green Group motion on Single Use Plastics at November's Full Council, can the Chair of the Policy Resources & Growth Committee please outline a full written timetable for the rollout of the actions the City Council intends to take including key decisions, committees and proposed budgets?

Reply from Councillor Morgan – Leader of the Council

(4) Councillor Mac Cafferty

In the wake of the damning National Audit Office report into Private Finance Initiative (PFI) deals can the Labour administration lead on Finance please outline:

- each outstanding PFI deal;
- the monetary value of the original deal;
- how much payment is outstanding;
- the date when each was signed;
- how many years are left in each deal;
- what the City Council's auditors say about each of the deals in terms of value for money; and
- what work, if any, has been done to reduce the monetary value of each deal and achieve greater value for money for the council taxpayer.

Reply from Councillor Hamilton – Deputy Chair (Finance) of the Policy, Resources & Growth Committee

(5) Councillor Mac Cafferty

The Chair of the House of Commons Health Select Committee, Dr Sarah Wollaston MP, has written to the Secretary of Health and Social Care asking him to

“delay the introduction of the new contract for Accountable Care Organisations until after the Health Committee has taken the opportunity to hear evidence on the issues around the introduction of accountable care models to the NHS.”

Can the Chair of the Health and Wellbeing Board please outline what, if any, discussions he has had with the Clinical Commissioning Group and other NHS partners in the city and region about Accountable Care Organisations in Brighton and Hove?

Reply from Councillor Yates – Chair of the Health & Wellbeing Board

(6) Councillor Mac Cafferty

Hove Lawns are in a terrible state following a summer where they were overused from events and effective remediation work wasn't carried out before the onset of winter. Can the Chair of the Tourism Development & Culture Committee outline when urgent remediation works will be carried out?

Reply from Councillor Robins – Chair of the Tourism, Development & Culture Committee

(7) Councillor Mac Cafferty

Further to the collapse of Carillion and several London councils taking provided services in-house again, can the administration's finance lead outline any contracted and sub-contracted work that was performed by Carillion and what provision the City Council has made to ensure any work or services are not disrupted?

Reply from Councillor Hamilton – Deputy Chair (Finance) of the Policy, Resources & Growth Committee

(8) Councillor Mac Cafferty

Morgan Sindall took over a £160m contract on 5 January as the council's principal contractor from Westridge Construction, given that Morgan Sindall has a number of project and joint ventures with Carillion can the administration identify if any of the contract involves Carillion and if an assessment has been done by the administration of any impact from the collapse of Carillion?

Reply from Councillor Hamilton – Deputy Chair (Finance) of the Policy, Resources & Growth Committee

(9) Councillor Mac Cafferty

Laing O'Rourke was appointed as the lead contractor for the redevelopment of the hospital in December 2015. Given that Laing O'Rourke has filed its accounts late with Companies House raising concerns about its financial health what work is the administration doing to ensure the 3Ts is unaffected?

Reply from Councillor Hamilton – Deputy Chair (Finance) of the Policy, Resources & Growth Committee

(10) Councillor Gibson

- a) Hanover and Elm Grove CPZ

Please can you provide as of the 1st of January:

- 1) The total number of permits issued for zones V and zone S?
- 2) The numbers of annual and of 3 month permits issued for each of zones v and S?
- 3) The total permit income paid to the council from permit fees for zones V and S up until 1st of January?
- 4) The total capital expenditure incurred on markings, signage and other works needed for implementation of the CPZ in zones V and S?
- 5) The total capital expenditure from other budgets headings spent at the same time as the CPZ (ie cycle racks)

If community groups and local residents are able to fundraise the money needed for a covered cycle storage facility (at no cost to the council) and have identified a suitable location, can you confirm that, in the interests of supporting cycling with all the associated health benefits, the council will give the necessary permission to enable the facility to be installed? (subject to any consultation + planning that may be needed)

Reply from Councillor Mitchell – Chair of the Environment, Transport & Sustainability Committee

(11) Councillor Gibson

- a) Numbers accommodated in emergency and temporary accommodation

For 2016/17, please can you provide the number of households that were housed by each provide by:

- i) Helgor Trading
- ii) Baron Homes

- b) How much under the HRA borrowing cap was BHCC on 1st April 2016 and the 1st of April 2017?

- c) Financial modelling of new council homes

Please can you provide the figures for the estimated surplus/deficit over the 60 year financial modelling period (currently used-indicating for each scheme whether the most current assumptions have been made or those used previously) for:

- Aldwick Mews
- Brook Mead
- Darwell Court
- Flint Close
- Hobby Place
- Kite Place
- Pierre Close

- Preston Rd
- Robert Lodge (N)
- Robert Lodge (S)
- Lynchet Close
- Kensington St

Reply from Councillor Meadows – Chair of the Housing & New Homes Committee

(12) Councillor Deane

Yet more months have slipped by since Surrey Street residents were assured that a solution was in hand to their daily and nightly suffering from taxis ranking outside their homes. However, nothing seems to have happened and the deplorable situation remains the same. Could Cllr Mitchell please provide an update on where things currently stand, and things have developed since the last update?

Reply from Councillor Mitchell – Chair of the Environment, Transport & Sustainability Committee

(13) Councillor Deane

Further to the report brought to Licensing Committee consistently stating 'no queuing', can the Chair of the Licensing Committee please provide an update on whether there has been any further monitoring of taxis in Surry Street to coincide with busy periods such as the arrival of trains from London, and what action has been taken as a result? Can the Chair of Licensing Committee also confirm whether such monitoring can be carried out on a regular basis?

Reply from Councillor O'Quinn – Chair of the Licensing Committee

ORAL QUESTIONS FROM COUNCILLORS

A period of not more than 30 minutes is set aside for oral questions from Members, at the expiry of which, the Mayor will call a halt and proceed to the next item of business of the agenda. Any Member whose question then remains outstanding will be contacted to determine whether they wish to have a written answer provided or for their question to be carried over to the next meeting.

The following Members have indicated that they wish to put questions to the Leader, Chairs of Committees or Members of the Council that have been appointed to an outside body. The Councillor asking the question may then ask one relevant supplementary question which shall be put and answered without discussion:

- (1) **Councillor Mac Cafferty**
Subject matter: City Clean

Reply from Councillor Mitchell – Chair of the Environment, Transport & Sustainability Committee

- (2) **Councillor Hyde**
Subject matter: Housing Stock Maintenance

Reply from Councillor Meadows – Chair of the Housing & New Homes Committee

- (3) **Councillor Page**
Subject matter: Changes to Bus Timetables

Reply from Councillor Mitchell – Chair of the Environment, Transport & Sustainability Committee

- (4) **Councillor Bell**
Subject matter: Leaseholder Engagement

Reply from Councillor Meadows – Chair of the Housing & New Homes Committee

- (5) **Councillor West**
Subject matter: Litter

Reply from Councillor Mitchell – Chair of the Environment, Transport & Sustainability Committee

- (6) **Councillor Wares**
Subject matter: Sustainable Transport

Reply from Councillor Mitchell – Chair of the Environment, Transport & Sustainability Committee

- (7) **Councillor Sykes**
Subject matter: Our City Environment and Council Cuts

Reply from Councillor Meadows – Chair of the Housing & New Homes Committee

- (8) **Councillor C. Theobald**
Subject matter: Horsdean Recreation Ground

Reply from Councillor Mitchell – Chair of the Environment, Transport & Sustainability Committee

- (9) **Councillor Gibson**
Subject matter: HRA Capital Programme

Reply from Councillor Meadows – Chair of the Housing & New Homes Committee

- (10) **Councillor Mears**
Subject matter: Able & Willing

Reply from Councillor Chapman – Chair of the Children, Young People & Skills Committee

- (11) **Councillor Deane**
Subject matter: Facilities in Library Buildings

Reply from Councillor Robins – Chair of the Tourism, Development & Culture Committee

Subject:	Neighbourhoods and Communities Portfolio – Proposed Field Officer Role Business Case	
Date of Meeting:	22 January 2018	
Report of:	Executive Director Neighbourhoods, Communities and Housing	
Contact Officer:	Annie Sparks –	
	Name:	Environmental Health Tel: 01273 292436 Manager
	Email:	annie.sparks@brighton-hove.gcsx.gov.uk
Ward(s) affected:	All	

FOR GENERAL RELEASE

1. PURPOSE OF REPORT AND POLICY CONTEXT

- 1.1 This report was presented to NICE Committee on the 27th November 2017. The report was discussed and deferred to the NICE Committee on 22 January 2018. The proposed implementation dates and timetables detailed in the report and recommendations 2.2, 2.4, 2.5, and 2.6 have been adjusted to reflect this deferral.
- 1.2 To address concerns raised by members the Risk Log in Appendix 1 page 21. Concerns raised included resourcing of the programme, loss of the Noise Patrol service, and the scale and management of the programme. The proposed controls to address these concerns are detailed in risks 1 – 4 of the Risk Log. To address concerns about delivery and implementation of an effective mobile platform the ICT and Digital First Timetable has also been updated to reflect the progress being made with implementation of the tablet and trialling of the associated UNIFORM applications. This is detailed in Appendix 1 page 27.
- 1.3 This report sets out the Business Case for a new Field Officer role as part of the wider Communities & Neighbourhoods Portfolio, which was reported to the NICE Committee in July 2017. The business case focuses on how we deliver enforcement and inspection functions across services to reduce the costs to the council and give a better service to our communities across the City.
- 1.4 Working in our communities and with our communities promotes a more proactive and preventative way of working, that delivers solutions and resolves problems.
- 1.5 The Business Case has been developed in collaboration with staff and service heads, external partners, unions and also information collated from recent community workshops. Work being done by other local authorities in this field has also been considered.

- 1.6 The Business Case was presented to Corporate Modernisation Delivery Board on 27th September 2017 and all the recommendations were approved.

2. RECOMMENDATIONS:

Committee are recommended to:

- 2.1 Agree the creation of a Field Officer Team as set out at Option 1 of the Business Case on page 12 of Appendix 1;
- 2.2 Agree the revised proposed phasing of functions and services based on the outcome of workshops with frontline staff and managers as set out at paragraphs 3.43 to 3.50 of the report;
- 2.3 Agree the funding and resources required for the set-up of the Field Officer support role as set out at paragraphs 3.29 to 3.42 of the report, and Appendix 1 pages 16 to 20;
- 2.4 Note the timetable for implementation and associated communication and engagement work with key stakeholders as set out at section 5 of the report (paragraphs 5.1 to 5.12) and at Appendix 1 pages 28 to 29 and pages 38 to 39;
- 2.5 Note the updated risks and mitigation actions as set out at Appendix 1 pages 21 to 26;
- 2.6 Note the updated Digital First timetable for delivery as set out at Appendix 1 pages 27 to 28;
- 2.7 Note that the detailed amendments to the Scheme of Delegations to Officers referred to at paragraphs 3.16 to 3.19 of the report will be reported to the Policy Resources and Growth Committee for approval, before the Field Officers start to exercise Council functions.

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 The aim of the administration's Communities & Neighbourhoods Portfolio is to put communities at the heart of service delivery, make effective use of resources and support the delivery of savings. Different ways of thinking and working are needed to collaborate and achieve positive change.
- 3.2 A business case has been developed for the wider Communities & Neighbourhoods Portfolio, which was agreed in May 2016 by the Corporate Modernisation Delivery Board. The option agreed was to implement a model of collaborative working and service improvement.

- 3.3 The Communities and Neighbourhoods Portfolio is delivering 3 programmes:
- i. Community and neighbourhood hub development (physical and virtual)
 - ii. Community collaboration (volunteering and governance)
 - iii. Enforcement & inspection (development of the Field Officer role).
- 3.4 For the Enforcement and Inspection Programme a new Field Officer role is being developed to deliver coordinated fast and effective enforcement and inspection work across a number of council services, while at the same time working proactively with communities, and our partners. Delivering a better customer service for our residents, visitors and businesses is at the centre of this programme.
- 3.5 It is noted from the latest Customer Insight Report 2016-2017:
- Customer satisfaction with the city council is 60%. This is a 1% increase. The national benchmark is 68%. This shows that the council needs to continue improving its customer satisfaction levels.
 - Customer satisfaction is highest when using a face to face channel, and lowest for contact by email. This reinforces the need for a Field Officer role working in our Communities and having face to face contact.
 - The method of customer contact continues to move in the direction of increased digital access. With budget pressures and increased demand the council needs to strongly consider further digitalisation.
- 3.6 It is proposed that the Field Officer will work flexibly across services, preventing duplication, reducing response times and improving the way customers access services, with improved customer satisfaction. Digital solutions are being developed and piloted to enable this to happen.

Objectives

- 3.7 The aims and objectives of the proposed Field Officer role are consistent with those of the Communities & Neighbourhoods Portfolio, namely to put communities at the heart of service delivery, while at the same time supporting delivery of savings and making effective use of resources. The objectives of this new role are to:-
- Improve customer satisfaction with services through citizen engagement, joined up service delivery making services easier to navigate
 - Be better connected, sharing information and expertise with our key partners to avoid duplication, move away from silo working and reduce the number of interactions customers have with different services
 - Be smarter with universal services, providing digital solutions for high level transactions, automating connections to back office services, reducing the need for officer intervention and promoting self-help
 - Work with communities to build resilience, allowing residents to take greater control to make a difference in their neighbourhoods

3.8 3 elements of the role have been identified:-

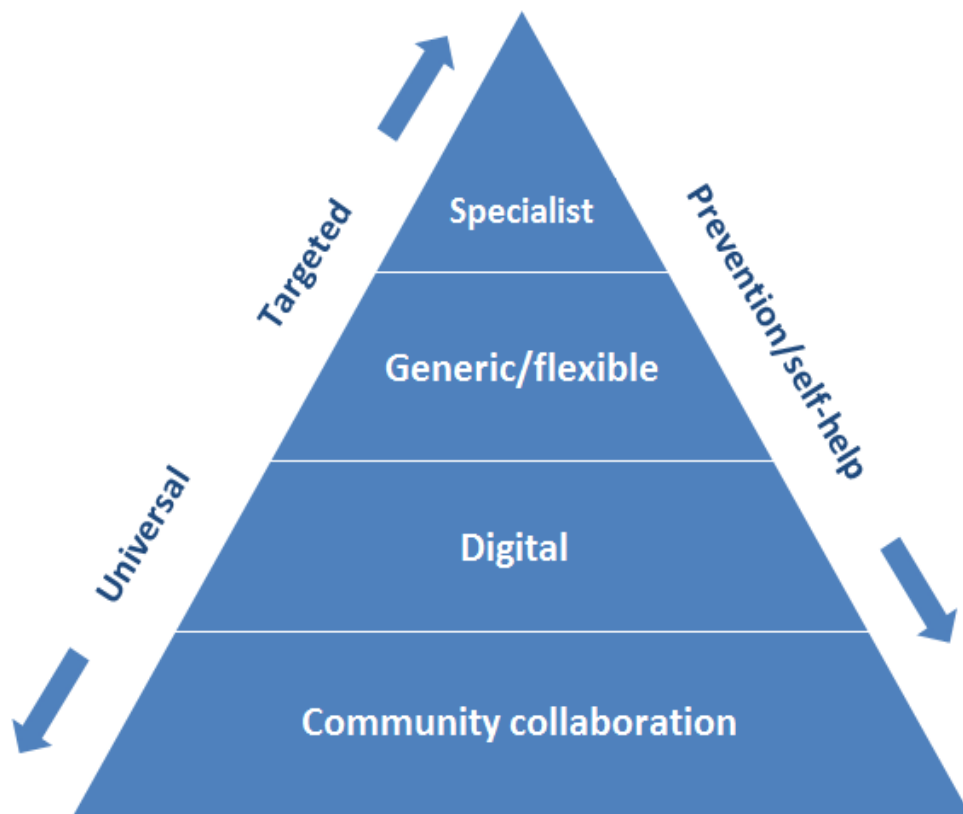
1. Enforcement activities that are quick and responsive to customer needs (include Fixed Penalty provisions). Timely effective enforcement action resolves problems which will reduce unnecessary demand on partners and services.
2. Gathering intelligence and evidence for existing specialist services. Gathering quick and robust evidence including photographs, mapping and statements to inform these services and enable them to deliver faster, more effective and coordinated enforcement action that is resolving both environmental and community problems.
3. Working proactively promoting behaviour change and community collaboration.

3.9 Section 4 of the Business Case (Appendix 1- page 13 to 15) details the non-cashable benefits of this programme and many of these are common to the overarching Communities and Neighbourhoods Portfolio.

Service delivery model including rotas and geographical areas

3.10 The service delivery model for enforcement and inspection aligns with the proposed service delivery model for the wider Communities and Neighbourhoods Portfolio.

Communities & Neighbourhoods: Service Delivery Model



Principles:

Specialist: High cost services/interventions with individual customers (eg. social care, housing)

Generic/flexible: Services provided by staff to non-specific customers (generic customers, flexible staff)

Digital: Information and services delivered electronically

Community collaboration: Services designed and delivered in consultation and/or partnership with the community

The model will be the same for each neighbourhood and community of interest

The size of each segment will be relative to the needs of the neighbourhood or community it serves

Some services will be targeted, some universal. Focus is on prevention and self-help to reduce demand

- 3.11 The proposed new Field Officer role needs to be generic and flexible, working across existing services and supporting the specialist/technical roles located in these services.
- 3.12 Existing specialist technical roles deliver highly skilled work and are often involved with complex cases, and can require professional qualifications. The Field Officers will help to release existing skilled and specialist staff to focus on this lengthy and complex casework and enforcement activities. It is aimed that this will help existing services to use their current resources more effectively and efficiently, task the Field Officer to gather evidence, and also undertake quick win immediate enforcement roles. There is also opportunity for these specialist staff to focus on new areas of work and possible income generation. This could include providing highly skilled technical services for neighbouring local authorities.
- 3.13 This flexible and generic role will often be demand led with fast response times and responding to community needs and priorities using new digital technology. This may include new enforcement fixed penalty notice work such as the enforcement of the new Public Space Protection Order (PSPO). This is reflected in the model above.
- 3.14 When developing a new role working across so many different service areas there is a risk of increased demand and having a negative impact on customer service. It is for this reason that we need to have clear baselines that we work to, and at the same time link this to resources we have available. In some cases initial demand can be mitigated through new solutions i.e. Digital.
- 3.15 Delivery of this role relies on clearly defined work processes with clearly defined 'hand offs' when a case is passed to another agency or specialist team, and to also clearly define when a case is concluded. This needs to be supported by a comprehensive programme of training.

Delegation of powers

- 3.16 It will be necessary to delegate relevant enforcement powers to the new Field Officers so that they are equipped to exercise the Council's enforcement functions across the full range of relevant services. This will be addressed by implementing changes to the Council's Scheme of Delegations to Officers: a proposal which has already been approved in principle following a Report to the Council's Policy, Resources & Growth Committee on 9th February 2017 when it agreed that new 'Field Officer' posts be created to carry out enforcement and inspection activities across the full range of Council functions so as to enable officer resources to be maximised so as to increase overall effectiveness.
- 3.17 The Constitutional Working Group had previously considered the available options for amending the Scheme of Delegations to Officers and took the view that the optimum approach is for the Scheme of Delegation to Officers to delegate relevant enforcement powers directly to Field Officers on the basis that they exercise them in accordance with the direction and guidance of the Executive Director (or other lead officer) who has responsibility for the function being delivered. This proposal was subsequently reviewed by Counsel, who has provided reassurance regarding the legality of proceeding in this way.
- 3.18 The detailed amendments to the Scheme of Delegations to Officers referred to above will be brought before the Policy Resources & Growth Committee at a future date, before the Field Officers start to exercise the Council's functions. The proposed changes will be appended to a Report on other proposed changes to the wording of the Council's Constitution.
- 3.19 On 12th October 2017, the Council's Policy, Resources & Growth Committee amended the Scheme of Delegations in relation to the Neighbourhoods, Communities and Equalities Committee to make it responsible 'for the development and oversight of support to the Council's enforcement functions, including Field Officers'.

Services in Scope

- 3.20 The service delivery model for enforcement and inspection has the opportunity to work across a number of services and it is proposed these initially include:-
- Regulatory Services
 - Housing
 - Private Sector Housing
 - Planning Enforcement
 - Community Safety
 - City Parks
 - Highways
 - Travellers
 - Seafront Office

Citywide approach

- 3.21 By operating a 'city wide' service rather than a smaller area eg. Central Brighton and Hove and Hanover & Elm Grove we are delivering a consistent 'city wide' customer service. This approach would prevent dividing the city into different models of service delivery and risking the creation of hotspots and varying degrees of enforcement. The city wide service would need to be agile and respond to unanticipated service pressures, community priorities, emergencies or hotspots. It can form a single point of contact for councillors or MP's. It is important that the objectives and service delivery are not compromised.

Rotas and working pattern

- 3.22 The business case Appendix 1 page 16 presents 4 different rota options with different staffing levels, different hours of delivery, and different costings. All options include resource for annual leave and sickness. This is budgeted for and provided from within the Field Officer team, not relying on cover from the services in scope.
- 3.23 Two shift patterns are presented and these are 8.00-20.00 hours and 12.00-20.00 hours. Each of these options has been costed with two staffing options.
- 3.24 This new service delivery model needs to be agile and respond to not only community needs, but also service needs, and seasonal demands. As this role is launched it is critical that a cautious approach is adopted, that the work, performance and outcomes are strictly monitored and where change is needed that this is quick and responsive.
- 3.25 The role and functions delivered will be routinely reviewed to ensure that service delivery remains focused on community and service needs, resource, and seasonal demands.
- 3.26 One of the aims of the role is to deliver fast effective enforcement action citywide so it is therefore important that there is sufficient staff and resource to achieve this fast responsive delivery model. Feedback from the staff workshops highlighted that demand focuses later in the day and evening and generally not as early as 8.00am.
- 3.27 For all these reasons it is proposed that the preferred option for service delivery be 7 days a week, 12.00-20.00 with a rota of 7 full time equivalents. This would ensure that on any one day there will be between 4 and 6 staff working across the city.
- 3.28 No firm decision has yet been made on the form of the employment contract in terms of annualised hours or other contractual arrangement. These options will depend on the anticipated flexibility needed to respond to seasonal or in-week patterns of demand.

Resources and Health and Safety

- 3.29 The intention is that all the costs of the proposed new role will be funded from existing budgets across a variety of services. The services in scope are located

in NCH and EEC. The table below highlights the FTE equivalent needed from each directorate and breaks down the resource required for 'existing' functions and the resource required for 'new' functions. In the original business case Appendix 1 page 19 the total resource was 7.19 FTE, this has now been updated to include the City Parks contribution and is now 7.29 FTE. The table below is the updated version.

Fulltime Equivalent (FTE)	NCH	EEC
TOTAL FTE for EXISTING functions	4.84	1.27
TOTAL FTE for NEW functions	1.07	0.11
TOTAL	5.91	1.38
TOTAL from both Directorates inc New and Existing functions	7.29 Including all 9 services in scope	

- 3.30 This proposed new Field Officer role has an indicative grade of SO1/2 with the proviso that it is managed by M10 grade or higher.
- 3.31 The assessment of new and existing work from the services in scope matches the recommended rota for seven members of staff.
- 3.32 Appendix 1 Pages 16 to 20 of the business case details the costs required to deliver this role city wide. Including transport costs this is now updated to be £0.358m for the first year, and thereafter £0.321m per annum. Initially all of this will be funded by NCH directorate using a combination of identified budgets of £0.161m, and a contribution of £0.049 from the Housing Revenue Account (HRA). An additional £0.109m relates to a carry forward request to Policy, Resources & Growth Committee to use NCH underspends from 2017/18 to accommodate this service in 2018/19. This approach will enable the benefits to be evidenced and the service will then look at mainstream funding.
- 3.33 No staff will need to transfer into these new roles and no redundancies will be required to fund this proposed service.
- 3.34 There is an additional one off £0,050m allocation to tackle growing issues with tented communities. It is proposed to align this funding with the implementation of the proposed Field Officer role. This would fund an additional post working across the city with the aim that the service works with colleagues in City Parks to cover issues relating to tented communities.
- 3.35 There is also an existing one off £0.020m allocation to City Parks to address anti-social behaviour issues in central Brighton and Hove parks, including the Level. This intervention is currently being targeted every Friday and Saturday night for the remainder of this financial year, and the remaining resource will continue through to next financial year where there will be the opportunity to align with the proposed Field Officer role.

- 3.36 As part of this funding it is proposed to move £0.042m from the existing Noise Patrol service into the Field Officer service and review how noise services are delivered out of hours. The business case includes a more detailed report on the Noise Patrol service (Addendum pages 5 to 8) on how this service is currently delivered (including resource), and the changes that have happened over recent years.
- 3.37 The service has been operating for over 20 years and over that time the service delivery model and the hours and days of operation have changed very little.
- 3.38 In recent years we have witnessed changing trends and challenges in relation to drug and alcohol use, knife attacks, and most recently ‘acid attacks’. This ever changing environment and changing social trends are presenting new risks to the staff that deliver this service. Reductions in Police resources often means that police support is delayed or not available so in reality physically stopping a large party, or getting the music reduced to an acceptable level is not going to happen. Likewise where someone is causing a disturbance and under the influence of drugs and or alcohol stopping the noise that night rarely happens for a variety of reasons, access denied, risk, and lack of cooperation. What can be practically achieved on the night to stop the noise safely and without risk is becoming an increasing challenge and an intervention the following Saturday or Sunday is a far safer and more practical solution. Staff in the Environmental Protection Team will continue to work flexibly out of hours to respond to ongoing noise complaints. We will continue to use digital noise recording equipment to gather evidence and enable notice abatement notices to be served. We will also continue to develop partnership working with the Police to witness noise from persistent offenders.
- 3.39 The service is based at the Carelink Offices in Patching Lodge, Edward Street and operates Friday and Saturday 22.00 hours – 03.00 hours (excluding Christmas and New Year weekends). Two officers work together and deliver the service Citywide, which depending on the call pattern can result in significant travelling times, and delayed response times for our customers.
- 3.40 Officers from Regulatory Services deliver the service. This is non contracted overtime but delivered via a casual contract in addition to their substantive contract, and paid at M11. Being non contracted overtime makes the service vulnerable and on occasions the service has been cancelled as no officers have been available to work.

2016/17 Cost of service £0.042m	420 complaints over 12 months	239 visits over the year	£176 per visit
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- 3.41 This is an opportunity to modernise how we deliver noise services out of hours and review how this resource could better serve our communities and be better value for money. Lack of a mobile device in the field requires officers to routinely return to the office to check databases and property history, to print enforcement notices, and retrieve customer calls from the answer machine.
- 3.42 As the role of Field Officer is developed throughout 2018/19 and the scope is more defined, it is anticipated that the operational impact, and potential to reduce

costs and/or generate income will be monitored to inform the ongoing cost of the service from 2019/20.

- 3.43 To manage lone working, and staff health and safety, risk assessments, include lone working risk assessments will be an ongoing process. These are all established corporate processes for managing the health and safety of staff when working away from the office. Remote personal alarm systems such as 'Sky Guard' will also be available for staff to use, including the established corporate Clients of Concern database. Body cams are also being considered as part of the personal protective equipment required by the Field Officers. The Field officers will be working as a team and where necessary can call upon each other to do joint visits. Other colleagues from specialist teams and our partner agencies, including police, can also be called upon by the Field Officer.

Functions and phased approach

- 3.44 The Field Officer role and functions have been developed through a series of workshops and drop in sessions with over 60 frontline staff and managers. Discussions with Assistant Directors and DMT members have also been held regularly with NCH and EEC Directorates.
- 3.45 Evidence from our Customer Feedback Team and workshops with communities, including East Brighton and Moulsecoomb, have started to inform how we can work better together, deliver services that meets customer need, and in a way that our customers can easily access.
- 3.46 As a new and innovative programme crossing a broad range of services, all at different stages of modernisation and digitalisation, we need to adopt an agile and cautious approach to the implementation and development of this role.
- 3.47 Phase one of this programme will see Field Officers taking on the functions detailed in (Appendix 1 pages 31 to 35), this is an updated version defining the Functions more clearly. This distinguishes between new and existing functions.
- 3.48 Phase one, from June 2018, includes:
- Noise nuisance investigations inc buskers, alarms, initial response to domestic noise complaints.
 - Smoke and dust nuisance investigations for both domestic and commercial premises.
 - Low level antisocial behaviour complaints.
 - Waste on private land complaints.
 - Street trading enforcement.
 - Housing Estate Inspections.
 - Public Space Protection Order enforcement.
 - Condition of land or a property is considered harmful to the area
 - Initial assessment and evidence gathering for alleged unauthorised signage inc estate agent boards.
 - Breaches of planning condition that are easily quantifiable such as hours of use or delivery time restrictions.
 - Third party complaints relating to private sector housing inc HMOs inc overgrown gardens and drainage.

- 3.49 This will also include the comparatively new work around Public Space Protection Orders which is currently delivered by Travellers, City Parks and Seafront Team (extremely limited). These PSPO offences are:
- Occupying any vehicle, caravan, tent or other structure
 - Driving any vehicle on grass
 - Littering or fly tipping
 - Lighting or maintaining a fire
 - Defecating or urinating
- 3.50 The Field Officer role will be able to work jointly with these services to enforce PSPO offences, and will mean that these capabilities are available for evenings and weekends.
- 3.51 Phase 2 will start approximately three months after Phase 1 (i.e. September 2018) Phase 2 will review the functions delivered in Phase 1, and starts to introduce additional functions from other services, including a review of Highways functions.
- 3.52 A further Phase 3 review will be carried out in December, and again in April 2019, again looking at all functions.

Proposed Job Description and Person Specification

- 3.53 The draft person specification and job description (Addendum pages 9 to 14) has an indicative grading of SO1/2 on the proviso that it will be managed by a grade no lower than M10. It will go to a formal panel once the details and functions of this role have been finalised.
- 3.54 This role will be working in the community with communities and engaging with businesses and partners. Mobile digital technology will enable this role to work in the field and in the range of council accommodation. Police and Fire Services have also offered opportunities around possible colocation.

Digital First

- 3.55 Digital First have been working closely with services and teams to understand how services work, the processes they use, identifying examples of good working practices but also the potential for further service improvement and in particular the benefits that digitalisation can bring. The aim is to deliver a mobile tablet device, enabling fast referrals, fast effective information sharing, and moving customer contact (booking appointments, making payments) online. More on this work, including the revised proposed timetable for implementation is Appendix 1 pages 27 to 28.

Communications and Engagement Plan

- 3.56 A Communications and Engagement Plan has been developed and will continue to be delivered as this role is implemented, see Appendix 1 pages 39 to 40. Trade Unions and support services (including Finance, HR, Legal, IT and Digital First) have been engaged throughout.

- 3.57 The staff workshops and drop in sessions have been a valuable tool to develop this role and understand how it can be delivered. Also, how existing services and the proposed new Field Officer role can work together to improve customer satisfaction, develop stronger community collaboration, improve service delivery and use resources more effectively and efficiently.

Field Officer Training Needs

- 3.58 The consultation process and in particular the staff engagement workshops started to identify training needs associated with this proposed new role. The training needs document focuses on the 3 elements of the Field Officer role and shows the skills and training needs that staff repeatedly identified as part of this process. Staff identified their current skills, the future Field Officer skills, and associated training to carry out the functions of the role. The majority of training will be carried out in house with the Field Officer working closely with the existing specialised teams.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 Options for delivery of this role have been explored and are detailed in (Appendix 1 pages 12 to 13), also repeated in the paragraphs below 4.2 to 4.5.
- 4.2 **Option 1** – Preferred – Create a Field Officer team, working city wide across 9 services. This option creates a team of multi-functional Field Officers supporting a wide range of different enforcement and inspection functions, and resolving or forwarding as much as they can on the spot, improving customer satisfaction. The need for other officers to visit is kept to a minimum, and mobile working improves productivity and customer satisfaction. Field officers get to know their areas and the needs of the people who live there - communities have a greater sense of ownership. This is consistent with the objectives of the wider Communities and Neighbourhoods Portfolio.
- 4.3 **Option 2** - Digital First Solution only - Could the project be delivered through the Digital First work alone? This option maintains the separate silos of individual enforcement and inspection services, but would transform their ability to transfer information, service requests and data between services, leading to improvement in response times and customer satisfaction, and greater productivity from mobile working. So the individual service benefits are not dissimilar to the Field Officer option. But each officer is still fundamentally responsible for their 'own' service. The Field Officer role has much greater potential for a genuinely collaborative approach, not only between services but also as the eyes and ears of the council and potentially in a closer relationship with the communities they serve. This option also loses the productivity benefits that flow from a single officer responding to everything they see, avoiding the stereotypical case of several officers having to inspect or enforce at the same address.
- 4.4 **Option 3** – Large all-encompassing enforcement team made of individual services - Another option which is also not considered in greater detail here is the possibility of pulling together a wider range of enforcement teams into a specialist Enforcement Service. There is a risk that this would become too large and diverse and silo working. It would not fulfil the remit to deliver a cross-service

flexible workforce supporting community collaboration and behaviour change, and would be disconnected from the Communities and Neighbourhoods Portfolio, and not deliver the objectives and benefits that this has identified.

4.5 **Option 4 - Do nothing** – This option does not address the objectives of the Communities and Neighbourhoods Portfolio. It does not include digitisation of services and the benefits this brings. It is not consistent with the proposals already agreed at Committee.

5. COMMUNITY ENGAGEMENT & CONSULTATION

5.1 A communication plan for the programme is routinely reviewed to ensure that all stakeholders are informing the development of this role. An ongoing programme of collaboration and engagement will ensure that this role fulfils both community and service needs, and helps to coordinate service delivery with our partners.

5.2 Over the summer over 60 staff from 9 services attended 5 business improvement workshops, and 4 drop in sessions. These staff engagement opportunities provided a safe and confidential space for individual staff to raise any concerns / group work to discuss current working practices; suggests areas for improvement including how technology support us; identify good practice and improved customer service; and how we can work better together with our partners and communities.

5.3 Aims of the 5 staff workshops

- Staff informing the development of the Field Officer role
- Workshop outcomes reinforce the outcomes and benefits already identified through the wider Communities and Neighbourhoods Portfolio work
- Job Description and Person Specification have been compiled, reinforcing the need for the three elements of the role
- Responsive fast effective enforcement and inspection work
- Intelligence gathering and fast effective referrals
- Community collaboration and behaviour change
- Best practice recommendations on how we move forward with developing the role, for example, addressing lone working and transport concerns.
- All workshop outcomes will inform the next phase of the modernisation programme, including an implementation plan and enable staff to champion the role of the Field Officer.

Staff Engagement	Outputs
Workshop 1: What we do now	Seven services involved in process mapping a scenario based on customer complaints received by services, helped identify improvements to customer service and removal of duplication
Workshop 2: How technology can help us	Five services involved in identifying good practice and issues to inform a digital solution to enable a fast effective responsive approach to enforcement and inspection and referrals
Workshop 3: What we've learnt so far	Six services involved in identifying Field Officer skills and training requirements; addressing lone working and transport issues and concerns raised by individual staff;

	and potential functions and task of the Field Officer
Workshop 4: How we can work better together with partners and communities	Building on the work of the previous workshop staff from two services co-ordinated partnership working with a focus on benefits to our communities and what customers value
Workshop 5: Mapping a current process	Four services involved in mapping and providing constructive challenge to an existing process - support and advice provided to a prospective HMO customer – with the view to identifying good practice; opportunities for improved communication and how technology can better support.

- 5.4 In addition there were routine briefings with heads of service at NCH and EEC DMTs. As part of this programme there were also routine briefings with union representatives. Further briefings and workshops are planned.
- 5.5 Meetings have also been held with external partners inc briefing to City Management Board and Community Initiatives Partnership.
- 5.6 Utilising information from workshops with communities in Elm Grove and Hanover, Moulsecomb, East Brighton has also helped to inform the development of the role.
- 5.7 Addendum pages 24 to 26 details a table of the outcomes and benefits of the Communities and Neighbourhoods Portfolio, and aligns these with the three elements of the Field Officer role. This consultation process has enabled us to demonstrate the enforcement and inspection programme is an essential component part of the Communities and Neighbourhoods Portfolio, and the need for this modernisation opportunity.
- 5.8 As this proposed role has developed there have been ongoing discussions and meetings with both unions, GMB and UNISON, but also with external partners including Police and Fire.
- 5.9 GMB have made the following comments:

We do not support this role and we find it very difficult how this can be justified in the current financial climate that the council find itself in. This will also cause further confusion and duplication and not in our view assist the public in anyway. And finally as the NCH directorate is going through a major restructuring this is money that could be spent elsewhere for benefit of staff and the wider community

*Mark Turner
GMB*

- 5.10 UNISON have made the following comments:

*Unison opposes the introduction of this new role.
We believe this is an unnecessary expensive and irresponsible proposal.
As members will know we have gone through many years of cuts to budgets and redundancies and these are set to continue into the next financial year, this is a*

£300K+ growth item whose costs could have been used to offset the redundancies in the latest NCH re-organisation.

The role as designed also has the effect of increasing the demand for Council services through feeding into increased expectations of the public and therefore runs contrary to the strategy that has been followed for the last six years of decreasing the expectations of the public of what can be delivered by the Council following on from austerity.

It duplicates the services provided by departments and lacks clarity in lines of accountability of service provision.

It attempts to portray the Council as open and accessible 24/7 but is paid for through cutting the Weekend Noise patrol a service that many desperate residents turn to when they have anti-social neighbours.

It throws up a number of health and safety concerns around lone working and isolated staff without effective supervision.

In summary it is an expensive gimmick that will do nothing to increase the efficiency of the Council.

*Richard Woolven
Unison*

5.11 Nigel Cusack City Borough Commander, East Sussex Fire & Rescue Service
East Sussex Fire and Rescue Service has made the following comments:

As a proposal the business case for the Field Officer Role within the Communities and Neighbourhoods Portfolio gains support from East Sussex Fire and Rescue Service (ESFR) and has the potential to support the aims of the Service in relation to Collaborative working. In addition this role also supports reaching out across our communities offering support and assistance to those that are deemed vulnerable within our communities.

The role specifically identifies the sharing of information and expertise with BHCC key partners avoiding duplication, and moving away from silo working, to reduce the number of interactions customers have with different services, ESFRS are fully supportive of this approach and would look to provide some early awareness and training to support the delivery of Home, Business, Road or Water safety education, or deliver training in the awareness in the pathway referral process and identification of those vulnerable to fire.

Fire and Rescue priorities have synergy with the role in relation to community collaboration and supporting the work with communities to build resilience, allowing residents to take greater control to make a difference in their neighbourhoods. This is currently reflected by our work in partnership with BHCC and the City Initiatives Partnership (CIP) which identifies key themes to seek ways of improving health and wellbeing and access to safety information. It is felt that the Field Officer role could support this partnership and provide additional data on those that would benefit from fire safety and wellbeing advice or intervention.

There are also clear links to the PSPO elements that are identified in support of the reduction of deliberate fire setting, either by disaffected youths or by those in tented communities and or residing on the streets of Brighton and Hove.

As a final strand we would like to seek out the opportunities for collaborating across services and the possibility for the Field Officer roles to be agile in their work and be able to utilise our three fire stations across the City to enhance working relationships, open communication and referrals routes and support the wider agenda of collaborative, efficient working.

- 5.12 Edward De La Rue, Superintendent, Brighton and Hove Division Sussex Police wanted to add the following comments:

I see the proposed Communities & Neighbourhoods Field Officer role as a very positive development. Sussex Police are currently introducing and embedding our new Prevention model for local neighbourhoods; this will be focused on dedicated officers protected from abstraction in order to work with local communities and partners. Brighton & Hove City Council are a critical partner for us, and I believe that the creation of a team of dedicated Field Officers able to address local issues through enforcement and wider community collaboration initiatives will enable both organisations to work together more efficiently and effectively and thereby deliver a better service to local people.

6. CONCLUSION

- 6.1 The proposed Field Officer role is part of the wider Communities and Neighbourhoods Portfolio, and has been developed collaboratively with staff, service heads, communities and our partners.
- 6.2 This new flexible role will deliver coordinated fast and effective enforcement and inspection work across 9 council services, while at the same time working proactively with communities, and our partners.
- 6.3 It is proposed to have seven Field Officers delivering services, citywide, 7 days a week, between 12.00 and 20.00. This role will have access to a mobile device facilitating fast effective referrals while also enabling information and evidence to be quickly and accurately gathered. This delivery model will enable services to be accessed early evening and at weekends when currently there is little or no service provision.
- 6.4 This role needs to be responsive and agile to meet customer and service needs, and ensure that a collaborative approach to service delivery is maintained.
- 6.5 This new service delivery model will bring services together to deliver a better customer service for our residents, visitors and businesses.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 The cost of the recommended Option 1 is an up-front cost of £0.039m to pay for counsel advice, the software and the hand-held tablets, and an annual ongoing cost of £0.321m. The up-front costs of £0.039m will be paid for by the digital first programme (£0.038m) and £1,000 from current supplies and services budget for counsel advice. The Field Officer Service is estimated to cost of £0.319m during 2018/19 (the business case in Appendix one does not include the transport costs

estimate of £9,940) All of this will be funded by NCH directorate using a combination of identified budgets of £0.161m, a contribution of £0.049 from the Housing Revenue Account (HRA) and £0.109m. This relates to a carry forward request to Policy, Resources & Growth Committee to use NCH underspends from 2017/18 to accommodate this service in 2018/19.

- 7.2 The business case describes that cashable benefits may be possible as the result of better productivity through the use of the new digital first platform. There is some evidence in the pest control service that the use of the mobile devices may free up existing staff time so that the existing service has greater capacity to complete income generating work. However, it is too early to quantify this at this stage of the programme. Therefore, current budget proposals for this service assume no extra income generation for 2018/19 and beyond.
- 7.3 As the role of Field Officer is developed throughout 2018/19 and the scope is more defined, it is anticipated that its operational impact and potential to reduce costs and/or generate income will be monitored to inform the ongoing cost of the service from 2019/20.

Finance Officer Consulted: Monica Brooks Date: 01/11/17

Legal Implications:

- 7.4 The Council's enforcement and inspection powers may be exercised out only by those of its officers to whom relevant powers are delegated, or who are authorised to exercise the powers delegated to more senior officers. This report has outlined the need to delegate relevant enforcement powers to the new Field Officers to equip them to exercise the Council's enforcement functions across the relevant services. This need will be addressed by implementing changes to the Council's Scheme of Delegations to Officers: a course of action which has already been approved in principle following a report to the Council's Policy, Resources & Growth Committee on 9th February 2017. That Committee's formal approval to make the necessary changes to the Scheme will be sought in a future Constitutional Review Report to which will be appended the proposed amendments to the Scheme of Delegations to Officers.

Lawyer Consulted: Victoria Simpson Date: 01/11/2017

Equalities Implications:

- 7.5 Equalities Impact Assessment (EIA) for the Communities & Neighbourhoods Portfolio is due March 2018.
- 7.6 However, EIA's for the Communities and Neighbourhoods component programmes are currently being developed by the Communities and Neighbourhoods Coordination Group. This includes the EIA for this proposed Field Officer role.

Sustainability Implications:

- 7.7 Where possible waste and litter that is still in relatively usable condition, for this to be re-directed to local charities. There may also be scope to building in a

partnership with the local Freegle coordinator (Cat Fletcher cat.scrig@gmail.com) to help redirect the waste that is found and prevent it from being taken to landfill. This could also reduce our landfill charges, contribute to circular economy in the city and support local charities.

- 7.8 It would be good to include information about the Biosphere programme into the Field Officer training.
- 7.9 Ensure FO is linked well with all local Community Development Workers. CDWs have a lot of knowledge/expertise of their communities, issues and concerns relating to particularly individuals and particular hotspots in the area. Similarly that they are linked in with Friends of Groups and the new citywide group that is being established (as a Biosphere project) for bringing all friends of groups together. This is called - Brighton and Hove Green Spaces Forum network of friends groups. (contact Rich Howorth for further details – rich.howorth@brighton-hove.gov.uk).

Sustainability Development Officer: Mita Patel

Date : 13/11/17

Crime & Disorder Implications

- 7.10 The proposed new Prevention Policing Model will shortly be implemented and work alongside the Field Officer role.

Risk and Opportunity Management Implications

- 7.11 The updated risks are detailed in Appendix 1 Page 21 to 26 of the business case.

SUPPORTING DOCUMENTATION

Appendix 1: Business Case – Proposed Field Officer Role

Addendum: Documents embedded within the original Business case (Appendix 1)

APPENDIX 1 - Full Business Case and Options Appraisal

Corporate Modernisation Delivery Board

Subject: Field Officer Role – Full Business case (part of Communities and Neighbourhoods Portfolio)

Date of meeting: 27 September 2017

Report of: Larissa Reed, Director, Neighbourhoods Communities and Housing

Contact officer: Annie Sparks, Joint Acting Head of Regulatory Services ext 2436

1. Introduction

This report sets out the Business Case for a new Field Officer role as part of the wider Communities & Neighbourhoods Portfolio, which was reported to the NICE Committee in July 2017. The objectives for the role are to deliver a more effective service (for residents, visitors and businesses), and to work in a more collaborative and proactive way with communities.

The services and functions for the role have been developed collaboratively, including five workshops and four drop-in sessions for staff (over 60 attended). and informed by wider discussion with stakeholders. The service aims to launch in April 2018, with the phased addition of new and existing functions over time, as services are at different states of readiness. This business case represents, perhaps like Orbis, a stage on a journey rather than a finished product.

The team is likely to consist of 7 full time SO1/2 staff (indicative grade at this point), delivering a 365 day service, from 12 midday until 8pm. This will provide 4 members of staff on duty, with cover, working flexibly and proactively across the city in response to seasonal or local priorities. The recommended rota and Field Officer costs are on page 17. The functions of the Field Officers are listed on page 27. The job description and indicative grade are on page 11. The Field Officers will form an important link between communities and services, and will become a useful single point of contact for service users and members.. They will also be an important source of service improvement intelligence.

The service is likely to sit in the Neighbourhoods, Communities and Housing Directorate as it is part of the Directorate's portfolio and existing functions, and its final management arrangements would also align with the ongoing NCH restructure of services.

APPENDIX 1 - Full Business Case and Options Appraisal

The total cost of the service is £348,100 in the first year. The role has been developed on the basis of being cost neutral. Funding will be provided by the NCH and EEC Directorates based on their respective volumes of work with the new team.

The Field Officers will work with a mobile device which, based on a Digital First pilot project in Pest Control, will greatly improve productivity in the services the Field Officers support, and which will improve customer satisfaction. An indirect benefit of the programme is some limited potential for income generation in some services, but this was not an objective for the Business Case.

2. Recommendations

CMDB are recommended to approve Option 1 as the preferred option (page 12) and to agree the following recommendations:

1. Facilitate collaboration from all services and agree the proposed phasing of functions and services (based on the workshops with frontline staff and managers). See page 9 and Appendix 1 on page 27 below;
2. Agree the recommended 12-8pm, 7-member rota (see pages 17 and 9), and the funding and resources required for the set-up of the FO support role (page 19-20 below).
3. Note the timetable for implementation and associated communication and engagement work with key stakeholders (Members, external agencies, staff and unions) (page 34);
4. Note the risks and mitigation actions (page 22).
5. Note the Digital First timetable for delivery (Page 24).
6. Confirm this as a city-wide service, with the management role determining the operational allocation of resource according to seasonal demand and city-wide priorities.
7. Note that Counsel's opinion will be required on the best way to equip Field Officers with the powers needed for the functions specified in Appendix 1 (see page 8).

3. Further work, issues and risks

Please note that ASG comments are being provided after CMDB have considered this business case.

1. Budget

The Field Officer role is based on existing and new functions being 'transferred' from current services, but the budget for the Field Officer team will be funded by the NCH and EEC Directorates based on a simple total allocated to each Directorate. It is anticipated the Team will be in place in April 2018, with a full complement of staff, with a three month and a six month review to consider progress and what additional functions are ready to be added.

2. NCH restructure

At the time of writing, it is uncertain exactly how the Field Officer role will be managed and where it will be located.. Although the Field Officer role has been developed separately, it is likely that the formal consultation over the restructure will involve

APPENDIX 1 - Full Business Case and Options Appraisal

discussion over the role, and more communications and engagement work may be needed to disentangle the issues as the timetable moves towards the NICE Committee in November 2017, and key budget decisions in February 2018.

3. Additional Field Officer functions

The Field Officer role is being launched cautiously - Phase one will cover the range of functions that the new service can deliver with confidence, and these will provide the foundation for the incremental addition of further functions and support services. The timing and sequencing for adding more functions is not yet decided, and more work is needed here. Training will be delivered by the 'host' services from April onwards, as part of the process.

4. Digital

The digital mobile platform is key to the role in improving productivity, collaboration and speed of resolution for customers. The Digital First pilot has successfully demonstrated the potential of the new way of working, but there are some risks and issues associated with this (non-standard device; security; printing; purchase timing, sharing information digitally across services).

APPENDIX 1 - Full Business Case and Options Appraisal

Full Business Case	
Service Redesign Name	Field Officer role
Directorate/Service	NCH and EEC
Full Business Case Author	Annie Sparks, Joint Acting Head of Regulatory Services
Date Full Business Case drafted	19 September 2017
Senior Responsible Owners	Larissa Reed and Nick Hibberd, Directors of NCH and EEC
Programme or Project Manager	Carole Convers, Programme Manager, CPMO

1. Executive Summary & Recommendations

The aim of the administration's Communities & Neighbourhoods Portfolio is to put communities at the heart of service delivery, make effective use of resources and support the delivery of savings. Different ways of thinking and working are needed to collaborate and achieve positive change.

The Communities and Neighbourhoods Portfolio is delivering 3 programmes:

1. Community and neighbourhood hub development (physical and virtual)
2. Community collaboration (volunteering and governance)
3. Enforcement & inspection (development of the Field Officer role).

A business case has been developed for the wider Communities & Neighbourhoods Portfolio, which was agreed May 2016 by the Corporate Modernisation Delivery Board. The option agreed was to implement a model of collaborative working and service improvement.

This business case focuses on how we deliver enforcement and inspection functions across services to reduce the costs to the council and give a better service to our communities across the City. A new Field Officer role is being developed to deliver coordinated fast and effective enforcement and inspection work across a number of council services, while at the same time working proactively with communities, and our partners.

Working in our communities and with our communities promotes a more proactive and preventative way of working, that delivers solutions and resolves problems. Delivering a better customer service for our residents, visitors and businesses is at the heart of this programme.

Following CMDB's approval of the Direction of Travel for this in March, the NICE Committee have already agreed (3 July 2017) to the aims and objectives around the proposed Field Officer role. This Business Case sets out how these could be implemented while at the same time working alongside the principles set out in the wider Communities and Neighbourhoods Portfolio and Business Case.

Developing this Business Case has required close working with a variety of services, staff and partners, to identify how we best integrate service delivery, reduce silo working, align services, and provide more consistency. Identifying how we achieve this has been a challenge as our services are at very different stages of modernisation and digitalisation. The recommendations have reflected this and highlighted where further work is needed.

APPENDIX 1 - Full Business Case and Options Appraisal

CMDB are asked to approve this Business Case which recommends a team of mobile Field Officers working 7 days a week including some evening working, covering the whole city. It is proposed that this role will work flexibly across services, preventing duplication, reducing response times and improving the way customers access services, with improved customer satisfaction. The Field Officers will be trained by the services they support so they can take appropriate fast and effective action, or refer on with accuracy. Digital solutions are being developed and piloted to enable this to happen.

The Field Officers will be managed as a Team. The location and management structure of the team has yet to be decided. The pending restructure of Neighbourhoods, Communities and Housing Directorate will influence this. Although the Field Officer role has been developed separately, it is likely that the formal consultation over the restructure will involve discussion over the role, and more communications and engagement work may be needed to disentangle the issues as the timetable moves towards key budget decisions in February 2018.

Recommendations

CMDB are recommended to approve Option 1 as the preferred option (page 12) and to agree the following recommendations:

1. Facilitate collaboration from all services and agree the proposed phasing of functions and services (based on the workshops with frontline staff and managers). See page 9 and Appendix 1 on page 27 below;
2. Agree the recommended 12-8pm, 7-member rota (see pages 17 and 9), and the funding and resources required for the set-up of the FO support role (page 19-20 below).
3. Note the timetable for implementation and associated communication and engagement work with key stakeholders (Members, external agencies, staff and unions) (page 34);
4. Note the risks and mitigation actions (page 22).
5. Note the Digital First timetable for delivery (Page 24).
6. Confirm this as a city-wide service, with the management role determining the operational allocation of resource according to seasonal demand and city-wide priorities.
7. Note that Counsel's opinion will be required on the best way to equip Field Officers with the powers needed for the functions specified in Appendix 1 (see page 8).

2. Objectives

The aims and objectives of the proposed Field Officer role are consistent with those of the Communities & Neighbourhoods Portfolio, namely to put communities at the heart of service delivery, while at the same time supporting delivery of savings and making effective use of resources. The objectives of this new role are to:-

- Improve customer satisfaction with services through citizen engagement, joined up service delivery making services easier to navigate
- Be better connected, sharing information and expertise with our key partners to avoid duplication, move away from silo working and reduce the number of interactions customers have with different services

APPENDIX 1 - Full Business Case and Options Appraisal

- Be smarter with universal services, providing digital solutions for high level transactions, automating connections to back office services, reducing the need for officer intervention and promoting self-help
- Work with communities to build resilience, allowing residents to take greater control to make a difference in their neighbourhoods.

3 elements of the role have been identified:-

1. Enforcement activities that are quick and responsive to customer needs (include Fixed Penalty provisions). Timely effective enforcement action resolves problems which will reduce unnecessary demand on partners and services.
2. Gathering intelligence and evidence for existing specialist services. Gathering quick and robust evidence including photographs, mapping and statements to inform these services and enable them to deliver faster, more effective and coordinated enforcement action that is resolving both environmental and community problems.
3. Working proactively promoting behaviour change and community collaboration.

Each of these elements will be covered by the training programme.

3. Background and context

CMDB are familiar with the background, having last considered this in March 2017 to approve the Direction of Travel report. The City Management Board is also aware of the broad proposals (Feb 17) as are members of the Community Initiatives Partnership – the Field Officer role was presented to their June 2017 meeting around collaboration with Police and ESFRS.

Developing the Field Officer role is just one of the programmes being delivered by the wider Neighbourhoods and Communities Portfolio. In addition to community development and stronger community collaboration this portfolio aims to deliver services consistently, more effectively and more efficiently, and improve customer satisfaction. The proposed Field Officer role will help to achieve this, and by working in our communities will have a preventative role that stops cases escalating and putting a demand on resources and services.

Customer Insight Report 2016-2017

It is noted from the latest Customer Insight Report 2016-2017:

- Customer satisfaction with the city council is 60%. This is a 1% increase. The national benchmark is 68%. This shows that the council needs to continue improving its customer satisfaction levels.
- Customer satisfaction is highest when using a face to face channel, and lowest for contact by email. This reinforces the need for a Field Officer role working in our Communities and having face to face contact.

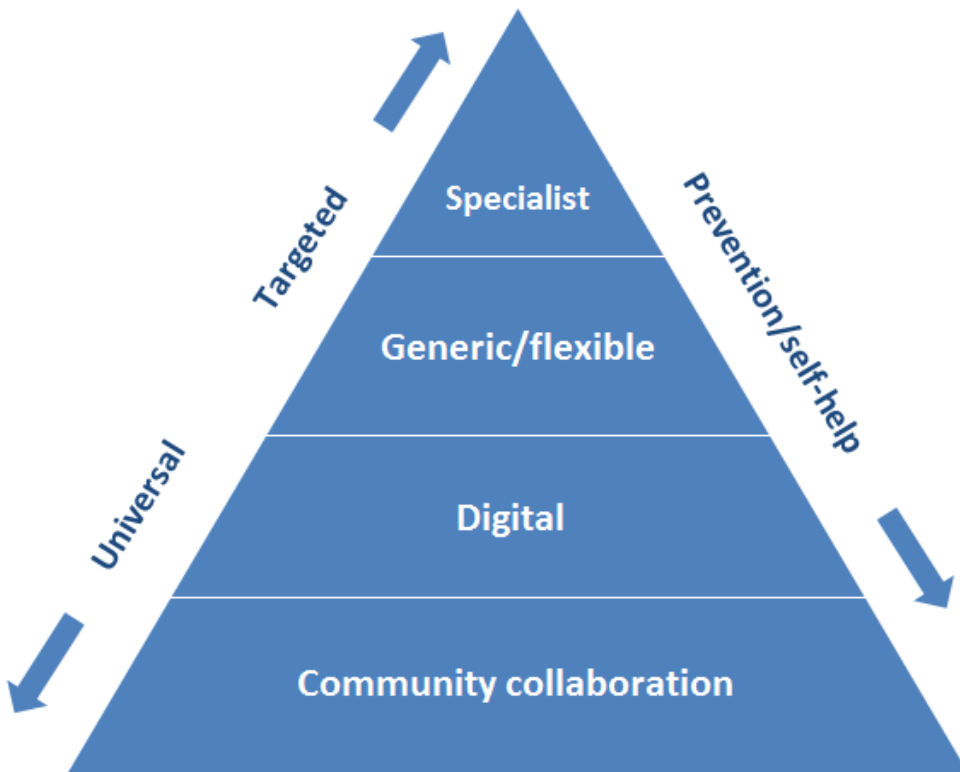
The method of customer contact continues to move in the direction of increased digital access. With budget pressures and increased demand the council needs to strongly consider further digitalisation.

APPENDIX 1 - Full Business Case and Options Appraisal

Service delivery model including rotas and geographical areas

The service delivery model for enforcement and inspection aligns with the proposed service delivery model for the wider Communities and Neighbourhoods Portfolio.

Communities & Neighbourhoods: Service Delivery Model



Principles:

Specialist: High cost services/interventions with individual customers (eg. social care, housing)

Generic/flexible: Services provided by staff to non-specific customers (generic customers, flexible staff)

Digital: Information and services delivered electronically

Community collaboration: Services designed and delivered in consultation and/or partnership with the community

The model will be the same for each neighbourhood and community of interest

The size of each segment will be relative to the needs of the neighbourhood or community it serves

Some services will be targeted, some universal. Focus is on prevention and self-help to reduce demand

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The proposed new Field Officer role needs to be a generic and flexible working across existing services and supporting the specialist/technical roles located in these services. These existing specialist technical roles deliver highly skilled work and are often involved with complex cases, and can require professional qualifications.

The Field Officer will help to release existing skilled and specialist staff to focus on this lengthy and complex casework and enforcement activities. It is aimed that this will help existing services to use their current resources more effectively and efficiently, task the Field Officer to gather evidence, and also undertake quick win immediate enforcement roles. This flexible and generic role will often be demand led with fast response times and responding to community needs and priorities using new digital technology. This may include new enforcement fixed penalty notice work such as the enforcement of the new Public Space Protection Order (PSPO). This is reflected in the model above.

When developing a new role working across so many different service areas there is a risk of increased demand and having a negative impact on customer service . It is for this reason that we need to have clear baselines that we work to, and at the same time link this to resources we have available. In some cases initial demand can be mitigated through new solutions ie. Digital.

Delivery of this role relies on clearly defined work processes with clearly defined 'hand offs' when a case is passed to another agency or specialist team, and to also clearly define when a case is concluded. This needs to be supported by a comprehensive programme of training.

Delegation of powers

It will be necessary to delegate relevant enforcement powers to the new Field Officer role so that they are equipped to exercise the Council's enforcement functions across the full range of services. This will be addressed by implementing changes to the Council's Scheme of Delegations. This has already been approved in principle following a Report to the Council's [Policy, Resources & Growth Committee on 9th February 2017](#). It is proposed that in any event, all of the Council's enforcement activities, whether carried out by the new roles or not, will continue to be underpinned by the Council's Enforcement Policy.

Services in scope

The service delivery model for enforcement and inspection has the opportunity to work across a number of services and it is proposed these include:-

1. Regulatory Services
2. Housing
3. Private Sector Housing
4. Planning Enforcement
5. Community Safety
6. City Parks
7. Highways
8. Travellers
9. Seafront Office

City wide approach

By operating a 'city wide' service rather than a smaller area eg. Hanover & Elm Grove we are delivering a consistent 'city wide' customer service. This approach would prevent dividing the city into different models of service delivery and risking the creation of hotspots and varying degrees of enforcement. The city wide service would need to be agile and respond to unanticipated service pressures, community priorities, emergencies or hotspots.

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It can form a single point of contact for councillors or MP's. It is important that the objectives and service delivery are not compromised.

Rotas

The preferred rota¹ (costs shown in Section 5 on page 17) includes resource for annual leave and sickness (based on 14% additional cover). This is budgeted for and provided from within the Field Officer team, not relying on cover from the services in scope.

Two rota options are presented – these are 8.00-20.00 hours and 12.00-20.00 hours. Hours worked beyond 20.00 would be paid at time-and-a-third.. Each option has been costed with two staffing options. The preferred option for the rota is discussed in Section 5.

The final rota design will complement out of hours work currently being delivered.

No firm decision has yet been made on the form of the employment contract in terms of annualised hours or other contractual arrangement. . These options will depend on the anticipated flexibility needed to respond to seasonal or in-week patterns of demand.

Functions – phased approach

The Field Officer role and functions have been developed through a series of workshops and drop in sessions with over 60 frontline staff and managers. Discussions with Assistant Directors and DMT members have also been held regularly with NCH and EEC Directorates.

Understanding what our customers need and how we can work better with our communities has also been part of this Business Case, and developing the role its functions of this proposed role. Evidence from our Customer Feedback Team and workshops with communities in Whitehawk and Moulsecoomb have started to inform how we can work better together, deliver services that meets customer need, and in a way that our customers can easily access.

As a new and innovative programme crossing a broad range of services, all at different stages of modernisation and digitalisation, we need to adopt an agile and cautious approach to the implementation and development of this role. As with the Orbis business case, the Field officer role is more of a journey than a description of a finished product. To that extent it will evolve and develop over time, alongside the services the role supports, and the needs of customers. It will continue to align with the rest of the Communities and Neighbourhoods Portfolio. Subsequent phases are defined below to reflect this approach.

Phase one will see Field Officers taking on the functions detailed in Appendix 1. This distinguishes between new and existing functions, and the Associated Fulltime Equivalent (FTE) resource that will be required from both NCH and EEC Directorates. Phase one, from April 2018, includes:

1. Noise nuisance investigations inc buskers, alarms, initial response to domestic noise complaints².
2. Smoke and dust nuisance investigations for both domestic and commercial premises.
3. Low level antisocial behaviour complaints.
4. Waste on private land complaints.
5. Street trading enforcement.
6. Housing Estate Inspections.

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7. Public Space Protection Order enforcement.
8. Condition of land or a property is considered harmful to the area
9. Initial assessment and evidence gathering for alleged unauthorised signage inc estate agent boards.
10. Breaches of planning condition that are easily quantifiable such as hours of use or delivery time restrictions.
11. Third party complaints relating to private sector housing inc HMOs inc overgrown gardens and drainage.

This will also include the comparatively new work around Public Space Protection Orders which is currently delivered by Travellers, City Parks and Seafront Team (extremely limited).

These PSPO offences are:

PSPO Prohibitions :
• Occupying any vehicle, caravan, tent or other structure
• Driving any vehicle on grass
• Littering or fly tipping
• Lighting or maintaining a fire
• Defecating or urinating

The Field Officer role will be able to work jointly with these services to enforce PSPO offences, and will mean that these capabilities are available for evenings and weekends.

Tented communities are a growing demand on services. City Parks, Travellers Team and the Seafront office are attempting to respond to this new area within existing resources. The PR&G Committee have already agreed a one-off allocation of £50k towards this work. There is an opportunity with this new Field Officer role to assess and pilot how these staff could help to manage this sensitive issue.

Monitoring and performance reporting based on the objectives for the
Ensuring alignment with the C&N Portfolio and ensuring it does not become disconnected.. .-

Phase 2 starts approximately three months after Phase 1 (i.e. July 2018)

Phase 2 reviews the functions delivered in Phase 1, and starts to introduce additional functions from other services, including Highway Licensing, and Highway Permits.

A further Phase 3 review will be carried out in October, and again in April 2019, looking at all functions.

It is proposed that this role can be delivered as cost neutral with services transferring functions and the associated resource. However this Business Case starts to identify potential savings and income opportunities.

Proposed Job Description and Person Specification

The draft person specification and job description³ has an indicative grading of SO1/2 on the provision that it will be managed by a grade no lower than M10. It will go to a formal panel once the details and functions of this role have been finalised.

³

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If this role is approved the next stage will be to assess the impacts on existing roles and, where necessary embark on a formal consultation.

Digital First

Digital First have been working closely with services and teams to understand how services work, the processes they use, identifying examples of good working practices but also the potential for further service improvement and in particular the benefits that digitalisation can bring. The aim is to deliver a mobile hybrid device, enabling fast referrals, fast effective information sharing, and moving customer contact (booking appointments, making payments) online. More on this work, including the proposed timetable for implementation is found on page 24.

Communications and Engagement Plan

A Communications and Engagement Plan has been developed and will continue to be delivered as this role is implemented, see Appendix 3. Trade Unions and support services (including Finance, HR, Legal, IT and Digital First) have been engaged throughout.

The timing and complexity of this Business Case has meant that ASG comments will be sought retrospectively pending the CMDB decision in principle.

The staff workshops and drop in sessions have been a valuable tool to develop this role and understand how it can be delivered. Also, how existing services and the proposed new Field Officer role can work together to improve customer satisfaction, develop stronger community collaboration, improve service delivery and use resources more effectively and efficiently.

Field Officer Training Needs⁴

The consultation process and in particular the staff engagement workshops started to identify training needs associated with this proposed new role. The training needs document focuses on the 3 elements of the Field Officer role and shows the skills and training needs that staff repeatedly identified as part of this process. Staff identified their current skills, the future Field Officer skills, and associated training to carry out the functions of the role.

Other Local Authorities⁵

Initial website searches of comparator Council's who belong to the Chartered Institute of Public Finance and Accountancy (CIPFA) show that 2 Local Authorities, Medway and Newcastle have similar roles to the Field Officer. Further searches showed another 4 Local Authorities; Kent CC, Crawley DC, Chichester DC and Canterbury CC also have similar roles.

Corporate Principles and Priorities

The Communities & Neighbourhood portfolio supports delivery of all corporate principles and priorities:

Principles:

- Public accountability
- Citizen focused

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- Increasing equality
- Active citizenship

Priorities:

- Economy, jobs & homes
- Children & young people
- Health & wellbeing
- Community safety & resilience
- Environmental sustainability

Programmes and Projects

The Field Officer role is part of the Communities and Neighbourhoods Portfolio, which was reported to the [NICE Committee on 3 July 2017](#).

The Communities and Neighbourhoods Portfolio is delivering 3 programmes,

- Community and neighbourhood hub development (physical and virtual)
- Community collaboration (volunteering and governance)
- Enforcement & inspection (development of the Field Officer role).

4. Preferred Option

Option 1 – Preferred – Create a Field Officer team, working city wide across 9 services. This option creates a team of multi-functional Field Officers supporting a wide range of different enforcement and inspection functions, and resolving or forwarding as much as they can on the spot, improving customer satisfaction. The need for other officers to visit is kept to a minimum, and mobile working improves productivity and customer satisfaction. Field officers get to know their areas, and the needs of the people who live there - communities have a greater sense of ownership. This is consistent with the objectives of the wider Communities and Neighbourhoods Portfolio.

Option 2- Digital First Solution only - Could the project be delivered through the Digital First work alone? This option maintains the separate silos of individual enforcement and inspection services, but would transform their ability to transfer information, service requests and data between services, leading to improvement in response times and customer satisfaction, and greater productivity from mobile working. So the individual service benefits are not dissimilar to the Field Officer option. But each officer is still fundamentally responsible for their 'own' service. The Field Officer role has much greater potential for a genuinely collaborative approach, not only between services but also as the eyes and ears of the council and potentially in a closer relationship with the communities they serve. This option also loses the productivity benefits that flow from a single officer responding to everything they see, avoiding the stereotypical case of several officers having to inspect or enforce at the same address.

Option 3 – Large all-encompassing enforcement team made of individual services - Another option which is also not considered in greater detail here is the possibility of pulling together a wider range of enforcement teams into a specialist Enforcement Service. There is a risk that this would become too large and diverse and silo working. It would not fulfil the remit to deliver a cross-service flexible workforce supporting community collaboration and behaviour change, and would be

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disconnected from the Communities and Neighbourhoods Portfolio, and not deliver the objectives and benefits that this has identified.

Option 4 - Do nothing – This option does not address the objectives of the Communities and Neighbourhoods Portfolio. It does not include digitisation of services and the benefits this brings. It is not consistent with the proposals already agreed at Committee.

OPTION 1 Citywide Field Office service – the preferred option

1. Description of the option

See above

2. Is this the preferred option?

Yes for the reasons above.

3. Cashable benefits

What are the anticipated financial savings from the programme or project? Profile the savings over the lifetime of the programme or project.

The field officer role would not in itself generate cashable benefits. However, cashable benefits may be achievable from the Digital First platform. This is based on the greater productivity evidenced by the Pest Control pilot, Their hybrid mobile device (with direct data input into a shared data base whilst in the field) frees up existing staff time so that the existing service has greater capacity to complete income generating work - Pest Control officers can complete more chargeable jobs. The 2017-18 Pest Control income budget had an additional income target of £20k which the service is currently on track to deliver (TBM4). At this stage of the programme we cannot quantify what if any income generation can be achieved from the proposed Field Officer role.

4. Non-cashable benefits, including the Communities & Neighbourhoods Portfolio benefits profile⁶

Every non-cashable benefit (or improvement) should be expressed in measurable terms, and the current situation understood and baselined before the programme or project is implemented. Include benefits from the perspective of the customer

Current situation	Benefits expected	Measured outcomes that you hope to achieve	How will the benefits be measured?
The FO role is flexible and able to add additional functions as needed.	Greater flexibility enabling the organisation to respond to change without additional costs.	A widening level of functions delivered by Field Officer at the six month and twelve month review.	Existing reports and Future monitoring and performance still to be defined.
Management information weak.	Single service under one manager improves collaboration and sharing of information and intelligence. Mobile platform enables data sharing, and real time performance monitoring. Greater potential for proactive working based on frontline knowledge and data	A new suite of real-time reports produced by the mobile platform. Pest Control has already piloted this.	Mobile platform reporting. Existing reports and Future monitoring and performance still to be defined.

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	analysis. Closer alignment with community priorities.		
Services 'siloed' and working independently Customers dealing with multiple services working to different response times. Duplication of resources Limited career development opportunities	Improve customer satisfaction with more effective and efficient communication More responsive service to tackle variation in demand by adopting an agile approach to better respond to customer and operational needs. Generic and flexible role working across existing services and more effective use of resource. Ability to access and pay for services online. Faster service coordinated response times. Single point of contact. Improved staff morale in being involved in a wider remit of work and personal development opportunities	Customer Insight and satisfaction metrics. Reports show a growing % of work booked online.	Existing reports and Future monitoring and performance still to be defined. Existing reports and Future monitoring and performance still to be defined.
Specialist teams	Removal of transactional, straightforward activities from skilled specialist officers and more effective use of resource.	Higher productivity and job satisfaction of specialist staff.	Existing reports and Future monitoring and performance still to be defined.
Low awareness of, and difficulties in finding and accessing services having a negative impact on customer satisfaction and effective service delivery	Improved customer satisfaction More effective use of resources Improved resident health and well-being	Services easier to access Communities better able to access services in their neighbourhoods Joined up approach to service delivery and collaboration	Feedback from users of services in the area on awareness of and navigation and access to local services and buildings following the implementation of the programme
Ward members regularly approached by residents to resolve operational issues, and difficulties identifying who to approach to resolve issues. Services working in isolation with little or no coordination and duplication resulting.	Improved customer satisfaction Faster effective referrals to services Improved job satisfaction More resilient communities Greater democratic participation	Greater support for Members engaging with communities Problems resolved through community collaboration Better response to complaints.	Feedback from users of services Members feel more supported through use of new tool(s) developed inc mobile hybrid platform for use in the field. Complainants have their issues dealt with more openly and swiftly
Perception by some residents	Improved customer satisfaction More resilient communities	Communities able to influence decision making in their area	Residents feedback following

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that public sector services have not listened to their issues or effectively addressed their concerns		Problems resolved through community collaboration	implementation of greater collaborative working
Existing community based digital resources not used to full capacity, and limited use of digital services online	More effective use of resources. Improved resident health and well-being Improved customer satisfaction Improved job satisfaction	<ul style="list-style-type: none"> • People better able to access digital services • People more able to self-help • Cost of transactions reduced • Unnecessary journeys reduced • Website clearer and easier to navigate 	Increased use of existing community based digital resources, and online services
Inconsistent levels of collaboration between different services, external partners, and communities	More resilient communities Improved resident health and well-being More effective use of resources Improved customer satisfaction Improved job satisfaction Share resources and information effectively inc co-location opportunities.	<ul style="list-style-type: none"> • Communities empowered to co-design services • Communities have greater access to information and expertise • Problems resolved through community collaboration • Stronger relationship between sectors • Closer working between organisations • Joined up approach to service delivery • Innovation is encouraged and rewarded 	Number of services and partners working together and range of activities and resources that are being shared or jointly used/delivered
Opportunities for greater involvement by private sector, including universities	More resilient communities Improved resident health and well-being More effective use of resources Improved job satisfaction	<ul style="list-style-type: none"> • Closer working between organisations • Joined up approach to service delivery and collaboration • Stronger relationship between sectors • Innovation is encouraged and rewarded • Service plans based on evidence of need 	Number and range of private sector partners involved in delivering community and neighbourhood plans and resolving local issues
Need for greater coordination of prevention activity with wider range of services and agencies	Improved resident health and well-being More effective use of resources Improved customer satisfaction More resilient communities	<p>Service plans based on evidence of need Increase in prevention activity</p> <p>More support for developing multi-disciplinary teams Joined up approach to service delivery</p>	Service plans and action plans evidencing prevention activity in coordination with targeted/specialised services

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5. Costs (capital and revenue)

What are the capital and revenue costs of the programme or project? Profile these costs over the lifetime of the programme or project.

The table below summarises different rotas that could be adopted to deliver this role including the associated staffing costs.

Option	Areas/staff each day	Basic Salaries*	Weekend Working**	Subtotal	On cost Rate	Total staffing costs	Total Staff
1. 8-8	3	£241,224	£29,259	£270,483	27%	£344,000	8
2. 8-8	4	£309,284	£39,012	£348,296	27%	£442,000	10.3
3. 12-8	3 [#]	£138,704	£19,506	£158,210	27%	£201,000	4.6
4. 12-8	4	£211,071	£26,008	£237,079	27%	£301,000	7

**Based on SO1/2, scp 34, top of the scale. Average cost per post, with on costs, cover and weekend working = £43k.*

***Assumes 52 weekends are covered for either 12 hours or 8 hours per day at time and a half.*

The preferred option is 12.00 – 20.00 hours with 7 staff because this supports a 'cautious' approach while we assess the new role and customer needs.

Transport costs will be defined at a later stage once operational arrangements have been agreed. Alternatives to be considered include annual bus pass, City Car Club, electric bikes/ moped etc...Some of these costs are currently attached to existing services.

	Year 1	Year 2	Year 3	Year 4	Total
Capital costs	NIL unless purchasing vehicles				
Ongoing maintenance of DF devices ICT supplies and services	8 x Hybrid mobile device £1k each (one spare) = £8k (Digital First pay) and £6k one off cost per UNIFORM service = £30k for 5 (Digital First pay) Ongoing support and maintenance £1200 per UNIFORM App (service to pay) = £6k	£6k Device replacement = £2k	£6k Device replacement = £2k	£6k Device replacement = £2k	DF = £38k FO team = 30k = £68k
Premises	Existing and co-location with external partners eg. Fire and Police				
Transport	See above – to be defined.				
Training	Majority in house. Any external training will be an additional cost- unknown at present				
FO staff and manager	7 x £43k (scp34 + all costs) excl management costs =	£301k	£301k	£301k	£1,204,000

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	£301k				
Counsel's advice	£1000				£1,000
Protective equipment	£300 per officer inc protective shoes, waterproof clothing and option on a uniform style approach if proposed, bag for caring equipment. = £2,100	£2,100	£2,100	£2,100	£8,400
Totals (per year) & grand total	£348,100	£311,100 plus pay settlement	£311,100 plus pay settlement	£311,100 plus pay settlement	1,281,400

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6. Funding

*Have the budgets to fund the programme or project been identified?
Specify which budgets.*

The intention is that all the costs of the proposed new role will be funded from existing budgets across a variety of services. The services in scope are located in NCH and EEC. The table below highlights the FTE equivalent needed from each directorate and breaks down the resource required for 'existing' functions and the resource required for 'new' functions.

This proposed new Field Officer role has an indicative grade of SO1/2 with the proviso that it is managed by M10 grade or higher.

Fulltime Equivalent (FTE)	NCH	EEC
TOTAL FTE for EXISTING functions	4.84	1.17
TOTAL FTE for NEW functions	1.07	0.11
TOTAL	5.91	1.28
TOTAL from both Directorates inc New and Existing functions	7.19	
	Note: FTE resource from City Parks to be defined (not significant).	

The assessment of new and existing work from the services in scope matches the recommended rota for seven members of staff.

In addition there is the potential to move £42k from the existing Noise Patrol service⁷ into the team and enable this role to deliver a service through to 20.00 hours and also at weekends. This is an opportunity to continue to deliver a Noise service out of hours but while introducing a service for 12-8 at weekends.

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7. Resources					
Service	Why are they required?	Quantify the requirement (fte)	When are they required?	Has the service been consulted and what did they say?	Are the staff available?
Operational staff	Service Lead to deliver the preferred option and ensure that further phases identified are implemented as necessary. Also to deliver committee report including NICE Nov 2017 and PR&G Feb 2018. Update DMT's.	30% of FTE	After approval of CMDB – 27-9-2017	Yes – provisional on NCH restructure	Yes
Communications	To continue with the implementation of the Communications and Engagement Plan including internal and external comms.	Ave. 1 hour a week	After approval of CMDB – 27-9-2017	No	Unknown
Finance	To continue to work with services to identify budgets to deliver approved option.	Ave. 1 hour a week	After approval of CMDB – 27-9-2017	No	Unknown
Human Resources & Organisational Development	To continue to work with services to deliver approved option and assist with consultation and recruitment.	Ave. 3 hour a week	After approval of CMDB – 27-9-2017	No	Unknown
ICT	To work with DF and services to deliver approved option and specifically : <ul style="list-style-type: none"> • Facilitate cross service working and information sharing/ software compatibility to deliver the required outputs • Delivery of a mobile hybrid device and ensure compatibility across service • Maintenance and developments of the mobile hybrid device 	30% of FTE	After approval of CMDB – 27-9-2017	No	Unknown

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Digital First	To work with ICT and services to deliver approved option and specifically : <ul style="list-style-type: none"> Facilitate cross service working and information sharing/ software compatibility to deliver the required outputs To clearly define service processes and optimise digitalisation of services. Delivery of a mobile hybrid device and ensure compatibility across service 	1 FTE	After approval of CMDB – 27-9-2017	No	Unknown
Internal Audit	N/A initially but to feed in at future phases to audit where ring fenced budgets exist.	2 hours per month	After approval of CMDB – 27-9-2017	No	Unknown
International Team (knowledge of funding opportunities)	N/A	N/A	N/A	N/A	N/A
Legal & Democratic Services	Support with the required delegations. Counsel's advice will be sought (costs to be budgeted for). Also support with committee reports.	3 hours a month	After approval of CMDB – 27-9-2017	No	Unknown
Performance, Improvement & Programmes	BI to work with DF to deliver service processes and assist with optimising digitalisation. CPMO – deliver of approved option and implementation of future phases.	30% of FTE	After approval of CMDB – 27-9-2017	No	Unknown
Policy, Communities & Equalities	Top deliver committee reports and ensure compatibility with the wider N&C Portfolio	1 hour a week	After approval of CMDB – 27-9-2017	No	Unknown
Procurement	N/A	N/A	N/A	N/A	N/A
Property & Design	To help locate the FO team and explore co-location options	1 hour a week	After approval of CMDB – 27-9-2017	No	Unknown
Sustainability	N/A	N/A	N/A	N/A	N/A

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8. Risk and opportunities

Likelihood: 1 – Almost Impossible, 2 – Unlikely, 3 – Possible, 4 – Likely, 5 – Almost Certain

Impact: 1 – Insignificant, 2 – Minor, 3 – Moderate, 4 – Major, 5 – Catastrophic (or Fantastic, if an opportunity)

	15 – 25 Red	High. Immediate action required & escalate to management level above		8-14 Amber	Significant. Review & ensure effective controls		4-7 Yellow	Moderate (option to TOLERATE) Monitor if risk levels increase TOLERATE?		1-3 Green	Low (option to TOLERATE) Monitor Periodically						
	15-25 Red	8-14 Amber		4-7 Yellow	1-3 Green		15-25 Red	8-14 Amber	4-7 Yellow	1-3 Green							
	Risk No.	Risk Description & Proximity	Potential Consequences	Initial Likelihood (L) Risk Score (see header)	Initial Impact (I) Risk Score (see header)	Controls	Revised Likelihood (L) Risk Score (see header)	Revised Impact (I) Risk Score (see header)	Revised Risk Score (Multiply L x I)	Does this risk warrant more action ('Solutions')? Be guided by the Risk Revised Risk Score & add actions				Target Date	Responsible Officer	Date Added	Date Updated
C8	1	Conflict over stakeholder priorities and strategies	Reputational damage, poor customer service and not managing expectations	4	3	Strong operational leadership. Regular joint intelligence meetings with external partners, including opportunities around co-location and joint working. Developing community collaboration and enabling communities.	3	2	6				Sept. 2018	AS	27/09/2017	04/01/2018	

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2	Resources insufficient to staff the FO service	Reputational damage, poor customer service and not managing expectations. Service is spread too thinly to have the impact needed. FO unable to meet demand and deliver defined functions. FO staff struggle to support the specialists. FO and specialists fail to integrate and silo working continues.	3	4	<p>Maintain an agile approach that ensures consistent service delivery city wide across all our communities. Ensure close management of the service that continues to monitor and review performance information, customer need, and deploy resources flexibly and appropriately. Fast and effective response where service delivery is not meeting customer need.</p> <p>Work with services in scope to optimise opportunities in relation to future income generation. Having an ongoing training plan that ensures close working between FO and specialists and makes effective use of resources.</p> <p>Implementation of a phased programme of review to ensure effective service delivery, in accordance with the programme's objectives.</p>	2	3	6								Sept. 2018	AS	27/09/2017	04/01/2018
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3	Noise patrol – change to how out of hours noise services are delivered	Health & Safety risks to frontline staff and subsequent corporate risk. Reputational damage and not managing customer needs. Noise complaints between 8pm and midday not routinely responded to by the FO. Breaches of noise abatement notices cannot be witnessed by FO during this time. Noise complaints may escalate if immediate intervention is delayed.	3	3	Staff risk assessments in place and routinely reviewed to reflect changes to the night time economy and increasing risks to staff associated with this. FO to follow up late night noise complaints the following day with a safer and more practical solution, and stop complaints escalating. FO to be on annualised contracts and thereby enable flexibility around hours worked. this will include opportunity for joint visits with colleagues and Police Staff in EP team to continue working flexibly out of hours to respond to ongoing complaints. Continue use of digital noise recording equipment to gather evidence and enable notice abatement notices to be served. Continue to develop partnership working with Police to witness noise from persistent offenders.	2	2	4						01/09/2018	AS	27/09/2017	04/01/2018
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4	Ensuring effective technology and access to it	Lack of mobile technology and associated functionality will prevent fast effective enforcement action and service delivery. Slow down information exchange and referrals. Reputational damage that does not meet customer and service needs and prevents effective communication with stakeholders.	4	4	Weekly meetings with ICT and DF to collaborate on procurement and delivery. Purchase of tablets and UNIFORM Applications to be trailed across services and this will commence in January in accordance with the revised ICT and Digital First Programme Plan. Ensure that this plan is routinely reviewed an any implementation issues escalated. FO to be given access to PCs while the tablets are being implemented and functionality reviewed.	3	3	9		01/09/2018	AS	27/09/2017	
5	Council led not community driven	Community not engaged and approach not sustainable	4	4	Regular meetings with key CVS stakeholders in particular community development providers. Council has adopted the city Collaboration Framework. CVS representatives on the board	3	3	9	Robust communication and engagement plan and culture change programme Propose to board that it extends it membership to include a community rep from each of the four hubs	19.9.17	SRO	18.4.17	3.8.17

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6	Expectations established that cannot be delivered	Reputational damage to the council	4	4	Clarity on scope of portfolio and in communications. Community co-delivers. Regular briefings for lead member and update to NICE committee. Regular lead member briefings.	3	3	9	Robust communication and engagement plan. Cross party working group.	Ongoing	SRO	18.4.17	3.8.17
7	Partnership is dominated by certain people or issues and is not truly representative	Activities and outcomes skewed	3	4	Utilise role of Community Development Workers. Advice from Equalities Co-ordinator.	2	3	6	Propose to board that it extends its membership to include a community rep from each of the four hubs. Develop and review effect EIA. Ensure neighbourhood partnerships and plans respond to the diversity of their population.	30.11.17	SRO	18.4.17	3.8.17
8	Potential impact of any changes in political control	Portfolio is at risk	4	3	Individual member engagement. Regular briefings for lead member and to NICE committee.	3	2	6	Set up cross party member working group.	31.10.17	SRO	18.4.17	3.8.17
9	Vulnerability of funding to the third sector	Unable to support co-design and co-delivery of services	4	4	Sustainability of service delivery considered in every proposal.	3	3	9	Support CVS organisations to bid for additional funding. As part of council budget setting process flag cross dependency between portfolio and third sector investment programme.	31.10.17	CNC	18.4.17	3.8.17
10	Challenge of organisations and services to join up strategically and operationally	Portfolio outcomes not fully realised	4	4	Strategically risks are fewer, operationally working is more difficult; robust stakeholder consultation and management.	3	3	9	All board members to ensure they have support of their organisation/senior management. Recruit neighbourhood support officer to work with organisations on barriers and solutions.	31.10.17	SRO	18.4.17	3.8.17

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11	Challenge of bringing about cultural change	Change not embedded	4	4	Introduction of Behaviour Framework and lessons learned from other change initiatives such as Workstyles.	3	3	9	Commitment to and implementation of the Collaboration Framework of all organisations and individuals involved.	Ongoing	CNC	18.4.17	3.8.17
12	Lack of, or inability to access, financial and other resources	Portfolio outcomes not fully realised	4	4	Challenge assumptions around uses of funding and be creative	3	3	9	Resourcing stakeholders involvement in the process of change. Drawing in central support services. Convince key stakeholder services of the benefits of co-ordinating resources to deliver portfolio.	30.11.17 & ongoing	SRO	18.4.17	3.8.17
13	Fail to share information across partners and communities	Service delivery not as effective	3	3	Information communicated via C&N Co-ordination Group, C&N Board and committee reports	2	2	4	Neighbourhood support officer post. Communications plan.	Ongoing	SRO	18.4.17	3.8.17
14	Intervention of unions	Limits ability to digitise services	3	4	Make best use of technology already available. Digital First Lead on C&N Co-ordination Group.	3	2	6	Training and support for staff to use new digital technology. Digital inclusion activity with staff and public. Secure commitment from new Digital & IT Board to align their work to the needs of the portfolio.	30.9.17 & ongoing	SRO	18.4.17	3.8.17

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9. Outline programme or project plan

Indicate the timeline for the programme or project with key milestones, including when decisions are needed and by whom, and deliverables.

See Appendix 3 for the Revised High Level Programme Plan

Revised ICT & Digital First timetable– 4-1-2017

Date	Status	Objectives
July /August 2017	Completed	Understand exactly what parts of the FO requirements can be done by which UNIFORM product. Get demos; liaise with Planning, IDOX and ICT.
Sept/October 2017	Completed	Purchase the App and Mobile devices and commence job shadowing and discovery.
Nov/Dec 2017	Planned work –tbc – needs to follow on from when Planning Enforcement implement it	Implement Enterprise workflow with all UNIFORM users. Explore possibilities for rolling it out to other non-UNIFORM teams in line with FO remit.
Nov/Dec/Jan	Planned work – linking in with head of digital and customer insight future prioritisation	Work with services to identify new pathways for referrals and complaints made by residents. Link to implementation plan of the new revised BHCC website.
Jan/Feb/Mar 2018	Planned work	Implement UNIFORM Cloud Connect Adaptor this will enable the testing of both test and live Apps. Work with Police partners to integrate with ECINS software (currently used by BHCC and Police for information sharing). UNIFORM App for Environmental Health, Licensing and Private Sector Housing already exists. App for Planning Enforcement about to be launched. Therefore to initially trial UNIFORM service request app with Private Sector Housing, Licensing and Environmental Health and possibly Planning Enforcement. Map functions required for phase One FO role to apps and identify any gaps in functionality. Trial handheld printers and keyboards, subject to receiving outstanding advice from Information Governance. Configure mobile devices to deliver access to UNIFORM apps. Prepare FO workstations and access to Out of Hours base at New England House.
April – June 2018		The earliest that mobile devices will be available is April – will need to assess what work happens depending on their

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		availability.
June 2018 [Field Officers in post]		Refresh and reprioritise work plan based on knowledge. Prepare for Phase 2.
Future phases		<p>Getting teams onto Enterprise workflow -task, referral and prioritisation tool</p> <p>Explore what UNIFORM customer journeys could be added on to the website to fill any gaps in FO functions or deliver improved customer functionality, integrated directly back into UNIFORM and Enterprise workflow. E.g. Booking site visits and pre-application visits, with payment.</p> <p>In addition to the implementation of Apps. Adding Highways introduce UNIFORM Highways, Seafront, Travellers and City Parks. This requires further resource. Link to the enterprise workflow.</p> <p>developing handheld Printer functionality and developing accompanying online notices/PACE notes</p>

10. Stakeholder consultation

A summary of the Communications and Engagement plan is in Appendix 3

Summary of Staff Engagement workshops and drop ins

- Over 60 staff from nine services, including 3GS, across two directorates attended five Business Improvement workshops and four drop-in sessions, over a four week period.
- An initial three workshops and two-drop-in sessions were scheduled to involve staff in the development of the Field Officer role and listen to staff concerns. A further two workshops and two drop-in sessions were added to maximise staff participation and accommodate staff working patterns.
- Following the first workshop, a responsive and agile approach was taken to planning all the workshops which included addressing concerns raised by staff during the drop-in sessions.
- The staff engagement opportunities provided a safe and confidential space for individual staff / group work to discuss current working practices; suggests areas for improvement including how technology support us; identify good practice and improved customer service; and how we can work better together with our partners and communities.

Aims of the 5 staff workshops

- Staff informing the development of the Field Officer role
- Workshop outcomes reinforce the outcomes and benefits already identified through the wider Communities and Neighbourhoods Portfolio work
- Job Description and Person Specification have been compiled, reinforcing the need for the three elements of the role
 - Responsive fast effective enforcement and inspection work
 - Intelligence gathering and fast effective referrals
 - Community collaboration and behaviour change

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- Best practice recommendations on how we move forward with developing the role, for example, addressing lone working and transport concerns.
- All workshop outcomes⁸ will inform the next phase of the modernisation programme, including an implementation plan and enable staff to champion the role of the Field Officer.

Staff Engagement	Outputs
Workshop 1: What we do now	Seven services involved in process mapping a scenario based on customer complaints received by services, helped identify improvements to customer service and removal of duplication
Workshop 2: How technology can help us	Five services involved in identifying good practice and issues to inform a digital solution to enable a fast effective responsive approach to enforcement and inspection and referrals
Workshop 3: What we've learnt so far	Six services involved in identifying Field Officer skills and training requirements; addressing lone working and transport issues and concerns raised by individual staff; and potential functions and task of the Field Officer
Workshop 4: How we can work better together with partners and communities	Building on the work of the previous workshop staff from two services co-ordinated partnership working with a focus on benefits to our communities and what customers value
Workshop 5: Mapping a current process	Four services involved in mapping and providing constructive challenge to an existing process - support and advice provided to a prospective HMO customer – with the view to identifying good practice; opportunities for improved communication and how technology can better support

Workshop outcomes (Section 10 - Stakeholder Consultation continued)

This table⁹ details the outcomes and benefits of the C&N portfolio and the three elements of the Field Officer role. The information gathered during the Field Officer consultation process; this included workshops, discussions with services, managers, and drop in sessions has been aligned to the already identified outcomes and benefits of the wider C&N Portfolio. This consultation process has enabled us to demonstrate the enforcement and inspection programme is an essential component part of the the C&N portfolio and the need for this modernisation activity.

11. Equalities

Has an Equalities Impact Assessment been conducted for the programme or project? Is one required? When will it be undertaken?

EIA for Communities & Neighbourhoods Portfolio is due March 2018.

EIA's for Communities and Neighbourhoods component programmes being developed by the Communities and Neighbourhoods Coordination Group by Oct 2017.

12. Sustainability

*What significant environmental impacts is the project likely to have?
Are there any implications for the local economy and local communities?*

⁸ Workshop outcomes are available on request

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No significant environmental impact.

Authority to proceed

This business case needs to be approved via the appropriate governance route before the programme or project can be implemented. Please complete the table below to confirm where this authority was obtained. Please ensure the agreement was minuted

Meeting where authority to proceed was obtained	Date of meeting
CMDB	27 September 2017

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Appendix 1 – Field Officer Functions

	Key:	
	EXISTING FUNCTION	NEW FUNCTION
SERVICE	FUNCTIONS TASKING AND REFERRALS	
1. Regulatory Services	FUNCTIONS	
	Disconnection of vehicle and premises alarms	
	Investigation and abatement of noise in the street	
	Initial response and investigation to residential noise complaints	
	Investigation and abatement of all commercial and domestic bonfire complaints	
	Investigation and abatement of all commercial and domestic dust complaints	
	Investigation and abatement of waste on private land inc noxious matter on private land	
	Investigation of blocked commercial drains and commercial drains in disrepair	
	Enforcement of taxis over/illegal ranking	
	Street Trading Enforcement only inc markets and mobile vehicles	

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	Dog Control Order Enforcement : including not keeping a dog on a lead; not putting, and keeping, a dog on a lead and permitting a dog to enter land from which dogs are excluded;
2. City Parks	
	Intelligence and evidence (for court purposes) - ASB, fly tipping, parks borders etc. This is currently largely done during the working week there is very little cover at other times.
	Out of Hours - improving behaviour and issue PSPO's. There is some incidental work by rangers
	Out of Hours – Tents. Currently rangers are working on this but this is a rapidly growing issue
	Out of Hours - Respond to initial queries and answering questions on Tree Preservation Orders (TPO) and Conservation Orders through checks on planning portal
3. Housing Management	FUNCTIONS
	Carry Out Estates Inspections and follow up .
	Investigating boundary disputes
	Intelligence gathering on ASB and drug related behaviour and community reassurance liaison
4. Private Sector Housing	FUNCTIONS
	Responding to complaints about unlicensed HMOs. Visit and collate evidence and pass back to HMO team/and or Planning Enforcement to enforce.

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	.Third Party complaints (not tenants)about private rented accommodation including licensed and non-licensed HMOs eg. Waste and overgrown gardens
	Residential drainage – blocked external drains in private rented and owner occupied accommodation
5. Planning Enforcement	FUNCTIONS
	Condition of land or a property is considered harmful to the area (Detriment to the amenity of the area) Serve Section 215 notices/enforcement if necessary.
	When building work commences, check the history and contact the developers to make them aware that their conditions should be discharged (New digital solution)
	Breaches of planning condition that are easily quantifiable such as hours of use or delivery time restrictions (All go to FO for initial assessment and checking planning history and then triaged
	Estate Agent Boards enforcement
	Initial assessment and evidence gathering for alleged unauthorised signage.
	Following complaint visit listed buildings when work has commenced on them to gather information and warn them of their responsibilities before passing to Planning / Heritage immediate response to stop work and gather evidence issue temp stop notice.
	Display of site notices relating to planning permission
	TASKING AND REFERRALS

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	General site visits to gather information for Planning Enforcement Officers relating to enforcement cases (photos, measurements, talking to residents)
	Serve section 16 to gather information relating to ownership and share information with all teams
6. Travellers	FUNCTIONS
	Out of Hours Dealing with PSPO breach out of hours
	Out of Hours Hotspots Out of hours checking for evidence as to whether vehicles are lived in and if so serving a S77 notice and referring to the team for follow up
7. Seafront Office	FUNCTIONS
	Remove illegal traders from the upper/lower promenade
	Seafront commercial premises not managing their waste
	PSPO work
8. Community Safety	FUNCTIONS
	Attending LATs and relevant community/residents meetings when ASB/hate incidents is on the agenda.
	Community and individual victim reassurance visits to reduce harm
	Letter drops in priority and emerging areas and for ongoing cases Patrolling priority and emerging areas gathering information, intelligence and evidence and providing community reassurance and reducing harm

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	Serving Warning letters and notices e.g. Community Protection Notices (CPN)
	TASKING
	Tasking on complex cases
9. Highways	FUNCTIONS
	Abandoned bicycle tagging/photographs no follow up enforcement back to team
	Evidence gathering Overgrown Vegetation photographs only. Enforcement back to team
	PSPO Prohibitions :
	1. Occupying any vehicle, caravan, tent or other structure
	2. Driving any vehicle on grass
	3. Littering or fly tipping
	4. Lighting or maintaining a fire
	5. Defecating or urinating

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Appendix 2 – Digital First and Mobile working

The Committee Report to the NICE Committee 3 July 2017 says:

Digital First (DF): ‘The work carried out by the Digital First team to help transform how services work [*this refers to the Field officer role*] is fundamental to the success of the Communities & Neighbourhoods Portfolio. This work has already started with the proof of concept for mobile working, and booking appointments and making payments that is now being piloted in the Pest Control service.

As the Communities & Neighbourhoods Portfolio becomes embedded across the city, the Digital First team will work with the service officers and service users to help break down barriers across the organisation and deliver a resident focused service. This will be most evident for customers in the new website as it develops and makes finding information and carrying out transactions online quick and simple. For staff, it will be in streamlined, paperless processes and mobile working’.

The DF work has the following objectives:

- Make real savings;
- Break down barriers in the council
- Do the hard work to make things easier for users
- Move paper processes online
- Or trial a truly innovative idea

An early priority is to understand the volumes and priority importance of the key FO functions and tasks, given they are on different systems (or no system) and have in some cases limited evidence from data.

Mobile Working for Field Officers¹⁰

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Digital First has been involved in this project from the planning stages and has co-delivered Business Improvement workshops to discuss how mobile working could be used to support the new role. A pilot has been in operation since April 2017 with the Pest Control service and this was a critical piece discovery work which demonstrated how we can create a bespoke digital platform that meets services and customer needs and works with existing software (UNIFORM)..

Priorities

With multiple services come multiple systems. Digital First's early priority will be to work with those functions that rely on UNIFORM (Planning Enforcement, Environmental Health, Licensing and Private Sector Housing), before moving on to services using different software. Early discussions with the UNIFORM software company has identified that a new App has been recently launched to cover Environmental Health, Licensing and Housing Services, with Planning Enforcement soon to follow with a separate App. These new Apps may avoid the need to design and develop bespoke digital platforms.

There are some services such as the Seafront team who have no software or customer database. How this is a managed and resourced will be defined following further discovery work with these services.

Costs – £38k - see costs section page 17 above.

Development

The plans for development are a programme of shadow and support for 4-6 months to give complete understanding what the App can achieve. What the App can't achieve can be designed by DF.

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Appendix 3

High Level - Programme Plan for Field Officer Role					
Revised 2-1-2018	Oct 2017 - Mar 2018	Apr - Jul 2018	Aug - Oct 2018	Nov 2018 - Apr 2019	Lead
Governance and decision making					
Corporate Modernisation Delivery Board	27-09-2017				AS
Neighbourhoods, Inclusion, Communities and Equalities Committee	27-11-2017				AS
Neighbourhoods, Inclusion, Communities and Equalities Committee	22-01-2018				AS
Policy, Resources & Growth Committee	29-03-2018				AS
Stakeholder and Engagement					
Continue engagement with stakeholders includes Communities, Staff, Unions and Members - in accordance with Communications & Engagement Plan	Ongoing				AS/AA
Service Champion Workshop	From 10-1-2018				TO/SW
Delegation of Powers and Functions					
Confirmation and approval at PR&G Committee	Post 29-03-2018				MB
Recruitment					
Job Evaluation panel	01-02-2018				CT/AS
Advertising of posts, Recruitment and Selection	tbc				JC/AS
Field Officer in Post		Jun 2018			JC/AS
Training of Field Officers					
Training Plan to be informed by Service Champion workshops	tbc				AS/SW
Shadowing with specialist teams	tbc				AS/SW
ICT & DF delivery					
See ICT & DF Project Plan	Ongoing				SW/AH/VK/RZ
Review dates					
3 month review		Sep 2018			AS/SW
6 month review			Dec 2018		AS/SW
12 month review				Apr 2019	AS/SW
	Key				
					Planned work
					Complete
					Overdue
					Deadline approaching

100

Summary of Enforcement & Inspection Field Officer Role Communications & Engagement Plan – Appendix 4

Audience	What do we need to tell them?	How?	How often?
All Members	Communities and Neighbourhoods Portfolio proposed Field Officer role – Progress and Plans.	NICE committee reports updating on the wider Communities and neighbourhoods portfolio including progress reports on the individual portfolio programmes. Member briefings as necessary.	In accordance with the timetable for reports to Committee. July 2017 NICE committee report. Business case – CMDB Sept. 2017. Leadership Board. Nov. 2017 NICE committee report.
Council Services, Staff and Unions	Communities and Neighbourhoods Portfolio proposed Field Officer role – Progress and Plans. Work with services to develop this role and co-design to meet service and community needs. Also to improve customer service, explore new ways of working and service delivery including digitalisation. Heads of Service - how it will impact on service delivery including team resources and how to manage this; identify clear escalation procedures and how to mitigate and manage risks.	Staff briefings by directors across all services. 5 staff workshops and 4 drop in sessions to co-design and develop the role. 4-6 weekly Union briefings. Weekly attendance at EEC and NCH DMT's to brief service heads. Further staff briefings to inform on the details of the business case, workshops and identify Service Champions to move forward into the implementation stage. This includes a written staff briefing. Weekly progress meetings with ICT, Digital First, HR and Finance including routine updates with Legal. Proposed further staff	As necessary and reviewed at weekly programme meetings.

Summary of Enforcement & Inspection Field Officer Role Communications & Engagement Plan – Appendix 4

		workshops and introduction of a FO newsletter.	
External partners	Communities and Neighbourhoods Portfolio proposed Field Officer role – Progress and Plans.	<p>Utilise existing meetings to provide updates.</p> <p>Also briefing to:</p> <ul style="list-style-type: none"> • City Management Board • Communities Initiative Partnership • Members of the proposed Prevention Policing Team • To Heads of Service for Fire and Police • Updates to the Neighbourhoods & Communities Coordination Board. 	Regular throughout the programme development. Quarterly updates.
Communities and Voluntary Sector	<p>Communities and Neighbourhoods Portfolio proposed Field Officer role – Progress and Plans.</p> <p>Developing community collaboration.</p>	<p>Attendance and updates at Communities & Neighbourhoods Portfolio workshops with communities including East Brighton, Hangleton & Knoll, Moulsecoomb & Bevendean and Elm Grove & Hanover.</p> <p>Engage with community leads when delivering committee reports.</p> <p>Further engagement with residents and community groups during the proposed implementation programme should the proposed role get committee approval.</p>	As necessary to inform on key development phases of the programme.

Date of Summary: Updated 06/11/201

ADDENDUM

Documents embedded within the original Business case
(Appendix 1)

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Rota examples, covering the city 7 days a week

Based on feedback from staff and managers, the most effective rota would be 12 midday to 8pm. This is consistent with other Out of Hours services, and avoids unsocial hours working (from 8pm onwards).

The recommended rota below is designed to provide four staff on duty at any one time, 365 days a year. To enable this level of cover, the service will need to employ seven full time staff. This includes sufficient resource to provide for annual leave, sickness and training (14% on top of the basic shift pattern). The shift pattern gives all staff two consecutive days off per week.

The option of relying on casual or agency staff would not provide the degree of knowledge or reliability that comes with trained additional Field officer staff. Nor would voluntary overtime. Nor would it be reasonable to expect cover to be provided by the (already stretched) services which the FO role supports.

Recommended rota: Four members of staff, 12 midday to 8pm.

35 hour week.

Apple	12:00pm-8:00pm	12:00pm-8:00pm	12:00pm-8:00pm	12:00pm-8:00pm	12:00pm-8:00pm		
Plum		12:00pm-8:00pm	12:00pm-8:00pm	12:00pm-8:00pm	12:00pm-8:00pm	12:00pm-8:00pm	
Cherry			12:00pm-8:00pm	12:00pm-8:00pm	12:00pm-8:00pm	12:00pm-8:00pm	12:00pm-8:00pm
Almond	12:00pm-8:00pm			12:00pm-8:00pm	12:00pm-8:00pm	12:00pm-8:00pm	12:00pm-8:00pm
Walnut	12:00pm-8:00pm	12:00pm-8:00pm	12:00pm-8:00pm	12:00pm-8:00pm			12:00pm-8:00pm
Cobb	12:00pm-8:00pm	12:00pm-8:00pm	12:00pm-8:00pm			12:00pm-8:00pm	12:00pm-8:00pm

Cover for leave, training and other absence requires **one additional staff member**. **Note:** In addition to the cover resource, this rota also provides two additional (spare) shifts per week, so for two days per week there are five members of staff available. Or, these 'spare' shifts mean the service could theoretically be provided with e.g. five full timers and two part-time staff.

Alternative (minimum) service: Three members on duty, 12 midday to 8pm.

NB These staff work a **35 hour week**.

Apple	12:00pm-8:00pm	12:00pm-8:00pm	12:00pm-8:00pm	12:00pm-8:00pm	12:00pm-8:00pm		
Plum		12:00pm-8:00pm	12:00pm-8:00pm	12:00pm-8:00pm	12:00pm-8:00pm	12:00pm-8:00pm	
Cherry	12:00pm-8:00pm	12:00pm-8:00pm	12:00pm-8:00pm			12:00pm-8:00pm	12:00pm-8:00pm
Almond	12:00pm-8:00pm			12:00pm-8:00pm	12:00pm-8:00pm	12:00pm-8:00pm	12:00pm-8:00pm

Cover would require **one additional part time post** providing three sessions a week, (21 hours pw).

Alternative higher capacity service: Three staff on duty, working 12 hour shifts.

33 hour week.

Apple	8:00am-8:00pm	8:00am-8:00pm	8:00am-8:00pm				
Cherry		8:00am-8:00pm	8:00am-8:00pm	8:00am-8:00pm			
Plum			8:00am-8:00pm	8:00am-8:00pm	8:00am-8:00pm		
Walnut				8:00am-8:00pm	8:00am-8:00pm	8:00am-8:00pm	
Almond					8:00am-8:00pm	8:00am-8:00pm	8:00am-8:00pm
Cobb	8:00am-8:00pm	8:00am-8:00pm					8:00am-8:00pm
Raspberry	8:00am-8:00pm					8:00am-8:00pm	8:00am-8:00pm

Cover would require **one additional post**.

Alternative higher capacity service: Four staff on duty, working 12 hour shifts.

33 hour week.

Apple	8:00am-8:00pm	8:00am-8:00pm	8:00am-8:00pm				
Cherry		8:00am-8:00pm	8:00am-8:00pm	8:00am-8:00pm			
Plum			8:00am-8:00pm	8:00am-8:00pm	8:00am-8:00pm		
Walnut				8:00am-8:00pm	8:00am-8:00pm	8:00am-8:00pm	
Almond					8:00am-8:00pm	8:00am-8:00pm	8:00am-8:00pm
Cobb	8:00am-8:00pm	8:00am-8:00pm					8:00am-8:00pm
Raspberry	8:00am-8:00pm					8:00am-8:00pm	8:00am-8:00pm
Currant	8:00am-8:00pm	8:00am-8:00pm	8:00am-8:00pm				
Peach				8:00am-8:00pm	8:00am-8:00pm	8:00am-8:00pm	

Based on an additional 14%, cover would require typically 4 additional shifts. This could be **two part-timers at 22 hours each**.

Noise Patrol

This section of the business case is to present the current service delivery model and resourcing of the out of hours Noise Patrol service being provided by the Council. It also demonstrate how this service needs to be modernisation and how the resource could be integrated into the proposed Field Officer role and provide a service to our residents that is better value for money.

Option 1- Do nothing. Keep the existing operating model for the Noise Patrol service. i.e. Non- contracted overtime paid at M11. We are observing a steady decline in the number of complaints received, 35% of these are one offs complaints and the average cost per complaint is £176. The lack of digital technology results in an inconsistent service to customers and poor value for money. In its current form the service is not resilient because of non-contracted overtime arrangements, and on occasions the service has been cancelled as no staff available.

Option 2 Preferred option – Move the £42k resource to the proposed new Field Officer role to operate 12 midday to 20.00. Although a service would not be provided beyond 20.00 hours it would enable the resource to be targeted at current ongoing cases, and new cases 7 days a week 12 midday to 20.00 hours according to a prioritised programme, focussed on need, and would remove a service currently delivering to 35% one off complaints and often large celebration parties. This would provide a consistent resilient service delivery model. Also addressing new challenges faced by staff in relation to health and safety and risk.

Option 3 – Use £21k to retain a noise patrol service operating Friday and Saturday 22.00- 03.00 between only May to October. Move £21k of the resource to deliver the new Field Officer Service. By only running the service for part of the year we are operating two service delivery models and this can result in confusion and inconsistencies. We may also see a decline in demand for the service as customers shift to alternative options. We're also operating a service based on non-contracted overtime arrangements and again this is not resilient. This option still presents risk to staff operating late at night

Background

Under the provisions of the Environmental Protection Act 1990 a local authority has a statutory duty to investigate noise complaints, and where a statutory nuisance is identified there is a further duty to serve a noise abatement notice. Noise nuisance is not a defined decibel level but is assessed on the character, duration and frequency of the noise and also how it affects a person in their home. Non compliance with a noise abatement notice is a criminal offence and can result in a person getting a criminal record.

The Council's out of hours Noise Patrol Service assesses reported noise nuisance. To assess statutory nuisance and take effective enforcement action officers will need to visit the resident's home. The service will respond to all commercial and domestic noise complaints on a prioritised basis. This includes:

- response to new one off cases
- existing cases where evidence is needed to serve a noise abatement notice
- existing cases to gather evidence for breach of a notice
- response to noise from events and raves.

Modernisation

The service has been operating for over 20 years and over that time the service delivery model and the hours and days of operation have changed very little. This is an opportunity to modernise the service and review how this resource could better serve our communities and

be better value for money. Lack of a mobile device in the field requires officers to routinely return to the office to check databases and property history, to print enforcement notices, and retrieve customer calls from the answer machine.

The Noise patrol service has the opportunity to modernise by using the Field Officer post to encompass some or all tasks from the Noise Patrol Service including digitalising. This would:

- increase response times
- provide better interaction with our customers
- target current ongoing cases rather than responding to 'one off' parties/complaints.

Over the years, service reviews have been undertaken to explore delivering the service on alternative days and times, and adopting different operating times at varying times of the year. With no additional resource and using information from the customer surveys service delivery has remained focused at the weekend.

Operational hours

The service is based at the Carelink Offices in Patching Lodge, Edward Street and operates Friday and Saturday 22.00 hours – 03.00 hours (excluding Christmas and New Year weekends). Two officers work together and deliver the service Citywide, which depending on the call pattern can result in significant travelling times and delayed response times for our customers.

Officers from Regulatory Services deliver the service. This is non contracted overtime but delivered via a casual contract in addition to their substantive contract, and paid at M11. Being non contracted overtime makes the service vulnerable and on occasions the service has been cancelled as no officers have been available to work. Operating under this model currently costs £42k per annum.

2016/17 Cost of service £42K	420 complaints	239 visits	£176 per visit
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Evidence

The graphs below show the number of complaints received by the service. Not all complaints result in a visit from the service. This may be because the customer calls back to explain that the noise has stopped, prior to a visit being made. The data shows that since 2011 the total number of complaints each year has declined, and has plateaued at much lower levels over the last three years.

Noise complaints show a seasonal trend, with the majority of complaints received between May and September (which includes 3 bank holidays, school summer holidays and the universities fresher's week). Activity on Fridays and Saturdays continues to vary and there is no pattern to say that one day is busier than the other.

Prosecutions Three noise abatement notices were breached in the period specified and the fines were as follows;

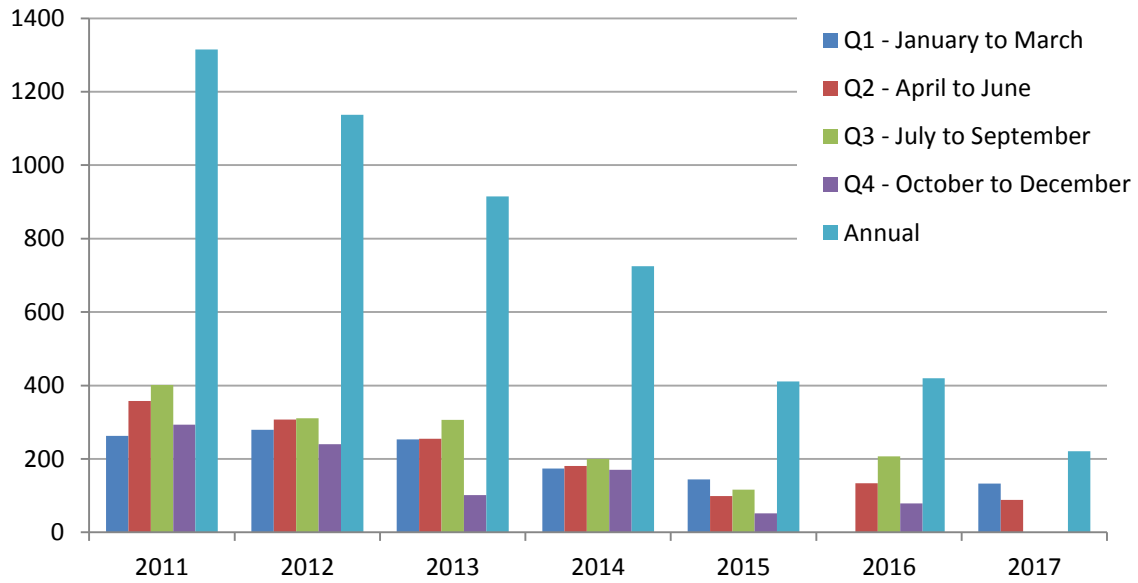
Date of proceedings

2/1/15 conditional discharge (no fine), £200 costs, £15victim surcharge

15/8/15 forfeiture order (no fine), £350 costs

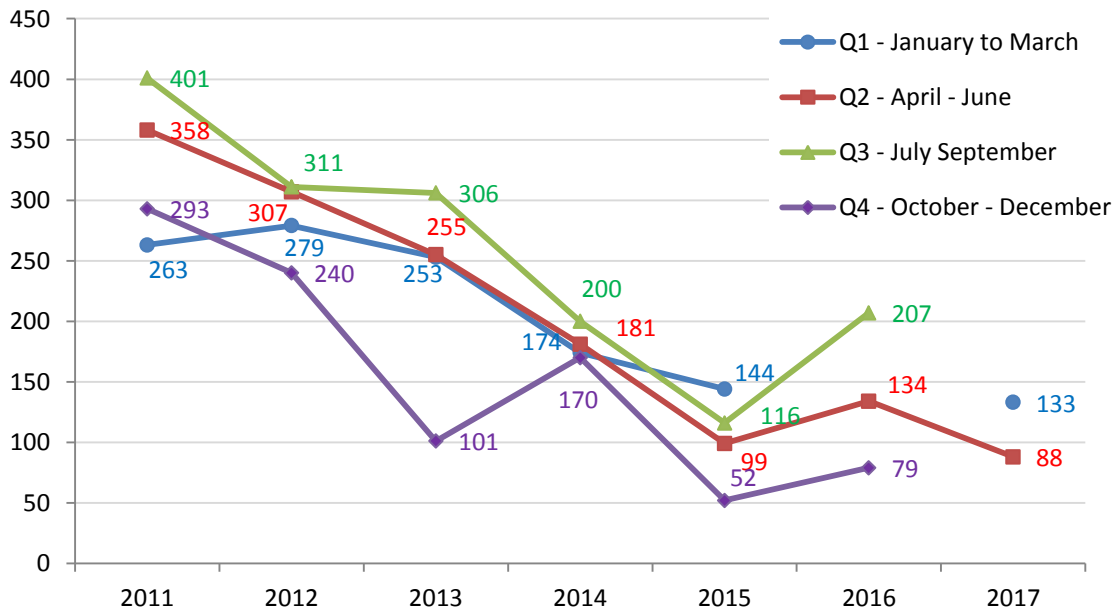
28/3/17 2yr conditional discharge (no fine), £1,754-50 costs, £20 victim surcharge

Total noise complaints



Please note the service was either part running or not running at all during Q4 2015 and Q1 2016.

Total noise complaints - quarterly trend

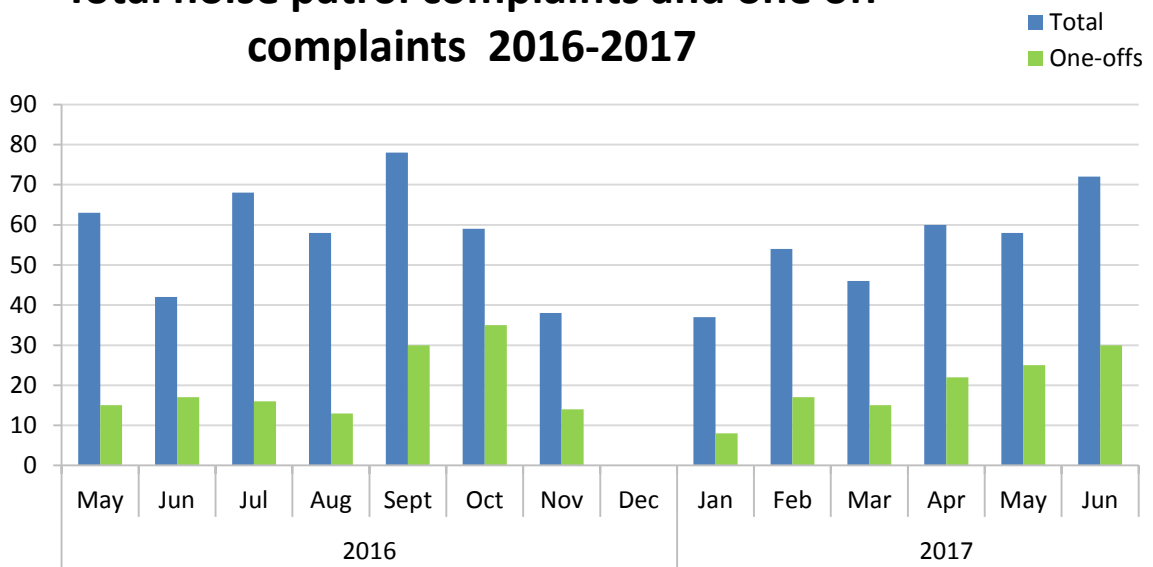


Please note the service was either part running or not running at all during Q4 2015 and Q1 2016.

In Q1 January to March 2017 a total of 133 noise complaints were received. This ranges from 5 to 17 complaints over a weekend.

The service responds to all noise complaints on a prioritised basis and the graph below shows the number of one off complaints where no further involvement is needed. On average 35% of complaints are one offs and require no follow ups.

Total noise patrol complaints and one off complaints 2016-2017



Please note the service was either part running or not running at all during December 2016

BRIGHTON & HOVE CITY COUNCIL

Job Title:	Field Officer – Enforcement and Inspection
Reports to:	Indicative grade SO1/2 on the proviso that it is managed by nothing lower than an M10 role
Department:	?
Section:	?

Purpose of the Job

Undertake enforcement and inspection activities across the City working with a range of existing services, members, and key external partners including the police and communities.

Focusing on environmental improvement and improving quality of life, protecting public health and wellbeing and community safety, the role will include delivering fast effective enforcement action, gathering evidence and intelligence for existing specialist services and working proactively promoting behaviour change and community collaboration.

Principal Accountabilities

1. Deliver a broad and diverse range of enforcement and inspection activities across the City by service and enforcement of statutory of notices relating to issues that could include; anti social behaviour, statutory nuisance, housing and planning enforcement.
2. Initiate effective and efficient action where necessary using the appropriate legislation to independently solve problems and deliver fast solutions.
3. Identify and deliver effective referrals to council services, partner agencies and third sector organisations.
4. Accurately gather a comprehensive range of information and intelligence for colleagues working in existing specialist services enabling these services to deliver their casework more effectively and efficiently
5. Prepare, draft and service of statutory notices covering a broad and diverse range of legislation and council services.

6. Prepare and take statements, prepare and execute warrants in relation to both domestic and commercial premises, prepare cases for prosecution and act as an expert witness in Court.
7. Work with colleagues, members, partner agencies, third sector organisations and communities to deliver enforcement and inspection programmes that are not only statutory but also meet community needs and priorities and solve problems quickly.
8. Represent the City Council at all levels including officers, members, community groups and partners agencies.
9. Ensure that customers, colleagues, members and communities are kept informed of actions and progress in respect of casework and referrals.
10. Keep accurate written and computer records and operate all administrative practices and procedures in accordance with the Policy and Criminal Evidence Act (PACE).

General Accountabilities

To be prepared to implement the Council's Equalities Policy at all levels appropriate to the job and carry out his/her duties with due regard to the Council's Equalities Policy at all times.

Ensure that all operations are conducted in accordance with the Council's Health and Safety policy and all relevant legislation

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

11. The list of duties in the job description should not be regarded as exclusive or exhaustive.
12. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

BRIGHTON & HOVE CITY COUNCIL

PERSON SPECIFICATION

Job Title: Field Officer Enforcement and Inspection

Reports to: Indicative grade SO1/2 on the proviso that it is managed by nothing lower than an M10 role

Job Related Education, Qualifications and Knowledge	<ul style="list-style-type: none">• Educated to NQF level 3 or equivalent experience• Broad knowledge of legislation relating to enforcement work across a range of services• Broad understanding of the roles and responsibilities of other enforcement agencies and services such as the Police, Fire Authority and Social Services• Broad understanding of third sector organisations• Good understanding of multi-disciplinary partnership work with local public sector, voluntary sector, private sector and community members• Good knowledge of local structures and processes in relation to neighbourhoods and partnership working
Experience	<ul style="list-style-type: none">• Experience in an enforcement environment• Experience of managing challenging and demanding situations• Experience of risk analysis and making independent high level decisions• Experience of working with people from a range of communities of interest and developing appropriate community engagement processes
Skills and Abilities	<ul style="list-style-type: none">• Highly developed communications skills and able to ensure the message is understood and the point made quickly and effectively• Good interpersonal skills, including the ability to deal with a variety of agencies and the general

	<p>public</p> <ul style="list-style-type: none"> • Well developed negotiation and mediation skills • Ability to work with confidential information and liaise sensitively with individuals and organisations • Ability work effectively under pressure particularly when a situation could be continuously changing • Proven problem solving skills • Ability work independently to use initiative and judgement when responding to and resolving issues • Ability to manage workloads effectively and efficiently and to consistently achieve targets and deadlines • Well developed written skills particularly for writing reports, court papers, witness statements, etc. • Computer literacy including proficiency in the use of Microsoft Office software, particularly Word, email and the internet. Ability to adapt to and use new technology
<p>Other Requirements</p>	<ul style="list-style-type: none"> • Ability to work alone and make independent decisions

Organisational Chart

UNKNOWN AT THIS STAGE

Hardest Part of the Job

The role holders will be expected to:

Work across a broad and diverse range of service areas and have expert knowledge and understanding of a broad range of legislation and enforcement activities.

Be able to manage, prioritise and risk assess a broad and diverse portfolio of cases, and at times having to make high level independent decisions out of normal hours service.

Work with a range of council services, members, and a broad range of external partners to resolve problems fast and effectively, manage expectation and ensure that referrals are fast and effective. This could include referrals relating to intelligence and information concerning criminal activities and safeguarding issues.

Attempt to bring about behaviour change and, as a result of this, on occasions experience some hostility and challenge from customers. Work with communities to bring about behaviour change and prevent the need for enforcement and inspection activities.

Deliver discrete enforcement and inspection activities that are statutory and require a fast, proportionate response. At times this will involve preparing prosecution cases for Court, delivering evidence in Court and responding to cross examination.

Gather a broad range of intelligence and evidence that can be fed back to the individual service areas and assist them with delivering their individual inspection and enforcement programmes more efficiently and effectively.

Deliver the role citywide.

Dimensions

This job has no budget or line management responsibility

Scope for Impact

Objectives:

- Improve customer satisfaction with services through citizen engagement.
- Be better connected, sharing information and expertise with our key partners to avoid duplication, move away from silo working and reduce the number of interactions customers have with different services
- Work with communities to build resilience, allowing residents to take greater control to make a difference in their neighbourhood/s.
- Be smarter with universal services, providing digital solutions for high level transactions, automating connections to back office services, reducing the need for officer intervention and promoting self-help

Job Context

The city council is at a pivotal point in the development of a 'collaborative communities' agenda that addresses inequalities and the strengthening of community engagement at citywide and neighbourhood level.

The majority of time the role holders will work remotely in the community with communities across a range of council accommodation and in some cases co-location accommodation

The role will be delivering services seven days a week including evenings.

The following are a list of the skills and training repeatedly identified.

Skills

- Attention to detail
- Good communication / interpersonal skills
- IT literacy
- Record keeping
- Problem solving
- Assertiveness
- Empathy
- Resilience
- Relationship building
- Observant
- Knowledge and understanding of legislation
- Conflict management /managing expectations
- Assertive
- Area/geographical knowledge
- Listening
- Ability to lone work
- Basic knowledge of safeguarding

Training

- Conflict management
- Legislation (various)
- Witness statements
- Prosecution process

- IT
- Equality and Diversity
- Safeguarding
- Restorative Approaches (to help people/communities to solve their own problems)

Field Officer Role	How and what	Skills	Training	
			Current	Other
Responsive fast effective enforcement and inspection work	<ul style="list-style-type: none"> • Duty service • Phone • Email and mis-directed emails • On-line reports • Triage process • Information gathering • Enforcement of PSPOs (tents and encampments/street drinking/day issues) • Dialogue with colleagues • Paperwork • Face-to-face • Website • App (to be developed) • Bikes/scooters • Response timeframe within an hour or quicker • Instant backup support with specialist team • Officer seeing an issue on the street • Call centre 	<ul style="list-style-type: none"> • Ability to prioritise • Attention to detail • Assertiveness • Empathy • Good communication skills • Record keeping • Excellent IT skills/computer literacy (word, excel, email, powerpoint) • ResilieNICE • Able to use safety systems (radio etc.) • Problem solving • Knowledge and understanding of legislation: Housing Act; EPA; Highways Act; ASBCPA 2014; DPA; • Knowledge of scaffolding erection • Relationship building • Good telephone manner (listening skills; clear on process; empathetic; informative; calm) • ConfideNICE in public speaking • Good report writing (clear and concise) • Interpersonal skills • CBT liceNICE/driving liceNICE • Simplify legislation into everyday language • Observant • Conflict management • Authoritative • Reasonable level of fitness (physical and mental) • Research and analysis • Keeping calm • How to deal with aggressive people • Body language • Common sense • Using your own judgement • Able to lone work 	<ul style="list-style-type: none"> • Lone working • Safeguarding • Legislation (service specific) e.g. NRSWA/LANTRA (Highways); ACC offenses • Dealing with difficult situations and challenging behaviour • Assertiveness Training • Service specific • Negotiation Training • PACE Book Training • Witness statement Completion • Fixed Penalty Notice (FPN) issuing through App (INKARA) • Technical knowledge e.g. By-law • Access the Planning portal • Assess possible imminent danger • Prosecution process • Role of Councillors; Officers and 3rd Sector • Mediation Training 	

		<ul style="list-style-type: none"> • Persuasive language • Good level of education • Knowledge of other agencies i.e. Police; Fire; Social Services etc. • Mediation skills • Ability to prioritise work 		
Intelligence gathering and fast effective referrals	<ul style="list-style-type: none"> • ECINS • Clients of CoNICErn Register • Police Risk information • Coordinated information system - sharing with different levels of access/security for different types of information and service areas • App for key detail • Photos • Record keeping • Measurement gathering • Tablet – instant record of events • Email alerts to key teams • Radio • Symology system • Live recording for safety/prosecution purposes • Accuracy of reporting an issue • Having an officer able to attend • 2 way radio's • Report by the public • Record information onto the correct database and put it into the right officers in-tray • Leave written notes in a colleagues in-tray • Shared drive • Area knowledge • Operation 'Crackdown' • Contractor system that can request and pay for a skip or scaffolding on-line • Arbo-trac 	<ul style="list-style-type: none"> • Attention to detail • Independent working • IT • Good communication skills • Record keeping • Problem solving • Ability to work with smart phones • Observant • Ability to take good photos as a record of the situation/context • Good eye sight • Map reading • Maths skills • Geographical/area knowledge • Literate • Attention to detail • Signposting – knowledge of other service(s) that can assist • Safeguarding awareness 	<ul style="list-style-type: none"> • ICT training specific to the role • Information GovernaNICE • Procedures • Legislation • SIA – security industry accreditation training • NRSWA accreditation • System training: Uniform; INKARA; Symology; OHMS; ECINS • Prosecution process • Witness statements • Land ownership • Measuring alterations to building/adverts • Customer service training • Safeguarding 	

<p>Community collaboration and behaviour change</p>	<ul style="list-style-type: none"> • Achieve • TAs / LATs / RAs • Liaison meetings and events • Briefing schools and community centres • Newsletter informing role of Field Officer • Promoting Council services • Attend local community groups • Councillors • Site representatives who help with reporting issues • Volunteers • Increase the patrols • Educating the community when attending meetings 	<ul style="list-style-type: none"> • Relationship building • Assertiveness • Approachable • Good listening skills • Diversity of language skills including BSL etc. • Empathy • Resilience • Presentation skills • Time management • Making sure the issue is given to the correct team in the first place • Having as much information as possible to end the issue • Restorative approaches 	<ul style="list-style-type: none"> • Community engagement • Behaviour change • Equality and diversity • Training allotment site representatives on what they can and cannot do • Restorative approaches 	<ul style="list-style-type: none"> • Informing the community of the by-laws and what we are legally able to do
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Other Local Authorities with similar roles

Out of 15 CIPFA Council's only 2 (Medway and Newcastle) had similar roles to the proposed Field Officer. (Other CIPFA Council's which didn't have similar roles are: Portsmouth, Bristol, Southampton, Bournemouth, Southend-on-Sea, Plymouth, York, North Tyneside, Sheffield, Coventry, Swindon, Reading, and Stockport). The remaining Councils in the table below are not part of CIPFA and do have similar roles to the Field Officer.

Council Name	Title of Role and Functions carried out	Patrol Times	Additional Notes
1. Medway Council	Community Wardens- <ul style="list-style-type: none"> • Report abandoned vehicles • Report or issue of fixed penalty notice Dog fouling • Graffiti • Skips - dangerous / illegal • Scaffolding - dangerous / illegal • Stray and dangerous dogs • Refuse out early • Carriageway / footway obstructions or structures • Street cleansing issues / inspections • Assisted collection referrals 	9am till 5pm	
2. Newcastle City Council	Neighbourhood Wardens - <ul style="list-style-type: none"> • Cut crime - including burglaries, anti-social behaviour, criminal damage and hate crime • Reduce residents' fear of crime and increase their confidence in the ability of official agencies to help • Support victims of crime and vulnerable members of the community • Report all crime and disorder incidents and environmental problems • Improve the reporting of racially motivated crime and other hate crime • Be the 'eyes and ears' of the community through foot patrols in residential areas of Newcastle. 	Unknown	Further research for patrol times

3.Kent County Council	<p>Community Wardens-</p> <ul style="list-style-type: none"> • Tackling low-level crime and antisocial behaviour (such as graffiti, littering, fly tipping and vandalism) • Take names and addresses and control traffic • Reassuring uniformed presence • Trained to the Community Safety Accreditation Scheme before starting their work • Encouraging communities to work together and make things better for everyone • Working closely with Kent Police and other professional authorities • Talking with local people, offering information and advice • Taking part in local community activities. 	7:30am till 10pm	
4.Crawley Borough Council	<p>Community Wardens-</p> <ul style="list-style-type: none"> • Issue fixed penalty notices for litter and dog fouling and investigate fly tipping. • Investigate the selling and repairing of cars on the streets illegally. • Pick up and re-home any stray dogs (this does not include the re-homing of any unwanted pet dogs). • Investigate all illegal encampments of travellers and people camping in tents • Require the name and address of a person whom an accredited person has reason to believe has committed a 'relevant offence' • Require the name and address of a person acting in an anti-social manner • Require persons drinking in a designated place to surrender alcohol and to dispose of any alcohol surrendered • Require persons aged under 18 to surrender alcohol and to dispose of any alcohol surrendered 	8:00am till 9:30pm	
5.Chichester District Council	<p>Community Wardens-</p> <ul style="list-style-type: none"> • Community development and encouraging and increasing community involvement • Dealing with environmental issues (e.g. graffiti, litter, dumping, abandoned cars, dog fouling etc.) within the area by working with appropriate agencies • Working with the police, police community support officers (PCSOs) and local communities to reduce crime, anti-social behaviour and fear of crime in the area including providing intelligence and evidence to the police and acting as a professional witnesses 	9am till 10pm	

6.Canterbury City Council	<p>Community safety Unit- work in partnership with Kent Police and other partners</p> <ul style="list-style-type: none"> • Anti-Social Behaviour, as this can cause great harm in a community. • Domestic Abuse, offering support and information for those experiencing or aware of domestic violence • Hate Crime, they are committed to tackling all forms of hate incidents in the Canterbury District. • Unauthorised Encampments, removing all encampments that are unauthorised. • Students in the community, giving advice and information to students. • Alcohol Control, a police officer can remove alcohol if they believe that drinking in a public place will lead to people acting anti-socially. 	Unknown	Further research needed for patrol times
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Portfolio benefits

The following chart is from the C&N Committee papers/Business case. It may pre-date the inclusion of the Field Officer role in that programme, but it is included to show the benefits of the wider portfolio including Hubs, governance and volunteering.

OUTCOMES	BENEFITS					
	Improved customer satisfaction	More resilient communities	Greater democratic participation	More effective use of resources	Improved job satisfaction	Improved resident health and well-being
Services easier to access	√			√		
Communities more aware and able to access services and support	√	√				
Integrated services designed around customer segments	√			√		
Complaints better handled	√			√		
Reduce unnecessary visits or calls to council buildings	√			√		
Greater support for Members engaging with communities			√		√	
Communities able to influence decision-making in their area		√	√			
Problems solved as a result of community engagement	√	√	√			
Communities have greater access to information and expertise		√	√			√
Communities able to access relevant funding opportunities		√		√		
Communities empowered to co-design services	√	√		√		√
More effective use of community spaces incl. outdoors		√		√		√
Increase in social, cultural and sporting participation		√				√
More people volunteer		√				√
More services use volunteers		√		√		√
Improved employment opportunities		√				√
Website clearer and easier to navigate	√			√		
People better able to access digital services	√	√				
People more able to self-help	√	√		√		
Cost of transactions reduced				√		
Increase in number of self-assessments		√		√		√
Stronger relationship between public and third sectors		√			√	
Joined up approach to service delivery and collaboration	√	√		√	√	
Innovation is encouraged and rewarded					√	
Staff feel empowered					√	
Behaviour change in staff	√				√	
More flexible / generic roles				√	√	
Staff able to signpost to all relevant services	√			√	√	
Reduced duplication and multiple contacts	√			√		
Multi-disciplinary approach to supporting individuals	√				√	√
Service plans based on evidence of need	√					√
Increase in prevention activity		√		√		√
Fewer referrals to specialist services				√		√
Specialists have more choice in 'step-down' services		√		√		
Specialist focus on more complex tasks				√		√

Communities and Neighbourhoods Portfolio

Enforcement & Inspection

Community Collaboration

Community Hubs

Field Officer	Portfolio Benefits					
Outcomes	Improved customer satisfaction	More resilient communities	Greater democratic participation	More effective use of resources	Improved job satisfaction	Improved resident health and well-being
Responsive fast effective enforcement and inspection work						
Services easier to access	√			√		
Integrated services designed around customer	√			√	√	
Complaints better handled	√			√		
Communities more aware and able to access services and support	√	√		√	√	
Joined up approach to service delivery and collaboration	√			√	√	
Reduced duplication and multiple contacts	√			√	√	
Multi-disciplinary approach to supporting individuals	√			√		√
Increase in prevention	√			√	√	√

activity and staff feeling empowered						
Fewer referrals to specialist services	√			√	√	
Intelligence gathering and fast effective referrals						
People better able to access digital services	√	√		√		
Staff able to signpost to all relevant services	√			√	√	
More flexible / generic roles				√	√	
Service plans based on evidence of need	√	√		√		√
Behaviour change in staff with specialist focus on more complex tasks	√			√	√	
Community collaboration and behaviour change						
Communities more aware and able to access services and support	√	√				
Greater support for Members engaging with communities	√		√	√		
Communities able to influence decision-making in their area	√	√		√		√
Problems solved as a result of community engagement	√	√	√			
Communities have	√	√	√			

greater access to information and expertise						
Improved employment opportunities					√	
People more able to self-help	√	√		√		
Stronger relationship between public and third sectors	√	√	√	√		√

Mobile App Functions Table, showing impact of DF service by service:

KEY:	Pest Control pilot has already provided new online functionality that could be rolled out to other services
	Currently being built or next in the pipeline
	More discovery work being completed

✓	New functionality already live
✓	New functionality to be rolled out

	Take online payment ₁	View clients of concern	View info on Uniform	View other background info and databases	Complete inspection form on site	Collect evidence – take photo	Write in a new digital PACE notebook	Generate job sheet	Send letter /provide info (email)	Serve notices, give customer copy	Save emails and photos	Scan carbon copies
Pest Control	✓	✓	✓	✓	✓	✓	N/A	✓	✓	✓	✓	✓
Licensing (all services)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Environmental Protection	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Highways	x	x	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Private Sector Housing	x	✓	✓	✓	✓	✓	x	✓	✓	✓	✓	✓
Community safety	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Planning Enforcement	x	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Housing (HRA)	x	✓	✓	✓	✓	✓	x	✓	✓	✓	✓	✓
Travellers Team	x	✓	✓	✓	✓	✓	✓	x	✓	✓	✓	✓
Seafront Office	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cityparks	x	✓	x	✓	✓	✓	x	x	✓	✓	✓	x

**NOTICE OF MOTION
LABOUR AND CO-OPERATIVE GROUP
MENTAL HEALTH SERVICES**

This council requests the Chief Executive to write to the Secretary of State for Health calling on them to:

- Ensure services are fully funded and fit for purpose, so that parity of esteem can be achieved, and that people can be treated locally wherever possible so that they can be supported by their families, carers and voluntary services
- End the fragmentation of services and ensure there are clear pathways to treatment and counselling regardless of level of need
- Ensure that everyone experiencing a mental health crisis is given prompt and appropriate treatment
- Guarantee everyone detained under S136 of the Mental Health Act is taken to a place of safety in the county in which they reside.

Proposed by: Cllr Penn

Seconded by: Cllr Allen

Supporting information:

- In 2012, the government promised mental health would have Parity of Esteem for mental health with physical health, but 5 years later mental health services for children and adults remain fragmented and under-funded, while staff are under extreme pressure.
- One in 4 of us will suffer a mental illness at any one time. Yet when people are at their most vulnerable, they face long delays for treatment.
- There are also significant gaps in service for a range of serious mental health conditions, and many including children in care and survivors of domestic violence struggle to get the support they need.
- Poor funding and organisation of mental health services for adults and children is not only failing people, but has a significant impact on many other parts of the NHS, and other public and voluntary services including council services. For example, mental health issues are a cause of homelessness, and there is a high prevalence of mental health problems among rough sleepers. People with mental health problems have more emergency admissions and longer hospital stays than other patients.
- Many mental health trusts have to regularly admit patients “out of area” to extra contractual beds, as they have been forced to close beds to save money and make savings. Not only is this very detrimental to the patients and their carers but it is hugely expensive, and will often be the main source of any overspend.

NOTICE OF MOTION**LABOUR & CO-OPERATIVE, CONSERVATIVE
AND GREEN GROUPS****BRIGHTON CENTRE WINTER NIGHT SHELTER**

This Council:

1. Recognises the positive contribution of the Brighton Centre Winter Night Shelter in providing rough sleepers with both a welcoming, safe and warm environment, and assistance with a variety of health, housing and other issues, over the cold winter months.
2. Congratulates volunteers and staff for their work on the project above and beyond the call of duty.
3. Resolves to work together on a cross-party basis to tackle budgetary and logistical issues so that projects such as these, that reduce rough sleeping, can continue in future years.

Proposed by: Cllr Moonan

Seconded by: Cllr Nemeth
Cllr Gibson

Supporting Information:

Council	Agenda Item 72 (3)
1 February 2018	Brighton & Hove City Council

**NOTICE OF MOTION
LABOUR AND CO-OPERATIVE GROUP**

SCRAP THE FEE

This council resolves to support the Scrap the Fee campaign by:

- Calling on the Secretary of State for Health to scrap the unfair and unjust fee which GPs are currently permitted to charge for letters needed for legal aid applications in cases of domestic violence, by for example bringing this service under the NHS contract
- Calling on Brighton and Hove CCG to request local GPs as a voluntary measure not to charge fees for letters needed for legal aid applications in cases of domestic violence.

Proposed by: Cllr Hill

Seconded by: Cllr Cattell

Supporting information

National statistics have not changed for decades. Two women are killed every week in England and Wales by a current or former partner. One in four women will experience domestic violence in their lifetimes. Legal Aid is a lifeline for women fleeing domestic abuse. It helps them to protect themselves, their children and secure their financial situation. However, under the Legal Aid, Sentencing and Punishment of Offenders Act 2012, for individuals to qualify for legal aid in domestic abuse cases, prescribed evidence was required to prove they have been subjected to abuse.

This council notes the recent work undertaken by support organisations with the Ministry of Justice to highlight the barriers to justice in cases of domestic abuse, and therefore the changes being brought forward, including the expansion of forms of evidence to include evidence from domestic abuse support services

<http://rightsofwomen.org.uk/news/domestic-violence-legal-aid-changes-finally-confirmed-by-government/>

<https://www.gov.uk/government/news/more-legal-aid-support-for-victims-of-domestic-violence>

Nonetheless, this council notes that one form of evidence remains a letter from a GP. This is not under NHS contract, and so GPs are permitted to charge a fee.

<https://www.bma.org.uk/advice/employment/fees/legal-aid-domestic-violence>. There are other areas where GPs provide evidence and certification where fees are not chargeable <https://www.bma.org.uk/advice/employment/fees/certificates-no-charge>

It is everyone's responsibility to help prevent domestic violence and abuse. No GP should charge victims of domestic abuse for a letter they request to assist them in accessing legal aid. The government must therefore bring this charge under NHS contract, or make whatever other change is needed to ensure no individual is charged by their GP in these circumstances.

NOTICE OF MOTION**CONSERVATIVE GROUP****RESETTING THE COUNCIL'S RELATIONSHIP WITH THE TRADE UNIONS**

This Council calls on the Chief Executive to:

1. Acknowledge that the most valuable resource of this Council is its workforce;
2. Note that the LGA Peer Review indicated that the Council's relationship with the Trades Unions is dysfunctional;
3. Note that the LGA Peer Review called for external facilitation to be brought in to enable a 're-set' to take place;
4. Note the concern of the trades unions expressed during the recent consultation process for The Royal Pavilion and Museums Trust Arrangements;
5. Set-up a cross-party working group to oversee external facilitation that would 're-set' the relationship between the Council and The Trade Unions to take place.

Proposed by: Cllr Tony Janio

Seconded by: Cllr Andrew Wealls

Supporting Information:

- "Trade unions within the council could play a valuable role in the future. However, this requires dramatically improved relationships between all concerned. The current set of relationships is recognized by all as being dysfunctional. Progress can only be made if there is agreement that the relationship needs to be 're-set'. We recommend that external facilitation is brought in to enable such a 're-set' to take place."

[Source: Corporate Peer Challenge 2017]

NOTICE OF MOTION
CONSERVATIVE GROUP
WOMEN'S SUFFRAGE

This Council resolves to:

Call on the Chief Executive to bring a report to the next Policy, Resources & Growth Committee with details of all the events planned in the City to celebrate the centenary of Women's Suffrage.

Proposed by: Cllr Hyde

Seconded by: Cllr Simson

Council	Agenda Item 72 (6)
1 February 2018	Brighton & Hove City Council

**NOTICE OF MOTION
LABOUR AND CO-OPERATIVE GROUP AND CONSERVATIVE GROUP
COUNTY LINES**

This council resolves to ask the Chief Executive to write to the Home Secretary, the Secretary of State for Housing, Communities and Local Government and the Secretary of State for Education, requesting that the government develops a national strategy to address the issue of County Lines, which would:

- provide clear and effective national support for work being put together at a local level
- facilitate working across local authority boundaries, for example the need to track perpetrators and children across boundaries,
- address the need for ongoing support for young people and families that are affected
- provide guidance on timeliness of interviewing young people who have been found after having been notified as missing
- recognise that effective action may result in more children entering care
- identify appropriate skills and resources for local authorities and local police forces and other relevant agencies to support a national strategy and deal with the impact of County Lines.

Proposed by: Cllr Daniel

Seconded by: Cllr Miller

Supporting information

County Lines is the police term for gangs who send children from London out to other areas to sell drugs. They also recruit local young people through debt bonding (i.e. giving young people drugs posing as a friend, and then making the young person work for them to pay them back).

Like sexual exploitation gangs they often make threats to harm the child or their family, and because the child has been caught up in criminal behaviour they feel they have nowhere to turn to make it stop.

County Lines also involves cuckoo-ing properties (often of drug users) to use as a base for dealing - causing neighbourhoods to be affected by criminal behaviour and live in fear.

This crime is happening in our city. Tackling it is a top priority for our community safety partnership, and a report is coming to committee this month on the early work locally to combat this criminal exploitation.

But we need government to recognise that this issue cuts across local authority boundaries, that it is a huge threat to community safety and safety of our young people, and that a national strategy and resourcing is needed for effective action.

NOTICE OF MOTION**GREEN GROUP****BURSARIES FOR NURSES**

This Council notes the current shortage of NHS nurses, which has reached critical levels and as such may well have an impact on the quality of services Brighton and Hove residents will receive. This Council further notes grave concerns expressed by the Royal College of Nurses about challenges in recruiting new nurses and retaining existing levels both locally and nationally.

This Council therefore asks the Chief Executive to write to the Secretary of State requesting that bursaries for nursing degree courses be reinstated with immediate effect to help to avoid a worsening of this situation from 2020 onwards

This Council also asks that the Chair of Health and Wellbeing Board and HOSC request a report to be brought to these respective committees every 6 months, detailing the progress on work done around improving retention of nurses.

Proposed by: Cllr Deane

Seconded by: Cllr Page

Supporting Information:

33,000 nurses left the NHS last year. This exodus, combined with a 96% drop in applications from the EU post-Brexit, has resulted in the number of unfilled posts doubling in the past three years to a current level of 40,000.

Of those leaving the NHS, 40% were under 30, and 50% were under 40 years old. Meanwhile, universities are struggling to fill nursing degree courses, with the Royal College of Nurses reporting a 23% fall in applications since bursaries were abolished in August 2017, as the prospect of tuition fees and the continuing cap on pay rises act as a deterrent to prospective nursing students.

A report to the Brighton and Sussex University Hospitals NHS Trust in July 2017 revealed there were almost a thousand (972) unfilled posts, almost half of which were nursing posts, with the acute floor of the Royal Sussex County Hospital being the worst affected. The turnover rate of 14% in the area is higher than the national rate of 12%.

<http://www.brightonandhovenews.org/2017/06/10/nhs-cost-cutting-plans-revealed-as-brighton-hospital-trust-faces-losing-400-eu-staff-over-brexit/>

Report on nurse staffing at the Brighton and Sussex University Hospitals NHS Trust:
<https://www.bsuh.nhs.uk/wp-content/uploads/sites/5/2017/11/BSUH-Combined-public-Board-papers-uptd-29-November-2017.pdf>

NOTICE OF MOTION**GREEN GROUP****CLEAN AIR DAY**

This council notes that Nitrogen dioxide concentrations in Brighton and Hove continue to exceed EU and UK standards; with Public Health England estimating that exposure to 'fine particulate matter' contributes 5-6% to all causes of annual mortality in the city.

This Council resolves to:

1. Request that a report be brought to Environment, Transport & Sustainability Committee, exploring the potential to introduce an annual Cleaner Air Day from 2018, with the aim of raising awareness of the causes and effects of air pollution and thereby helping residents to understand how they can help clean up our air and protect themselves and their children.
2. That such a report assess the implementation of a Cleaner Air Day with consideration of:
 - suitable roads to be closed,
 - the most practicable date,
 - any economic and environmental costs and effects, both short and long term.

Proposed by: Cllr Greenbaum

Seconded by: Cllr Mac Cafferty

Supporting Information:

In Paris last September, emissions went down 40% on their 3rd annual *journée sans voitures*. This has been so successful it has both been repeated and also expanded from the historic city centre to the entire city. Reduced noise has also been very popular with residents. <http://www.independent.co.uk/news/world/europe/paris-car-ban-day-pollution-climate-change-a7981196.html>

A Cleaner Air Day would involve closing some city centre roads to traffic, organising a volunteer-led 'no-idling' patrol, as well as community, school, business and workplace led awareness and pollution reduction events. Suggested dates are June, to align with UK Clean Air Day, or September, to align with International Car Free Day.

In Brighton and Hove exposure to fine particulate matter is linked to 175 deaths each year and a factor in health conditions such as stroke, heart disease, lung cancer, and both chronic and acute respiratory diseases, including asthma. Reducing air pollution benefits all but particularly our children and older people who are disproportionately affected. Research on the link between air pollution and childhood asthma (Kings College London): <https://www.kcl.ac.uk/lsm/research/divisions/aalb/newsevents/newsarchive/featured/exhale.aspx>

There is a real threat of legal action if we do nothing to act on air pollution: <https://www.clientearth.org/air-pollution/>

