

Policy & Resources Committee

Date: **23 January 2020**

Time: **4.00pm**

Venue **Hove Town Hall - Council Chamber**

Members: **Councillors:**Platts (Chair), Yates (Deputy Chair), Mac Cafferty (Opposition Spokesperson), Bell (Group Spokesperson), Allcock, Clare, Gibson, Moonan, Miller and Shanks

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AGENDA

PROCEDURAL MATTERS

102 PROCEDURAL BUSINESS

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

(b) **Declarations of Interest:**

- (a) 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.

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

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

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

103 MINUTES

9 - 40

To consider the minutes of the meeting held on 5 December 2019 (copy attached).

104 CHAIR'S COMMUNICATIONS

105 CALL OVER

- (a) Items (108 - 115) will be read out at the meeting and Members invited to reserve the items for consideration.
- (b) Those items not reserved will be taken as having been received and the reports' recommendations agreed.

106 PUBLIC INVOLVEMENT

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

- (a) **Petitions:** to receive any petitions presented by members of the public to the full Council or as notified for presentation at the meeting by the due of (10 days);
- (b) **Written Questions:** to receive any questions submitted by the due date of 12 noon on the 17 January 2019;
- (c) **Deputations:** to receive any deputations submitted by the due date of 12 noon on the 17 January 2019.

107 MEMBER INVOLVEMENT

41 - 62

To consider the following matters raised by councillors:

- (a) **Petitions:** to receive any petitions submitted to the full Council or at the meeting itself;
- (b) **Written Questions:** to consider any written questions;

List of Written Questions (copy attached)
- (c) **Letters:** to consider any letters;

Community Care – Cllr Clare (copy attached)
- (d) **Notices of Motion:** to consider any Notices of Motion referred from Council or submitted directly to the Committee.

Referred from Full Council held on 24 October 2019:

- (i) New Green Deal (copy attached)
- (ii) Housing Benefit (copy attached)

Referred from Full Council held on 19 December 2019:

- (iii) Proportional Representation (copy attached)

108 BUSINESS RATES RETENTION FORECAST 2020/21

63 - 70

Report of the Acting Chief Finance Officer (copy attached)

Contact Officer: Heather Bentley

Tel: 01273 291244

Ward Affected: All Wards

- 109 COUNCIL TAX BASE 2020/21** **71 - 82**
- Report of the Acting Chief Finance Officer (copy attached)
- Contact Officer:* Heather Bentley *Tel:* 01273 291244
Ward Affected: All Wards
- 110 HOLLINGBURY PARK AND WATERHALL GOLF COURSES**
- Report of the Executive Director Economy Environment & Culture (copy to follow)
- 111 LIFE EVENTS FEES AND CHARGES** **83 - 96**
- Report of the Executive Lead Strategy Governance & Law (copy attached)
- Contact Officer:* Paul Holloway *Tel:* 01273 292005
Ward Affected: All Wards
- 112 REPROCUREMENT OF SECONDARY RECORDS STORAGE** **97 - 102**
- Report of the Executive Director Finance & Resources (copy attached)
- Contact Officer:* Peter Bode *Tel:* 01273 296634
Ward Affected: All Wards
- 113 PROCUREMENT OF COUNCIL OWNED SHORT-TERM TEMPORARY ACCOMMODATION – GLADSTONE COURT, HARTINGTON ROAD, BRIGHTON** **103 - 110**
- Executive Director Housing, Neighbourhoods & Communities (copy attached)
- Contact Officer:* Ododo Dafe *Tel:* 01273 293201
Ward Affected: Hanover & Elm Grove
- 114 COMMUNITY WEALTH BUILDING** **111 - 116**
- Report of the Executive Lead Strategy Governance & Law (copy attached)
- Contact Officer:* Giles Rossington *Tel:* 01273 295514
Ward Affected: All Wards
- 115 BHCC BREXIT RESILIENCE & PLANNING UPDATE** **117 - 126**
- Report of the Executive Lead Strategy Governance & Law (copy attached)
- Contact Officer:* Dee Humphreys *Tel:* 01273 290555
Ward Affected: All Wards
- 116 ITEMS REFERRED FOR COUNCIL**
- To consider items to be submitted to the 30 January 2020 Council meeting for information.

PART TWO

117 PART TWO MINUTES

127 - 134

To consider the part two minutes of the meeting held on 5 December 2019 (copy attached)

Contact Officer: Mark Wall

Tel: 01273 291006

118 HOLLINGBURY PARK AND WATERHALL GOLF COURSES

Report of the Executive Director Economy Environment & Culture (copy to follow)

119 PROCUREMENT OF COUNCIL OWNED SHORT-TERM TEMPORARY ACCOMMODATION - GLADSTONE COURT, HARTINGTON ROAD, BRIGHTON

135 - 138

Report of the Executive Director Housing, Communities & Neighbourhoods (copy attached)

Contact Officer: Ododo Dafe

Tel: 01

Ward Affected: Hanover & Elm Grove

120 PART TWO PROCEEDINGS

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

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

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FURTHER INFORMATION

For further details and general enquiries about this meeting contact Lisa Johnson, (01273 291228, email lisa.johnson@brighton-hove.gov.uk) or email democratic.services@brighton-hove.gov.uk

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

BRIGHTON & HOVE CITY COUNCIL
POLICY & RESOURCES COMMITTEE

4.00pm 5 DECEMBER 2019

COUNCIL CHAMBER - BRIGHTON TOWN HALL

MINUTES

Present: Councillor Platts (Chair) Yates (Deputy Chair), Mac Cafferty (Opposition Spokesperson), Allcock, Clare, Gibson, Moonan, Shanks and Simson

PART ONE

71 PROCEDURAL BUSINESS

(a) Declarations of Substitutes

77.1 Councillor Mears was present in substitution for Councillor Bell.

Councillor Simson was present in substitution for Councillor Miller.

(b) Declarations of Interest

77.2 Councillor Mears declared that she was a member of the Seaside Homes Board and a trustee at the Valley Centre.

Councillor Yates declared that he was a member of the GMB Union but held no position of responsibility.

Councillor Allcock declared that he was a member of the GMB Union but held no position of responsibility

Councillor Platts declared that he was a member of the GMB Union but held no position of responsibility.

(c) Exclusion of Press and Public

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

77.4 **RESOLVED:** That the press and public be excluded from the meeting during consideration of the items contained in part two of the agenda.

72 MINUTES

- 72.1 **RESOLVED:** That the Minutes of the meeting held on 10 October 2019 were agreed and signed as a correct record.

73 CHAIR'S COMMUNICATIONS

- 73.1 The Chair gave the following communication:

I'd like to inform those present that this meeting will be webcast live and will be capable of repeated viewing.

Members will be aware of the horrendous terrorist attack on London Bridge last week. The council flew flags at half-mast in respect for the victims and on behalf of all Members of the council, I would like to express all our sympathies and condolences to the relatives and friends of the two victims who lost their lives.

It is also important to reassure all of our communities including our local faith communities that the council stands in solidarity against all hate crime. In this context, I was pleased to be able to attend a meeting of the Racial Harassment Forum earlier this week with Sussex Police who do such an important job in protecting our communities across the city.

Since the last meeting, we have made great strides in several key areas, and our positive joint-working with other political parties has continued to benefit our residents.

We are making progress working with all three political parties on setting up a Climate Assembly in the new year to ensure people living in our city have their say in how we reach our carbon neutral 2030 goal.

Given the cold weather, it would be appropriate to mention, in the context of rough sleeping, that SWEP is open more regularly. We have lowered the trigger to one of the lowest in the country and we are opening a 365 day a year night-shelter this month.

There are a number of other initiatives we have undertaken as an administration, but given we are in the middle of an election, I will save them until the next meeting.

We have a range of major reports coming before us today and I hope we can have a good-natured and constructive meeting to discuss and scrutinise them. I would also like to remind Members that we are still in the pre-election period, so we need to be careful in our discussion to avoid unnecessary party-political statements.

74 CALL OVER

- 74.1 The following items were reserved for discussion:

Item 77	Targeted Budget Management 2019/20 Month 7
Item 78	Treasury Management Strategy Statement 2019-20 – Mid Year Review
Item 79	Draft General Fund Revenue Budget and Capital Strategy 2020/221
Item 80	Council Tax Reduction Review

Item 81	Black Rock Enabling Works
Item 82	Waterfront Project
Item 83	Brighton i360 Loan Restructure
Item 87	Corporate Plan
Item 88	Climate Assembly
Item 91	Q2 Progress Update Corporate Key Performance Indicators 2019-20
Item 92	Review of the Constitution
Item 96	Deed of Variation to the Integrated Waste Management Services Contract

74.2 The following items were approved without discussion:

Item 84	Governance of Major Regeneration & Infrastructure Projects
Item 85	New England House
Item 86	Royal Pavilion and Museums – Transfer to RPM Trust
Item 89	Corporate Enforcement Framework
Item 90	Customer Experience Strategy
Item 93	Women in Local Government
Item 94	Procurement of Short Term and Emergency Temporary Accommodation
Item 95	Committee Timetable

75 PUBLIC INVOLVEMENT

75(a) Petitions

75.1 There were no petitions.

75(b) Written Questions

75.2 Mr R Stammeijer asked the following question:

Rent Levels & License Fees

When deciding on rent levels and license fees regarding its property portfolio, what consideration does the council take on the wider social value provided by the lessee and what formal consultation does the council undertake when making significant changes to charges?

75.3 The Chair gave the following response:

The council's property portfolio is significant and varied. In summary, it includes:

- Operational properties (offices, schools, libraries, leisure)
- The Seafront Portfolio
- The Agricultural Portfolio
- The Commercial Investment Urban Portfolio
- HRA properties (some of which are commercial eg shops)
- Community Assets

The purposes for holding these properties is equally varied depending on the property, its use, who occupies, the basis of acquisition, its location and so on. There are a

myriad of factors that influence decision making in relation to each property and decisions are made on a case by case basis in compliance with the Council's constitution and policies; including but not limited to: The Corporate Property Strategy and Asset Management Plan, The Seafront Strategy, The City Downland Estate Policy and the Corporate Asset Transfer Policy.

Social value is at the forefront of our thinking and we look for these opportunities when granting tenancies and negotiating terms. We will consider the social and environmental benefits that are being proposed that could relate to bringing community groups together to look after and improve an area, benefits on the health and well-being to the community, engaging with the community on training, apprentices and learning of new skills, forging links with local community groups and creating community hubs. These community benefits will depend on the proposed uses of the tenancy and more importantly and will add value to any negotiation.

In nearly all circumstances rents and licence fees are negotiated directly with the tenant or their representative, the exceptions being seafront chalets.

75.4 Mr Stammeijer asked the following supplementary question:
Will the Council agree to take steps to limit the proposed rent review for Brighton Sailing Club to CPI or RPI, which is the increase we charge our members rather than the 37% proposed by the Seafront Estate Surveyor? We would be delighted if a member of this Committee would work with us and the Seafront Surveyor to come to a reasonable solution that reflects the social value framework and provision of amateur sports facilities that the Council promotes. Increased rents of this magnitude would impact on our ability to provide sports facilities and social inclusion provision for people who would benefit most, together with the thousands of members and affiliates of our club.

75.5 The Chair said that a written response would be provided.

75.6 The following answer was provided:

The rent review proposal sent to Brighton Sailing Club is a quoting rent to commence negotiations between landlord and tenant in accordance with the terms of the lease. The Seafront Estates Surveyor and Seafront Development Manager would welcome a meeting with the Sailing Club trustees to learn about the Club's social value framework and understand the Club's accounts so a fair and reasonable rent review settlement can be reached.

75(c) Deputations

75.7 There were no Deputations.

76 MEMBER INVOLVEMENT

76 (a) Petitions

76.1 There were none

76 (b) Written Questions

76.2 The Chair noted that 16 questions had been submitted, but due to the large number of items on the agenda it was agreed that written answers would be provided without discussion. The questions and answers are as follows:

1. Councillor Hugh-Jones

What plans are there, if any, to use funds from the Preston Park reserve in the next year and, if there are any, by how much will they deplete the reserve?

Chair's Response

There are no definite plans for using the Preston Park reserves in the next year. Consideration is being given to seeking external funding for investment in the restoration of Preston Park. In this case the reserve would be used for match funding towards any bid. The fund would only be used in this way, in consultation with Members and the Friends of Preston Park.

2. Councillor Hugh-Jones

What provision is there in the budget currently for energy efficiency measures in relation to existing housing stock?

Chair's Response

Work is currently in place to identify future investments in energy efficient measures in relation to our existing housing stock and there will be more detail in a paper coming to the Housing Committee in January. I can confirm that at present we are estimating an investment of £3.2 million focused on sustainability and carbon reduction which includes domestic and communal heating improvements, a ground source heating project at one of our sites and investment in home energy efficiency, insulation improvements and renewables.

3. Councillor Gibson

How much interest is currently payable to BHCC on lending to other local authorities on loans for 3, 6, 9, 12 and 18 months?

The council can obtain the following current market interest rates when lending to other local authorities, although these can fluctuate daily:

3 months: 0.75%
 6 months: 0.80%
 12 months: 1.00%
 18 months: 1.25%

These interest rates change regularly, mainly due to supply and demand. For example, rates have come down recently as a result of:

- a) This being a time of year where councils typically have low requirements for financing their capital programmes;
 - b) Expectations of a Base Rate cut in the medium term; and
- Councils preferring to take out PWLB borrowing over the summer when this was at historically low rates.

4. Councillor Gibson

What is the estimated annual difference in cost to the council between a 1 bed buy back property used as temporary accommodation (and let at LHA rents) and an average 1 bed property leased from a private landlord and an average 1 bed unit of short-term temporary accommodation?

Chair's Response

The cost of a one bed buy back property is generally cost neutral to the HRA as the viability modelling ensures that the rental stream pays for any financing costs of borrowing as well as the management and maintenance costs. The net cost per year for other 1 bed temporary accommodation properties are £1,600 for a leased property and £5,100 for a short-term emergency flat. In both cases the net costs are based on the cost of the property together with estimated management costs, netted off against income

5. Councillor Gibson

What was the annual income obtained by the council in 2018/19 for each of 2nd, 3rd and 4th car permits in CPZ?

Chair's Response

14.7% of all resident parking permits that were issued in 2018/19 were either 2nd, 3rd or 4th permits.

The total income from these permits was £647,000, of which £539,000 was 2nd permits and £108,000 3rd and 4th permits.

6. Councillor Gibson

Can you breakdown the numbers of vehicles in CPZs issued with low emission permits and higher emission permits and provide the total income for each of low emission and high emission permits to date?

Chair's Response

For 18/19 Financial year, income per emissions band

12 Month	20,097	-£2,554,671.03
12 Month HE	5,212	-£831,209.48
12 Month LE	3,385	-£215,139.67
3 Month	13,330	-£610,595.80
3 Month HE	3,047	-£176,132.90
3 Month LE	1,579	-£37,136.57

19/20 Year to date

	Count (YTD)	Sum (YTD)
12 month	13,577	£1,764,997.00
12 month HE	4,454	£705,935.55
12 month LE	2,957	£186,990.00
3 month	8,640	£398,923.50
3 month HE	2,295	£134,025.60
3 month LE	1,948	£36,000.75

LE = Low emission
HE = high emission

7. Councillor Gibson

How much rent has BHCC collected (expressed as a % of rent due) to date in 2019/20? (and if this collection rate continues for the rest of the year how much will BHCC be required to pay seaside homes under the rent guarantee agreement?)

Chair's Response

The council has collected 85.6% of rent due in 2019/20 up to 31/10/19. The council is due to pay 91% of rent due in 2019/20 to Seaside homes and currently this is estimated to total £4.444m. Therefore, based on this collection rate continuing for the rest of the year, this would lead to a forecast shortfall of £0.266m in rent to be met by the council. However, this forecast could reduce depending on the success of the current financial recovery plan. The service has been reviewing the collection processes and procedures to improve collection rates going forward and is trying to address an anomaly that has arisen with the Department of Work and Pensions around the payment of universal credit for those in Seaside Homes properties.

8. Councillor Gibson

Can a table be provided for each of the years 2011 to 2019 inclusive setting out:

- a) The pay ratio between the highest paid council officer to the lowest paid for BHCC;
- b) Indicating the number of employers in the city signed up to the Brighton Living wage on a voluntary basis each year

Chair's Response

BHCC Pay Ratios and VLW Employers in Brighton & Hove 2011 - 2019

Year	Salary Low	Salary High	Ratio	VLW employers*
2011	£12,787	£170,000	13.29	0 - 100
2012	£13,874	£150,000	10.81	0 - 100
2013	£14,373	£150,000	10.44	100
2014	£14,759	£150,000	10.16	117
2015	£15,144	£150,000	9.90	228
2016	£15,941	£151,500	9.50	300
2017	£16,302	£153,015	9.39	350
2018	£16,881	£156,075	9.25	450
2019	£17,364	£159,197	9.17	576

* Source: Brighton & Hove Living Wage Campaign

9. Councillor Gibson

Can you provide a detailed breakdown on how much of the £129K additional funding for the sustainability team (agreed at budget council in February 2019) for the staff and resources has been spent to date, giving indication of what additional activity any staff and resources provided by the money has enabled to take place?

Chair's Response

Budget Council on 28 February agreed £190k in new funding to the council's Sustainability Team to provide staff and other resources required to expand activity in climate change mitigation and biodiversity protection and enhancement, following Council's unanimous declaration of climate and biodiversity emergencies in December 2018.

In 2019/20 all of the additional funding has been focused on a budget for sustainability initiatives as there are particular costs around the emerging Carbon Neutral 2030 programme which will help to develop our city response to the Climate Emergency, including supporting the development and delivery of a Citizens Assembly on climate change. A minimum £75k has been allocated to this. In addition, there is going to be modelling work required to inform the development of options for the Citizens Assembly.

In addition to this, approximately £25-30k of the funding is being used to develop the Circular Economy framework that is required by the Economic Strategy, which will present opportunities to understand how better use of materials, resources and space can help to significantly reduce our carbon footprint. The framework will start by focusing on two sectors initially: the built environment and construction, and the visitor economy, and it is anticipated that the framework could be approved in spring 2020. £20k is also going to be spent on developing new planning policy around the Natural Environment to ensure that planning policy delivers the most sustainable development possible. There is also going to be a future report to ETS recommending that £25k is assigned to the ChAMP project, which seeks to protect the city's Chalk Aquifer and the water supply.

From 2020/21 much of this initial work will be underway and funded, and then most of the funding will be allocated to new sustainability posts and a restructure of the Sustainability team will take place in the coming months. Roles are likely to include an additional Sustainability project manager and a Biodiversity officer.

10. Councillor Gibson

For the answer provided on 24th October full council to the question on actual borrowing in new homes for neighbourhoods modelling in which an average actual borrowing rate of 2.17% was applied to the models can you clarify if this average rate was applied to the modelled borrowing amounts at the time of scheme approval or to the actual quantity of borrowing that was undertaken in practice?

Chair's Response

The response provided on 24th October, included the re-modelling of all previously completed projects using an average rate of 2.17% as the discount rate. This was applied to the borrowing amounts assumed at the time of scheme approval. At scheme approval HRA borrowing is assumed to be required to fund the investment, however due to other areas of capital investment being re-profiled over a number of years this borrowing may not have been actually taken out. The work which has been re-profiled on the capital investment programme will still need to be carried out so the borrowing which the projects were supporting in the initial scheme approval will still be required in future financial years.

11. Councillor Mac Cafferty

What is our officers' understanding of percentage spend on section 117 between that for BHCC and other comparable authorities; what is our officers' understanding of percentage spend on hospital discharge costs compared to other comparator authorities. If neither of these are available, what is the projected percentage increase in spend in the next year?

Chair's Response

The contribution from BHCCG for section 117 has been static at £3.4m for some years the total forecast costs of Section 117 aftercare in 2019/20 for BHCC is £12.823m therefore BHCC are contributing 73% to section 117 compared to 50% in most other comparable authorities

The percentage spend on hospital discharge costs as a proportion of all Adult Social care expenditure for BHCC in 2019/20 is 7%. Information on this spend is not available from other authorities so we are unable to make a comparison.

12. Councillor Mac Cafferty

With regard to adopted Green Group amendments for budget council in February, can we have detail on the implementation of the agreed £0.033m to create a recurring Community Clean-up Fund – to be used for anti-graffiti and other community clean-up work?

Chair's Response

The exact wording of the amendment was “for CityClean to create a recurring city centre Community Clean-up Fund to be used for graffiti materials to be available for community groups and towards sustainable street cleansing innovations such as hot foam technology to remove gum, grime and weeds”

Cityclean launched Community Clean Up inbox in September which we have promoted to inform people that they can contact us for materials for community clean ups. We were previously providing materials on requests made to individual officers. The Community Clean up inbox will make access to the community clean-up fund easier and more accessible to a wider range of people.

We have only started logging the specific costs of materials issued for community clean ups since we set up the new inbox at the end of September. We therefore can only provide an estimated expenditure on materials used for this purpose which is £16k. This has provided paint, cleaning products; equipment; community storage units for materials which includes 6 community ‘Superbins’ and a strongbox. The demand for community strongboxes (for storing materials) is high and they are also more efficient as we can keep them stocked with materials rather than making special journeys. This also gives the groups greater independence and flexibility, so we are looking to invest another £5k for 5 more boxes in the near future to meet demands. This does depend on us finding a suitable location and key holders.

We have taken the opportunity of the additional funds for material to expand the ‘tidy up team’ approach from working in parks to working across the city wherever volunteers want to hold a tidy up event. We have now have more than 100 Tidy Up Team volunteers and a large number of community groups and individual who regularly clean up their area and paint out graffiti. So far this year there have been 163 beach cleans supported by the council and the community clean-up fund. We are grateful to all of the volunteers and community groups who make such a valuable contribution to their communities.

We are researching new street cleansing equipment to steam clean pavements. We have trialled hot foam technology, but we have further research to do.

Any remaining funding from the additional £33k will be used as a contribution towards the cost of hiring temporary staff in the summer to manually remove weeds.

13. Councillor Mac Cafferty

Further to an oral question at P&R in the summer, I received some information about waste PFI one off resources being used to inflate the base budget. Are they being used elsewhere?

Chair's Response

Waste PFI reserves are held to meet future unitary PFI payments under the terms of the contract and in accordance with the latest financial model. The reserves are reviewed at least twice each year as part of the budget setting and annual closure of accounts processes. They may also be reviewed whenever variations to the contract affecting the financial model are negotiated and agreed by the parties. Any release of PFI reserves provides one-off funding which can be used for revenue or capital investment or, alternatively, used to mitigate financial pressures such as in-year overspends or collection fund deficits. For example, the 2019/20 budget included the use of £400,000 released Waste PFI reserves to provide one-off funding over a period of two years to augment services to 'high support homeless people.' Waste PFI reserves cannot be used to increase the council's base budget on a permanent basis.

14. Councillor Mac Cafferty

I asked about the insurance fund in the summer. A full list of what the insurance fund covered wasn't available can I have the list of what is covered?

Chair's Response

The council's internal insurance fund is used to finance the settlement of claims relating to self-insured risks including agreed excesses or 'deductibles'. This includes cover for current claims for which we will have an estimate of the likely settlement figure, but the fund also needs to be maintained at a level sufficient to cater for claims relating to incidents that have occurred but have not yet been reported as well as potential future incidents giving rise to claims. In this respect, the fund is reviewed every two years by an independent actuary to assess the levels of risk across the whole sphere of council assets and activity. The levels of self-insurance currently provided for by the fund are as follows:

Liability insurances: The first £100,000 of each and every claim is payable against the following externally procured insurance policies:

- Public Liability
- Employers Liability
- Officials Indemnity
- Professional Indemnity
- Libel and Slander
- Public Health Act
- Local Land Charges

Education Property Loss or Damage (Buildings and contents): The first £100,000 of each and every claim.

All Risks Insurance: The first £10,000 of each and every claim. This includes loss of or damage to items such as the collections in the museums and Royal Pavilion, The Mayor Regalia and goods seized by Trading Standards.

Housing Property Loss or Damage to buildings: The first £25,000 of each and every claim.

Motor insurance: The first £150,000 of each and every claim.

15. Councillor Mac Cafferty

In July's P&R I raised concerns about carry overs, specifically that sums could be carried over for a number of years with the rationale for spending changing dramatically over time. Although I was given some information that BHCC does indeed have a 'Carry Forward' figure which is part of the TBM provisional outturn report, in terms of good financial housekeeping I would be interested in more detail on the totals especially for very large amounts and what budget lines those relate to.

Chair's Response

Each year full details of all proposed carry forwards are reported to Policy & Resources Committee as part of the TBM Provisional Outturn report, usually in June or July. Every Carry Forward is listed and detailed including those supported by specific government grants. There are no other carry forwards allowed other than very minor amounts of under £50,000 (fifty thousand) that the Chief Finance Officer may authorise under the council's scheme of delegation. For example, the 2018/19 carry forward list identified £2.745m carry forwards which were approved by Policy & Resources Committee in July 2019. Some items can be carried forward for more than 1 year, but this is usually only where the source of funding is from a range of strategic partners and the council is committed to using the funds for a designated purpose.

(16) Councillor Gibson

In the November 2018 rough sleeper count, how many of the rough sleepers found were not known to St Mungo's?

Chair's Response

There were 19 individuals identified in the 2018 street count who were not previously known to outreach services.

76 (c) Letters

76.3 The Committee considered a Letter from Councillor Osborne regarding the lack of free ATM machines within the Hollingdean and Stanmer Ward.

76.4 The Chair gave the following response:

Thank you for your letter and for raising the important issue of how we can tackle financial inclusion and uneven access across the city to free ATMs or cash machines. It is positive that the LINK has set up a delivery fund so that all communities can request help with accessing cash through free ATMs. Any member of the public can get in touch directly with LINK or via their MP or local council to suggest a new location for an ATM in their area.

The Council has done work on this previously when working on the financial inclusion strategy. At that time we identified areas that did not have access to free machines and

produce a map free cashpoints in this city, and made this information available to residents. We also lobbied nationally but found that the feedback from the banking industry was that decisions about locations for cashpoints were dependent on high footfall, good security, and good access in order to viable.

The Council also looked into the possibility of locating free ATMs at the Housing Centre, libraries, Moulsecomb leisure centre but this wasn't feasible because the banks said as there wasn't a high enough footfall it would be too costly to provide the service to refill and maintain the ATMs; plus security issues arising from having cash on site and how would we provide access to the ATM securely out of hours.

In terms of this latest initiative where the LINK have set up a delivery fund for free ATMs to be installed in new locations, I have asked the Housing and Communities teams to look at whether any of our 'cold spot' locations might be eligible for a funding for a free LINK machine. Officers will also refresh the map of where free ATMs are located. We will also make contact with Network Rail and GTR about their machines.

The council continues [since 2014] to invest, annually, £200,000 in a community banking partnership for the city. You may well be aware of this provision know under the brand of 'Moneyworks'. This is a partnership of twelve voluntary sector organisation lead by Citizen Advice Bureau providing a package of integrated services across the city that include:

- Money advice
- Banking: access to basic banking, bill and debt repayment services
- Credit: access to affordable loans
- Deposits: access to savings facilities and incentives to save
- Education: improved financial capability and money management skills, increased awareness of the dangers of loan sharking and illegal money lending
- Food and fuel: integrating work around fuel efficiency and healthy food as part of household budgeting

Lastly you have asked for a report which reviews the council's Financial Inclusion Strategy; reviewing the strategy will be work planned for the next 12-18 months dependent on council capacity.

76.5 The Committee agreed to note the Letter.

76 (d) **Notices of Motion**

(i) Fur Free City

76.6 The Committee considered the Notice of Motion which had been referred from Full Council held on 24 October 2019

76.7 **RESOLVED:** The Committee agreed to call for a report.

77 **TARGETED BUDGET MANAGEMENT (TBM) 2019/20: MONTH 7**

77.1 The Committee considered the report of the Executive Director Finance & Resources which set out the forecast risks as at Month 7 (October) on the council's revenue and capital budgets for the financial year 2019/20.

- 77.2 Councillor Clare was concerned about the overspend on home to school transport and the impact on the budget. The Executive Director Families Children & Learning said that at TBM 0 there had been an expected overspend of £350k but that had gone up by £500k. This was due to reviewing the route optimisation and moving to a DPS system, but the implementation had not gone according to plan resulting in some quite significant difficulties for children and their families in the city. The routes had been rebooked, there had been a move away from children sharing transport and there was an issue on how children were taken from the cars into schools which had all resulted in additional costs.
- 77.3 Councillor Mears referred to Seaside Homes rent collection, and suggested that it should be clearer that it was the Council who collected the rents rather than Seaside Homes. With regard to home to school transport overspend she said that she had raised this as a corporate risk at the meeting in July, but it wasn't as high as the overspend now being projected. The overspend was being attributed to contractors giving back routes, and asked for information on why that had happened. She had been advised that under the contract with Edge, the Council could terminate the contract if they failed to deliver the savings for four consecutive months and as there was an expected overspend for the whole year then they must have already failed and asked if their contract would be now terminated. In that contract Edge said that if they failed to deliver the agreed savings the Council could claim back a percentage of the under delivery and asked if that would happen. The Executive Director Families Children & Learning said that the independent review would take place in January and would look at all the issues around the contract.
- 77.4 Councillor Allcock said that there had been pressure on the budget for home to school transport for a number of years and it had needed to be addressed. He noted the overspend and asked if that was solely related to the difficulties that had occurred over the summer, and was advised that it wasn't and there had been an overspend from previous years.
- 77.5 Councillor Mac Cafferty noted the high cost of agency staff at City Clean and asked what was being done to address that. The Executive Director Economy Environment & Culture accepted that it was high but said that was partly due to having to ensure the right level of service was provided, but it had also been necessary to use specialist agency staff to comply with the operating licence requirements. Work was being undertaken to look at recruitment which was part of the modernisation project. The Executive Director Finance & Resources said the Council had been looking at the use of agency staff for the last three years and it was expected that by the end of this year it would have reduced by a quarter.
- 77.6 Councillor Shanks noted the overspend in the NHS Managed Partnership Performance and said it appeared that the Council were owed money by the CCG, and asked if it was being reclaimed. The Executive Director Health and Adult Social Care said that there was complex funding between the CCG and the Council and negotiations were currently being held on this matter.
- 77.7 **RESOLVED:** That the Committee

1. Noted the forecast risk position for the General Fund, which indicated a budget pressure of £3.974m. This included an overspend of £0.061m on the council's share of the NHS managed Section 75 services.
2. Noted that the one-off financial risk safety net of £0.855m is available to mitigate the forecast risk if the risks cannot be completely eliminated by year-end.
3. Noted the forecast for the Housing Revenue Account (HRA), which is currently an underspend of £0.200m.
4. Noted the forecast risk position for the Dedicated Schools Grant which is an underspend of £0.297m.
5. Noted the forecast outturn position on the capital programme and approve the variations in Appendix 6 and the new schemes as set out in Appendix 7.
6. Approved the creation of a cemeteries maintenance reserve as set out in paragraph 9.9.

78 TREASURY MANAGEMENT STRATEGY STATEMENT 2019/20 - MID YEAR REVIEW

78.1 The Committee considered the report of the Executive Director Finance & Resources which set out the annual targets and the methods by which they would be met.

78.2 Councillor Gibson referred to the average of the maturity of debt portfolio and asked if there was an ideal level, he asked if it was known what the current average rate of the return on our treasury management was and referred to the debt outstanding on the General Fund and asked what the average rate at which the i360 were repaying the Council on an annuity basis. The Executive Director said that he didn't have that information available to respond to the questions and so a written answer would be provided

78.3 RESOLVED: That the Committee

1. Noted the key actions taken during the first half of 2019/20 to meet the TMSS and the investment strategy as set out in this report.
2. Noted the reported compliance with the AIS for the period under review.
3. Noted that the approved maximum indicator for investment risk of 0.05% has been adhered to and the authorised borrowing limit and operational boundary have not been exceeded.

79 DRAFT GENERAL FUND REVENUE BUDGET AND CAPITAL STRATEGY 2020/21

79.1 The Committee considered the report of the Executive Director Finance & Resources which presented the draft budget proposals for 2020/21 together with Medium Term Financial projections.

- 79.2 Councillor Shanks noted a reduction in funding for school governance support, and was advised that that would be met by increasing the traded offer which the Council had with schools rather than having to reduce provision.
- 79.3 Councillor Mac Cafferty asked if there were obvious things that the Council were doing to enable us to see out over the extra three years. Officers said that ensuring sustainability for the authority was important. The Council were in a reasonable position and there was a balanced budget. The Authority had an experienced service manager, good resources and a strong finance team.
- 79.4 Councillor Yates thanked officers for the report and said that officers had incorporated all the Council agreed commitments wanted into the budget. However, it hadn't been able to check that they were aligned with the Council's four-year corporate plan, which was being discussed later, and so work would be undertaken with the opposition parties to do that. The administration wanted to be more transparent in how we go from the proposals to the final budget, and asked the lead councillors from all the political groups to make themselves available to run a surgery to allow interested parties from across the city to comment on the budget.
- 79.5 Councillor Clare was concerned that the reduction to funding to school governance support and how that may relate to school improvement. Officers said that saving had been put in as the percentage of good and outstanding schools in the city had increased and so the level of intervention required had reduced and so it was felt to be an achievable saving.
- 79.6 Councillor Clare asked why the table showing the local election reserves had been included in the report. Officers said that it had been agreed last year that rather than having find a large one off sum of money every four years that a sum would be allocated each year.
- 79.7 Councillor Clare referred to the EIA 9 'Safer Communities: Domestic and Sexual Violence Service', and asked why it had gone from 5 to 1 and why cuts were being made. Officers said the information wasn't available and so a written response would be provided after the meeting.
- 79.8 Councillor Clare referred to the reorganisation to the Comms Team and asked for assurance that they would still be able to deliver the same high level of service. Officers said that resources were constantly reviewed and noted that some funding was provided on a project by project basis, but savings had to be made and it was felt that these would be achievable.

79.9 RESOLVED: That the Committee

1. Noted the updated forecasts for resources and expenditure for 2020/21 based on a planning assumption of a 1.99% Council Tax increase and 2.00% Adult Social Care Precept.
2. Noted the 2020/21 Budget Plans at Appendix 2 including draft savings proposals for 2020/21.

3. Directed that the draft savings proposals identified at Appendix 2 be subject to further consultation and engagement with all relevant stakeholders as appropriate, meeting all statutory consultation requirements.
4. Noted the update on the separate Schools and HRA budget setting processes set out in section 7.
5. Noted the Capital Strategy update set out in paragraphs 5.13 to 5.16.
6. Agreed the approach to engagement and consultation set out in paragraph 9.4.
7. Received and noted the draft Equality Impact Assessments undertaken in relation to the draft budget proposals.
8. Noted that subsequent decisions and information from central government regarding the Local Government Financial Settlement (LGFS) may impact on the proposals in this report.

80 COUNCIL TAX REDUCTION REVIEW

- 80.1 The Committee considered the report of the Executive Director Finance & Resources on the Council Tax Reduction (CTR) Scheme.
- 80.2 Councillor Shanks asked what the costs of administering the CTR scheme would be. The Executive Director Finance & Resources said that there would be the actual cost of the subsidy, but if that were excluded there would be officer time and the cost of the system which needed to be updated each time there was a change, and so an estimate would be in the low £100ks.
- 80.3 The Chair noted that there was an amendment from the Green Group and asked Councillor Gibson to introduce it.
- 80.4 Councillor Gibson said that it was important that as much could be done as possible to alleviate austerity and the CTR scheme did that. There was concern that over the last few years £2.2m had been taken out of the scheme. It was accepted that the fundamentals of the scheme could not be changed for next year, so the proposal was to align with the review of welfare support with a consultation on reducing the minimum liability on the current rate of 20%, reducing the taper rate and reducing or eliminating the requirement for residents to pay a minimum of £5 per week for 2021/2022. There was also a proposal to promote the discretionary fund and to increase the amount of money available in that fund. The following amendment was formally moved (changes in italics):

2.1 That the Committee confirms that the current Council Tax Reduction scheme shall continue without amendment, except for technical amendments to the amounts and allowances used to calculate entitlement.

2.2 Committee notes the July 2019 decision of this committee, and that no consultation has yet been undertaken with residents on options for council tax bill support,

~~2.7~~ 2.3 That the Committee confirms that officers should produce a further report following the General Election with more detailed proposals for a new welfare framework incorporating a city-wide view, i.e. having consulted with members from all Groups and key stakeholders. *Committee requests that such a report also outline specific timescales for a future council tax reduction consultation (for 2021-2022),*

2.4 *Committee notes that since 2015, £2.2m has been taken out of the CTR scheme, and agrees to consult residents on options for reframing the Council Tax Reduction Scheme in 2021/22 to align with other Welfare Support, with such a consultation including, but not limited to:*

- *Reduce the minimum liability below the current rate of 20%*
- *Reduce the taper rate below the current rate of 25p*
- *Reduce or eliminate the restriction on minimum council tax reduction, currently £5 per week or £260 per year;*

2.5 *Committee notes the absence of an agreed report on the result of promotion work done on the scheme and discretionary fund. Committee requests officers to undertake a marketing exercise to promote the Discretionary Fund, with a particular focus on working with city partners, housing associations and others, to ensure maximum reach to low-income households*

2.6 *That the Committee approves ~~£150,000~~ £200,000 funding for the discretionary fund in 2020/21; this would require additional one-off funding of ~~£140,000~~ £190,000*

2.7 *For Committee to agree to explore the introduction of additional one-off funding to support this marketing exercise as outlined in 2.4*

2.8 That the Committee confirms that work should continue towards the creation of a more comprehensive welfare framework that better joins up support from officers to residents in need.

2.9 That the Committee notes the options and provides a steer for wider consultation with stakeholders as the new welfare framework is developed.

80.5 Councillor Mac Cafferty said that at the P&R meeting in July 2019 it was agreed to help the city's poorest families and to provide improved promotion of the discretionary fund, but that had not been done and he hoped that what was agreed today would be taken forward. He formally seconded the amendment.

80.6 The Executive Director Finance & Resources was asked for a breakdown on the £2.2m cut to the CTR scheme. He agreed that there had been a reduction of £2.2m, and advised that the Government's grant to the Council to fund CTR had reduced by £8m. In net terms the Council had directed £6m to CTR, and there has been a commitment from the Council to keep that allocation as high as possible.

80.7 Councillor Allcock said that the Labour Group would support the proposed amendment.

80.8 The Committee voted on and agreed the amendment.

80.9 RESOLVED: That the Committee

1. Confirmed that the current Council Tax Reduction scheme shall continue without amendment, except for technical amendments to the amounts and allowances used to calculate entitlement.
2. Noted that despite a July 2019 decision of this committee, no consultation has been undertaken with residents on options for council tax bill support, thereby preventing substantive changes to the CTR scheme for 2020/21.
3. Confirmed that officers should produce a further report following the General Election with more detailed proposals for a new welfare framework incorporating a city-wide view, i.e. having consulted with members from all Groups and key stakeholders. Committee requests that such a report also outline specific timescales for a future council tax reduction consultation, as originally requested in a July 2019 decision of this committee.
4. Noted that since 2015, £2.2m has been taken out of the CTR scheme, and agrees to consult residents on whether the 2021/22 CTR scheme should:
 1. Reduce the minimum liability to 15%
 2. Reduce the taper rate from 25p to 20p
 3. Delete the restriction on minimum council tax reduction, being £5 per week or £260 per year.
5. Noted the absence of an agreed report on the result of promotion work done on the scheme and discretionary fund. Committee requests officers to undertake an urgent marketing exercise to promote the Discretionary Fund, with a particular focus on working with city partners, housing associations and others, to ensure maximum reach to low-income households.
6. Approved £200,000 funding for the discretionary fund in 2020/21; this would require additional one-off funding of £190,000.
7. Agreed to explore the introduction of additional one-off funding to support this marketing exercise as outlined in 2.4.
8. Confirmed that work should continue towards the creation of a more comprehensive welfare framework that better joins up support from officers to residents in need.
9. Noted the options and provides a steer for wider consultation with stakeholders as the new welfare framework is developed.

81 BLACK ROCK ENABLING WORKS

- 81.1 The Committee considered the report of the Executive Director Economy Environment & Culture which updated Members on progress with the Enabling Works.

- 81.2 Councillor Mac Cafferty said that this could be a good opportunity to review the entrance to the marina which he felt was unwelcoming for pedestrians and asked what discussions could be had about this. Officers advised that the owners of the head lease were ICG Longbow, and they had their own redevelopment plans for the marina and access was one of the issues they were considering.
- 81.3 Councillor Simson referred to the junction improvements at the top of Dukes Mound and was mindful that when Marine Drive was recently closed there were long delays and asked what issues the traffic modelling would consider. Officers advised that there would be new signalling at Dukes Mound, and when looking at the overall design they would take into account the developments at both Black Rock and Valley Gardens.
- 81.4 Councillor Mears asked at what stage the funding agreement with LEP was at. Officers said the Council had already entered into an agreement with LEP, and the Council would be able to continue to deliver the outputs which were agreed as part of that funding.

81.5 RESOLVED: That the Committee

1. Agreed that the planning application for a package of site preparation and public realm works at the Black Rock site and surrounding area are submitted to include:
 - Sea wall replacement and Marina pedestrian connection
 - Infrastructure to enable a future public transport “Marina access link”
 - Junction improvements and new signalling arrangements at Duke’s Mound.
2. Noted the recommendation elsewhere on this agenda to establish a task and finish cross party member working group consisting of 1 member from each group.
3. Agreed that officers continue to negotiate final terms of agreements with Brighton Marina Company, Longbow and Land Securities or the proposed new purchaser, CIT Group inc. in order to facilitate the rebuilding of the sea wall Black Rock frontage, the pedestrian connection and the Black Rock/Marina access link beneath the access ramps.
4. Authorised the Executive Director Economy, Environment & Culture to commence any procurements necessary to carry out the enabling works and to enter into any legal agreements required to facilitate the works.
5. Agreed the package of site preparation, infrastructure and public realm works up to £12.111m described in the Enabling Works section of this report and which is included in the council’s approved capital investment programme.
6. Noted the net loss of 10 car parking spaces in the Black Rock public car park to create informal play space.

82 WATERFRONT PROJECT

- 82.1 The Committee considered the report of the Executive Director Economy Environment & Culture which sought agreement to enter into a standstill agreement in relation to the

Conditional Land Acquisition Agreement signed in April 2019 with Aberdeen Standard Investments (ASI). The purpose of the standstill agreement was to allow ASI time to further explore and return with detailed proposals (including revised commercial and legal terms) regarding the potential for a new replacement for the Brighton Centre on the centrally located “central” site.

82.2 Councillor Shanks said that a new conference centre was urgently needed and asked for a timeline for the proposals. Officers advised that a further report would be available in twelve months.

82.3 Councillor Mears asked for reassurance that LEP funding could be used for what was required. Officers advised that during the planning process the Council would be working with the LEP to ensure that they were happy and would not proceed with the project if it became clear that they weren't.

82.4 Councillor Alcock said that a new conference centre was important and would bring jobs to the city and aid the local economy. Locating it in the city centre would be preferable and would add to the carbon neutrality as travelling to and from it would be easier.

82.5 RESOLVED: That the Committee

1. Authorised the Executive Director for Economy, Environment and Culture to agree the terms of and enter into a standstill agreement in relation to the Conditional Land Acquisition Agreement (CLAA) with Aberdeen Standard Investments.
2. Agreed that a commercial advisor is procured in order to support any future negotiations, to be funded from the Brighton Centre Reserve.

83 BRIGHTON I360 LOAN RESTRUCTURE

83.1 The Committee considered the report of the Executive Director Economy Environment & Culture which set out the impact the BA i360 had had on the Brighton & Hove visitor economy, and the proposal that the loan from Coast to Capital Local Enterprise Partnership [‘the LEP’] was ‘novated’ to the city council (at no cost to the council) and was included in the loan restructure and acknowledged that a previous repayment received by the council was paid in error as it should have gone to the LEP, and so recommended that sum was repaid to the LEP and the amount recovered as an outstanding debt that the i360 owes the city council.

83.2 The Chair noted that in attendance at the meeting were Ms J Barfield (Chair of Board of Directors) and Mr I Hart (General Manager) would be available to answer any questions.

83.3 Councillor Shanks asked if the payment of £612k would include the interest payment to the PWLB, and was advised that it would.

83.4 Councillor Clare asked if councillors could be given oversight of the marketing strategy. Mr Hart said that it already did, as one of the executive members of the Council sat on the Board. Councillor Clare said that councillors, not officers, were the decision makers and asked that councillors have sight of the marketing strategy. The Executive Director

Economy Environment & Culture agreed to share it with the committee members and would advise if there were any sensitive commercial information contained within it.

- 83.5 Councillor Mears asked officers to take a more stringent view and ensure that all assurances were put in writing, as Councillors needed to be certain that officers were taking all necessary steps to safeguard the Council's finances.
- 83.4 Councillor Gibson asked the Board what pledges they could make about the next payment as the one made in June was too low. Mr Hart said that he had confidence in the business and the figures for the first sixth months of this year, together with a strong July, showed that it could be turned around.
- 83.5 Councillor Gibson asked what the average annuity rate the Council was receiving from the i360, and was advised that the Council borrowed at between 2.04% and 3.09% and then added a margin of 3.5% to that and so the average interest paid by the i360 was around 6.5%.
- 83.6 RESOLVED:** That the Committee
1. Noted the economic and social impact benefits the BAi360 has had on the city's visitor economy as set out at 3.1 and in the report at Appendix 1.
 2. Agreed to Coast to Capital Local Enterprise Partnership novating their Growing Places Fund loan of £4.06m and grants delegated authority to the Executive Director Economy, Environment & Culture to agree the terms of the novation agreement, enter into that agreement and take any other steps necessary to effect the novation.
 3. Acknowledged that £312,000 of loan repayment from BAi360 was paid in error to the city council and agrees to repay that money to Coast to Capital Local Enterprise Partnership whilst noting that it is a debt owed to the Council by the i360.
 4. Agreed to the loan restructure principles as set out at 3.16 and delegates authority to the Executive Director Economy, Environment & Culture and the Executive Director Finance & Resources; in consultation with the Members' Working Group as set out at 2.6, to negotiate a revised loan agreement to cover both the principal loan and the novated LEP loan based on those restructure terms and enter into any legal agreements necessary to effect that restructure.
 5. Noted that the restructure cannot take place until early in the new year and agrees to defer up to £ £880,304.25 of the total payment due on 31 December 2019 under the loan agreement; and agrees not to take default action at this stage in relation to the failure to hit the financial ratios set out in the loan agreement.
 6. Agreed to establish a new permanent Members' Working Group, in accordance with the terms of reference at appendix 2, to oversee the city council's relationship with the BAi360. This will include agreeing future business plans and receiving regular updates on performance.
 7. Agreed to officers procuring ongoing advice on the visitor attraction market to help inform the process of agreeing the annual business plan.

84 GOVERNANCE OF MAJOR REGENERATION & INFRASTRUCTURE PROJECTS**84.1 RESOLVED:** That the Committee

1. Noted that the Committee has previously given approval to set up a Project Boards for the King Alfred Centre redevelopment and Waterfront projects and agrees the Terms of Reference attached at Appendices 4 and 5.
2. Agreed to establish Project Board for the Madeira Terraces project and agreed the Terms of Reference attached at Appendix 6.
3. Agreed to establish a Task and Finish Member Working Group for the Black Rock site and agrees the Terms of Reference attached at Appendix 7.
4. Agreed to the name change for the Estate Regeneration Board and the revised Terms of Reference for Housing Supply Member Board attached in Appendix 8.

85 NEW ENGLAND HOUSE

- 85.1 RESOLVED:** That the Committee delegated authority to the Executive Director Economy, Environment & Culture to commence procurements required to facilitate progressing this project towards a detailed design and business case that will be brought to a future Policy & Resources Committee.

86 ROYAL PAVILION AND MUSEUMS - TRANSFER TO RPM TRUST**86.1 RESOLVED:** That the Committee

1. Approved the legal agreements (the Services Contract and the Transfer Agreement) which will be put in place between the Council and the RPM Trust, and delegates authority to the Executive Director Economy, Environment & Culture to make minor amendments to the legal agreements and to make material amendments in consultation with group leaders.
2. Delegated authority to the Executive Director Economy, Environment & Culture to appoint 3 members to the board of the RPM Trust as nominated by the leaders of the three political groups.
3. Agreed that the Royal Pavilion & Museums service will transfer to the Royal Pavilion & Museums Trust on 1 April 2020.
4. Agreed that leasing the buildings to the RPM Trust will help to secure the promotion and improvement of the economic and social well-being of the area and that the Council should enter into leases based on the appended heads of terms (Appendix 6) and delegates authority to the Executive Director Economy, Environment & Culture to agree the final terms of those leases.
5. Delegated authority to take any other steps necessary to implement the transfer of the service to RPM Trust in consultation with group leaders.

6. Agreed to the Trust joining the Local Government Pension Scheme (LGPS) as an admitted body on an 'open' scheme basis.
7. Approved the amended IPR Policy appended to the Collection Schedule (Appendix 4).
8. Approved the proposal for the Council to carry out works to the roof of the Brighton Museum and Art Gallery and authorises the Executive Director, Environment & Culture to commence any procurements necessary to complete these works and agrees to a capital budget of £1.260m being included in the council's Capital Investment Programme.
9. Approved the indicative fee of £1.181m reducing to £0.691m per year for the fee term 1 April 2020 to 31 March 2025 subject to approval at Annual Budget Council in February.
10. Agreed to make a cash flow facility of up to £0.500m available to the RPM Trust within the first five years of operation and to delegate authority to the Executive Director, Environment & Culture and the Executive Director, Finance & Resources to agree the terms and repayment period if called upon

87 CORPORATE PLAN 2020-2023

- 87.1 The Committee considered the report of the Executive Lead Strategy Governance & Law regarding the draft Corporate Plan 2020-23 which is part of the Council's Policy Framework.
- 87.2 The Chief Executive said that the current Corporate Plan ran out in March 2019 and so it was time for a new one to be produced. It was important for any organisation to have a plan to reflect any changes in the world, and the needs and expectations of residents and service users. In May 2019 we had local elections and a result half of the current Councillors are new, and they have brought in fresh thinking and new ambitions and the plan reflected their views. The Council surveyed staff on a regular basis and one of the things that had come out of that was that they wanted clear direction from the leadership, and it was important that they understood what the Council would do. A Corporate Plan is also welcomed by stakeholders in the city and partners the Authority worked with to understand what the priorities were.
- 87.3 Councillor Gibson welcomed the Plan but suggested that some of the actions could be more specific and measurable. He referred to page 26 of the Plan and the section on Measuring Progress and said it would be useful to signpost the fact that progress on the housing goals would be reported to every other Housing Committee meeting. He referred to page 9 of the Plan and noted that it said that there were '197 newly developed rented council homes with 500 more in the pipeline', but it didn't say how long that had taken and he suggested that the Plan could be clearer on timescales and to say how many homes there were per year and over what period of time. The same page also said that the Council had 'helped bring 125 properties back into use between April and December 2018' and he thought that it would be better to give the amount for the year.

87.4 Councillor Allcock welcomed the Plan which showed the corporate direction and met the three big challenges which were the climate emergency, homelessness and the need to build community wealth. It set out the six long term outcomes which the Council wanted to focus on. He said that the Plan had been developed with the Green Group and reflected key aspects of both group's manifestos and what people in the City wanted. The Plan set out the Council's priorities and direction of travel for the next three years, and was a key part of the Council's budget. Officers would be working on key performance indicators, and progress would be monitored by the relevant committees.

87.5 RESOLVED: That the Committee approves the draft corporate plan 2020-2023 for submission to full Council for final agreement on 19 December 2019.

88 CLIMATE ASSEMBLY

88.1 The Committee considered the report of the Executive Director Economy Environment & Culture, which provided an update on the work of the council to reduce city carbon emissions, including plans to establish a carbon reduction programme with the aim of making Brighton & Hove carbon neutral by 2030, and sought approval for the creation of a cross-party member working group to oversee the implementation of the carbon reduction programme and the development of an engagement programme to include a Brighton & Hove City Assembly.

88.2 The Chair noted that there was a cross party amendment and asked Councillor Mac Cafferty to propose the amendment.

88.3 Councillor Mac Cafferty proposed the following amendment (changes in italics):

That the Committee:

2.1.1 approves the establishment of a City Assembly;

2.1.2 notes the council's ongoing work to reduce carbon emissions;

2.1.3 notes the establishment of a carbon reduction programme to achieve the target of Brighton & Hove becoming carbon neutral by 2030;

2.1.4 notes the requirement to develop an engagement programme to inform this work, to include a City Assembly;

2.1.5 agrees to establish a cross-party member working group to oversee the implementation of the 2030 Carbon Reduction Programme; and *to allocate seats, with a suggested 3:3:2 balance;*

2.1.6 *agrees to identify resources through the budget-setting process for a Climate Change/Carbon Neutral budget line in the 2020/21 revenue and capital budget, to make provision to develop the proposals endorsed by the city assembly;*

2.1.7 notes the Notice of Motion agreed at 24th October Full Council and agrees that work on these measures be taken forward as part of the Carbon Reduction Programme.

88.4 Councillor Allcock seconded the amendment.

88.5 The Committee voted on, and agreed, the proposed amendments.

88.6 RESOLVED: That the Committee

1. Approved the establishment of a City Assembly.
2. Noted the council's ongoing work to reduce carbon emissions.
3. Noted the establishment of a carbon reduction programme to achieve the target of Brighton & Hove becoming carbon neutral by 2030.
4. Noted the requirement to develop an engagement programme to inform this work, to include a City Assembly.
5. Agreed to establish a cross-party member working group to oversee the implementation of the 2030 Carbon Reduction Programme; and to allocate seats, with a suggested 3:3:2 balance.
6. Agreed to identify resources through the budget-setting process for a Climate Change/Carbon Neutral budget line in the 2020/21 revenue and capital budget, to make provision to develop the proposals endorsed by the city assembly.
7. Noted the Notice of Motion agreed at 24th October Full Council and agreed that work on these measures be taken forward as part of the Carbon Reduction Programme.

89 CORPORATE ENFORCEMENT FRAMEWORK

89.1 RESOLVED: That the Committee

1. Approved the procurement and award of contracts for enforcement services through a compliant framework for an initial term of 2 years with the option to extend for two periods of up to 12 months.
2. Supported the proposal for the corporate debt team, as part of its improvement programme, to develop business cases for bringing elements of enforcement in house in accordance with the objectives of the Corporate Debt Policy.
3. Noted the importance of debt collection as an essential function in order to be able to fund the priorities of the Council.

90 CUSTOMER EXPERIENCE STRATEGY

90.1 RESOLVED: That the Committee

1. Approved the procurement and award of contracts for enforcement services through a compliant framework for an initial term of 2 years with the option to extend for two periods of up to 12 months.
2. Supported the proposal for the corporate debt team, as part of its improvement programme, to develop business cases for bringing elements of enforcement in house in accordance with the objectives of the Corporate Debt Policy.
3. Noted the importance of debt collection as an essential function in order to be able to fund the priorities of the Council.

91 Q2 PROGRESS UPDATE CORPORATE KEY PERFORMANCE INDICATORS 2019-20

- 91.1 The Committee considered the report of the Executive Lead Strategy Governance & Law on Corporate Key Performance Indicators (KPIs) for the period 1 April 2019 to 30 September 2019.
- 91.2 Councillor Clare referred to paragraph 4.7 in the report and noted that of those KPIs that were reported and targeted in both 2018/19 and 2019/20, 50% have improved, 47% have declined and 3% had maintained performance at half way through the year, and asked whether the KPIs were realistic. The Head of Performance Improvement and Programmes said that due to the thoroughness of the target setting process, no indicator would have a Green value unless it met the national or local benchmark.

91.3 RESOLVED: That the Committee

1. Noted the progress made in relation to Corporate KPIs, particularly the corrective measures outlined for 'red' and 'amber' indicators, and further note its role in providing support and challenge to lead officers to bring performance back on track.
2. Approved the inclusion of three further KPIs into the Corporate KPI set, as suggested by the KPI Cross Party Members Working Group and set out in Appendix 4.

92 REVIEW OF THE CONSTITUTION - DECEMBER 2019

- 92.1 The Committee considered the report of the Executive Lead Strategy Governance & Law which set out the proposed changes to the Council's Constitution. The proposals set out in the report had been considered by the cross-party Constitutional Working Group.
- 92.2 Councillor Mears referred to Recommendation 2.3, asked for confirmation that a BAME individual would only attend a meeting whilst it was considering Part One items and not Part Two items. The Executive Lead Strategy Governance & Law said that a BAME representative would attend a meeting as an 'invitee', and under the Local Government Act 1972 it was not possible to co-opt a non-councillor to be a full member of a committee and as they would not be a full member they could not take part in any Part Two item.

92.3 Councillor Moonan said that under the previous administration a policy had been introduced to buy back homes. This was a quick way to get homeless people housed, and she was pleased that the policy was being extended. As many family homes the Council wanted to purchase were above the current limit, the Delegated Authority was being increased. The Constitution Working Group wanted the more marginalised groups in the city to have a voice in the decision making process of the Council, and whilst that was a detailed piece of work and would take some time, they wanted to do something straight away and having a BAME representative at P&R Committee meetings would signal the Council's commitment.

92.4 RESOLVED: That the Committee agreed -

Policy & Resources Committee

1. That the proposal to make changes to the Scheme of Delegations to Officers in Part 6 of the Council's Constitution relating to the Council's planning functions as indicated in Paragraphs 4.1-4.3 and Appendix 1 be agreed.
2. That the proposal to change Part 6 of the Council's Constitution to increase the financial threshold in relation to officer delegations governing the acquisition of residential property in para 4.5 be agreed.
3. That the proposal in para 4.9 to invite a BAME individual to attend Policy & Resources Committee early in 2020 be approved as a first step to increase participation and input by protected characteristic groups.
4. That the proposal in paragraphs 4.11 which relates to the arrangements for the Council's Member Working Groups be agreed.
5. That the draft protocol regarding the use of urgency powers attached at Appendix 6 and referred to at paragraphs 4.13-4.14 be agreed.
6. That Full Council be recommended to approve the changes recommended to it in paras 2.7 to 2.9 below.

Policy & Resources Committee and Full Council

7. That the Chief Executive and Monitoring Officer be authorised to take all steps necessary or incidental to the implementation of the changes agreed by the Policy & Resources Committee and by Full Council, and that the Monitoring Officer be authorised to amend and re-publish the Council's constitutional documents to incorporate the changes.
8. That the proposed changes come into force immediately following their approval by Policy & Resources Committee or adoption by Full Council, as appropriate.

93 WOMEN IN LOCAL GOVERNMENT

93.1 RESOLVED: That the Committee

1. Approved the proposals as set out in Appendix 1.

2. Requested officers to promote all roles, including senior roles, available for flexible working and part-time.

94 PROCUREMENT OF SHORT TERM AND EMERGENCY TEMPORARY ACCOMMODATION

94.1 RESOLVED: That the Committee

1. Agreed to procure short term and emergency temporary accommodation via a new dynamic purchasing system (DPS).
2. Agreed that option 2 as set out in paragraph 3.9 should be used to develop the specification for the DPS. This service level is anticipated to create a minimum budget pressure of £0.300m requiring a funding commitment within the 2020/21 General Fund budget. If this exceeds available resources following announcement of the Local Government Financial Settlement, this would require equivalent savings from elsewhere across General Fund services.
3. Noted the indicative numbers of short term and emergency temporary accommodation units required in each year as shown in the table in Appendix 1.
4. Delegated authority to the Executive Director of Housing, Neighbourhoods and Communities in consultation with the Director of Finance & Resources, to:
 - (i) Procure and award the DPS referred to in 2.1 with a duration of up to four (4) years; and
 - (ii) Award and enter into call-off contracts under the DPS referred to in 2.1.

95 COMMITTEE TIME TABLE 2020/21

- 95.1 RESOLVED:** That the proposed timetable of meetings for the 2020-2021 municipal year be agreed; subject to any necessary amendments following changes to the Constitution and/or committees' requirements.

96 DEED OF VARIATION TO THE INTEGRATED WASTE MANAGEMENT SERVICES CONTRACT

- 96.1 The Committee considered the report of the Executive Director Economy Environment & Culture which outlined the proposed arrangements for a Deed of Variation to the Integrated Waste Management Services Contract between East Sussex County Council and Brighton and Hove City Council and Veolia South Downs Ltd. The Committee noted that there was a Part Two item linked with this report (Item 99).
- 96.2 The Chair noted that there was an amendment from the Green Group and asked Councillor Shanks to introduce it.
- 96.3 Councillor Shanks proposed the following amendment (changes in italics):

2.1 Approves the principle of entering into the Deed of Variation to the Integrated Waste Management Services Contract as set out in the report;

2.2 Delegates authority to the Executive Director for Environment, Economy and Culture, following consultation with the Executive Lead Officer for Strategy Governance and Law, to agree the final terms and enter into the Deed of Variation to the Integrated Waste Management Services Contract;

2.3 Instruct Officers to identify how savings from contract variation could be ringfenced; in order to fund additional recycling measures, including collection of more plastics, and report back to the Environment Transport and Sustainability Committee.

96.4 Councillor Clare seconded the proposed amendment.

96.5 The Chair asked if the Committee wished to go to Part Two to consider the appendix to this report (Item 99). The Committee confirmed that the information contained within Item 99 had been considered and there was no need to move to Part Two.

96.6 The Committee considered the proposed amendment and it was agreed.

96.7 RESOLVED: That the Committee

1. Approved the principle of entering into the Deed of Variation to the Integrated Waste Management Services Contract as set out in the report.
2. Delegated authority to the Executive Director for Environment, Economy and Culture, following consultation with the Executive Lead Officer for Strategy Governance and Law, to agree the final terms and enter into the Deed of Variation to the Integrated Waste Management Services Contract.
3. Instructed Officers to identify how savings from contract variation could be ringfenced; in order to fund additional recycling measures, including collection of more plastics, and report back to the Environment Transport and Sustainability Committee.

97 ITEMS REFERRED FOR COUNCIL

97.1 No items were referred to Full Council

98 PART TWO MINUTES

98.1 **RESOLVED:** That the Part Two Minutes of the meeting held on 10 October 2019 were agreed as a correct record.

99 DEED OF VARIATION TO THE INTEGRATED WASTE MANAGEMENT SERVICE CONTRACT

99.1 This report provided supporting information for Item 96. The Committee noted the information contained in this report when they agreed the recommendations in Item 96.

100 CITY CLEAN AND FUTURE INDUSTRIAL RELATIONS

- 100.1 The Committee considered the report of the Executive Lead Strategy Governance & Law which updated Members on progress in relation to a dispute raised by GMB regarding grievance and disciplinary matters within the City Clean service, and suggested a way forward having regard to the findings and recommendations of the Independent Review, the ACAS dispute resolution process and the on-going programme of service modernisation across City Clean.
- 100.2 The Executive Lead Officer introduced the report and updated Members on the latest position including some outstanding areas of disagreement. He stated that officers will try to progress a resolution of the dispute and update Members at a future meeting.
- 100.3 The Committee heard from the Independent person who undertook the Independent Review, and from representatives of the GMB and Unison unions. Members asked them questions for clarification and thanked them for their attendance
- 100.4 **RESOLVED:** That the Committee -
1. Noted the report of the Independent person;
 2. Agreed the findings and recommendations in the report, including the finding regarding allegations of anti-trade union behaviour by management;
 3. Agreed, without prejudice to the formal JNC procedures, that there is no need to invoke disciplinary proceedings against Chief Officers. Members further agree that the Monitoring Officer be designated as the "receiving officer" should that be necessary.
 4. Welcomed the fact that all parties have indicated their acceptance of the report and its recommendations and that Members note the progress made through the ACAS process;
 5. Supported and, where necessary authorised, Officers to progress the implementation of the recommendations where there is no disagreement and subject to consideration of the impact on the ACAS process;
 6. Noted and supported the proposed establishment of an Industrial Relations capacity to support the improvement of Industrial Relations;
 7. Noted the outstanding areas of difference and asked Officers to seek resolution, using the ACAS process where appropriate, and report on progress to the Committee in the new year.

101 PART TWO PROCEEDINGS

- 101.1 **RESOLVED:** That the items listed in Part Two of the agenda and decisions thereon should remain exempt from disclosure to the press and public.

The meeting concluded at 10.20pm

Signed

Chair

Dated this

day of

MEMBER INVOLVEMENT - WRITTEN QUESTIONS

The following written question has been submitted:

1. What was the installation cost of the bus lane camera installed on the Lewes Rd?

Councillor Gibson

2. Over how many years is the borrowing to install the camera(s) being repaid?

Councillor Gibson

3. Please produce a table showing the fine income received the council for each year or part year since installation and the projected income for 2020/21

Councillor Gibson

4. For the Rough sleeping and homeless support service contract costs for 2019/20 please provide a table listing contract name (provider), contract value, detail as to whether the is low medium or high support, brief description of the service, average length of stay of residents in the accommodation (if known), number of units of accommodation and cost per unit?

Councillor Gibson

5. For the above table please provide any helpful explanation the reasons for any of the differences in cost per unit between similar levels of support

Councillor Gibson

23 January 2020

Brighton & Hove City Council

Dear Geoff;

I am submitting the following letter under Council Procedure Rule 23.3 to be included on the agenda for the Policy and Resources Committee meeting of 23rd January 2020.

A planned £1.97m cut to the 'Community Care' budget line under the Families Children and Learning budget has been put forward in this year's budget proposals. From the outset, the size of the cut is concerning to me and has been raised as such by members of the community and voluntary sector.

As I understand, £0.600m of this cut relates to savings made from the 'Move On' programme. I am aware this concerns the review of services provided to adults with learning disabilities - and that the savings proposed will be achieved by reviewing what services are provided to individual people.

I am worried that these reviews, regarding the care of some of our most vulnerable residents, may mean that the service given to those people is no longer sufficient. I would hope, and have confidence in the staff reviewing these services, that these are done with full consideration for what is right for the person.

But one case of a review going too far would be enough. I would like to ask the committee to consider requesting a briefing that enables members and the public to understand more about what the review of services means in practice. I also feel such a briefing needs to cover what opportunities there are to reverse any change, if it is found to be inappropriate.

My concern is to ensure information is made available on whether there are sufficient checks and balances to the system being used, such as:

- whether people reviewing services have a target to meet
- how frequent the reviews are with individuals
- what check-ins are done following service change

I would welcome the opportunity for committee members to receive such a briefing or report – whichever is appropriate – prior to the budget process. I feel it is essential we provide such information to members and to concerned residents who may be worried about their level of service provision. Following on from this briefing, should it appear that the outcome of this cut will result in more disruption for service users, I ask that this council reconsider the proposals for this service as part of the upcoming budget setting process.

Yours sincerely,

Councillor Hannah Clare
Brunswick and Adelaide

NOTICE OF MOTION**GREEN NEW DEAL**

This council resolves to declare:

- support for a 'Green New Deal,' as a policy framework that seeks to address climate change in ways that also: boost jobs, address poverty and inequality, and restructure our economic system;

This Council asks:

- For the Chief Executive to write to the Secretary of State and the Chancellor seeking their support for a Green New Deal and requesting an allocation of funding and resources to implement this locally
- For the Chief Executive to write to the Shadow Secretary of State and Shadow Chancellor, expressing our support for a Green New Deal.

This Council further requests that Policy & Resources Committee commission a report detailing how, alongside existing work: [1]

- poverty, inequality and accessibility can be addressed through the council's plan to become net carbon neutral ('net zero') by 2030;
- the council can work with partners (e.g.: Greater Brighton Economic Board, Chamber of Commerce) and specifically through the Local Enterprise Partnership, Coast2Capital, with particular reference to the Local Industrial Strategy and regional collaboration to lobby government for a stimulus package for low-carbon, 'green' jobs and decarbonisation projects; [2]
- the council can demonstrate good practice as a major employer by developing net-zero initiatives and employment opportunities;
- council can optimise the green credentials of council-owned buildings and public transport.

[1] This council notes existing work already underway – such as the BHCC Sustainability and Carbon Reduction Investment Fund and efforts to develop a circular economy.

[2] *"The massive wave of government-led investment that is needed to tackle climate change can also create thousands of new, decent jobs, not only in 'green' energy sectors, but also in construction, manufacturing, waste management, technological innovation, land use management and whole range of other sectors."*
https://neweconomics.org/uploads/files/GND_2019_WEB.pdf p.5

Green New Deal group: <https://greennewdealgrou.org/the-green-new-deal/>

Subject:	Items referred from the Council meeting held on the 24 October 2019		
	Notice of Motion – Green New Deal		
Date of Meeting:	23 January 2020		
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 To receive the following Notice of Motion which was debated at and referred from the full Council meeting held on the 24 October 2019 and held back for the January Committee meeting due to the General Election on the 12 December 2019.

2. RECOMMENDATIONS:

- 2.1 That the Committee responds to the motion either by noting it or where it is considered more appropriate, calls for an officer report on the matter as requested, which may give consideration to a range of options.

3. CONTEXT / BACKGROUND INFORMATION

- 3.1 To receive the following extract from the minutes of the full council meeting held on the 24 October 2019 setting out the motion and recommendation for the committee to consider as detailed below:

- 3.2 The extract from the full Council meeting is detailed below:

This council resolves to declare:

- support for a 'Green New Deal,' as a policy framework that seeks to address climate change in ways that also: boost jobs, address poverty and inequality, and restructure our economic system;

This Council asks:

- For the Chief Executive to write to the Secretary of State and the Chancellor seeking their support for a Green New Deal and requesting an allocation of funding and resources to implement this locally
- For the Chief Executive to write to the Shadow Secretary of State and Shadow Chancellor, expressing our support for a Green New Deal.

This Council further requests that Policy & Resources Committee commission a report detailing how, alongside existing work: [1]

- poverty, inequality and accessibility can be addressed through the council's plan to become net carbon neutral ('net zero') by 2030;
- the council can work with partners (e.g.: Greater Brighton Economic Board, Chamber of Commerce) and specifically through the Local Enterprise Partnership, Coast2Capital, with particular reference to the Local Industrial Strategy and regional collaboration to lobby government for a stimulus package for low-carbon, 'green' jobs and decarbonisation projects; [2]
- the council can demonstrate good practice as a major employer by developing net-zero initiatives and employment opportunities;
- council can optimise the green credentials of council-owned buildings and public transport.

COUNCIL

4.30pm 24 OCTOBER 2019

HOVE TOWN HALL - COUNCIL CHAMBER

MINUTES

Present: Councillors Phillips (Chair), Robins (Deputy Chair), Simson, Allcock, Bagaeen, Barnett, Bell, Brennan, Brown, Childs, Clare, Davis, Deane, Druitt, Ebel, Evans, Fishleigh, Fowler, Gibson, Grimshaw, Hamilton, Heley, Hill, Hills, Hugh-Jones, Janio, Knight, Lewry, Lloyd, Mac Cafferty, Mears, McNair, Miller, Moonan, Nemeth, Nield, O'Quinn, Osborne, Peltzer Dunn, Pissaridou, Platts, Powell, Rainey, Shanks, C Theobald, West, Wilkinson and Williams.

PART ONE

45. NOTICES OF MOTION

(5) GREEN NEW DEAL

- 45.24 The Notice of Motion as listed in the agenda was proposed by Councillor Heley on behalf of the Green Group. She stated that the country was facing a climate emergency and the council was not acting quickly enough. There was a need to restructure the economy and society to address the issue and enable the creation of new jobs in the low carbon industry if the target of being a net zero city by 2030 was to be achieved. The importance of the Green New Deal was now recognised and had to be supported and taken forward with partner agencies to prevent the catastrophe that would result if no action was taken.
- 45.25 Councillor Hills formally seconded the motion and stated that there was a clear need to put the climate first and take necessary actions to protect it and to deliver environmental change.
- 45.26 Councillor Platts moved an amendment on behalf of the Labour Group and stated that she hoped all the Groups could work together to ensure that action could be implemented locally to make a change. She believed the amendment strengthened the motion and that it could be supported.
- 45.27 Councillor Evans formally seconded the amendment and stated that it was an issue that was close to her heart and she hoped that a way forward could be achieved to address the issue.
- 45.28 Councillor Nemeth stated that he shared the concerns raised over climate change but was not as clear about the Green New Deal as there appeared to be a number of different interpretations. However, he hoped that there could be constructive discussions locally and an action plan agreed that could be taken forward.

45.29 Councillor Miller welcomed the motion and stated that there was a need to consider what actions could be taken forward and how the ambitions of the Green New Deal could be achieved.

45.30 Councillor Heley noted the comments and confirmed that she was happy to accept the amendment.

45.31 The Mayor noted that the amendment had been accepted and therefore put the following motion as amended to the vote:

This council resolves to declare:

- support for a 'Green New Deal,' as a policy framework that seeks to address climate change in ways that also: boost jobs, address poverty and inequality, and restructure our economic system;

This Council asks:

- For the Chief Executive to write to the Secretary of State and the Chancellor seeking their support for a Green New Deal and requesting an allocation of funding and resources to implement this locally
- For the Chief Executive to write to the Shadow Secretary of State and Shadow Chancellor, expressing our support for a Green New Deal.

This Council further requests that Policy & Resources Committee commission a report detailing how, alongside existing work: [1]

- poverty, inequality and accessibility can be addressed through the council's plan to become net carbon neutral ('net zero') by 2030;
- the council can work with partners (e.g.: Greater Brighton Economic Board, Chamber of Commerce) and specifically through the Local Enterprise Partnership, Coast2Capital, with particular reference to the Local Industrial Strategy and regional collaboration to lobby government for a stimulus package for low-carbon, 'green' jobs and decarbonisation projects; [2]
- the council can demonstrate good practice as a major employer by developing net-zero initiatives and employment opportunities;
- council can optimise the green credentials of council-owned buildings and public transport.

45.32 The Mayor confirmed that the motion had been carried unanimously.

NOTICE OF MOTION**HOUSING BENEFIT**

This council resolves to:

- (1) Request the Policy & Resources Committee to take into account the need to reduce the burden on the poorest households in the city by making the council tax reduction scheme more generous and/or increasing funds available for discretionary support as part of this year's budget process, thereby easing pressure on low-income households facing high housing costs; and
- (2) Ask the Chief Executive to write to the Secretary of State for Communities;
 - Expressing the council's concern about local people being priced out of private sector housing at a time where there is insufficient social housing available; and
 - Demanding that Housing Benefit levels are increased to an appropriate level.

Subject:	Items referred from the Council meeting held on the 24 October 2019		
	Notice of Motion – Housing Benefit		
Date of Meeting:	23 January 2020		
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 To receive the following Notice of Motion which was debated at and referred from the full Council meeting held on the 24 October 2019 and held back for the January Committee meeting due to the General Election on the 12 December 2019.

2. RECOMMENDATIONS:

- 2.1 That the Committee responds to the motion either by noting it or where it is considered more appropriate, calls for an officer report on the matter as requested, which may give consideration to a range of options.

3. CONTEXT / BACKGROUND INFORMATION

- 3.1 To receive the following extract from the minutes of the full council meeting held on the 24 October 2019 setting out the motion and recommendation for the committee to consider as detailed below:

- 3.2 The extract from the full Council meeting is detailed below:

This council resolves to:

- (1) Request the Policy & Resources Committee to take into account the need to reduce the burden on the poorest households in the city by making the council tax reduction scheme more generous and/or increasing funds available for discretionary support as part of this year's budget process, thereby easing pressure on low-income households facing high housing costs; and
- (2) Ask the Chief Executive to write to the Secretary of State for Communities;
 - Expressing the council's concern about local people being priced out of private sector housing at a time where there is insufficient social housing available; and
 - Demanding that Housing Benefit levels are increased to an appropriate level.

COUNCIL

4.30pm 24 OCTOBER 2019

HOVE TOWN HALL - COUNCIL CHAMBER

MINUTES

Present: Councillors Phillips (Chair), Robins (Deputy Chair), Simson, Allcock, Bagaeen, Barnett, Bell, Brennan, Brown, Childs, Clare, Davis, Deane, Druitt, Ebel, Evans, Fishleigh, Fowler, Gibson, Grimshaw, Hamilton, Heley, Hill, Hills, Hugh-Jones, Janio, Knight, Lewry, Lloyd, Mac Cafferty, Mears, McNair, Miller, Moonan, Nemeth, Nield, O'Quinn, Osborne, Peltzer Dunn, Pissaridou, Platts, Powell, Rainey, Shanks, C Theobald, West, Wilkinson and Williams.

PART ONE

45. NOTICES OF MOTION

(2) HOUSING BENEFIT

- 45.10 The Notice of Motion as listed in the agenda was proposed by Councillor Williams on behalf of the Labour Group. She stated that housing benefit failed to keep in touch with the increases in private rents which meant that people either had to cut back on other essentials or get into debt. She hoped that the motion would be supported.
- 45.11 Councillor Evans formally seconded the motion and stated that the situation was only the top of the ice-berg. People were faced with living in sub-standard accommodation with increasing rent levels and other factors such as the gig-economy and zero-hour contracts having an impact on their ability to afford the rents. There was a need to find ways to support people and she hoped that the motion would be supported.
- 45.12 Councillor Gibson moved an amendment on behalf of the Green Group and stated that it sought to strengthen the motion and to look at what could be done locally to assist people by finding the means to provide housing for them and to support low income households.
- 45.13 Councillor Hugh-Jones formally seconded the amendment and noted that there was a reliance on the Government to make changes but felt that things could be done locally to improve the situation.
- 45.14 Councillor Platts stated that the Administration intended to have a report on how to support low income households and those facing increasing pressures of debt and hoped that this could be built into the budget process and supported by all Members.
- 45.15 Councillor Grimshaw stated that she fully supported the motion and the amendment and noted that she had experienced the situation and was faced with decisions about

how to meet her living costs. Thankfully, she had been able to access her pension recently which meant she was able to meet her rent bills for another year.

- 45.16 Councillor Mears stated that the Conservative Group would not support the motion but were happy to support the amendment. She also noted that where there was an increase in housing benefit, private landlords tended to then increase the rent levels. There was also a lack of affordable council housing which needed to be addressed so that those on housing benefit could afford the rent.
- 45.17 Councillor Williams noted the comments and confirmed she was happy to accept the amendment.
- 45.18 The Mayor noted that the amendment had been accepted and put the following motion as amended to the vote:

This council resolves to:

- (1) Request the Policy & Resources Committee to take into account the need to reduce the burden on the poorest households in the city by making the council tax reduction scheme more generous and/or increasing funds available for discretionary support as part of this year's budget process, thereby easing pressure on low-income households facing high housing costs; and
- (2) Ask the Chief Executive to write to the Secretary of State for Communities;
 - Expressing the council's concern about local people being priced out of private sector housing at a time where there is insufficient social housing available; and
 - Demanding that Housing Benefit levels are increased to an appropriate level.

- 45.19 The Mayor confirmed that the motion had been carried unanimously.

NOTICE OF MOTION**PROPORTIONAL REPRESENTATION AND VOTER TRIALS**

The council notes:

- (1) Recent legislation published by the Welsh Government, paving the way for Votes at 16 and Single Transferable Vote (STV) in local elections and notes further that Wales follows the voting method for elections in Northern Ireland and Scotland.

Wales, Scotland, Northern Ireland and the London Assembly all now use proportional systems;

- (2) England remains the only country in the UK where local elections are undertaken using the First Past the Post (FPTP) voting system, and, that England is the only country in Europe to use such a system.
- (3) The damaging Voter ID trials undertaken earlier this year in the local elections, and plans announced in the Queen's speech to introduce a Photographic ID requirement. Of 44.6M votes in 2017, electoral fraud resulted in 1 conviction or 0.000063%

This council therefore, requests that the Policy & Resources Committee, considers calling for a report detailing the implications of Voter ID on residents in the city and that the report explores the impact of the FPTP electoral system on local elections in Brighton and Hove and how this compares to the popular vote.

Supporting Information

LSE studies have found that elections characterised by First Past the Post tend to lead to unrepresentative Parliaments and disproportional representation in Government. This can contribute to wider voter disenfranchisement in politics and

The results of the Voter ID trials from May's elections produced a number of worrying results, including more than 700 voters not returning to vote after being turned away.

Electoral Reform Society Press Release on Welsh Government Legislation <https://www.electoral-reform.org.uk/latest-news-and-research/media-centre/press-releases/westminster-looking-ludicrously-outdated-as-wales-pushes-ahead-with-pro-democracy-reforms/>

Evaluation of 2019 Voter ID trials

<https://www.gov.uk/government/publications/evaluation-of-voter-id-pilots-2019>

Announcement on Voter ID in Queens Speech

<https://www.independent.co.uk/news/uk/politics/voter-id-photo-uk-government-conservatives-queens-speech-elections-polling-a9154936.html>

Subject:	Items referred from the Council meeting held on the 19 December 2019		
	Notice of Motion – Proportional Representation and Voter Trials		
Date of Meeting:	23 January 2020		
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 To receive the following Notice of Motion which was debated at and referred from the full Council meeting held on the 19 December 2019.

2. RECOMMENDATIONS:

- 2.1 That the Committee responds to the motion either by noting it or where it is considered more appropriate, calls for an officer report on the matter as requested, which may give consideration to a range of options.

3. CONTEXT / BACKGROUND INFORMATION

- 3.1 To receive the following extract from the minutes of the full council meeting held on the 19 December 2019 setting out the motion and recommendation for the committee to consider as detailed below:

- 3.2 The extract from the full Council meeting is detailed below:

This council therefore, requests that the Policy & Resources Committee, considers calling for a report detailing the implications of Voter ID on residents in the city and that the report explores the impact of the FPTP electoral system on local elections in Brighton and Hove and how this compares to the popular vote.

COUNCIL

4.30pm 19 DECEMBER 2019

HOVE TOWN HALL - COUNCIL CHAMBER

MINUTES

Present: Councillors Phillips (Chair), Robins (Deputy Chair), Allcock, Atkinson, Barnett, Bell, Brown, Childs, Clare, Davis, Deane, Druitt, Ebel, Evans, Fishleigh, Fowler, Gibson, Grimshaw, Hamilton, Heley, Hill, Hills, Hugh-Jones, Janio, Knight, Lewry, Littman, Lloyd, Mac Cafferty, Mears, McNair, Miller, Moonan, Nemeth, Nield, O'Quinn, Osborne, Pissaridou, Platts, Powell, Rainey, Shanks, Simson, C Theobald, Wares, West, Wilkinson, Williams and Yates.

PART ONE

60. NOTICES OF MOTION

(4) PROPORTIONAL REPRESENTATION AND VOTER TRIALS

- 60.1 The Mayor noted that an updated notice of motion had been circulated with the addendum papers and that Councillor Mac Cafferty would like the revised version to be considered. She therefore sought confirmation that the Council was happy to accept the amended version of the motion for debate.
- 60.2 Councillor Wares requested that the matter be put to the vote as it was felt that the amended version simply added to the original one rather than actually updating it.
- 60.3 The Mayor noted the request and put the proposal to take the revised version of the motion to the vote which was lost by 19 votes to 25.
- 60.4 The Mayor then invited Councillor Mac Cafferty to move the notice of motion as listed in the agenda papers.
- 60.5 Councillor Mac Cafferty formally moved the motion and stated that there was a need to consider reviewing the electoral process and drew attention to the results in the recent General Election which had seen MPs being elected with varying degrees of the overall percentage of the vote. He noted that overall in 2001 the Labour Party had secured 40.7% of the vote and gained 413 seats and yet in 2017 with 40% of the vote they gained 262 seats. He believed the first past the post system needed to be replaced and an alternative form of proportional representation such as the single transferable vote (stv) brought in and if that was not going to be at a national level it should be at a local level.
- 60.6 Councillor Clare formally seconded the motion and stated that the current system created unwinnable seats which tended to be held by men. This actively prevented a greater diversity of elected Members and needed to be addressed to enable a better reflection of the community. She also noted the Government's intention for Vote ID to

be brought in and questioned its effectiveness given that during the recent trials significant numbers of people had been turned away and then not returned to vote.

- 60.7 Councillor Platts stated that the Labour Group were supportive of the original motion but had not been comfortable with the amended version. She acknowledged that a review of the electoral system was required and that it would be for the national parties to take forward. In regard to the introduction of Voter ID, she believed that further consideration was required before it was rolled out and more information provided to ensure it would be effective.
- 60.8 Councillor McNair noted that a number of European countries used a form of proportional representation (PR) but questioned whether that meant it was a good system. He noted it tended to result in minority or coalition governments which generated more uncertainty and suggested that without PR it was very unlikely that the Green Party would gain more MPs or form a government. With the First Past the Post system a candidate had to secure the support of their electorate and tended to give a result with a party in power and he felt that was a better option to have.
- 60.9 The Mayor congratulated Councillor McNair on his maiden speech on behalf of the Council.
- 60.10 Councillor Janio stated that he believed the First Past the Post system was the most robust and appropriate system to have. He questioned the ability for a system of PR to provide an Administration with overall control and noted that voter fraud was already an issue and as such Voter ID was important and needed to be introduced. He could not support the motion.
- 60.11 Councillor Hill stated that she favoured a move to PR as it would reflect the percentage of vote that each party was able to achieve and was therefore more democratic. She believed that people would be more receptive to coalition government and that it did work elsewhere.
- 60.12 Councillor Bell stated that it was an interesting debate, and would no doubt continue but he believed in the First Past the Post system and therefore could not support the motion. He also supported the introduction of Voter ID and questioned the opposition to it given the intention to safeguard the electoral process.
- 60.13 Councillor Littman stated that there was a clear need to review the electoral system and referred to the Danish model where there was a Parliament where people across political boundaries actually talked to each other. He hoped that more democratic system would be brought in both at a national and local level and urged councillors to support the motion.
- 60.14 Councillor Mac Cafferty noted the comments and stated that in respect of Voter ID further thought needed to be given to how those who did not have formal ID would not be disenfranchised. There were some 11 million people in the UK without a passport for example. He hoped that if people became aware of the possibilities of PR then there would be more support for it.
- 60.15 The Mayor noted that motion had been moved and put the following motion to the vote:

The council notes:

- (1) Recent legislation published by the Welsh Government, paving the way for Votes at 16 and Single Transferable Vote (STV) in local elections and notes further that Wales follows the voting method for elections in Northern Ireland and Scotland.

Wales, Scotland, Northern Ireland and the London Assembly all now use proportional systems;

- (2) England remains the only country in the UK where local elections are undertaken using the First Past the Post (FPTP) voting system, and, that England is the only country in Europe to use such a system.
- (3) The damaging Voter ID trials undertaken earlier this year in the local elections, and plans announced in the Queen's speech to introduce a Photographic ID requirement. Of 44.6M votes in 2017, electoral fraud resulted in 1 conviction or 0.000063%

This council therefore, requests that the Policy & Resources Committee, considers calling for a report detailing the implications of Voter ID on residents in the city and that the report explores the impact of the FPTP electoral system on local elections in Brighton and Hove and how this compares to the popular vote.

60.16 The Mayor confirmed that the motion had been carried.

Subject: Business Rates Retention Forecast 2020/21
Date of Meeting: 23 January 2020
Report of: Acting Chief Finance Officer
Contact Officer: Name: James Hengeveld Tel: 29-1242
Email: James.hengeveld@brighton-hove.gov.uk
Ward(s) affected: All

FOR GENERAL RELEASE

1. PURPOSE OF REPORT AND POLICY CONTEXT

- 1.1 There is a statutory requirement placed on all business rates collection authorities to calculate how much business rates income each authority is likely to receive for the coming year. Members will be aware there is considerable volatility in business rates income which makes it difficult to forecast, and the council is highly reliant on the data and decisions of the Valuation Office Agency (VOA).
- 1.2 The Ministry for Housing, Communities & Local Government ('MHCLG') issued the National Non-Domestic Rates form (NNDR1) for 2020/21 on 27 December 2019, which gathers and reports the estimated business rates expected to be collected by the council next year. The NNDR1 form must be submitted to MHCLG and the Fire Authority by 31 January 2020. To accommodate any updated information becoming available ahead of the deadline, delegated authority to the Acting Chief Finance Officer following consultation with the Chair is requested in order to agree the final form. Any amendments to the final NNDR1 form will be reflected in the budget report to this committee in February.
- 1.3 Brighton and Hove's business rates income remains buoyant as a result of new developments across the city despite the increasing concerns over the retail and public house sectors. There are increased numbers of businesses entering into Company Voluntary Arrangements where debts are reduced to support the ongoing viability of a business. In the Queen's Speech the government set out plans to provide additional business rates relief for the retail sector, cinemas, music venues and pubs. The government also committed to conducting a fundamental review of business rates.

2. RECOMMENDATIONS:

That Policy & Resources Committee:

- 2.1 Notes that the amount forecast to be received by the council in 2020/21 from its share of local business rates and section 31 Local Government Act 2003 compensation grants is £67.077m, based on the latest data. This is £0.341m (0.5%) above the forecast used in the December Draft Revenue Budget proposals report.

- 2.2 Delegates the agreement of the final business rates forecast and the NNDR1 2020/21 form to the Acting Chief Finance Officer following consultation with the Chair of this Committee for the reasons given in paragraph 1.2.

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 Business rates are a property tax based on the rateable value (RV) of each non-domestic property which is determined by the Valuation Office Agency (VOA). As at 18 December 2019 the RV for Brighton and Hove on the 2017 rating list was £311.151m reflecting changes from new properties, deleted properties and successful appeals.
- 3.2 As with previous rating lists, the 2017 list is subject to an appeals process and a judgement is made on the level of successful appeals that are estimated to reduce the council's business rates income.
- 3.3 To calculate the bill for each property on the rating list, a multiplier is applied to the RV. There are two multipliers set nationally: the small business non-domestic multiplier which is used for properties with a RV below £51,000; and the non-domestic multiplier due on properties above this level. The provisional small business non-domestic multiplier for 2020/21 is 49.9p in the pound and the provisional non-domestic multiplier is 51.2p.
- 3.4 Certain categories of occupation are entitled to relief against their business rates bill, for example small businesses and charities receive mandatory relief. Local authorities may also provide relief on a discretionary basis for particular types of occupier.
- 3.5 There are certain reductions in business rates income resulting from government announcements on reliefs and multiplier caps. Local authorities will continue to be refunded for the loss in income as a result of these announcements through grant known as section 31(S31) compensation grants. Therefore, the overall resources generated through business rates retention is a combination of business rates income and S31 grants.
- 3.6 The business rates retention scheme has been in place since 2013/14 and currently allows the council to keep 49% of the net amount raised locally with a further 1% going to East Sussex Fire Authority and the remaining 50% being paid to the government.
- 3.7 The government has been planning for a number of years for council's to keep a greater proportion of business rates income to provide a greater growth incentive, most recently to increase to 75% from 50%. However, the introduction of this change has been further delayed to at least 2021/22 and will now be subject to the government's proposed fundamental review of the business rates system.

Business Rates Collection Fund latest position 2019/20

- 3.8 The monitoring of business rates income during 2019/20 is reported to this committee through Targeted Budget Management (TBM) reports. The last forecast at TBM month 7 was a break even position although the continued pressure on the retail sector is creating an increasing number of Company Voluntary Arrangements, in many cases resulting in reduced business rates liabilities and therefore restricting growth in business rates. This will be updated

ahead of the 31 January deadline to take into account the most up to date information available in order that the relevant section of the NNDR1 form can be completed. This will be reported to this committee in both the TBM month 9 and General Fund Revenue Budget reports.

Business Rates estimate for 2020/21

- 3.9 The business rates multipliers have been increased by September CPI at 1.7% rather than September RPI of 2.4% in line with the announcement made in the Autumn Budget Statement 2017. This reduces the level of business rates income to the authority however government compensate for this loss of income through the section 31 grant for the multiplier cap.
- 3.10 The most significant factor in determining forecasts of future business rates income is the level of successful appeals. Other factors taken into account are additions and deletions to the rating list and any significant changes to empty relief and other mandatory and discretionary reliefs. As such business rates income can be volatile.

Gross rates payable

- 3.11 Based on the 2017 rating list at 18 December 2019, the gross rates payable for 2020/21 are £155.264m. An allowance is made for a change in the gross rates payable to reflect the forecast change in liability from new properties, deleted properties and other changes to rateable value (excluding appeals). It is estimated there will be growth of £2.109m in 2020/21 due to new developments, identification of additional rateable value from improvements made to properties and any missing properties from the rating list. Developments in the growth forecast for properties not currently in the rating list include the Brinell Office building, a hotel at Queens Square and various shops and property units in the North Street / Hannington Lane area. It also includes Circus Street and the first phase of development at Preston Barracks.

Small Business Rates Relief (SBRR)

- 3.12 The forecast value of SBRR to be awarded in 2020/21 is £11.829m. Government provides compensation for the permanent doubling of SBRR and threshold changes through section 31 grant and this is forecast at £4.559m.

Empty Relief

- 3.13 The level of empty relief awarded is increasing and this is forecast to be £3.938m for 2020/21. Whilst most empty relief is for 3 or 6 months there are some categories where there is no restriction on the length of award, these include properties with businesses in liquidation and listed buildings.

Discretionary Reliefs funded through section 31 (S31) grants

- 3.14 The December 2019 Queen's speech included an announcement that the retail relief scheme would be increased from a one third discount to a 50% discount. The scheme will also be extended to include cinemas and music venues and will also introduce an additional discount for pubs. Authorities are fully compensated for the reduced business rates income from awarding these reliefs through S31 grant funding.

- 3.15 There are two other business rates relief schemes, introduced in a previous Spring Budget, to deal with the impact of revaluation which will continue in 2020/21. These are a discretionary fund and supporting small businesses.
- 3.16 The discretionary fund allocated for Brighton and Hove was initially £1.123m in 2017/18 and tapered down over a 4 year period; the council set the criteria for the allocation of this relief which was approved at Policy, Resources & Growth Committee on the 12 October 2017. The 2020/21 allocation is the fourth and final year and for Brighton and Hove the allocation is £0.032m. The council is fully compensated for its share of reduced business rates income from awarding this relief through section 31 grant funding.
- 3.17 Supporting small businesses was a scheme to help ratepayers who faced large increases in their bills due to their new rateable value from revaluation causing a loss in some or all of their small business relief. This scheme caps the increase in their bills from one year to the next. The estimated award in 2020/21 is £0.201m and the council is fully compensated for its share of reduced business rates income from awarding this relief through section 31 grant funding.

Estimated Bad Debts

- 3.18 It is estimated that 1.25% of the net rates payable in respect of 2020/21 will ultimately be written off as bad debt amounting to £1.573m. This is an increase of 0.25% from last year and reflects the increasing number of Company Voluntary Arrangements for retail properties within Brighton & Hove which often result in an element of debt being written off.

Appeals

- 3.19 The council needs to make a judgement on the level of successful appeals against the 2017 rating list as this reduces business rates income the council will receive in 2020/21. The new appeals process implemented for the 2017 list is still only providing limited information on which to gauge the level of successful appeals. This is a national issue and both councils and the Local Government Association continue to lobby for improvements in the information and the time taken to resolve appeals. The council still has 391 appeals outstanding from the 2010 revaluation and there remain 2 appeals unresolved from 2005. The estimate of reduced liability from successful appeals for 2020/21 has therefore continued to be based on national assumptions. The methodology for the appeals provision will be amended in future year's dependant on the information available from the VOA and the level of appeals lodged.

Overall business rates forecast for 2020/21

- 3.20 The following tables summarises the components of the business rates retention income due to the council:

Brighton & Hove City Council share of business rates	£ million
Brighton & Hove City Council 49% share of non-domestic rating income (Part 1B line 15 on NNDR1 form)	-58.906
Section 31 compensation grants from government (Part 1C line 39 on NNDR1 form)	-9.483
Tariff Payment (includes section 31 impact from the multiplier cap of £0.048m)	+1.232
Levy payment	+0.080
Total of business rates income retained by the council	-67.077

- 3.21 The business rates income of £67.077m exceeds the forecast made in the Draft Revenue Budget proposals 2020/21 reported to this committee on 5 December 2019 by £0.341m. The main reasons for this change are higher than anticipated business rates from new properties.

Future changes to the business rates retention scheme

- 3.22 The proposal to increase locally retained business rates from 50% to 75% has been delayed and will not be introduced until at least 2021/22. The Fair Funding Review is also delayed and this has an integral link to the resetting of the business rates baseline that is used to reward business rates growth. In addition to these delays, a new rating list will be in place from 2021/22 and will be updated every 3 years in future. It therefore remains difficult at present to quantify the potential change in business rates income from 2021/22 due to the uncertainties on detail and timing of the business rates retention scheme.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 The completion of the NNDR1 form is prescribed in the completion guidance notes from MHCLG.

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 The council has a duty to consult representatives of business ratepayers on the council's overall budget and this consultation will take place before the February Policy & Resources Committee.

6. CONCLUSION

- 6.1 The council has a statutory duty to agree a business rates forecast for 2020/21, set out a forecast surplus or deficit for 2019/20 and submit an NNDR1 form by the 31 January 2020.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 The forecast business rates income, including section 31 business rates grants, is £0.341m above the forecast used in the Draft Revenue Budget proposals reported to this committee on 5 December 2019. This will be incorporated into the budget report to this committee in February subject to any changes made to the final NNDR1 form. The council's share of any business rates collection fund deficit or surplus will also be included within the budget forecast for 2020/21.

- 7.2 The overall increase in business rates income compared to 2019/20, including CPI increases and changes to reliefs, tariffs and levies, is £2.090m, an increase of 3.1%.

Finance Officer Consulted: James Hengeveld

Date: 07/1/20

Legal Implications:

- 7.3 Under Part 2 of the Non-Domestic Rating (Rates Retention) Regulations 2013 (SI 2013/452), the Council must determine specified information relating to its business rates forecast and notify the Secretary of State and relevant precepting authorities of the amounts. In respect of the year commencing 1 April 2020, these amounts must be determined by 31 January 2020.
- 7.4 This is not a function reserved to Full Council by legislation or local agreement and it is therefore appropriate for this matter to be decided by Policy & Resources Committee as the calculation of business rates is within its terms of reference.

Lawyer Consulted: Elizabeth Culbert

Date: 13/01/20

Equalities Implications:

- 7.5 None specific to this report.

Sustainability Implications:

- 7.6 The changes to business rates reliefs and thresholds could have a beneficial impact on the economic health of the city.

Any Other Significant Implications:

Risk and Opportunity Management Implications:

- 7.7 Business rates income is volatile and difficult to predict so therefore needs close monitoring. The increasing number of companies entering into Company Voluntary Arrangements particularly in the retail sector represents a significant financial risk to the council; however the new developments of office accommodation across the city are helping to offset this risk at present. The system allows councils to spread the volatility risks with other councils by pooling with other authorities. Brighton & Hove is not particularly reliant on business rates income from a small number of large businesses or any particular type of business so the risks here are relatively lower. However, the council may wish to consider the merits of pooling in future years.

Corporate / Citywide Implications:

- 7.8 The council has a significant incentive to maintain and grow the business rates income generated by the city and needs to take this into consideration when making all relevant decisions.

SUPPORTING DOCUMENTATION

Appendices:

None.

Documents in Members' Rooms:

None.

Background Documents:

1. Files held with Finance and Revenues.

Subject:	Council Tax Base 2020/21		
Date of Meeting:	23 January 2020		
Report of:	Acting Chief Finance Officer		
Contact Officer:	Name:	James Hengeveld	Tel: 29-1242
	Email:	James.hengeveld@brighton-hove.gov.uk	
Ward(s) affected:	All		

FOR GENERAL RELEASE

1. PURPOSE OF REPORT AND POLICY CONTEXT

- 1.1 The council tax base represents the amount that would be raised by setting a £1 council tax on a band D property. It is a requirement of the Local Government Finance Act 1992 and associated regulations that the tax base is calculated for the purpose of setting the council tax in 2020/21 before 31 January 2020.
- 1.2 The purpose of this report is to provide information to enable Members to agree the tax base for 2020/21. Members will be aware that this committee agreed an unchanged Council Tax Reduction (CTR) scheme on 5 December 2019.

2. RECOMMENDATIONS:

That Policy & Resources Committee:

- 2.1 Approves the calculation of the council's tax base for the year 2020/21.
- 2.2 Notes the collection rate assumed is 99.00%.
- 2.3 Agrees that in accordance with the Local Authorities (Calculation of Tax Base) (England) Regulations 2012, the amounts calculated by Brighton & Hove City Council as its council tax base for the year 2020/21 shall be as follows:-
- 2.3.1 Brighton and Hove in whole – 90,722.8 (as detailed in appendix 1)
- 2.3.2 Royal Crescent Enclosure Committee – 31.0 (as detailed in appendix 2)
- 2.3.3 Hanover Crescent Enclosure Committee – 39.4 (as detailed in appendix 2)
- 2.3.4 Marine Square Enclosure Committee – 75.8 (as detailed in appendix 2)
- 2.3.5 Parish of Rottingdean – 1,574.1 (as detailed in appendix 2)
- 2.4 Agrees that for the purposes of Section 35(1) of the Local Government Finance Act 1992, the expenses of meeting the special levies issued to the council by the Enclosure Committees shall be its special expenses.
- 2.5 Agrees that the Enclosure Committees and Rottingdean Parish are paid the required Council Tax Reduction Grant of c£4,000 in total, to ensure they are no

better or no worse off as a result of the introduction of the Council Tax Reduction Scheme for the reasons set out in paragraph 3.7.

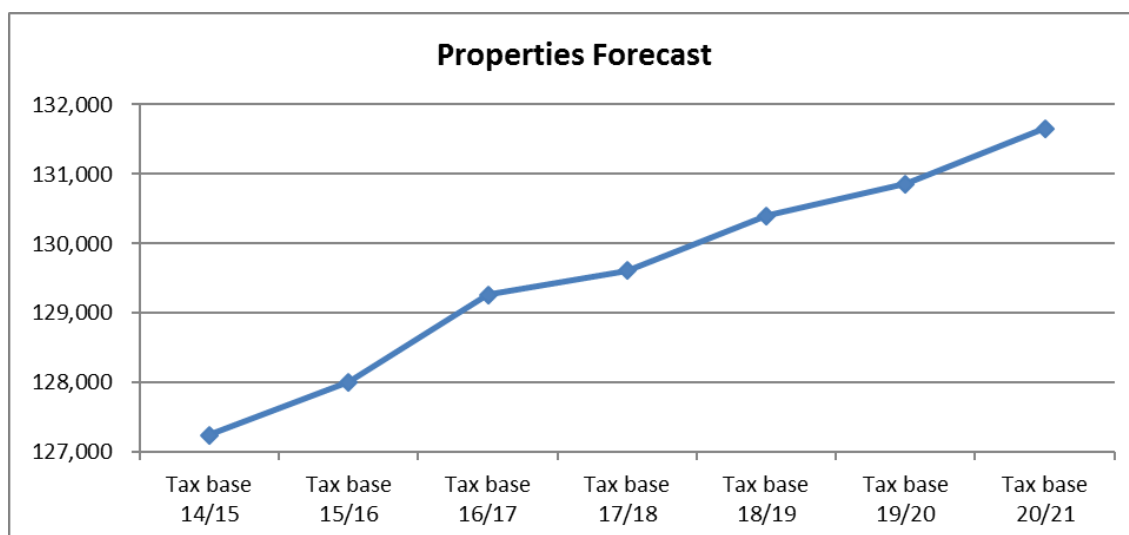
3. CONTEXT/ BACKGROUND INFORMATION

3.1 The tax base has been calculated in accordance with the Local Authority (Calculation of Council Tax Base) (England) Regulations 2012. The detail of the calculation for the whole of Brighton and Hove is shown at appendix 1.

3.2 The tax base is calculated by estimating how many properties there will be in each tax band, determining what relevant discounts and exemptions apply and how much council tax should ultimately be collected, allowing for expected collection rates.

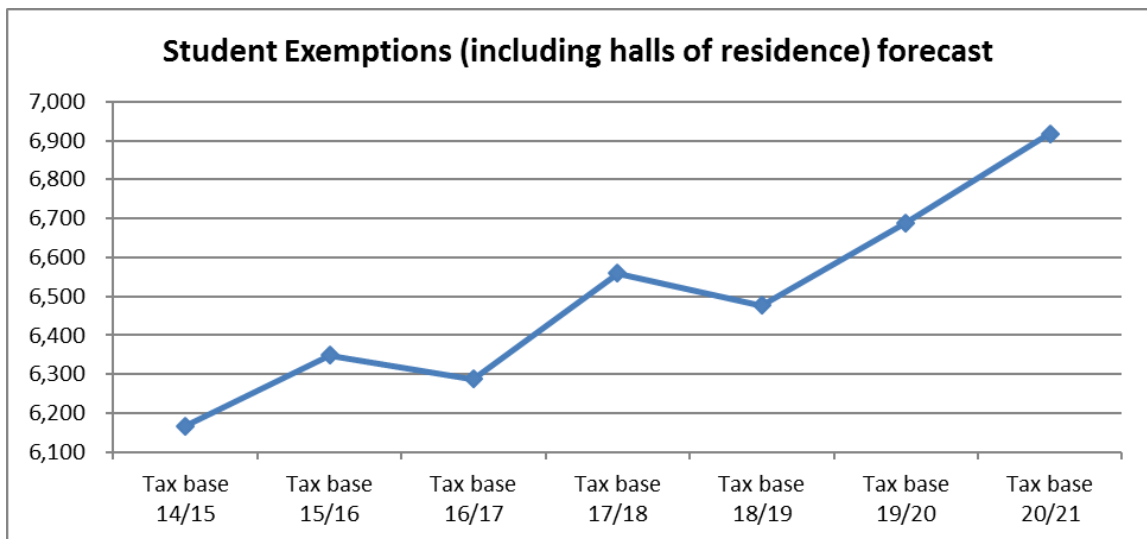
3.3 The key changes to the proposed tax base for 2020/21 are set out below.

3.3.1 As at 18 November 2019 there were 130,486 properties on the valuation list. It is forecast that 1,168 new properties will be added by March 2021 equivalent to a 0.9% increase in the housing stock of the city. This includes 142 new properties at the Circus Street development, 70 properties at the former Astoria at Gloucester Place, 58 at the former service station St Aubyns/Kingsway, 48 at Le Carbone, Portslade and 47 properties at the former Lansdowne Hotel. The council's own housing development programme includes an additional 42 properties at Selsfield Drive and Buckley Close. There are also over 175 student properties and halls of residence to be added to the list. The graph below shows the trend of registered properties over time.

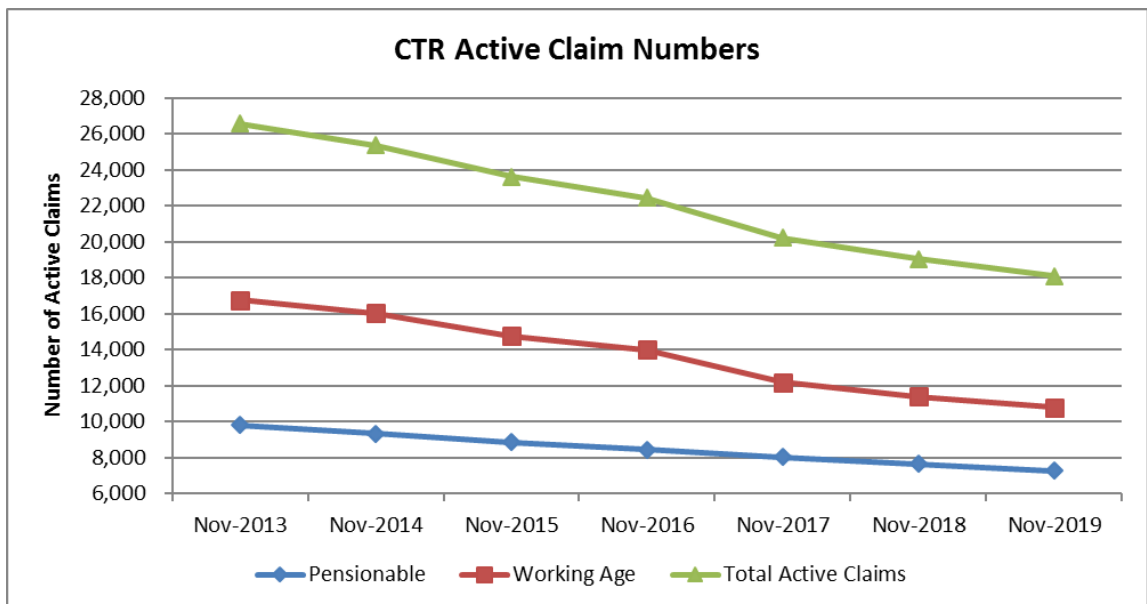


3.3.2 It is estimated that an average of 6,918 properties will be solely occupied by students (including halls of residence) during 2020/21 and the estimated value of the exemption in council tax income is £9.794m for the city council (assuming a 3.99% council tax increase). This is an increase compared with 2019/20 which is due to the increase in the numbers of halls of residence being built within the city. The University of Sussex have a significant increase in units on campus either completed or in progress. The Circus Street and Hollingdean Road developments are now built and there are further developments in progress on the Lewes Road and Heath Hill Avenue. It is expected that increases in halls of residence will ultimately reduce the number of other housing properties solely occupied by

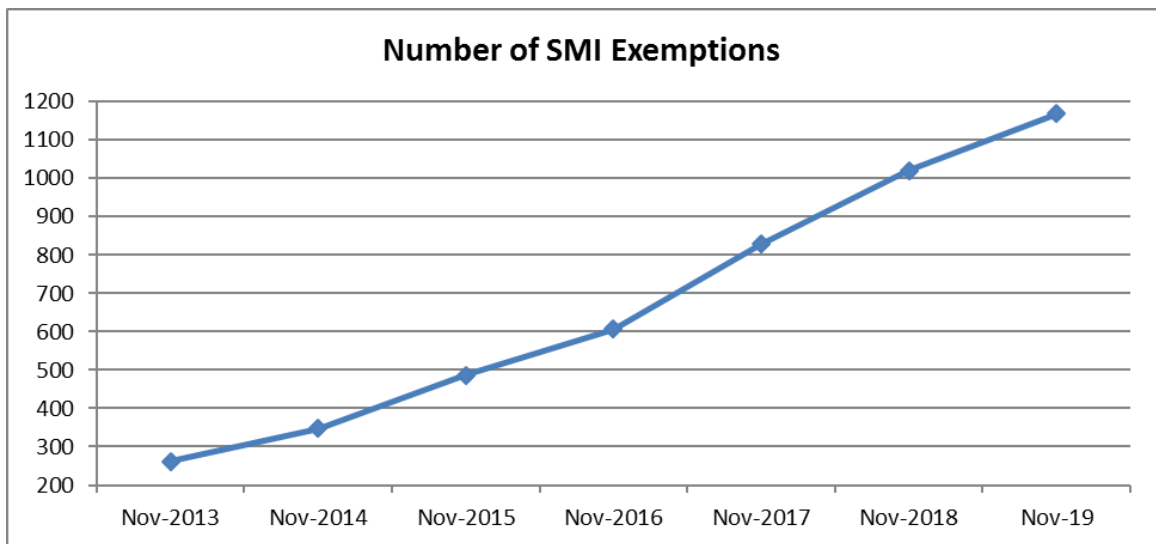
students. The graph below shows the number of student exempt properties forecast in the tax base.



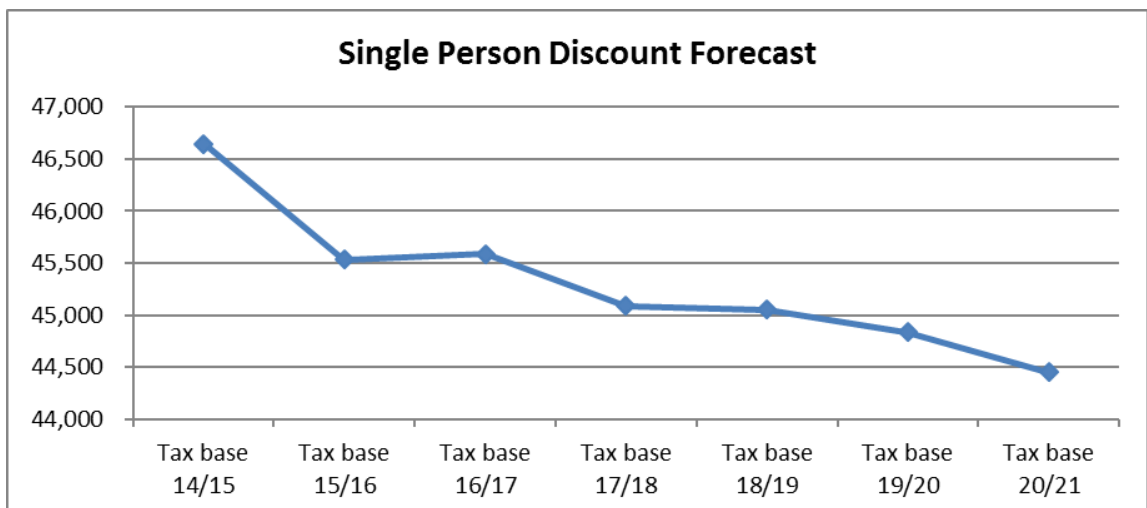
3.3.3 The number of claimants, both of working age and pensioners, receiving CTR has fallen consistently through 2019/20 but at a slightly lower level than previous years as shown in the graph below. The tax base forecast reflects a prudent assumption of this trend continuing into the next financial year.



3.3.4 There continues to be an increase in the number of exemptions for Severely Mentally Impaired (SMI) eligibility although the rate of increase has marginally slowed this financial year. An SMI exemption is a 100% discount and therefore with the introduction of the minimum contribution for working age claimants under CTR, it is beneficial for eligible claimants to be appropriately classified. Since there was no difference to the discount level previously, it is likely SMI was under reported. The changes in the numbers of CTR claimants and SMI exemptions have been reflected in the proposed tax base. SMI exemptions are shown in the graph below.



3.3.5 The proposed tax base for 2020/21 assumes a slightly lower level of single person discounts (SPDs) being awarded despite the increase in properties. This is partly due to the continued focus of the council's Revenues & Benefits Service on ensuring eligibility is correctly applied through data matching to verify the number of adults within a household. It also could be in part due to the increased award of SMI exemptions. SPD trends are shown below.



3.3.6 The empty homes council tax premium for properties that are empty for more than 5 years will increase to 200% (currently 100%) from 1 April 2020 as approved by Council on 13 December 2018 and this increase is reflected in the tax base.

3.4 The resultant tax base proposed for 2020/21 is 90,722.8 which is a 0.8% increase from the 2019/20 tax base of 90,038.5 for the reasons explained above and summarised in the table below.

	Tax base	Change
2019/20 tax base	90,038.5	
New properties and band changes	661.2	+0.7%
Reduced CTR claimants	293.5	+0.3%
Increase in empty homes premium	8.6	0.0%
Net increase in exemptions	-383.3	-0.4%
Net decrease in discounts	104.3	+0.1%
2020/21 tax base	90,722.8	+0.8%

- 3.5 This represents a decrease of 0.2% in the tax base reported in the Draft Revenue Budget proposals reported to this committee in December 2019, and reduces the estimated council tax income by £0.358m.
- 3.6 The regulations require a separate calculation for parts of a local authority area where special expenses apply. Appendix 2 show the summary calculation for Enclosure Committees in Brighton and Hove which fall under this category. Each Enclosure Committee sets a levy for maintaining the enclosure gardens, which is recovered through an additional council tax charge to the enclosure residents. Appendix 2 also shows the summary calculation for the Parish of Rottingdean.
- 3.7 The additional discounts generated by the council tax reduction scheme also have implications for the Enclosure Committees and Rottingdean Parish. In line with government guidance and what is considered fair to local residents it is proposed that the relevant proportion of council tax reduction grant is paid to each body to ensure they are no better or no worse off as a result of the local scheme. It is estimated the total grant payable in 2020/21 will be c£4,000 in line with previous years; the actual figure will depend on the tax level set by each body.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 The calculation of the council tax base is determined largely by regulation and is based on the best information available at this time. Options relating to the Council Tax Reduction Scheme were considered and agreed by this committee in December 2019.

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 There are meetings between Finance and Revenues teams to discuss collection performance, movements in the tax base and the projections used for determining the tax base for the following year.
- 5.2 The Police and Crime Commissioner for Sussex and the East Sussex Fire Authority have been informed of the latest tax base projections as it forms part of setting their council tax precept.

6. CONCLUSION

- 6.1 It is a requirement of the Local Government Finance Act 1992 and associated regulations that the tax base is calculated for the purpose of setting the Council Tax in 2020/21 before 31 January 2020 and this report enables the Council to fulfil that requirement.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 The proposed tax base is estimated to generate £150.547m in 2020/21 based on a 3.99% council tax increase, a reduction of £0.358m compared to the estimate included in the Draft Revenue Budget proposals reported to this committee on 5 December 2019. This reduced sum will be reflected in the 2020/21 budget proposals to be presented to this committee and Budget Council in February 2020.
- 7.2 The total increase in resources from the council tax base in 2020/21 compared to 2019/20 is £6.868m. This is represented by a 0.8% increase in the tax base and 3.99% increase in Council Tax.

Finance Officer Consulted: James Hengeveld

Date: 30/12/2019

Legal Implications:

- 7.3 Under the Local Government Finance Act 1992, the council must determine the council tax base applicable to Brighton & Hove. In respect of 2020/21, the base must be determined before 31 January 2020 as required by regulation 8 of The Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012.
- 7.4 All other references to the legal framework for setting the council tax base are contained within the body of the report.
- 7.5 The calculation of the Council Tax Base is not a function reserved to Full Council by legislation or by local agreement and, as such, it is a matter to be determined by Policy & Resources Committee.

Lawyer Consulted: Elizabeth Culbert

Date: 08/01/20

Equalities Implications:

- 7.6 There are no equalities impacts as a result of agreeing the council tax base.

Sustainability Implications:

- 7.7 None.

Any Other Significant Implications:

Risk and Opportunity Management Implications:

- 7.8 There are potentially greater risks to the forecasts because of the extensive welfare reform changes being made nationally including universal credit.

Monitoring will be maintained at a high level throughout the year to ensure that any issues are identified quickly and mitigation measures adopted. Members will be kept up to date through the regular budget monitoring reports.

Corporate / Citywide Implications:

7.9 None.

SUPPORTING DOCUMENTATION

Appendices:

1. Tax base calculation for the whole of Brighton and Hove
2. Tax base calculation for enclosure committees and the parish of Rottingdean

Documents in Members' Rooms

1. None

Background Documents

1. Files held within the Finance and Revenues Teams

Area:- Brighton and Hove (Whole)

Band: Range (£'k):	A entitled to disabled relief reduction	A <40	B 40-52	C 52-68	D 68-88	E 88-120	F 120-160	G 160-320	H >320	Total
1. Number of dwellings on list	0	28,313	29,231	34,411	19,656	11,278	4,627	2,773	197	130,486
2. Estimate of number of dwellings not listed *	0	167	380	173	123	29	17	5	6	900
3. Estimate of number of dwellings listed which will not be in band	0	(26)	(56)	(122)	(92)	(69)	(33)	(37)	(20)	(455)
4. Estimated exempt dwellings	0	(2,685)	(1,693)	(2,954)	(1,184)	(368)	(101)	(93)	(18)	(9,096)
5. Disabled relief dwellings from band above	26	56	122	92	69	33	37	20	0	455
6. Number of chargeable dwellings (sum lines 1 - 5)	26	25,825	27,984	31,600	18,572	10,903	4,547	2,668	165	122,290
7. Single person discounts	(17)	(15,044)	(11,600)	(9,507)	(4,704)	(2,340)	(832)	(394)	(12)	(44,450)
8. All but one resident disregarded	0	(471)	(574)	(485)	(229)	(122)	(31)	(20)	0	(1,932)
9. All residents disregarded	0	(8)	(30)	(39)	(29)	(27)	(30)	(41)	(14)	(218)
10. Second Home Job Related	0	(4)	(2)	(2)	(3)	(2)	(2)	0	0	(15)
11. Empty Property Premium (up to 5 yrs)	0	30	25	21	10	4	2	4	2	98
12. Empty Property Premium (over 5 yrs)	0	8	9	9	0	1	2	0	0	29
13. Council Tax Reduction (CTR)	0	(4,443)	(3,444)	(2,563)	(762)	(206)	(55)	(16)	0	(11,489)
14. Total number of appropriate percentage discounts (Lines 7&8x0.25)+(Lines 9&10x0.50) +(Lines 11&13x1.0) + (line 12 * 2.0)	(4.25)	(8,281.75)	(6,460.50)	(5,042.50)	(2,001.25)	(830.00)	(280.75)	(136.00)	(8.00)	(23,045.00)
15. Aggregate of Lines 6+14	21.75	17,543.25	21,523.50	26,557.50	16,570.75	10,073.00	4,266.25	2,532.00	157.00	99,245.00
16. Ratio to Band D	5/9	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9	
17. Relevant Amount (Line 15xLine 16)	12.10	11,695.50	16,740.50	23,606.70	16,570.80	12,311.40	6,162.40	4,220.00	314.00	

May contain minor rounding adjustments.

Aggregate of Relevant Amounts	91,633.4
Collection Rate	99.00%
Adjustment (contributions in lieu)	5.7
TAXBASE	90,722.8

* This reflects the part year effect of the 1,168 dwellings forecast to be added by 31 March 2021

Tax base calculation for enclosure committees and the parish of Rottingdean

	Royal Crescent	Hanover Crescent	Marine Square	Rottingdean Parish
Number of dwellings on list	25	45	122	1,631
Number of chargeable dwellings	25	42	120	1,598
Total number of appropriate percentage discounts	(1.5)	(5.75)	(23.75)	(213.50)
Aggregate of chargeable dwellings and discounts	23.5	36.25	96.25	1,384.5
Aggregate of Relevant Amounts (Band D equivalent)	31.3	39.8	76.6	1,590.0
Collection Rate	99.00%	99.00%	99.00%	99.00%
TAXBASE	31.0	39.4	75.8	1,574.1

Subject:	Life Events Fees and Charges review for Registration Services 2020/21
Date of Meeting:	23 January 2020
Report of:	Executive Lead Officer for Strategy Governance & Law
Contact Officer: Name:	Paul Holloway
Email:	paul.holloway@brighton-hove.gov.uk
Ward(s) affected:	(All Wards);

FOR GENERAL RELEASE

1.. PURPOSE OF REPORT AND POLICY CONTEXT

- 1.1 This report sets out the proposed fees and charges for the financial year 2020/2021 for Registration Services within Life Events, in Strategy Governance & Law.(SGL)

2. RECOMMENDATIONS:

- 2.1 Members are requested to approve changes to fees and charges in the Registration Service as shown in the appendix.

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 Brighton & Hove City Council adopted a Corporate Fees & Charges Policy in 2008. The main aims of the policy were to ensure that:

- Fees and charges are reviewed at least annually including consideration of potential new sources of income;
- Fees and charges are set after comparing with 'statistical nearest neighbours' (or other relevant comparator groups) and taking into account market, legal and other contextual information;
- Unless set by a statute, fees and charges are set to recover full costs, including central overheads and capital financing, to ensure that services maximise potential for income generation from the services offered.
- Subsidies and concessions are not applied unless approved by members;
- The impact on financial inclusion is considered when setting fee levels

4 ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 For Registration, this year's proposals take account of knowledge of the local market in relation to current business levels, as well as projected future demand for services based on this current information. Nationally there is a drop in

demand for notices of marriage and civil partnerships. There has also been a pressure to the income levels for statutory certificates, where the government have increased certificate costs, resulting in a significant drop in the purchasing of birth and death certificates, at the time of registration. These issues have been factored into assessing potential increases in non-statutory services.

- 4.2 Despite the drops in demand for services, analysis does suggest there is an opportunity to increase certain non-statutory charges, having reviewed latest benchmarking information held for neighbouring local authority registration service providers, whilst remaining competitive. Benchmarking information has been predominantly taken from near neighbours, as customers are more likely to use their services if choosing not to use the services that our Registration services offer.
- 4.3 All non – statutory fees and charges have been reviewed, and the proposals ensure we continue to maintain cost recovery, and charge appropriate and lawful fees for non-statutory services offered, including having the ability to set fees for bespoke ceremony requests, on application. It is however, not within our power to increase / alter statutory fees, where budget pressures have arisen.
- 4.4 Consultation with the General Register Office (GRO) has previously established there is not a legal obligation to consult with members of the public about non-statutory fees, as the Local Authority should have its own policies for fee setting against services it provides. Brighton & Hove City Council adopted a Charges and Fees setting policy in 2008.
- 4.5 A further review of fees and charges may be carried out during the financial year 2020/21, as we continue to assess the changing demands of customers.
- 4.6 Where fees and charges increases are proposed, as detailed in Appendix 1, the additional income generated from non-statutory fee increases will be offset against not being able to meet the inflated income target for statutory fees. This is due to the drop in numbers of birth certificates and death certificates being purchased following the government's instructions to increase statutory fees from £4.00 to £11.00 per certificate. The proposals therefore look to ensure the Registration Service is able to generally meet income targets for 2020/21 across all statutory and non-statutory fees, should business level trends continue to drop in a consistent way, as experienced for the service in 2019/20.
- 4.7 Appendix 1 contains a table of the main changes to our fees where changes are proposed over and above the standard annual inflationary uplift.

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 Registration Services continues to work with customers and community groups, including multi-faith groups. Engagement with the General Register Office, alongside benchmarking information from other service providers, enables these realistic proposals to be put before members.

6. CONCLUSION

- 6.1 A full assessment of services provided, along with unit costings for every service and product, has ensured these proposals cover costs and are set realistically, and competitively against other service providers, and have some flexibility for customers who choose the Brighton & Hove Registration service

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications: The fees and charges recommended in this report have been reviewed in line with the Corporate Fees & Charges Policy and all relevant regulations and legislation. The anticipated recurring financial impacts of fee changes will be reflected within service revenue budgets. Increases to meet the corporate rate of inflation of 2% are normally applied to all council income budgets to ensure income is maintained as a proportion of the net cost of service. Increases above or below the corporate rate of inflation require approval by the relevant service committee or Policy & Resources Committee and can result in additional contributions toward the cost of services and/or corporate and service overheads. This can also result in the achievement of a net budget saving to the council. Where this is the case, this will be reflected in 4-Year Budget Plan proposals for the relevant service and will be incorporated within the revenue budget report to Policy & Resources Committee and Budget Council in February 2020. Income from fees and charges is monitored as part of the Targeted Budget Monitoring (TBM) process

Finance Officer Consulted: James Hengeveld *Date: 06/12/19*

Legal Implications:

- 7.1 The proposes changed in fees comply with legal requirements, including the need to ensure they are set based on cost recovery and having regard to national legislation.

Lawyer Consulted: Abraham Ghebre-Ghioorgis *Date: 15/01/2020*

Equalities Implications:

- 7.2 An Equalities Impact Assessment has previously identified that no specific minority groups are disproportionately affected by proposals to increase certain fees.

Sustainability Implications:

- 7.3 None

Any Other Significant Implications:

7.4 None

SUPPORTING DOCUMENTATION

Appendices:

1. Appendix 1 details fees and charges increase proposals and benchmarking information.

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Documents in Members' Rooms

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1. None

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Background Documents

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1. None.

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Crime & Disorder Implications:

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- 1.1 None

Risk and Opportunity Management Implications:

- 1.2 None

Public Health Implications:

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- 1.3 None

Corporate / Citywide Implications:

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- 1.4 None

MARRIAGE AND CIVIL PARTNERSHIP FEES

Brighton Town Hall

The fees below are for statutory ceremonies (marriages and civil partnerships).
 Although the type of ceremony is statutory (marriage or civil partnership) the fees are set locally.
 We pay a room hire charge for each use of the Council Chamber
 We pay a larger room hire fee to the Mayor's Parlour and Old Police Cells for each use.
 Fees are inclusive of room hire and registrars (2 staff for Regency Suite and 3 staff for Council Chamber)
 Ceremony slots are 45 minutes for the Regency Suite, 1 hour for MP & OPC & 1.5 hours for CC

Service	What is charged for	Fee 2019/20	Proposed Fee 2020/21	Percentage increase/decrease
Regency Suite (Fitzherbert Room & Regency Room) (FHR & RR)	Monday to Thursday	£169.00	£188.00	11%
	Friday	£269.00	£288.00	7%
	Saturday & Sunday	£399.00	£413.00	3.5%
	Bank Holiday	£514.00	£538.00	5%
	Fitzherbert Room discounted fee Mon, Wed, Thu a.m . only	£119.00	£138.00	16%
Council Chamber (CC)	Monday to Thursday	£499.00	£513.00	3%
	Friday	£554.00	£588.00	6%
	Saturday & Sunday	£604.00	£638.00	5.5%
	Bank Holiday	£654.00	£688.00	5.5%
Mayors Parlour & Old Police Cells (MP & OPC)	Monday to Thursday	£349.00	£363.00	4%
	Friday	£419.00	£438.00	5%
	Saturday & Sunday	£619.00	£638.00	3%
	Bank Holiday	£839.00	£838.00	0%

Approved Premises

Approved Premises fees are for the attendance of 2 registrars at an authorised venue for a marriage or civil partnership. The venue charges their own separate fees for their services.

Ceremonies are booked for a 2 hour slot which allows for travel between venues.

We have kept proposed fees to inflation level as greater increases from us can affect our business partners detrimentally.

Approved Venues	Monday to Thursday	£484.00	£493.00	2%
	Friday	£529.00	£538.00	2%
	Saturday & Sunday	£544.00	£553.00	2%
	Bank Holiday	£659.00	£638.00	-3%

NON-STATUTORY CEREMONY FEES

Non-Statutory Ceremonies

Non-statutory, or discretionary, ceremonies and services are provided under the Wellbeing Powers of the Local Government Act 2003. These are additional, often complimentary services that may be provided locally, allowing fees to be charged to cover the costs of provision and generate income for the Local Authority.

Non-statutory ceremonies we currently offer are Renewal of Vows, Baby Namings and Family ceremonies, Commitment Ceremonies, but we will consider requests for alternatives.

A bespoke script is created for each ceremony and the ceremony is led by a registrar acting in the capacity of celebrant.

We also provide a bespoke service to anyone who wishes to have an alternative ceremony at a non-approved venue such as their own garden.

Monday – Friday Regency Suite fees were lowered some time ago to increase uptake and promote these services – we now wish to restore them to a full cost-recovery basis.

Service	What is charged for	Fee 2019/20	Proposed fee for 2020/21	Percentage increase/decrease
Regency Suite	Monday to Friday	£175.00	£200.00	14%
	Saturday & Sunday	£375.00	£400.00	7%
	Bank Holiday	£500.00	£500.00	0%
Council Chamber	Monday to Friday	£450.00	£500.00	11%
	Saturday & Sunday	£500.00	£550.00	10%
	Bank Holiday	£600.00	£650.00	8%
Approved Venues	Monday to Friday	£475.00	£475.00	0%
	Saturday	£500.00	£500.00	0%
	Sunday	£500.00	£500.00	0%
	Bank Holiday	£625.00	£625.00	0%

Private Citizenship Ceremonies

All new British Citizens are required to attend a naturalisation ceremony.

Brighton and Hove offers one group ceremony per month which takes place in the Council Chamber and is attended by the Mayor or the Lord Lieutenant or a Deputy or other dignitary.

A fee of £80 is included in the fees paid to the Home Office at the time of application. This is remitted to the local authority once the citizen has attended a ceremony.

However, we also offer a private or individual ceremony on demand for an additional fee for any citizen who requires a faster or more flexible option. These are the fees shown below

Private Citizenship Ceremonies: Town Hall	Monday to Thursday	£100.00	£100.00	0%
	Friday	£150.00	£150.00	0%
	Weekend	£300.00	£300.00	0%
	A/P Monday to Sunday	£500.00	£500.00	0%

Additional Fees

The fees below are 'add-ons' for special services.

The premium appointment fee applies specifically to Notice of Marriage and Civil Partnership outside of service opening times, usually on a Saturday.

The evening ceremony fee also applies to later ceremonies outside usual service times (after 5 pm).

Cancellation fees apply to appointments and ceremonies and are published in our terms and conditions

Pre-ceremony meetings are optional for couples who wish to have a meeting to discuss their ceremony in detail with one of our ceremony team. There is negligible uptake currently which is why a significant fee reduction is proposed for a weekday meeting – we hope more couples will be able to benefit from this offer.

The ceremony amendment fee is for a postponement or change of day to a ceremony booking.

Extra Fees	Premium Appointment fee	£15.00	£15.00	0%
	Evening ceremony supplement	£100.00	£100.00	0%
	Notice Appointment Cancellation Charge	£35.00	£35.00	0%
	Pre-ceremony meeting Monday to Friday	£70.00	£35.00	-50%
	Pre-ceremony meeting Saturday	£100.00	£100.00	0%
	Ceremony amendment fee	£35.00	£40.00	15%

Approved Premises Licensing

Approved premises have to be licensed for a minimum of 3 years and a renewal must be applied for in good time to ensure the license doesn't lapse.

All new applications and renewals are publicised on our website as is required by law.

We have 33 Approved Premises including the Royal Pavilion, The Pier, i360, AMEX Stadium, Bandstand amongst many other venues and hotels.

As per the ceremony attendance fee, we propose a minimal increase in line with inflation, apart from the licence amendment fee.

Venue Licensing Fees	One Room	£1767.00	£1802.00	2%
	Two Rooms	£2190.00	£2234.00	2%
	Three Rooms	£2628.00	£2680.00	2%
	Additional Rooms	£282.00	£288.00	2%
	Licence Amendment Fee	£35.00	£40.00	15%

Statutory and fixed fees

Statutory services are enshrined in law and administered according to the regulations set out in the Births and Deaths Registration Act 1953, the Marriage Act 1949 and the Civil Partnership (Registration Provisions) Regulations 2005, The Nationality, Immigration and Asylum Act 2002 and the British Nationality (General) Regulations 2003.

Statutory fees are set nationally by Fees Order and agreed by parliament.

Service	What is charged for	Fee 2019/20	Proposed Fee 2020/21	% +/-	Statutory Yes/No
Preliminaries for Marriages & Civil Partnerships	Enter notice of marriage/civil partnership	£35.00	£35.00	0%	Yes
	Statutory Referral Fee	£24.00	£24.00	0%	Yes
Marriage/CP	Statutory RO M/CP 1 p/w	£46.00	£46.00	0%	Yes
	CP Conversion	£45.00	£45.00	0%	Yes
	CP Conversion (part 2)	£27.00	£27.00	0%	Yes
General Register Office: Statutory Fees	Space 17	£40.00	£40.00	0%	Yes
	Waiver	£20.00*	£20.00*	0%	Yes
	Local FD Consideration	£50.00	£50.00	0%	Yes
	GRO FD Consideration	£28.00*	£28.00*	0%	Yes
	Local Authorised Correction	£75.00	£75.00	0%	Yes
	GRO Authorised Correction	£32.00*	£32.00*	0%	Yes
	Registrar's General Licence	£15.00	£15.00	0%	Yes

Certificates	Certificate inc. 2 nd Class postage	£11.00	£11.00	0%	Yes
	Priority certificate inc 1 st Class postage	£35.00	£35.00	0%	Yes
	Overseas P&P	£8.00	£8.00	0%	Yes
	Special Delivery P&P	£10.00	£10.00	0%	Yes

Citizenship Ceremony	Group Ceremony 1 p/month	£80.00	£80.00	0%	Yes**
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* Fee payable to LA (after remittance to GRO)

** Fee paid direct by Home office after ceremony has taken place

Retail Items

Retail Items	Bubble Blowers	£1.00	£1.00	0%
	Confetti	£3.00	£3.00	0%
	Birth Wallets	£3.00	£3.00	0%
	Wedcast	£50.00	£50.00	0%
	Lamination of Certificates	£2.00	£2.00	0%
	Wall Chart	£5.00	£5.00	0%
	Paper Fan	£2.00	£2.00	0%
	Commemorative Certificate		£5.00	NEW ITEM

BENCHMARKING SERB REGION

MARRIAGE/CP FEES 2019/2020 <u>Excluding certs</u>	Decommissioned Room					
	Mon - Thurs	Fri	Sat	Sun	BHol	Comments on pricing structure
Bracknell Forest	£175.00	£175.00				10 guests
	£420.00	£500.00	£500.00	£575.00	£575.00	56 guests
Brighton & Hove	£119.00	£269.00	£399.00	£399.00	£514.00	Fitzherbert room capacity 8 guests
	£169.00	£269.00	£399.00	£399.00	£514.00	Regency Room capacity 50 guests
	£349.00	£419.00	£619.00	£619.00	£839.00	Mayor's Parlour capacity 30 guests
	£499.00	£554.00	£604.00	£604.00	£654.00	Council Chamber capacity 120 guests
Buckinghamshire	£225.00	£225.00	£225.00	£465.00	£465.00	2 packages for office weddings - Emerald at £225 is at fixed times on fixed days. Sapphire is any day and time within office hours for £325.
	£325.00	£325.00	£325.00			
East Sussex	£155.00	£280.00	£280.00			5 Tiers of ceremony fee, based on size of room and grandeur of building
	£195.00	£320.00	£320.00	£320.00	£445.00	
	£270.00	£395.00	£395.00	£395.00	£520.00	
	£315.00	£440.00	£440.00	£40.00	£565.00	
	£365.00	£490.00	£490.00	£490.00	£615.00	
Hampshire	£238.00	£253.00	£341.00	N/A	N/A	
Isle of Wight	£140.00	£140.00	£140.00	n/a	n/a	Saturday am only
Kent	£295	£295	£460	£460	£460	
	£460	£460	£595	£595	£595	
	£730	£730	£865	£865	£865	
	£870	£870	£1,140	£1,140	£1,140	
Medway	£240.00	£240.00	£290.00	£290.00	£290.00	

Oxfordshire	£281.00	£281.00	£281.00	£281.00	£281.00	
			£556.00	£621.00	£621.00	
Portsmouth	£310.00	£360.00	£410.00			
Reading	£154.00	£260.00	£260.00	£485.00	£485.00	
Windsor & Maidenhead	£240.00	£290.00	£290.00	£460.00	£580.00	Sat: £290 up to and including 12pm slot, £390 for after 12pm
Southampton	£405.00	£490.00	£545.00	£591.00	£591.00	
	£258.00	£363.00	£408.00	£523.00	£523.00	
	£183.00	£203.00	£233.00			
Surrey	£115/£165	£235.00	£300.00			
West Berkshire	£166	£166	£236	N/A	N/A	
West Sussex	£197.00	£254.00	£282.00	£282.00	£367.00	4 different categories of rooms, depending on size / Grandeur.
	£254.00	£310.00	£367.00	£367.00	£479.00	
	£444.00	£493.00	£604.00	£604.00	£666.00	
		£826.00	£904.00	£904.00	£981.00	
Wokingham	£158.00	£275.00	£315.00	£315.00	£445.00	

Fees for 2019/20	Approved Venue - show total fee including booking fee				
	Mon - Thurs	Fri	Sat	Sun	BHol
Bracknell Forest	£475.00	£575.00	£575.00	£625.00	£625.00
Brighton & Hove	£495.00	£540.00	£555.00	£555.00	£670.00
Buckinghamshire	£585.00	£585.00	£585.00	£630.00	£630.00
East Sussex	£525.00	£575.00	£575.00	£575.00	£625.00
Hampshire	£472.00	£550.00	£618.00	£663.00	£663.00
Isle of Wight	£410.00	£445.00	£470.00	£495.00	£495.00
Kent	£565.00	£565.00	£745.00	£745.00	£745.00
Medway	£525.00	£525.00	£625.00	£625.00	£625.00
Oxfordshire	£517.00	£567.00	£567.00	£632.00	£632.00
Portsmouth	£540.00	£570.00	£635.00	£735.00	£735.00
Reading	£387.00	£450.00	£450.00	£485.00	£485.00
Windsor & Maidenhead	£514.00	£571.00	£571.00	£633.00	£633.00
Southampton	£427.00	£512.00	£567.00	£613.00	£613.00
Surrey	£455.00	£505.00	£555.00	£605.00	£605.00
West Berkshire	£390.00	£390.00	£420.00	£480.00	£480.00
West Sussex	£455.00	£504.00	£615.00	£615.00	£677.00
Wokingham	£436.00	£502.00	£502.00	£571.00	£571.00

Non-statutory ceremonies eg. namings, RoV including booking fee

Fees for 2019/20	Registration Office					Anywhere				
	Mon - Thurs	Fri	Sat	Sun	BHol	Mon - Thurs	Fri	Sat	Sun	BHol
	Bracknell Forest	N/A	N/A	N/A	N/A	N/A	£475.00	£575.00	£575.00	£625.00
Brighton & Hove	N/A	N/A	N/A	N/A	N/A	£475.00	£475.00	£500.00	£500.00	£625.00
	£175.00	£175.00	£375.00	£375.00	£500.00					
	£430.00	£430.00	£630.00	£630.00	£850.00					
	£450.00	£450.00	£500.00	£500.00	£600.00					
Buckinghamshire	£320.00	£320.00	£320.00	£445.00	£445.00	£320.00	£320.00	£320.00	£445.00	£445.00
						£435.00	£435.00	£435.00	£570.00	£570.00
East Sussex	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00
Hampshire	£185.00	£192.00	£292.00	N/A	N/A	£323.00	£435.00	£482.00	£530.00	£530.00
Isle of Wight	£100.00	£100.00	-	-	-	£175.00	£175.00	£175.00	£175.00	£175.00
Kent	£270.00	£270.00	£405.00	£405.00	£405.00	£510.00	£510.00	£690.00	£690.00	£690.00
						£575.00	£575.00	£755.00	£755.00	£755.00

Medway	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Oxfordshire	£315.00	£315.00	£370.00	£380.00	£380.00	£315.00	£315.00	£370.00	£380.00	£380.00
Portsmouth	£365.00	£425.00	£484.00	N/A	N/A	£641.00	£677.00	£755.00	£875.00	£875.00
Reading	£154.00	£186.00	£186.00	£216.00				£270.00	£270.00	£270.00
Windsor & Maidenhead	£260.00	£300.00	£300.00	£445.00	£500.00	£365.00	£480.00	£480.00	£550.00	£580.00
Southampton	258-405	363-490	408-545	523-591	523-591	£427.00	£512.00	£567.00	£613.00	£613.00
Surrey	£202.00	£282.00	£360.00	n/a	n/a	£486.00	£552.00	£606.00	£666.00	£666.00
West Berkshire	£210	£210	£240	N/A	N/A	£240	£240	£330	£360	£360
West Sussex	£197.00	£254.00	£282.00	£282.00	£367.00	£455.00	£504.00	£615.00	£615.00	£677.00
	£254.00	£310.00	£367.00	£367.00	£479.00					
	£444.00	£493.00	£604.00	£604.00	£666.00					
	n/a	£826.00	£904.00	£904.00	£981.00					
Wokingham	£149.00	£305.00	£305.00	£400.00	£400.00	£345.00	£418.00	£418.00	£480.00	£480.00

Subject:	Re-Procurement of Secondary Records Storage		
Date of Meeting:	23rd January 2020		
Report of:	David Kuenssberg, Executive Director, Finance & Resources		
Contact Officer:	Name:	Peter Bode	Tel: 01273 29-6634
	Email:	peter.bode@brighton-hove.gov.uk	
Ward(s) affected:	All		

FOR GENERAL RELEASE

1. PURPOSE OF REPORT AND POLICY CONTEXT

- 1.1 Secondary storage is an industry term describing the storage of records outside the Council via an outsourced supplier.
- 1.2 The Council stores legacy paper records evidencing its decision making and actions in order to comply with The Public Records Act 1958 and various other pieces of legislation. In most cases, these records are not held for current business purposes, but rather to meet legal obligations or to respond to requests for historic service user information. The Council has been storing its records with DeepStore Ltd since 2011 and since 2016 has been calling off the services from a Surrey County Council Framework Agreement. This framework is due to expire in May 2020. As a result, Brighton & Hove City Council and Surrey County Council are collaborating to procure a new contract.

2. RECOMMENDATIONS:

That the Policy & Resources Committee:

- 2.1 Approves the procurement of a Secondary Records Storage provider in partnership with Surrey County Council.
- 2.2 Grants delegated authority to the Executive Director of Finance and Resources to award a contract for the provision of secondary records storage for an initial period of 7 years with three optional 1 year extensions.

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 The Council has a legal obligation to retain certain records for prescribed periods of time as evidence of its decisions, actions and operations. In the case of permanent records, these will eventually be transferred to the Keep in Falmer.
- 3.2 However, there are many non-permanent records, such as those pertaining to Child Protection, which require retention for up to 100 years.

- 3.3 The Council currently holds nearly 40,000 boxes of records in storage, although it is proposed to reduce this by approximately 25% (Circa £17,000 per annum) over the course of the next two financial years.
- 3.4 The Council is an efficient user of the current services, having removed the need for much use of the more expensive (handling and transport) services through data quality and digital transformation initiatives over the past decade.
- 3.5 The services to be procured incorporate provision of a National Archives accredited storage repository, provision of an electronic portal for registration and search of records, records handling, transport and destruction of records.

4. RATIONALE FOR PROPOSED PROCUREMENT APPROACH

- 4.1 The Council currently uses the same supplier of secondary storage as Surrey County Council, although Surrey is a more intensive user of the expensive transport and handling services, on the basis that they are not as digitally integrated. By procuring in partnership with Surrey, the Council would benefit from shared effort in the procurement process as well as opening up the potential to avoid exit costs with the existing supplier.
- 4.2 The Councils have agreed that social value will be assessed during tender evaluation.
- 4.3 In assessing the market ahead of this procurement, the two Councils reviewed the two main Central Purchasing Frameworks, which are the Crown Commercial Services and ESPO frameworks. The option of using a framework to procure has been discounted on the basis that it is not possible to include the current supplier in a framework competition, due to their absence from the available frameworks. The Council wishes to retain the opportunity to include the current supplier in the process, with a view to potentially avoiding exit costs and due to satisfaction with the maturity of the current relationship.
- 4.4 The high contractual exit costs also informs the proposal to issue a tender for a longer period than is usual with public sector contracts. Exit costs associated with records handling, data amendment and transport are inevitable in this market sector. If these costs are to be incurred then it makes sense to minimise the budgetary impact by incurring these costs less regularly.

5. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

Framework Procurement

- 5.1 A procurement from an existing supplier framework can offer a quick and cost effective route to market.
- 5.2 However, it is considered that in this case, the Council has arranged a bespoke service model with the existing supplier, which is a good fit with regard to this

resource position. Regardless of which supplier is successful at tender, it is vital that the Council is able to retain this flexibility of service delivery.

Shorter Contractual Period

- 5.3 A shorter contractual period potentially offers the Council flexibility to switch from an unsatisfactory supplier relationship or to take advantage of service model improvements initiated by a competitor.
- 5.4 However, the service models in this industry are long established and standardised. Due to increasing digitalisation, demand for paper storage and transport services is decreasing. Accordingly, many suppliers have expanded their digital offering. Despite this, it remains the case that the services the Council requires from this contract are the traditional ones and there is little prospect of a substantial sea change in offerings during the life of this contract. It is thought that the risk posed of incurring financial disadvantage through a longer contract is low.
- 5.5 Given the inevitability of high contract exit costs in this sector, it makes sense for the Council to minimise exposure to these by procuring over a longer timeframe.

6. COMMUNITY ENGAGEMENT & CONSULTATION

- 6.1 No community consultation has been conducted with regard to this procurement. This is on the basis that the services to be procured are necessary to meet statutory and other legal obligations of the Council for information retention. Furthermore, there will be no direct interaction between residents and the successful supplier. Accordingly, the impact upon residents is considered minimal.

6. CONCLUSION

- 6.1 The proposed procurement approach enables the Council to include the existing supplier in a competitive tender process, which would not be possible using any central purchasing body frameworks. The relationship between this supplier and the Council has reached a high level of maturity and costs are well contained. We wish to maintain the currently level of service maturity with any future supplier.
- 6.2 A longer contract term enables the Council to avoid regularly incurring the substantial exit costs associated with services of this type. It is anticipated that the service models available within this supplier market will remain static. Accordingly the risk of missing an opportunity to transfer to a more suitable service model appears very low.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 The current contract costs approximately £0.086m per annum, and the potential exit costs relating to file handling, data amendment and transport are expected to be substantial, at around £0.100m. The service would expect the storage costs

element of the contract to reduce by around 25% in the new arrangements, saving approximately £0.017m each year therefore a longer contract period would be more financially sustainable.

Finance Officer Consulted: James Hengeveld

Date: 13/01/2020

Legal Implications:

- 7.2 The council has a duty to secure continuous improvement in the way in which its functions are exercised having regard to a combination of 'economy, efficiency and effectiveness' (known as the duty of best value).
- 7.3 In accordance with Part 4 of the council's Constitution, Policy & Resources Committee is the appropriate decision-making body in respect of the recommendations set out in paragraph 2 above. In addition, in order to comply with CSO 3.1, authority to enter into contracts in excess of £500,000 must be obtained by the relevant committee.
- 7.4 Orbis Public Law Officers will advise on the proposed procurement process and contract to ensure that they comply with all relevant public procurement legislation as well as the council's Contract Standing Orders (CSOs).

Lawyer Consulted: Barbara Hurwood

Date: 15/01/2020

Equalities Implications:

- 7.5 There are not considered to be any equalities considerations associated with this procurement

Sustainability Implications:

- 7.6 The sustainability considerations associated with this procurement are twofold:
- All suppliers in this market have intensive climate control systems in order to meet the repository standards established by The National Archives. These systems are power intensive, so clearly the efficiency of these and the power sources are relevant to sustainability considerations.
 - The delivery of records back to Council sites is by means of vans. In the main, these are diesel powered. Accordingly, proximity of the repository site to Council premises would have an environmental sustainability implication.

Any Other Significant Implications:

Crime & Disorder Implications:

7.5 No relevant factors have been identified

Risk and Opportunity Management Implications:

7.6 No relevant implications have been identified

Public Health Implications:

7.7 There are no public health implications arising out of the proposed procurement

Corporate / Citywide Implications:

7.8 The proposed procurement supports the Council's strategic priority of providing a good life for resident. A substantial portion of the records held in custody are the personal data of vulnerable residents and can support identification of and provision of support for their needs, enabling full participation in an active and satisfying life.

SUPPORTING DOCUMENTATION

Appendices:

NIL

Background Documents

NIL

Subject:	Procurement of council owned short-term temporary accommodation – Gladstone Court, Hartington Road, Brighton		
Date of meeting:	15 January 2020		
Report of:	Executive Director Housing, Neighbourhoods & Communities		
Contact Officer:	Name:	Ododo Dafé Scott Lunn	Tel: 01273 293201 01273 290282
	Email:	ododo.dafe@brighton-hove.gov.uk scott.lunn@brighton-hove.gov.uk	
Ward(s) affected:	Hanover and Elm Grove		

For General Release**1. PURPOSE OF REPORT AND POLICY CONTEXT**

- 1.1 Over the next five years, the council are planning to change the model of temporary accommodation (TA) provision to reduce the ratio of short term and emergency temporary accommodation to longer-term leased accommodation and to provide more council owned short-term accommodation. Overall, the council plan to reduce the use of TA over the next 5 years.
- 1.2 Housing Committee on 19 June 2019 considered a report setting out options and considerations to achieve the delivery of short-term temporary accommodation by the council. Committee noted the contents of this report and that business cases would be developed to assess available properties as being potentially suitable for consideration at a future Committee.
- 1.3 This report presents to Housing Committee an opportunity to acquire Gladstone Court, a block of 38 flats. The Council is the freeholder of the site which the vendor holds on a long lease for a term of 150 years. The opportunity enables the Council to meet short-term temporary and emergency accommodation needs, and thereby supports the programme agreed by the Housing & New Homes Committee to purchase council owned short-term temporary accommodation which it will manage itself. It accords with the Housing Committee Work Plan commitments agreed at Housing Committee on 18 September 2019 relating to additional affordable homes, as well as the provision of council run short-term temporary accommodation.
- 1.4 The proposal also supports the Council's housing strategy priorities to increase housing quality and supply.
- 1.5 The proposal aligns to a decision of Budget Council in February 2019 which agreed a budget of £2.1m to purchase short-term temporary accommodation to

be managed in-house subject to detailed report of the full revenue and capital financial implications to demonstrate its viability and value for money. This is to be funded by prudential borrowing in the General Fund. Separately to this the Housing Revenue Account (HRA) Capital Programme for 2019/20 includes £3.5m capital budget funded by borrowing (70%), and Right to Buy receipts (30%), again subject to a detailed viability report.

2. RECOMMENDATIONS:

- 2.1 That Housing Committee agree the purchase of Gladstone Court for the use of emergency and short-term temporary accommodation for a sum to be negotiated up to the maximum set out in the Part 2 report.
- 2.2 That Housing Committee recommends to Policy & Resources Committee that the Council makes an offer of up to the agreed sum detailed in the Part 2 report to acquire Gladstone Court.
- 2.3 That Housing Committee recommends to Policy & Resources Committee that the freehold of the site is appropriated from the General Fund for Part II Housing Act 1985 purposes for a fee of up to £250,000, as estimated by external valuation.

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 As part of the Council's drive to reduce the use and relatively high cost of spot-purchase temporary accommodation, consideration is being given to purchasing property on the open market so that the Council can run and manage its own short-term and emergency accommodation. Council purchases of short-term temporary accommodation would make the council less reliant on the need to procure from the private sector. In the short term, it is unlikely that it would be possible for the Council to purchase sufficient short-term temporary accommodation to preclude the need to procure some TA from the private sector.
- 3.2 Gladstone Court is a 4-storey purpose built 1980s block of 38 flats located on the northern side of Hartington Road, Brighton. The Council hold the freehold interest in the land, with the long leasehold interest belonging to the vendors. The building was formerly used by Anchor Housing to provide social housing and is now used by the current leaseholders as student housing. Vacant possession of the building is anticipated in mid-2020 when the students' tenancies end. The building appears as a three-storey building to the front elevation and four storeys to the rear due to the change in level across the site, from south to north. There are seven car parking spaces provided to the east of the property.
- 3.3 The flats are arranged as follows:-

	1 bed	2 bed	3 bed	4bed	Total
Second floor	11				11
First floor	11				11
Ground floor	7			1	8
Lower ground floor	7		1		8
Total	36		1	1	38

- 3.4 Given the layout of the block across 4 floors, there is the possibility of meeting the housing needs of a range of client groups and the demand for predominantly 1 bed temporary accommodation (TA) homes. The purchase would support the initiative for the Council to run and manage its own short term and emergency temporary accommodation. The accommodation also offers the flexibility of providing a longer-term opportunity to use Gladstone Court to meet other housing needs should demand for temporary accommodation change in the future. The following analysis of strengths, weaknesses, opportunities and threats concerning the purchase and management of Council-owned short-term temporary accommodation was presented to Committee in the report approved in June 2019:

SWOT (strengths, weaknesses, opportunities and threats) Analysis

Strengths:

- More control to set and achieve property and management standards.
- Achieve and maintain consistent quality of accommodation.
- Social value – sense of security and improved wellbeing through being managed by the council.
- Negate the risk of private sector providers withdrawing from providing accommodation.

Weaknesses:

- More expensive due to terms and conditions for council staff.
- Inexperience of managing emergency and short-term temporary accommodation leading to higher costs and/or anti-social behaviour.

Opportunities:

- Flexibility to change provision to reflect changing priorities.
- Council gaining and retaining the asset.

Threats:

- Council taking on the financial risks of managing property turnaround times, maintenance costs and the collection of service charge income. If costs are not managed within current resources, this will create a budget pressure.
- Reputational damage should there be any property management issues such as anti-social behaviour or repairs not being completed in a timely manner.

- 3.5 Gladstone Court has been measured against an assessment tool developed to assess the varying open market opportunities against the following criteria areas:

- Strategic fit
- Social, economic and environmental considerations
- Development potential
- Stock condition and compliance
- Sustainability
- Valuation and financial viability assumptions

The tool uses a five-point rating scale of excellent, good, acceptable, marginal or unacceptable; and Gladstone Court achieved a positive overall grading of 'good' across all criteria.

Background

- 3.6 In October 2017 the cross-party members' Estate Regeneration Board (now called the Housing Supply Member Board), approved that negotiations take place with the vendor of Gladstone Court. However, it was not recommended to proceed as the proposal was not deemed to be financially viable. The position has now changed, and it affords the council a better proposition than the situation previously.

Due diligence surveys

- 3.7 As part of the stock condition and compliance criteria of the assessment tool mentioned in paragraph 3.5, an independent condition survey and specialist surveys by council teams were undertaken. They focused on the critical areas of fire safety and compliance, mechanical and electrical systems, and drainage. Enquiries were also made with Building Control on the history of the building's refurbishment in 2013. An asbestos survey has not been commissioned at this stage due to its intrusive nature.
- 3.8 Generally the building was found to be in a reasonable condition within the flats which were refurbished in 2013. Both kitchens and shower rooms were replaced at that time and, although showing a small amount of wear, seemed serviceable in the five flats that were available to inspect.
- 3.9 The common parts of the building require some improvement, particularly to bring them up to current health and safety standards. The communal heating system is of an age that it will require replacement in the medium-term. The building has limited thermal efficiency so improvements to the building envelope would be required including the replacement of all windows. Some areas such as the lift were decommissioned and closed off, so replacement would need to be considered - dependent on client group.
- 3.10 The design and installation of the foul drainage system requires further investigation to ascertain if the current pumping arrangement is adequate and robust as this could present a significant issue if this was to fail. This has been reflected in the valuation and a provisional sum placed against a risk of remedial work. Due diligence surveys, with the leaseholder's permission, are scheduled for early January.
- 3.11 There are opportunities to install sustainable sources of power generation (PV/solar thermal) owing to the favourable orientation of the building and the available roof space - subject to individual feasibility.
- 3.12 A total investment of an estimated £1.400m is needed to bring this building up to current standards over a five-year period. An estimated core cost of £0.750m including fees would be required to bring the building up to a lettable standard. Work required to bring it up to a lettable standard includes fire safety doors, asbestos survey, lift replacement or refurbishment, and drainage work.

4 ANALYSIS & CONSIDERATION OF ANY OPTIONS

- 4.1 The lease between Brighton & Hove City Council and the vendor (dated 26th May 2016) is for a term of 150 years. The appropriation of the freehold will result in a loss of the annual rent income to the General Fund as outlined in the Part 2 paper to this report.
- 4.2 The Council commissioned an independent 'Redbook' valuation (a valuation report that adheres to the Royal Institution of Chartered Surveyor's Valuation Professional Standards). The details of the valuation are set out in Paragraph 2 of the Part 2 paper and provide value for the Council.

Financial appraisal

- 4.3 Financial appraisals have been undertaken for purchasing these units for differing uses. The first is for use as short-term temporary accommodation units, and the second is for general needs housing purposes. The appraisals are set out in the Part 2 paper, with refurbishment costs of £1.4m assumed for each option.

Risk and Opportunity Management Implications:

- 4.4 The potential risk of purchasing Gladstone Court for council owned short-term and emergency temporary accommodation is that the exact management and maintenance costs for the scheme are currently unknown including the costs of repairs, voids and equipment/furniture costs.
- 4.5 The benefits of the proposed purchase are that it enables the council to have control over the management of short-term emergency temporary accommodation and can better support the needs of homeless households which can be complex. This will provide opportunities for the council to own the asset and reduce reliance on external private providers and reduce exposure to the costs of market provision.

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 Ward members will be notified.

6. CONCLUSION

- 6.1 The purchase of Gladstone Court enables the Council to pursue its aims to have its own in-house provision of emergency and short-term temporary accommodation, and it reflects value for money.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 There are financial risks associated with the council managing and maintaining its own short-term emergency accommodation. The financial viability makes assumptions on the costs of maintenance, costs the staff required to support

residents and the rent loss caused by periods where the flats are empty awaiting repair or refurbishment. If costs are higher than assumed levels, this will lead to a budget pressure for Housing general fund budgets.

- 7.2 Detailed financial implications which are exempt from disclosure are provided in Appendix 2 to the report (circulated to Members only), which is listed as agenda item No. 53.

Finance Officer Consulted: Craig Garoghan/Monica Brooks Date: 9.12.2019

Legal Implications:

- 7.3 As the Council is the freeholder of the site, the 150-year lease to the current leaseholder will need to be surrendered. The surrender of the lease is being treated as the acquisition of land. Section 17 of the Housing Act 1985 authorises a local housing authority such as the council to acquire buildings which may be made suitable as houses. Legal Services will review all documentation associated with the transaction.
- 7.4 As the site is currently accounted for in the General Fund, it will need to be appropriated for housing purposes. Policy & Resources Committee has delegated powers to manage corporately held property and is therefore the proper committee to authorise the appropriation for part II Housing Act 1985 purposes. All land held for part II purposes (provision of housing accommodation) must be accounted for within the HRA.

Lawyer Consulted: Liz Woodley Date: 31/12/19

Equalities Implications:

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

Sustainability Implications:

- 7.6 The purchase of Gladstone Court will provide an opportunity for the council to increase the energy efficiency of the property.

Any Other Significant Implications:

Public Health Implications:

- 7.7 There are no direct public health implications arising from this report.

Crime & Disorder Implications:

- 7.8 There are no direct crime and disorder implications arising from this report.

Corporate / Citywide Implications:

- 7.9 The Council purchasing this block provides opportunities that supports its priorities for meeting local housing need.

SUPPORTING DOCUMENTATION

Appendices

Appendix 1 - Photograph of Gladstone Court

Appendix 2 – Detailed Financial Information – Exempt Category 3

Appendix 1: Gladstone Court



Subject:	Community Wealth Building		
Date of Meeting:	23 January 2020		
Report of:	Executive Lead, Strategy, Governance & Law		
Contact Officer:	Name:	Giles Rossington	Tel: 01273 295514
	Email:	Giles.rossington@brighton-hove.gov.uk	
Ward(s) affected:	All		

FOR GENERAL RELEASE

1. PURPOSE OF REPORT AND POLICY CONTEXT

- 1.1 The Council's Corporate Plan (2019-23) includes a commitment for Brighton & Hove to become the UK's leading city for Community Wealth Building. A programme will be developed to deliver this ambition, under the oversight of a cross-party Member Working Group.
- 1.2 This report seeks approval for the establishment of the cross-party Member Working Group to oversee the Community Wealth Building programme. Draft Terms of Reference for the Steering Group are included as **Appendix 1**.

2. RECOMMENDATIONS:

- 2.1 That members approve the establishment of a cross-party Member Working Group to oversee the Community Wealth Building programme; and
- 2.2 Agree the Steering Group Terms of Reference (**Appendix 1**).

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 Community Wealth Building is a movement that seeks to use the spending power within a local area in ways that maximise benefits to local communities. This can include councils and other major 'anchor institutions' procuring goods and services locally; businesses committing to pay a living wage and actively recruiting from more deprived communities; developing and growing small enterprises, community organisations and cooperatives; exploring the use of physical assets such as land and property to support community growth and resilience; and encouraging greater community participation in decision-making.
- 3.2 The city council has worked with the Centre for Local Economic Strategies (CLES) to develop a diagnostic of local Community Wealth Building potential. The CLES diagnostic report will inform the development of a local Community Wealth Building programme. The programme will be coordinated by an officer group, with oversight and guidance provided by a cross-party Member Working

Group. The proposed Terms of Reference for the Member Working Group are included as **Appendix 1** to this report.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 The Community Wealth Building programme could be run without oversight from a cross-party Member Working Group (e.g. progress could periodically be reported to committee). However, this is a policy priority for the Council, as reflected in the Corporate Plan, hence the recommendation to maximise member involvement in and oversight of the programme via a cross-party Working Group.

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 None directly for this report. The Community Wealth Building programme will be developed together with local community and voluntary sector organisations and with partners such as the city's universities, NHS bodies etc.

6. CONCLUSION

- 6.1 Members are asked to approve the establishment of a cross-party Member Working Group to oversee the development and implementation of a Community Wealth Building programme.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 There are no direct financial implications arising from this report. Any costs associated with the establishment of the Working Group are expected to be met within existing resources.

Finance Officer Consulted: James Hengeveld

Date: 13/01/2020

Legal Implications:

- 7.2 The proposals in the report are within the powers of the Council and the Policy & Resources Committee has the power to establish working groups relating to its area of service.

Lawyer Consulted: Abraham Ghebre-Ghiorghis

Date: 13/01/2020

Equalities Implications:

- 7.3 None directly for this report. The development of a Community Wealth Building programme is intended to support and grow local communities and consideration of equalities issues will be fundamental to this work.

Sustainability Implications:

- 7.4 None directly for this report. There are obvious synergies between the development of a Community Wealth Building programme and the city carbon reduction programme and the council has already committed to exploring the potential for carbon reduction activity to support community wealth.

Brexit Implications:

- 7.5 It is not yet clear to what degree if any, Brexit may impact upon local workforce capacity, particularly in key areas such as health and care which are currently heavily reliant on EU workers. There may be potential to develop local resources to help fill any gaps in workforce that do emerge, supporting local community growth as well as addressing service needs.

Any Other Significant Implications:

Corporate / Citywide Implications:

- 7.6 Community Wealth Building is an overarching priority in the Council's Corporate Plan (2019-23). Community Wealth Building approaches typically require the active engagement of 'anchor institutions': large public or private sector bodies whose asset-use, procurement and recruitment policies has the potential to deliver a significant boost to the local economy and to local communities. The city council will seek to work in partnership with these bodies: for example, via a Brighton & Hove Connected Community Wealth Building event scheduled for February 2020.

SUPPORTING DOCUMENTATION

Appendices:

1. Community Wealth Building (CWB) Cross-Party Member Working Group: Terms of Reference

Background Documents

None

TERMS OF REFERENCE FOR COMMUNITY WEALTH BUILDING (CWB) PROGRAMME CROSS-PARTY MEMBER WORKING GROUP

1. Name

Community Wealth Building Cross-Party Member Working Group (MWG).

2. Purpose

A Community Wealth Building Programme will be established to help achieve a key policy objective of Brighton & Hove City Council in becoming the leading UK city for community wealth. The Cross-Party MWG will steer the development of this programme and will oversee its implementation.

3. Status

The Community Wealth Building MWG shall be an advisory board to the Policy & Resources Committee. The Board will not have subcommittee status and the political balance rules in section 15 of the Local Government and Housing Act 1989 will not apply.

However, it is expected that the Board will be established on a cross-party basis.

4. Areas of focus

The focus of the Cross-Party MWG is to have oversight of the development and delivery of the Community Wealth Building Programme to help ensure the Corporate Strategy objective to become the UK's leading city for community wealth is met.

5. Reporting

The Group will report to Policy & Resources Committee, with recommendations as necessary.

6. Membership

Membership of the Group shall consist of 5 elected Members, following nominations by their Group Leaders to reflect the political composition of the Council. The Group will be chaired by a member from the Council's largest political group. Political groups may change their nominees if they choose. Political groups may also choose to send substitute members to meetings of the MWG.

7. Making Decisions

The Group will seek to take decisions by consensus, but may take a vote where a consensus position cannot be agreed. In the event that such a vote is tied, the Chair will have a casting vote.

8. Meetings and Ways of Working

The timing and number of meetings will be dictated by the volume of business for the MWG.

The Group will agree ways of working appropriate to the role and remit of the Group.

9. Review

These terms of reference may be reviewed and amended by the Policy & Resources Committee from time to time.

Subject:	BHCC Brexit Resilience & Planning		
Date of Meeting:	23rd January 2020		
Report of:	Executive Lead for Strategy, Governance & Law (Monitoring Officer)		
Contact Officer:	Name:	Dee Humphreys	Tel: 01273 290555
	Email:	Dee.Humphreys@Brighton-Hove.gov.uk	
Ward(s) affected:	All		

FOR GENERAL RELEASE

1. PURPOSE OF REPORT AND POLICY CONTEXT

- 1.1 This report provides an update on the council's planning activity in preparation for the UK's withdrawal from the EU.
- 1.2 The report highlights updates to key areas of monitoring and development for the council related to Brexit.

2. RECOMMENDATIONS:

- 2.1 That the Committee note the contents of this report.
- 2.2 That the Committee agrees to formal updates on the council's preparations for the UK's withdrawal from the EU to be provided to the Policy & Resources Committee on a quarterly basis throughout 2020.

3. CONTEXT/ BACKGROUND INFORMATION

National Position

- 3.1 In October 2019 the EU granted the UK an extension to the leave date to 31st January 2020. In the intervening time a General Election was called for 12th December with the outcome being a Conservative Parliamentary majority which subsequently allowed the passing of the EU (UK Withdrawal) Bill through the 1st and 2nd Readings in the House of Commons. It is expected that the Bill will receive Royal Assent and agreement from the European Parliament and the UK will therefore leave the EU on 31st January 2020.
- 3.2 The UK and EU will then enter into a transition period which is expected to last until 31st December 2020. This time will be used to negotiate a new trade and security relationship between the UK and EU. The Government is committed to getting a deal by the end of 2020, however the EU Commissioner has cast doubt on whether that is achievable.

- 3.3 It may be a period of continued uncertainty around what the actual impacts of the UK's withdrawal will be, which is why the council will continue to monitor developments and plan activity to mitigate risks to the city and organisation and identify opportunities where possible.
- 3.4 During this period, the UK will remain in the customs union and the single market, meaning trade will carry on as normal. But the UK will be outside the political institutions – it will no longer be represented in the EU council of ministers or the European parliament.
- 3.5 Also during this period, the UK will continue to obey EU rules. EU citizens will continue to be able to travel to and work in the UK and British citizens can do the same in another member state.
- 3.6 The council Leader received a letter from MHCLG on 13th January 2020 confirming that MHCLG will continue to “co-ordinate and streamline communications and information from Whitehall to councils during the implementation period”. The Council will continue to escalate arising issues with MHCLG through the

County Contingency Planning - Sussex Resilience Forum (SRF)

- 3.7 On 24th December 2019 the Ministry of Housing, Communities & Local Government wrote to all Chairs of Local Resilience Forums to inform them that no deal preparations for 31st January 2020 had been stood down with Operation Yellowhammer being halted.
- 3.8 Therefore Sussex Resilience Forum has stopped preparations for a no deal scenario. However, the forum continues to hold regular planning meetings related to wider emergency planning for the county and will remain live to Brexit developments.

Corporate Position

- 3.9 The Brexit Member Working Group continues to maintain political oversight of the council's planning activity and currently meets on a monthly basis.
- 3.10 The Brexit Resilience & Planning Group's officer membership is meeting on a monthly basis and continues to update situation reports (SitReps) for members and senior officers to ensure effective monitoring of Brexit impacts on council services and the city.
- 3.11 Meeting scheduling and reporting for both member and officer groups is continually kept under review depending on changes to national planning assumptions and member and senior officer requirements.
- 3.12 The Chief Executive remains the officer assigned by MHCLG as the Lead Brexit Officer for Brighton & Hove.
- 3.13 Scheduling of ELT and DMT engagement to assist with service preparedness in light of changed national planning assumptions and the halting of no-deal preparations is currently being developed. An updated checklist to help services

prepare for the potential changes ahead will be shared across the organisation and with partners where content is transferable.

- 3.14 Officers will continue to work with partners to understand the potential impact of changes caused by EU withdrawal. The City Management Board will remain a place for discussion and action around public sector preparations for the city with South East 7 providing a vehicle for monitoring regional impacts and activity. Officers will continue to work with the Food Partnership to address emergency planning around access to food and improving the city's longer term food resilience.
- 3.15 Planning for a no-deal scenario is still part of the council's preparations and business continuity plans will still consider potential impacts related to this with priority being given to vulnerable people, contracts and supply chains.

Brexit Budget

- 3.16 The council have received MHCLG funding to assist with preparations for the UK's withdrawal from the EU. This funding totals £314,984:

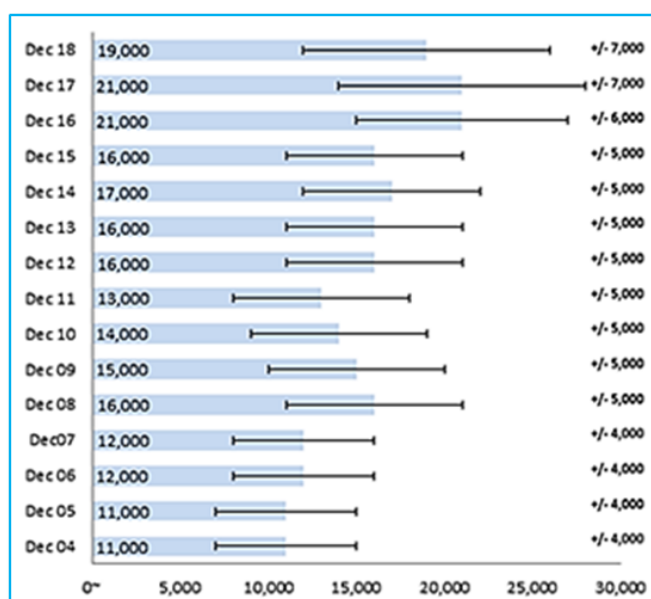
Spending priorities so far:

- Extended GOLD training = £10,250 for two Leadership Strategic Gold training sessions and one Working as a Liaison Officer session.
 - Brexit Coordinator (6 month secondment) = £22,000
 - Brexit Communications Officer (6 month secondment) = £22,000
 - 4 x ID document scanning devices = £700
 - Est. Remaining Funds: £260,000
- 3.17 The remaining funding and potential allocation is currently being developed through the Member Working Group and BRPG and specific figures will be provided through the next Brexit update report for the Policy & Resources committee.

Funding priorities in development are:

- Vulnerable EU nationals Support Fund – To cover costs of travel and ID to enable application to the EUSS
- Communication & Engagement activity with residents and businesses
- Sectoral research into potential impact of Brexit related changes on the city.

EU Nationals & EU Settlement Scheme



3.18 Figures from the ONS in December 2018 estimated that there were **19,000** residents in Brighton & Hove who were born in the EU. This figure is presented with **confident intervals** that could mean more or less actually live in the city but these are presently the best estimates BHCC has. It is important to note that some EU residents may have been granted citizenship in the past.

3.19 Latest EU Settlement Scheme figures released by the Home Office on 7th November 2019 show that **9,750** EU nationals in Brighton & Hove had applied to the scheme between 28th August 2018 - 30th September 2019.

3.20 Of that number **8,070** applications concluded with:

- **4,860** granted settled status
- **3,140** granted pre-settled status
- **70** given 'other' status
-
- **1,680** were still 'in-process' at the time the data was recorded.

3.21 These figures are released quarterly and will continue to be monitored by the Brexit Coordinator.

3.22 In line with corporate priorities and the city identity the council is continuing to undertake activity to ensure local EU nationals are supported in applying to the EUSS. So far this activity has included:

ID Document Checking Service

- 3.23 The council is continuing to provide a free identity document checking service at Brighton Town Hall to help EU citizens begin their EU Settlement Scheme application and don't have access to an android phone or iPhone. This service is free and is available on a drop-in basis at the Register Office: Monday, Tuesday, Thursday and Friday: (9.30-12pm) – Wednesday (10-12pm). Further details have been made available on the council's [Brexit webpage](#).
- 3.24 January 2020 figures show the service at Brighton Town Hall has so far **assisted 417** EU nationals in accessing the scheme.

EUSS Advice & Support for Vulnerable Migrants

- 3.25 [Migrant Help](#) is delivering outreach advice in Brighton & Hove for vulnerable EEA migrants who need help to register under the EUSS.
- 3.26 Drop-in sessions are running to help people who may find it hard to apply by themselves for settled or pre-settled status under the EU Settlement Scheme (EUSS) - specifically EU nationals or family members who are currently homeless, living in Roma & traveller communities, young adults who have left care, the elderly, victims of modern slavery, and people with disabilities, literacy or health issues.
- 3.27 Migrant Help adviser Charlotte Cheeseman delivers advice sessions at the Citizen's Advice Bureau in Hove on Fridays between 12.30-3.30pm on an appointments basis and offers advice at Voices in Exile's drop-in sessions on Tuesdays between 1.30-4.30pm.
- 3.28 Charlotte is Migrant Help's adviser for East Sussex & Surrey and is delivering outreach advice in Hastings, Eastbourne and elsewhere. Charlotte can be contacted directly if you have any questions about the drop-in sessions at charlotte.cheeseman@migranthehelpuk.org
- 3.29 Frontline council services and partners have been successfully signposting people to the Migrant Help advice service and monitoring of emerging issues is being done through the Strategic Migration Partnership and regular check-ins with the Brexit Coordinator.
- 3.30 In November 2019 Migrant Help reported that they are seeing an increase in more long term advocacy work with many people wanting to apply to the scheme without valid IDs (especially elderly and homeless) which has involved contacting embassies to get new documents.
- 3.31 Without a valid ID there is the option to progress with a paper form application using an alternative form of ID, though you must prove that you have tried and are unable to get a new ID from the consulate. These applications are taking around 6-7 months to process and conversely people in this no-ID situation often need to get their status sorted most urgently for benefits etc.
- 3.32 There is also the issue of funds for travel and new IDs. This is not included in Migrant Help's budget and so it has mostly been down to faith groups and friends to fund this which is difficult to organise and not sustainable.

- 3.33 BHCC are now scoping the provision of a fund to allow vulnerable EU migrants to apply for discretionary funding for identity documents and travel expenses. This funding would be provided through the initial MHCLG funding the council had received to assist with Brexit preparations.

Community Cohesion

- 3.34 A range of council officers and local police have been meeting regularly to develop community tension monitoring mechanisms, and ensure communication channels are in place for sharing of any information concerning community tensions and hate incidents related to Brexit. The group is also working to develop a joined up response for providing community reassurance.

Communications

- 3.35 In November 2019 the council appointed a Brexit Communications Officer, Ruth Allsop, to work alongside the Brexit Coordination Officer, Dee Humphreys, to ensure internal and external communication needs related to Brexit preparations were being met effectively.
- 3.36 The current focus for communications is raising awareness of the EUSS and the advice and support available in the city and nationally. An internal and external communications plan for the coming year is currently being developed by the Brexit Communications Officer.
- 3.37 In December 2019 the council published an [Open Letter](#) of Unity to the city from the council's three political leaders to address the impact the uncertainty surrounding Brexit was causing, particularly to EU nationals and to reassure the city that the council was doing all it can to prepare and maintain and further promote Brighton & Hove's reputation as an open and welcoming place.

Economic & Social Impact

- 3.38 The Brexit Member Working Group have asked for further work to be done to benchmark the city's current economic and social position so we can monitor and respond to changes through the transition period and into a new relationship with the EU including changes to the immigration system.
- 3.39 We can expect a variety of sectors to lobby Government during the transition period in the hopes of affecting the trade negotiations and new Government agenda. [Research](#) published in October 2019 by UKInbound outlines the potential negative impact immigration reforms will have on the tourism sector. The council will work with partners to understand in more depth the local situation and similarly relevant sectors for the city will continue to be monitored by officers.

Readiness Monitoring Report

- 3.40 An updated Readiness Monitoring Report will be shared with all members and published on the council website once all information is available. This report outlines the risks and issues being monitored by officers and any related activity undertaken. The last report was published in October 2019 and an update is thought necessary to ensure members and the public have a current view of city preparations before the 31st January exit date.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 The council has been preparing for Brexit related impacts for a number of years through much national uncertainty and in that time has developed risk and issue monitoring and governance structures to ensure both political and senior officer oversight of its activities.
- 4.2 No alternative options are currently being considered however the current monitoring and reporting arrangements are kept under review depending on national planning assumptions and member and officer requirement.

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 Consultation to date has been through city partners with regard to monitoring risks. The Brexit Coordinator has also been developing trusted lines of communication with partners to better understand potential impacts on the city and ensure issues that are arising from e.g. community groups are being escalated as necessary to the right local or national audience for response.
- 5.2 Further strategic engagement around understanding emerging issues for EU nationals in the city and the potential impacts of EU withdrawal on different sectors will be necessary to ensure the council can respond effectively to protect the interests of the city and council.

6. CONCLUSION

- 6.1 This report summarises key issues for the council and city related to the UK's withdrawal from the EU.
- 6.2 Potential implications for the council and city are currently being monitored effectively but should be kept under review to ensure this remains the case and that we are responding as necessary in our planning during and after the transition period.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 The cost of co-ordination and planning for Brexit will be met from the funds provided by national government. However, should further expenditure be needed in response to developments, Officers will use delegated powers, including urgency powers where necessary or seek authorisation from Members.

Finance Officer Consulted: Jill Fisher

Date: 15/01/20

Legal Implications:

- 7.2 The proposals in the report comply with the Council's legal obligations under the law, including the Civil Contingencies Act.

Lawyer Consulted: Abraham Ghebre-Ghiorghis

Date: 15/01/20

Equalities Implications:

- 7.3 The council will continue to seek clarity around EU nationals' rights post EU exit on 31st January 2020, although it is anticipated that any changes that may be felt in the city will occur after the end of the transition period and the deadline of the EUSS has passed. Awareness raising of the EUSS and reaching the most vulnerable in the city remains a high priority for the council.
- 7.4 Linked to this are potential changes to the immigration system that will impact EU nationals' recourse to public funds. Developments are currently being monitored by the council's Revenue & Benefits Team and advice services.

Sustainability Implications:

- 7.5 Sustainability impacts will be monitored during the transition period and proposed changes to regulations that emerge will be responded to as appropriate. Post-transition and longer term impacts will be considered where necessary in council's planning.

Brexit Implications:

- 7.6 See background information.

Any Other Significant Implications:

No other significant implications at this time.

Crime & Disorder Implications:

- 7.7 Planning around potential civil unrest related to Brexit has been a key part of partnership planning and will still be considered and developed as necessary through the City Management Board.

Risk and Opportunity Management Implications:

- 7.8 The Risk Register contains Brexit as SR 35: **Unable to manage serious risks and opportunities resulting from the impact of Brexit on the local and regional society and economy.**
- 7.9 SR 35 is being monitored and updated through the BRPG. The Executive Lead for Strategy, Governance & Law is the designated accountable officer.

Public Health Implications:

- 7.10 As well as the wider changes expected to emerge from the EU's withdrawal having public health implications, specific impacts on health and social care services will continue to be monitored. Specifically access to medication and workforce, which have received considerable public attention in the run up to possible no deal exit dates.
- 7.11 Potential changes to food safety regulations are another area that may have specific public health impacts and these will be monitored and considered in planning as necessary during and after the transition period.

Corporate / Citywide Implications:

- 7.12 See background information.

SUPPORTING DOCUMENTATION

None.

Document is Restricted

Document is Restricted

