

<b>Subject:</b>	<b>Greater Brighton Economic Board Operational Arrangements for 2015/16</b>		
<b>Date of Meeting:</b>	<b>21 April 2015</b>		
<b>Report of:</b>	<b>Chair, Greater Brighton Officer Programme Board</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>Nick Hibberd</b>	<b>Tel: 01273 293756</b>
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<b>LA(s) affected:</b>	<b>All</b>		

**FOR GENERAL RELEASE****1. PURPOSE OF REPORT:**

- 1.1 This report outlines the preparatory steps needed to support the operational aspects of the Greater Brighton Economic Board ('the Board') in 2015/16.
- 1.2 This report should be read in conjunction with the Heads of Terms ('HoTs') for the Board. The latest version of the Heads of Terms, as agreed by the Board on 20 May 2014, is attached as Appendix 1.

**2. RECOMMENDATIONS:****2.1 The Board is asked to:**

- (1) Agree and secure the budgetary contributions that are being sought to fund the costs of running the Board in 2015/16;
- (2) Agree the process by which the Chair of the Board shall be nominated for 2015/16;
- (3) Note that the Heads of Terms will be revised to include the South Downs National Park Authority as a formal member of the Board;
- (4) Note the date by which the lead authority must be notified of all named substitutes and instruct any necessary actions within their respective organisations;
- (5) Note the date by which the lead authority must be notified of all nominations to the Greater Brighton Call-In Panel and instruct any necessary actions within their respective organisations;
- (6) Note the date and time of the Board's training session, and;
- (7) Note that the Annual Report will be drafted for presentation to the Board at its first meeting in the new municipal year.

### 3. COSTINGS AND FINANCIAL CONTRIBUTIONS:

- 3.1 The budget to support the running costs of the Board in 2014/15 was £85,537. The actual spend, as at 16 March 2015, was £73,359. This underspend relates largely to salary costs, as the Business Manager for the Board did not start in post until 05 January 2015. It is proposed that the remaining £12,178 be rolled-over to 2015/16 as the year's contingency fund. A breakdown of the budgetary contributions and actual spend in 2014/15 is attached as Appendix 2.
- 3.2 As outlined in section 1.7 of the HoTs, Brighton & Hove City Council will continue to act as the lead authority for the Board in 2015/16.
- 3.3 Brighton & Hove City Council has estimated that the Board will cost £83,157 to run in 2015/16. A breakdown of this budget forecast is attached as Appendix 3.
- 3.4 In line with sections 12 and 13 of the HoTs, Brighton & Hove City Council is seeking the following contributions from the Board's member organisations:

<b>Organisation</b>	<b>2015/16 Contribution Sought</b>
Coast to Capital Local Enterprise Partnership	£7,650
South Downs National Park Authority	£5,100
University of Sussex	£5,100
University of Brighton	£5,100
City College Brighton & Hove	£5,100
Adur District Council	£5,986
Brighton & Hove City Council	£25,714
Worthing Borough Council	£9,348
Lewes District Council	£8,631
Mid Sussex District Council	£5,428
<b>Total:</b>	<b>£83,157</b>

- 3.5 Appendices 4 and 5 outline the approach and detail the calculations used to develop the contributions that are being sought.

### 4. 2015/16 BOARD MEETING DATES:

- 4.1 The Board meeting dates for the new municipal year have been set as follows:
- 14 July 2015
  - 20 October 2015

- 26 January 2016
- 18 April 2016

4.2 As in 2014/15, it is proposed that all meetings will commence at 10:00 and be held in alternating locations across the City Region.

## **5. MEMBERSHIP AND CHAIRPERSON:**

5.1 Section 5 of the HoTs no longer accurately reflects the Board's membership and will be updated to include the South Downs National Park Authority as a formal member of the Greater Brighton Business Partnership. The Board will be asked to ratify the revised HoTs at its first meeting in the new municipal year.

5.2 The City Region comprises four further education colleges – City College Brighton and Hove, Northbrook College, Plumpton College and Sussex Downs College. The Principals of these colleges have confirmed that City College Brighton and Hove will continue to represent their sector on the Board in 2015/16. As the Interim Principal for City College Brighton and Hove, Monica Box will attend Board meetings until a permanent appointment is made.

5.3 It is anticipated that the Greater Brighton Business Partnership representatives will remain unchanged in 2015/16.

5.4 With the exception of Adur District Council, elections are due to take place in all local authority areas in May 2015. (Note, Durrington and Northbrook wards are excluded from Worthing Borough Council's 2015 elections). Representatives on the Greater Brighton Economic Joint Committee may, therefore, change.

5.5 As outlined in section 6 of the HoTs, the role of Chair shall rotate annually between the Greater Brighton Economic Joint Committee members. The Chair of the Joint Committee shall, by virtue of his/her democratic mandate, be the Chair of the Board. It is for the Joint Committee to determine the order in which their members shall chair.

5.6 The Leader of Brighton & Hove City Council was Chair of the Board in 2014/15 and the council will therefore be excluded from nominations in 2015/16.

5.7 The new Chair must be formally appointed at the Board's first meeting in the new municipal year. It is proposed that nominations be sought in advance and that the following process be adopted:

(1) On 22 May 2015, Brighton & Hove City Council's Democratic Services team will issue an e-mail to the local authority Leaders to ask if they would like to put themselves forward as Chair.

(2) Those Local authority Leaders choosing to put themselves forward must notify Brighton & Hove City Council's Democratic Services of their decision by 05 June 2015.

(3) On 08 June 2015, Brighton & Hove City Council's Democratic Services will issue an e-mail to all local authority Leaders, advising of the nominations and

asking them to cast a vote for their preferred nominee. Each Greater Brighton Economic Joint Committee member will have one vote, save for Brighton & Hove City Council where the Leader of the Opposition will also have a vote. Voting will be completed in confidence. The deadline for votes will be 12 June 2015.

(4) On 15 June 2015, Brighton & Hove City Council Democratic Services will issue an e-mail to all members of the Board to advise them of the new Chair.

(5) On 14 July 2015, members of the Greater Brighton Joint Committee will formally appoint the new Chair (this will be the first item of business).

5.8 In the event that the vote is tied, Brighton & Hove City Council's Democratic Services will issue an e-mail to all local authority Leaders, informing that the first round has been tied and asking them to vote again on the two (or more) preferred nominees.

5.9 All member organisations are required to inform Brighton & Hove City Council's Democratic Services of their substitute representatives by 12 June 2015. In line with section 9 of the HoTs, the list of substitutes will be approved by the Board at its first meeting in the new municipal year.

5.10 As stated in section 4.3 of the HoTs, the work of the Board shall be subject to review by an ad hoc joint local authority scrutiny panel that is managed by the lead authority. It is proposed that the current Call-In Protocol remains unchanged for 2015/16. The Protocol is attached as Appendix 6. Members of the Board are required to inform Brighton & Hove City Council's Democratic Services of their Greater Brighton Call-In Panel representatives by 12 June 2015.

5.11 Training will be offered to all Board members and their substitutes, in the form of a joint half-day workshop. It is proposed that the workshop be held on 23 June 2015 (13:00 – 17:00, King's House Hove).

## **6. ANNUAL REPORT:**

6.1 As outlined in section 4.1 of the HoTs, the Board shall submit an annual report to each of the bodies represented on the Board.

6.2 It is proposed that the 2014/15 Annual Report be presented to the Board for approval at its first meeting in the new municipal year, scheduled for 14 July 2015.

## **7. CONCLUSION:**

7.1 To ensure that the Board transitions smoothly into the new municipal year, Board members are asked to:

(1) Agree the budgetary contributions that are being sought to fund the costs of running the Board in 2015/16;

(2) Agree the process by which the Chair of the Board shall be nominated for 2015/16, and;

(3) Note the requirement, and instruct the necessary actions within their respective organisations, to:

- a. Notify the lead authority of their named substitutes by 12 June 2015;
- b. Notify the lead authority of their nominations to the Greater Brighton Call-In Panel by 12 June 2015, and;
- c. Note the proposed date and time of the training session for the Board.

7.2 The Board's HoTs will be updated to include the South Downs National Park Authority as formal members of the Greater Brighton Business Partnership. The Board will be asked to ratify the revised HoTs at its first meeting in the new municipal year.

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

### Financial Implications:

- 8.1 The purpose of the Greater Brighton Economic Board is to assist with bringing about sustainable economic development and growth across the Greater Brighton City Region. To achieve this, the role of the Board is to co-ordinate economic development activities and investment at the regional level. This will entail working to secure funding and investment for the City Region. To deliver this support the Board requires funding contributions from each member to enable delivery its functions.
- 8.2 Brighton & Hove City Council, as the lead authority, shall provide administrative support to the Greater Brighton Economic Board for finance, legal, reporting and administrative services. The Greater Brighton Economic Board will be administered by a full-time post (Greater Brighton Business Manager) funded from the contributions from partners as detailed within this report. The projected budget for 2015/16 is £83,157 and the anticipated breakdown for the spend is detailed in Appendix 3. The budget is met from contributions from each member and is based upon a reasonable split on the size of each organisation as detailed in paragraph 3.4 above and Appendices 4 and 5. The cost of the support will include a contingency to support ad hoc and exceptional spend that may arise throughout the year. The contingency is funded from the projected £12,178 underspend from 2014/15.

*Finance Officer Consulted: Rob Allen, Principal Accountant, BHCC  
Date: 30 March 2015*

### Legal Implications:

- 8.3 The legal implications arising are set out in the body of the report, including the constitutional steps necessary to ensure that the Board continues to operate effectively.

*Lawyer Consulted: Bob Bruce, Deputy Head of Law BHCC  
Date: 30.03.15*

Equalities Implications:

8.4 None.

Sustainability Implications:

8.5 None.

Any Other Significant Implications:

8.5 None.

## **SUPPORTING DOCUMENTATION**

### **Appendices:**

- Appendix 1: Heads of Terms for Greater Brighton Economic Board
- Appendix 2: Breakdown of Spend in 2014/15
- Appendix 3: Budget Forecast for 2015/16
- Appendix 4: Funding Contribution Requests 2015/16
- Appendix 5: Greater Brighton City Region Totals (all figures from Nomis)
- Appendix 6: Greater Brighton Economic Board Call-In Protocol

### **Background Documents**

None.

## **Appendix 1: Heads of Terms for Greater Brighton Economic Board**

The Heads of Terms are attached as a separate document.

## Appendix 2: Breakdown of Spend in 2014/15

1. The 2014/15 budget to support the running costs of the Greater Brighton Economic Board totalled £85,537. This was made-up of the following contributions:

Adur District Council	£4,964
Brighton & Hove City Council	£25,000
Worthing Borough Council	£8,629
Lewes District Council	£7,801
Mid Sussex District Council	£11,643
Coast to Capital Local Enterprise Partnership	£7,500
South Downs National Park Authority	£5,000
University of Sussex	£5,000
University of Brighton	£5,000
City College Brighton & Hove	£5,000

2. The actual spend in 2014/15 (including all known commitments as at 16 March 2015) was as follows:

Salary costs (including on-costs) January – March 2015	£12,728.70
Recruitment costs:	
- Internal advertising	£400.00
- External advertising	£2,742.50
Consultancy costs:	
- Nathaniel Lichfield & Partners	£44,998.00
- Contribution from Coastal West Sussex Partnership	- £11,249.50
Financial Services support	£6,720.00
Legal Services support	£9,204.00
Democratic Services support	£3,000.00
Venue hire (Board meetings)	£2,033.00
Communications & Branding	
- City Deal Brochure	£300.00
- Greater Brighton Logo	£650.00
- Greater Brighton Pop-Up Screens	£500.00
- Investment Programme Prezi	£1,200.00
Ad hoc	
- Printing (BHCC)	£19.80
- City Deal stocktake	£112.20
<b>Total</b>	<b>£73,358.70</b>

3. The budget remaining as at 16 March 2015 is £12,178. This will be rolled-over into 2015/16 as the year's contingency fund.



### Appendix 3: Budget Forecast for 2015/16

1. It is anticipated that the budget required to support the running of the Greater Brighton Economic Board in 2015/16 is £83,157. This is made-up of the following costs:

Salary costs (including on-costs) (increase due to inflationary rise (1%))	£50,914.80
Finance support (increase due to inflationary rise (2%))	£6,854.00
Legal support (increase due to inflationary rise (2%))	£9,388.00
Scrutiny (charged £500 (excluding venue) on a 'pay as you go' basis)	£2,000.00
Democratic Services support (administrative) (increased by £1,000)	£4,000.00
Venue hire (x4 Board meetings)	£2,000.00
Communications, design and branding	£2,000.00
Procurement and licences for on-line workspace system	£6,000.00
<b>Total</b>	<b>£83,156.80</b>

2. The budget forecast excludes a contingency as the £12,178 2014/15 underspend (as at 16 March 2015) will be rolled-over into the new financial year and act as the contingency fund.
3. On 29 July 2014, the Board agreed to re-advertise the Business Manager post as a three-year contract in order to attract a more suitable candidate.

## Appendix 4: Funding Contribution Requests 2015/16

### Greater Brighton Business Partnership:

Organisation	2015/16 Contribution Sought	2014/15 Contribution Paid
Coast to Capital Local Enterprise Partnership	£7,650	£7,500
South Downs National Park Authority	£5,100	£5,000
University of Sussex	£5,100	£5,000
University of Brighton	£5,100	£5,000
City College Brighton & Hove	£5,100	£5,000
Total	£28,050	

- The increase in the contributions sought is based on a 2% inflationary rise.
- Due to their being largely local authority funded, no contributions will be sought from the Brighton & Hove Economic Partnership, the Adur & Worthing Business Partnership and the Coastal West Sussex Partnership (CWS).

### Greater Brighton Economic Joint Committee:

- The total remaining funding contribution required is £55,107
- The contributions sought from the unitary, district and borough councils have been apportioned in relation to the size of their working age populations. See Appendix 5.
- As a large proportion of Mid Sussex District Council's working age population is based in East Grinstead – an area this is currently outside of the scope of the Investment Programme – it is proposed that they pay 50% of their original contribution calculation and that the remaining 50% be divided equally amongst the remaining members (an additional £1,357 each).

Organisation	% of working age population	Original 2015/16 Contribution Calculation	Actual 2015/16 Contribution Sought	2014/15 Contribution Paid
Adur District Council	8.4%	£4,629	£5,986	£4,964
Brighton & Hove City Council	44.2%	£24,357	£25,714	£25,000
Worthing Borough Council	14.5%	£7,991	£9,348	£8,629
Lewes District Council	13.2%	£7,274	£8,631	£7,801
Mid Sussex District	19.7%	£10,856	£5,428	£11,643

Council				
<b>Total</b>			£55,107	

## Appendix 5: Greater Brighton City Region Totals (all figures from Nomis)

Local Authority	Population (2013)	Working age population (2013)	VAT/PAYE businesses (2014)	Businesses per 1,000 working age residents	% of total population	% of working age population	% of businesses
Adur	62,500	37,200	2,365	63.6	9.1	8.4	7.3
Brighton & Hove	278,100	195,700	14,115	72.1	40.4	44.2	43.7
Lewes	99,500	58,300	4,435	76.1	14.4	13.2	13.7
Mid Sussex	142,800	87,400	7,315	83.7	20.7	19.7	22.6
Worthing	106,100	64,100	4,110	64.1	15.4	14.5	12.7
<i>Totals</i>	<i>689,000</i>	<i>442,700</i>	<i>32,340</i>	<i>n/a</i>	<i>100.0</i>	<i>100.0</i>	<i>100.0</i>

Note, in the last year:

- The population has grown by 5,700 people.
- The working age population has grown by 1,700.
- The business base has grown by 2,570 (this is higher in percentage terms than the population growth due, in part, to being updated from using 2011 to 2014 data).

## **Appendix 6: Greater Brighton Economic Board Call-In Protocol**

The Call-In Protocol is attached as a separate document.

