

<b>Subject:</b>	<b>Oversight and Co-ordination of Key Council Plans and Strategies</b>		
<b>Date of Meeting:</b>	<b>08 January 2019</b>		
<b>Report of:</b>	<b>Executive Lead, Strategy, Governance &amp; Law</b>		
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<b>Ward(s) affected:</b>	<b>All</b>		

**FOR GENERAL RELEASE****1. PURPOSE OF REPORT AND POLICY CONTEXT**

- 1.1 Brighton & Hove City Council seeks to deliver its high level strategic aims via a set of key plans and strategies. This report details how the council manages risks associated with the planning and implementation of key plans and strategies in accordance with the requirements of the Corporate Risk Assurance Framework.

**2. RECOMMENDATIONS:**

- 2.1 That members note the information included in this report.

**3. CONTEXT/ BACKGROUND INFORMATION**

- 3.1 Local authorities are legally required to produce and maintain certain plans and strategies. A number of these are reserved by statute for Full Council. In addition to the plans and strategies that are the statutory responsibility of Full Council, Brighton & Hove Council has also opted to reserve for itself certain other key documents. Together these plans form the Council's Policy Framework.

- 3.2 The current Policy Framework consists of the following plans and strategies:

**(i) those required by law to be adopted by Full Council**

- Annual Investment Strategy;
- Statement of Pay Policy;
- Libraries Plan;
- Crime and Disorder Reduction Strategy;
- Local Transport Plan;
- Plans with Development Plan Document status;
- Youth Justice Plan;
- Statement of Licensing Policy under the Licensing Act 2003;
- Statement of Gambling Policy under the Gambling Act 2005.

**(ii) those which the Council has determined should be adopted by Full Council as part of the Policy Framework:**

- Sustainability Strategy (*or the successor to this strategy*);
- Sustainable Community Strategy
- Corporate Plan;
- Equality and Inclusion Policy;
- City Performance Plan
- Strategy for Gypsies, Roma and Travellers
- Housing Strategy
- The Council's Economic Strategy
- Statement of Pay Policy
- School Admission Arrangements\*

\* For the purposes of the policy framework, "School Admission Arrangements" means:

- the School Organisation Plan; and
  - any strategic issues or reviews of the council's school admission arrangements, including any changes to catchment areas.
- (BHCC Constitution: Part 3.02)

- 3.3 The Council is required to formally approve the documents listed in part (i) of the Policy Framework. However it is free to determine the contents of part (ii) and would in any event be expected to periodically review that part to ensure that its contents reflect the Council's current priorities, and its preferred approach to discharging its functions in a context where some discretion exists. Such a review could be commissioned following the May 2019 local elections, although this will be for the new Council to determine.
- 3.4 In general, the Policy Framework should be expected to mirror the Council's key plans and strategies. However, this will not always be the case because:
- (a) Some plans and strategies are the statutory responsibility of local authority bodies other than Full Council: e.g. the Health & Wellbeing Board is jointly responsible with local NHS commissioners for a Joint Health & Wellbeing Strategy (JHWS). The JHWS is certainly a key strategic document, but it cannot be reserved for Full Council and therefore does not formally constitute part of the Council's Policy Framework.
  - (b) Whilst the aim should always be for the Policy Framework to mirror the Council's strategic priorities, emerging or changing priorities means that there is inevitably a lag between the two. As it forms part of the Council's Constitution, the Policy Framework is updated only periodically.
  - (c) The Council may prefer to assign responsibility for certain key plans and strategies to specific Policy Committees rather than Full Council.
- 3.5 In light of para 3.4, the Council's key plans and strategies are best defined as the Policy Framework plus other key documents. The Policy, Partnerships & Scrutiny team (PPS) works with each of the council's directorates to identify key directorate policies and strategies, including but not limited to documents that form part of the Policy Framework. These are captured via 'directorate Policy Grids' and the grids aggregated to produce a corporate Policy Grid. The Policy Grid therefore represents the organisation's current list of key plans and strategies.

- 3.6 The Policy Grid captures essential information on each plan and strategy, including:
- The objectives of the plan/strategy
  - The departments, lead members, lead officers (and potentially partners) responsible for the plan/strategy
  - The methodology underpinning the creation of the plan/strategy
  - The committee(s) and partnerships which own the plan/strategy
  - The refresh date of the plan/strategy (where applicable)
  - What monitoring arrangements are in place with regard to implementation of the plan/strategy.
- 3.6 PPS works closely with Directorate Management Teams (DMT) to ensure that each directorate fulfils its commitments in terms of developing or refreshing its key plans and strategies. This includes making sure that all new plans support the high level strategic goals set out in the Corporate Strategy, the Sustainable Communities Strategy, and any other relevant overarching strategies.
- 3.7 The corporate Policy Grid is regularly reviewed by the Executive Leadership Team (ELT) The Policy Grid is also used to inform the Council's Critical Path, the timeline of key events and decisions that underpins corporate strategic planning.
- 3.8 Individual plans and strategies may include key performance indicators (kpis). Performance against these indicators is monitored by the relevant directorates and ELT with support from the BHCC Performance Improvement & Programmes (PIP) service. Internal Audit may also choose to assess the implementation or the effectiveness of key policies, plans and strategies. Performance is reported to members via the relevant Policy Committee(s) with corporate oversight of KPIs by the Policy, Resources & Growth Committee.

#### **4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS**

- 4.1 Not relevant to this report for information which details current arrangements rather than proposing service change.

#### **5. COMMUNITY ENGAGEMENT & CONSULTATION**

- 5.1 None to this report which concentrates on the council's internal procedures.

#### **6. CONCLUSION**

- 6.1 Development, maintenance and refreshing of the Council's key plans and strategies is undertaken by BHCC directorates, supported by the PPS team, working on instruction from Full Council and/or the Council's Policy Committees.
- 6.2 The implementation and performance of key plans and strategies is monitored by the directorates supported by the PIP team and by Internal Audit.

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

### Financial Implications

7.1 There are no direct financial implications arising from this report.

*Finance Officer Consulted: Name Peter Francis*

*Date: 03/0918*

### Legal Implications:

7.2 There are no legal implications arising from this report.

*Lawyer Consulted: Victoria Simpson*

*Date: 10.09.18*

### Equalities Implications:

7.3 Equalities issues will be considered as part of the development of all key plans and strategies. The Council has included the Equality & Inclusion Policy in the Policy Framework

### Sustainability Implications:

7.4 None directly, but members may wish to note that the Sustainability Strategy and any successor plans are included in the Council's Policy Framework

### Any Other Significant Implications:

7.5 None identified

## **SUPPORTING DOCUMENTATION**

### **Appendices:**

None

### **Documents in Members' Rooms**

None

### **Background Documents**

None



