

# Policy & Resources (Recovery) Sub-Committee

Date: 22 July 2021

Time: 4.00pm

Venue Hove Town Hall - Council Chamber

Members: **Councillors:** Mac Cafferty (Chair), Allcock (Opposition Spokesperson), Miller (Group Spokesperson), Appich and Clare

Contact: **Lisa Johnson**  
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# AGENDA

## 1 PROCEDURAL MATTERS

- (a) **Declarations 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 press and public. A list and description of the exempt categories is available for public inspection at Brighton and Hove Town Halls and on-line in the Constitution at part 7.1.*

## 2 MINUTES

7 - 14

To approve the minutes of the last meeting held on the 28 April 2021.

Contact Officer: Mark Wall

Tel: 01273 291006

Ward Affected: All Wards

## 3 CHAIR'S COMMUNICATIONS

#### 4 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 by the due date 8 July 2021 (10 working days);
- (b) **Written Questions:** To receive any questions submitted by the due date of 12 noon on the 16 July 2021;
- (c) **Deputations:** To receive any deputations submitted by the due date of 12 noon on the 16 July 2021.

#### 5 MEMBER INVOLVEMENT

To consider the following matters raised by councillors:

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

#### 6 EQUALITY AND ACCESS WORKSTREAM UPDATE 15 - 40

Report of the Executive Director for Housing, Neighbourhoods & Communities.

Contact Officer: *Melinda King*  
Ward Affected: *All Wards*

#### 7 BRIGHTON & HOVE CONTACT TRACING SERVICE 41 - 48

Report of the Executive Director for Health & Adult Social Care.

Contact Officer: *Edward Yeo* *Tel: 29-4354*  
Ward Affected: *All Wards*

#### 8 COVID-19 RECOVERY & RENEWAL PROGRAMME UPDATE 49 - 72

Report of the Executive Director for Economy, Environment & Culture.

Contact Officer: *Lilla Cartwright*  
Ward Affected: *All Wards*

#### 9 BRIGHTON WATERFRONT PROJECT 73 - 80

Report of the Executive Director for Economy, Environment & Culture.

Contact Officer: *Max Woodford* *Tel: 01273 291666*  
Ward Affected: *All Wards*

- 10 OUTDOOR EVENTS 2021/22 – LIFE FESTIVAL** **To follow**  
Report of the Executive Director for Economy, Environment & Culture.  
*Contact Officer: Ian Shurrock* *Tel: 01273 292084*  
*Ward Affected: All Wards*
- 11 PARKING SERVICES RESTRUCTURE FUNDING** **81 - 90**  
Report of the Executive Director for Economy, Environment & Culture.  
*Contact Officer: Charles Field* *Tel: 01273 293329*  
*Ward Affected: All Wards*
- 12 WELCOME BACK FUND** **91 - 98**  
Report of the Executive Director for Economy, Environment & Culture.  
*Contact Officer: Mark Croston*  
*Ward Affected: All Wards*

Date of Publication - Wednesday, 14 July 2021

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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.

For those members of the public wishing to actively take part in the meeting a link will be emailed so that they can join the meeting.

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Therefore, by joining the meeting via the link provided you are deemed to be consenting to being filmed and to the possible use of those images and sound recordings for the purpose of web casting and/or Member training. If members of the public do not wish to have their image captured, they should ensure they do not use the Teams video facility and provide a static image.

**FURTHER INFORMATION**

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



**BRIGHTON & HOVE CITY COUNCIL**

**POLICY & RESOURCES (RECOVERY) SUB-COMMITTEE**

**4.00pm 28 APRIL 2021**

**VIRTUAL**

**MINUTES**

**Present:** Councillor Mac Cafferty (Chair) Platts (Opposition Spokesperson), Miller (Group Spokesperson), Clare and Yates

**PART ONE**

**53 PROCEDURAL MATTERS**

**(a) Declarations of Substitutes**

53.1 There were no declarations of substitutes.

**(b) Declarations of Interests**

53.2 There were no declarations of interests.

**(c) Exclusion of the Press and Public**

53.3 **RESOLVED:** That the press and public be excluded from the meeting during consideration of the items listed in Part 2 of the Agenda.

**54 MINUTES**

54.1 The minutes of the last meeting held on the 3 March 2021 and of the Special Meeting held on the 29 March 2021 were approved as a correct record of the proceedings.

**55 CHAIR'S COMMUNICATIONS**

55.1 The Chair gave the following communications:

Recovery and some hope in our Covid data positive to share some welcome news about efforts to bring down Covid-19 in our city. At the time of writing, data tells us there are zero reported cases of Covid-19 among the over 60s in Brighton & Hove. There are of course still cases in other age groups, and I am acutely aware that data could change in as little as a day. But given this was truly a desperate situation less than a year ago, this really is worth noting. After a year of hardship and tragedy, is truly reminder of what we can achieve; of efforts of people in our city; also reminds us that we need to stick at it:

following guidance; hands, face space and social distancing. We need to keep those figures low to protect people and ensure vaccination is successful.

Alongside other measures like self-isolation, hand washing, mask wearing and social distancing, regular testing is another tool we can use to identify cases and prevent transmission: and I hope people know you can pick up free asymptomatic test kits from many local pharmacies, Jubilee library, Hove Town Hall and other locations that can be found through the government website and council website. I'm really grateful to everyone who continues to test as of course we don't know yet when we may fully suppress this pandemic.

So today we have key proposals on the agenda as part of the Contain outbreak management funds report. This allocation of funding vital as the serious hardship many people are facing in our city is in no way over, despite what the roadmap may suggest. Many have lost their jobs and many sectors are still struggling.

We want to allocate funding to continue to help our early years providers, our schools, to support rough sleepers, and the exhaustive efforts of our local food banks and community groups. The pandemic has affected us all but it has not affected us all equally and women, LGBTQ+, BAME and disabled communities continue to be particularly hard hit. We need to support our local communities to recover but also to stay protected from the virus.

Exactly why the report today providing more funding so we can help people to self-isolate as we recognise the dire gaps in the current self-isolation support. Analysis of similar OECD countries shows that the UK has the lowest mandatory sick pay as a proportion of income. Too many people simply cannot afford to stay home from work. This is a false economy when we need to help people stay safe and given today is Workers Memorial Day it is all the more critical an issue.

Sadly, too many people left for work and didn't come back during the life of the pandemic. The report today also includes measures to increase the support available to those on low pay despite the gaps in the national 'self-isolation' strategy and payments and I hope it gains support.

Virtual meetings as we meet online again I am also very much aware that today we have learned the outcome of the legal challenge to government made by the Association of Democratic Service Officers and Lawyers in Local Government on behalf of councils up and down the country.

The end of the Covid-19 legislation on 7<sup>th</sup> May will unfairly lead to councils being told they have to meet in person, before many are vaccinated. Despite the obvious limits of virtual meetings, the government has simultaneously dismissed any advantages of remote access to meetings by saying that decisions won't count unless they are made 'in person.' This archaic way of dealing with local government decision making that dates back to the 1972 act could have been modernised, as virtual meetings in many cases have improved access for both members of the public and allowed greater flexibility for carers. I recognise the limits of virtual meetings of course – but we also recognise the importance of safety for our colleagues. We have already been planning



for this outcome and discussing it in consultation with group leaders, all councillors have already been briefed including independent councillors.

They will now be re-briefed, further discussions will happen with group leaders and we will have more information for both them, and independents and members of the public and press in good time, so we have everything we need ready for the first meeting under the new rules which will be P&R on 13<sup>th</sup> May.

At the same time as we are dealing with decisions from government today, we've seen another government announcement proposing to speed up academisation of schools. This of course cannot be ignored when our local context is the fight against the academisation of Moulsecoomb primary; and want to champion the incredible efforts of the community, staff, parents and pupils at Moulsecoomb Primary who are rallying against the forced government academisation of the school. The fight continues and the ongoing action prove that this school is embedded in the community and is in such stark contrast to the remote management of an academy with no connection to the area.

Green wall, Finally I want to also take a moment to address the important issue of the section of the green wall that was cut back. I trust that colleagues will have seen the clear information that this was not a decision that was escalated to councillors at any level. It didn't have our approval. However, I do want to assure the committee that we: immediately referred this to planning enforcement for investigation, immediately began discussion with the exec director for an investigation to understand what has happened have asked for the investigation to include a review of the decision making and sign off process that led to this happening.

Further to the discussion with the Executive Director this has now been referred to Audit who are going to conduct a full and thorough investigation most importantly our focus has been on how the teams on the ground can rapidly scale up work to revive the greenery on this section of the wall. My fellow councillor Jamie Lloyd has met with Building Green, and their expertise and positive contribution is invaluable. A series of actions are being undertaken to help revive the plant life and we will of course be monitoring this extremely closely and pushing for updates to all councillors.

Needless to say, however we are profoundly disappointed that this happened, and we are determined to act to uphold the high environmental standards our city expects and deserves. That means now we are developing a future management plan for the whole of the wall in liaison with Building Green. As I've made clear this wasn't escalated to councillors, I have invited the Executive Director to ensure you are updated more fully. He has been asked to comment on this before we progress with the rest of the agenda.

#### 55.2 The Executive Director gave the following statement:

Firstly, I would like to that we are sorry for the way that a section of Green Wall at the bottom of Dukes Mound was cut back in this way in early March. As part of the Black Rock regeneration project a road safety audit was carried out. This found that the greenery at this point at the bottom of Dukes Mound severely limited visibility for road users.

At the detailed design stage, the plans included cutting the vegetation back in response to recommendations in the Road Safety Audit. However, whilst this was required to improve visibility, we recognise that the cut back was excessive and has caused understandable alarm, and that the communication with councillors and stakeholders was not what it should have been.

I have requested that our audit team undertake a review into the overall governance arrangements for the Black Rock Project and specifically how this excessive cut-back happened. This will include the decision making and sign-off processes within the project team and what lessons need to be learnt from it. The review will also identify whether there were any contractual issues that need to be addressed, and whether any planning or wildlife rules were broken when this happened.

The outcomes of the review will be reported to councillors through the Black Rock cross-party project board. We also recognise that the project team should have engaged with Brighton & Hove Building Green when it became clear that this vegetation needed to be cut back. Building Green is a local voluntary community network who support the management of the Madeira Drive green wall to restore it to its former glory. The project team have spoken to them to apologise and we are committed to ensuring further engagement in the future. We are particularly grateful for their involvement in identifying the next steps for supporting regrowth and the wider restoration of the green wall.

The two main species evident in the area concerned are a large Fig bush and Spindle. Both species are resilient to hard pruning and given the age and likely strong existing root network, will potentially recover as all the strong root network remains in the ground. We can see that regrowth is beginning to occur. We are therefore working with our landscape consultant on the following measures to promote regrowth:

- Removal of all loose material and deadwood to the soil surface
- Retention of the existing material rooted into the soil
- Installation of a series of sturdy horizontal wires to the wall at regular intervals to train the Fig and provide support up the wall
- A regular watering regime, starting immediately and running through Spring and Summer

Care of this section of the wall is now underway, with feeding and watering to maximise the regrowth. The project team will also be working with colleagues in City Parks, and will liaise with Building Green, to establish a future management plan for the whole green wall and ensure that there are resources identified for regular maintenance.

We will also be looking at the longer-term arrangements for the management and maintenance of the green wall in response to Building Green's suggestion that we incorporate the full linear extent of the green wall into the Madeira Terraces restoration project.

Overall the Black Rock project is an important part of the wider regeneration of the eastern seafront and will involve environmental, heritage and infrastructure improvements that will help to prepare the area for future leisure and recreation development in line with the Council's City Plan, as well as improving the connectivity between the eastern seafront, Black Rock and Brighton Marina. It's a key project that

will support the city economy's recovery from the pandemic.

The project will be planting many native species of plant on the shingle to encourage a new area of wildlife from the Volks railway to Black Rock, as well as over 30 new trees in the area as part of the revitalised public realm.

However, we fully acknowledge that there is great attachment to this section of the green wall and the full wall behind the terrace. The audit investigation will help everyone to understand how and why this occurred. We are extremely sorry this happened in the way it did, and we will be working hard to revive the space and to ensure that this is not repeated.

## **56 PUBLIC INVOLVEMENT**

56.1 The Chair noted that there were no public items for the current meeting.

## **57 MEMBER INVOLVEMENT**

57.1 The Chair noted that there were no Member items for the current meeting.

## **58 COVID-19 RECOVERY & RENEWAL PROGRAMME UPDATE**

58.1 The Executive Director for Economy, Environment & Culture introduced the report which provided an update on the progress of the Covid-19 Recovery Programme. He noted that the focus would now be on the recovery and renewal programme to restart services and re-open the city.

58.2 The Committee welcomed the report and raised questions in relation to the support for volunteers, the long-term situation for addressing homelessness, catch-up funding and how the council's own buildings would be opening up.

58.3 The Executive Director for Economy, Environment & Culture stated that the sustainable model to support volunteers and organisations going forward. He noted that officers were working with the Business Improvement District and Economic Partnership to look at how businesses could begin to re-open.

58.4 The Executive Director or Housing, Neighbourhoods & Communities stated that the government had announced further grant funding opportunities to help address homelessness matters and officers would be preparing bids for this. She was not able to confirm what the government's long-term vision was, but positive action was being taken with the provision of additional housing units in the city.

58.5 The Chief Executive stated the Ways of Working Project Group was looking at how to re-open the council's office space and enable staff to return to working in the office. It was likely that staff would be encouraged to continue working from home until September and then there would be a need to look at how a return to work was phased in and how it would work going forward as it was likely that it would be a mixture of home and office working.

58.6 The Chair noted the comments and put the recommendation to note the report to the vote.

58.7 **RESOLVED:** That the report be noted.

## 59 ALLOCATION OF CONTAIN OUTBREAK MANAGEMENT FUNDS

59.1 The Acting Chief Finance Office introduced the report which detailed the range of payments made from the Contain Outbreak Management Fund to support proactive containment and intervention measures. He noted that the government had confirmed that 2021 grants could be carried forward and that the proposed allocation of funding was listed in the report.

59.2 The Committee welcomed the report and Members noted the proposed allocations and suggested that it would be helpful to have a clearer idea of the alternative options that were considered in future reports. It was noted that changes to budget allocations could be made and assurance was sought that funding was being put into the Covid response and not into the Council's own budget areas. It was suggested that if necessary priorities could be reviewed if there were not the staff available to manage the actions associated with the responses.

59.3 The Chair noted the comments and stated that there was a need for the council to ensure it had the infrastructure in place to enable the actions relating to the response to be implemented. He then put the recommendations to the vote.

59.4 **RESOLVED:**

- (1) That the receipt of £6.815m Contain Outbreak Management Fund from central government for 2020/21 and a further £2.070m for 2021/22 be noted;
- (2) That the carry forward of 2020/21 Contain Outbreak Management Funds of £6.815m to 2021/22 be approved;
- (3) That the allocation of the remainder of the £6.815m Contain Outbreak Management Funds carried forward from 2020/21 to meet the unapproved costs identified in Table 2 of the report be agreed;
- (4) That any adjustment to approved allocations from the 2020/21 COMF funding be delegated to the Director of Public Health in consultation with the S151 Chief Finance Officer and the Chair of the Policy & Resources Committee;
- (5) That it be noted that information on the usage of the funds against the approved allocations will be reported in the regular Targeted Budget Management (TBM) monitoring reports to Policy & Resources Committee; and
- (6) That it be agreed to defer the allocation of 2021/22 Contain Outbreak Management Funds until later in the financial year when more information on potential local test, trace and support to self-isolate and surge testing costs will be known together with information on the city's progression through the roadmap to recovery.

**60 PART TWO PROCEEDINGS**

60.1 The Chair noted that the part two minutes had been circulated to Members and therefore proposed that they be noted and remain exempt from disclosure.

60.2 **RESOLVED:** That the item contained in Part 2 of the Agenda remain exempt from disclosure to the press and public.

**61 PART TWO MINUTES**

61.1 **RESOLVED:** That the minutes be approved as a correct record and noted.

The meeting concluded at 5.33pm

Signed

Chair

Dated this

day of



<b>Subject:</b>	<b>Equality and Access Workstream Update</b>		
<b>Date of Meeting:</b>	<b>22<sup>nd</sup> July 2021</b>		
<b>Report of:</b>	<b>Rachel Sharpe, Executive Director Housing, Neighbourhoods &amp; Communities</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>Melinda King</b>	<b>Tel: 01273 29</b>
	<b>Email:</b>	<a href="mailto:Melinda.king@brighton-hove.gov.uk">Melinda.king@brighton-hove.gov.uk</a>	
<b>Ward(s) affected:</b>	<b>All</b>		

**FOR GENERAL RELEASE**

**1. PURPOSE OF REPORT AND POLICY CONTEXT**

- 1.1 This report introduces the presentation to be made on Equalities and Access work across the Council in response to the Covid-19 pandemic.
- 1.2 The presentation is an update of the Equalities and Access Workstream of the Vulnerable Peoples Working Group

**2. RECOMMENDATIONS:**

- 2.1 That the committee notes this presentation.

**3. CONTEXT/ BACKGROUND INFORMATION**

- 3.1 The Equalities and Access Workstream of the Vulnerable People's Working Group was created in May 2020 with the purpose of understanding the disproportionate community impacts of Covid for communities of identity, in particular BAME, faith and LGBTQ communities, take mitigating actions and make recovery recommendations. The Workstream also expanded to consider impacts in relation to gender, disability and age.
- 3.2 The initial report of the Equalities and Access Workstream September 2020 found disproportionate impacts for all communities of identity considered across economy and finance, education, community safety, housing, communications and digital inclusion, mental and physical health, and concerns regarding the test and trace system. See [\(Public Pack\)Agenda Document for Policy & Resources \(Recovery\) Sub-Committee, 06/01/2021 16:00 \(brighton-hove.gov.uk\)](#)
- 3.3 Work has since expanded to consider vaccine confidence for communities of identity.
- 3.4 The Equalities and Access Workstream continues to collate equalities impacts regarding the easing of lockdown and take immediate actions, and to embed this work into existing equalities mechanisms.

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

- 4.1 The Covid 19 pandemic highlighted existing and exacerbated equalities issues and the Equalities and Access Workstream was deemed an appropriate response under the Vulnerable People's Working Group therefore alternatives not considered.

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

- 5.1 Community engagement has taken place with Community Works Representatives who sit on the Equality & Access Workstream and attend all meetings.
- 5.2 Community engagement has also taken place through ongoing meetings with community groups via the Communities, Equality and Third Sector Team, and ongoing contact via the Equalities mailing list.

#### **6. CONCLUSION**

- 6.1 The Covid 19 pandemic highlighted existing and exacerbated equalities issues and the Equalities and Access Workstream was established under the Vulnerable People's Working Group to identify disproportionate impacts, take immediate mitigating actions and make recovery and renewal recommendations.
- 6.2 Equalities actions have been embedded across recovery and renewal working groups and the related Equalities Impact Assessments, and continue to be progressed through relevant workstreams sitting across the Council

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

##### Financial Implications:

- 7.1 This report is for noting, as such there are no financial implications arising from the recommendation made.

*Finance Officer Consulted: Michael Bentley*

*Date: 29/06/21*

##### Legal Implications:

There are no direct legal implications arising from this report which is for members to note. However, the work referred to in the presentation supports the Council's compliance with the public Sector Equality Duty and demonstrates the Council paying conscientious attention to the need to;-

- (a) eliminate discrimination, harassment, victimisation;
- (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

*Lawyer Consulted:*

*Elizabeth Culbert*

*Date: 29/06/21*



Equalities Implications:

- 7.2 The work of the Equalities and Access Workstream meets the obligations of the Local Authority under the Public Sector Equality Duty to show due regard to equalities when make decisions and service changes during the pandemic

Sustainability Implications:

- 7.3 None

Brexit Implications:

- 7.4 None

**SUPPORTING DOCUMENTATION**

**Appendices:**

1. Equalities and Access Workstream Update PowerPoint presentation

**Background Documents**

None





Brighton & Hove  
City Council

# Equalities and Access Workstream Update

July 2021

# Workstream Overview

- A workstream of the Vulnerable People's Working Group
- Initial task: understand disproportionate community impact of Covid on BAME, Faith and LGBTQ communities – take immediate mitigating actions and make recovery recommendations
- Expanded: to gender, disability and age
- Membership: BHCC, CCG and Community Works Reps
- Feedback: via mailing list of 80 diverse community groups, CW reps, and engagement at community meetings
- Intersectional & thematic approach: economy, finance, education, community safety, housing, mental and physical health, trust & confidence and communications
- Lockdown 1 Report and action plan
- Supports EIAs across all recovery working groups

# Lockdown 1 Report Key findings

- Disproportionate financial and economic impacts for BAME, disabled and NRPF individuals
- Loss of income for diverse community groups from community venues & events and Places of Worship
- Disproportionate impacts of home schooling for BAME young people, those with SEND & unaccompanied asylum seekers
- Heightened health concerns for BAME, LGBTQ, and disabled people
- Covid related hate incidents
- Safety of women during lockdown esp domestic abuse and housing provision
- Lack of trust and confidence in Test & Trace system
- Isolation & mental health impacts due to fears of increased susceptibility to the virus, loss of safe spaces, and patterns of home and household environments, loss of connection including for faith communities

# Ongoing issues

Key ongoing issues being highlighted include:

- digital exclusion,
- mental health impacts,
- confidence in using public space,
- loss of support from services set up during Covid,
- vaccination confidence

# Economy & Finance

- **Key activities include:**
  - Targeted communications on support available
  - Gaps in support escalated nationally
  - Funding for CVS supporting diverse communities:
    - £25,000 BAME Community engagement fund
    - £300,000 COMF funding for CVS to meet equalities and access recommendations
  - Discretionary fund to support disproportionately affected individuals
  - Targeted support to vulnerable groups of residents eg asylum seekers
  - £47 million of Restart Grant funding distributed mainly to visitor economy with high proportion of workers from BAME ethnicities

# Economy & Finance

## Do you need extra support because of COVID-19?

Are you worried about someone who needs support?

If you don't have anyone who can help you, the council's community hub could support you with:

- Finding help with shopping, collecting prescriptions and other support
- Emergency foodbank referrals
- Advice to keep active and well and to reduce feelings of isolation and loneliness

To find out more or request help, go to: [www.brighton-hove.gov.uk/coronavirus-help](http://www.brighton-hove.gov.uk/coronavirus-help)

If you can't get online call **01273 293117** (option 2)

Interpreters and SignLive are available **Monday to Friday 10am - 4.30pm**

This phone line is very busy so if you can, please contact us through the website instead.

### Coronavirus (COVID-19) what you need to do:

Guidance about how to stop the spread of the virus varies from country to country. This is the advice for England as of 12 May 2020.

We can all help control the virus if we all stay alert. This means you must:

- stay at home as much as possible
- work from home if you can
- limit contact with other people
- Keep your distance from others when you go out for exercise, work, shopping or a medical need (2 metres apart where possible)
- wash your hands regularly

Self-isolate if you or anyone in your household has symptoms.

If you need further translated information about COVID-19 please visit: [www.sussexinterpreting.org.uk/service-users](http://www.sussexinterpreting.org.uk/service-users)



## کیا آپ کو

COVID-19 کی وجہ سے  
سے اضافی تعاون درکار ہے؟

کیا آپ تعاون کے ضرورتمند کسی فرد کے بارے میں فکر مند ہیں؟

اگر آپ ان لائن نہیں ہو سکتے تو آپ کی مدد کر سکتا ہوں، کونسل کا کمیونٹی ہب ان امور میں آپ کی مدد کر سکتا ہے:

ترجمان اور SignLive پورے ہفتے 10 بجے صبح سے 4.30 بجے شام تک دستیاب ہیں

یہ فون لائن کھلی مصروف رہتی ہے لہذا اگر ہو سکتے تو اس کی جگہ ویب سائٹ کی معرفت ہم سے رابطہ کریں۔

اگر آپ کسی ایسا فرد نہیں جانتے ہیں جو آپ کی مدد کر سکتا ہو، تو کونسل کا کمیونٹی ہب ان امور میں آپ کی مدد کر سکتا ہے:

• خریداری کرنے، نصابی اور دوائی لائے لینا اور دیگر تعاون تلاش کرنا

• ہنگامی فوڈ بینک کے حوالے

• فعال اور تندرست رہنے اور ملحدگی و تنہائی کے احساسات کو کم کرنے کے لیے مشورہ

مزید تلاش کرنے یا مدد کی درخواست کرنے کے لیے اس پر جائیں: [www.brighton-hove.gov.uk/coronavirus-help](http://www.brighton-hove.gov.uk/coronavirus-help)

### کورونا وائرس (COVID-19) آپ کو کیا کرنے کی ضرورت ہے:

وائرس کے پھیلنے کو کم سے روکنے کے لیے اس بارے میں رہنمائی ملک بہ ملک مختلف ہے۔ 12 مئی 2020 کو یہ مشورہ انگلینڈ کے لیے ہے۔

- اگر ہم سب چوکھی رہیں تو ہم وائرس کو کنٹرول کرنے میں مدد کر سکتے ہیں۔ اس کا مطلب یہ ہے کہ آپ کو لازماً:
- ممکنہ حد تک گھر پر ہی رہنا چاہیے
- اگر ممکن ہو تو گھر سے کام کریں
- دوسرے لوگوں سے رابطہ محدود کریں
- جب آپ ورزش، کام، خریداری یا طبی ضرورت سے باہر جائیں تو دوسروں سے دور رہیں (ممکنہ حد تک دو میٹر کا فاصلہ)
- اپنے ہاتھوں کو برابر دھوئے رہیں

اگر آپ یا آپ کے اہل خانہ میں سے کسی میں علامات ظاہر ہوں تو خود علیحدہ ہو جائیں۔



اگر آپ کو COVID-19 کے بارے میں مزید ترجمہ شدہ معلومات درکار ہوں تو براہ کرم ملاحظہ کریں: [www.sussexinterpreting.org.uk/service-users](http://www.sussexinterpreting.org.uk/service-users)



# Children and Young People

- **Key activities include:**
- EMAS virtual sessions on Raising Early Achievement in Literacy and a home play pack.
- EMAS funding to contact parents in community languages.
- UACS Team and Virtual Schools Support Team support to unaccompanied minors to access education
- Communications and support for SEND community Covid
- Winter Grant food vouchers given to vulnerable families
- 42% of children accessing the Children's Centre foodbank were from BAME communities



# Children and Young People



# Community Safety

- **Key activities include:**
- BHCC funded & supported Racial Harassment Forum “*Break the Silence*” campaign

**BREAK THE SILENCE!**  
of  
**Racist and Faith  
Hate Incidents  
in our City**

Racial Harassment Forum in partnership with  
Brighton & Hove City Council and  
Sussex Police as part of the city's Anti-Racist Pledge

**Report It**

Brighton & Hove  
City Council  
Safer Communities  
Team  
**01273  
29 27 35**

rhf  
Advocacy/Outreach  
Officer  
**07916  
99 99 10**

Sussex Police  
**101**  
in the case of  
emergency  
ring 999

We are all here to support you.

**Report Racial Harassment  
&  
Faith Hate Incidents**

Brighton & Hove  
City Council  
Safer Communities  
Team  
**01273  
29 27 35**

rhf  
Advocacy / Outreach  
Officer  
**07916  
99 99 10**

Sussex Police  
**101**  
in the case of  
emergency  
ring 999

Don't feel alone.  
Our dedicated teams are here to support you.

# Community Safety

- **Key activities include**
  - Safe space initiatives
  - 60,000 COMF funding for hate crime third party reporting centre pilot
  - Upstanders workshops with Covid hate crime scenarios
  - Communications on prevention & reporting
  - Monitoring via Community Tensions & Reassurance Group
  - Communications on exemptions to face masks to mitigate tensions



# Housing

- **Work to meet identified priority of safety of women in accommodation including:**
  - Support move on from specialist women's supported accommodation to create vacancies
  - Staff are trained in gender-informed & trauma-informed practice
  - Ensuring of women only areas and support to access specialist services.
  - Women only accommodation services commissioned for women 16-25 and 18+.
  - Housing Prevention Officers trained in interviewing and supporting people fleeing domestic abuse

# Communications and digital inclusion

- **Key activities include:**
  - Equalities mailing list
  - Recruited BAME Engagement Officer
  - Regular communications via Faith Council
  - Easyread materials
  - Support resources to Care Link members
  - Support materials sent via Ageing Well Service partners
  - BHCC seniors housing teams contact with and support for older residents.



**Coronavirus Vaccine**

Everyone with a learning disability can now have the Covid-19 vaccine.

You need to be on the **Learning Disability Register**. This is a list your GP keeps.

If you are not on the register ask your GP to add you or talk to someone you trust.

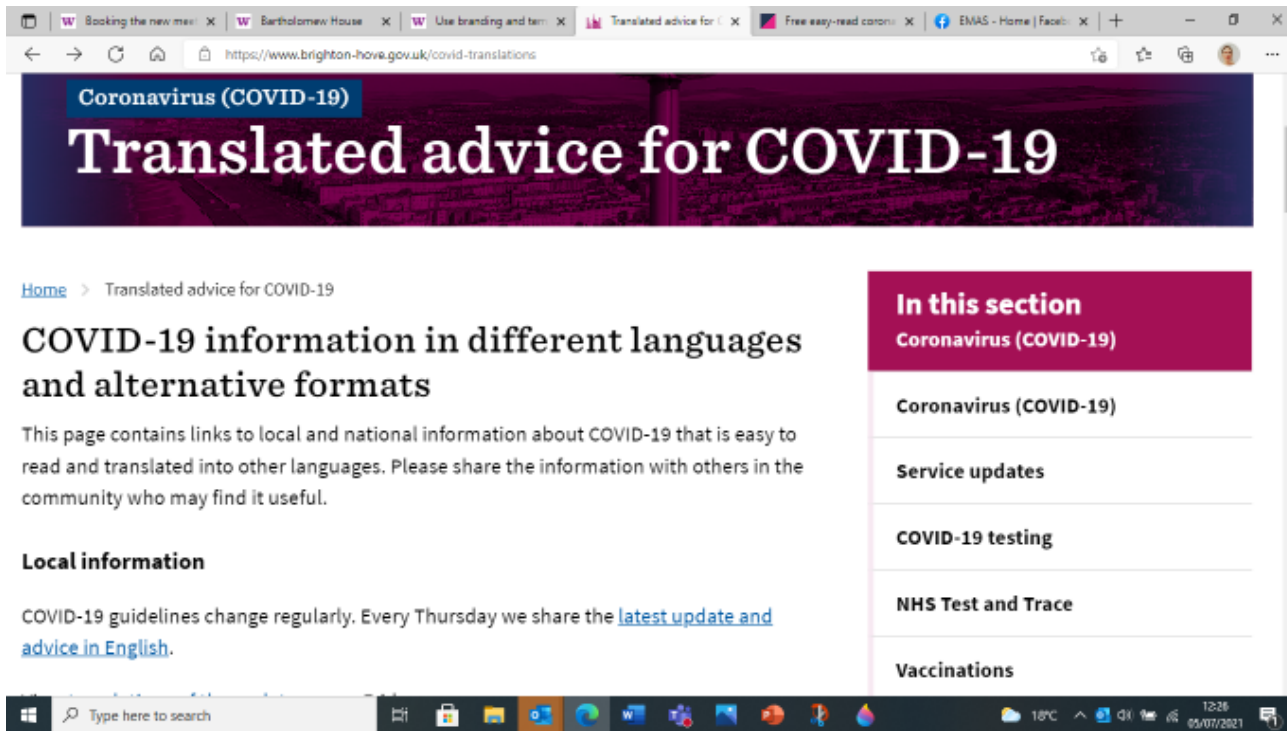
It takes a few weeks for the vaccine to protect you

Made by Photographers - London 2021 © All rights reserved by photographers

The infographic features a red header with the text 'Coronavirus Vaccine' and two vaccine vials labeled '1' and '2'. Below the header, a group of diverse people, including a healthcare worker, are shown. The main text is accompanied by small images: a person in a wheelchair being attended to, a person pointing at a 'Learning Disability Register' sign, and a person at a computer. A red banner at the bottom contains the text 'It takes a few weeks for the vaccine to protect you'.

# Communications and digital inclusion

- Translations survey to understand need and Ongoing translations of materials



The screenshot shows a web browser window with the URL <https://www.brighton-hove.gov.uk/covid-translations>. The page features a dark blue header with the text "Coronavirus (COVID-19)" and "Translated advice for COVID-19". Below the header, there is a navigation menu with "Home" and "Translated advice for COVID-19". The main content area has the heading "COVID-19 information in different languages and alternative formats" and a paragraph: "This page contains links to local and national information about COVID-19 that is easy to read and translated into other languages. Please share the information with others in the community who may find it useful." Below this, there is a section titled "Local information" with a paragraph: "COVID-19 guidelines change regularly. Every Thursday we share the [latest update and advice in English](#)." On the right side, there is a sidebar with the heading "In this section" and a list of links: "Coronavirus (COVID-19)", "Service updates", "COVID-19 testing", "NHS Test and Trace", and "Vaccinations". The browser's taskbar at the bottom shows the Windows logo, a search bar, and various application icons. The system tray on the right shows the date and time as 12:26 on 05/07/2021 and the temperature as 18°C.

# Mental and Physical Health

- **Mental & Physical Health**
  - Targeted communications on mental health support
  - 6 films produced with diverse community members on lockdown experiences in BSL
  - Feedback to GP surgeries on accessibility
  - Marking days of importance to LGBTQ+ communities
  - Mental Health Refugee, Migrant & Asylum Seeker Group re-established
  - Targeted Healthy Lifestyles Team work
  - All those in receipt of HASC support contacted to offer support
  - Information and support for people with learning disabilities and/or autism
  - Senior Housing and Aging Well partnership support



# Mental and Physical Health



হাঁটা ভাল! হেলথ ওয়াক এর 'লক-ডাউন হাঁটার চ্যালেঞ্জ' আপনার পরিবারের সাথে চেষ্টা করে দেখুন।

আপনার মা'কে নিয়ে হেঁটে আসুন!

# Test & Trace and Vaccines

- Ongoing Public Health Webinars for diverse community groups



**LGBTQ+**  
webinar  
**Vaccine**

**26/03/21**  
**12-1PM**

<http://bit.ly/LGBTQVaccine>

Do you have questions about the COVID-19 vaccines?  
Join us for a free online Q&A session with

- Alistair Hill Director of Public Health
- Becky Woodiwiss Public Health Principal
- NHS vaccination programme rep

Hosted by Billie Lewis



DO YOU HAVE QUESTIONS ABOUT THE COVID-19 VACCINES?

**LGBTQ**  
**VACCINE**  
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**26th March**  
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Free online Q&A with:

Alistair Hill  
Director of Public Health  
Becky Woodiwiss  
Public Health Principal  
Hosted by Billie Lewis.

<https://bit.ly/LGBTQVaccine>



# Test & Trace and Vaccines

- **Key activities include**
  - Engagement with diverse groups on Test & Trace concerns
  - Test & Trace FAQ published on BHCC website
  - Analysis of demographics of vaccine uptake
  - BAME Vaccine Confidence Working Group
  - Targeted contact with wide list of groups across the City
  - Liaison with diverse groups regarding appropriate sites for Mobile Vaccine Unit
  - Translated materials
  - Communications & welcome session for migrants and refugees

# Test & Trace and vaccines

**NHS**

## COVID-19 vaccination for visitors, migrants and refugees

Please get the COVID-19 vaccination to protect yourself and your loved ones – it is free.

- Your information **will not** be shared with the Home Office
- Your information **will not** be shared with the police
- You do not need identity papers to get the vaccine
- You do not need an NHS number to get the vaccine
- You do not need to be registered with a doctor to get the vaccine

You only need to give your contact details – **this information will not be shared with anyone else.**



## Mobile Vaccination Service in Brighton & Hove: 2 to 4 July

Fri 2 Jul: **St Peter's Church** 10.30am-2.30pm (all)  
Sat 3 Jul: **Hove Lawns** 10.30am-2.30pm (all ages)  
Sun 4 Jul: **Hove Lawns** 10.30am-2.30pm (all ages)  
Sun 4 Jul: **Waitrose car park** 10.30am-2.30pm (40+)

If you haven't had your first Covid vaccination visit one of our mobile sites this weekend



Call 0300 303 8060 to book or walk-in



**NHS**

## لقاح كوفيد-19 للزائرين والمهاجرين واللاجئين

يُرجى الحصول على لقاح كوفيد-19 لحماية نفسك وأحبائك – إنه مجاني.

- **نن** نتم مشاركة معلوماتك مع وزارة الداخلية
- **نن** نتم مشاركة معلوماتك مع الشرطة
- لمست بحاجة لأي وثائق لإثبات الهوية لتلقي اللقاح
- لمست بحاجة لرقم هيئة الصحة الوطنية لتلقي اللقاح
- لمست بحاجة لأن تكون مسجلاً مع طبيب لتلقي اللقاح

كل ما عليك فعله هو توفير بيانات الاتصال الخاصة بك – **علماً بأنه لن تتم مشاركة هذه المعلومات مع أي شخص آخر.**

# Next Steps

- Continued collation of impacts regarding easing of lockdown
- Consideration of new reports eg Switchboard LGBTQ Survey results
- Updates on all actions within EAW Recommendations Action Plan
- Produce EAW Update Report
- Embed work into existing equalities mechanisms.

Contact:

Melinda King

Communities Equalities & Third Sector Team

[Melinda.king@brighton-hove.gov.uk](mailto:Melinda.king@brighton-hove.gov.uk)



# **Equality and Access Workstream Update Report**

## **Glossary**

BAME	Black, Asian and minority ethnic
BHCC	Brighton & Hove City Council
CCG	Clinical Commissioning Group
COMF	Covid Outbreak Management Fund
CVS	Charity and voluntary sector
CW	Community Works
EAW	Equalities and Access Workstream
EIA	Equality Impact Assessment
EMAS	Ethnic Minority Achievement Service
LGBTQ	Lesbian, gay, bisexual, trans, queer and questioning
SEND	Special educational needs and disability
UACS	Unaccompanied asylum-seeking children





<b>Subject:</b>	<b>Brighton &amp; Hove Contact Tracing Service</b>		
<b>Date of Meeting:</b>	<b>22 July 2021</b>		
<b>Report of:</b>	<b>Executive Director Health &amp; Adult Social Care</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>Edd Yeo</b>	<b>Tel:</b>
	<b>Email:</b>	<a href="mailto:Edd.Yeo@brighton-hove.gov.uk">Edd.Yeo@brighton-hove.gov.uk</a>	
<b>Ward(s) affected:</b>	<b>All</b>		

**FOR GENERAL RELEASE**

**1. PURPOSE OF REPORT AND POLICY CONTEXT**

- 1.1 Test, trace, isolate and support is a key element of the national and local public health strategy to effectively contain Covid-19 infection.
- 1.2 Contact tracing is central to outbreak control. When a person tests positive for Covid-19, they are contacted to gather details of places they have visited, and people they have been in contact with. The infectious window is from two days before to ten days after the case showed symptoms or tested positive. Close contacts identified by a risk assessment, are provided with advice on self-isolation for ten days. This is critical to breaking chains of transmission.
- 1.3 Currently Covid-19 Contact tracing is managed between NHS Track & Trace and Local Contact Tracing Partnerships managed by Local Authorities. Brighton and Hove Local Contact Tracing Partnership is delivered by Brighton and Hove Community Hub.

**2. RECOMMENDATIONS:**

- 2.1 That the Policy & Resources Recovery Sub-Committee approve the creation of a Brighton & Hove Contact Tracing service as set out in the report.
- 2.2 That the Policy & Resources Recovery Sub-Committee approve the allocation of £0.300m to fund the Brighton & Hove Contact Tracing Service from the 2021/22 Contain Outbreak Management Fund grant.

**3. CONTEXT/ BACKGROUND INFORMATION**

- 3.1 The BHCC Community Hub, established at the start of the pandemic in April 2020, to support residents who were shielding, others with support needs related to the pandemic and residents who are self-isolating. Since January 2021 it has provided the local contact tracing service to enhance the national service.
- 3.2 The office-based team consists of 8 staff, including contact tracers, who triage requests for support to ensure that the person in need is referred onwards or directed to the relevant service area or provider for assistance.

- 3.3 Contact Tracing responsibilities include;
- Contacting individuals across Brighton & Hove who have received a positive COVID-19 test result, but were unable to be contacted by the national NHS Test and Trace team within 24 hours
  - Providing advice regarding positive test result and requirement to self-isolate – this is integrated with the Community Hub advice and support for self-isolators
  - Collecting details of the individuals' contacts during their infectious period and entering on the national system for the NHS Test and Trace team to call.
  - Offering additional support as required, including the wide range of help and advice available from the Community Hub.
- 3.4 Contact is made via text message, phone call, email, or letter. Children under 18 may be contacted by phone when necessary and may be asked for their parent or guardian's permission to continue the call.

### Benefits of Local Contact Tracing Partnership

- 3.5 Since the establishment of the pilot, 861 cases whom the national Test and Trace team were unable to contact were accepted locally up to 12th April 2021. Of these:
- 379 were completed (44%)
  - 175 (20%) were reached by letter, email or phone-call and received advice on self-isolation and support but we were unable to complete the contact tracing questionnaire. (Follow up failed, reached).
  - 270 (31%) were not contactable due to incomplete address or no email and we were unable to complete the contact tracing questionnaire (Follow up failed).
  - 22 (4%) were escalated to PHE health protection teams.

3.6 **Table: Performance relating to cases and contacts: Brighton & Hove residents (NHS Test and Trace / BHCC Local Tracing Partnership)**

	7 days to 1st Dec, 2020	7 days to 1st Feb, 2021	14 days to 28th Feb 2021	14 days to 14th March 2021	14 days to 28th March 2021	14 days to 18 April 2021
Total <b>cases</b> contacted by NHS TT and Local Tracing Partnership	82%	85%	80%	82%	86%	96%
Total <b>contacts</b> contacted by NHS TT and Local Tracing Partnership	64%	81%	93%	91%	95%	93%

- 3.7 The shaded columns are the start and end of the pilot period. More recent data are presented over 14 days due to the smaller numbers of cases. Overall, data shows an improvement in the numbers of cases and contacts who are reached and given self-isolation advice.

### **Anticipated changes to Local Contact Tracing Partnership**

- 3.8 There are national developments underway as follows:

- National system changes from June 2021 will allow local areas to “pull” cases to work with as a priority. For example, in response to an area of the city with an increased case rate.
- A new national system flags now cases who have requested support from the local authority, and these are forwarded directly to the local contact tracing team.
- Working between the local authority public health team and the Local Health Protection Team, for example enhanced contact tracing and escalations of complex cases, is becoming more aligned.

- 3.9 The implication of these changes is that a increasing number and proportion of cases will be managed by the Local Tracing Partnership and delivered by Local Authorities.

- 3.10 The pilot for Local-0 is currently running with a limited number of Local Authorities, it is closed to new authorities joining while they evaluate results. This Business Case is to help us prepare for upcoming changes.

### **Support for principles and priorities as outlined in the Local Outbreak Plan**

- 3.11 The aim of the Brighton & Hove Local Outbreak Plan is to protect the public's health by:

- preventing and containing the transmission spread of COVID-19
- ensuring a timely, effective and coordinated approach is taken in the event of an outbreak in Brighton & Hove
- instilling and maintaining trust and confidence by ensuring that residents, businesses and stakeholders are engaged and well informed throughout the outbreak to enable them to manage their organisational obligations and personal responsibilities

- 3.12 The Department of Health and Social Care (DHSC) has provided guidance that plans should be centred on themes and the most applicable one is:

*Contact tracing - assessing local and regional contact tracing and infection control capability in complex settings*

- 3.13 We have been working closely with Portsmouth City Council who part of the Government Local-0 scheme and they are operating the below model:

- 4 FTE contact tracers
- 1.33 FTE team leaders

## **Assumptions**

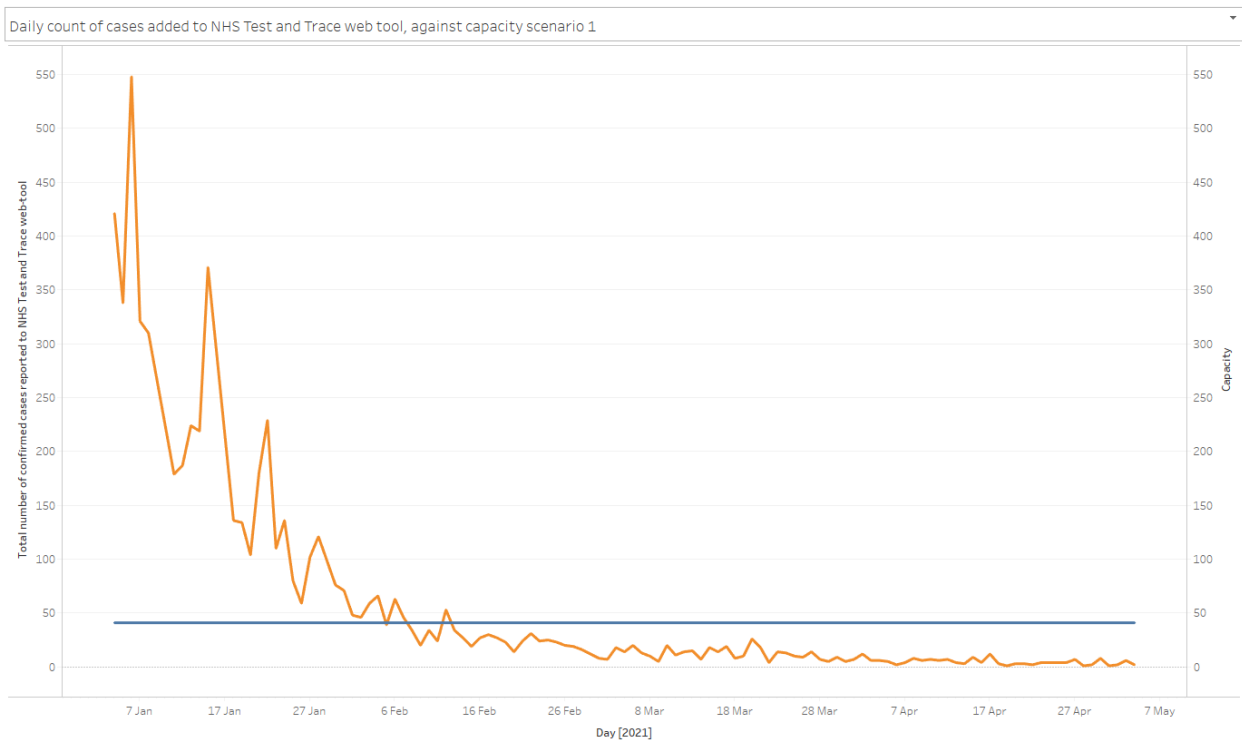
- A rate of 2 cases managed per hour = a maximum capacity of 290 per week, or 41 cases per day.
- Modelling suggests that even the worst-case scenario for April-May will fall short of our maximum capacity.
- Team leaders may take on some of the more complex cases themselves, contributing to the overall capacity, while a small percentage of cases will prove to be uncontactable and take up minimal time.
- While a proportion of cases roll over to the subsequent day's workload, those that do are the ones where there has been no response, and these too take up minimal time.

## **Contingencies**

- Currently there is a reserve of approx. 17 volunteers who have contact tracing experience and who could provide surge support at short notice, with a small number of others trained but as yet with no experience.
- If we are temporarily unable to manage our caseload, then we are able to return cases to the national team on a daily basis.
- If we consistently find ourselves facing a caseload beyond our capacity, we can come off the Local 0 programme and return to our current national-local partnership approach.
- The Local 0 is a temporary solution until ITS, the replacement for CTAS, is in place, when we can pull cases towards us in a way that more accurately reflects our capacity on a day-to-day/week-to-week basis.

## **The below graph shows:**

- Daily number of new cases added to the NHS Test and Trace web tool, plotted against a planned capacity of 41 processed cases per day.
- Planned capacity able to process all cases on 86 (74%) of 116 days between 04/01/2021 – 04/05/2021



### Financial Modelling for preferred option

BHCC population	290,885
Cases assumed per day	41
Cases assumed per week	287
Resource required per case (minutes)	40
Resource (hours required per week)	191
Resource (FTE required per week)	5.2

Post description	Grade	FTE	Cost	Notes
Contact Tracer	Scale 5	5.2	£156,945	
Overtime for weekend and bank holidays	Scale 5		£7,940	Assumes 1x scale 5 resource at weekends and bank holidays
Team leader	SO1/2	1.5	£61,224	Includes 0.5 FTE for complex cases (10% of total cases)
Operations Manager	M9	1.0	£54,943	
Contingency			£18,947	To cover expenses and/or additional hours cover
<b>Total</b>		<b>7.7</b>	<b>£300,000</b>	

- 3.14 The current Local Contact Tracing Partnership is costed as 2 FTE Contact Tracers as part of Community Hub. The entire Community Hub team is funded by Local Outbreak Plan until end of March 2022. A portion of the above funding would therefore already be in place.

- 3.15 Funding will need to be allocated to meet the additional resource (i.e. 5.7 FTE) for the entirety of the fixed term contracts identified in the table above. Funding options include the Contain Outbreak Management Fund (COMF) 20/21 of which £0.566m has been identified for Outbreak and Surge Management, which includes local contact tracing.

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

- 4.1 The above report utilises information from Portsmouth City Council model who are part of the national pilot for Local-0. We have been working closely with Portsmouth to ensure that we incorporate the learning and intelligence from the pilot

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

- 5.1 The above report reflects the contents of a business case that has been shared and approved at Health & Adult Social Care Directorate Management Team and Council Executive Leadership Team.
- 5.2 The business case has also been shared at Health Protection Board for information and discussion

#### **6. CONCLUSION**

- 6.1 The above report demonstrates the model, costs, and outputs from a BHCC Contact Tracing service. The new service would be capable of meeting future demand from contact tracing, with support from additional members of staff in meeting surge requirements

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

##### Financial Implications:

- 7.1 The council has been allocated approximately £2.070m Contain Outbreak Management Funding (COMF) for 2021/22 to support a range of activities linked to the council's Local Outbreak Plan and associated pandemic impacts. The range of activities that can be supported were set out in detail in the Policy & Resources (Recovery) Sub-Committee report on 28 April 2021 which agreed the allocation of the 2020/21 COMF grants but recommended deferring allocation of the 2021/22 COMF grant until further requirements became clearer during the year. The use of 2021/22 COMF for setting up the proposed B&H Contact Tracing Service is entirely consistent with the terms and conditions of use and falls under criteria b) 'Additional contact tracing'.

*Finance Officer Consulted: Nigel Manvell*

*Date: 21/06/21*

##### Legal Implications:

- 7.2 The proposals in the report are consistent with the Council's powers and duties.'

*Lawyer Consulted:*

*Elizabeth Culbert*

*Date: 13/07/21*

Equalities Implications:

- 7.3 Contact Tracing will complement other actions and support to contribute to the management of the Covid-19 outbreak which also includes financial and targeted support for vulnerable people and communities

Sustainability Implications:

- 7.4 There are no implications arising from this report





<b>Subject:</b>	<b>Covid-19 Recovery &amp; Renewal Programme Update</b>		
<b>Date of Meeting:</b>	<b>22 July 2021</b>		
<b>Report of:</b>	<b>Executive Director of Economy, Environment &amp; Culture</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>Julie Nichols, Corporate Portfolio Lead</b>	<b>Tel: 01273 291656</b>
	<b>Email:</b>	<a href="mailto:julie.nichols@brighton-hove.gov.uk">julie.nichols@brighton-hove.gov.uk</a>	
<b>Ward(s) affected:</b>	<b>All</b>		

**FOR GENERAL RELEASE**

**1. PURPOSE OF REPORT AND POLICY CONTEXT**

- 1.1 This report provides an update on the progress of the Covid-19 Recovery & Renewal Programme, following a previous update to the Policy & Resources (Recovery) Sub-committee on 28 April 2021.
- 1.2 It should be noted that the report provides an update on progress to mid/late June and given the fast moving nature of the pandemic, aspects of the report may have been superseded by events by the date of the committee meeting.

**2. RECOMMENDATIONS:**

- 2.1 That the committee notes this progress update report.

**3. CONTEXT/ BACKGROUND INFORMATION**

- 3.1 The Recovery & Renewal Programme was established in May 2020 to help prepare and steer the council and city through the transition from emergency response to the Covid-19 pandemic towards recovery. The programme seeks opportunities for the city to emerge from the pandemic as fairer, greener and healthier.
- 3.2 Circumstances with regard to the pandemic have shifted throughout this period. Whilst the focus on recovery is being maintained, it is being managed alongside emergency response to the pandemic, throughout lockdowns, restart of the city as we move out of the most recent lockdown and business as usual/statutory responsibilities. Since the initiation of the Recovery & Renewal programme, its working groups have been balancing work on response, restart and recovery simultaneously.
- 3.3 In recent weeks/months, the city has been unlocking in line with the Central Government roadmap. It has seen a resurgence in visitor numbers, and in activity across the cultural and hospitality sectors, and a spike in retail following pent up demand. There is a multi-agency approach to the reopening of the city and weekly meetings are being held to plan for the week ahead. With the

reopening of the city, there have been some challenges, such as the congregation of young people on Hove Lawns, and these are being worked through with partner organisations. Whilst Brighton & Hove, like other seaside destinations, is experiencing a higher than average rebound in its visitor economy, there are many people within the city who remain on furlough and whilst a number of businesses may survive during the summer, their longer term position may not be so positive.

3.4 The delay of Step 4 of the Central Government roadmap from 21 June to 19 July has seen some impact upon planned events within the city, particularly the Fringe venues. Large events with long lead-in times had already cancelled for 2021. The inability of businesses, particularly in hospitality, culture and leisure, to operate close to full capacity over a significant portion of the 2021 visitor season has reduced revenues and viability, which continues to be a concern for the city's economic recovery.

3.5 A report is being presented to the Greater Brighton Economic Board on 20 July regarding the next steps for Greater Brighton recovery.

### 3.6 **Enhanced Recovery Area (ERA) status**

3.6.1 Following a significant rise in Covid-19 case numbers locally, particularly amongst those aged 18-29 and in school aged children, additional support has been deployed in the city from 12 July. This builds upon the extensive work already underway to keep those in the city safe and the city itself open for business. The vaccination programme is a fantastic success and is weakening the link between infection, serious illness and people having to go to hospital. The aim of the additional ERA support is to slow down the rate of Covid-19 infection in the city, allowing time for more people to receive both vaccinations as restrictions begin to be lifted. The additional support package includes:

- Additional testing in the city via two symptom free walk-in PCR Mobile Testing Units at the Peace Statue on Hove seafront and in Jubilee Square by Jubilee Library.
- Additional advertising and campaigning support and materials to further promote both testing and vaccination, aimed at the highest risk groups.
- An engagement team to supplement the work the city's Covid Marshalls and other council teams are doing in bars and restaurants and heavy footfall areas to promote testing and vaccination.
- The 'green light' to ask all secondary schools and colleges with children and young people aged Year 7 or above to reintroduce face coverings in classrooms and communal areas for staff and pupils.

3.6.2 As part of the ERA support, extra guidance will be set out on the steps people can take, such as minimising travel in and out of the affected areas, in order to keep their loved ones and communities safe. This further support is a short term measure and case rates in the city will be regularly reviewed to determine if it is still needed.

3.6.3 Alongside the ERA support, the council continues to advise those in the city to:

- Take a test if they are offered to do so. Those aged 18-29 who live or work in the city are asked to get tested for Covid-19 at the new symptom free testing sites. This will help to find cases quickly, so individuals can self-isolate and stop the spread.
- Everyone, but especially 11-18 year olds at schools and colleges, and their families and support bubbles, should still be taking Lateral Flow Device (LFD) tests at home twice a week and reporting the results. This ask will continue over the summer holidays.
- Get vaccinated. Convenient, no appointment, no documentation vaccination sessions are open every day in the city at Brighton Racecourse, Hove Lawns, and the Brighton Centre, as well as other mobile locations. People are also encouraged to text their friends and family to support them to get their vaccinations.
- Keep washing hands, wear a face mask indoors and in crowded spaces, maintain a safe distance from others, keep rooms well ventilated and meet outdoors as much as possible.

3.6.4 Brighton & Hove is open for business, however, many bars, cafes, restaurants and pubs in the city have had to close in recent weeks as staff in the more 'at risk' age groups have contracted Covid-19 and needed to self-isolate. The ERA support and council advice is aimed at enabling residents and visitors to continue enjoying what the city has to offer.

### 3.7 Recovery & Renewal programme

The following items provide updates on each of the council's Recovery & Renewal working groups:

#### 3.7.1 Customers

##### **Aim of working group**

- Develop and deliver the Customer Experience Strategy, which includes the Customer Promise and Customer Experience Vision.
- Monitor progress in relation to the delivery of the Customer Experience Strategy.
- Promote best practice in delivering services in a fair and inclusive way.
- Consider and respond to the impact on customers of the changed customer service delivery of the council due to Covid-19 pandemic.

##### **Key recent activities**

- Visiting Directorate Management Teams with Workstyles business partners to discuss Future Ways of Working and impacts upon customer service and accommodation needs.
- Taking account of results from Covid specific questions within the survey into the Accessibility Review implementation.
- Facilitated increased appointment capacity for Housing Needs service to assess those placed in accommodation through the 'Everyone in' programme.
- Working with the Council Tax team to deliver a Covid secure face to face service for their first 'court day' since February 2020.

### **Key forthcoming activities**

- Annual Customer Insight report, including results from customer surveys, to be approved and published in August.
- Equality Impact Assessments for proposed changes to service provision signed off.
- Refine future options for telephone support in consultation with the Customer Experience Steering Group and Customer Experience Ambassadors, and seek agreement from the Corporate Modernisation Delivery Board and Councillors.
- Work with the Communications Team to inform customers that the council's offer will go live in September, in order to manage customer expectations (subject to approval of future plans).

## **3.7.2 Children & Young People**

### **Aim of working group**

- Provide strategic leadership to the recovery and renewal work for children and young people services in the city.
- Focus on Black, Asian & Minority Ethnic (BAME), disadvantaged, education and early years, Special Educational Needs & Disability (SEND), emotional wellbeing and mental health, safeguarding and youth.
- Be a point of escalation for the task and finish groups linked to the working group.
- Represent children and young people's matters in within the Recovery & Renewal programme.
- Link into partnerships and commissioning groups in the city.
- Highlight and mitigate risks.
- Consider equalities impacts of decisions made.

### **Key recent activities**

- The working group conducted a review of the lessons learned from 2020 and updated its Equalities Impact Assessment and risk log as a result.
- Vaccination is now a standing item at working group meetings.

### **Key forthcoming activities**

- Consider further themed discussions at future working group meetings. One maybe whether there is a reduction in young people attending post 16 provision.

## **3.7.3 Food Policy**

### **Aim of working group**

Provide an all-age citywide response to issues relating to food arising from the Covid-19 crisis emergency phase, through recovery and in readiness and response to local outbreaks/other waves.

### **Key recent activities**

- The emergency food network gives food to people who cannot afford it and are in crisis. They are generally the most vulnerable in society who are also more likely to be affected/disadvantaged by Covid-19. In addition, there is a new cohort of people who have been pushed into poverty because of Covid

related job loss and insecurity. A 374% increase was seen in people needing emergency food from July 2019 to July 2020.

- Support is being provided to Impact Initiatives with money from the Local Outbreak funding (£48k) to provide shopping access help. This is for people who might have to isolate at home or have trouble accessing food but who have money to pay for food. The need for this service increases when Covid rates are high.
- We have a new process for 'emergency on the day' help. This is for people who need emergency food (who cannot afford to pay) but have to isolate at home. People who need this help are identified through the Community Hub and then passed over to Impact Initiatives, who have a small budget to buy shopping for them (this is done by staff and volunteers). The need for this service fluctuates with Covid rates. Previously, this service was provided by Brighton & Hove Food Partnership's central hub which finished on 28 May (where pre-made parcels were delivered).
- A snapshot survey of the emergency food sector has identified 5,300 people receive emergency food per week (including 1,300 children). The estimated food budget is £34k per week.
- The annual emergency food survey is happening now (results July/August) asking the emergency food providers many questions, including the reasons people are accessing their food bank.
- There have been a couple of recent closures of food banks set up in response to the crisis - the closure of Brighton Table Tennis Club in Kempdown and Cornerstone Community Centre in Hove. However, some of this need has been addressed by the opening of two new food banks - Parish Church at Fitzherbert Centre and Emmanuel Church food bank in Hove at Clarendon Villas.
- The letter which was provided to help emergency food delivery vehicles park has been stopped and therefore, there has been an agreement to fund volunteer parking permits for essential operations from July 2021 to June 2022.
- Emergency Food Network Focus Group fed into work to look at the strategy to support the sector.
- Demand on the Local Discretionary Social Fund and emergency food providers still high but not as high as same period in 2021.
- Brighton & Hove Food Partnership shut the food processing hub at Moulsecoomb Hall.
- Food funding from the Local Outbreak fund given to support the Coldean Hub and Black & Minority Ethnic Community Partnership (BMECP) who have critical funding issues.

### **Key forthcoming activities**

- Survey/evaluation of emergency food providers, community meal delivery schemes and affordable food pilots until August 2021 to feed into a report to help look at a more sustainable emergency food response going forward. Also, to identify where any funding shortfalls are and where support is needed.
- Distribution of the £100k allocation to help support capacity and resilience across the emergency food sector (as agreed at the June Food Policy working group meeting).
- Potential closure or phasing down of Brighton Cauldron (delivering parcels to Black, Asian & Minority Ethnic residents).

- Searching for new premises for the storage and processing of emergency food.
- Exploration of the Healthy Start voucher campaign.

### 3.7.4 Vulnerable People

#### **Aim of working group**

Work collaboratively across the public and voluntary sector to reduce the spread and limit the morbidity and mortality from the Covid-19 pandemic in Brighton & Hove and ensure the health and wellbeing of vulnerable people. This working group has an assurance role.

#### **Key recent activities**

##### **Community Hub:**

- Survey/evaluation of emergency food providers, community meal delivery schemes and affordable food pilots over the next few months until August 2021 to feed into a report to help look at a more sustainable emergency food response going forward.
- Decision making about the £100k allocation to help support capacity and resilience across the emergency food sector, to take to the June meeting of the Food Policy working group.
- Brighton & Hove Food Partnership shutting the food processing hub at Moulsecoomb Hall, potential closure or phasing down of Brighton Cauldron (delivering parcels to Black, Asian and Minority Ethnic (BAME) residents), food funding being given to support Coldean and BMECP who have critical funding issues.
- From 29 May, a reduction in the amount of food being provided for residents in emergency accommodation (one meal a day but no packed lunch or breakfast).

##### **Mental Health:**

- Secured access to bereavement services for people affected by suicide. Continuing to work with the Samaritans to increase signage across the city, having identified locations for fifty extra signs.
- The first meeting of the Mental Health & Debt Co-ordination Steering Group took place on 19 May, with good attendance and terms of reference drafted.
- Continuing to support the emerging needs of vulnerable young people.

##### **Communications:**

- “Don’t let Covid spoil our fun” and “Welcome back to the city” campaign. Shared in public spaces across the city, in printed advertisements, local media, through radio and digital music players and targeted social media. The message is for everyone but shared through channels that reach digitally excluded residents.
- Working with the NHS to share the vaccination messages to vulnerable groups, particularly focusing on the mobile testing units going out around the city.
- Weekly public health statement - sharing simple details on cases, vaccinations, testing and key messages or advice. This is published on the website, shared with local media, on social media, with staff and through

networks. Translations also shared in Arabic, Bengali, Farsi, Gujarati, Hungarian, Polish, Portuguese, Simplified Chinese and Spanish.

### **Volunteering**

- Development of the vaccination buddies project.

### **Equalities & Access:**

- Continue to meet with all groups to capture intelligence. Have been prioritising vaccination; BAME, Lesbian, Gay, Bisexual, Transgender, Queer, and Questioning (LGBTQ), Faith, Gypsy Roma Travellers, young adults and working in geographical areas as business as usual. Carried out engagement work with all of these groups.

### **Key forthcoming activities**

#### **Community Hub:**

- A review has commenced to look at how the activities of the working group align with business as usual and directorate redesigns. This includes ensuring the group can stand up again offering the full support service, if needed.

#### **Mental Health:**

- Outbreak response for short and long term provision.
- Schedule for recruitment of new Mental Health Promotion Specialist within the Community Roots contract.
- Plan to refresh the Suicide Prevention Strategy.
- A task and finish group is being established to enable older people back into the community and to build confidence in restarting physical activity.

#### **Communications:**

- Continue to provide updates on guidance, easing of restrictions, and re-opening the city (Central Government roadmap), as well as supporting the uptake of vaccines (particularly focusing on younger people) and promoting regular testing. Shared across a variety of channels, including print advertisements, radio, bus stop advertisements, social media, digital music channels (for example, Spotify and Alexa) and through local media.
- Promoting support available for those who need to self-isolate.

#### **Volunteering:**

- Ensure sufficient volunteer capacity for vaccination sites and engagement with communities.

#### **Equalities & Access:**

- Over the next two months, predominantly continue to work on the vaccination programme and engaging with groups where take up is low.

### **3.7.5 Employment & Skills**

#### **Aim of working group**

To come together to discuss matters relating to economy, skills and employment that cut across the Recovery & Renewal programme.

## **Key recent activities**

Further engagement with partners to progress City Employment Skills Recovery:

- The Special Education Needs (SEN) Young People Employability Network, Education & Skills Funding Agency (ESFA) Network, ESOL Network and Learn and Work Networks met in May and June feeding into the wider Adult Learning and Skills Partnership (ALSP). The ALSP continues to support and deliver the City Employment & Skills Recovery Plan 2021-2023 through collaborative working involving new schemes as they develop, for instance Fedcap were introduced to the partnership. Fedcap will start delivering the Department for Work & Pensions (DWP) Restart programme for five years from July 2021 and are now linked with key partners in the city.
- The Curriculum Plan for 2021/22 has been finalised. The new Adult Learning Hub will open in August 2021.
- The Employment Hub opened its doors to DWP clients on 1 June 2021. An online Youth Employment Hub will be published on the council's website in July.
- The Local Employment Scheme moved across from City Development & Regeneration to Employment and Skills on 1 June 2021.
- Youth Employment Hub Stakeholder Engagement Sessions were held in June 2021 for providers, the voluntary sector, employers and internal council teams. The sessions were very well received, resulting in several offers to support and run activities in the Hub.
- The council commissioned and sponsored the City Apprenticeship Graduation Ceremony on 30 June 2021. The event, delivered by the Sussex Council of Training Providers, included many inspirational stories and was an opportunity to recognise the fantastic achievements of apprentices, employers and training providers over the past eighteen months. Sponsors included South East Apprenticeship Ambassador Network, Greater Brighton Metropolitan College, Chichester College Group, QA and Nettl, including Face Media Group.
- The Business & Intellectual Property Centre (BIPC) Brighton, based at Jubilee Library, is now part of a regional 'hub and spoke' model with East Sussex and West Sussex County Councils. The Brighton centre will now be the Sussex Hub with spokes located in county libraries.
- The successful 'Reset Restart' business support programme funded by the BIPC is coming to an end this month. Open to all business owners, especially those in the first years of trading, the programme helps to transform, future-proof or grow businesses through the Covid-19 pandemic and beyond. Sessions include topics such as digital marketing and assessing their social and economic impact.
- Over 700 businesses in Brighton are now signed up as Living Wage employers. The success of the scheme funded by the council and Unison, and administered by Brighton Chamber, has seen businesses continue to sign up throughout the lockdown period; the current total of sign-ups is now 738.
- The European Regional Development Fund project Invest4 business grants scheme, which is part of the University of Chichester Business Hot House programme, has awarded grants in excess of £1million (against a total budget of £2.8m). Applications have ranged from established businesses wishing to pivot their business in light of Covid-19, business wishing to digitise, start-ups looking to test proof of concept to businesses wishing to invest in state of the art tools and machinery to maintain their competitive edge.



- The council has joined the European Union Interreg circular economy project called Blueprint. Led by Essex County Council and including partners such as Anglia Ruskin University, the project aims to provide practical solutions for designing out waste and pollution by reusing, repairing and recycling existing resources. The project includes training for those who need help finding employment or changing their job and will support residents and schools in changing their behaviour to reduce waste and increase recycling.
- Brilliant Brighton Business Improvement District has been approved for another five years following a successful ballot in June with 82.5% of business vote in favour of renewal. The new business plan includes additional street cleansing and a programme of events to attract footfall to the area. The council supported the balloting and consultation process.
- Members recently approved a raft of measures to support the safe reopening of the city following the Covid19 lockdown. Using Contain Outbreak Management Funds, the measures included a new Information Officer team to offer advice and guidance on reopening; Covid Marshalls, new Trading Standards, Health & Safety and Event planning staff; sector specific training on reopening for businesses in hospitality and retail, new signage, additional street cleansing (including night time deep cleans); and additional toilets on the seafront.
- For the period 1 December 2020 to 4 July 2021, the council allocated £69.776m of grants to business, a total of 28,562 grants (note: this sum includes multiple top-up grants to eligible businesses for the various lockdown extensions).

#### **Key forthcoming activities**

- Launch the Youth Employment Hub virtual site at the end of July
- Establish extension of the Think Futures European Social Fund project with West Sussex County Council to 2023.
- The new Food Policy Co-ordinator is taking a paper to the Greater Brighton Economic Board to propose the scoping of a food plan for the city region. If approved, this work has the potential to support sector growth and jobs, food security and resilience, and seek to address some of the supply side and workforce challenges with the food economy.
- A campaign to raise awareness of the Invest4 Grants is planned for the coming months.
- The new BIPC Sussex Project Board will meet in July to agree working protocols and future ways of working.

### **3.7.6 Events & Economy**

#### **Aim of working group**

- Understand and quantify the impact of the spread of Covid-19 on the city's events, culture programme and visitor numbers, which leads to a wider impact on the city's economy.
- Align the city's businesses and event organisations around a common set of messages and actions, minimising (where possible) the impact upon the city, in accordance with Public Health England (PHE) guidance.
- Ensure government and council support gets to as many organisations as possible so that key sectors in our economy are able to survive, retain employment and recover.

## **Key recent activities**

### **Covid Restart Grants and Additional Restrictions Grant (ARG) funding:**

- The Communications Team have completed and distributed an applications guide to businesses to help with the grant process. Multiple communications have been sent directly to businesses to maximise take up.

### **Retail & City Centre:**

- Sales are down 18%, footfall is down 22%, 17 stores have closed since 2019 and there has been a lot of pent-up demand with a strong reopening compared to previous reopening from lockdown. There has been interest in vacant properties, such as Debenhams.

### **Tourism & Events:**

- The Fringe Festival has successfully opened and has been operating with restricted numbers.
- It is anticipated that there will be a high level of business until September/October due to events being displaced from earlier in the year.
- Ticket sales for events are strong but there is nervousness among conferences and recovery is slow in this sector with furlough rates still at 40%. There is less forward planning of events for 2022-23, as event managers are focusing on short term uncertainties/cancellations.
- Actions within the Tourism Recovery Plan (see Appendix 1) are now in progress and the Welcome Back Fund will provide additional resources to attract visitors to Brighton and Hove into the Autumn/Winter 2021 and Spring 2022.

### **Communities:**

- There is a focus on ensuring that different communities, for example, people with disabilities, are welcomed to attend events and can access the city centre.
- Links are being made with the Voluntary & Community Sector to translate and interpret messages with different groups across the city.
- There is a gradual process of supporting the sector to return to face-to-face events.
- A sector report regarding poverty and debt has been produced, with some data on impacts across different demographic groups.

### **Arts Programme**

- Looking to produce alternative guides for the city centre, and building up training to diversify knowledge and skills. There has been a lot of damage to freelance employment, the full scale of which has yet to be seen. There is the need for further engagement with the sector to support long term recovery. Freelancers are the ones who have been less able to obtain help through the grants programme.
- Cultural organisations have been open for a few weeks and have enjoyed positive visitor numbers, assisted by the Fringe and Brighton Festival events.

### **Key forthcoming activities**

- Consider and promote Covid safety training schemes for cultural/visitor venues as part of the recovery programme.

- Messaging businesses who are eligible for Restart Grant funding but who have not yet applied.
- Working across the UK to promote Brighton & Hove as a visitor destination.
- Planning to extend the season into the autumn/winter to give the visitor economy more of a window of opportunity to recover.
- Rapid testing requirements placed on many visitor economy businesses and venues pose a challenge. Planning and further discussion is required to prepare Covid testing arrangements for venue and event spaces.
- Share useful evidence/data with the working group that could help to shed light on local impacts and contribute to funding bids on an ongoing basis.
- Discuss and co-ordinate skills training provision to support recovery at a citywide level.
- Link up with the Citizens' Advice Bureau around poverty and debt issues, and invite them to a future working group meeting.
- Co-ordinate communications campaigns/messaging with other groups and throughout the visitor economy sector.

### 3.7.7 Homelessness & Housing

#### **Aim of working group**

- Covid Response amongst the homeless and rough sleeping population.
- Prevention and management of cases and outbreaks in homelessness and rough sleeping settings.
- Enabling individuals accommodated in emergency accommodation during the Covid Response ('Everyone In') to move on from rough sleeping into sustainable accommodation.
- Achieve a sustainable reduction in rough sleeping.
- Collaboration between housing, finance, planning, development, health protection, social care and local stakeholders and partners, in the development of submissions for the funding included in the Rough Sleeping Accommodation Programme (RSAP) from the Ministry of Housing, Communities & Local Government (MHCLG).
- Delivery of both MHCLG Programmes - Next Steps Accommodation Programme (NSAP) and RSAP.

#### **Key recent activities**

- Our key focus remains on the Move-on plan for people accommodated under Covid-19 Emergency Accommodation.
- As agreed by the Housing Committee, we have moved to end the 'Open Offer' to those assessed as at risk of rough sleeping where no accommodation duty is owed by the council, in line with opening up council prevention and housing option services, along with the national roadmap post-lockdown. The council continues an accommodation offer to verified rough sleepers where it has the power to do so.
- Regarding the Home Purchase Housing First homes acquired under the Next Steps Accommodation Programme (NSAP), thirty home purchases have been completed of which twelve properties have been let.
- The Rough Sleeping Initiative (RSI4) funding proposal has been awarded in the amount of £3,301,305.
- Out of borough placements continue to be stable. This is kept under weekly review.

- The Rough Sleeping Accommodation Programme (RSAP) proposal for capital funding to deliver homes (first cycle) was submitted on 29 April. The proposal included two schemes aimed at a Housing Led Support model (for rough sleepers with complex and multiple needs) and a Rapid Re-housing Model for people with lower needs who are newer to the streets. A formal announcement is awaited on the outcome.
- An update report was shared with the Housing Committee in June.

#### **Key forthcoming activities**

- The Move-on plan for Covid1 and Covid2 clients in emergency accommodation (hotels) to sustainable accommodation by October 2021 is the council's key focus.
- Continue to hold meetings for the co-production of RSAP proposal in partnership with Registered Providers and with support from the Ministry of Housing, Communities & Local Government Advisers and Homes England's Affordable Housing Growth Team. The next proposals should be returned by 2 September.
- Identify the eligible cohort for the RSAP and undertake needs assessments of all individuals accessing RSAP homes.
- Two additional workers are being recruited to progress reconnections.
- Continued oversight of the Homeless Reduction Board and the first Homeless Reduction Operational Board held in July.

### **3.7.8 Supporting Members**

#### **Aim of working group**

Explore with Members the issues they face day to day, and their short and longer term development needs, in order to formulate an improvement plan relating to:

- engagement with communities and residents;
- relationship between Members and officers;
- ways of working; and
- training and development.

#### **Key recent activities**

- A meeting of the Member Development Working Group held to brief Members on the programme of work and obtain initial thoughts.
- A meeting of the Supporting Members Officer Working Group held to feedback from the Member Development Working Group and discuss next steps.
- Catch up meeting held with the Sponsor from the Executive Leadership Team.
- Discussions held with colleagues within Democratic Services, Workforce Development and Future Ways of Working to understand existing plans for Member development and to plan for Member Development Working Group discussions.
- Existing training and development opportunities for Members collated.

#### **Key forthcoming activities**

- A training and development plan for Members to be drafted as a starting point for discussion.
- Engagement with a wider selection of Members.

- Further research into Local Government Association support and resources, and approaches within other local authorities.
- Engagement with relevant Recovery & Renewal working groups.
- Second meeting of the Member Development Working Group convened.
- Next meeting of the Supporting Members Officer working group held.
- Initial thoughts presented to the Executive Leadership Team and Leader's Group.

### 3.7.9 Future Ways of Working

#### **Aim of working group**

- Scope future ways of working for the council through engagement with services and staff. From this, develop a vision for the council that will inform Our People Promise, Accommodation and Digital Strategies.
- Consolidate emerging workplace needs and deliver a programme and model for a different return to the workplace in 2021/22, taking account of changing service delivery models and working practices.

#### **Key recent activities**

- Extra dates have been added to the focus groups to give more staff the chance to attend.
- Staff are continuing to feedback their thoughts on Future Ways of Working (FWOW) via the inbox.
- Work has commenced on the updating of the e-learning, managers' toolkit and virtual briefings.
- Resource requirements for the project have been identified.

#### **Key forthcoming activities**

- Focus groups to be run from 22 April to 23 June 2021. Feedback will continue to be collated.
- Continue to collate feedback that is received via the FWOW email inbox.
- Hybrid Hub will be launched (target date 25 June 2021).
- Virtual briefings to be run in early July 2021.

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

- 4.1 As the democratic body of the city, the council has a role in leading the governance and delivery of the recovery phase of the pandemic. The consequences of this public health crisis force the city to respond in ways that are different from what has been considered normal. The recovery programme is designed to ensure that the city is able to respond in an agile way as it transitions through different phases of the pandemic and moves in and out of response.
- 4.2 The pandemic represents an unprecedented challenge for Brighton & Hove and a major shock to the city's economy and communities. It also presents the city with an opportunity to shape its future. The recovery programme is designed to provide the governance structure for initiating and organising a series of coordinated, multi-agency actions during the recovery stage(s) following the pandemic affecting the communities and/or environment of Brighton & Hove. Those leading Recovery & Renewal are working closely with colleagues supporting outbreak control and emergency response to ensure approaches are co-ordinated.

## 5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 The programme is engaging with the city's partnerships and governing bodies, and the Community & Voluntary Sector (CVS) as part of the recovery process. The city's partnerships were consulted as part of the programme's initiation via a scenario planning exercise where they were asked to consider the implications of the pandemic on their sectors and a response. The CVS and Clinical Commissioning Group are represented on the Covid-19 Recovery & Renewal Group, where the leads of each working group share progress in order to identify issues, links and dependencies, and cross-cutting areas of work. Each working group has also been reviewed to determine whether it has appropriate CVS representation. The working groups undertake engagement and consultations specific to their theme, as appropriate.

## 6. CONCLUSION

- 6.1 The Covid-19 pandemic and the council's response to it have been fast paced, agile and in partnership with others, and this ethos is being carried forward into recovery. The programme will plan ahead as far as it is able, adapt in line with outbreak control, emergency response and the need to restart the city, and each working group will review its approach as circumstances change. The organisational capacity required to continually respond to the crisis, restart the city and begin recovery from it, and manage business as usual and statutory responsibilities cannot be under-estimated. Officers remain committed to delivering for the city, and the council and its staff, and will continue to update Members as the programme progresses.

## 7. FINANCIAL & OTHER IMPLICATIONS:

### Financial Implications:

- 7.1 The governance structure of the Recovery & Renewal Programme is provided for within the council's existing resources. Except where specific delegations have been approved by committee, actions or recommendations arising from the programme that have financial implications are reported through the council's recognised governance and decision-making routes, normally Policy & Resources Committee, or its Recovery Sub-Committee, and in accordance with Financial Regulations.

*Finance Officer Consulted: Nigel Manvell*

*Date: 25/06/21*

### Legal Implications:

- 7.2 This report is for information only. There are therefore no legal implications arising directly from it. The Recovery and Renewal Programme is entirely consistent with the Council's powers and duties under the Local Government Act 2000 (economic, social and environmental wellbeing) the Coronavirus Act 2020 and function-specific laws.

*Lawyer Consulted:*

*Abraham Ghebre-Ghiorghis*

*Date: 23/06/2021*

### Equalities Implications:

- 7.3 Equality is fundamental to the city's and council's recovery from the pandemic, along with addressing the inequalities that it may have worsened. Equality Impact Assessments (EIAs) have been completed, as required, by the working groups and include actions to gain the best outcomes for all service users and staff. Each working group is considering what existing inequalities have been revealed by the pandemic and social restrictions, what inequalities have been created or worsened, and what can be done to tackle these by the council, its partners and communities. In addition, the groups are also considering whether recovery from the pandemic creates any opportunities to narrow pre-existing inequalities. Progress towards delivery of each EIA is checked regularly as part of the governance of the programme.

Equalities & Access Workstream (EAW) meetings have moved from monthly to two-monthly. This will be kept under review until September, whilst considering how the work can be embedded into existing equalities mechanisms. The Equalities & Access Action Plan will be updated shortly and an update to the initial Interim Report produced. Funding secured through Contain Outbreak Management Fund (COMF) is being used to fund the new Community & Voluntary Sector grants programme. The outcomes for projects under this programme are based upon the findings of the Interim Report. COMF monies are also be used to fund the pilot of three third party reporting centres for hate crime. The EAW continues to support the work on vaccinations, in particular liaising with the Muslim community and supporting the work of the Black, Asian & Minority Ethnic Vaccination Confidence Working Group. Switchboard have now completed their survey on the impacts of lockdown for LGBTQ communities and the EAW will be looking at what the findings mean for work moving forwards. The EAW has flagged to the Vulnerable People Working Group issues raised by diverse communities regarding coming out of lockdown, including the long term impact on mental health, social/digital inclusion and the impact of the ending some support set up during Covid.

A presentation regarding equalities work in relation to the pandemic forms a separate item on this committee's agenda.

### Sustainability Implications:

- 7.4 The sustainability of its recovery plans is a key aspect of the programme's approach. This ranges from the plans to facilitate the movement of people around the city, to the sustainability of food provision, to the sustainability of the council's finances. As well as responding to the challenges thrown up by the pandemic, the programme will similarly seek to optimise any opportunities that are presented to support delivery of the council's priorities.

### Brexit Implications:

- 7.5 The challenges of city and council recovery from the pandemic were considered alongside the implications of Brexit. Services were encouraged to plan their delivery in light of both Covid-19 and Brexit, and business continuity plans were refreshed with a similar focus. Opportunities to join up messaging and actions around Covid-19 and Brexit were identified, including the identification and

management of risks. Issues now arising, potentially as a result of Brexit, such as labour shortages and the impact upon recovery, are being explored.

#### Crime & Disorder Implications:

- 7.6 The implications for crime and community safety/cohesion in relation to the pandemic are embedded within the work of the Community Safety Partnership and Strategy. The links between the Partnership and Strategy, and work on recovery, were discussed at a recent ELT Gold Recovery meeting.

#### Risk and Opportunity Management Implications:

- 7.7 Risk management is an integral part of programme management and is being considered throughout the recovery process. The working groups have conducted risk analyses to identify the risks relevant to their area of focus and have captured these in risk logs, which are regularly monitored. Working group level risks are managed by the relevant working group and only reported to the Programme Board if they need to be escalated. Programme level risks are included in working group highlight reports and reported monthly to the Programme Board, if the working group feels they are of corporate interest. The Covid-19 Programme Manager will maintain a programme risk log comprising the programme level risks from the working groups, escalated risks, corporate risks and those that cut across more than one working group. The Programme Board will escalate risks to the Sussex Resilience Forum, as appropriate. As mentioned previously, opportunities that arise in the course of the city and council's recovery from the pandemic will be explored and pursued, as appropriate.

#### Public Health Implications:

- 7.8 Public Health is at the heart of the council's response to, and recovery from, the pandemic and is mainstreamed throughout the Recovery & Renewal programme. Colleagues from Public Health and the Recovery & Renewal programme are co-ordinating their responses to the pandemic and meet regularly to discuss progress and any issues.

#### Corporate / Citywide Implications:

- 7.9 The programme is structured around the council and city's recovery from the pandemic and the implications to both are integral to the plans of the respective working groups.

### **SUPPORTING DOCUMENTATION**

#### **Appendices:**

Appendix 1 - [Tourism Recovery Plan](#)

#### **Background Documents**

None





# Brighton & Hove Tourism Recovery Plan 2021-23



# Strategic Priorities

1. Ensure the city's visitor economy is represented locally, regionally and nationally to ensure maximum support
2. Build back consumer confidence and awareness
3. Enhance 'look and feel' of city to encourage repeat, high value visits
4. Extend season to make the city a 'must visit' destination for high spend UK and international visitors all year round

# 1. Represent Brighton visitor economy locally, regionally and nationally

Action	Lead Partner
<b>Locally</b>	
Regular engagement with BHCC Councillors	DEG / BHCC Officers
Quarterly meetings of DEG to ensure Recovery Plan is reviewed and updated regularly	DEG
Representation at Brighton & Hove Economic Partnership	DEG Chair
<b>Regionally</b>	
Lead member on Sussex Tourism & Culture Recovery Group focusing on Sussex-wide rebuilding and market positioning	BHCC Officers
Collaboration with Tourism South East ensuring destination visibility	VisitBrighton (VB)
Representation on Gatwick Gateway Group to maximise leverage of partnership	Brilliant Brighton BID / VB

# 1. Represent Brighton visitor economy locally, regionally and nationally (cont.)

Action	Lead Partner
<b>Regionally (cont.)</b>	
Engagement with GTR ensuring maximum exposure and consideration in forward planning	VB / Tourism Alliance (TA local)
<b>Nationally</b>	
Membership and collaboration with National Coastal Tourism Academy, informing government strategy	VB
Membership and collaboration with Tourism Alliance (national), feeding in to DCMS consultations	VB and BHCC officers
Regular engagement with VisitBritain building a strategic relationship to maximise inclusion in future marketing campaigns and future grant funding initiatives	BHCC with regional partners

## 2. Build back consumer confidence and awareness

Action	Lead Partner
Encourage adopters of 'Good to Go' accreditation to recognise Brighton as having adopted UK standardised protocols	All businesses
Share 'Step by Step' comms plan to ensure clear and consistent messaging from all City businesses to visitors	VB with all businesses
UK PR programme, welcoming journalists and influencers from targeted media	VB with key partners
#nevernorbrighton campaign Apr-Dec2021 targeted at high spend off season visitors with toolkit to be amplified by city businesses	VB with all businesses
Engagement with English Tourism Week, 22-31 May to promote the innovation, quality and range of products and services on offer in the City to encourage more domestic breaks.	All businesses
New <a href="http://www.visitbrighton.com">www.visitbrighton.com</a> website by Jan 2022 to optimise potential visitor experience	VB

### 3. Enhance 'look and feel' of Brighton & Hove

Action	Lead Partner
Recruitment of a full lifeguard service, expansion of the COVID Marshalls team and additional Environmental Health Officer(s)	BHCC Teams
Removal of graffiti on public and private buildings etc.	BHCC City Clean and all businesses
Additional waste collection services along the seafront and busiest areas and the provision of extra waste bins in our heavy footfall areas	BHCC City Clean
Pop-up shops and window dressing to re-animate high streets	Brilliant Brighton BID with landlords
Local Place Making projects to include St James Area, Brighton Station, Trafalgar Street.	Tourism Alliance / VB

## 4. Extend season to make a year-round city

Action	Lead Partner
Year-round citywide events programme that is organised in accordance with the government Road Map and guidance on COVID-safe event management	BHCC Outdoor Events Team and event organisers
Establishment of Christmas market and Christmas Festival at Victoria Gardens and across the City.	E3 Productions with BHCC and partners
Focus on building back conference and events programme with Brighton presence at MICE events both UK and internationally and development of a MICE marketing campaign	VB with all conference venues and hotels
Royal Pavilion and Museums - Bowie/MacCormack 1973-76 and Royal Collection to end of Jan 2022.	Royal Pavilion and Museums Trust
Brighton Centre event programme restart September 2021, including Labour Party Conference and full events programme.	BHCC

## 4. Extend season to make a year-round City

Action	Lead Partner
Re-engage with Santa Monica Travel & Tourism via Hills Balfour and look to develop cross working partnership for Spring 2022 with events and activations across both Cities. Sister City Project with Santa Monica to be explored for Summer 2022.	VB
Sealife Centre - running evening events through 2021, leading up to their 150th anniversary celebrations in 2022 'The World's Oldest Aquarium'.	SeaLife and partners



<b>Subject:</b>	<b>Brighton Waterfront Project</b>		
<b>Date of Meeting:</b>	<b>22 July 2021</b>		
<b>Report of:</b>	<b>Executive Director Economy, Environment and Culture</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>Max Woodford</b>	<b>Tel: 01273 291666</b>
	<b>Email:</b>	<b><u><a href="mailto:max.woodford@brighton-hove.gov.uk">max.woodford@brighton-hove.gov.uk</a></u></b>	
<b>Ward(s) affected:</b>	<b>All</b>		

**FOR GENERAL RELEASE**

**1. PURPOSE OF REPORT AND POLICY CONTEXT**

- 1.1 The report and recommendations to the 3<sup>rd</sup> December 2020 Policy & Resources Committee comprised an extension of the current Conditional Land Acquisition Agreement (CLAA) Standstill Agreement to 15 December 2021 and the development of a project brief and core principles which would retain a new or refurbished Brighton Centre in the City Centre, within a wider mixed use regeneration master plan.
- 1.2 The Waterfront site is a key strategic site in the city centre which affords the opportunity to create a new mixed use urban quarter which, combined with a new conference and entertainment facility (venue), can promote substantial value across the wider city. The future of the city's key retail, entertainment and conferencing facilities is fundamental to the long term recovery of the city, but those options will be shaped by how people shop and work post-pandemic. The purpose of this report is to advise the Committee on current progress, with the objective of reporting back in January 2022 with a report and clear recommendation on strategy moving forward.
- 1.3 The potential to move away from an enclosed shopping centre led extension has been predicated on the changing retail climate, borne out of the move to on-line shopping and the accelerated decline caused by Covid-19. Across the UK there has been an adverse impact on the retail sector in terms of vacancies and declining rents and values. As a consequence there is now an ever greater focus on the re-purposing of shopping centres which encompass better physical connectivity with the surrounding area and a diverse range of uses including retail, food and beverage, offices, residential, leisure and community uses as a means of creating sustainable urban environments and promoting long term economic growth.
- 1.4 The principle of mixed use development is in line with the City Council Economic strategy (2018), Development Plan (DA1) and supporting City Plan policy, draft Urban Design Framework and the Sustainable Tourism Plan.
- 1.5 The outputs from the above exercise remain work in progress and issues around the status of the CLAA and Standstill Agreement will be addressed once there is clarity on the preferred development strategy of the respective parties.

## **2. RECOMMENDATIONS:**

- 2.1 That members note progress to-date in investigating potential masterplan options, with a view to the parties preparing their respective business plans and reporting back to the Policy & Resources Committee in January 2022 with a firm recommendation on development strategy and next steps.
- 2.2 That members note the work being undertaken by officers to develop a specification, optimum capacity and financial business plan for the venue facility to inform future development strategy.
- 2.3 That members confirm the city council's in principle support for the concept of a mixed-use regeneration of this key part of the city, which reintroduces a permeable, liveable street scene which aligns with planning policy whilst integrating conference and venue facilities with the retail heart of the city; in line with the principles at 3.4, below.

## **3. CONTEXT/ BACKGROUND INFORMATION**

- 3.1 The City has long sought a replacement for the Brighton Centre which is a venue of national standing and a major asset for the City. An agreement was reached in December 2018 which, following a series of conditions being met, would allow for the purchase of the current Brighton Centre site by Aberdeen Standard Investment (ASI) and delivery of a new venue at Black Rock.
- 3.2 As the Freehold landowner of the Churchill Square shopping centre and adjoining holdings on the Waterfront site, ASI are uniquely placed to work alongside the Council in undertaking a substantial mixed use development which has the ability to incorporate a new or refurbished venue within the wider masterplan. This is in line with the original purpose of the Standstill Agreement which has allowed the parties time to explore the principle of retaining a conference and entertainment centre in the core City centre, as opposed to Black Rock.
- 3.3 In order to kick start the process of assessing the potential for a new urban mixed use Quarter around a new or refurbished venue, a series of workshops took place between November 2020 and January 2021 comprising council officers, ASI and key consultants .The workshop process provided the opportunity for a full and frank discussion around key objectives which comprised the following:
  - i) Aspirations and ways of working together
  - ii) Market and Planning context for a mixed- use masterplan
  - iii) Key drivers for a new and successful Conference and entertainment centre
  - iv) An emerging vision -the establishment of core principles
- 3.4 The workshop process established some core vision principles in order to assist in the master planning process as set out below;

i) To build on the 'Ten minute City' in terms of accessibility for conference, entertainment, hotels, eating and shopping

ii) A recognition that the Brighton Centre is a key commercial driver for the City, has a visual/physical connection with the seafront and is a key part of the solution in establishing a new City Quarter.

iii) An opportunity to transition from a retail focussed masterplan to a vibrant and open mixed use City Quarter that aligns with planning policy i.e. a move away from an enclosed and inward looking scheme.

iv) Recognising the need for scale, urban grain, permeability, high quality design and public realm, tall buildings, creating a community and making it sustainable.

v) The importance of a Transportation and Highways strategy to embrace new technology and to be fully aligned with wider City centre initiatives.

vi) Alignment with other City Centre regeneration projects and public realm improvements in key surrounding areas (Liveable City Centre and Station Gateway to the Sea)

vii) A carbon neutral scheme in line with the council's Carbon Neutral 2030 Programme.

3.5 Following the workshop process and in the context of establishing a new mixed quarter in accordance with the above vision principles, the Council and ASI appointed a design team to explore three specific venue/wider masterplan options as follows;

i) Relocation of a new venue north of the Grand, adjoining Canon Place but with a main entrance integrated into the heart of a new mixed use masterplan. There would be no direct seafront presence, but the aim would be to create strong sightlines and pedestrian links to reinforce the venue as a key focal point within the new urban quarter. Due to the complexity of the phasing programme there would be likely to be substantial disruption, albeit that a key objective will be to maintain continuity of operation as far as possible for the existing Brighton Centre until completion of the new venue.

ii) Relocation of a new venue onto the Kingswest site at the junction with West Street and Kings Road, which would probably include the Brighton Centre Syndicate rooms. There would be a strong seafront presence but land and vacant possession costs would be substantial in order to accommodate a new venue which would not be substantially bigger than a refurbished Brighton Centre. Depending on the size and scale of the optimum venue there is a question mark as to whether full continuity of operation can be maintained and whether the existing Brighton Centre would need to be taken out of operation for a period of time.

iii) Retention of existing Brighton Centre. An internal Council feasibility study has been undertaken which assumes wholesale refurbishment of the existing Brighton Centre, creation of three frontages by redeveloping the adjacent

Kingswest in order to transform its layout and physical appearance, increase capacity and create active frontages which would engage with a wider mixed use masterplan. There would be the advantage of maintaining its strong seafront presence and utilising the existing structure in line with a circular economy and increasing capacity by circa 1,000 persons. However, it could mean taking the building out of operation for up to 3 years which would be a key consideration in the evolving business plan.

- 3.6 The creation of a masterplan vision and evolution of the above three options are integral as a platform for the next stage in the feasibility process, which is for the Council and ASI to progress their respective business plans for both Churchill Square (and the other buildings in ASI ownership within the site boundary) and the Brighton Centre. The options also provide the flexibility for the Council to consider the relative strengths and weaknesses of redeveloping a new venue in a different location within the central site boundary or undertaking an extensive refurbishment of the existing Brighton Centre. It also ensures the city council is retaining a position to consider delivering a project alone if there is not an option that can be delivered in partnership with ASI.
- 3.7 The outputs from the business planning exercise will identify the feasibility of each of the above options and determine whether or not there is a preferred option that both parties believe can be progressed in partnership. It should be stressed that ASI are not yet committed to the principle of wholesale development of their asset and in the interim will need to identify short/medium term asset management initiatives in order to protect value. Nevertheless the work undertaken to date on the masterplan options will be key in enabling them to determine development strategy in the longer term.

#### **Venue Business Plan**

- 3.8 As part of the masterplan exercise and feasibility testing it will be important to establish the optimum capacity for a new or refurbished venue which is right for the Brighton market and this could range in size from a circa 5,000 to 12,000 plus capacity. Officers are currently embarking upon a procurement exercise to appoint a specialist consultant to undertake extensive research and market analysis to determine optimum capacity and a financial model to help inform operation and revenue projections moving forward.
- 3.9 A Services Specification and Invitation to Tender is being prepared for circulation into the market. The target timeline is to select and appoint a consultant by the end of July to prepare a report by a target completion date of 2021 to determine the preferred Venue strategy which will be the subject of a report and recommendation back to Committee in January 2022.
- 3.10 The Masterplan options will introduce a significant amount of new commercial and residential floorspace at upper levels to complement the proposed new retail, restaurants, leisure and Venue. A key objective will be for the Waterfront site to still remain a major retail location in the centre of the City (as opposed to a 'corporate Quarter') with a key focus on permeability and connectivity by way of new open streets and spaces. This will create strong pedestrian links between the seafront and Western Road and east to west from West Street to Canon Place. The improved connectivity will also complement and strengthen the other core shopping areas in Western Road, North Street, North Laine and the Lanes.

- 3.11 It should be stressed that the scale of redevelopment proposed for the Waterfront site would necessitate construction being undertaken in a series of phases over a period of circa 7-8 years. Preliminary studies are being undertaken to determine the nature and extent of each phase as it is essential that each is viable and accessible in its own right and that the wider area does not take on the appearance of a massive construction site.
- 3.12 As yet no decisions have been arrived at in terms of a preferred option and the feasibility work undertaken to date is currently subject to a more detailed evaluation by ASI in order to determine their preferred business plan during Q3 2021. Completion of this work is targeted for Q4 2021 and the outputs from both business plans will inform next steps as regards the preferred development strategy for the Waterfront site. This development strategy will be reported back to P&R for agreement in January 2022.
- 3.13 As reported at the 3 December Committee, if a joined up and workable development strategy can be established for the Waterfront site by say Q4 2021, then it would replace the proposition to use the Black Rock site for the new venue location. Whilst the primary focus remains the Waterfront, it will be prudent to maintain the Standstill Agreement in the background until at least the expiration date of 15 December 2021 or until such time that the parties have concluded their respective business plans and agreed a preferred development strategy.

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

- 4.1 As summarised in Section 3 above, the parties have undertaken a substantial amount of work in the last six months to evolve a series of exciting mixed use masterplan options which incorporate a new or refurbished venue. Subject to completion of their respective business plans, there is a positive opportunity for both the Council and ASI to reach agreement on a preferred central site option coupled with a commercial solution which embraces a new venue.
- 4.2 As stated earlier there will be a follow up report and recommendation to the January 2022 Committee which sets out a proposed development strategy and confirmation of next steps. Bearing in mind the 15 December 2021 expiry date for the CLAA Standstill Agreement, consideration will need to be given to the timing of a separate report and recommendation to Committee in advance of this date.

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

- 5.1 Once an agreed development strategy is in place and recommendations approved by the January 2022 Committee, then as reported in the December Committee, a series of community and business consultation events can be organised in order to obtain wider feedback.

#### **6. CONCLUSION**

- 6.1 The work undertaken over the last six months and summarised above has demonstrated the huge potential of the Waterfront site to accommodate an

extensive and exciting new Quarter in the City comprising a diverse range of architecture, mix of uses, open streets and spaces to connect with the wider City and to create a new or refurbished venue that can become a key focal point within the wider scheme.

6.2 The workshop process has proved to be critical in enabling the Council Officers and ASI to be aligned on the vision core principles which have underpinned the concept master planning process and options. It has provided the platform for both parties to work up their own business plans so that interests can be aligned and embodied in a mutually agreed development strategy

6.3 Whilst there are not any firm recommendations at this stage, the Project Board agreed that it was important for the Policy & Resources Committee to receive an update on workstreams undertaken and progress to-date. This is important, bearing in mind the strategic importance of the site relative to the venue strategy, evolving plans for a new Urban Quarter and the positive economic impact on the wider city.

6.4 The workstreams and programme for Q3 and Q4 2021 which will form the basis for an agreed development strategy and recommendation to the P&R Committee on 27 January 2022 are summarised below;

i) ASI to evaluate the masterplan options that have evolved following the workshop process and are working up a business plan for Churchill Square with a target date of Q3 2021 to report back on their preferred strategy

ii) The Council to progress their formal procurement process to appoint a specialist Venue consultant to undertake research necessary to determine optimum capacity and assist on financial modelling to determine an appropriate operating and revenue model .It is anticipated that a preferred consultant will be appointed in late July/early August 2021 with target completion of the report in Q4 2021.

iii) The production of the business plans in i) and ii) above will form the basis of follow up discussions between the Council and ASI in order that a clearly defined development strategy and objectives can be agreed between the parties and reported back to Committee .

iv) The CLAA and Standstill Agreement will be reviewed and a recommendation provided on next steps.

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

### Financial Implications:

7.1 The replacement or refurbishment of the Brighton Centre as part of the overall masterplan represents a substantial financial investment for the City and the work on the Venue Business Plan will support future financial decisions relating to this project. The council's work in the next stages will require resourcing. The council holds a strategic reserve of £2.822m as at 31/3/2021 to support the development of the project and it is anticipated that funding will need to be drawn down from this reserve to cover project costs including business plan development for the venue, project management and design and professional

costs for the development of the refurbishment option. ASI have covered at least 50% of most costs to date.

*Finance Officer Consulted: James Hengeveld*

*Date: 09/07/2021*

Legal Implications:

- 7.2 The workstreams described in this report have not so far considered the legal structure of a development project with ASI and there will need to be careful consideration given to all the legal issues which arise, particularly subsidy control and procurement issues. As reported in relation to the CLAA, there are significant constraints placed on the Council by the Public Procurement Regulations 2015 and the implications of this will need to be considered at the next stage.

*Lawyer Consulted:*

*Alice Rowland*

*Date: 09/06/21*

Equalities Implications:

- 7.3 The project is not advanced enough to prepare a robust assessment, but bearing in mind the outcome of Brexit ,Covid-19 and continuing uncertainties it will be essential to ensure that the equalities implications of this project are properly dealt with in terms of the design, innovation and sustainability of the Venue and associated uses plus the fact that the Council will have an interest in the wider mixed use development proposed for the Waterfront site.

Sustainability Implications:

- 7.4 As the project masterplan evolves, it will be critical to incorporate a clear strategy for sustainable development moving forward including carbon neutral aspirations and the future proofing of building design to ensure flexibility and adaptability for different uses as required.





<b>Subject:</b>	<b>Parking Services Restructure Funding</b>		
<b>Date of Meeting:</b>	<b>22 July 2021</b>		
<b>Report of:</b>	<b>Executive Director for Economy, Environment &amp; Culture</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>Charles Field</b>	<b>Tel: 01273 29</b>
	<b>Email:</b>	<a href="mailto:charles.field@brighton-hove.gve.uk">charles.field@brighton-hove.gve.uk</a>	
<b>Ward(s) affected:</b>	<b>All</b>		

**FOR GENERAL RELEASE**

**1. PURPOSE OF REPORT AND POLICY CONTEXT**

- 1.1 The purpose of this report is to outline business case proposals for the future of the current Traffic Control Centre within Parking Services and gain approval for funding to take forward a number of planned initiatives within City Transport. These include the CCTV enforcement of red routes, mandatory cycle lanes and upcoming traffic management powers as well as supporting with the enforcement of a wider Ultra Low Emission Zone and Liveable (Car Free) City Centre which requires significant funding for the necessary additional resources.
- 1.2 The policies to take these proposals forward have been agreed at recent Environment, Transport & Sustainability Committees (see background documents) which include;
- A trial of red routes on the designated roads London Road, Lewes Road and along with the previously approved inclusion of Valley Gardens as detailed in the Network Management Plan taken to the ETS Committee on 22<sup>nd</sup> June 2021. The approach to managing the City's Road Network was also set out in this report.
  - The development of the fifth Local Transport Plan (LTP5) and the 2030 transport vision, key outcomes and principles as taken to the ETS Committee on 22<sup>nd</sup> June 2021.
  - A trial of the CCTV enforcement of parking restrictions within Mandatory Cycle lanes as outlined in a fees & charges report 21/22 to the ETS Committee on 19<sup>th</sup> January 2021. The intention is to extend this further in future years.
  - The ETS Committee on 19<sup>th</sup> January 2021 noted the analysis and outcomes of the initial feasibility work on creating a Liveable City Centre and expanded Ultra Low Emission Zone options for the city. It was agreed that reports are brought back to future meetings of the ETS committee for approval of the further development of the business cases and plans for engagement and consultation for the Liveable City Centre and expanded Ultra Low Emission Zone projects.

- 1.3 The current TBM position is currently showing a projected parking deficit for 21/22 so this funding is essential to support delivery of the Parking Services Budget and with the recovery programme following the effects of the pandemic. The funding would need to cover the first 2 years and would need to be secured from reserves or borrowing, however, it would be in surplus again in year 3 and would be entirely paid back over by year 4. It will also allow us to co-ordinate the economic recovery and income opportunities of the Traffic Control Centre in collaboration with partners such as the Police and Bus Companies. This proposal will ensure we co-ordinate the recovery effort with legal, regional and national bodies including creating a stronger platform for lobbying Government for enhanced traffic management powers for local authorities as well as pavement parking enforcement.

## **2. RECOMMENDATIONS:**

- 2.1 That Committee agrees to the funding of £770,000 for additional staff to work in the Traffic Control Centre from 2022/23 to be met from anticipated additional income.
- 2.2 That the Committee agrees to the funding of the anticipated deficits of £320,000 in 2022/23 and 2023/24, if they materialise, from corporate reserves and that these will be repaid from anticipated surpluses in subsequent years

## **3. CONTEXT/ BACKGROUND INFORMATION**

- 3.1 The current Traffic Control Centre contains 22 Parking Services staff. It has responsibility for the Council's CCTV monitoring and enforcement, in partnership with the Police, real-time management and control of the Transport Network and responsibility for managing the council's off-street car parks and on-street parking assets.
- 3.2 The centre is responsible for the management of a number of critical parking budgets that generate more than £8.5 million in parking and enforcement income alone for the council. In addition to the services related directly to parking, the centre also contains 12 Traffic Management staff from the Traffic Management team who are responsible for traffic information systems, streetworks permits and network management.
- 3.3 This is a high profile, politically sensitive and budget critical service for the Council with front line customer service and the future sustainability and economic development of the city at its heart. This Business Case outlines the proposals of a review of the current Traffic Control Centre and takes into account the needs outlined in the Transport Control Centre Development Program and to manage and safeguard income. This would futureproof the Service to ensure it could meet the needs and aspirations of the Councils Carbon Neutrality objective and other Transport and Corporate Strategies such as the ongoing active travel plan work.
- 3.4 Improving the asset management of critical parking assets such as car parks, which are directly linked to parking income, is key and taking the opportunity of managing the electric vehicle charging point infrastructure in the city will ensure the demand for the facility is available to the public.

- 3.5 As carbon neutral strategies are developed across the city and new enforcement strategies and legalisation are introduced, this increases the demand for enforcement and thus an increase in workload to enforce and manage the road network. It has been estimated that over the next 4 years income from enforcement will increase significantly. Additional resource and management is required to deliver and safeguard income and to deal with the increased service demands of new enforcement areas.
- 3.6 Increased use of the CCTV network available to the centre will develop the centre into a communication and engagement hub for both the public and key stakeholders which will enable informed travel choices to be made by the public and informed decisions to be made by stakeholders about the effect on their business/service of incidents on the transport network.
- 3.7 In discussions with staff it is clear that some aspects of the current centre are not operating effectively or are no longer considered the best option for the service due to the increase in workloads, service operational requirements and income and the future direction of the centre. This review has considered the increased workloads alongside the ongoing, Transport Control Centre Development Program, the 2022 parking systems modernisation board and the development of the service. The review offers an opportunity to realise the objectives of the Head of Traffic Management through the Transport Control Centre Development Program and to better suit the needs and demands of the future of the service in terms of enforcement and asset management opportunities and efficiencies.
- 3.8 The Parking Services restructure proposals take into account essential roles and responsibilities as well as increased workloads and ties to the Transport Control Centre Development Program, the 2022 parking systems modernisation board and development of the service. This has been identified from a range of sources as the Division and the Council as a whole, plans for moving towards 2030 and beyond. This includes:
- Feedback from staff.
  - Service operational requirements.
  - Consideration of the current emerging influence of, changes in, and opportunities created by new and emerging legalisation.
  - Our Carbon Neutral ambition and technology in the wider field of Transport.
- 3.9 The Recommendations include the following:
- A redesign of the current structure, creation of new teams, increase in resource, new management structure, and new roles to accommodate the increased growth and demands of the 24/7 newly named “Transport” Control Centre.
  - That a new Traffic Enforcement team is created to accommodate financial opportunities and to efficiently manage movement across the city. This would be through enforcing new parking initiatives and potential new traffic management contraventions by CCTV and automatic number plate recognition.
  - That a new Transport Monitoring team is created to accommodate dedicated resource and expertise to optimise the use of technology and tools to efficiently

manage movement across the city and improve resilience of the transport network and improve communication and engagement mechanisms

- That new management roles and an increase in resource in the Maintenance team are created to provide operational improvements of an efficient management of parking assets in light of the growth of the Service remit and scope.

3.10 The changes as outlined will safeguard the current work of the Service as well as future proofing the potential income stream from enforcement and meeting the Carbon Neutral objectives. In addition, it will ensure that the service is planned and ready to deal with the Transport Control Centre Development Program and the additional responsibility of managing our car park assets and their life care plans. This will also build on the Parking Services Restructure of 2020 to maximise the potential income from enforcement and safeguarding current car park and Penalty Charge Notice income and will future proof the Service to 2030 and beyond.

### **TRANSPORT MONITORING TEAM**

3.11 This will involve the creation of a monitoring team within the Transport Control Centre to continue to provide a 24/7 car park remote control, customer service, security, CCTV and fault monitoring service but also resource to respond to the objectives of the Transport Control Centre Development Program.

3.12 Effective monitoring of the city's CCTV will open the opportunity for the centre to facilitate event monitoring and to become a command and control centre to help the council and key stakeholders to manage events and incidents across the city. Additionally, the CCTV will be utilised to manage and monitor permitted and non-permitted street works and licenced activities such as skips and scaffolding across the city. This will also provide the opportunity for evidence to be gathered remotely to aid enforcement of these activities which will result in an increase in income and compliance.

3.13 Having additional resource and the correct structure will allow the department to not only safeguard current services but also develop new initiatives outlined in the Transport Control Centre Development Program that will improve communications, engagements and efficiencies, and improve the reputational standing of Parking Services, Traffic Management and Brighton & Hove City Council. The team will also need sufficient resource to deal efficiently with additional opportunities that effective monitoring of the CCTV resource can happen.

3.14 The new team will require a manager, two team leaders and new officer roles to ensure the ambitions above are realised and for the team to have clear focus and direction. This will mean the 24/7 shift working operational functions are properly managed on a daily basis allowing the manager to focus on strategic goals and the overall development of the team.

## **TRANSPORT ENFORCEMENT TEAM**

- 3.15 This involves the creation and development of an enforcement team through new and additional staffing resource within the Transport Control Centre to continue enforcing the cities bus lanes, bus gates and bus stops through CCTV and ANPR and to have sufficient expertise and resource to enable future expansion of CCTV enforcement.
- 3.16 These duties and responsibilities are currently carried out by officers who also have other duties within the centre and it has been identified that this area of work requires a dedicated specialist team with expert knowledge of enforcement legislation, along with dedicated supervision and management.
- 3.17 The centre is currently responsible for enforcement of the road network through the issuing of Penalty Charge Notices. In the last 2 years the number of Automated Number Plate Recognition (ANPR) bus lane and bus gate enforcement cameras has increased from 24 to 38. This has resulted in an increase of Penalty Charge Notices (PCN's) increasing from 10,000 pa to 50,000 pa. In order to issue a Penalty Charge Notice officers are required to capture and review CCTV evidence to establish if a contravention has taken place. Reviewing of this evidence and decision making in line with CCTV and parking legislation requires specialised training and knowledge which currently needs improving within the team as they have to carry out such a wide variety of other tasks in addition to this role. Despite a downturn during the pandemic during 20/21 in this financial year PCN's issued are much higher than 19/21 rates as the impact of the new cameras are now taking effect. This additional resource will aid in our recovery from the pandemic.
- 3.18 Ensuring evidence is reviewed within the designated timescale is also currently proving a challenge due to a lack of sufficient resource and failure to achieve these timescales will result in potential Penalty Charge Notices not being issued which has a direct income implication for the service and the Council. The creation of a Transport Enforcement Team will ensure the dedication and specialism required is secured and this in turn will ensure we are compliant and operating within the restraints of CCTV legalisation as well as parking and traffic management legalisation.
- 3.19 The new team will require a manager, two team leaders and officer roles to ensure the ambitions above are realised and that the team has clear focus and direction. This will mean the 7 day a week shift working operation functions and is properly managed on a daily basis allowing the manager to focus on strategic goals and the overall development of the team.
- 3.20 The scope of development of the team will also ensure we are resourced to manage the impact of potential policy developments and improvements, including, but not limited to:
- The Carbon Neutral Programme
  - Extending bus lane enforcement
  - Introducing red routes
  - Establishing a Car-Free City Centre
  - Developing an Ultra-Low Emission / Clean Air / Congestion Zone

- Introducing further Automatic Number Plate Recognition (ANPR) technology
- Adopting enforcement of moving traffic offences
- Enforcing parking restrictions within mandatory cycle lanes through CCTV.

## **TRANSPORT MAINTENANCE TEAM**

- 3.21 The maintenance of parking assets is critical to ensuring parking income is secured. Ensuring payment can be received for parking both within off-street barrier carks and at paid parking bays on-street across the city is vital.
- 3.22 Fully operational, well maintained car park pay equipment ensures users of the car parks can pay their parking fee with ease and this will not only secure income now but will attract customers to return. As well as maintaining the pay equipment and associated car park operational and security equipment, managing the car park structures will ensure an attractive, safe and secure parking facility for users is available and health and safety requirements are met.
- 3.23 Currently managing the car park structures is not as effective as it could be as it has been a mix of Parking Services and Property and Design teams taking responsibility. There has not been a sufficient dedicated resource with the Transport Control Centre to ensure this is managed efficiently. It has been decided that this should remain within the Transport Control Centre enabling the service to take control of the priorities for reactive and proactive maintenance of the car parks. The creation of a manager and team leader roles and an additional Technician role within the existing maintenance team will ensure the correct level of expertise and resource is available to ensure all the demands of a reactive and proactive life care plan cycle for the car parks can be maintained whilst also being able to deliver the current level of service.
- 3.24 The current team of 5 Maintenance Technicians work over a 7 day a week service, previously there have been issues with allowing leave due to lack of resource available to cover the full shifts the service requires, an increase in the team will enable more resource is available to work the shifts required to provide an effective and efficient service. The teams main focus has been to maintain the car park pay equipment and the pay and display machines, however the introduction of electric vehicle charging points in the city has given an opportunity for expansion of duties to offer first line maintenance of the charging points.
- 3.25 The lack of dedicated team leader and manager support has resulted in inefficiencies within the team and missed opportunities for improvements. Having management support will ensure the maintenance service provides health and safety compliant car parks that are safe, secure and income is protected, as well as ensuring we are able to maintain current and future on street parking assets.

## Costing

3.26 The total cost of staffing to take this forward in Year 1 (2022/23) would be £770,000 which would be an overall deficit of £320,000 after additional income but by Year 3 this would be showing a surplus of £380,000 as outlined in the table below.

	<b>Year 1 – 2022/23 £'000</b>	<b>Year 2 2023/24 £'000</b>	<b>Year 3 2024/25 £'000</b>	<b>Year 4 2025/26 £'000</b>	<b>Total £'000</b>
<i>Cost of proposal</i>	<b>770</b>	<b>770</b>	<b>770</b>	<b>770</b>	<b>3,080</b>
<i>Additional Income from enforcement of cycle lanes and bus stops</i>	(200)	(200)	(200)	(200)	<b>(800)</b>
<i>Additional Income from enforcement of red routes</i>	(200)	(200)	(200)	(200)	<b>(800)</b>
<i>Additional Income from enforcement of Carbon Neutral related enforcement</i>	0	0	(700)	(700)	<b>(1,400)</b>
<i>Reduction in expenditure to Property team and contractors</i>	(50)	(50)	(50)	(50)	<b>(200)</b>
<b>Total savings</b>	<b>(450)</b>	<b>(450)</b>	<b>(1,150)</b>	<b>(1,150)</b>	<b>(3,200)</b>
<b>Total Net Cost of all Proposals</b>	<b>320</b>	<b>320</b>	<b>(380)</b>	<b>(380)</b>	<b>(120)</b>

3.27 The funding deficits of £320,000 in years one and two, if they materialise, would be funded by borrowing from corporate reserves and repaid from future years' surpluses. It is appreciated there are risks with certain projects not going ahead but this resource will allow us to consider a number of other income opportunities such as expanding red routes further, expanding CCTV enforcement of parking restrictions within mandatory cycle lanes and using the various traffic management powers that are expected to become available later in the year / early next year.

3.28 It is also important to note that there are considerable non-cashable benefits to taking this forward which include;

<b>Current situation</b>	<b>Benefit expected</b>	<b>Measured outcome that you hope to achieve</b>	<b>How will the benefit be measured?</b>
High CO2 emissions in the city	Protect communities, nature, uncontrolled temperature rise, health and safeguard	Carbon neutral city by 2030 and 'A Sustainable City' is one of the outcomes of our corporate plan.	Objective of our corporate plan is achieved.

	the planet for the next generation.		
Uncoordinated management of the road network	Well run city with coordinated effective management of the road network	Reliable effective road network management, increase bus journey times, increase emergency services response times	Statistics produced by bus companies and emergency services
Lack of information to inform/influence travel choices	Improve customer service by giving the confidence to make informed travel choices	Reduction in unsustainable travel modes	Increase in sustainable travel modes recorded as part of the active travel plan
Lack of resource and effective efficient maintenance of parking assets	Customers able to use well maintained parking assets	Increase in availability of parking assets	KPI's
Unmanaged life care planning of car park assets due to lack of resource and expert knowledge	Risk reduction in Health and Safety issues, safe more attractive car parking assets	Risk reduction, managed life care plans, reduction in outstanding works	Life care plans
Lack of specialism and expert knowledge in specific service areas	Improved specialisms and expert knowledge levels	Staff feeling valued and able to successfully deliver their roles to grow improve and develop the Service	Staff survey results
Lack of management within service	Enhanced management structure, clear line of support and direction	Internal performance improvement, improved decision making	121's and PDP's



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

- 4.1 The main alternative options are doing nothing which would mean that services would remain as they are and will not develop with technological advances and the objectives of the Transport Control Centre Development Program and other Transport Objectives would not be achieved. This would also put a risk to potential income opportunities.
- 4.2 However, it is the preferred option that we go ahead for the proposals for the reasons outlined in this report.

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

- 5.1 The Consultation with staff is due to take place this summer with discussions with Union Representatives ahead of this consultation period in mid-July.

#### **6. CONCLUSION**

- 6.1 The scope for development of the centre and potential income is both considerable and very achievable as long as we appropriately invest in resource. The significant benefits and income opportunities would more than justify the additional expenditure on staff and would allow us to move from a reactive to a proactive position where we could explore new opportunities for improvement.
- 6.2 Development of the Transport Control Centre has been hereto neglected because of resource issues but can be achieved with the appropriate resource in place through new teams and management roles. There will also be some flexibility needed to ensure new strategies, initiatives and various types of new legalisation work is efficiently dealt with.

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

##### Financial Implications:

- 7.1 The costings are included in paragraph 3.26. The increased staffing budgets proposed will not require an increase to the EEC budget allocation as the anticipated net deficits, after additional income generated, of £320k for 2022/23 and 2023/24 will be funded by borrowing from corporate reserves. This will be repaid from the surpluses projected for future years. Parking incomes will be monitored through the year and in the event that the forecast deficit materialises, reserve allocation will be determined at the provisional outturn stage.

*Finance Officer Consulted:      Name: Jeff Coates      Date: 8<sup>th</sup> July 2021*

##### Legal Implications:

- 7.2 All enforcement action will continue to be carried out in compliance with relevant legislation.

*Lawyer Consulted:      Alice Rowland      Date 14 July 2021*

Equalities Implications:

- 7.3 This would ensure we meet the equality needs of those wishing to travel around the city in public transport, cycles, vehicles and other forms of travel.

Sustainability Implications:

- 7.4 This would futureproof the Service to ensure it could meet the needs and aspirations of the Councils Carbon Neutrality objective and other Transport and Corporate Strategies such as the ongoing active travel plan work.

Brexit Implications:

- 7.5 No Brexit implications identified.

Any Other Significant Implications:

- 7.6 None

Background Documents

- I. Environment, Transport & Sustainability Committee – 22<sup>nd</sup> June 2021 (Item 15) – Network Management plan
- II. Environment, Transport & Sustainability Committee – 22<sup>nd</sup> June 2021 (Item 14) – Local Transport Plan 5 initial engagement
- III. Environment, Transport & Sustainability Committee – 19<sup>th</sup> January 2021 (Item 65) – Fees & Charges 21/22
- IV. Environment, Transport & Sustainability Committee – 19<sup>th</sup> January 2021 (Item 67) - Liveable City Centre and Ultra Low Emission Zone Initial Feasibility Study

<b>Subject:</b>	<b>Allocation of the Welcome Back Fund 2021/22</b>		
<b>Date of Meeting:</b>	<b>22 July 2021</b>		
<b>Report of:</b>	<b>Executive Director of Economy, Environment and Culture</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>Mark Croston</b>	<b>Tel:</b> 01273 292571
	<b>Email:</b>	<a href="mailto:Mark.Croston@Brighton-Hove.gov.uk">Mark.Croston@Brighton-Hove.gov.uk</a>	
<b>Ward(s) affected:</b>	<b>All</b>		

**FOR GENERAL RELEASE**

**1 PURPOSE OF REPORT AND POLICY CONTEXT**

- 1.1 On 20<sup>th</sup> March 2021 the government launched a Welcome Back Fund which was merged with the previously announced Reopening High Streets Safely Fund. Both are backed by the European Regional Development Fund (ERDF) and aim to ensure that city centres and seaside resorts are ready to welcome back visitors as lockdown restrictions are eased. European funds require all promotional materials produced to carry the EU logo to acknowledge their support.
- 1.2 The Reopening the High Streets Safely Fund (RHSS) was allocated to the city council from 1 June 2020 but was subject to extensive restrictions and a very short timeline for spend, because of ERDF requirements. This type of EU funding is generally used for long-term programmes where procurement for large contracts is possible, not for short-term tactical responses in fast-changing situations.
- 1.3 The Welcome Back Fund as it now stands is an additional allocation which will be reclaimed from government on evidence of compliant expenditure and in accordance with guidance that continues to evolve. The fund acknowledges the significant impact of COVID-19 on tourism and on local high streets. It seeks to support projects subject to compliant processes and within defined criteria.
- 1.4 In total, £583,538 has been allocated to the Council by government and £22,061 was spent last year and claimed. The remaining £561,477 has to be spent by 31<sup>st</sup> March 2022. For this reason, a project officer has been recruited to manage the compliance and reclaim processes, with other contracted staff ready to deliver the programmes.

**2 RECOMMENDATIONS:**

- 2.1 That the Executive Director for Economy, Environment & Culture be granted delegated authority to allocate the remaining funding in accordance with the government's eligibility criteria and in consultation with business representatives in line with the proposals set out in the report.

### 3 CONTEXT/BACKGROUND INFORMATION

3.1 The RHSS fund provided by government was explicitly targeted at the following activities.

- Support to develop an action plan for how the local authority may begin to safely reopen their local economies.
- Communications and public information activity to ensure that reopening of local economies can be managed successfully and safely.
- Business-facing awareness raising activities to ensure that reopening of local economies can be managed successfully and safely.
- Temporary public realm changes to ensure that reopening of local economies can be managed successfully and safely.

3.2 The first tranche of spend from the RHSS Fund was allocated to stewarding and publicity/safety advice, which were government approved activities, utilising £22,061 of Brighton & Hove's allocation.

3.3 Subsequently, following acknowledgement that the RHSS fund was difficult to spend because of ERDF restrictions, the Welcome Back Fund was announced by the Communities Secretary, with additional scope for eligible spend but still with the same regulations requiring procurement for all activities. The revised fund was announced as a route to helping boost tourism, through events, improving green spaces or provide more outdoor seating areas, markets and food stall pop-ups. Government indicated the fund could be used for the following.

- Communications and public information activity to ensure that reopening of local economies can be managed successfully and safely.
- Business-facing awareness raising activities to ensure that reopening of local economies can be managed successfully and safely.
- Temporary public realm changes to ensure that reopening of local economies can be managed successfully and safely.
- Support and promote a safe public environment for a local area's visitor economy.
- Support local authorities to develop plans for responding to the medium-term impact of Covid-19 including trialling new ideas particularly where these relate to the High Street.
- Run publicity campaigns and prepare to hold events like street markets and festivals to support local businesses.
- Boost the look and feel of their high streets by investing in non-permanent street planting, parks, green spaces and seating areas to make high streets as beautiful and welcoming as possible.
- Install signage and floor markings to encourage social distancing and safety.

3.4 Guidance from government to date on the application of the funds confirms that councils will not be reimbursed for these new activities where the spend occurred before the date of the new guidance and that ERDF requirements, including those

around procurement and branding will continue to apply. All activity needs to be linked to a government approved action plan and form part of the council's overall response to the pandemic. This is to align with the ERDF framework under which this is funded. Government have now approved the action plan approach outlined in this paper.

- 3.5 The fund allows local authorities in England to put in place additional measures to create and promote a safe environment for local trade and tourism, particularly in high streets as their economies reopen. It recognises that the impact of Covid-19 on local economies is significant. Local authorities can therefore also use the fund to develop plans for responding to these impacts, this could include considering how other funding streams could help address those challenges in the future.
- 3.6 Part of the fund will be used to provide support for coastal resorts across England to support areas as they prepare for a great summer to safely welcome holiday makers in the coming months.
- 3.7 Activities out of scope:
- Activity that provides no additionality - government recognises that local authorities will already be delivering activity to ensure the safe reopening of their economies. This funding is intended to be additional funding on top of that existing activity; it should not be replacing the source for already committed expenditure. If an in-house department undertakes works (e.g. additional road markings) the staff costs associated with this activity would not be eligible, although additional materials purchased for this purpose would be eligible.
  - This is a revenue only funding project intended to address the longer-term impact of Covid-19 on local economies. This can include activities that last as long as restrictive measures are in place as well as activities that help future proof high streets. Permanent changes are therefore not permitted.
  - Grants to businesses – Funding cannot provide direct financial support to businesses to make adaptations to premises, purchase PPE, purchase goods or equipment or offset wages or other operating costs.
- 3.8 Central Government expects local authorities to engage with stakeholders including local businesses, Business Improvement Districts (BIDs), Destination Management Organisations (DMO), town and parish councils. Consultation with stakeholders has already commenced and once completed the action plan to deliver on the fund's requirements will be agreed and funded activity will be procured.

**PROPOSED ALLOCATION OF 2021/22**

- 3.9 It is proposed that the fund will be spent on eligible activities to support tourism and the return of the public to local high streets. All activities can be completed by the government's deadline.

Budget Allocation to 31<sup>st</sup> March 2022

Welcome Back Fund Breakdown Overview	
	£
Public information and communications	71,800

Local tourism initiatives and environmental improvements	252,000
Events and support for culture recovery in the city	75,000
Temporary public realm changes	94,400
Administration for process and reclaims, project delivery and management	39,000
Fees & Contingency	28,800
<b>Total Spend in 2021/22</b>	<b>561,000</b>

3.10 The projects developed within this framework and each Fund theme are detailed in Appendix 1 of this report, detailing which activities have already been procured and funds committed.

3.11 To meet the requirements of the fund, the recruitment of the administrator to process the claims and refunds has been completed, with the officer employed from July 2021 to March 2022. Equally, the project delivery and management role is in place on a part time basis during 2021. Recruitment of the Information Officer has commenced and should be completed in July.

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

4.1 The proposals set out in the report for the allocation of Welcome Back Fund have been drawn up by officers in consultation with business representatives to ensure that they are consistent with the aims of the grant. They are also consistent with the council's Recovery & Renewal Programme and officers have worked with external partners to identify either the most pressing unmet needs or where funds can have, potentially, the greatest beneficial impacts.

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

5.1 Business consultation has been undertaken, in line with government funding requirements and Brighton and Hove's wealth of existing engagement with stakeholders via the:

- Brilliant Brighton BID
- Brighton & Hove Tourism Alliance
- Cultural Recovery Plan: Working Groups and Governance Group:
- Destination Experience Group delivering the Tourism Recovery Plan
- Brighton & Hove Chamber of Commerce

5.2 Officers have met with each group and discussed their priorities and preferences. With both the Cultural Recovery and Destination Experience groups, officers have developed the majority of the projects detailed in this report. All stakeholders are supportive of the plans and officers will continue to liaise throughout the lifetime of the programme.

#### **6 CONCLUSION**

- 6.1 The Welcome Back Funds can be used to support a wide range of activities as set out in paragraph 3.9 above and in Appendix 1 attached to this report. Government have provided approval for the projects listed above as the council's action plan for the funds.
- 6.2 The report recommends that allocation of the recently announced 2021/22 funding is spent as set out, with the delegated authority to the Executive Director of Economy, Environment and Culture to allocate the funding in accordance with the government's eligibility criteria and in consultation with the relevant business representatives.

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

### Financial Implications:

- 7.1 In March 2021 the council received notification of a Welcome Back Fund (WBF) allocation of £0.324m from government for the 2021/22 financial year. This is in addition to the previously allocated Reopening the High Street Safely Fund sum of £0.259m of which £0.022m has been claimed from government. The remaining balance will roll forward into the Welcome Back Fund, bringing the total allocation to £0.583m, with a balance remaining of £0.561m.
- 7.2 The proposed allocations set out in this report aim to fully spend all available grant by 31/03/22.

*Finance Officer Consulted: James Hengeveld*

*Date: 13/06/21*

### Legal Implications:

- 7.3 There are no subsidy control issues in relation to this funding which cannot be used to directly support businesses. The Council will be required to comply with its Contract Standing Orders when spending this funding.

*Lawyer Consulted:*

*Alice Rowland*

*Date: 09/06/21*

### Equalities Implications:

- 7.4 The activities within the Welcome Back programme cater for people from all sectors of the community as there is a diverse range of events planned. Issues such as physical access are detailed in event plans where applicable. Where relevant, event organisers will be required to complete an Equalities Impact Assessment, new for 2021. Events will consider their audience and the additional adaptations required to ensure an inclusive environment e.g. posters and documentation converted into other languages.

### Sustainability Implications:

- 7.5 Whilst some of the spend within this fund is on digital activities, the nature of attracting people into local high streets means that they often involve a range of potential sustainability impacts (both positive and negative) from travel, energy and water use, food, local economic and social impacts, use of outdoor spaces and production of waste. Through the requirement of organisers to complete the newly introduced Environmental Impact Assessment and Action Plan, event organisers will

be required to think more carefully about these impacts. They will be monitored and held to account if they wish to promote or organise events in the future.

Brexit Implications:

- 7.6 There are no Brexit implications.

Public Health Implications:

- 7.7 The diverse range of community and visitor events has the potential to contribute positively to the health and well-being of participants and audiences. This includes the direct benefits of taking part in physical activity events such as those for running, walking, cycling or socialising. Furthermore, events can contribute to a sense of community, local pride and cultural identity which can have a positive impact on the well-being of those involved. However, where relevant all events will meet COVID safe requirements in accordance with national guidance at the time.

Corporate / Citywide Implications:

- 7.8 The Welcome Back Fund will be used to support local high streets across the city as well as to encourage visitors, particularly in the later part of the 2021/22 year when trade is needed to sustain businesses over the Winter and Spring months. The fund has to be spent by 31<sup>st</sup> March 2021 and the plan outlined in this paper will make best use of these restricted funds.

## **SUPPORTING DOCUMENTATION**

Appendices:

1. Welcome Back Fund – Projects Outline

Background Reading:

1. Guidance [Welcome Back Fund - GOV.UK \(www.gov.uk\)](https://www.gov.uk)
2. FAQs [Welcome Back Fund FAQs v2.pdf \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)



Appendix 1 – Project Outlines

THEME		
Public information & communications	Lamp Post Banners – welcoming messages*	35,800
	Public Facing Campaign encourage visitors/local trade to cultural/creative venues/events/businesses, creating new short-form video content	23,000
	£71,800	Welcome Back Information Officer/ Co-Ordinator all the WBF activity*
Local tourism initiatives and environmental improvements	Library of welcome back video assets to promote the Brighton & Hove offer to leisure and business visitors via VisitBrighton digital channels and citywide businesses	23,000
	To amplify the #nevernorbrighton tourism recovery campaign with activity from Sept – Nov 21, driving awareness outside the main tourism season	22,000
	Provide temporary enhancements to the Royal Pavilion estate over Winter 2022 as a connector to encourage visitors to move around the city safely	23,000
	Curated Promenading Trails will encourage residents/visitors to discover the city centre anew, linking performance venues, galleries/museums, with food outlets, retail, and open spaces – celebrating the unique B&H mix	23,000
	A series of Alternative Tours will reach out to diverse communities across Greater Brighton to help ensure that the Welcome Back is fully inclusive	23,000
	Video projections/digital installations that use the City itself as the canvas. A nightly presentation, to help retain people in the area as it gets dark + two larger events in Nov/Mar – to generate a sense of excitement/occasion	23,000
	Encourage people back to local high streets and build confidence in the local economy, through staging Covid-safe cultural events, pop-up events & temporary beautification to improve look and feel of high footfall areas	100,000
£252,000	Beautification of West Street Underpass	15,000
Events and support for culture recovery in the city	Programme of training/support enabling Creative Pop-Ups in empty shops	15,000
	Improving communication with/for creative industries, for safe reopening	8,000
	Ensuring the cultural provision on our High Streets for visitors/local trade is welcoming, supporting those in leadership and at the helm of venues, outdoor events and cultural activity, through an online 'igniter' event series	15,000
	Specialist and inclusive creative entrepreneurship business coaching and exec leadership package for leaders in the City focusing on ensuring a warm welcome back, with ideas that contribute to the long-term strategic success of Brighton's economic growth	22,000
	Enable community-led activity that will animate local town centres, high streets and open spaces through providing event infrastructure, training and skills development	15,000
£75,000		
Temporary Public Realm Changes	Temporary public W.C.s*	71,000
	Temporary face mask recycling/hand sanitizer stations x 12*	3,400
	To install temporary exhibition stands on seafront in order to introduce activity to less visited areas, improve appearance of undeveloped spaces, drive footfall outside of the main tourism season	20,000
£94,400		
Administration for reclaims & project delivery/management	Engaging a freelance specialist to rapidly take forward the action plan into operational projects*	16,000
	Welcome Back Fund Officer – providing technical support, financial reclaims and ensuring compliance*	23,000
£39,000		

\*Activity in progress / funds allocated and committed

