





Brighton & Hove
City Council

Overview & Scrutiny

Title:	Overview & Scrutiny Commission
Date:	15 July 2008
Time:	4.00pm
Venue	Council Chamber, Hove Town Hall
Members:	Councillors: Mitchell (Chairman) Pidgeon, Alford, Bennett, Mrs Cobb, Elgood, Meadows, Morgan, Older, Randall and Wakefield-Jarrett
Contact:	Mary van Beinum Scrutiny Support Officer 01273 - 29 - 1062 mary.vanbeinum@brighton-hove.gov.uk

	The Town Hall has facilities for wheelchair users, including lifts and toilets
	An Induction loop operates to enhance sound for anyone wearing a hearing aid or using a transmitter and infra red hearing aids are available for use during the meeting. If you require any further information or assistance, please contact the receptionist on arrival.
	FIRE / EMERGENCY EVACUATION PROCEDURE If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest available exit. You will be directed to the nearest exit by council staff. It is vital that you follow their instructions: <ul style="list-style-type: none">• You should proceed calmly; do not run and do not use the lifts;• Do not stop to collect personal belongings;• Once you are outside, please do not wait immediately next to the building, but move some distance away and await further instructions; and• Do not re-enter the building until told that it is safe to do so.

OVERVIEW & SCRUTINY COMMISSION

AGENDA

15. PROCEDURAL BUSINESS

PROCEDURAL BUSINESS.

Declaration of Substitutes

Where a Member of the Commission is unable to attend a meeting for whatever reason, a substitute Member (who is not a Cabinet Member) may attend and speak and vote in their place for that meeting. Substitutes are not allowed on Scrutiny Select Committees or Scrutiny Panels.

The substitute Member shall be a Member of the Council drawn from the same political group as the Member who is unable to attend the meeting, and must not already be a Member of the Commission. The substitute Member must declare themselves as a substitute, and be minuted as such, at the beginning of the meeting or as soon as they arrive.

Declarations of Interest

- (1) To seek declarations of any personal or personal & prejudicial interests under Part 2 of the Code of Conduct for Members in relation to matters on the Agenda. Members who do declare such interests are required to clearly describe the nature of the interest.
- (2) A Member of the Overview and Scrutiny Commission, an Overview and Scrutiny Committee or a Select Committee has a prejudicial interest in any business at meeting of that Committee where –
 - (a) that business relates to a decision made (whether implemented or not) or action taken by the Executive or another of the Council's committees, sub-committees, joint committees or joint sub-committees; and
 - (b) at the time the decision was made or action was taken the Member was
 - (i) a Member of the Executive or that committee, sub-committee, joint committee or joint sub-committee and
 - (ii) was present when the decision was made or action taken.
- (3) If the interest is a prejudicial interest, the Code requires the Member concerned:-
 - (a) to leave the room or chamber where the meeting takes place while the item in respect of which the declaration is made is under consideration. [There are three exceptions to this rule which are set out at paragraph (4) below].
 - (b) not to exercise executive functions in relation to that business

OVERVIEW & SCRUTINY COMMISSION

- and
- (c) not to seek improperly to influence a decision about that business.
- (4) The circumstances in which a Member who has declared a prejudicial interest is permitted to remain while the item in respect of which the interest has been declared is under consideration are:-
- (a) for the purpose of making representations, answering questions or giving evidence relating to the item, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise, BUT the Member must leave immediately after he/she has made the representations, answered the questions, or given the evidence,
- (b) if the Member has obtained a dispensation from the Standards Committee, or
- (c) if the Member is the Leader or a Cabinet Member and has been required to attend before an Overview and Scrutiny Committee or Sub-Committee to answer questions.

Declaration of Party Whip

To seek declarations of the existence and nature of any party whip in relation to any matter on the Agenda as set out at paragraph 8 of the Overview and Scrutiny Ways of Working.

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 2 of the Agenda states in its heading the category under which the information disclosed in the report is confidential and therefore not available to the public.

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

16. MINUTES OF THE PREVIOUS MEETING

1 - 4

17. CHAIRMAN'S COMMUNICATIONS

18. PUBLIC QUESTIONS

No public questions have been received.

OVERVIEW & SCRUTINY COMMISSION

19. LETTERS FROM COUNCILLORS

No letters have been received.

20. NOTICES OF MOTION REFERRED FROM COUNCIL

No Notices of Motion have been received.

21. THE CORPORATE PLAN; FEEDBACK ON CABINET CONSIDERATION OF OVERVIEW AND SCRUTINY COMMENTS 5 - 8

Contact Officer: Mary van Beinum *Tel:* 01273 291062
Ward Affected: All Wards

22. DEVELOPMENT OF A COMMUNITY ENGAGEMENT FRAMEWORK 9 - 36

Contact Officer: Emma McDermott *Tel:* 29-3944
Ward Affected: All Wards

23. THE COUNCIL'S EQUALITIES AND INCLUSION POLICY 37 - 80

Contact Officer: Mary Evans *Tel:* (01273) 291577
Ward Affected: All Wards

24. ANNUAL PERFORMANCE REPORT 81 - 106

Contact Officer: Barbara Green *Tel:* 01273 29 1081
Ward Affected: All Wards

25. TARGETTED BUDGET MANAGEMENT MONTH 2 107 - 134

Contact Officer: Nigel Manvell *Tel:* 293104
Ward Affected: All Wards

26. OVERVIEW AND SCRUTINY COMMISSION WORK PLAN 135 - 144

Contact Officer: Mary van Beinum *Tel:* 01273 291062

27. ITEMS TO GO FORWARD TO CABINET OR THE RELEVANT CABINET MEMBER MEETING

To consider items to be submitted to the next available Cabinet or Cabinet Member.

28. ITEMS TO GO FORWARD TO COUNCIL

OVERVIEW & SCRUTINY COMMISSION

The City Council actively welcomes members of the public and the press to attend its meetings and holds as many of its meetings as possible in public. Provision is also made on the agendas for public questions to committees and details of how questions can be raised can be found on the website and/or on agendas for the meetings.

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

Agendas and minutes are published on the council's website www.brighton-hove.gov.uk. Agendas are available to view five working days prior to the meeting date.

Meeting papers can be provided, on request, in large print, in Braille, on audio tape or on disc, or translated into any other language as requested.

For further details and general enquiries about this meeting contact Mary van Beinum, (01273 - 29 - 1062, email mary.vanbeinum@brighton-hove.gov.uk) or email democratic.services@brighton-hove.gov.uk

Date of Publication - Monday, 7 July 2008

BRIGHTON & HOVE CITY COUNCIL
OVERVIEW AND SCRUTINY COMMISSION MEETING

4pm, 3 JUNE 2008

HOVE TOWN HALL

DRAFT MINUTES

Present: Councillor Mitchell (Chairman), Councillor Pidgeon (Deputy Chairman),
Councillors Alford, Bennett, Cobb, Elgood, Meadows, Randall, Wakefield-Jarrett

Also in attendance:
Councillor Warren Morgan

PART ONE

1 PROCEDURAL BUSINESS

1a Declarations of Substitutes

Councillor Watkins was substituting for Councillor Elgood.

1b Declarations of Interests

There were none.

1c Exclusion of Press and Public

The Committee considered whether the press and public should be excluded from the meeting during the consideration of any items contained in the agenda, having regard to the nature of the business to be transacted and the nature of the proceedings and the likelihood as to whether, if members of the press and public were present, there would be disclosure to them of confidential or exempt information as defined in Schedule 12A, Part 5A, Section 100A(4) or 100 1 of the Local Government Act 1972 (as amended).

RESOLVED - That the press and public be not excluded from the meeting.

2 MINUTES

2.1 The minutes of the last meeting of the Overview and Scrutiny Organisation Committee held on 21 April 2008 were signed by the Chairman.

3 CHAIRMAN'S COMMUNICATIONS

3.1 The Chairman welcomed everyone to this the first meeting of the Overview and Scrutiny Commission (OSC) and introduced the Interim Head of Scrutiny, Ian Glossop, who said he was pleased to be helping develop stronger Overview and

Scrutiny at Brighton & Hove and would be working closely with Members and officers.

- 3.2 The Chairman said it was unfortunate that this agenda was disjointed; the meeting had been scheduled very soon after the Annual Council meeting.
- 3.3 OSC would be working to produce its own work programme and there would be a report on this to the next meeting on 15 July 2008. It was important that the Commission in its coordinating role be kept updated on the overall workload of all the Scrutiny committees and panels.
- 3.4 It had been intended that all five Overview and Scrutiny Committee Chairmen should serve on OSC. However Environment and Community Safety Overview and Scrutiny Committee Chairman, Councillor Warren Morgan had not been included in the Membership of OSC.
- 3.5 Members agreed to invite Councillor Morgan to join the Commission as non-voting Member.
- 3.6 Councillor Morgan accepted.

4 PUBLIC QUESTIONS

- 4.1 There were none

5 LETTERS FROM COUNCILLORS

- 5.1 There were none

6 NOTICES OF MOTION REFERRED FROM COUNCIL

- 6.1 There were none

7 OVERVIEW AND SCRUTINY COMMISSION TERMS OF REFERENCE

- 7.1 The Interim Head of Scrutiny introduced the report of the Director of Strategy and Governance, on the Commission's terms of reference.
- 7.2 He said this was a good basis for further progress on ways of working, as the expanding role of Overview and Scrutiny developed in line with the new Constitution.
- 7.3 The Overview and Scrutiny Commission had an important role in the monitoring of Overview and Scrutiny in addition to corporate performance and therefore would be kept informed of progress against the Overview and Scrutiny work plans.
- 7.4 As regards budget and finance reports, to avoid duplication the Chairman said there would need to be a clear understanding of the roles of the Audit Committee and the OSC.
- 7.5 **RESOLVED** – That the report be noted

8 ANNUAL REPORT: OVERVIEW & SCRUTINY AT BRIGHTON & HOVE 2007-08

- 8.1 The Commission considered the Overview and Scrutiny 2007 – 2008 Annual Report of the former Scrutiny Chairman, Councillor Jan Young.
- 8.2 Members noted that the Dual Diagnosis Scrutiny Panel would report its findings to a future OSC meeting.
- 8.3 **RESOLVED** – That the report be presented to the next available Council meeting.

9 WORKING WITH CABINET MEMBERS

- 9.1 Members discussed the new roles of Scrutiny, especially ‘pre-decision’ Scrutiny and early involvement in policy development. Overview and Scrutiny needed to maintain close working relationships with Executive members and other decision-makers. In particular the meeting felt that it would be helpful if Executive Members were invited to Overview and Scrutiny committee meetings.

10 OVERVIEW AND SCRUTINY AND THE COUNCIL’S FORWARD PLAN

- 10.1 The Interim Head of Scrutiny presented the report of the Director of Strategy and Governance on the working of the Council’s Forward Plan and how Overview and Scrutiny might wish to use it.
- 10.2 He said he will be working with Members and officers on using Overview and Scrutiny to contribute positively to the Council’s policy and change agendas.
- 10.3 **RESOLVED** – that the report be noted.

11 THE CORPORATE PLAN

- 11.1 The Head of Policy introduced the report on the draft Corporate Plan 2008 – 2011. This was a draft scheduled to be considered for approval at 12 June Cabinet meeting.
- 11.2 It was available only at short notice as it was interlinked with the Local Area Agreement negotiation period and targets.
- 11.3 The Commission welcomed the clear, well-written report and felt there were some areas that could be considered by the Cabinet for inclusion in the Corporate Plan. These included Car Clubs, the teaching of business skills, private rented sector, supported housing, sustainability in housing, noise pollution, alcohol abuse, aids and adaptations and those not in education and training.
- 11.4 The Head of Policy said the matters raised would be taken forward to Cabinet at its meeting on 12 June 2008.
- 11.5 Asked about the creation of a new forum to inform decisions on the personalisation of adult social care and the possibility of duplication and impact on the budget, the

Head of Policy said this would be checked.

- 11.6 **RESOLVED** – that the Commission’s comments be taken forward to 12 June Cabinet.

12 LOCAL AREA AGREEMENT 2008 - 2011

- 12.1 The Commission considered a report of the Director of Strategy and Governance on the Local Area Agreement 2008 – 2011.

- 12.2 The Head of Policy explained that at the time of writing, the targets in the paper were still being negotiated and developed. The final version was scheduled to be agreed with the Government of the South East following July Council meeting.

- 12.3 The Chairman said it was useful to receive the document and it would be important for the Commission to monitor and track progress on a regular basis.

- 12.4 **RESOLVED** – that progress against the targets be regularly monitored.

13 ITEMS TO GO FORWARD TO CABINET OR THE RELEVANT CABINET MEMBER MEETING

- 13.1 Comments on the Corporate Plan would be taken forward to 12 June Cabinet.

14 ITEMS TO GO FORWARD TO COUNCIL.

The meeting concluded at 4.30pm

Signed

Chairman

Dated this

day of

2008

OVERVIEW & SCRUTINY COMMISSION

Agenda Item 21

Brighton & Hove City Council

Subject: The Corporate Plan: Feedback on Cabinet Consideration of Overview and Scrutiny Comments

Date of Meeting: 15 July 2008

Report of: Director of Strategy and Governance

Contact Officer: Name: Mary van Beinum Tel: 29-1062
E-mail: mary.vanbeinum@brighton-hove.gov.uk

Wards Affected: All

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

- 1.1 To provide the OSC with an update following its comments on the Corporate Plan, agenda item 11, at the 3 June OSC meeting.

2. RECOMMENDATIONS:

- 2.1 That Members note the contents of the report as an early example of the important role of Overview and Scrutiny in influencing key strategic plans and policies before they are approved.

3. BACKGROUND INFORMATION

- 3.1 At the 3 June meeting of OSC Members will recall that the Commission considered the Corporate Plan 2008 – 2011 in advance of the Cabinet meeting of 12 June, and provided a preliminary response.
- 3.2 The matters raised concerned car clubs, work skills, private rented sector, supported housing, energy efficiency of housing stock, drug users, environmental health enforcement and those not in education or training.
- 3.3 As a result, a supplementary report on the OSC's comments was presented to Cabinet for consideration. The Corporate Plan including the amendments as set out in Appendix 1 were agreed by Cabinet for referral to Council for approval.
- 3.4 It is intended that Corporate Plan progress reports be presented to future meetings of OSC as necessary.

4. FINANCIAL & OTHER IMPLICATIONS:

4.1 Financial Implications:

None directly in relation to this report

4.1 Legal Implications:

None directly in relation to this report

4.2 Equalities Implications:

None directly in relation to this report

4.3 Sustainability Implications:

None directly in relation to this report

4.4 Crime & Disorder Implications:

None directly in relation to this report

4.5 Risk and Opportunity Management Implications:

None directly in relation to this report

4.6 Corporate / Citywide Implications:

None directly in relation to this report

APPENDIX 1

COMMENTS OF OVERVIEW AND SCRUTINY COMMISSION

(Paragraph and page numbers refer to the Corporate Plan)

A. Add reference to support for city car clubs in 1.2 (p. 9)

Proposed amendment: Add new action bullet point reading “support the roll-out of car club cars across the City”.

B. Clarify third action bullet in 1.3 (p. 11)

Proposed amendment: Change bullet to read “Work with local businesses and others to ensure that workers have the skills they need.”

C. Add reference to work on private rented sector housing in 1.5 (p. 15)

Proposed amendment: New action bullet reading “Maintain our high level of performance in reducing the number of empty private sector homes in the city.”

D. Add reference to supported housing in 1.5 (p.15)

Proposed amendment: New action bullet reading “Provide financial assistance and support to householders and landlords to enable more vulnerable owner-occupiers and private tenants to live in decent homes.”

E. Add reference to improving energy efficiency of housing stock in 1.5 (p. 15)

Proposed amendment: New action bullet reading “Improve the energy efficiency of the city’s housing stock across all tenures, and reduce the number of people on low incomes living in homes with a low energy efficiency rating.”

F. Describe the action being taken to deliver the commitment on drug users in 3.3 (p. 34)

Proposed amendment: New action bullet reading: “Bring the drug treatment system in line with new and emerging best practice, training staff better and providing a high-quality, stable service.”

G. Add reference to health benefits of environmental health enforcement work in 3.3 (p. 34)

Proposed amendment: New action bullet reading: “Improve public health by improving the health and safety of workplaces, the fitness of food sold, and the quality of the city’s air.”

H. Add specific action bullet on NEET in 3.4 (p. 35)

Proposed amendment: New action bullet reading: “Expand the breadth of the curriculum offer to take into account the needs of all young people and increase the number of in-year enrolment opportunities to encourage those not in education to re-engage”

OVERVIEW AND SCRUTINY COMMISSION

Agenda Item 22
Brighton & Hove City Council

Subject:	Development of a Community Engagement Framework by the 2020 Community Partnership		
Date of Meeting:	15 July 2008		
Report of:	Director of Strategy & Governance & Acting Director for Cultural Services		
Contact Officer:	Name:	Emma McDermott, senior policy development officer & Angie Greany	Tel: 29-3944
		Community Development Commissioning Officer	29-5053
	E-mail:	Emma.mcdermott@brighton-hove.gov.uk Angie.greany@brighton-hove.gov.uk	
Wards Affected:	All		

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

- 1.1 There are several national drivers for the 2020 Community Partnership to develop a community engagement framework for the city including but not exclusively the new duty to involve (details available in appendix 1) which will come into effect in April 2009 as a result of the Local Government and Public Involvement in Health Act 2007, the white paper on Community Empowerment, Housing and Economic Regeneration due to be published in June/July 2008 and national government's Community Empowerment Action Plan published in October 2007.
- 1.2 There is also a strong local push for this piece of work from the membership of the Local Strategic Partnership and the Administration of the Council following, but again not exclusively driven by, a piece of research undertaken by the City Council and the Community and Voluntary Sector Forum for the 2020 Community Partnership into current engagement practices in the city in Autumn 2007.
- 1.3 The Framework will set out the strategic vision and guiding principles for community engagement within Brighton and Hove and the priority actions to improve engagement activity in the City. The Framework will be the key reference for community engagement by the Local Strategic Partnership (LSP) and all its members.

1.4 There are a number of reasons why the Framework is being developed these include, although this is not an exhaustive list, the following:

- ❖ To improve the ways in which citizens and communities can influence and shape services which will help create better quality services that better meet their needs
- ❖ To recognise the value of providing support to enable citizens and communities to increase their skills and knowledge and take control over the issues that affect their lives.
- ❖ To demonstrate that community engagement is not just a buzz word in Brighton & Hove and that there is collective ownership and recognition of its importance.

2. RECOMMENDATIONS:

- (1) Note progress to date on developing the framework
- (2) Provide initial comments on the framework at the meeting
- (3) Provide a response to the consultation document
- (4) Consider how Overview and Scrutiny fits as an engagement activity within the Framework
- (5) Agree to receive feedback on the consultation and the final version of the framework at a future meeting

3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

3.1 Since the LSP discussed the research into community engagement at its meeting in December 2007:

1. The LSP has approved the development of a framework (February 2008)
2. A sub-group of the LSP has been formed and met twice. The group has agreed its terms of reference, guided the development process for the community engagement framework and informed the content of the consultation document (information about the group is available on the 2020 Community partnership website – www.2020community.org) and the development programme.

4. CONSULTATION

- 4.1 A consultation document has been produced using evidence from the community engagement review 2007, the work of the LSP sub-group, feedback from one-to-one and group meetings with a range of stakeholders and previous consultation event findings. The consultation document, is being circulated/presented to wide range of groups, forums, partnerships and organisations, and is available on the 2020 Community Partnership website. There is a full development programme for the framework which has been drawn up the LSP sub-group and which will be built upon as the development process progresses. There is an all members session scheduled for July 10th.
- 4.2 Comment on the consultation document is open until 5th September. All responses will be carefully considered and as wide a range of views will be taken on board as possible. The LSP working group will recommend the final version of the framework to the 2020 Community Partnership for approval and adoption. A report on the development process will be produced to accompany the framework in order that people can see how the consultation shaped the framework.
- 4.3 The aim is to have the framework adopted by the 2020 Community Partnership in December 2008 in order to influence budget setting for 2009/10. The framework will be made available from the LSP secretariat as a hard copy and as a download on the 2020 Community Partnership website.

5. FINANCIAL & OTHER IMPLICATIONS:

5.1 Financial Implications:

There are no specific costs at present to Brighton & Hove City Council for this development work other than staff time and associated supplies and services costs within the Chief Executives Policy Team.

At this stage it is anticipated that future costs to the Council of adopting the Framework will remain within existing budgets. However, any future actions to be agreed as part of the implementation of the Framework are likely to have resource implications. These could potentially be managed from within existing Council budgets, although it is anticipated that any actions requiring additional resources would be jointly funded across some of the partners of the 2020 Community Partnership. A more detailed comment on resource implications will be possible on the final version of the Framework.

5.2 Legal Implications:

The key provisions of section 138 of the Local Government and Public Involvement in Health Act 2007 ('Involvement of Local Representatives') are mentioned in the body of the report.

Section 138 involves a two-stage approach. Initially, it is for best value authorities to consider whether it is appropriate to involve representatives of local persons. If they consider that involvement is appropriate, they **must** then proceed to do so. This does not make it unlawful for an authority to decide **not** to involve local representatives in certain cases. The key point is they must at least consider whether involvement is appropriate or not.

The Government publication 'Creating Strong, Safe and Prosperous Communities Statutory Guidance: Draft for Consultation', issued in November 2007, indicates that section 138 will come into force on 1 April 2009. The document advises that "Although the guidance is published in draft form, it will still be useful for authorities in planning their approach to the new provisions. However, authorities should be aware that the guidance may change as a result of the consultation". The consultation period ended February 2008.

Members should therefore note that both the content of the Statutory Guidance and the date when section 138 comes into force may change.

5.3 Equalities Implications:

A rapid impact checklist has been carried on the development of the framework and the arising actions have been incorporated into the development process. An equality impact assessment will be carried out on the final version of the Framework.

5.4 Sustainability Implications:

The development of the framework has a direct link to the achievement of the of the four priorities in the UK's Sustainability Plan – sustainable communities using engagement and partnership to reduce poverty and environmental degradation.

5.5 Crime & Disorder Implications:

The development of the framework is being guided by a sub-group of the 2020 Community Partnership on which the Police, the Crime Disorder Reduction Partnership and the Partnership Community Safety Team are represented. The framework will reflect the engagement priorities of these three areas.

5.6 Risk and Opportunity Management Implications:

The framework provides an excellent opportunity to establish a clear understanding of community engagement across the LSP partners and agree a set of standards for engagement that drives up the practice of all partners. It will help ensure a co-ordinated approach to community

engagement that helps make better use of resources and avoids duplication. The risks are ensuring that both statutory agencies and communities have the capacity and skills to meet the objectives and standards of the framework, and that expectations are managed with regard to the changes the framework will bring about in the first year (2009/10). It is likely that the framework will focus on achieving a few key actions only in the first year.

5.7 Corporate / Citywide Implications:

The framework has implications city-wide as it has been commissioned and will be adopted by the 2020 Community Partnership and therefore apply to all the members of the Partnership. Consequentially it will have implications for all Directorates within the Council.

SUPPORTING DOCUMENTATION

Appendices:

Information on the Duty To Involve

Attachments:

Consultation document for the community engagement framework

Appendix 1

The Duty to Involve

The new duty to involve is due to come into force on 1 April 2009 and is set out in Part 7 section 138 of the Local Government and Public Involvement in Health Act 2007. The duty applies to all best value authorities in England except police authorities. The duty does not replace existing requirements on authorities to engage with users or citizens, for example, in planning. The duty needs to be considered in addition to them. The new duty to involve seeks to ensure people have greater opportunities to have their say. The aspiration for the new duty is to embed a culture of engagement and empowerment. This means that authorities will need to consider, as a matter of course, the provision of information, consultation and involvement opportunities they provide across all authority functions.

The Creating Strong, Safe and Prosperous Communities Statutory Guidance: Draft for Consultation states that the authority must take those steps it considers appropriate to involve representatives of local persons in the exercise of its functions. The act specifies consideration must be given to providing information about the exercise of a function, consultation about the exercise of a function and involving in another way.

Representatives of local persons in the context of this duty refers to those likely to be affected by, or interested in, a particular authority function. This is not a reference to local residents only, it includes people who work or study in the area (including council staff); visitors; service users; local third sector groups; businesses, bodies such as parish councils and anyone else likely to be affected by, or interested in the function. The phrase also refers to a mix of "local persons" for example a selection of individuals, groups or organizations. In addition, the "representative" does not refer to formally elected or nominated members of the community, such as councillors.

The draft guidance states that in considering how to fulfil the statutory duty authorities should aim to involve representatives of local people as much as possible. This should relate to routine functions as well as significant one off decisions. It should consider how the provision of information supports representatives of local persons to have their say and get involved. Authorities should offer representatives of local persons appropriate opportunities to have their say about the decisions and services that affect them through consultation and they should consider where it is appropriate to provide representatives of local persons with opportunities to have their say and get involved in activities over and above being informed and consulted. This

includes opportunities to: influence decisions, provide feedback on decisions, services and policies, co-design/work with the authority in designing policies and services, co-produce/carry out some aspects of services for themselves and work with the authority in assessing services.



Brighton and Hove

**Consultation Document
on a
Community Engagement
Framework
for
Brighton & Hove**

June 2008

What is this document about?

This document is asking for your views on a Community Engagement Framework for the city.

We are happy to translate or send it in other formats and languages.

Please contact: Brighton and Hove City Council Policy Team on:

Email: emma.mcdermott@brighton-hove.gov.uk
angie.greany@brighton-hove.gov.uk

Phone: 01273 293944 or 295053

Fax: 01273 291545

Typetalk calls welcome

Contents

Page 3	Why are we developing a framework?
Page 5	What are we asking you to do?
Page 6	What do we mean by engagement?
Page 8	What do we mean by community?
Page 9	What should our vision be?
Page 10	What should be our objectives?
Page 11	What should our standards for
engagement be?	
Page 13	What priority actions do we need to
take?	
Page 15	Next steps

Introduction

Welcome to our consultation document that we are using to develop a community engagement framework for the city. The framework will be the key reference for community engagement by the Local Strategic Partnership (LSP) and all its members. It will set out the strategic vision and guiding principles for community engagement within Brighton and Hove and the priority actions to improve engagement activity in the City. We are genuinely open to hearing from people about what the framework should say and what we should be doing to improve engagement practices in the City.

Below is our explanation of why developing the framework is important and therefore why we think people should engage in its development.

Why are we developing a Community Engagement Framework?

There are many reasons for us developing a framework, the key ones are:

- To help achieve the vision set out in the 2020 Sustainable Community Strategy of a dynamic city that improves and protects the environment, meets social needs and promotes sustainable economic success in an inclusive, just and harmonious way.
- To provide clear guidance on how people can be involved in decision-making
- To improve the ways in which citizens and communities can influence and shape services which will help create better quality services that better meet their needs
- To recognise the value of providing support to enable citizens and communities to increase their skills and knowledge and take control over the issues that affect their lives.
- To set a common standard for all engagement activity in the city that all service providers are signed up to
- To improve joint planning and co-ordination of activity in the city between different agencies and sectors, avoiding duplication of activity, especially consultation
- To add value beyond the statutory duties on the Council, the Police and the Primary Care Trust to engage and involve people in the design, delivery and review of services

- To demonstrate that community engagement is not just a buzz word in Brighton & Hove and that there is collective ownership and recognition of its importance.

Who is developing the Community Engagement Framework?

The framework is being developed by Brighton and Hove Local Strategic Partnership (LSP) – the 2020 Community Partnership. The 2020 Community Partnership has established a sub-group to oversee and guide the development of the framework.

The Brighton and Hove Local Strategic Partnership includes, amongst others, representatives from:

- Advice Services Strategy Group
- Brighton & Hove Arts Commission
- Brighton & Hove City Council
- Brighton & Hove City Teaching Primary Care Trust
- Brighton and Hove Children & Young Persons Trust
- City Inclusion Partnership
- Community & Voluntary Sector Forum
- Crime & Disorder Reduction Partnership
- East Sussex Fire & Rescue Service
- Economic Partnership
- JobCentre Plus
- Learning & Skills Council Sussex
- Strategic Housing Partnership
- Stronger Communities Partnership
- Sustainability Partnership
- Sussex Police

The outcome of this consultation will lead to the production of the 2020 Community Partnership Community Engagement Framework. Copies of the final framework will be made available either as a hard copy from the 2020 Community Partnership Office or as a download from the 2020 Community Partnership website www.2020community.org/cef

We hope that you find this document useful and look forward to hearing from and working with you to develop and deliver the framework.

We are grateful for your time and interest.

Roger French

Dee Sumson

Roger French
Chair of the 2020 Community
Partnership

Cllr. Dee Simson, Vice-Chair of 2020
Community Partnership/Cabinet
Member
For Community Affairs, Inclusion &
Internal Relations (BHCC)

What are we asking you to do?

Please read this consultation document and give your views by completing the accompanying questionnaire.

We must stress that the information presented in the document is for consultation and has been put together based on the wealth of information and views already given by a wide range of groups, organisations and communities through recent consultation activity, for example, the Primary Care Trust Big Conversation November 2007, Stronger Communities Programme Conference March 2008, City Inclusion Partnership consultation May 2008.

Our aim with the document is to facilitate debate that leads to recommendations about the content of the framework. These may differ from those proposed in this document. **No commitment has been made to any of the proposals in this consultation document,**

Please feel free to return your comments either as a hard copy via our free post address (no stamp required) or electronically via the email address below.

The consultation document and the questionnaire are also available on line at www.2020community.org/cef

We would be grateful if you could return your views by **5th September 2008** either to:

FAO Emma McDermott
FREEPOST RRLX-UJYA XLJK
Brighton & Hove City Council
Research & Consultation Team
Room 220
Kings House
Grand Avenue
Hove
BN3 2LS

No stamp required

Or email: emma.mcdermott@brighton-hove.gov.uk

We would be grateful if you would provide us with your contact details in order that we send you the feedback report on this consultation.

What do we mean by Engagement?

There are many different words used to describe community engagement – ‘participation’, ‘involvement’, ‘consultation’ and ‘participatory research’ are just a few. All are types of engagement but which you use will depend on the context, or the aim, of the particular piece of work for which ‘engagement’ is required. Equally, the community you are seeking to engage with will have a bearing on the methods used. Any activity will require careful planning.

To help resolve the confusion about the language of engagement, it is important that we can identify the different types of engagement being undertaken and have a common spectrum of community engagement in the city. In agreeing what that spectrum is, the Framework will help service providers and communities choose the most appropriate engagement activity for the issue in hand.

For example, when planning changes to a service it might be inadvisable to simply make a general press release stating that changes will be taking place. In this context, the service provider would be expected at the very least to inform service users of the reasons why change is necessary and to consult with users as to the best way forward.

Equally, when agreeing significant changes to local health services, it would be unrealistic and inappropriate to suggest that the ‘community’ will have the final say, although you would expect there to be mechanisms through which they can be involved or collaborate in aspects of the decision-making process.

The following five terms come from a publication called ‘People & Participation: How to put citizens at the heart of decision-making’, published by Involve and Together We Can, London: 2005. The document is based on research funded by the Home Office Civil Renewal Unit carried out in 2004-05.

Under each of the activities in the range we have provided an example of the type of work this reflects. This list is not exhaustive, but provides a flavour of the types of activity.

The range is not hierarchical. In our view the provision of good quality information is as important as providing empowerment opportunities. The most important thing is that there is a range of activity in the city that is agreed and recognised.

Our Proposed Range of Engagement

Informing

To provide the community with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.

- For example, websites, newsletters and press releases

Consulting

To obtain community feedback on analysis, alternatives and/or decisions.

- For example, surveys, door-knocking, focus groups, citizen's panels.

Involving

To work directly with the community throughout the process to ensure that concerns and aspirations are consistently understood and considered.

- For example, providing communities with the opportunity to communicate and influence service providers through structures such as representative forums, service user panels and steering groups. This is often underpinned by community development and / or community participation activity.

Collaborating

To partner with the community in each aspect of the decision, including the development of alternatives and the identification of the preferred solution.

- For example, a neighbourhood partnership where all stakeholders have an equal voice and ownership of decision-making. This is underpinned by community development or participation activity

Empowering

To place decision-making in the hands of the community.

- For example, community kitties, where the final decision on how a budget is spent is in the hands of a community led forum / structure. This is underpinned by community development activity.
- Another example is voting as part of the democratic process, such as in local or national elections

1a) Question: Is this the right range of community engagement for Brighton and Hove?

1b) Are there any other overarching terms that should be included in the range?

1c) What other examples of activities might you include under each term in the range of engagement?

What do we mean by Community?

It is important to recognise that 'community' can be defined in different ways.

Community of place

A community linked to a particular geographical location such as a ward, neighbourhood or a housing estate. This location will usually have physical boundaries.

Community of interest

A group of people with a shared interest or experience. A community of interest includes service users (for example, people interested in climate change, patients registered with a particular GP, library users, pupils of a school, people who work in Brighton but live elsewhere).

Community of identity

A community that is defined by how people identify themselves or how they are identified by society, usually by demographic characteristics (for example, young people, religious groups, older people, Black and Minority Ethnic, Lesbian, Gay, Bisexual and Transgender people).

People usually see themselves as belonging to one community of place but more than one community of interest or identity. This means that communities can be very diverse and we must give due consideration to this when we approach different communities to plan, deliver and review services.

We should also remember that people from a defined community may not consider themselves to be a member of that community. For example, a resident of Brighton and Hove may not view the area as their community of place. Similarly, some individuals may not consider themselves to be a member of a community of interest or identity despite sharing similar characteristics with other members of that community.

We should remember that we are seeking to improve our engagement not only with defined communities but with individual citizens in the city.

2a) Question: Do these adequately reflect appropriate definitions of communities in Brighton and Hove?

What should our Vision be?

Our suggested Vision is

Of strong, active and inclusive communities who

- are empowered to act collaboratively with services or on their own to meet their needs and
- have the information and opportunities they need to be able to choose if, and how they engage with statutory services.

Of a city that has a range of high quality, co-ordinated engagement opportunities for all its citizens and communities which

- recognises that one size does not fit all
- drive up the quality of services
- improve quality of life

3a) Question: Do you think this is the right vision for the community engagement framework?

3b) Is there anything that should be included or removed?

What should our Objectives be?

To meet our vision we propose the following objectives for the framework

- There is a clear understanding of and a commitment to community engagement across LSP partners
- There are clear standards for community engagement in the city that LSP partners are signed up to
- There is a co-ordinated approach to community engagement that helps make best use of public resources and avoids duplication
- Community engagement skills and knowledge are developed and shared across agencies and sectors
- There is a wide range of different community engagement activity in the city that provides citizens and communities with a choice of how to influence and effect change in their community
- These choices are well-communicated

4a) Question: Are these the right objectives for the framework?

4b) Are there any that should be included or removed?

What should our Standards for Community Engagement be?

To ensure that a high and consistent standard of engagement activity is happening in the city, we think it would be beneficial to set out our standards for community engagement in the city. These build upon the work around developing a consultation framework, and will reinforce the codes of practice established in the Brighton and Hove Compact¹.

These are listed in no particular order.

We would like to know:

5a) Question: Are these the right standards?

5b) Are there any other standards that should be included?

Our Proposed Standards

Clarity of Purpose

Before beginning any engagement activity, we will be clear about why it is happening, what we want to achieve, which engagement activity we will use, what the community can and cannot influence, and how we will use the information gathered through the engagement activity.

Evidence Base

We will use all available research, knowledge and community intelligence to help us plan engagement activities. We will not carry out engagement activities if the information we need is already available.

Timing

We will allow sufficient time to design and carry out engagement activities that are inclusive and encourage participation from all affected communities. We will also allow sufficient time to ensure that the results of engagement activities can shape our policies, plans and services to meet the needs of our communities.

Quality

We will work to ensure that staff responsible for engagement have the skills and capacity to achieve high quality engagement. Equally, we will work to ensure that communities have the opportunity to develop their skills and capacity to engage if they wish.

¹ Brighton and Hove Compact provides a set of codes for practice work for partnership working between the public, private and community and voluntary sector

Partnership

We will identify the appropriate partners, with particular recognition of the knowledge and expertise of the voluntary and community sector, and carry out engagement activities in partnership where appropriate. This will allow us to appropriately target engagement activities and to avoid duplication of effort (this will help us to avoid 'consultation fatigue' in our communities).

Communication

We will always be open, honest, and accountable when sharing information and responding to contributions from all participants. We will also communicate between partners to create joined-up engagement activities and avoid duplication of effort.

Flexibility

We will support a variety of engagement activities to reflect the diversity of our communities and will be responsive to the ways that the community wants to engage with us. We will recognise the complexity of engaging with seldom heard groups, and people who face additional barriers to engagement.

Feedback

We will provide feedback to the community about the engagement activities we carry out and will explain how the community's input contributed to the decision-making process. We will explain how and when we will provide feedback to the community at the same time as we carry out the community engagement exercise. We will also make the feedback as widely available as possible.

Monitoring & Review

In partnership with stakeholders, we will monitor and review the engagement activities we carry out to ensure that all sections of the community have the opportunity to engage should they choose to, particularly those whose voices are often not heard, and change our practices accordingly.

Resources

We will plan engagement activity carefully in the light of what that activity seeks to achieve and in the context of available resources and will communicate any constraints clearly.

What Priority Actions do we need to take?

Having considered our proposed vision and objectives we need to agree the priority actions for 2009-2010 which will help us achieve them. Through a range of previous consultations, events and discussions the following actions have already been suggested.. As we all know with limited resources we will only be able to focus on the priority actions. Therefore we are asking you to tell us:

6a) Question: What would your top five priority actions be? These could be from the suggestions below or any news ones you would like to suggest.

These are presented in no particular order.

Our Possible Actions

- A. Publish and maintain a webpage on the 2020 Community Partnership that provides details of engagement opportunities across the city and across the different statutory agencies
- B. Publish and maintain a database of recent, current and future consultations on the 2020 Community Partnership website which is searchable by ward, post code and topic.
- C. Investigate the potential for a common research governance protocol
- D. Partnership funding and support for a citywide service to facilitate co-ordination of engagement activity and to provide and facilitate sharing of best practice
- E. Investigate a possible model for improving co-ordination of work on the ground across agencies
- F. Refresh of the Sustainable Community Strategy in 2009 to reflect the commitments made in the community engagement framework
- G. Support the development of facilities to enable the delivery of services from community venues where this is appropriate and desirable to all relevant stakeholders.
- H. Brighton and Hove City Council to scope the development of a policy on

community asset transfer² as part of its asset management plan

- I. Develop a partnership strategy which recognises the role of and invests in the voluntary and community sector to enable community engagement
- J. Agree joint statutory agency funding for organisations that can help engage with seldom heard communities and for neighbourhood community development
- K. Brighton and Hove City Council to investigate developing a Ward Councillor Compact which is a two-way agreement between the council and councillors about each others expectations of the other, roles and responsibilities and support.
- L. Develop a cross sector training and development programme for engagement targeted at communities, 'front line' workers, managers, policy makers and members.
- M. Community engagement training part of new staff induction in all statutory agencies
- N. Include engagement skills, knowledge and experience in job descriptions / person specifications as a matter of course
- O. Develop forums for workers with a remit around 'engagement' to share information/methods
- P. Establish a review process for engagement initiatives: learn from mistakes and celebrate the best examples
- Q. Annual conference for engagement workers
- R. Agree a common policy for supporting community representatives working in collaborative forums with service providers
- S. Develop a best practice toolkit to support quality engagement
- T. Undertake evaluation of engagement to prove the benefits of engagement and impact with regard to improved services and quality of life
- U. Develop initiatives to explore best practice, for example participatory budgeting³ and neighbourhood charters⁴

² Community Asset Transfer is a government policy aimed at supporting the transfer of management or ownership of community spaces from local authorities to communities, where this is supported and sustainable.

³ Participatory budgeting is a mechanism of local government, which brings local

- V. Explore the potential for a scheme to support volunteering opportunities in the voluntary and community sector, for staff employed by public agencies.

communities closer to the decision-making process around the public budget (source Participatory Budgeting Unit, 2008, UK)

⁴ Neighbourhood charters are local voluntary partnership agreements between a community, the local authority and other service providers. It describes the service standards which local people expect from the local authority and other agencies, as well as commitments from service providers, local groups and residents themselves to help meet local community priorities (How to develop a local charter- a guide for local authorities, 2008, CLG)

Next Steps

This document is an important part of the process for developing the 2020 Community Partnership Community Engagement Framework. We hope that by indicating a vision, articulating possible objectives and actions we have facilitated discussion and the opportunity for comment.

A feedback report of all the responses will be produced to accompany the framework in order that you can see how your input has been used. This will be sent to all respondents.

Also, a one off event will be held for those who respond, to view consultation feedback and input to the prioritisation of actions.

The Community Engagement Framework Working Group will recommend the final framework, including the priority actions, to the 2020 Community Partnership.

We are aiming for the Framework to be adopted by the 2020 Community Partnership in December 2008.

The Framework and the feedback report will be available in hard copy from the 2020 Community Partnership Office and downloadable from the 2020 Community Partnership website.

Please return your views either hard copy to:

FAO Emma McDermott
FREEPOST RRLX-UJYA XLJK
Brighton & Hove City Council
Research and Consultation Team
Room 220
Kings House
Grand Avenue
Hove
BN3 2LS

No stamp required

Or electronically by email to: emma.mcdermott@brighton-hove.gov.uk

IMPORTANT If you wish to receive the feedback report please remember to give us your contact details in the questionnaire.

Our final question

7a) Question: Do you have any other comments to make about the

framework?

OVERVIEW AND SCRUTINY COMMISSION

Agenda Item 23

Brighton & Hove City Council

Subject:	Equalities & Inclusion Policy		
Date of Meeting:	15th July 2008		
Report of:	Director of Strategy & Governance		
Contact Officer:	Name:	Mary Evans	Tel: 291577
	E-mail:	Mary.evans@brighton-hove.gov.uk	
Key Decision:	Yes	Forward Plan No: CAB 2363	
Wards Affected:	All		

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

- 1.1 The Council's Inclusive Council Policy 2004-2007 set the policy framework and priorities for equalities work in the City Council. This new Equalities & Inclusion Policy builds on our achievements and sets out policy and priorities for the next three years 2008-2011.
- 1.2 The new Equality Scheme Action Plan pulls together outstanding actions from our existing Race Equality Scheme 2005-2008, Disability Equality Scheme 2006-2009 and Gender Equality Scheme 2007-2010 into a single plan. This enables us to broaden our actions to include the other equalities strands of sexual orientation, age and religion/belief and address all equalities issues and issues of poverty and deprivation in a more systematic and strategic way
- 1.3 The Equality Scheme Action Plan will be reviewed annually to ensure progress is made and to build in new actions as appropriate.
- 1.4 The Equalities & Inclusion Policy and Equality Scheme Action Plan are scheduled for Cabinet decision on 18th September 2008 and Council on 9th October 2008.

2. RECOMMENDATIONS:

- (1) That members provide feedback on the Equalities & Inclusion Policy and Equality Scheme Action Plan to help shape the final versions that go forward to Cabinet.

3. BACKGROUND INFORMATION:

- 3.1 The Council has clear statutory responsibilities to address issues of discrimination and promote equality of opportunity. The existing three Equalities Schemes address these responsibilities in relation to Race, Disability and Gender. They are however all subject to annual review and specific issues have been highlighted by Internal Audit and the Equalities Forum that the new Equalities & Inclusion Policy seeks to address. Most notably this means an inclusion of mental health issues and of actions to tackle harassment of disabled people.
- 3.2 The Reducing Inequality Review undertaken in 2007 highlights the issue of continuing deprivation within the city and specific issues in relation to data quality, mental health and worklessness. These issues cannot be tackled by the Council working in isolation and the new Equalities & Inclusion Policy seeks to support the continuation and extension of effective partnership working to address them.
- 3.3 The national picture has been changing with the creation of the Equalities & Human Rights Commission and the move towards a Single Equality Act. This new Equalities & Inclusion Policy and Equality Scheme Action Plan puts the City Council in a better position to respond to these changes by providing a single Equality Scheme which can incorporate all equalities strands as well as issues of poverty and deprivation.

4. CONSULTATION

- 4.1 Consultation events were held with members and community representatives on 12th July 2007 and 15th January 2008. The draft policy was taken to Equalities Forum on 24th September 2007 and 11th February 2008.
- 4.2 Set out below are other issues highlighted within the consultation process and the way that they have been addressed in the new policy and action plan.

(1) Equalities Forum was seen as too bureaucratic and difficult to access. Reports were often too complicated and it was difficult to ensure accountability

The new City Inclusion Partnership is intended to provide clearer city-wide leadership and accountability. The new Equality Scheme Action Plan provides greater clarity on outstanding actions.

(2) The first draft of the new policy included a new Consultation Framework. This did not have the support of community groups and there was concern that the Council would rely on this for its consultation arrangement

The Consultation Framework has been replaced with a new piece of work to develop a Community Engagement Framework. This will include a wider range of

activity as well as clear protocol for community engagement and is currently under consultation.

(3) Concern was expressed that issues for faith groups have not been sufficiently addressed in Council policy.

Work is underway to ensure that we address our statutory responsibilities in relation to religion and belief and this is included within the action plan. Further work will be undertaken with religion groups to build better mechanisms for consultation and feedback

5. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

5.1 None directly in relation to this report

Legal Implications:

5.2 Our statutory responsibilities in relation to equalities are directly addressed by the Equalities & Inclusion Policy and the Equality Scheme Action Plan.

Equalities Implications:

5.3 The equalities implications are directly addressed by the Equalities & Inclusion Policy and the Equalities Scheme Action Plan.

Sustainability Implications:

5.4 None directly in relation to this report

Crime & Disorder Implications:

5.5 The Crime and Disorder Reduction Partnership and the Partnership Community Safety Team are key contributors to equalities & inclusion work in the city and this is reflected in the Equalities & Inclusion Policy and the Equalities Scheme Action Plan

Risk and Opportunity Management Implications:

5.6 The implications for risk are directly addressed by the Equalities & Inclusion Policy and the Equalities Scheme Action Plan.

Corporate / Citywide Implications:

5.7 The Equality Scheme Action Plan has been developed with input from all council Directorates.

SUPPORTING DOCUMENTATION

Appendices:

1. Equalities & Inclusion Policy 2008-2011
2. Equalities Scheme Action Plan



**Brighton & Hove
City Council**

Working Towards An Equal City

**Brighton & Hove City Council's
Equalities & Inclusion Policy
2008-2011**

DRAFT

WORKING TOWARDS AN EQUAL CITY

Brighton & Hove City Council's Equalities & Inclusion Policy 2008 – 2011

CONTENTS

Section	Page
1. Introduction from the Leader of the Council	3
2. The purpose of this policy	4
3. Understanding equality and inclusion	5
4. Understanding our community	6
5. Partnerships and community engagement	8
6. The council as a community leader	9
7. Inclusive and accessible services	11
8. The council as a model employer	13
9. How we apply this policy	15
Appendix	Page
A Equality Scheme Action Plan	16

1. Introduction

Our city is truly a place of unique character, culture and, perhaps most importantly, identity. We live here because we love it and because we value the things that make it unique and recognised internationally as one of the country's most distinct cities.

I believe the city is made up of a number of equally fascinating and unique stories about people. One of these stories is about striving to reach one's full potential, another is about striving to be recognised as equal as well as different, while the third is about seeking new opportunities. These individual stories are visible in the make up of our city and are played out constantly around those of us lucky enough to live here.

I believe that one of the most important things we can do in local government is to work to create a place that allows all of those individual stories to be realised. My vision for the city is to ensure we live in a place where people feel equal, valued and supported in realising their aspirations. As guardians of welfare and regulation, local government must be champions of equality and inclusion, set an example to follow and act as a leader within the community.

That is why this Equality and Inclusion Policy is so important. It explains what we mean by equality and inclusion, but much more importantly, it tells people what we are doing about it and how. It is the place where policies become actions and where commitments become reality. Rightly, it is an ambitious programme and it will make our jobs in local government more challenging, but it is also the reason why many of us work for the city and they are goals that all of us share.

I am proud to give the Equality and Inclusion Policy my full support and thank all of you for your work to date and for your continued commitment to putting equality and inclusion at the heart of our city.

Councillor Mary Mears
Leader of the Council

2. The purpose of this policy

- 2.1. "Working Towards an Equal City" is the council's over-arching strategy and programme of action to guide our approaches to equality, diversity and inclusion. This is the second policy (the last policy – *The Inclusive Council* – covered 2004-2007) and it builds upon the city's shared experiences and lessons learnt in the past four years. The policy describes our achievements and our plans going forward for the period between 2008 and 2011.
- 2.2. Over the past four years both national and local priorities relating to equalities have changed and this policy is the council's response to some of these changes. Specifically, it provides a robust and practical plan of how we will work, both independently and with our partners, towards achieving our goals for improving the lives of the city's residents through reducing the inequality that can be experienced by some of our vulnerable communities.
- 2.3 This policy links with a number of other council strategic policies including :
- Local Area Agreement 2008-2011
 - Sustainable Communities Strategy
 - Local Development Framework
 - Neighbourhood Renewal Strategy 2002-2010
 - Children & Young People's Plan 2006-2009
 - Brighton & Hove City Employment & Skills Plan 2007-2011
 - Housing Strategy 2008-2013

3. Understanding equality and inclusion

3.1. What do we mean by equality and inclusion? In his introductory speech at the launch of the Equality & Human Rights Commission (EHRC) the new chairman, Trevor Phillips, described equality as being based on fairness and freedom.

“Whether or not we are equal can be measured firstly, by whether we have what we need to lead a successful, flourishing life and secondly, by our ability to be authentically ourselves – true to ourselves – regardless of how we may differ from others.”

3.2. For the purposes of this document we shall adopt this definition, which by covers all human rights freedoms and so broadens equalities work to pick up wider issues of inclusion. A description of what we understand our duties to be under this definition can be found in the EHRC's 10 Dimensions of Equality, namely¹ the right to:

- **Longevity** including avoiding premature mortality
- **Physical Security** including freedom from violence and physical and sexual abuse
- **Health** including both well-being and access to high quality healthcare
- **Education** including both being able to be creative, to acquire skills and qualifications and having access to training and life long learning
- **Standard of living** including being able to live with independence and security; and covering nutrition, clothing, housing, warmth, utilities, social services and transport
- **Productive and valued activities** such as access to employment, a positive experience in the workplace, work/life balance, and being able to care for others
- **Individual, family and social life** including self-development, having independence and equality in relationships and marriage
- **Participation, influence and voice** including participation in decision-making and democratic life
- **Identity, expression and self respect** including freedom of belief and religion
- **Legal security** including equality and non-discrimination before the law and equal treatment within the criminal justice system

3.3. Key groups affected by our duties can be found below:

Priority Equality Strands	Social Inclusion Key Groups
---------------------------	-----------------------------

¹ *Fairness and Freedom: The Final Report of the Equalities Review*. EHRC 2007.

<ul style="list-style-type: none"> • Gender (including Transgender) • Age • Disability • Ethnicity • Religion & Belief • Sexual Orientation 	<ul style="list-style-type: none"> • Homeless people • Unemployed people • People employed on a part-time, temporary or casual basis • Lone parents • People with caring responsibilities • People with mental health needs • People with substance misuse issues • People with HIV • Refugees & Asylum seekers • Ex – offenders & people with unrelated convictions • People experiencing Domestic Violence
---	---

4. Understanding our community

- 4.1. During 2007 the council undertook the Reducing Inequality Review to help us understand more about the people within the city, the inequality they experience and the underlying reasons for these inequalities. The research which was undertaken by Oxford Consultants for Social Inclusion (OCSI) and EDuce Ltd has provided us with very detailed information on the city, its communities and its area-by-area characteristics.
- 4.2. The research told us that, on the most recent information, over a quarter of a million people are living in Brighton and Hove (255,000)². When compared with the average across the South East the city has a relatively large working age population and slightly below average levels of both children and older people.
- 4.3. The city has experienced population growth of around 5% in the ten years between 1996 and 2005. This is faster than the average seen across the South East (4.5%) and England as a whole (4%) over the same period. Population growth is mainly driven by increases in the 35-44 year old age groups and a decline in those over 65.
- 4.4. The most recent information we have about the ethnic make up of the city is from the 2001 census which estimated that there were just over 14,200 people from non-white, Black or minority ethnic (BME) groups across Brighton and Hove, or 5.7% of the population. While this is slightly above the regional average (4.9%) it is well below the average for England (9.1%). Indians are the largest single BME group (2,100) followed by Black Africans (1,400), Chinese (1,300) and Bangladeshis (975).
- 4.5. However, the population profile of the city is changing:
 - 15% of the city's residents were born outside England - well above national levels
 - BME groups were estimated to have increased in size by 35% over the period 2001 to 2004 (against a national increase of 13%)
 - 20% of all new births in 2005 were to mothers born outside the UK
- 4.6. The city ranks in the top 10 local authorities across England in terms of the numbers of migrant workers with 5,000 national insurance number registrations from overseas workers in 2005 alone (20% of this group were from Poland).
- 4.7. Other significant groups across the city include:
 - An estimated 35,000 people from LGBT (Lesbian, Gay, Bisexual & Transgender) groups and 2,600 same sex households
 - More than 20,000 full-time students

² ONS mid-year estimates, 2005.

- More than 13,000 children living in lone parent households, mainly headed by women
 - Nearly 900 registered homeless households - one of the largest in the country
- 4.8. The city also contains some of the most deprived areas across the country. On the standard Index of Multiple Deprivation 2004 (IMD 2004), the city is the second most deprived district in the South East, after Hastings.
- 4.9. Although unemployment claimant rates have dropped significantly from historic highs in the 1990s, more than 17,500 people across the city continue to receive workless benefits. Unemployment levels are as much as 50% higher among BME groups. More than half of working age people who claim benefits do so as a result of incapacity and over half of these (6,700) people have mental health problems. This is the highest number of mental health claimants in any local authority area in the South East and one area of the city (within Queens Park ward) contains the highest levels of mental health issues across England.
- 4.10. 18.2% of the working age population are disabled and 31% of the households in the city contain someone with a long-term limiting illness. Disabled children are at a greater risk of living in poverty with 35% of non-working lone parents having a disabled child. Disabled people also have a higher risk of experiencing hate crime.
- 4.11. A key finding of the research is the large number of people experiencing multiple disadvantage. Nearly 1,500 households are identified as experiencing a combination of employment, education, health or housing inequality. Approximately 11,000 children (23%) across Brighton and Hove live in households where all the adults present in the household are out of work. This is well above regional (15%) and national (20%) averages.
- 4.12. The city has a large LGBT community. In 2007 a survey of 819 people from the city's LGBT community was conducted by the University of Brighton in partnership with Spectrum³. The research also included in-depth work with 20 focus groups. Findings indicated that within the city's LGBT community:
- 74% thought the city was a good place to live
 - 90% had attended Brighton's Pride festival
 - 39% live with their same-sex partners
 - 21% had been homeless at some time
 - 28% of parents said their children were bullied
 - 73% had experienced some form of LGBT hate crime
 - 23% had serious thoughts of suicide within the past 5 years and of these, 26% had attempted suicide
 - 33% were uncomfortable with using mainstream services
- 4.12 The most detailed information we have on religion and belief comes from the 2001 census. This showed that over a quarter of the population of the

³ *Count me in too*, Spectrum, 2007.

city stated that they had no religion, the second highest percentage of any authority in England and Wales. Nearly three fifths (59%) of the population stated that they were Christian, significantly lower than the South East average of 72.7% and 1.36% of the population was Jewish, slightly higher than average. The city has a smaller than average Muslim population at around 1.47% and the highest Buddhist population in the South East (0.7%).

- 4.13 In summary, our community is diverse with a relatively small number of people from BME communities and a relatively large LGBT community. There is a significant, and increasing, amount of deprivation in the city and a very significant number of people in this category are experiencing more than one form of disadvantage. To respond to these challenges our policies need to be wide ranging, addressing issues of inclusion as well as all types of discrimination and need to be submitted to regular review, to ensure we stay abreast with the rapidly changing profile of the city.

5. Partnerships and community engagement

- 5.1. The key to delivering a wide range of services that meet the needs of some of the most vulnerable groups in our community is to understand that we cannot do this in isolation. We recognise that others understand parts of the community better than we do and are better equipped to reach some of our smaller or more isolated groups and individuals. The way we respond to this challenge is to provide information, consult on the services we develop, engage with the communities they are designed to serve and deliver them in partnership with people who are best placed to provide them.
- 5.2. Some of the partnerships that operate across the city include:
- 2020 Community Partnership (or Local Strategic Partnership, or LSP)
 - Public Service Board
 - Children & Young People's Trust
 - Sussex Improvement Partnership
 - Crime & Disorder Reduction Partnership
- 5.3. We have learned that effective partnership working can lead to better decision-making and more effective and accessible services. We are therefore signatories to the Brighton & Hove Compact with the community and voluntary sector and other statutory agencies. This provides an overarching framework for all of our partnership working arrangements. The Compact's aims and objectives are:
- Improve communication, common understanding, collaboration, trust and respect between the community and voluntary sector and the statutory sector.
 - Set a framework for effective consultation, representation and partnership working including agreeing definitions, shared values and joint and distinct undertakings.
 - Set out the principles for developing working relationships between the community and voluntary sector and the statutory sector.
- 5.4. Work on a new Community Engagement Framework for the city is underway. This would provide a more co-ordinated, strategic approach to the planning and delivery of community engagement in the city. It will provide a coherent menu of opportunities for citizens to engage with services and will highlight services where further work is required. The framework will be owned by the Local Strategic Partnership and its family of partnerships and will cover the following methods of engagement:
- Information – one-way communication, telling the public
 - Consultation - two-way communication with clear boundaries
 - Deciding together – the public as active partners who can influence outcomes
 - Acting together/supporting independence – joint participation, agreement and implementation

City Inclusion Partnership

- 5.5 The Council is working with partners in the city to develop new arrangements to oversee and lead the strategic direction of equalities and diversity work across the city. This will take the form of a new City Inclusion Partnership that will sit within the Local Strategic Partnership and provide the basis for partnership work between the city council and our statutory and community/voluntary sector partners. This Partnership will work actively with communities of interest and community/voluntary groups across the city and will provide a mechanism to hold the statutory sector to account in relation to equalities work.

6. The council as a community leader

Achievements & Outcomes

- 6.1. We are learning, through our consultations and research that the issues that drive inequality are extremely complex. Sometimes they derive from economic and educational factors, and/or they may be linked to a person's ethnicity, religion/belief or sexual orientation. What is clear is that community cohesion lies at the heart of what makes a safe and strong community and is therefore a vital part of the work of the council. Our duties include providing community leadership and positively promoting equality and community cohesion. This section explains our approach to community leadership, outlines some of the work we have done and points to some of our priorities going forward.
- 6.2. As stated earlier, the way in which the council promotes community cohesion and its role as a community leader is through the Local Strategic Partnership (LSP). The main work of the LSP is detailed in the 2020 Community Partnership (2020 CP). It continues to oversee the development and implementation of a refreshed Sustainable Community Strategy as well as to set out our future priorities and actions.
- 6.3. The Public Service Board sits alongside the LSP and is the main forum for the council and its partners to work together on joint and national priorities. It has members from the Primary Care Trust, Brighton & Sussex University Hospitals, the Police and business leaders, and is convened regularly to oversee delivery of the Local Area Agreement (LAA). It hears reports on progress against priorities regularly through the Public Service Board which is chaired by the Leader of the Council. Additional reporting has been done through the Equalities Forum as events and initiatives are progressed.
- 6.4. The priority themes for the LAA are:
 - Promoting enterprise and learning
 - Reducing crime and improving safety
 - Improving health and well-being
 - Strengthening communities and involving people
 - Improving housing affordability
 - Promoting resource efficiency and enhancing the environment
 - Promoting sustainable transport
 - Providing quality service
- 6.5. Examples of areas where we would expect to see measurable improvement against these priority themes include work opportunities for people over 50, reduced overall levels of economic disadvantage, reduced anti-social behaviour and improved services for older people. LAA targets are measured and monitored regularly and reported to senior managers and members quarterly.

- 6.6. As the leading provider of services in the community, the council is engaged in an extensive range of initiatives targeted at those areas where support is needed to drive improvement or where our most vulnerable people are concentrated. We are recognised as a beacon for our partnership work and have seen some real improvements in recent years, particularly for promoting economic development, community safety and other quality of life improvements across the city.
- 6.7. Another area where the community would see the work of the council positively impacting on the local area is through the many grant funded schemes we administer in partnership with the community and voluntary sectors. For example, in the four years between 2004 and 2007, the council has overseen almost £700k of grants funding to promote employment in the city. In addition, significant funding is supplied through schemes where the community and voluntary sectors are supported by the council in delivering services themselves.
- 6.8. The past year has seen a number of successful communities of interest events delivered either by, or with the support of, the council to support community cohesion and raise awareness of the issues faced by particular groups. We will be providing a grant to support such events every year including Holocaust Memorial Day, LGBT History Month, International Day of Disabled Persons and Black History Month. In addition, the council continues to actively support the city's internationally renowned LGBT Pride event which continues to grow year on year.
- 6.9. However, we have learned through our recent research and consultations that tackling disadvantage remains extremely challenging and many of our initiatives are not adequately reaching people in the most deprived parts of our community, or those in our most vulnerable groups.

Future Plans

- 6.10. Going forward we will need to reflect on the complex messages coming from the Reducing Inequality Review, and what it is telling us about the impact our interventions and services are having on the lives of the most disadvantaged people in the city. We will use this information to develop evidence based plans which will better meet the needs of those experiencing multiple deprivation. We continue to promote inclusion and cohesion and tackle inequality across the city through the work of the LAA and our service plans.
The key areas for further work suggested by the Reducing Inequality Review are:
 - Worklessness
 - High levels of mental health issues in the city
 - Gaps in the data for some groups in the city
 - Tackling multiple disadvantage and discrimination across the city.
- 6.11. The development of the new City Inclusion Partnership and the Community Engagement Framework within the Local Strategic Partnership will strengthen the partnership leadership of equalities and inclusion work and

provide both greater clarity and increased opportunities for the engagement of all people within the city.

7. Inclusive and accessible services

Achievements & Outcomes

- 7.1. Our most recent Audit Commission inspections tell us that we continue to provide good services that meet the needs of most of the community. Equality Impact Assessments are undertaken for all new policies and all service areas are on a rolling 3-year timetable for assessment. These Equality Impact Assessments ensure that we tackle our responsibilities under race, gender, disability, sexual orientation, age and religion/belief legislation.
- 7.2. We have embedded equality objectives for each of our teams into our business planning processes. For example, our Children's and Young People's Strategy states that its key priority is to provide a service where all children and young people are:
 - valued equally
 - treated with respect
 - given equal opportunities, and
 - celebrated for their diversity
- 7.3. We also promote equality through our purchasing and procurement processes. This ensures we apply processes that are fair and transparent while promoting equality of opportunity and value for money. Specifically, we do this through:
 - Our procurement function and policy/strategy – how we meet the duties to promote equality in procuring goods, works, and services: and
 - Contracts for the provision of goods, works and services – how we meet the duties to promote equality in planning, tendering and awarding particular contracts
- 7.4. More detail on our procurement duties, including actions to meet the Equality Standard, can be found in the Corporate Procurement Strategy. This sets out our commitment for delivering services that are effective, appropriate and fair and that do not discriminate. The council's corporate procurement team oversees this function and is responsible for ensuring all contractors meet equality targets.
- 7.5. We monitor the impact of these processes and the quality of our services through our user surveys, consultations, complaints procedures and review regularly. For example, as part of its review of City Parks, City Services conducted an initial EIA scoping exercise of its current service delivery and has now planned a full Equality Impact Assessment of its current service delivery and continues to report findings and progress to its departmental equalities group.
- 7.6. We have improved access to our services. Physical access for disabled people, including staff, was reviewed through a Disability Discrimination Act audit of our buildings. This work is ongoing and in the areas where we have

already improved access it has allowed us to be more flexible in meeting the needs of different communities.

- 7.7. Our Culture service undertook targeted marketing to minority groups and extended audio facilities, audited venue accessibility and reviewed the equalities resources available within our libraries stock. We utilise ICT and the internet to increase access to services for disabled people and we continue to monitor access to all of our cultural services on equalities indicators.

Future Plans

- 7.8. All departments have set out their commitment for improving services going forward in their individual departmental plans and these include actions to increase equality and inclusion. We have set out an Equality Impact Assessment timetable for the council's 3-year programme of policy and service impact assessments. Any other new policies or changes to services will be included into the timetable as appropriate.
- 7.9 The City Council is committed to improving its performance against the Equalities Standard for local government which ensures a comprehensive and systematic approach to equalities work. The Standard has five levels of development to ensure that local authorities have a comprehensive and systematic approach to dealing with equalities enabling the setting of targets and the achievement of outcomes appropriate to local need. When an authority reaches Level 3 or Level 5 an external assessment is required.

8. The council as a model employer

Achievements & Outcomes

- 8.1. We approach our role as an employer in three ways:
 - By ensuring we attract and retain excellent staff by setting standards of excellence in our employment practices
 - As model of good practice in the way we manage diversity, and
 - In our capacity as the largest employer in the City and contributor to the local economy
- 8.2. Much has been achieved over the three year period of the first Inclusive Council Policy. To help promote a better work-life balance the council has introduced flexible working and childcare policies. We have reviewed our bullying and harassment policies to better represent the interests of women and minority groups. The corporate induction process for the council's new starters promotes information sharing and networking and ensures a baseline of equalities knowledge.
- 8.3. We promote the importance of equality across the organisation through our champions and by recognising and supporting/encouraging good practice through the Equalities Steering Group and the HR Equalities Group.
- 8.4. During 2006 we conducted drama-based diversity awareness training with 255 senior managers from across the council. These were live drama workshops with professional actors to get managers thinking and talking about how they promote equality and diversity in their work and with their teams. The work has now been mainstreamed into learning and development provision with a leadership programme that promotes effective diversity management and a diversity mentoring programme targeted at disabled and BME staff as they are under-represented across the organisation. We also support the LGBT staff forum with their LGBT mentoring programme.
- 8.5. We are conducting an equal pay audit to examine to what extent our pay structure may discriminate against key diversity groups. This will inform our new pay structure and the development of an equal pay policy for the council.
- 8.6. We have increased our visibility on recruitment this year by developing and using the 'Diverse City' logo on our advertisements. We have also attended several high profile recruitment events locally and nationally to promote Brighton as an inclusive employer. There have also been a number of service-led initiatives to increase the representation of BME staff within the council. For example, the Planning team successfully used the national PATH scheme to use 'positive action' to provide an opportunity for the professional training of BME staff. at senior manager level.
- 8.7. The impact of our policies is overseen by the Equalities Steering Group, made up of representatives from all departments and monitored through

feedback from staff via regular staff surveys, trade union consultations and exit interviews, including equality checks. We monitor our success in relation to other aspects of employment including directional changes in the patterns of recruitment, retention and employment of Black and minority ethnic (BME), Lesbian, Gay, Bisexual and Transgender (LGBT), disabled and women staff.

Future Plans

- 8.8. Our workforce monitoring tells us that the council has much to do to respond to challenges of becoming a truly inclusive employer. While we exceeded our target for women in the top 5% of earners (52% in 07/08), we still face a significant challenge in the representation of BME staff among the same group (1.6% against a target of 3% in 07/08). This year, for the first time, the council exceeded its target for the employment of disabled people by achieving (3.3% against a target of 3% of overall staff). The number of disabled people among the top 5% earners was 4.15%, exceeding our target of 2%.
- 8.9. We shall continue to target under-represented groups in the workforce and will be looking at the implications of this for the way we recruit and select, going forward. As active members of the Brighton and Hove LEADER (Local Employers Acting on Diversity Equality and Race) group we will share good practice and learn from employers across all sectors of the city.
- 8.10. We also monitor workforce make-up by religion/belief, sexual orientation and age. At this stage it is difficult to draw any useful conclusions from the religion/belief data but the sexual orientation data shows very a good representation of LGBT staff among our employees. However, we do have some challenges around improving representation of younger and older people in the workforce.
- 8.11. In coming months the Human Resource (HR) Division will be producing a 'Diversity in Employment Strategy'. The Strategy will set out our vision and a framework for delivering diversity in employment, going ahead. Key areas addressed within the strategy will include:
- Dignity at Work
 - Employee and leadership development
 - Targeted schemes for under-represented groups
 - Departmental targets and measures
 - Mentoring and coaching to support and develop our talented employees
 - Improvement on all HR corporate health indicators relating to equalities

9. How we apply this policy

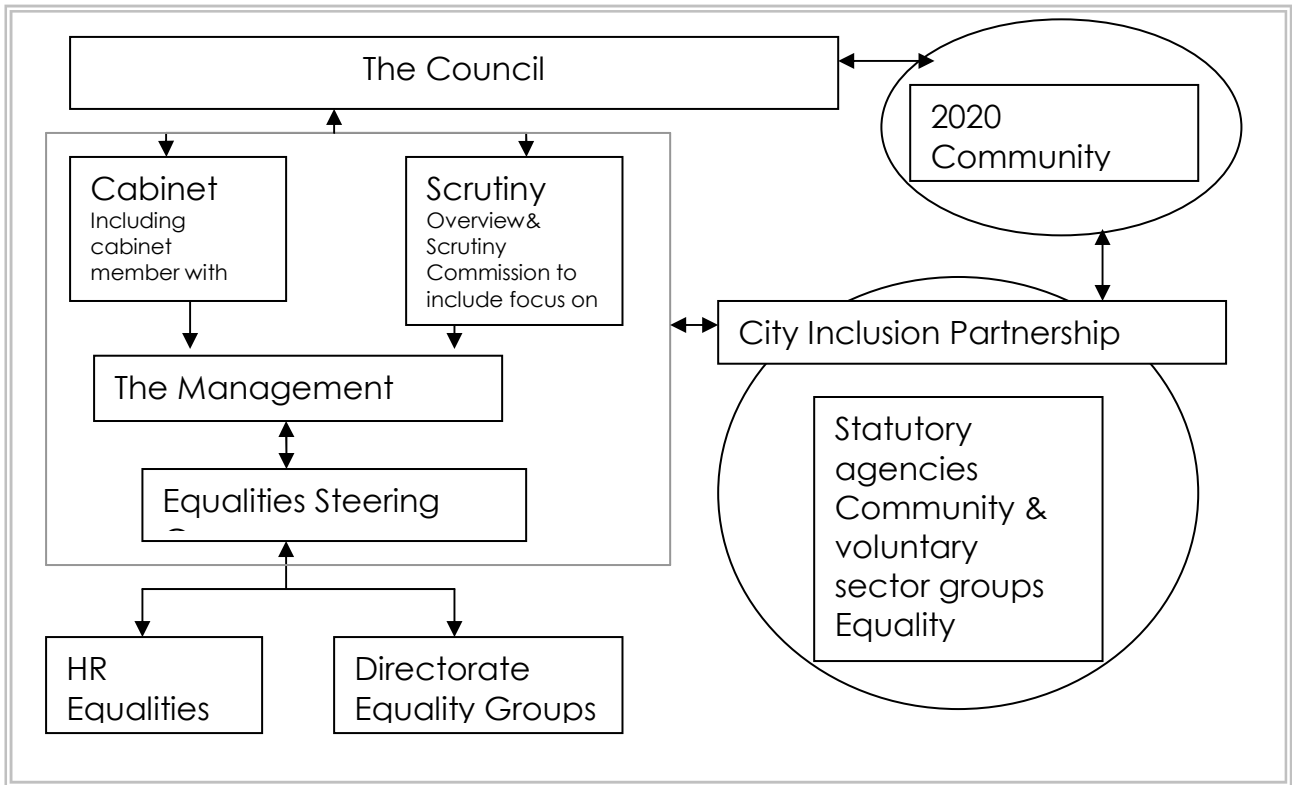
How we will use this policy

- 9.1. The Equality and Inclusion Policy is a statement of commitment against which the council can be held accountable by our employees, residents, service users and communities of interest. It provides guidance for our officers, partners and contractors and underlines our responsibilities and duties and how we intend to meet them. While it is not an exhaustive list of all the things we are doing to promote and deliver equality and inclusion in our services and across the City, it sets out some of our priorities and, most importantly, our commitment going forward.
- 9.2. We will apply the policy by ensuring consistency with other leading strategic planning documents and through the alignment of our performance measures to ensure positive equalities and inclusion outcomes across all our service areas. We will measure the impact of the Equality and Inclusion Policy and related policies through a recurrent cycle of Equality Impact Assessments and regular performance reporting.
- 9.3. We will publicise and promote the policy both within the council and with our partners and community to spread good practice and greater understanding of our work and commitment to improvement.

Monitoring & Reviewing Progress

- 9.4. The council has set clear targets and measures for monitoring and measuring all aspects of its performance and regularly reports progress against these. We will continue to refine these measures through the LAA and take the opportunity to develop local measures that reflect needs and aspirations of the City.
- 9.5. In addition to regular performance monitoring we will report on our progress to our statutory partners through the Local Strategic Partnership, to our communities of interest through the City Inclusion Partnership and to the wider community through our Corporate Plan and Community Strategy. We will regularly engage with our residents and service users through providing timely and appropriate information, seeking views and opinions, using targeted and annual surveys and the Citizen's Panel, discussing options and progress and enabling independent community activities and events.

Equalities Accountability Structure



<p>Working with key partners across the city</p> <p>Communication</p>	<ul style="list-style-type: none"> • Undertake an Equality Impact Assessment process as part of the development of the Community Engagement Framework to ensure our new approach addresses needs of minority communities • The development of the new City Inclusion Partnership (CIP) as a partnership within the 2020 Community Partnership to tackle equalities and inclusion citywide • Ensure strong BME community consultation as part of the City Inclusion Partnership • To ensure our citizens and staff understand the council's priorities and objectives regarding equality and inclusion using the council's website (to include why we undertake service monitoring) • Improve internal and external communication approaches via new Communication Strategy 	<p>Strategy & Governance</p> <p>Strategy & Governance</p> <p>Strategy & Governance</p> <p>Strategy & Governance</p>	<p>December 2008</p> <p>CIP to be formally approved as a LSP partnership by Sept 2009</p> <p>September – December 2008 and ongoing</p> <p>December 2008</p>
<p>Engagement and consultation with disabled people</p>	<ul style="list-style-type: none"> • Establish mechanisms for involvement and consultation with disabled people in partnership with the PCT and the Federation of Disabled People. And with children and young people with a disability and their parents and carers in a partnership between the CYPT, the PCT and aMaze. 	<p>Strategy & Governance</p> <p>CYPT</p>	<p>December 2008</p>

SECTION 3 SERVICE DELIVERY AND CUSTOMER CARE			
Issue or Theme	Action	Lead Department	Target Dates
Equality Impact Assessment process	<ul style="list-style-type: none"> • Equality Impact Assessments to be undertaken in line with corporate timetable and for all new policies • EIA process must consider all equality strands and consider poverty and deprivation issues • Summary results to be publicised on the Intranet and in hard copy on request 	All directorates	2008-2011
Effective Monitoring of services	<ul style="list-style-type: none"> • Business planning process to ensure that divisional/team plans set equality objectives from the outcomes of Equality Impact Assessments • Monitoring processes to be agreed by service areas following the corporate monitoring guidelines <ul style="list-style-type: none"> • Service areas to publish their monitoring processes and rationale • Key services areas required to develop monitoring of disability include:- • Services for Children and Young People • Arts & Leisure • Community Safety • Housing • Planning • Regeneration 	All directorates	March 2009
		Children and Young People's Trust Cultural Services Environment Adult Social Care & Housing	In line with EIA timetable
Procurement	<ul style="list-style-type: none"> • Ensure that contractors comply with the council's equality 	All directorates	Ongoing in

	<p>and inclusion policies</p> <ul style="list-style-type: none"> • Ensure monitoring systems are used to provide evidence that contractors have equalities policies and that their staff are trained in equalities. • Corporate Procurement to survey all contractors regularly. Monitoring data will be collated, analysed and reported to F&R DMT. • Areas for future action will be identified via this process and the annual review of the Corporate Procurement EIA. • Complaints monitoring report to all Directorates quarterly to feed into EIA processes and to TMT to highlight council-wide issues 	All directorates	line with contract arrangements
Satisfaction & Complaints		Finance and Resources	June 2008
		Finance and Resources	Annually
		Strategy & Governance	September, November, February, June annually
Access to services	<ul style="list-style-type: none"> • Make council buildings accessible against BV156 through the council's capital programme commitments <ul style="list-style-type: none"> ○ Currently 65% of council buildings are accessible on course for achieving future targets 	Finance & Resources	March 09 – 70% March 10 – 75%

SERVICE DELIVERY AND CUSTOMER CARE: Directorate Actions			
Directorate	Action	Service Area	Target dates
Cultural Services			
	<p>Cultural Service audit identifies disability equality as a high priority in the areas of:</p> <ul style="list-style-type: none"> ▪ Economic development ▪ Tourism ▪ Major projects ▪ Disability information and guide for the City ▪ New King Alfred Sports Centre ▪ Libraries ▪ Museums ▪ Voluntary sector and external funding 	All	2006-2009
	<p>To promote services across equality strands to encourage take up from underrepresented groups</p> <ul style="list-style-type: none"> ○ Libraries promoting "Year of Reading" – to all ○ Libraries working to make membership process accessible to all ○ Ongoing work in libraries service to promote links with local community groups through exhibitions including BME & LGBT ○ Arts and creative industries – looking at ways of engaging excluded people in the cultural life of the city ○ Plans in place to fund/support arts projects initiated by BME groups in the city. 	All	2009

Directorate	Action	Service Area	Target dates
Environment			
	Audit identifies disability equality as a high priority in the areas of <ul style="list-style-type: none"> ○ Public transport, taxis ○ Planning ○ Highways maintenance ○ Sport and recreation 	All	2006-2009
	Work in partnership with train operators towards 'Secure Station' accreditation for the remaining station in the city Ensure that all safety audits carried out at the city's 26 priority road accident 'blackspots' include an accessibility and visibility assessment Continue work to ensure that more bus stops are accessible to people with pushchairs and wheelchairs	Sustainable Transport Sustainable Transport	March 2011 In accordance with LTP 2006 – 2011
	Review council policy and procedures regarding street and pavement furniture in light of the DDA. Review to include all stakeholders including disabled people. The street cleaning contract to take into account disability issues and to give greater focus to impact on disabled people of street cleaning. Work to improve parks and open spaces in the city	Highways City Services City Services	July 2008 September 2008

<p>To continue to develop community based sport and physical activity across the city to create ongoing opportunities for residents</p> <ul style="list-style-type: none"> ○ Girls football in Hollingdean ○ "Girls Getting Active Day" ○ Support County Cricket Board's development plan for disability cricket ○ Buggy Healthwalks planned for women with post natal depression ○ Develop links with BLAGGS in development of LGBT Sports Society publication and provide support to LGBT sport groups and societies. ○ Work with BMEYPP to link local BME people with training opportunities, volunteer opportunities and courses. <p>To continue to provide training programmes for individuals and clubs:</p> <ul style="list-style-type: none"> ○ 2 x junior sports leader award courses per year ○ 2 x young leader award courses per year in schools ○ 2 x equity in coaching ○ 2 x good practice and child protection courses 	Sports & Leisure	
<p>To continue to develop the new Community Safety, Crime Reduction and Drugs Strategy 2008-2011 which includes priorities and action plans to prevent and protect those most vulnerable to offending behaviour</p> <p>Continue to audit and analyse crime and incidents of crime and disaggregate data on evaluation or client satisfaction by gender, ethnicity, disability faith, age and sexual orientation</p> <p>Implement the Domestic Violence Service redesign to address gender equality issues and impact</p> <p>Develop action plan for transgender issues following the Count Me in Too survey data analysis and continue to support the drop in centre for transgender people</p>	Community Safety	<p>March 2011</p> <p>December 2008</p> <p>April 2010</p> <p>March 2008 and ongoing</p>

Develop action plan to address harassment and hate crime against disabled people		December 2008 and ongoing
<ul style="list-style-type: none"> • Take action to increase female reporting by: <ul style="list-style-type: none"> • Targeting the Chinese, Bangladesh and Sudanese Muslim communities • Targeting young women • Targeting the BME, LGBT community • Offer training in reporting mechanisms to BME, LGBT groups • Reach out to the Travellers and Roma people and increase service accessibility to men, women and children from their communities • Scrutinise the use of interpreters and translated materials used specifically for women • Support refugee groups to provide social and learning experiences (ensure uptake of both genders) 	Community Safety	Ongoing March 2008 Ongoing
<ul style="list-style-type: none"> • Seek 40% affordable housing on all housing schemes of 10 or more units • Review of all planning applications to identify opportunities e.g. <ul style="list-style-type: none"> • Contribute towards community facilities • Ensure access to dwelling and transport • Facilitate setting up in business at low cost • Retain local shops • Retrain existing community facilities • Support provision of childcare and nursery facilities 	Planning	Ongoing

Directorate	Action	Service Area	Target dates
Adult Social Care and Housing			
	<ul style="list-style-type: none"> ▪ Audit identifies disability equality as a high priority in the areas of: <ul style="list-style-type: none"> ○ Housing management ○ Support living benefits ○ Learning disability service ▪ Directorate to develop an action plan to deliver disability equality standards for service areas <p>Development of BME Strategy and BME Housing & Support Working Group</p> <p>Redesign services following the findings from Count Me In Too and other consultation with men, women and the LGBT community</p> <ul style="list-style-type: none"> ▪ Built into Housing Strategy ▪ Commissioning decisions to take gender into account <p>Monitor all the services in terms of gender and gender identity and report to the LGBT Housing and Support Working Group</p> <p>Encourage men in sheltered accommodation to get involved in tenant participation - both formal and informal activities</p>	<p>All</p> <p>Housing</p>	<p>2006-2009</p> <p>2009</p> <p>Ongoing</p>
	<p>Stakeholder Events: -</p> <ul style="list-style-type: none"> ▪ Road show "events planned to promote the services available to older people and the equality practices within those services. ▪ Stall at Pride'08 ▪ Larger engagement event during Age Concern week in Oct 08 	<p>Adult Social Care</p>	<p>Summer 08</p>

<ul style="list-style-type: none"> ▪ Longer term aim of supporting and encouraging "lay assessors" to visit older peoples services and assess their "gay friendliness", using tools such as "the whole of me resource pack". Additionally work is being undertaken to explore the development of an "equalities charter mark", combining the Supporting Peoples Equalities Framework and other related contractual arrangements. 		October
---	--	---------

Directorate	Action	Service Area	Target dates
Finance & Resources			
	<p>Access to Interpreters</p> <ul style="list-style-type: none"> • Ensure continued use of Sussex Interpreting Service and Language Line are used across Revenue and Benefits, City Direct and Access Services so that interpretation is available to all customers who require it. <p>Prioritise the required changes to the customer service areas in Priory House with the Council's Access Manager and identify budgets and timescales for the work.</p> <p>Make City Direct a safer and more welcoming space for transgender clients by good security and safe place for interviews.</p> <ul style="list-style-type: none"> ○ use of the information gathered via the Count Me In Too survey and improvement of the links with local Trans community • Break down customer satisfaction surveys by gender, ethnicity, disability, faith, age and sexual orientation where appropriate <ul style="list-style-type: none"> ○ address identified gaps in the information returned and seek ways to improve customer confidence in returning monitoring information. 	Customer Services	<p>Ongoing</p> <p>September 2008</p> <p>Ongoing</p> <p>September 2008</p> <p>Ongoing</p>

Directorate	Action	Service Area	Target dates
Children & Young People's Trust			
	<p>The Children and Young Peoples Trust has audited its services and identifies disability equality as a high priority in the areas of:</p> <ul style="list-style-type: none"> • Early Years provision, including children's play • Services for young people, including targeted youth support and other specialist services • Education including access to mainstream and SEN provision • Trust to develop an action plan to deliver disability equality and to set standards for their service area. <p>Through new leadership responsibilities for the SEN & Disability Strategy 2006-10 the CYPT will raise the priority of this work and strengthen the linkage between inclusion and school improvement.</p> <p>The Disabled Children's Strategic Partnership Board will implement the CYPT Joint Commissioning Strategy for children and young people with a learning disability and/or disability including:</p> <ul style="list-style-type: none"> • Achieving compliance with national service standards charter • Delivery of Aiming Higher Pathfinder • Strengthening transition to further education, training and employment and, where required, to adult services <p>The CYPT will work in partnership with the PCT and NHS Provider Trusts to address:</p> <ul style="list-style-type: none"> • Access to community, acute and specialist health services • Access to CAMHS services • Sustaining provision for looked after children with a disability 	<p>School Improvement</p> <p>Integrated disability team</p> <p>Integrated disability team</p>	<p>2006-2009</p> <p>March 2010</p>

<p>Monitor the review of the Disability Discrimination Act audit & action plan to promote fair access to schools and services through scheduled improvements and take up of new opportunities including the Primary Strategy for Change and Building Schools for the Future.</p>	<p>School Support</p>	
<p>The Healthy Schools Team will:</p> <ul style="list-style-type: none"> • Coordinate & monitor delivery of the CYPT Partnership's anti-bullying strategies to support the equalities scheme action plan • Develop provision in light of the 2008 Safe at School and Tellus3 surveys • Continue to survey the views of children and young people 	<p>Healthy Schools Team</p>	
<p>In partnership with all maintained schools the CYPT will support:</p> <ul style="list-style-type: none"> • Annual review of schools' Race Equality Policies • Completion of termly Racist Incident Reports • Applications by schools for Equalities Standards as part of Community Cohesion Strategies • Continued monitoring of attainment by ethnicity & delivery of Ethnic Minority Achievement Services (EMAS) to support those at risk of underachieving • Through School Admissions Fair Access Protocol and Choice Advisors to ensure access to appropriate placements for children arriving, or already resident in the city • Support refugees and asylum seekers to gain access to services 	<p>School Improvement Team & Partners</p> <p>Healthy Schools Team</p> <p>School Improvement Team & Partners</p> <p>EMAS School Admissions Team</p> <p>16+ team</p>	<p>July 2009</p>

<p>The CYPT will:</p> <ul style="list-style-type: none"> • Continue to focus on educational achievement differentials between girls and boy including monitoring take of subject/vocational options by gender • Work with vulnerable young women to enable them to consider life choices other than early parenthood and to foster a positive approach to parenting among young men • Monitor the place of gender in social exclusion of young people including school attendance & exclusion, take up of education, employment or training, involvement in crime and substance misuse • Work in partnership with other agencies to improve cultural awareness of gender issues in respect of domestic violence, poverty/lone parenting and gender roles in black and minority ethnic communities 	<p>School Improvement Team</p> <p>Teenage Pregnancy Team & Targeted Youth Support Services</p>	
<p>The CYPT will promote the participation of children and young people in decisions which affect them by:</p> <ul style="list-style-type: none"> • Working in partnership with community and voluntary sector organisations • Developing the Youth Advocacy and Participation Project, including the role of the Youth Council and its links to school councils across the city • Ensuring individual children and young people are supported to participate fully in planning their individual care including transition to adult services <p>The CYPT will continue to promote Kinship Care arrangements when children are unable to remain with birth families especially by providing support to older relatives and grandparents when necessary</p>	<p>Youth Advocacy & Participation Team</p> <p>Healthy Schools Team</p> <p>Fostering & Adoption Team</p>	
<p>The CYPT will work with SACRE and other organisations to address issues of religion and belief in schools and other provision including implmentation of SEAL and other national training and advice materials</p>	<p>School Improvement Team</p>	
<p>The CYPT will work in partnership with other organisations, including community and</p>		

	To complete the review of other key HR policies and procedures.		April 2010
Workforce Diversity	<ul style="list-style-type: none"> • Improve HR computer systems and manual processes to improve the quality of workforce data captured and improve the timeliness with which workforce data is provided to managers. • To develop, with the council's HR Equality Group, a joint action plan to improve recruitment, retention and career development of staff from all parts of the community 	Strategy & Governance	<p>April 2009</p> <p>Sept 2009</p>
Workforce Monitoring	<p>To ensure that employees are treated fairly and consistently both within, and across, service areas</p> <ul style="list-style-type: none"> • With the introduction of the new HR management system to extending equalities monitoring to include: <ul style="list-style-type: none"> • employee promotions • the application of formal HR procedures such as discipline, capability, grievance, attendance management • cases of bullying and harassment • staff leaving the council 	Strategy & Governance	April 2010
Recruitment and retention	<p>To develop and maintain a skilled, motivated, high performing and flexible workforce that reflects at all levels within the organisation, the diversity of the city's communities</p> <p>To become the "employer of choice"</p> <ul style="list-style-type: none"> • To keep the council's recruitment strategy under review to ensure that it responds to labour market and 	Strategy & Governance	Ongoing

	<p>demographic trends and supports the council's objective of achieving a workforce which reflects the diversity of the community it serves</p> <ul style="list-style-type: none"> • To continue to run innovative recruitment campaigns aimed at promoting the council as an employer of choice and increasing the diversity of the council's workforce. • To continue to attend national and local recruitment events • To continue to monitor and analyse recruitment data at key stages to: <ul style="list-style-type: none"> • ensure a fair process and • to identify potential barriers to employment particularly for minority or other disadvantaged groups 		
Recruitment and retention	<ul style="list-style-type: none"> • To continue to work in conjunction with Path National Limited to promote the positive action traineeships with the aim of increasing take-up within the council • To continue to work in partnership with Job Centre Plus and the Learning Skills council to increase the number of candidates offered employment placements under the LEP programme • To improve the way in which "exit" data is collected, analysed and used to inform HR strategy • Using the impact assessment process review our approach to recruitment and retention to develop a skilled workforce that reflects the diversity of the City's population 	Strategy & Governance	<p>Ongoing</p> <p>April 2009</p> <p>Ongoing</p>
Pay and reward	<ul style="list-style-type: none"> • To ensure the council has an equitable and modern pay and reward strategy that enables us to recruit and retain 	Strategy & Governance	April 2009

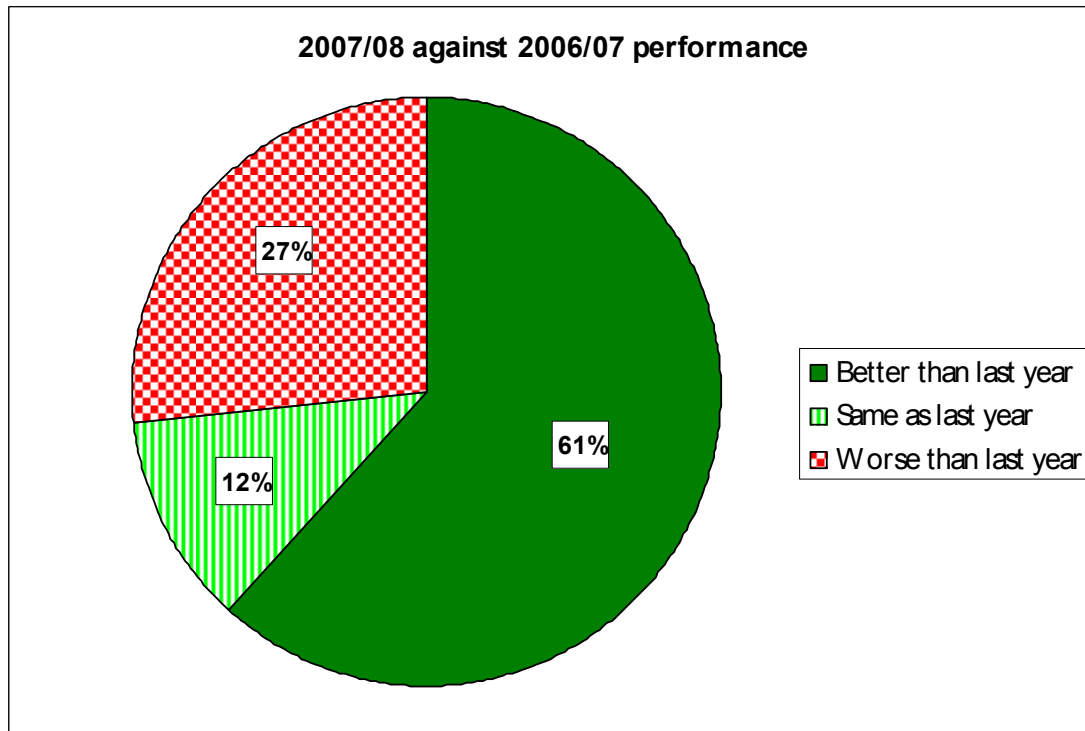
	<p>high calibre staff.</p> <ul style="list-style-type: none"> To develop and implement a revised pay and reward structure which complies with requirements under equal pay and age discrimination legislation 		
Training and Development	<p>Create a culture in which all employees are valued, respected and supported irrespective of their ethnicity, disability, gender, sexuality, religion/belief, age or level of seniority within the organisation.</p> <p>Ensure that managers have the knowledge, skills and confidence to manage diversity issues effectively within their teams.</p> <p>Develop and deliver a coaching/training programme for line managers to ensure:</p> <ul style="list-style-type: none"> managers are aware of their legal responsibilities and council policy in relation to diversity and employment they have the knowledge, skills and confidence to take the appropriate action when dealing with diversity issues in the workplace. <p>Ensure staff are clear about Council Equalities & Inclusion policy and expectations on them in relation to service delivery and working in diverse teams</p>	Strategy & Governance	April 2008 and ongoing

Subject: Annual Performance Report 2007 - 2008
Date of Meeting: 15 July 2008
Report of: Strategy & Governance
Contact Officer: Name: **Barbara Green –** Tel: **29-1081**
Head of Performance & Improvement
E-mail: barbara.green@brighton-hove.gov.uk
Key Decision: No Forward Plan No: CAB 012
Wards Affected: All

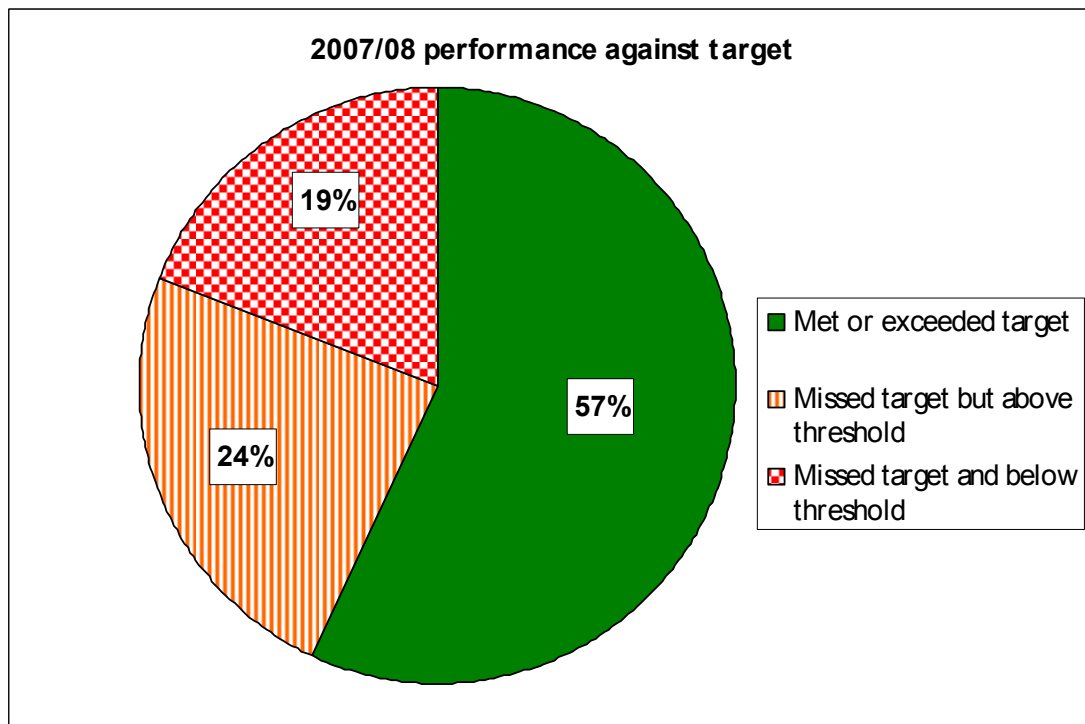
FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

- 1.1 The council publicly reports on the performance of services quarterly in line with good practice. In the past these reports were presented to Policy & Resources Committee where members were given the opportunity to probe and challenge poor performance. Additionally, service committees received more detailed quarterly performance reports on key aspects of performance in all leading service areas to facilitate challenge where performance was not meeting the standards residents and the council could expect.
- 1.2 New constitutional arrangements provide that the Overview & Scrutiny Commission also receives performance reports; these provisions represent greater challenge and transparency in performance reporting and have extended member involvement in the Council's performance monitoring.
- 1.3 This report is being considered for approval by Cabinet on 10 July and then for information to the Audit Committee on 15 July noting that a small amount of statistical information is still to be collected and included.
- 1.4 It is intended that in future, the new arrangements will provide for presentation of performance results to Overview and Scrutiny for comment before Cabinet.
- 1.5 Below is a summary of results of the Council's end of year performance report. This compares performance against the previous year's, and on the basis of the results we have so far, our results for 2007/08 compared with 2006/07 shows an overall improvement. 61% of our results for 2007/08 are better than they were in 2006/07, while 12% are at the same level.



1.6 The table below indicates that in 2007/08, 57% met or exceeded our targets. 24% were between our target level and the threshold that was set requiring urgent action, in other words, missed target by a small margin. 19% were off target.



2. RECOMMENDATIONS:

- 2.1 That the Overview and Scrutiny Commission note the report and at future meetings receive quarterly performance reports where possible in advance of Cabinet.

3. RELEVANT BACKGROUND INFORMATION

- 3.1 Every year, we produce an annual report that compares our performance in the last full financial year against that of our targets and against the top 25% performing authorities. There is a statutory requirement to publish the results by 30 June 2008. This year we have produced the Annual Performance Report 07/08 in a table form (see appendix 1).
- 3.2 Last year (07/08) is the final reporting year for the Best Value Performance Indicators (BVPIs). In previous years we have produced a Performance Plan (also known as BVPP); this is no longer a requirement due to the changes in the government's performance management framework.
- 3.3 This year (08/09) is subject to transitional arrangements. Following consultation last year carried out by the Audit Commission (AC) with local authorities and other public sector bodies, the new National Indicator Set has been published (see Appendix 2). This set of indicators will represent the indicators assessed as part of the CAA in future years, with particular focus on the 35 measures that have been selected as improvement priorities for Brighton & Hove in the new Local Area Agreement.

4. CONSULTATION

- 4.1 The Audit Commission is consulting on major changes to the Comprehensive Performance Assessment (CPA) regime, moving to a new framework called Comprehensive Area Assessments (CAA). The next round of consultation is planned to be published over the summer and the aim is for the new methodology and arrangements to be fully in place by 2009/10.
- 4.2 TMT and DMTs have been consulted on the new national indicator set and on the plans for future performance reporting. This reporting will ensure that we adequately reflect progress towards our objectives and will provide early warning for areas not on track to allow appropriate remedial action to be taken.

5. FINANCIAL & OTHER IMPLICATIONS:

5.1 Financial Implications:

Pending

5.2 Legal Implications:

Pending

5.3 Equalities Implications:

We have made steady progress to delivery equality & diversity improvements within the organisation and the city, in particular:

- we exceeded our target to increase the percentage of women in the top 5% paid jobs in the council reaching 52%
- we exceeded our target to increase the percentage of people with disabilities in the top 5% paid jobs in the council
- we exceeded our target to increase the percentage of people working for BHCC declaring that they meet the DDA definition of disability
- we exceeded our target of improving the percentage of buildings that are suitable and accessible to people with disabilities
- we narrowly missed our target of increasing the percentage of people from ethnic minorities

This work will continue to support improvements in our rating in the overall Equality Standard.

5.4 Sustainability Implications:

Environmental improvements have been made over the last year, in particular:

- percentage of household waste being recycled is in the top 25% of performance nationally
- we exceeded our targets for the percentage of household waste that goes to land fill
- we exceeded our target of households served by kerbside collection of recyclables reaching 96.1%
- significant improvement in the speed and efficiency of removing abandoned vehicles
- continued strong performance on energy efficiency ratings of local authority homes

5.5 Risk and Opportunity Management Implications:

The management of performance is important and contributes to avoiding the risk that the council's improvement priorities will not be delivered. Progress against performance indicators informs our risk and opportunity management assessments.

5.6 Crime & Disorder Implications:

Strong partnership working has led to continuing improvements, in particular:

- domestic burglaries have reduced over the last year
- violent crime has reduced over the last year
- robberies have reduced over the last year

5.7 Corporate / Citywide Implications:

The ongoing monitoring of performance will feed into the service planning timetable and establishment of a new corporate plan in the future. This is an essential part of the council's Performance Management Framework, providing the link between the new 3 year Corporate Plan and the annual Directorate and Service Business Plans.

6. EVALUATION OF ANY ALTERNATIVE OPTION(S):

6.1 None

7. REASONS FOR REPORT RECOMMENDATIONS

7.1 Statutory requirement under the Local Government Act 1999 and Circular 03/2003.

SUPPORTING DOCUMENTATION

Appendices:

1. Appendix 1 – Annual Performance Results 2007-08
2. Appendix 2 – National Indicator Set 2008-09

Documents In Members' Rooms

None

Background Documents

None

Annual Performance Report 2007/08

PI	Description	2005/06 result	2006/07 result	2007/08 target	2007/08 result	Top 25% 2006/07	Comments
Corporate Health							
2a	The level of the Equality Standard for Local Government to which the authority conforms	2	2	3	2	none	The Equalities Standard has been revised and now covers Sexual Orientation, Age and Religion/Belief as well as Gender, Race and Disability. The council has a programme in place to improve its performance against the revised Standard.
2b	The duty to promote race equality	84	89.5	94.7	89.5	84	This indicator is calculated by comparing how our policies and procedures match against a 19 point checklist. We currently meet 17 of the criteria.
8	% of undisputed invoices paid within 30 days	92.32	88.95	94.9	90.63	96.71	A new purchasing system was introduced in the council during 2006/07. Officers have conducted targeted training to improve skills and understanding of this system, and promote best practice across the organisation. Though the overall target was missed, results improved steadily over the year, rising from 84% in May 2007 to 95% in March 2008.
8							
9	% of council tax collected by the council	96.6	95.7	96.1	96	98.48	The final figures have been agreed after a software update highlighted the methodology we had been using was flawed. The 2006/07 result and 2007/08 target have been restated using the correct methodology.
10	% of business rates collected by the council	98.4	98.41	98.5	97.6	99.3	Immediately prior to year end the Valuation Office Agency notified us of a huge number of revaluations which significantly increased the collection target. The timing of this gave us little opportunity to bill customers before year end, as a result our target has not been met.
11a	% of top-paid 5% of staff who are women	52.6	51.05	52	52.02	49.13	

PI	Description	2005/06 result	2006/07 result	2007/08 target	2007/08 result	Top 25% 2006/07	Comments
Corporate Health							
11b	% of top-paid 5% of staff who are from an ethnic minority	1.65	2.13	3	2.4	3.85	This indicator is subject to large fluctuations as it is measuring a small number of staff.
11c	% of the top-paid 5% of staff who have a disability	1.25	0.86	2	5.09	3.28	This indicator is subject to large fluctuations as it is measuring a small number of staff.
12	The number of working days / shifts lost due to sickness absence	9.8	10.78	9.2	10.18	8.7	Sickness absence, while improved from last year, continues to be high. Work is underway to address this, including: *Intensive training for managers *One to one coaching for managers on difficult cases *Accelerated progression of long term cases *Trialling a new way of reporting and monitoring sickness *Early intervention on cases of stress or back problems
88							A pilot programme is underway and will be evaluated for effectiveness prior to being rolled out across the council.
14	Early retirements (excluding ill-health retirements) as a % of the total workforce	0.15	0.38	0.16	0.21	0.18	In total 18 officers retired early during 2007/08.
15	Ill health retirements as a % of the total workforce	0.11	0.14	0.12	0.2	0	17 officers retired due to ill-health during 2007/08. (estimated result pending confirmation of total workforce numbers).
16a	The number of staff declaring that they meet the Disability Discrimination Act (1995) definition of disability as a % of the total workforce	2.78	2.78	3	4.45	3.05	There has been an increase in the number of people who describe themselves as disabled. This is linked to the Employee Validation exercise carried out throughout the council.
16b	% of economically active people in Brighton & Hove declaring that they are disabled	13.8	4.5	n/a	4.5	none	

PI	Description	2005/06 result	2006/07 result	2007/08 target	2007/08 result	Top 25% 2006/07	Comments
Corporate Health							
17a	% of staff from ethnic minority communities	3.83	4.28	5	4.5	5.6	
156	The % of authority buildings open to the public in which all public areas are suitable for and accessible to disabled people	53.9	60.37	65	65.45	none	
Children & Young People's Trust							
38	% of 15 year old pupils in local authority schools achieving five or more GCSEs at grades A*-C or equivalent	55	55.2	58	57.5	61.8	This result has improved steadily over the last 5 years, to 57.5% in 2007. The percentage achieving 5 or more A*-C grades including English and Maths has also improved to 43.6% in 2007.
39	% of 15 year old pupils in local authority schools achieving 5 GCSEs or equivalent at grades A*-G including English and Maths	87	85.9	89	90.9	91.8	
40	% of pupils in local authority schools achieving level 4 or above in the Key Stage 2 Mathematics test	72	77	79	76	78	The percentage of children achieving Level 4 or above has fallen by 1% on the previous year, taking the figure to 76%. Though below target this figure is in line with the national average, and the trend over the last 3 years has been positive, with a 4% improvement since 2005/06.
41	% of pupils in local authority schools achieving level 4 or above in the Key Stage 2 English test	77	81	80	81	81.2	The percentage of children achieving Level 4 or above in English at Key Stage 2 has remained at 81%, which is 1% above the national average.
43a	% of statements of special educational need prepared within 18 weeks excluding those affected by "exceptions to the rule" under the SEN Code of Practice	92.1	98	94	95.6	100	

PI	Description	2005/06 result	2006/07 result	2007/08 target	2007/08 result	Top 25% 2006/07	Comments
Children & Young People's Trust							
43b	% of statements of special educational need prepared within 18 weeks, including those affected by "exceptions to the rule" under the SEN Code of Practice	60.3	76	82	69.3	98.5	This indicator relates to a small number of children, so the result can be subject to large fluctuations. Some variation is due to the impact of implementing the integrated care pathway for children with a disability, which has focused medical input on multi-disciplinary working. An audit has been completed and senior staff are meeting urgently to resolve the issues.
45	% of half days missed due to total absence in secondary schools maintained by the local authority	8.2	8.29	7.9	8.5	7.4	Despite an improvement in 2005, absence in secondary schools has increased over the past 2 years and was 8.5% in the 2006/07 academic year. Development work is now in place and a support programme set up for schools with high numbers of pupils who are persistently absent. Data for Autumn and Spring terms 2007/08 show a positive trend, with absence at 7.8%.
46	% of half days missed due to total absence in primary schools maintained by the local education authority	6	5.94	5.7	5.3	5.34	This is a positive outcome and reflects the decision to focus on primary schools, as part of a broader preventative approach.
49	Stability of placements of Looked After Children: the % of children with three or more placements during the year	17.5	15.8	16	14.2	none	This is a positive outcome and reflects the close attention paid to care planning and risk management during the implementation of the Children and Young People's Trust strategy to reduce the numbers of children in care.
50	Educational qualifications of Looked After Children: % of young people leaving care aged 16 or over with at least one GCSE at grade A*-G or a GNVQ	54	67	44	70	none	This is a positive outcome and reflects the investment in dedicated resources and skilled staff to support looked after children.
161	Ratio of young people looked after on 1 April of their 17th year engaged in education, training or employment at age 19 to the % of the pop. engaged in education, training or employment at age 19	0.72	0.73	0.75	--	none	Data unavailable at time of writing

PI	Description	2005/06 result	2006/07 result	2007/08 target	2007/08 result	Top 25% 2006/07	Comments
Children & Young People's Trust							
162	% of child protection cases that should have been reviewed during the year which were reviewed	96	98.9	100	100	100	This is a positive outcome and restores performance to the expected level.
163	Adoptions of Looked After Children	11.2	11.3	9.5	9.9	none	This result relates to those children adopted during the year as a percentage of children looked after for 6 months or more.
181a	% of 14 year old pupils in schools maintained by the LEA achieving level 5 or above in the Key Stage 3 test in English	72	66	77	65	76.55	Following relatively strong results in English in 2005/06, the percentage achieving level 5 or above fell in each of the following years.
181b	% of 14 year old pupils in schools maintained by the LEA achieving level 5 or above in the Key Stage 3 test in Mathematics	70	71	77	72	80	Results in Maths have improved over each of the past 5 academic years.
181c	% of 14 year old pupils in schools maintained by the LEA achieving level 5 or above in the Key Stage 3 test in Science	66	66	74	67	76.95	Results in Science have continued to improve over the past two academic years.
181d	% of 14 year old pupils in schools maintained by the LEA achieving level 5 or above in the Key Stage 3 test in ICT	69	n/a	76	83.5	75	Results in ICT continue to improve, and have exceeded targets. The final result may change slightly as returns from a small number of schools are not yet available.
194a	% of pupils in schools maintained by the LEA achieving level 5 in Key Stage 2 English	26	34	32	36	35	Results have improved steadily over the past 2 years, and are exceeding target.
194b	% of pupils in schools maintained by the LEA achieving level 5 in Key Stage 2 Maths	30	32	33	33	35	Results have improved steadily over the past 2 years, with targets met or exceeded.
197	Number of conceptions to females aged under 18 resident in the area, per thousand females aged 15-17 resident in the area, compared with the baseline year of 1998	-7.6	-5.7	-13.6	-10.4	-18.73	There were 43.1 conceptions to females under 18 in 2006 (the latest year for which data is available). This is 10.4% lower than the baseline year of 1998.

PI	Description	2005/06 result	2006/07 result	2007/08 target	2007/08 result	Top 25% 2006/07	Comments
Children & Young People's Trust							
221a	% of 13-19 year olds gaining a recorded outcome compared to the % of young people who participate in youth work in the local area	n/a	65.3	60	68.2	63	A recorded outcome is "a declared objective that is significant for that individual young person" and which can be evidenced by a youth worker or an external awarding body.
221b	% of 13-19 year olds gaining an accredited outcome compared to the % of young people aged 13-19 participating in youth work	n/a	27.4	30	36.3	29.5	An accredited outcome is subject to either independent internal verification by the organisation making the award or is externally assessed by an awarding body, such as the Duke of Edinburgh Award Scheme.
222a	% of integrated early education and childcare settings funded or part funded by the local authority where leaders have a qualification at level 4 or above	31	33	37	51	42.25	This is a positive outcome consistent with the high performing of early education and childcare settings across the city
222b	% of integrated early education and childcare settings funded or part-funded by the local authority that have input from staff with graduate or post-graduate qualifications in teaching or child development	27	34	36	100	100	This is a very positive outcome consistent with the high performing of early education and childcare settings across the city
Social Services							
53	Number of households receiving intensive home care per 1000 population aged 65 or over	14.59	15.5	15	15.1	17	
54	Older people helped to live at home per 1000 population aged 65 or over	96.88	95	97	104.6	101	3,920 older people were helped to live at home.
56	% of items of equipment delivered and adaptations made within 7 working days	85	91	91	90.07	93	Good performance has been sustained in the context of more items of equipment delivered overall.
195	Assessments of Older People completed within acceptable waiting times	83	78	85	87.22	88	Targeted resources have led to significantly improved assessment waiting times for new older clients during 2007/08.

PI	Description	2005/06 result	2006/07 result	2007/08 target	2007/08 result	Top 25% 2006/07	Comments
Social Services							
196	Acceptable waiting time for care packages following assessment for new older clients	79.35	82	85	90.1	93	Actions to improve delivery times of care services has significantly improved performance.
201	Number of adults and older people receiving direct payments per 100,000 population	43	53.6	90	93.6	127	The council introduced a strategy to increase the takeup of direct payments during 2007/08. Improvement was initially gradual but has exceeded the target for the year, which was increased from 75 to 90.
Housing							
63	Energy Efficiency - average SAP rating of local authority owned dwellings	74.6	75	75.6	75.4	72	The energy efficiency rating of the local authority dwellings in Brighton & Hove remains among the best in the country.
64	Number of private sector vacant dwellings that are returned into occupation or demolished during the financial year as a direct result of action by the council	155	151	149	153	95	This indicator was a rewardable target under the previous Local Area Agreement and has been achieved. The target was for 450 vacant dwellings to be returned into occupation or demolished between April 2005 and March 2008. In total 459 dwellings were brought back into occupation during this period.
66a	Proportion of rent and arrears collected by the council	96.35	96.44	97.7	97.75	98.56	This indicator measures the proportion of rent collected during the year that was due during the year. It does not take account of rent arrears collected from previous years and therefore the result can never be above 100%. During 2007/08 the overall rent arrears figure dropped by £478,480.
66b	% of tenants with more than seven weeks rent arrears	8.76	8.73	7.6	7.85	4.94	The overall number of tenants in arrears has fallen significantly over the year due to a combination of debt recovery and preventative work.

PI	Description	2005/06 result	2006/07 result	2007/08 target	2007/08 result	Top 25% 2006/07	Comments
Housing							
66c	% of tenants in arrears who have had Notices Seeking Possession served	20.11	19.99	15	27.23	17.01	More tenants were served with a Notice Seeking Possession during the year than initially predicted. This gives a strong message to tenants in the overall drive to reduce rent arrears.
66d	% of local authority tenants evicted as a result of rent arrears	0.04	0.15	n/a	0.17	0.23	23 households have been evicted this year. The government's pre-action protocol designed to ensure councils do not rush into court action is adhered to. This ensures tenants receive comprehensive advice and support to maintain their rent accounts. Should the tenant fail to engage and arrears continue to accrue then the council does not hesitate to request an order from the court.
183b	Average length of stay (in weeks) in hostel accommodation for homeless households that include dependent children or a pregnant woman and which are unintentionally homeless and in priority need	n/a	0	0	0	none	Brighton & Hove does not use hostel accommodation for homeless households.
184a	% of local authority dwellings which were non-decent at the start of the financial year	58.05	57.73	55	55.88	11.75	Following the approval of the new procurement strategy which will come into effect in 2010, an interim programme of work has been implemented based purely on asset management information. This should ensure that the council remains on track to reduce the number of council homes that are non-decent to 46%, the current target for 2008/09.
184b	% change in the proportion of non-decent dwellings between the start and end of the financial year	0.55	4.57	-4.7	0.68	31.75	The planned maintenance programme for 2008/09 will enable improved performance in this area.
202	Number of people sleeping rough on a single night within the local authority area	9	12	8	10	0	The official rough sleepers count for 2007/08 took place on the night of 6th March 2008. Ten people were found to be sleeping rough and, of these, four had a local connection to Brighton & Hove.

PI	Description	2005/06 result	2006/07 result	2007/08 target	2007/08 result	Top 25% 2006/07	Comments
Housing							
212	Average time taken to re-let local authority housing	39	35	30	31.09	27.5	Re-let times in Brighton & Hove from August to March were among the best in the country, but slow performance at the start of 2007/08 resulted in the target just being missed.
213	Number of households considering themselves homeless for whom housing advice casework intervention resolved their situation	20	11.65	11	11.26	7.25	In total so far this year, 1393 households have had their homelessness situation resolved by provision of housing options and housing advice casework.
Housing Benefit and Council Tax Benefit							
76b	The number of fraud investigators employed per 1000 caseload	0.3	0.29	0.3	0.32	none	
76c 76c	The number of fraud investigations per 1000 caseload	36.86	38.24	41	34.6	none	
76d	The number of prosecutions and sanctions per 1000 caseload	4.56	4.47	4.3	4.86	none	
78a	Average time in days for processing new claims	40.63	35.32	30	28.22	24.45	
78b	Average time in days for processing notifications of change in circumstance	29.44	21.45	18	12.34	7.8	
79a	% of cases where the calculation of Housing and Council Tax benefit due was correct on the basis of the information available	97.6	98.2	99	98.6	99.2	
79b i	Housing Benefit (HB) overpayments recovered as a % of HB overpayments identified during the year	57.42	65.12	62.5	72.6	80.61	
79b ii	Housing Benefit (HB) overpayments recovered as a % of the outstanding HB overpayment debt at the start of the year plus HB overpayments identified during the year	35.21	30.87	37	31.34	38.38	Older debt is harder to clear and much of it might already be in recovery, so not possible to be written off.

PI	Description	2005/06 result	2006/07 result	2007/08 target	2007/08 result	Top 25% 2006/07	Comments
Housing Benefit and Council Tax Benefit							
79b iii	Housing Benefit (HB) overpayments written off during the year as a % of the total HB debt outstanding at the start of the year plus the amount of HB overpayments identified during the year	9.81	7.41	10	10.81	none	
Waste & Cleanliness							
82a i	% of total tonnage of household waste recycled	20.95	23.32	26.5	24.91	22.88	The combined performance in terms of the recycling and composting reached 28.45% this year, an improvement of 1.74% on last year. This improvement is as a result of recycling collections being rolled out to blocks of flats.
82a ii	Tonnage of household waste recycled	23059	25796	29323	27295	16862	
82b i	% of total tonnage of household waste composted	3.56	3.39	3.5	3.52	15.53	
82b ii	Tonnage of total household waste composted	3920	3752	3834	3856	10795	
82c i	% of total tonnage of household waste used to recover heat, power and other energy sources	0.51	2.36	10	10.97	11.66	This is the first full year of diverting waste away from landfill to incineration providing energy recovery.
82c ii	Tonnage of household waste used to recover heat, power and other energy sources	560.1	2608	10956	12025	25480	
82d i	% of total tonnage of household waste landfilled	74.99	70.93	60	60.6	55.63	The improved levels of recycling and sending more waste to incineration has led to the reduction in waste going to landfill.
82d ii	Tonnage of household waste that has been landfilled	82554	78474	65739	66391	49146	
84a	Kilograms of household waste collected per head	437	434	434	437	395	

PI	Description	2005/06 result	2006/07 result	2007/08 target	2007/08 result	Top 25% 2006/07	Comments
Waste & Cleanliness							
84b	% change from the previous financial year in the number of kilograms of household waste collected per head	-3.42	-0.73	0	0.44	-1.78	Tonnage of waste collected per head is affected by the weather. In 2007/08 we had a relatively wet summer which results in more garden waste being generated. This is the most likely cause of the increase.
86	Cost of waste collection per household	74	62.88	n/a	57.56	37.59	
87	Cost of waste disposal per tonne of municipal waste	56.16	69.8	n/a	74.84	38.95	Costs of waste disposal are going up nationally as a result of restrictions on landfill, landfill tax and the need for more sophisticated and sustainable waste management solutions.
91a	% of households served by a kerbside collection of recyclables	86.95	92.57	95	96.94	100	The continued expansion of the service across the city, including to high and low rise flats, has enabled us to exceed the target again this year. This has also contributed to the increase in recycling.
91b	% households served by kerbside collection of at least two recyclables	86.95	92.47	95	96.12	100	
199a	% of relevant land and highways assessed as having unacceptable levels of litter and detritus	18.9	16	12	13.7	7	This indicator is based on surveys of representative streets for levels of litter and detritus (or dirt). The figure reported is the percentage of streets surveyed considered unacceptable. Performance has improved by 2.3% as a result of reviewing working practices.
199b	% of relevant land and highways from which unacceptable levels of graffiti are visible	17	13	10	11.2	1	This indicator is based on surveys of representative streets for graffiti. The figure reported is the percentage of streets surveyed considered which have unacceptable levels of graffiti. Performance has improved by 1.8% as a result of the ongoing graffiti programme.

PI	Description	2005/06 result	2006/07 result	2007/08 target	2007/08 result	Top 25% 2006/07	Comments
Waste & Cleanliness							
199c	% of relevant land and highways from which unacceptable levels of fly-posting are visible	8	6	5	6.4	0	This indicator is based on surveys of representative streets for fly-posting. The figure reported is the percentage of streets surveyed considered unacceptable.
199d	The year on year reduction in total number of incidents and increase in total number of enforcement actions taken to deal with fly-tipping	n/a	2	3	2	1	Estimated result. The final figure will be confirmed in July.
Environment & Environmental Health							
166a	The council's score against a checklist of best practice for Environmental Health	89.5	89.5	89.5	89.5	100	Achieving 100% would require benchmarking our very minimal port health activity and therefore is not considered cost effective at this stage.
166b	The council's score against a checklist of best practice for Trading Standards	86.6	90	90	90	100	
216a	Number of 'sites of potential concern' within the local authority area with respect to land contamination	3161	2944	2900	2863	none	This is a 'context only' indicator. This indicator does not effectively measure local performance concerning land contamination activities.
216b	Number of sites for which sufficient detailed information is available to decide whether remediation of the land is necessary as a % of all 'sites of potential concern'	1.36	1.15	1.5	1.6	10	Satisfactory progress is being made investigating sites of concern. Most sites are remediated upon redevelopment.
217	% of pollution control improvements to existing installations completed on time	100	100	100	100	100	
218a	% of new reports of abandoned vehicles investigated within 24 hours of notification	88.67	93.7	90	97	none	

PI	Description	2005/06 result	2006/07 result	2007/08 target	2007/08 result	Top 25% 2006/07	Comments
Environment & Environmental Health							
218b	% of abandoned vehicles removed within 24 hours from the point at which the council is legally entitled to remove the vehicle	53.26	40.5	53	59.3	none	Significant improvements have been achieved since the new and updated contract has been in place.
Transport							
223	% of the local authority principal road network where structural maintenance should be considered	18	17	15	--	6	Result not yet available
224a	% of non-principal classified road where maintenance should be considered	19	18	17	--	9	Result not yet available
224b	% of the unclassified road network where structural maintenance should be considered	3.55	5	4.5	--	10	Result not yet available
Road Safety							
99a i	Number of people killed or seriously injured in road traffic collisions	123	161	122	171	77	Whilst the total number of road casualties continues to fall, the number of people killed or seriously injured has continued to rise. The rate of increase, however, has slowed and we will continue to target resources to attempt to tackle and reverse this trend.
99a ii	% change in the number of people killed or seriously injured in road traffic collisions since the previous year	22.29	-20.69	-7.58	5.84	-14	See above
99a iii	% change in the number of people killed or seriously injured in road traffic collisions since the 1994-98 average	19.41	-5.29	-28.24	0.6	-44	See above
99b i	Number of children (aged under 16 years) killed or seriously injured in road traffic collisions	19	17	14	17	10	See above

PI	Description	2005/06 result	2006/07 result	2007/08 target	2007/08 result	Top 25% 2006/07	Comments
Road Safety							
99b ii	% change in number of children (aged under 16 years) killed or seriously injured in road traffic collisions over previous year	55.56	21.43	-6.67	0	-31.6	See above
99b iii	% change in number of children (aged under 16 years) killed or seriously injured in road traffic collisions over 1994-98 baseline	-36.36	-22.73	-36.36	-22.73	-60.6	See above
99c i	Number of people slightly injured in road traffic collisions	1213	1129	n/a	1041	654	See above
99c ii	% change in number of people slightly injured in road traffic collisions over previous year	7.2	-6.92	n/a	-14.18	-10	See above
99c iii	% change in number of people slightly injured in road traffic collisions since the 1994-98 average	4.7	-1.91	n/a	-10.57	-24.8	See above
100	Days of temporary traffic controls or road closure on traffic sensitive roads caused by road works per km of traffic sensitive road	0.61	0.12	2.23	1.95	0.1	Targets for 2007/08 were set in line with the Highway Network Improvement Plan and the Local transport Plan (LTP).
102	Number of local bus passenger journeys originating in the authority area undertaken each year (millions)	36.39	39.42	38.69	39.4	24.01	The Countryliner and Big Lemon figures are new, since they were not operating last year. Brighton & Hove Buses and Metrobus are both down slightly, and Stagecoach is slightly up. For most of the period in question there were significant essential roadworks affecting the key bus corridor in the city. This caused major delays to the buses which were diverted via the seafront, which may have contributed to a reduction in passenger journeys.

PI	Description	2005/06 result	2006/07 result	2007/08 target	2007/08 result	Top 25% 2006/07	Comments
Road Safety							
165	% of pedestrian crossings with facilities for disabled people	99.26	99.26	99.5	99.3	99.9	
178	% of the total length of footpaths and other rights of way which were easy to use by the public	93.29	91.85	95	93.89	90.73	
187	% of surface footway network that is deficient	19.4	27.53	18	--	17	Result not yet available
215a	Average number of days taken to repair a streetlighting fault that is under the control of the local authority	8.16	4.93	5	4.73	3.07	Estimated result as data is being validated.
215b	Average number of days taken to repair a streetlighting fault where response time is under the control of a Distribution Network Operator (DNO)	16.24	13.52	14	20.66	14.83	Large numbers of very old electrical network faults have been repaired in the last few months by EDF and these long duration faults are now added to our performance indicator figures skewing them temporarily. EDF have reported to all Authorities that they will be issuing an official letter explaining the actions they have taken.
Planning							
106	% of new homes built on previously developed land	99.63	99.75	98	98	96.92	Estimated result as data is being validated.
109a	% of major applications processed within 13 weeks	50	75.56	60	64.1	80.65	
109b	% of minor applications processed within 8 weeks	75.26	79.9	75	66.3	83.38	The national target for this indicator is 65%. At the start of the year we set ourselves an ambitious target of 75%. We were unable to maintain the previous high levels of performance following a restructure and some sickness absence issues. The authority will be judged against the national target, which we did achieve.

PI	Description	2005/06 result	2006/07 result	2007/08 target	2007/08 result	Top 25% 2006/07	Comments
Planning							
109c	% of other applications processed within 8 weeks	81.98	89.63	82	76	92.46	Staff restructuring and sickness absence issues throughout the year led to delays in processing some applications, meaning the target was not achieved.
179	% of standard searches carried out within 10 working days	100	100	100	100	100	
200a	Did the local planning authority submit the Local Development Scheme by 28th March 2005 and thereafter maintain a 3-year rolling program?	Yes	Yes	Yes	Yes	none	
200b	Has the planning authority met the milestones which the current Local Development Scheme sets out?	Yes	Yes	Yes	Yes	none	
204	% of appeals allowed against the authority's decisions to refuse planning applications	31	38.68	35	21.8	25.6	
205	The council's score against a 'quality of planning services' checklist	100	100	100	100	100	

Culture and Related Services

170a	The number of visits to / usages of museums per 1000 population	9126	11328	12197	14846	1066.5	
170b	The number of those visits per 1000 population that were in person	3152	3092	3154	3016	620	
170c	The number of pupils visiting museums and galleries in organised school groups	31958	28083	31958	32145	8865.5	

PI	Description	2005/06 result	2006/07 result	2007/08 target	2007/08 result	Top 25% 2006/07	Comments
Culture and Related Services							
219b	% of conservation areas in the local authority area with an up to date character appraisal	18.18	18.18	2.94	2.94	43.63	
220	Compliance against Public Library Service Standards	2	2	3	2	none	
Community Safety and Wellbeing							
126	Domestic burglaries per 1000 households	11.7	8.29	8.2	9.6	5.8	The steep decline in domestic burglaries during 2005/06 and 2006/07 flattened out and then began to reverse during 2007/08. Work is ongoing to increase the security of vulnerable properties, and with prolific offenders, including those with substance misuse problems, to reduce the crime and disorder implications of their lifestyles.
127a	Violent crime per 1000 population	31.2	32.79	32.46	28.99	13.1	The rate of violent crime fell during 2007/08.
127b	Robberies per 1000 population	1.5	1.58	1.57	1.4	0.3	Personal robbery and business robbery both fell in 2007/08 compared with the previous year.
128	Vehicle crimes per 1000 population in the local authority area	10.2	10.13	10.03	7.9	7	The numbers of thefts of and from vehicles continued to fall in 2007/08.
174	The number of racial incidents recorded per 100 000 population arising in the delivery of the council's services	205.64	220.37	n/a	261.16	none	Our target was to encourage increased reporting of incidents, and build trust and confidence. We have successfully increased number of reports over the years. The result reflects increasing good practice around casework and positive community engagement.
175	% of those racial incidents resulting in further action	89	95.2	95	98	100	The percentage of racial incidents resulting in further action exceeds the target. It should be noted that there will always be a proportion of cases where reporting is anonymous, and where follow up action is not possible. Other factors also impinge on our performance, such as overseas students who return home shortly after incidents take place, and incidents in

PI	Description	2005/06 result	2006/07 result	2007/08 target	2007/08 result	Top 25% 2006/07	Comments
----	-------------	-------------------	-------------------	-------------------	-------------------	--------------------	----------

Community Safety and Wellbeing

which there are no defined victims e.g. racist comments made in a public place or in police presence.

225	% score on Actions Against Domestic Violence checklist	72.72	50	80	63.6	none	Improvement against this indicator is primarily as a result of the re-launching and wide distribution of the "Amber Card". This leaflet provides information on Domestic Violence and gives contact numbers for support services. The % of cases accepted as homeless due to Domestic Violence that had previously been re-housed in the last 2 years remains at a desirably low level. Work is required to increase the number of refuge places to a minimum of 1 per 10,000 population and to extend the preventative work with young people.
-----	--	-------	----	----	------	------	---

OVERVIEW AND SCRUTINY COMMISSION

Agenda Item 25
Brighton & Hove City Council

Subject:	Targeted Budget Management (TBM) Month 2		
Date of Meeting:	15 July 2008		
Report of:	Director of Finance & Resources		
Contact Officer:	Name:	Nigel Manvell	Tel: 29-3104
	E-mail:	nigel.manvell@brighton-hove.gov.uk	
Key Decision:	Yes	Forward Plan No. CAB 2179	
Wards Affected:	All		

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

- 1.1 This report that will have been considered at Cabinet on 10 July sets out the forecast outturn position on the revenue and capital budgets as at the end of May 2008 (month 2).

2. RECOMMENDATIONS:

- 2.2 That the Commission reviews the report and is advised of the Cabinet resolution.

3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

Cabinet on 10 July was recommended to:

- (1) note the forecast outturn for the General Fund, Section 75 Partnerships and Housing Revenue Account (HRA) for 2008/09 as at month 2.
- (2) note that Directorates with forecast overspends will develop financial recovery plans, which will be included in the next report to Cabinet (Month 6 – September).
- (3) agree a contribution of £0.300 million to Contingency from the saving on the Insurance contract renewal.
- (4) agree a contribution of £0.150 million to the Risk Management Reserve, also from the saving on the Insurance contract renewal.

- (5) note the forecast outturn position on the capital budgets as at month 2.

Cont'd

- (6) approve the new capital schemes as set in Appendix 4.
- (7) approve the capital budget changes as set out in 3.14 and 3.15 and the budget re-profile as set out in Appendix 5.

- 3.1 The table below shows the forecast outturn position for council controlled budgets within the general fund, including directorates and centrally managed budgets and the outturn on NHS managed S75 Partnership Services. Detailed explanation of the variances can be found in Appendix 1.

2007/08 Outturn Variance £'000	Department	2008/09 Budget Month 2 £'000	Forecast Outturn Month 2 £'000	Forecast Variance Month 2 £'000	Forecast Variance Month 2 %
(59)	Adult Social Care & Housing	40,713	41,809	1,096	2.7%
28	S75 Learning Disability Services	21,706	21,905	199	0.9%
615	Children & Young People's Trust*	45,903	46,526	623	1.4%
(1,583)	Finance & Resources*	17,847	17,760	(87)	-0.5%
(96)	Strategy & Governance *	9,528	9,608	80	0.8%
(313)	Environment *	36,362	36,473	111	0.3%
(176)	Cultural Services	12,776	12,926	150	1.2%
(1,584)	Sub Total	184,835	187,007	2,172	1.2%
1,141	Centrally Managed Budgets *	24,438	23,978	(460)	-1.9%
(443)	Total Council Controlled Budgets	209,273	210,985	1,712	0.8%
199	NHS Trust managed S75 Services	12,539	13,075	536	4.3%
(244)	Total Overall Position	221,812	224,060	2,248	1.0%

* Note, the 2007/08 outturn variances for these directorates have altered compared to those reported to 12 June Cabinet. This is due to some services moving between directorates in 2008/09. The outturn figures have been updated accordingly so as to give a more meaningful comparison with the Month 2 position. There was also a small change to the final outturn position, which was an underspend of £0.244 million compared with the provisional outturn of £0.127 million reported earlier.

- 3.2 The Total Council Controlled Budgets line in the above table represents the total current forecast risk to the council's General Fund. This includes all directorate budgets, centrally managed budgets and council-managed Section 75 services. The NHS Trust-managed Section 75 Services line represents those services for which local NHS Trusts act as the Host Provider under

Section 75 Agreements. Services are managed by Sussex Partnership Trust and South Downs Health Trust and include health and social care services for Adult Mental Health, Older People Mental Health, Substance Misuse, AIDS/HIV, Intermediate Care and Community Equipment. The financial risk for these services generally lies with the relevant provider Trust. The forecast outturn on the HRA is as follows:

2007/08	2008/09	Forecast	Forecast	Forecast
Outturn	Budget	Outturn	Variance	Variance
Variance	Month 2	Month 2	Month 2	Month 2
£'000	£'000	£'000	£'000	%
(1,310) Total HRA	-	321	321	0.0%

Corporate Critical Budgets

- 3.3 Targeted Budget Management (TBM) is based on the principles that effective financial monitoring of all budgets is important. However, there are a small number of budgets with the potential to have a material impact on the council's overall financial position. These are significant budgets where demand or activity is difficult to predict with certainty and where relatively small changes in demand can have significant financial implications for the council's budget strategy. These therefore undergo more frequent, timely and detailed analysis. Set out below is the forecast outturn position on the corporate critical budgets.

2007/08	2008/09	Forecast	Forecast	Forecast
Outturn	Budget	Outturn	Variance	Variance
Variance	Month 2	Month 2	Month 2	Month 2
£'000	£'000	£'000	£'000	%
653 Child Agency & In House Placements	21,900	22,057	157	0.7%
(114) Sustainable Transport	(1,097)	(990)	107	9.8%
(1,324) Housing Benefits	154,396	153,806	(590)	-0.4%
330 Land Charges Income	(957)	(557)	400	41.8%
2,028 Concessionary Fares	10,834	10,680	(154)	-1.4%
104 Community Care	21,121	22,110	989	4.7%
28 Section 75 Learning Disabilities	21,706	21,905	199	0.9%
1,705 Total Council Controlled	227,903	229,011	1,108	0.5%
199 S75 NHS & Community Care Act	12,539	13,075	536	4.3%

1,904 Total Corporate Criticals	240,442	242,086	1,644	0.7%
---------------------------------	---------	---------	-------	------

- 3.4 The key activity data for each of the corporate critical budgets is detailed in Appendix 2. Note that the analysis in Appendix 2 will not always match exactly the outturn variances shown in the table above, due to a number of different elements that can affect the outturn. The Appendix is designed to highlight the key underlying activity data that is having the most significant effect on the forecast. Narrative explanations regarding the projections are contained within the individual directorate forecasts contained in Appendix 1.

Efficiency Savings

- 3.5 The 'Gershon' efficiency gains targets, measurement and reporting regime has been revised by the Department for Communities and Local Government; a new efficiency indicator is now included in the new National Indicator set. 2007/08 is the final year in which Annual Efficiency Statements (AES) will be produced, however, the grant settlement for 2008/09 includes an assumption that all council's will deliver 3% cash releasing gains year-on-year. This requirement is reflected in the Medium Term Financial Strategy approved by Cabinet in June, therefore additional scrutiny is required of the progress the council is making in achieving the efficiency savings agreed for 2008/09. In total £5.540 million efficiency savings were agreed as part of the budget for 2008/09, together with £2.449 million relating to the HRA. The current forecast against the achievement of those savings is included in Appendix 3. The variances to the budgeted savings are included in the overall outturn forecast. Currently, directorates are reporting a small shortfall of £0.205 million against efficiency savings targets. For overspending directorates, this will be addressed when developing financial recovery plans.

Proposed Budget Movements

- 3.6 A saving of £0.686 million has been achieved following the renewal of the bulk insurance premia, more details can be found in Appendix 1. It is proposed to transfer £0.300 million of this saving to Contingency to meet the 2008/09 additional costs resulting from the loss in business rate exemptions for council owned vacant properties. Any remaining resources will be set aside for the potential increases in the council's gas contract during 2008/09.
- 3.7 It is also proposed to transfer £0.150 million of the saving on the insurance contract into the Risk Management Reserve to enable the good work on risk management to continue. The work previously undertaken included a programme of risk management training for staff to ensure that risks are identified, quantified and plans are put in place to minimise those risks. Business cases demonstrating the operational and financial benefits to the council will be required for all proposed expenditure from the reserve.

Impact on the Medium Term Financial Strategy (MTFS)

- 3.8 The MTFS assumes a breakeven outturn position for 2008/09 on general fund budgets, the current forecast is an overspend of £1.712 million. Financial recovery plans will need to be developed to address the overspend and achieve a breakeven position. If a breakeven position cannot be achieved, there are very limited unallocated reserves available and there may be other calls on those funds, therefore it is likely that any overspend would need to be funded from general reserves which would need to be replenished as part of the 2009/10 budget.
- 3.9 If recovery plans cannot reduce the pressures going into 2009/10 they will need to be incorporated into service budget strategies and services will need to manage them within their cash limits.

Capital Budget 2008/09

- 3.10 This part of the report gives Members details of the capital programme budget position for 2008/09.
- 3.11 On 28 February 2008, Budget Council considered a capital investment programme report for the financial year 2008/09 and agreed a capital investment programme of £54.799 million. Some of this expenditure related to schemes already live, while some schemes have been approved in detail since that meeting and others have yet to have detailed reports presented to Members for approval.
- 3.12 The budget report set out all our known capital expenditure plans and resource allocations for the forthcoming year. It is put together in conjunction with the revenue budget, to ensure that the effects of one upon the other are taken account of, for example, the revenue implications of capital investment plans and the effects of 'spend-to-save' investments. The budget report allocates the council's capital resources towards its priorities, giving an 'outline' programme, which must then be approved in detail. Each scheme proposal is submitted in detailed reports to Cabinet for approval, so that full consideration can be given to all of the options. All schemes must be fully funded before approval can be given. Appendix 4 contains new capital schemes submitted for approval. Appendix 5 contains one proposed budget reprofile.
- 3.13 Where schemes are forecast to exceed their budget, budget holders must identify additional resources to finance the shortfall. Forecast overspends of greater than £0.050 million or 10% of the original budget are required to be reported back to Members, either in detailed reports or through this capital monitoring report. Scheme delays or 'slippage' are also monitored in an effort to ensure schemes are delivered not only on budget, but also on time. Where a scheme is forecast to slip by £0.050 million or more, the budget holder will

report back to Members, via this report, on the amount and the impact of the delay on service delivery.

Capital Forecast Outturn

- 3.14 The Month 2 budget monitoring exercise indicates that with the exception of one scheme in Finance & Resources and three schemes in the Housing Revenue Account (HRA), the programme is forecast to breakeven. The mortuary extension is reporting a £0.050 million increase in costs. It is proposed that this will be met by a contribution from the revenue budget. The forecast outturn position on the revenue budget takes account of the contribution. This therefore brings the general fund element of the capital programme back to break-even and fully funded.
- 3.15 Within the Housing Revenue Account, three schemes are expected to overspend their original budget allocations. It is proposed to allocate funding from HRA reserves to meet this gap. Roofing works budgeted at £0.431million are expected to overspend by £0.030 million, the mechanical & electrical engineering works are expected to overspend by £0.019 million and an overspend of £0.073 million is forecast on the Newstead Flats refurbishment.

Capital Slippage

- 3.16 At this early stage in the year no slippage is anticipated by programme managers.

Prudential indicator for capital expenditure

- 3.17 Each year, the council sets a number of prudential indicators that show its capital investment plans are affordable and that borrowing levels are sustainable and prudent. For 2008/09, these were set by the council on 28 February 2008. One of these indicators is 'capital expenditure' and in February the council set this at £54.799 million for 2008/09. This indicator helps us to demonstrate that our capital expenditure plans are affordable.
- 3.18 The Capital Investment Programme report, also approved in February, demonstrated how it was fully funded and affordable. The revenue effects of this programme were fully considered as part of the revenue budget setting process. This report advises Members that the latest forecast of capital expenditure is not expected to exceed the capital expenditure indicator

Comments by the Director of Finance & Resources

- 3.19 The forecast outturn position on the revenue budget shows that a sizeable overspend is predicted, although the position should improve as the year progresses. It is early in the financial year and services will need to draw up plans to address the problem. Directorates with significant overspends need to develop robust financial recovery plans so that a breakeven position on the revenue budget can be achieved by the financial year-end.
- 3.20 Early discussions are also needed with commissioners and provider NHS Trusts to ensure that effective financial controls and recovery within NHS-managed S75 partnership services are put in place for the year.

4. CONSULTATION

- 4.1 No specific consultation was undertaken in relation to this report.

5. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 5.1 The financial implications are covered in the main body of the report.

Legal Implications:

- 5.2 In reaching its decisions in relation to its budget, the Council needs to have regard to a number of general points. It must provide the services, which, statutorily, it is obliged to provide. Where there is power to provide services, rather than a duty, it has discretion to provide such services. It must observe its other legal duties, such as the duty to achieve best value and comply with the Human Rights Act 1998. It must act in accordance with its general fiduciary duties to its Council Tax payers to act with financial prudence. Finally, it must bear in mind the reserve powers of the Secretary of State under the Local Government Act 1999 to limit Council Tax & precepts.

- John Heys – Principal Solicitor

Equalities Implications:

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

Sustainability Implications:

- 5.4 There are no direct sustainability implications arising from this report.

Crime & Disorder Implications:

- 5.5 There are no direct crime & disorder implications arising from this report

Risk & Opportunity Management Implications:

- 5.6 There are no direct risk or opportunity management implications arising from this report.

Corporate / Citywide Implications:

- 5.7 The Council's financial position impacts on levels of Council Tax and service levels and therefore has citywide implications.

6. EVALUATION OF ANY ALTERNATIVE OPTION(S):

- 6.1 The proposed allocations to Contingency and the Risk Management Reserve, if not made, would reduce the forecast overspend. However, both allocations are deemed to be financially prudent in terms of the overall financial position of the council.

7. REASONS FOR REPORT RECOMMENDATIONS

- 7.1 Budget monitoring is a key element of good financial management, which is necessary in order for the council to maintain financial stability and operate effectively.
- 7.2 The proposed budget allocations and capital budget changes are necessary to maintain effective financial management.

SUPPORTING DOCUMENTATION

Appendices:

1. Directorate Revenue Outturn Forecasts
2. Corporate Critical Budgets Activity Data
3. Progress Against Achieving the 2008/09 Efficiency Savings
4. Proposed New Capital Schemes
5. Capital Budget Re-profile Request

Documents In Members' Rooms

1. None.

Background Documents

1. None.

Appendix 1

Adult Social Care & Housing

2007/08 Outturn Variance £'000	Division	2008/09 Budget Month 2 £'000	Forecast Outturn Month 2 £'000	Forecast Variance Month 2 £'000	Forecast Variance Month 2 %
32	Director	285	295	10	3.5%
(6)	Housing Strategy	4,604	4,604	-	0.0%
(85)	Adult Social Care	35,824	36,910	1,086	3.0%
(59)	Total	40,713	41,809	1,096	2.7%

Explanation of Key Variances

Adult Social Care is forecasting an overspend of £1.086 million, which is mainly due to the corporate critical community care budget which is forecasting an overspend of £0.989 million. Significant increased demand for homecare is being experienced across Older People and Physical Disability services.

Physical Disability services are currently providing services to 104 additional clients over and above the budgeted activity level of 358 clients. This demand has steadily grown since the 2008/09 budget assumptions were developed in October 2007. Although the unit cost of the service is reducing and is now £45.00 per week, per client lower than budgeted, the increased activity is giving rise to a budget pressure of £0.866 million. The service is currently developing a recovery strategy to offset this cost pressure across the directorate and will also be continuing to examine alternative options for meeting current demands.

There is also a small pressure on Older People Services of £0.123 million, also relating to an increased number of clients (97). However, this is largely offset by an improving unit cost which results from a shift in the balance of clients from residential and nursing homes to home care. This pressure is expected to be managed in year.

Children & Young People's Trust

2007/08		2008/09	Forecast	Forecast	Forecast
Outturn	Division	Budget	Outturn	Variance	Variance
Variance		Month 2	Month 2	Month 2	Month 2
£'000		£'000	£'000	£'000	%
153	Director	1,030	1,060	30	2.9%
312	East, Early Years & NHS Commissioning Services	9,801	10,092	291	3.0%
52	Central Area & School Support	(8,344)	(8,199)	145	1.7%
(44)	Learning & Schools	7,481	7,481	-	0.0%
(89)	West Area & Youth Support	4,696	4,651	(45)	-1.0%
333	Specialist Services	30,161	30,283	122	0.4%
(102)	Quality & Performance	1,078	1,158	80	7.4%
615	Total	45,903	46,526	623	1.4%

Explanation of Key Variances

The corporate critical budget of Child Agency Placements and In House Placements is forecasting an overspend of £0.157 million. The main variances are due to overspends on Independent Foster Agency placements¹ of £0.292 million and Leaving Care Accommodation² of £0.185 million being offset by an underspend on Residential Agency placements³ of £0.359 million.

There are a number of other overspends across the directorate, the main ones being; preventative payments to homeless families of £0.103 million, increased premises costs at the Clermont Child Protection Unit of £0.048 million and a pressure arising from the ending of Budget Holding Lead Professionals (BHLP) grant funding of £0.077 million.

¹ Forecast FTE placements of 99.6 against a budget of 94.0

² Forecast FTE placements of 30.5 against a budget of 25.0 and a weekly unit cost £25 above budget

³ Forecast FTE placement 39.4 which is 1.6 less than budgeted for and a weekly unit cost £80 below budget

Appendix 1

Finance & Resources

2007/08 Outturn Variance £'000	Division	2008/09 Budget Month 2 £'000	Forecast Outturn Month 2 £'000	Forecast Variance Month 2 £'000	Forecast Variance Month 2 %
(149)	Finance	5,908	5,905	(3)	-0.1%
(113)	ICT	5,209	5,209	-	0.0%
(1,074)	Customer Services	3,758	3,636	(122)	-3.2%
(247)	Property & Design	2,972	3,010	38	1.3%
(1,583)	Total	17,847	17,760	(87)	-0.5%

Explanation of Key Variances

Customer Services is forecasting an underspend of £0.122 million as follows:

- The corporate critical housing benefits budget is forecasting an underspend of £0.590 million due to local authority errors being contained below the lower threshold which generates additional subsidy and increased overpayment recovery on non council housing rent rebates.
- The Land Charges income budget is also a corporate critical budget and is forecasting a £0.400 million shortfall. The downturn in the housing market is reducing the overall number of searches undertaken and there is also a continuing increase in the proportion of searches being undertaken as personal searches for which the council receives a much lower fee.

Appendix 1

Strategy & Governance

2007/08 Outturn Variance £'000	Division	2008/09 Budget Month 2 £'000	Forecast Outturn Month 2 £'000	Forecast Variance Month 2 £'000	Forecast Variance Month 2 %
1	Director	410	410	-	0.0%
28	Improvement & Organ Devel	1,456	1,456	-	0.0%
(1)	Legal & Democratic Services	3,004	3,054	50	1.7%
-	Policy Unit	486	516	30	6.2%
-	Human Resources	3,165	3,165	-	0.0%
-	Executive Office	419	419	-	0.0%
(124)	Communications	588	588	-	0.0%
(96)	Total	9,528	9,608	80	0.8%

Explanation of Key Variances

The forecast overspend in both Legal and Democratic Services and the Policy Unit relates to the costs of the new political assistants, resulting from the move to the new cabinet system. The directorate is actively seeking ways to reduce this pressure.

Appendix 1

Environment

2007/08 Outturn Variance £'000	Division	2008/09 Budget Month 2 £'000	Forecast Outturn Month 2 £'000	Forecast Variance Month 2 £'000	Forecast Variance Month 2 %
8	Director	291	291	-	0.0%
(138)	City Services	29,842	29,842	-	0.0%
2	Leisure	1,541	1,529	(12)	-0.8%
(114)	Sustainable Transport	(1,097)	(990)	107	9.8%
(142)	Public Safety	3,774	3,764	(10)	-0.3%
71	City Planning	2,011	2,037	26	1.3%
(313)	Total	36,362	36,473	111	0.3%

Explanation of Key Variances

The total forecast for Sustainable Transport is an overspend of £0.107 million, this is as a result of the following:

- The effect of the new Traffic Management Act on parking penalty charge notices. Early indications are that the amount received per PCN issued is likely to be less than in previous years. This is due to the distinction between lesser and higher offences, chargeable at different rates. Despite an increase in the number of tickets issued in the period April to May 2008 compared to the same period in the previous year, there is likely to be a shortfall against the budget of £0.405 million. This is partly offset by a reduction in the level of provision for bad debts of £0.106 million.
- Income from all on-street parking is likely to exceed budget by £0.540 million.
- An underachievement against off-street parking income budgets is forecast to be £0.476 million due to delays in bringing back in-house the five leased car parks, and later than budgeted for refurbishment of the Lanes and London Road car parks.
- Vacancy Management savings and other supplies and services savings will generate an underspend of £0.130 million.

Appendix 1

Cultural Services

2007/08 Outturn Variance £'000	Division	2008/09 Budget Month 2 £'000	Forecast Outturn Month 2 £'000	Forecast Variance Month 2 £'000	Forecast Variance Month 2 %
(10)	Director	173	173	-	0.0%
(17)	City Marketing	1,833	1,834	1	0.1%
29	Libraries	3,900	3,912	12	0.3%
113	Museums	2,164	2,242	78	3.6%
(1)	Arts & Creative Industries	1,616	1,616	-	0.0%
(115)	Economic Devlpmnt & Regen	2,914	2,921	7	0.2%
(175)	Major Projects & Venues	176	228	52	29.5%
(176)	Total	12,776	12,926	150	1.2%

Explanation of Key Variances

The Museums and Major Projects & Venues overspend forecast relates to increased premises costs; the major factor being an increase in energy costs. As reported elsewhere on this agenda a significant increase in the gas contract renewal is expected later this financial year.

Appendix 1

Centrally Managed Budgets

2007/08 Outturn Variance £'000	Division	2008/09 Budget Month 2 £'000	Forecast Outturn Month 2 £'000	Forecast Variance Month 2 £'000	Forecast Variance Month 2 %
14	Bulk Insurance Premia	2,481	2,245	(236)	-9.5%
2,028	Concessionary Fares	9,158	9,004	(154)	-1.7%
(1,373)	Capital Financing Costs	7,929	7,859	(70)	-0.9%
-	Levies & Precepts	192	192	-	0.0%
472	Other Corporate Items	4,678	4,678	-	0.0%
1,141	Total	24,438	23,978	(460)	-1.9%

Explanation of Key Variances

The insurance premia contract renewal took place recently and generated a saving of £0.686 million. The reduction in premia is due to the recent low claims history of the council, extensive risk management work and a relatively cheap and competitive current market for insurance. The £0.236 million projected underspend is after allowing for the proposed allocations to Contingency and the Risk Management Reserve described in the main body of the report.

Concessionary Fares is forecast to underspend by £0.154 million. The variance relates to a reduction in the final outturn figures for 2007/08, which were unavailable until after the accounts were closed for last financial year.

Capital Financing Costs are reporting an underspend due to higher investment returns on surplus balances.

Section 75 Partnerships

2007/08		2008/09	Forecast	Forecast	Forecast
Outturn	Division	Budget	Outturn	Variance	Variance
Variance		Month 2	Month 2	Month 2	Month 2
£'000		£'000	£'000	£'000	%
28	Council managed S75 Services	21,706	21,905	199	0.9%
199	NHS Trust managed S75 Services	12,539	13,075	536	4.3%
227	Total S75	34,245	34,980	735	2.1%

Explanation of Key Variances

Council managed S75 Services (Learning Disability Services) are forecasting an overspend of £0.199 million. Additional demand for day care and home care services have created a pressure of £0.114 million plus there are forecast income shortfalls on Housing Benefit/Supporting People income.

NHS Trust managed S75 Services are forecasting an overspend of £0.536 million, due to two areas:

- Sussex Partnership Trust – Mental Health & Substance Misuse are forecasting an overspend of £0.313 million. The main pressures are within Adult Mental Health due to increased demand and high cost placements within Nursing Care. The Trust has developed a financial recovery plan.
- Sussex Downs Health Trust – HIV/AIDS, Intermediate Care and the Integrated Community Equipment Store (ICES) are forecasting an overspend of £0.223 million. The main pressure continues to be on ICES, forecast to overspend by £0.150 million, due to continuing high demand levels for equipment. The commissioner for the service is working with service management to review caseload and develop a financial recovery plan.

Appendix 1

Housing Revenue Account (HRA)

2007/08		2008/09	Forecast	Forecast	Forecast
Outturn	Division	Budget	Outturn	Variance	Variance
Variance		Month 2	Month 2	Month 2	Month 2
£'000		£'000	£'000	£'000	%
(526)	Employees	8,994	9,046	52	0.6%
(1,631)	Premises – Repair	10,258	10,258	-	0.0%
103	Premises – Other	2,707	2,957	250	9.2%
35	Transport & Supplies	2,534	2,549	15	0.6%
(21)	Support Services	2,300	2,300	-	0.0%
1,264	Revenue contribution to capital	3,465	3,465	-	0.0%
(151)	Capital Financing Costs	4,941	4,941	-	0.0%
(26)	Subsidy Payable to Gen Fund	11,494	11,494	-	0.0%
(953)	Net Expenditure	46,693	47,010	317	0.7%
(8)	Dwelling Rents (net)	(40,478)	(40,478)	-	0.0%
(62)	Other rent	(1,210)	(1,210)	-	0.0%
(104)	Service Charges	(3,292)	(3,292)	-	0.0%
(33)	Supporting People	(550)	(550)	-	0.0%
(150)	Other recharges & interest	(1,163)	(1,159)	4	0.3%
(357)	Net Income	(46,693)	(46,689)	4	0.0%
(1,310)	Total	-	321	321	0.0%

Explanation of Key Variances

The main variance is an overspend forecast on Premises due to increased energy costs.

KEY ACTIVITY DATA SUPPORTING CORPORATE CRITICAL BUDGET FORECASTS

	Activity Indicator	Unit Cost Indicator	BUDGET			FORECAST			VARIANCE			
			Activity	Unit Cost/Income £	Budget £	Activity	Unit Cost/Income £	Budget £	Activity	Unit Cost/Income £	Budget £	
Child Agency & In-house Placements												
Disability Agency	Number of children	Cost per week	8.0	1,817	757,900	8.6	1,786	803,700	0.6	(31)	45,800	
Disability Respite	Number of children	Cost per week	n/a	n/a	126,000	n/a	n/a	133,100			7,100	
Independent Foster Agency (IFA)	Number of children	Cost per week	94.0	888	4,350,600	99.6	894	4,642,400	5.6	7	291,800	
Residential Agency	Number of children	Cost per week	41.0	2,407	5,145,700	39.4	2,327	4,786,700	(1.6)	(80)	(359,000)	
Secure Accommodation	Number of children	Cost per week	1.5	5,140	402,000	2.8	3,852	554,000	1.3	(1,288)	152,000	
In-House Placements	Number of children	Cost per week	352.0	304	5,584,600	369.2	281	5,419,600	17.2	(23)	(165,000)	
Leaving Care Accommodation	Number of children	Cost per week	25.0	508	661,900	30.5	532	846,533	5.5	25	184,633	
Leaving Care Ex Asylum Seekers	Number of children	Cost per week	n/a	n/a	108,800	na	na	108,800	na	na	0	
Educational Agency	Number of children	Cost per week	130.0	703	4,762,900	135.0	673	4,737,527	5.0	(30)	(25,373)	
											131,960	
Sustainable Transport												
PCN effect of Traffic Management Act	Number of PCNs issued	Average receipt per offence	127,076	(40)	(5,127,517)	137,877	(34)	(4,722,896)	10,801	6	404,621	
Land Charges Income												
	Local Authority Searches	Income per search	5,607	(115)	(644,805)	3,000	(115)	(345,000)	(2,607)	0	299,805	
	Personal Searches	Income per search	5,395	(11)	(59,345)	6,800	(11)	(74,800)	1,405	0	(15,455)	
											284,350	
Concessionary Fares												
	Number of journeys	Total cost divided by number of journeys	11,000,000	0.98	10,834,000	11,000,000	0.98	10,834,000	0.00	0.00	0	
Community Care												
NHScc Older People	No. WTE Clients	Cost per week	1,643	204	17,438,000	1,740	194	17,561,000	97	(10)	123,000	
NHScc Physical Disabilities	No. WTE Clients	Cost per week	358	246	4,582,000	463	226	5,448,000	104	(19)	866,000	
											989,000	
Section 75 Learning Disabilities												
S75 NHScc Learning Disabilities	No. WTE Clients	Cost per week	595	628	19,435,000	650	579	19,549,000	55	(49)	114,000	
S75 NHS & Community Care Act												
S75 NHScc Adult Mental Health	No. WTE Clients	Cost per week	189	286	2,814,000	262	241	3,284,000	73	(45)	470,000	
S75 NHScc Older People Mental Health	No. WTE Clients	Cost per week	467	326	7,919,000	542	267	7,522,000	75	(59)	(397,000)	
S75 NHScc Substance Misuse	No. WTE Clients	Cost per week	4	503	101,000	10	504	259,000	6	0	158,000	
S75 NHScc HIV	No. WTE Clients	Cost per week	28	138	198,000	34	121	212,000	6	(17)	14,000	
S75 ICES	Equipment & Adaptations	Various rates for different type of equipment	-	-	655,000	-	-	805,000	-	-	150,000	
											395,000	

PROGRESS AGAINST THE ACHIEVEMENT OF THE 2008/09 EFFICIENCY SAVINGS

	Budget £'000	Forecast £'000	Variance £'000	Explanation
Adult Social Care & Housing				
Adult Social Care	(1,378)	(1,478)	(100)	Additional savings from Vernon Gardens offsetting current shortfall anticipated on homecare/daycare savings and brought-forward service pressure
Housing Strategy	(214)	(214)	0	
Sub-Total	(1,592)	(1,692)	(100)	
CYPT				
East Area, Early Years and NHS comm	(32)	(32)	0	
Central Area and Schools Support	(202)	(202)	0	
Learning & Schools	(71)	(71)	0	
West Area and Youth Support	(2)	(2)	0	
Specialist Services	(164)	(164)	0	
Quality & Performance	(30)	(30)	0	
Sub-Total	(501)	(501)	0	
Finance & Resources				
Finance	(175)	(175)	0	
ICT	(150)	(150)	0	
Customer Services	(460)	(460)	0	
Property & Design	(90)	(90)	0	
Sub-Total	(875)	(875)	0	
Strategy & Governance				
Director	(40)	(40)	0	
Improvement & Organ Devel	(38)	(38)	0	
Legal & Democratic Services	(56)	(56)	0	
Policy Unit	(25)	(25)	0	
Human Resources	(55)	(55)	0	
Sub-Total	(214)	(214)	0	
Environment				
City Services	(400)	(400)	0	
Leisure	(20)	(20)	0	
Sustainable Transport	(475)	(240)	235	The bringing back in house of the 5 car parks currently leased, may take place later than originally budgeted for.
Public Safety	(30)	(30)	0	
City Planning	(10)	(10)	0	
Sub-Total	(935)	(700)	235	
Cultural Services				
City Marketing	(25)	(25)	0	Assumed on target, but increased income target is dependant on the new DMS system which is not yet in place.
Libraries & Information services	(70)	(70)	0	Subject to restructuring work
Royal Pavilion & Museums	(47)	(32)	15	Energy savings unachievable due to increase in gas charges and steep rise in sub 100kw electricity contract
Arts & Creative Industries	(26)	(26)	0	
Economic Development & Regeneration	(73)	(73)	0	
Major Projects and Venues	(75)	(20)	55	Energy savings unachievable due to increase in gas charges
Sub-Total	(316)	(246)	70	

PROGRESS AGAINST THE ACHIEVEMENT OF THE 2008/09 EFFICIENCY SAVINGS

	Budget £'000	Forecast £'000	Variance £'000	Explanation
Section 75 : Learning Disabilities				
Council Lead Learning Disabilities	(641)	(641)	0	
Sub-Total	(641)	(641)	0	
Health Led Section 75 arrangements				
SPT				
Older People Mental Health	(176)	(176)	0	
Adult Mental Health	(206)	(206)	0	
Substance Misuse	(10)	(10)	0	
SDHT				
Intermediate Care	(53)	(53)	0	
ICES	(14)	(14)	0	
HIV/AIDS	(7)	(7)	0	
Sub-Total	(466)	(466)	0	
Total	(5,540)	(5,335)	205	
Housing Revenue Account				
Employees	(308)	(308)	0	
Supplies & Services	(93)	(93)	0	
Repairs -Responsive/Empty Properties contract.	(1,450)	(1,450)	0	Forecast as budget, however contract negotiations on open book still in progress may impact on this forecast.
Repairs - Gas Servicing Contract	(417)	(417)	0	
Ground Maintenance	(61)	(61)	0	
Reduction in Staff Accommodation charge	(40)	(40)	0	
Increase in Garage and Car Park Income	(40)	(40)	0	
Reduction in transitional protection from Supporting People charges	(40)	(40)	0	
Total	(2,449)	(2,449)	0	

New capital project approval				
Project title: Door Entry Systems 2008/09		Total project cost: £382,000		
Project Manager: Steve Cooper		Directorate: Housing Revenue Account		
Purpose, benefits and risks				
<p>A number of Door Entry systems have failed or have been identified as deteriorating with failure imminent and replacement parts being obsolete and unavailable.</p> <p>There is currently £0.125 million held as contingency for Door Entry Systems/Alarms, which this proposal seeks to release. The remaining £0.257 million will also need to be funded from the HRA reserve, which currently stands at £5.650 million. The strategic priorities supported include the safety and security of our tenants and leaseholders. BHCC installed the original systems, which are part of the general amenity of the blocks, and therefore has an obligation to maintain/replace the systems when failure occurs. It should be noted that these costs identified are for systems that have already failed; no funds have been identified for systems that may fail in the future.</p> <p>Alternative Option: Do nothing - doors will be left without effective locks. This will leave buildings insecure. Alternatively the doors could be made to lock securely but without a door entry system. This will present difficulty to any visitors to the block, especially to carers attending their clients. Both of these options are likely to encourage anti-social behaviours.</p> <p>Investigations: The systems have been examined by the M&E Section and found to be non-reparable and/or obsolete.</p>				
Capital expenditure profile				
	2008/09	2009/10	2010/11	TOTAL
Funding source A - Approved contingency	£125,000	£0	£0	£125,000
Funding source B - HRA General reserve	£257,000	£0	£0	£257,000
	£382,000	£ 0	£ 0	£382,000
Financial implications				
<p>An element of the capital expenditure will be reimbursed via Leaseholder service charges. In terms of Whole Life Costing, running costs will be similar to existing equipment apart from 6 months defects saving after installation.</p>				

New capital project approval	
Project title: Adaptations – Property extension	Total project cost: £ 50,000
Project Manager: Ken Warren	Directorate: Housing Revenue Account
Purpose, benefits and risks	
<p>The reason for this loft extension that there is a requirement to accommodate three additional children within a family home. The work has been requested by the CYPT (Children and Young People’s Trust) and is required by a court order for the council to act.</p> <p>The proposal agreed is for a loft extension and other alterations to allow the accommodation of the additional children within the family unit, the purpose of which to enable the children to remain together in a safe family environment being looked after by their maternal Grandmother together with her existing family (two children). By acting in this manner no additional care costs will result from the splitting up of the children that may have otherwise been an option.</p> <p>The CYPT will provide half of the funding for the project.</p>	

Capital expenditure profile				
	2008/09	2009/10	2010/11	TOTAL
HRA General Reserves	£50,000	£0	£0	£50,000
CYPT contribution	(£25,000)	£0	£0	(£25,000)
Net Cost to HRA	£25,000	£ 0	£ 0	£25,000

Financial implications
£25,000 is to be funded by CYPT, net cost to the HRA is £25,000

New capital project approval

Project title: Purchase of Vehicles for Cityparks	Total project cost: £369,334
Project Manager: Robert Walker	Directorate: Environment

Purpose, benefits and risks

When Cityparks was formed by combining what had been Hove Borough Council's DSO with what had been Ecovert's workforce, the majority of the vehicles were replaced. At the time the future of the Arboricultural Team was uncertain, their vehicles were not replaced and they continued to operate with old vehicles transferred from Ecovert. In addition, the Countryside service previously leased their vehicles and also took on some old grass cutting machinery from Ecovert. The lease on two vehicles has expired and one of the grass cutting machines is worn out.

The Environment Agency have become involved in the disposal of green waste at Stanmer, as a result of this we have invited tenders for appropriate treatment/removal of our green waste and in addition plan to minimise the amount of green waste being produced by chipping shrub prunings directly onto beds as a mulch. In addition to the above, three pieces of general parks machinery have worn out.

Failure to keep the fleet in good working order results in productivity losses with direct and indirect effects on service provision. Maintenance costs on old machinery are high and short-term hire to cover shortages of machinery is expensive.

Additional budget was allocated to increase the number of Park Rangers in 2008/09. This project also addresses the need for four additional vehicles to satisfy the transport requirement for the increased service.

All costs will be met from existing budgets, as some existing unsupported borrowing is due to be fully repaid this year, releasing funds to cover the new repayments.

Capital expenditure profile

	2008/09	2009/10	2010/11	2011/12	TOTAL
Unsupported Borrowing	£369,334	0	0	0	£369,334

Financial implications

Whole Life Costing

	2008/09	2009/10	2010/11	Future annual costs
Borrowing costs	£93,124	£96,161	£92,071	£87,978
Employee costs	£0	£0	£0	£0
Running costs	£0	£0	£0	£0
Other costs [Reduced short hire cost]	Saving £27,820	Saving £27,820	Saving £27,820	£0
Other costs [specify]	£0	£0	£0	£0

New capital project approval

Project title: Purchase of Vehicles for Sports Development Total project cost: £10,794

Project Manager: Jan Sutherland Directorate: Environment

Purpose, benefits and risks

The Sports Development section within the Leisure division of Environment has been leasing a vehicle, the lease for which is now expired. The intention is to replace the leased vehicle with a Citroen Dispatch model using Unsupported Borrowing over 4 years.

The repayment cost will be met from existing budgets.

Capital expenditure profile

	2008/09	2009/10	2010/11	2011/12	TOTAL
Unsupported Borrowing	£10,794	0	0	0	£10,794

Financial implications

Whole Life Costing

	2008/09	2009/10	2010/11	Future annual costs
Borrowing costs	£2,722	£2,811	£2,691	£2,570
Employee costs	£0	£0	£0	£0
Running costs	£0	£0	£0	£0
Other costs [Reduced Leasing cost]	Saving £2,225	Saving £2,225	Saving £2,225	£2,225
Other costs [specify]	£0	£0	£0	£0

New capital project approval	
Project title: Places for Change Programme	Total project cost: £950,000
Project Manager: Emma Gilbert	Directorate: Adult Social Care & Housing
Purpose, benefits and risks	
<p>The Communities and Local Government (CLG) recently announced a £70 million round of capital funding available to local authorities for the Places of Change Programme (PCP), which builds on the success of the £90 million Hostels Capital Improvement Programme. Reflecting some of the main national performance indicators for the LAA, the key aims of the funding are to increase the number of clients positively moving on to independent or more appropriate supported accommodation: and to increase the number of clients moving into education and employment. The PCP Funding Round was heavily oversubscribed with bids received totalling £330 million. The South East Region received £6.6 million in total, with Brighton and Hove successfully securing £950,000. We propose to:</p> <ul style="list-style-type: none"> • Redevelop First Base Day Centre (owned and managed by Brighton Housing Trust) to house a multi-functional service aimed at rough sleepers for initial engagement with health and other agencies, relocation services, advice sessions, social activities, a café style training kitchen and social enterprise, and meaningful occupation/work and learning through a range of groups and practical skills; • Refurbish/remodel Palace Place to provide a multi-functional Support and Skills Centre, housing the Stepping In Project for homeless people in temporary accommodation. <p>Palace Place will provide a Skills Centre delivering a range of learning, skills/qualifications and training; work placement programme and employment opportunities, a Job Support Area (both in work and into work) including access to JobCentre Plus job search facilities and in-work benefits advice; motivational and soft skills; peer support and training; an ICT suite for use in tutored sessions, self-directed learning and supervised internet access sessions; training facilities; and several one to one interview rooms. Other services located at the Centre will be housing support, housing options; support to access private rented sector accommodation and the Homeless Psychology Service. Other key agencies and partners will also provide regular advice sessions.</p> <p>The BHCC Community Health Trainer service will also operate from Palace Place. Funded by the Primary Care Trust (PCT), this new service will provide a generic health promotion and improvement service with 'behaviour change' at the centre of its service delivery. This is part of a national NHS initiative, which is outlined in the 2004 Government White Paper Choosing Health. People within the city who have identified that they wish to change an element of their own behaviour to improve their health can access a personalised service that will enable and support them to take some action to address their health issues. We are also looking at the feasibility of opening up the use of the Centre for training purposes and for adult learning providers to use. As a key partner in the Brighton and Hove Learning Partnership, Welfare to Work Forum and participating in the City Employment and Skills Plan, we are well placed to develop this aspect of use for the Centre which could provide additional revenue and enhance progression pathways for our clients</p> <p>Following the comprehensive housing consultation process carried out in 2007/08, improving access to services for vulnerable people to tackle their issues of homelessness and worklessness was identified as a key priority. The Skills and Support Centre at Palace Place and redevelopment of First Base Day Centre will assist the Council to meet its strategic aims and targets for tackling homelessness and worklessness, as identified in the Homelessness Strategy, draft Single Homeless Strategy, Supporting People Strategy and Integrated</p>	

Support Pathway, and has the support of the Council's Senior Management Team (May 08). Work and learning and motivational support has an integral role in the resettlement process, and is essential in helping to meet local targets for planned progression through homelessness services into more independent living. Addressing worklessness is also key to the authority's aims for reducing the number of people in temporary accommodation, making the private rented sector more accessible, and diverting resources away from social housing. Improving access to services for single homeless and rough sleepers will also impact positively on reducing and sustaining reductions in rough sleeping, reduce incidences of repeat homelessness, prevent homelessness and reduce offending and street based anti-social behaviour - all of which has positive social and economic implications for the city as a whole.

Capital expenditure profile

	2008/09	2009/10	2010/11	TOTAL
DCLG	£400,000	£550,000	-	£950,000
	£400,000	£550,000	-	£950,000

Financial implications

First Base

PCP funding of £500,000 agreed - all other costs will be met by Brighton Housing Trust through existing funding from the PCT, Lottery, English Heritage and ASC.

Palace Place/Old Steine:

PCP funding of £450,000 agreed. Single Homeless and LD Accommodation Services have recently relocated to Palace Place having previously been accommodated in Bartholomew House and the privately leased Media Centre (£19k per annum rent/service charge). Staffing and running costs are currently met by Single Homeless budget funded through Supporting People Grant, a proportion of the Homelessness Grant and Learning Disabilities.

Maintenance is currently funded from the ASC/CYPT reactive budget but we are exploring other options to enable us to include a planned maintenance budget. The additional running costs as a result of the refurbishment are expected to be no more than £30,000 per year and these costs will be met from the funding streams mentioned above.

Palace Place/Old Steine is a council owned property currently in need of significant repair, with poor disabled access. The Old Steine section building is currently empty and not generating a rental income. The PCP funding will enable us to significantly improve the building and return it to full use at minimal cost to the Council.

There are no acquisition or disposal costs as the building is owned by the Council.

	2008/09	2009/10	2010/11	Future annual costs
Borrowing costs	£0	£0	£0	£0
Employee costs	£0	£0	£0	£0
Running costs	£0	£15,000	£30,000	£30,000

New capital project approval

Project title: Aiming High for Disabled Children

Total project cost: £447,200

Project Manager: Jenny Brickell

Directorate: Children and Young Peoples Trust

Purpose, benefits and risks

Brighton and Hove is one of 21 Local Authorities who successfully bid for pathfinder status under the Aiming High for Disabled Children Programme.

The Government is investing substantial new monies and the programme is underpinned by £430 million from the DCSF plus additional monies will be coming into PCTs.

As part of this we have been awarded a total of £2.2 million pounds to start a three-year “transformation programme” of short break services for disabled children and young people.

At the centre of the transformation programme is the commitment to establishing a core offer, which will outline clear entitlements for disabled children based on transparent eligibility criteria.

Pathfinders were selected following a rigorous selection process and the fact that we were chosen is evidence of Brighton and Hove demonstrating that we have the capacity to deliver immediate improvements and expansion to our short break services.

There is an expectation that as part of the Pathfinder Programme we have made a commitment to take our learning and share it on a regional and national basis. Neither West or East Sussex were selected - our closest Pathfinder neighbours are Bournemouth, Dorset and Poole who made a collective successful bid.

Capital funding allocations are to be used to secure equipment and building adaptations that will support disabled children’s short break provision. The expectation from the DCSF is that this is additionality for disabled children’s services and should not be used to substitute for funds the local authority should be spending on meeting statutory requirements.

Capital expenditure profile

Year	2008/09	2009/10	2010/11	TOTAL
Estimated costs and fees	£134,200	£313,000	£0	£447,200

Financial implications

The capital expenditure is to be funded in full by a capital grant in respect of the Aiming High for Disabled Children. (There is also a revenue grant for this project for 08/09, 09/10 and 10/11). The capital allocation is planned to be spent on building adaptations and facilities to facilitate and support extended short break provision. Any one-off revenue costs associated with the capital expenditure will be funded by the revenue portion of the grant. We are not anticipating any revenue costs associated with the capital expenditure to be ongoing after 09/10.

Request to Reprofile

Department:	HRA Repairs		
Project Name:	Citywide Door Replacement		
Current budget:	£ 2,500,100	Proposed revised budget:	£1,460,050
Total budget change:	£ 1,040,050		

Delays have been caused due to the contract not being signed. In accordance with council policy and best practice, it is imperative to have the contract signed before works commence on site. As such, this has had an impact on the available working months remaining in this financial year. It is now signed and site start is planned for 23rd June but first installations will be in the first week of August.

The original budget split indicates that the following would need to happen in order to achieve spend for 2008/09:

£2,500,073 (allocation of funds for 2007/08 & 2008/09)

If spend were to be achieved by 31st March 2009, a total of 119 fire doors (at an average price of £619) or 169 non fire doors (at an average price of £435) would have to be installed per week.

£420,000 (allocated funds for 2009/10)

A continuation of installations at the same turnaround allows for work for 6 weeks into the financial year before funds are used. The contract duration is until 31st March 2010.

The revised budget split means that the following is applicable:

£1,460,037 2008/09

A turnaround of 69 fire doors (taking an average costing of £619 per fire door) or 98 non fire doors (taking the average costing of £435) per week would be required for the 34 weeks remaining in the financial year.

£1,460,036 2009/10

Maintaining a turnaround of 69 fire doors/98 non-fire doors per week, the financial spend would be achieved in December 09/January 10, well within the financial year and contract duration.

In essence, the service users are not affected by this change. The budget remains the same, but the profiling of the works and the programme is smoother and more efficient.

Subject: Overview and Scrutiny Commission Work Plan
Date of Meeting: 15 July 2008
Report of: Director of Strategy and Governance
Contact Officer: Name: Mary van Beinum Tel: 29-1062
E-mail: mary.vanbeinum@brighton-hove.gov.uk
Wards Affected: All

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

- 1.1 The Overview and Scrutiny Commission and Overview and Scrutiny Committees are responsible for the development of their own robust work programmes, identifying the most appropriate means of progressing the work.
- 1.2 This reports suggests an outline OSC work plan based on the functions outlined in the Commission's Terms of Reference in order to provide a firm basis and structure for the future direction of Overview and Scrutiny in Brighton & Hove.

2. RECOMMENDATIONS:

- 2.1 That Members consider a draft work plan for the Commission (See Appendix 1) and suggest any amendments and additional matters to be included.

3. BACKGROUND INFORMATION

- 3.1 There are a number of ways in which items may come to be included into an overview and scrutiny draft work programme;
 - All members will have access to the Council's Forward Plan and may wish to suggest key decisions from the Plan for inclusion in the Overview and Scrutiny work programme;

- Additionally, the committee chairman may wish to consider the Council's Forward Plan at each pre-meeting and put forward any items he/she sees fit;
- Cabinet Members/Cabinet/Regulatory Committee Chairmen may refer items to the committee for examination and comment;
- Part 6, paragraph 13 of the Constitution states that the overview and scrutiny committees shall also respond, as soon as their work programme permits, to requests from the Council and if it considers it appropriate, the Cabinet/Cabinet Committees to review particular areas of Council activity.
- Any Member of the committee can notify the Head of Scrutiny that they wish to have an item included on the agenda of the next possible meeting. The committee will then determine whether it wishes to pursue the suggested item and in what way.
- The committee may also receive requests from any other Councillors and suggestions from officers for particular topics to be scrutinised. Any Councillor may submit a letter for inclusion on the agenda for any overview and scrutiny committee.
- The 19 Plans and Strategies which make up the Budget and Policy Framework are listed in part 3.1 (3.02) of the Council's Constitution and are included at Appendix 2 to this report. Those of particular importance to the Commission are: -
 - Best Value Performance Plan
 - Community Strategy
 - The Council's Corporate Plan
 - Equalities and Inclusion Policy
 - Local Area Agreement
 - Budget

3.2 Although approval of the Budget and Policy framework is a Full Council function, it is envisaged that the appropriate Overview & Scrutiny Committee(s) or the Commission will consider draft proposals before their submission to full Council for approval. The Cabinet should take into account any response from an Overview & Scrutiny Committee or the Commission and from relevant stakeholders when determining its final proposals for submission to Full Council in regard to any of the Plans and Strategies.

- 3.3 The Overview and Scrutiny draft work programme also needs to allow for flexibility to determine matters as they arise such as requests for scrutiny and call-in.

Work plan for OSC and the Five Overview and Scrutiny Committees

- 3.4 In addition to developing its own work plan, the Overview and Scrutiny Commission is responsible to coordinate the overall O&S function. Each of the five Overview and Scrutiny Committees have therefore established three-Member cross-party working groups to draw up proposals for work plans for approval in the September cycle of O&S meetings.
- 3.5 These will be reported to the Commission.

4. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 4.1 None directly in relation to this report.

Legal Implications:

- 4.2 None directly in relation to this report.

Equalities Implications:

- 4.3 None directly in relation to this report.

Sustainability Implications:

- 4.4 None directly in relation to this report.

Crime & Disorder Implications:

- 4.5 None directly in relation to this report.

Risk and Opportunity Management Implications:

- 4.6 None directly in relation to this report.

Corporate / Citywide Implications:

- 4.7 None directly in relation to this report.

SUPPORTING DOCUMENTATION

Appendices:

1. Suggested outline OSC work programme for 2008 - 2009
2. Full list of documents forming the Budget and Policy Framework

Background Documents

15 May 2008 Council Constitution

OVERVIEW AND SCRUTINY COMMISSION - OUTLINE WORK PLAN 2008-2009

Issue	Date	Overview & Scrutiny Activity	Progress And Date	Outcome And Monitoring /Dates
Coordination And Monitoring of Overview and Scrutiny				
Establishing working relationships between Cabinet and Overview and Scrutiny	From 15 May 2008, new Leader and Cabinet Constitution	Joint discussions, agreed priorities, shared information, invitations to relevant meetings		
OSC Work Plan	15 July 2008 and every meeting	To agree Outline Work Plan with built-in flexibility		
Coordination of Overview & Scrutiny at Brighton & Hove	Regular reports	Reports on Progress and Proposals for O&S Development		
Overview and Scrutiny Work Plans	From 9 September 2008	OSC to receive Scrutiny Committees' work plans to ensure minimal duplication		

Issue	Date	Overview & Scrutiny Activity	Progress And Date	Outcome And Monitoring /Dates
Corporate Documents and Performance Monitoring				
The Corporate Plan	3 June 2008	Comment on the Corporate Plan in advance of the 12 June Cabinet meeting	Supplementary Report on OSC comments was taken to Cabinet 12 June	12 June Cabinet agreed 3 June OSC amendments
	15 July 2008	Report back to OSC, re Commission Comments taken to Cabinet 12 June		
The Council's Annual Performance Report	15 July 2008 and annually	Receive annual report, to be presented to 10 July Cabinet		
Local Area Agreement	3 June 2008 Then regular Review as necessary	Receive draft report		
<i>Other internal/external inspections assessments and reviews</i>				

Issue	Date	Overview & Scrutiny Activity	Progress And Date	Outcome And Monitoring /Dates
Overview and Scrutiny of Budget and Policy Framework				
The Council's Annual Budget	TBC			
Sustainable Community Strategy	TBC	Comment before publication of Strategy		
Equalities and Inclusion Policy	OSC 15 July	Comment and make recommendations before submission to 18 September Cabinet		
Overview and Scrutiny Of Other Functions Of The Council Leader, Finance And Central Services				
Targeted Budget Management	OSC 15 July Month 2			
See functions*				

Issue	Date	Overview & Scrutiny Activity	Progress And Date	Outcome And Monitoring /Dates
Scrutiny Reviews/Requests				
Dual Diagnosis	9 September 2008	Endorsement of scrutiny panel recommendations for reply by Cabinet/NHS organisations.		
Partnership Governance	TBC	Report to OSC and review		
Other strategic items				
Community Engagement Framework	15 July 2008	Consider consultation document for comment	Comments as part of consultation process	

*Terms of Reference for the Overview and Scrutiny Commission include the Overview and Scrutiny of:

- Functions of the Leader of the Council
- Council's annual budget
- Council's performance in relation to overall budgetary management
- Finance
- Property

- ICT
- Customer Services
- Corporate Procurement
- Legal Services
- Democratic Services
- Policy
- Communications
- Human Resources
- Improvement and Organisational Development
- Joint working with other authorities
- Council wide performance monitoring
- Community Affairs equalities and inclusion and sustainability
- Partnership working
- Council's representation in regional/national forums
- Policy for public consultation
- Corporate communications strategy

Dates of OSC meetings 2008 – 2009:

9 September, 21 October, 2 December, 20 January 2009, 10 March, 21 April

List of Budget and Policy Framework Documents

(a) Policy Framework.

The policy framework means the following plans and strategies:-

(i) those required by law to be adopted by full Council:-

- Annual Library Plan;
- Best Value Performance Plan;
- Children and Young People's Plan;
- Community Strategy;
- Crime and Disorder Reduction Strategy;
- Local Transport Plan;
- Plans with Development Plan Document status which together comprise the Local Development Framework and the Waste and Minerals Development Framework;
- Youth Justice Plan
- Statement of Licensing Policy pursuant to Licensing Act 2003;
- Statement of Gambling Policy pursuant to the Gambling Act 2005.

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

- Food Law Enforcement Service Plan;
- The plan and strategy which comprise the Housing Investment Programme;
- Adult Learning Strategy;
- City Employment and Skills Plan;
- Sustainability (Local Agenda 21) Strategy;
- The Council's Corporate Plan;
- Inclusive Council Policy;
- Health and Safety Annual Service Plan;
- Local Area Agreements.

(b) Budget. The budget includes the allocation of financial resources to different services and projects, proposed contingency funds, setting the council tax and decisions relating to the control of the Council's borrowing requirement, the control of its capital expenditure and the setting of virement limits.