





**Brighton & Hove
City Council**

Overview & Scrutiny

Title:	Overview & Scrutiny Commission
Date:	10 March 2009
Time:	4.00pm
Venue	Council Chamber, Hove Town Hall
Members:	Councillors: Mitchell (Chairman), Alford, Bennett, Mrs Cobb, Elgood, Meadows, Morgan, Older, Pidgeon (Deputy Chairman), Randall and Wakefield-Jarrett
Contact:	Mary van Beinum Scrutiny Support Officer 01273 - 29 - 1062 mary.vanbeinum@brighton-hove.gov.uk

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OVERVIEW & SCRUTINY COMMISSION

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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.

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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 scrutiny@brighton-hove.gov.uk

Date of Publication - Tuesday, 3 March 2009

BRIGHTON & HOVE CITY COUNCIL
OVERVIEW & SCRUTINY COMMISSION
4.00PM 20 JANUARY 2009
BANQUETING SUITE, HOVE TOWN HALL
MINUTES

Present: Councillors Mitchell (Chairman); Pidgeon (Deputy Chairman), Alford, Mrs Cobb, Morgan, Older, Randall, Wakefield-Jarrett and Watkins

PART ONE

66. PROCEDURAL BUSINESS

66a Declarations of Substitutes

Councillor Warren Morgan was substituting for Councillor Anne Meadows and Councillor Watkins for Councillor Elgood.

66b Declarations of Interests

There were none.

66c Declaration of Party Whip

There were none.

66d Exclusion of Press and Public

In accordance with section 100A(4) of the Local Government Act 1972, it was 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 section 100I (1) of the said Act.

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

67. MINUTES OF THE PREVIOUS MEETING

67.1 RESOLVED; that the minutes of the meeting held on 2 December be agreed and signed by the Chairman.

68. CHAIRMAN'S COMMUNICATIONS

68.1 The Chairman pointed out that the meeting was being webcast.

- 68.2 The Chairman introduced the new Head of Scrutiny, Tom Hook who said he was looking forward to working with Members and senior officers in developing Overview and Scrutiny at Brighton & Hove.
- 68.3 Referring to the report presented to the 13 January 2009 Governance Committee on the 'Communities in Control' White Paper the Chairman said the response to the Government consultations, including dealing with appeals from petitioners to local authorities, had been sent without the involvement of the Commission. (Governance Committee Report Appendix 1, Q8 refers)
- 68.4 The Commission agreed to ask for a more detailed report including a general update on current legislation regarding overview and scrutiny.
- 68.5 A date was being arranged for the first scoping meeting of the 4-Member Scrutiny Panel on Dignity and Respect at Work.

69. PUBLIC QUESTIONS

- 69.1 There were none.

70. LETTERS FROM COUNCILLORS/NOTICES OF MOTION REFERRED FROM COUNCIL

- 70.1 There were none.

71. PERFORMANCE IMPROVEMENT REPORT: QUARTER TWO: 2008 - 2009

71.1 The Head of Performance and Improvement introduced the performance improvement report for Quarter 2 of 2008 /2009 and gave further information on progress where performance was not on track, denoted in colour as 'red' direction of travel. More details including the action plans were available.

71.2 Members were concerned about road traffic deaths, and the potential impact of the recession on key services including drug and alcohol issues, older people's services and on voluntary organisations. Indicators LI 23 - bringing empty properties back into use; NI 163 – working age population qualifications and NI 112 - under 18 conception; were also discussed.

71.3 **RESOLVED**; that officers be asked to report back to the Commission on the potential effects of the recession on performance to include consideration of voluntary, statutory and business sectors.

72. DISCUSSION WITH CABINET MEMBER FOR COMMUNITY AFFAIRS, EQUALITIES AND INCLUSION

72.1 The Chairman welcomed Councillor Dee Simson to the meeting.

72.2 Councillor Simson outlined her roles which included community relations and equalities and inclusion; these were challenging and involved all services areas. She reminded the

meeting that although the local economy was relatively strong, the Reducing Inequalities Review indicated that there were pockets of deprivation in all areas of the city. Prevention work was especially important, such as employment and training for young people and reducing teenage conceptions. A great deal of work was done in the City by the Voluntary Sector.

72.3 The Community Engagement Framework had now been agreed and the Social Enterprise Strategy, with which she was partly involved, had been launched.

72.4 The City Inclusion Partnership had been established and would be taking a strategic overview of inclusion across the City. It would work with the new Equalities Coalition, which would focus on more individual, day-to-day issues.

72.5 Councillor Simson said was pleased that the Communities Team of officers was now established. She had taken over the Community Safety remit, which would give greater coordination with City Inclusion matters within the Cabinet.

72.6 Some Members were concerned at possible effects of transferring funding from wider areas traditionally regarded as deprived to individually targeted initiatives.

72.7 Answering questions Councillor Simson said she did not anticipate that her Chairmanship of the Community Safety Forum would change in this administration, and this would give more continuity than before. A new analysis and data system, Brighton and Hove Local Information Service (BHLIS) would shortly be able to identify the types and areas of deprivation in the City to help enable targeting of services.

72.8 Asked for further details on the potential weakening of the voluntary sector and possible effect of the recession on the Social Enterprise Strategy and funding of youth support work, Councillor Simson said these lay more directly within other cabinet portfolios.

72.9 The BHLIS data system would shortly enable searches by postcode and by ward.

72.10 The Chairman said that the Commission would be interested to hear more about the Equalities Coalition in due course, and thanked Councillor Simson for her interesting update on her wide and complex remit.

73. EQUALITIES AND INCLUSION

73.1 The Head of Equalities and Inclusion introduced the report which had been requested by the Commission of the key achievements over the last six months. The draft remit of the City Inclusion Partnership and its Work Programme that had been discussed at its meeting on 12 January, had been circulated to the Members of the Commission.

73.2 Peer assessment for the Equalities standard would be carried out at the end of March and officers were confident in their aiming to achieve level 3. All Council departments were working on their Equalities Impact Assessments to include in their business planning processes. The publicity campaign for the new Equalities and Inclusion Policy would soon be launched.

73.3 The Commission was pleased to be told that more stringent regulations meant that with the Licensing Team, A-boards and other obstructions on narrow pavements could now

be dealt with. This had been a long-standing issue for some disabilities groups and individuals.

- 73.4 Councillor Simson congratulated the Equalities and Inclusion Team on its overall work and recent achievement of top local authority ranking and third ranking overall, in the annual Stonewall workplace equality index.
- 73.5 The Head of Equalities and Inclusion answered questions about bikes chained to railings, badly parked cars and wrongly-sited dustbins which caused obstructions to pedestrians; disabilities training for all staff; Equalities Impacts Assessments (EIAs) and frequency of City Inclusion Partnership (CIP) meetings.
- 73.6 These concerns would be forwarded; EIAs were done for all policy areas and all services were Equalities Impact Assessed every three years. The CIP meets quarterly and the Equalities Coalition would meet more frequently.
- 73.7 The Equalities Coalition was welcomed by the Commission, though some Members felt that some individuals and organisations would benefit from more publicity of events and reassurance of the actions being taken.
- 73.8 The Head of Equalities and Inclusion said CIP would be producing its own additional publicity of events and minutes of meetings.
- 73.9 The Chairman welcomed the report and the new Involvement Officer post. She said it was good to have sight of the CIP work programme and that different partners were taking the lead.
- 73.10 **RESOLVED**; that a further report be requested to a future meeting.

74. OSC WORK PROGRAMME

- 74.1 The Commission agreed to request a report on preparedness in addressing risks and opportunities of a changing climate, and noted that the report of the Scrutiny Review of Dual Diagnosis was in its final stages before being reported to the Commission for endorsement.

75. ITEMS TO GO FORWARD TO CABINET MEMBER, CABINET OR COUNCIL MEETING

There were none

The meeting concluded at 5.05pm

Signed

Chair

Dated this

day of

BRIGHTON & HOVE CITY COUNCIL
OVERVIEW & SCRUTINY COMMISSION
4.00PM 3 FEBRUARY 2009
COUNCIL CHAMBER, HOVE TOWN HALL
MINUTES

Present: Councillors Mitchell (Chairman); Bennett, Mrs Cobb, Elgood, Meadows, Morgan, Older, Pidgeon (Deputy Chairman), Randall, Wakefield-Jarrett and Mrs Norman

PART ONE

76. PROCEDURAL BUSINESS

76.1 The Chairman welcomed everyone to the Budget meeting of the Overview and Scrutiny Commission, especially the Cabinet Member for Finance Councillor Jan Young and senior officers.

76.2 Councillor Mitchell reminded the meeting that the proceedings were being filmed and the webcast would be archived.

76a Declarations of Substitutes

Councillor Ann Norman was substituting for Councillor Trevor Alford.

76b Declarations of Interests

There were none

76c Declaration of Party Whip

There were none.

76d Exclusion of Press and Public

In accordance with section 100A(4) of the Local Government Act 1972, it was 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 section 100I (1) of the said Act.

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

76e Access to Information Procedure rules – Special Circumstances

Under the Council's Access to Information Procedure Rules, the Council is required to make reports which do not contain confidential or exempt information available for public inspection at least five clear working days before the meeting. However, by virtue of section 100B(4) of the Local Government Act 1972, an item of business may be included with less notice where the chairman of the meeting is of the opinion, by reason of special circumstances, that the item should be considered at the meeting as a matter of urgency. The special circumstances in question must be specified in the minutes.

In this instance, the special circumstances are that the budget reports items 77, 78 and 79 had not been finalised by the despatch deadline because certain detailed budget and council tax information was only recently available.

77. HOUSING REVENUE ACCOUNT BUDGET 2009/2010

77.1 The Cabinet Member introduced the draft Housing Revenue Account Budget 2009 – 2010 and there was a discussion of the key issues.

77.2 RESOLVED; (1) That the summarised areas of comments made by the Commission attached below, are taken forward to the 12 February Cabinet meeting

78. GENERAL FUND REVENUE BUDGET AND COUNCIL TAX 2009/2010

78.1 The Cabinet Member for Finance introduced the draft proposals for the General Fund Revenue Budget and Council Tax 2009 – 2010 and there was a discussion of the key issues.

78.2 It was suggested that 'fees and charges' reports previously taken to Cabinet Member Meetings as per paragraph 3.32 of the report, be attached to the report when it is presented to Cabinet and Council. This was agreed.

78.3 RESOLVED; (1) That the summarised areas of comments made by the Commission as attached below, are taken forward to the 12 February Cabinet meeting

(2) that the 'fees and charges' reports previously taken to Cabinet Members Meetings as per paragraph 3.32 of the report be attached to the Report when it is presented to Cabinet and Council.

79. CAPITAL RESOURCES AND CAPITAL INVESTMENT PROGRAMME 2009/2010

79.1 The Cabinet Member for Finance introduced the draft proposals for the Capital Resources and Capital Investment Programme 2009 – 2010 and there was a discussion of the key issues.

79.2 The Commission then considered the overall process of the scrutiny of the three reports. There was a question as to whether alternative budget proposals would be brought forward for scrutiny.

79.3 This was the first time that the drafts had been considered by Overview and Scrutiny before being presented to the Cabinet and it was generally felt that the discussion had been positive and constructive.

79.4 Members discussed the timing of the publication of the reports, noting that there had been only one full working day to read the papers before the meeting. It was agreed to make a recommendation on the timely involvement of the Commission in the 2010/2011 budget setting process.

79.5 On behalf of the Commission the Chairman thanked the Cabinet Member and senior officers for their helpful information and replies to questions.

79.5 RESOLVED; (1) That the summarised areas of comments made by the Commission as attached below, are taken forward to the 12 February Cabinet meeting.

(2) That the Committee meeting and budget setting timetables for 2010/11 allow for the full and timely involvement of OSC in the budget setting process.

(3) That a report be brought to a future OSC meeting on budget setting processes in other local authorities, including the role of overview and scrutiny, and stakeholder and public engagement.

The meeting concluded at 5.55pm

Signed

Chair

Dated this

day of

OVERVIEW AND SCRUTINY COMMISSION BUDGET MEETING
3 FEBRUARY 2009

Areas of Comment on Budget Proposals Reports; Summary For Cabinet
12 February 2009

Order of comments as per agenda and reports

ITEM 77 Housing Revenue Account Budget 2009 - 2010

- 1) Overall salary costs and vacancy management; when will reviews be completed?
- 2) Importance of Gas Inspections
- 3) What proportion of tenants will have rises in rents?
- 4) How will heating charges change?
- 5) Reduction in Supporting People charges
- 6) There seems to be a significant reduction in expenditure on programmed premises repairs

Also pleased that high rent increases are not going ahead

ITEM 78 General Fund Revenue Budget and Council Tax 2009 - 2010

- 1) Concern about funding of primary compared with secondary schools
- 2) What are the staff implications of the proposed savings?
- 3) What is the likely level of government HIV/Aids support grant?
- 4) Would like further information on what the Targeted Mental Health in Schools grant is spent on
- 5) Why are there historic public health deficits and how will they be funded?
- 6) Questions and clarifications relating to
 - The effect of no inflationary increase on the Supporting People grant
 - Delivering the Adult Social Care financial recovery plan for 2008 – 2009; Implementing Value For Money recommendations and the Personalisation Programme
 - Reducing the number of assessments that do not result in a service
 - Top-slicing of Social Care Reform grant
 - Concerns about re-ablement and self-directed support against assessed needs
 - Are all high and medium cost care packages reviewed regularly?
- 7) Learning Disabilities Services
 - Concerned about shortfall of £400,000 and why was the demand not predicted?
 - What will be the effect of the Financial Recovery Plans for Learning Disability Services?
- 8) Questions and concerns regarding
 - Pressures on Integrated Community Equipment Services

- Reduction in HIV/Aids budget
 - Reduction in Care support worker posts
- 9) Concern about provision for Looked after Children and how staff restructuring will impact upon progress
- 10) What are the service and staff implications of the CityClean savings and was the customer satisfaction with refuse service completed before or after the reorganisation of rounds in October 2008?
- 11) Can an above-inflation rise be considered for beach hut fees and charges?
- 12) Why are fees and charges for cosmetic piercing and local markets so high?

In particular, pleased to see

- a) Local Authority Business Growth Incentives measures to help local businesses
- b) Taxi vouchers for those unable to use free bus pass
- c) Personalisation of social care budgets
- d) Hove library opening half day on Mondays for a trial period
- e) Access point for Adult Social Care
- f) Active for Life and Environmental Improvement Team funding to continue.

General

Would like to see investment in biogas and/or waste technology.

Would prefer more clarity with regard to: Council's current reserves; budget pressures on Integrated Community Equipment Services; and the continuing funding for implementing Community Safety, Crime Reduction and Drugs Strategy.

**ITEM 79 Capital Resources and Capital Investment Programme
2009 – 2010**

- 1) What reassurance is there that capital receipts are realistic in current climate?
- 2) Would like more information on the Information Communications Technology (ICT) Fund
- 3) Would like more information on the potential capital receipts from Local Delivery Vehicle
- 4) Will the Bandstand eventually generate revenue?

Pleased to see capital receipts from government £27 million

General

Feels that wording could be clearer that the capital programme is being fully funded.

Would like to see more reference to sustainability; (this would be considered when looking to replace fleet/council vehicles.)

Agenda Item 96

Councillor Paul Elgood
Leader of the Liberal Democrat Group

7 Palmeira Court
32 Palmeira Square
Hove BN3 2JP

Mr Alex Bailey
Acting Chief Executive
Brighton & Hove City Council
King's House

Date: 24 February 2009
Our Ref: PE/DW/an
Your Ref:

Dear Acting Chief Executive

Access Scrutiny Panel

Under Procedural Rule 23.3, we would like to request that this letter is considered by the next Overview and Scrutiny Commission meeting on 10 March 2009.

Scrutiny Recommendation 10 of the 2006 Access Scrutiny Panel, recommended:

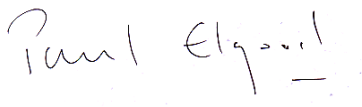
'That in consultation with sensorily-impaired people, officers give priority to achieving as wide, safe and straight access as possible in planning, licensing and enforcing all forms of street/pavement furniture and obstructions for pedestrians.

That there be a presumption in favour of a clear straight pathways in line with Department for Transport guidance on the width of footways, footpaths and pedestrian areas.'

Under OSC's remit on Equalities and Inclusion issues, we would like to request a report as to how this important scrutiny recommendation has been implemented. As you are aware the need for clear and accessible footways is a key issue for residents.

Thank you for your assistance.

Yours sincerely



Councillor Paul Elgood



Councillor David Watkins

cc: Councillor Gill Mitchell

OVERVIEW AND SCRUTINY COMMISSION

Agenda Item 97

Brighton & Hove City Council

Subject:	Performance Improvement Report: Quarter Three 2008/09		
Date of Meeting:	10th March 2009 - Overview & Scrutiny Commission		
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		
Wards Affected:	All		

FOR GENERAL RELEASE

1. POLICY CONTEXT:

1.1 There are 2 elements to this report:

- Progress against the Local Area Agreement (LAA Appendix 1)
- Progress against the health of our organisation indicators (Appendix 1)

Performance Summary

1.2 The Performance Improvement Report for Quarter 3 of 08/09 (Appendix 1) tracks progress against key actions and milestones to provide OSC with a comprehensive picture of progress. OSC are invited to use this information to check progress and, where necessary, recommend additional action or reporting. Colours provide the direction of travel at the time of reporting. Red indicates performance is significantly off target; amber indicates progress against milestones is unknown or uncertain; green points to progress being at or better than target; grey indicates that no judgement is possible at this time.

1.3 The effects of the economic recession are beginning to impact on our performance against targets and some additional service pressure's identified. The report provides a more detailed update on the Learning and Enterprise indicators as these are most at risk in the coming year.

On the basis of current information the big performance challenges locally are:

- NI 152 Working age people on out of work benefits

- NI 171 VAT registration rate
- NI 30 Re-offending rate of prolific and priority offenders
- NI 47 People killed or seriously injured in road traffic accidents
- NI 112 Under 18 conception rate
- NI 158 % non decent council homes
- NI 186 Per capita CO₂ emissions in the LA area

These indicators represent around 20% of our nationally agreed targets. Action plans are in place for each of the above and the LAA Delivery Plan clearly outlines the activity & milestones to address the shortfall in performance.

- 1.4** This report includes data up to December 2008, where it is available. However, the majority of information measured by the new National Indicator Set established by the Audit Commission and the Local Area Agreement is only available on an annual frequency. We have worked with partners to agree targets for the period of the agreement and integrated milestones & actions into the full LAA Delivery Plan. A full report against the whole Delivery Plan alongside new actions for 09/10 and an update on progress towards the Corporate Plan objectives will be published in the annual report in June 2009.
- 1.5** The new CAA framework has been issued for implementation from April 2009. CAA represents a fundamental change in the way the council and its partners are assessed moving away from solely focusing on the past performance of the council towards a forward looking assessment of our prospects for future success against our objectives. It comprises of two main elements; the Area Assessment and the Organisational Assessment.

Health of our organisation indicators

- 1.6** This section reports progress against indicators of corporate health including sickness and equality monitoring.

2. RECOMMENDATIONS:

That Overview and Scrutiny Commission notes;

- 2.1** Progress against the LAA outcomes and proposals for remedial actions against the indicators that are significantly off track.
- 2.2** The change in national performance management framework from CPA to CAA from April 2009.

3. RELEVANT BACKGROUND INFORMATION:

- 3.1** The LAA is annually reviewed and refreshed by any changes to baselines or confirmation of future targets that are required.

4. CONSULTATION:

- 4.1** TMT, DMTs and partner agencies 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:

Successful achievement of the LAA outcomes 2008-2011 will attract some performance reward grant; this will be in the region of £1.6 million.

5.2 Legal Implications:

There are no legal implications arising from the report.

5.3 Equalities Implications:

The proposed new performance management framework aims to incorporate monitoring of progress against equalities and inclusion outcomes in the city.

5.4 Sustainability Implications:

The proposed new performance management framework aims to incorporate monitoring of progress against sustainability outcomes in the city.

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:

Reducing crime and disorder is a central theme of the Corporate Plan and the Local Area Agreement and monitoring progress against these outcomes is a key element of the proposed new performance management framework.

5.7 Corporate / Citywide Implications:

TMT have a Performance Focus session each month, this is recognised as good practice and allows for both a quarterly overview of the organisation performance against the LAA and more spotlighted discussions on areas that require additional discussion. These discussions 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 Team plans.

6. EVALUATION OF ANY ALTERNATIVE OPTION(S):

6.1 None

7. REASONS FOR REPORT RECOMMENDATIONS

- 7.1** To facilitate close management of the council's performance and ensure continuous service improvements.

SUPPORTING DOCUMENTATION

Appendices:

Appendix 1 Performance Improvement report – Quarter Three 2008/09

Documents In Members' Rooms

None

Background Documents

None

Performance Improvement Report Quarter Three: Oct - Dec 2008

Council priorities 2008-2011



Spending time on Brighton Seafront

Protect the environment while growing the economy

Better use of public money

Reduce inequality by increasing opportunity

Fair enforcement of the law

Open and effective city leadership



Performance Improvement Report

Quarter Three: Oct - Dec 2008

Definitions of performance rating

Direction of travel incorporates an assessment of both performance against target and progress against the milestones in the delivery plan as follows:

● GREEN	Performance is good
●/● AMBER/GREEN	Performance is slightly off target but progress against delivery plan milestones is on track to deliver good performance
● AMBER	Performance is off target and progress against delivery plan milestones requires close monitoring
● RED	Performance is significantly off target
● GREY	No judgement possible (Targets may be missing or it is the baseline year for an indicator)

An indicator could be off target but if there is evidence the delivery of the planned actions will enable performance to reach the level targeted it will be colour coded AMBER/GREEN

Performance Improvement Report

Quarter Three: Oct - Dec 2008

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Performance Improvement Report Quarter Three: Oct - Dec 2008

Promoting enterprise & learning					
LAA outcome	Baseline	Target 08/09	Latest result	Direction of travel	Lead Directorate
NI 79 Achievement of a Level 2 qualification by the age of 19	69%	78%	Not Available September 09	●/● AMBER/GREEN	CYPT
NI 117 16 to 18 year olds who are not in education, training or employment (NEET)	9.3%	7.6%	7.8%	●/● AMBER/GREEN	CYPT
NI 152 Working age people on out of work benefits (At this stage we can only judge progress by comparing the latest result with the baseline to give a sense of direction– we will know if the 08/09 target has been met in May 09 as the data corresponding to this target is not released until then)	24,672 14.5% (May 07)	23,524 (13.9%)	24,130 14.2% (May 08)	● AMBER	Cultural Services/CYPT
NI 163 Working age population qualified to at least Level 2 or higher	75.3%	76.9%	73% (2007)	● AMBER	Cultural Services/CYPT
NI 171 VAT and PAYE registration rate (At this stage we can only judge progress by comparing the latest result with the baseline to give a sense of direction - we will know if we met the 08/09 target in Nov 2009 as this is when 2008 data is released)	72.8 (2007)	64 (target based on UK figure for 2007)	72.8 (baseline in 2007)	● AMBER	Cultural Services
L 1 Take forward the development of the Brighton Centre	N/A	Appoint Lead Architect and	OJEU Notice published Jan 09	● AMBER	Cultural Services

Performance Improvement Report Quarter Three: Oct - Dec 2008

Promoting enterprise & learning					
LAA outcome	Baseline	Target 08/09	Latest result	Direction of travel	Lead Directorate
		Design Team April/May 09			
L 2 Increase GVA per head (Data corresponding to the 08/09 target will be released Nov 2010 – At this stage we can only judge progress by comparing the latest result with the baseline to give a sense of direction)	£18,833 (2005)	£17,965 Takes current of economic situation	£19,477 (2006)	● AMBER	Cultural Services
L 3 Increase the number of people in employment (At this stage we can only judge progress by comparing the latest result with the baseline to give a sense of direction - we will know if we met the 08/09 target in June 2009)	125,300 06/07	127,000	130,700 (July 07-June 08)	● AMBER	Cultural Services
L 4 Increase the visitor economy	£408m	£427.8m	N/A	● AMBER	Cultural Services

Summary of progress

- Progress against the NEET target (NI 117) is measured annually as an average for November, December and January. Compared to the 2006 figure of 10.85%, a significant improvement was made in 2007 with the figure of 9.24%. The 2008 target is 7.6%. The encouraging news is that the average of figures submitted to DCSF for November, December 2008 and January 2009

Performance Improvement Report Quarter Three: Oct - Dec 2008

is 7.8% and the corresponding Unknown figure is 4.6%. The NEET and Unknown figures for December 2008 for the South East have gone up compared to November 2007 whereas in Brighton & Hove we have made significant improvements.

- The formation of an Economy Task Force to improve co-ordination, provide intelligence and steer activity. Membership includes, BHCC, SEEDA, Business Link, JobCentre Plus, Economic Partnership, Brighton & Hove Chamber of Commerce, Federation of Small Business
- The creation and launch of a 'Buy-Local' Campaign.
- The Council as landlord to offer monthly rather than quarterly rent terms to businesses in need of support with cash flow. The Council to offer monthly rather than 10 instalments of Business Rate collection to support cash flow.
- The Council to work towards payment of invoices to small businesses within 10 days of receipt.
- The funding and support for additional business support clinics and workshops to be operated by the Chamber of Commerce and Business Link.
- In Autumn 2008 a Worklessness Steering Group was set up to improve co-ordination of services to the newly unemployed as well as to support those who remain excluded from the labour market and are supporting a number of projects:
 - Breakthrough. Supports workless adult residents at risk of poor health
 - Tourism Futures Pre-Employment Training. Provides sector specific training to local workless people and a qualified workforce to local business.
 - Brighton Internship Programme. This delivers work placements into local digital media companies who provide on the job-training and experience for graduates.
 - Improved outreach and better co-ordination of outreach services by the numerous agencies whose delivery is aimed at workless residents.
- Re-launch of new Visitor website with the plan to drive traffic from 1.9m unique visitors annually to 3m by 2010.
- Visitor Information Centre seen traffic increase by 50% since moving to the Royal Pavilion Shop.

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- Secured major new events and conferences for 2009 including Corporate Games and Conferences with an economic value of £61m.

Risks

- The factors determining the depth and duration of the recession are largely outside the control of local influence. In many cases there is nothing that can be done locally to stop some of the businesses from closing and one issue is combating the view that we can save some of these businesses or that we can avoid increasing unemployment. It is quite likely that even with the best interventions most measures of economic performance in the City will go the wrong way in 2009.
- The economic downturn will make achieving LAA, CESP and RES targets around employment and enterprise a key challenge; good performance in comparison to the region and nation will be a strong indicator given the global nature of the economic crisis. LAA targets were set during a period of unprecedented economic growth.
- Funding for the continuation of many areas of activity remains uncertain. In the current year, discrete funds including from Working Neighbourhoods Fund and LABGI have supported activity. In the forthcoming year monies are as yet to be identified to support these activities continuing. LABGI determinations from GOSE have yet to be confirmed for 2009/10.
- Central and local fiscal and monetary interventions do not revive borrowing and spending in Brighton & Hove over next 18-24 months, leading to business failure/cutbacks/relocations which will impact on employment and benefit claimant rates, GVA, business rates collected etc. This will impact on council revenue.
- Maintaining forward momentum with commercial development projects in a period of low lending levels plus housing market and construction decline
- Loss of major employer. The highly vulnerable financial services sector is responsible for 'big four' private sector employers in the city.
- Medium-term damage to unique Brighton & Hove retail offer. Independent retailers are more prone to failure in an economic downturn, a relatively large proportion of independent failures which will impact on the city's comparative advantage in retail.
- Numbers of short breaks taken in the UK are likely to decline

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- Quality of visitor offer compounds slackening demand – some of this is in public control e.g. Brighton Centre, others are in Private Hands e.g. Pier.

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Reducing crime & improving safety					
LAA outcome	Baseline	08/09 target	Latest	Direction of travel	Lead Directorate
NI 17 Perceptions of anti-social behaviour	19.6% 08/09	Baseline year	Next Place Survey 2010	● GREY	Environment
NI 30 Re-offending rate of prolific and priority offenders	285 convictions	208 convictions (-27%)	262 -8.1% (Apr-Sept 08)	● RED	Environment
NI 32 Repeat incidents of domestic violence	New indicator	N/A	N/A	● GREY	Environment
NI 38 Drug-related (Class A) offending rate	New indicator	Baseline Year	Data available July 09	● GREY	Environment
NI 40 Drug users in effective treatment	1152	1164	1131 (April- Sept 08)	● GREEN	Environment
NI 47 People killed or seriously injured in road traffic accidents	165	159 3.6% reduction	N/A Data available Apr 09	● RED	Environment/ ESFRS
NI 111 First time entrants to the Youth Justice System aged 10 – 17	497	472	187	● GREEN	CYPT
L 5 Specialist support to victims of a serious sexual offence (NI 26)	New indicator	Baseline year	N/A	● GREY	Environment
L 6 Assault with injury crime rate (NI 20)	2,191	2,081 5% reduction	1514 (Dec 08)	● GREEN	Environment

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Reducing crime & improving safety					
LAA outcome	Baseline	08/09 target	Latest	Direction of travel	Lead Directorate
L 7a Arson incidents (NI 33) – primary fires	246	221	149 (Dec 08)	● GREEN	ESFRS
L 7b Arson incidents (NI 33) – secondary fires	390	351	266 (Dec 08)	● AMBER	ESFRS
L 8 Number of police recorded LGBT hate crimes and incidents	184	193 (+5%)	101 (Dec 08)	● AMBER	Environment
L 9 Number of police recorded racist and religiously motivated crimes and incidents	554	526 (-5%)	268 (Dec 08)	● GREEN	Environment
L 10 Number of police recorded total sexual offences	283	297 (+5%)	280 (Dec 08)	● GREEN	Environment

Summary of progress

Progress on milestones is good in particular activity against milestones to reduce numbers of first time entrants to the Youth Justice System is on track and progress is good. Increased level of joint working/pooled budgets between PCST and CYPT (Challenge and Support, Targeted Youth Support Service and Operation Park) to prevent and divert young people and reduce alcohol related disorder is assisting in good progress being achieved.

Risks

- The NI indicators linked to crime, community safety, drugs and alcohol issues (NI 17,30,32,38,40,111 and local indicators 5,6,8,9 and 10) are all delivered and / or supported by staff who are funded by initiative funding streams and for which the funding for their posts is not currently confirmed beyond March 2009.
- Unless funded, multi-agency services which have strong evidence of successful crime reduction outcomes, such as the ASB Team, Operation Reduction, Priority and Prolific Offender Project, Environment Improvement Team, Communities Against Drugs Team and others will not be able to continue.

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- Impact of recession on opportunities for Young Offenders to obtain employment may also undermine engagement in education and training.
- In addition it is known that the main funding streams available up until 2008/09 are reducing in 2009/10 and then ceasing completely from 2010/11. Whilst work is underway to look for alternative sources of funding and to try and mainstream posts where possible this is a significant risk to delivering this area of work over the life of this delivery plan. The impact on achievement of targets will need to be closely monitored.
- Although an increase target was set in view of the level of underreporting of LGBT motivated incidents apparent from the Count Me In 2 survey, recorded crimes and incidents has fallen steadily during the year. Work in 2008/09 has included the planning of courses to begin in February 2009 targeted at marginalised LGBT groups (including LGBT youth, HIV+ men, Bi, Trans and those with mental health needs) and the development of 3rd party reporting forms. These and other activities should result in increased rates of reporting to the police. The CDRP will therefore be considering at its March meeting, replacing the target with one that seeks to reduce the level of reporting.
- While the reoffending rate of the highest risk prolific & priority offenders (PPOs), who are assigned to the intensive supervision scheme, is very low, there is less intensive activity with other prolific & priority offenders. Consideration is being given by the PPO Steering Group to make adjustments so that resources support work across all prolific & priority offenders are applied in the most effective way for the rest of 2008/09 and for 2009/10.
- Data is not yet available to access the first year's progress on NI 47. However when looking at progress against BVPI 99 (which NI 47 supersedes) the risk for not achieving targets is high and this can be used as an indication for NI 47's result. The LTP1 delivery report published in 2006 identified that the number of KSI does not appear to be reducing in line with the target trajectory. There are a number of factors that may have contributed to the current level of progress, including the significant amount of essential roadwork's and other improvement schemes that have been taking place in the city. Also, the contributory factors that can cause collisions and casualties can be complex and may not be resolved simply through an engineering scheme or education and training. These can include errors of judgement, weather conditions, irrational behaviour due to drink or drugs or lack of familiarity with surroundings.

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Improving health and well being					
LAA outcome	Baseline	08/09 target	Latest	Direction of travel	Lead Directorate
NI 39 Alcohol-harm related hospital admission rates	156.6 per 100,000 (2007/08)	0% increase	182.3	● AMBER	ASC&H/ Environment
NI 51 Effectiveness of child and adolescent mental health (CAMHs) services	TBC	4x4=16	16 Jan 09	● GREEN	CYPT
NI 56 Obesity among primary school age children in Year 6	17.7% 07/08	16.1	17.7	● AMBER	CYPT
NI 59 Initial assessments for children's social care carried out within 7 working days of referral	56%	76%	83% Jan 09	● GREEN	CYPT
NI 112 Under 18 conception rate	43 per 1000 = 10%	34.7 per 1000 = 28%	ONS 2007 Q2 report 43.1 per 1000	● RED	CYPT/ Environment
NI 116 Proportion of children in poverty	20%	19%	N/A	●/● AMBER/GREEN	CYPT/ALL
NI 119 Self-reported measure of people's overall health and well-being	80.4%	Baseline year	Next Place Survey 2010	● GREY	ASC&H
NI 123 16+ current smoking rate prevalence	981	944	494	● AMBER	ASC&H
NI 130 Social Care clients receiving Self Directed Support (Direct Payments and Individual Budgets)	TBC	300	242	● GREEN	ASC&H
NI 135 Carers receiving needs assessment or review	12%	16%	16.5%	●	ASC&H

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Improving health and well being					
LAA outcome	Baseline	08/09 target	Latest	Direction of travel	Lead Directorate
and a specific carer's service, or advice and information				GREEN	
NI 150 Adults in contact with secondary mental health services in employment	New indicator	Baseline year	N/A	● GREY	ASC&H
L 11 Services for disabled children (NI 54)	New indicator	Baseline year	Survey pending in 2009	● GREEN	CYPT
L 12 % of people contacting the Access Point whose needs were met at the access point	0 New service	90%	89%	● GREEN	ASC&H
L 13a Reduce the number of 11-16 year olds completing the Safe at School Survey who state that they have been bullied in 2008	29% (2004)	24%	Available Feb 09	● GREY	CYPT
L 13b Reduce the number of 8-11 year olds completing the Safe at School Survey who state that they have been bullied in 2008	36% (2004)	26%	Available Feb 09	● GREY	CYPT
L 14 Reduction in suicide	14.5 per 100,000 – 05/06	13.69 per 100,000	13.84 per 100,000	● AMBER	CYPT
L 15 Increase uptake of risk assessment screening for hypertension and cholesterol in general practice measured by:	72.8%	72.8%	59.8% Year to date	● GREEN	ASC&H

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- Performance against initial assessments for children's social care (NI 59) is good; it is an important indicator that provides reassurance on our safe guarding and child protection services, particularly pertinent following the events in Haringey.

Risks

- Whilst the teenage conception rate has dropped by 10% since 1998, the 2010 target is now extremely challenging. In response, a new teenage pregnancy action plan has been developed for 2009-11. This establishes a Teenage Pregnancy Performance Board which will hold partners to account, new performance measures around screenings, assessments, interventions and referrals, a new targeted marketing campaign designed to challenge cultural norms around unprotected sex, early screening by school nurses, recruitment of specialist health visitors and early years workers to reduce the number of teenagers having more than one child and post-termination support to prevent further pregnancy.

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Strengthening communities and involving people					
LAA outcome	Baseline	Target 08/09	Latest result	Direction of travel	Lead Directorate
NI 4 % of people who feel they can influence decisions in their locality	27.8% 08/09 baseline	Baseline year	Place Survey 2010	● GREY	S&G
NI 6 Participation in regular volunteering	23.9% 08/09 baseline	Baseline year	Place Survey 2010	● GREY	S&G
NI 7 Environment for a thriving third sector	19.8% 08/09 baseline	25% target for 2010 survey	Place Survey 2010	● GREY	S&G
NI 11 Engagement in the arts	61.2% 08/09 baseline	62.7% 09/10	Annual survey	● GREY	Cultural Services
L 17 % of people who believe people from different backgrounds get on well together in their local area (NI 1)	86.3% 08/09 baseline	Baseline year	Place Survey 2010	● GREY	S&G
L 18 Adult participation in sport (NI 8)	25.1% (Active People Survey 05/06)	Baseline year	22.2% (Active People Survey 07/08)	● AMBER	Environment
L 21 Public Libraries and Local Engagement Indicator	See Delivery Plan for measures			●/● AMBER/GREEN	Cultural Services

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Strengthening communities and involving people					
LAA outcome	Baseline	Target 08/09	Latest result	Direction of travel	Lead Directorate
L 22 Number of school age children in organised school visits to museums	33,124 (2007/8)	35,000 (amended)	24,661 (Apr-Dec)	● GREEN	Cultural Services

Summary of progress

The Stronger Communities Partnership is refreshing its LAA Delivery Plan in light of recent developments:

- A commissioning process has been implemented to allocate new additional resources which were made available to all LSP partnerships through the LPSA rewardable funding. Proposals will be considered in early March and new 1-2 year strategic projects will commence from April, based on priority criteria identified by a special SCP meeting.
- Baseline data has just become available for the strengthening communities targets following the publishing of results from the national Place and Third Sector Surveys. Partners have been discussing the findings, which are mixed, and considering sensible options for setting improvement targets for 2011. Concerns remain about the reliance on perception survey data, which can be so difficult to influence and is susceptible to a whole range of factors beyond anyone's control. The Partnership has requested further information and clarification from GOSE leads for NI4, 6 and 7 on what supplementary evidence is acceptable to include in the 'narrative' which accompanies LAA monitoring reports. We have suggested that case studies demonstrating the extent of activity within the 'strengthening communities' theme would be useful. We know that Brighton and Hove is regarded as a champion in the region for this area of work and that GOSE are keen to maintain a dialogue around performance and challenges. The Partnership is also planning a greater emphasis on communicating and promoting the range of work underway within the city, to raise awareness, increase involvement and potentially influence Surveys responses in 2011.

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- The third sector with statutory partners is developing an action plan for groups during the recession, the outputs of which will be fed into the refreshed Delivery Plan, as will the plans for implementation of the Community Engagement Framework, for which a series of tasks groups are now in place.
- The Delivery Plan will inform the Partnership's contribution to the refresh of the Sustainable Community Strategy.

Risks

- With the introduction of new activities under the Community Engagement Framework, the Sustainable Communities Act and the Duty to Involve the Stronger Communities Partnership is tasked with co-ordinating delivery of new activities without any increase in resources being made available to CVSF in providing the secretariat. Similarly, with the development of a new Stronger Neighbourhoods Group, there will be greater demand on neighbourhoods' infrastructure for partnership working. It is suggested therefore that LSP partners consider the extent to which SCP community engagement partners are co-ordinating and delivering on key statutory responsibilities and reconsider resourcing requirements accordingly. Additional resources and funding are being investigated and should help overcome the above pressures.

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Improving housing & affordability					
LAA outcome	Baseline	Target 08/09	Latest result	Direction of travel	Lead Directorate
NI 154 Net additional homes provided	569	570	480 projected by Jan 09	● AMBER	ASC&H/ Environment
NI 158 % non decent council homes	56.6%	46%	53.8%	● RED	ASC&H
NI 141 Number of vulnerable people achieving independent living	65%	66%	71%	● GREEN	ASC&H
L 27 Number of households living in Temporary Accommodation (NI 156)	498	385	388	● GREEN	ASC&H
L 23 Bringing empty properties back into use (BV 64)	153	153	108	● GREEN	ASC&H
L 24 Reduce the number of rough sleepers	10	8	9 (Nov 08)	●/● AMBER/GREEN	ASC&H/ Environment
L 25 Number of (fire) Home Safety Visits carried out	TBC	2,842	2,172	● AMBER	ESFRS

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Summary of progress

- Whilst performance on decent homes (NI 158) is still off track, the development of the LDV is going well and this will ensure improvements in the future.
- Despite a lot of effort by our repairs asset team the 2008/09 decent home programme has suffered from a slow first half of the year procurement and mobilisation start, this has contributed significantly towards with an anticipated slippage away from target of 4.50 %

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- It is only now at the end of the 3rd quarter and start of the 4th quarter of 2008/09 that we are approaching and evidencing an acceptable level of decent home output delivery in terms of quantity and quality.
- At the end of 3rd quarter the percentage of properties that are non-decent has improved by 2% to 53.82%.
- The full impact of the improved decent homes management and control will continue to reduce month-on-month the levels of non-decency during the final quarter of the year, and our current projection is to achieve 50.5% non-decent by the 31st of March 2009.
- Although slippage has been experienced against the original target, the asset team expects to have returned a reduction in non decency of 6.15% for 2008/09. We still expect to meet the Decent Homes Target by 2014.

Risks

- Indications are that planning for additional residential properties have been severely curtailed due to the current economic climate, making performance on net additional homes provided (NI 154) very difficult to achieve. The Jan 09 projection of 480 units is based on sites with a planning permission as at 1 April 2008; verification will be available in summer 2009. The recession will certainly impact this target. Projected completions in 2008/09 points to a downturn in the housing market and it is likely that actual completions will be lower than we have projected, as some of the large schemes which are 'commenced' have not actually been completed at this point.
- Again, one of the knock on effects of the economic situation & unemployment is that we are likely to see an increase in homelessness and therefore we anticipate additional demand & need for temporary accommodation. These factors will also clearly impact on other issues e.g. health and crime, which in turn will again put services under additional pressure.
- We have minimised the risk of repeating the slow start in the first half of 2008/09 to the decent home programme by detailing and agreeing plans and programmes of work with our existing procured contractors for an April 2009 start.

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Promoting resource efficiency & enhancing the environment					
LAA outcome	Baseline	Target 08/09	Latest result	Direction of travel	Lead Directorate
NI 186 Per capita CO ₂ emissions in the Local Authority area	5.19 tons	4% reduction	5.19%	● RED	S&G
NI 187 Tackling fuel poverty – people receiving income based benefits living in homes with a low energy efficiency rating	TBC	Significant reduction	N/A	● GREY	ASC&H
NI 195 Improved street and environmental cleanliness - levels of graffiti	9%	8%	5%	● GREEN	Environment
L 26 CO ₂ reduction from Local Authority operations (NI 185)	New indicator	Baseline year	N/A Data available July 09	● GREY	S&G

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Summary of progress

- Latest analysis of CO₂ emissions (NI 186) in Brighton & Hove show that they increased slightly in 2005-06, though there was no overall change in the per capita emissions.
- The city's relatively low car ownership, falling car use, high bus use and promotion of cycling and walking have had a positive impact. The Personalised Travel Plan programme is the key instrument for further gains in this area, as measurement is based on the total number of vehicle movements counted.
- Domestic emissions from gas and electricity use went up slightly. The extensive, three-year £3 million Warm Homes energy efficiency programme, launched in January 2008, should bring this back down.

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- The biggest rise was from businesses and organisations in the city. New carbon management programmes across the large employers in the public and private sectors should help to reverse this; in addition there will be business carbon management seminars and a comprehensive, free, online Low Carbon Economy Guide for Brighton & Hove businesses.

Risks

- The trend for rising emissions in commerce and industry is a risk for CO2 emissions (NI 186). The lag between improvement action and data publication also presents a risk in that there has been little time to materially affect the overall performance against this measure during the lifetime of the LAA. The Audit Commission has said it is more interested in measures taken and demonstrable commitment to reductions than in achievement against the target per se.
- Ironically it is climate that represents the most significant risk: a cold winter like the one we have just experienced - or a hot summer -will push up emissions from heating and cooling and generate more traffic locally.

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Promoting sustainable transport					
LAA outcome	Baseline	Target 08/09	Latest result	Direction of travel	Lead Directorate
NI 167 Congestion – average journey time per mile during the morning peak	3 min per mile	3 min per mile	N/A (year end)	● GREY	Environment
NI 175 Access to services and facilities by public transport, walking and cycling	91%	92%	N/A (year end)	● GREY	Environment

Summary of progress

- Measuring congestion (NI 167) – this is a completely new indicator and the target is based on there being no increase in the average morning peak hour journey time on 5 key strategic routes entering the city centre. Latest results are not available until 2009 and there has been no progress to date on the actions and milestones
- Access to services and facilities by public transport, walking and cycling (NI 175) – this national indicator supersedes ltp1 and is a stretched target that now seeks to increase the proportion of the population that are within 10 minutes of a doctors surgery (using public transport and walking). Data is not yet available to monitor the first year's progress and no progress to date has been made on the actions and milestones.


Risks

Not identified

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Section 2 – Progress against health of the organisation indicators				
Indicator	Target	Q3 Result	Improvement Actions / Comments	Direction of travel
Progress against Equality standard level (BV2a)	Level 4	Level 2	<p>The council has a programme in place to improve its performance against the Standard over the coming year. We are due to be assessed at the end of March and are on track to improve our rating.</p> <p>In April 2009, the current Equality Standard for Local Government will be replaced with a new Equality Framework.</p>	● RED
% of disputed invoices with 30 days (BV8)	95	93.21	<p>(Year to date = 92.91%)</p> <p>Brighton & Hove City Council has been paying about 93% of supplier invoices within thirty days of receipt, which is slightly below the locally set target of 95%. Staff within Financial Services have been working on ways in which we can further improve this area of performance and address the target of paying small suppliers within 10 days of receipt of invoice. 48% of all invoices are currently being paid with 10 days.</p> <p>From April new reports will be produced that</p>	● AMBER

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Section 2 – Progress against health of the organisation indicators				
Indicator	Target	Q3 Result	Improvement Actions / Comments	Direction of travel
			<p>will focus on the length of time the Authority takes to pay suppliers, and this will include an analysis of the length of time it takes to pay small suppliers. These reports will be produced at corporate and directorate levels.</p> <p>Additionally, staff from Financial Services will be working with staff across the council who are involved with the purchasing of goods or services to improve our corporate use of the Purchasing System. Correct use of the Purchasing System will benefit the Authority and its suppliers by allowing us to process invoices more quickly, as well as providing improved procurement management information.</p>	
Absence due to Sickness, working days lost per FTE (BV12)	7.13 days Full year target 9.50 days	7.9 days	<p>Projection for 2008/09 = 10.16 days</p> <p>Work is well advanced to address sickness absence in the council. A pilot project has been operational in Adult Social Care & Housing from June 2008.</p> <p>The pilot project has resulted in a reduction in sickness absence rates in Adult Social Care & Housing.</p> <ul style="list-style-type: none"> An improvement of 11% short term absence and 3% in long term absence 	 AMBER

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Section 2 – Progress against health of the organisation indicators				
Indicator	Target	Q3 Result	Improvement Actions / Comments	Direction of travel
			<p>since project initiation and is on improving trend.</p> <p>Good practices will be shared on a prioritised basis and mainstreamed on an incrementally across Directorates from April (following a full review) starting initially with Cultural Services and then supporting other Directorate hot spots</p> <p>Absence Management project has initiated a range of measures to tackle short and long-term sickness and to improve staff wellbeing, Interventions include:</p> <ul style="list-style-type: none"> • 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 • Improved management information • Early and pro-active intervention on cases of stress or back problems • Improved Occupation Health processes and wellbeing support <p>Sustained management action and HR support is required to continue this downward trend.</p>	

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Section 2 – Progress against health of the organisation indicators				
Indicator	Target	Q3 Result	Improvement Actions / Comments	Direction of travel
% of top paid 5% of staff who are women (BV11a)	52%	53.4%	This is top quartile performance (top quartile is 43.56%)	● GREEN
% of top paid 5% of staff who are from an ethnic minority (BV11b)	4%	3.2%	This is upper median quartile performance (top quartile starts at 4.53%)	● AMBER
% of top paid 5% of staff who have a disability (BV11c)	6%	4.0%	This is upper median quartile performance (top quartile starts at 5.49%)	● AMBER
% of top paid 5% of staff who are LGBT		12.8%	There is no comparison information for this indicator	
Staff declaring they meet DDA as a % of total workforce (BV16a)	4%	3.8%	This is upper median quartile performance (top quartile starts at 4.43%)	● AMBER
% of staff who are from ethnic minorities (BV 17a)	6%	4.4%	This is upper median quartile performance (top quartile starts at 5.2%)	● AMBER
% of buildings open to the public that are suitable and accessible to people with disabilities (BV156)	70%	68.9%	113 out of the 164 buildings accessible to the public now meet DDA standards. Improvement on last quarter is due to a reappraisal of building status ie Tourist Information Centre is no longer at Bartholomew House and brings the total number of buildings down from 165. Although access has been improved at Hove Town Hall, Portslade Town Hall, Wild Park Pavillion and Kings House this doesn't bring the	● GREEN

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Section 2 – Progress against health of the organisation indicators				
Indicator	Target	Q3 Result	Improvement Actions / Comments	Direction of travel
			buildings up to DDA standards.	

Subject:	Targeted Budget Management (TBM) Month 9		
Date of Meeting:	Cabinet 12 February 2009		
Report of:	Interim 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 7455	
Wards Affected:	All		

FOR GENERAL RELEASE**1. SUMMARY AND POLICY CONTEXT:**

- 1.1 This report sets out the forecast outturn position on the revenue and capital budgets as at the end of December 2008 (month 9).
- 1.2 The council is delivering services within budget and has taken the appropriate measures to manage in-year pressures, including significant unavoidable pressures on the council tax collection fund, energy costs and adult social care budgets. CYPT financial performance is also being managed effectively in a climate of increased national and local focus on children's services and the additional pressure this places on services.
- 1.3 This reflects the council's effective monitoring and control of financial performance and the measures it has taken to ensure better use of public funds, including achieving ambitious efficiency savings of over £5 million and the implementation of council-wide value for money reviews.

2. RECOMMENDATIONS:**That OSC note the report**

- (1) That the Cabinet note the much improved forecast outturn position for the General Fund, which is now forecasting an underspend of £2.133 million.
- (2) That the Cabinet note the forecast outturns for the Section 75 Partnerships and Housing Revenue Account (HRA) for 2008/09 as at month 9.
- (3) That the Cabinet agree that the net forecast underspend of £1.647 million be added to general reserves to contribute to the Medium Term Financial Strategy and balance out investment income pressures over the next 3 years due to current market conditions.
- (4) That an earmarked reserve be set up for the Housing Revenue Account Estate Development Budget and that balances held for the Estate Development Budget at the 1 April 2008, in the HRA reserves are transferred to this earmarked reserve.

[Cont'd]

- (5) That the Cabinet note the forecast outturn position, £0.048 million underspend, on the capital budgets as at month 9.
- (6) That the Cabinet approve the following changes to the capital programme:
- Budget re-profiles (Appendix 4)
 - Budget variations (Appendix 5)
 - Slippage (Appendix 6)

3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

- 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.
- 3.2 The position at month 9 shows that the council is managing within its available resources despite significant in-year pressures relating to the council tax collection fund and Adult Social Care placements. A number of directorate budgets are also under pressure but the forecast position has improved by £1.465 million since month 6, reflecting recovery actions taken to date and overall, directorate budgets are forecasting a slight underspend. The council position continues to be supported by improvements on Centrally Managed Budgets including savings on Insurance Contracts, lower than expected costs of the concessionary fares scheme, and good investment performance on the council's cash balances despite falling interest rates. More detailed explanation of the variances below can be found in Appendix 1.

Forecast Variance Month 6 £'000	Directorate	2008/09 Budget Month 9 £'000	Forecast Outturn Month 9 £'000	Forecast Variance Month 9 £'000	Forecast Variance Month 9 %
532	Adult Social Care & Housing	42,964	43,504	540	1.3%
165	S75 Learning Disability Services	22,761	23,008	247	1.1%
32	Children & Young People's Trust	52,486	51,240	(1,246)	-2.4%
-	Finance & Resources	16,834	16,757	(77)	-0.5%
(12)	Strategy & Governance	10,857	10,845	(12)	-0.1%
176	Environment	39,289	39,505	216	0.5%
169	Cultural Services	13,445	13,602	157	1.2%
1,062	Sub Total	198,636	198,461	(175)	-0.1%
1,460	Collection Fund	-	1,445	1,445	0.0%
(3,190)	Centrally Managed Budgets	21,488	18,085	(3,403)	-15.8%
(668)	Total Council Controlled Budgets	220,124	217,991	(2,133)	-1.0%
644	NHS Trust managed S75 Services	14,291	14,777	486	3.4%
(24)	Total Overall Position	234,415	232,768	(1,647)	-0.7%

3.3 The Total Council Controlled Budgets line in the above table represents the total current forecast in respect of 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 but where overspending is due to commissioning changes (e.g. increased demand) there may be a shared risk to the council as joint commissioner. The forecast outturn on the HRA is as follows:

Forecast Variance Month 6 £'000	Housing Revenue Account	2008/09 Budget Month 9 £'000	Forecast Outturn Month 9 £'000	Forecast Variance Month 9 £'000	Forecast Variance Month 9 %
(74)	Expenditure	47,082	46,797	(285)	-0.6%
(266)	Income	(46,832)	(46,920)	(88)	-0.2%
(340)	Total	250	(123)	(373)	

Corporate Critical Budgets

3.4 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.

Forecast Variance Month 6 £'000	Corporate Critical	2008/09 Budget Month 9 £'000	Forecast Outturn Month 9 £'000	Forecast Variance Month 9 £'000	Forecast Variance Month 9 %
(281)	Child Agency & In House	21,912	20,940	(972)	-4.4%
160	Sustainable Transport	(533)	(349)	184	34.5%
(560)	Housing Benefits	154,396	153,836	(560)	-0.4%
600	Land Charges Income	(957)	(357)	600	62.7%
(1,820)	Concessionary Fares	9,158	7,225	(1,933)	-21.1%
873	Community Care	21,121	21,992	871	4.1%
165	Section 75 Learning Disabilities	22,761	23,008	247	1.1%
1,460	Collection Fund	-	1,445	1,445	0.0%
597	Total Council Controlled	227,858	227,740	(118)	-0.1%
175	S75 NHS & Community Care	14,291	14,777	486	3.4%
772	Total Corporate Criticals	242,149	242,517	368	0.2%

- 3.5 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

- 3.6 The Comprehensive Spending Review 2007 assumes that, nationally, local authorities will deliver 3% cash releasing gains year-on-year. Progress made by authorities will be reported via the new National Indicator NI 179 – ‘Value for Money: total net value of ongoing cash-releasing gains that have impacted since the start of the 2008/09 financial year’.
- 3.7 The national requirement to produce 3% cash releasing gains is reflected in the Medium Term Financial Strategy approved by Cabinet in June. Appendix 3 to this report summarises the efficiency savings agreed as part of the 2008/09 budget process and current progress against their achievement. Variances to the agreed efficiencies are included in the directorate forecasts.

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 underspend of £2.133 million, which will contribute to reserves. A full review of the reserves position is included in the General Fund Budget Report elsewhere on this agenda. However, it should be noted that future levels of investment interest are expected to be significantly reduced and any surplus reserves will be needed to meet this shortfall.

Estates Development Budget

- 3.9 Currently, resources that are approved for Estates Development are held within the total HRA reserves, prior to spending. A new earmarked reserve for EDB (Estates Development Budget) expenditure will improve clarity by separating out the EDB funds available for use. EDB balances as at 1 April 2008 totalled £0.707 million.

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.

3.12 The following table shows the currently approved capital budget.

	2008/09 Budget £'000
Slippage brought forward from 2007/08 approved 12 June 2008	1,407
Capital Investment Programme (approved at Budget Council)	54,799
Changes to the Capital Budget since approval	2,669
Total Capital Budget 2008-09 as at month 9	58,875

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, on the amount and the impact of the delay on service delivery.

Capital Forecast Outturn

3.14 A number of changes are proposed to the capital programme as follows: budget reprofile requests are proposed and summarised in Appendix 4; variation requests to the capital budgets are contained in Appendix 5 and slippage forecasts of over £50,000 are listed in Appendix 6. A summary of the proposed changes are shown in the table below.

Capital Forecast	2008/09 Budget	Budget Reprofiles	Budget Variations	Amended Budget	Forecast Outturn	Slippage Forecast	Forecast Variance
Directorate	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Strategy & Governance	910	(800)		110	110	-	-
Cultural Services	2,079	(336)		1,743	1,623	120	-
Finance & Resources	7,132	(1,103)	278	6,307	6,271	36	-
Adult Social Care & Housing	9,979	(1,422)		8,557	8,557	-	-
Housing Revenue Account (HRA)	14,167	(578)	(943)	12,646	12,561	85	-
Children & Young People's Trust	8,930	43	316	9,289	8,754	521	(14)
Environment	15,678	(1,698)		13,980	13,946	-	(34)
Total Council Budgets	58,875	(5,894)	(349)	52,632	51,822	762	(48)

- 3.15 The HRA forecast includes a transfer of £0.904 million of expenditure and budget from the capital programme to revenue following an analysis of the spend. It is not always possible to identify the appropriate split between capital and revenue expenditure for these projects at budget setting time until the programme is underway during the year, more detail can be found in Appendix 5.

Budget Reprofileing

- 3.16 Delays have been identified in some projects due to factors outside of our control. Appendix 5 provides details of the reasons and asks Members to agree to the re-profileing of the budget, which in most cases will result in the resources being moved from this year's capital programme to the next.

Capital Slippage

- 3.17 Project managers have forecast that £0.762 million of the capital budget may slip into the next financial year. £0.521 million relates to devolved school budgets – budgets over which schools control the timing of the expenditure. The net slippage on the directly controlled budgets therefore amounts to £0.241 million, or 0.46% of the budget.

Prudential indicator for capital expenditure

- 3.18 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.
- 3.19 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.

Capital Receipts

- 3.20 Capital receipts are used to support the capital programme. For 2008/09 the programme is fully funded, however, any changes to the level of receipts during the year will impact on future years' capital programmes. Capital receipts (excluding housing) were estimated to be £2.6m. Currently, £1.8m has been received including the final balance on Royal York Building, the sale of 12 St. Georges Place and the sale of 24 Windlesham Road. This leaves £0.8m of receipts to be achieved during the rest of the financial year. Assets are actively being marketed to achieve the level of receipts budgeted for.

- 3.21 The level of sales of council homes through 'right to buy' has been severely affected by the current market conditions in house prices generally and the higher cost and availability of mortgages in the current economic climate. The Government receive 75% of the proceeds of 'right to buy sales'; the remaining 25% is retained by the council and used to fund the capital programme. Budget Council previously agreed that the first £0.5m of 'right to buy' sales would be used to finance support for major projects with the remainder being available to support investment in housing. The estimated useable receipts for 'right to buy' sales were £1 million for this financial year, however, on current projections this is now forecast to be at £0.18 million for the year. The shortfall of funding for the projected investment in housing is now being met from HRA revenue reserves. The reduction in receipts will impact on the level of investment in future years for corporate funds such as the Strategic Investment Fund, Asset Management Fund and ICT Fund. If there are no other compensating receipts generated and the current trend for 'right to buy' sales continues the capital strategy will need to be reviewed and the consequences of the review will be reported within the Capital Investment Programme report due to Cabinet in February 2009.

Comments by the Director of Finance & Resources

- 3.22 The forecast outturn position on the revenue budget shows a further improvement since month 6. Given the potential pressures next year including equal pay, energy costs and the impact of demographic changes and the economic climate, directorates are required to maintain downward pressure on costs for the remainder of the year.
- 3.23 The full implications of the forecast position on the 2009/10 budget and the Medium Term Financial Strategy are set out in the General Fund Revenue Budget Report to Overview & Scrutiny Committee, Cabinet and Full Council.

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 a 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.

Lawyer consulted: Oliver Dixon

Date: 19 January 2009

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 The council's revenue budget and Medium Term Financial Strategy contain risk provisions to accommodate emergency spending, even out cash flow movements and/or meet exceptional items. The council maintains a working balance of £9 million to mitigate these risks as recommended by the Audit Commission and Chartered Institute of Public Finance & Accountancy (CIPFA). The council also maintains other general and earmarked reserves and contingencies to cover specific project or contractual risks and commitments.

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 forecast outturn position on council controlled budgets is an underspend of £2.133 million, any underspend will be added to unallocated general reserves unless approval is given to allocate funds to specific reserves or contingencies.

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 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 the Achievement of the 2008/09 Efficiency Savings
4. Proposed Capital Budget Reprofile Requests
5. Proposed Capital Budget Variations
6. Proposed Capital Slippage

Documents in Members' Rooms

1. None.

Background Documents

1. None.

Adult Social Care & Housing

Forecast Variance	2008/09 Budget	Forecast Outturn	Forecast Variance	Forecast Variance
Month 6 £'000	Month 9 £'000	Month 9 £'000	Month 9 £'000	Month 9 %
- Housing Strategy	4,819	4,819	-	0.0%
532 Adult Social Care	38,145	38,685	540	1.4%
532 Total	42,964	43,504	540	1.3%

Explanation of Key Variances

Adult Social Care is forecasting an overspend of £0.540 million. The corporate critical community care budget is forecasting an overspend of £0.871 million, which has stabilised since month 6. Significant demand increases are being managed across Older People and Physical Disability Services.

Older People Services are forecasting an overspend of £0.134 million, due to additional client numbers. However, the average unit cost has improved due to a shift in the balance of clients from long term nursing and residential care to home care.

The Physical Disability Services forecast overspend is £0.737 million. Estimating demand for community care services is difficult as there are often peaks and troughs in demand. In addition, the budget process requires that demand is usually estimated around October of the previous year and commissioners will therefore base estimates on a combination of activity at that time together with an analysis of the medium term trend. If demand changes significantly during the period October to March or if planned recovery action or other measures to contain demand are not achieved in full, this can therefore mean that the budget for the following year becomes out of step with activity (demand). This situation occurred in 2007/08 where high levels of growth in demand for Physical Disabilities services meant that the budget was insufficient to cover the number of clients receiving services. A recovery plan was put in place in 2007/08 to reduce costs and contain demand. This was taken into account in assessing levels of demand for setting the 2008/09 budget. In the event, there was a shortfall in the recovery plan in 2007/08, although the budget was balanced by other measures, and there has been further unexpected growth in 2008/09 on both service areas. These two factors have resulted in the current budget pressures.

The overspend on the corporate critical budgets is partly offset by £0.200 million of grant funding being used on Older People – Mainstream Services. A saving is also forecast on Service Strategy & Regulation of £0.201 million, due in the main to a reduction in the forecast spend on jointly funded staff.

Close monitoring of placement budgets will continue and further potential savings and/or alternative use of external funding are being explored to continue to improve the budget position.

Children & Young People's Trust

Forecast Variance	Division	2008/09 Budget Month 9 £'000	Forecast Outturn Month 9 £'000	Forecast Variance Month 9 £'000	Forecast Variance Month 9 %
	468 East, Early Years & NHS Comm Servs	11,428	11,799	371	3.2%
	351 Central Area & School Support	(8,497)	(8,191)	306	3.6%
	- Learning & Schools	9,173	9,076	(97)	-1.1%
	(155) West Area & Youth Support	8,922	8,580	(342)	-3.8%
	(560) Specialist Services	30,304	28,852	(1,452)	-4.8%
	(20) Quality & Performance	1,156	1,124	(32)	-2.8%
	(52) Vacancy Management	-	-	-	0.0%
	32 Total	52,486	51,240	(1,246)	-2.4%

Explanation of Key Variances

The corporate critical budget of Child Agency Placements and In House Placements is forecasting an underspend of £0.972 million, an improvement of £0.691 million since month 6. A key reason for the improvement has been a fall in the number of placements by 27. Although, this is a relatively small reduction, individually cases can be high cost and modest reductions can result in significant financial savings. However, the reverse is also true and the 2009/10 budget strategy will reflect this risk in the light of the current national focus on Children's Services. The main overall variances are due to underspends on Residential Agency placements¹ of £0.685 million and In-house placements² of £0.445 million. This performance is a good achievement in the light of the heightened national and local focus on children's services which is placing pressure on services.

Other variances within the directorate are underspends on Area Social Care Teams of £0.260 million due to staff vacancies and £0.150 million on legal fees. The main overspend relates to preventative payments to homeless families of £0.214 million. There are also additional costs of £0.151 million relating to the Falmer Academy development.

¹ Forecast FTE placements of 35 which is 6 less than budgeted for but with a weekly unit cost £40 above budget

² Forecast FTE placements 4 below the budgeted level and with a weekly unit cost that is £22 below budget

Finance & Resources

Forecast Variance	2008/09 Budget	Forecast Outturn	Forecast Variance	Forecast Variance
Month 6	Month 9	Month 9	Month 9	Month 9
£'000	£'000	£'000	£'000	%
(66) Finance	6,062	5,853	(209)	-3.4%
(21) ICT	5,427	5,427	-	0.0%
79 Customer Services	3,466	3,573	107	3.1%
8 Property & Design	1,879	1,904	25	1.3%
- Total	16,834	16,757	(77)	-0.5%

Explanation of Key Variances

Finance is forecasting an underspend of £0.209 million due to vacancy management savings caused by higher than normal staff turnover.

Customer Services is forecasting an overspend of £0.107 million, the main reasons are as follows:

- The corporate critical housing benefits budget is forecasting an underspend of £0.560 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 £0.600 million shortfall. The continuing downturn in the housing market has dramatically reduced 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.

Strategy & Governance

Forecast Variance Division Month 6 £'000	2008/09 Budget Month 9 £'000	Forecast Outturn Month 9 £'000	Forecast Variance Month 9 £'000	Forecast Variance Month 9 %
- Improvement & Organ Devel	1,705	1,705	-	0.0%
(2) Legal & Democratic Services	3,160	3,160	-	0.0%
- Policy Unit	831	831	-	0.0%
(6) Human Resources	4,176	4,168	(8)	-0.2%
(2) Executive Office	395	393	(2)	-0.5%
(2) Communications	590	588	(2)	-0.3%
(12) Total	10,857	10,845	(12)	-0.1%

Explanation of Key Variances

There has been no change to the outturn variance since the last quarter, the directorate is funding all in year service pressures through efficiency savings.

Environment

Forecast Variance Month 6	2008/09 Budget Month 9	Forecast Outturn Month 9	Forecast Variance Month 9	Forecast Variance Month 9
Division £'000	£'000	£'000	£'000	%
(200) City Services	30,292	30,092	(200)	-0.7%
98 Sport & Leisure	1,667	1,806	139	8.3%
160 Sustainable Transport	(533)	(349)	184	34.5%
(40) Public Safety	5,767	5,655	(112)	-1.9%
158 City Planning	2,096	2,301	205	9.8%
176 Total	39,289	39,505	216	0.5%

Explanation of Key Variances

City Services is forecasting an underspend of £0.200 million due to a reduction in vehicle costs and a part year saving on the Park Ranger posts that have now been recruited too.

Sport & Leisure Services are forecasting an overspend due to a continued difficulty in achieving income targets on Golf Courses and King Alfred due to a downturn in usage, and utility costs pressure at the King Alfred Leisure Centre; these are being partly offset by vacancy management savings.

The total forecast for Sustainable Transport is an overspend of £0.184 million, a slight deterioration of £0.024 million since month 6. The variance can be analysed as follows:

- Penalty charge income is forecast to be £0.190 million below budget. This is an improvement since month 6 of £0.165 million. The forecast number of notices issued has remained constant but the average receipt per notice has increased slightly. The changes introduced by the Traffic Management Act made it very difficult to accurately predict what the average figure would be per notice due to the tiered structured of the penalties and the charge can also differ dependent on how soon the debt is settled.
- Income from all on-street and off-street parking and permit income is forecast to come close to break even with a slight deficit forecast of £0.030 million. There has been a slight reduction in expected usage in the last couple of months, which could be as a consequence of the current economic downturn, which is affecting all sectors of the economy. The situation will be monitored closely over the coming months.
- Other expenditure is forecast to exceed budget by £0.144 million, an improvement of £0.067 million since month 6 due to tight spending constraints to assist the overall directorate position. The main variance is an overspend on energy costs of £0.188 million following the contract relet for street lighting and traffic signals.

City Planning is forecasting an overspend due to loss of Planning Delivery Grant. The settlement was confirmed in August and is £0.250 million lower than expected. Measures have been taken to contain the pressure to £0.125 million in the current year.

Development Control is also forecasting an overspend of £0.076 million.

The directorate will continue to apply financial management processes (e.g. vacancy management) to ensure that spending is tightly controlled and can contribute to achieving financial balance.

Cultural Services

Forecast Variance Division Month 6 £'000	2008/09 Budget Month 9 £'000	Forecast Outturn Month 9 £'000	Forecast Variance Month 9 £'000	Forecast Variance Month 9 %
(9) City Marketing	1,834	1,841	7	0.4%
41 Libraries	4,081	4,122	41	1.0%
146 Museums	2,183	2,329	146	6.7%
- Arts & Creative Industries	1,615	1,615	-	0.0%
(9) Economic Devlpmnt & Regen	3,551	3,514	(37)	-1.0%
- Major Projects & Venues	181	181	-	0.0%
169 Total	13,445	13,602	157	1.2%

Explanation of Key Variances

The forecast remains relatively unchanged since last quarter.

The main variance relates to an overspend in the Museums Service due to a shortfall against income targets on admissions, retail and functions and an overspend on energy costs. The variance is being partly offset by vacancy management and other savings. These measures will continue to be applied for the remainder of the year to attempt to offset cost pressures.

Centrally Managed Budgets

Forecast Variance	2008/09 Budget	Forecast Outturn	Forecast Variance	Forecast Variance
Month 6	Month 9	Month 9	Month 9	Month 9
£'000	£'000	£'000	£'000	%
(350) Bulk Insurance Premia	2,781	2,431	(350)	-12.6%
(1,820) Concessionary Fares	9,158	7,225	(1,933)	-21.1%
(800) Capital Financing Costs	7,929	7,029	(900)	-11.4%
- Levies & Precepts	192	192	-	0.0%
(220) Other Corporate Items	1,428	1,208	(220)	-15.4%
(3,190) Total	21,488	18,085	(3,403)	-15.8%

Explanation of Key Variances

The bulk insurance premia underspend is due in the main to a saving on the renewal of the insurance contract. And there have been fewer insurance claim payments made than anticipated during the summer.

The concessionary fares underspend is due to a successful legal challenge against the reimbursement rate originally set by the Department for Transport and a lower than expected rise in the number of concessionary fare trips.

The Capital Financing Costs projection is an underspend of £0.900 million, an increase of £0.100 million on the reported figure at month 6. The main reason for the underspend is higher investment income driven by higher cash flow balances.

Other Corporate Items are forecast to underspend by £0.220 million. This is a combination of a one-off contingency for energy costs in 2008-09 and recurrent funding set aside for the closure of Carlton Hill car park as part of the Circus Street development which will also not be required in this financial year.

Section 75 Partnerships

Forecast Variance	Division	2008/09 Budget Month 9 £'000	Forecast Outturn Month 9 £'000	Forecast Variance Month 9 £'000	Forecast Variance Month 9 %
	165 Council managed S75 Servs	22,761	23,008	247	1.1%
	644 NHS Trust managed S75 Servs	14,291	14,777	486	3.4%
	809 Total S75	37,052	37,785	733	2.0%

Explanation of Key Variances

Council managed S75 services (Learning Disability Services) are forecasting an overspend of £0.247 million. There is a pressure of £0.064 million on the community care budget and £0.183 million on in-house services due to staffing pressures and income shortfall on housing benefit/supporting people. Opportunities for further savings with the financial recovery plan continue to be explored together with continuing reviews, with the PCT, of sources of funding for placements.

NHS Trust managed S75 Services are forecasting an overspend of £0.486 million, due to two areas:

- Sussex Partnership Trust (SPT) – Mental Health & Substance Misuse are forecasting an overspend of £0.475 million, an improvement of £0.158 million since month 6. The PCT have advised that all of the SPT 2007/08 carry forward of £0.799 million is required to pump prime health initiatives including the Access to Psychological Therapies health initiative. SPT is developing a financial recovery plan but much of this is not yet costed and only limited amounts (£0.101 million) is currently assessed as achievable in this financial year. SPT have agreed to meet the first £0.300 million of any overspend, reducing the risk to the Council to £0.175 million. The other main pressures are within Adult Mental Health due to increased demand and high cost placements within Nursing Care.
- Sussex Downs Health Trust – HIV/AIDS, Intermediate Care and the Integrated Community Equipment Store (ICES) are forecasting an overspend of £0.011 million.

Housing Revenue Account (HRA)

Forecast Variance Month 6 £'000	Housing Revenue Account	2008/09 Budget Month 9 £'000	Forecast Outturn Month 9 £'000	Forecast Variance Month 9 £'000	Forecast Variance Month 9 %
(379)	Employees	9,044	8,661	(383)	-4.2%
107	Premises – Repair	11,742	11,760	18	0.2%
164	Premises – Other	2,923	2,952	29	1.0%
(85)	Transport & Supplies	2,157	2,088	(69)	-3.2%
19	Support Services	2,300	2,320	20	0.9%
80	Revenue contribution to capital	2,481	2,561	80	3.2%
(33)	Capital Financing Costs	4,941	4,908	(33)	-0.7%
53	Subsidy Payable	11,494	11,547	53	0.5%
(74)	Net Expenditure	47,082	46,797	(285)	-0.6%
(83)	Dwelling Rents (net)	(40,478)	(40,561)	(83)	-0.2%
(2)	Other rent	(1,209)	(1,211)	(2)	-0.2%
(241)	Service Charges	(3,433)	(3,533)	(100)	-2.9%
(9)	Supporting People	(550)	(547)	3	0.5%
69	Other recharges & interest	(1,162)	(1,068)	94	8.1%
(266)	Net Income	(46,832)	(46,920)	(88)	-0.2%
(340)	Total	250	(123)	(373)	

Explanation of Key Variances

The forecast spend has reduced by £0.033 million compared to the Month 6 forecast and is now projected to underspend by £0.373 million by year end.

Salary costs are projected to underspend by £0.383 million from vacancy management pending reviews to be implemented as part of the Housing Management Improvement Programme, together with a £0.060 million provision for the implementation of single status.

The premises repairs budgets are now projected to overspend by £0.018 million and the forecast includes the following variances:

- An overspend of £0.100 million (1.8% of total £5.6 million budget) for the responsive repairs contract based on an improved forecasting methodology.
- The empty property repair costs overspend has increased by £0.050 million to £0.250 million due to an increase in the average cost of repair per property from £2,300 to £2,600 compared to the last year. These works will be operating through the open book process from December 2008 which will enable officers to work with partners to use transparent information to achieve unit cost reductions.
- An underspend on service contracts of £0.232 million due to continuing with the existing contracts, which have a lower specification than the new contracts, the costs of which have been budgeted for and will be let in 2009/10.

- An underspend of £0.100 million for cyclical decorations as more works were capitalised than anticipated.

A budget virement of £0.140 million has been actioned reducing the 'Premises – Other' and 'Service Charges' variations. The virement has been actioned as reported in the TBM 6 Cabinet report in order to increase the gas contract expenditure budget and associated heating charges to tenants income budget to reflect the contract price increases.

Within Transport & Supplies a reduction in the use of consultants in respect of inspections to gas installation works has resulted in a underspend of £0.140 million which is partly offset by Estate Services vehicle replacement costs of £0.080 million.

The income budget for service charges is projected to overachieve by £0.100 million in respect of leaseholder service charges, due to costs for recharging being greater than anticipated at budget setting.

	Activity Indicator	Unit Cost Indicator	BUDGET			FORECAST			VARIANCE			
			Activity	Unit Cost/Income £	Budget £	Activity	Unit Cost/Income £	Actual £	Activity	Unit Cost/Income £	Variance to Budget £	
				£	£		£	£		£	£	
Child Agency & In-house Placements												
Disability Agency	Number of children	Cost per week	8.0	1,822	757,900	7.6	2,223	883,400	(0.4)	402	125,500	
Disability Respite	Number of children	Cost per week	n/a	n/a	138,000	n/a	n/a	120,200	n/a	n/a	(17,800)	
Independent Foster Agency (IFA)	Number of children	Cost per week	94.0	890	4,350,600	90.8	872	4,127,400	(3.2)	(18)	(223,200)	
Residential Agency	Number of children	Cost per week	41.0	2,414	5,145,700	34.9	2,454	4,460,800	(6.1)	40	(684,900)	
Secure Accommodation	Number of children	Cost per week	1.5	5,154	402,000	1.8	4,516	412,100	0.3	(637)	10,100	
In-House Placements	Number of children	Cost per week	352.0	305	5,584,600	347.7	284	5,139,600	(4.3)	(22)	(445,000)	
Leaving Care Accommodation	Number of children	Cost per week	25.0	509	661,900	40.2	398	835,000	15.2	(111)	173,100	
Leaving Care Ex Asylum Seekers	Number of children	Cost per week	n/a	n/a	108,800	28.8	132	198,600	na	na	89,800	
Educational Agency (DSG budget)	Number of children	Cost per week	130.0	701	4,736,900	117.0	691	4,215,900	(13.0)	(10)	(521,000)	
											(1,493,400)	
Sustainable Transport												
PCN effect of Traffic Management Act	Number of PCNs issued	Average receipt per offence	127,145	(40)	(5,085,800)	131,893	(38)	(5,052,272)	4,748	1.69	33,528	
Land Charges Income												
	Local Authority Searches	Income per search	7,870	(115)	(905,050)	2,770	(115)	(318,550)	(5,100)	0	586,500	
	Personal Searches	Income per search	4,500	(11)	(49,500)	3,500	(11)	(38,500)	(1,000)	0	11,000	
											597,500	
Concessionary Fares												
	Number of journeys	Total cost divided by number of journeys	11,000,000	0.98	10,780,000	10,642,857	0.84	8,886,786	(357,143)	-0.15	(1,893,214)	
Collection Fund												
	Band D Equivalents	No. of Band D Equivalents	95,255	(1,190)	(113,388,039)	94,041	(1,190)	(111,942,645)	(1,214)	0.00	1,445,395	
Community Care												
NHScc Older People	No. WTE Clients	Cost per week	1,713	196	17,490,000	1,798	188	17,625,000	86	(8)	135,000	
NHScc Physical Disabilities	No. WTE Clients	Cost per week	379	237	4,682,000	487	213	5,418,000	108	(24)	736,000	
NHScc No Recourse to Public Funds (AMH)	No. WTE Clients	Cost per week	63	146	477,000	93	138	669,000	30	(8)	192,000	
											1,063,000	
Section 75 Learning Disabilities												
S75 NHScc Learning Disabilities	No. WTE Clients	Cost per week	589	633	19,442,000	659	568	19,506,000	70	(65)	64,000	
S75 NHS & Community Care Act												
S75 NHScc Adult Mental Health	No. WTE Clients	Cost per week	171	316	2,814,000	279	234	3,415,000	109	(82)	601,000	
S75 NHScc Older People Mental Health	No. WTE Clients	Cost per week	586	254	7,762,000	536	245	6,843,000	(51)	(9)	(919,000)	
S75 NHScc Substance Misuse	No. WTE Clients	Cost per week	4	470	101,000	6	470	140,000	2	0	39,000	
S75 NHScc HIV	No. WTE Clients	Cost per week	28	159	234,000	33	130	222,000	5	(30)	(12,000)	
S75 ICES	Equipment & Adaptations	Various rates for different type of equipment	-	-	654,070	-	-	727,370	0	-	73,300	
											(217,700)	

KEY ACTIVITY DATA SUPPORTING CORPORATE CRITICAL BUDGET FORECASTS

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)	(1,323)	55	Projected shortfall on daycare efficiency savings target
Housing Strategy	(214)	(214)	0	
Sub-Total	(1,592)	(1,537)	55	
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)	(65)	25	Delay in the sale of Windlesham Road, a key part of the accomodation rationalisation, has meant the move of staff from Edward House to the refurbished 3rd floor of Kings House has also been delayed. The full year saving will be realised in future years.
Sub-Total	(875)	(850)	25	
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)	0	20	Ongoing problems in Lesisure, particularly the King Alfred, have made these svings difficult to achieve
Sustainable Transport	(475)	(352)	123	The 5 ex-leased car parks were not brought back in house until September 2009
Public Safety	(30)	(30)	0	
City Planning	(10)	(10)	0	
Sub-Total	(935)	(792)	143	
Cultural Services				
City Marketing	(25)	(25)	0	
Libraries & Information services	(70)	(70)	0	
Royal Pavilion & Museums	(47)	(32)	15	Unachievable energy savings due to increase in gas and electricity contract charges
Arts & Creative Industries	(26)	(26)	0	
Economic Development & Regeneration	(73)	(73)	0	
Major Projects and Venues	(75)	(20)	55	Unachievable energy savings due to increase in gas contract 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)	(595)		46 Additional staffing resources to achieve specific FRP targets
Sub-Total	(641)	(595)	46	
Health Led Section 75 arrangements				
SPT				
Older People Mental Health	(176)	(176)		0 Significant pressure this year relates to 07/08 carry forward treatment
Adult Mental Health	(206)	(206)		0 Significant pressure this year relates to 07/08 carry forward treatment
Substance Misuse	(10)	0		10 Not delivered
SDHT				
Intermediate Care	(53)	(53)		0
ICES	(14)	0		14 No efficiency gain
HIV/AIDS	(7)	(21)	(14)	
Sub-Total	(466)	(456)	10	
Total	(5,540)	(5,191)	349	
Housing Revenue Account				
Employees	(308)	(308)		0
Supplies & Services	(93)	(93)		0
Repairs -Responsive/Empty Properties contract.	(1,450)	(1,100)		350 £300 Increase to empty property costs
Repairs - Gas Servicing Contract	(417)	(417)		0
Ground Maintenance	(61)	(61)		0
Reduction in Staff Accommodation charge	(40)			0
		(40)		
Increase in Garage and Car Park Income	(40)	(40)		0
Reduction in transitional protection from Supporting People charges	(40)			0
		(40)		
Total	(2,449)	(2,099)	350	

Summary of Capital Budget Re-profiles for all Directorates

Schemes	2008/09 Budget £'000	2009/10 Budget £'000	2010/11 Budget £'000	Total Changes £'000
Reprofiles				
Detailed Reprofiles in appendix 4 (over £50,000)	(336)	336		-
Total Cultural Services	(336)	336	-	-
Finance & Resources				
Kensington Street	(19)	19		-
Energy Efficiency	(20)	20		-
Ovingdean Grange Farm	(34)	34		-
Legionella Works	(45)	45		-
Detailed Reprofiles in appendix 4 (over £50,000)	(985)	836	149	-
Total Finance & Resources	(1,103)	954	149	-
Adult Social Care & Housing				
Detailed Reprofiles in appendix 4 (over £50,000)	(1,422)	1,422		-
Total Adult Social Care & Housing	(1,422)	1,422		-
Adult Social Care & Housing (HRA)				
Mechanical & Engineering Work	(30)	30		-
Heating	(15)	15		-
Detailed Reprofiles in appendix 4 (over £50,000)	(533)	533		-
Total	(578)	578		-
Children & Young People's Trust				
Aiming High for disabled children	(46)	46		-
Detailed Reprofiles in appendix 4 (over £50,000)	89	(89)		-
Children & Young People's Trust Total	43	(43)		-
Environment				
Knoll Recreation Ground	(7)	7		-
Detailed Reprofiles in appendix 4 (over £50,000)	(1,691)	1,691		-
Environment Total	(1,698)	1,698		-
Strategy & Governance				
Detailed Reprofiles in appendix 4 (over £50,000)	(800)	800		-
Total Changes to Budgets	(5,894)	5,745	149	-

Re-profiles of over £50,000 for all Directorates

Cultural Services

Re-profiling of major projects in total next year of £(469,440) is required across a number of schemes including the King Alfred and Brighton Centre redevelopments. Details are provided below of the main areas of capital spend.

Directorate: Cultural Services	Approved Budget: £79,610
Project Title: Preston Barracks (Major Projects)	Revised Budget: £27,860
	Variation: (£51,750)

The Policy & Resources Committee granted landowner consent to the Preferred Developer scheme in September 2007. Expectation at that time was that an appropriate Development Agreement would be completed in early 2008, something that would have enabled preparation and submission of detailed proposals by mid-2008, leading to submission of a detailed planning application later that year. Whilst good initial progress was made, the declining economic climate necessitated a thorough review of the scheme's financial viability and this resulted in the developer putting forward revised proposals in September 2008. The proposals were assessed and the findings reported to the Project Board on 4 November 2008. The Board agreed to defer a decision to enable continued negotiations with the Preferred Developer, alongside exploration of other options for the redevelopment of the site. A further report to the Project Board is anticipated within the next two months, with a report then proceeding to Cabinet. This extended period, resulting from factors beyond the control of the city council, has had an impact on the timetable and, therefore, the level of specialist financial, legal, and design input needed. This specialist advice will however be required as the project progresses following Member approval in 2009/10.

Directorate: Cultural Services	Approved Budget: £167,630
Project Title: Open Market (Major Projects)	Revised Budget: £94,130
	Variation: (£73,500)

Funding from the 2008/09 Approved Budget has been committed to support costs associated with achieving vacant possession of the site in accordance with Cabinet Member approval gained in 2008. Although agreement between the various parties has been reached, vacant possession is unlikely to be required until 2009/10, at which time funding will be required to complete the transactions.

Appendix 4

Directorate: Cultural Services	Approved Budget:	£202,090
Project Title: King Alfred Development	Revised Budget:	£102,090
(Major Projects)	Variation:	(£100,000)

Funding from the 2008/09 Approved Budget has been committed to support costs associated with achieving vacant possession of the site in accordance with Cabinet Member approval gained in 2008. Due to current economic conditions and the impact of this on the development, funding will be carried forward to 2009/10.

Directorate: Cultural Services	Approved Budget:	£268,500
Project Title: Brighton Centre	Revised Budget:	£150,000
Development (Major Projects)	Variation:	(£118,500)

In June 2007 the SEEDA Executive Board gave their approval to contribute a funding grant of £18.5m towards the Brighton Centre Redevelopment. In cases where a Regional Development Agency funding intervention is between £10m and £20m applications are subject to final approval by the Central Projects Review Group (CPRG), which sits within the Department of Business, Enterprise and Regulatory Reform (BERR). SEEDA presented an Economic Appraisal to the CPRG at the end of October 2007, but in January 2008 CPRG requested additional independent advice from the Industrial Development Advisory Board (IDAB). IDAB is an independent panel of senior commercial, investment banking and industrial figures which regularly advises Ministers on Selective Finance for Investment in England and Launch Aid cases.

SEEDA's report was presented to IDAB on 13 March 2008. Although IDAB fully supported the project in principle, their advice to the Minister was that it should be re-appraised to reduce the level of SEEDA's proposed investment and therefore the Minister did not approve SEEDA's application for funding. This resulted in a series of meetings with SEEDA, Standard Life and CBRE to agree a strategy for unlocking a successful funding arrangement to ensure that the project moved forward to the next stage.

Standard Life have recently issued an OJEU Notice to initiate the procurement process to appoint the professional development team and to undertake a first stage feasibility study and design. The project budget now needs to be profiled in line with the indicative timetable for the next 12-15 months through to March 2010.

Appendix 4

Directorate: Cultural Services	Approved Budget:	£167,000
Project Title: New Historical Record	Revised Budget:	£300,000
Office (The keep)	Variation:	£133,000

On the 3rd April 2008 Policy & Resources Committee gave 'in principle' agreement to the proposed development of the Keep in conjunction with East Sussex County Council and the University of Sussex. At that time Brighton & Hoves share of the project development costs (which excludes the capital build costs) was estimated to be £345,000 of which £167,000 would fall in 2008/09. As the project has progressed the profile of expenditure has changed although the projected overall project costs have remained the same. It is now anticipated the costs in 2008/09 will be £300,000. The project budget originally included grant from the Heritage Lottery Fund (HLF) however the bid has been unsuccessful. The project team are working on a options appraisal for delivering the scheme without HLF funding and an update on the project and the options, including the financial implications, will be presented to the Culture Recreation & Tourism Cabinet Member meeting in the near future. The additional £133,000 will be funded by bringing forward part of the capital funding allocated to this scheme from the 2009/10 capital programme.

Finance & Resources

Directorate: Finance & Resources	Approved Budget:	£249,000
Project Title: Farming Diversification	Revised Budget:	£ Nil
	Variation:	(£249,000)

The regularisation of the existing diversification has taken longer than anticipated due partly to a change in personnel at our managing agents. It is our intention to complete this initial task next year.

Directorate: Finance & Resources	Approved Budget:	£250,000
Project Title: Madeira Lift Refurbishment	Revised Budget:	£125,000
	Variation:	(£125,000)

Phase 1 of these works (funded from the Planned Maintenance Budget) to make safe the lift roof void and then undertake a full structural inspection is complete. Negotiations between Property & Design, our insurers Zurich and conservation planners to ensure agreement that the historic grade 2 listed lift could be adapted for safe operation to satisfy Zurich delayed the finalisation of the specification for Phase 2, the lift works. Phase 2 has been tendered but only a single tender was received, that is currently being analysed. A waiver of CSOs will be required. Subject to the lift contractor being appointed and their programme being agreed, it is now likely that works will span financial years.

The delays could prevent the lift from opening at Easter as intended. Until a lift contractor is appointed the final programme of works can not be finalised. It may be possible to phase the works either side of Easter, to enable it to open during this period, but this will

be dependant upon our insurers Zurich's requirements to ensure that the lift is safe to be operated.

Appendix 4

Directorate: Finance & Resources	Approved Budget:	£679,510
Project Title: DDA Access Works	Revised Budget:	£619,510
	Variation:	(£60,000)

Delays to this year's programme have been caused by a variety of factors – awaiting Landlord's consent for proposed changes, agreement from Conservation Planners for alteration works to historic listed buildings, clarification from the council's insurers Zurich regarding the change of use of a goods lift, other alteration works at one site that have delayed access improvement works and the extensive consultation required to ensure value for money and solutions to avoid / remove barriers.

The DDA Access Works is a rolling programme of improvements to meet Council targets. The target for 2008/09 will be met from the reduced spend. The removal of barriers to our services does not always involve spending money on building alterations. Smart management solutions can be implemented at little or no cost to remove barriers. Re-profiled funding will be used to further improve access to services.

Directorate: Finance & Resources	Approved Budget:	£392,530
Project Title: Woodvale Cemetery Spire	Revised Budget:	£276,530
	Variation:	(£116,000)

Whilst undertaking the major structural repairs to the spire large volumes of defective stone and flintwork repairs were identified to the cemetery chapels. These were prioritised by an external Structural Engineer and worst areas removed to ensure the building could continue to operate safely. Phase 1 of the remedial works to address only the highest priority urgent repairs was estimated to be around £0.391 million in August. An external Quantity Surveyor was employed to ensure value for money. Phase 1 works progressed and it is currently estimated that £0.116 million will remain unspent in 08/09. This is required to help to fund phase 2 that can not start until the spring to ensure warm weather for the lime mortar repairs required on a historic grade 2 listed structure.

Extensive efforts have been made by Property & Design in consultation with the Client to ensure that the building remains in safe operation throughout phase 1 of the works and essential repairs were completed before the onset of winter weather. The option was provided of leaving the scaffold in place between phases 1 and 2 but due to Health & Safety concerns it was agreed to drop the scaffolding. Property & Design will consult fully with the Client regarding the programme for Phase 2 but it can not commence during cold weather due to the use of lime mortar repairs.

Directorate: Finance & Resources	Approved Budget: £1,025,000
Project Title: Royal Pavilion Partnership	Revised Budget: £725,000
	Variation: (£300,000)

The council is working in partnership with the contractor to deliver this scheme. Delays have been caused to the anticipated completion of Phase 5a within 2007/08 due to the partnership team identifying additional repairs, agreeing repair solutions, etc. It is estimated that £0.280 million of the £0.378 million of Phase 5a will be completed by 31st March 2009. The cost of structural repairs to Adelaide Balcony is currently estimated at £0.200 million and works were programmed for 2008/09. There has been a difference of opinion within the partnership's external specialist consultants regarding the best repair solution for the balcony with consideration to the grade 1 listing of the historic building. This is highly specialist, unusual work and needs very careful consideration, planning and specification to ensure value for money.

The partnership has made extensive efforts to avoid disruption to the ongoing opening of the Royal Pavilion. The structural repairs to the Adelaide balcony will prevent its use for functions whilst works are in progress. Further investigation needs to be undertaken of repair systems; the current proposal of carbon-fibre reinforcement is temperature sensitive and if this option is adopted works will be undertaken February 2010.

Directorate: Finance & Resources	Approved Budget: £175,170
Project Title: Replacement FIS	Revised Budget: £40,250
	Variation: (£134,920)

The Authority Financials and Authority Purchasing systems have now been implemented for 2 years. The original capital programme included provision for investment in further development of the systems and other technologies to improve management reporting and generate efficiency savings in transaction services. This included the implementation of "Intelligent Scanning", new reporting technologies and user interfaces, and developing improved interfaces with other systems (e.g. CareFirst). However, these investments could only take place once the primary systems had bedded in and all significant performance issues were resolved with the supplier. This was achieved in the latter half of last year but the long lead-in times for such developments means that the majority of the budget requires reprofiling to 2010/11.

Adult Social Care and Housing

Directorate: Adult Social Care & Housing	Approved Budget: £125,000
Project Title: Craven Vale Conversion Works	Revised Budget: £13,000
	Variation: (£112,000)

This capital project is linked to the refurbishment works at Beech Cottage. These works were only recently completed, which has meant that the homecare team were unable to move to Beech Cottage when originally planned. In addition to this delay there are currently issues with the tender of the proposed conversion works at Craven Vale which will result in the works not commencing until 1st April at the earliest.

The delays have meant that the 8 additional beds for short-term care use will not be available as quickly as originally planned. This has reduced the flexibility of options

available to those service users who would benefit from the type of care offered after being discharged from hospital.

Appendix 4

Directorate: Adult Social Care & Housing	Approved Budget: £300,000
Project Title: Places for change programme	Revised Budget: £190,000
	Variation: (£110,000)

Palace Place building work is not likely to start now until the spring (April 2009) as we have had to wait for building surveys, mechanical and electrical surveys and a lift feasibility survey following a request from the DCLG that we include installation of a lift to address DDA issues within the refurbishment of Palace Place. In addition, we are waiting on a level three asbestos survey to be carried out to identify the type and whereabouts of the asbestos in the building which will need removing prior to contractors undertaking any building work on site.

First Base: Building work will start in April 2009 whilst planning permission and plans are finalised and decant arrangements are put in place for service provision throughout build period. There is no impact on service users at this point as project completion dates remain on schedule at present.

Directorate: Adult Social Care & Housing	Approved Budget: £760,000
Project Title: Disabled Facilities Grant	Revised Budget: £560,000
	Variation: (£200,000)

Following Housing Cabinet Member approval, Cabinet on 20 November agreed expenditure within Brighton & Hove City Council of £2,776,000 of the 2008/09 Brighton & Hove East Sussex Together (BEST) Housing Renewal Grant allocation in accordance with the Housing Renewal Assistance Policy. Housing Committee also agreed payment of the remaining £2,397,000 of the £5,173,000 Housing Renewal Grant allocation for the BEST programme to the five East Sussex Authorities in accordance with an agreed distribution profile. A further £660,000 is the Government's contribution towards Disabled Facilities Grants or other works under the Regulatory Reform (Housing Assistance) Order 2002.

Expenditure on the disabled facilities grant budget is dependent upon private sector grant applicants arranging for works to be undertaken following assessment and approval. The council has no effective control over the time in which the adaptation works are carried out following grant approval. The 2008/09 Disabled Facilities Grant budget has been fully committed. However, we do not anticipate all of the approved work being completed before year end and it is unlikely that we will receive the information we need to process payments for all grants where work will be completed by year end. For this reason, it is proposed that we re-profile £200,000 from 2008/09 budget into 2009/10.

Directorate: Adult Social Care & Housing	Approved Budget: £1,000,000
Project Title: Housing Enabling (King Alfred Development)	Revised Budget: £ Nil
	Variation: (£1,000,000)

The Housing Enabling (King Alfred Development) will be re-profiled into 2009/10 following the withdrawal of private finance of the scheme.

Appendix 4

Directorate: Adult Social Care & Housing (HRA)	Approved Budget:	£838,440
Project Title: Disabled Adaptations	Revised Budget:	£738,440
	Variation:	(£100,000)

The 2008/09 HRA adaptations capital budget has been fully committed. Commitments include three large scale projects, for which funding has been reserved. Not all of these projects are likely to complete by year end because it has become necessary for properties to be vacated temporarily for all the work to be carried out. Suitable alternative accommodation had to be identified for the families concerned and it was necessary to carry out some adaptation work to another property before it could be used for this. As a result of this we need to re-profile £100k of 2008/09 budget into 2009/10 to account for these works being completed in the coming financial year.

Directorate: Adult Social Care & Housing (HRA)	Approved Budget:	£219,970
Project Title: Adaptations	Revised Budget:	£159,970
	Variation:	(£60,000)

The tenant of the property concerned has been reluctant to move temporarily in order for works to progress. The family has young children and work was unable to progress whilst they are in residence due to health and safety concerns. Officers have now successfully re-housed the family temporarily, but the difficulty in doing so has caused significant delay to the project.

Directorate: Adult Social Care & Housing (HRA)	Approved Budget:	£2,196,350
Project Title: General Refurbishment	Revised Budget:	£1,883,050
	Variation:	(£313,300)

Somerset & Wiltshire Structural Repairs (£283,300)

This project is now subject to the planning process following the change in specification reported to Cabinet at quarter two. Consultation with leaseholders of Wiltshire House cannot progress, as the nature and scope of the project is entirely dependent on whether planning permission is granted.

Tenders are being sought from constructors, specifying them to price different options in order to commence the work as soon as possible, with mobilisation complete within this financial year, with works scheduled to start early in the 2009/10 financial year.

Window Installation £50,000

Additional Decent Homes work has been identified that the contractors are able to resource and implement in this financial year. This draws forward £50,000 from the approved 2009/10 budget of £150,000.

Citywide Door Installation (£80,000)

Following the statutory Fire Risk Assessments on common ways of blocks of flats, the planned programme for the citywide door replacements was altered to take into account fire risks in blocks, and mitigate those risks by prioritising these works. A change in the programme midway through has slowed the constructor, and delayed approximately 5% of work into 2009/10.

The remaining £1,460,050 of the two year programme is expected to complete within 2009/10

Appendix 4

Directorate: Adult Social Care & Housing (HRA)	Approved Budget:	£154,000
Project Title: Housing ICT	Revised Budget:	£94,000
	Variation:	(£60,000)

At month 4, cabinet approved moving the majority of the Housing ICT budget into 2009/10 to align the ICT spend with the Housing Repairs Procurement Strategy.

The Procurement process for the new long term Repairs Maintenance and Refurbishment Strategic Partnership has taken longer than expected due to its complexity. This has impacted on the ICT strategy, and as a result a further £60,000 is requested to be moved into 2009/10 to assess system requirements in line with the expected contract award in summer 2009.

Children & Young People Trust

Directorate: CYPT	Approved Budget:	£334,510
Project Title: Extended services	Revised Budget:	£73,000
	Variation:	(£261,510)

There are two reasons for the delay in Extended Schools capital. The majority of funding has been committed to a capital project at Queens Park School to enable out of school and holiday provision to be provided on the school site. The feasibility study identified that this would cost £365,000, and the proposal was for the project to span two financial years beginning in January 2009 and finishing by the end of May 2009. However, the recent extreme bad weather has slightly delayed the project so the majority of the work will take place next financial year. The budget for the Queen's Park project was made up of £150,000 from the 2008-9 budget and £215,000 from the 2009-10 budget. This has therefore caused the unavoidable delay in the commencement of the project requiring the carry forward of the funding.

In addition to this, two projects in the central area have been delayed, lighting at Downs Junior has been delayed because of planning problems, this had a budget of £10,000 and although £5,000 of this funding will be used on lighting projects at other schools in this financial year, £5,000 will need to be carried forward. In addition, a project renovating Turner Play base has been delayed due to problems identifying ownership of the building. The budget for this project is £50,000. A feasibility study has now been commissioned and we are now awaiting the outcome. However, the budget for this project work will need to be carried forward, as well as the contingency funding of £52,200.

The Queen's Park project will improve the service to parents and children as there is currently no afterschool or holiday scheme on site, as the current building is unsuitable without the capital works. A need has been demonstrated through consultation and at present those parents are being signposted to other services.

The Turner Playbase does need urgent building work and the provision of childcare services run from the setting is being affected by the current state of the premises, however we have been unable to proceed with the building plan this year without identifying who is responsible for the building. This has been raised with the relevant

Assistant Directors and the Head of Capital Strategy and Development Planning and a feasibility study has been commissioned.

Appendix 4

Directorate: CYPT	Approved Budget: £375,000
Project Title: Early Years Capital Grant	Revised Budget: £158,000
	Variation: (£217,000)

There were five main elements to the funding: feasibility studies, grants for improvements to buildings and adaptations for children with disabilities, equipment grants and an extension to Peter Gladwin School to house a playgroup. It is expected that the equipment grant funding will be spent this financial year.

Feasibility studies have taken longer to complete than expected. External surveyors have needed to be used because of the large amount of work involved. In addition, it has been decided to complete as many feasibility studies as possible so that informed decisions can be made about priorities for the future.

Directorate: CYPT	Approved Budget: £216,000
Project Title: Children's Centres	Revised Budget: £20,000
	Variation: (£196,000)

There were three main elements to the funding: buggy parks, planned maintenance and minor adaptations and creating and equipping outside areas. It is now likely that only one of the buggy parks will go ahead following local consultation. Feasibility studies for both the planned maintenance and outside areas have taken longer than expected to complete which has meant that work will not be completed this financial year.

Directorate: CYPT	Approved Budget: £2,749,330
Project Title: Devolved capital	Revised Budget: £3,512,770
	Variation: £763,440

Devolved Formula Capital is a financial resource that is devolved to schools by the Local Authority. Schools have the option to accrue the money for a maximum of 3 years. However, accrued funds are normally retained by the Local Authority. The current projected outturn figures represent the amount schools are anticipated to request by the end of the financial year. Should any school projects run faster than anticipated, funding would have to be made available.

Environment

Directorate: Environment	Approved Budget: £75,000
Project Title: Downland Initiative	Revised Budget: £ nil
	Variation: (£75,000)

LDF delayed, which includes proposals for a Green Network (beyond council control?). Downland Initiative delayed due to focus on successfully securing LEADER European funding (beyond council control). Open Spaces Strategy nearing completion (council control). Key farm tenancies expire in 2009 & 2010 providing opportunities to secure strategic Green Networks (beyond council control). BHCC / National Trust / Sussex

Wildlife Trust / South Downs Joint Committee partnership project at Ditchling Beacon has been delayed (beyond council control).

Appendix 4

Directorate: Environment	Approved Budget: £2,000,000
Project Title: Ex leased Car Parks	Revised Budget: £1,383,600
	Variation: (£616,400)

Complex negotiations relating to the ex-leased car parks have delayed the project. The will be re-profiled into 2009/10 and used for refurbishment.

Directorate: Environment	Approved Budget: £1,000,000
Project Title: Sustainable Transport (King Alfred)	Revised Budget: £ nil
	Variation: (£1,000,000)

The budget of £1,000,000 relating to sustainable transport connected with the King Alfred development will be re-profiled into 2009/10 following the withdrawal of private finance of the scheme.

Strategy & Governance

Directorate: Strategy & Governance	Approved Budget: £910,000
Project Title: Human Resources System	Revised Budget: £110,000
	Variation: (£800,000)

On 15 January 2009, a report to seek the award of the contract for the provision of an integrated HR/Payroll Management Information System were presented to Cabinet. It is expected that £60,000 legal costs and £50,000 costs incurred in letting the contract will be spent in 2008/09 but due to a delay in appointing the project manager £800,000 of this year's allocation needs to move forward into 2009/10.

Summary of budget variations for all Directorates

Schemes	2008/09 Funding £'000	2008/09 Budget £'000
Budget Variations within year		
Finance & Resources		
Courier Service Vans funded by unsupported borrowing	(31)	31
Detailed Budget Variations in appendix 5 (over £50,000)	(247)	247
	(278)	278
CYPT		
Detailed Budget Variations in appendix 5 (over £50,000)	(316)	316
	(316)	316
Adult Social Care & Housing (HRA)		
Detailed Budget Variations in appendix 5 (over £50,000)	39	(39)
	39	(39)
Direct Revenue Funding - HRA		
(Please see paragraph 3.15 for explanation)		
Estate Development	324	(324)
Redecoration & repairs	280	(280)
Responsive Repairs	300	(300)
	904	(904)
Total Changes to Budgets	349	(349)

Budget variations of over £50,000 for all Directorate

Adult Social Care & Housing (HRA)

Directorate: Adult Social Care & Housing (HRA)	Approved Budget:	£500,000
Project Title: Major Capital Empty Homes	Revised Budget:	£650,000
	Variation:	£150,000

An analysis of the revenue empty property repair works has identified works of a capital nature that have now been transferred to this capital budget. As the revenue empty property repair cost budget is overspending due to an increase in the average cost of repair per property it has not been possible to also transfer the revenue funding. This has therefore resulted in a forecast overspend in this budget. The overspend will be funded from the HRA's unallocated general reserves.

Appendix 5

Directorate: Adult Social Care & Housing (HRA)	Approved Budget:	£234,000
Project Title: General Refurbishment (Insulation)	Revised Budget:	£45,000
	Variation:	(£189,000)

Approximately 1,200 surveys have been undertaken to assess the insulation requirements within the housing stock. The results have indicated that housing stock properties are already equipped with a high standard of insulation, in line with our top quartile SAP rating. Therefore the majority of the budget is not required.

This underspend will be transferred into general reserves, and allocated in the adjusted 2009/10 budget to be approved by Cabinet in April 2009.

Directorate: Environment	Approved Budget:	£70,000
Project Title: Horsdean Travellers Site	Revised Budget:	£317,500
	Variation:	£247,500

The Government have agreed additional expenditure and have notified the Council of additional grant income to enable the site to be brought up to modern standards for transit sites.

Directorate: CYPT	Approved Budget:	£221,750
Project Title: NDS Modernisation 2007/08	Revised Budget:	£337,750
	Variation:	£116,000

West Hove Infant and Junior Schools have agreed to make contributions to the replacement of their kitchen and dining hall from their allocations. Portslade Community College is also making a contribution of £30,600 to a new toilet block.

Directorate: CYPT	Approved Budget:	£1,840,580
Project Title: NDS Modernisation 2007/08 & Varndean School	Revised Budget:	£2,040,580
	Variation:	£200,000

This budget will be enhanced by £62,000 from Section 106 funding and a further £108,000 later in the year. Coombe Road Primary School is making a contribution of £30,000 towards fire safety improvement work.

Estimated slippage of over £50,000 for all Directorates

Adult Social Care & Housing (HRA)

Directorate: Adult Social Care & Housing (HRA)	Approved Budget:	£217,500
Project Title: Procurement Strategy	Revised Budget:	£154,000
	Variation:	(£63,500)

Due to its complexity the procurement process for the new long term Repairs, Maintenance and Refurbishment Strategic Partnership for Housing Management has taken longer than expected. The commencement date for the contract remains April 2010, however the contract award will now be in summer 2009 and some procurement costs will therefore fall in 2009/10, rather than 2008/9 as initially planned.

Cultural Services

Directorate: Cultural Services	Approved Budget:	£112,000
Project Title: Pavilion Security Control	Revised Budget:	£25,000
	Variation:	(£87,000)

The Royal Pavilion Security Control scheme was approved by Cabinet on 20th November as part of the TBM report. This has not given enough time to complete the contract within this financial year. There has also been delays in receiving advice in respect of contractual issues

Children & Young People's Trust

Directorate: CYPT	Approved Budget:	£3,512,770
Project Title: NDS Modernisation 2007/08	Revised Budget:	£2,991,460
	Variation:	(£521,310)

Devolved Formula Capital is a financial resource that is devolved to schools by the Local Authority. Schools have the option to accrue the money for a maximum of 3 years. However, accrued funds are normally retained by the Local Authority. The current projected outturn figures represent the amount schools are anticipated to request by the end of the financial year. Should any school projects run faster than anticipated, funding would have to be made available.

Overview and Scrutiny Commission

Agenda Item 99

Brighton & Hove City Council

Subject: Adaptation to Climate Change
Date of Meeting: 10 March 2009
Report of: Acting Director of Strategy & Governance
Contact Officer: Name: Thurstan Crockett Tel: 29-2503
E-mail: Thurstan.crockett@brighton-hove.gov.uk
Wards Affected: All

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

- 1.1 Brighton & Hove needs to develop its understanding and long term service planning in the face of local climate change.
- 1.2 There is a well-defined process from government for planning this work and the purpose of this report is to explain the role of Scrutiny in initiating that process locally.

2. RECOMMENDATIONS:

- 2.1 (1) An ad-hoc Scrutiny Panel be established to scope what work needs to be done to make good progress in planning for a changing local climate.
- 2.2 (2) That Panel will consider as one outcome whether or not a scrutiny Select Committee is required to ensure good progress in this work continues.

3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

- 3.1 The city council and partners have focused their tackling climate change efforts on reducing carbon emissions. Signing the Nottingham Declaration, producing a Climate Change Action Plan, developing Carbon Management Programmes and expanding energy efficiency and sustainable energy measures across the city have all been a feature of this.
- 3.2 Work has is underway to plan for the impact of climate change, however further studies will need to be conducted before the council has a comprehensive approach. This has reflected the views of external stakeholders in the city who regarded cutting greenhouse gases as the priority. While Emergency Planning and Business Continuity services both have plans for extreme weather events such as heatwave and flooding, (and there is a Flood Group chaired by an experienced Assistant

Director) plans will need to be extended for full service delivery adaptation and resilience.

- 3.3 The UK Climate Impacts Programme (UKCIP 08) is very soon expected to issue the most comprehensive, scientifically-based climate modelling service in the world. This will allow users to freely explore online what climate impacts are predicted down to 25km squares, right across the UK, and the probability of them occurring in any given year ahead.
- 3.4 This will allow Brighton & Hove service providers to assess the risk of key impacts such as heatwave, drought, flooding, sea storm surges and sea level rise. e.g the likelihood of a fortnight of temperatures exceeding 35 degrees in the summer of 2015 is x%. If there are particular risks from this to service users e.g. elderly people in care homes, then service providers can assess the likelihood and the severity of the impact to produce a risk rating, and plan accordingly.
- 3.5 Some work on this will inevitably be underway e.g. in the Primary Care Trust, but more work is needed to develop a full picture and an all-encompassing process for planning ahead.
- 3.6 The city council and its key partners will be assessed for progress in Adaptation to Climate Change by the Environment Agency. This will be against new National Indicator 188 which is process-based, covering the following:
 - Assess the risks and opportunities comprehensively across the area;
 - Take action in any identified priority areas;
 - Develop an adaptation strategy and action plan setting out the risk assessment, where the priority areas are – where necessary in consultation & exhibiting leadership of local partners - what action is being taken to address these, and how risks will be continually assessed and monitored in the future; and
 - Implement, assess and monitor the actions on an ongoing basis.
- 3.7. Other areas of the South East such as Kent, Oxford and more recently east Sussex have made good progress against this and a panel would provide a good opportunity to learn lessons from them.
- 3.8 The City Council will be expected by the Environment Agency both to make steady progress through the stages of the NI 188 process over the next 3 years and to include a significant adaptation section in the revised Sustainable Community Strategy and the developing city Climate Change Strategy.

There are risks of duplication of work, and that is why the recommendation is limited at this stage to a panel.

5.7 Corporate / Citywide Implications:

There are very significant long-term future-proofing implications for the city from this work. Climate change adaptation and resilience is not a strong focus of city strategy yet and this needs to change.

SUPPORTING DOCUMENTATION

Appendices:

None

Documents In Members' Rooms

None

Background Documents

1. Details of the national indicator 188 on Adaptation to Climate Change are at: <http://www.defra.gov.uk/environment/localgovindicators/ni188.htm>

Subject: Scrutiny Legislation Update
Date of Meeting: 10 March 2009
Report of: Acting Director of Strategy & Governance
Contact Officer: Name: Tom Hook Tel: 29-1110
E-mail: Tom.hook@brighton-hove.gov.uk
Wards Affected: All

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

1.1 At its January meeting the Overview and Scrutiny Commission requested a general update on legislative changes and policy drivers that will impact upon the work of Overview and Scrutiny in Brighton and Hove. This report summarises four main areas that Members should be aware of:

- Local Government and Public Involvement in Health Act 2007
- Communities in Control: Real people, real power and the associated consultation, 'Improving Local Accountability'
- Police and Justice Act 2006
- Local Democracy, Economic Development and Construction Bill

2. RECOMMENDATIONS:

2.1 That the Overview and Scrutiny Commission:

- Comments on the issues raised in the report on the future development of overview and scrutiny function.
- Instructs officers to provide updates on future policy and legislative developments in this area.

3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

3.1 Partnership Working

There are a number of elements of the Local Government and Public Involvement in Health Act 2007 that relate to the powers and role of overview and scrutiny committees. A key focus of the Act relates to partnership working and there are a number of measures contained within it ensuring overview and scrutiny committees play an active part in looking at matters that affect the local area, rather than focusing purely on council services. The key areas are summarised below, some of which have recently been consulted on in the 'Improving Local Accountability' consultation.

3.2 The 2007 Act establishes the statutory arrangements for Local Area Agreements and associated performance targets. Part 5 of the Act relates to scrutiny's powers to request information from partners and a responsibility for partners to have regard to and respond to scrutiny recommendations.

3.3 This provision is reinforced by recently released guidance from the Audit Commission regarding the relationship between Comprehensive Area Assessment (CAA) and overview and scrutiny which states:

Council overview and scrutiny committees not only hold the council executive to account but also consider matters that affect the local area or its citizens and have specific powers in relation to local health services. There is a two-way relationship between scrutiny and CAA. Scrutiny reviews carried out locally will provide valuable evidence that can feed in to CAA and may help inspectorates understand issues without having to carry out additional work. The findings from CAA will also be helpful to overview and scrutiny committees in identifying where they may wish to focus their attention and in providing them with helpful insights when conducting reviews. CAA is therefore of direct interest to elected councillors whatever position they hold, as community leaders on the executive or in holding the executive to account and representing local people.¹

3.4 The development of future work plans for overview and scrutiny committees in the council should have elements relating to LAA priorities, and areas for improvement as identified through the monitoring of the 198 indicators in the National Indicator Set and the CAA assessment.

3.5 In developing work programmes committees need to ensure that they are complementing the work of partner agencies, looking at overarching objectives that impact on the quality of life in the city and not just the delivery of Council services.

3.6 Councillor Call for Action

Another provision of the Act, the 'Councillor Call for Action' (CCfA) is due to be implemented in April 2009. Under the CCfA councillors will be able to refer certain matters to the relevant overview and scrutiny committee for consideration where other methods of resolution have been exhausted. Section 119 of the Local Government and Public Involvement in Health Act 2007 will introduce CCfA powers in respect of local government matters from 1 April 2009².

¹ The full guidance is available at <http://www.audit-commission.gov.uk/Products/NATIONAL-REPORT/63FF7DFA-D1DB-46D0-B72E-39DA12AEF9E1/caaframework10feb09REP.pdf>

² Para 4 of the Local Government and Public Involvement in Health Act 2007 (Commencement No. 8) Order 2008 [SI 2008/3110]

- 3.7 Best practice guidance from Improvement and Development Agency (IDeA) and the Centre for Public Scrutiny (CfPS) on the implementation and working of CCfA was published in mid-February. The full guidance is a background paper to this report.
- 3.8 CCfA is part of the wider changes to the powers and remit of overview and scrutiny; it is aimed at empowering Councillors to resolve issues and problems on behalf of their residents. Ultimately CCfA is a mechanism that allows Councillors to seek resolution of issues they have struggled to solve elsewhere. Whilst not guaranteeing a solution it provides an opportunity for debate and discussion.
- 3.9 The central element of CCfA is that any Councillor can have an issue of concern put on the agenda of the relevant O&S Committee. CCfA is however intended to be the option of last resort when all other avenues of resolution have been pursued.
- 3.10 The Council's constitution (Part 6.1, paragraph 13.2) already allows for any Member of an O&S Committee to place an item on the agenda of any O&S Committee. The Committee must then decide whether it wishes to pursue the item suggested.
- 3.11 The Council will be looking to provide more detailed guidance and protocols of how and when CCfA could be used and OSC members are invited to feed their comments into the developmental process.
- 3.12 There will need to be some form of criteria/prioritisation process to ensure that Overview and Scrutiny Committees receive appropriate Calls for Action. These could be based on such criteria as:
- 1) Is the Committee satisfied that reasonable attempts at resolution have been made by the ward Councillor?
 - 2) Has a similar issue been considered by the Committee recently?
 - 3) Are reviews of this/or a similar issue being undertaken by the Council or its partners?
 - 4) Have relevant departments/partners been informed and not responded?
- 3.13 Statutory regulations deal with matters that can be excluded from CCfA including matters considered vexatious, discriminatory or not suitable for the agenda. Specific complaints and appeals will also not be appropriate issues for CCfA to be used for. Further details are set out in the guidance attached.
- 3.14 Police and Justice Act 2006
A CCfA power also exists in the Police & Justice Act 2006, enabling councillors to raise crime and disorder issues, particularly those relating to anti-social behaviour or the misuse of drugs, alcohol and other substances. Once in force, section 19 of the 2006 Act will require the Council:

- (i) to establish a crime and disorder committee (CDC) with power –
 - (a) to review or scrutinise decisions and actions taken by “responsible authorities”³ in connection with their crime and disorder functions; and
 - (b) to make reports or recommendations to the Executive with respect to the discharge of those functions;
 - (ii) to make CCfA arrangements which enable any member who is not a member of the CDC to refer any local crime and disorder matter to the committee
- 3.15 When filing a report or recommendation to the Executive, the CDC must provide a copy to the appropriate responsible authorities, who in turn must respond to the CDC with an action plan for addressing the matter, and have regard to the report or recommendations in exercising their functions.
- 3.16 The Home Office consulted over this in July 2008 as part of the broader local accountability arrangements for crime and disorder in the Policing Green Paper. Following that consultation, the Home Office announced in November⁴ their intention to introduce CCfA for crime and disorder matters in April 2009.
- 3.17 The Police & Justice Act⁵ requires the CDC to be an overview and scrutiny committee. However, the Council has discretion over whether to establish the CDC as a stand alone O & S committee or to incorporate its functions within another O & S committee.
- 3.18 The types of issue that may come before the CDC are currently dealt with by the Community Safety Forum (CSF). However, the CSF is not an overview and scrutiny body and cannot, as currently constituted, assume the mantle of CDC with all its attendant powers.
- 3.19 A decision will need to be made on whether to introduce a Crime and Disorder Committee as a stand alone overview and scrutiny committee or to incorporate its functions into an existing O & S committee. There is likely to be a higher resource requirement for a stand alone committee, which may result in a small additional budget pressure in 2009/10 – the potential impact has not yet been quantified.
- 3.20 Local Democracy, Economic Development and Construction Bill

³ In this context “responsible authorities” has the meaning given by section 5 of the Crime & Disorder Act 1998, namely the local chief officer of police, police authority, fire and rescue authority, Primary Care Trust, and the Council itself

⁴ See ‘Summary of Green Paper Consultation Responses and Next Steps’, para 1.11 - <http://police.homeoffice.gov.uk/publications/police-reform/green-paper-responses?view=Binary>

⁵ Section 19(9)(a)

The Local Democracy, Economic Development and Construction Bill began its parliamentary passage in the House of Lords and has reached Committee stage. It contains two provisions relating to overview and scrutiny.

- 3.21 The first is to introduce a statutory requirement for local authorities to designate a scrutiny officer (other than the chief executive, monitoring officer or chief finance officer) to:
- promote the scrutiny function internally and externally
 - provide advice and support to the authority's overview and scrutiny committees
 - advise members and officers regarding any O & S function
- 3.22 The second provision relates to the role of overview and scrutiny and petitions received by the authority. Local authorities will be under a duty to respond to petitions which meet certain criteria, and to make the response publicly available.
- 3.23 In particular, a local authority will be required to:
- provide a facility to accept electronic petitions
 - make, publicise and comply with a 'Scheme' for handling petitions
 - acknowledge petitions within a specified period
 - specify in its Scheme the measures to be taken in response to a petition; these must include holding an enquiry or public meeting, commissioning research, or referring the matter to an overview & scrutiny committee
 - specify in its Scheme a threshold number of signatures which will give an automatic right for the subject matter of the petition to be debated by full council (except for petitions calling an officer to account)
 - notify the petition organiser of the steps the authority has taken or proposes to take; and publicise this information on the authority's website
- 3.24 A petition bearing the requisite number of signatures may require a senior officer to be called to account at a public meeting of an overview and scrutiny committee. Officers subject to this requirement must include the chief executive and the most senior officers responsible for the delivery of services.
- 3.25 Once an authority has notified the petition organiser of the steps it intends to take or has taken in response to the petition, the organiser can – if dissatisfied with that response – request one of the authority's overview and scrutiny committees to review the adequacy of those steps. The outcome of the review must be communicated to the petition organiser (and made public, unless inappropriate).
- 3.26 No local authority will be required to take substantive measures in response to a petition that is vexatious, abusive or unconnected with the authority's functions; or to a petition that duplicates one dealt with in the previous six months.

4. CONSULTATION

- 4.1 Relevant officers in the Strategy and Governance Directorate.

5. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 5.1 The impact of the Local Government and Public Involvement in Health Act 2007 and Police and Justice Act 2006 may result in small unfunded budget pressures in 2009/10. Enactment of the Local Democracy, Economic Development and Construction Bill is likely to result in additional costs in the form of staffing and publicity. These costs will be assessed once more definite details are known.

Finance Officer Consulted: Anne Silley

Date: 2 March 2009

Legal Implications:

- 5.2 All legal issues are addressed in the body of the report. There are no specific issues relevant to the Human Rights Act arising from the report.

Lawyer Consulted: Oliver Dixon

Date: 2 March 2009

Equalities Implications:

- 5.3 Any new activity instigated as a result of the legislation's implementation will be equality impact assessed in line with the Council's equalities policy

Sustainability Implications:

- 5.4 There are no sustainability implications arising from the report.

Crime & Disorder Implications:

- 5.5 The purpose of CDCs is to increase the accountability of those bodies responsible for tackling crime and disorder in the local authority area. The statutory requirement on these bodies to respond to reports and recommendations of the CDC and to have regard to their content in exercising their functions should ensure that their actions are more closely aligned to the crime and disorder issues raised by members on behalf of their constituents.

Risk and Opportunity Management Implications:

- 5.6 There are risks in terms of resource implications, and infrastructure to support changes to council procedures.

Corporate / Citywide Implications:

- 5.7 The drive towards increased community empowerment will support the Council's corporate priority of open and effective city leadership.

SUPPORTING DOCUMENTATION

Appendices:

1. None

Documents In Members' Rooms

1. None

Background Documents

1. Councillor Call for Action Guidance.
2. Papers to the Council's governance committee on
 - Local Government and Public Involvement in Health Act 2007
 - Communities in Control: Real people, real power and the associated consultation, 'Improving Local Accountability'
 - Police and Justice Act 2006
 - Local Democracy, Economic Development and Construction Bill

OVERVIEW AND SCRUTINY COMMISSION

Agenda Item 101

Brighton & Hove City Council

Subject: Update on Current Scrutiny Panels
Date of Meeting: 10 March 2009
Report of: Acting Director of Strategy & Governance
Contact Officer: Name: Tom Hook Tel: 29-1110
E-mail: Tom.hook@brighton-hove.gov.uk
Wards Affected: All

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

- 1.1 This report provides Overview and Scrutiny Commission members with a summary on the work that the various ad hoc panels are currently undertaking.

2. RECOMMENDATIONS:

- 2.1 That members:
- Note the work of the six ad hoc panels
 - Instruct officers to provide six monthly updates on the work of the panels
 - Provide guidance on areas where ad hoc panels could most productively focus their efforts to feed into the work planning process for 2009/10

3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

- 3.1 Each Overview and Scrutiny Committee has the power to establish ad hoc panels to look at issues of concern in more detail than the usual cycle of Committee meetings allows. The constitutional requirements relating to ad hoc panels are appended as Appendix 1.
- 3.2 In its role as coordination body the Overview and Scrutiny Commission should maintain an overview as to the work of the ad hoc panels as a whole.
- 3.3 There are currently six ad hoc panels in existence:
- Older People and Community Safety
 - Dual Diagnosis of Mental Health and Substance Misuse
 - Environmental Industries
 - Dignity at Work
 - Reducing alcohol related harm to children and young people
 - Students in the Community

- 3.2 The suitability of a number of other issues is currently being evaluated to see where ad hoc panel intervention could add most value. This will be undertaken as part of the process of developing work plans for each committee for 2009/10.
- 3.3 A brief summary of the work of each ad hoc panel is attached as Appendix 2. Each ad hoc panel reports its findings to the parent Overview and Scrutiny Committee.

4. CONSULTATION

- 4.1 None

5. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 5.1 Recommendations from ad hoc panels may have financial implications for the Council. These will need to be evaluated on an issue by issue basis. In addition the resources required to support ad hoc panels need to be considered.

Finance Officer Consulted: Anne Silley Date: 2nd March 2009

Legal Implications:

- 5.2 Recommendations from ad hoc panels may have legal implications for the Council. These will need to be evaluated on an issue by issue basis.

Lawyer Consulted: Date:

Equalities Implications:

- 5.3 Work of the ad hoc panels may impact upon the Council's policies on equalities especially where they look at issues such as Dignity at Work.

Sustainability Implications:

- 5.4 Work of the ad hoc panels may impact upon the Council's policies on sustainability especially where they look at issues such as Environmental Technologies and climate change.

Crime & Disorder Implications:

- 5.5 Work of the ad hoc panels may produce recommendations that relate to crime and disorder, for example the panel looking at Older People and Community Safety or Reducing alcohol related harm to children and young people.

Risk and Opportunity Management Implications:

- 5.6 Recommendations from ad hoc panels may have Risk and Opportunity Management implications for the Council. These will need to be evaluated on an issue by issue basis.

Corporate / Citywide Implications:

- 5.7 Recommendations from ad hoc panels may have Corporate / Citywide Implications for the Council. These will need to be evaluated on an issue by issue basis.

SUPPORTING DOCUMENTATION

Appendices:

1. Extract from Brighton and Hove City Council constitution relating to ad hoc panels
2. Summary of the work of each ad hoc panel

Documents In Members' Rooms

None

Background Documents

1. Minutes of various ad hoc panels and overview and scrutiny committees available on the Council website.

Brighton and Hove City Council Constitution

PART 6.1 Overview and Scrutiny Terms Of Reference and Procedure Rules

5. Ad Hoc Overview and Scrutiny Panels

- 5.1 Each Overview and Scrutiny Committee may appoint Ad Hoc Panels to carry out short, sharply focused pieces of scrutiny work. These may be on issues specific to the Committee but not large enough to warrant a full blown Select Committee approach. As a guide, the work of these Panels should be capable of being conducted within 3 meetings or less.
- 5.2 Ad hoc Overview and Scrutiny Panels will not have Sub-Committee status and the political balance rules in section 15 of the Local Government and Housing Act 1989 will not apply, but they will normally be established on a cross-party basis.
- 5.3 Membership of the Ad Hoc Panels will be agreed by the Overview and Scrutiny Committee appointing it, taking into account the expertise and experience of available Members, and that no Member may be involved in scrutinising a decision in which he/she has been involved.
- 5.4 When a Member requests for a matter to be scrutinsed, that Member should not normally be appointed as a Member of the ad hoc panel scrutinising the issue. This would not preclude the Member from giving evidence as a lay or an expert witness.
- 5.5 There shall be no provision for substitute Members to attend meetings of Ad Hoc Panels.
- 5.6 Each Overview and Scrutiny Committee shall ensure that the number of Ad Hoc Panels which it appoints does not exceed the capacity of the Member and Officer resources available to support their work.

Appendix 2

Older People and Community Safety (Environment and Community Safety OSC)

Councillors Mo Marsh (Chairman) Amy Kennedy, David Smart and David Watkins plus Mr John Eyles, a co-optee from the Older People's Council.

Established following Age Concern raising the matter at the Community Safety Forum. The Panel will investigate concerns that older people may have about safety and perception of safety in the community and then make recommendations on practical measures that can be taken to help older people feel safer. At present the Panel is at the stage of inviting people's views, gathering information and identifying witnesses.

A second scoping meeting is being held on 20 March and public meetings are planned for 24 April, 22 May and 3 July in different venues across the city.

Students in the Community (Adult Social Care and Housing OSC)

Councillors Anne Meadows (Chairman), Georgia Wrighton, and Tony Janio.

The Adult Social Care and Housing Committee set up an ad hoc panel to look at the subject of student impact on residential neighbourhoods. This was identified as a particular need through the Committee's consideration of work on the draft housing strategy, and the fact that there was not a specific student housing strand.

The panel met four times in public, with the first meeting purely for members of the public and students to express their views. This was really valuable as it made sure that the panel members were aware of the wide range of student impact issues from the outset. In addition, the panel received 42 individual letters and emails from residents, and a representation from David Lepper MP on behalf of 87 residents from the Elm Grove area of Brighton

The panel had a number of invited expert witnesses to each of the subsequent three meetings, and heard from a total of twenty expert witnesses, including the UK's leading expert on student impact, local police, CityClean, Environmental Health, planning, housing strategy, landlords & both universities (who were represented at senior management levels.)

The panel also benefitted from positive extensive press coverage; stories appeared in the Argus after each meeting, which helped to remind the public that the panel was taking place, and how to contact the panel with comments. In addition, student impact was the subject of a 'Friday Inquisition' on the Argus's website, where members of the public emailed in their questions about student housing and Councillor Meadows and representatives from both universities publically responded to the questions.

The panel has now concluded its public meetings and evidence gathering. A draft report and recommendations will be discussed at the ASCHOSC meeting on the 5th March.

Also on the 5th March an initial scoping report will be presented to the ASCHOSC on possible topics for a future ad hoc panel. Possible topics are:

- Housing adaptations
- Future funding of adult social care
- Dementia Strategy

The verbal update will be provided to the Commission on the outcome of the 5th March meeting.

Dignity at Work

Councillors Gill Mitchell (Chairman), Paul Elgood, Brian Pidgeon, Vicky Wakefield-Jarret.

At its meeting on the 8th December the OSC agreed 'That a 4-Member scrutiny panel be established to make recommendations regarding the Draft Dignity and Respect at Work Policy' to ensure early member input into the development of a Dignity at Work Strategy.

The panel had its first scoping meeting on the 24th February and has arranged a further scoping meeting prior to three further public meetings.

Reducing alcohol related harm to children and young people

Councillors Ann Norman (Chairman), Juliette McCaffery, Ben Duncan

The panel was established to make practical recommendations by examining the costs, social and economic outcomes and reasons for the increasing levels of alcohol related harm suffered by children and young people in Brighton and Hove.

It is also examining the impact of the Licensing Act 2003 on the availability to and consumption of alcohol by those aged under 18 in the city.

The Panel have had 4 meetings and gathered evidence from Sussex Police, Council Officers, the Primary Care Trust, NHS, Head Teacher, Trading Standards and Licensing and Licensed Retailers.

Further evidence is being sought from other local authorities and partnerships, parents forum and then to write the report and agree the recommendations with the relevant organisations.

Environmental Industries (Culture, Tourism and Enterprise OSC)

Councillors Bill Randall (Chairman), Melanie Davis, Steve Harmer-Strange.

The Scrutiny Panel has had two private scoping meetings at which they elected a Chairman and discussed at length the terms of reference, the potential outcomes and witnesses.

The formal title of the inquiry is "*Environmental Industries Enquiry – Capturing the potential and economic benefits for Brighton & Hove*"

The terms of reference are:

"The Panel will explore the growth potential of environmental industries in Brighton & Hove. It will consider the economic, environmental and employment benefits to the city and what actions should be prioritised by the Council and its key partners to support high growth potential existing businesses in the sector, diversifications of others into the sectors work, and attract inward investors."

The inquiry is very timely. The issue of the support and encouragement for environmental industries has been the subject of many announcements and initiatives by all political parties nationally. Within Brighton & Hove it is also a key area. One of our main corporate priorities is to: 'Protect the environment while growing the economy'. A number of potential witnesses have already been approached who are keen to be involved in the enquiry.

The dates for the public evidence sessions are:

12 March 2009 at 10am

31 March 2009 at 1pm

23 April 2009 at 10am

13 May 2009 at 10am

Dual Diagnosis of Mental Health and Substance Misuse

This Panel was initiated by the former Overview and Scrutiny Organisation Committee to investigate problems associated with people who have co-existing mental health and substance misuse issues. Dual Diagnosis is an important issue, as sufferers are amongst our most vulnerable and our most challenging citizens. More effective treatment of Dual Diagnosis will better the lives of everyone in the city, as it will impact upon chaotic and anti-social behaviour as well as improving things for sufferers themselves.

The Panel has taken evidence from officers of Housing Strategy and the Children's Trust, from NHS managers and clinicians, from the commissioners of city mental health and substance misuse services, from 'third sector' organisations such as the Women's Refuge and Oasis, from independent supported housing providers, and from people with a Dual Diagnosis, their families and carers.

Panel members have agreed a range of recommendations for improving city services for people with a Dual Diagnosis, and these recommendations are currently being shared with our partners across the city before being formally presented to the Overview & Scrutiny Commission.

OVERVIEW AND SCRUTINY COMMISSION 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 9 September 2008 20 January 2009 3 February 2009	Joint discussions, agreed priorities, shared information, invitations to relevant meetings Invite Cllr Fallon-Khan for discussion of portfolio Invite Cllr Simson for discussion of portfolio Invite Cllr Jan Young re budget proposals	Positive discussions on working between Scrutiny and the Executive and suggestions for possible scrutiny activities	Suggestions added as possible items to OSC work plan
OSC Work Plan	15 July 2008 and every meeting	To agree Outline Work Plan with built-in flexibility	Suggestions added to the work plan. Additional meeting arranged to discuss budget 2009-2010 proposals	Regular monitoring

Issue	Date	Overview & Scrutiny Activity	Progress And Date	Outcome And Monitoring /Dates
Communities in Control	10 March 2009	Updating on Consultation and Legislation		
Overview and Scrutiny Work Plans	21 October 2008 twice yearly	OSC to receive Scrutiny Committees' work plans	Establishment of first scrutiny panels.	Regular monitoring
Coordinating Overview and Scrutiny	Each OSC meeting?	Tracking progress in developing overview and Scrutiny by the O&S Committees and Scrutiny panels		
Corporate Documents and Performance Monitoring				
The Corporate Plan	3 June 2008 15 July 2008	Commenting on the Corporate Plan in advance of the 12 June Cabinet meeting Reporting back to OSC, re Commission Comments taken to Cabinet 12 June	Supplementary Report on OSC comments was taken to Cabinet 12 June	12 June Cabinet agreed 3 June OSC amendments

Issue	Date	Overview & Scrutiny Activity	Progress And Date	Outcome And Monitoring /Dates
The Council's Annual Performance Report	15 July 2008 and annually	Receiving annual report before being presented to 10 July Cabinet	Replies provided to queries on performance against targets	
Local Area Agreement	3 June 2008 Then regular review as necessary	Receiving draft report	Request to keep under review	Regular monitoring
Performance Monitoring	21 October 2008 20 January 2009 10 March 2009	Monitoring performance Q2 performance report Q3 Performance Report	Replies provided to queries Replies provided to queries	Regular monitoring
Overview and Scrutiny of Budget and Policy Framework				
Targeted Budget	OSC 15 July 2008	Considering forecast		Regular monitoring

Issue	Date	Overview & Scrutiny Activity	Progress And Date	Outcome And Monitoring /Dates
Management	<p>Month 2</p> <p>OSC 21 October 2008 Month 4, incorporating financial recovery plans</p> <p>OSC 2 December TBM Month 6</p> <p>OSC 10 March TBM Month 9</p>	<p>outturn and requesting financial recovery plans</p> <p>Considering forecast outturn</p> <p>Considering forecast outturn</p>	<p>Replies provided to queries</p> <p>Replies provided to queries</p>	
The Council's Annual Budget	<p>OSC 2 December 2008</p> <p>3 February 2009</p>	<p>Background to Budget setting Issues</p> <p>Additional OSC meeting to consider 2009 – 2010 budget proposals</p>	<p>Comments/areas of concern to be taken into account by Cabinet</p>	
Sustainable Community	Early 2009	Commenting before publication of Strategy		

Issue	Date	Overview & Scrutiny Activity	Progress And Date	Outcome And Monitoring /Dates
Strategy				
Equalities and Inclusion Policy	OSC 15 July 2008 OSC 20 January 2009 OSC Mid- 2009	Providing feedback on Policy Receiving and commenting on the first of twice yearly progress reports Commenting on progress report	Requesting twice-annual progress reports	
Dignity at Work	OSC 2 December 2008	Commenting on approach to Draft Dignity at Work Policy	Scrutiny panel established	
Sustainability Strategy	OSC 21 April 2009	Receiving draft strategy for comment		
Overview and Scrutiny Of Other Functions Of The Council Leader, Finance And Central Services				
Corporate	OSC 9	Commenting on	18 September Cabinet	

Issue	Date	Overview & Scrutiny Activity	Progress And Date	Outcome And Monitoring /Dates
Procurement Strategy	September 2008	recommended strategy	agreed Strategy	
Asset Management Plan and Corporate Property strategy	OSC 9 September 2008	Commenting on recommended plan and strategy	Scrutiny comments taken into account by Cabinet 16 October	
Draft ICT Strategy	OSC 21 October OSC mid-2009	Commenting on draft strategy Commenting on Revised ICT Strategy and development Plan	Comments taken into account by Cabinet 20 November	Further report to OSC during 09/10
Scrutiny Reviews/Requests				
Dual Diagnosis	OSC 21 April 2009	Endorsing scrutiny panel recommendations for reply by Cabinet/NHS bodies		
Risks and	10 March 2009	Considering proposal to		

Issue	Date	Overview & Scrutiny Activity	Progress And Date	Outcome And Monitoring /Dates
Opportunities of a Changing Climate		review progress against performance indicator NI188		
Other strategic items				
Community Engagement Framework	15 July 2008	Considering consultation document for comment	Commenting as part of consultation process	
	21 October 2008	Receiving the final CEF and Monitoring its use in practice	OSC comments reported to Cabinet 18 November	

Other Potential Items:

- 1) Member development
- 2) Aspirations to reach top quartile of high performing O&S functions

