





Brighton & Hove
City Council

Overview & Scrutiny

Title:	Overview & Scrutiny Committee
Date:	14 July 2014
Time:	2.00pm
Venue	Committee Room 3, Brighton Town Hall PLEASE NOTE THE VENUE
Members:	Councillors: Mitchell (Chair) Janio, Brown, K Norman, Wilson, Bowden, Hawtree, Powell, Summers and Davey
Contact:	Giles Rossington 01273 291038 giles.rossington@brighton-hove.gov.uk

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AGENDA

Part One

Page

1 APOLOGIES AND DECLARATIONS OF INTEREST

2 MINUTES

1 - 6

To consider the minutes of the last meeting held on 29 January 2014 (copy attached).

3 CHAIRS COMMUNICATIONS

4 PUBLIC AND MEMBER INVOLVEMENT

To consider petitions, written questions or deputations from members of the public or Members.

5 PERFORMANCE REPORT YEAR END 2013 - 2014

7 - 40

Contact Officer: Andy Edwards, senior performance analyst Tel: 29-6823

6 TRAVELLER SITE PROVISION

41 - 42

7 TRANS EQUALITY SCRUTINY - EXCEPTIONS UPDATE

Verbal Update by Nicky Cambridge, People and Places Coordinator

8 OVERVIEW AND SCRUTINY COMMITTEE: WORK PLANNING

43 - 50

Contact Officer: Giles Rossington, Senior Scrutiny Officer Tel: 01273 291038

9 BUDGET SCRUTINY 2015 - 16

51 - 54

Contact Officer: Giles Rossington, Senior Scrutiny Officer Tel: 01273 291038

SCRUTINY COMMITTEE

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For further details and general enquiries about this meeting contact Mary van Beinum, (01273 291062, email giles.rossington@brighton-hove.gov.uk) or email scrutiny@brighton-hove.gov.uk

Date of Publication – 4 July 2014

**BRIGHTON & HOVE CITY COUNCIL
OVERVIEW & SCRUTINY COMMITTEE**

2.00pm 27 JANUARY 2014

COUNCIL CHAMBER, HOVE TOWN HALL (PUBLIC)

MINUTES

Present: Councillor Mitchell (Chair)

Also in attendance: Councillor Janio (Deputy Chair), Brown, Simson, A Kitcat and K Norman, Sykes, Rufus and Robins.

PART ONE

12. APOLOGIES AND DECLARATIONS OF INTEREST

12. Apologies and Declarations of Interest

12.1a Declarations of Substitutes

Councillor Sykes was substituting for Councillor Phillips
Councillor Rufus was substituting for Councillor Kennedy
Councillor Robbins was substituting for Councillor Wilson

12.1b Declarations of Interest

There were none.

12.1.c Declaration of Party Whip

There was none

12.1.6 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.

13. MINUTES

13.1 OSC Deputy Chair Councillor Tony Janio stated that a member of the Conservative Group not the Labour Group, should be Chair of OSC.

13.2 The minutes were agreed.

14. CHAIRS COMMUNICATIONS

14.1 The Chair welcomed everyone to the meeting.

15. PUBLIC INVOLVEMENT

15.1 There were no items.

16. MEMBER INVOLVEMENT

16.1 There were no items.

17. BUDGET SCRUTINY 2014/15 - SCRUTINY PANEL REPORT

17.1 The Chair informed the Committee that because of the very tight timescales for the Budget Scrutiny Panel, there were some factual inaccuracies in the report that Officers had suggested were amended.

17.2 Giles Rossington, Acting Head of Scrutiny, suggested that a recommendation be added to the covering report to allow any inaccuracies to be corrected after the report had been agreed by OSC. The Head of scrutiny highlighted the key amendments which were:

- amendments to some inaccurate or potentially misleading terminology (such as the term 'transfer' in the context of changes to General Fund and HRA responsibilities); the general comment that the recommendations as drafted were too passive and should be more forcefully worded;
- amendments to some factual inaccuracies (such as stating that this is the first year in which the draft budget papers have explicitly linked budget planning to the Corporate Plan when in fact last year's budget also made this connection explicit);
- some minor changes to wording to resolve ambiguities (such as amending 'will' to 'could' in instances where the latter was a more appropriate choice of words).

17.3. The Deputy Chair of OSC, Councillor Tony Janio, stated he was happy for the amendments to be made with the approval of the Chair.

17.4 Councillor Dee Simson, Chair of the Budget Scrutiny Panel, thanked all those involved in the Panel - members, officers and Committee Chairs. The first Panel meeting was with the Leader and the Chief Executive and identified areas to consider. Subsequent meetings looked at CYP, community grants, co-working, adult social care, homelessness, and the HRA.

17.5 Councillor Simson set out three areas of concern: the changing of funding in the HRA; the changing of funding in the DSG; and the retention of in-house services, particularly youth services, without comparable cost information. She hoped the report would be taken on board by Policy & Resources Committee.

17.6 Councillor Sykes (who was a member of the Panel) told OSC members that the Panel had worked well with a good use of time – 3 meetings as opposed to 7 last year. He praised the input of Community Works and the smooth running of the Panel.

17.7 Councillor Mitchell (also a Panel member) told OSC members that the Panel had received very full answers to probing questions and it had been a very thorough process.

17.8 Councillor Brown highlighted and supported the report recommendations on preventative services and the importance of short breaks for disabled children.

17.9 Councillor Janio suggested that the format of this year's report should be replicated in future years. It was a much more successful format than in previous years, and the report was well-presented and easy to read.

17.10 The Chair noted that the financial implications (as circulated) would be added to the report along with the new recommendation detailed above.

17.11 RESOLVED

- 1) That Overview and Scrutiny Committee agree the scrutiny panel report and refer it to Policy & Resources Committee for consideration;
- 2) That the Head of Scrutiny is authorised, with the approval of the Chair of OSC, to correct any factual inaccuracies.

18. TRANS EQUALITIES SCRUTINY PANEL: MONITORING REPORT

18.1 Nicky Cambridge, People & Place Co-ordinator, B&HCC introduced the monitoring report. The Trans Equalities report had been a ground-breaking piece of work and the start of a process with both national and local ramifications that have gone beyond what was in the Panel's report. Learning and awareness events have gone on across Sussex with presentations to other local authorities.

18.2 There was only 1 red indicator in the monitoring report and that was a recommendation aimed at the NHS nationally. There are 7 Amber indicators which are all connected with the NHS and national processes. The remaining 29 indicators are green. Even on some of the indicators where progress nationally has been slow, there has been progress locally. For example, 20 GPs have undertaken trans awareness training and the CCG has commissioned trans awareness material. The JSNA is underway, housing officers have received training, and the HR toolkit is being re-launched in April 2014.

18.3 Nicky Cambridge reported that members of the trans community were overwhelmingly positive. Feedback was that the trans exclusive swimming session was a real win, the work with schools and Allsorts providing support was also excellent. The first Trans Pride event ran last year. There is now also a city-wide alliance. The trans community have worked with the council throughout both in governance and implementation and the relationship is very positive. The one area of feedback where more could be done, is whilst staff training is a positive, there could be more training in place. HR's response is that they have targeted key teams and it is an issue around time and resources.

18.4 Councillor Mitchell expressed her admiration for all the work that is underway.

18.5 Following a question about the red and amber indicators, Nicky Cambridge explained that most of these are concerning GPs who are independent. 2 were in housing and the review of the LGBT housing service was delayed because of the review of homelessness. 1 was a recommendation aimed at banks which is difficult to make progress on.

18.6 A question was asked about the areas where more could be done. Nicky Cambridge explained that some of this was about managing expectations and explaining the issues around working with a large resource driven organisation like a local authority. The biggest gap highlighted by the trans community was the training of staff. The frontline teams have had training and there have been pilots in adult social care, housing, and leisure. HR were of the opinion that the costs are prohibitive for more generic training but there will be a trans module in the equalities training.

18.7 Some of the problems around implementing the health recommendations were concerned with the changes and new commissioning structures in the NHS. The specialist trans services are held nationally and commissioned nationally so it is difficult to make changes.

18.8 The partnership work with the Police has led to improved relationships between the Police and the trans community. Staff training and changes to reporting mechanisms are important. Trans hate crime is now separately reported. The Universities are also working on furthering trans awareness and other local authorities are looking to Brighton & Hove for best practice.

18.9 It was suggested if there was any way that HWOS could become involved and this will be considered.

18.10 The Chair thanked Nicky Cambridge and all involved in the work.

18.10 RESOLVED

- 1) That Overview and Scrutiny Members consider and comment on the contents of this report and its appendix.
- 2) That there is a further monitoring report in 12 months time.

19. TRAVELLER COMMISSIONING STRATEGY 2012: UPDATE ON IMPLEMENTATION OF AGREED SCRUTINY PANEL RECOMMENDATIONS

19.1 Andy Staniford, Housing Strategy Manager introduced the report. The Scrutiny Panel had shadowed the development of the Traveller Commissioning Strategy which was approved in 2012. The strategy brought housing and health together and the CCG has undertaken a health needs assessment on Travellers. A lot of education work has been undertaken around the Horsdean site and there was a very good partnership with the Police. The Scrutiny Panel was very innovative and won an award in 2012.

19.2 19 of the 23 recommendations have green indicators, 2 are amber and 2 will follow on from the permanent site which has been delayed through planning. They are waiting to hear from the South Downs National Park (in April 2014).

19.3 Inspector Paul Ransome is the new Police link on work with Travellers. His remit is to ensure that the Police work well with the Traveller Liaison team to manage unauthorised encampments.

19.4 Further information was requested on the transit site, the role of officers, and the van dwellers protocol. Rachel Chasseaud, Head of Tenancy Services, explained that there was a problem with the drainage at the Horsdean site and there was an interim drainage system in place. The team have worked with the Environment Agency to keep the site open but there are only 10 pitches available. The solution is to go into the main drainage but this will be done as part of the permanent site. If planning is not given, there will need to be another solution.

19.5 Following a question about timescales, the team are looking at interim options to increase capacity. There were less unauthorised sites last year, so there is no clear cut link with the lower capacity at the transit site. The team are aware of 18 Irish Traveller families in the city who are going onto unauthorised sites.

19.6 Rachel Chasseaud is now Head of Service and the restructuring is still underway. The first draft of the Van Dwellers Protocol has been drafted.

19.7 Questions were asked about the ramifications of the permanent site, and lists of sensitive sites. Andy Staniford told the Panel that when the permanent site is agreed they will work to engage the children who attend the local nurseries – some of this already happened at the transit site – and further links will be made in the community. Rachel Chasseaud noted that the permanent site would be very significant. It would meet some of the needs of the Irish Travellers in the city and there will be more new households. The team works closely with the Police and has a list of sensitive sites and the level of impact. Each site is separately assessed – there is no blanket approach.

19.8 The comment was made that it was very important to have pitches open on the transit site. Rachel Chasseaud reassured the Committee that they were doing all they can to get sites open without breaching Environment Agency guidelines.

19.9 An update on progress on positive media reporting was requested, and information on further integrating Travellers. Rachel Chasseaud explained media work was underway but it was still a challenge. Andy Staniford reported that there was a Travellers History month each year and talks in Jubilee Library. The team worked with the community safety team to increase community cohesion and the permanent site will increase this.

19.10 The Chair thanked the team for the comprehensive update.

19.10 RESOLVED

(1) That Overview and Scrutiny Committee members consider and comment on the contents of this report and its appendix.

(2) That there will be a report back to OSC in 6 months focusing on the key issues of the permanent site, the transit site, and the drainage issues.

20. OSC DRAFT WORK PLAN/SCRUTINY UPDATE

20.1 Giles Rossington, Interim Head of Scrutiny introduced the report. There was a lot happening and a large number of Panels underway. Following a question on Adult Care Future Service Delivery Models, the Chair explained that this had been a Panel looking at one very specific service, not the whole of adult social care services.

20.2 The comment was made that it was important for Members to be involved in discussions of service models. The suggestion was made that consideration was given to how to look at future adult social care service provision delivery models.

The meeting concluded at Time Not Specified

Signed

Chair

Dated this

day of

Subject:	Annual Performance Update 2013/14		
Date of Meeting:	Policy and Resources Committee 11 July 2014 Overview & Scrutiny Committee – 14 July 2014		
Report of:	Executive Director Finance & Resources		
Contact Officer:	Name:	Andy Edwards	Tel: 29-6823
	Email:	andy.edwards@brighton-hove.gov.uk	
Ward(s) affected:	All		

FOR GENERAL RELEASE

This report to Policy and Resources Committee is being presented to OSC for discussion.

1. PURPOSE OF REPORT AND POLICY CONTEXT

1.1 This report reviews our performance progress as an authority and as a city during 2013/14. Specifically the report shows progress in the following areas:

- Our organisational measures of success as they relate to the Corporate Plan and the council's organisational health measures.
- How well the priorities in the Sustainable Community Strategy are being delivered

1.2 In a time of so much change It is appropriate to re-frame performance management going forward and re-invigorate the organisation around this consistent message:

Performance Management

- Performance Management is not just about indicators, it is also about priority setting, financial planning and risk management.
- It's about culture, Performance is the day job, we must be open, honest, consistent and fair.
- We must not just measure we need to understand our performance, sometimes off target performance is acceptable but not knowing why performance is off target is never acceptable.
- Above all it is about improvement

2. RECOMMENDATIONS:

2.1 That Committee notes the areas of highlighted performance.

2.2 That Committee authorises officers to take the necessary measures to maintain progress and tackle issues of concern highlighted in the report.

3. CONTEXT / BACKGROUND INFORMATION:

3.1 Performance Update content

3.1.1 In July 2011 Cabinet approved the Performance and Risk Management Framework for the City Council and this was subsequently also agreed by the Brighton and Hove's Strategic Partnership (BHSP).

3.1.2 The component parts of the Performance and Risk Management Framework (PRMF) for the city and council are as follows:

§ **BHCC Corporate Plan** - with an associated organisational performance plan supported and delivered through service business plans, risk registers and Individual Performance Reviews with all staff. Progress reporting is overseen by the Executive Leadership Team and reported to Policy and Resources Committee.

§ **The City's Sustainable Community Strategy** – with an associated Partnership Performance Plan (previously called the City Performance Plan). The Partnership Performance Plan (PPP) is owned by, and the responsibility of Brighton & Hove Connected and the City Management Board. Progress reports therefore have implications for public, private and voluntary sector partners in the city and will be taken forward in collaboration with them.

3.1.3 The following appendices contain results for the year 2013-14 where they are currently available. Some data are time lagged and will be reported to Committee in the next performance update:

Appendix 1 Full list of results to date showing results against target and a direction of travel arrow

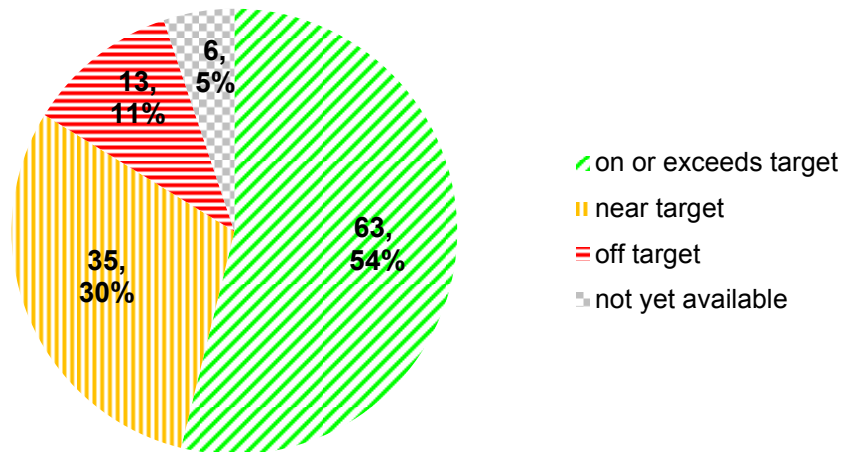
Appendix 2 Exceptions report detail

3.1.4 Performance information currently available is included in the attached appendices.

3.1.5 Progress against the commitments in the Corporate Plan was reported to Policy & Resources and Council on 20th March 2014. This report contains data for the measures of success that support those commitments.

3.2 Overall progress

3.2.1 The overall performance against targets is shown in the chart below. Where results are available the overall summary is positive, with 84% meeting or being close to target (shown as green or amber) at the end of the financial year. Work is ongoing to gather data for some indicators where information is not yet available; this can be where we are waiting for external agencies to submit data to the council.



3.2.2 Below are some highlights where there has been significant improvement and/or good performance against target:

All Pupils 5 or more A* - C GCSE including English and Maths – improved performance 6 percentage points above the previous year and 1 percentage point above the national average for the first time since 2005/06

Special Educational Needs Pupils: Key Stage 2 Level 4+ in Reading, Writing and Maths – 15 percentage point increase over 2 years, and 6% above regional comparators

Early years registered childcare providers judged to be good or outstanding – consistently above National and Regional comparators for the 3rd year running

Average time between a child entering care and moving in with adopters – we are placing children with adopters faster, better than last year and the England 3 year average

Police recorded total Crime – 5 year downward trend

Police recorded assaults with injury (proxy for alcohol related crime) – 5 year downward trend

Satisfaction with parks and open spaces – consistently high levels of satisfaction

The Number of bus passenger journeys – among the highest in the country

Increase in the number of households where homelessness was prevented due to casework by the council - better than target

All council homes meet the decent homes standard – met the 100% target for the first time this year

Increase in the percentage of people receiving Supporting People services who have established or are maintaining independent living – better than target performance

Permanent admissions of older adults (65+) to residential and nursing care homes – better than target performance linked to the Supporting People activity

Self Directed Support – improved performance

People helped to stop smoking – above target performance

3.2.3 The available performance information is set out in the appendices as follows:

Appendix 1 – full list of indicators and a summary of performance status. Where results are not available in time for Committee because the data are time lagged we will report the results in the 6-month Performance Update.
Appendix 2 – This is the exception report detail with comprehensive commentary and improvement plans.

3.2.4 The exception indicators below have been selected because they meet one or more of the criteria:

- are off target
- show a concerning trend
- are of concern compared with other authorities
- affected by partners and/or central government policy

Exception indicators:

- Children who are looked after per 10,000
- Free school meal pupils: 5 A* to C grades in GCSEs including English and Maths
- Court disposals resulting in custodial sentences
- Percentage of household waste sent for reuse, recycling and composting
- Nitrogen Dioxide levels in Brighton and Hove ($\mu\text{g}/\text{m}^3$ - micrograms per cubic meter): Lewes Road
- Environment Agency Assessment of groundwater status in Brighton and Hove
- Percentage of Stage 1 complaints upheld or partially upheld - largely down to missed refuse and recycling complaints
- Number of LGO complaints upheld or partially upheld (15 in total)
- Average number of working days / shifts lost per Full Time Equivalent (FTE) due to sickness absence (not including schools)
- Average number of working days / shifts lost per Full Time Equivalent (FTE) due to short term sickness absence (not including schools)
- Percentage of employees responding that they have experienced discrimination or harassment or bullying in the last 12 months – staff survey
- Percentage of staff who declare that they are from an ethnic minority
- Percentage of staff who declare themselves to be LGBT

On 12th June the Workforce Equalities Action Plan was approved at Policy and Resources this detailed the progress made on year 1 actions and set out the improvement plan actions for year 2. This plan will address the workforce related exceptions shown above.

Appendix 2 provides more information on these including a summary of performance so far, the context for that service and a short summary of proposed actions to improve performance.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

4.1 Through consultation with The Chief Executive, Directors and Heads of Service the proposed Performance and Risk Management Framework was deemed to be the most suitable model. This was agreed by Committee and the Brighton & Hove Strategic Partnership.

4.2 Possible alternative options to developing the Partnership Performance Plan included not developing a plan. This was deemed unsafe and unwise by the Public Service Board.

5 COMMUNITY ENGAGEMENT & CONSULTATION

5.1 Each thematic partnership was responsible for contributing and confirming the outcomes and indicators for their relevant parts of the Partnership Performance Plan. In addition, BHCC senior managers were given opportunity to contribute and clarify the outcomes and indicators relevant to their responsibilities. Discussion was also held with the three political groups within the council. The outline Plan was also discussed at the Overview and Scrutiny Commission.

5.2 Data for each area in the report has been provided by the responsible officer.

6. CONCLUSION

6.1 The council must ensure that it uses a robust performance and risk management framework to meets the challenges of delivering services in the financial context that local authorities are now working in.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

7.1 The Partnership Performance Plan enables progress against targets to be reviewed with strategic partners and supports the identification of potential financial impacts of risks. The council's service and financial planning processes are aligned to ensure that resources are allocated to support corporate plan priorities; new and changed priorities can then be reflected in medium term financial plans and future budget strategies for the Council and partners.

Finance Officer Consulted: James Hengeveld Date: 12/06/14

Legal Implications:

7.2 There are no legal implications arising from this report

Lawyer consulted: Elizabeth Culbert Date: 09/06/14

Equalities Implications:

7.3 An underlying principle of the Partnership Performance Plan is that it focuses on the significant issues for the city, some of which are about tackling the inequality experienced by our residents.

Sustainability Implications:

7.4 The City Sustainability Partnership contributed to the sustainability outcomes and indicators for inclusion in the Partnership Strategy Performance Plan. These are most notable in the section 'Living within Environmental Limits'. However, as reported in the Sustainable Community Strategy sustainability issues are embedded across the strategy's priorities and as such are reported across various parts of the Partnership

Performance Plan i.e. transport and the economy. The council One Planet Living actions in the Sustainability Action Plan sets out our plan to deliver positive change in sustainability. The three year action plan has been put together by the council, BioRegional, the city's partnerships and other leading organisations in the city.

Crime & Disorder Implications:

- 7.5 The Partnership Performance Plan includes a specific section on outcomes and indicators for crime and disorder. These have been suggested and confirmed with the Crime and Disorder Reduction Partnership.

Risk and Opportunity Management Implications:

- 7.6 Accompanying the Partnership Performance Plan, a city-wide risk register has been developed.

Corporate / Citywide Implications:

- 7.7 The Partnership Performance Plan is a partnership document. It is owned by, and the responsibility of Brighton and Hove's Strategic Partnership. Therefore, PPP progress reports have implications for all public sector partners in the city.

SUPPORTING DOCUMENTATION

Appendices:













1. Performance Indicator overview report
2. Exception report

Background Documents

None

APPENDIX 1: 2013/14 Annual Performance Update: full list of indicators DRAFT












v3 120614

Performance Indicator	Unit	Target	Result	Status	Direction of Travel
Children's Services					
Early years registered childcare providers are judged to be good or outstanding	%	77	87	 GREEN	➡
Prevalence of breast-feeding at 6-8 weeks from birth	%	70	73.8	 GREEN	⬆
All our schools are judged to be good or outstanding by OFSTED	%	100	76.4	 AMBER	⬇
All Pupils: Key Stage 2 Level 4+ in Reading, Writing and Maths	%	76	79	 GREEN	⬆
All pupils: 5 or more A*-C GCSE including English and Maths	%	62	62	 GREEN	⬆
Special Educational Needs Pupils: Key Stage 2 Level 4+ in Reading, Writing and Maths	%	34	40	 GREEN	⬆
Special Educational Needs pupils: 5+ A* to C grades in GCSEs including English at Maths	%	23	26	 GREEN	⬆
Free School Meals Pupils: Key Stage 2 Level 4+ in Reading, Writing and Maths	%	60	58	 AMBER	⬆
Free School Meals Pupils: 5+ A* - C grades in GCSEs including English & Maths	%	38	31	 RED	⬆
Overall absence in maintained & academy primary schools	%	4.5	3.9	 GREEN	⬆
Overall absence in maintained & academy secondary schools	%	6	6.3	 AMBER	⬆
School aged young people who have drunk alcohol in the last 7 days as measured by year-on-year reduction (Years 7-11)	%	13	10.9	 GREEN	⬆

1
Direction of Travel Key ⬆ - improving ➡ - static ⬇ - declining













APPENDIX 1: 2013/14 Annual Performance Update: full list of indicators DRAFT

v3 120614

Performance Indicator	Unit	Target	Result	Status	Direction of Travel
Proportion of children living in poverty	%	20.1	19.6	 GREEN	↑
Stronger Families Stronger Communities Families engaged on the Programme	No.	720	793	 GREEN	↑
Stronger Families Stronger Communities [SFSC] Families 'turned around'	%	47	47	 GREEN	↑
Young people aged 16 – 18 who are Not in Education, Employment or Training	%	6.9	6.9	 GREEN	➡
Reduce the number of first time entrants to the youth justice system	No.	68	84	 AMBER	↓
Under 18 conception rate per 1000 women as measured by reduction from baseline	No.	26.5	29.1	 AMBER	↑
Children who were the subject of a child protection plan per 10,000	No.	54.6	56.9	 AMBER	↓
Children who are looked after per 10,000	No.	78.6	92.7	 RED	↓
Looked after children with three or more placements during the year	%	11	12.5	 AMBER	↓
Care leavers not in education, employment or training	%	36	37.3	 AMBER	↓
Average time between a child entering care and moving in with adopters (days)	No.	636	560	 GREEN	↑
Court disposals resulting in custodial sentences	%	4.5	6.5	 RED	↑











APPENDIX 1: 2013/14 Annual Performance Update: full list of indicators DRAFT

v3 120614

Performance Indicator	Unit	Target	Result	Status	Direction of Travel
Public Health					
CPP 2.1 Police recorded total crime	No.	23,598	21,616	 GREEN	↑
CPP 2.2 Police recorded assaults with injury (proxy for alcohol related crime)	No.	1,578	1,457	 GREEN	↑
CPP 2.3 - Number of drug related deaths	No.	38	32	 GREEN	↓
CPP 2.4 Percentage of adults leaving drug treatment who do so as a planned exit	%	60	52	 AMBER	↑
CPP 2.6 - % of domestic violence victims seen at the Multi-Agency Risk Assessment Conference (MARAC) who are repeat cases	%	35	33	 GREEN	↓
CPP 2.7 Number racist and religiously motivated crimes and incidents	No.	350	291	 GREEN	↑
CPP 2.8 Number of disability motivated hate incidents and crimes	No.	60	31	 GREEN	↓
CPP 2.9 % of LGBT hate crime prosecutions that resulted in conviction	%	85	73.9	 AMBER	↓
CPP 4.1 Alcohol related hospital admissions per 100,000 population	No.	1,931	1,773.6	 GREEN	↑
Stopping smoking (4 week smoking quitters)	No.	2,000	2,002	 GREEN	➡
Corp 1.7.4 Percentage of finalised Domestic Violence prosecutions resulting in a conviction	%	68.4	73	 GREEN	↑
Corp 1.7.3a - The percentage of people feeling safe in the daytime in their local area	%	96	97	 GREEN	➡










APPENDIX 1: 2013/14 Annual Performance Update: full list of indicators DRAFT

v3 120614

Performance Indicator	Unit	Target	Result	Status	Direction of Travel
Corp 1.7.3b - The percentage of people feeling safe after dark in their local area	%	78	80	 GREEN	➔
Healthy weight in primary school age children in Reception - percentage of children measured this year who are a healthy weight	%	78	78	 GREEN	⬇️
Healthy weight in Primary school age children in Year 6 (10-11 years) - percentage of children measured this year who are a healthy weight	%	67.5	72.4	 GREEN	⬆️
Adult Services					
CPP 4.7 % Social care clients receiving Self Directed Support	%	75	78	 GREEN	⬆️
CPP 4.6 Delayed transfers of care per 100,000 population	No.	3.6	1.2	 GREEN	⬆️
AOHRx01. Percentage of carers who receive an assessment and services or advice/information	%	48	49.4	 GREEN	⬆️
AOHRx02. Permanent admissions of younger adults to residential and nursing care homes per 100,000 population	No.	15.9	10.6	 GREEN	⬆️
AOHRx03. Permanent admissions of older adults (65+) to residential and nursing care homes per 100,000 population	No.	834	734.9	 GREEN	⬆️
AOHRx05. Percentage of Quality Audits completed (Safeguarding adults)	%	100	100	 GREEN	➔
Corp 1.5.1 - Percentage of adults with learning disabilities known to the council in paid employment	%	13	13.7	 GREEN	⬆️
Corp 1.5.3 - Percentage of adults receiving secondary mental health services who are in paid, self or supported employment	%	Not set	Not yet available		

APPENDIX 1: 2013/14 Annual Performance Update: full list of indicators DRAFT

v3 120614












Performance Indicator	Unit	Target	Result	Status	Direction of Travel
Environment Development & Housing					
CPP 6.2 Kilograms of residual household waste per household (Kg)	No.	596	597.9	 AMBER	↓
CPP 6.3 Percentage of household waste sent for reuse, recycling and composting	%	32	25.6	 RED	↓
DOHRx03. Percentage of municipal waste landfilled	%	5	7.6	 AMBER	↓
DOHRx04. Missed Refuse Collections	%	0.24	Not available		
DOHRx05. Missed Recycling Collections	%	0.38	Not available		
CPP 5.4 - Number of affordable homes delivered (gross)	No.	230	164	 AMBER	↑
CPP 5.1 - Percentage council homes that meet the Decent Homes Standard	%	100	100	 GREEN	↑
CPP 5.2 - Private sector vacant dwellings returned into occupation or demolished	No.	153	169	 GREEN	↑
DOHRx10. The number of households where homelessness was prevented due to casework by the council	No.	2,200	2,810	 GREEN	↑
Corp 1.2.2 Percentage of people receiving Supporting People services who have established or are maintaining independent living	%	68	76	 GREEN	↑
Corp 1.2.4 Reduction in the number of people living in fuel poverty: % of households who are 'fuel poor' in the city	%		11.8		↑
DOHRx09. Corp 1.3.2 - The supply of ready to develop housing sites	%	100	91	 AMBER	↑

5

Direction of Travel Key ↑ - improving → - static ↓ - declining














APPENDIX 1: 2013/14 Annual Performance Update: full list of indicators DRAFT

v3 120614

Performance Indicator	Unit	Target	Result	Status	Direction of Travel
Corp 1.3.3 – Percentage of new affordable housing that meets the wheelchair standard	%	10	10	 GREEN	↑
Corp 1.3.5 - The energy efficiency rating of local authority owned homes (based on Standard Assessment Process 2009)	No.	62.7	63.6	 GREEN	↑
EOHRx05. Housing Tenants: Rent collected as proportion of rent due	%	98.6	98.3	 AMBER	↓
DOHRx06. Local Wildlife Sites designated in positive conservation management.	%	50	52	 GREEN	↓
DOHRx11. Corp 2.2.9a - Nitrogen Dioxide levels in Brighton and Hove (µg/m ³ - micrograms per cubic meter): Lewes Road	No.	40	48	 RED	↑
DOHRx12. CPP 7.2 - Carbon dioxide emissions attributable to transport (kilo tonnes)	No.	284	301	 AMBER	↑
Corp 2.1.6 - Carbon Dioxide emissions per capita	%	24	23.2	 AMBER	↑
Corp 4.3.4 Percentage reduction in the greenhouse gas emissions from local authority operations (CO ₂ e, degree day adjusted)	%	4	Not yet available		
Corp 2.2.3 – The number of bus passenger journeys originating in the local authority area (millions)	No.	44.7	46.4	 GREEN	↑
Corp 2.2.4 - Percentage of bus services running on time	%	88	89.4	 GREEN	↑
Corp 2.5.1 - Maintain the condition of the city's two Sites of Special Scientific Interest (SSSI)	No.	2	2	 GREEN	➡
BOHRx10. Corp 2.4.1 - The percentage of people satisfied or very satisfied with the city's parks and open spaces (City Tracker)	%	86.8	87.9	 GREEN	➡

APPENDIX 1: 2013/14 Annual Performance Update: full list of indicators DRAFT

v3 120614












Performance Indicator	Unit	Target	Result	Status	Direction of Travel
Corp 2.1.1 - Percentage of the working age population claiming out of work benefits	%	11	12.2	 AMBER	↓
Corp 2.1.2 - The number of new business registrations for VAT and PAYE per 10,000 resident population aged 16 years and over	No.	69	69.7	 GREEN	↑
Corp 2.1.3 - Growth in number of digital media businesses (percentage growth in employees)	%	9	29.6	 GREEN	↑
Corp 2.1.7 - Inward investment enquiries to the city	No.	6,414	7,331	 GREEN	↑
Corp 2.2.1 - Annual daily average cycle count	No.	7,678	7,052	 AMBER	↓
Corp 2.2.2 – The number of cycle parking spaces across the city	No.	2,745	2,853	 GREEN	↑
Corp 2.2.7 - Reduction in the number of adults and children killed or seriously injured in road traffic incidents	No.	136	145	 AMBER	↑
Corp 2.4.3 - The number of listed buildings at risk	No.	16	16	 GREEN	➡
Corp 2.4.2 - The number of conservation areas at risk	No.	5	5	 GREEN	➡
Corp 2.4.4 - The number of allotment plots in the city	No.	3,070	3,067	 AMBER	➡
Corp 2.4.5 - The number of residents awaiting an allotment plot	No.	1,792	1,107	 GREEN	↑
Corp 2.4.6 - The proportion of approved planning applications for new build (residential) development committing to high standards of environmental design	%	100	100	 GREEN	➡
Corp 2.4.7 - The number of enforcement notices issued regarding the appearance of sites/buildings in the city	No.	27	12	 GREEN	↑

7

Direction of Travel Key ↑ - improving ➡ - static ↓ - declining









APPENDIX 1: 2013/14 Annual Performance Update: full list of indicators DRAFT

v3 120614

Performance Indicator	Unit	Target	Result	Status	Direction of Travel
Corp 2.5.2 - The Environment Agency's assessment of groundwater status in Brighton and Hove			poor	 RED	➔
Finance & Resources					
BOHRx01. Total number of Stage 1 complaints	No.	1,644	1,846	 AMBER	⬇
BOHRx02. Percentage of Stage 1 complaints upheld or partially upheld	%	31	39.3	 RED	⬇
BOHRx03. Total number of Stage 2 complaints	No.	156	171	 AMBER	⬇
BOHRx04. Percentage of Stage 2 complaints upheld or partially upheld	%	21.7	22.8	 AMBER	⬇
BOHRx05. Total number of Local Government Ombudsman complaints	No.	72	63	 GREEN	➔
BOHRx06. Number of Local Government Ombudsman complaints upheld or partially upheld	No.	12	15	 RED	⬇
EOHRx01. Percentage of invoices for commercial goods and services that were paid within 30 days	%	94	94.5	 GREEN	⬆
EOHRx02. BV008 Local - Percentage of invoices from SME (Small or Medium Enterprises) and individuals that are paid within 10 working days of receipt	%	80	86.3	 GREEN	⬆
EOHRx03. Percentage of council tax collected	%	97.6	97.1	 AMBER	⬇
EOHRx04. Percentage of non-domestic rates collected	%	98.7	98.4	 AMBER	⬆










APPENDIX 1: 2013/14 Annual Performance Update: full list of indicators DRAFT

v3 120614

Performance Indicator	Unit	Target	Result	Status	Direction of Travel
EOHRx06. Average number of working days / shifts lost per Full Time Equivalent (FTE) due to sickness absence (not including schools)	No.	10	11.3	 RED	↓
EOHRx07. Average number of working days / shifts lost per Full Time Equivalent (FTE) due to short term sickness absence (not including schools)	No.	3.5	4.6	 RED	↓
EOHRx08. Average number of working days / shifts lost per Full Time Equivalent (FTE) due to long term sickness absence (not including schools)	No.	6.5	6.7	 AMBER	↓
EOHRx09. BV016a Percentage of staff who declare that they have a disability as a percentage of the total workforce who declare whether they have a disability (not including schools)	%	7.5	7.2	 AMBER	➡
EOHRx10. BV017 Percentage of staff who declare that they are from an ethnic minority as a percentage of the total workforce who declare their ethnicity (not including schools)	%	19.5	13.3	 RED	↑
EOHRx11. BV018 Percentage of staff who declare themselves to be LGBT as a percentage of the total workforce who declare their sexuality (not including schools)	%	13	11.5	 RED	↓
EOHRx12. Corp 4.1.1 Percentage of employees responding that they have experienced discrimination or harassment or bullying in the last 12 months	%	14.9	17	 RED	↑
EOHRx13. Percentage of authority buildings open to the public with all public areas suitable for and accessible to people with disabilities	%	89	89.6	 GREEN	↑





APPENDIX 1: 2013/14 Annual Performance Update: full list of indicators DRAFT

v3 120614

Performance Indicator	Unit	Target	Result	Status	Direction of Travel
Assistant Chief Executive					
CPP 1.1. Improve the visitor economy (millions)	£	746	753.5	 GREEN	↑
BOHRx08. Overall satisfaction with Council Services in the local area (City Tracker Survey)	%	Baseline year as the question was changed	60		
BOHRx07. Agreement that the Council uses money wisely (City Tracker Survey)	%	55	50	 AMBER	↓
BOHRx09. Percentage of residents who agree that their local area is a place where people from different backgrounds get on well together (City Tracker Survey)	%	90	92	 GREEN	→
BOHRx11. Corp 3.4.4 - The percentage of people who feel they can influence decisions in their locality (City Tracker Survey)	%	55	50	 AMBER	↓
Corp 1.6.1 - Percentage of the adult population that has engaged in the arts at least three times in the past 12 months (City Tracker Survey)	%	40	36	 AMBER	↓
Corp 1.6.2 – Percentage of adult participation in sport and active recreation	%	23.3	34.1	 GREEN	↑
Corp 1.6.3 - Percentage of the adult population who have attended a museum at least once in the last 12 months (City Tracker Survey)	%	49	49	 GREEN	→
Corp 1.7.2 - the percentage of people who think people in their area treat one another with respect and consideration (City Tracker Survey)	%	80	82	 GREEN	→
Corp 3.2.2 - Percentage of people participating in decision making groups that affect their area (City Tracker Survey)	%	18	15	 AMBER	→

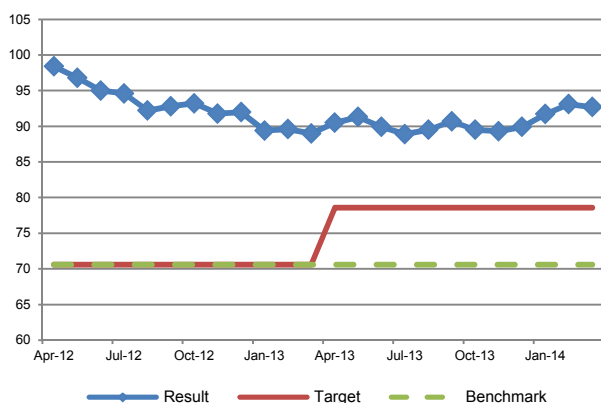
APPENDIX 1: 2013/14 Annual Performance Update: full list of indicators DRAFT

v3 120614

Performance Indicator	Unit	Target	Result	Status	Direction of Travel
Legal & Democratic Services					
FOHRx01. Number of people watching web cast of "Open Door" sessions	No.	10,616	7,326	 AMBER	↓
FOHRx02. Increase in web cast views of council and committee meetings	No.	31,197	41,307	 GREEN	↑
Corp 3.4.1 - The number of e-petitions submitted to council	No.	37	21	 AMBER	↓
Corp 3.4.3 - The number of public questions and deputations to Council meetings	No.	33	10	 AMBER	↓

APPENDIX 2: 2013/14 Annual Performance Update: Exceptions Report

Children who are looked after per 10,000	Target	Result	 RED
	78.6	92.7	



Performance Summary:

The Looked After Children (LAC) rate per 10,000 for March 13 is 88 which represents a significant improvement from the March 2012 figure of 97. The 13/14 target of 78.6 for the current period is the mean average of our two nearest statistical neighbours (Bristol and Bournemouth) for the year 2012. This equates to 393 LAC.

The 14/15 target is 81.6 children per 10,000 (410 LAC in Brighton & Hove). This is the average for our 10 nearest authorities in terms of contextual factors based on Public Health analysis of deprivation, alcohol, drugs and mental health. Based on local trend and taking into account various initiatives that are underway within children's services, the VfM project board has set a challenging and realistic target of reducing 32 LAC (full time equivalents) in 14/15.

The mean average of our two nearest statistical neighbours for the year 2013 is 82. The number of LAC has fallen slightly from 466 for February 14 to 464 for March 2014 but has risen from 446 in March last year. The peak LAC number was 515 in November 2011. 51.5% of the LAC cohort are male and 48.5% are female. Nationally, 56% of LAC were male in March 13. B&H age profile is not significantly different compared to national figures for March 13 particularly when reviewing the 3 broad age bands of under 5s, primary school age and youth population.

In relation to legal status, B&H experienced similar trend compared to national figures and is now in line or close to national averages based March 13 figures. 22.8% of LAC starters in the year were aged under 1 compared to 21% nationally. 19.4% were aged 1 to 4 compared to 20% nationally. 11.2% were aged 5 to 9 compared to 17% nationally. 32% were aged 10 to 15 compared to 29% nationally. 4.6% were aged 16 and over compared to 13% nationally.

Reason for LAC episode ceasing based on March 13 figures - B&H performance is better in terms of adoption and children returning to their parents. However, there are less children with the status of Residence Order/Special Guardianship Order.

Commentary

1. Historically there have been a high number of children in care in Brighton and Hove, however over the last two years there has been a consistent reduction in the overall numbers of children in care as a result of implementing a robust Value for Money (VfM) programme. Given the need to ensure that children are safe it is anticipated that it will be some time before the current target has been achieved, and the concept of a target should be treated with caution as this is not a target that staff are working towards, but rather an indication of the total numbers we would generally expect a city such as Brighton and Hove to have. Our audit programme indicates that there are no children who have inappropriately entered the care system.

2. Public Health & Children's Services joint analysis in Oct 2011 suggested that there were 41 Local Authorities who were in worse contextual situation (factors - deprivation, alcohol, drugs,

APPENDIX 2: 2013/14 Annual Performance Update: Exceptions Report

mental health) compared to Brighton & Hove. However, Brighton & Hove ranked 14th highest in terms of children in care figures resulting in the gap of 27. This analysis has been repeated with the latest data which confirms significant improvement. Brighton & Hove ranks 26th highest in terms of children in care figures with overall contextual ranking deteriorating to 31 resulting in the gap of 5.

3. Between 1st April 2008 and 31st March 2013, 66.6% of children who started to be looked after have been known to social care for seven years or more. This suggests that strengthening provision of timely early help and social work support is required to prevent escalation of need or timely issue of care proceedings as the longer children have been left in damaging situations the bleaker their long term stability looks. Also the more expensive their placements may be.

4. The impact of public sector budget reductions, welfare reforms and changes to youth justice system plus changes in relative deprivation will need careful monitoring to understand any changes in children in care numbers.

Improvement Actions:

1. To continue to effectively implement VfM initiatives including identifying /resolving barriers in a timely way. Key initiatives include – strengthen early help processes, delivering evidence based interventions (such as Stronger Families Stronger Community, Functional Family Therapy, Family Nurse Partnership, strengthen Social Work Transformational Programme to improve quality of interventions delivered to families in need, Early Parenting Assessment Programmes), implementing pathway from social work to Early Help, developing costed directory of interventions, strengthen pre-proceedings work by social work/Clermont/legal services to prevent care-proceedings, Early Care Planning Forum to ensure consistent decision making (Strategic Commissioner, Ongoing)

2. Develop Multi-Agency Safeguarding Hub (MASH) to ensure appropriate and timely response to safeguarding concerns including developing a clear threshold document to provide guidelines with regards risk factors, balancing the strengths and weaknesses in the situation of individual children. (Assistant Director - Children's Health, Safeguarding & Care, by June 14)

3. To design and develop Early Help Hub to create a single integrated system for identification, referral, assessment, delivery and monitoring of effective early help interventions taking into account activity levels, current arrangements (e.g. youth early help pathway, VfM pathway, early years) and likely budgets available for early help over the coming years (Assistant Director - Stronger Families, Youth & Communities, by September 14)

4. Strengthen links with commissioners and providers of adult services, health, public health, community safety to enable 'whole systems change' in relation to services for vulnerable adults who are parents. (Assistant Director - Stronger Families, Youth & Communities, Ongoing)

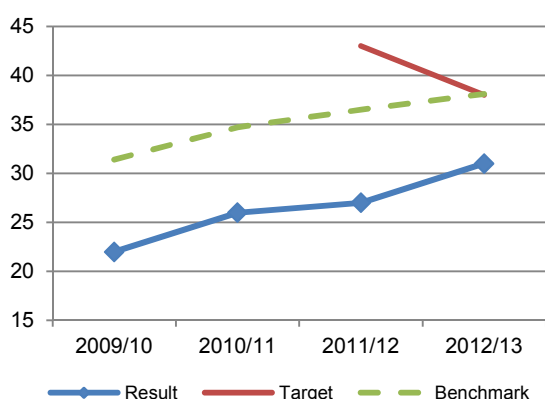
5. Review and strengthen Special Education Needs (SEN)/Disability services including implementing the findings of a review of commissioning of placements for children with disability. (Assistant Director – Education & Inclusion, by December 14)

6. Assess whether a business case exists for creating a specialist adolescence service as recommended by quality assurance audit of residential placements (Helen Gulvin Assistant Director, (Assistant Director - Stronger Families, Youth & Communities, by October 14)

Accountable Director: Pinaki Ghoshal

APPENDIX 2: 2013/14 Annual Performance Update: Exceptions Report

Free school meal pupils: 5 A* to C grades in GCSEs including English and Maths	Target 38.0%	Result 31.0%	 RED
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Performance Summary:

5+ A*-C GCSE (or equivalent) including English and mathematics GCSE is a way of measuring overall achievement, and is used in the floor standards the Department for Education set for a school's performance.

In 2012/13 the free school meal (FSM) pupils percentage achieving 5+ A*-C GCSE (or equivalent) including English and mathematics GCSE was 31%, this was a rise of 3 percentage points from 2011/12 result, but Brighton and Hove

is still below the 2012/13 national result of 38%, and statistical neighbour average of 32% and was 14th from the top out of the 19 south east local authorities.

In Brighton & Hove the non-FSM 2012/13 result was 68% a rise of 6 percentage points since 2011/12. Brighton and Hove was above the 2012/13 the national result of 64%, and above the statistical neighbour average of 64%, and was 7th from the top out of the 19 south east local authorities.

The gap has widened in Brighton and Hove to -37 percentage points in 2012/13 from -35 in 2011/12 because of the lower rise in the FSM results. In 2012/13 the national FSM attainment gap was -26 percentage points.

In 2012/13 expected progress in English for Brighton and Hove FSM was 54%, the same as 2011/12. This was the same as the national result of 54%. In 2012/13 the Brighton & Hove non-FSM result was 77%, higher than the national result of 73%. No other local authority benchmarking figures are currently available.

In 2012/13 expected progress in mathematics for Brighton & Hove FSM was 38%, this has risen from 33% in 2011/12, but was below the national FSM result of 52%. In 2012/13 the Brighton & Hove non-FSM result was 72%, below the national result of 74%. No other local authority benchmarking figures are currently available.

Commentary


The available data suggests that the tracking of pupil progress, quality of teaching and focus of leadership did not fully meet the needs of these pupils. Being aware of the low performance we developed a Closing the Gap Strategy which outlined ways forward. In summer 2013 we appointed a Secondary Partnership Adviser. He is meeting with each secondary head teacher to challenge their outcomes. We have also asked every school to send in their 'Pupil Premium Report' so can more closely monitor and evaluate and offer further advice which reflects best practice. This is now is a focus for the secondary school partnership in their Raising Attainment Plan (RAP). They have more sophisticated data which shows where the gaps are and are improving their tracking. There are networks of teachers and the joint professional development day to improve the quality of teaching further and a data consultant from DfE has spoken to the secondary head teachers.

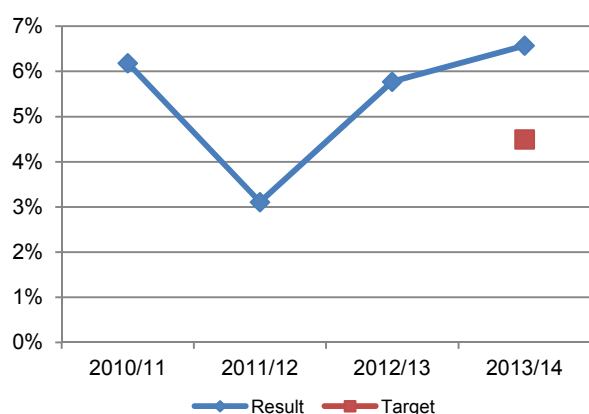
APPENDIX 2: 2013/14 Annual Performance Update: Exceptions Report

Improvement Actions:

1. Encourage every school to have a 'pupil premium champion) and start a number of focus groups on different strands. (Closing the Gap secondee and Head of Standards and Achievement, by June 2014)
2. Facilitate the Leadership Programme across the city which includes an action research project on closing the gap. (Closing the Gap secondee and Head of Standards and Achievement, by June 2014)
3. Develop a peer review for schools for FSM performance (Closing the Gap secondees from schools, by June 2014)

Accountable Director: Pinaki Ghoshal

Court disposals resulting in custodial sentences	Target 4.5%	Result 6.5%	 RED
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Performance Summary:

For the year 2013/2014 there were 14 custodial sentences out of a total of 215 sentences. Those 14 sentences were received by 10 individuals on 11 sentencing occasions. As a proportion, custodial sentences represent 6.5% of the total, exceeding the target of 4.5%.

Latest comparative data published by the Ministry of Justice (MOJ) shows custodial sentences as a rate per 1,000 population. Data published for April to June 2013 shows Brighton & Hove achieving a rate of 0.61 compared to a rate of 0.5 for England and 0.36 for the South East

Commentary

While there has been a reduction in the actual number of young people sentenced to custody, there has been a reduction in the number of young people within the criminal justice system this has meant that the proportion of those in custody has increased. This indicates there was a reduction in the number of young people committing serious crimes.

The YJ strategy for 14-16 has now been signed off by Children's committee and the Youth Offending Service (YOS) management board. There are 5 priorities for the city around youth justice one of which is reducing the numbers entering into custody.

Young people sentenced to custody are discussed at multi agency risk management and following sentence and prior to release, all young people are now discussed and a multi-agency resettlement plan agreed. Given the risk of reoffending and custodial sentences and the number of all option pre- sentence reports that were requested, the YOS and wider Children's services need to look at how plans are put in place for these high risk young people.

During quarter 4 there was a vacancy in the resettlement worker, however all had custody and resettlement plans. Due to staff illness in the management team we have not completed the work on the custody and remand panels; however the multi-agency management of risk

APPENDIX 2: 2013/14 Annual Performance Update: Exceptions Report


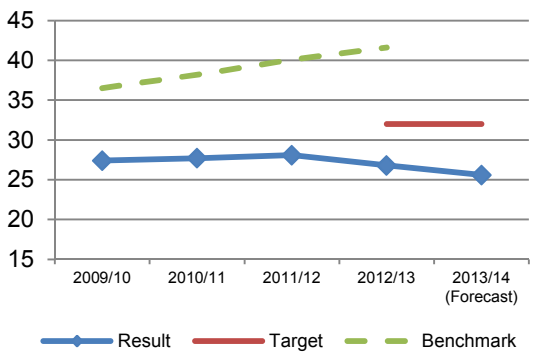
meetings were reviewed with the police.

Improvement Actions:

1. To develop custody and remand panels to review all cases following a custodial sentence and take forward learning in the YOS. Practice Manager - Youth Offending Service. Development by end June, Roll out by September
2. Develop training for social care teams to ensure greater joint working. Senior Social Worker – Youth Offending Service. June 2014
3. Develop new performance measures for the team and a more robust performance management structure of case work supervision and the management of risk. As part of this we will be reviewing the multi agency risk management meeting. This should enable those at risk of custody to be identified and more robust plans put in place. Practice Manager - Youth Offending Service, September 2014
4. We are developing a programme of interventions to target our high risk/high offending young people. Manager of Youth Offending Service, September
5. Ongoing work with YMCA on resettlement and interventions to those coming out of custody, including the development of mentoring programme. Practice Manager - Youth Offending Service, September 2014
6. Work with Cookham Wood to quarterly review all case and learning in relation to those in custody. Practice Manager - Youth Offending Service, September 2014
7. Work with education to address changes to the entitlement of those with SEN for educational support in custody. Practice Manager - Youth Offending Service, September 2014

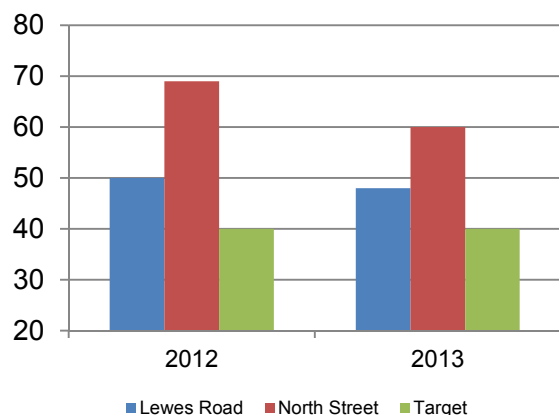
Accountable Director: Pinaki Ghoshal

APPENDIX 2: 2013/14 Annual Performance Update: Exceptions Report

Percentage of household waste sent for reuse, recycling and composting	Target 32.0%	Result 25.6%	 RED
 <p>Performance Summary: This result is the annual forecast based on the provisional data up to February this year.</p> <p>Performance peaked in 2011/12 after a gradual year on year increase up until that point. However, performance has shown a year on year decrease since then and the provisional forecast shows that recycling, reuse and composting is likely to be below levels seen in 2009/10.</p>	<p>Brighton and Hove’s recycling rate is lower than the national average. Cities generally have lower recycling rates than more rural areas. This is due to a number of factors including that in more rural areas residents have more room to store their recycling and there is less turnover of population. Rural areas also produce more garden waste which inflates recycling rates. When comparing dry recycling rates (all materials recycled except garden waste and food waste) Brighton & Hove’s provisional quarter three rate of 21.3% compares much more favourably with the national provisional quarter three rate of 23.7%.</p>		
<p>Commentary</p> <p>The recycling rate forecast is below target and has declined over the last year. Service disruption in the build up to, and during negotiations on allowances in the first half of the year are likely to have had an impact as well as the subsequent service reorganisation. During disruption refuse collections were prioritised over recycling collections as refuse presented greater issues in terms of odour and nuisance.</p> <p>The high housing density in Brighton & Hove, including many properties with multiple-occupancy also means that less green waste is produced. However, Brighton & Hove does target suitable homes to encourage home composting as a more cost effective and environmentally sustainable option for dealing with garden waste, offering subsidised compost bins for garden and food waste.</p> <p>The high turnover of the city’s population also presents challenges communicating good practices to reinforce and improve upon the collection processes that are already in place. Many authorities have also introduced fortnightly refuse collection many with food waste collection. Food waste collection has been considered for Brighton & Hove; however it would require significant extra funding at a time when the council is facing significant budget cuts.</p> <p>Improvement Actions:</p> <p>Roll out of communal recycling will be completed in July which is expected to increase recycling rates by up to 3%. The full impact of which will be seen in the first full year of roll out during 2015/16. Some impact should be visible in 2014/15 results also.</p> <p>A communication and engagement campaign is being launched together with an incentive scheme in 2014/15 to raise the profile of the recycling service. The campaign is being informed by feedback on the service from residents.</p> <p>Accountable Director: Geoff Raw</p>			

APPENDIX 2: 2013/14 Annual Performance Update: Exceptions Report

Nitrogen Dioxide levels in Brighton and Hove ($\mu\text{g}/\text{m}^3$ - micrograms per cubic meter): Lewes Road and North Street	Target 40 $\mu\text{g}/\text{m}^3$	Result LR:48 $\mu\text{g}/\text{m}^3$ NS:60 $\mu\text{g}/\text{m}^3$	 RED
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Performance Summary:

The annual daily average of nitrogen dioxide concentration at roadside on Lewes Road compares to similar levels in 2012 of $50 \mu\text{g}/\text{m}^3$. North Street has seen a small reduction on 2012 of $9 \mu\text{g}/\text{m}^3$ on the 2012 annual daily average of $69 \mu\text{g}/\text{m}^3$. However, both areas are still above recommended levels.

Lewes Road: The kerbside monitor adjacent to Lewes Road South of Vogue Gyratory is within 2 metres of the A270. Pre-scheme vehicle estimations suggest 23,000 vehicles a day of

which 3.4% are heavy goods vehicles and 4.5% are buses or coaches. The street is partially enclosed by buildings.

In 2013 45% of the recorded hours (3650) were below the NO₂ annual average target at this site. 2013 results are similar to those recorded over some months in 2005-06 and the later part of 2012. Diffusion tubes near the gyratory area suggest similar levels to ten or twelve years ago.

North Street: The kerbside monitor adjacent to North Street is within 6 metres of the B2066. 2012 real time counts indicate on average 6,100 vehicles a day of which 5.6% are heavy goods vehicles and 38.2% are buses or coaches. The street is enclosed by four and five storey buildings with restricted ventilation from the south for example along Ship Street that is ten metres away.

In 2013 35% of the recorded hours (2926) were below the NO₂ annual average target at this site. Results are comparable with part of 2012 at this location. Diffusion tube & dispersion model evidence suggest higher concentrations of NO₂ close to the intersection with Queens Road. The tube evidence also suggests increasing levels of NO₂ on North Street since 2007.

Commentary

The existing Air Quality Strategy is linked with the Local Transport Plan and has joint interest with Sussex to initiate a low emission strategy (LEZ). The 2015 bus LEZ will cover North Street, Churchill Square and Western Road. Brighton and Hove has won funding from department of transport and is investing over one million pounds in the retrofit of older buses in order to target emissions of oxides of nitrogen.

Improvement Actions:


It is recommended that the air quality action plan will promote alternatives to diesel in the new management area for example methane and electric vehicle use and influence local planning policies regarding the massing and position and use of buildings. The Environmental Protection Team consults on planning applications and air quality is a material consideration for the planning process.

APPENDIX 2: 2013/14 Annual Performance Update: Exceptions Report

There has been impressive progress in providing travel choice in the city including a doubling in bus patronage since the early 1990s and encouragement of cycling and walking; however a number of other measures require implementation if the EU and English limits for nitrogen dioxide are to be met. The use of electrical vehicles in Brighton & Hove has increased in recent years, but this category remains a tiny contribution to local transport. The local bus company has secured funds for electrical hybrid buses now in daily operation. It is recommended that the city join with partners in West Sussex in order to utilise anaerobic digestion of organic waste to produce biogas (methane) fuel for local transport use. Key principles have been adopted by the Taxi Licensing Committee aimed at improving air quality which includes consideration of the location of ranks and future ranks, changing policy to introduce lighter smaller engine vehicles into the taxi and private hire fleet, and the potential introduction of natural gas and rapid charging infrastructure.

Please see Brighton and Hove's City Council's 'Air Quality and Management in the City' web page for the latest updates and actions around air quality and pollution: <http://www.brighton-hove.gov.uk/content/environment/air-quality-and-pollution/air-quality-management-city>

Accountable Director: Geoff Raw

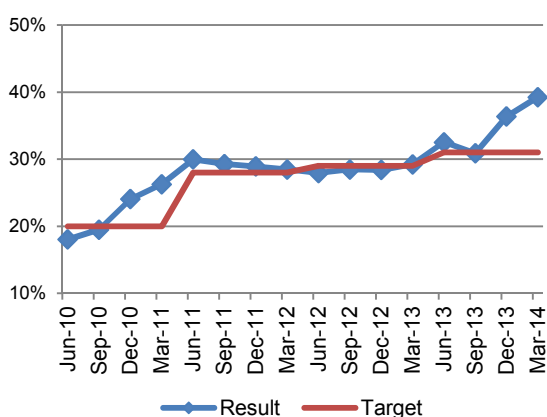
Environment Agency Assessment of groundwater status in Brighton and hove	Previous result 0 - Poor	Result 0 - Poor	 RED
<p>Performance Summary: The result of '0' represents an assessment that groundwater is poor. '2' represents an assessment that groundwater is good. '1' represents an assessment that groundwater is good but at risk of being poor. This coding has been adopted by the council to make it easier to report performance in scorecards.</p>			
<p>Commentary The Brighton Chalk remains at poor status under the Water Framework Directive as determined by the Environment Agency.</p> <p>The Challenges and Choices consultation was published on 22 June 2013 and confirmed the results of our recent interim classification work that showed the Brighton Chalk is now at poor status for groundwater quality due to the rising trends in nitrate as well as due to water abstraction. This is significant as 100% of the city's drinking water comes from the chalk aquifer - groundwater.</p> <p>The Chalk is at risk for urbanisation, nitrate, phosphate, pesticides, chlorinated solvents, nitrate trends, saline intrusion and as a Drinking Water Protected Area. We are seeing decreasing trends in atrazine but do see occasional detections of other pesticides in the groundwater.</p> <p>The Brighton Chalk is at poor status for groundwater quantity due to the water balance test and the potential impact of surface waters. There are investigations into groundwater abstractions in the catchment. There is an ongoing investigation at Lewes Winterbourne, which is not compliant for water resources and is not supporting good ecological status. There is also a Brighton and Worthing Chalk groundwater model currently being developed.</p>			

APPENDIX 2: 2013/14 Annual Performance Update: Exceptions Report

The Environment Agency is currently setting up a local partnership (the Brighton Chalk partnership) to deliver improvements to groundwater quality using both urban and rural interventions. The partners include Southern Water, South Downs National Park Authority, the Environment Agency, Brighton Biosphere, Natural England, Brighton and Hove City Council and Brighton University. The rural part will be modelled on a catchment sensitive farming style of approach, and the urban part will focus on looking at improving drainage issues near water supplies with known problems.

Accountable Director: Various depending on the source of the issues

Percentage of Stage 1 complaints upheld or partially upheld	Previous result 31.0%	Result 39.3%	 RED
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Performance Summary:

The increase in Stage One complaints upheld or partially upheld from the same time last year has mainly come from three service areas, City Clean, Transport and Network Management, and Revenues and Benefits

Commentary

For City Clean the proportion of Stage One complaints upheld or partially upheld has increased from 65% in 2012/13 to 80% in 2013/14. (In 2011/12 the proportion was 37%). The increase in cases upheld indicated that refuse and recycling collections were being missed.

For Transport and Network Management the proportion of Stage One complaints upheld or partially upheld has decreased from 20% in 2012/13 to 16% in 2013/14. (In 2011/12 the proportion was 15%). The reduction in the proportion of upheld complaints appears to show that the consultation and administrative processes are being improved.

For Revenues and Benefits the proportion of Stage One complaints upheld or partially upheld has decreased from 50% in 2012/13 to 48% in 2013/14. (In 2011/12 the proportion was 39%). The nature of the complaints upheld tends to relate to communication issues. Very few complaints are upheld about the actual recovery processes.

Improvement Actions:

During 2014-15 it is intended that customer feedback received from complaints, compliments and other sources will be provided to the Council's Management Team each quarter so that Directors and Heads of Service can compare and share information about customer satisfaction and service improvements. Any significant improvements identified in those meetings will form a part of Business Plans, and progress on implementing improvements can be monitored through the performance framework.

A programme of training has been introduced for managers in 2014-15 on developing

APPENDIX 2: 2013/14 Annual Performance Update: Exceptions Report

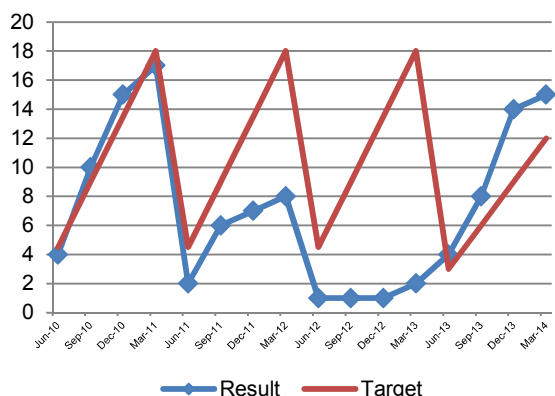
Complaint Investigation Skills and Service Improvements. The purpose of this training is to enable managers to be able to establish the cause of complaints and to identify suitable remedies and service improvements.

Accountable Director: Various depending on the source of the issues

Number of Local Government Ombudsman complaints upheld or partially upheld

Previous result
12

Result
15



Performance Summary:

The number of LGO complaints received by the council is relatively few in terms of total numbers per year. The target is taken from the average of the last 2 years. Nationally the Ombudsman is reporting an increase in 13% compared to the previous year.

Commentary

The 4 complaints where the Ombudsman found there had been maladministration and injustice were across several services. There is no consistent pattern. The areas affected were:

- Private Sector where there were delays fitting a central heating system.
- Environmental Services where a member of the public was unhappy about the decision not to install sound recording equipment
- City Clean where recycling had not been collected and promised call backs did not materialise.
- Adult Social Care where there were delays in make in a care assessment.

In the additional cases the Ombudsman was satisfied with the actions taken by the Council to resolve the complaint.

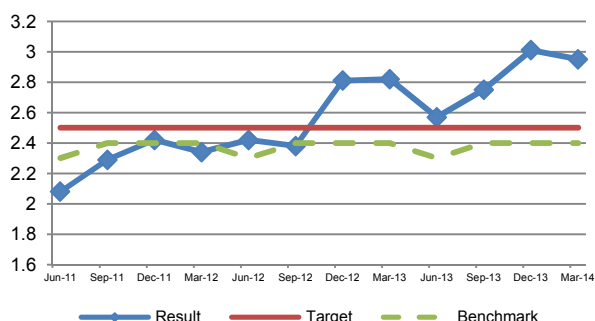
Improvement Actions:

- During 2014-15 it is intended that customer feedback received from complaints, compliments and other sources will be provided to the Council's Management Team each quarter so that Directors and Heads of Service can compare and share information about customer satisfaction and service improvements. Any significant improvements identified in those meetings will form a part of Business Plans, and progress on implementing improvements can be monitored through the performance framework.
- A programme of training has been introduced for managers in 2014-15 on developing Complaint Investigation Skills and Service Improvements. The purpose of this training is to enable managers to be able to establish the cause of complaints and to identify suitable remedies and service improvements.

Accountable Director: Various depending on the source of the issues

APPENDIX 2: 2013/14 Annual Performance Update: Exceptions Report

Average number of working days / shifts lost per Full Time Equivalent (FTE) due to sickness absence (not including schools)	Target 10.0	Result 11.3	 RED
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Performance Summary:

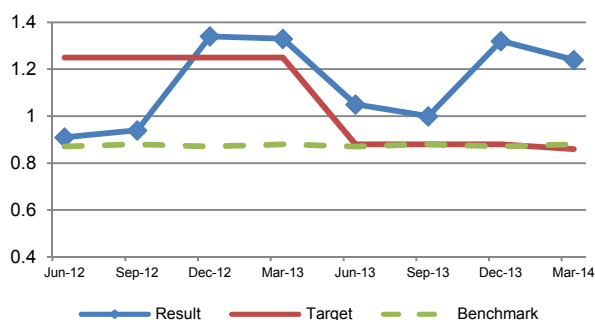
The result is the average days lost due to sickness per Full Time Equivalent (FTE) employee.

The 2013/14 overall result was 11.28 days against a target of 10 (47,408 days based on an average of 4,205 FTE employees). This is an 8.1% increase on the result for last year (where the outturn was 10.43 days). The number of days lost due to sickness for the final quarter

was 12,302 days, equivalent to 2.95 days per FTE (4,174) is above target and up on last year's fourth quarter of 2.82 days per FTE. However, this is slightly down on the quarter 3 result of 3.01 days.

Benchmarking (LGA) average for unitary authorities for 11/12 was 9.5 days.

Average number of working days / shifts lost per Full Time Equivalent (FTE) due to short term sickness absence (not including schools)	Target 3.5	Result 4.6	 RED
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Performance Summary:

The 2013/14 overall result was 4.6 days compared with 4.5 days in 2012/13 and against a target of 3.5 days (19,377 days based on an average of 4,205 FTE employees). The number of days lost due to sickness for the final quarter is 5,176 days, equivalent to 1.24 days per FTE (4,174) is above target but down on last year's fourth quarter of 1.33 days per FTE. This is also better than the quarter 3 result of 1.32 days.

Benchmarking (LGA) average for unitary authorities 11/12 was 3.5 days

Commentary

The Council's target for sickness is an average of 10 days / shifts lost per fte. The result for 2013/14 is 11.28 days, which is an 8.1% increase on the result for last year (where the result was 10.43 days).

The average days lost per FTE has not changed significantly since Q3, and was 2.95 days in Q4 2014.

The average number of days / shifts lost per FTE due to short term sickness absence was 1.24 days. 42% of the total days lost was due to short term sickness.

The average number of days / shifts lost per FTE due to long term sickness absence was 1.71 days. 58% of the total days lost were due to long term sickness.

Over the year, stress was the biggest cause of days lost, at 27% which is higher than 23.6% for 12/13. Days lost to open stress cases at 31 March 2014 was 1301 days, compared to 1621 as at 31 December 2013.

APPENDIX 2: 2013/14 Annual Performance Update: Exceptions Report

Improvement Actions:

Following the HR led Attendance Management Review, HR have put together an internal Attendance Management team to ensure the actions from the review are implemented, and a revised approach to attendance management has been developed. As a result of the review, four key areas of work have been identified: training for managers, an attendance management toolkit, improved management information and a focussed case management approach.

The revised approach was discussed with the unions in April and a paper was taken to the Staff Consultation Forum on 12th May.

Messages are going out to the organisation in the ELT briefing and on the Wave during May regarding revised approach.

All DMT's have had Attendance Management on the agenda to discuss the approach.

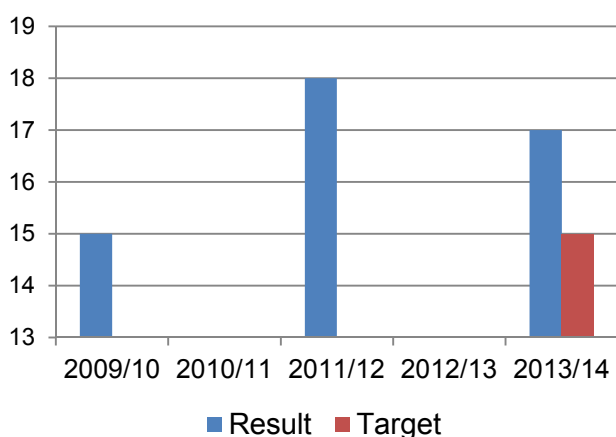
Work has started in terms of preparing briefing sessions for managers and on revising the wave page and documents on Attendance Management to create the Attendance Management Toolkit.

Accountable Director: Catherine Vaughan

Percentage of employees responding that they have experienced discrimination or harassment or bullying in the last 12 months

Target
<15%

Result
17%



Performance Summary:

This result was taken from the Staff Survey in response to question "During the last year have you been discriminated against or harassed or bullied at work?" 17% of staff answered yes. This is only a 1% decline from 2011 survey. There is a split between employees experiencing this from within the council and from external sources, with 57% of the discrimination, harassment or bullying was in relation to personality clash and management style/action.

Commentary

In order to support our staff working in front line services who are experiencing incidents of harassment or bullying, throughout the last year the health and safety team have continued to deliver Personal Safety training including provision of bespoke training for service areas. A total of 15 courses have been delivered which were attended by 193 staff. In addition to this 11 risk assessment courses have been delivered which 133 staff attended.

The Personal Safety training has been further developed to include half day training for non-lone workers, aimed at a target audience who are not lone workers but their role involves dealing with the public face to face or over the telephone and dealing with potentially confrontational situations.

A new Safety Management Framework has been developed 'Team Safety' which sets out 8 objectives to be managed to ensure robust procedures are in place to identify and manage

APPENDIX 2: 2013/14 Annual Performance Update: Exceptions Report

hazards associated with work. The team have audited 161 team safety plans over the past year.

A new on-line incident report form has been launched to all areas with the exception of schools, libraries, museums and royal pavilion (who continue to report on paper based reports). The system enables faster reporting and follow-up and includes a routing of incidents for dealing with violence and aggression. All incidents are investigated by the health and safety team and each service area has a dedicated 'gate keeper' to consider whether perpetrators should be placed on the Clients of Concern register.

The Health and Safety team work closely with legal, security and other services to case conference incidents as required to ensure appropriate arrangements are in place to protect staff and legal follow up.

The Corporate Health and Safety committee (chaired by the Chief Executive) receives reports each quarter which sets out data on incidents, trends and actions taken and consider whether further actions / resources are required.


Improvement Actions:

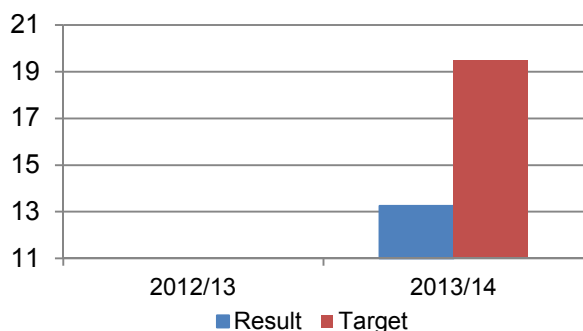
The Health and Safety Business Partner for each Directorate is meeting with their Director / DMT to discuss top causes of incidents and audit approach match to the hazard profile of services. This will provide a risk based approach and will be informed by incident stats, audit findings, organisational intelligence and staff survey outcomes for the Directorate.

The Human Resources Advisory Team routinely monitor the formal cases that are raised to ensure learning is embedded into practice.

The staff survey data is a perceptions based question and does not correlate to any data on formal processes or mediation but gives an important indication of how staff are experiencing their work environment. The staff survey is going to be commissioned on an annual basis to ensure there is a clear measure of impact to enable the council to be more responsive..

Accountable Director: Catherine Vaughan

EOHRx10. BV017 Annual - Staff who declare that they are from an ethnic minority as a percentage of the total workforce who declare their ethnicity (not including schools)	Target 19.5%	Result 13.25%	 RED
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Performance Summary:

13.28% of employees (569 of 4,286 staff who disclosed their ethnicity) declared that they were from a non-white British background.

Of these, 5.8% (247) identified as being from a black minority ethnic group, 5.3% (226) identified as White Other and a further 2.2% (95) as White Irish. This means that, in the last year, the black minority ethnic composition of the council's workforce has increased by 0.2%.

There is no comparative data available for the White Other and White Irish groups for

APPENDIX 2: 2013/14 Annual Performance Update: Exceptions Report

2012/13 as explained in the commentary section below.

Commentary

In August 2013, the council reviewed its workforce targets in line with the economically active population within the City using the data from the 2011 Census. At the same time, and in recognition of the significant demographic changes that had occurred within Brighton & Hove over recent years, the council considered it would be more appropriate to start monitoring the “White Other” and “White Irish “ minority ethnic groups separately rather than continuing to include them within the “white” category as had been the case historically.

As a direct consequence of these changes, the council’s workforce target for staff declaring they are from an ethnic group in this report has been revised from 5% to 19.5%. The new target is made up as follows:

BME target - 9.1%

White Other target - 8.8%

White Irish target- 1.6%

Improvement Actions:

One of the main actions in Year 1 of the council’s Workforce Equalities Action Plan was to improve the capture, quality and monitoring of the organisation’s workforce profile. A key part of this work over the last twelve months has focussed on encouraging those staff for whom the organisation holds incomplete, or no, personal equalities information. An initial exercise resulted in the level of ethnicity “unknowns” decreasing from 12.51% in Q4 2012/13 to 11.51% in Q4 2013/14.

This result was somewhat disappointing and so another council-wide exercise aimed at improving the quality of our workforce data is about to take place and a message has gone out in a recent ELT Briefing to ask all staff who have direct access to a computer to check and update their equalities information.


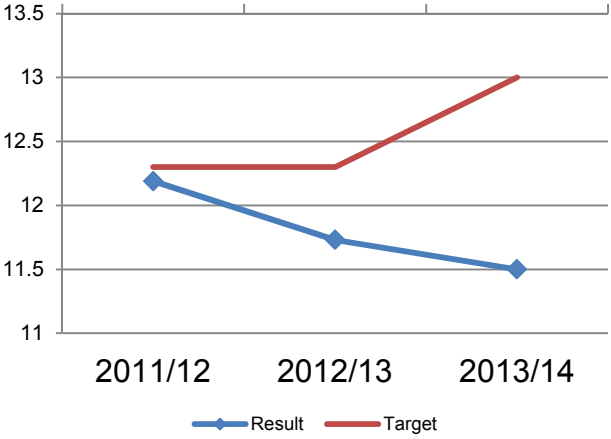
A separate exercise is also underway to capture equalities data from employees in those service areas where individuals do not have direct access to ICT facilities (e.g. CityClean and City Parks).Particular effort is being focussed on these groups because the declaration rates are low in these areas.

In addition, the council has also begun to capture equality information relating to its casual and agency workforces. Improved data quality will enable the profiles of our contracted and non-contracted workforces to be analysed in more detail and will provide useful information regarding the level of migration of casual and agency workers into our contracted workforce. This more detailed work is scheduled in Year 2 of the council’s Workforce Equalities Action Plan.

By establishing a solid foundation of workforce data, the council will be in a better position to be able to identify equality issues and trends and to take positive action where appropriate to address these.

Accountable Director: Catherine Vaughan

APPENDIX 2: 2013/14 Annual Performance Update: Exceptions Report

EOHRx11. BV018 Annual - Staff who declare themselves to be LGBT as a percentage of the total workforce who declare their sexuality (not including schools)	Target 13%	Result 11.5%	 RED												
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  <table border="1" style="margin-top: 10px;"> <caption>Performance Data</caption> <thead> <tr> <th>Year</th> <th>Target (%)</th> <th>Result (%)</th> </tr> </thead> <tbody> <tr> <td>2011/12</td> <td>13.0</td> <td>12.2</td> </tr> <tr> <td>2012/13</td> <td>13.0</td> <td>11.7</td> </tr> <tr> <td>2013/14</td> <td>13.0</td> <td>11.5</td> </tr> </tbody> </table> </div> <div style="width: 50%;"> <p>Performance Summary: 11.5% of employees (394 of 3,417 staff who declared their sexuality) declared that they were LGBT. This compares with 11.7% for 2012/13.</p> </div> </div>				Year	Target (%)	Result (%)	2011/12	13.0	12.2	2012/13	13.0	11.7	2013/14	13.0	11.5
Year	Target (%)	Result (%)													
2011/12	13.0	12.2													
2012/13	13.0	11.7													
2013/14	13.0	11.5													
<p>Commentary Over the last 12 months, HR have taken steps to encourage staff to provide their personal equalities information. In addition, all online applicants are required to provide this data as part of the application process. As a result, the level of unknowns has reduced over the last 12 months. Sexuality Unknowns have decreased from 22.26% in Q4 2012/13 to 20.03% in Q4 2013/14.</p> <p>Improvement Actions: Work is continuing to improve the quality of our workforce data by reducing the percentage of employees and casual workers for whom the council holds incomplete, or no, personal equalities data. Particular effort is being focussed on capturing data from employees working in those service areas where declaration rates are lowest for example CityClean and City Parks. An exercise is currently underway to collect data from CityClean employees which will be completed in early June. A similar exercise in CityParks is planned for later in the year.</p> <p>Discussions are underway with our supplier of agency workers to improve the equalities data they provide to the Council, and we have begun to capture data from the casual workforce.</p> <p>In addition to these specific exercises, a message has gone out in the ELT Briefing to ask all staff to check and update their equalities information.</p> <p>Accountable Director: Catherine Vaughan</p>															

OSC Update: Traveller Site Provision

Background

The Traveller Scrutiny Panel shadowed the development of the Traveller Commissioning Strategy which was approved in 2012. The panel was chaired by Dr Aidan McGarry from the School of Applied Social Science at the University of Brighton, and other panel members were Councillors Littman; Simson and Robins.

The panel held capacity building and evidence gathering sessions where it heard from 31 witnesses representing Council services, other public sector bodies such as the Police and NHS Sussex, the Community & Voluntary Sector, resident groups, politicians and representatives from other authorities. The panel also visited the Horsdean Transit site to talk to Travellers living in Brighton & Hove. The Panel made 23 recommendations, many of which were incorporated into the final version of the Traveller Commissioning Strategy and Action Plan.

Previous OSC Updates

The last update on the implementation of the Traveller Commissioning went to OSC on 27th January 2014. At that meeting the OSC members were updated as to the latest position with regards delivery of the permanent Traveller site. They also expressed a view on the importance of keeping pitches open on the transit site. This note outlines the latest position with regards to both of those issues.

Permanent Traveller Site: Steps Undertaken To Date

- **March 2012:** Adoption of the Traveller Commissioning Strategy.
- **March 2012:** Selection of Horsdean as the preferred location for the permanent Traveller site.
- **June 2012:** Public consultation on the design and integration of the Horsdean site.
- **September 2013:** Submission of a planning application to South Downs National Park Authority (SDNPA).
- **February 2013:** Meeting of SDNPA Planning Committee is minded to grant consent.

Permanent Traveller Site: Latest Position

Following the meeting of the SDNPA Planning Committee, the Secretary of State for Communities and Local Government had issued a direction to the National Park instructing them not to issue the planning consent while he considered whether or not to call the application in to determine it himself.

Agenda Item 6

We heard on 23rd June 2014 that the application will not be called in. The SDNPA has therefore now issued the city council with the planning decision notice. This therefore means that the city council is now able to implement the planning consent and build the permanent Traveller site, subject to meeting the planning conditions imposed on the consent.

Permanent Traveller Site: Next Steps

Now that the planning consent has been issued officers can progress the detailed design of the site, the discharge of planning conditions and the tendering of the build contract. Officers are now updating the project timetable in light of the recent granting of consent, but an indicative timetable would be to expect 6 months for detailed design and discharge of planning conditions, with then up to one year on site.

Officers have met a number of times with residents in the Patcham & Hollingbury Conservation Association (PACHA), who are concerned about protection of drinking water. SDNPA have requested that PACHA are consulted on the detailed drainage proposals prior to them being submitted for approval by both the SDNPA and the Environment Agency. This is on-going work and engagement with PACHA will continue.

Transit Site: Capacity and Next Steps

Horsdean transit remains restricted to 10 available pitches because of previously mentioned drainage issues. Although at limited capacity, the site has enabled the Police to use their powers under S62a of the Criminal Justice and Public Order Act 1994 in the management of unauthorised encampments in the city. This requires the Travellers to take up a pitch at Horsdean or leave the city for a period of 3 months. As a result, all 10 pitches on the site are currently occupied.

Following the decision by the Government not to call in the planning application for the permanent site, the council will be drawing up comprehensive building plans for the project. These will include connecting the site to the mains sewerage system, which will resolve the drainage issues on the transit site and bring it back in to full use.

Subject:	Overview & Scrutiny Committee: Work Planning		
Date of Meeting:	14 July 2014		
Report of:	Assistant Chief Executive		
Contact Officer:	Name:	Giles Rossington	Tel: 29-1038
	Email:	Giles.rossington@brighton-hove.gov.uk	
Ward(s) affected:	All		

FOR GENERAL RELEASE

1. PURPOSE OF REPORT AND POLICY CONTEXT

- 1.1 The Overview & Scrutiny Committee (OSC) work programme is determined by OSC members after consideration of proposals for scrutiny from elected members, senior officers, partners, stakeholders and members of the public.
- 1.2 **Appendix 1** to this report details planned and current scrutiny work. **Appendix 2** details pending requests for scrutiny. There are brief officer comments on each proposal.
- 1.3 The Health & Wellbeing Overview & Scrutiny Committee (HWOSC) has its own work programme. Suggestions for scrutiny of issues with a core focus on health, public health, adult social care or children's services will be considered by HWOSC members.
- 1.4 OSC members have a variety of options with regard to proposals for scrutiny. These range from agreeing to establish a scrutiny panel, through setting up a member workshop to requesting a formal committee report or an informal briefing. Members may also choose not to progress a request for scrutiny.
- 1.5 In determining their work programme OSC members need to be cognisant of: corporate priorities, the work of the council's Policy committees, officer resources, and member resources.

2. RECOMMENDATIONS:

- 2.1 That OSC members determine which suggestions for scrutiny (see **Appendix 2**) they wish to progress.
- 2.2 That, with regard to the issues that are prioritised, OSC members determine how best to progress each topic.

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 The OSC considers a number of issues on an annual basis. These include examining corporate performance, complaints data, performance against equalities targets, and scrutiny (via a member-led panel) of the council's annual budget plans.
- 3.2 The OSC also has an important role to play in monitoring the implementation of agreed actions arising from previous scrutiny work, particularly in terms of scrutiny panel recommendations. Typically, the implementation of scrutiny panel recommendations is monitored on an annual basis until all the required actions have been completed.
- 3.3 The remainder of the OSC's work programme consists of issues that have been suggested by elected members, by senior officers, by partner organisations, stakeholder groups or individual members of the public.
- 3.4 Should OSC members agree to adopt such work programme suggestions, there are a number of ways that issues can be dealt with: via formal committee reports, informal briefings, one-off member 'workshops', or via scrutiny panels.
- 3.5 Overview & Scrutiny in Brighton & Hove has a distinguished history of using member-led scrutiny panels to deliver innovative and impactful pieces of work. However, scrutiny panels are very resource-intensive in terms of officer time and also in terms of the demands they make on members. It is therefore important that scrutiny panels are only used where there is a real opportunity to add value – e.g. where there is an issue that clearly needs addressing and where it is apparent that scrutiny via a committee report or workshop is unlikely to produce results.

The council's O&S committees are supported in their work by the Overview & Scrutiny team. There are currently 2.6 FTE posts within the team (including the Head of Scrutiny) supporting core scrutiny functions. Around 1 FTE is required to administer OSC and HWOSC, perform general managerial and administrative duties etc. As a rule of thumb running a scrutiny panel requires around 0.5 FTE of dedicated support. This means that the O&S team can support around three concurrent scrutiny panels, although this will vary depending on the size of issues and the stage that each panel is at. The team is currently supporting four panels (Seafront Infrastructure/Party Houses/Youth Justice/Social Value in Procurement). We anticipate that the team will have capacity to begin an additional one to two panels in Autumn 2014.

- 3.7 **Appendix 1** to this report includes details of current and planned Overview & Scrutiny activity. **Appendix 2** details recent suggestions for scrutiny pending approval. Although OSC members have discussed some of these issues previously, no definitive decision was made. Since the membership of OSC has recently changed it seemed opportune to consider all pending issues together.
- 3.8 OSC members may also choose to suggest their own ideas for the committee panel work programme, to canvass all elected members for their ideas (as we have done in past years), or to invite input from senior officers (ELT) and/or partners (e.g. Brighton & Hove Connected).

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 **Appendix 1** contains some officer recommendations for a particular course of action (e.g. do/do not establish a scrutiny panel) and includes a rationale for the action proposed. Members are, of course, free to reject the suggested actions and to substitute their own preferences. There are no particular implications that members need to be aware of in making this type of choice, save the pragmatic one that there is a finite amount of officer support available.

5. **COMMUNITY ENGAGEMENT & CONSULTATION**

- 5.1 None specifically in relation to this report. However the O&S team regularly communicates with the local community and voluntary sector and the sector does make suggestions for scrutiny (including current scrutiny panels and pending scrutiny requests – see **Appendix 1**).

6. **CONCLUSION**

- 6.1 It is important that the OSC agrees a work programme that complements the work of the council's decision-making committees, that helps drive corporate priorities, that engages with our partners and with local people, and that makes best use of officer and member resources. **Appendix 1** to this report includes some officer suggestions as to how this might best be achieved, but ultimately this is a decision for OSC members.

7. **FINANCIAL & OTHER IMPLICATIONS:**

Financial Implications:

- 7.1 Provision has been made in the 2014/15 budget for scrutiny support, resource levels available are set out in paragraph 3.6.

Finance Officer Consulted: Anne Silley

Date: 01/07/14

Legal Implications:

- 7.2 It is a proper function of the Overview & Scrutiny Committee to approve an overview and scrutiny work programme, to ensure that there is efficient use of scrutiny resources and that the potential for duplication is minimised.

Lawyer Consulted: Oliver Dixon

Date: 04/07/14

Equalities Implications:

- 7.3 None at this stage. All scrutiny panels will include an Equality Impact Assessment as part of routine scoping.

Sustainability Implications:

7.4 None at this stage

Any Other Significant Implications:

7.5 None

SUPPORTING DOCUMENTATION

Appendices:

1. Details of current O&S work
2. List of pending suggestions for scrutiny

Documents in Members' Rooms

None

Background Documents

None

Appendix 1

Current and Planned Overview & Scrutiny Work

1 Regular Committee Reports for OSC

- Corporate Performance Analysis (biennial)
- Corporate Complaints Analysis
- Corporate Performance on Equalities
- Budget Scrutiny (via a member-led panel)

2 Committee Work Programme for HWOSC

3 OSC/HWOSC Monitoring Reports

- Trans Equalities (Jan 15)
- Traveller Strategy (July 14)
- Public Toilets (Winter 14)
- Services for Children with Autism (Summer 15)
- Bullying in Schools (TBC)
- Homelessness (TBC)
- Services for Adults with Autism (Spring 15)
- Alcohol (TBC)

4 Current Scrutiny Panels

- Party Houses/Short Term Holiday Lets (reporting Autumn 14)
- Seafront Infrastructure (reporting Autumn 14)
- Social Value in Procurement (reporting Winter 14)
- Youth Justice (reporting TBC)

Appendix 2

Suggestions for Scrutiny Pending Approval

1 Community Engagement Framework

Referred by: Cllr Powell/FED

Issue: Some 3rd sector groups have expressed concerns that not all engagement by CEF signatories is in accordance with CEF procedures

Suggested Action: workshop event to be held jointly with BHCC Communities team. Invite 3rd sector and relevant BHCC and partner reps to talk through application of CEF (Autumn 14)

2 Community Use of School Playing Fields

Referred by: Cllr Buckley

Issue: looking to explore whether more can be done to encourage schools to share their leisure facilities (esp. playing fields) with the local community/community groups.

Suggested Action: committee report to Oct OSC

3 Financial Inclusion

Referred by: Policy team/on-going work arising from previous scrutiny panels

Issue: potentially to look at three areas relating to financial inclusion

Benefit Changes (i.e. the positive or negative impact on local people and implications for BHCC services)

Credit unions/payday loans (what the council can do to promote the former and to discourage use of the latter)

BHCC interactions with debtors (how the council deals with individual debtors – e.g. whether we have consistent and integrated approaches to collecting different types of debt/whether our collection is effective in terms of maximising income/whether our approach to debt collection supports vulnerable people)

Suggested Action: detailed scoping (in conjunction with policy team) – potentially leading to a series of member workshops and/or a scrutiny panel

Subject:	Budget Scrutiny 2015-16		
Date of Meeting:	14 July 2014		
Report of:	Assistant Chief Executive		
Contact Officer:	Name:	Giles Rossington	Tel: 29-1038
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Ward(s) affected:	All		

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

- 1.1 The Overview & Scrutiny Committee (OSC) annually undertakes to scrutinise the council's draft budget plans for the coming year.
- 1.2 This report outlines the proposed format for the 2015-16 budget scrutiny process.

2. RECOMMENDATIONS:

- 2.1 That Overview & Scrutiny Committee adopt the proposed format (3.3 to 3.6 in this report) for scrutiny of the 2015-16 budget plans.

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 For several years Overview & Scrutiny members have conducted an annual scrutiny review of the council's draft budget plans. This has always been undertaken by a 'scrutiny panel' of cross-party elected members and co-optees, although the details of the scrutiny process have evolved over time.
- 3.2 For 2015-16 it is proposed to adopt a similar model to last year's budget scrutiny. The political groups will each be asked to nominate one member to sit on the budget scrutiny panel (independent members are also welcome to join the panel). As in past years Community Works will also be invited to be a co-opted member on the panel.
- 3.3 Scrutiny panel members will agree on a range of issues to explore across a series of meetings scheduled between the publication of this year's draft budget plans (early December 2014) and the February 2015 budget P&R meeting. The intention is not to explore the council's budget plans in their entirety, but rather to focus on key areas of interest – e.g. on services which are key in driving corporate priorities, on the areas of highest spend, on the services planning to make the largest savings, or on particularly high profile areas of spending. Panel members will jointly determine which issues to scrutinise.

- 3.4 The intention is to have three evidence-gathering meetings, the first to be a high-level overview of the budget plans and the strategic thinking that underpins it – hopefully involving the council’s Leader, the Chief Executive and the Executive Director of Finance & Resources. The second and third meetings will focus on spending plans for specific departments/services. The relevant Policy Committee Chairs, Directors and service leads will be invited to give evidence at these meetings.
- 3.5 A report with recommendations will then be agreed by panel members and presented to the OSC for endorsement at the 26 January 2015 OSC meeting. If endorsed the panel report will then be referred by OSC to budget P&R for consideration.
- 3.6 The intention is to give the council’s administration as much notice as possible of the likely focus of this year’s budget scrutiny. To this end, panel members will be asked to identify key areas of concern several months in advance of the publication of this year’s draft budget plans. However, it is obviously likely that some areas of interest will emerge following the publication of the draft budget plans or subsequent to the initial ‘high-level’ budget scrutiny meeting, and it may therefore not be possible to provide lots of notice with regard to all areas of scrutiny.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 Previous iterations of budget scrutiny sought to examine the totality of the council’s budget plans. However, this proved onerous for scrutiny members, lead members and departmental officers, and offered no clear advantage over the more focused approach outlined above.

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 Community Works/CVSF has had a co-opted seat on recent budget scrutiny panels, and elected members have welcomed the positive and expert contribution of the community and voluntary sector to budget scrutiny. It is proposed that Community Works is once again invited to be a co-opted member on the budget scrutiny panel.

6. CONCLUSION

- 6.1 Feedback from last year’s budget scrutiny was that the format was more successful than in previous years, with the focused approach being as effective but less onerous than attempts to scrutinise the council’s budget plans in their entirety.
- 6.2 For this year the suggested format is therefore very similar to last year, although we are attempting to plan further in advance (as far as this is practically possible) to give the council’s administration as much notice of the scrutiny panel’s intentions as possible.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 Scrutiny of budget proposals is a key part of the consultation and engagement activity within the budget development process and informs Policy & Resources Committee in considering the annual budget and Medium Term Financial Strategy. The recommendations to this report on the scrutiny process have no direct financial implications.

Finance Officer Consulted: Anne Silley

Date: 01/07/14

Legal Implications:

- 7.1 Overview & Scrutiny Committee has power to appoint scrutiny review panels to carry out scrutiny work; budgetary proposals come within the permitted scope of such work.

Lawyer Consulted: Oliver Dixon

Date: 04/07/14

Equalities Implications:

- 7.2 None at this stage. Panel members will consider equalities issues when determining the panel ToR and an Equality Impact Assessment will be produced for the scrutiny panel.

Sustainability Implications:

- 7.3 None at this stage. Panel members will consider sustainability issues when determining the panel ToR.

Any Other Significant Implications:

- 7.4 None at this stage.

SUPPORTING DOCUMENTATION

Appendices:

None

Documents in Members' Rooms

None

Background Documents

None

