




Brighton & Hove City Council

COMMITTEE WORK PROGRAMME

KING'S HOUSE
GRAND AVENUE
HOVE
BN3 2LS
www.brighton-hove.gov.uk

To be Published 3 December 2012

For further detailed information regarding specific issues to be considered by the Committee please contact the named contact officer for the item concerned.

The Council has chosen to publish a **Committee Work Programme** setting out matters which are anticipated to come before the Council and/or a Committee during the next 12 months. The programme will detail both **key decisions**  and non-key decisions in the period covered by the Programme. Not all decisions can be listed because in some cases the need for a decision is not known at the time of publication. However an updated version of the Programme will be published on a monthly basis

The Council's Constitution states that a key decision is one that involves:

- (a) *Expenditure which is, or the making of savings which are, significant having regard to the expenditure of the City Council's budget, namely above £500,000 per annum; or*
- (b) *Is significant in terms of its effects on communities living or working in an area comprising two or more electoral divisions (wards).*

As a matter of good practice, the Council's Committee Work Programme highlights those items listed as key decisions to inform local residents of such matters that are to be considered. The exception being those issues which are dealt with under the urgency provisions.

For each decision included on the Programme the following information is provided:

- the committee or body that is to make the decision and the date of the meeting
- the title of the report and decision to be considered
- individuals/groups that will be consulted prior to the decision being taken
- a list of other appropriate documents
- the name and telephone number of the contact officer and to whom any representations should be sent for each item.

The Programme is updated and published at the beginning of every month on the Council's web-site.

Meetings of the Council and Committees are open to the public (with the exception of discussion regarding reports which contain exempt/confidential information). Copies of agenda and reports for meetings are available on the web site in advance of meetings. For further details on the time of meetings and general information about the Plan please contact Mark Wall, Head of Democratic Services at Kings House, Grand Avenue, Hove, BN3 2LS, or telephone 01273 291006 or send an e-mail to mark.wall@brighton-hove.gov.uk.

For further detailed information regarding specific issues to be considered by the Committee please contact the named contact officer for the item concerned.

Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
Decisions Anticipated for January 2013				
POLICY & RESOURCES COMMITTEE				
25996	<p>Council Tax Base 2013/14 <i>Policy Committee Decision - Key</i> To set the council tax base and establish the estimated revenue from Council Tax for 2013/14</p> <p><i>Wards affected: All Wards</i></p>	17 Jan 2013		<p>Report of: Director of Finance</p> <p>Report Author: James Hengeveld Tel: 29-1242, Mark Ireland Tel: 29-1240</p>
32248	<p>Business Rates Retention forecast 2013/14 <i>Policy Committee Decision - Key</i> To approve the NNDR1 return for 2013/14 in time to notify DCLG and East Sussex Fire Authority by 31st January 2013. Member approval is likely to be required by legislation.</p> <p><i>Wards affected: All Wards</i></p>	17 Jan 2013 17 Jan 2013		<p>Report of: Director of Finance</p> <p>Report Author: Mark Ireland Tel: 29-1240, Heather Bentley Tel: 29-1244</p>
32506	<p>Submission City Plan, Part 1 <i>Policy Committee Decision - Key</i> Approval of the City Plan Part 1 (including three annexes and supporting documents) for publication consultation and submission to the Secretary of State</p> <p><i>Wards affected: All Wards</i></p>	17 Jan 2013 31 Jan 2013		<p>Report of: Strategic Director, Place</p> <p>Report Author: Helen Gregory Tel: 29-2293</p>

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Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
30298	<p>Community Safety, Crime Reduction and Drugs Strategy 2011-2014 <i>Policy Committee Decision - Key</i> This document describes Brighton and Hove's Community Safety, Crime Reduction and Drugs Strategy for 2011-2014</p> <p><i>Wards affected: All Wards</i></p>	<p>17 Jan 2013 31 Jan 2013</p>		<p>Report of: Commissioner Community Safety</p> <p>Report Author: Linda Beanlands Tel: 29- 1115, Charlotte Farrell Tel: 01273 - 1099</p>
33114	<p>Public Health Transition <i>Policy Committee Decision - Key</i></p> <p><i>Wards affected: All Wards</i></p>	<p>17 Jan 2013</p>		<p>Report of: Director of Public Health</p> <p>Report Author: Elizabeth Culbert Tel: 29-1515, Peter Wilkinson Tel: 01273 296562, Thalia Liebig Tel: 29-0445</p>
26001	<p>Health and Safety Annual Service Plan 2013/14 <i>Policy Committee Decision - Key</i> To approve the annual service plan. To ensure transparency and accountability the Council details its planned health & safety enforcement and advice work in a service plan as required by Section 18 of the Health & Safety at Work etc Act 1974.</p> <p><i>Wards affected: All Wards</i></p>	<p>17 Jan 2013 31 Jan 2013</p>		<p>Report of: Strategic Director, Place</p> <p>Strategic Director, Place</p> <p>Report Author: Roy Pickard Tel: 29-2145</p>

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Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
25998	<p>Official Feed and Food Controls Service Plan 2013/14 <i>Policy Committee Decision - Key</i> To seek approval for the Feed and Food Controls Service Plan. To ensure transparency and accountability the Council details its planned food safety and standards work in a service plan as required by the food standards agency.</p> <p><i>Wards affected: All Wards</i></p>	17 Jan 2013 31 Jan 2013		Report of: Strategic Director, Place Strategic Director, Place Report Author: Nick Wilmot Tel: 29-2157
30019	<p>Quarterly Surveillance Report (January 2013) <i>Policy Committee Decision - non-Key</i> Update on surveillance activity carried out by officers in previous quarter</p> <p><i>Wards affected: All Wards</i></p>	17 Jan 2013		Report of: Director of Finance Report Author: Jo Player Tel: 29-4086
32849	<p>Adoption of the East Sussex, South Downs and Brighton & Hove Waste and Minerals Plan <i>Policy Committee Decision - Key</i> To seek adoption of the East Sussex, South Downs and Brighton & Hove Waste and Minerals Plan</p> <p><i>Wards affected: All Wards</i></p>	17 Jan 2013 31 Jan 2013		Report of: Strategic Director, Place Strategic Director, Place Report Author: Mike Holford Tel: 29-2501, Steve Tremlett Tel: 29-2108

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Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
32986	<p>Article 4 direction – Houses in Multiple Occupation <i>Policy Committee Decision - Key</i> Report seeking a committee decision on whether to confirm the proposed article 4 direction that would give planning controls over the location of new houses in multiple occupation in five wards along the Lewes Road.</p> <p><i>Wards affected: Hanover & Elm Grove; Hollingdean & Stanmer; Moulsecoomb & Bevendean; Queen's Park; St Peter's & North Laine</i></p>	17 Jan 2013		Report of: Strategic Director, Place Report Author: Hamish Walke
30942	<p>Former Peter Pan site - Lease agreement <i>Policy Committee Decision - Key</i></p> <p><i>Wards affected: East Brighton</i></p>	17 Jan 2013		Report of: Strategic Director, Place Report Author: Toni Manuel Tel: 29-0394
ECONOMIC DEVELOPMENT & CULTURE COMMITTEE				
28399	<p>Shoreham Harbour Joint Area Action Plan and Development Briefs <i>Policy Committee Decision - Key</i> To agree to public consultation on issues and options for the (draft) Shoreham Harbour Joint Area Action Plan. The Plan is being produced jointly with Adur District Council and West Sussex County Council.</p> <p><i>Wards affected: South Portslade; Wish</i></p>	17 Jan 2013		Report of: Strategic Director, Place Report Author: Mike Holford Tel: 29-2501

Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
CHILDREN & YOUNG PEOPLE COMMITTEE				
32886	<p>Options for providing additional school places in 2013 and 2014 <i>Policy Committee Decision - Key</i> To report the outcome of the consultations on additional school places agreed at the CYP committee on 15th October 2012. To agree to progress to the next stage of consultation, the publication of statutory Notices, on schemes to be progressed for September 2013.</p> <p><i>Wards affected: All Wards</i></p>	14 Jan 2013		<p>Report of: Strategic Director, People</p> <p>Report Author: Gillian Churchill Tel: 29-3515, Gil Sweetenham Tel: 29-3474</p>
32905	<p>Review of Secondary School Catchment Areas 2013 <i>Policy Committee Decision - Key</i> To report the outcome of the consultation on secondary school catchment areas. To recommend to full council any proposed changes to the secondary catchment areas resulting from the consultation.</p> <p><i>Wards affected: All Wards</i></p>	14 Jan 2013 31 Jan 2013		<p>Report of: Strategic Director, People</p> <p>Report Author: Gillian Churchill Tel: 29-3515, Gil Sweetenham Tel: 29-3474</p>

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Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
TRANSPORT COMMITTEE				
31368	<p>City Wide Parking Review <i>Policy Committee Decision - Key</i> A report on the results of the city wide parking review consultation including a local authorities comparison research together with recommendations in respect of parking management policy and a proposed programme of resident parking scheme consultations</p> <p><i>Wards affected: All Wards</i></p>	15 Jan 2013		<p>Report of: Strategic Director, Place</p> <p>Report Author: Owen McElroy Tel: 29-0368</p>
32489	<p>Resident parking scheme consultation results <i>Policy Committee Decision - non-Key</i> The results of the consultation in the London Road Station North and Round Hill areas.</p> <p><i>Wards affected: Hollingdean & Stanmer; Preston Park; St Peter's & North Laine</i></p>	15 Jan 2013		<p>Report of: Strategic Director, Place</p> <p>Report Author: Charles Field Tel: 29-3329</p>
31383	<p>Amex Community Stadium Residents Parking Proposals - Consideration of Informal Consultation Results <i>Policy Committee Decision - non-Key</i> To consider the results of the informal consultation into proposed resident parking schemes for Coldean and Moulsecoomb</p> <p><i>Wards affected: Hollingdean & Stanmer; Moulsecoomb & Bevendean</i></p>	15 Jan 2013		<p>Report of: Strategic Director, Place</p> <p>Report Author: Owen McElroy Tel: 29-0368</p>

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Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
32449	<p>Old Town traffic Regulation Orders <i>Policy Committee Decision - non-Key</i> Consideration of objections to Traffic Regulation Orders advertised as part of the Old Town transport scheme</p> <p><i>Wards affected: Regency</i></p>	15 Jan 2013		Report of: Strategic Director, Place Report Author: Tom Campbell Tel: 29-3328
31986	<p>Seven Dials Improvement Project - Consultation Results and Way Forward <i>Policy Committee Decision - Key</i> To outline the results of the public consultation and seek permission to advertise TRO's and commence construction of the scheme</p> <p><i>Wards affected: Goldsmid; Queen's Park; Regency; St Peter's & North Laine</i></p>	15 Jan 2013		Report of: Strategic Director, Place Report Author: Tabitha Rohrer, Robin Reed Tel: 29-3856
HOUSING COMMITTEE				
32159	<p>Housing Revenue Account Budget 2013/14 <i>Policy Committee Decision - Key</i> To agree the budget estimates including savings proposals, reserve levels, rent and service charge levels, for the Housing Revenue Account (HRA) 2013/14 and recommend approval by Policy & Resources & Full Council.</p> <p><i>Wards affected: All Wards</i></p>	16 Jan 2013 14 Feb 2013		Report of: Director of Finance, Strategic Director, Place Report Author: Sue Chapman Tel: 29-3105

Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
32157	<p>Housing Revenue Account Capital Programme 2013-2016 <i>Policy Committee Decision - Key</i> To agree the Housing Revenue Account Capital Programme Budget and financing for 2013/14 and recommend approval by Policy & Resources Committee</p> <p><i>Wards affected: All Wards</i></p>	16 Jan 2013 14 Feb 2013		Report of: Director of Finance, Strategic Director, Place Report Author: Susie Allen Tel: 294499
31587	<p>Tenancy Strategy 2013 <i>Policy Committee Decision - non-Key</i> The Localism Act makes it a statutory duty for each local authority in England to produce and publish a strategic Tenancy Strategy that will guide providers of social housing in development of their tenancy policies.</p> <p><i>Wards affected: All Wards</i></p>	16 Jan 2013		Report of: Strategic Director, Place Report Author: Andy Staniford Tel: 29-3159
ADULT CARE & HEALTH COMMITTEE				
31327	<p>Fee Levels in Adult Social Care Services 2013/14 <i>Policy Committee Decision - Key</i> To approve the fee's that will be paid to service providers for adult social care services.</p> <p><i>Wards affected: All Wards</i></p>	21 Jan 2013		Report of: Director of Adult Social Services Report Author: Anne Hagan Tel: 01273 296370, Jane MacDonald Tel: 29-5038

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Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
31380	<p>Charging for Adult Social Care Services 2013/14 <i>Policy Committee Decision - Key</i> This report proposes the financial charges for people who use social care services during 2013/14.</p> <p><i>Wards affected: All Wards</i></p>	21 Jan 2013		Report of: Director of Adult Social Services Report Author: Angie Emerson Tel: 01273 295666
32563	<p>Review of Home Care Contract <i>Officer Decision - Key</i> This report summarises the issues that have emerged through the review of the implementation of the new home care contract and details options for consideration</p> <p><i>Wards affected: All Wards</i></p>	21 Jan 2013	Not applicable	Report of: Director of Adult Social Services Report Author: Debbie Greening Tel: 29-5739
Decisions Anticipated for February 2013				
POLICY & RESOURCES COMMITTEE				
26069	<p>Targeted Budget Management (TBM) 2012/13 Month 9 <i>Policy Committee Decision - Key</i></p> <p><i>Wards affected: All Wards</i></p>	14 Feb 2013		Report of: Director of Finance Report Author: Nigel Manvell Tel: 29-3104, Jeff Coates Tel: 29-2364

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Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
26018	<p>General Fund Revenue Budget & Council Tax 2013/14 <i>Policy Committee Decision - Key</i> To agree the revenue budget and council tax for 2013/14 and recommend approval by Full Council</p> <p><i>Wards affected: All Wards</i></p>	14 Feb 2013 28 Feb 2013		Report of: Director of Finance Director of Finance Report Author: Mark Ireland Tel: 29-1240, James Hengeveld Tel: 29-1242
26020	<p>Capital Resources & Capital Investment Programme 2013/14 <i>Policy Committee Decision - Key</i> To agree the planned capital investment programme for all council services and recommend approval by Full Council.</p> <p><i>Wards affected: All Wards</i></p>	14 Feb 2013 28 Feb 2013		Report of: Director of Finance Director of Finance Report Author: James Hengeveld Tel: 29-1242
26054	<p>Housing Revenue Account Budget 2013/14 <i>Policy Committee Decision - Key</i> To agree the budget estimates including savings proposals, reserve levels, rent and service charge levels, for the Housing Revenue Account (HRA) 2013/14 and recommend approval by Full Council.</p> <p><i>Wards affected: All Wards</i></p>	14 Feb 2013 28 Feb 2013		Report of: Strategic Director, Place Strategic Director, Place Report Author: Sue Chapman Tel: 29-3105

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Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
32155	<p>Housing Revenue Account Capital Programme 2013-2016 <i>Policy Committee Decision - Key</i> To agree the Housing Revenue Account Capital Programme Budget and financing for 2013/14</p> <p><i>Wards affected: All Wards</i></p>	<p>14 Feb 2013</p> <p>14 Feb 2013</p>		<p>Report of: Strategic Director, Place, Director of Finance</p> <p>Report Author: Susie Allen Tel: 294499</p>
32799	<p>Risk Management Strategy 2013 <i>Policy Committee Decision - Key</i> To seek approval for the city council's Risk Management Strategy 2013.</p> <p><i>Wards affected: All Wards</i></p>	<p>14 Feb 2013</p>		<p>Report of: Director of Finance</p> <p>Report Author: Jackie Algar Tel: 29-1273</p>
ECONOMIC DEVELOPMENT & CULTURE COMMITTEE				
31259	<p>Alternative Model for Delivery of Visitor Information Service <i>Policy Committee Decision - Key</i> To seek committee approval for an alternative model of delivery of the Visitor Information Service.</p> <p><i>Wards affected: All Wards</i></p>	<p>15 Feb 2013</p> <p>7 Mar 2013</p>		<p>Report of: Strategic Director, Communities</p> <p>Report Author: Suzanne Mantell Tel: 29 - 2613</p>

Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
ENVIRONMENT & SUSTAINABILITY COMMITTEE				
Decisions Anticipated for March 2013				
POLICY & RESOURCES COMMITTEE				
30151	<p>Annual Investment Strategy 2013/14 <i>Policy Committee Decision - Key</i> A report to recommend the 2013/14 Annual Investment Strategy</p> <p><i>Wards affected: All Wards</i></p>	<p>21 Mar 2013 28 Mar 2013</p>		<p>Report of: Director of Finance</p> <p>Director of Finance</p> <p>Report Author: Peter Sargent Tel: 29-1241</p>
26151	<p>Planned Maintenance Budget Allocation 2013-14 and Programme of Works for the Council's Operational Buildings <i>Policy Committee Decision - Key</i> Report on the proposed 2013-14 budget allocation of planned maintenance works to the council's operational buildings to include civic, historic, commercial and social care properties.</p> <p><i>Wards affected: All Wards</i></p>	<p>21 Mar 2013</p>		<p>Report of: Strategic Director, Place</p> <p>Report Author: Angela Dymott Tel: 29-1450</p>
30149	<p>Treasury Management Policy Statement 2013/14 <i>Policy Committee Decision - Key</i> A report to recommend the 2013/14 Treasury Management Policy Statement, incorporating the Treasury Management Practices and Schedules</p> <p><i>Wards affected: All Wards</i></p>	<p>21 Mar 2013</p>		<p>Report of: Director of Finance</p> <p>Report Author: Peter Sargent Tel: 29-1241</p>

Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
ADULT CARE & HEALTH COMMITTEE				
30920	<p>Developments at Craven Vale <i>Policy Committee Decision - Key</i> For noting Joint Adult Social Care and Health capital developments with an on going service and revenue commitments. The build is in Queens Park ward but the services is for the whole city.</p> <p><i>Wards affected: All Wards</i></p>	<p>28 Jan 2013</p> <p>18 Mar 2013</p> <p>21 Mar 2013</p>		<p>Report of: Director of Adult Social Services</p> <p>Director of Adult Social Services</p> <p>Director of Adult Social Services</p> <p>Report Author: Jane MacDonald Tel: 29-5038</p>
CHILDREN & YOUNG PEOPLE COMMITTEE				
28157	<p>Admissions Arrangements for Brighton & Hove Schools 2014/15 <i>Policy Committee Decision - Key</i> To set out the proposed admission arrangements for community schools for 2014/15 and proposed admission numbers for all maintained schools in the City.</p> <p>To set out the revised schemes for co-ordinated admissions, including key dates, and also the background to consultation with Voluntary Aided schools on their admission arrangements.</p> <p><i>Wards affected: All Wards</i></p>	<p>11 Mar 2013</p> <p>28 Mar 2013</p>		<p>Report of: Strategic Director, People</p> <p>Strategic Director, People</p> <p>Report Author: Gil Sweetenham Tel: 29-3474</p>

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Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
HOUSING COMMITTEE				
TRANSPORT COMMITTEE				
LICENSING COMMITTEE				
Decisions Anticipated for April 2013				
ECONOMIC DEVELOPMENT & CULTURE COMMITTEE				
ENVIRONMENT & SUSTAINABILITY COMMITTEE				
TRANSPORT COMMITTEE				
31388	<p>Amex Community Stadium Residents Parking Proposals - Consideration of Objections and Representations to Traffic Regulation Orders</p> <p><i>Policy Committee Decision - non-Key</i></p> <p>To consider the results of the formal consultation following advertising of traffic regulation orders for proposed resident parking schemes for Coldean and Moulsecoomb.</p> <p><i>Wards affected: Hollingdean & Stanmer; Moulsecoomb & Bevendean</i></p>	30 Apr 2013		<p>Report of: Strategic Director, Place</p> <p>Report Author: Owen McElroy Tel: 29-0368</p>

Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
Decisions Anticipated for May 2013				
POLICY & RESOURCES COMMITTEE				
26158	Asset Management Fund 2013/14 <i>Policy Committee Decision - Key</i> To seek approval for the allocation of the Asset Management Fund 2013/14 <i>Wards affected: All Wards</i>	2 May 2013		Report of: Strategic Director, Place Report Author: Angela Dymott Tel: 29-1450
30021	Quarterly Surveillance Report (May 2013) <i>Policy Committee Decision - non-Key</i> Update on surveillance activity carried out by officers in previous quarter <i>Wards affected: All Wards</i>	2 May 2013		Report of: Director of Finance Report Author: Jo Player Tel: 29-4086
HOUSING COMMITTEE				
Decisions anticipated for June 2013				
POLICY & RESOURCES COMMITTEE				
ADULT CARE & HEALTH COMMITTEE				
CHILDREN & YOUNG PEOPLE COMMITTEE				
ECONOMIC DEVELOPMENT & CULTURE COMMITTEE				
HOUSING COMMITTEE				

Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
LICENSING COMMITTEE				
Decisions anticipated for July 2013				
Decisions anticipated for August 2013				

ITEMS PREVIOUSLY LISTED IN THE COMMITTEE WORK PROGRAMME BUT NOW WITHDRAWN OR DEFERRED FOR THE REASONS STATED				
29414	<p>Volks Railway- Replacement of Siding Sheds <i>Policy Committee Decision - non-Key</i></p> <p><i>Wards affected: Rottingdean Coastal</i></p>			<p>Report of: Strategic Director, Communities</p> <p>Report Author: Toni Manuel Tel: 29-0394</p>
29463	<p>Patcham Court Farm Site <i>Policy Committee Decision - Key</i></p> <p><i>Wards affected: Patcham</i></p>			<p>Report of: Strategic Director, Resources</p> <p>Report Author: Ralph Long Tel: 29-1442, Angela Dymott Tel: 29-1450</p>

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29738	<p>Patcham Court Farm Site - Exempt Category 3 <i>Policy Committee Decision - non-Key</i> Re-marketing of development site</p> <p><i>Wards affected: Patcham</i></p>			<p>Report of: Strategic Director, Resources</p> <p>Report Author: Angela Dymott Tel: 29-1450</p>