

# COMMITTEE WORK PROGRAMME Edition 12

UNLESS OTHERWISE SHOWN MEETINGS TAKE PLACE AT HOVE TOWN HALL
NORTON ROAD
HOVE
BN3 3BQ
www.brighton-hove.gov.uk

To be Published March 2019

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 the decisions in the period listed, although not all decisions can be included 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 exception being those issues which are dealt with under the urgency provisions.

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).

For each decision included in the Committee Work 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 Programme please contact Mark Wall, Head of Democratic Services at Hove Town Hall, Norton Road, Hove BN3 3BQ or telephone 01273 291006 or send an e-mail to mark.wall@brighton-hove.gov.uk.



Ref	Report Details	Committee Date	Consultation	Lead Director
				Lead Officer
Decision	ns anticipated for March 2019			
POLICY	, RESOURCES & GROWTH COMMITTEE - 21 MARCH AT 4.0	OPM HOVE TOWN H	ALL	
74764	Pay Policy Statement 2019/20 All Committee Decisions Annual publication of the council's Pay Policy Statement for 2019/20, as per the Localism Act 2011.	21 Mar 2019		Report of: Executive Director for Finance & Resources
	Wards affected: All Wards			Report Author: Matt Naish Tel: 01273 295088
76350	Annual Planned Maintenance Budget and Asset Management Fund Allocations 2019-20 for the Council's Operational Buildings All Committee Decisions Wards affected:	21 Mar 2019		Report of: Executive Director, Economy, Environment & Culture Report Author: Angela Dymott Tel: 01273 291450, Martin Hilson Tel: 01273 291452
76301	Customer Experience Strategy 2019 All Committee Decisions Wards affected: All Wards	21 Mar 2019		Report of: Executive Director for Neighbourhoods, Communities & Housing  Report Author: Rima Desai Tel: 01273 291268, Brian Foley Tel: 01273 291229, Victoria Paling Tel: 01273

Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
76194	Disposal of 62/63 Old Steine and 3 Palace Place All Committee Decisions Disposal Disposal of 62/63 Old Steine and 3 Palace Place on long lease	21 Mar 2019		Report of: Executive Director, Economy, Environment & Culture
	Wards affected: St Peter's & North Laine			Report Author: Robert Crossan Tel: 01273 291442
76157	Unpaid Trial Shifts All Committee Decisions Wards affected: All Wards	21 Mar 2019		Report of: Executive Director, Economy, Environment & Culture Report Author: Sophie Moss Tel: 01273 291104
76562	Commercial Procurement Strategy - Orbis Utilities All Committee Decisions Historically, the sovereign authorities within the Orbis partnership have procured their utilities requirements independently through national frameworks. The objective is to consolidate utilities arrangements across the three sovereign authorities.  Wards affected: All Wards	21 Mar 2019		Report of: Executive Director, Economy, Environment & Culture Report Author: Kelvin Newman Tel: 01273 290599

Ref	Report Details	Committee Date	Consultation	Lead Director
				Lead Officer
76675	The Local Digital Declaration All Committee Decisions  Wards affected: All Wards	21 Mar 2019		Report of: Executive Director for Neighbourhoods, Communities & Housing Report Author: Larissa Reed Tel: 01273 294286
76625	Brighton & Hove 2030 Vision: Update Report All Committee Decisions to update members on the progress of the city 2030 vision programme of events  Wards affected: All Wards	21 Mar 2019		Report of: Executive Lead for Strategy, Governance & Law (Monitoring Officer) Report Author: Simon Newell Tel: 01273 291128, Giles Rossington Tel: 01273 295514
76679	Microsoft Enterprise Agreements All Committee Decisions  Wards affected: All Wards	21 Mar 2019		Report of: Executive Director for Finance & Resources Report Author: Dan Snowdon

Ref	Report Details	Committee Date	Consultation	Lead Director
				Lead Officer
76763	Microsoft Enterprise Subscription Agreement Renewals All Committee Decisions Wards affected: All Wards	21 Mar 2019		Report of: Executive Director for Finance & Resources
				Report Author: Dan Snowdon
76759	Coast Protection and Highway structures maintenance framework agreement  All Committee Decisions  This report seeks approval for the tendering and award a framework agreement to provide for the structural maintenance of the city's coast defences and highway structures.  Wards affected: All Wards	21 Mar 2019		Report of: Executive Director, Economy, Environment & Culture Report Author: Alistair Booton Tel: 01273 291733
76815	IT Investment All Committee Decisions Wards affected: All Wards	21 Mar 2019		Report of: Executive Director for Finance & Resources  Report Author: Dan Snowdon

Ref	Report Details	Committee Date	Consultation	Lead Director
CHILDR	EN, YOUNG PEOPLE & SKILLS COMMITTEE - 4 MARCH AT	4.00PM HOVE TOW	N HALL	Lead Officer
74274	Progress Report on Providing Access to Childcare and Employment  All Committee Decisions  This report will give an update on the Providing Access to Childcare and Employment project part funded by the Interreg European Regional Development Fund and make recommendations for future work.  Wards affected: All Wards	4 Mar 2019		Report of: Executive Director for Families, Children & Learning Report Author: Caroline Parker Tel: 01273 293587
75976	A Review of 'Poverty Proofing the School Day' Programme All Committee Decisions This report outlines how the 'Poverty Proofing the School Day' programme was implemented in schools in the city. It celebrates some of the good practice found, issues that arose and the legacy of the project.  Wards affected: All Wards	4 Mar 2019		Report of: Executive Director for Families, Children & Learning Report Author: Hilary Ferries Tel: 01273 293738, Andrea Weller Tel: 01273 293526
76123	Education Capital Resources and Capital Investment Programme 2019/20 All Committee Decisions This report informs the committee of the level of available capital resources and to recommend a Capital Investment Programme  Wards affected: All Wards	4 Mar 2019		Report of: Executive Director for Families, Children & Learning  Report Author: Richard Barker Tel: 01273 290732

Ref	Report Details	Committee Date	Consultation	Lead Director  Lead Officer		
76505	Standards Report for 2017/18 All Committee Decisions Report on educational standards in the city  Wards affected: All Wards	4 Mar 2019		Report of: Executive Director for Families, Children & Learning Report Author: Mark Storey Tel: 1273 294271		
HEALTH	HEALTH OVERVIEW & SCRUTINY - 20 MARCH AT 4.00PM HOVE TOWN HALL					
TOURIS	SM, DEVELOPMENT & CULTURE COMMITTEE 7 MARCH AT	4.00PM - HOVE TOW	N HALL			
74421	Outdoor Events Strategy All Committee Decisions To seek committee approval for a new Outdoor Events Straregy  Wards affected: All Wards	7 Mar 2019		Report of: Executive Director, Economy, Environment & Culture  Report Author: Ian Shurrock Tel: 01273 292084		
74810	Sustainable Drainage Systems Supplementary Planning Document (SuDS-SPD)  All Committee Decisions  Following the consultation of the Draft SuDS SPG, there have been no significant comments to the document and so this report is requesting approval of the finalised SuDS-SPD to be incorporated into the planning suite of documents.  Wards affected: All Wards	7 Mar 2019		Report of: Executive Director, Economy, Environment & Culture  Report Author: Nick Bean Tel: 01273 290227		

Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
76025	Review of the Pride Village Party All Committee Decisions A review of the Pride Village Party  Wards affected: All Wards	7 Mar 2019		Report of: Executive Director for Neighbourhoods, Communities & Housing Report Author: Jo Player Tel: 01273 292488
76421	Procurement of Brighton Centre Hosted Ticketing System All Committee Decisions Wards affected: All Wards	7 Mar 2019		Report of: Executive Director, Economy, Environment & Culture Report Author: Howard Barden Tel: 01273 292646, James Breen Tel: 01273 293593
76333	Update on RPM Advisory Group  All Committee Decisions  To advise Councillors on the membership of the RPM  Advisory Group and seek approval for the appointment of the Chair.  Wards affected: All Wards	7 Mar 2019		Report of: Executive Director, Economy, Environment & Culture Report Author: Janita Bagshawe Tel: 01273 292840, Val Birchall Tel: 01273 292571

Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer			
NEIGHE	EIGHBOURHOODS, COMMUNITIES & EQUALITIES COMMITTEE - 11 MARCH AT 4.00PM HOVE TOWN HALL						
76027	Update on the Violence Vulnerability and Exploitation Stategy and Action Plan All Committee Decisions Wards affected: All Wards	11 Mar 2019		Report of: Executive Director for Neighbourhoods, Communities & Housing Report Author: Tim Read Tel: 01273 290393			
76141	Domestic and Sexual Violence and Abuse and VAWG Strategy All Committee Decisions The report will provide details of the vision, purpose, priorities and objectives including how we will work in partnership and the underpinning commitments in relation to this.  Wards affected: All Wards	11 Mar 2019		Report of: Executive Director for Neighbourhoods, Communities & Housing Report Author: Lindsay Adams Tel: 01273 291032			
76435	Progress Update on Implementation of International Migrant Needs Assessment Recommendations All Committee Decisions Progress Update on Implementation of International Migrant Needs Assessment Recommendations  Wards affected: All Wards	11 Mar 2019		Report of: Executive Director for Neighbourhoods, Communities & Housing Report Author: Emma McDermott Tel: 01273 296805			

Ref	Report Details	Committee Date	Consultation	Lead Director
				Lead Officer
76593	A Review of 'Poverty Proofing the School Day' Programme All Committee Decisions This report reviews the two year 'Poverty Proofing the School Day' programme that was a recommendation from the Fairness Commission  Wards affected: All Wards	11 Mar 2019		Report of: Executive Director for Families, Children & Learning Report Author: Hilary Ferries Tel: 01273 293738
AUDIT	& STANDARDS COMMITTEE - 12 MARCH AT 4.00PM HOVE 1	OWN HALL		
74821	Annual Surveillance Report 2018 All Committee Decisions To provide an over view of surveillance activity undertaken by the Council in 2018 and to report back on the inspection of the Investigatory Powers Commissioner's Office in November 2018  Wards affected: All Wards	12 Mar 2019		Report of: Executive Director for Finance & Resources Report Author: Jo Player Tel: 01273 292488
76658	Review of parts of the Constitution All Committee Decisions Wards affected: All Wards	12 Mar 2019		Report of: Executive Lead for Strategy, Governance & Law (Monitoring Officer) Report Author: Victoria Simpson Tel: 01273 294687

Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
76656	Standards Update All Committee Decisions Regular report on complaints and Standards-related matters Wards affected: All Wards	12 Mar 2019		Report of: Executive Lead for Strategy, Governance & Law (Monitoring Officer)  Report Author: Victoria Simpson Tel: 01273 294687
76694	Rough Sleeping Statistics  All Committee Decisions  Member request for an investigation into the reliability of the rough sleeping statistics quoted to the NICE Committee (3 December 2018),  Wards affected: All Wards	12 Mar 2019		Report of: Executive Director for Finance & Resources Report Author: Mark Dallen Tel: 01273 291314
76697	Internal Audit Strategy and Annual Audit Plan 2019/20 All Committee Decisions This report details the draft Internal Audit Strategy and Annual Audit Plan 2019/20 for approval by the Committee.  Wards affected: All Wards	12 Mar 2019		Report of: Executive Director for Finance & Resources Report Author: Mark Dallen Tel: 01273 291314

Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
76699	Internal Audit and Counter Fraud Progress Report Q3 2018/19  All Committee Decisions A report to update the Committee on progress against the approved audit plan for 2018/19, including a summary of all reports finalised and changes to the plan.  Wards affected: All Wards	12 Mar 2019		Report of: Executive Director for Finance & Resources  Report Author: Mark Dallen Tel: 01273 291314
76730	Review of the Code of Conduct for Employees All Committee Decisions  Wards affected: All Wards	12 Mar 2019		Report of: Executive Lead for Strategy, Governance & Law (Monitoring Officer) Report Author: Victoria Simpson Tel: 01273 294687
76827	External Audit Plan 2018/19  All Committee Decisions  External Audit plan for the audit of the 2018/19 accounts provided by Grant Thornton, the council's appointed auditor.  Wards affected: All Wards	12 Mar 2019		Report of: Executive Director for Finance & Resources  Report Author: Nigel Manvell Tel: 01273 293104

Ref	Report Details	Committee Date	Consultation	Lead Director
HOUSIN	 NG & NEW HOMES COMMITTEE - 13 MARCH AT 4.00PM HO\	/F TOWN HALL		Lead Officer
74150	Housing Management Performance Report Quarter 3 2018/19  All Committee Decisions The housing management performance report covers Quarter 3 of the financial year 2018/19.  Wards affected: All Wards	13 Mar 2019		Report of: Executive Director for Neighbourhoods, Communities & Housing  Report Author: Ododo Dafe Tel: 01273 293201, Tom Matthews Tel: 01273 293234
76487	Homeless Move On - Hollingbury Library proposals All Committee Decisions Further report on a final viable scheme to come forward to March Housing & New Homes Committee and, Policy Resources & Growth Committee for approval following further consideration at Estate Regeneration Members Board on 11 March.  Wards affected: Patcham	13 Mar 2019		Report of: Executive Director for Neighbourhoods, Communities & Housing Report Author: Martin Reid Tel: 01273 293321
76728	HRA Borrowing Cap  All Committee Decisions Report requested on the HRA Borrowing Cap at December's meeting of Full Council  Wards affected: All Wards	13 Mar 2019		Report of: Executive Director for Neighbourhoods, Communities & Housing Report Author: Martin Reid Tel: 01273 293321, Sam Smith Tel: 01273 291383

Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
76908	Private Rented Sector Selective Licensing Update All Committee Decisions To update Committee on selective licensing of private rented homes.  Wards affected: All Wards	13 Mar 2019		Report of: Executive Director for Neighbourhoods, Communities & Housing Report Author: Martin Reid Tel: 01273 293321
LICENS	ING COMMITTEE - 14 MARCH AT 3.00PM HOVE TOWN HALI	L		
76283	Premises licence applicationsfor shared work places All Committee Decisions  Wards affected: All Wards	14 Mar 2019		Report of: Executive Director for Neighbourhoods, Communities & Housing Report Author: Mark Savage-Brookes Tel: 01273 292100
76286	Annual Report of the Licensing Authority 2018 All Committee Decisions Wards affected: All Wards	14 Mar 2019		Report of: Executive Director for Neighbourhoods, Communities & Housing Report Author: Jim Whitelegg Tel: 01273 292438

Ref	Report Details	Committee Date	Consultation	Lead Director
76288	Blue Book Amendment All Committee Decisions To amend policy regarding transfer of Hackney Carriage Vehicles Wards affected: All Wards	14 Mar 2019		Report of: Executive Director for Neighbourhoods, Communities & Housing  Report Author: Martin Seymour Tel: 01273 296659, Jim Whitelegg Tel: 01273 292438
76292	Hackney Carriage & Private Hire Driver Enforcement and Monitoring  All Committee Decisions  To report on Hackney Carriage & Private Hire Driver Enforcement and Monitoring  Wards affected: All Wards	14 Mar 2019		Report of: Executive Director for Neighbourhoods, Communities & Housing  Report Author: Martin Seymour Tel: 01273 296659, Jim Whitelegg Tel: 01273 292438
76290	Blue Book Amendment All Committee Decisions To approve generic door signs Wards affected: All Wards	14 Mar 2019		Report of: Executive Director for Neighbourhoods, Communities & Housing  Report Author: Martin Seymour Tel: 01273 296659, Jim Whitelegg Tel: 01273 292438

Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer			
ENVIRO	ENVIRONMENT, TRANSPORT & SUSTAINABILITY COMMITTEE - 19 MARCH AT 4.00PM HOVE TOWN HALL						
69598	2019/20 Local Transport Plan Capital Programme All Committee Decisions Consideration of proposed, detailed allocation of blocks of funding received from Government for investment in Maintenance and Integrated Transport during 2019/20.	19 Mar 2019		Report of: Executive Director, Economy, Environment & Culture			
	Wards affected: All Wards			Report Author: Andrew Renaut Tel: 01273 292477			
74231	Official Feed and Food Controls Service Plan 2019/20 All Committee Decisions To agree the 2019/20 feed and food service plan as required by the Food Standards Agency's Framework Agreement on Local Authority Food Law Enforcement.  Wards affected: All Wards	19 Mar 2019		Report of: Executive Director for Neighbourhoods, Communities & Housing Report Author: Nick Wilmot Tel: 01273 292157			
76190	Parking Schemes Update Report All Committee Decisions  Wards affected: Hanover & Elm Grove; Queen's Park	19 Mar 2019		Report of: Executive Director, Economy, Environment & Culture Report Author: Catherine Dignan Tel: 01273 292235			

Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
76556	Health and Safety Service Plan 2018-19 All Committee Decisions The Health & Safety Service Plan is required under the National Local Authority Enforcement Code, issued by the Health and Safety Executive, under Section 18 of the Health and Safety at Work etc Act 1974.  Wards affected: All Wards	19 Mar 2019		Report of: Executive Director for Neighbourhoods, Communities & Housing Report Author: Nick Wilmot Tel: 01273 292157
76953	Brighton Marina to River Adur OBC  All Committee Decisions  The purposed of this report, is to provide an update, seek delegated authority and agreement to proceed with further development of the Brighton Marina to River Adur Coast Protection Scheme.  Wards affected: All Wards	19 Mar 2019		Report of: Executive Director, Economy, Environment & Culture Report Author: Nick Bean Tel: 01273 290227
HEALTH	H & WELLBEING BOARD - 19 MARCH AT 4.00PM BRIGHTON	I TOWN HALL		
76443	Review of Frail Elderly and hosptial discharge Health & Wellbeing Board  Wards affected: All Wards	19 Mar 2019		Report of: Executive Director for Health & Adult Social Care  Report Author: Barbara Deacon Tel: 01273 296805, Grace Hanley, Rob Persey Tel: 01273 295032

Ref	Report Details	Committee Date	Consultation	Lead Director
76441	Healthwatch annual report Health & Wellbeing Board Wards affected: All Wards	19 Mar 2019		Report of: Executive Director for Health & Adult Social Care  Report Author: Barbara Deacon Tel: 01273 296805, Rob Persey Tel: 01273 295032
76439	Better Care Plan - Health & Wellbeing Board  Wards affected: All Wards	19 Mar 2019		Report of: Executive Director for Health & Adult Social Care  Report Author: Barbara Deacon Tel: 01273 296805, Cat Harwood- Smith Tel: 01273 296417
76437	Taking the review of the Health & Wellbeing Board forward Health & Wellbeing Board Wards affected: All Wards	19 Mar 2019		Report of: Executive Director for Health & Adult Social Care  Report Author: Barbara Deacon Tel: 01273 296805, Rob Persey Tel: 01273 295032

Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
76446	JSNA - Multiple Long term Conditions Health & Wellbeing Board Wards affected: All Wards	19 Mar 2019		Report of: Executive Director for Health & Adult Social Care  Report Author: Barbara Deacon Tel: 01273 296805, Kate Gilchrist Tel: 01273 290457, Barbara Hardcastle Tel: 01273 296579, Alistair Hill Tel: 01273 296560
76448	Recommissioning Sexual Health Services Health & Wellbeing Board  Wards affected: All Wards	19 Mar 2019		Report of: Executive Director for Health & Adult Social Care  Report Author: Barbara Deacon Tel: 01273 296805, Alistair Hill Tel: 01273 296560, Stephen Nicholson Tel: 01273 296554
76829	Brighton & Hove Health and Wellbeing Strategy Health & Wellbeing Board The item is to approve the final version of the strategy. The development of the strategy has been overseen by a Policy Panel including representatives from the Health & Wellbeing Board  Wards affected: All Wards	19 Mar 2019		Report of: Executive Director for Health & Adult Social Care Report Author: Alistair Hill Tel: 01273 296560

Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer		
HEALTI	HEALTH, OVERVIEW & SCRUTINY COMMITTEE - 20 MARCH AT 4.00PM HOVE TOWN HALL					
76558	Cancer: Update on Local Performance All Committee Decisions update on local cancer performance re: screening; meeting treatment time targets; patient feedback etc.  Wards affected: All Wards	20 Mar 2019		Report of: Executive Lead for Strategy, Governance & Law (Monitoring Officer) Report Author: Giles Rossington Tel: 01273 295514		
76687	Cancer Screening and Treatment All Committee Decisions update on BH performance for cancer screening and treatment  Wards affected: All Wards	20 Mar 2019		Report of: Executive Lead for Strategy, Governance & Law (Monitoring Officer) Report Author: Giles Rossington Tel: 01273 295514		
76685	Brighton & Sussex University Hospitals Trust (BSUH): Waiting Times All Committee Decisions update on BSUH waiting times and out patient procedures  Wards affected: All Wards	20 Mar 2019		Report of: Executive Lead for Strategy, Governance & Law (Monitoring Officer) Report Author: Giles Rossington Tel: 01273 295514		

Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
76689	Healthwatch Annual Report and Report on Hospital Discharge All Committee Decisions HW annual report for discussion + HW report on experience of elderly patients re: discharge from Royal Sussex Wards affected: All Wards	20 Mar 2019		Report of: Executive Lead for Strategy, Governance & Law (Monitoring Officer) Report Author: Giles Rossington Tel: 01273 295514
76691	Urgent Treatment Centre All Committee Decisions report on CCG plans to develop an Urgent Treatment Centre at the Royal Sussex County Hospital site  Wards affected: All Wards	20 Mar 2019		Report of: Executive Lead for Strategy, Governance & Law (Monitoring Officer) Report Author: Giles Rossington Tel: 01273 295514
76693	Mental Health & Wellbeing for Young People All Committee Decisions update on MH and wellbeing services for children & young people  Wards affected: All Wards	20 Mar 2019		Report of: Executive Lead for Strategy, Governance & Law (Monitoring Officer) Report Author: Giles Rossington Tel: 01273 295514

Ref	Report Details	Committee Date	Consultation	Lead Director
				Lead Officer
76719	Brighton & Sussex University Hospitals Trust (BSUH): Care Quality Commission Inspection Report All Committee Decisions update on BSUH's latest inspection by the CQC Wards affected: All Wards	20 Mar 2019		Report of: Executive Lead for Strategy, Governance & Law (Monitoring Officer) Report Author: Giles Rossington Tel: 01273 295514
76955	Healthwatch Report on Older Patients' Experience of Hospital Discharge All Committee Decisions Healthwatch BH report on the experiences of older people being discharged from the Royal Sussex County Hospital July to Sep 2018  Wards affected: All Wards	20 Mar 2019		Report of: Executive Lead for Strategy, Governance & Law (Monitoring Officer) Report Author: Giles Rossington Tel: 01273 295514
ITEMS I	PREVIOUSLY LISTED IN THE COMMITTEE WORK PROGRAD	MME BUT NOW WITH	IDRAWN OR DEFE	RRED FOR THE REASONS