Brighton & Hove City Council

Title:	**Neighbourhoods, Communities and Equalities Committee**
Date:	**10 October 2016**
Time:	**4.00pm**
Venue	**The Bridge Community Centre, Lucraft Road, Brighton BN2 4PN**
Members:	**Councillors:** Daniel (Chair) Moonan (Deputy Chair), Simson (Opposition Spokesperson), Littman (Group Spokesperson), Bell, Gibson, Hill, Horan, Lewry and K Norman,
Invitees:	John Child Clinical Commissioning Group); Joanna Martindale (Hangleton & Knoll Project); Anusree Biswas Sasidharan (Brighton & Hove Police Ethnic Group) and Superintendent Nev Kemp/ James Collis (Sussex Police)
Contact:	**Penny Jennings** Democratic Services Officer 01273 291065 penny.jennings@brighton-hove.gov.uk
♿	**The venue has facilities for wheelchair users, including lifts and toilets**
👂T	**An Induction loop operates to enhance sound for anyone wearing a hearing aid or using a transmitter and infra red hearing aids are available for use during the meeting. If you require any further information or assistance, please contact the receptionist on arrival.**
	FIRE / EMERGENCY EVACUATION PROCEDURE **If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest available exit. You will be directed to the nearest exit by council staff. It is vital that you follow their instructions:** • **You should proceed calmly; do not run and do not use the lifts;** • **Do not stop to collect personal belongings;** • **Once you are outside, please do not wait immediately next to the building, but move some distance away and await further instructions; and** • **Do not re-enter the building until told that it is safe to do so.**

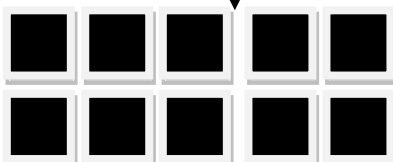# Democratic Services: Neighbourhoods, Communities & Equalities Committee

Legal Officer	Assistant Chief Executive	**Councillor Daniel** Chair	Democratic Services Officer

OFFICERS

Councillor Moonan Deputy Chair

Councillor Horan

Councillor Penn

Invitee

Invitee

Invitee

Invitee

Councillor Bell

Councillor Simson Opposition Spokes

Councillor K Norman

Councillor Lewry

Councillor Littman Group Spokes

Councillor Gibson
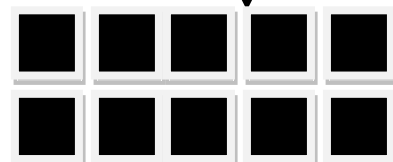
OFFICERS
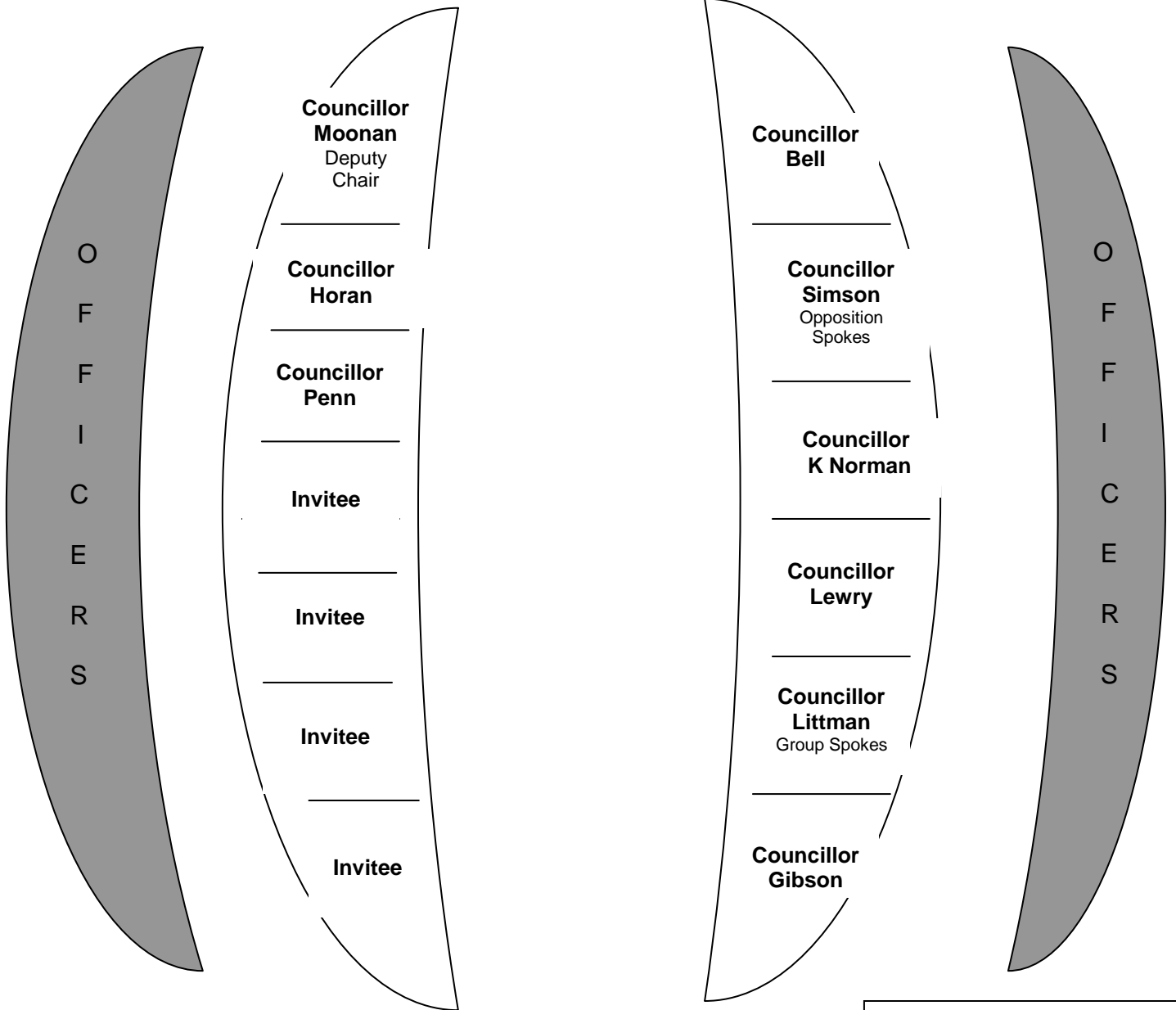
Press

Public Speaker	Public Speaker

Public Seating

Public Seating

16   PROCEDURAL BUSINESS

(a)   **Declarations of Substitutes:**   Where councillors are unable to attend a meeting, a substitute Member from the same political group may attend, speak and vote in their place for that meeting.

(b)   **Declarations of Interest:**

(a)   Disclosable pecuniary interests;

(b)   Any other interests required to be registered under the local code;

(c)   Any other general interest as a result of which a decision on the matter might reasonably be regarded as affecting you or a partner more than a majority of other people or businesses in the ward/s affected by the decision.

In each case, you need to declare

(i)   the item on the agenda the interest relates to;

(ii)   the nature of the interest; and

(iii) whether it is a disclosable pecuniary interest or some other interest.

If unsure, Members should seek advice from the committee lawyer or administrator preferably before the meeting.

(c)   **Exclusion of Press and Public:**   To consider whether, in view of the nature of the business to be transacted or the nature of the proceedings, the press and public should be excluded from the meeting when any of the following items are under consideration.

Note: Any item appearing in Part Two of the agenda states in its heading the category under which the information disclosed in the report is exempt from disclosure and therefore not available to the press and public.

A list and description of the exempt categories is available for public inspection at Brighton and Hove Town Halls and on-line in the Constitution at part 7.1.

17   PRESENTATION(S)

There will be a presentation before proceeding to the formal business of the meeting by representatives from Citizens Online:

Richard Denyer-Bewick - Partnership Manager and Citizens on Line; and Judith Field – Local Project Co-Ordinator

Digital Brighton and Hove:

Digital Brighton & Hove is part of the national One Digital Programme, which is funded locally by the Big Lottery Fund, Brighton & Hove City Council and BT. Since the start of this year, it has established an active Partnership Network of local public, voluntary and private organisations working together to promote digital inclusion: ensuring people are able to access and use technology and the internet.

The presentation will focus on how Digital Brighton and Hove tackles inequalities by helping residents improve their digital skills, confidence, independence, wellbeing and financial capability and will include details of "lessons learned" so far about digital inclusion.

The project uses an evidence based approach to target specific neighbourhoods and demographic groups at most risk of exclusion.

Following the presentation(s) and the opportunity to ask questions it is intended that there will be short break before proceeding to the further business of the meeting.

18 MINUTES **1 - 16**

To consider the minutes of the meeting held on 11 July 2016 (copy attached).

19 CHAIRS COMMUNICATIONS

20 CALL OVER

(a)   Items (21 – 27) will be read out at the meeting and Members invited to reserve the items for consideration.

(b)   Those items not reserved will be taken as having been received and the reports' recommendations agreed.

21 PUBLIC INVOLVEMENT

To consider the following matters raised by members of the public:

(a)   **Petitions:** To receive any petitions presented by members of the public to the full Council or at the meeting itself.

(b)   **Written Questions:** To receive any questions submitted by the due date of 12 noon on the 3 October 2016.

(c)   **Deputations:** To receive any deputations submitted by the due date of 12 noon on the 3 October 2016.

22 MEMBER INVOLVEMENT

To consider the following matters raised by Members:

(a) **Petitions:** To receive any petitions referred from Full Council or submitted directly to the Committee;

(b) **Written Questions:** To consider any written questions;

(c) **Letters:** To consider any letters;

(d) **Notices of Motion:** to consider any Notices of Motion referred from Full Council or submitted directly to the Committee.

To consider items to be submitted to the Council for information.

In accordance with Procedure Rule 24.3a, the Committee may determine that any item is to be included in its report to Council. In addition, any Group may specify one further item to be included by notifying the Chief Executive no later than 10am on the eighth working day before the Council meeting at which the report is to be made, or if the Committee meeting take place after this deadline, immediately at the conclusion of the Committee meeting

Community Venues for Future Meetings:

Please note community venues for meetings for the remainder of the Municipal Year are as set out below:

28 November 2016, St Richard's Hall, Egmont Road, Hove, BN3 7FP;
10 January 2017, Whitehawk Library, 179a Whitehawk Road, Brighton BN2 5FL;
13 March 2017, The Friends Meeting House, Ship Street, Brighton BN1 1AF

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

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

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

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

Electronic agendas can also be accessed through our meetings app available through www.moderngov.co.uk

For further details and general enquiries about this meeting contact Penny Jennings, (01273 291065, email penny.jennings@brighton-hove.gov.uk) or email democratic.services@brighton-hove.gov.uk

WEBCASTING NOTICE
This meeting may be filmed for live or subsequent broadcast via the Council's website. At the start of the meeting the Chair will confirm if all or part of the meeting is being filmed. You should be aware that the Council is a Data Controller under the Data Protection Act 1988. Data collected during this web cast will be retained in accordance with the Council's published policy (Guidance for Employees' on the BHCC website).

For further details and general enquiries about this meeting contact Penny Jennings, (01273 291065, email penny.jennings@brighton-hove.gov.uk) or email democratic.services@brighton-hove.gov.uk

Date of Publication Friday, 30 September 2016

BRIGHTON & HOVE CITY COUNCIL

NEIGHBOURHOODS, COMMUNITIES AND EQUALITIES COMMITTEE

4.00pm 11 JULY 2016

MAIN HALL, FRIENDS MEETING HOUSE, SHIP STREET, BRIGHTON

MINUTES

Present: Councillors Daniel (Chair); Moonan (Deputy Chair), Simson (Opposition Spokesperson), Littman (Group Spokesperson), Bell, Gibson, Hill, Lewry, K Norman and Penn

Invitees: John Child, Clinical Commissioning Group; Joanna Martindale, Hangleton and Knoll Project; Ansuree Biswas Sasidharanan and Superintendent Collis, Sussex Police

PART ONE

1   PROCEDURAL BUSINESS

Minutes Silence:

Before proceeding to the formal business of the meeting, The Chair, Councillor Daniel stated that it was with great sadness that she felt compelled to commence the meeting by observing a minutes silence in remembrance of so many innocent lives which had been lost recently:

- The 50 people who died in the Orlando nightclub shooting
- Jo Cox member of parliament
- The 44 people who died in the Ataturk airport in Istabul
- The 28 people who died in the attack in a café in Dhaka, Bangladesh

The Chair stated that these were she was keenly aware that these were not the first and sadly will not be the last of these types of attacks. However she was strongly of the belief that we must stand up and speak out against these atrocities driven by hatred and bigotry.

Through the Neighbourhoods, Equalities and Communities Committee she wanted to send a message that diversity was welcomed and valued in this city, and as Chair she heard the concerns of our BME, faith and LGBT communities, who, with the recent despicable rise in hate crime in our nation, were understandably concerned about their safety. She wanted to state loud and clear that racist, xenophobic and homophobic attacks would not be tolerated in our city.

She had had the privilege of being invited to an Iftaar dinner, the breaking of the fast meal, with members of the local Muslim community in late June. Sadly it was the evening of the airport attack in Istanbul, and whilst sadness pervaded the evening the acceptance and welcome that she and others, many from other faiths received was inspiring and humbling. Not only did those present welcome and respect each others differences but they spent time seeking to understand them, and inevitably finding the common ground between them. It was clear that there is far more that united than divided them.

In closing the Chair explained that there was one more individual that she would like to remember Gary Townsend, the Chief Executive of "Albion in the Community". Another taken away from his family and friends suddenly, without warning. Gary had been hard working and dedicated to the charity and had raised large sums of money to increase participation of disabled people in sport.

Members of the Committee and the public then joined together with the Chair in observing one minutes silence.

1a   Declaration of Substitutes

1.1   Councillor Penn declared that she was in attendance in substitution for Councillor Horan.

1b   Declarations of Interest

1.2   Councillor Hill declared a personal and non-pecuniary interest in item 13 "Third Sector Investment Programme 2017-2020 by virtue of her role as a Trustee of Hollingdean Development Trust. Councillor Simson also declared a non-pecuniary interest in the same item by virtue of her role as a Trustee of Deans Youth Project, based in Woodingdean. Councillor Littman also declared a non-pecuniary interest in the item in his capacity as a Trustee of the Brighton and Hove Independent Mediation Service.

1c   Exclusion of Press and Public

1.3   In accordance with Section 100A of the Local Government Act 1972 ("the Act"), the Committee considered whether the public should be excluded from the meeting during consideration of any item of business on the grounds that it is likely in view of the business to be transacted or the nature of the proceedings, that if members of the public were present during it, there would be disclosure to them of confidential information as defined in Section 100A (3) of the Act.

1.4   **RESOLVED** - That the public are not excluded during consideration of any item of business on the agenda.

2   PRESENTATION(S)

2.1   Before proceeding to the formal business of the meeting a presentation was given by Kat Green about her role as an Independent Visitors. Georgina Collins, the Independent Visitor Coordinator was also in attendance.

2.2   It was explained that Independent Visitors were volunteers who spent quality time with a child or young person in care for a few hours every couple of weeks. Independent Visitors did not take on a parenting role, but were there to provide a sense of "normal" life to a young person living in a children's home or who had moved among numerous foster placements.

2.3   Kat Green explained that she was a Head Teacher at an infant school in West Sussex and had been working as an Independent Visitor with a child with whom she had been matched since October 2015. She saw this role as providing something back to the community and an opportunity to help a young vulnerable person to have a sense of "belonging", she was finding it a very rewarding experience. As well as being able to use her professional experience, she had also learned a lot too. In answer to questions Kat confirmed that she met with the young person 1 to 2 times per month and that her involvement was directly with her, she did not get involved with her carers.

2.4   In answer to further questions it was explained that involvement as an Independent Visitor was intended to be a long-term commitment which would last for at least two years and dependent on the age of the young person and their needs and wishes could continue until such time as they left school or until they reached eighteen. Kat responded that as the girl she was visiting was only 13 she was happy to continue to work with her for as long as she wanted to do so.

2.5   Following the presentations there was the opportunity for Members to ask questions followed by a short break before proceeding with the further business of the meeting. The Chair thanked the attendees for their interesting and enlightening presentation which had provided the Committee with an insight into this important role which served to enrich and provide "normalcy" to the lives of vulnerable young people.

2.6   **RESOLVED –** That the contents of the presentation be noted.

3   MINUTES

3.1   **RESOLVED –** That the Chair be authorised to sign the minutes of the meeting held on 14 March 2015 as a correct record.

4   CONSTITUTIONAL MATTERS - NEIGHBOURHOODS, COMMUNITIES & EQUALITIES COMMITTEE

4.1   The Committee considered a report of the Executive Lead for Strategy, Law and Governance providing information on the Committee's "Terms of Reference" and on related matters including the appointment of the Urgency Sub-Committee.

4.2   **RESOLVED –** (1) That the Committee's Terms of Reference, as set out in Appendix A to the report be noted; and

(2) That the establishment of an Urgency Sub-Committee consisting of the Chair of the Committee and two other members (nominated in accordance with the scheme for the allocation of seats for committees), to exercise its powers in relation to matters of urgency, on which it is necessary to make a decision before the next ordinary meeting of the Committee be approved.

5   CHAIRS COMMUNICATIONS

5.1   The Chair welcomed everyone to the Friends Centre, in the heart of the city and stated that on behalf of Committee Members she would like to wish Muslims in our city belated Eid Murbarak. Ramadan had ended the previous Thursday and many residents had been celebrating Eid Al-Fitr. She also wished to draw Members' attention to awards that had recently been bestowed on voluntary organisations and individuals in the city.

Health Watch Brighton

5.2   Health Watch Brighton and Hove was highly commended at a recent awards ceremony hosted by Health Watch England, in the diversity and inclusion category for improving advocacy for transgender people.

Impetus

5.3   "Impetus" had received the Queens Award for Voluntary Service for their Neighbourhood Care Scheme. The award was given for their work in the city enabling people to befriend and support their isolated older and disabled neighbours.

Golden Handbag Awards

5.4   At the Golden Handbag Awards, the city's very own gay Oscar's, Mindout and Sussex Beacon had won awards.

Corporate Membership of East Sussex Credit Union

5.5   The Chair stated that it gave her great pleasure to announce that the city council was now officially a corporate member of East Sussex Credit Union. She wished to encourage all members of the Committee to spread the word about the excellent, ethical and affordable financial services the credit union was able to offer to the city's residents.

Trans Needs Assessment Conference

5.6   The Chair stated that on Friday 22 July, the city would be holding a Trans conference. A year on from the Trans Needs Assessment the conference will look at what had been achieved and what further action was needed. Participants would have the opportunity to consider how to be a trans ally and to hear about the Trans Kite mark being developed by the Trans Alliance and LGBT HIP. If members wished to attend or to find out more information, either D Humphreys at the council or Barbara Harris at BSHU

could be contacted hear by July 15. As it was not far off, the Chair stated that she wished Pride and LGBT residents and visitors a great and safe celebration.

Award of CBE to Councillor Steve Bell

5.7   Lastly, but not least, the Chair wished to place on record her congratulations and those of the Committee to Cllr. Bell who had recently been awarded a CBE for political service, in particular his work as president of the National Conservative Convention.

5.8   **RESOLVED –** That the content of the Chair's Communications be received and noted.

6   CALLOVER

6.1   All items on the agenda were reserved for discussion.

7   PUBLIC INVOLVEMENT

7a   Petitions

7.1   There were none.

7b   Written Questions

7.2   There were none.

7c   Deputations

7.3   It was noted that a Deputation had been referred from the meeting of Council held on 24 March 2016 (as set out on the agenda front sheet) relating to proposals by local residents that Coldean be designated as a village. Those who had made the original Deputation were not in attendance at the meeting and it was understood that a series of meetings had been held following the meeting of Council and agreement had been given that the Council would fund signage for the area and the matter had been resolved. The Clerk to the Committee undertook to provide members with an update on that information as necessary.

7.4   **RESOLVED –** That the position be noted.

8   MEMBER INVOLVEMENT

8.1   No items were raised.

9   BRIGHTON AND HOVE CITY COUNCIL VOLUNTEERING POLICY AND TOOLKIT

9.1   The Committee considered a report of the Acting Director of Public Health seeking committee approval to a new single corporate Volunteer Policy for the council and an associated toolkit to support its implementation. This Policy and toolkit set out the council's commitment to developing and expanding the role of volunteers within and across council services.

9.2   It was explained that the council's Volunteering Policy supported the city's "Power of Volunteering" Pledge by setting out the local authority's clear commitment to volunteering with the council. It would also provide a valuable and consistent approach to the management of volunteers.

9.3   The City Neighbourhood Co-ordinator, Sam Warren explained that the Volunteering Policy and toolkit would support and promote volunteering across all directorates and would form an integral part of the council's Community Collaboration Programme. It was part of a wider modernisation programme aimed at developing a coordinated approach to working with residents and communities, enabling co-production, collaboration and making services more efficient by reducing dependency and demand.

9.4   Councillor Moonan welcomed this piece of work which represented a bringing together and sharing good practice which could be used as benchmark for a collaborative framework.

9.5   Councillor Simson concurred stating that this was an excellent piece of work which set clear expectations objectives which could be refined further over time as appropriate.

9.6   Councillors Gibson and Littman both expressed their support for the document commending the emphasis on "neighbourliness", but considered that in some instances the wording should be amended slightly for instance replacement of the word "should" with "does" on Page 27 of the document. The Chair explained that the published document was an evolving piece of work and that the suggested changes, which were welcomed could be incorporated when the document was updated. Councillors Gibson and Littman confirmed that they were happy with that approach.

9.7   Councillor Penn noted that this document had brought together twelve separate policies and streamlined them in order to make them more accessible and user friendly. The positivity around mental health was especially welcomed.

9.8   A vote was taken and members voted unanimously to agree the recommendations set out in the report.

9.9   **RESOLVED –** (1) That the Volunteering Policy and toolkit as the corporate policy document, which sets out a formal and consistent organisational approach to volunteering across all council services; and

       (2) That the Committee endorses the expansion of volunteers within the council's services to create additional social value and deliver services that are more inclusive, collaborative and accountable to their communities and service users

10   BRIGHTON & HOVE ROUGH SLEEPING STRATEGY 2016

10.1   The Committee considered a further joint report of the Executive Director, Health and Wellbeing and Adults and Acting Executive Director of Environment, Economy and Culture setting out the Rough Sleeping Strategy 2016 for approval. It was noted that this report had previously been considered by the Housing and New Homes Committee and that an extract from the minutes of that Committee had been circulated for information.

10.2   The Rough Sleeping Strategy Manager, Andy Staniford reiterated his comments made when the Committee had considered an earlier update report, that the issue of rough sleeping had become more acute on the city's streets recently with a visibly increased presence on the streets. This problem not only impacted on an individual's life chances, but also the city's reputation and costs to public services and businesses. The city's current approach to rough sleeping had been re-assessed in order to ensure that the city's commissioners, service providers and those supporting people sleeping rough were working in partnership to a clear strategic plan. It was intended that this plan would reduce rough sleeping in the city and improve outcomes for people sleeping rough and for those at risk of rough sleeping.

10.3   Councillor Daniel, the Chair wished to place on record her thanks to Councillor Moonan and others for their commitment in bringing this piece of work to fruition and for the level of "buy in" from others partners which had been achieved. Cross agency buy in was a critical feature in ensuring Governance and ownership in order to achieve positive outcomes. Superintendent Collis concurred in that view stating that the Police fully supported this strategy.

10.4   The Head of Community Safety, Peter Castleton explained that he was leading on a group which would be providing targeted support at "hot spots" across the city during the summer months, seeking to engage with the wider street community. A sensitive and pro-active approach was used with enforcement action being used only as a last resort.

10.4   Councillor Moonan stated that all germane findings had been fully discussed and a programme of action formulated, it was important that in carrying the strategy forward that the process was monitored and it was ensured that there was clear accountability for the aims and goals which had been set.

10.5   Councillors Bell and Gibson commended the work which had taken place in formulating the policy and Councillor Penn welcomed the recognition of the need to address mental health issues if that was appropriate.

10.6   A vote was taken and members voted unanimously in support of the recommendations set out in the report.

10.7   **RESOLVED –** That (1) The Neighbourhoods, Communities and Equalities Committee approves the Rough Sleeping Strategy 2016 (set out in Appendix 1 to the report; and

         (2) Authorises the Executive Director, Health Wellbeing and Adults and the Acting Executive Director, Economy, Environment and Culture to carry out any actions necessary to implement the strategy and respond appropriately to related Fairness Commission recommendations set out in section 5.12 of the report.

11   REPORT OF THE BRIGHTON AND HOVE FAIRNESS COMMISSION

11.1   The Committee considered the report of the Brighton and Hove Fairness Commission which had met and conducted its research between September 2015 and June 2016. The report summarised the findings of the Commission and set out in detail the short and longer term approach to responding to its recommendations, which had been made to a wide range of partners in the city including those made to the council itself.

11.2   It was explained that the last public meeting of the Commission had been held in March 2016, following which it had met to review evidence and to produce its final report and recommendations which were attached at Appendix 1 and a headlines document, Appendix 2.Also attached as Appendix 3 was the University of Brighton/Community University Partnership Project (CUPP) analysis of the public consultation work undertaken. In answer to questions it was explained that the Corporate Policy Team would take on an overarching role carrying this work forward in order to ensure that the element of this work which vested with the council was supported and monitored, this was already being done to inform the work of the newly created directorate and was proving to be a valuable tool in that respect.

11.3   Councillor Littman stated that he had been impressed by the manner in which the work of the Commission had been under taken from the outset and was very pleased to note that examples of good practice had been identified which would provide a benchmark for further work.

11.4   Councillor Simson concurred that this was a valuable piece of work which was already being used to inform future working practices all who had contributed and worked towards this process should be thanked.

11.5   Joanna Martindale, Hangleton and Knoll Project, also commended this piece of work citing the importance of ensuring that the voluntary sector were fully involved in the process welcoming the strong message that had been given that this would be so.

11.6   Councillor Norman also welcomed the report stating that it was also important to ensure that sufficient resources were in place to ensure that those who volunteered were able to be appropriately utilised, given the training necessary to carry out their work and that all necessary health and safety assessments were undertaken; details of how this work would be carried out in practice were welcomed. Councillor Simson concurred in that view and it was agreed that an update would be provided for Members to a future meeting detailing progress. It was confirmed that the "how to" elements of this had been incorporated and that discussions had already taken place with a number of partners and local businesses and that it was anticipated that this would evolve further over time.

11.7   The Committee agreed that Councillors Bell and Littman be appointed to the Member Woking Party and voted unanimously in support of the recommendations set out in the report.

11.8   **RESOLVED –** (1) That the Committee welcomes and notes the reports of the Fairness Commission; including the public consultation report produced by the University of Brighton;

        (2) That the Committee agrees the proposed approach to responding to its findings and recommendations; including the establishment of a short life Member Working Group, Councillors Bell and Littman to be appointed from this Committee; and

        (3) That the Committee notes that the recommendations are the responsibility of city wide partners as well as the council and that Brighton and Hove Connected is therefore well placed to also receive and consider the report and its role going forward.

12   BRIGHTON AND HOVE SOCIAL VALUE FRAMEWORK

12.1   The Committee considered a joint report of the Acting Director of Public Health and the Executive Director of Finance and Resources seeking the Committee's endorsement for a new "Social Value Framework" (Appendix 1 to the report) for the city and a new Social Value Guide" for Commissioners, Procurement Teams and Providers (Appendix 2 to the report). It was noted that the report was also intended to provide an update on work carried out to achieve the recommendations from the scrutiny panel on Social Value which had been completed in January 2015.

12.2   The Social Value Guide for Commissioners, Procurement Teams and Providers would ensure that a practical toolkit was available to commissioners and procurement officers on how they should apply social value in the commissioning and procurement process including measuring and monitoring performance. The Framework and the Guide had been developed by a cross sector citywide steering group as part of a national action learning programme on embedding and increasing social value in health commissioning with the programme itself funded by the Department of Health and independently facilitated by the Institute for Voluntary Action (IVAR) and Social Enterprise UK.

12.3   The Community Engagement Coordinator, and the Category Manager, Corporate Procurement, detailed the work which had been carried out in concert with and with the support of other partners which had resulted in the Framework being put forward for approval by this Committee and to the forthcoming meeting of the Policy, Resources and Growth Committee for approval.

12.4   It was explained that the Social Value Scrutiny Panel had identified that in these times of financial constraints, Social Value needed to be viewed as a tool to facilitate discussion with other organisations in the city on how to provide the best services possible with enhanced benefits for individuals and communities locally. It had been clearly identified that business cases needed to be made and all had been strongly of the view that this did not conflict with social value. It was intended that the framework would provide a toolkit which would give a clear and easily understandable context going forward.

12.5   The Chair, Councillor Daniel, commended the report and the work undertaken place in order to bring it forward, stating that the contribution made by voluntary sector, health partners and others had been valuable in shaping the framework.

12.6   Councillor Simson commented that having sat on the original scrutiny panel she also welcomed the work which had been undertaken in preparing the framework and asked for clarification of some of the terminology used. Councillor Simson stated that the definition of the social framework and guide referred to in recommendation 3 on page 289 of the agenda was in line with that used by the scrutiny panel. This appeared to differ from the explanation used elsewhere in the report. Councillor Simson was also of the view that it was important for the council to use the framework as far as practicable as part of a broader approach when assessing how it provided and delivered its own services, not only in relation to procurement.

12.7   The Community Engagement Manager, responded that the terminology used was not contradictory as in some instances it would be used as part of the broader added value

framework to include for example economic and environmental benefits, how it was used/applied could differ and could be complex to define. Examples were given to illustrate this point, for example in the case of volunteering in relating to mental health services different types of volunteering could result in response to differing identified needs, the framework would be used in order to stretch that process. It was further explained that this process was being applied to the council itself when services were being redesigned.

12.8   The Category Manager, Corporate Procurement, explained that in concert with the framework it had been recognised that it was important to look at what data was collected and what use that data was put to in order to ensure that structures and processes were streamlined.

12.9   Joanna Martindale, Hangleton and Knoll Project welcomed the report and the opportunity for the voluntary sector to be involved and to guide the process. It was important to note that long term aims could be achieved by short term funding. The work carried out by the University of Sussex was valuable. It was also important for like to be compared with like and for data and data sharing to be consolidated as within the community and voluntary sector different organisations could have different expectations.

12.10   Councillor Gibson welcomed the report and in particular the fact that the framework would also be used to inform assessment of what we "the council" did as an organisation and how we could do it better. He considered it would be beneficial for training to be provided for members in order that they had a good understanding of how this could work in practice. Councillor Gibson asked whether and to what extent this would come into play when contracts were awarded, for example given issues around supply of affordable housing in relation to low wages in the city, whether consideration could be given to ensuing that "living rent" could be applied to new development(s).

12.11   The Chief Executive, explained in response that whilst all elements were weighted and taken account of when decisions were taken in respect of planning or housing for example, factors such as the capital cost of a scheme and how that would be paid back had also to be considered. All those factors had to be balanced against one another when formulating recommendations and reaching decision(s).

12.11   Councillor Moonan noted Councillor Gibson's point in respect of the desirability of providing further training for Members, stating that she was happy to bring that suggestion forward at the Member Development Working Group of which she was a member.

12.12   Councillor Penn referred to the examples that had been provided detailing the work carried out by other authorities, referring to the IT assessment which had taken place at the London Borough of Lambeth and asked whether similar work would be put into place in the city. It was explained that now the guidance was in place implementation and examples of best practice elsewhere could and would be looked at.

12.13   Councillor Littman stated that he was pleased that the framework had been brought forward considering that it would become increasingly important over time, asking whether this would be applied to services and goods the council sold, as well as when

they were buying in. The Assistant Director, Property and Design explained that when bids were made this was taken into account and there was usually a quality/price split. Councillor Simson asked whether the percentage applied would be different for different contracts and it was confirmed that this was so.

12.14   In moving to the vote, the Chair, Councillor Daniel proposed an additional recommendation that any proposed exceptions be approved by officers following the recommendations of the Procurement Board. This was seconded by Councillor Simson. The proposed additional recommendation was put to the vote and members voted unanimously in support of it.

Recommendations for Neighbourhoods, Communities and Equalities Committee:

12.15   **RESOLVED –** That the Neighbourhoods and Communities Committee:

(1)Notes the work completed by the Communities, Equality and Third Sector Team and Procurement to progress the recommendations of the Social Value Scrutiny Panel report January 2015 (Appendix 3)

(2)endorses the Social Value Framework and recommends that the Policy, Resources and Growth Committee sign up to the Framework and Pledge on behalf of the city council;

(3)Endorses the Social Value Commissioner, Procurement and Providers Guide and instructs commissioners and procurement officers to use it with immediate effect; and

(4) That any exceptions to the agreed framework be approved by the Procurement Board.

Recommendations for Policy, Resources and Growth Committee:

(1)That the Policy, Resources and Growth Committee sign up to the Framework and Pledge on behalf of the city council; and

(2) That any exceptions to the agreed framework be approved by the officers following the recommendations of the Procurement Board.

Note: Members voted unanimously that the recommendations including the additional one proposed by the Chair, Councillor Daniel and seconded by Councillor Simson be approved.

13   THIRD SECTOR INVESTMENT PROGRAMME 2017-2020

13.1   The Committee considered a report of the Acting Director of Public Health detailing the proposed arrangements and funding outcomes of the Third Sector Investment Programme 2017-2020. The report also included details on the programme's two constituent parts: a second Communities and Third Sector three year commissioning prospectus and an annual Communities Fund.

13.2   It was explained that the council had a clear and strong commitment to the Third Sector in Brighton and Hove and that this was set out in its Corporate Plan and the Communities and Third Sector Policy. It was recognised that public services were under increasing pressure as a result of both demand and reducing resources. The Third Sector remained key to helping the council and its partners to respond to that challenge. In order to support the required changes the council had reviewed its Third Sector investment and Commissioning arrangements to seek to ensure that they were delivering maximum value for money, meeting community need and effectively supporting the Sector to improve and thrive.

13.3   Improvements to the council's Third Sector investments had been made in 2013 through the first Communities and Third Sector Commissioning Prospectus and in July 2015, this Committee had approved the development of a second Communities and Third Sector Commission which had drawn in more funding streams from partners and from across the council, including the Three Year Discretionary Grants Programme. Officers had been instructed to review these to ensure that the annual grant scheme continued to be effective in meeting the needs of third sector groups in the city.

13.4   Joanna Martindale, Hangleton and Knoll Project commended the programme stating that the approach proposed lay at the heart of obtaining future results and gave an important perspective on the needs and benefits of collaborative working. Within the Third Sector itself there was certainly an appetite for more collaborative working going forward.

13.5   Councillor Littman commended the work that had been undertaken and the bottom up approach which had been adopted, rather than seeking to impose a "one size fits all". Councillor Simson concurred in that view.

13.6   The Chair, Councillor Daniel, stated that the importance of good governance arrangements could not be over stated and it was very promising that points raised during the dialogue which had taken place had been addressed and taken on board in formulating the Programme.

13.7   A vote was taken and members voted unanimously in support of the recommendations set out in the report.

13.8   **RESOLVED –** (1) That the Committee approves, in principle, the Communities and Third Sector commissioning principles and outcomes as set out in Appendix 1 to the report subject to a final review and deliberation by the Members Advisory Group (MAG) in light of the Fairness Commission report and recommendations;

(2) That the Committee approves, in principle, the new annual Communities Fund (from 2017) as set out in paragraph 3.4 of the report and detailed in Appendix 2, to complement the second Communities and Third Sector Commission, subject to a final review and deliberation by the Members Advisory Group in light of the Fairness Commission report and recommendations;

(3) That the Committee notes the continued pooling of budgets from the Council and NHS, CCG for community engagement and infrastructure support which enables more joined up provision by the chosen providers and more seamless experience for

communities, maximising the impact of funding. Brighton and Hove City Council, Adult Social Care has also included their engagement commissions; and

(4) That Delegated Authority be granted to the Chief Executive to :

Use the outcomes agreed above to procure, in partnership with NHS, CCG, the third sector infrastructure, community development and engagement, financial inclusion, Healthwatch and NHS ICAS and strategic investment in the community and voluntary sector, using a commission prospectus approach and subject to final review by MAG and budget setting agreements.

14   NEIGHBOURHOODS AND COMMUNITIES PROGRAMME

14.1   The Committee considered a joint report of the Chief Executive, Acting Executive Director, Economy, Environment and Culture. Acting Director of Public Health and Executive Director for Finance and Resources, the purpose of which was to provide members with an update on two of the council's modernisation programmes: city neighbourhood hubs (Appendix 1) and community collaboration (Appendix 2), following their endorsement at the Neighbourhoods, Communities and Equalities Committee in November 2015.

14.2   The Chief Executive introduced the report stating that he was doing so in order to show that there was buy in to the Programme across the Council from the top down. As part of the update from the November meeting of the Committee, additional information had been provided on the Enforcement and Inspection Modernisation Programme (Appendix 3) and details had also been showing how the three programmes had been brought together under the Neighbourhoods and Communities Modernisation Board which he Chaired. All of these elements together formed the component parts of the council's changing approach to working with communities at neighbourhood and city wide level. It was also important to note that work in relation to Local Action Teams would also be drawn into the work of the Board as well as the modernisation programme for libraries and housing, a result of the creation of the new Neighbourhoods, Communities and Housing Directorate.

14.3   The Chairman, Councillor Daniel welcomed the work that had been undertaken in bringing this report forward and the clear explanation given as to how it was envisaged the programme would evolve in practice.

14.4   The Environmental Health Manager, Annie Sparks explained how the enforcement and inspection programmes would operate in future. The Senior Improvement Consultant, Value for Money and Workstyles, Ben Miles and the Assistant Director Property and Design, Angela Dymott explained how the other constituent programmes would dovetail together.

14.5   Councillor Lewry noted that housing was one of the areas being looked at sought clarification as to why Hangleton and Knoll had been chosen as one of the pilot areas also seeking confirmation that hubs would be rolled out across the city as a whole. It was explained that the resources were in place for Hangleton and Knoll, that there was already a hub based on the Whitehawk area and that these would be implemented across the city incrementally.

14.6   The Chair, Councillor Daniel stated that if it was considered that the council was not the "best" front door for service delivery in some instances, how that would be addressed. It was explained that strong business cases would need to be forward in every instance and a detailed assessment would need to be made. The Chief Executive explained that was why in depth preparatory work at this stage would be so important.

14.7   Councillor Moonan explained that the four integrated strands of work which clearly underlined this piece of work were integral to its future success and was pleased at the level of preparatory work being undertaken at this pilot stage. It was explained in answer to further questions that the detailed buildings assessment being undertaken was anticipated to take six months and would inform the process.

14.8   Councillor Bell commended the work undertaken and the excellent report submitted enquiring whether it was possible to provide a timeline for completion at this stage. The Chief Executive explained that following further consultation it was hoped that this information would be available at the next scheduled meeting of the Committee. It was however, important that community consultees felt that that they were guiding the process rather than being imposed upon by it.

14.9   Councillor Penn commended this new approach referring to her own ward and the joined up streamlined approach which was being used for example in relation to the handling of noise complaints. The process sought to address problems expeditiously and without duplication.

14.10   Councillor Simson was supportive of the programme but had some concerns that monies generated from the sale of assets for example could just end up "lost" in the overall corporate "pot". Councillor Littman considered the point to be well made, a lot of this work was new work which was in fact not "new" work although it represented new approaches. It was important that the impetus was not lost due to lack of funding going forward. The Chief Executive explained that all options would undergo detailed scrutiny and would inform the decisions carried forward to budget council. Ultimately, decisions would lie with Members who be provided with detailed information in order to guide that process.

14.11   Joanna Martindale, Hangleton and Knoll Project stated that she was pleased to note that what differing approaches would be used in different parts of the city dependent on local need. In some localities the focus would be on buildings but that would not be the same in every instance. The Chair, Councillor Daniel agreed.

14.12   A vote was taken and Members voted unanimously in support of the recommendations.

14.3   **RESOLVED –** (1) That the Committee notes the work undertaken so far by the city neighbourhoods, the community collaboration and the enforcement and inspection programmes; and

        (2) That the Committee gives agreement for all three work programmes to be worked up as detailed financial business cases and that it be acknowledged that there was a need to define the resources required to scope and produce business cases and deliver the implementation phases for all three programmes.

15   ITEMS REFERRED FOR FULL COUNCIL

15.1   There were none.

The meeting concluded at 7.20pm

Signed   Chair

Dated this   day of

NEIGHBOURHOODS, COMMUNITIES AND EQUALITIES COMMITTEE	Agenda Item 23
	Brighton & Hove City Council

Subject:		**Community safety and crime in Brighton & Hove: Information update, July 2016**	
Date of Meeting:		**10 October 2016**	
Report of:		**Executive Director of Finance and Resources**	
Contact Officer:	**Name:**	**Peter Castleton**	**Tel: 29-2607**
	Email:	**peter.castleton@brighton-hove.gcsx.gov.uk**	
Ward(s) affected:		**All**	

FOR GENERAL RELEASE

1. **PURPOSE OF REPORT AND POLICY CONTEXT**
[

1.1 Under the Crime and Disorder Act 1998, there is a requirement for statutory and other partners to formulate a plan every three years to tackle crime and disorder and monitor progress. This report provides an update on the work undertaken by the Safe in the City Partnership in relation to the Community Safety and Crime Reduction Strategy 2014-17.

2. **RECOMMENDATIONS:**

2.1 The Neighbourhood, Communities and Equalities Committee is invited to note and comment on the information contained in the report which provides an update on work being undertaken by the Safe in the City Partnership in relation to the Community Safety and Crime Reduction Strategy 2014-17.

2.2 The Committee is invited to give its support to the partnership work described in the report and commit to work described which is within the council's remit, thereby contributing to the management of crime reduction and community safety priorities for the city.

3. **CONTEXT/ BACKGROUND INFORMATION**
[

Overview of police recorded crime
3.1 Total police recorded crime in 2015/16 increased by 4.5% compared with the 2014/15 and has continued to rise with an increase of 11.8% in the first four months of 2016/17 compared with the same months in 2015/16.

3.2 Total crime is, broadly speaking, broken down into acquisitive crime[1] (39% of total crime in 2016/17 q1), violent crime (42% of total), criminal damage (12% of total) and other offences (7% of total). A key contributor to the overall increase in total crime is an increase of 31% in violence against the person crimes compared with the first four months of 2015/16. However, other crime types have also

---

[1] eg. burglary or theft

risen: vehicle crimes up by 12%, burglaries up by 3% and criminal damage up 8% compared with the same months last year. Appendix 2 provides data for key crime types for 2016/17 to date and how this compares to the same months in 2015/16.

3.3   The upward trend follows a ten year period when overall recorded crime, both nationally and locally, has shown a sustained decrease. Within overall recorded crime, some crimes types which cause the most harm, including domestic violence, sexual violence, child sexual exploitation and hate crime have been rising. These crime types are now more accurately recorded and this results in better services and outcomes for victims, although it is recognised that further improvements to increase trust and confidence can still be made.

3.4   There was an inspection of all police forces carried out by Her Majesty's Inspectorate of Constabulary in 2013/14, to audit the crime recording practices. As a consequence, there were improvements made within forces including Sussex Police. This has had an impact on some of the types of crime reported here, including violence against the person, domestic violence and hate crimes, as well contributing to the number of total crimes recorded.

Strengthening local communities
3.5   Over the past twelve months Local Action Teams (LATs) working with the community safety team have taken stock of their current positions and shared how they want to develop. The overall aim of this work is to support LATs in the most appropriate and efficient way to enable communities to take a bigger role in progressing local issues and help meet local needs. Early intervention and prevention activity should benefit from this approach. There is now wide recognition that LATs must work collaboratively to address community safety issues in their locality and they may choose to address wider community issues.

3.6   The LAT Chairs meeting has developed into the citywide LAT Forum. This is independently chaired and supported by elected members, the police and the council as necessary. In some cases local councillors are helping some LATs around governance and leadership needs.

Action: Following the approval of a report to NCE today on the development of LATs, implement the suggested development programme.

Drugs and alcohol misuse
3.7   Police violent crime data have risen steeply since 2014, with the improvement in recording practices following the previously mentioned HMIC data integrity audit contributing to this. However, various measures of police recorded violent crime have continued to rise in the first four months of 2016/17, including violence with and without injury. Attendances at A&E linked to assaults have also increased in this period compared with the same months last year.

3.8   A number of services exist to help reduce alcohol or drug-related risk by supporting individuals in the night time economy who may have become vulnerable. Early intervention or support can divert them from requiring A&E or police services. These include Safe Space, taxi marshals, and a beach patrol. How these services will be funded going forward is not yet agreed.

3.9   Safe Space has been operating from St Pauls in West Street for a number of years, in 2015/16 741 people used Safe Space, in the first quarter of 2016/17 there were 221 users, 80% were under the influence of alcohol, 51% were female, 38% self-referred, 36% were sent by door staff.

3.10   From April 2016 a new contract for inpatient drug and alcohol detoxification
        service was put in place and the service has shifted from Hove to Cranstoun
        premises in Islington. Positive feedback has been received from service users
        and over 80% of people completing the programme have done so successfully.
        However, some other measures of access to drug and alcohol misuse services
        and recovery have been showing less positive results and work is being
        undertaken to understand more about the reasons for this so service adjustments
        can be put in place.

        Action: Commission an analysis of the current state of the night time economy in
        relation to violent crime. Explore options for supporting effective services which
        increase safety and reduce crime in relation to the night time economy.

Reducing offending

3.11   Resettlement of medium and lower risk offenders is a function for SEETEC (the
        Kent, Surrey and Sussex Community Rehabilitation Company. Higher risk
        offenders are managed by the National Probation Service. The work focuses on
        the delivery of support with substance misuse, accommodation, finance and
        debt, employment and support for those who have been the victims of domestic
        and sexual violence and sex workers. Securing accommodation for the most
        complex and chaotic offenders in the city can be a challenge.

3.12   Successful work with offenders depends on partnership working and there is a
        renewed Integrated Offender Management structure to assist with joint working
        at an operational level. There has been agreement among police, probation and
        community safety that strategic oversight for integrated offender management
        would be beneficial and options on how to achieve this are being considered.

3.13   The number of First Time Entrants to the youth justice system continues to
        decline, but there continues to be a small number of offenders who commit a
        high proportion of re-offences. Because young people who become prolific
        offenders tend to have early onset of offending and often present with
        longstanding multiple risk factors, resources have been targeted towards this
        young age group. We are now seeing improvements in the number of young
        people who re-offend and in the successful completion of youth rehabilitation
        orders and other measures of success.

3.14   Progress is being made by the police in being able to monitor reoffending by
        cohorts of offenders so that more timely data is available. This will be used to
        ensure accountability from partners and manage performance. The 'time-lagged'
        reoffending data for young offenders in Brighton & Hove, which has been
        persistently showing higher levels of reoffending than the national average, was
        showing an improvement in the previous report and latest available data (cohort
        Oct 2013 to Sep 2014) and is now showing reoffending levels at roughly the
        same levels as the national average. This is especially encouraging, given the
        number of young offenders is also on a downward trend. However, the number
        of adult offenders is showing an increase and latest data on adult reoffending
        rates and the average number of re-offences per reoffender remain above the
        national average.

Anti-social behaviour and hate incidents

3.15   ASB incidents recorded by the police continue to decline. National and regional
        data available up to 2014/15 also show a long term declining trend.

3.16   Recent developments include the use of Public Space Protection Orders to
        address ASB in parks and open spaces being agreed at committee and working

groups are being set up to progress the Rough Sleepers Strategy priority which focuses on people being safe and free from intimidation. However, reduced capacity in all services may lead to reduced service delivery and have an impact on the successful multi-agency approach that has been implemented in the past, especially with regard to ASB associated with the street community.

3.17   In the first quarter of 2016/17 there were 11 hate crime prosecutions which were finalised, of which 9 resulted in a conviction. The average number of finalised cases in 2015/16 was much higher (101 in the whole year).

3.18   National and international events, including the EU referendum and hate-motivated attacks in Orlando and Mexico, have led to reports of heightened feelings of vulnerability and tension within communities. Work to reassure and inform has been undertaken by the Community Safety Casework Team and the police. With a significant settled EU population in the city, the way in which the 'Brexit' vote is progressed by government has the potential to impact community cohesion. Hate incident data in quarter 1 of 2016/17 did not show any strong evidence of a reaction to the EU referendum, but there was a rise in racist crimes and incidents reported to the police in the month of July[2].

3.19   There have been a further small number of households being accommodated in the city in response to the national Syrian Vulnerable Relocation Scheme. So far they have been well received and there has been no noticeable impact on community cohesion. There appeared to be an anti-refugee protest being planned via social media in June. This did not materialise, although there were some anti-fascist groups mobilised and this resulted in a small number of arrests.

3.20   Community Safety services provided a presence at Trans Pride through an awareness-raising workshop and a stall. Further work of this nature to increase trust and confidence within the Trans community is planned.

3.21   Stonewall has rated highly the work undertaken in our local schools to tackle homophobia. A needs assessment on bullying and prejudice-based incidents in schools is underway with a view to understand current issues, including identifying ways to improve referral pathways and joint working procedures.

Action: work with CPS to identify why hate crime prosecutions have fallen compared to last year.

Prevent
3.22   The terrorism threat level to the UK has been at 'severe' (meaning an attack is highly likely) for the past two years (raised on 29/08/2014). The risk of travel to Syria and Iraq or areas of conflict continues for both men and women and risks from returnees continue. Online influences and social media continue to encourage travel and lone actor attacks.

3.23   A number of residents from the city including young people and women were supported to attend workshops to understand the work of the Counter Terrorism Internet Referral Unit (CTIRU) in April 2016. In turn, these community members have promoted the CTIRU work to report online terrorist, extremist and illegal material through meetings (including the One Voice meeting) and social media. This includes the 'Red Button', a tool to report online terrorist material to the CTIRU, which is available on the Safe in the City and Sussex Police websites. This work aims to stop the promotion of hatred and terrorism and deal with some of the 'pull factors' in terms of visual material available online.

---

[2] UPDATE: Police-recorded crimes and incidents have remained relatively high in the month of August.

3.24   An increase has been noted both in reported hate incidents post referendum and Islamophobia nationally, and locally racist incidents and crimes have increased during the month of July[2]. The result of Britain's referendum on EU membership is believed to have strengthened far-right activism across Europe and the UK. Within this wider political context, continued work to effectively address hate incidents and Islamophobia, and to sustain trust and confidence in the minority, Muslim and refugee communities locally is important.

Violence against women & girls

3.25   In 2015/16 the number of domestic violence crimes and incidents, and sexual offences recorded by the police showed a further significant increase on the increase seen in previous years. However, even though the number of recorded domestic violence crimes doubled between 2013/14 and 2015/16, the number of domestic violence crimes solved dropped.

3.26   In the first four months of 2016/17 recorded domestic violence crimes and incidents are continuing to rise, while recorded sexual offences are at a similar level to that recorded in the same months of 2015/16. The number of solved domestic violence crimes in the first quarter of 2016/17 has increased proportionately on 2015/16, but the number of sexual offences solved is low at this early stage of the year.

3.27   Prosecution rates for domestic violence offences in the first quarter of 2016/17 are relatively high at 79% (66/84) compared with 74% in the whole of 2015/16.

3.28   While the increase in these crime types is seen as a positive sign of people's willingness to report, a key issue remains the increasing demand for specialist domestic and sexual abuse services and finding ways to be able to manage demand in the current financial climate.

3.29   Specialist domestic and sexual abuse services are delivered through 'the Portal', a single point of access which provides advice and support in Brighton & Hove and East Sussex, with services provided by RISE, CGL and Survivors' Network.

3.30   There are plans to launch a 'Champions Network' in Brighton & Hove which will involve the nomination of practitioners to act as a point of contact and be 'in-house' domestic violence and abuse and sexual violence specialists for their service.

Modern slavery

3.31   The Modern Slavery Act was passed in March 2015 which brought together a range of legislative responses to deal with those who were perpetrating modern slavery. The main difficulty at present is a low volume of intelligence on which remedial action can be based. It can also be difficult to gain the confidence of victims who are identified.

3.32   Modern slavery is characterised by the high mobility of both victims and perpetrators at a national and international level. Better regional and cross border co-ordination is necessary. At a pan-Sussex level, the way forward will be progressed at a senior level, involving Sussex Police Public Protection and the six safeguarding boards (three for children and three for adults) across Sussex.

3.33   The necessity to respond to the refugee and migrant crisis and co-ordinate the council's practical, strategic and media response to this has reduced the Community Safety Team's capacity to be proactive with regard to modern slavery.

4.   ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

4.1   Since this report is intended to provide an update on current progress on the work carried out as part of the Community Safety and Crime Reduction Strategy, this section is not applicable. Ways of achieving the aims set out in the partnership Strategy are considered based on the annual strategic assessment of crime and community safety.

5.   COMMUNITY ENGAGEMENT & CONSULTATION

5.1   The Strategic Assessment on which the next Strategy will be based is currently in progress. A consultation event on the Strategic Assessment's findings and proposed priorities for 2017-20 is being planned for late November. Invited participants are to include members of the Safe in the City Partnership Board, and community and voluntary sector partners, including representatives of Local Action Teams and communities of interest.

6.   CONCLUSION

6.1   This report is to provide an update of progress on work under the Community Safety and Crime Reduction Strategy and to invite any comment.

Appendix 1:

Crime trends up to July 2016 (monthly data)[3]

Total Crimes, Apr 2012 to Jul 2016 *[line chart showing monthly total crimes ranging roughly from 1450 to 2300, with a 2nd order polynomial trend line dipping around 2013/14 and rising toward 2016. X-axis labeled Apr-12, Apr-13, Apr-14, Apr-15, Apr-16; Y-axis from 0 to 2500]*	8.1 The number of crimes recorded by the police continues to demonstrate a seasonal pattern with higher numbers the summer than the winter months. Since the end of 2013/14 there has been an upwards trend in recorded crimes with changes to police recording practices contributing to this (see below).
Criminal Damage, Apr 2012 to Jul 2016 *[line chart showing monthly criminal damage ranging roughly from 145 to 290, with a 2nd order polynomial trend line dipping then rising slightly. X-axis labeled Apr-12, Apr-13, Apr-14, Apr-15, Apr-16; Y-axis from 0 to 350]*	8.2 A long term downward trend in criminal damage up to 2013/14 has halted and is actually now showing a slight upward trend.


[3] Trend lines are based on the best fitting 2nd order polynomial curve

Violence against the person Apr 2012 to Jul 2016
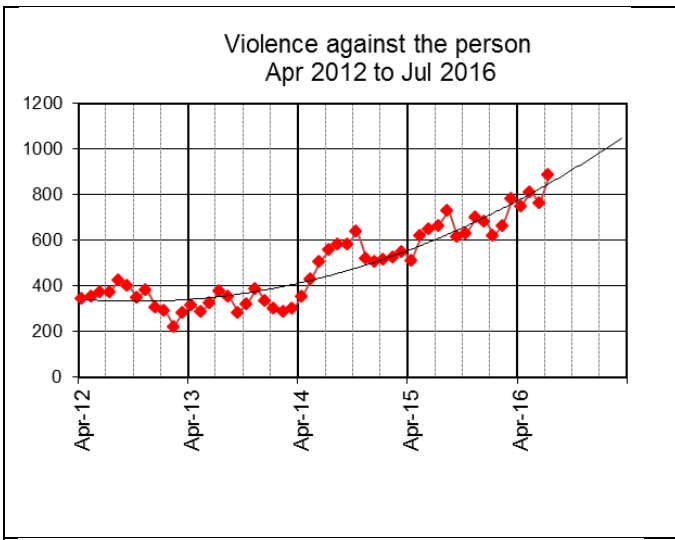
8.3 Police recorded data show a steeply rising trend from 2014/15 onwards, overlayed with a seasonal pattern (higher levels in the summer). The increase in 2014/15 was linked to changes in police recording practice and was observed both nationally and locally. However, the increasing trend continues to date.


Total Robbery, April 2012 to Jul 2016
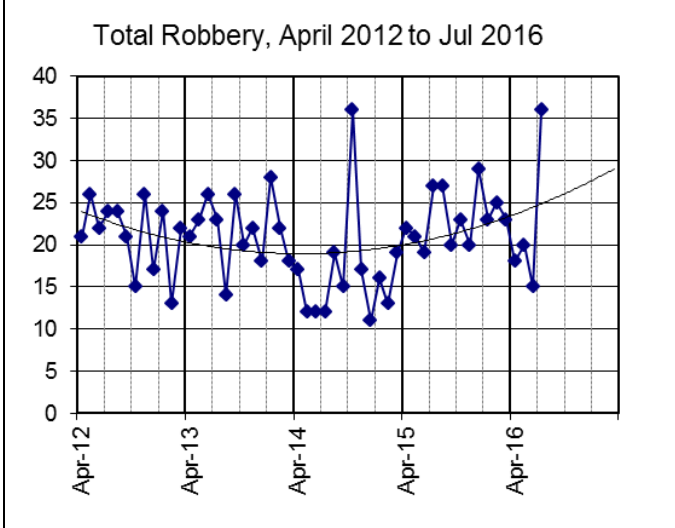
8.4 Robberies in the city tend to fluctuate between 10 and 30 per month although there was a spike in Oct 2014[4]) and recently in July 2016[5]. Most robberies are personal robberies (255 in 2015/16) and a minority are business robberies (24 in 2015/16).

Sexual Offences, Apr 2012 to Jul 2016
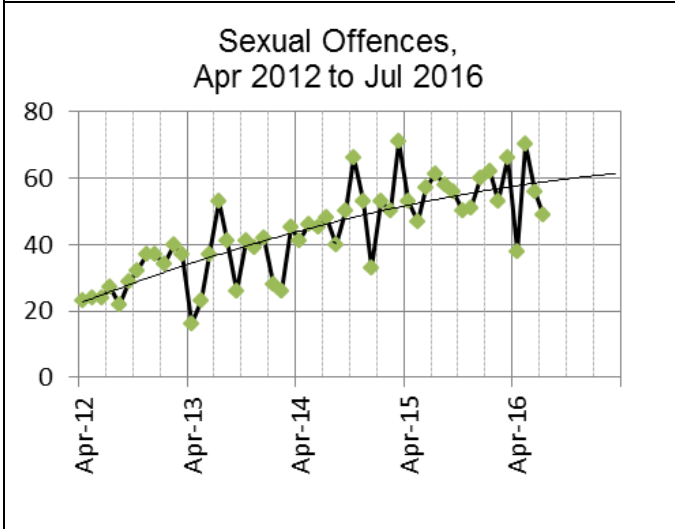
8.5 Police recorded sexual offences are on an upward trend. This is generally regarded as a positive outcome in that victims are feeling more confident in reporting. Changes in police recording at the beginning of 2014/15 (as for violent crimes above) have also had an effect on recorded numbers.

---

[4] A robbery with 8 victims and another series of 4 crimes perpetrated by a single offender contributed to the spike seen in Oct 2014
[5] INSERT info on July spike

Domestic Burglary, Apr 2012 to Jul 2016
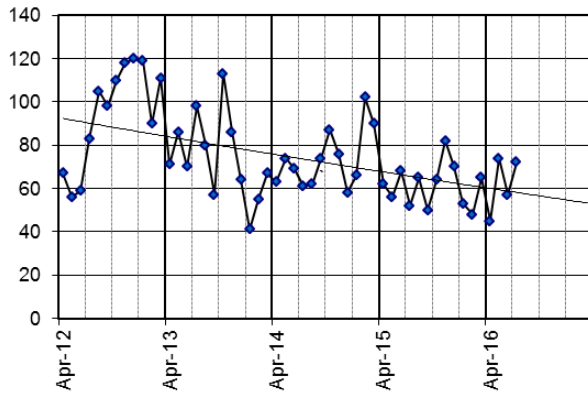
8.6 The number of domestic burglaries has broadly speaking been declining since a peak in the winter of 2012/13. Between roughly 40 and 80 per month have been recorded since April 2015.

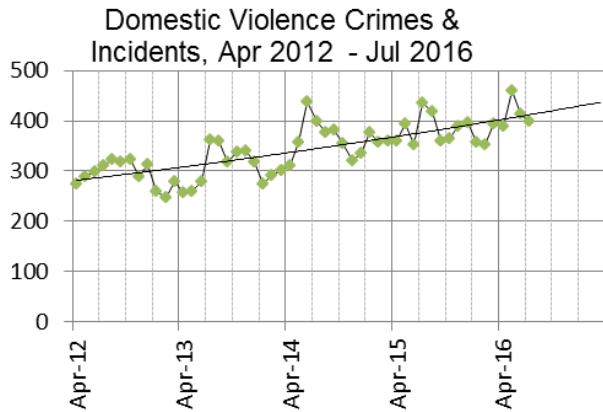Vehicle Crime, Apr 2012 to Jul 2016
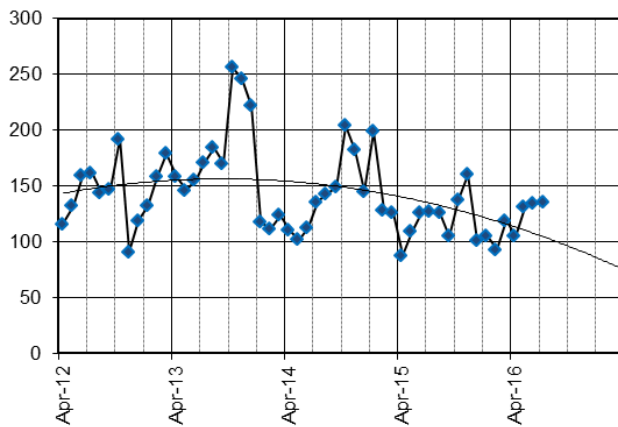
8.7 The number of vehicle crimes have generally been on a long term decline. Following a spate of vehicle crimes in the autumn/winter months of 2013/14 and 2014/15, numbers resumed a relatively low level again.

Theft of a Pedal Cycle, Apr 2012 to Jul 2016
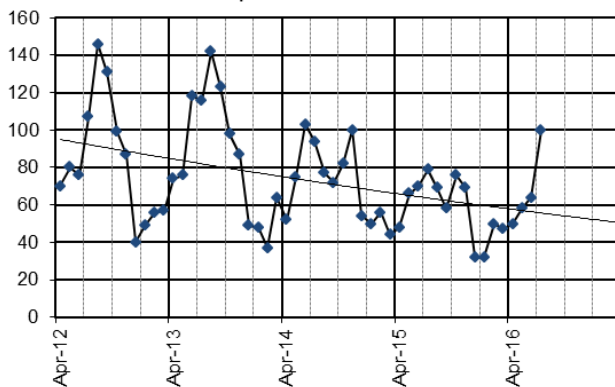
8.8 A seasonal pattern in cycle thefts is normally observed every year and is linked to those months when more people tend to cycle. Cycle thefts rose less in the summer of 2015 than in previous years but the latest month of July 2016 shows a spike at 100 thefts.

25

Police crime data presented in this report only reflects those crimes which are reported and recorded. There is likely to be a level of underreporting in many crime types. However, domestic violence and the hate crimes on this page may be particularly liable to underreporting.

**Domestic Violence Crimes & Incidents, Apr 2012 - Jul 2016**

8.9 Point 3.2 and 3.3 earlier in this report explain issues with recording practices and positive work in relation to these crime types which result in more crimes being recorded.

Racist Crimes and Incidents (police data), Apr 2012 to Jul 2016
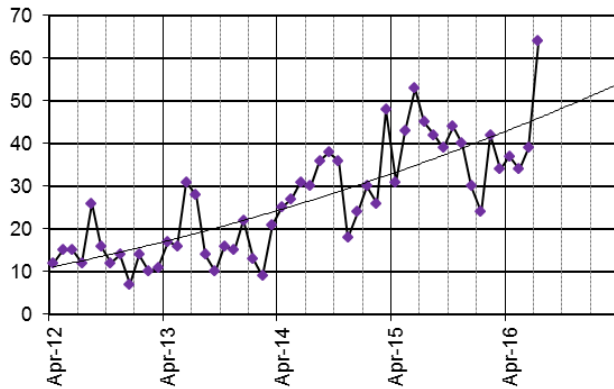
8.10 There was an upwards trend in racist crimes and incidents in parallel with the recording of other crimes since 2014/15. There is a notable spike in July 2016 coinciding with the month following the EU referendum vote to leave the European Union.

Homophobic Crimes & Incidents (police data), Apr 2012 to Jul 2016

8.11 INSERT

26
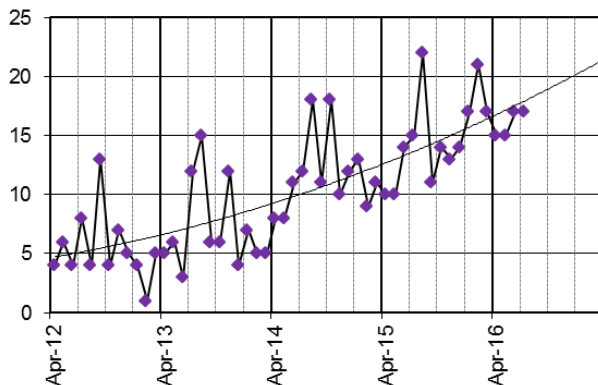
Appendix 2. Crime statistics 2016/17: position at July 2016

	number of crimes Apr – Jul 15	number of crimes Apr – Jul 16	rank within 15 benchmarked CSPs[6].
Police recorded crimes			
Total crimes	7577	8473	10
Criminal damage	936	1009	9
Violence against the person	2452	3216	13
Robbery	89	89	10
Sexual offences	218	213	n/a[7]
Domestic burglary	238	248	3
Theft from/of a motor vehicle	450	506	5
Theft and handling (excl. motor vehicle theft)	2879	2872	9
Pedal cycle theft	263	272	10
Police recorded crimes and crime-related incidents			
Domestic violence crimes and incidents[8]	1544	1662	n/a
Racist crimes and incidents	172	174	n/a
Religiously-motivated crimes and incidents	29	37	n/a
Homophobic crimes and incidents	49	64	n/a
Transphobic crimes and incidents	7	13	n/a
Disability hate crimes and incidents	25	17	n/a

[6] Interim data. Brighton & Hove is matched for comparative purposes with 14 other Community Safety Partnerships (CSPs) according to a range of socio-demographic and geographic variables. A rank of 1 is the best; 15 is the worst; 8 is the middle position. . Data reflects the ranking for the most recent six months. The city is grouped with: Bournemouth, Cambridge, Cheltenham, Eastbourne, Exeter, Hillingdon, Houslow, Oxford, Reading, Southampton, Southend, Trafford, Watford and Worthing.

[7] In comparison with our benchmarked group, we rank 11 for sexual offences (interim data). However, because sexual offences, DV and hate crimes are subject to under reporting and local work is being undertaken to increase reporting of these crimes, it is not appropriate to judge performance in comparison with other CSPs based on the number of police recorded crimes.

[8] This includes incidents where the victim is of any age, not just 16 and over as in the national definition, so will be a slight overestimate.

NEIGHBOURHOODS, COMMUNITIES & EQUALITIES COMMITTEE	Agenda Item 24
	Brighton & Hove City Council

Subject:	Development of Local Action Teams
Date of Meeting:	10 October 2016
Report of:	Executive Director of Finance and Resources and Acting Director of Public Health
Contact Officer: Name:	Simon Bannister Tel: 29-3925
Email:	Simon.bannister@brighton-hove.gov.uk
Ward(s) affected:	All

FOR GENERAL RELEASE

1.   **PURPOSE OF REPORT AND POLICY CONTEXT**

1.1 The purpose of the report is to provide an update of the Local Action Team (LAT) project work undertaken to date and the proposed way forward. It includes a short recap of the work carried out in phase 1 from June to December 2015, and the work that has taken place in phase 2 which concluded in June 2016 It builds on the report to NCE committee March 2016 "Developing and improving the functioning and outcomes of Local Action Teams"

1.2 The outcomes of both phases are intended to inform the council and partners in the development and delivery of the city's neighbourhoods' agenda and support future work around neighbourhood governance, as well as to assist LATs in responding proactively to community safety issues in their localities and improving and clarifying their relationship with public sector agencies. The work has been led by the Community Safety team with support and guidance from the Communities, Equality and Third Sector team. This has helped to ensure that as the work develops it supports and is in line with the work streams of the neighbourhoods and communities programme as reported to NCE committee in in July 2016 "Neighbourhoods and Communities Programme Update". in particular in relation to neighbourhood governance.

1.4 The report recommends a further period of development to build upon the work conducted so far and to test a new working model (as outlined in section 3.11) to maximise the impact of Local Action Teams in the city.

2.   **RECOMMENDATIONS:**

2.1   That the committee agrees the proposed 12 month targeted programme of LAT development to establish a new working model for LATs in the city as outlined in section 3.11 and 3.12.

2.2   That the committee notes the findings of the LAT review phase 1 and 2 as described in section 3 of the report.

2.3   That committee instructs officers to present the results of the 12 month development programme including recommendations on future working arrangements between LATs and the council and other public sector organisations to a future meeting of this committee.

3.   CONTEXT/ BACKGROUND INFORMATION

3.1   Changing arrangements for the delivery of neighbourhood working in the city, as well as the formation of the Neighbourhood, Communities and Housing Directorate and changes in priorities for Sussex Police offer an opportunity to reconsider how the council and partners interact with and support the city's network of Local Action Teams (LATs) and how the impact of LATs fits with changing council and police priorities.

3.2   As a community network, the LATs offer potential to assist in improved, more collaborative and more cost effective delivery of some neighbourhood services. To date this potential has not been sufficiently explored and this proposal (as outlined in section 3.11) would enable this.

3.3   Traditionally, Local Action Teams (LATs) are community fora where residents are able to meet with police, council officers and service providers to discuss local issues of concern and seek improvements. In the past they have been resourced by police and council officers, offering support and assistance (including financial assistance), and their role has largely (though not completely) been reactive: identifying concerns, reporting them to service providers and awaiting improvements. Previously a large part of their remit was identifying three policing priorities for the police to act on and resolve. This approach no longer accords with the delivery of neighbourhood policing.

3.4   LATs were mostly formed around ten years ago, and changes since that time mean that the model that they work to needs updating. The council and police are no longer positioned to offer the same level and type of support as they have in the past – partly because of service reductions and partly because we are seeking to change the way that services are delivered, towards a model which fosters independence, recognises residents and communities as being and having assets and which better enables residents to take independent voluntary action and to have a greater influence and participation in service design and delivery.

3.5   The aim of the Local Action Team review has been to revisit the way that LATs operate and how they work with council, police and others in order to help develop a new model of working which enables the community safety conversation to take place between residents and service providers, supports involvement of residents in design and delivery of services as well as facilitating a strong independent voice for residents to comment on and scrutinise service delivery, and to – independently and in partnership with others - take action to identify and take forward improvements in their area.

3.6   LAT Network

3.6.1 Based on research from phase 1 of the LAT review project the current network of LATs consists of:

- A loose network of some 30 neighbourhood based groups which take an interest in neighbourhood issues and community safety
- A core of committed individuals in different groups
- A mix of group types and styles, and varying levels of activity and capacity
- Differing levels governance & representation across the network
- Differing levels of stability and resilience across the network

Figure 1 shows where the LATs currently operate in the city.

Figure 1 LAT Network June 2016

For a larger scale copy of this map see Appendix 1 – All Local Action Teams. To view online in Google Maps click HERE

3.6.2 Local Action teams are independent groups run by residents for the benefit of their communities. There is no standard form that a LAT should take, and as a network which has grown organically over the years, there is a wide variety groups, with differing governance arrangements, level and type of activity, scope and style. Nevertheless, the research undertaken over the past year has identified three broad 'types' of LAT which seems a helpful way of understanding them better. These three types are:

A. **Forum Local Action Team**: Constituted, good standards of governance, representation and inclusion and a positive and proactive partner keen to become involved in a range of aspects of community life, participate in service design and delivery and able to raise and maintain its own resources.

B. **Community Action Group**: Has rules of operation and conduct and good governance standards, and will be interested in local campaigning and highlighting particular issues which are of local concern, but more of a 'critical friend' of service providers, keen to scrutinise activity and promote improvements and support a shared community view on local topics.

C. **Local Support Group**: A group which meets informally to discuss local issues does not wish/have capacity to develop governance or formal group management strategies. Good neighbours just wanting to share concerns with each other and with the council and police.

3.6.3 It is important to note that there is no 'better' or 'worse', and that this distinction doesn't reflect any sense of graduation or hierarchy, however the proposal is that depending upon the scope and scale of the groups activities, and how representative it is of its community, the scale of response from service providers may vary according to the type of group.

Figure 2 maps the three typologies against the current network of LATs.

Fig 2 - LAT Typologies distribution (subject to further work with individual LATs)

	Forum Type LAT
1	Hangleton & Knoll Community Action Forum
2	West Hove Forum
3	Patcham CAT
4	London Road Area LAT
5	Whitehawk & Manor Farm Crime Prevention Forum/Due East
	Community Action Group
6	Portslade Community Forum
7	Hollingbury LAT
8	Hollingdean
9	Regency Square Area Society
10	North Laine C.A.
11	Moulsecoomb LAT
12	Bevendean LAT
13	Coombe Road LAT
14	Hanover & Elm Grove LAT
15	St James' C.A.G.
16	Woodingdean TRA and LAT
	Local Support Group
17	Withdean & Westdene LAT
18	Preston Park & Fiveways LAT
19	Goldsmid LAT
20	Central Hove
21	Brunswick & Adelaide LAT
22	Friends of Bedford Square
23	Clifton, Montpelier & Powis Community Alliance
24	West Hill LAT
25	Tarner Community Safety Action Group
26	Queens Park LAT
27	Craven Vale C.A.
28	Bristol Estate C.A
29	Marina LAT
30	Rottingdean
31	Coldean Community Forum

For a larger scale copy of this map see Appendix 2 – LAT Typologies. To view online at Google maps click HERE

3.7   Support for LATs

3.7.1   The support needed by LATs varies across the network, with most LATs being largely self-sufficient in terms of day-to-day operation, and a minority requiring additional support either ongoing or for periods of time to cover specific issues – for example to help following sudden retirement or sickness of the LAT Chair. Aside from limited practical support for LAT projects the staff of the CETs team has also provided advice on operational issues such websites, publicity and organisation and signposted LATs to other support in particular funding sources. LATs also receive direct support in addressing community safety issues from the Community Safety Team and the police when needed. In addition, some LATs receive support from community development workers commissioned to work in their neighbourhood as well as

3.7.2   In the past officers, mainly although not exclusively from community safety and city clean have attended LAT meetings on request and the police have provided

a regular presence at meetings. This aspect of support and interaction needs to be redefined to fit police and council capacity but without damaging the relationship between the council and the LAT. Moving forward the ambition is for LATs to report a concern once to one officer or agency and be confident they will get a response. It may be possible to achieve by greater use of social and digital media.

3.7.3 The Head of Community Safety, with support from the CETS Team, also provides facilitation support to the LAT Forum group.

3.8 Benefit of LATs

Under the existing model, LATs mainly offer:

- Community information
- Input into local service delivery
- Locally initiated actions to improve neighbourhoods

3.9 What Do LATs Want from the Council, Police and Service Providers?

3.9.1 At the basic level, LATs want an open and consistent channel of communication between residents and service providers. As most LATs are based around a meeting cycle, this mostly means that LATs would like attendance at meetings by ward councillors, police representatives and other relevant officers able to answer queries and initiate action. This is an area that the council and police currently find difficult to adequately resource with reducing budgets and staff numbers. How to maintain a positive and constructive dialogue and relationship with LATs whilst reducing meeting attendance must be resolved in the next phase of the work with the LATs.

3.9.2 In the past LATs have received financial support from the community safety team for small items/room hire/publicity along with some capacity support to run meetings, websites and publicity. This funding is no longer available and LATs are encouraged to bid for small sums to the Police and Crime Commissioner or apply for small grants from the CETs.

3.9.3 During the LAT review we discussed with LATs about becoming more involved in service design and delivery, and responses were mixed, with a willingness to get involved and support the council, but not take on tasks instead of the council. For this to move forward with meaning, the council will need to better articulate how this role may develop, identify opportunities and be open and flexible to which parts and perhaps how LATs want to achieve the outcomes of current services.

3.9.4 Where accountable governance and management have been discussed, LATs are keen to improve but often feel that they lack the capacity to do this without support. This is coupled with a feeling that for some, the requirements of good governance may not be proportionate to their own understanding of how they operate, and even basic features like a constitution and the need to record and circulate minutes of meetings can be seen by some groups as an unnecessary imposition.

3.10 Development Areas

Throughout the review process a series of areas have been identified where LATs may benefit from further support:

3.10.1 **Governance**: LATs have varying levels of internal governance structure and working practice. Some are open, accessible, democratic and accountable, whilst others are more opaque with limited formal structures. Whilst we do not intend to compel LATs to change the way that they work, it is important that the status of a group is easily understood by service providers, partners and the wider community, particularly where the input of a group may have an impact upon management of public resources. Evidence of good governance is also needed if LATs want to bid for funds.

3.10.2 **Representation**: Whilst survey results have indicated that LATs wish to work for the whole community and be inclusive and properly representative, there is limited evidence that LATs have been able to act on this ambition, and the LAT experience broadly, although not exclusively, is that a very small proportion of the community are aware of the existence of their LAT, and fewer still will attend meetings. We recognise that representation is not just about numbers, but also about reach and influence and feel from our conversations with LATs, that further work developing these areas would be of benefit.

3.10.3 **Neighbourhood priorities**: With the agenda and focus of LATs decided largely by attendees at LAT meetings, the energy of the group may focus on issues which are not broadly supported or recognised as problems worthy of additional resource by the wider population or by service providers. An improved methodology to help LATs identify and prioritise actions, as well as a more strategic response from partners and service providers should be explored.

3.10.4 **Partnership working**: LATs form just one aspect of community and council activity in a neighbourhood. There will also be residents association, civic amenity groups, neighbourhood watch, neighbourhood forums (planning), Friends of Parks groups, voluntary groups and support given by community development agencies, council housing resident involvement officers and others. These groups and initiatives will often work in isolation from each other and some LATs may be able to do more in terms of offering an 'umbrella' and focus point for neighbourhood activities, and benefit from having a clearer understanding of community activity in their area and improved ability to take action with others.

3.10.5 **Weak LATs**: LATs are independent of the council, and neither the council nor police have any formal role in overseeing their creation, conduct or demise. The only recourse which we currently have, should we wish to regulate a LAT in any way and where the group was unwilling to co-operate and improve, would be to 'de-recognise' the group. With the developing tiered approach, one option would be to reclassify the group to the level least resourced. Thus, maintain a relationship with the group but one more suited to their preferred modus operandi. This approach may also give the opportunity for increased 'peer support' – linking and partnering struggling groups up with neighbouring LATs which have greater capacity. This will also be a helpful strategy for 3.10.6 below.

3.10.6 Where a LAT has ceased to be active due to a lack of willing involvement from residents, we have in the past offered support to facilitate meetings, and tried to keep the LAT going for the benefit of maintaining a network of LATs. This may no longer be a practical proposition and we may be better served by allowing LATs to fail where they are not attracting participation in their neighbourhood and ensuring we are ready and willing to listen and engage when groups do come forward and potentially recognise the new, more functioning group as the area's LAT.

3.11 Developing a New Working Model

3.11.1 Whilst the organic development of LATs, and the independence and diversity of the network have provided strengths and documented success, it has also created a network which can lack cohesion or oversight and which it is hard to support in a strategic way. The new model of working which we seek to develop retains the independence and community led aspects of LATs, and maximise opportunities for LATs to develop and extend their role, whilst also clarifying how council services will work with LATs and how resources may be best directed around the city in this way.

3.11.2 Based on the three typologies, we recognise that LATs are different from each other, with a different self-identified role and capability. Our aim is to develop partnership work with LATs in a way that is helpful, proportionate and aims to maximise impact of any resources expended – both theirs and ours.

3.11.3 To make this happen – building upon the work undertaken by the ESFR officer seconded to BHCC community safety for phase 1 of the LAT review – it is proposed that staff time – up to 50% of a full time post – will be allocated from within the Communities, Equality and Third Sector Team, supplemented by support from the community safety casework team/neighbourhood liaison officer, specifically to carry out a 12 month targeted programme of LAT development overseen jointly by the Head of Community Safety and the Head of Communities, Equality and Third Sector.

3.12 LAT Development Programme

The LAT development programme will have the following five strands:

3.12.1 Developing the tiered typology approach
Work with individual LATs to clarify a shared understanding of where they fall within this descriptor, how this assessment may be demonstrated, what actions can be undertaken by the group and – within this process – to test and refine the tiered typology model as an approach.

3.12.2 Developing strategic service led support
Based on the tiered typology model, assist council departments to develop a strategic response to requests for information and support from LATs, and assist LATs to better understand how to engage with services, the range of channels available and the most appropriate forms of contact.

3.12.3 LAT capacity development support
Looking at the identified areas noted in part 3 (above) work with LATs and with appropriate third sector support agencies (for example Community Works, Resource

Centre) to identify a raft of independently accessed resources to assist LATs develop their capacity to manage themselves and ability to take action in their neighbourhoods.

3.12.4 **LAT resources support**
Work with LATs to identify areas of financial or material resource support, and with the support of the council CETs Team and third sector providers, assist LATs in better identifying their resource requirements, understanding obstacles particular to the LAT network and putting in place a supportive strategy for this area of work.

3.12.5 **LAT chairs forum**
Support the Head of Community Safety to further develop the LAT Chairs Forum as an independent support group for Local Action Teams which brings together LAT representatives to consider citywide issues, share experiences and seek to maximise the effectiveness of Local Action Teams in the city.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

4.1 Do not further resource the development of LATs. Following this option would reduce the immediate staff input, but as the outcome is based around the development of a strengthened and independent LAT network, taking this option may increase support needs in the future and may risk weakening of the network loss of individual groups and loss of the value to communities of the works undertaken by LATs

5. COMMUNITY ENGAGEMENT & CONSULTATION

LATs have been fully engaged in the LAT development process via targeted work with individual groups and through the LAT Chairs network and forum meetings.

6. CONCLUSION

6.1 Local Action Teams offer a strong citywide network able to engage with service providers and initiate beneficial actions within their communities. Unlike other groups, LATs have never, as a network, had community development support directed toward them.

6.2 LATs offer potential to increase resident engagement in service delivery and to increase neighbourhood safety and community cohesion, but without targeted structural support are less likely to reach this potential.

6.3 This work has been developed through secondment support from the East Sussex Fire & Rescue Service over the past year, and without targeted input following on from this work, there is a risk that its value will be lost.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

7.1 The delivery of the 12 month targeted programme of LAT development will be met from the utilisation of existing staff resources.

Finance Officer Consulted: Name Michael Bentley   Date: 09/09/16

Legal Implications:

7.2   The proposed programme does not involve the alteration or cessation of existing services but rather the reassigning of existing staff resources in order to support structures for facilitating community engagement which are already in place. There are therefore no legal implications arising.
Lawyer Consulted: Name Victoria Simpson   Date: 20/09/16

SUPPORTING DOCUMENTATION

Appendices:

1.   MAP – All Local Action Teams

2.   MAP – Local Action Teams by typology

1. All Local Action Teams
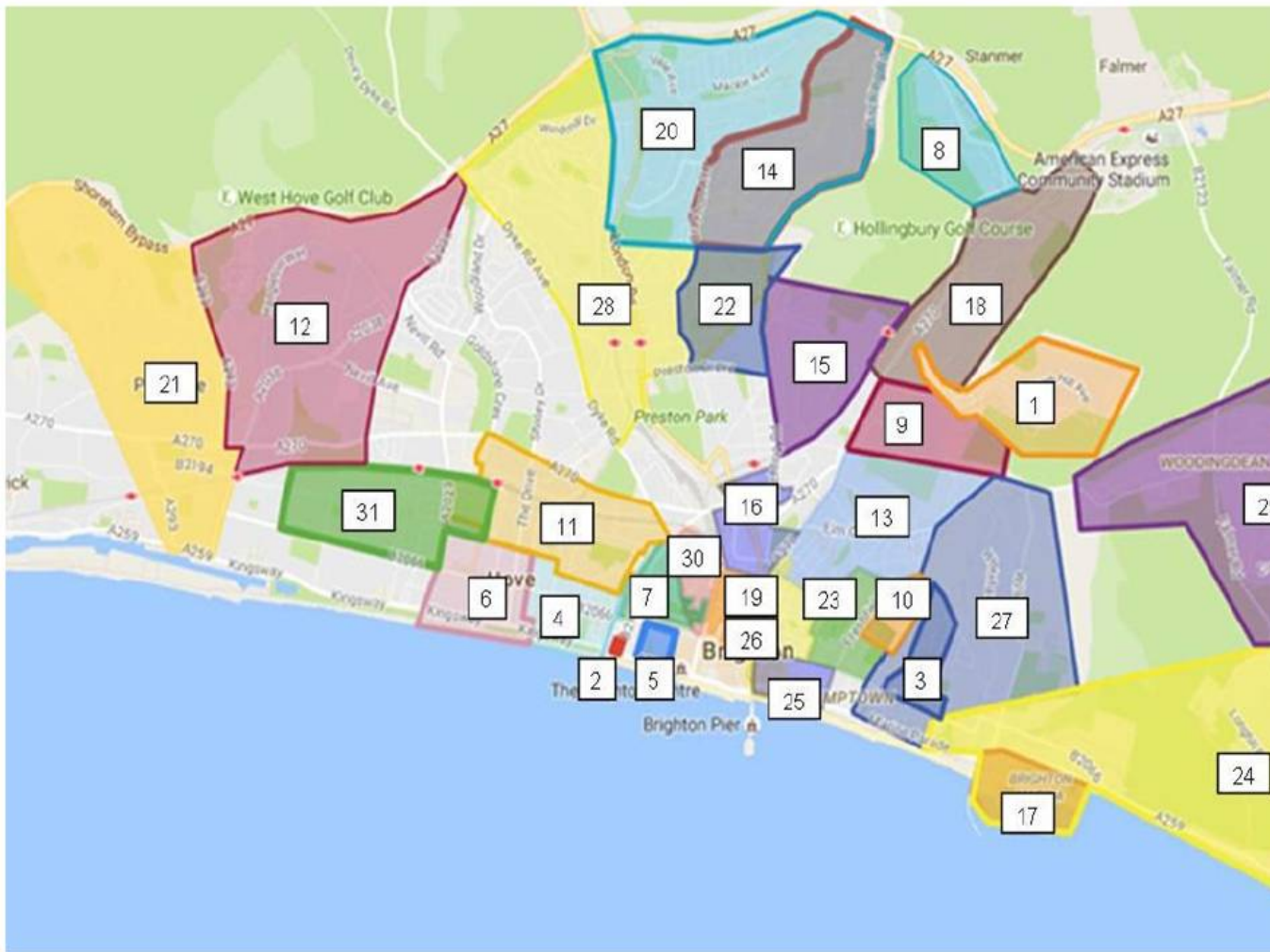
Fig 2 - LAT Typologies distribution (subject to further work with individual LATs)

NEIGHBOURHOODS, COMMUNITIES & EQUALITIES COMMITTEE	Agenda Item 25
	Brighton & Hove City Council
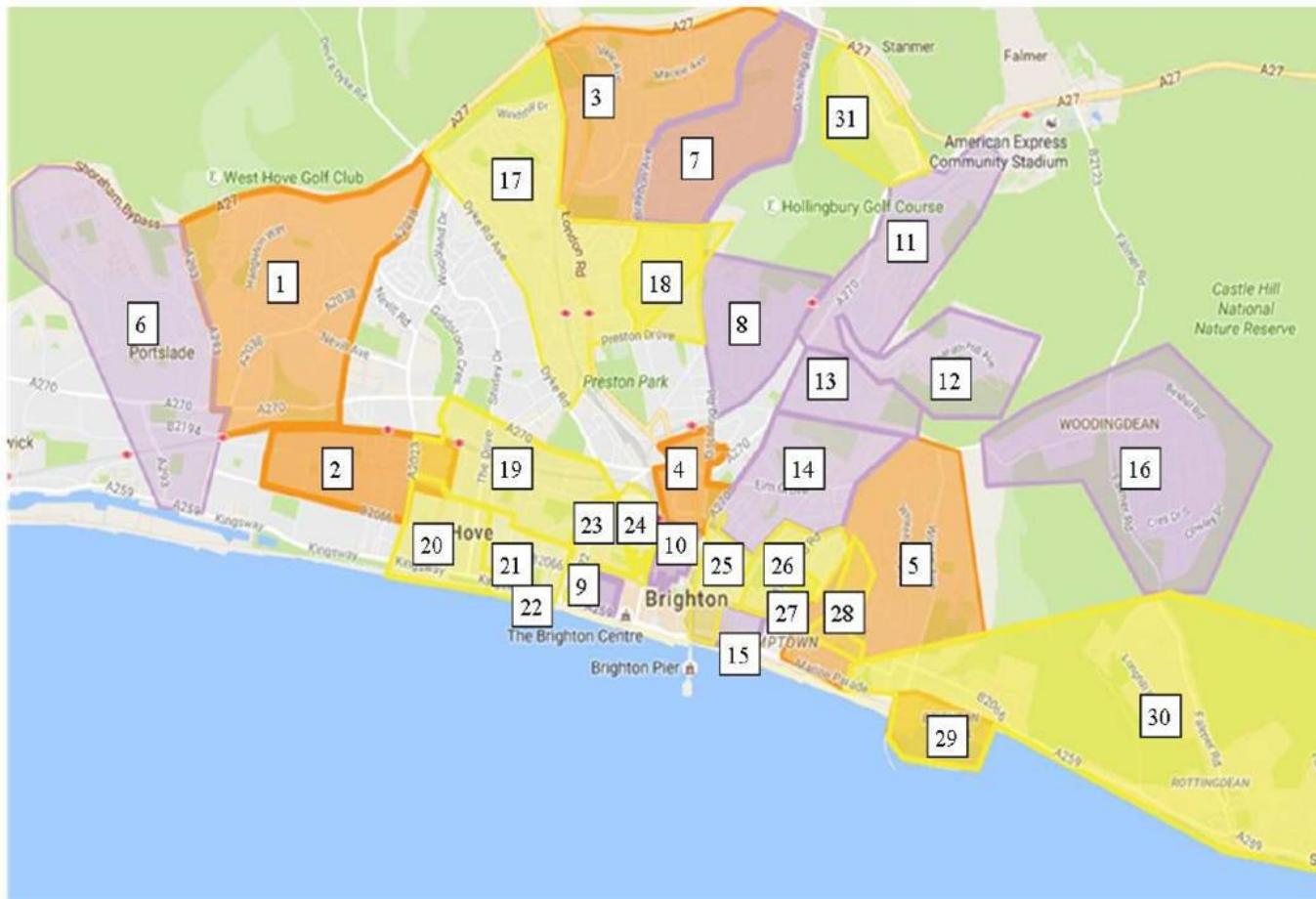
Subject:		Addressing Sexual and Domestic Violence issues in Procurement and Commissioning
Date of Meeting:		Monday 10 October 2016
Report of:		Executive Director Finance & Resources and Acting Director of Public Health
Contact Officer:	Name:	James Rowlands Tel: 292607
	Email:	James.rowlands@brighton-hove.gov.uk
Ward(s) affected:		All

FOR GENERAL RELEASE

1.   PURPOSE OF REPORT AND POLICY CONTEXT

1.1 The purpose of this report is to seek approval from committee to implement guidance to address domestic violence and abuse (DVA), rape, sexual violence and abuse (RSVA) and other forms of violence against women and girls (VAWG) (such as female genital mutilation, forced marriage and so-called 'honour' based violence) in the council's commissioning and procurement activity

2.   RECOMMENDATIONS:

2.1   That the committee approves the implementation of the guidance set out in Appendix One to address DVA, RSVA and VAWG issues in procurement and commissioning activity.

2.2   That the committee notes that if the recommendation at 2.1 is agreed an update report on the effect of implementing the guidance will be brought back to committee for its consideration.

3.   CONTEXT/ BACKGROUND INFORMATION

3.1   DVA and RSVA have a significant impact in Brighton & Hove. In 2015/16 there were 4,575 domestic violence incidents and crimes reported to the police (an increase of 4.7% compared with the previous year) and 667 police recorded sexual offences (an increase of 12.3% compared with the previous year).

3.2   However, police recorded data is likely to under represent the scale of violence and abuse since substantial numbers of people do not report to the police. Applying the latest prevalence rates from the Crime Survey for England and Wales to 2015 mid-year population estimates shows that in Brighton & Hove:
   - 7,639 women and girls, and 3,868 men and boys, aged 16-59 are estimated to have experienced domestic violence and abuse in the last year
   - 2,515 women and girls, and 677 boys and men and boys, aged 16-59 are estimated to have experienced any sexual assault in the last year.

3.3   Similarly, there are a range of other forms of violence and abuse that have an impact in Brighton & Hove, including female genital mutilation, forced marriage and so-called 'honour' based violence, as well as stalking and sexual harassment.

3.4   In response, Brighton & Hove has a VAWG Strategy, which is consistent with the approach taken by HM Government's recently updated '*Ending violence against women and girls strategy: 2016 to 2020*[1]'.

3.5   The overarching outcome of the local strategy is that residents and communities are free from these forms of violence and abuse, specifically by:
- Increasing survivor safety
- Holding perpetrators to account
- Decreasing social tolerance and acceptance
- Increasing people's ability to have safe, equal, violence-free relationships.

3.6   In adopting a VAWG strategy the council and its partners are taking a gender specific approach. This reflects the gender differences in the scale, incidence and effects of these forms of violence and abuse:
- Women and girls experience these forms of violence and abuse disproportionately and cumulatively during their lifetime. Consequently, they are a significant cause and consequence of gender inequality, and impact on women's ability to fully participate in employment, education and in local communities
- The majority of those who perpetrate violence and abuse are men.

3.7   However, men can and do experience violence and abuse (and boys as children can witness or experience the same) and their needs need to be considered. Consequently, it is important to ensure that there is support available, proportionate to need, for men and boys. The proposal to address DVA, RSVA and VAWG crime types in procurement and commissioning should help to benefit both women and men affected by violence and abuse.

3.8   A key driver in the above strategies is a recognition that awareness of, and response to, these forms of violence and abuse should be 'everyone's business' because every point of interaction with a victim/survivor is an opportunity for intervention and should not be missed. However there is a clear evidence base that many victim/survivors find it hard to access help and support. For example in a recent survey of services the Department for Communities and Local Government (DCLG)[2] reported that around 85% of victims of domestic abuse seek help from professionals at least five times before getting the support they need. Consequently, HM Government's '*Ending violence against women and girls strategy: 2016 to 2020*' includes a focus on ensuring that victim/survivors can seek help as they go about their daily lives and in a range of everyday settings (for example through interactions with Citizens Advice, housing providers, Job Centres and employers), including being directed to appropriate support from specialist victim services.

---

[1] https://www.gov.uk/government/publications/strategy-to-end-violence-against-women-and-girls-2016-to-2020
[2] Cited in HM Government's '*Ending violence against women and girls strategy: 2016 to 2020*'

3.9   Locally, this evidence is echoed in learning from Domestic Homicide and Near-Miss Reviews[3], the findings of which have noted that many services are likely to come into contact with victims of violence and abuse without recognising that they are doing so. This led to a recommendation that "*the specifications for all services commissioned locally include provision in relation to… the city wide outcome*".

3.10   However, while there have been some positive examples of consideration of violence and abuse by commissioners (e.g. substance misuse, sexual health and some housing related support contracts) there is no guidance available to shape this process. There is therefore a need for the city council to develop guidance to enable a more consistent approach.

3.11   A further driver in the above strategies is a recognition that for many victim/survivors the workplace is a critical environment as a place of safety or support (for example, because other staff may be able to screen phone calls). In other circumstances it can be a place of risk (for example, if a perpetrator knows where someone works, they can stalk them on their way to or from the workplace). Therefore, employers can play a critical role in both identifying, and developing robust workplace policies to support, employees who may be affected by violence and abuse. This also makes business sense given the potential impact on those affected (e.g. sickness, performance etc.)

3.12   However, while there is a range of guidance available on employer policies, to date there has been no consideration of how to explicitly promote an improved response to these forms of violence and abuse by encouraging the introduction of policies to support staff. There is therefore a need for the council to develop guidance to enable a more consistent approach.

Proposed guidance

3.13   The proposed guidance set outs out how DVA, RSVA and other forms of VAWG can be addressed in procurement and commissioning activity.

3.14   The aim is to cascade and promote best practice across the supply chain, thereby better meeting need and improving victim/survivor experience. The draft guidance is set out in Appendix One.

3.15   In relation to these proposals, the council itself will need to ensure that there is capacity to support partnership activity to respond to these forms of violence and abuse. These issues are captured in the Community Safety and Crime Reduction Strategy 2014-17 and examples include:
   - The roll out of an integrated domestic, sexual abuse and harmful practices training strategy: this has been co-developed by the Safe in the City Partnership with Local Safeguarding Children's Board, Safeguarding Adults Board and Brighton & Hove City Council's Workforce Development Team and is being rolled out through 2016
   - The pilot of the Women's Aid 'Ask Me' Scheme, which is a safe enquiry scheme that aims to increase public awareness of domestic violence and abuse (including coercive control) and promote opportunities for disclosures, with support through a simple and clear referral route

---

[3] https://www.safeinthecity.info/domestic-homicide-reviews

- A review of the city council's existing 'Domestic Violence Toolkit'. The Human Resource team is in the process of reviewing its Domestic Violence Policy in conjunction with our staff, Workers' Forums and trade unions to ensure that it complies with best practice and relevant legislation. The scope of the revised policy has been extended to cover not only domestic violence and abuse but also other forms of sexual violence, stalking and other types of violence against women and girls. The new policy will be supported by guidance and it is anticipated that it will be introduced in the autumn.

Scope

3.16   With reference to the Procurement Team's forward plan 2016/17, the guidance could be used in the commissioning/procurement of a total of 187 contracts.

Impact

3.17   The intended outcome of the guidance would be an increased awareness of these forms of violence and abuse across Brighton & Hove, the creation of more safe spaces and opportunities to make a disclosure and / or seek help and support. Examples of the impact would be:

- An increase in the number of employers in the city with a policy in place to support staff/employees affected by violence and abuse
- Addressing violence and abuse issues in the development of specifications and the subsequent procurement and delivery of services.

3.18   Demonstrating a pro-active approach to these crime types is an example of innovate practice that will enable the city to respond to the UK Government's recently published 'Ending Violence against Women and Girls Strategy 2016 – 2020'. The guidance will help the city demonstrate how it is meeting the forthcoming 'National Statement of Expectations (NSE)', which will set out expectations in relation to effective local commissioning around these crime types.

3.19   The council will need to monitor the impact of the guidance on specialist services, including the extent to which victim/survivors access help and support. This can be done as part of an evaluation of this approach by working with specialist services to monitor the source of referrals and by seeking service user feedback.

3.20   The council will also need to monitor the impact of the guidance more broadly, including on commissioners, providers and the benefit to residents and local communities. Any evaluation will need to consider the extent to which the guidance has led employers in Brighton & Hove to adopt a policy to support staff/employees affected by violence and abuse, as well as changes in the development of specifications and the subsequent procurement and delivery of services.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

4.1 The implementation of the guidance would provide a positive example of the practical, proportionate actions that can be taken by the council, with its partners, to address the crime types.

5. COMMUNITY ENGAGEMENT & CONSULTATION

5.1 In relation to the crime types, a number of consultations have taken place, including the Domestic Violence Needs Assessment in 2011 as well as a VAWG Equality Impact Assessment in 2014. Most recently, a consultation event was undertaken with victim/survivors in March 2016 as part of a submission by the Violence against Women and Girls Forum to the Fairness Commission. The Joint Strategic Needs Assessment has also been revised with this process including a call for evidence from local partners.

5.2 In relation to these proposals there have been a number of targeted consultations with local commissioners, as well as with the voluntary and community sector. The local Violence against Women and Girls Forum has been consulted.

6. CONCLUSION

6.1 DVA, RSVA and other forms of VAWG are both a local priority and an area of increased focus from national government. The council has an opportunity to respond proactively to this agenda and to provide some local leadership to promote proportionate responses to these issues.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

7.1 There are no direct financial implications arising from the recommendations made in this report.

Finance Officer Consulted: Name Michael Bentley   Date: 21/09/16

Legal Implications:

7.2 Appendix One sets out guidance on how the council can address domestic abuse and sexual violence and other violence against women and girls in contract specifications and tender documentation. The proposed guidance complies with the legal requirements of The Public Contracts Regulations 2015.

Lawyer Consulted: Name Isabella Sidoli   Date: 27/09/16

Equalities Implications:

7.3 An Equalities Impact Assessment (EIA) has already been carried out in relation to DVA, RSVA and VAWG. Equalities implications are reviewed in the Strategic

Assessment of Crime and Disorder and the Community Safety and Crime Reduction Strategy both of which are refreshed annually.

<u>Sustainability Implications:</u>

7.4   The proposed approach has implications for sustainability including support for victim/survivors in achieving Safety, Health & Happiness: Encouraging active, sociable, meaningful lives to promote good health and wellbeing.

<u>Crime & Disorder Implications:</u>

7.5   Creating opportunities for safe disclosure and pathways to support will have a positive impact on community safety and reduce the impact of crime and disorder.

SUPPORTING DOCUMENTATION

Appendices:

1.   **Appendix One**. Draft guidance - Addressing domestic abuse and sexual violence and other violence against women and girls crime types in commissioning and procurement.

2.   **Appendix Two**. Background information - domestic abuse and sexual violence and other violence against women and girls crime types

Draft guidance for addressing domestic abuse and sexual violence and other violence against women and girls crime types in commissioning and procurement activity

Background: Domestic violence and abuse, sexual violence and a range of other forms of violence against women and girls (VAWG)[4] have a significant impact on neighbourhoods, with far-reaching consequences for children, families, communities and society as a whole. Anyone, regardless of age, disability, gender identity, race, religion and belief, sex, sexual orientation, can be affected by these forms of violence and abuse (*see appendix two for more information*).

As a result, all areas of business (whether they are provided directly by the council, or are procured from a contractor), regardless of the service, function or client group, are likely to come into contact with victim/survivors, their families and/or perpetrators. In addition, all services will employ members of staff, or engage volunteers; some of these individuals will have current or historical experience of these crime types.

Tackling these forms of violence and abuse is a key priority for the council. In addition, because women disproportionately and cumulatively experience these crime types during their lifetime, addressing these issues helps the council meet its responsibility to remove barriers to our services and ensure they meet the needs of different users with Protected Characteristics.

Aim: The aim is to provide guidance on how commissioners can address domestic violence and abuse, sexual violence and other forms of VAWG in commissioning and procurement approaches so that these issues are consistently identified as priority, enabling in turn, best practice to be cascaded to services and frontline practice/service delivery.

How does the guidance work? This guidance, which should be considered before the start of a procurement process, recommends various approaches to address domestic violence and abuse, sexual violence and other forms of VAWG issues in tender documents and processes.

By selecting the most appropriate approach, depending on the type of service being procured, commissioners will be able to integrate specific, proportionate requirements in relation to addressing violence and abuse as a normal part of designing, specifying and delivering a service.

Where can I get more information?
If you need general information or procurement advice, contact the relevant Procurement Advisor in procurement**.**

For specific information or advice relating to domestic violence and abuse, sexual violence and other forms of VAWG contact the Partnership Community Safety Team.

---

[4] Including Stalking, Harmful practices, including Female Genital Mutilation (FGM), so-called 'Honour' Based Violence (HBV) and Forced Marriage, as well as , sexual exploitation (including commercially through prostitution and the sex industry, and sexual harassment in the workplace and public sphere)

Level 1 approach (all contracts)

Aim: To ensure that:
- Commissioners have information on whether a successful bidder has a policy to address employee / volunteer experience or perpetration of domestic violence and abuse, sexual violence or other forms of VAWG.
- The Partnership Community Safety Team, working with commissioners, are informed so that they are able to support a successful provider post award to develop a policy if they do not already have one in place.

Invitation to Tender
The following question will be included in the Invitation to Tender (ITT) template [INSERT HYPERLINK] as a 'For Information only' question:

"Does your organisation have a policy in place to address the situation where employees / volunteers are experiencing or perpetrating domestic violence and abuse, sexual violence or other forms of Violence against Women and Girls (VAWG)?" (Yes/No)

Post Award
- For contracts over £75k – If the successful bidder answered 'no' to this question, the Procurement Advisor will note the details of the successful provider onto an information sheet that will be passed to the Strategic Commissioner on a regular basis.
- For contracts under £75k – If the successful bidder answered 'no' to this question, the service's commissioner should contact the Strategic Commissioner directly to pass on the successful provider's details.
- In liaison with the service's commissioner, the Strategic Commissioner will approach successful bidders who answered 'no' to offer them support in developing a policy.

Level 2 approach (requirements to consider using)

Aim: To ensure that:
- Commissioning activity addresses the needs of service users who experience or perpetrate domestic violence and abuse, sexual violence or other forms of VAWG.
- Where relevant and proportionate to do so, commissioners can include a generic requirement in the service specification to require providers to deal properly with these forms of violence and abuse when providing a service. (This may be particularly relevant to contracts in Social Care (Children & Family, Adults, Schools, Youth and Public Health) and Housing & Property (Housing Management, Housing needs, Social Inclusion, and Travellers Service)).

Pre procurement checklist
The Pre Procurement Checklist [INSERT HYPERLINK] will include a prompt for commissioners to consider domestic violence and abuse, sexual violence or other forms of VAWG in developing the service specification.

Specification
Commissioner should consider whether it would be relevant and proportionate to include a general requirement for bidders in relation to the needs of those service users who experience or perpetrate domestic violence and abuse, sexual violence or other forms of VAWG.

To enable this, the following text will be included in the Specification Template [INSERT HYPERLINK] as a prompt and commissioners may include or delete this as a requirement:

"The Provider must ensure that the service it provides is able to deal properly with those affected by, or perpetrating, domestic violence and abuse, sexual violence or other forms of violence against women and girls (including sexual exploitation, sexual harassment, female genital mutilation, so-called 'honour based' violence and forced marriage). In particular, the Provider must ensure that its employees / volunteers are trained to ask services users about violence and abuse and act on any disclosure. This means that the Provider's employees/volunteers must have as a minimum a basic understanding of the dynamics of these forms of violence and abuse, and be able to respond sensitively to a disclosure by a service user. They must be able to provide appropriate advice and support to service users including making referrals as appropriate to the police, safeguarding or specialist services so as to reduce suffering and harm to servicer users and their families".

Invitation to Tender, Evaluation and Monitoring and Post Award
- If commissioners include this requirement in the specification, they will need to consider how to reflect this in the Invitation to Tender (ITT) and whether to have a scored question as part of the evaluation. Commissioners must ensure that any criteria (questions) which are set are linked to the subject matter of the contract and are transparent and non-discriminatory.
- For all contracts the Strategic Commissioner and Procurement can provide support to the service's commissioner during the development of the ITT and Evaluation Questions, as well as providing advice relating to monitoring arrangements post award.

Level 3 approach (additional requirements to consider using)

Aim: To ensure that:
- Commissioning activity addresses the needs of service users who experience or perpetrate domestic violence and abuse, sexual violence or other forms of VAWG
- Where relevant and proportionate to do so, commissioners can include additional requirements in the service specification to require providers to deal with these forms of violence and abuse when providing a service. (This may be particularly relevant to contracts in Social Care (Children & Family, Adults, Schools, Youth and Public Health) and Housing & Property (Housing Management, Housing needs, Social Inclusion, and Travellers Service)).

Pre procurement checklist
The Pre Procurement Checklist [INSERT HYPERLINK] will include a prompt for commissioners to consider domestic violence and abuse, sexual violence or other forms of VAWG in developing the service specification.

Specification
- In the first instance commissioner should follow the process as set out for Level 2.
- If commissioners consider it relevant and proportionate to include underline additional requirements for bidders in relation to staff / employees and service users who experience or perpetrate domestic violence and abuse, sexual violence or other forms of VAWG they should consult the Social Value Framework [INSERT HYPERLINK]
- The Framework includes examples of 'Specific Outputs' which can be required of providers or services relating to these areas. These include:

  o Creating an environment that prompts opportunities for people to disclose their experience
  o Embedding integrated care pathways for referring victim/survivors, their children and perpetrators to appropriate local and national services
  o Ensuring staff and / or volunteers have access to appropriate training
  o Have initiatives to ensure that the service is able to manage staff / volunteers appropriately if they are a victim/survivor or a perpetrator

Invitation to Tender, Evaluation and Monitoring and Post Award
- If commissioners include this requirement in the specification, they will need to consider how to reflect this in the Invitation to Tender (ITT) and whether to have a scored question as part of the evaluation. Commissioners must ensure that any criteria (questions) which are set are linked to the subject matter of the contract and are transparent and non-discriminatory.
- For all contracts the Strategic Commissioner can provide support to the service's commissioner during the development of the ITT and Evaluation Questions, as well as providing advice relating to monitoring arrangements post award.

Background information: domestic abuse and sexual violence and other violence against women and girls crime types

Domestic violence and abuse, sexual violence and a range of other forms of violence against women and girls (VAWG)[5] have a significant impact on neighbourhoods, with far-reaching consequences for children, families, communities and society as a whole.

Nationally, research shows[6]:

- Around 27% of women and 13% of men aged 16-59 report experiencing any domestic abuse since the age of 16.
- In 2014/15, 81 women were killed by a current or former partner: 44% of female homicide victims were killed by a partner or ex-partner, with an additional 17% killed by other family members; the respective numbers for men are 6% and 14%.
- 20% of women and 10% of men aged 16-59 report experiencing stalking (by any person, including a partner or family member) since the age of 16.
- 19% of women and 4% of men report experiencing a sexual assault since the age of 16, with young women at the greatest risk.

Domestic violence and abuse, as well as sexual violence and these other forms of VAWG, can have a range of impacts. These can include physical injury, as well as the impact on mental and emotional wellbeing, employment and education, social capital, health behaviours and homelessness.

There can also be longer term impacts such as poor school achievement, reduced economic prospects, behavioural problems, substance abuse, poor mental, sexual or physical health, and the risk of further violence. VAWG crime types also have a financial cost. For example, the individual, economic and social cost of domestic and sexual violence and abuse to the city is estimated to be at least £149 million per annum[7].

City wide Outcome: Brighton & Hove has a VAWG Strategy as part of the city's response to these crime types, which is seeking to create a coordinated community response to ensure that services are able to work together to better support victim/survivors and their families and hold perpetrators accountable. As part of this approach, a City wide outcome for VAWG crime types has been agreed as a key priority. This is

"*Brighton and Hove residents and communities to be free from VAWG crime types, by:*

- *Increasing survivor safety;*
- *Holding perpetrators to account;*
- *Decreasing social tolerance and acceptance; and*
- *Increasing people's ability to have safe, equal, violence-free relationships."*

---

[5] Including Stalking, Harmful practices, including Female Genital Mutilation (FGM), so-called 'Honour Based' Violence (HBV) and Forced Marriage, as well as , sexual exploitation (including commercially through prostitution and the sex industry, and sexual harassment in the workplace and public sphere)

6 Office for National Statistics. The Crime Survey for England and Wales: Focus on: Violent Crime and Sexual Offences, 2014/15. 2016

[7] Home Office. Ready Reckoner tool. Available at:
http://webarchive.nationalarchives.gov.uk/20100104215220/http:/crimereduction.homeoffice.gov.uk/domesticviolence/domesticviolence072.htm Using Office for National Statistics. Mid-year population estimates 2015. 2016. Available at: http://www.ons.gov.uk/peoplepopulationandcommunity/populationandmigration/populationestimates

NEIGHBOURHOODS, COMMUNITIES & EQUALITIES COMMITTEE	Agenda Item 26
	Brighton & Hove City Council

Subject:		Addressing Barriers to Employment for Disabled People and those with Long Term Health Conditions in Brighton and Hove
Date of Meeting:		10th October 2016
Report of:		Acting Director of Public Health
Contact Officer:	Name:	Emma McDermott Tel: 29-1577
	Email:	Emma.mcdermott@brighton-hove.gov.uk
Ward(s) affected:		All

FOR GENERAL RELEASE

1.   **PURPOSE OF REPORT AND POLICY CONTEXT**

1.1   The purpose of the paper is to report the work of the city's Equality and Inclusion Partnership (EQuIP) in relation to disabled people in the city. In October 2015 the partnership completed a disability snapshot report. This report provides an accessible overview of statistics about disabled people living, working or studying in Brighton & Hove. The ultimate aim of the report being to create a shared sense of priorities across the partnership.

1.2   Following scrutiny of the snapshot report the partnership agreed to focus in on barriers to accessing and maintaining employment as a critical issue for disabled people. Approximately two-thirds of working age people receiving DWP benefits in Brighton & Hove in 2014 were in receipt of benefits due to poor health or disability (66%), this is above the South East (61%) and England (59%). Twelve per cent of those whose day-to-day activities are limited 'a lot' because of a long-term health problem or disability are in employment, far below the employment rate among residents whose activities are not limited (70%).

1.3   Improving employment chances for disabled people and individuals with a long term health condition is both a national and local commitment and not without its challenges. In their 2015 manifesto the Conservative Party pledged to halve the disability employment gap by 2020. The gap has only reduced by 0.1 percentage points since the General Election. Halving the gap in employment rates in one Parliament would require 1.12 million more disabled people in work and increasing the employment rate of disabled people by 16.4% over five years. Locally the labour Administration has created a lead member for mental health. It has also initiated a Fairness Commission which specifically said that:

1.3.1   "All employers should recognise and utilise the experience that older workers and disabled people can bring to workplaces and they should adopt recruitment and training offers in a way to up-skill and side skill existing or new older and disabled staff and utilise their skills to train others".

1.3.2 "The Department for Work and Pensions (Jobcentre Plus) should improve the employment support it gives to disabled people, particularly Deaf people and those with Autistic Spectrum Conditions".

1.4 In January and February 2016 a cross sector sub-group of the partnership drafted and released a tender for research into the barriers to employment with the requirement for a set of practical, realistic actions to help disabled people and those with a long term health condition secure and sustain employment. The proposal is that the actions are included in the action plan of the new City Employment and Skills Plan (CESP), under objective 3, following its adoption by Full Council.

1.5 On 22nd September the Economic Development and Skills committee recommended the CESP to Full Council for adoption. Assuming Full Council approves the CESP four action groups will be established to deliver the CESP action plan.

1.6 Appendix 1 is the full research report by the appointed consultant Learning and Work Institute on addressing barriers to work for disabled people and those with long term health conditions in Brighton and Hove including the recommended actions (section 7 of appendix 1).

2. RECOMMENDATIONS:

2.1 That the committee welcomes the research and its findings and approves the recommendations.

2.2 That committee refers the research report to the Children, Young People and Skills Committee and the Economic Development and Culture Committee for approval and requests the incorporation of the recommendations into the CESP action plan.

2.3 That committee refers the research report to the Learning and Skills & Employment Partnership and the City Management Board for consideration as part of their responsibility for overseeing the delivery of the CESP action plan.

3.   CONTEXT/ BACKGROUND INFORMATION

26,000 Brighton & Hove residents are disabled and out of work	16% per cent of Brighton & Hove residents have their day-to-day activities limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months	Of the 3.6 million disabled people who are out of work nationally, nearly half (47%) are neither looking for work nor available for work; three times the rate for those who are not disabled.
Disabled people are nearly four times as likely to be unemployed or involuntarily out of work as non-disabled people	Disabled adults are also nearly three times as likely as non-disabled adults to have no formal qualifications.	Employment rates are lowest for those with more significant impairments, for older disabled people and for those with mental health conditions.
Brighton & Hove lags behind the region and country, with a larger 'gap' between disabled people and non-disabled	66% of ESA claimants are in the support group – they receive no work or health related support.	There is also a higher prevalence of mental health conditions in the ESA Work Related Activity Group in Brighton & Hove (58%) compared to South East (42%) and Britain (50%)

3.1   In 2015 the city commissioned Rocket Science to refresh its City Employment and Skills Plan. The City has benefited from economic growth with a strong financial services sector, vibrant visitor economy, emerging dominance in the creative and digital sectors and a centre for learning and innovation. However, here is evidence that this growth has not benefited everybody. Youth unemployment although reducing is still high and there is deeply entrenched unemployment for some residents and increasing polarisation between wealth and poverty. One of the Plan's three priorities is "no one left behind" and one of its four objectives is "Making our services, providers and funding work better to help those furthest from the labour market".

3.2   With the development of the CESP in progress and the compilation of the 2015 disability snapshot report it was apparent that a more detailed analysis of the challenges faced by disabled people should be explored and what more or differently could be done. What was working or hindering employers hiring disabled people? Which support services were working better for disabled people to secure and sustain employment? How could and would changes in the welfare system help disabled people? EquIP agreed an approach to answer these questions.

3.3   Following a competitive tendering process, overseen by a sub-group of the Equality and Inclusion Partnership the consultancy firm National Learning and Work Institute was awarded the research contract. Starting in May 2106 the research was completed in in early September. The methodology for the research is outline in section 1 of appendix 1. The research was jointly funded by the city council and Brighton and Hove Clinical Commissioning Group in recognition of the benefits of employment to physical and mental health of all

individuals and especially individuals with a disability and/or a long term and/or fluctuating health condition.

It should be noted that the sub-group agreed early on in the drafting of the tender that the research should focus on exploring disabled people's experience of and barriers to 'open employment' and did not include a focus on the benefits and challenges of supported businesses.

3.4   The research suggests two key objectives with three enabers. The two objectives are as follows:

- Increasing employment: support to prepare for, look for and take up work
- Maintain employment: Support to stay in work and/or return to work after absence

The three enablers are:

- Partnership working and information sharing
- Employer engagement and support
- Effective engagement with disadvantaged groups

Under both the objectives and the enablers are one or two recommended actions with details on how these could be achieved.

See section 7 in appendix 1 for full details.

4.   ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

4.1   Alternative option - not accept the research findings and recommendations. This is not an option because the CESP is reliant on this research and a similar one into the barriers to employment experienced by BME people in the city to ensure that its actions under "no one left behind" are meaningful and will make a difference to these two groups.

5.   COMMUNITY ENGAGEMENT & CONSULTATION

5.1   As part of the research a wide range of stakeholders were engaged including disabled people in work, out of work and in placements. Engagement of employers both large and small/micro and public and private sector was a critical element of the commission. In fact more so than engaging with disabled people, since there has been considerable engagement and research nationally and locally regarding the issues and barriers faced by disabled people from their perspective but very little in comparison with employers.

6.   CONCLUSION

6.1   As the research demonstrates disabled people fare very badly in the labour. Only 49.7% of disabled people are in employment compared to 79.5% of those who are not disabled. The employment rate for people with a mental health condition

is just 39.9%. Nearly half of all new ESA claims are now due to mental health or behavioural condition.

6.2 Moreover the research found that whilst there was excellent support provided to disabled people either looking for and/or in work, and also to employers, for example the council's supported employment service, there was low level employer awareness of the support available to either themselves or to their disabled staff. Also that there was little awareness between services of each other's provision and in particular that there was limited referrals and relationship between health care and employment support.

6.3 As noted in section 3 the research found three areas of focus under two overarching objectives, and developed specific recommendations in response to the findings. It is also worth noting that the recommendations involve and are for a range of agencies in the city across the sectors. Therefore the report will also be presented to the Equality and Inclusion Partnership for consideration and response. Furthermore, that the recommendations range from very practical, pragmatic steps to the need to give consideration to more significant system change that would be required to achieve the step change in employment of disabled people.

.

7.   FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

7.1 There are no direct financial implications associated with the recommendations in this report. The cost of research was funded from within existing resources in the Communities, Equality and Third Sector team and the NHC Clinical Commissioning Group. Any financial implications associated with the delivery of the recommendations set out in the report will be assessed within relevant future reports or business cases and appropriate approval for funding will be sought where required.

Finance Officer Consulted: Name Mike Bentley   Date: 27/09/16

Legal Implications:

7.2 This Report asks the Committee to note and refer on research commissioned by the authority pursuant to its responsibilities under the Equalities Act 2010, including its duty to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations. This Report raises no additional legal implications.

Lawyer Consulted: Victoria Simpson   Date: 27.9.16

Equalities Implications:

7.3 Disability is one of the nine characteristics protected by the Equality Act 2010. Through this piece of research, its findings and recommendations we are seeking to ensure that disabled people are not unfairly treated or discriminated against in

the labour market either consciously or unconsciously and the most effective action is being taken to support individuals into employment.

<u>Sustainability Implications:</u>

7.4 Sustainable communities are inclusive communities where all individuals have equality of opportunity and are not hindered by their circumstances or characteristics, and everyone has the opportunity to reach their full potential and play an active role, economically and socially in the city. It is well documented that being employed in satisfying work has a considerable impact on individuals, their families and local communities.

SUPPORTING DOCUMENTATION

Appendices:

1. Addressing Barriers to Work for disabled People and those with Long Term Health Conditions in Brighton and Hove, Research Report,   Learning and Work Institute, September 2016.

Background Documents

1. Disability in Brighton and Hove 2015

Appendix 1

<u>Crime & Disorder Implications:</u>

1.1 None

<u>Risk and Opportunity Management Implications:</u>

1.2   The risk of not approving the recommendations and including them in the CESP action plan is that practical and tangible actions that will help improve the employment opportunities for disabled people will not be taken forward. There is a risk that the resources and change needed to achieve the actions will not be forth coming or easy to secure. To mitigate this risk, the recommendations will be included in the CESP action plan and taken forward as part of the four action groups established for each CESP objective. The report is a key opportunity to ensure that resources in the city, across different sectors, are being best deployed to help employers hire disabled people and people with long term and/or fluctuating health conditions.

<u>Public Health Implications:</u>

1.3 A critical driver for the commission of the research was the well-documented impact of employment on individual health and well-being and significant difference in employment rates between disabled and non-disabled residents due as a direct result of their disability and/or long term/fluctuating health condition.

<u>Corporate / Citywide Implications:</u>

1.4   The work and the recommendations directly support the council's corporate plan priority to increase equality. They also impact on other organisations in the city not only in terms of how they may change their approaches and/or the allocation of resources but also the demand on their services. For example, GPs may well see a reduction in visits from some patients who are getting and keeping work because they are receiving better support to manage their fluctuating health conditions and at work both they and the employer are receiving help to make reasonable adjustments for that person. Thus the report will also be presented to the Equality and Inclusion Partnership for consideration and response.

Addressing barriers to work for disabled people and those with long term health conditions in Brighton & Hove

Research report

Lauren Bennett
Kathryn Ray
Tony Wilson

September 2016

2

Contents

3

4

Executive Summary

The Learning and Work institute (L&W) was commissioned by Brighton & Hove's Equalities and Inclusion Partnership (EquIP) to conduct research into the barriers to employment, volunteering and skills development for disabled people and individuals with long term health conditions in Brighton & Hove, and to provide recommendations on how the council and their partners can remove such barriers, so that disabled people in Brighton & Hove are able to compete effectively for jobs and maintain employment and/or volunteering opportunities.

The mixed methods study involved:

A. **A scoping stage** entailing:
    i. a rapid review of local and national evidence on good practice in promoting employment for disabled people;
    ii. analysis of data on disability and employment in Brighton & Hove, compared to the South East and nationally;
    iii. mapping the existing provision of relevant support for disabled people and for employers in Brighton & Hove and identifying gaps.

B. **Stakeholder research** – comprising interviews with disability support and advocacy organisations, employment and skills providers, health partners, employers and disabled people both in and out of work.

C. **Consultation workshops** to discuss the findings and develop and appraise policy options with a range of stakeholders.

Key Findings

Experiences of employment support

- Disabled people and those with long term health conditions who were out of work reported that they wanted to work and desired more support to be able to do this. In particular, those further from work wanted more intensive and personalised employment support – including help to prepare for work, look for work and to apply for jobs.

- Disabled people's experiences of support often reflected the quality of their relationship with the adviser or staff who supported them. This reinforces findings from other research that positive adviser / participant working relationships, which facilitate the delivery of personalised support, are key to an effective intervention.

- Negative experiences of support tended to relate to instances where it was felt that staff understanding of the impact of specific conditions or impairments

was limited. This highlights the importance of well-trained staff with appropriate levels of skills and experience.

- Timing and sequencing of support is also key; interventions need to happen at the right time, and holistic support needs to be able to help individuals to overcome the range of barriers that they may face. This highlights the importance of effective referral routes into services.

Provision of support in Brighton & Hove

- There is a range of provision available in Brighton & Hove, but a lack of awareness of such provision amongst employees and local residents.

- Amongst partners delivering services, there was a strong desire for more to be done to share information about services, support and different conditions, and to better co-ordinate activity, in order to reduce the likelihood of overlap between services and to facilitate information sharing.

- The support provided by the Council's Supported Employment Team, which operates using a model of Supported Employment (or a 'place, train, maintain' model – see p.16) was valued highly by those who had used it – both employers and individuals. It was felt to provide an effective bridge to employers for unemployed disabled people; had knowledgeable staff who were able to support employers when issues or concerns arose; and provided in-work support to ensure that opportunities could be sustained. However long waiting lists for receiving support from this service were a key challenge.

- Support for young people with mental health conditions was felt to be a key gap in the provision of support locally.

- Concerns were raised by participants about the 'parking' of individuals in unsuitable support, or in voluntary roles, without efforts to progress them into sustained employment. This points to a need for improved signposting and referral processes, to ensure that individuals are able to access support that is right for them. Having appropriate referral routes from disability specialist services into employment, health and welfare services is also crucial to ensure that support is received at the right time.

Experiences of employment

- Experiences of all stakeholders suggested that the quality of the 'job match' is key for individuals to sustain, enjoy and progress in work. This reinforces a key finding from previous research.

- Reflecting this, employers were focused on ensuring that they appointed staff with the right skills and aptitudes for the role in question, rather than having a desire to appoint (or not to appoint) disabled people per se. However, some

7

employer interviews suggested that they held misconceptions about disabled people and individuals with health conditions, including the automatic assumption that disabled employees would have a physical impairment and therefore be unsuitable for certain roles. There was also a perception amongst disabled people that they did face discrimination from employers.

- Although many employers had flexible working policies, or were willing for staff to work flexibly if this was suitable for the role in question, they did not always convey this on job adverts. This reflects the findings of previous research that only a small proportion of jobs are openly advertised as being open to flexible working. This could act as a deterrent to disabled people applying for vacancies.

- Employers tended to see it as the applicant's responsibility to request reasonable adjustments at the interview stage if required and employees reported variable experiences of this – some requests were accommodated while others were not. These experiences at interview stage shaped individual's perceptions of the employer and the suitability of the job.

- Despite SMEs having fewer resources for supporting employees with disabilities, several stakeholders reported positive experiences of employment in SMEs, which related to job satisfaction and the provision of personalised support and adaptations in the workplace.

- It was common for individuals with disabilities or health conditions not to disclose this to employers or to support providers. This makes it critical to develop a culture of openness in businesses so that employees are able to disclose their conditions with confidence in order to be provided with appropriate support.

Support for employers

- Employers were using various types of support to help them with the recruitment or retention of disabled employees, including the council's Supported Employment Team, Occupational Health support, employee assistance schemes and ad-hoc HR support. Unsurprisingly, larger organisations tended to have a greater amount of support at their disposal, whilst SMEs were often unaware of options such as Access to Work and had less resource to devote to recruitment and to Equality and Diversity policies.

- When employers did receive appropriate support, this was often key to their decision and ability to hire a disabled person.

- However, there was a lack of awareness of wider local and national support services amongst employers and employees. This included knowledge of

8

local provision, as well as national schemes such as Access to Work and the Fit for Work service.

- It was felt by stakeholders that the Disability Confident campaign did not yet have the level of awareness among employers and employees that its forerunner (the Two Ticks scheme[1]) had achieved, and in particular that it had not yet successfully engaged with SMEs and micro businesses.

Recommendations

Our research findings identified two key objectives in improving support for disabled people and those with health conditions:

1. Increasing employment and

2. Ensuring that employment can be maintained

These are underpinned by three enablers – that is, the critical elements that will support partners in Brighton & Hove to achieve these objectives:

3. Partnership working and information sharing

4. Employer engagement and support

5. Effective engagement with disadvantaged groups

Below, we make one or two key recommendations in each of these five areas.

There are two key overarching principles that are vital in taking these recommendations forward:

A. To ensure **effective leadership and accountability**, we recommend that the city management board and/or the Learning, Skills and Employment Partnership takes on responsibility for overseeing progress against these recommendations as part of their responsibility for the CESP action plan.

B. We also emphasise the critical importance of **engaging disabled people** themselves in the design and oversight of policies and services that affect them. We therefore also recommend that disabled people in Brighton & Hove are engaged in the implementation of the objectives and actions set out here.

1. Increasing employment

1.1 Prioritise disabled people within the City's target for 1,000 new apprenticeships in 1,000 days; and for 3,000 opportunities to develop skills,

---

[1] The two ticks scheme is a recognition given by Jobcentre Plus to employers based in Great Britain who have agreed to take action to meet five commitments regarding the employment, retention, training and career development of disabled employees. It has now been replaced by the Disability Confident symbol.

9

experience and careers, to ensure that disabled people benefit from the increased opportunities available.

Proposed actions

- Skills Action Group to assess emerging guidance and consult stakeholders on the additional funding available for young apprentices with Education, Health and Care Plans.

- Develop case studies, good practice examples and appropriate tools and resources for prospective employers and providers on the employment of disabled people.

- Work with public sector bodies, employers, and Recruit Ability[2] to raise the profile of and champion the employment of disabled people.

- Regularly monitor management information on take-up of apprenticeships and employer pledges by disabled people and those with health conditions.

- Where take-up by disabled people is consistently below 11%, then consider the case for implementing a take-up target.

1.2 Explore options for increasing capacity of intensive, specialist, adviser-based support for disabled people and those with health conditions who are out of work to support the CESP objective of supporting 2,000 disadvantaged residents into employment. This is an ambitious target, which would likely require harnessing of resources in excess of those available through existing provision and plans.

Proposed actions

- Services Action Group to assess in the coming year the potential impact on employment of measures set out in Objective 3 of the CESP and in this report.

- If a likely shortfall is identified against the target of increasing sustained employment by 2,000 over three years, Services Action Group to further scope out the commissioning of additional, specialist adviser-based employment support – building on the model described in this report.

- Funding avenues to be explored include the Work and Health Unit Innovation Fund, the Brighton & Hove Clinical Commissioning Group (CCG) commissioning, Jobcentre Plus Flexible Support Fund/ Dynamic Purchasing System and Public Health/ Council commissioning.

---

[2] An innovative recruitment agency project run by Brighton & Hove Chamber of Commerce and Possability People that seeks to match local recruitment needs with talented disabled people.

2. Maintaining employment

2.1 Develop a 'resources pack' for businesses, which signposts to existing services and sources of support for employers and employees in managing health conditions and impairments in the workplace.

Proposed actions

- Establish a Task and Finish Group to take forward this and recommendation 4.1 below, including the Chambers of Commerce, Possability People, Jobcentre Plus, Brighton & Hove City Council and business champions.

- Identify relevant existing city and national services – including Access to Work, Mental Health Support Service (MHSS), Fit for Work, Recruit Ability, Council Workplace Health Checks, ad hoc HR professional support.

- Develop a resource pack – describing service offers, eligibility/ target groups, how it is delivered, any costs or requirements, any evidence on impact, case studies of previous use and how to access it.

- Agree how resources pack will be owned and maintained.

3. Partnership working and information sharing

3.1 Develop and maintaining a provision mapping tool, to ensure that organisations working with disabled people and those with health conditions are aware of available support and can make appropriate referrals as a result. A well-designed provision mapping tool, which is widely used, could be transformative in improving access to disability employment and health support – ensuring that people access the right support at the right time for them.

Proposed actions

- New Task and Finish Group, or Services Action Group, to take forward the provision mapping work.

- A mapping tool to be developed in partnership with VCS organisations, DWP, CCG and the Council, setting out: services available, service description, eligibility/ target groups, availability, costs or requirements, impact and how to access or enrol.

- Agreement on the hosting of the tool (either within the VCS or Council) and access to/ use of it (across VCS, Council, health and employment services).

- Task and Finish Group to explore options for funding the ongoing running of the tool – perhaps through subscription/ top-slice from key partners.

3.2 Improve the 'gateway' into employment support for those with health conditions and impairments, from a range of services including Jobcentre Plus, health services and VCS provision. In the short term, we recommend reviewing how this can be reflected in the new Community Navigator service.

Proposed actions

- The CCG, Council and VCS to identify options and agree proposals, if appropriate through a Task and Finish Group or the Services Action Group. This should include the following:

  o Exploring how increasing access to employment support can be reflected in the commissioning of health services. In the short-term, the forthcoming commissioning of the Community Navigator (social prescribing) model could include some focus on onward referral to employment support services.

  o Identifying options for raising awareness among GPs and health professionals of employment and health support services and promoting the social prescribing service – for example through engagement with GP clusters, co-location of navigators and developing and promoting additional guidance, case studies and good practice.

  o Exploring the scope for top-slicing small contributions from key partners to fund the development and maintenance of the provision mapping tool set out above.

  o Exploring the scope for funding or contributing to the funding of additional commissioned employment support, as set out in recommendation 1.2.

  o In the longer term, considering the case for developing a 'single gateway' to employment and health support, along the lines of the approach being developed by the Scottish Government.

4. Employer engagement and support

4.1 Champion the role of effective, inclusive businesses through a campaign that involves 'business to business' dialogue and prominent business voices as champions. This should include the dissemination of case studies and 'myth busting' to challenge preconceptions about disabled people and their employment.

Proposed actions

- Establish a Task and Finish Group to take forward this and recommendation 2.1 – including the Chambers of Commerce, Possability

People, Jobcentre Plus, Brighton & Hove City Council and business champions.

- Identify potential business champions through existing networks and employers engaging with Recruit Ability.

- Develop myth-busting resources, case studies and best practice on inclusive employment – working with business champions. This should include:

  - o Best practice to increase employment opportunities for disabled people, such as providing work shadowing and volunteering opportunities, job carving and simplified application processes.

  - o Best practice in retaining disabled people and people with health conditions in employment, including through flexible working opportunities, use of occupational health provision, informal peer support mechanisms, clear progression pathways and learning and development opportunities in the workplace.

- Identify opportunities for promoting these resources, and engagement with Recruit Ability, for example through Chamber of Commerce networks, local trade associations, business breakfasts and business awards.

- Explore the potential for engaging with city employers through the targeted growth support for small and micro businesses identified in the CESP.

4.2 The Council and anchor institutions promote best practice and lead by example on disabled people's employment

Proposed actions
- Brighton & Hove City Council, the CCG and other public and voluntary sector employers to lead by example by signing up for the Disability Confident campaign, offering opportunities including apprenticeships to disabled people and equipping staff to better support disabled colleagues and/ or service users (including, for example, through the provision of Mental Health First Aid training).

5. Engaging with disadvantaged groups

5.1 Improve support for public and voluntary sector staff engaged in outreach on identifying, engaging and triaging for employment and health needs – in particular using the proposed new provision mapping tool - so that residents who do not currently come into contact with employment services can be referred to appropriate support. Making substantial progress on the employment of disabled people and those with health conditions will require a far

greater focus than thus far on identifying and engaging with residents who do not currently come into contact with employment services.

Proposed actions

- Task and Finish Group or Services Action Group to explore options for improving identification, engagement and triage for more disadvantaged and non-engaged groups.

- Encourage outreach organisations to adopt the proposed provision mapping tool, so as to increase the reach of the tool for use with more disadvantaged groups.

- Work with the CCG, the Council and other commissioners of outreach and engagement activity so as to prioritise onward referral into employment support, where that is appropriate, drawing on the provision mapping tool.

- Explore scope to offer training to frontline staff in the public and voluntary sectors in identifying and triaging for health conditions and impairments – for example through Mental Health First Aid training.

14

1.Introduction

This report presents findings from research conducted by the Learning & Work Institute (L&W) into the barriers to employment[3], volunteering and skills development for disabled people and individuals with long term health conditions residing in Brighton & Hove. Building on the research findings, it then outlines recommendations for Brighton & Hove City Council and their partners to take forward in their efforts to increase the employment chances of disabled people and individuals with long term health conditions. The proposals will form part of Brighton & Hove's City Employment and Skills Plan.

The research has been commissioned by the Equality and Inclusion Partnership (EquIP) of Brighton & Hove and was jointly funded by Brighton & Hove City Council and the Brighton & Hove Clinical Commissioning Group (CCG).

Disability Employment

6.9 million people in the UK aged 16-64 have a long-term health condition or disability, the equivalent to one in six of the 'working age' population. However, **disabled people are much less likely to be in work than non-disabled people.** Only 49.7% of disabled people are in employment compared to 79.5% of those who are not disabled, a gap that has remained stubbornly wide for the past two decades. Employment rates are lowest for those with more significant impairments, for older disabled people and for those with mental health conditions. For example, the **employment rate for people with a mental health condition is just 39.9%.** Moreover, nearly half of all new Employment and Support Allowance (ESA) claims are now due to mental health or a behavioural condition.

Furthermore, **disabled people who are out of work are only half as likely to be actively looking for work as their peers who are not disabled**. For example, of the 3.6 million disabled people who are out of work, nearly half (47%) are neither looking for work nor available for work, three times the rate for those who are not disabled. Disabled adults are also nearly three times as likely as non-disabled adults to have no formal qualifications: 30% and 11% respectively.

There is evidence that employers can have an unconscious bias in favour of seeing people with a disability as less valuable at work when compared to people without a disability.[4] This puts disabled people at a disadvantage in the recruitment and selection process, in training and development opportunities and in communication and engagement by managers.

---

[3] The focus of this research was on exploring disabled people's experiences of and barriers to 'open employment' and did not include a focus on the benefits and challenges of supported businesses.
[4] Employers Network for Equality and Inclusion (enei), Disability: A Research Study on Unconscious Bias, 2014

Despite the Conservative Party's pledge to halve the disability employment gap by 2020 in their 2015 manifesto, **the gap has only reduced by 0.1 percentage points since the General Election; a rate of progress which means that it would take 200 years for the employment gap to halve**. Halving the gap in employment rates within one Parliament would require 1.12 million more disabled people in work and increasing the employment rate of disabled people by 16.4% over five years.

Furthermore, funding for the new national Work and Health Programme will be less than half of the amount spent on supporting disabled people through the previous national programmes: Work Programme and Work Choice – £450 million compared to £1.02 billion. L&W estimate that this funding level will enable the programme to support around 250,000 people, equivalent to just 7%, or one in fifteen, of all disabled people out of work. If performance is in line with previous programmes, this would close the employment gap by less than one percentage point. Therefore, new approaches to supporting disabled people into work need to be transformational.

The research

This research consisted of three stages.

1. A scoping stage, which mapped existing provision of support for disabled people and employers at a local level in Brighton & Hove to identify gaps; analysed the existing data on disability and employment in Brighton & Hove; and reviewed the national and international evidence on the effectiveness of support to highlight good practice and identify areas for improvement.

2. Stakeholder consultation to explore views on the barriers to participation in employment, volunteering and training for disabled people in Brighton & Hove, how these differ by impairment type, and how they can best be addressed. This included interviews with disability support and advocacy organisations, employment support and skills providers, health partners, employers and disabled people.[5] Focus groups were also conducted with individuals who were further from the labour market to learn more about their experiences of preparing for and looking for employment, volunteering and training opportunities.

3. Consultation workshops with stakeholders to develop and appraise policy options. Stakeholders included Council staff, employers, employer bodies, training and employment support providers, health providers and disability support groups.

The remainder of the report is structured as follows:

- **Chapter 2** outlines the local context in Brighton & Hove, presenting an analysis of local data on disability and employment in Brighton and an overview of local support provision.

---

[5] It should be noted that supported businesses were outside of the scope of this research.

Chapters 3-6 present findings from the stakeholder consultation followed by examples of good practice from both Brighton & Hove and wider literature.

- **Chapter 3** presents findings on labour market barriers and increasing employment opportunities for disabled people and individuals with long term health conditions.

- **Chapter 4** presents the findings on in-work support, considering what needs to be done to reduce the likelihood of individuals leaving employment due to their health condition or disability.

- **Chapter 5** focuses on how to better work with employers to engage them in the disability employment agenda and raise awareness of local and national support.

- **Chapter 6** focuses on effective support and partnerships in Brighton & Hove.

- **Chapter 7** presents our recommendations – broken down by the objectives and enablers.

2. Disability and Employment in Brighton & Hove

Brighton & Hove's City Employment & Skills Plan (CESP) for 2016 -2020 focuses on actions to eliminate long term unemployment in the city by supporting those who are most marginalised from the labour market. By 2020 the CESP aims to deliver at least 1,000 new apprenticeships, 2,000 long term unemployed residents into sustainable employment and 3,000 opportunities from the business community (such as jobs and work experience).

People with a disability or long-term health condition in Brighton & Hove are a key target group for these CESP actions. Research conducted by the Public Health intelligence team found that 16% per cent of Brighton & Hove residents have their day-to-day activities limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months. **These individuals are older than the population whose activities are not limited** (42% are aged 65 years or over compared to 7% of those not limited); **much less likely to be in employment**, with only 48.1% of disabled people in employment compared to 80% of non-disabled people, **and more likely to be in routine occupations** than those whose activities are not limited (12% compared to 6%).

Our analysis shows that there are 12,350 ESA claimants in Brighton & Hove. The majority of these claimants are unlikely to be receiving structured employment support as they are in the support group[6]. Two thirds (66%) of ESA claimants in Brighton & Hove are in the support group (66%), a higher proportion than in the South East as a whole (63%).

The proportion in the work-related activity group in Brighton & Hove is the same as for the rest of the South East and England. However, in Brighton & Hove there is a higher proportion of the WRAG group with a mental health condition than in the rest of the South East or England as a whole (58% in Brighton & Hove compared to 42% in the South East and 50% in England). As noted previously, the employment rate of people with a mental health condition is just 39.9%.

More detailed data analysis and charts can be found in Annex One.

---

[6] If an individual is placed in the **support group**, it means that the Department for Work and Pensions (DWP) has decided that they cannot work and they are not expected to do anything to find work. (However, they can take part in work-related activity if they would like to.) If an individual placed in the **work-related activity group** (WRAG), this means that DWP has decided that the individual's disability or health condition does not currently limit their ability to find work. The individual will be expected to attend a work-focused interview and completed work-related activity to improve their chances of finding employment in the future.

Support provision

The table below provides an overview of the range of provision for disabled people and individuals with health conditions in the Brighton & Hove area, covering employment support services, learning and skills provision, health-related services and specialist disability provision. More detail about the organisations and services listed can be found in Annex Two.

Our analysis shows that overall, 3,280 people with a disability have been referred to the **Work Programme** in Brighton & Hove. This comprises 44% of all referrals, which is slightly higher than the figure for the South East as a whole (42%) and well above the proportion for Great Britain as a whole (36%). Performance wise, Work Programme providers covering Brighton & Hove achieved a 20% job outcome rate for disabled people, about half that for non-disabled people (39%). These rates are higher than those for Great Britain as a whole (18% for disabled people and 35% for non-disabled people), although the gap between outcome rates for disabled and non-disabled people is similar.

Statistics for the **Work Choice** programme are only available at the level of the contract package area (CPA). In CPA25, Kent, Surrey and Sussex (which covers Brighton & Hove), 6,330 people have been referred to Work Choice since 2010/11. Of these 4,720 started the programme: an attachment rate of 75%, slightly below that for the programme as a whole (at 78%). Nearly 2,000 participants on Work Choice in CPA25 found a job, representing a job outcome rate of 42%, compared to 44% nationally.

.

Examples of local provision in Brighton & Hove for disabled people and individuals with long-term health conditions

Employment advice and support	Employment advice and support via Jobcentre Plus[7]	Learning and Skills provision	Specific conditions	Health services
Supported Employment Team	Disability Employment Advisers	City College	Mind	IAPT
Southdown Housing Employment Services	Work Programme	Friends Centre	Mind Out	Expert Patient Course
Possability People	Work Choice	DV8 Centre	Speak Out	Pain management services
Active Lives	Roots to Success	Preston Park Recovery Centre	Assert	Community Navigators
Grace Eyre Foundation	No Boundaries!	Brighton & Hove Recovery College	Deafcog	Brighton & Hove Wellbeing Centre
	Discover Yourself	The Platform	Bluebird Society for the Disabled	Turning Point
	Access to Work funding	Plumpton and Netherfield College		Sussex Mental Health Helpline

---

[7] The standard Jobcentre Plus offer also includes IT support, guidance from the National Careers Service, CV and other employability advice, work experience and pre-employment training programmes.

3. Increasing employment for disabled people and those with long term health conditions

Stakeholder consultation findings

Barriers to employment

A range of barriers to employment were identified by research participants, including:

- perceived employer attitudes to hiring disabled people,
- job requirements that excluded people with certain impairments,
- inaccessible recruitment procedures and
- physical accessibility issues.

A lack of skills and confidence also compounded these issues for some people.

Wider evidence suggests the two most common reported barriers to work amongst adults with impairments are a lack of appropriate job opportunities (43%) and difficulty with transport (29%).[8] This was reflected in the stakeholder research as participants explained that they had struggled to find suitable jobs to apply for in Brighton & Hove. Reasons given for this included that they wanted to work in a particular sector or that they wanted to work within particular hours, where it was felt local opportunities were limited.

Participants were also put off from applying for roles because the job specification or requirements were not felt to be suitable for their impairment:

> *"When they say things like good communication skills, good social skills, confident personality - and I struggle with those things, so right away I think, well, they don't want me."* (Employee Interview)

Sometimes applicants were put off if the opportunity was not with a 'Two Tick employer' (now known as disability confident).

Participants expressed frustration with applying for numerous jobs and regularly getting rejected, and some people expressed a belief that they were rejected because they had disclosed their disability or health condition. For example, there was a widespread belief that employers saw hiring a disabled person as a cost. Indeed, one individual reported that they had had a job offer withdrawn after disclosing a health condition:

> *"I've had one that was offered to me and when they found out that I had depression issues they were just like, "Oh, maybe this isn't right for you," and*

---

[8] Office for Disability Issues, 2011, ODI Life Opportunities Survey Wave One results, p10,

they kind of backtracked and back pedalled, and then I just didn't feel there was really a lot I could do because it would be my word against theirs."
(Employee Interview)

Another barrier identified was around skills required, particularly the importance of IT skills in securing employment. For several participants, especially older service users, this was a barrier to employment, as they struggled to use computers and the internet independently. Limited literacy and numeracy skills were also raised, with complex application forms perceived to be a significant obstacle to individuals who lacked basic skills.

Finally, the physical accessibility of premises was also reported to be an issue, as was the high cost of travel, both to use services and to access employment.

What works in delivering support
Individuals that participated in the research had received employment support from a range of statutory and voluntary organisations, including Jobcentre Plus, the council's Supported Employment Team, Scope (who delivered the Work Choice Programme), Possability People (previously The Fed) and Assert.

Their experiences suggested that effective support involved:

- skilled and compassionate advisers or support workers,

- personalised support that could address multiple barriers and issues, with appropriate signposting to other services where necessary,

- practical help with job applications and job brokerage and raising awareness of labour market opportunities,

- activities to develop soft skills, for example through training or education and volunteering opportunities, with appropriate support to ensure progression.

Linked to this, there was a consensus among stakeholders that effective support was holistic and flexible, so that service users were able to choose from a range of activities or support options (e.g. one to one, group sessions, online advice) that suited them. Other important features included support that enabled people to live independently and support themselves appropriately and services that were able to respond to requests for support and demand where possible.

Reflecting wider research[9], people's experiences of support often reflected the **quality of the relationship they had established with the adviser** or staff who supported them. An understanding of conditions or disabilities and a trusting relationship were highlighted as key to effective support:

---

[9] Dobson, B., Pickles, C., and Titley H., (July 2016), Stepping up, breaking barriers. Transforming employment outcomes for disabled people, Reform

> *"She was just very helpful. She seemed to have a genuine concern and a genuine sort of "I want to help". But the others, somehow they just weren't at all interested"* (Employee Interview)

Participants also found it beneficial where advisers were able to liaise with employers on their behalf and could help them with their CV and covering letters. Those who were further away from the labour market expressed a desire for more intensive and one-to-one support, to help with looking for and applying for jobs.

Providers reported that journeys towards work were often stalled due to inappropriate support, for example they reported seeing clients who had participated in a range of services that were too generic in the support they offered. **They felt it was important for programmes or activities to be personalised in order to address the complex and multiple barriers that people faced**. For example, some participants needed to overcome issues such as housing and debt before they could think about employment:

> *"I think there's a certain perception around people not wanting to work, it's absolutely false, but there is an issue around genuinely not being ready to think about work just yet, and if you get the support after that stage [it] becomes a lot shorter."* (Intermediary Organisation Interview)

This raised issues about **the appropriate timing and sequencing of support** and the importance of providers being able to refer on to the appropriate range of services required.

The complexity of user-needs was related to increasing dual diagnosis and greater numbers of people being diagnosed in mid to late adulthood. This presented an additional barrier for individuals, with some requiring a long time to adjust to their diagnosis and understand its implications. Multiple conditions also presented complications in terms of eligibility for services, which sometimes resulted in individuals not receiving the necessary support. For example, some intermediary organisations reported difficulty in deciding which services individuals were eligible for as a result of primary and secondary conditions.

Participation in training or education and volunteering were identified as important in the journey towards work. Being able to signpost learners to appropriate courses that were linked to their interests and which would be beneficial to their prospects was seen as vital, as was ensuring that they were given a sense of community whilst participating in their course, to enable them to enjoy their learning experience, feel comfortable and want to attend.

There was a belief that learning can help with mental health conditions and can lead to soft outcomes such as improved confidence, motivation, time-management skills and commitment that are beneficial for employability, however the importance of

linking up with wider health-focused support to sustain participation was also emphasised.

Volunteering was acknowledged as an important route towards work for some disabled people and individuals with long-term health conditions, as it enables people to experience different environments and build their confidence before entering the workplace. It was also described as a means for people to get their 'foot in the door' and develop transferable skills. However, it was emphasised that volunteering should be viewed as a stepping-stone and not an end goal, with service users encouraged to progress further where this was possible:

> *"So they get quite comfortable with volunteering, I think it serves a purpose but it's a very false environment for them."* (Intermediary Organisation Interview)

Providers also saw better-off calculations, which are used to assess whether there is a financial benefit of an individual moving into work, and raising awareness of options such as part-time and flexible working, as important for encouraging service users to consider working.

Good practice in employment support

Supported Employment

Supported Employment, otherwise known as the 'place, train, maintain' model, has been found to be an effective approach in a number of international studies, including a thematic review on sickness, disability and health conducted by the Organisation for Economic Co-ordination and Development (OECD).

Supported Employment was originally developed in the United States to support people with learning disabilities enter and maintain employment. The European Union for Supported Employment (EUSE) has developed a best practice model of Supported Employment that is supported by quality standards and a number of 'how to' guides and toolkits. This model is endorsed by the British Association for Supported Employment (BASE), and has previously been used by the Government to define and agree standards for Supported Employment in England.

Brighton & Hove Supported Employment Team (SET)

Brighton & Hove City Council's Supported Employment Team works with up to 285 individuals each year, throughout the city. It is funded through Adult Social Care services, and seeks to assist service users to find and maintain employment. Individuals with a range of disabilities and health conditions are supported, with the majority of service users having a learning disability. Service users must be eligible for adult social care services, and can access SET through internal, external or self-referrals.

The key stages of **support for service users not in employment** are:

- **Participant engagement** to raise the employment related expectations of individuals, their families and relevant professionals;
- **Vocational profiling** to identify aspirations, skills, needs and job preferences to inform the job search;
- **Job match and application support** to increase the likelihood of suitable and sustainable employment;
- **Employer engagement** to establish relationships with employers and overcome traditional recruitment barriers;
- **Referrals** to external health and support organisations.

Support for individuals who are about to enter or are currently in employment is concentrated on maintaining the opportunity through appropriate support for both the employer and employee, including:

- **Job coaching** to prepare service users for the duties and commitment of employment;
- **Supported training** including inductions to the workplace and supervised learning and development;
- **In-work assistance** that is individually tailored, and acts to ensure that employees are fully supported in their roles;
- **Guidance and advice** for both employee and employer to manage expectations and support the relationship;
- **Referrals** to external health and support organisations.

The SET also supports service users into volunteering and community engagement, to encourage progress amongst those for whom employment is not the first or most suitable option.

In 2015, the SET supported 196 service users in paid jobs, whilst an additional 41 service users were supported in holding voluntary positions.

In the context of limited resources and long waiting lists, the SET has employed a number of means to maximise the effectiveness of the service:

o It prioritises individuals who are about to begin or are already in employment over unemployed service users.
o In order to maximise the reach of the service to unemployed individuals, the service provides job search and application training and support to organisations that have a strong pre-existing support network with SET applicants. This allows the SET to indirectly support a larger number of people through training external support staff.
o The service sets clear boundaries regarding the level of support they will provide to job-seekers over time. If it has been agreed that all opportunities and methods of support for a client have been exhausted and no progress has been made sessions are limited. Conversely, if the team is confident the individual is able to

> look for work independently, and has the right support network available to them, regular engagement is replaced with less frequent catch-ups.

Individual Placement and Support (IPS)

Individual Placement and Support (IPS) is a form of supported employment that has been found to be successful in supporting people with severe and enduring mental health conditions back into work.[10] It was developed in the 1990s in the United States and is primarily offered in the UK through mental health services rather than through employment provision.

The key principles of IPS are:

o A goal of competitive employment

o Individualised and rapid job search

o Co-location and joint working between employment and clinical specialists

o Unlimited support

o Employers are approached based on the client's preferences

Southdown Housing

Southdown Housing follow the IPS approach in all of their employment services across Sussex and are the largest provider of specialist IPS support in the UK, having been recognised by the Centre for Mental Health as a full partner in the IPS Centre of Excellence Programme.

The service is delivered in collaboration with Sussex Partnership NHS Foundation Trust. Alongside small caseloads, the integration with mental health teams is seen as key to successful support, since participants view the employment guidance as part of their care package, rather than as a separate issue.

An evaluation of a DWP and Department of Health (DH) funded mental health pilot delivered by Southdown Housing found that IPS service users experienced an increase in confidence and motivation as a result of their participation. Consequently, they were encouraged to seek employment and to take up work opportunities in a way that they previously did not feel ready for.[11]

---

[10] Sainsbury Centre for Mental Health (2009) Doing what works, Individual placement and support into employment. Briefing 37.
[11] Steadman, K .and Thomas, R. (March 2015), An Evaluation of the 'IPS in IAPT' Psychological Wellbeing and Work Feasibility pilot, The Work Foundation

Peer led group work: JobsII

JOBSII is a peer-led group intervention programme developed by the University of Michigan in the United States. It has two goals: to facilitate jobseekers' return to work and to prevent the negative mental health consequences of unemployment.

Although designed to support recently unemployed individuals at risk of developing mental health conditions, it was also found to help people who were long-term unemployed and individuals who had been previously diagnosed with mental health conditions.

JOBSII is based on theories of active learning, social modelling, and gradual acquisition of skills and practice through role playing. It aims to increase jobseekers' sense of job search self-efficacy and improve their ability to deal with setbacks during the job search process. It involves six weeks of intensive group sessions, which last around four hours a day, four days a week.

There is evidence to suggest that JOBSII has a significant effect on re-employment and decreasing psychological distress. For example, a follow-up study of participants two years after attending JOBSII workshops found noticeably higher levels of reemployment and monthly income, lower levels of depressive symptoms and better emotional functioning when compared with the control group.[12]

No Boundaries!

No Boundaries! is an education and employability programme delivered in Brighton & Hove by Sussex Cricket in the Community and funded through the DWP's Flexible Support Fund.

The course is free, and all benefit groups with a health-marker are eligible to participate. It runs for two days a week, for eight weeks and participants receive a non-fail NCFE Level One Award in Job Search and Interview Skills.

It is a flexible programme that has a person-centred approach. It aims to address issues including confidence, motivation, financial and digital inclusion and social media skills through using interests such as sport and cooking. By attending the course, participants get the chance to improve their work skills, computer skills and cookery skills and take part in recreational activities.

In addition, participants get the opportunity to work on their CVs and LinkedIn profiles and attend a presentation by a recruitment agency. There are also two and

---

[12] Vinokur, A. D., Schul, Y., Vuori, J. and Price, R. H. (2000), *Two years after a job loss: Long term impact of the JOBS program on reemployment and mental health*, Journal of Occupational Health Psychology, 5, (1),

five-day volunteering opportunities at Sussex Wildlife Trust and Raystede Animal Centre available.

4. Sustaining employment

Stakeholder consultation findings

Reasonable adjustments

Both employees and employers reported a range of 'reasonable adjustments' that had been made in the workplace to enable employment for disabled employees - although there were also examples of disabled employees and employees with a health condition that had not required any such adjustments. Examples of adjustments included:

- specialist equipment, such as keyboards and desks and
- specialist software, such as voice recognition or mind mapping software.

Some examples of reasonable adjustments that had little or no cost implications for the employer, for example:

- adjusting role descriptions to make them more suitable for the employee,
- adjusting hours or shift patterns to enable employees to manage their conditions better,
- allowing employees to sit in quieter areas of the office, and
- allowing employees to print on coloured paper so that they could read documents better.

Employer experiences of support
Access to Work

There was only limited awareness of national schemes such as Access to Work amongst the employers interviewed, and there were examples of employers paying for specialist equipment themselves. It tended to be the larger employers that had greater awareness of the scheme and who had experience of receiving this support.

Where employers had used Access to Work, this was either to purchase software or equipment. In some cases, respondents described a slow and frustrating process, in which employees had to remain off work until the funding came through. Nonetheless, employers stated that they would use Access to Work again, where suitable, as they felt that it had enabled employees to remain in work.

Occupational Health Support

Employers commonly used occupational health support to support employees with their impairment or health in the workplace. Except in large businesses which had in-house occupational health support, this was usually provided by an outsourced service. (See Box 4.1 for a case study of occupational health support in a large business.) Occupational health services provided advice and guidance to employees in managing their impairment or condition in the workplace, and in some cases carried out workplace assessments to identify reasonable adjustments. Other

examples of support received from occupational health providers included staff training on disability and health in the workplace, employee referrals to more specialist support (such as pain management services) and guidance on phased returns to work following long-term absence.

Employers generally found the support from occupational health providers useful as receiving advice from health professionals gave managers confidence that they were supporting employees appropriately:

> "*I think it has great benefits and you can feel much more reassured about the advice that you get from a health professional.*" (Employer interview)

Employers also valued advice that was specific and tailored to the employee's job role and that gave practical help in managing situations at work.

However, one employee expressed concern about receiving occupational health support in the workplace, due to a fear of being judged by colleagues:

> "*I worry that we're not quite there in a lot of workplaces, where you can access occupational health without people thinking "Oh that means she's rubbish then", or will produce a bit of gossip.*" (Employee interview)

This highlights the need for a range of support options for employees and the importance of raising awareness of local support services in addition to those that may be provided by employers.

Employee Assistance Programmes and ad-hoc HR support

Another service that some employees had access to for health and wellbeing support was Employee Assistance Programmes. These offer personal or work-related support, usually in the form of telephone advice and access to online self-help resources. One employer who provided such a scheme reported a misconception among some employees that the employer would monitor interaction with the programme, which could discourage take-up:

> "*Some people, for example, don't always like to be guided through to our kind of employee assistance programme, they reluctantly believe that we collect all the data or that we might monitor their calls...*" (Employer interview)

This again points to the need for access to wider support outside of the workplace.

Lastly, ad-hoc HR support was sometimes used by smaller organisations on an issue-by-issue basis, for advice and guidance on supporting employees to remain in work. However there were no reported instances of employees being able to access this type of support.

Support from line-managers and colleagues

Relationships with line-managers and colleagues were cited as crucial determinants of an employee's experience of work. Where participants felt supported by their line manager and had good relationships with other members of staff they tended to recall positive experiences of employment. One employee, for example, appreciated her line manager's enthusiasm to find out more about autism to better understand the condition so that he could manage this more appropriately in the workplace:

> *"My manager is really good, he said he doesn't know a lot about autism so he asked me to find him some information that would be useful...he wants to kind of understand, he wants to manage me in a way that's appropriate to me."* (Employee interview)

Flexibility within the role also appeared to be key to job satisfaction and maintaining work. When employees were able to conduct tasks in a way that suited them and their condition, they reported feeling more confident about their abilities and more productive. In contrast, one participant explained that her learning disability was viewed as a hindrance by a previous line manager, who had very rigid views about how tasks should be completed. This was felt to be down to a lack of support for the line manager in enabling her to manage the situation:

> *"It was a smaller organisation than here. … They didn't have as much knowledge and resources, and possibly she didn't have the support to turn round and say "This is right", or to make that decision, "We need to be doing something in a different way"."* (Employee interview)

Some participants also reported that colleagues had limited understanding of their impairment or health condition, and thought negatively of them. In some cases, this was because individuals chose not to talk about their condition and its impact in the workplace:

> *"They just know that I've got what they call "a bag" and that I'm not allowed to lift things because I'm not going to give myself a hernia. I think they think that I use that as an excuse and am being lazy"* (Employee interview)

These examples highlight the crucial importance of providing effective support for line managers to effectively manage teams with disabled employees.

In-work progression

There was limited discussion of in-work progression in employee interviews, but there were some examples of disabled employees who had experienced progression at work. In both cases, this had been facilitated by employers who enabled employees to take up external training courses to develop their skills. Progression of

disabled employees is likely to be facilitated by practices that facilitate in-work progression in general[13], such as:

1) Management and support systems, including:
   a. a commitment from senior managers to staff progression;
   b. strengthening internal labour markets through mapping lower level job roles and linking them to learning/development opportunities and progression pathways;
   c. a systematic approach to HR (e.g. assessments and annual reviews to provide opportunities for staff to discuss progression); and
   d. employer support for staff learning and development (e.g. paid time off for training).
2) Staff culture and behaviour, including communication of opportunities to all staff; informal peer support mechanism (e.g. coaching and mentoring), and workplace champions to develop, implement and sustain progression; and
3) Company factors (e.g. business size, growth, staff turnover, etc.), which influence the structural opportunities for internal progression.

Some of the barriers to progression reported in interviews were also common to disabled and non-disabled employees, including limited opportunities for progression in temporary work, a lack of resources for external training and small organisations with limited opportunities for new job roles. In addition, some interviewees also felt that progression opportunities were limited by employer or manager judgements about the impact of their health or disability. For example, one participant was concerned that her previous sick leave would rule her out of promotion opportunities, and others felt that they would be viewed as less capable than a non-disabled person or someone with no health conditions.

Box 4.1: Large Employer Case Study

This is a case study of a large employer in the Brighton & Hove area that has over 3,000 employees. Approximately 8% of the workforce having declared a disability or health condition. The large employer has a vast organisational structure, which is utilised as part of its commitment to inclusion. This effort is mainly comprising of Human Resources, Occupational Health and the Equality and Diversity team.

Structure

Three departments play a role in contributing to the organisation's effort to promote an inclusive working environment for disabled employees and individuals with long term health conditions, both shaping and implementing policy across the organisation.

The Equality and Diversity team has strategic responsibility for organisational equalities work, covering all relevant areas including gender, race, disability and sexuality; and support the implementation of equality and diversity policy across the organisation. The team also engages and supports the staff network regarding equality-related issues, and conduct training.

---

[13] Green, A., Sissons, P., Ray, K., Hughes, C. and Ferreira, J. (2016) *Improving progression from low-paid jobs at city-region level* JRF

The Human Resources department is responsible for the development and implementation of HR policies and procedures, including recruitment, employee management and staff development. The HR team play an active role in maintaining equal opportunity for all staff members. This includes ensuring equal opportunities during the recruitment stage, the provision of mandatory disability awareness training for all new staff, overseeing employee sick leave and ensuring employees are being supported effectively.

Occupational health is a nurse-led service which operates to promote the provision of a healthy working environment that maintains the physical, mental and social well-being of its employees. The team works to provide an independent voice to advise the employer as to the best methods to support staff to fulfil their roles whilst maintaining their health, via reasonable adjustments.

Organisational Processes

Recruitment is led by the HR department, with the involvement of the recruiting department/manager. The majority of recruitment is conducted via external adverts using a variety of methods, including disability-friendly mediums. The recruitment process has recently been integrated across the entire organisation, via the online e-Recruitment system. It is a 'Two-Tick' employer and guarantees to interview all disabled applicants who meet the minimum criteria of the vacancy. Once at the interview stage, HR aim to identify and resolve any barriers that may prevent an individual from completing the interview to the best of their ability. As a result, all applicants are asked to detail any adjustments which may be needed for the interview, for example an accessible location, specific materials or bringing an accompanying individual.

Once recruited, all new staff members are required to complete a confidential health questionnaire for Occupational Health. This is used to assess an employee's fitness for work, and determine whether an individual should be assessed for workplace adjustments or additional support. Assessments are available to all staff, regardless of their tenure length, and can be accessed via line-management, HR or self-referral. Once an assessment is complete, Occupational Health make recommendations for the necessary adjustments to be enacted.

Support Options and Policy

A range of support options and policies are enacted by the organisation to ensure employees can meet their full potential, whilst aiming to reduce sick leave and staff absence, the majority are provided via the Occupational Health team. These include:

- **Absence Management** – e.g. phased returns

- **Workplace Adjustments** – e.g. reasonable adjustments

- **Specialist Training** – for disabled employees and those with health conditions, and their colleagues.

- **Working Arrangements** – e.g. flexible working. Options are considered by line managers on a case-by-case basis. The decision rests largely on the job role, with requests declined if any of the set business reasons are applicable.

- **Return to Work** after prolonged sickness absence. Effort is made to integrate with the employee's GP and health service to include them in the decision process.

- **External Organisations** –such as disability bodies or health organisations in order to inform their decision making process, assist with employees and provide better support. Or for employees to receive further support in relation to their condition disability or condition, such as CBT or counselling.

Staff Outcomes

Employees discussed a number of outcomes as a result of the organisational structure and policies

33

set up to ensure they were supported in their roles, regardless of disability or health condition. The main outcomes discussed included:

- The involvement of Occupation Health meant that employees benefited from their recommendations, which reduced the barriers they faced and benefited the wider team.

- Employees also found that Occupational Health's involvement and organisational training meant that the organisation and employees were better equipped and informed as to how to sustain productive working relations with disabled people and individuals with health conditions. Consequently, employees felt better supported by colleagues who were more aware of their disability or health condition and a valued member of the team.

- In addition to adjustments, support provided by line managers and HR, particularly around working arrangements, were really beneficial for employees.

- Overall, employees felt confident that working for a large organisation meant there was the necessary resources and organisational knowledge to support individuals, particularly in comparison to previous smaller employers.

However, some employees noted that they did not always receive effective and sustained support, with unsuitable policies and procedures leading to limited results.

- Employees were confident that the consistency and quality of support received, alongside their motivation to request assistance, were reliant upon the relationship between the employee and their line manager. Some employees found they were unable to access support or necessary changes as a result of their line manager's lack of awareness and subsequent decision. Others were put off from applying for further support, as they did not feel confident discussing sensitive issues with line managers and were unaware of any alternative routes to seek in-house support.

- Employees described significant differences in the application of support between different teams. Some departments and teams were effective at supporting colleagues, whilst others were almost reluctant to engage with Occupational Health and their recommendations as they viewed them as bureaucratic and inefficient.

- Participants explained that whilst Occupational Health were committed to making introductory changes and following these through, it often felt as though support was not sustained. Employees found that this practice was particularly damaging when their condition fluctuated, as they felt unaware of any additional support options.

- Whilst employees did recognise the organisation's commitment to inclusion, they did not always feel that all procedures and policies were as simple and inclusive as possible. For example, employees described how overcomplicated policies and a lack of understanding, sometimes led to confusion between employees and their line managers. Furthermore, employees noted how the e-Recruitment system was not fully accessible for individuals with learning and sensory conditions.

- Some staff were simply unaware of the support options available to them, due to a lack of employee engagement and communication. For example, staff were seemingly unaware of the disability awareness training opportunities for colleagues.

Recommendations

In order to support the organisation's commitment to being an inclusive employer, whilst delivering all the associated benefits of aiding individuals to fulfil their roles regardless of their disability or health condition, we recommend that:

- Policy setting departments have limited experience of how the application and utlisation of these policies works in practice. Instead of concentrating on 'trickle-down' policies, the organisation should promote better integration amongst HR, Equality & Diversity and Occupational Health teams, employees with disabilities and health conditions and their managers and colleagues. Integration and shared decision making should promote mutual understanding, and ensure that key decisions well informed and practiced.

- Equality and diversity team should develop specific policies in regard to disability, which should be tracked using key performance indicators.

- Disability friendly options should be immediately available during the application process, rather than operating an opt-in approach, to encourage applications from disabled people.

- The simplification of procedures and policies, making it easier for both employees and managers to use and understand.

- Ensuring that support options are well-advertised and inclusive of all disability types and do not concentrate solely on visible, well-known conditions.

- Better integration with local services and support organisations to increase support opportunities for employees and provide an additional, independent voice. Better links with local organisations could also prove beneficial in engaging employees with community health and activity groups.

Good practice

Workplace Mental Health Support Service

The Workplace Mental Health Support Service is a national, free, confidential service, delivered in partnership by Remploy and Access to Work. Fully-trained professional advisers with expertise in mental health provide personalised, work-focused mental health support over a period of six months. It is intended to support individuals with conditions such as depression, anxiety, stress or other mental health conditions that affect their work, or cause them to be absent from work. Participants must be in work, either permanent or temporary (although they may be signed off sick), and must be registered with Access to Work.

Employees complete an initial telephone assessment before meeting an adviser for an in-depth needs assessment (with or without their employer). The adviser develops a support plan, which is agreed by the individual and employer (where relevant), including suggestions for adjustments in the workplace, or in working practices, to help individuals to fulfil their role. The plan is implemented and reviewed through telephone and face to face meetings. At the end of the support period, there are referrals to further services if required.

Employers can also receive advice and guidance on understanding mental health conditions and how they can support employees in the workplace. A similar service supporting apprentices has also recently been developed that follows the same structure.

To date, the Workplace Mental Health Support Service has supported 5,000 people across Britain and has achieved a 93% success rate in terms of people retaining their employment six months after joining the programme.

Fit for Work Service

The Fit for Work Service is a government funded initiative designed to support people in work with health conditions and to help with sickness related absence. There are two elements to Fit for Work:

- Free, expert and impartial work-related health advice online and by telephone
- Voluntary referral to an occupational health professional for employees who have been, or who are likely to be, off sick for four weeks or more.

Referrals can be made by GPs or by employers if the employee has not yet been referred by their GP after four weeks of absence. The occupational health professional completes an assessment to identify obstacles preventing the employee from returning to work and produces a Return to Work Plan tailored to the employee's needs. Employees must give consent for the plan to be shared with their GP and employer.

The Fit for Work website also has a live chat service and advice hub, with information on health conditions, health at work, employment guidance and health and wellbeing outside of work (including caring responsibilities and money worries).

5. Improving employer practices

Stakeholder consultation findings

Employer recruitment practices

The main method employers used to recruit staff was through advertising jobs online on the company's website and sometimes through other local and national jobs websites. Sometimes employers also welcomed applications over the phone or with paper CVs, which they felt made their recruitment more accessible. Some employers solely used recruitment agencies to hire staff. This could be beneficial for the hiring of disabled people, as one employer explained:

> *"They know what kind of employer we are, their focus is all our benefits, all our ways of working. They do quite a good job in actively promoting our policies as well, that has a real advantage I think because where people are just sometimes looking at job boards or internet ad search, they haven't got that person selling the job. It's really pushing that."* (Employer interview)

However, other employers did not monitor the practices of the recruitment agencies they used.

The **key barriers** to disabled people identified within employer recruitment practices included:

- limiting recruitment to online channels;

- complicated application forms;

- lengthy and complex job descriptions or requirements; and

- not advertising jobs with the option of flexible working or job sharing – even though this was an option for employees.

Several employees and individuals looking for work explained that they struggled with completing application forms, particularly people with dyslexia and those with limited IT and literacy skills. The nature of job requirements was also a common barrier, for example if the role was physically demanding or involved manual labour.

Employers tended to see it as the applicant's responsibility to request reasonable adjustments at the interview stage if required and employees interviewed had variable experience of this – which influenced their ability to obtain work. For example, one individual explained that his request for a reasonable adjustment was rejected since the employer felt it was unfair to other applicants, so he chose not to pursue the application. In contrast, employees who had reasonable adjustments made at interview stage spoke positively about their application experience and the employer.

Although numerous employers had flexible working policies or were willing for staff to work flexibly if this was suitable for the role in question, they did not always advertise jobs in this way. This issue has previously been highlighted by the Timewise Foundation, whose Flexible Jobs Index identified a large gap between flexible working - which is now widely accessible to employees - and flexible hiring - which is still relatively rare.[14] In some cases, employers listed flexible working as a benefit of working for the organisation, but did not explicitly refer to this in job adverts. However, Timewise Foundation research previously found that 52% of people seeking a flexible job feel nervous to ask for flexibility when the word is not used in the advert and 43% fear it will damage their chances of getting the job.[15]

In some cases, flexible working was not possible due to the nature of the role, and in other cases it was decided on a case by case basis, sometimes depending on the advice of occupational health teams where this resource was available. One employer found that when they advertised a role that they were struggling to fill with the option of job-sharing, they found two suitable candidates for the role and so were now more open to advertising jobs this way in the future.

Other barriers that employers recognised within their recruitment processes included not using a diverse enough range of recruitment channels to hire staff and the use of lengthy person specifications.

Good practice
Good practice identified within employer recruitment practices included:
- guaranteed interview schemes for disabled people,
- accessing external support for advice when recruiting, and
- 'carving' up job roles to make them more suitable for disabled people or individuals with health conditions.

Several employers had a policy whereby applicants who met the essential criteria and who considered themselves to have a disability were guaranteed an interview, but only a few employers explicitly referred to the possibility of making 'reasonable adjustments' for a job interview. Access to Work funding is available for this, but is limited to 'communication support' at interviews.

Some employers interviewed had used external forms of support in their recruitment. This included advice from the Council's Supported Employment Team around job-carving, tailoring staff training and support with the interview process. All employers that had used this support found it to be beneficial and would recommend it to others. One employer who recognised that people were struggling with their application forms conducted a day of recruitment and interviews at Jobcentre Plus, which was considered to be successful. There were also instances of employers

---

[14] The Timewise Foundation (2013), The Flexibility Trap – a report on how flexible working helps career progression
[15] The Timewise Foundation (2015), The Timewise Flexible Jobs Index

using accessibility guides to ensure their website was accessible to disabled people. One organisation had recently joined the Employers Network for Equality and Inclusion, which they hoped would be a means of receiving advice and guidance on recruitment.

Raising awareness and engaging employers
Additional support needs identified by employers included:

- more information about support available for recruitment,
- help to raise awareness of opportunities to individuals who are out of work and
- support to promote the business as an inclusive employer.

Employers emphasised that it was key for information about programmes or support to reach the right people in the organisation – such as employment coordinators or HR teams. Suggestions for information dissemination included maintaining an employer-facing website with all the necessary information in one place and dissemination through events hosted by local employer-focused networks. These included the Chambers of Commerce, local trade associations, and Local Action Teams. Case studies with success stories (for both the employer and employee) were seen as helpful to raise awareness of the benefits of hiring a disabled person or individual with a long term health condition.

Good practice

Recruit Ability

Possability People, an independent charity based in Brighton & Hove, are working in collaboration with the Brighton & Hove Chamber of Commerce to support businesses to hire a disabled member of staff. This innovative recruitment agency project has been funded by the Department for Work and Pensions. It is the only pan-impairment project for supporting disabled people into work (and supporting retaining existing employees), as most other projects currently focus on service users with learning disabilities and/or individuals with mental health conditions and high-level support needs.

The project is targeting businesses in Brighton & Hove, particularly SMEs, that have an active recruitment need and it offers support with finding talented, qualified candidates, that they may have not considered otherwise. Consequently, it also aims to explore the employer's potential barriers to recruiting a disabled person to the post, and to demonstrate the positive impact that disabled people can have in the workplace and the benefits of diverse work teams.

It offers help for employers to set up a work trial for the individual, to ensure that the job match is suitable, as well as support to organise work experience placements or taster days if preferred. In addition, it provides support for employers to apply for Access to Work funding to help to cover the costs of equipment, software or other

support that might be necessary. Hence, it is a light-touch intervention, especially when compared to the support intensive IPS model.

Finally, businesses that take part also receive support to become Disability Confident accredited in order to set an example to other employers in the Brighton & Hove area, as part of a wider culture change around recruitment in the city.

The first work placement has commenced, and several others are in the early stages of matching. Furthermore, the project itself created a vacancy for a disabled team member, who was able to use a work trial to demonstrate her skills for the post and ensure it was right for her.

Disability Confident

Disability Confident is a government scheme for employers that also provides guidance and resources about employing disabled people. It is voluntary and has been developed by employers and disabled people's representatives.

The Disability Confident scheme has three levels that have to be completed before moving on to the next: Disability Confident committed employer, Disability Confident employer, Disability Confident Leader. It is free to sign up and use the guidance.

The scheme aims to challenge attitudes towards disability, increase understanding of disability, remove barriers to disabled people and those with long term health conditions in employment, ensure that disabled people have the opportunities to fulfil their potential and realise their aspirations.

Employers can become Disability Confident by recruiting and retaining disabled people and people with health conditions for their skills and talent. By building a reputation as a Disability Confident employer that actively seeks out and hires skilled disabled people, organisations will be helping to positively change attitudes, behaviours and cultures, not just in their organisation, but in networks, supply chains and the community.

More information can be found **here**.

6.Integrated delivery of support

Stakeholder consultation findings

Support services in Brighton & Hove

As shown in Chapter 2, there are a range of support services and partnerships currently operating in the Brighton & Hove area, which provide support for disabled people and individuals with long-term health conditions on increasing employment, learning and skills, and health and wellbeing more generally.

The eligibility criteria for services in most cases is relatively broad and based around the aims of the service, without need for an official diagnosis nor an assessment of health needs. Eligibility was stricter on some programmes or courses, often due to funding requirements.

Joined up working and linking up provision was seen by stakeholders as key to avoiding the duplication of services and ensuring that support services complement one another. It was also felt that the experience for individuals could be improved if there was greater awareness among providers of the available support options so that appropriate referrals could be made at the right time.

> *"I think it's finding what's going on and finding out about the organisations that are delivering those things…to know how that works and how you could link that possible organisation up with other people so that they're aware as well."* (Learning provider interview)

Referral routes into support services were wide ranging and included self-referrals, referrals via Jobcentre Plus, via council teams such as Adult Social Services, through local employment projects, mental health providers and disability charities. Community outreach and events were also seen as vital to engaging the hardest to reach and vulnerable groups.

Key challenges

Unsuitable referrals to support services were a key issue raised by stakeholders, for example referrals of individuals who were not ready or not interested in employment provision or who had more pressing needs before the organisation could effectively support them. Therefore, it was felt that referral routes needed to be improved, particularly from disability specialist services into employment, health and welfare support. Better awareness of the support services available would also enable referring partners to better manage expectations during the referral process and so reduce the likelihood of inappropriate referrals.

A key issue was the need to effectively sequence support so that interventions occurred at the right time for individuals. For example, there was agreement that disabled people or those with long term health conditions need to be able to

understand and manage their conditions in order to be able to job search with confidence, and that the journey through support should be person-centred.

However, long-waiting lists for services (such as the Council's Supported Employment Team and IAPT services) sometimes prevented well-timed interventions. Some intermediary organisations also explained that their resources were being increasingly squeezed and that they did not have the capacity to develop additional services to meet needs:

> *"I would say the opportunities that exist currently in the city are not enough. We have a Supported Employment Team and we know loads of people with learning disabilities want to volunteer and want to work. There is no doubt that there is a desire there but… somebody was sitting on the waiting list for 18 months."* (Intermediary organisation interview)

Peer support was suggested as one means to help overcome capacity issues, but some organisations appeared to struggle with service-user involvement. Similarly, volunteers were vital for organisations to run effectively in the context of reduced funding.

Gaps in provision

Gaps in provision identified by stakeholders included:

- support for young people with mental health conditions;

- support for individuals with a mental health condition and a learning disability; and

- support for clients with a hearing impairment as their secondary condition (since long waiting lists for sensory organisations meant that they were not prioritised).

It was also felt that there was unmet demand for legal employment advice, housing advocacy and debt and welfare support. Furthermore, provision in more rural areas of Sussex and in areas on the outskirts of the city was identified as limited, in comparison to the city centre.

Some service providers identified that they struggled to engage with the deaf community, individuals with profound and multiple learning disabilities and also individuals with milder learning disabilities who may not be eligible for statutory services. Some mental health service providers said that they found it more difficult to engage with some BME communities, partly due to cultural perceptions around mental health conditions. Some providers struggled to support residents with ESOL needs, as they did not have resource to translate their materials or pay for interpreters.

Good practice

Community Outreach

Throughout the research, community outreach was widely recognised as a successful and important method to engage the hardest to reach and most vulnerable residents with support services, who are unlikely to self-refer.

To this end, a community hub, The Bridge, operates in the Brighton & Hove area that works closely with VCS organisations throughout the city to inform people about their services. Advisers go out into the community, make their presence known and run taster sessions to inform people about the support available. They also regularly attend food banks and specialist organisations in order to build trust and develop relationships with potential service users. This then enables 'warm handovers' to the community hub services.

The Community Navigation Service

The Community Navigation Service is a one-year social prescribing pilot, based on Age UK national templates. The model was designed as part of Brighton & Hove Integrated Care Service's Extended Primary Integrated Care (EPIC) Programme, which aimed to improve access to primary healthcare services, based within 16 GP practices across the city.

The service was designed to increase the capacity of GP practices to meet the non-clinical needs of patients with long-term conditions and other vulnerabilities, such as depression or financial difficulties through linking patients with relevant groups, services and activities that could improve their health and wellbeing and promote self-management.

During the first 12 months of the service, 322 patients were seen by volunteer Community Navigators who worked from GP surgeries. Navigators had a background in helping people meet their social or support needs and were recruited, trained and supported by a volunteer co-ordinator at Brighton & Hove Impetus.

The Community Navigation 'journey' offered up to six one-to-one appointments for individuals, either in the GP surgery or the participant's home, dependent on needs. Navigators form facilitative and empowering short-term relationships with patients, rather than create dependence on the service. They work with patients to assess their non-medical support needs via a 'guided conversation' and then work with patients to find solutions to these. Navigators obtain information about services, groups and activities from a regularly updated referrals directory and support people to attended services that meet their need and to reduce social isolation.

After the case is closed, a summary of the Navigation journey is given to the GP to place on their medical record, with patients' consent. A follow up telephone interview is provided 3-6 months after the case closed and re-referrals can be made where necessary.

The evaluation of the pilot found that 84% patients reported improvements to their health and wellbeing and 93% reported improved access to information to help address their issue.

Suggestions for improvement to the service included:

- Updates on patient progress for those who have been referred for Navigation

- To understand when patients are likely to be discharged from Navigation

- A Community Navigator to attend clinical meetings to share information

- Training opportunities on Community Navigation for new staff at surgeries

USdl co-location

Co-location of services is a potential method to facilitate partnership working and information sharing. The 'Universal Support delivered locally' (USdl) trials provide learning around models for effective partnership working and co-location of services, which support disadvantaged residents with a range of needs, that other local authorities can build on.

The trials involved eleven partnerships between local authorities, Jobcentre Plus and third sector providers, who worked together to identify, engage and support local residents to manage their transition to Universal Credit.

The evaluation of the trials found that across all models of integration, the management and co-ordination of services was critical. Co-location of support services within single 'hubs' was an especially useful model which led to better communication and sharing of information between teams, and the ability to resolve issues quickly as information and expertise was easily accessible.

Co-location was also viewed as a way to streamline claimant access and engagement points and to provide claimants with 'warm handovers' between support services. In addition, working within the same space enabled providers to better know one another's support services – increasing the likelihood that they could 'sell' different support services to claimants.
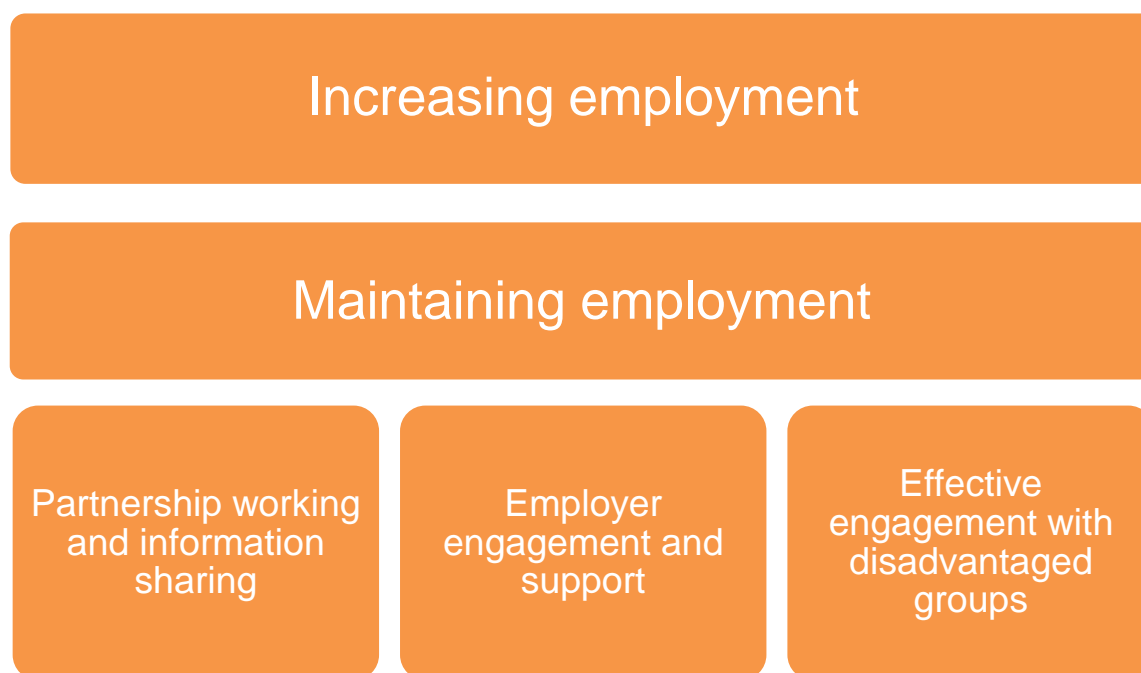
The model of the co-located hubs is demonstrated in the figure below.
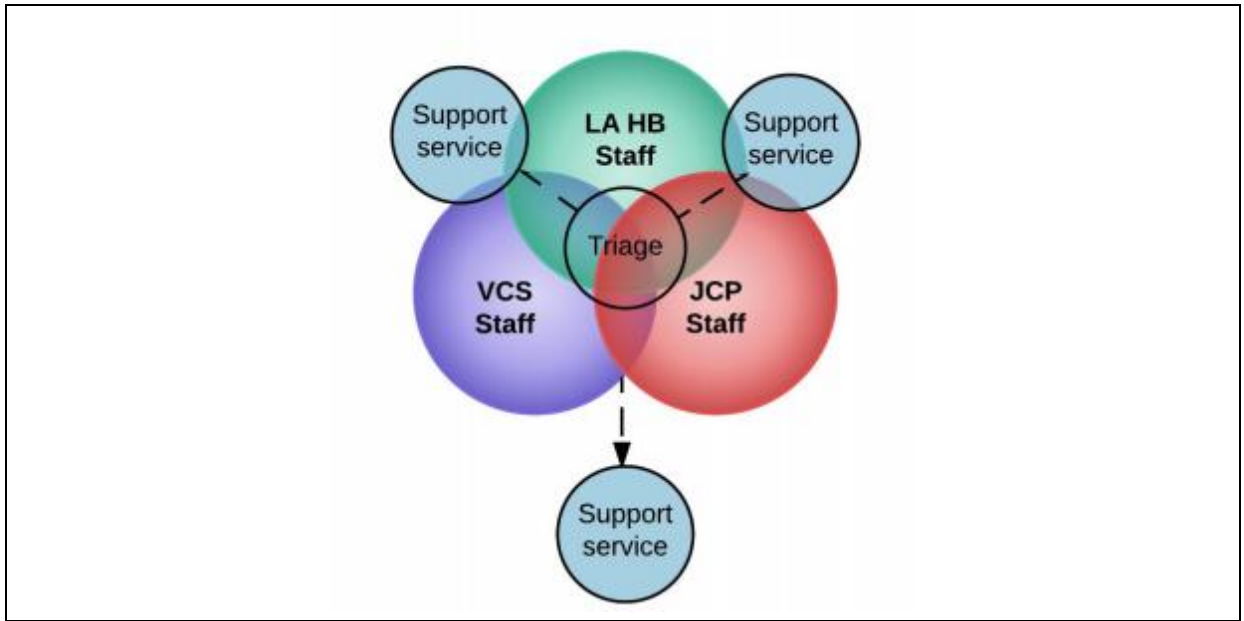
7. Recommendations

Our research findings identified two key objectives in improving support for disabled people and those with health conditions, underpinned by three enablers – that is, the critical elements that will support partners in Brighton & Hove to achieve these objectives. This is set out in Figure 1 below.

Figure 1 – Objectives and Enablers

Increasing employment
Maintaining employment

Partnership working and information sharing	Employer engagement and support	Effective engagement with disadvantaged groups

Below we outline one or two key recommendations in each of these five areas, along with proposed actions and success measures. Before doing so, we set out two overarching principles for taking these recommendations forward, on leadership and accountability and involvement of disabled people.

Leadership and Accountability

We echo the finding in the draft City Employment and Skills Plan that there is a clear need for effective leadership and accountability for delivering on employment and skills ambitions in Brighton & Hove. To this end, we recommend that the City Management Board and/or the Learning, Skills and Employment Partnership takes on responsibility for overseeing progress against the objectives and actions that we set out below, alongside the CESP recommendations. We also recommend that either the existing CESP 'Action Groups', or where appropriate new task and finish groups, are accountable for progress on individual actions that are set out in the following sections.

Ensuring a clear voice for disabled people

We also emphasise the critical importance of engaging disabled people themselves in the design and oversight of policies and services that affect them. We were very

46

fortunate to have the participation of a range of service users, disabled employees and support organisations in conducting this research and it will be critical to continue that engagement as objectives and actions are developed.

We therefore also recommend that disabled people in Brighton & Hove are engaged – directly and through their user-led organisations – in the implementation of the objectives and actions set out here.

1. Increasing employment

1.1 Prioritise disabled people within the City's target for 1,000 new apprenticeships in 1,000 days; and for 3,000 opportunities to develop skills, experience and careers

The City Employment and Skills Plan sets key ambitions to increase apprenticeships by 1,000 starts in 1,000 days and to secure 3,000 opportunities to develop skills, work experience and careers through a new 'employer pledge'. In both of these objectives, it will be important to ensure that disabled people and those with health conditions are able to fully benefit from the increased opportunities within the city.

On the latest available data, 11% of young people in education at key stage 5 (effectively, 16-19 education) are either school pupils with a Statement of Educational Need or are college pupils with a learning difficulty and/ or disability.[16] Broadly, employment outcomes for these groups are in line with those for their non-SEN or LDD peers. This 11% figure is likely to under-estimate the prevalence of disability and ill health amongst young people leaving education, but in our view it would be a reasonable and conservative proxy for setting ambitions for the engagement of disabled people in apprenticeships and in employer opportunities.

We have considered, but ruled out, the case for setting hard targets for participation of disabled people. However, we would recommend revisiting this if take-up by disabled people is consistently below this 11% level.

Proposed actions

- Skills Action Group to assess emerging guidance and consult stakeholders on the additional funding available for young apprentices with Education, Health and Care Plans.

- Develop case studies, good practice examples and appropriate tools and resources for prospective employers and providers on employment of disabled people (see also Objective 4.1).

- Work with public sector bodies, employers, and Recruit Ability to raise profile of and champion employment of disabled people (see also Objective 4.1).

---

[16] *Destinations of key stage 4 and key stage 5 pupils: 2014*; Department for Education

- Regularly monitor management information on take-up of apprenticeships and employer pledges by disabled people and those with health conditions.

- Where take-up by disabled people is consistently below 11%, then consider the case for implementing a take-up target.

Success measures

- At least 110 new apprenticeships taken up by disabled people in Brighton & Hove.

- At least 330 employer pledge opportunities taken up by disabled people.

1.2 Further explore options for increasing intensive, specialist, personal adviser-based support for disabled people and those with health conditions who are out of work

The CESP sets an ambition of supporting 2,000 disadvantaged residents into employment by 2020. This figure includes an assumption that around 1,500 residents with a health condition or impairment will be supported into employment, predominantly those claiming Employment and Support Allowance in the Work Related Activity Group. This is a highly ambitious target – for example by comparison, over the last five years the government's Work Programme has successfully supported just 307 ESA claimants into employment in Brighton & Hove[17], while overall numbers claiming ESA have remained virtually unchanged.

The CESP sets out that the 2,000 target will be achieved through a combination of measures, including improved information sharing between agencies and partners in the city; the development of a new integrated case management approach for those who are more disadvantaged; additional support through the government's new Work and Health Programme (although it is now clear that funding will be cut substantially compared with the Work Programme); and other supporting measures such as the Jobcentre Plus Flexible Support Fund and new European funding.

We strongly support the ambition set out in the CESP, and the proposals around information sharing and case management. In addition, our research identifies significant and diverse provision available across the city to support disabled people, which could contribute to achieving the CESP ambition. However, achieving the ambition of supporting 2,000 disadvantaged residents into employment (with around 1,500 residents a having health condition or impairment) would likely require harnessing of resources in excess of those available through existing provision and plans. Most likely it would require delivering support to around 6,000 residents over the period, or up to 2,000 residents a year.

---

[17] Source: Stat X-Plore

We therefore recommend making a realistic assessment of the extent to which current plans will be able to meet the objective of supporting 2,000 disadvantaged residents into employment, and the likely scale of any shortfall. Assuming that there is a shortfall, we would recommend developing options for additional commissioned support (which might extend or build on existing provision).

What might extended provision look like?

Our research identified that the key priority in terms of additional provision should be intensive, specialised adviser-based support to disabled people and those with health conditions, to prepare for and move into work.

Based on our analysis of 'what works' and best practices in the city and elsewhere, this provision would have the following key features:

- Targeted at those out of work and who want to work

- Voluntary to engage with

- A strong emphasis on outreach to and engagement with disadvantaged groups – through housing, health, Council services, etc. – engaging those who may not be actively seeking work and may not otherwise volunteer for employment support

- Specialist employment advisers operating with small caseloads (typically between 20 and 50 per adviser), with appropriate training on health conditions and their impact and access to specialist health professional support where needed

- Regular and intensive contact – typically meeting at least fortnightly and for at least half an hour, based on developing, agreeing and reviewing an action plan

- Using Supported Employment principles – vocational profiling, employment-focused, job matching and brokerage, aligned with health and rehabilitation support

- Well networked into other provision to address holistic needs – including health, skills, housing, family

- Able to support diverse groups – by age, impairment, combinations of disadvantage – but underpinned by personalised support

Fit with other services being commissioned

Such a programme has a strong fit with the Work and Health Programme, but this is likely to be relatively small scale, with the contract package area covering the whole of Southern England. So while the WHP may not be an opportunity to fund a new support service in Brighton & Hove, a new service could help to target WHP

---

provision from the Southern area CPA in the city – by developing a co-funding deal with prospective providers.

Proposed actions

- Services Action Group to assess in the coming year the potential impact on employment of measures set out in Objective 3 of the CESP and in this report.

- If a likely shortfall is identified against the target of increasing sustained employment by 2,000 over three years, Services Action Group to further scope out the commissioning of additional, specialist adviser-based employment support – building on the model described here.

- Funding avenues to be explored include the Work and Health Unit Innovation Fund; CCG commissioning; JCP Flexible Support Fund/ Dynamic Purchasing System; Public Health/ Council commissioning.

Success measures

- Disability and health employment support programme designed, funded and commissioned during 2018.

- Employment programme contributes to achievement of CESP target of supporting 2,000 disadvantaged residents into employment by 2020.

2. Maintaining employment

2.1 Develop a 'resources pack' which signposts to existing services that can support employers and employees with managing health conditions and impairments at work

Our research has identified a range of existing support available through the city and nationally, but limited awareness. The key priority, therefore, should be to improve access to these resources for Brighton & Hove employers. We recommend therefore both the development of a resources pack, and identifying the right place for owning and maintaining this pack.

However, more action is needed than simply awareness raising. So further recommendations below, in particular under Objective 4 (employer engagement), also set out how employers can be better supported to keep disabled people and those with health conditions in work.

Proposed actions

- Establish a Task and Finish Group to take forward this and Objective 4.1 – including Chamber of Commerce, Possability People, JCP, Council and business champions.

50

- Identify relevant existing city and national services – including Access to Work, MHSS, Fit for Work, Recruit Ability, Council Workplace Health Checks, ad hoc HR professional support.

- Develop a resource pack – describing service offers; eligibility/ target groups; how it is delivered; any costs or requirements; any evidence on impact; case studies of previous use; how to access it.

- Agree how resources pack will be owned and maintained.

Success measures

- Resources pack developed and made available to employers by end of 2017.

3. Partnership working and information sharing

3.1 Develop and maintain a provision mapping tool

Our research has found extensive and diverse provision focused on employment support for disabled people and those with health conditions. Primarily this is support for those out of work, but also includes some in-work provision, and/ or support for those at risk of leaving work.

However, the research has also found that there is often only a very partial awareness of the availability of provision amongst organisations working with disabled people, and that the map of provision is changing frequently. We found good examples of efforts to map these – most notably the Opportunities Diary in JCP and the My Life Directory– but even these only captured a small fraction of what was available.

We believe that a well-designed provision mapping tool, which is bought into by partners and widely used, could be transformative in improving access to disability employment and health support – ensuring that people access the right support at the right time for them. However, the development and maintenance of such a tool would require clear ownership and direction, and likely have a resource requirement.

Proposed actions

- New Task and Finish Group, or Services Action Group, to take forward provision mapping work.

- A mapping tool to be developed in partnership with VCS organisations, DWP, CCG and the Council, setting out: services available; service description; eligibility/ target groups; availability; costs or requirements; impact; and how to access or enrol. The existing JCP Opportunities Diary would be the best starting point for developing this tool.

- Agreement on hosting of tool (either within the VCS or Council) and access to/ use of it (across VCS, Council, health and employment services).

- Task and Finish Group to explore options for funding the ongoing running of the tool – perhaps through subscription/ top-slice from key partners.

Success measures

- Provision mapping tool designed, developed and implemented by late 2017.

- Funding and ownership for ongoing management and maintenance agreed.

3.2 Improve the 'gateway' into employment support for those with health conditions and impairments, from a range of services including Jobcentre Plus, health services and VCS provision.
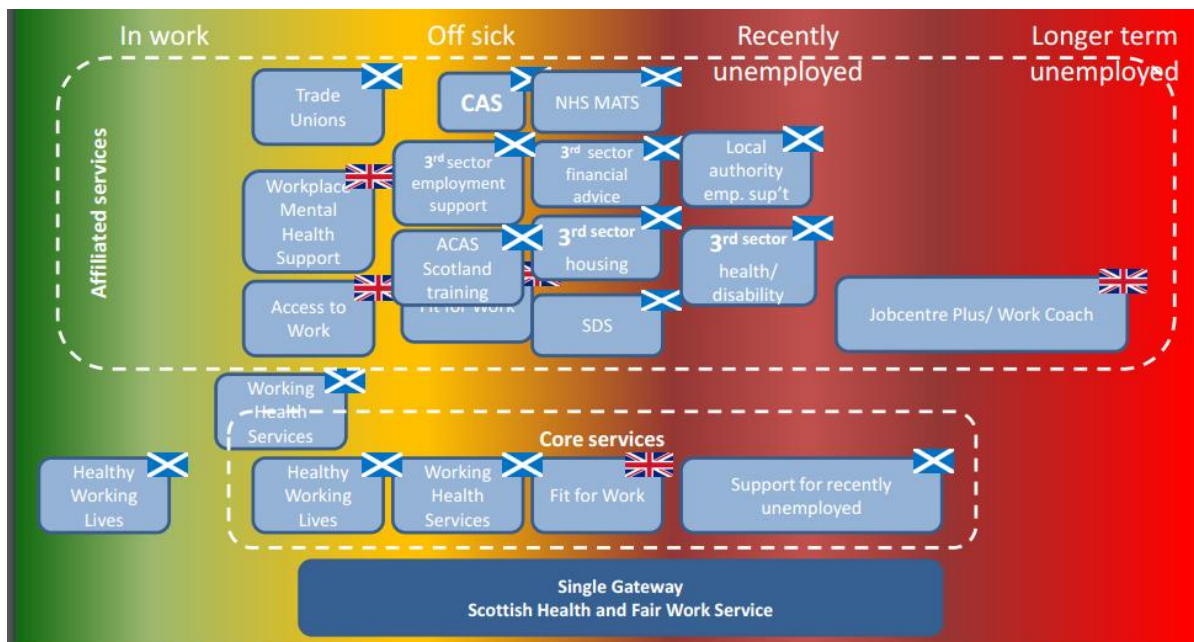
The CESP has existing recommendations and actions to improve information sharing and case management between organisations. This research recommends a further focus on co-ordination between health, employment and VCS services. We found promising initiatives here, but real scope for further improving the joining up of support.

In particular, the importance of employment is recognised within CCG priorities – particularly within the city's mental health and wellbeing strategy[18] and its commissioning of services including recovery services and supported employment.

In the short term, there may be a particular opportunity to reflect this focus on employment support in the re-commissioning later this year of the Community Navigator service – which will provide volunteer support to access non-medical, community based provision for individuals referred on from primary care. In combination with the development of the new provision mapping tool, a recognition of the importance of accessing employment support for Community Navigators could improve the gateway into employment support from health services.

In the longer term, there would be value in exploring the scope for developing a 'single gateway' to employment and health support, which is a model currently being developed by the Scottish Government and for which funding is being sought from DWP. An outline of the single gateway is set out below.

---

[18] http://www.brightonandhoveccg.nhs.uk/file/409/download?token=fmYOqUMF

52

| In work | Off sick | Recently unemployed | Longer term unemployed |

Affiliated services

Trade Unions

CAS

NHS MATS

3rd sector employment support

3rd sector financial advice

Local authority emp. sup't

Workplace Mental Health Support

ACAS Scotland training

3rd sector housing

3rd sector health/ disability

Access to Work

Fit for Work

SDS

Jobcentre Plus/ Work Coach

Working Health Services

Healthy Working Lives

Core services

Healthy Working Lives

Working Health Services

Fit for Work

Support for recently unemployed

Single Gateway
Scottish Health and Fair Work Service

Proposed actions

- The CCG, Council and VCS to identify options and agree proposals, if appropriate through a Task and Finish Group or the Services Action Group. This should include the following:

  o Exploring how increasing access to employment support can be reflected in the commissioning of health services. In the short-term, the forthcoming commissioning of the Community Navigator (social prescribing) model could include some focus on onward referral to employment support services.

  o Identifying options for raising awareness among GPs and health professionals of employment and health support services and promoting the social prescribing service – for example through engagement with GP clusters, co-location of navigators and developing and promoting additional guidance, case studies and good practice.

  o Exploring the scope for top-slicing small contributions from key partners to fund the development and maintenance of the provision mapping tool set out above.

  o Exploring the scope for funding or contributing to the funding of additional commissioned employment support, as set out in recommendation 1b).

  o In the longer term, considering the case for developing a 'single gateway' to employment and health support, along the lines of the approach being developed by the Scottish Government.

Success measures

- Social prescribing model reflects importance of access to employment support

- Additional employment support (part)commissioned through health services

- Increased awareness of, and referral to, support services by GPs and other health professionals

4. Employer engagement and support

4.1 Champion the role of effective, inclusive businesses

Our research identified as a high priority the need to engage better with businesses to challenge preconceptions about disabled people and their employment. This should be through 'business to business' dialogue involving prominent business voices, case studies and 'myth busting'.

Brighton & Hove has a strong track record of taking similar, business led approaches to social issues – most notably through the Chamber of Commerce-led campaign to promote Living Wage employment within the city. Taking a similar, business led approach, with strong business leadership, could be transformative in changing attitudes to the employment of disabled people and opening up opportunities.

A number of current initiatives also provide opportunities to extend this approach – most notably the recent launch of Recruit Ability, and the proposals in the CESP for new growth support for small and micro businesses in the city.

Proposed actions

- Establish a Task and Finish Group to take forward this and Objective 2.1 – including Chamber of Commerce, Possability People, JCP, Council and business champions.

- Identify potential business champions, through existing networks and through employers engaging with Recruit Ability.

- Develop myth-busting resources, case studies and best practice on inclusive employment – working with business champions.

- Identify opportunities for promoting these resources, and engagement with Recruit Ability – for example through Chamber of Commerce networks, business breakfasts, business awards.

- Explore the potential for engaging with city employers through the targeted growth support for small and micro businesses identified in the CESP.

54

Success measures

- Myth-busting and case study resources available and promoted to businesses

- Increased engagement by employers with Recruit Ability

- Increased engagement by employers with the new Employer Pledge

4.2 Promote best practice and lead by example

The Council and CCG have already taken leadership roles in supporting disabled people and those with health conditions – notably through signing up to 'Time to Change', work to take on supported interns, providing workplace support to disabled employees and commissioning Supported Employment and Individual Placement and Support services. However, there is scope for the Council and other public employers in the city to do more to really set the agenda on disability employment, and more could be done to publicise the good work already taking place in the city.

Proposed actions

- Council, CCG and other public and voluntary sector employers to lead by example, in particular by signing up for the Disability Confident campaign; offering opportunities including apprenticeships to disabled people; and equipping staff to better support disabled colleagues and/ or service users (including through the provision of Mental Health First Aid training).

Success measures

- Council, CCG, other public bodies and voluntary sector employers signed up to Disability Confident

- Increased take up of Disability Confident among private sector employers

5. Engaging with disadvantaged groups

5.1 Support public and voluntary sector staff in identifying, engaging and triaging for employment and health needs

Making substantial progress on the employment of disabled people and those with health conditions will require a far greater focus than thus far on identifying and engaging with residents who do not currently come into contact with employment services, and being able to triage those residents and refer them on for the right employment and health support.

In particular, as noted, there are 8,500 residents who are in the 'Support Group' for ESA and therefore not receiving any employment support through Jobcentre Plus or

other mainstream employment services. More than half of those in the Support Group are claiming primarily due to a mental health condition or behavioural disorder.[19]

Many of those not in contact with employment services will nonetheless be in contact with other support or services – for example their landlord, Council housing or council tax officers, local community groups or children's centres. In addition, a range of provision is already funded and commissioned to provide outreach support to disadvantaged groups. Therefore, the priority should be to explore how these existing outreach services and provision could be better supported to refer individuals on to appropriate employment support – in particular using the proposed new provision mapping tool.

As part of this, there would be value in exploring the scope for providing 'Mental Health First Aid' training to key frontline staff. This is intended, among other things, to support staff to spot the signs of mental ill health, feel confident in supporting those with mental health conditions, and guide people to the right support.[20]

Proposed actions

- Task and Finish Group or Services Action Group to explore options for improving identification, engagement and triage for more disadvantaged and non-engaged groups.

- Encourage outreach organisations to adopt provision mapping tool (in Objective 3.1), so as to increase the reach of the tool for use with more disadvantaged groups.

- Work with CCG, Council and other commissioners of outreach and engagement activity so as to prioritise onward referral into employment support, where that is appropriate, drawing on the provision mapping tool.

- Explore scope to offer training to frontline staff in the public and voluntary sectors in identifying and triaging for health conditions and impairments – for example through Mental Health First Aid training.

Success measures

- Increased take-up of disability employment and health support among the most disadvantaged groups – in particular those in the ESA Support Group, those living in the most disadvantaged areas, and those with multiple disadvantages including caring responsibilities, low or no qualifications, those in black and minority ethnic communities, LGBT service users and older people. (We recognise that for this to be possible, the capacity of existing services would need to be increased, as described in Objective 1.2).

---

[19] Source: NOMIS
[20] http://mhfaengland.org/

- Clear reflection of employment support as a priority within commissioned outreach services.

- Increased awareness among frontline staff of health conditions including mental health, and skills to engage and triage those affected.

Annex one – Data Analysis

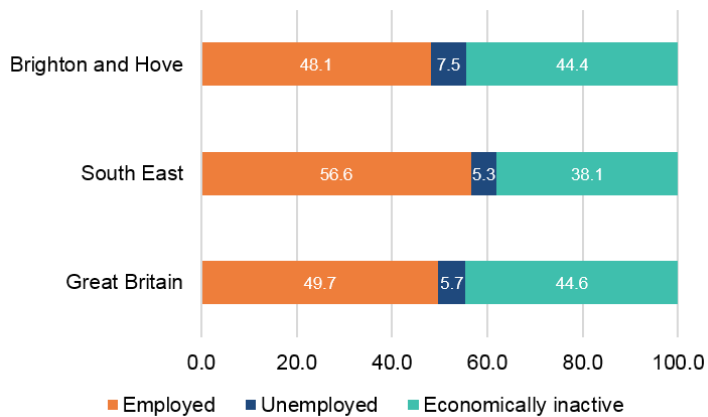## Figure 1: Labour market activity of disabled people

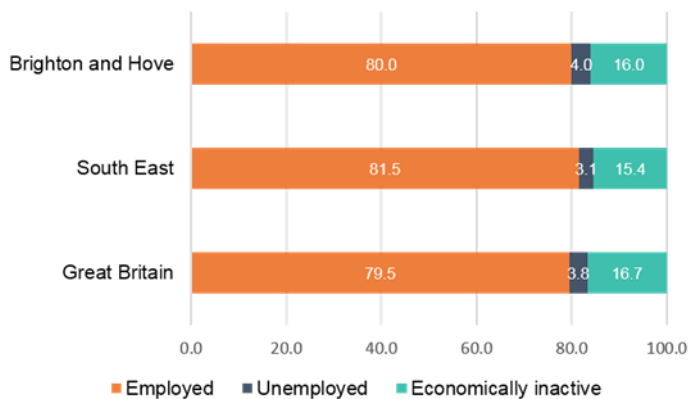## Figure 2: Labour market activity of non-disabled people

## Table 1 ESA claimants by phase and condition, Brighton & Hove, November 2015

| ICDGP condition	Total	Assessment phase	Work related activity group	Support group	Unknown
Total	12,350	1,590	2,250	8,200	310
Mental and behavioural disorders	6,970	870	1,300	4,670	140
Other conditions	5,380	720	950	3,530	170

Source: DWP benefit statistics, NOMIS

Figure 3: ESA claimant proportions by phase, November 2015
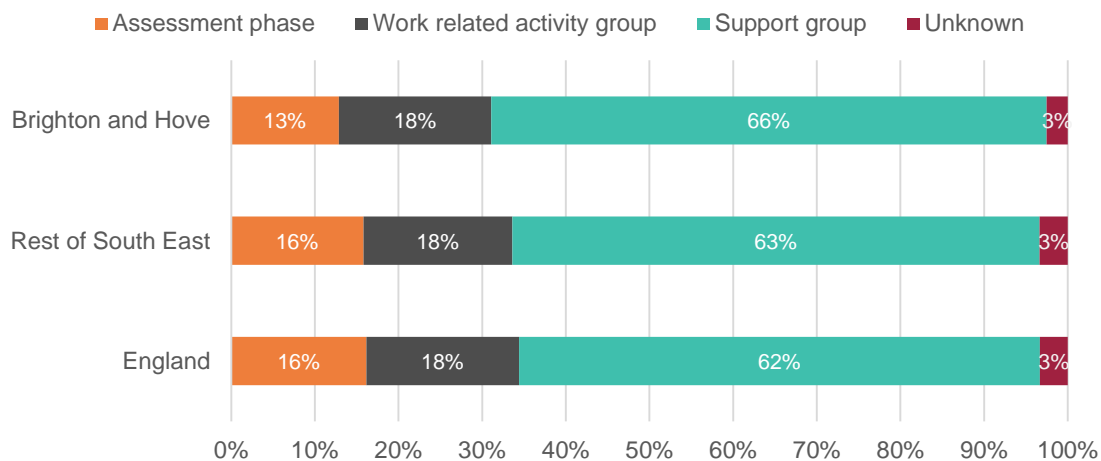
Source: DWP benefit statistics, NOMIS

Figure 4: ESA WRAG claimants by condition, November 2015
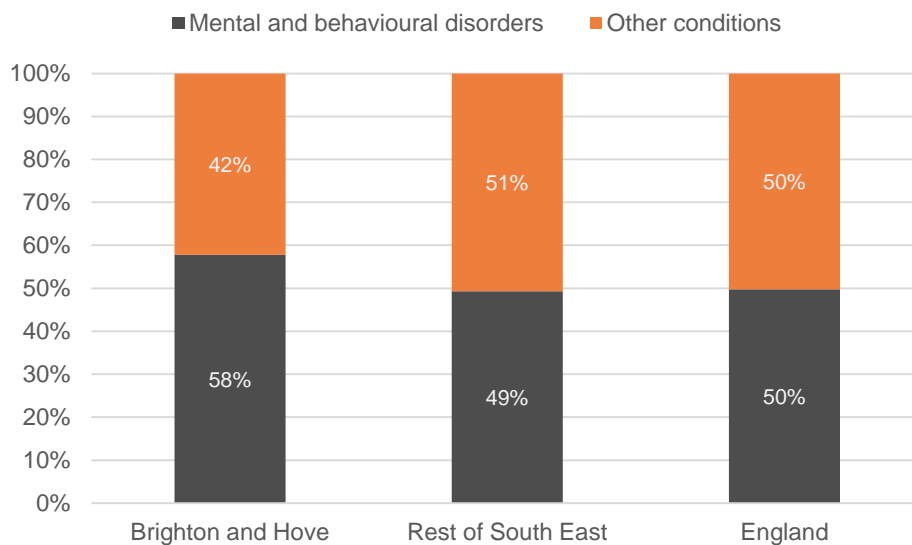
Source: DWP benefit statistics, NOMIS

Table 2: Work Programme, cumulative figures up to and including December 2015

	All	**Not disabled**	**Disabled**
	Referrals		
Brighton & Hove	7,410	4,130	3,280
South East	159,910	92,410	67,500
GB	1,810,000	1,147,430	658,950
	Attachments		
Brighton & Hove	7,280	4,060	3,220

South East	157,830	91,170	66,650
GB	1,776,600	1,125,440	648,070
	Job Outcomes		
Brighton & Hove	2,260	1,600	660
South East	48,380	35,260	13,120
GB	503,160	389,230	113,750
	Attachment rate (% of referrals)		
Brighton & Hove	98%	98%	98%
South East	99%	99%	99%
GB	98%	98%	98%
	Job outcome rate (% of attachments)		
Brighton & Hove	31%	39%	20%
South East	31%	39%	20%
GB	28%	35%	18%

Source: DWP WP statistics, DWP Tabtool

Figure 5: Work Programme, Job outcome rates (proportion of attachments), cumulative figures up to and including December 2015
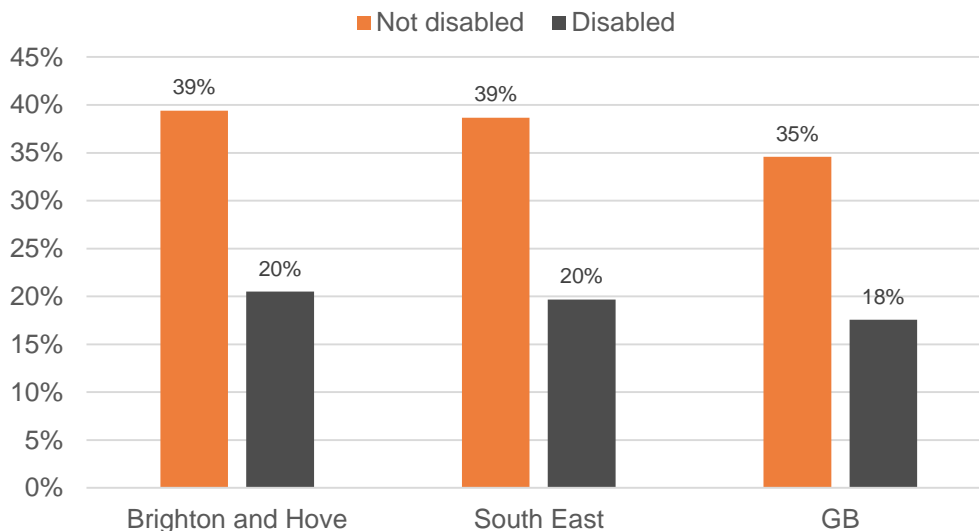
Source: DWP WP statistics, DWP Tabtool

Table 3: Work Choice statistics

		CPA25 - Kent, Surrey and Sussex	National
Total		6,300	121,700
2010-11	**Q3 and Q4**	1,450	23,520
2011-12	**All four quarters**	850	17,190
2012-13	**All four quarters**	1,100	21,780
2013-14	**All four quarters**	1,280	27,280
2014-15	**All four quarters**	990	20,860
2015-16	**Q1, Q2 and Q3**	640	11,070
Of which have started Work Choice		4,720	94,350
Of which have achieved a job outcome		1,990	41,140

Attachment rate	75%	78%
Job outcome rate	42%	44%

Source: DWP statistics: https://www.gov.uk/government/collections/work-choice-statistics-number-of-starts-and-referrals--2#work-choice-statistics

Access to Work

Access to Work statistics are only available at the national level, but offer some interesting findings. 133,000 people have been helped since April 2007, a rate of roughly 30,000 a year. Of these, 3% had a mental health condition and another 5% had a learning disability. The others had physical disabilities or other illnesses. Nearly 60% of those helped were aged between 35 and 54. Of the awards for actual support and adaptations, 38% were for travelling to work, 36% for a support worker and 20% for special aids and equipment.

Further Education participation

During the academic year of 2014/15, 2,406 learners with disabilities were studying with FE providers in the Brighton & Hove area, 19.5% of all learners. This is slightly higher than the rate for England at 17%.

Dv8 is a private provider with two centers in Brighton and Bexhill, offering training programmes in music, fashion, digital media, live events and apprenticeships, combining accredited skills training with employability, work experience and mentoring. Nearly half of their learners had a learning difficulty or disability.

Friends Centre in Brighton claims that 39% of all its learners are resident in disadvantaged postcodes in Brighton. The highest proportion (67%) of all learners are resident in BN1 and BN2. 29% of their Adult Skills Budget learners are referred from agencies with Mind being one of their main referrers. Overall, nearly 40% of their learners had a learning difficulty or disability.

The main FE college in Brighton & Hove is the **City College**. Nearly a quarter of their learners had a learning difficulty or disability.

Table 4: Participation by FE and Skill Providers in Brighton & Hove, by Learning Characteristics, 2014/15

Provider Name	Total students			% of total		
	Total	Learning Difficulty and/or Disability	No Learning Difficulty and/or Disability	Learning Difficulty and/or Disability	No Learning Difficulty and/or Disability	Not Known
BRIGHTON & HOVE CITY COUNCIL	740	138	452	18.7%	61.1%	20.2%
BRIGHTON HOVE AND SUSSEX SIXTH FORM COLLEGE	2,400	77	545	3.2%	22.7%	74.0%

61

CITY COLLEGE BRIGHTON & HOVE	5,330	1,317	3,950	24.7%	74.1%	1.2%
DV8 TRAINING (BRIGHTON) LIMITED	120	57	60	47.5%	50.0%	2.5%
FRIENDS CENTRE	630	249	348	39.6%	55.3%	5.1%
PORTSLADE ALDRIDGE COMMUNITY ACADEMY	920	135	765	14.7%	83.1%	2.2%
ST JOHN'S SCHOOL AND COLLEGE	70	70	-	100.0%	-	-
VARNDEAN COLLEGE	2,120	363	1,755	17.1%	82.8%	-
Total	12,330	2,406	7,875	19.5%	63.9%	

Source: Skills Funding Agency, based on ILR records

Table 5: Apprenticeship starts, by disability and learning difficulty, South East, 2014/15

	Number	% of total
Total	**60,220**	
Learning Difficulty/Disability	5,970	10%
No Learning Difficulty/Disability	53,330	89%
Not Known	920	2%
By Disability	**Number**	**% of total disabled**
Visual Impairment	220	4%
Hearing Impairment	200	3%
Disability Affecting Mobility	80	1%
Other Physical Disability	110	2%
Other Medical Condition (For Example Epilepsy, Asthma, Diabetes)	1,210	20%
Emotional/Behavioural Difficulties	120	2%
Mental Health Difficulty	200	3%
Temporary Disability After Illness (For Example Post-Viral) or Accident	20	0%
Aspergers Syndrome	120	2%
Multiple Disabilities	80	1%
Other	490	8%
Not Known/Information Not Provided	4,200	
By Learning Difficulty	**Number**	**% of total disabled**
Moderate Learning Difficulty	420	7%
Severe Learning Difficulty	10	0%
Dyslexia	2,710	45%
Dyscalculia	90	2%
Other Specific Learning Difficulty	100	2%
Autism Spectrum Disorder	90	2%
Multiple Learning Difficulties	60	1%
Other	310	5%
Not Known/Information Not Provided	3,260	

Source: Skills Funding Agency

62

Table 6: Activity 6 months after leaving University, 2013/14

Domicile	Brighton & Hove			Rest of the country			Total
Activity marker[1]	Disabled	No known disability (including unknowns)	Total	Disabled	No known disability (including unknowns)	Total	Total
Working or due to start work	240	1,290	1,535	32,575	270,045	302,620	304,155
Studying	55	225	280	7,330	49,790	57,120	57,400
Other	10	90	100	2,655	15,450	18,110	18,210
Unemployed	20	60	85	3,085	15,175	18,260	18,345
Total	**325**	**1,670**	**1,995**	**45,650**	**350,465**	**396,110**	**398,105**
% of total							
Working or due to start work	74%	77%	77%	71%	77%	76%	76%
Studying	17%	13%	14%	16%	14%	14%	14%
Other	3%	5%	5%	6%	4%	5%	5%
Unemployed	6%	4%	4%	7%	4%	5%	5%

Source: HESA Destinations of Leavers Survey

1 Activity marker is defined as follows:

Working or due to start work:

* Full-time work

* Part-time work

* Primarily in work and also studying

* Due to start work

Studying:
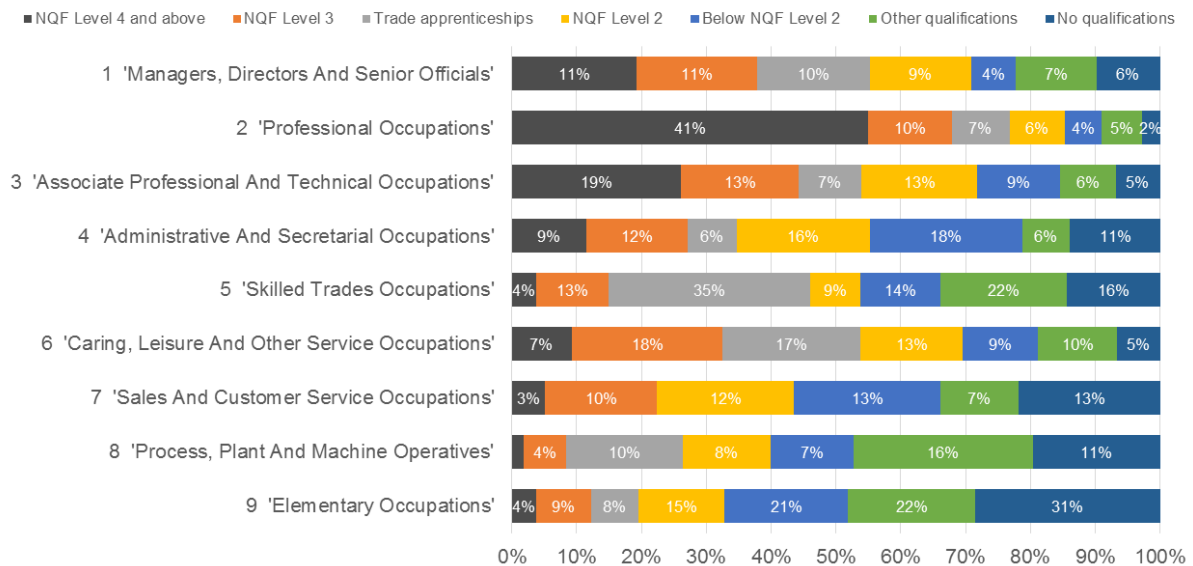
* Primarily studying and also in work

* Full-time study

* Part-time study

Employment by occupation

- The overall pattern of employment for disabled people by occupation and qualification level is similar to the pattern for non-disabled people. However, there are some subtle differences.
- For non-disabled people, there is a higher proportion with a level 4 qualifications (15%) employed as 'Manager, Directors and Senior officials' compared to 11% for disabled people.
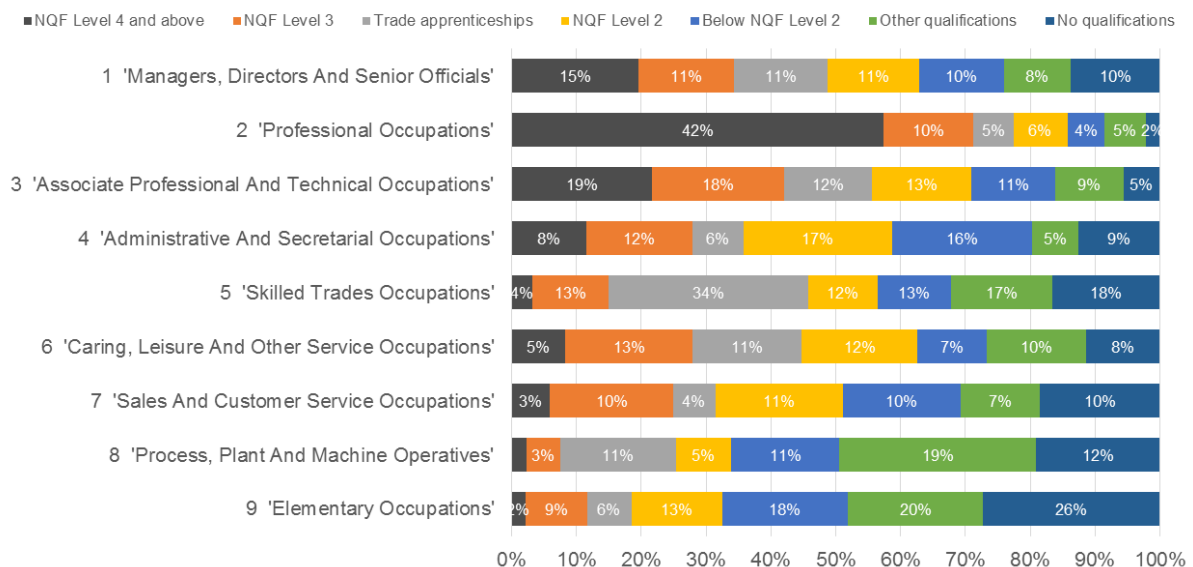
- 29% of disabled people with level 4+ qualification are employed in occupations below professional and manager level compared to 24% for non-disabled.
- For non-disabled people with no qualifications, 10% are employed as 'Manager, Directors and Senior officials' compared to 6% for disabled people. Some of these will be Directors of their own self-employed organisations, suggesting additional barriers to set up your own business if disabled.

Table 7 Disabled employment by major occupation and highest qualification level, 2015

Legend: NQF Level 4 and above | NQF Level 3 | Trade apprenticeships | NQF Level 2 | Below NQF Level 2 | Other qualifications | No qualifications

Occupation	NQF Level 4 and above	NQF Level 3	Trade apprenticeships	NQF Level 2	Below NQF Level 2	Other qualifications	No qualifications
1 'Managers, Directors And Senior Officials'	11%	11%	10%	9%	4%	7%	6%
2 'Professional Occupations'	41%	10%	7%	6%	4%	5%	2%
3 'Associate Professional And Technical Occupations'	19%	13%	7%	13%	9%	6%	5%
4 'Administrative And Secretarial Occupations'	9%	12%	6%	16%	18%	6%	11%
5 'Skilled Trades Occupations'	4%	13%	35%	9%	14%	22%	16%
6 'Caring, Leisure And Other Service Occupations'	7%	18%	17%	13%	9%	10%	5%
7 'Sales And Customer Service Occupations'		3%	10%	12%	13%	7%	13%
8 'Process, Plant And Machine Operatives'		4%	10%	8%	7%	16%	11%
9 'Elementary Occupations'	4%	9%	8%	15%	21%	22%	31%

Source: Labour Force Survey, 4 quarters in 2015 combined. Percentages: e.g. for disabled people, 11% of all those with a level 4 or above qualification are employed as 'Managers, Directors and Senior Officials'.

Table 8 Non-Disabled employment by major occupation and highest qualification level, 2015

Legend: NQF Level 4 and above | NQF Level 3 | Trade apprenticeships | NQF Level 2 | Below NQF Level 2 | Other qualifications | No qualifications

Occupation	NQF Level 4 and above	NQF Level 3	Trade apprenticeships	NQF Level 2	Below NQF Level 2	Other qualifications	No qualifications
1 'Managers, Directors And Senior Officials'	15%	11%	11%	11%	10%	8%	10%
2 'Professional Occupations'	42%	10%	5%	6%	4%	5%	2%
3 'Associate Professional And Technical Occupations'	19%	18%	12%	13%	11%	9%	5%
4 'Administrative And Secretarial Occupations'	8%	12%	6%	17%	16%	5%	9%
5 'Skilled Trades Occupations'	4%	13%	34%	12%	13%	17%	18%
6 'Caring, Leisure And Other Service Occupations'	5%	13%	11%	12%	7%	10%	8%
7 'Sales And Customer Service Occupations'		3%	10%	4%	11%	10%	7%	10%
8 'Process, Plant And Machine Operatives'		3%	11%	5%	11%	19%	12%
9 'Elementary Occupations'	2%	9%	6%	13%	18%	20%	26%

Source: Source: Labour Force Survey, 4 quarters in 2015 combined. Percentages: e.g. for non-

disabled people, 15% of all those with a level 4 or above qualification are employed as 'Managers, Directors and Senior Officials

65

NEIGHBOURHOODS, COMMUNITIES AND EQUALITY COMMITTEE	Agenda Item 27
	Brighton & Hove City Council

Subject:		**Progress update on actions from BHCC budget EIAs**
Date of Meeting:		**NCE Committee: 10 October 2016**
Report of:		**Director of Public Health**
Contact Officer:	**Name:**	**Sarah Tighe-Ford** **Tel: 29-2301**
	Email:	**sarah.tighe-ford@brighton-hove.gov.uk**
Ward(s) affected:		**All**

FOR GENERAL RELEASE

1.   PURPOSE OF REPORT AND POLICY CONTEXT

1.1   Equality Impact Assessments (EIAs) are completed on all budget proposals with a potential impact on service-users and/or staff. EIAs identify negative impacts and actions to reduce or remove them and to maximise positive outcomes. For the first time progress against the mitigating actions identified in the 2015-16 budget proposals have been monitored via the council's performance monitoring system (Interplan).

1.2   This report summarises how this process has worked and what progress has been made and makes recommendations for future reporting.

2.   RECOMMENDATIONS:

2.1   That Committee notes the content of this report and the actions being taken to improve the process as outlined in 3.7 below.

3.   CONTEXT/ BACKGROUND INFORMATION

3.1   Since 2011 the council has used a budget EIA process to assess all budget proposals with a potential impact on service-users and since 2014 on staff. The lead officer for each budget proposal is responsible for their EIAs. Each budget EIA is reviewed and quality checked by the Communities, Equality & Third Sector (CETS) Team. Services are given feedback on their EIA. All EIAs, including those carried out on budget proposals that affect staff, are part of elected members' consideration of the full budget each year. If budget proposals are accepted further equality assessment consultation may be undertaken to shape their implementation.

3.2   For the first time the mitigating actions from EIAs on 2015-16 budget proposals were monitored through the council's performance management system, Interplan. This was to enable evaluation of whether proposed actions were implemented and had the desired impacts.

3.3   Budget proposals are often likely to have a greater or more negative impact on some people because of their legally protected characteristics. Budget EIAs identify and quantify that impact as clearly as possible. They also define actions to reduce or remove as much of the negative impact as possible. Monitoring the implementation of these mitigating actions enables services to identify whether the proposed actions have been successful and to better understand the impacts across the city. It also helps services to define more effective interventions to reduce negative and maximise positive impacts in future EIAs. It also provides a corporate view of progress.

3.4   At the end of the first year of monitoring:

- 92% of all actions had complete or mostly complete updates.
- 8% of actions were not updated.

The CETS Team will be following up to understand non-completion of updates and to see whether further support is required.

NB: some actions showing as 'red' are actually in progress or have been delayed due to changes in timeframes. However this cannot be modified on the system and so they show as overdue or incomplete.

3.5   Examples of good practice in reporting:

- **Directorate**: Children's Services
  - **Budget Proposal**: Home to School Transport -Transport between home and school for children who live beyond the statutory walking distance. The appropriate school is the nearest maintained school to the child's home that is suitable to their age, educational needs and has a place available.
  - **Update**: To date 44 pupils have undertaken Independent Travel Training (ITT) and are no longer reliant on taxis. A further 18 pupils are currently receiving ITT. Schools offering ITT have provided half termly updates and intend to complete training of all suitable pupils by the end of this academic year. Continued eligibility of transport for pupils is reviewed via the Education Health and Care plan annual review process. Timings of individual reviews mean that the process is ongoing throughout the academic year. Update to next steps: identify the most cost effective and efficient method of delivering ITT to those pupils considered suitable for future training. Ongoing reassessment of individual pupil's eligibility for transport/ITT.

- **Directorate**: Finance and Resources
  - **Budget Proposal**: Reduce the Benefit administrative budget by reducing overall counter and/or phone hours. Condensed customer demand could more effectively be dealt with reduced resources. A service redesign could fast-track high impact work and re-direct low impact work to online self-service. While overall opening hours would be reduced there is an opportunity to make the service more accessible for working customers.
  - **Update**: A review of workflow management and case prioritisation enabled 75% of the saving to be realised without a change to opening

hours. The corporate decision to move to a virtual corporate contact centre then superseded the planned change. The service is now developing a contact hub with increased opening hours. The cost of this revised change and the remainder of the saving requirement have been met through other efficiencies with the service.

- **Directorate**: Assistant Chief Executive
  - **Budget Proposal**: The services of the Sports Development Team are being reviewed and re-designed to merge the sport and physical activity programmes and budget with the physical activity function of Public Health. A number of programme proposals have been reviewed with the intention to maintain focus on targeted work with protected characteristic groups and priority neighbourhoods as identified in the JSNA for Physical Activity as needing the most support to take up sporting opportunities.
  - **Update**: Actions to communicate changes and ongoing opportunities, to signpost providers to hire community venues, to work collaboratively with partners to reduce impacts, and to recruit coaches from specific groups and/or with inclusion experience are all completed. Publicity and promotion recommendations were implemented from focus groups on a joint programme and social media promotion maximised. Ongoing programmes and events are planned using data that identifies groups needing most support and delivered in collaboration. Small external funds have been sourced for specific initiatives. <u>Next steps:</u> To continue to promote low cost or free activities to the least active, protected characteristics groups and targeted communities and identify external funding.

- **Directorate**: Adult Social Care
  - **Budget Proposal**: Resource Centres Older People: Craven Vale, Knoll House, Ireland Lodge (Mental Health), Wayfield Avenue (Mental Health): review criteria for the bed services and reduce numbers of beds funded through Social Care.
  - **Update**: Additional funding from health. Re-procurement process delayed into 2016/17. Further work with CCG to develop services that best meet the needs of vulnerable service users on-going in 2016/17

- **Directorate**: Environment, Development & Housing
  - **Budget Proposal**: Closure of a number of public toilets (8 sites) and reduced opening times at other sites (11 sites). Maintain provision as far as possible in destination locations (e.g. sea front, green flag parks).
  - **Update**: At budget council in March 2015 the budget proposal was amended for the 2015/16 financial year. The required savings were reduced from £160k to £40k. The £40k savings were realised by closure of the toilets in The Lanes (Black Lion Street) and reducing the amount of time the toilets in Royal Pavilion Gardens are attended. The decision to close Black Lion Street was based on the fact that there are other sites in close proximity and foot fall at this particular site was low. Only two complaints have been received regarding the closure. To meet the already agreed budget saving of £160K for 2016/17 further sites will need to be closed and opening times reduced. These options

are being considered as part of a comprehensive review of all public conveniences in the city which will be completed by January 2016. This will include an updated EIA.

3.6   The report provides evidence across most services that mitigating actions have been or are being completed. However, gaps in reporting mean that the full picture is not clear. A focus for the second year of this monitoring will be to ensure that all staff understand why monitoring this is important and have the support and guidance they need to complete the updates.

3.7   There were a total of 12 'red' actions (red is automatically defined by the Interplan system where progress is less than 80% of expected). Where actions are currently highlighted as 'red' there are different reasons why:

3.7..1   In 8 cases, updates were not completed in the last quarter(s) of the year, but progress on actions is underway. Example of update:
           3.2.1.1 (p.3) Fees paid to care homes: report due to HWB in Jan 16 and modelling work is underway. Fees to home care services: Modelling work underway for a new contract to commence Sept 16. Report to P& R Jan 16.

3.7..2   In 2 cases there had been a change in approach which meant that the planned actions were no longer appropriate. Further detail and updates were not provided after this, possibly because the staff lead changed but Interplan access to this action was not altered. Example of update:
           3.2.5.6 (p.23) This piece of work has now been affected by further evaluations of the proposals. There has been a subsequent service redesign, and a different approach to security management in the customer service centre. Property and Design is leading this work, involving BPI review.

3.7..3   In 2 cases no updates were provided at all on the actions.

3.8   With this initial analysis in mind the following recommendations are proposed to improve this monitoring process:

3.8.1   Ensure staff are aware of the need to update against these actions and are supported to do so. Note: some staff with actions to monitor do not already use Interplan and therefore are not familiar with the system and may need additional support. Also, if staff leave the succession plan needs to be clear about who else will provide updates.

3.8.2   Provide clearer and more detailed guidance on what information is required in updates to improve reporting so reports provide quality intelligence on the impact of savings and measures we can take to ensure equalities groups are not unfairly impacted upon.

3.8.3   The Communities, Equality and Third Sector, the Performance, the Legal and the Finance Teams to continue to work together to review and improve this process.

3.8.4   Continue to streamline the budget EIA process, in line with best practice, so that EIAs are completed consistently and with similar amounts of detail (proportionate

to the potential impacts and vulnerability of the people affected) and are not over-burdensome. This ensures that the council can evidence that in its budget-setting process it has paid due regard to it legal duties under the Equality Act 2010.

4.   ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

4.1   Understanding the impacts of budget proposals and decisions on people in relation to their protected characteristics is a legal duty for the council, under the Equality Act 2010. The monitoring arrangements proposed in this report increase service level and corporate level understanding of impacts and enable the council to better demonstrate compliance with the Act.

4.2   No alternative options have been identified, but the Communities, Equality & Third Sector Team continues to work with the Performance, the Legal and the Finance Teams to review the process of equality assessment in the budget process and to identify improvements.

5.   COMMUNITY ENGAGEMENT & CONSULTATION

5.1   All EIAs are public documents and budget EIAs are all published along with the other budget papers. Consultation sessions are held to enable discussion of proposals and their equality impacts.

6.   CONCLUSION

6.1   Monitoring implementation of planned mitigating actions enables the council to demonstrate that actions are being completed and that anticipated negative impacts are being avoided or reduced. It increases the transparency of the budget process and provides assurance that services are fulfilling their duties under the Equality Act.

7.   FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

7.1   There are no direct financial implications arising from the recommendations made in this report.

Finance Officer Consulted: Name Michael Bentley   Date: 23/08/16

Legal Implications:

The proposals in this report will assist the Council in meeting its responsibilities under the Equality Act 2010 s149 to have due regard to the need to eliminate unlawful discrimination and to advance equality of opportunity and foster good relations between people who share a protected characteristic and those who do not.

7.2

Lawyer Consulted: Elizabeth Culbert   Date: 24th August 2016

<u>Equalities Implications:</u>

7.3   All the equality implications are directly explained within this report, since the purpose of this performance management is to improve and demonstrate compliance with equality legislation and to reduce disadvantage.

<u>Sustainability Implications:</u>

7.4   Understanding of the potential impacts of budget decisions on different people and assurance that identified actions to mitigate negative impacts are being completed make for better budget decisions that are less likely to be challenged and for greater public confidence in the process.

<u>Any Other Significant Implications:</u>

7.5   None

SUPPORTING DOCUMENTATION

Appendices:

1.   2015-16 Budget EIA Action Progress Report

2015-16 Budget EIA Action Progress Report

OVERVIEW

Action Status

On Track - 72%
Monitor -   0%
Off Track - 28%
No Target - 0%

Action Progress Against Targets

47 actions reported on

34 At least 100% of action target achieved

0 Between 80% and 100% of action target achieved

13 Less than 80% of action target achieved

0 actions with no target set
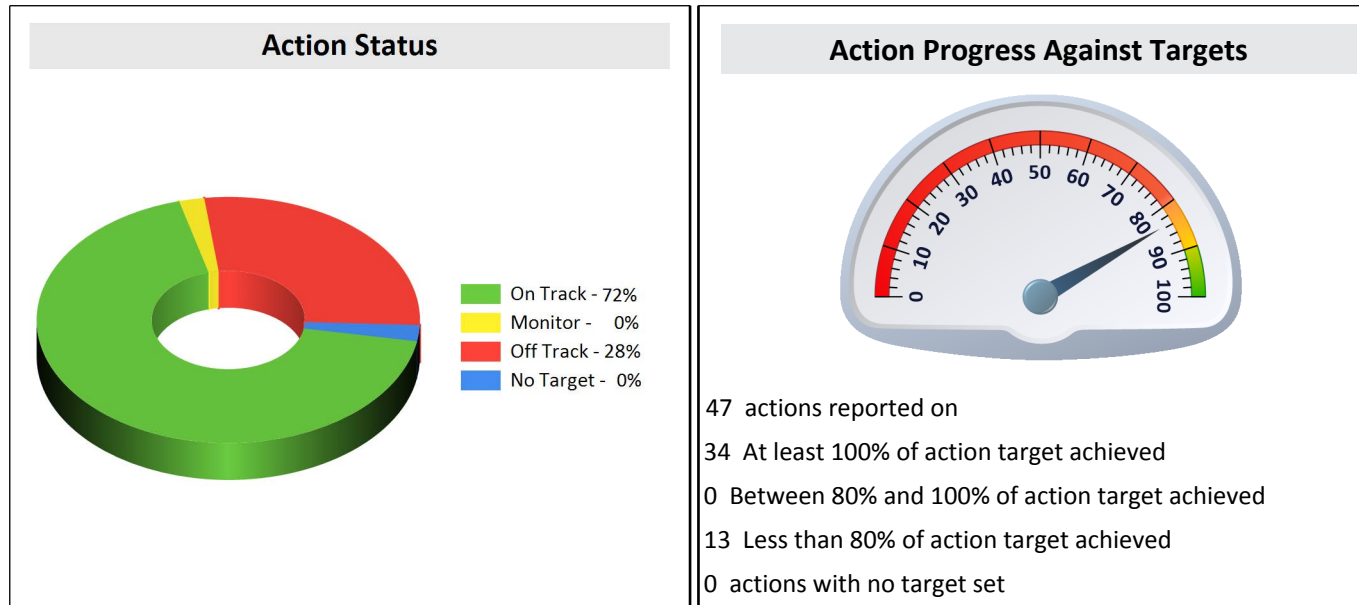
136

ACTION PLANS

GREEN

At least 100% of action target achieved

AMBER

Between 80% and 100% of action target achieved

RED

Less than 80% of action target achieved

No target set

* Dates have been revised from the Original dates

3 Cross-cutting plans

3.2 Budget Equality Impact Assessments

3.2.1 Budget EIA's - Adult Services

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.2.1.1 Budget EIA: A more personalised approach through reviews should avoid high cost packages and personal budgets should result in lower spend per individual and different support plans	Head of Service Adults Assessment	Completed	01-Apr-2015	31-Mar-2016	100.00%	100.00%	GREEN

Linked Related Plan(s): Budget Equality Impact Assessment (EIA) progress update

ACTION PROGRESS COMMENTS:
Developed and monitored through Resource Allocation Panel. Trajectory of spend and activity is downwards. Increased use of personal budgets delivered via resource allocation panel

Last Updated: 04-May-2016

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.2.1.1 Budget EIA: All Community care - across all client groups. Fees for services provided by the Independent Care Sector	Head of Commissioning & Performance	In Progress	01-Apr-2015	31-Mar-2016	50.00%	100.00%	RED

Linked Related Plan(s): Budget Equality Impact Assessment (EIA) progress update

137

ACTION PROGRESS COMMENTS:

Progress to date: Fees paid to care homes: rpeort due to HWB in Jan 16 and modelling work is underway. Fees to home care services: Modelling work underway for a new contract to commence Sept 16. Report to P& R Jan 16.

Next steps:
Reports to HWB/ p& R as above.

Oct 15 (Commissioning & Performance Manager)

Last Updated: 16-Oct-2015

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.2.1.1 Budget EIA: Employment. Review opportunities within supported employment, Able & Willing, and day services to develop a different offer to meet aspirations of people with learning disabilities and drive efficiencies	Head of Adults Provider	Completed	01-Apr-2015	31-Mar-2016	N/A	N/A	N/A

Linked Related Plan(s): Budget Equality Impact Assessment (EIA) progress update

ACTION PROGRESS COMMENTS:

Budget EIA not required. Proposals will form part of budget plans that will be reported to Council
Further work will be undertaken in partnership with unions during 2016/17

Last Updated: 06-Apr-2016

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.2.1.2 Budget EIA: Learning Disabilities (LD) - Residential Services provided by the Independent Sector	Head of Service Adults Assessment	Completed	01-Apr-2015	31-Mar-2016	100.00%	100.00%	GREEN

Linked Related Plan(s): Budget Equality Impact Assessment (EIA) progress update

ACTION PROGRESS COMMENTS:

Progress to date: LD accommodation strategy agreed by P&R. All residents undergoing a Care Act review delivering a personal budget and increased choice

Next steps:

138

Last Updated: 04-May-2016

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.2.1.2 Budget EIA: Opportunity to procure Adult Social Care services in a more efficient way through commissioning against individual outcomes. Continue to use the commissioning prospectus approach where appropriate.	Head of Commissioning & Performance	In Progress	01-Apr-2015	31-Mar-2016	50.00%	100.00%	🔴 RED

Linked Related Plan(s): Budget Equality Impact Assessment (EIA) progress update

ACTION PROGRESS COMMENTS:
Progress to date:
Discussions underways with CCG/ BHCC Commissioning colleagues to review contracts based on Commissioning plans.

Next steps: Proposals and EIA completed.

Last Updated: 16-Oct-2015

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.2.1.2 Budget EIA: Realigning accommodation and supported living including respite to enable service users to live independent lives.	Head of Adults Provider	Completed	01-Apr-2015	31-Mar-2016	100.00%	100.00%	🟢 GREEN

Linked Related Plan(s): Budget Equality Impact Assessment (EIA) progress update

ACTION PROGRESS COMMENTS:
Budget EIA produced. P&R agreement to three month consultation. Outcome of consultation to be reported to P&R in April and will include full EIA to support decision-making.

Last Updated: 06-Apr-2016

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.2.1.3 Budget EIA: Learning Disabilities (LD) - Home Care, Day Care & Direct Payments	Head of Service Adults Assessment	Completed	01-Apr-2015	31-Mar-2016	100.00%	100.00%	🟢 GREEN

139

Linked Related Plan(s): Budget Equality Impact Assessment (EIA) progress update

ACTION PROGRESS COMMENTS: Review of needs underway and agreed through resource allocation panel ensuring equity in provision Next steps: Last Updated: 04-May-2016

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.2.1.3 Budget EIA: Resource Centres Older People: Craven Vale, Knoll House, Ireland Lodge (Mental Health), Wayfield Avenue (Mental Health): review criteria for the bed services and reduce numbers of beds funded through Social Care.	Head of Adults Provider	Completed	01-Apr-2015	31-Mar-2016	100.00%	100.00%	●●● GREEN

ACTION PROGRESS COMMENTS: Additional funding from health. Re-procurment process delayed into 2016/17. Further work with CCG to develop services that best meet the needs of vulnerable service users on-going in 2016/17   Last Updated: 06-Apr-2016

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.2.1.4 Budget EIA: Older People - Residential/Nursing, includes Older People with Mental Health needs (OPMH)	Head of Service Adults Assessment	Completed	01-Apr-2015	31-Mar-2016	100.00%	100.00%	●●● GREEN

Linked Related Plan(s): Budget Equality Impact Assessment (EIA) progress update

ACTION PROGRESS COMMENTS: Progress to date: Review of needs underway and agreed through resource allocation panel ensuring equity in provision

140

Last Updated: 04-May-2016

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.2.1.4 Budget EIA: The council's directly provided homecare services have recently become part of a wider joint health and social care team focused on short term support to enable people to return home from hospital, or to avoid hospital admission. ASC receive some funding from the CCG to support this work.	Head of Adults Provider	Completed	01-Apr-2015	31-Mar-2016	100.00%	100.00%	🟢🟤🔴 GREEN

Linked Related Plan(s): Budget Equality Impact Assessment (EIA) progress update

ACTION PROGRESS COMMENTS:
Budget EIA produced. P&R agreement to re-structure. Consultation completed and implementation of re-structure - completion by June 2016.
Next steps:

Last Updated: 06-Apr-2016

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.2.1.5 Budget EIA: Adults with Mental Health - Residential. Community Care Services provided by the Independent Sector to meet	Head of Service Adults Assessment	Completed	01-Apr-2015	31-Mar-2016	100.00%	100.00%	🟢🟤🔴 GREEN

Linked Related Plan(s): Budget Equality Impact Assessment (EIA) progress update

ACTION PROGRESS COMMENTS:
Progress to date:

Review of needs underway and agreed through resource allocation panel ensuring equity in provision

Last Updated: 04-May-2016

3.2.2 Budget EIA's - Assistant Chief Executive

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %

141

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.2.2.1 Budget EIA: Introduction of admission charges across Museum sites; Booth Museum of Natural Science, Hove Museum & Art Gallery and Brighton Museum & Art Gallery for non residents of Brighton & Hove.	Head of Royal Pavilion & Museums	Completed	01-Apr-2015	31-Mar-2016	100.00%	100.00%	GREEN

Linked Related Plan(s): Budget Equality Impact Assessment (EIA) progress update

ACTION PROGRESS COMMENTS:

Progress to date: only introduced at BMAG

Next steps:

Last Updated: 15-Mar-2016

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.2.2.1 Budget EIA: Establish new libraries charging framework – introducing charges for services previously provided free of charge. These include: charging for events and activities for adults and children, and charging for computer use after one hour free.	Head of Libraries & Information Services	Completed	01-Apr-2015	31-Mar-2016	100.00%	100.00%	GREEN

Linked Related Plan(s): Budget Equality Impact Assessment (EIA) progress update

ACTION PROGRESS COMMENTS:
Progress to date:
All mitigating actions put in place

Next steps:
Focus moves on to new fees and charges proposals for coming year 2016-17

Last Updated: 16-Feb-2016

3.2.3 Budget EIA's - Children's Services

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %

142

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.2.3.1 Budget EIA: Home to School Transport - Transport between home and school for children who live beyond the statutory walking distance. The appropriate school is the nearest maintained school to the child's home that is suitable to their age, educational needs and has a place available.	Head of School Organisation	Completed	01-Apr-2015	31-Mar-2016	100.00%	100.00%	GREEN

ACTION PROGRESS COMMENTS:

To date 44 pupils have undertaken Independent Travel Training (ITT) and are no longer reliant on taxis. A further 18 pupils are currently receiving ITT.
Schools offering ITT have provided half termly updates and intend to complete training of all suitable pupils by the end of this academic year.
Continued eligibility of transport for pupils is reviewed via the Education Health and Care plan annual review process. Timings of individual reviews mean that the process is ongoing throughout the academic year.

Update to next steps: identify the most cost effective and efficient method of delivering ITT to those pupils considered suitable for future training.
Ongoing reassessment of individual pupil's eligibility for transport/ITT.

Last Updated: 21-Apr-2016

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.2.3.1 Budget EIA: Review and consult on options to remove the subsidy for Council run nurseries and Tarnerland Nursery School	Head of Service - City Early Years and Sure Start	Completed	01-Apr-2015	31-Mar-2016	100.00%	100.00%	GREEN

ACTION PROGRESS COMMENTS:
Progress to date
This is covered in 2.8.4.2. All the Council nurseries are providing free childcare for two year olds with high numbers in Jump Start and Roundabout. Proposals for reducing opening hours and changing the staffing structure of Jump Start nursery have been consulted on with parents and staff and were implemented after the October half term.
Budget savings have been agreed for 2016/17 and an objective around these savings will be included in the plan for 2016/17.
Last Updated: 22-Apr-2016

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %

143

| 3.2.3.2 Budget EIA: Remove the remaining Council subsidy from Community Learning, with the service becoming fully dependent upon grant funding. The Council delivers its Adult and Community Learning in partnership with other providers. On top of the grant provided for this provision the Council provides a subsidy to support management of the programme. We are proposing that a provider takes on responsibility for managing the grant and ensuring provision continues so the subsidy would no longer be needed. | Head of School Organisation | Completed | 01-Apr-2015 | 31-Mar-2016 | 100.00% | 100.00% | GREEN |

ACTION PROGRESS COMMENTS:
Progress to date
The risk of losing the SFA funding coming into the Brighton and Hove area through pursuing the active transfer of the SFA contract has meant that no more action to consider the transfer of the grant funding to a partner provider in the city has taken place.
An Ofsted inspection was undertaken over 2 days in January and a good judgment was received.
The proposed funding allocation for 2016/17 has been received and the intention is to maintain the current arrangements.
Meetings with all delivery partners requesting they submit expressions of interest have taken place.
Next steps
The governance team to develop a response to the Ofsted inspection report alongside the Friend's Centre and council staff.
Consider the alignment to the skills agenda and the proposed developments within Children's Services.
Agree funding allocations and delivery targets for all providers.

Last Updated: 21-Apr-2016

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.2.3.2 Budget EIA: Reduce support for out of school childcare	Head of Service - City Early Years and Sure Start	Completed	01-Apr-2015	31-Mar-2016	100.00%	100.00%	GREEN

ACTION PROGRESS COMMENTS:
Progress to date:
Staffing for support for out of school childcare was reduced from June 2015. The Council did not run a playscheme in Moulsecoomb and the school ran a two week scheme instead. Transitional funding has been agreed for the WASP after school club and playscheme. The number of out of school clubs will be monitored as part of the childcare sufficiency assessment.

144

Last Updated: 22-Apr-2016

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.2.3.3 Budget EIA: The Music & Arts Service presently receives a subsidy from the Local Authority approx. 15 % of total service funding which is focused on providing a subsidy scheme to support access to learning for CYP form families on low incomes	Instrumental Programme Manager	In Progress	01-Apr-2015	31-Mar-2016	66.00%	100.00%	⬤⬤⬤⬤ RED

ACTION PROGRESS COMMENTS:
• The level of 100% subsidy for Looked After Children would remain.

Explanation: The 100% subsidy for Looked After Children has remained, allowing us to maintain previous level of support for Looked After Children. The number of Looked After Children accessing instrumental learning via this scheme is in line with previous years.

How/who: This opportunity is promoted by close working with schools, the Virtual School for Children in Care and carers.

• Improved sign posting for service users to charities and grant giving bodies.

Explanation: The Subsidised Tuition Scheme has remained in place, offering 80% and 50% subsidies for children from families on low incomes. Following the change in subsidy level (from 100% to 80%) we have continued to monitor the take up of the Subsidised Tuition Scheme and the number of learners has remained broadly in line with the previous year.

How/who: The service has continued to sign-post users to local charities that promote access to musical learning through other funding sources. The take-up of music provision is monitored across the year and overall pupil numbers remain inline with previous year.

• Explore with partners other funding streams such as Pupil Premium.

Explanation: The service has continued to explore additional funding streams (including Pupil Premium) with partners and schools.

How/who: We continue to work closely with schools (including Virtual School for Children in Care) to promote the use of Pupil Premium to increase access to instrumental learning.

Future Actions:

• Continue to monitor the take up of instrumental/musical activities.
• Develop the 'encore' personal giving programme to support access to music activities for children and young people from protected groups.

145

• Continue to work with schools and partners to promote access to service activities for all children and young people.

Last Updated: 04-Dec-2015

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.2.3.3 Budget EIA: We are unable to sustain the current level of General Fund expenditure on the Play Service. It has been agreed that a more targeted service will be provided on our council estates and for that to be funded by HRA resources if it is considered a priority. Public Health have also agreed to fund elements of the service. If this does not prove feasible or acceptable we will end the service as a reduced one is unlikely to make economic sense.	Service Manager - Youth and Communities	In Progress	01-Apr-2015	31-Mar-2016	75.00%	100.00%	⬤⬤⬤ RED

ACTION PROGRESS COMMENTS:

A consultation is currently underway where service closure is proposed. work has been undertaken by outside consultate to identify options nad opportunities. Theses are being explored

Last Updated: 15-Jan-2016

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.2.3.4 Budget EIA: Cease the provision of universal, open access youth work delivered by the council's Youth Service. Continue to design the council youth work delivery to provide targeted early help youth work interventions to vulnerable young people focused on targeted level 2/3 young people. Reviewing the commissioning arrangements with B&H Youth Collective contract.	Service Manager - Youth and Communities	In Progress	01-Apr-2015	31-Mar-2016	75.00%	100.00%	⬤⬤⬤ RED

ACTION PROGRESS COMMENTS:

The youth review is progressing according to agreed timelines. Protected groups are considered at the heart of any new proposals. The Needs analsis has highlighted the needs of equalities groups and this information is part of the key considerations for new delviery models

146

Last Updated: 15-Jan-2016

3.2.4 Budget EIA's - Environment, Development and Housing

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.2.4.1 Budget EIA: We have commenced a comprehensive service redesign across City Clean and Parks informed by customer feedback and benchmarking data designed to improve efficiency and integration across all aspects of these services and generate income, e.g. through commercial waste collection, to offset some of the budget savings	Head of City Clean and Parks	Completed	01-Apr-2015	31-Mar-2016	100.00%	100.00%	🟢🔴🔴 GREEN

ACTION PROGRESS COMMENTS:

Progress to date:

Key policy decisions have been agreed as part of the service redesign including establishment of commercial collections, chargeable garden waste collections (from spring 2016), a trial of wheelie bins for recycling (commencing in November) and procurement of additional enforcement services to help address fly-tipping, littering and graffiti. Equalities implications of changes to collections are already covered by the existing EIAs. Recycling collections using wheelie bins will be easier. Any residents not able to access the new services will be offered Assisted Collections.

Next steps:

Last Updated: 26-Oct-2015

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.2.4.1 Budget EIA: Housing Revenue Account (HRA) to fund an Occupational Therapy (OT) resource at £16,000, given that dedicated OT hours are used to support households to make informed choices about their housing options. Includes supporting people through housing application and lettings process; advising on the suitability of the HRA properties; accompanying disabled HRA applicants to view offers of council properties. 2) Deletion of Senior Occupational Therapist (OT) post (0.78fte) saving £34,000	Head of Housing Strategy / Private Sector Housing	Not Started	01-Apr-2015	31-Mar-2016	0.00%	100.00%	🟢🔴🔴 RED

147

Last Updated: 21-Sep-2015

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.2.4.1 Budget EIA: Reduce need to maintain, replace and collect cash from Pay & Display machines. Replace 50% of Pay & Display Machines with Pay by Phone only. An alternative is to phase out Pay & Display and switch to combination of Pay by Phone, Pay Point and on-street card payments. As part of a two-year phased programme to remove all on-street cash accepting machines by 2017, 50% of machines could be removed in 2015/16.	Head of Parking and Network Operations	Completed	01-Apr-2015	31-Mar-2016	100.00%	100.00%	🟢🟤🔴 GREEN

ACTION PROGRESS COMMENTS:

Progress to date:

At present, there are no plans to completely remove cash payments via Pay & Display machines. 50% remain.

Next steps:
Work is ongoing to provide better information to citizens to help them get set up and navigate the Pay by Phone system. Also to help citizens find remaining cash machines (e.g. by way of an online map)

Last Updated: 21-Jan-2016

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.2.4.1 Budget EIA: A business plan to be prepared to support the implementation of pre-application charges to secure fee income as part of the corporate value for money programme.	Head of Planning Strategy	In Progress	01-Apr-2015	31-Mar-2016	68.00%	100.00%	🟢🟤🔴 RED

ACTION PROGRESS COMMENTS:
Progress to date:
This is part of the Planning Modernisation Programme of which charging for major and minor applications is part. Funding secured for backfilling the posts needed to build up a case for pre-application charges to be introduced asap under the income generation project workstream

148

Next steps:
1. Agreed each lead will produce a project plan due date Feb 2016 Programme board. Jeanette Walsh
2. Introduce pre application charges for minor applications. Jeanette Walsh December 2016

Last Updated: 18-Jan-2016

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.2.4.1 Budget EIA: The budget changes proposed to deliver savings include: decommissioning services; re-modelling services; consolidation and merging contracts; internal transfer of budget to lead commissioners in the organisation (i.e., substance misuse to Public Health; domestic violence to Community Safety)	Commissioning Officer / Commissioning Housing Support Services	In Progress	01-Apr-2015	31-Mar-2016	35.00%	100.00%	●●● RED

Linked Related Plan(s): Budget Equality Impact Assessment (EIA) progress update

ACTION PROGRESS COMMENTS:
Progress to date:
Internal budget and service transfers to other commissioners has taken place
In order to achieve budget savings tenders have taken place for Rough Sleepers Outreach Services, Floating Support for Adults and Young People and Housing First is currently being evaluated. These services are working with marginalised and vulnerable groups including rough sleepers, young people and care leavers. Provision has been included in the tenders for work with vulnerable women and those who have experienced trauma and abuse.

Next steps:
Complete the tendering of the Housing First service
The retendering of mental health accommodation services is underway. The EIA is being updated and the Commissioning Officer is working with service providers to assess the needs of service users and ensure a smooth transition into newly tendered services. This tender is due to be released in November 2015 with implementation taking place in April 2016.
The remodelling of the integrated support pathway will go out to tender next financial year and this model is currently being designed following consultation with users, providers and partners agencies. The current services will be retendered with the support of colleagues from Housing and the CCG. Services have been decommissioned as part of the budget reductions and we are working with service providers to ensure alternative accommodation is provided for service users. The aim of the remodelling will be to fill gaps in service provision for vulnerable groups including creating a women's only accommodation service.
The remodelling and retender of young peoples services will commence next financial year. The decommissioning of some smaller services has taken place. The service model will be designed and consulted upon at the beginning of the next financial year.
Older peoples services are being reviewed with the Older Peoples Commissioner and reductions to budgets are being assessed for their impact.

149

Last Updated: 20-Nov-2015

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.2.4.2 Budget EIA: Closure of a number of public toilets (8 sites) and reduced opening times at other sites (11 sites). Maintain provision as far as possible in destination locations (e.g. sea front, green flag parks).	Head of City Clean and Parks	Completed	01-Apr-2015	31-Mar-2016	100.00%	100.00%	🟢 GREEN

ACTION PROGRESS COMMENTS:

Progress to date:

At budget council in March 2015 the budget proposal was amended for the 2015/16 financial year. The required savings were reduced from £160k to £40k. The £40k savings were realised by closure of the toilets in The Lanes (Black Lion Street) and reducing the amount of time the toilets in Royal Pavilion Gardens are attended. The decision to close Black Lion Street was based on the fact that there are other sites in close proximity and foot fall at this particular site was low. Only two complaints have been received regarding the closure. To meet the already agreed budget saving of £160 for 2016/17 further sites will need to be closed and opening times reduced. These options are being considered as part of a comprehensive review of all public conveniences in the city which will be completed by January 2016.   This will include an updated EIA.

Last Updated: 26-Oct-2015

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.2.4.2 Budget EIA: 1. Removal of post that delivers housing advice to inmates of Lewes prison immediately pre-release (this is not a statutory obligation). The work will be picked up by other teams in housing options. Reduction in housing options officer post with work to be spread across remaining team. 2. Loss of a further I Full Time Equivalent (FTE) Housing Options Officer and 1.5 FTE admin support to front line homeless prevention service.	Head of Temporary Accommodation & Allocations	Not Started	01-Apr-2015	31-Mar-2016	0.00%	100.00%	🔴 RED

Last Updated: 21-Sep-2015

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %

150

| 3.2.4.2 Budget EIA: Additional permit and transient income. Introduction of new parking schemes in Lewes Road Triangle, Bakers Bottom, Wish Park / Bolsover Road to improve access for residents and those with greatest need. | Head of Parking and Network Operations | Completed | 01-Apr-2015 | 31-Mar-2016 | 100.00% | 100.00% | GREEN |

ACTION PROGRESS COMMENTS:
Progress to date:

Lewes Road Triangle (implemented and began operation Dec 2014)
Bakers Bottom (Implemented and began operation Nov 2014)
Wish Park / Bolsover Road (Implemented and began operation April 2015)

Last Updated: 21-Jan-2016

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.2.4.3 Budget EIA: Loss of Housing Sustainability Team – (PHR 026 Energy Efficiency)	Head of Housing	Completed	01-Apr-2015	31-Mar-2016	100.00%	100.00%	GREEN

ACTION PROGRESS COMMENTS:
Restrucure completed and funded received for 1 year to cover cost

Last Updated: 28-Oct-2015

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.2.4.3 Budget EIA: Improved management of PCN debt	Head of Parking and Network Operations	Completed	01-Apr-2015	31-Mar-2016	100.00%	100.00%	GREEN

ACTION PROGRESS COMMENTS:
Progress to date:
New procedure in place requires Head of Finance to authorise all write offs.

Ongoing work to data cleanse cases at bailiff stage.

Next steps:

151

Last Updated: 21-Jan-2016

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.2.4.4 Budget EIA: To increase the charges to all car parks and garages on Housing Revenue Account (HRA) land by an average of 5%. This will increase revenue to the HRA by an estimated £45,000 in 2015/16.	Head of Housing	In Progress	01-Apr-2015	31-Mar-2016	67.00%	100.00%	RED

ACTION PROGRESS COMMENTS:

Imgram court parking scheme currently being introduced in consultation with tenants and councillors

Last Updated: 28-Oct-2015

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.2.4.4 Budget EIA: Enhanced investigation operations in partnership with East Sussex and Sussex Police. Reduce Blue Badge fraud (people using Blue Badges incorrectly) through enhanced investigation operations in partnership with East Sussex and Sussex Police.	Head of Parking and Network Operations	Completed	01-Apr-2015	31-Mar-2016	100.00%	100.00%	GREEN

ACTION PROGRESS COMMENTS:

Progress to date:

In operation and delivering good results.

Next steps:

Last Updated: 21-Jan-2016

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %

152

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.2.4.5 Budget EIA: Review of P&D and Permit Tariffs. Increase Pay & Display and permit parking tariffs by circa 4%. Re-balancing the levels of off-street and on-street parking tariffs creating a fair balance between the needs of pedestrians and cyclists, public transport users and motorists	Head of Parking and Network Operations	In Progress	01-Apr-2015	31-Mar-2016	100.00%	100.00%	GREEN

ACTION PROGRESS COMMENTS:

Progress to date:

Proposals were considered as part of Fees & Charges Report to ETS on 19th Jan.
One amendment went forward to Budget Council relating to Electric Vehicles.
The changes are now authorised and will be implemented by 5th April.

Next steps:
Target implementation in April.

Last Updated: 11-Mar-2016

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.2.4.6 Budget EIA: Reduction in support to Community Events Budget including provision of free parking bay suspensions and associated direct contractual costs. Community events reliant on provision of free parking bays will need to rationalise the use of free bays and consider alternative locations with less impact on city centre parking. Potential Impacts on external visitor related events. These proposals will not impact on Remembrance Day or Pride Events.	Head of Parking and Network Operations	Completed	01-Apr-2015	31-Mar-2016	100.00%	100.00%	GREEN

ACTION PROGRESS COMMENTS:

Progress to date:

Next steps:

Last Updated: 21-Jan-2016

153

3.2.5 Budget EIA's - Finance & Resources

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.2.5.1 Budget EIA: 15/16 savings for Work styles, The Work styles Phase 3 programme commenced in 2013 and has achieved the re-location of relevant teams to refurbished Bartholomew House, Montague House, Portslade Town Hall and the temporary decanting of staff to enable the refurbishment of Hove Town Hall. The programme is enabling flexible working for staff with appropriate technology, improved customer experience and service delivery as part of the modernisation agenda.	Head of Property and Design	Completed	01-Apr-2015	31-Mar-2016	100.00%	100.00%	🟢🔴🔴 GREEN

ACTION PROGRESS COMMENTS:

Budget EIA complete for Property

Last Updated: 06-May-2016

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.2.5.1 Budget EIA: To change the Council Tax Reduction (CTR) scheme for working age people due to a reduction in the funding from government.	Head of Revenues & Benefits	Completed	21-Sep-2015	31-Mar-2016	100.00%	100.00%	🟢🔴🔴 GREEN

ACTION PROGRESS COMMENTS:

The change has been successfully introduced and council tax collection rates are being maintained at required levels. The support mechanisms are in place and are generally being effective and more complex individual cases are being managed in the context of the extended provisions to mitigated the impact of welfare reforms.

154

Q4 update - the transition has been successfully managed with collection levels above target and the support mechanisms effectively in place.

Last Updated: 03-May-2016

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.2.5.2 Budget EIA: Corporate Landlord continues to provide efficiencies and economies of scale through smarter procurement of corporate service (i.e. cleaning) and maintenance contracts.	Head of Property and Design	Completed	01-Apr-2015	31-Mar-2016	100.00%	100.00%	🟢⚫⚫ GREEN

ACTION PROGRESS COMMENTS:
Budget EIA complete

Last Updated: 06-May-2016

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.2.5.2 Budget EIA: Revenues & Benefits – Class C and D Discounts	Head of Revenues & Benefits	Completed	01-Apr-2015	31-Mar-2016	100.00%	100.00%	🟢⚫⚫ GREEN

ACTION PROGRESS COMMENTS:
The change has been successfully implemented without any significant issues arising. The services continues to work effectively with the empty properties team

Last Updated: 14-Oct-2015

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.2.5.3 Budget EIA: The Planned maintenance budget is to be reduced by approx. 7.5% keeping the focus on priority buildings identified though the Asset Management Plan and Building Maintenance Strategy. 4) Additional income will be achieved from the commercial portfolio and property related consultancy fees.	Head of Property and Design	Completed	01-Apr-2015	31-Mar-2016	100.00%	100.00%	🟢⚫⚫ GREEN

ACTION PROGRESS COMMENTS:
Budget EIA complete

Last Updated: 06-May-2016

155

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.2.5.3 Budget EIA: Revenues & Benefits – Claiming Online & DICE It is proposed that from April 2015 customers can only claim housing benefit and council tax reductions on-line.	Head of Revenues & Benefits	Completed	01-Apr-2015	31-Mar-2016	100.00%	100.00%	GREEN

ACTION PROGRESS COMMENTS:

THis change has been deferred to April 2016fit in with the Customer First in a Digital Age developments in the service. The saving has been realised through other efficiencies.

Last Updated: 14-Oct-2015

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.2.5.4 Budget EIA: Reduce the Benefit administrative budget by reducing commitments to outreach work	Head of Revenues & Benefits	Completed	01-Apr-2015	31-Mar-2016	100.00%	100.00%	GREEN

ACTION PROGRESS COMMENTS:

The change has been enacted and the saving realised and the mitigation appears to be effective. If individual situations are arising resources are being prioritised accordingly and improved efficiencies in the service have enable the cost to be absorbed.

Last Updated: 03-May-2016

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.2.5.5 Budget EIA: Reduce the Benefit administrative budget by reducing overall counter and/or phone hours. Condensed customer demand could more effectively be dealt with reduced resources. A service redesign could fast-track high impact work and re-direct low impact work to online self service. While overall opening hours would be reduced there is an opportunity to make the service more accessible for working customers.	Head of Revenues & Benefits	Completed	01-Apr-2015	31-Mar-2016	100.00%	100.00%	GREEN

ACTION PROGRESS COMMENTS:

A review of workflow management and case prioritisation enabled 75% of the saving to be realised without a change to opening hours. The corporate decision to move to a virtual

156

corporate contact centre then superceded the planned change. The service is now developing a contact hub with increased opening hours. The cost of this revised change and the remainder of the saving requirement have been met through other efficiencies with the service.

Last Updated: 14-Oct-2015

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.2.5.6 Budget EIA: This proposal reduces the presence of security officers at Bartholomew House Customer Service Centre, from 2 officers to 1 officer during the hours that services are open to customers. Services affected would be Housing Strategy, Revenues and Benefits, Adult Social Care, Environmental Health and Licensing, and Concessionary Travel. All services would continue to provide customer interface arrangements in the same way.	Facilities and Buildings Services Manager	In Progress	01-Apr-2015	31-Mar-2016	50.00%	100.00%	RED

ACTION PROGRESS COMMENTS:

This piece of work has now been affected by further evaluations of the proposals. There has been a subsequent service redesign, and a different approach to security management in the customer service centre. Martin Hedgecock in Property and Design is leading this work, involving BPI review.

Last Updated: 21-Jan-2016

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.2.5.7 Budget EIA: A new realistic City Parks maintenance contract is being proposed, prioritising cemetery areas where citizens regularly visit graves, and reducing levels of maintenance in less used cemetery areas where there is no new burial space, and it is known there are less customer visits. This reduction in City Parks service will relieve a £130k pressure which needs to be cross referenced with City Parks VFM budget proposals.	Head of Life Events	In Progress	01-Apr-2015	31-Mar-2016	20.00%	100.00%	RED

ACTION PROGRESS COMMENTS:

This work has been escalated to Senior Officer level to further modernisation of the cemetery operations. Further work is being carried out and practical measures are being taken to reduce costs, which will be evaluated at the end of the finaicial year. Work is ongoing, but showing as in progress on system.

157

Last Updated: 20-Jan-2016

3.2.6 Budget EIA's - Public Health

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.2.6.1 Budget EIA: Release vacant post of Prevent engagement officer working with those individuals most at risk and vulnerable to being drawn into radicalisation. End post of Communities Against Drugs (CAFTA) Co-ordinator following end of Interreg (European), project funding. Restructure and service redesign of Community Safety services overall.	Head of Community Safety	Completed	01-Apr-2015	31-Mar-2016	100.00%	100.00%	🟢🔴🔴 GREEN

Linked Related Plan(s): Budget Equality Impact Assessment (EIA) progress update

ACTION PROGRESS COMMENTS:

Progress to date:

New Prevent Co-ordinator has been appointed and took up the post in July 2015. The Community Safety Manager (CSM) Cohesion post is now vacant with some of the resposibility passed to CSM Refugees and migrants, however that post holder is currently consumed with work relating to Syrian Refugees. There is or will be reduced capacity created by vacancies in neighbourhood liaison and the casework service.

Next steps:
1. Monitor demands on post holders.
2. Consider merged functions that may arise with the new Neighbourhoods, Communities and Housing Directorate. (Apr16 Head of Community Safety)

Last Updated: 20-Apr-2016

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.2.6.1 Budget EIA: Sports Development	Sport and Physical Activity Manager	Ongoing	01-Apr-2015	31-Mar-2016	100.00%	100.00%	🟢🔴🔴 GREEN

Linked Related Plan(s): Budget Equality Impact Assessment (EIA) progress update

ACTION PROGRESS COMMENTS:
Actions to communicate changes and ongoing opportunities, to signpost providers to hire community venues, to work collaboratively with partners to reduce impacts, and to recruit coaches from specific groups and/or with inclusion experience are all completed.

158

Publicity and promotion recommendations were implemented from focus groups on a joint programme and social media promotion maximised.

Ongoing programmes and events are planned using data that identifies groups needing most support and delivered in collaboration. Small external funds have been sourced for specific initiatives.

Next steps
To continue to promote low cost or free activities to the least active, protected characteristics groups and targeted communities and identify external funding.

Next steps:

Last Updated: 08-Oct-2015

159