

Full Council

20 March 2018



Report of: Shahzia Daya, Director: Legal & Democratic Services

Title: Creating 6 Area Committees for Local CIL decisions

Ward: Citywide

Member presenting report: Councillor Asher Craig, Deputy Mayor for Communities

Recommendation

That Full Council approves proposed changes to the constitution to disband neighbourhood committees as part of neighbourhood partnerships and create 6 area committees (including the terms of reference set out in Appendix 1) to which decision making powers will be devolved by the Mayor, as the final step in implementing the 4 December 2017 Cabinet decision relating to Transforming Neighbourhood Working.

Summary

This report seeks approval of Full Council to proposed constitutional changes to give effect to the proposal supported by Cabinet on the 4th December 2017 to establish 6 Area Committees of elected member and to remove the 14 Neighbourhood Committees which were part of the former Neighbourhood Partnership structure.

The significant issues in the report are:

See Appendix 1 –Cabinet report – 4 December 2017



Policy

1. Not applicable

Consultation

2. Internal

Planning Obligations Manager
Democratic and Scrutiny Manager

3. External

Details of consultation relating to this proposal are contained in the Cabinet report of the 4th December appended to this report.

Context

4. This report is the final step in implementing the proposals approved by Cabinet on 4th December appended to this report (appendix 1).

Proposal

5. The purpose of the 6 area committees will be for the consideration and allocation of devolved community infrastructure levy and s106. The areas and proposed terms of reference are appended to this report.

Other Options Considered

6. Options for one, four and six areas were considered as part of the consultation process as set out in the Cabinet paper considered on the 4th December 2017.

Risk Assessment

7. A risk assessment forms part of the Cabinet Report of the 4th December 2017 appended to this report.

Public Sector Equality Duties

- 8a) Before making a decision, section 149 Equality Act 2010 requires that each decision-maker considers the need to promote equality for persons with the following “protected characteristics”: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation. Each decision-maker must, therefore, have due regard to the need to:
 - i) Eliminate discrimination, harassment, victimisation and any other conduct prohibited under the Equality Act 2010.
 - ii) Advance equality of opportunity between persons who share a relevant protected

characteristic and those who do not share it. This involves having due regard, in particular, to the need to --

- remove or minimise disadvantage suffered by persons who share a relevant protected characteristic;
 - take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of people who do not share it (in relation to disabled people, this includes, in particular, steps to take account of disabled persons' disabilities);
 - encourage persons who share a protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.
- iii) Foster good relations between persons who share a relevant protected characteristic and those who do not share it. This involves having due regard, in particular, to the need to –
- tackle prejudice; and
 - promote understanding.

8b) An Equality Impact Assessment forms part of the 4th December Cabinet Report appended to this report. Area Committee members are required to take proactive steps to tackle inequality and meet the equality duty as part of the decision making.

Legal and Resource Implications

Legal

The proposal to set up new area committees to replace the existing arrangements requires Full Council approval. The Mayor's scheme of delegations will need to be amended if the proposal is agreed. The proposals outlined in the report will ensure that the distribution and spending of s106 and CIL monies will continue to meet legislative requirements and ensure community engagement with the process.

(Legal advice provided by: Nancy Rollason – Head of Legal Service and Deputy Monitoring Officer)

Financial

As per Cabinet report – see Appendix 1

Appendices:

Appendix 1 – Cabinet Report – 4 December 2017

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

Background Papers:

None

Cabinet Report / Key Decision **Date: 4th Dec**

Title: Transformation of Neighbourhood Working	
Ward: City wide	Cabinet lead: Asher Craig
Author: Penny Germon	Job title: Head of NM Service (interim)

Revenue Cost: £ 309k	Source of Revenue Funding: <i>Neighbourhood Management Service</i>
Capital Cost: £	Source of Capital Funding: <i>e.g. grant/ prudential borrowing etc.</i>
One off <input type="checkbox"/>	Saving <input checked="" type="checkbox"/>
Ongoing <input type="checkbox"/>	Income generation <input type="checkbox"/>
Finance narrative: These proposals are about finding ways to work with local communities to save a total revenue saving of £1.062m (£500k 2017/18 and £562k 2019/20) leaving £309k p.a. in 2019/20. These savings are before accounting for any severance costs, the severance costs arising from any changes to staff numbers in delivering this saving are expected to be met from corporate resources. Please note: £257k of the remaining budget has been included as part of the savings proposals for 2018/19 and will be included in the 2018/19 budget consultation.	
Finance Officer: Neil Sinclair, Interim Finance Business Partner	

Summary of issue / proposal:

To change the way BCC works with place based communities from a council-led neighbourhood partnership structure to an approach which encourages local self-organisation and community-led action. Establish new arrangements for making decisions about the local element of Community Infrastructure Levy (CIL) and devolved S106.

Summary of proposal & options appraisal:

1. To meet the challenge facing the city and build a more sustainable future, BCC needs to fundamentally re-shape the relationship with the people of Bristol to become collaborators and facilitators, and the council needs to be more prepared to get out of the way and transfer power to greater numbers of people. We need to minimise 'council led' and get behind 'community-led', encourage self- organisation and social action based on reciprocity and shared interests. As a city we need to develop a better understanding of what residents in communities are best placed to do together, what communities can do with the right help and what needs to be done by the council and others.

3. Through the 'Your Neighbourhoods' consultation we asked the people of Bristol how best to spend the remaining £309k and how they want to influence decisions, in particular, the local element of Community Infrastructure Levy. A summary of the consultation process and findings is available in appendix B.

We are bringing forward two linked proposals following and taking in to consideration the responses from consultation.

Proposal 1 Supporting community-led action

a. The Your Neighbourhoods consultation showed clear support for resources to be made available to enable community meetings and communications. BCC's aim is to encourage place based communities to self -organise, create a welcoming space for people of all ages and backgrounds to make new connections, build on what's strong and take action on the things that people care about. Some communities have access to suitable meeting places free of charge in other areas the cost can be prohibitive. With no funding there is a greater risk venues are used that are not accessible to disabled people. To help communities to meet together up to £14k p.a. will be made available to cover the cost of hiring accessible venues where this is needed.

b. This community action will be supported by local councillors who have a crucial role to play in supporting residents to realise their ambitions for their communities. A recent paper from the Local Government Information Unit (LGIU) proposes ward members take 'a facilitative rather than leading part. Whether it is removing obstacles, offering advice, helping residents to navigate council processes or engaging with key decision makers, councillors are well positioned to smooth the path of community-led

initiatives.’ (LGIU 2017)

c. BCC continues to encourage and facilitate citizen-led action in the way we work with people, communities and partners. Practical examples include; continuing to support communities to establish local networks; a growing asset based community development network; ‘[CandoBristol](#)’ web platform to help people make connections and take action on the things that matter to them; citywide networking to share stories, learning and inspiration; investing in community and voluntary organisations through the Bristol Impact Fund.

d. The majority of respondents to the ‘Your Neighbourhoods’ consultation also supported the proposal to fund community projects through a small grants fund with the majority of the funding targeted at areas with the greatest inequality and ranked 0-20% most deprived in England (Index Multiple Deprivation 2015). It is proposed Cabinet delay consideration of this until after the budget consultation and approval of the 2018/19 budget in February 2018.

Proposal 2 - Local CIL and S106 decision making

a. Establish 6 ‘Area CIL/S106 Committees’ of ward members. The purpose of the committee will be to take decisions over spend of the local element of CIL and devolved S106 where there is a decision to be made about what and or where the s106 is spent.

b. In many instances s106 monies are for a specific project and the only decision is when it should be delivered. In these cases it is proposed to delegate the final approval to service directors to deliver the scheme in full consultation with ward members.

c. The committees will meet once a year with the option of an additional meeting where required and will be supported by Democratic Services. It is suggested the meetings take place on the same day at City Hall.

d. A map showing the proposed boundaries of the 6 committees is attached in appendix A1

e. Areas with Neighbourhood Development Plans that benefit from an additional 10% of local CIL will be asked to identify priorities for the funding available.

f. Introduce a consistent citywide process where CIL funding is available to all organisations which meet the criteria and best placed to deliver priorities agreed by area committee members in consultation with local communities. Where funding is approved for a third party organisation a funding agreement and appropriate monitoring arrangements will be in place.

g. All CIL funded projects will be expected to meet citywide criteria as set out in appendix A2.

h. The new process will reduce the cost of administration by encouraging fewer, larger value projects.

i. It is suggested the process has three stages 1) Ward members consult their communities and newly established self-organised networks to agree one or two local CIL priorities. 2) Area committee members meet to agree area priorities and invite proposals. 3) Decisions are made in committee to agree spend with the first meetings taking place in June/July 2018 (The proposed Terms of Reference is attached in appendix A).

j. When consulting communities it is important to note 49.6% of respondents to the ‘Your neighbourhoods’ consultation said they would like to influence decisions using online platforms and suggested this is a way of reaching a wider audience.

k. It is proposed £38k will fund an officer to support the development of CIL proposal, ensure funding agreements are in place and monitor delivery of projects.

Recommendation(s) / steer sought:

- 1. To approve arrangements to support community action and continue to ensure local people can influence decisions through their local ward councillors.**

2. To delegate responsibility for the expenditure of £271k (formally 'wellbeing fund' expended by the Neighbourhood Committees/Partnerships) to the Service Director of Neighbourhoods & Communities
3. To support the proposal to go to Full Council to establish 6 Area CIL/s106 Committees.
4. To note the proposals to disband the existing Neighbourhood Committees/Partnerships.
5. To, in principle, agree to the delegation of the expenditure of CIL local monies and non-earmarked s.106 monies to the 6 Area CIL/s106 committees with the Mayor's scheme of delegation to be updated once the committees have been set up.

City Outcome: *To change the way BCC works with local people by encouraging neighbourhood communities to self-organise and take action on the things that matter most. BCC will encourage, facilitate and collaborate.*

Health Outcome summary: The Marmot Review 2010 argues that key to tackling health inequality is greater self-determination and building social capital at a local level. These proposals are about encouraging community-led action (Fair Society, Healthy Lives, Marmot 2010).

Sustainability Outcome summary: While there will be no direct environmental impact from the proposal, the loss of any preferred communications channels between communities in Bristol and the council could lead to communication failures on environmental issues. This could affect two-way warnings, reporting, and responding during extreme weather, pollution, or fly tipping events. This will be avoided by the council's central control centre having access to and checking the council's social media accounts for specific communities and co-ordinating communications and responses. The overall indirect environmental impact is likely to be negative, but the suggested mitigation could make this impact neutral.
Giles Liddell, Environmental Performance Team, Energy Service, Place.

Equalities Outcome summary:

The new structure brings a new opportunity to improve the way equalities communities engage and influence their neighbourhoods. The barriers to equalities communities being fully involved in the new structure are, the cost of accessible venues, lack of outreach to encourage marginalised communities, lack of resources in areas without social capital and infrastructure and the community led work may not ensure the views of equalities groups are sought. Resources need to be made available to guard against these barriers

There will be significant job losses of a diverse team. The managing change policy will be followed and diverse recruiter scheme encouraged throughout any subsequent redeployment process.

Wanda Knight, Equalities Policy Officer. 4/9/17

Impact / Involvement of partners: *Partners have been involved in the engagement and consultation and will continue to engage with communities through the self-organised groups. BCC will continue to have close working connections with the Police, third sector and other partners. Maintaining and progressing effective, place based, partnership arrangements is essential particularly in areas which experience the greatest inequality and where there is high dependency on public services.*

Consultation carried out: Since the full council decision we have been working with stakeholders to develop a transition process and the proposals take account of the findings and outcome of the 'Your Neighbourhoods' consultation. A summary of the engagement and consultation can be found in appendix B.

Legal Consideration:

Consultation - the consultation responses must be taken into account in finalising the decision. The process has complied with the established consultation principles:

- Consultation should occur when proposals are at a formative stage;
- Consultations should give sufficient reasons for any proposal to permit intelligent consideration;
- Consultations should allow adequate time for consideration and response;

Cabinet must demonstrate that it has considered the consultation responses, or a summary of them, before taking its decision.

Equality Act - the decision maker must also comply with the Public Sector Equality duty to consider the

need to promote equality for persons with “protected characteristics”: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation and have due regard to:

i) eliminate discrimination, harassment, and victimisation

ii) advance equality of opportunity

iii) foster good relations between persons who share a relevant protected characteristic and those who do not share it.

In order to do this Cabinet will need to have sufficient information about the effects of the proposed changes on the aims of the Equality Duty. The Equalities impact assessment is designed to assist with compliance with this duty and so Cabinet must take into consideration the assessment and the public sector equality duty before taking the decision.

The proposal to set up new area committees to replace the existing arrangements will require Full Council approval. Further legal advice will be provided as required in the establishment of these committees and regarding necessary amendments to the Mayors scheme of delegations.

The proposals outlined in the report and appendices will ensure that the distribution and spending of s106 and CIL monies will continue to meet legislative requirements and continue to ensure community engagement with the process.

Legal Officer: Nancy Rollason, Head of Legal Service

DLT sign-off	SLT sign-off	Cabinet Member sign-off
Alison Comely 13/09/17	John Redman 26/09/17	Asher Craig 23/11/17

Appendix A – Further essential background / detail on the proposal	YES
Appendix B – Details of consultation carried out - internal and external	YES
Appendix C – Summary of any engagement with scrutiny	NO
Appendix D – Risk assessment	YES
Appendix E – Equalities screening / impact assessment of proposal	YES
Appendix F – Eco-impact screening/ impact assessment of proposal	YES
Appendix G – Exempt Information	NO

Community Infrastructure Levy

CIL is a levy on new development that is intended to provide funding for infrastructure to support the growth set out in Local Plans. CIL is split into two components; strategic and local, and it is the local component to which this report relates.

Government regulations require that the local component of CIL must:

“support the development of the local area, or any part of that area, by funding—

- (a) the provision, improvement, replacement, operation or maintenance of infrastructure; or
- (b) anything else that is concerned with addressing the demands that development places on an area.”

The accompanying Government guidance states the following:

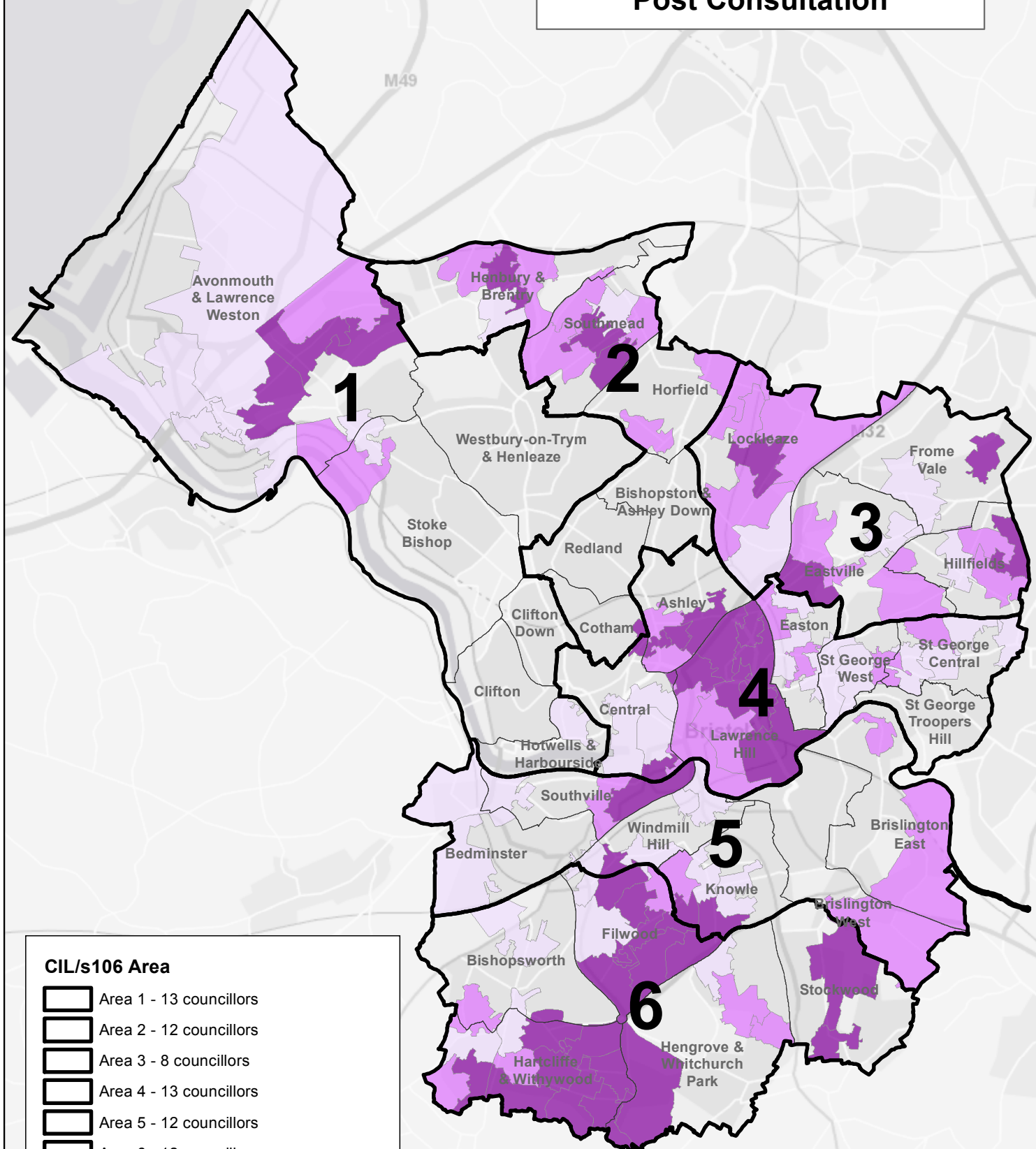
“In deciding what to spend the neighbourhood portion on, the charging authority and communities should consider such issues as the phasing of development, the costs of different projects (e.g. a new road, a new school), the prioritisation, delivery and phasing of projects, the amount of the levy that is expected to be retained in this way and the importance of certain projects for delivering development that the area needs. Where a neighbourhood plan has been made, the charging authority and communities should consider how the neighbourhood portion can be used to deliver the infrastructure identified in the neighbourhood plan as required to address the demands of development. They should also have regard to the infrastructure needs of the wider area.”

Spending local CIL

The table below shows what the local element of CIL can be spent on:

ITEM	LEGITIMATE USE OF CIL
A Pedestrian Crossing	✓
Park improvements	✓
A grant to enable young people to be provided with musical instruments	✗
Improvements to a Community Building	✓
An alley gating scheme	✗
A new shop front for a commercial enterprise	✗
Improvements to land or buildings that have limited or no public access	✗
The expansion of a surgery	✓
Measures to address issues of social cohesion in areas where there has not been significant development	✗
Building Affordable Housing	✓
Library improvements	✓

'CIL / s106 Area Committees' Post Consultation



All proposals must:

1. Be evidence based:
 - Deliver local priorities
 - Demonstrable need evidenced by qualitative and quantitative data.
 2. Help meet the demands that development places on the need for infrastructure, community services and facilities in an area.
- OR
- Deliver against a priority in a Neighbourhood Development Plan (there are currently 2 NDP's – Old Market and Lawrence Weston).
3. Be viable:
 - The project can be delivered within the proposed and agreed timescales.
 - Within budget
 - The proposed solution will address the problem/priority
 - The delivery organisation has the skills and capacity to deliver.
 4. Provide value for money:
 - Provides a sustainable solution to a problem or issue
 - Good project design – capital works must be properly accessible to everyone and provide high quality access for Disabled people – that is - access which will stand the test of time and is fully integrated from the outset.
 - Where appropriate three comparable quotes are available.
 5. Take proactive steps to:
 - Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited under the Equality Act 2010
 - Promote equality of opportunity
 - Foster good relations between people from different groups.
 6. Have the support of the majority of ward councillors.
 7. Be fully funded or developed with the agreement of appropriate heads of service. The council will not support any projects with unfunded maintenance attached.
 8. The decision making process will favour fewer, larger value projects.
 9. Any project on or involving council land/property must have upfront approval from the relevant service manager. For each decision making cycle the council will clarify any conditions and guidance for projects involving council land/property/maintenance.

10. Feasibility studies cannot be funded in their own right – CIL must deliver tangible improvements. Feasibility studies will need to form part of the overall project delivery.

Who can apply?

CIL projects can be delivered by any organisation which meets the established criteria for organisations receiving Bristol Impact Fund and must have a track record of successful delivery. Independent/third party organisations will need to complete a funding agreement /contract as appropriate.

DRAFT AREA CIL/s.106 COMMITTEES TERMS OF REFERENCE

1. Overview

1.1 There is an Area CIL/s.106 Committee for each of the following 6 Areas (each to be known as an “Area Committee”):

- Avonmouth and Lawrence Weston, Westbury-on-Trym and Henleaze, Stoke Bishop, Clifton, Clifton Down, Hotwells and Harbourside (Area 1);
- Henbury and Brentry, Southmead, Horfield, Bishopston and Ashley Down, Redland and Cotham (Area 2);
- Lockleaze, Eastville, Frome Vale and Hillfields (Area 3);
- Ashley, Central, Lawrence Hill, Easton, St George West, St George Central and St George Troopers Hill (Area 4);
- Bedminster, Southville, Windmill Hill, Knowle, Brislington East and Brislington West (Area 5);
- Bishopsworth, Hartcliffe and Withywood, Filwood, Hengrove and Whitchurch Park and Stockwood (Area 6).

1.2 Area Committees will make decisions about the local element of CIL monies raised within the Area and devolved s.106 monies.

1.3 The councillors elected to serve the wards in a neighbourhood are members of the corresponding Area Committee. For the purposes of the Council constitution, all of the councillors on an Area Committee comprise a Council committee with delegated power to take certain local decisions on behalf of the council.

1.4 The Area Committee is expected to take its decisions as part of a public meeting, following consultation with the community and networks within the community to agree local Community Infrastructure Levy (CIL) priorities.

1.5 As a committee of council, Area Committees will be governed by the [Committee Procedure Rules](#), subject to any amendments within these Terms of Reference.

2. Functions delegated to Area Committees

2.1 Decision-making in relation to devolved s.106 monies where there is a decision to made about in relation to what and where the monies should be spent (as opposed to when the funds have already been earmarked for a specific project as part of the agreement) and the expenditure of local CIL.

2.2 When s.106 monies have been earmarked for a specific project, the only decision relates to when that project should be delivered. Such decisions will be taken at Service Director level in consultation with the members of the Area Committee.

3. Membership

3.1 The membership of each Area Committee will include all councillors who have been elected for wards in the Area and no other councillors. It is expected that all councillors will attend each meeting of their respective Area Committee.

4. Procedure rules

Meeting arrangements

4.1 Area Committee meetings will normally be held annually, with the option of an additional meeting when required. These meetings will be supported by Democratic Services.

Election of Area Committee Chair

4.2 An Area Committee Chair will be elected at a formal meeting of its members.

4.3 The Area Committee Chair will be elected by overall majority. Where there is no overall majority of votes, the Area Committee Chair shall be either: a member of the political group with the most councillors on the Area Committee; or where there is no such largest group, a member of whichever political group represented on the Area Committee, is the largest group on the Council.

4.4 The Area Committee Chair shall remain in post until:

4.4.1 they resign;

4.4.2 a motion is passed by the majority of the Area Committee members to remove the Chair; or

4.4.3 a local election is held after which a chair shall again be elected at an informal meeting of the new members.

Quorum

4.5 The quorum for the Area Committee to take a delegated council decision is 50% of councillors in the Area Committee.

Voting

4.6 Only elected councillors are entitled to vote on delegated council decisions taken by Area Committees.

4.7 In the event of an equality of votes the Area Committee Chair will have a second, or casting vote.

Substitute arrangements

4.8 Area Committee councillors cannot be substituted.

Agenda

4.9 A model agenda is set out in the notes to this document. Each agenda must include Declarations of Interests of councillor members.

Minutes of meetings

4.10 The meetings of Area Committees shall be minuted and such minutes will be made available to the public in accordance with the Access to Information Procedure Rules (in part 4 of the Council's constitution).

Right to submit statements

4.11 Members of the public may submit statements that relate to issues that are on the agenda for the meeting or any other issues, provided sufficient advance notice is given.

Statements may be submitted by:

E-mail: democratic.sevices@bristol.gov.uk

Post: Bristol City Council, Democratic Services Section, City Hall, College Green Bristol BS1 5TR (if delivered by hand) or Bristol City Democratic Services Section PO Box 3176 Bristol BS3 9S
Fax: 0117 9222146

5. Access to Information Rules

Area Committees will comply with the Access to Information Rules contained in Part 4 of the Council's constitution, which means, among other things, that:

- Meetings must be held in public;
- 5 days' notice of meetings must be given;
- Agendas and reports must be published 5 days in advance of meetings;
- Minutes and records of decisions with reasons must be published.

6. Code of Conduct

Area Committee councillors shall comply with the Members' Code of Conduct and any other code of conduct or protocol relating to the conduct of councillors which may be adopted by the council (e.g. officer member protocol).

7. Decision making

7.1 Area Committees must make decisions:

- in accordance with the Council's budget and policy framework;
- in accordance with the approved local CIL/s.106 budget and requirements for its area;
- after due regard to the local priorities and consultation with the local community;
- in accordance with the Council's Equalities Duties;
- in accordance with all relevant procedure rules within the constitution

including -

- financial regulations;
- contract procedure regulations;
- procurement rules;
- in accordance with any other Council policy, plan or criteria approved by cabinet and with any relevant contractual arrangements; and
- in a meeting following consideration of a report from a Strategic Director or his/her nominee.

7.2 An Area Committee may only exercise a function in so far as the function impacts on its own area.

7.3 Area Committees may not make a decision which impacts in a significant way on another Area without first consulting with the committee for that Area. If they cannot secure the agreement of that neighbouring Area Committee, then the matter should be referred to either the relevant Strategic Director or cabinet for decision.

7.4 An Area Committee, or two or more Area Committees jointly, may refer a matter to either the relevant Strategic Director or cabinet for a decision.

7.5 The decision-making power of Area Committees is delegated by the Elected Mayor. As such, the Mayor may at any time choose to take a decision normally taken by the Area Committees, or to delegate the power to take that decision to the Cabinet or a Strategic Director.

7.6 Where the Monitoring Officer or Chief Finance Officer is of the opinion that a proposal, decision, or omission of an Area Committee is or if made would be:

- (a) outside its terms of reference; or
- (b) outside its approved budget; or
- (c) outside any relevant policy, plan or criteria approved by Cabinet or with any relevant contractual arrangements; or
- (d) outside the budget and policy framework; or
- (e) not in accordance with any relevant procedure rules,

then the Monitoring Officer or Chief Finance Officer shall refer the matter to Cabinet or Full Council, as appropriate, for consideration at the next available meeting.

7.7 Where a matter has been referred to Cabinet or Full Council under section 7.6, the implementation of the proposal or decision shall be suspended until the matter has been considered by Cabinet and/or Full Council.

7.8 Where a matter has been referred to Cabinet under 7.6 (a) (b) or (c) Cabinet may:

- decide the matter itself; or
- endorse any decision already made; or
- refer the matter back to the Area Committee for determination; and/or
- make any other decision it considers appropriate.

7.9 Where a matter has been referred to Cabinet under 7.6 (d) or (e), then Cabinet may:

- (a) refer the matter to Full Council for consideration; or
- (b) decide the matter within the budget and policy framework or in accordance with the procedure rules; or
- (c) refer the matter back to the Area Committee for determination within the budget and policy framework, or in accordance with the procedure rules.

7.10 Before deciding any matter in accordance with section 7.6 to 7.8, Cabinet will consider a report from a statutory officer or Strategic Director.

Guidance notes

i. The Area Committees are established pursuant to regulation 6 of The Local Authorities (Arrangements for the Discharge of Functions (England) Regulations and are “area committees” as defined by s.18 Local Government Act 2000.

ii Councillors will be expected to work closely together with other members of their communities to help in the improvement of the area.

Whilst Councillors will be expected to take into account these, this should not compromise their independence as Councillors and not constrain them from making decisions that they deem to be in the interests of the wider community.

iii Agendas of meetings will normally include the following items:

- a) Apologies for absence
- b) Approval of minutes from previous meeting.
- c) Declarations of Interest (of councillors)
- d) Public Forum statements (maximum time of 30 minutes)
- e) Reports on proposed decisions for councillors

Sometime prior to the public meeting the Area Committee Chair and other interested parties as appropriate, may meet with relevant officers in private to plan and agree what business is to be transacted during the coming and future meetings.

iv The statements should normally be no longer than one side of A4 paper. Members of the public may then address the meeting (the chair may wish to set a time limit, e.g. a maximum of three minutes). Anyone wishing to submit a statement is expected to contact the Democratic Services Officer named on the agenda and submit their statement by no later than 12.00 noon the working day before the meeting. The Chair has the discretion to allow any member of the public, whether or not they have submitted a written statement, to speak during the meeting.

Appendix B – ‘Withdrawal of Funds from Neighbourhood Partnerships’ Consultation and Engagement

This proposal formed part of the ‘Your neighbourhoods’ consultation. A full report of the survey results can be found [here](#).

The table below sets out the consultation and engagement relating to the withdrawal of funding from Neighbourhood Partnerships and the development of proposals. The proposals for local CIL have been developed in discussion with BCC Planning Obligations Manager and Legal Services. The Deputy Mayor and Executive Member for Neighbourhoods has been closely involved in the process.

Action	Stakeholders	Outcome	Timescale
Phase 1 Developing options for consultation			
Transition – 12 week piece of work within each NP area to consider priorities and options for the way forward. Supported by the neighbourhoods team.	Cllrs./ NP members, Local organisations and residents not currently involved	Share plans for the transition process for feedback. Transition plan for each NP area setting out what communities want to achieve by 31 st March 2018 and the help needed to get there.	4 th Feb – 28 th April 2017
Initial ideas/proposals to support local decision making and resource allocation including S106 and local CIL for feedback and suggestions.	NPs/Cllrs./local communities/ organisations	These early discussions informed proposals for formal consultation. Changes were made to the local CIL proposals and options for allocating £271k as a result of the discussions.	Feb/March Feedback deadline - 7 th April
Meeting with equalities voice and influence groups to share proposals	BDEF, BOPF, BWV, BOPF, BME Voice, LGBT Voice, Multi faith Forum	Concerns raised about how new arrangements will be better at involving equalities communities. Agreement to share information with members and to be involved in future consultation.	13 th March
Meeting with voluntary sector partners to discuss the transition arrangements and support for local communities	Voscur, Locality, Quartet, Knowle West Media Centre, Black South West Network	Partner input to transition plans.	29 th March, 10 th May
Neighbourhoods Scrutiny	Councillors	Feedback on initial proposals which led to changes in the approach.	31 st March 2017
City wide community networking	Councillors/NP	Development of ideas for community-led	Wed 6 th April

Action	Stakeholders	Outcome	Timescale
meeting to present the feedback from the initial ideas and proposals and key changes	members/community activists/vol orgs./members of the public.	networks. Feedback about 2 options for local CIL committees	2017
Meeting with the Bristol Disability Equality Forum (BDEF)	Disabled people	Feedback about local issues of interest to disabled people and advice about how local networks could be more inclusive of Disabled people.	6 th April 2017
Share feedback from initial ideas/proposals and key changes. Develop options for local CIL decisions	Councillors	Feedback and suggestions.	Wk. Com 24 th April
Workshop about Local CIL process organised by 'Up Our Street'	Representative from each NP area.	Ideas about how the local CIL decision making process could work	25 th April & 8 th May
Confirm offer of support for 'Building strong communities where we live' to 31 st March 2018.	Local communities & councillors	All communities/Np members have a list of resources and know what support they can expect until 31 st March.	Wk. com 15 th May
Further development of future working arrangements (subject to consultation)	Councillors	Feedback and suggestions about potential community funding and process for decision making about local CIL.	Wk. Com 17 th , 26 th July and 7 th Aug.
Phase 2 - Formal consultation on options developed			
'Your Neighbourhoods' consultation - over 12 weeks and included 8 public meetings led by The Mayors, Deputy Mayors and Exec Members.	Public, Cllrs, community and voluntary sector & other public organisations.	Your Neighbourhood consultation report setting out the finding of the consultation	12 th June – 5 th Sept
Additional meeting with young people	Youth Council, Listening Partnership and Unity youth group.		
Additional meeting with older people	Older people		10 th August
Additional meeting with equalities groups	Equalities groups		16 th August

Appendix D - Risk Assessment - Transforming Neighbourhood Working

FIGURE 1 - The risks associated with the implementation of transforming neighbourhood working

No	RISK Threat to achievement of the key objectives of the report	INHERENT RISK(Before controls)		RISK CONTROL MEASURES Mitigation (i.e. controls) and Evaluation (i.e. effectiveness of mitigation).	CURRENT RISK (After controls)		RISK OWNER
		Impact	Probability		Impact	Probability	
1	Relying on self-organisation risks increasing inequality in the city by advantaging communities with influence and resources and further disenfranchising communities which face inequality and multiple barriers to building powerful networks.	high	high	<p>BCC will take positive action to support those communities which are not yet in a position to self-organise because of inequality, barriers to participation and/or where there is a culture of 'doing to' or 'doing for'.</p> <ul style="list-style-type: none"> a. Provide community development support to help build connections and grow citizen-led action so that local people are in a stronger position to decide for themselves whether to establish a neighbourhood network or 'community space'. b. Work with partners with the aim of aligning resources and support where required. c. Focus available resources on the the lower super output areas ranked 0-20% most deprived in England (IMD 2015). 	medium	medium	Head of NM Service
2	Fewer people are involved in the democratic life of the city.	Medium	Low	In fundamentally changing the nature of the relationship it is necessary to create the space for new things to emerge. Whilst NPs have supported social action and provided a focus for neighbourhood work the consultation confirms that the formality of the NPs has also been off putting.	Medium	low	Strategic Director Neighbourhoods

				<p>Citizens can continue to have their say through consultations and surveys.</p> <p>Positive steps will be taken to provide support to the poorest areas which experience the greatest inequality by making better use of the resources we have.</p>			
	Self-organised networks do not attract participation by a diverse group and any funding benefits a small number of people	high	Medium	<p>BCC will not 'police' the networks. Ideally they will attract participation by a wide network of people from the start including residents, Cllrs, community and voluntary groups and together they will build an open and welcoming space.</p> <p>Councillors will continue to have an important leadership role in the communities they serve.</p> <p>Where BCC provides funding or other resources or where a network is looking to influence BCC decisions we will want to see participation by a diverse group of people.</p> <p>A space for ideas exchange and training opportunities will continue to be made available.</p> <p>Bristol City Council funded equalities voice and influence groups will be encouraged to make links with neighbourhood networks.</p>	Medium	Medium	Head of NM Service
3	Local communities are unable to access the right support at the right time to support social action.	High	High	<p>As part of the transition process the Neighbourhoods Team is gathering evidence from residents and community groups about where the BCC approach frustrates or supports social action. This evidence will be used to develop a more consistent and efficient council wide approach to supporting social action by building on what works and changing what</p>	Medium	Medium	Head of NMS

				doesn't. Councillors will play in crucial role in helping communities access the right help at the right time.			
5	Councillors are unable to provide the level of support needed	high	medium	Additional training will be provided to support Cllrs. Resources will be targeted at areas where there is greatest inequality or little social capital	Medium	Medium	Head of NMS
6	Failure of third party organisations funded by local CIL to deliver	high	medium	All local CIL projects to be delivered by third parties have a funding agreement.	high	low	Head of NMS

FIGURE 2

The risks associated with not implementing the *(subject) decision*:

No	RISK	INHERENT RISK		RISK CONTROL MEASURES	CURRENT RISK		RISK OWNER
		(Before controls)			(After controls)		
		Impact	Probability		Impact	Probability	
	Threat to achievement of the key objectives of the report			Mitigation (i.e. controls) and Evaluation (i.e. effectiveness of mitigation).			

1	Failure to achieve agreed savings of £1.062m	high	high	Savings would have to be found from elsewhere	high	high	Strategic Director

Bristol City Council Equality Impact Assessment Form

(Please refer to the Equality Impact Assessment guidance when completing this form)



Name of proposal	Transforming Neighbourhood Working
Directorate and Service Area	Neighbourhoods & Communities
Name of Lead Officer	Penny Germon

Step 1: What is the proposal?

Please explain your proposal in Plain English, avoiding acronyms and jargon. This section should explain how the proposal will impact service users, staff and/or the wider community.

1.1 What is the proposal?

These proposals are about finding more efficient ways to work with local communities to save a total revenue saving of £1.062m (£500k 17/18 and £562k 19/20) leaving £309k p. a. to support new arrangements. The proposals are to:

1. Change the way BCC works with place based communities from a council-led neighbourhood partnership structure to an approach which encourages local self-organisation and community-led action.
2. Establish new arrangements for making decisions about the local elements of Community Infrastructure Levy (CIL) and devolved S106. These are payments made to Bristol City Council by developers when they put up new buildings. The money is there to help with the impact on the infrastructure of the city e.g. roads, parks and schools in the local area.

Step 2: What information do we have?

Decisions must be evidence-based, and involve people with protected characteristics that could be affected. Please use this section to demonstrate understanding of who could be affected by the proposal.

2.1 What data or evidence is there which tells us who is, or could be affected?

Across the city NP's actively engage with approximately 6% (27,000) of the population this would increase to about 10% taking account of all aspects of social media and online engagement. We carried out a comprehensive equalities monitoring of all NP activity during April, May and June 2016. 24% of the people we worked with completed equalities monitoring questionnaires. We appreciate this is a low number and so it is difficult to draw conclusions from this however they do paint a picture of the people active in neighbourhood partnership work and reflect experience.

This information tells us our active membership is:

Age

5% under 24, 32% 25-49, 60% are over 50
 53% Women, 45% Men
 2% Transgender, 1% Lesbian, 2% Gay, 1% Bisexual
 84% White British
 6% White 'other' (non British), 2% Asian/Asian British
 3% Black / African / Caribbean / Black British
 1% 'Other'
 13% Disabled people
 44% have a religion of belief, 40% do not
 This is city wide data. The number of returns varied from area to area.

The Neighbourhood Partnerships provide a vehicle to help people influence decisions. Lot of things impact on whether people feel able to influence to influence decisions. The NP's are just one small part of this picture but the results give useful insight. The results can be found here:

<https://www.bristol.gov.uk/documents/20182/33896/Results+of+quality+of+life+in+Bristol+survey+2015+to+2016/2a83bda4-fed5-400d-b638-2d2c72f67507>

Extract from Quality of Life Survey

'Just one in five people (20%) felt they could influence decisions that affected their local area. Residents felt the least influential in Hengrove & Whitchurch Park (11%), Stockwood (12%), Filwood (14%), Hillfields (14%) and St George Central (15%). The highest proportion of people who thought they could influence decisions lived in Westbury-on-Trym & Henleaze, but this was still only two out of five (40%) residents. Equalities analysis didn't show any differences between groups.'

In addition the Neighbourhood Partnerships are supported by a diverse staff team (specific data is not appropriate to share).

2.2 Who is missing? Are there any gaps in the data?

These figures do not include the significant numbers of people who take part in NP consultations about the neighbourhood where there are street level conversations with a wide range of people.

Due to reasons beyond anyone's control there was a gap in the data from Easton and Lawrence Hill which we would expect to show an increased number from Black, Asian and other Minority Ethnic people. The returns were not even across the city and so some areas there were more returns than others.

The data tells us and we know from experience Black, Asian and minority ethnic communities, Lesbian, Gay, Bisexual, Transgender communities and young people are all under-represented in Neighbourhood Partnerships. One of the reasons for changing the existing structures is to seek to make it more accessible and relevant to a wide range of people whilst taking account of the significant reduction in funding and support.

2.3 How have we involved, or will we involve, communities and groups that could be affected?

1. Through the [Your Neighbourhoods consultation report](#) which included three dedicated meetings with equalities communities:
 - With young people from all backgrounds including Black, Asian and Minority

<p>Ethnic, Disabled young people and young women.</p> <ul style="list-style-type: none"> - A meeting organised by the Bristol Older People's forum with BME Voice, LGBT Forum, Bristol Multi Faith Forum, Bristol Women's Voice, Bristol Disability Equality Forum. - A meeting of the equalities voice and influence groups in Bristol which make up 'BEING' (Older People's Forum, BME Voice, LGBT Forum, Multi Faith Forum, Women's Voice, Disability Equality Forum). BEING* is the network of self-organised equality voice and influence groups funded by Bristol City Council.
<p>2. We have worked with existing Neighbourhood Partnership members (where there is a high level of participation of women, Disabled people and older people), young people's organisations such as the youth council, Black South West Network, SARI , VOSCUR, Bristol Disability Equality Forum.</p>
<p>3. We have spoken to BEING* about the proposed changes and to highlight our commitment to involving equalities communities in a city conversation about neighbourhoods. We talked about how we can work together ensure Black, Asian and Minority Ethnic people, Disabled people, young people, older people, Lesbian, Gay, Bisexual and Transgender people, Women, people of faith and none, are part of the conversation and agreed in principle to organise a joint event.</p>
<p>4. We have attended the Bristol Disability Equality Forum open forum to talk about the changes and find out what interests people and the barriers to participation locally.</p>
<p>5. City-wide 'Community Connections, Community Action and People Power' event at City Hall brought together over 120 residents/activists from different backgrounds, ages, neighbourhoods and with different interests doing great stuff in their neighbourhoods to make new connections and learn from each other.</p>

Step 3: Who might the proposal impact?

Analysis of impacts on people with protected characteristics must be rigorous. Please demonstrate your analysis of any impacts in this section, referring to all of the equalities groups as defined in the Equality Act 2010.

<p>3.1 Does the proposal have any potentially adverse impacts on people with protected characteristics?</p>
<p>This proposal is about the transition process from existing arrangements to community-led arrangements and a new process for making decisions about local CIL. Broadly the adverse impacts are as follows:</p> <ol style="list-style-type: none"> 1. These proposals will mean communities establishing and leading community arrangements to influence decisions and involve a wide range of people with no City Council officer support or funding. The Neighbourhoods Team has been able to reach well beyond the circle of people who attended meetings through street meets, door knocking and outreach. With this resource no longer available people who face barriers to participation and/or not part of online networks are likely experience the

greatest impact.

2. The transition arrangements will need to ensure resources are targeted at areas where there is little infrastructure and social capital to support a successful transition. If we are unsuccessful the most marginalised communities are likely to become further excluded with loss of good will, key relationships with communities and loss of social capital.
3. It is the city council's policy to use buildings which are broadly accessible to Disabled people with wheelchair access being a minimum standard. These buildings often charge more and there are fewer of them. With no resource, people are more likely to need to use free venues which are often not accessible. This will exclude people. There is no data on access to buildings. The involvement of the city council has required use of accessible buildings. It is possible that those leading community-led space do not a) understand b) consider or c) prioritise access.
4. Reliance on community-led solutions could lead to participation by equalities communities becoming more difficult particularly those who are already excluded. Some people are reassured by council involvement. For example, Disabled and LGBTQ people may have a higher expectation that council involvement will require an accessible and 'safe' environment (this is not a given and is not true for everyone).
5. Closing the team will mean a diverse staff group will be at risk of redundancy.

3.2 Can these impacts be mitigated or justified? If so, how?

Where possible community-led arrangements will build on what already exists in an area and make better links with community groups which are not already involved. Community groups will have an existing network of people and connections with people the local authority finds it hard to reach. Councillors will also have a key role in supporting the local communities to work together.

A risk analyses will be carried out which we will use to identify and where possible mitigate risks by working with partners.

BCC will make available some financial support to help communities organise and cover the cost of accessible venues. Voscur (www.voscur.org) has a list of accessible community venues available on their website which will help community groups make informed decisions about where to hold meetings which are broadly accessible.

Where BCC makes a financial contribution to the community space/network or where a community space/network is looking to influence City Council decisions there will be a proportionate requirement to give due regard to the equality duty and the participation of Disabled people

Where possible staff will be supported to take up other jobs in the council. An EQIA will be produced as part of the managing change process.

We will continue to work with Bristol's equalities voice and influence groups to make better links with neighbourhoods.
3.3 Does the proposal create any benefits for people with protected characteristics?
Yes
3.4 Can they be maximised? If so, how?
<p>We know from experience some people from equality communities do not want to engage with council-led arrangements and will be more inclined to get involved with community-led solutions.</p> <p>Where there is a commitment from the local community there is the potential to create a much more engaging, inviting and accessible space where people of all ages, backgrounds and life experience can come together. The formality of NPs and narrow focus of some of the meetings was off-putting to many people.</p> <p>Changes to the way decisions are made about the local element of CIL and devolved S106 will create a more transparent and fairer process by establishing a citywide process.</p>

Step 4: So what?

The Equality Impact Assessment must be able to influence the proposal and decision. This section asks how your understanding of impacts on people with protected characteristics has influenced your proposal, and how the findings of your Equality Impact Assessment can be measured going forward.

4.1 How has the equality impact assessment informed or changed the proposal?
<p>EQIA has been updated following the 'Your Neighbourhoods' public consultation. Funding will be available to enable place based/neighbourhood communities to meet in accessible venues.</p> <p>A small amount of funding will be available to encourage open and welcoming community spaces or networks where people from diverse backgrounds and ages come together and make new connections. Voscur has made a list of accessible venues available on its website.</p>
4.2 What actions have been identified going forward?
The Neighbourhoods Team will create opportunities to share learning about how to create a welcoming space.
4.3 How will the impact of your proposal and actions be measured moving forward?
<p>Ultimately the impact will be participation of local people in community-led networks or partnerships across the city with active participation of equality groups. As they are community-led there will be no formal governance or requirement on these community spaces. The 'community' is diverse – with looser arrangements there is a strong risk of the better organised communities taking over, this could work against the intention of this proposal to hear more community voices, and could disenfranchise the most excluded equalities communities. Where the council makes a small financial contribution or where community networks are looking to influence the decisions of the council there will be a proportionate requirement to give due regard to the equality duty including the use of venues accessible to wheelchair users.</p>

Service Director Sign-Off: Gemma Dando	Equalities Officer Sign Off: Jean Candler
Date: 8 th November 2017	Date: 8 November 2017

Appendix F - Eco Impact Checklist

Title of report: Withdrawal of Funds to Neighbourhood Partnerships				
Report author: Penny Germon				
Anticipated date of key decision: 5th December				
Summary of proposals: To change the way BCC works with place based communities from a council-led neighbourhood partnership structure to an approach which encourages local self-organisation and community-led action. Establish new arrangements for making decisions about the local element of CIL and devolved S106.				
Will the proposal impact on...	Yes/ No	+ive or -ive	If Yes...	
			Briefly describe impact	Briefly describe Mitigation measures
Emission of Climate Changing Gases?	No			Giving access to council social media groups for communities to the council's centralised control centre, so they can deliver critical resilience information, such as weather warnings and advice, and co-ordinate action with relevant council teams and other organisations to incoming information from communities about what is happening on the ground, such as drains blocking during heavy rain, or the occurrence of fly tipping incidents, etc.
Bristol's resilience to the effects of climate change?	Yes	-ve	Risk of poorer information exchange between the council and communities about extreme weather, such as flood warnings.	
Consumption of non-renewable resources?	No			
Production, recycling or disposal of waste	Yes	-ve	Risk of poorer information exchange between the council and communities about fly tipping.	
The appearance of the city?	Yes	-ve	Risk of poorer information exchange between the council and communities about anything that affects the appearance of communities.	
Pollution to land, water, or air?	Yes	-ve	Risk of poorer information exchange between the council and communities about pollution or nuisance.	
Wildlife and habitats?	No			
Consulted with: Environmental Performance Team				

Summary of impacts and Mitigation - to go into the main Cabinet/ Council Report

While there will be no direct environmental impact from the proposal, the loss of any preferred communications channels between communities in Bristol and the council could lead to communication failures on environmental issues. This could affect two-way warnings, reporting, and responding during extreme weather, pollution, or fly tipping events. This will be avoided by the council's central control centre having access to and checking the council's social media accounts for specific communities and co-ordinating communications and responses. The overall indirect environmental impact is likely to be negative, but the suggested mitigation could make this impact neutral.

Checklist completed by:

Name:	Giles Liddell
Dept.:	Environmental Performance Team, Energy Service, Place
Extension:	24659
Date:	30/08/2017
Verified by	Giles Liddell, Christine Storry