



AGENDA ITEM NO. 3

ASHLEY, EASTON AND LAWRENCE HILL NEIGHBOURHOOD PARTNERSHIP 29 JUNE 2015

Title: Ashley, Easton and Lawrence Hill Neighbourhood Partnership
AGM report

Report of: Jeremy Livitt (Democratic Services Officer) and Kurt James
(Neighbourhood Partnership Coordinator)

RECOMMENDATIONS

1. To confirm the Neighbourhood Partnership membership and decide on the charring arrangements for 2015-16.
2. To confirm the Neighbourhood Committee and Neighbourhood Partnership Terms of Reference (Appendix 1) and the Neighbourhood Committee financial operating framework.
3. To note the devolved budgets and influence on services.
4. To agree the meeting schedule including subgroups and forums.
5. To note the Financial Statement and expenditure from 2014-15 (Appendix 2)
6. To note Neighbourhood Partnership Plan statement.

1. Membership and charring arrangements

1.1. Each neighbourhood partnership comprises:

- The Neighbourhood Committee of councillors for each of the wards which make up the Partnership (who serve for their term of elected office)
- Local resident representatives who are chosen by election/nomination/volunteering
- Representatives of local organisations and services

1.1 The membership of the Ashley, Easton and Lawrence Hill Neighbourhood Partnership is:

1.2 Councillors:

Ashley
Easton

Gus Hoyt and Rob Telford
Anna McMullen and Afzal Shah

- 1.3 Residents: To be decided at the meeting
- 1.4 The chairing arrangements for the Ashley, Easton and Lawrence Hill Neighbourhood Partnership. To be decided at the meeting.
- 1.5 The Committee Chair and Vice Chair – Councillors will be asked to nominate the Committee Chair and Vice Chair, if there is more than one nomination then the Councillors will vote at the meeting to appoint the Committee Chair.

2. Terms of Reference, Code of Conduct and Financial Operating Framework (Appendix 1)

- 2.1 The Neighbourhood Committee Terms of Reference can be made available on request. This will be further developed with you over the next 6 months.
- 2.2 The financial operating framework for the NC can be made available on request.
- 2.3 A key recommendation at the Neighbourhood Partnership Conference held in February 2015 is that all NPs should adopt and operate a common Code of Conduct so that there is a shared practice throughout the City (Appendix 1)
- 2.4 A working group of residents has developed the NP Code of Conduct and all NPs are now being asked to include it as part of their new Terms of Reference.

3. Devolved Neighbourhood Budgets.

- 3.1 The Ashley, Easton and Lawrence Hill Neighbourhood Partnership devolved Neighbourhood budgets are:

Budget	2015-16 budget	Amount carried forward (unallocated)	2015/16 final budget
Highways Maintenance Budget			
Carriageway	0.00	0.00	0.00
Footway	0.00	0.00	0.00
Local Traffic Scheme Budget	25,714	46,781.00	72,495.00
Minor Lines and Signs	2,250.00	0.00	2,250.00
Narrow Estate Roads Contribution	15,725.00	0.00	15,725.00
Wellbeing budget	30,000.00	10,000.00	40,000.00
Clean and Green budget	1,500.00	1,671.76	3,171.76
Parks s106 budget	138,725.85	16,650.93	122,074.92
Transport s106 budget	475,251.60	419,961.46	419,961.46

Budget	2015-16 budget	Amount carried forward (unallocated)	2015/16 final budget
Other s106 (Library Investment)	16,755.37	16,755.37	16,755.37
Community Infrastructure Levy	7,075.04	7,075.04	7,075.04
Total	712,996.86	518,895.56	699,508.55

3.3 Devolved powers

The Partnership is asked to note that the following powers are devolved to councillors for decision, following discussion at a partnership meeting and taking account of the views expressed:

- Expenditure Neighbourhood budget; including ring-fencing funds for specific issues (e.g. environmental work, small grant scheme)
- Decisions relating to council-owned community centres and buildings;
- Spending locally, money paid to the Council under Section 106 agreements/Community Infrastructure Levy and prioritising site specific schemes to be funded from that source.

4. Meeting Schedule 2015-16

The proposed meeting schedule for the Ashley, Easton and Lawrence Hill Neighbourhood Partnership Neighbourhood Partnership including forums and subgroups and other meetings is as follows:

Neighbourhood Partnership Meetings

(Monday 6.30pm to 8.30pm)

5 October 15	Unitarian Hall, Brunswick Square (change)
30 November 15	St Pauls Learning Centre, 94 Grosvenor Road
7 March 16	St Mary Redcliffe CE and VA Secondary School

Neighbourhood Forums

Ashley

(Monday 6.30pm to 8.30pm)

27 April 15	Unitarian Hall
13 July 15	St Pauls Learning Centre
19 October 15	Unitarian Hall
25 January 16	St Werburghs Primary

Easton and Lawrence Hill

(6.30pm to 8.30pm unless stated otherwise)

21 May 15	St Mary Redcliffe and Temple School
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14 July 15	Easton Community Centre
7 September 15	Barton Hill Settlement
28 October 15	Time and location TBC
15 December 15	Hannah More School
4 February 16	Time and location TBC
21 March 2016	Easton Community Centre

Subgroups or linked groups

- Environment
- Health
- Planning
- Stapleton Road Working Group
- Traffic and Highways
- Wellbeing Grants Panel

5. Financial Statement 2014-15

Please Appendix 2 for the full financial statement for 2014-15 expenditure of the AELH NP.

6. Neighbourhood Partnership Plan

The Ashley, Easton and Lawrence Hill Neighbourhood Partnership agreed the NP Plan on 11 March 2015 and will be working to progress this over the next 12 months.

Agenda Item 3 – Appendix 1

NP Code of Conduct

1. Values	<p>All members of the Neighbourhood Partnership (NP) must abide by the following fundamental values, that underpin all the activity of the NP:</p> <p>Accountability – Every decision and action undertaken by the NP will be able to stand the test of scrutiny by residents, Bristol City council (BCC) (councillors and officers), service providers, the media, and any other interested party.</p> <p>Integrity and honesty – All members of the NP are expected to undertake all duties (within the NP and externally) with integrity and honesty, and to always act within the law.</p> <p>Transparency – The NP will maintain a practice of openness and will ensure that as much as possible of its work is available to public scrutiny.</p> <p>Equality - All members of the NP agree to eliminate discrimination, harassment, victimisation, and advance equality of opportunity between people from different groups and foster good relations between people from different groups in the Neighbourhood Partnership area.</p> <p>Councillors Code of Conduct for Members. This is currently set out in item 6 of the Neighbourhood Committee Terms of Reference:</p> <p>6. Code of Conduct</p> <p>6.1 Neighbourhood Partnership councillors shall comply with the Bristol City Council Elected 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 (eg. officer member protocol).</p> <p>Full code of conduct can be found:</p> <p>http://www.bristol.gov.uk/sites/default/files/documents/council_and_democracy/councillors/cs-constitution-part5-code-of-conduct-for-members.pdf</p>
2. General Conduct at all Neighbourhood Partnership-related meetings and events	<p>Anyone attending NP-related meetings and events should – :</p> <ul style="list-style-type: none">• Be courteous to all others during the meeting and allow each other the opportunity to speak• Speak through the Chair and respect their role as meeting leader• Keep to the subject being discussed• Follow the guidance of the Chair in the conduct of the meeting

	<p>Personal attacks, harassment, bullying, offensive and abusive comments are not acceptable. Substantial breach of any of these points will result in the offender being asked to leave the meeting by the Chair or NPC.</p>
<p>3. NP Members and members of NP sub-groups - Conduct at meetings</p>	<p>NP and subgroup members agree to:</p> <ul style="list-style-type: none"> • Abide by agreed governance procedures and practices • Support the person chairing the meeting to do their job and respect their role as meeting leader • Keep to the subject being discussed • Engage in debate and/or voting in meetings according to procedure, maintaining a respectful and courteous attitude toward the opinions of others • Not bully or intimidate any other member of the NP. • Accept a councillor vote on devolved budgets as decisive and final
<p>4. NP Members and members of NP sub-groups - Conflicts of Interest</p>	<p>Conflicts of interest:</p> <ul style="list-style-type: none"> • All members of the NP will act in the best interests of the NP. • All members of the NP will declare any conflict of interest, or any circumstance that might be viewed by others as a conflict of interest, as soon as it arises. • All members will submit to the judgement of the NP and do as it requires regarding potential conflicts of interest • NP members must not personally gain, materially or financially, from their role as member of the NP.
<p>5. NP members - Protecting the reputation of the NP</p>	<p>Protecting the reputation of the NP – members:</p> <ul style="list-style-type: none"> • Shall not misrepresent the decisions and discussions of the NP. Where a decision requires clarification, it shall be provided by the chairperson. Where a member's statement or position is unclear or disputed, that member must be consulted for clarification through the chairperson before any other member discusses it with any public forum (including the media). • Must strive to uphold the reputation of the NP when speaking as a private citizen • Must respect organisational and individual confidentiality. • Must own decisions made by the NP, and do not publicly criticise other NP members. • must refer any enquiries via the Chair and Neighbourhood Partnership Coordinator should an enquiry occur outside of a NP meeting
<p>6. Email and</p>	<p>When using email or social media, all of the above codes of</p>

<p>Social media</p>	<p>conduct apply</p> <p>All communications should be simple, factual and formal, and not emotive, defensive or accusing. Direct communications to the appropriate person and avoid multiple 'copies to'. Remember that email is a formal method of communication and avoid sending emails in haste or in anger.</p> <p>You must not use emails or social media to:</p> <ol style="list-style-type: none"> 1. defame or disparage the NP or any person 2. harass, bully or unlawfully discriminate against any person 1. make false or misleading statements; or impersonate anyone 2. You must not express opinions on behalf of the NP using emails or social media, unless expressly authorised by the NP in a public meeting 3. You must not post comments of a sensitive nature, 4. You must not reveal any confidential information
<p>7. NP members – Good Practice</p>	<p>Good practice. NP members should:</p> <ul style="list-style-type: none"> • Strive to attend all NP meetings, giving apologies ahead of time to the chairperson (or NP contact officer) if unable to attend • Study the agenda and read all NP papers sent prior to meetings and be prepared to debate and/or vote on agenda items during the meeting • Continually seek ways to improve good practice at meetings • Strive to establish respectful and courteous relationships with all people (internal and external to the NP) they come into contact with in their role as an NP member • Inform the chairperson in advance, in writing, if they wish to resign from the NP • Participate in NP training and development
<p>8. In the event of a Breach to this Code of Conduct.</p>	<p>Breaching the Code of Conduct</p> <ul style="list-style-type: none"> • If a member of the NP breaches the code of conduct at a meeting the Chair or the relevant Bristol City Council Officer will intervene and may ask the member to leave the meeting. • If a member of the NP should know of, or become aware of, any breach of this Code of Conduct by another member they should notify the Chair or the NPC. • Breaches of the Code of Conduct may also be brought to the attention of NP by others who are not members of NP. • Any breach of the Code of Conduct brought to the attention of the NP, or of which NP becomes aware, will be considered under the NP Complaints and Grievances process

Complaints and Grievances Process.

NP Members

- Complaints and grievances relating to conduct can be raised with the Chair of the NP, the Neighbourhood Partnership Coordinator (NPC) and/or the Area Neighbourhood Manager (ANM).
- Complaints and grievances will be considered and investigated by the NP Chair, the NPC and/or the ANM. Investigation will include exploration with all relevant parties.
- If the complaint is about the Chair, they may be asked to stand down for the duration of the investigation.
- The party who the complaint is against will then be sent details of the alleged breach in writing and will be given 14 days to respond to the NP.
- The NP shall meet after this time to consider the breach and decide whether the member should stand down.

Subgroup/working members

- If the complaint is regarding a subgroup/working group member's behaviour the Chair of that meeting together with the Neighbourhood Partnership Coordinator will investigate and hold a three way meeting with the person whom the complaint is about. Every effort will be made to reach a satisfactory resolution but if this is not possible they may be required to resign from the subgroup/working group.

Councillors

- If the complaint is regarding a Councillor then the BCC complaints procedure will need to be followed this can be found at
- <http://www.bristol.gov.uk/page/council-and-democracy/mayorcouncillors-how-complain-or-comment>
- All complaints raised and their resolution should be reported at a subsequent NP meeting

Agenda item 3 Appendix 2 – Ashley, Easton and Lawrence Hill Neighbourhood Partnership NP 2014-15 Financial Statement

	2014-15 budget (including money carried forward from previous years)	2014-15 allocation / expenditure	Unallocated budget being carried forward	Notes
Highways Maintenance Budget				
Carriageway	27,300	27,300	0.00	From 2015-16 management of this funding will revert back to BCC Transport.
Footway	63,000	63,000.00	0.00	From 2015-16 management of this funding will revert back to BCC Transport.
Local Traffic Scheme Budget	46,781	0	46,781	TBC
Minor Lines and Signs	2,250.00	2,250.00	0.00	TBC
Wellbeing budget	30,000	20,000	10,000	£10,000 was assigned to hold a number of themed debates in 2014-15. This funding remained unspent and was reallocated November 14 with £5k to fund youth activity in AELH and £5k committed to fund noticeboards at Mina Road, Montpelier and Old Market).
Clean and Green budget	1971.76	300.00	2,956.63	
Parks s106 budget	109,376.39	22,735.14	86,663.25	Discrepancy between 2014-15 and 2015-16 figure is due to additional s106 funding

	2014-15 budget (including money carried forward from previous years)	2014-15 allocation / expenditure	Unallocated budget being carried forward	Notes
				becoming available.
Transport s106 budget	517,065.37	43,832.80	473,232.57	Discrepancy between 2014-15 and 2015-16 figure is due to interest paid on balance held in bank.
Other s106 (Library Investment)	16,682.88	0.00	16,682.88	
Community Infrastructure Levy	1,425	0.00	1,425	Discrepancy between 2014-15 and 2015-16 figure is due to additional CIL funding becoming available.
Total	815,852.4	179,417.94	669,673.34	