

**BRISTOL CITY COUNCIL**

**Audit Committee**

**24<sup>th</sup> April 2015**

**Report of:** Service Director - Finance

Service Director - Bristol Futures

**Report Title:** Bristol 2015 Ltd – Governance and Financial Update

**Ward:** Citywide

**Officers presenting report:** Peter Gillett / Stephen Hilton / Lynda Bird

**Contact Telephone Number:** 0117 92 22419

**RECOMMENDATION**

The Audit Committee note the current governance arrangements in place in relation to Bristol 2015 Ltd and the financial update on the allocation of public funds and external sponsorship to Bristol 2015 Ltd.

**SUMMARY**

This report provides a summary of the current governance arrangements relating to Bristol Green Capital 2015, and an update on the latest financial position for Bristol 2015 Ltd.

**Key issues included in the report are:**

- An update on governance arrangements since the last committee meeting on 7th November 2014.
- A summary of the allocation of public funds and external sponsorship to Bristol 2015 Ltd.
- An update on reporting arrangements to the Department of Energy and Climate Change (DECC) regarding the £7m government grant funding
- The latest estimate of private sector sponsorship achieved by Bristol 2015 Ltd, both in terms of financial support and value in kind.

## 1. Introduction

- 1.1 At the Audit Committee meeting on 7<sup>th</sup> November 2014, members noted the governance arrangements in place in relation to Bristol 2015 Ltd a financial update on grant funding and external sponsorship.
- 1.2 Audit Committee also requested that a report on “what has gone well and what has not gone well is prepared.” This will form part of the evaluation of the 2015 year.

## 2. Governance

- 2.1 A copy of the November 2014 report is attached as Appendix A. This outlined overall governance arrangements for the spend of public money by Bristol 2015 Ltd which include:
  - Financial monitoring reports to Audit Committee
  - Cabinet to monitor grant spending
  - Place Scrutiny to scrutinise the Programme
  - Neighbourhood Grants to be administered by Neighbourhood Partnerships
  - OSMB to scrutinise the overall project and spending
- 2.2 Since the Audit Committee meeting in November some additional changes have been implemented to further strengthen the governance arrangements. A full time Bristol City Council project manager has been assigned to manage the overall governance of the programme.
- 2.3 A Steering Group meets monthly and is chaired by the Strategic Director of Place (SLT Lead for Green Capital). This group’s role is to monitor Bristol 2015 Ltd progress against the programme they have been contracted to deliver.
- 2.4 Quarterly contract performance meetings take place between the Steering Group and Bristol 2015 Ltd. The Steering Group is responsible for agreeing with Bristol 2015 Ltd any actions arising from these meetings.
- 2.5 A set of monthly reports have been agreed with Bristol 2015 Ltd to provide financial and programme information to Bristol City Council.
- 2.6 Bristol City Council’s internal audit service is carrying out a scheduled review of 2015 Ltd which will focus on:
  - Overall Governance and Operating environment of Bristol 2015 Ltd
  - Regulations, policies relating to financial control, procurement and adherence
  - Budgetary controls and reviews
  - Adherence to financial reporting requirements in line with MOU
  - Internal financial reconciliations between Bristol 2015 & Bristol City Council.
  - Planning of summits, events, shows as required by the Memorandum of

## Understanding (MOU)

### **3.0 Finances**

- 3.1 Appendix B contains a detailed breakdown of the use of public and private funds by Bristol 2015 Ltd.

#### Bristol City Council Funding

- 3.2 During 2014/15 Bristol City Council provided Bristol 2015 Ltd with funding of £1.2m. This was primarily used to support the initial costs of the company and to carry out programme development work including

- Development and maintenance of the website. This is an asset which will pass to Bristol City Council on the closure of Bristol 2015 Ltd
- Programme partner support as follows: Big Green Week, the Go Green Scheme, the Solar Balloon and Happy City Index
- Contribution to support costs

£200k of this was specifically allocated to the One Tree per Child Project (formerly TreePips). This Green Capital project is now being managed directly by Bristol City Council.

#### Central Government Funding

- 3.3 £7m funding has been provided by the Department for Energy and Climate Change. £2m is to be distributed as grants (£1.5m strategic grants, £250k small grants and £250k neighbourhood grants). The remainder is to support delivery of a programme of events, activities and summits during 2015.

#### Sponsorship

- 3.4 To date, £1.8m in financial sponsorship has been secured with major sponsors, including Skanska, KPMG, First Group and Arup.

- 3.5 In addition to the financial sponsorship, £2.1m has been contributed as Value in Kind.

- 3.6 The Commercial Team at Bristol 2015 Ltd continues to work to secure additional sponsorship.

- 3.7 Any additional income secured by the Bristol 2015 Ltd is subject to the company's governance process, whereby it will be allocated to projects deemed by the Bristol 2015 Ltd Board to be aligned with the Green Capital's objectives.

#### Core Costs

- 3.8 General support costs comprise 13% of total expenditure (although in the budget for the year ended 28.2.16, this figure is reduced to 8%). More support costs were incurred during the first financial year, when the company was being set up and developed, and prior to actual programme delivery.

## Financial Controls

- 3.9 A grant agreement has been signed between Bristol City Council and DECC which requires the Council, as accountable body, to provide regular progress and financial reports to Government on the 2015 programme. Bristol City Council would also require DECC approval to make any significant budget changes from the schedule of work that has been agreed.
- 3.10 A contract has been signed between the Bristol City Council and Bristol 2015 Ltd for delivery of the programme of events, activities and summits. This passes on to Bristol 2015 Ltd the conditions attached to the DECC funding.
- 3.11 Monthly reports are provided to DECC by Bristol City Council, and the latest report (March 2015) is attached as Appendix C
- 3.12 The Service Director – Bristol Futures, and the Strategic Director, Place, are the responsible account holder to approve expenditure related to Bristol 2015 on the Bristol City Council's Finance system.

## **4. Equalities Impact Assessment**

- a. None necessary for this report.

## **5. Legal and Resource Implications**

- 5.1 Legal – N/A
- 5.2 Resources - N/A

## **Appendices**

- Appendix A - Audit Committee report – Green Capital, November 2014
- Appendix B – Allocation of public and private funds by Bristol 2015 Ltd
- Appendix C – March report to Department for Energy and Climate Change

**BRISTOL CITY COUNCIL**

**Audit Committee**

**7<sup>th</sup> November 2014**

**Report of:** Service Director - Finance  
Service Director - Bristol Futures

**Report Title:** Bristol 2015 Ltd – Governance and Financial Update

**Ward:** Citywide

**Officers presenting report:** Peter Gillett / Stephen Hilton

**Contact Telephone Number:** 0117 92 22419

**RECOMMENDATION**

The Audit Committee note and discuss both the current governance arrangements in place in relation to Bristol 2015 Ltd and the financial update on grant funding and external sponsorship.

**SUMMARY**

This report provides a summary of the governance arrangements relating to Bristol Green Capital 2015 and an update on the latest financial position for Bristol 2015 Ltd.

**Key issues included in the report are:**

- An update on governance arrangements since the last committee meeting in September 2014.
- A summary of the City Council's financial contribution to Bristol 2015 Ltd
- Arrangements for allocation of the £7m Department of Energy and Climate Change (DECC) government grant funding
- The latest estimate of private sector sponsorship achieved by Bristol 2015 Ltd, both in terms of financial support and value in kind.

**1. Introduction**

- 1.1 At the Audit Committee meeting on 23<sup>rd</sup> September 2014, members considered a report on the governance arrangements for Bristol's year as the European Green Capital 2015. This indicated that a further report would be presented to the November meeting. Committee members also requested that this should include a financial update relating to support and grant funding for Bristol 2015 Ltd.

- 1.2 A copy of the September 2014 report is attached as Appendix A. This outlined overall arrangements established for Bristol's year as the European Green Capital 2015; relating to the City Council, Bristol Green Capital Partnership and Bristol 2015 Ltd.

## **2.0 Governance**

- 2.1 A copy of the September 2014 governance report is attached as Appendix A. This outlined overall arrangements established for Bristol's year as the European Green Capital 2015; relating to the City Council, Bristol Green Capital Partnership and Bristol 2015 Ltd.
- 2.2 Since the last Audit Committee meeting in September a number of changes have taken place. Bristol 2015 Ltd has recently taken the opportunity to review its structures. The Chair of the Company Board, Andrew Garrard, will take an active role supporting the company's work.
- 2.3 The company has taken the opportunity to review its organisational structure. Nicola Yates has been appointed to the role of Chief Executive of Bristol 2015 Ltd. The post is separate from, and in addition to, her role as City Director for BCC.

## **3.0 Finances**

### City Council Funding

- 3.1 During 2014/15 the City Council provided Bristol 2015 Ltd with funding of £1.2m, of which £1.1m has been spent to date. This cash was primarily used to set up the company and carry out programme development work. As a result of this investment, Bristol 2015 Ltd has been able to put resources into securing £7m funding from Central Government and significant levels of private sector sponsorship both in cash and value in kind.

### Sponsorship

- 3.2 To date, £1.65m in financial sponsorship has been secured with major sponsors, including Skanska, KPMG, Bristol Port and First Group.
- 3.3 In addition to the financial sponsorship, these companies with the addition of Burges Salmon, have committed £1.7m in Value in Kind, of which £325k is currently included in the company budget as being directly budget-relieving.
- 3.4 The Commercial Team at Bristol 2015 Ltd is working hard to secure additional sponsorship.
- 3.5 Any income secured by the project is subject to the company's governance process, whereby it will be allocated to projects deemed by the Bristol 2015 Ltd Board to be aligned with the Green Capital's objectives.

### Central Government Funding

- 3.6 Of the £7m DECC funding; £2m is to be distributed as grants (£1.5m strategic

grants, £250k small grants and £250k neighbourhood grants). A further £3.98m has been identified to be allocated as shown in the following table:

Table 1 – Proposed DECC grant allocation to date

	<b>£</b>
Strategic Grants	1,500,000
Small Grants	250,000
Neighbourhood Grants	250,000
<b>Total Grants</b>	<b>2,000,000</b>
Summits and Conferences	1,196,543
Green Tech Festival	639,063
City Arts Programme	394,315
Bristol Method	387,517
Volunteers Programme	271,942
Schools Programme	1,087,766
	<b>3,977,146</b>
<b>Total</b>	<b>5,977,146</b>
Total includes apportioned core team costs of £0.7m	

All of these projects are fully costed and have been considered / approved by the board and will be subject to budget scrutiny as they progress.

- 3.7 A grant agreement has been signed between the City Council and DECC which requires the council, as accountable body, to provide regular progress and financial reports to Government on the 2015 programme. The City Council would also require DECC approval to make any significant budget changes from the schedule of work that has been agreed.

#### Core Costs

- 3.8 As the City Council funding has been used during the development phase of the project, expenditure on core costs has been relatively high (£375k ; 34% of the total £1.1m City Council funding). It includes office running costs, staffing, professional fees and consultancy work required to secure the external funding.
- 3.9 As Bristol 2015 Ltd moves into the delivery phase, the core costs relative to the total expenditure decreases. Latest projections show that this will amount to some 9% of the total budget.

#### Financial Controls

- 3.10 Bristol 2015 Ltd employs a qualified and experienced Finance Director, who is responsible for a rigorous system of financial control. All company staff are required to strictly adhere to an expenses policy and a purchasing policy, with all expenditure requiring appropriate levels of sign off by management and/or the Bristol 2015

Company Board. These policies are attached as Appendix B. It should be noted that in addition to these financial policies, a full set of office policies is in place (detailed in Appendix C).

- 3.11 A comprehensive budget for the project was approved by the Bristol 2015 Company Board and is reviewed on a monthly basis with any changes outside of the financial limits requiring Board approval.
- 3.12 A separate budget is also in place for value in kind, and this is also subject to governance procedures which ensure that it is allocated appropriately. Value in kind “spend” is tracked against budget.
- 3.13 The company Finance Director has a ‘dotted-line’ professional line management accountability to the City Council’s Service Director for Finance. Routine meetings are in place to review and scrutinise financial performance and controls.
- 3.14 The City Council is the accountable body for the DECC £7m grant funding. As such, it retains these monies in its accounts, and only disburses funds which have been signed off by the Bristol 2015 Company Board, the Service Director – Bristol Futures and the Service Director for Finance. Whenever relevant, the City Council will disburse those organisations directly, rather than passporting all funds through Bristol 2015 Ltd. (e.g. Strategic Grants). This enables the City Council to maintain a clear audit trail and to ensure its responsibilities as accountable body for the DECC grant funding are fulfilled. Additionally, all grants awarded follow a strict evaluation process.
- 3.15 The Service Director – Bristol Futures is the responsible account holder to approve expenditure related to Bristol 2015 on the City Council’s Finance system.

#### **4. Equalities Impact Assessment**

- a. None necessary for this report.

#### **5. Legal and Resource Implications**

- 5.1 Legal – N/A
- 5.2 Resources - N/A

### **Appendices**

- Appendix A - Audit Committee report - Green Capital Governance September 2014
- Appendix B1 - Bristol 2015 Company Board Purchasing Policy
- Appendix B2 - Bristol 2015 Company Board Expenses Policy
- Appendix C - Bristol 2015 Company Board office policies

### **LOCAL GOVERNMENT ACCESS TO INFORMATION**

**Background Papers**      September 2014 Audit Committee Report (appended)



**Bristol City Council**

**Audit Committee**

**23<sup>rd</sup> September 2014**

**Report of:** Stephen Hilton, Service Director, Bristol Futures

**Title:** Bristol European Green Capital 2015 Governance

**Ward:** Citywide

**Officer Presenting Report:** Peter Gillett, Service Director, Finance

**Contact Telephone Number:** 0117 922 3293

**RECOMMENDATION**

The Committee are asked to note the governance arrangements in place regarding European Green Capital 2015.

**Summary**

The report provides an update on the governance arrangements for Bristol's year as the European Green Capital 2015. A further more detailed report will be provided for the November meeting of the Committee.

**The significant issues in the report are:**

Bristol is the European Green Capital 2015. Institutional and governance arrangements have been created to ensure the effective management of the year and achievement of the goals.

These relate to Bristol City Council, Bristol Green Capital Partnership and Bristol 2015 Ltd.

## **Policy**

1. In June 2013 the Mayor decided to:
  - Accept the European Green Capital Award 2015 on behalf of the City of Bristol.
  - Develop a Programme for Bristol European Green Capital 2015.
  - Commence a planning and commissioning process for the Programme.

## **Consultation**

### **2. Internal**

This is an update report, however, all directorates are involved in the development of plans for 2015.

### **3. External**

This is an update report, however, a wide range of stakeholders are involved in the development of plans for 2015.

## **Context**

4. Bristol was awarded the title of European Green Capital for 2015. This is a great achievement for the city and also a great opportunity.
5. In February 2014 the Planning and Transport Scrutiny Commission received a presentation on the overall approach being taken by the City Council to realising the opportunity of the Award.
6. In July 2014 the Place Scrutiny Commission received an update on the arrangements for 2015.
7. This report is an interim update for the Committee, addressing governance, with a further report planned for November 2014.

## **Proposal**

8. There are three key institutions involved in the Green Capital initiative: Bristol City Council, the Bristol Green Capital Partnership and the Bristol European Green Capital 2015 Company.

## **Bristol City Council**

9. Bristol City Council has a key role to play in the success of Bristol's year as European Green Capital – both in working with the key partners identified here and through its own activities. Bristol City Council also has a key role in ensuring that the year has a long term impact on the future of the city.

10. Bristol City Council's management of the Bristol 2015 Ltd and the Bristol Green Capital Partnership is led by the City Director.

### **The Bristol Green Capital Partnership**

11. The Bristol Green Capital Partnership was formed in 2008 to bring together a wide range of stakeholders into a network, with the aim of making Bristol a low carbon city with a high quality of life for all. The partnership now has over 500 member organisations.
12. In January 2014 the Partnership revised its structure and this is set out in Appendix 1. In summary, the Partnership is governed by its members who directly elect the Chair and Vice Chair. The partnership is comprised of a series of Action Groups with particular foci, for example on Energy, Nature and Education. The Chairs of these Action Groups form the Steering Group, with the directly elected officials. Within this accountable and democratic structure the partnership has recently formed a Community Interest Company. All roles in the partnership are undertaken on a voluntary basis, except for one full time paid co-ordinator.
13. The City Council has played a key role in this Partnership and is represented on the Steering Group by an Assistant Mayor and by an officer – the Sustainable City Manager. It is also represented by officers on the Action Groups, as appropriate.
14. The Bristol European Green Capital 2015 Ltd is represented on the Steering Group of the Partnership.

### **Bristol European Green Capital 2015 Ltd**

15. Bristol 2015 Ltd is a company limited by guarantee and was established by Bristol City Council to lead the delivery of the 2015 Programme designed to inspire, educate and celebrate.
16. **The Bristol 2015 Board:** Bristol 2015 Ltd has an independent Board comprised of 13 Members representing a broad spectrum of Bristol City Region stakeholders, including the Mayor and the Chair of the Partnership (See Appendix 2.)
17. The Board's role is to provide strategic leadership to the Bristol 2015 Company particularly in determining the overall ambitions and outcomes, prioritisation and allocation of core strands of funding, delegating specific content and funding decisions to the Bristol 2015 Executive and ensuring that the necessary financial and human resources are in place for the company to meet its objectives.
18. In addition to leading the delivery of the 2015 programme, Bristol 2015

Ltd is also responsible for:

- Raising incremental funding and allocating these resources to support the delivery of the 2015 Programme in coordination with its key delivery partners based on objectives and priorities agreed by the Board.
- Establishing an overall strategy and framework for 2015 that facilitates the participation of the many stakeholders across Bristol and the City Region, creating a powerful marketing and communications platform that is able to tell this important story locally, nationally and internationally.
- Although Bristol 2015 Ltd's vision, objectives and desired outcomes all contribute toward establishing a tangible legacy, the 2015 Company is not responsible for leading on the legacy given that it won't exist beyond the end of March 2016. Ensuring a "platform for legacy" will be a core consideration in terms of establishing new ways of working, thinking and enabling a shift in attitudes and behaviours. There is also the potential for projects, activities and interventions that start in 2015, but are delivered over a longer period.

**19.** Bristol 2015 Ltd's vision is for Bristol to become one of the global leaders in sustainable urban living. Its specific objectives are:

- **Local Empowerment:** To work with existing initiatives and networks and with communities in the Bristol area to ensure that the value of sustainable living is delivered across neighbourhoods, businesses and the voluntary sector, resulting in attitude and behaviour change.
- **International Reach:** To build Bristol's global profile as the UK's most pioneering, sustainable city region to drive appropriate exports, inward investment, tourism and economic growth.
- **Sustainability Leadership:** For Bristol to become the leading forum for UK, European and Global exchange in sustainability expertise in the lead up to the 2015 UN Conference on Climate Change.

**20. Theme Groups:** These are Advisory Committees to the Board for five themes identified as core areas within which Bristol 2015 will support significant activity through the year: Resources, Energy, Transport, Food and Nature. The Committees will advise the Board on matters relating to its own Theme. Decisions with respect to funding, support, promotion, or endorsement will be made by the board, but the Board will rely on advice from the Committee.

- 21. The Bristol 2015 Team:** This team is responsible for the delivery of key elements of the Bristol 2015 Programme and working with other key partners across the Bristol City Region to create a year of activities and events that help achieve the three goals of local empowerment, international reach and sustainability leadership. This team is also responsible for leading incremental revenue generation and marketing of the Bristol 2015 Programme locally, nationally and internationally.
- 22. Commercial Partners:** In parallel with the approach to securing Government funding, Bristol 2015 is running a Commercial Sponsorship Programme to encourage private sector to provide both cash and value-in-kind to projects and activities during 2015. With a three tier structure for procuring private sector sponsorship, most efforts have thus far been focused on 'Tier One Partners' and at the time of writing the confirmed commercial partners are First Group and KPMG.

### **Other Options Considered**

- 23.** This report is an update on progress.

### **Risk Assessment**

- 24.** This report is an update on progress.

### **Public Sector Equality Duties**

- 25.** This report is an update on progress.

### **Legal and Resource Implications**

This report is an update on progress.

### **Appendices:**

- 1: Bristol Green Capital Partnership
- 2: Bristol European Green Capital 2015 Company

### **LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985 Background Papers:**

None

## **Appendix 1: Bristol Green Capital Partnership**

The Bristol Green Capital Partnership is a network of organisations committed to turning the vision of a 'low carbon city with a high quality of life for all' into a reality. It's focus is broadening engagement and deepening legacy. The Partnership exists to support the collaboration, connection and participation needed for diverse plans and projects across the city to achieve their potential.

It was created in 2008 and predates and will continue past the European Green Capital Award Year.

The Partnership is legally constituted as a Community Interest Company. The Board of the CIC is comprised of the Chair and Vice Chair of the Partnership and others appointed by the Steering Group.

Full details at: <http://bristolgreencapital.org/about/>

### **Chair and Vice-Chair**

Voluntary roles elected annually by the organisational members of the Partnership. The maximum term of office is 2 years. After holding office, a previous incumbent cannot return to office for 1 year.

The Chair undertakes to:

- Represent and advocate for the Partnership, acting on behalf of its members.
- Help build a simple, transparent and effective organisation.
- Widen engagement in the Partnership.
- Facilitate communication within and beyond the Partnership.
- Help secure resource for the Partnership.
- Be the primary point of contact with the Bristol 2015 Company, and sit on it's board.

The Vice-Chair undertakes to:

- Deputise for and support the Chair and in particular to be the primary point of contact for the Partnership's Action Groups and actively support them to fulfil their role effectively.

### **Steering Group**

The Steering Group provides a cross-cutting, long-term, strategic view, and helps cross-fertilise ideas, resources and capacity between the different areas of activity and change.

It consists of the leader or deputy leader of each Action Group. Additional

members of the SG include: the Chair and Vice Chair, an elected member of Bristol City Council (Cllr Hoyt), an officer of Bristol City Council (Alex Minshull), a representative from the 2015 Company (Savita Custead)

The SG has three main functions:

- To facilitate cross-communication between the AGs, and with the elected representatives of the Partnership, Bristol City Council and 2015 Company.
- To prioritise and decide on cross-cutting issues and opportunities for the Partnership, including managing resource coming in to the Partnership, legal constitution, vision and ways of working, infrastructure and support.
- To prioritise issues and opportunities for the 2015 Company.

The SG meets once per month.

## **Action Groups**

Action Groups (AGs) are formed by Partnership member organisations around specific topics or themes. AGs are the primary vehicle for Partnership activity, and are an integral part of the long-term sustainable future of our city.

Quality standards and Governance standards are set for the Action Groups.

Action Groups work to develop an agreed shared vision of key change sought in their area of focus, map main areas of activity, success and innovation in the city, and prioritise the outcomes of this mapping exercise.

## **Partnership Co-ordinator and Administration Apprentice**

The partnership's paid officer post, reporting to the Chair. Their role is to co-ordinate communications, undertake the administrative functions of the Partnership help to plan and facilitate Partnership events and meetings, liaise and support liaison with Bristol 2015 Company and Bristol City Council.

## **Appendix 2: Bristol European Green Capital 2015 Company**

### **Board Members of Bristol 2015 Ltd**

Andrew Garrad (Chair)

George Ferguson

Carolyn Hassan

Malcolm Shepherd

Peninah Achieng-Kindberg

Bevis Watts

Jane Stephenson

Guy Orpen

Helen Browning

Steve West

Philippa Bayley

Kulveer Ranger

Alan Barr



# BRISTOL 2015

## PURCHASING POLICY

### CONTENTS

1. Introduction
2. Aim
3. Roles and Responsibilities for Purchasing
4. Mandatory Requirements
  - 4.1 Purchasing Procedures
  - 4.2 EU Law and Public Procurement
5. Ethical Standards and Conflicts of Interest

### 1. Introduction

The policy relates to Bristol 2015 Ltd. The role of the Finance Director is to support and partner staff to facilitate good working purchasing practice.

### 2. Aim

The aim of this policy is to facilitate the acquisition of reasonably priced, high quality goods and services, while preserving organisational and financial accountability. The sustainable and environmental factors of a product or service must be taken into consideration when purchasing goods – please refer to the sustainability guidelines. It is assumed that risks are greater for higher value purchases.

### 3. Roles and Responsibilities for Purchasing

A number of budget holders (see Annex A) will be identified who will have authorisation to sign off for products and services.

The Finance Director's responsibilities are to:

- Develop and maintain strategy, policy, procedures and systems with

regard to financial control over purchasing

- Review preferred suppliers for performance and customer satisfaction
- Provide appropriate documentation
- Offer assistance with any purchase

#### **4. Mandatory Requirements**

##### **4.1 Purchasing Procedures**

Each budget holder is expected to use the funds allocated to their area in an expeditious and effective manner. All goods and services purchased by Bristol 2015 Ltd must be made on the most favourable rates and terms available, based on figures from estimates, quotations or competitive tenders quoted by suppliers, depending on the magnitude of the purchase.

To this end, budget holders and the Finance Director must adopt the following purchase procedures for all purchases (including any contracts and future financial commitments):

##### **4.1.1 Invoiced Purchases**

- All purchases must be made with reference to the budget holder's budget.
- For all purchases over £50.00, a purchase order must be completed and passed to the Finance Department.
- Budget holders can authorise purchases up to the value of £2,000.00, if within budget.
- If a proposed purchase is not within budget, the Finance Director must be consulted.
- Purchases over £2,000.00 must be authorised by a Director.
- Three quotes should be obtained for any new purchases in excess of £5,000.00.
- Purchases over £20,000 must be authorised by the Chief Executive and the Finance Director.
- Purchases over £50,000.00 must be authorised by the Finance sub-committee.
- Purchases over £100,000.00 must be authorised by the Board.

- All invoices must be passed to the Finance Department for initial processing and stamping. They will then be passed back to the budget holders for authorisation, and then returned to the Finance Department.
- The Finance Department will match invoices to purchase orders. Any discrepancies will be identified.

#### **4.1.2 Company Credit Card Purchases**

- Any purchases made on a company credit card must be made using the procedure outlined above.
- If the credit card is used for expenses, the Expenses Policy must be adhered to.
- Credit card receipts should be obtained in all instances and passed to the Finance Department for matching with the statement.

#### **4.1.3 Petty Cash**

- Petty cash can only be accessed by the Office Manager and the Finance Department, and can be requested as necessary.
- All items purchased through petty cash must be recorded on the sheet provided.
- Petty cash will be reconciled on a monthly basis.

#### **4.1.4 Payments**

- Payment of suppliers can only be made by the Finance Department or via company credit cards.
- The Finance Department will only pay invoices which are duly authorized as set out in Section 4.1.1 above.
- Every payment run will be reviewed and authorized by the Finance Director.
- If a payment run exceeds £50,000, or an individual item on the payment run exceeds £20,000, then it must be authorized by the Chief Executive.

Commitments must not be broken down artificially into separate orders to circumvent the above limits. Where a series of orders are made in close succession they must be treated as a single order unless otherwise agreed by the Finance Director.

## **4.2 EU Law and Public Procurement**

Nothing in this policy must be taken as overriding EU Procurement Regulations.

## **5 Ethical Standards and Conflict of Interest**

- All staff who have purchasing authority must be aware of the standards of ethical behaviour that apply to their purchasing activities.
- Any personal interest which may impinge or might reasonably be deemed by others to impinge upon impartiality in any matter relevant to purchasing duties should be declared to their Director for recording and approval before conducting the business.
- The confidentiality of information received in the course of duty should be respected and specific details of suppliers' offers must not be divulged to competitors. Information given in the course of duty should be true and fair and never designed to mislead and should never be used for personal gain.
- Gifts, other than items of very small intrinsic value such as business diaries, calendars, telephone pads etc., should not be accepted. Items for personal use should be declined. Modest hospitality is an accepted courtesy of a business relationship. However, the recipients should not allow a position to be reached whereby they might be deemed by others to have been influenced in making a business decision as a consequence of accepting such hospitality. When it is not easy to decide between what is and is not acceptable in terms of gifts or hospitality, the offer should be declined or advice sought from your Director.
- Personal inducements in any form from suppliers of goods and services to employees are forbidden. Any instances of such inducements being offered must be reported immediately to your Director.

### **Annex A**

Budget Roles & Responsibilities:

Nicola Yates – overall budget responsibility

Emma Lloyd – overall budgetary review and financial control

Tom Silk – budget holder for Brand & Commercial budget

Zoe Sear – budget holder for Marketing & Communications budget

Savita Custead – Budget holder for Schools Programme & Volunteers Programme

Eric Winbolt – Budget holder for Digital Marketing budget

Hannah Robbins – Budget holder for Office Costs/Building Costs

Ben Hardy – Budget holder for Programming/Ops

## **BRISTOL 2015**

# **EXPENSES POLICY**

### **Scope**

This policy covers expenses incurred in normal business travel and operations. It does not cover “living away from home” expenses, as these are covered within employment or consultancy agreements.

### **Travel Expenses**

Out of pocket expenses incurred in travelling on official Bristol 2015 Ltd business can be claimed by staff employed by Bristol 2015 Ltd and staff contracted to it. This policy refers to both as ‘Staff’.

### **Public Transport**

- Wherever possible, tickets should be booked in advance via our Trainline account for specific trains at advantageous times of day, as these are cheaper. The use of open tickets should be avoided.
- Train travel should always be in standard class accommodation.
- If air travel is necessary, staff can only claim for standard or economy, not business or first class
- If staff hold a public transport season ticket and all or part of their journey is covered by their season ticket they should only purchase a ticket for the part of their journey not covered by their season ticket and claim reimbursement for the out of pocket expenditure supported by a receipt. They cannot claim reimbursement for journeys taken that are covered by their season ticket.

### Use of Personal Vehicle

If staff use their personal means of transport for business travel, the following rates apply:

Motor car	Standard rate	Public Transport rate
Up to 10,000 miles	45p per mile	23p per mile
Over 10,000 miles	25p per mile	23p per mile
Motor cycle	24p per mile	
Bicycle	20p a mile	

If staff uses a car in circumstances where public transport can be used, then they should only claim up to the appropriate public transport rate.

Where public transport is not available or it is not safe, economic or practicable to use it or where there are disability considerations then staff can use a personal motor vehicle or a hire car. If using a hire car they should claim the actual cost of any fuel they have purchased, supported by a receipt.

Staff may take a taxi only if appropriate, including where public transport is not available or where it is not possible to use it. Reasons for the latter may include physical impairment, carriage of bulky or heavy baggage, time or weather factors. The reason for using a taxi should be explained briefly by the member on their expenses claims form. Wherever possible, staff should avoid using taxis for long journeys and avoid keeping them waiting for significant periods thus incurring additional expenditure. Where staff need to use taxis because of long term special requirements or exceptional circumstances, for example, health issues, they should

advise the Finance Director. The Finance Director will consider alternative arrangements or ensure an explanation is provided where no such arrangements exist before approving the expenditure.

### Accommodation and Subsistence

Staff may have to stay overnight when on Bristol 2015 Ltd business.

Expenses claims may be made for actual expenditure. Maximum claims for the most common types of expenditure are as follows:

	Maximum allowable
<b>Breakfast</b> when leaving home before 7.30am. This does not apply to overnight stays when suitable bed and breakfast accommodation has been booked.	£4.00
<b>Lunch</b> , if away for five hours covering the period 12.00pm to 2.00pm	£5.00
<b>In transit refreshments</b> where the journey is in excess of one hour during standard working hours	£3.00
<b>Dinner</b> , where staff are staying away from home or are unable to return home before 7.30pm	£15 £20 in London

### Other Allowances

	Allowance
Overnight (24hour) incidental allowance	£5.00*

\*also in addition to the amount set out other incidentals can be claimed, for example, phone calls, newspapers and other expenses from being away from home.

All claims must be accompanied by the relevant receipts, except the overnight incidental allowance.

Bristol 2015 Ltd will not pay for the consumption of alcohol for individuals undertaking business travel.

When staying with friends, staff are entitled to claim an overnight lodging allowance of £30 per night when absent from home or normal place of work on business. It is intended as a contribution towards meals and other costs in providing the accommodation. When making a claim for overnight subsistence, the name and address of the host must be provided. The allowance is not payable if it is possible to return home by 10.00pm.

## **Personal Phone Use**

If staff use their home telephone or personal mobile phone to make business related calls, Bristol 2015 Ltd will reimburse them the out of pocket expense. This will be the actual cost of the call as shown on their bill, or for non-itemised bills and prepay phones an estimate of the phone call cost up to a maximum of £3 per day. Bristol 2015 Ltd will not reimburse line rental, equipment purchase or contribution to monthly tariffs.

## **Entertainment**

Necessary costs of entertaining business contacts will be reimbursed on production of receipts. For this purpose, “business contacts” do not include other internal colleagues of Bristol 2015 Ltd. The following information must be shown on the claim form, or bill if payment is being made directly between Bristol 2015 Ltd and restaurant:

- the name(s) of contacts,
- the organisation which they represent, and
- the purpose of the entertainment (for example , “negotiation of contract”)

It should be noted that where practicable, all entertainment expenditure must be authorised by the Chief Executive before it is incurred.

Costs that are incidental to business entertainment costs (for example, the cost of a taxi to a restaurant where a contact is to be entertained) should be described as business entertainment on the expense claim (and not, for example, claimed under “Travel”).

## **Guidance On Claiming Expenses**

Staff expenses are subject to strict review by the Finance Department. It is important, therefore, to provide clear details of expenses claimed.

Claims for reimbursement of expenses should be made in an expenses claims form, accessible from the Google Drive. Relevant receipts must support all claims; only original itemised receipts will be accepted as proof of expenditure. In completing the expenses claims form, staff should provide details of the reasons for the expenditure – for example, if there is a taxi receipt, staff should explain the purpose of the journey. Staff may find it easier to do this on the receipt, which will act as a reminder of the expenditure and also saves space on the form.



Staff are asked to submit their claims as soon as possible and no later than 1 month after the expenditure has incurred. Ltd

Expenses will be reimbursed within 14 days of the claim form being submitted.

## **BRISTOL 2015 POLICIES**

- Conflict of interest
- Dignity at Work
- Hot Desking
- Open Plan Office Guidance
- Version Control
- Whistleblowing
- Recruitment

The Health and Safety manual contains a full collection of policies, as follows:

- Bristol 2015 H&S responsibilities
- Change control
- Training
- Personal safety
- Accident and incident reporting
- Health and safety inspections
- General safety in the office
- Working restrictions
- Violence to staff
- Manual handling
- Display screen equipment
- Control of substances hazardous to health (COSHH)
- Equipment usage
- Personal protective equipment (PPE)
- Electricity and electrical appliances
- Stepladders
- Contractors/sub-contractors
- Personal emergency evacuation
- Fire and other emergencies
- Fire precautions
- First Aid
- Driving for work
- Reporting
- New and expectant mothers
- Pandemic Flu

### **NOTE: Conflicts of Interest –Register of Conflicts**

In line with the policy, a register of interests for all staff, Board Members and contractors will be kept on site and Board Members are asked to ensure that all conflicts, both pecuniary and non-pecuniary are registered with the Office Manager as a matter of urgency.

## BRISTOL 2015 FUNDING SOURCES

	TOTAL		PUBLIC				PRIVATE		OTHER			
	PROJECT £	Notes	DECC £	Notes	BCC £	Notes	Energy Company £	Notes	Commercial £	Notes	Arts Council £	Notes
<b>INCOME:</b>												
DECC FUNDING	7,000,000		7,000,000									
BCC FUNDING	1,000,000				1,000,000	Note 2						
PRIVATE FUNDING	2,181,000								1,800,000		381,000	Note 6
BRISTOL ENERGY COMPANY	150,000						150,000	Note 5				
<b>TOTAL CASH</b>	<b>10,331,000</b>		7,000,000		1,000,000		150,000		1,800,000		381,000	
<b>TOTAL VALUE IN KIND</b>	<b>2,309,000</b>								2,309,000	Note 7		
<b>TOTAL INCOME</b>	<b>12,640,000</b>		7,000,000		1,000,000		150,000		4,109,000		381,000	
<b>EXPENDITURE:</b>												
<b>PROGRAMME:</b>												
SUMMITS & CONFERENCES	1,230,000		1,230,000									
NATIONAL SCHOOLS PROGRAMME	1,100,000		1,100,000									
GREEN TECH FESTIVAL	718,000		678,000						40,000			
NEIGHBOURHOOD ARTS PROGRAMME	312,500		312,500									
VOLUNTEER PROGRAMME	250,000		250,000									
WELCOME PROGRAMME	562,500		562,500									
BRISTOL METHOD	275,000		125,000						150,000			
<b>FUNDED PROJECTS &amp; PARTNERS</b>	<b>1,571,000</b>		160,000	Note 1	345,000	Note 3			685,000		381,000	
<b>GRANTS:</b>												
STRATEGIC, SMALL & NEIGHBOURHOOD GRANTS	2,000,000		2,000,000									
MARINE ACCELERATOR PROGRAMME	50,000								50,000			
<b>SUPPORT &amp; ASSET DEVELOPMENT:</b>												
SUPPORT COSTS	1,348,500		565,000		410,000	Note 8			373,500			
BUILDING FITOUT	150,000						150,000	Note 5				
MARKETING & COMMUNICATIONS	750,000								750,000			
DIGITAL & WEBSITE	245,000				245,000	Note 4						
<b>TOTAL EXPENDITURE</b>	<b>10,562,500</b>		6,983,000		1,000,000		150,000		2,048,500		381,000	
<b>BALANCE</b>	<b>2,077,500</b>	Note 9	17,000		-		-		2,060,500		-	

### Notes:

1. Bristol Green Capital Partnership

2. Originally £1.2m was received from BCC. £200k is being returned for the Tree Pips project, which BCC is best placed to deliver.

3. Go Green 140,000; Big Green Week 100,000; Solar Balloon 80,000; Happy City Index 25,000

4. The website is an asset which will pass to Bristol City Council

5. The building fitout is an asset. Bristol Energy Company has funded the fitout, and will move into the building in 2016.

6. Bristol 2015 has a contract with the Bristol Cultural Development Partnership to deliver two out of three projects funded by the Arts Council England, as follows: Arcadia Spectacular 188,000; Richard Long (delivered by BDCP) 50,000; Blue Whale (delivered by BDCP) 143,000

7. £2,094,000 in signed agreements; £215,000 in negotiation

8. Contribution to support costs, such as staffing, office costs and IT

9. The balance remaining is made up of £35,000 cash and £2,042,500 Value in Kind



**Bristol European Green Capital 2015  
Monthly Report: March 2015**

1. This monthly report has been prepared for the Department for Energy and Climate Change following the award of £7m grant funding to Bristol City Council to help deliver Bristol European Green Capital 2015.
2. As requested, this short report focuses on spend to date, key milestones and risk register.

**SPEND TO DATE**

3. The table below summarises spend to date.

	<b>Forecast</b>	<b>Spend to date</b>
Summits	1,700,000	547,924
Green Tech	1,400,000	262,794
Schools Programme	1,000,000	274,559
Neighbourhood Programme (Grants & Funding)	2,000,000	
- Local funding		279,351
- Strategic/Small/Neighbourhood Grants		1,680,000
Bristol Welcome:	650,000	
- Volunteers		101,267
- Neighbourhood Arts Programme		93,260
- City Dressing		66,684
- Opening Events		277,882
Bristol Method	250,000	57,044
		-
	7,000,000	3,640,765

4. Total forecast spend remains £7m. Where an underspend is shown against total sum budgeted this simply reflects the current stage and status of the individual programme elements.

**KEY MILESTONES**

5. March has seen a focus on planning for international events coming up later in the year including the European Award Ceremony in June, Summit Week in October and the Closing and Handover Ceremonies to mark the end of Bristol's year as European Green Capital.
6. Neighbourhood Arts Briefs (£10k each) have been issued for six areas of the City. Each project has been through consultation with people in each neighbourhood area to identify the issues that need addressing in terms of the green agenda, particular areas that would benefit from an arts project, specific

community groups or members of the community an artist, maker or facilitator should work with (i.e. schools, unemployed or older people) The winners will be announced on 14<sup>th</sup> April. Consultation in next eight areas has now started. Further information on the Neighbourhood Arts Briefs can be found [here](#).

7. 11<sup>th</sup> March saw the soft launch of a [consumer campaign](#) with Hugh Fearnley-Whittingstall. This campaign aims to provide a fun way to engage citizens through the concept of “Do 15 in 15”. The official launch will take place on Tuesday 7th April, linked to a digital and social campaign.
8. The Bristol 2015 Lab Space will be opening during the Easter Holidays with a [Nature Inspired Programme](#), including the official launch of the Festival of Nature’s Bristol 2015 Wild Encounters project – a series of 45 short films which have been specially selected and introduced by 15 well known wildlife presenters, including Steve Backshall, Chris Packham and Michaela Strachan.
9. Over 1000 young people are expected to attend [Green Youth Day](#) which takes place on Monday 20<sup>th</sup> April. Led by an advisory group of young people, and part of the Festival of Ideas, this summit will include a series of talks, films and demonstrations to inspire argument and debate around the struggle with climate change. On the agenda are key issues such as protecting wildlife, human rights, equality and the clothes we wear.
10. A summary of March media coverage is included as Appendix A.
11. Details and copies of March media coverage are included as Appendix B.

## RISK REGISTER

12. Key programme risks and mitigations are set out in the table below.

<b>Risk</b>	<b>Mitigation</b>
There is a risk that some of the key Bristol City Council projects, whilst Green, are controversial, (e.g. Metrobus) leading to negative publicity	<i>Communications team developing clear messages to share with all staff and externally. Press to be monitored.</i>  <i>Update March 15. Following High Court Orders the Metrobus site has been cleared of protestors and works are progressing.</i>
There is a risk that we will be challenged by organisations who are unsuccessful in the grant application process, leading to additional work to respond, and negative publicity	<i>1. Cabinet to review and agree the Strategic Grants process and resulting awards made on 16 December 2. Existing appeals process will be used, we will need to monitor volumes and impact closely</i>
There is a risk that pre-election restrictions will limit the publicity we are able to provide around events during March and April	<i>Pre-election period now underway.</i>
There is a risk that some of the activities organised for European Green Capital year will create ongoing liabilities for Bristol City Council	<i>Ensure contracts and agreements do not include ongoing liability for BCC without agreement</i>

<p>There is a risk that that there is not enough budget available to fully support activities leading to, and during, COP21 where Bristol will have a presence, meaning the opportunity may not be fully utilised.</p>	<p><i>Fully costed proposals being developed in discussion with ICLEI and BCC international office. Discussions continue to identify potential sources of funding.</i></p>
<p>NEW. There is a risk that the proposed dates for some of the EU ceremonies (Announcement of 2017 award and closing ceremony) may need to be adjusted to avoid clashes with an international climate change March (June) and sitting of the EU parliament (December)</p>	<p><i>Discussions ongoing with EU commission to agree final dates.</i></p>

Appendix A: Summary of March media coverage – attached  
Appendix B: Details of March media coverage - attached

.....  
ENDS