



AGENDA ITEM NO. 1

Avonmouth and Kingsweston NEIGHBOURHOOD PARTNERSHIP

12th June 2012

Report of: Democratic Services Officer (Clerk to the meeting)

Title: Neighbourhood Partnership AGM Report 2012-13

Contact Telephone Number: 0117 9222342

RECOMMENDATION

To:

1. note the membership of the Partnership and the chairing arrangements, to vote on chairing arrangements for 2012-13
2. note the terms of reference
3. agree appointments to sub-groups and other bodies
4. note the devolved budgets and influence on services
5. note the Neighbourhood Partnership Action Plan / Priorities
6. confirm dates and times of meetings of the Neighbourhood Partnership in 2012/13

Context

1. Membership and chairing arrangements

- 1.1 Each neighbourhood partnership comprises (a) the Neighbourhood Committee of Councillors for each of the wards which make up the Partnership (who serve for their term of elected office) (b) local

resident representatives and (c) representatives of partner organisations. The membership of this partnership is:

a) Councillors:

Kingsweston Ward

Simon Rayner
Tim Leaman

Avonmouth Ward

Siobhan Kennedy-Hall
Doug Naysmith

Committee Decision: The Current Chair of the Neighbourhood Committee is Simon Rayner, the Committee is asked to vote in a Chair for 2012/13

b) Partnership and local resident representatives:

There are currently provisions for 17 members of the partnership who are as follows:

Bees	John	Sea Mills
Green	Ann	Sea Mills
Trivitt	David	Sea Mills
Winfield	Jenny	Sea Mills
Osman	Gil	Shirehampton
Slater	Renee	Shirehampton
Jenkins	Valerie	Shirehampton equalities rep
Thomas	David	Shirehampton
Jayson	Paul	Voluntary Sector
Hirst	Alv	Avonmouth
Abbott	Angela	Avonmouth
Vacant		Avonmouth
Vacant		Avonmouth
Pepper	Mark	Lawrence Weston
Berrett	Nigel	Lawrence Weston
Hawker	Ann	Lawrence Weston
Pospischil	Val	Lawrence Weston equalities Rep

1.2 The partnership is asked to note its membership.

1.3 The charring arrangements for Avonmouth and Kingsweston Neighbourhood Partnership:

Nominations: John Bees

The **Neighbourhood Partnership** is asked to vote in the new Chair for the coming year.

2. Terms of Reference

- 2.1 The Councillors on each neighbourhood partnership (who are the ward members for the partnership area) comprise a council committee called a Neighbourhood Committee, which has been given delegated powers to take certain local decisions by the Leader of the Council. The terms of reference of the Neighbourhood Committee are set out in Appendix A.
- 2.2 The wider Neighbourhood Partnership also has terms of reference, which are set out in Appendix B. Please note that the references to the Thriving Neighbourhoods Board are no longer relevant as the TNB no longer exists.

3. Appointments to sub-groups and other bodies

- 3.1 During 2011/12 the Partnership established the following sub-groups to assist it in its work:

Wellbeing panel – meets as part of the Pre-Meeting
Transport subgroup – meets once or twice a year

The Following Working Groups have also been set up

North One Youth Forum – meets monthly to address youth priorities
Lawrence Weston Community Sector Network and working groups – meets to forward/deliver initiatives to the benefit of Lawrence Weston and the wider area.
North One Youth and Play Partnership – Providers of Youth Services across the area

- 3.2 It is recommended that these bodies be re-established for 2012/13.

4. Devolved budgets and influence on services, and financial operating framework

- 4.1 The following powers are devolved to the Neighbourhood Committee for decision:

- a) Highway maintenance and Minor Traffic works budget - £67900
- b) Wellbeing budget - £20000
- c) Clean and Green budget - £1,500 and potential to bid into a £19,000 citywide pot
- d) Section 106 budgets – approx £306169 (see Appendix D)
- e) Influence on the council's waste and street cleaning contract.

- f) Influence on the council's grounds maintenance service
- g) Influence on the work of Community Safety Officers
- h) Influence on the work of Neighbourhood Development Officers
- i) Area Green Space Plan Prioritisation
- j) Decision about whether parks land is surplus or whether it should be retained for recreation

4.2 Appendix C sets out, for information, details of the financial operating framework for the Neighbourhood Committee. This framework applies to devolved budgets, staff and services that Neighbourhood Committees can influence.

5. Neighbourhood Partnership Action Plan / priorities

- 5.1 Each Neighbourhood Partnership has an Action Plan with set of priorities. The purpose of the Action Plan is to:
- Provide information that Neighbourhood Committees can use to help inform the spend of devolved budgets including Wellbeing funding
 - Provide an overall picture of local need that could be used to consider future investment in the Neighbourhood Partnership area (for example to evidence the need for planning contributions, to form background information for external funding applications)
 - Identify service improvements needed within the Neighbourhood Partnership area
 - Identify partners that could be invited to work more closely with the Neighbourhood Partnership
 - Document information about long-term aspirations for the Neighbourhood Partnership area.
 - Provide a plan to help to target limited resources to and measure success against
- 5.2 The Avonmouth and Kingsweston Neighbourhood Partnership agreed their action plan / priorities at the last AGM (see [Appendix E for updated plan](#)) The Partnership will invite the wider community to an event in January 2013 to refresh the Priorities.

6. Dates and times of Partnership meetings for 2011/12

- 6.1 The following dates and times for formal meetings of the Partnership (including the councillor committee) are as follows:
- Tuesday 11th September 2012 - 7pm - Shirehampton Baptist Church
 - Wednesday 5th December 2012 - 7pm - The City & Port of Bristol Social & Sports Club, Nibley Road, Bristol BS11 9XW

- Tuesday 5th March 2013 - 7pm - Highgrove Church

Equalities Impact Assessment

1. A full equality impact assessment was completed with the original “Devolution to Neighbourhoods” report that went to Cabinet on 1st October 2009.
2. When councillors decide how the devolved funding is spent they should have due regard to the public sector equality duty that applies to all public bodies. This duty is contained in the Equality Act 2010 and came in to force on 6 April 2011. It replaces previous equality duties under the Sex Discrimination, Race Relations and Disability Discrimination Acts.

The duty means that councillors are required to have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited under the Act
- Promote equality of opportunity between different groups
- Foster good relations between people from different groups

The duty covers the following protected characteristics:

- Disability, Sexual orientation, Age, Gender reassignment, Religion and belief; Sex, Race, Pregnancy and maternity.

It also applies to marriage and civil partnership, but only in respect of the requirement to eliminate discrimination and harassment.

Appendices

- Appendix A – Neighbourhood Committee Terms of Reference
- Appendix B – Neighbourhood Partnership Terms of Reference
- Appendix C – Financial and Operating Framework
- Appendix D – Section 106 funds information
- Appendix E – AM & KW NP agreed action plan / priorities

NEIGHBOURHOOD COMMITTEES TERMS OF REFERENCE

1. Overview

1.1 There is a Neighbourhood Partnership (NP) for each of the following 14 areas (each to be known as a “Neighbourhood”):

- Avonmouth and Kingsweston wards
- Henbury and Southmead wards
- Henleaze, Westbury-on-Trym and Stoke Bishop wards
- Horfield and Lockleaze wards
- Redland, Cotham and Bishopston wards
- Frome Vale, Hillfields and Eastville wards
- Cabot, Clifton and Clifton East wards
- Ashley, Easton and Lawrence Hill wards
- St George East and St George West wards
- Brislington East and Brislington West wards
- Bedminster and Southville wards
- Knowle, Filwood and Windmill Hill wards
- Hengrove and Stockwood wards
- Hartcliffe, Bishopsworth and Whitchurch Park wards

1.2 The councillors elected to serve the wards in a Neighbourhood are members of the corresponding NP, along with other individuals who live and work in the Neighbourhood. For the purposes of the council constitution, all of the councillors on a NP comprise a council committee known as a “Neighbourhood Committee” and have delegated power to take certain local decisions on behalf of the council.

1.3 The Neighbourhood Committee sits within the Neighbourhood Partnership and is expected to take its decisions as part of a public meeting. When taking decisions, the Neighbourhood Committee should take into account any relevant views expressed by other members of the Neighbourhood Partnership.

1.4 Non-councillor members of NPs do not have delegated authority to make decisions on behalf of the council. Council decisions include decisions to spend council monies, award a grant or contract on behalf of the council, or determine the materials or methods to be used by the council or its contractors in carrying out works (this is not an exhaustive list). Non-councillor members of an NP may consider such matters and express a view to its councillors, the Cabinet or council officers in relation to decisions that are relevant to their Neighbourhood. For example, they may identify priorities for service delivery in their area, or agree how to respond to a consultation.

2. Functions delegated to Neighbourhood Committees

2.1 Executive functions

The Leader of the Council shall determine from time to time the executive functions that may be exercised by Neighbourhood Committees and will set out these

functions in the Leader's Scheme of Delegation .

2.3 Non-executive functions

Full council has not yet delegated any non-executive functions to Neighbourhood Committees. (Non-executive functions include regulatory functions such as planning decisions and licensing as well as nominations to outside bodies.)

3. **Membership**

- 3.1 The membership of each Neighbourhood Partnership will include all councillors who have been elected for wards in the Neighbourhood and no other councillors. All NP councillors for a Neighbourhood will constitute the Neighbourhood Committee for that Neighbourhood. It is expected that all NP councillors will attend each meeting of their respective Neighbourhood Partnership.

4. **Procedure rules**

Meeting arrangements

- 4.1 Neighbourhood Partnership meetings will normally be held quarterly. The expectation is that Neighbourhood Committees will make their decisions within Neighbourhood Partnership meetings. Agenda items which require a decision by the Neighbourhood Committee will be chaired by the Neighbourhood Committee Chair, all other agenda items will be chaired by the Neighbourhood Partnership chair.

Election of Neighbourhood Committee Chair

- 4.2 A Neighbourhood Committee Chair will be elected by the Neighbourhood Committee at the first NP meeting of the Municipal Year.
- 4.3 The Neighbourhood Committee Chair will be elected by overall majority. Where there is no overall majority of votes, the Neighbourhood Committee Chair shall be either: a member of the political group with the most councillors on the Neighbourhood Committee; or where there is no such largest group, a member of whichever political group represented on the Neighbourhood Committee, is the largest group on the council.

Quorum

- 4.4 The quorum for the Neighbourhood Committee to take a delegated council decision is 50% of councillors in the Neighbourhood Committee.

Voting

- 4.5 Only elected councillors are entitled to vote on delegated council decisions taken by Neighbourhood Committees.
- 4.6 In the event of an equality of votes the Neighbourhood Committee Chair will have a second, or casting vote.

Substitute arrangements

- 4.7 Neighbourhood Committee councillors cannot be substituted.

Agenda

- 4.8 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

- 4.9 The meeting of Neighbourhood Partnerships 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

- 4.10 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 to: democratic.sevices@bristol.gov.uk
or:

Post to: Bristol City Council, Democratic Services Section, Room 220, Council House, College Green, Bristol, BS1 5TR; or Fax: 0117 9222146

5. Access to Information Rules

Neighbourhood 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

- 6.1 Neighbourhood 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 (eg. officer member protocol).

7. Reports to full Council

- 7.1 The Neighbourhood Committee Chair, on behalf of the Neighbourhood Partnership, may bring a report to full Council on the work of their Neighbourhood Partnership. Full Council will normally only receive one such report at each of its meetings (unless otherwise agreed by the Lord Mayor).

8. Decision making

8.1 Neighbourhood Committees must make decisions:

- in accordance with the council's budget and policy framework;
- in accordance with the approved budget for its area for the relevant function;
- in accordance with all relevant procedure rules within the constitution including -
 - financial regulations
 - contract procedure regulations
 - procurement regulations;
- 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.

8.2 A Neighbourhood Committee may only exercise a function in so far as the function impacts on its own area.

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

8.4 A Neighbourhood Committee, or two or more Neighbourhood Committees jointly, may refer a matter to either the relevant strategic director or cabinet for a decision.

8.5 The Leader may require a matter in relation to an executive function due to be considered by a Neighbourhood Committee to be determined by herself, cabinet or the relevant strategic director.

8.6 Where the Monitoring Officer or Chief Finance Officer is of the opinion that a proposal, decision, or omission of a Neighbourhood 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,

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.

8.7 Where a matter has been referred to cabinet or full Council under section 8.6, the implementation of the proposal or decision shall be suspended until the matter is considered by cabinet and/or full Council.

Where a matter has been referred to cabinet under 8.6 (a) (b) or (c) cabinet may:

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

8.8 Where a matter has been referred to cabinet under 8.6 (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 Neighbourhood Committee for determination within the budget and policy framework, or in accordance with the procedure rules.

8.9 Before deciding any matter in accordance with section 8.6 to 8.8, cabinet will consider a report from a statutory officer or strategic director.

Guidance notes

- i. The Neighbourhood Committees are established pursuant to regulation 6 of the 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 Neighbourhood Partnership to promote their area and help in the improvement of services in the area. Non-councillor NP members will have the opportunity to put their comments/recommendations/views in relation to decisions to be made to the Councillors. 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. The Neighbourhood Committee may decide to appoint Neighbourhood Committee Chairs on a rotating, or other temporary basis, in which case the Neighbourhood Committee Chair appointed at one meeting holds office until another Neighbourhood Committee Chair assumes the role at a subsequent meeting.
- iv. 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) Chair’s announcements
 - e) Public Forum statements (maximum time of 30 minutes)
 - f) Reports on proposed decisions for councillors and on other matters to be considered by the Neighbourhood Partnership (to include a report from the Area

Coordinator)

- g) Consider matters that the Chair of the Neighbourhood Partnership has agreed are urgent

Sometime prior to the public meeting the NP Chair, Neighbourhood 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.

- (v) 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, eg. 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.

Neighbourhood Partnerships in Bristol

Terms of Reference

Introduction:

The 14 Neighbourhood Partnerships in Bristol are each unique, having developed in response to local needs, in different ways and at different rates. The distinctiveness of Neighbourhood Partnerships is acknowledged and this document seeks to provide a stronger foundation for this distinctiveness to grow and develop.

However, there is a general view that some consistency is needed so that Neighbourhood Partnerships can step up to their expanding role, as a Neighbourhood approach in Bristol is strengthened significantly. However this is not an attempt to standardise, but a framework which sets a “floor” and a “core” which all can recognise.

Throughout, maximum discretion and flexibility is built in, so that each NP can make its own decisions to suit the local realities of its own neighbourhood.

1. Name

a. The name of the Neighbourhood Partnership shall be Avonmouth and Kingsweston Neighbourhood Partnership and it will cover the wards of

- a) Avonmouth
- b) Kingsweston

known as “the Neighbourhood”.

b. The Thriving Neighbourhood Board of the Bristol Partnership have oversight of Neighbourhood Partnerships in Bristol, giving support and challenge throughout.

2. Purpose

The Avonmouth and Kingsweston Neighbourhood Partnership (hereafter “the Partnership”) aims to improve the quality of life for residents in the neighbourhood so that satisfaction levels increase, and also increase civic pride, community cohesion and community involvement by:

- Developing local solutions to local problems wherever possible

- Encouraging public, private and community and voluntary organisations to work together to deliver improvements to residents' quality of life.
- Tackling deprivation and discrimination in the neighbourhood, and promoting equality of opportunity for all those living or working there.
- Considering proposed decisions of the Neighbourhood Committee and influencing such so as to use resources to best meet the needs of the neighbourhood.
- Receiving reports from service delivery bodies and influencing service priorities within the neighbourhood in accordance with identified needs and priorities
- Actively engaging with local people across the neighbourhood, seeking their views and active participation in improving their quality of life. This includes seeking the views and participation of residents that are hard to reach.
- Co-ordinating community engagement, approving an annual multi-agency community engagement plan for the Neighbourhood, accompanied by a local communication strategy to raise awareness of engagement opportunities as widely as possible, in accordance with the Bristol Community Engagement framework.
- Considering regularly the results of community engagement activities, ensuring that wherever possible action is taken in response to the issues raised, referring such issues to the Thriving Neighbourhoods Board as appropriate
- Supporting and promote locally the aims of the Bristol Partnership as set out in the Bristol 20:20 Plan .

3. **We Value:**

- Civic pride, protecting our public realm and making it better
- Respect and Compassion
- Aspiration, energy, enthusiasm and creativity
- Personal responsibility and accountability
- Community development / involvement and 'grass-roots' action

4. **Membership of the Neighbourhood Partnership**

Set out below are the requirements for all Neighbourhood Partnerships, which many already have in place. It is important to try to ensure that each locality within the neighbourhood has a voice, hence the requirement to have two resident representatives per ward.

a. Bristol has 14 Neighbourhood Partnerships, each covering two or three wards. Accordingly, it is proposed that the membership composition and numbers will vary according to the size of the neighbourhood:

Neighbourhood Partnership (NP)	2 Ward	3 Ward
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(i) All ward councillors	4	6
(ii) Equalities Forum representative	1	1
(iii) Young Persons representative	1	1
(iv) 2 Representatives from each ward (<i>may be from Residents or local voluntary group</i>)	4	6
(v) Other members as decided by the NP (<i>eg vol sector, business, arts, environment etc</i>)	NP decides	NP decides
<i>NB This gives every NP full flexibility to include members to suit local needs and preferences</i>		

b. All Members of the NP, except elected councillors, will be expected to live or work in the neighbourhood concerned.

c. The size and composition of the Neighbourhood Partnership should be decided and recorded at the Annual Meeting. The size of the Partnership is for local decision, but for practical reasons, it is recommended to number approximately 20 in total, excluding officers of statutory bodies.

d. The Partnership may co-opt up to two non voting members during the year to provide specialist expertise from the time of the appointment to the next Annual meeting.

e. The quorum for meetings of the Neighbourhood Partnership will be one half of voting members, to include at least two ward councillors and two other members.

f. Observers are always welcome at Neighbourhood Partnership meetings, which are public partnerships, of course subject to the capacity of the venue.

5. Officers of Statutory Bodies

- The following officers are expected to attend all meetings of the Neighbourhood Partnership in a non voting capacity to provide support and assistance as required:
 - Bristol City Council Area Coordinator or their representative)
 - The Neighbourhood Police Inspector (or their representative)
 - NHS Bristol
 - Avon and Somerset Fire and Rescue
 - A representative of the most relevant Children and Young People's Partnership (CYPP)
- Officers of other bodies (eg Environment Agency, Registered Social Landlords) may choose to attend Neighbourhood Partnership meetings if aspects of the agenda are relevant to them, or if invited by the Neighbourhood Partnership.

6. Neighbourhood Committees

Neighbourhood Committees are committees of Bristol City Council. They comprise the councillors elected to serve the wards within the Neighbourhood. Neighbourhood Committee meetings will normally take place jointly with meetings of the Neighbourhood Partnership. All Neighbourhood Committee members will also be members of the Neighbourhood Partnership.

Neighbourhood Committees have delegated power to take a range of council decisions relating to their respective Neighbourhoods (eg. expenditure of certain council budgets). Neighbourhood Partnerships may consider matters that are to be decided by its Neighbourhood Committee and may seek to influence the Neighbourhood Committee as to how it exercises its powers. The Neighbourhood Committee must take into account any relevant views of the Neighbourhood Partnership, but the final decision is taken by the councillors in the Neighbourhood Committee.

7. Working arrangements

- a) The Neighbourhood Partnership will meet in public at least four times per year, but may of course choose to meet more frequently. (*see guidance note 2*)
- b) One of these meetings will include an Annual Meeting, for which the quorum shall be at least 50% of voting members.
- c) The Partnership will elect a Chair and Vice Chair from it's membership at the Annual meeting, by simple majority of those present and eligible to vote. (In the event of a tie, each shall take each office for 6 months.)
- d) The Partnership may elect other officers as it decides are required (eg treasurer, secretary etc.)
- e) The Partnership may establish sub groups, task groups etc as required and not limited to Neighbourhood Partnership members only.
- f) Minutes of the meetings will be taken by Bristol City Council officers and made public (on the website of both the Council and Bristol Partnership) within one month of the Partnership meeting.
- g) An agenda showing time and place of the meeting will be published (as above) at least two weeks prior to the Partnership meeting.
- h) All meetings will be open to the public, unless there is a specific reason (such as data protection) and formal vote to allow closed session. This should be avoided wherever possible.

8. Complaints

Anyone wishing to make a complaint about the NP may put their concerns in writing to the chair of the Thriving Neighbourhood Board (c/o Bristol City Council, Democratic Services Section, Room 220, Council House, College Green, Bristol BS1 5TR or by email to democratic.services@bristol.gov.uk). Complaints about councillors or any person employed by a statutory agency

should be submitted in the usual way to the council or the relevant agency.

The Chief Executive of Bristol City Council, or her representative, may access any records held by a Neighbourhood Partnership on receipt by the Chair/ Vice Chair of a written request setting out why such a request is made. Such documents will be made available within a reasonable period, and not longer than 14 days.

Neighbourhood Partnership Terms of Reference - Guidance notes

1. Name: The Neighbourhood Partnership name will be decided by the Neighbourhood Partnership at its Annual meeting
2. Frequency of meetings: Based on current practice, up to 6 meetings per year can be supported by the Council, in terms of room rental and note-taking, although it is expected that most will opt for 4 per year. This will be reviewed at the end of the year.

Neighbourhood Partnership membership

3. Resident representatives from wards: It is recommended that such representatives are agreed where possible by the relevant Neighbourhood Forum prior to the Partnership AGM. It is hoped that such representatives may be from local residents or community organisations, but they may be individual Neighbourhood Forum nominees .
4. Each Neighbourhood Partnership should decide at its Annual meeting the number and composition of other members not set out within the framework Terms of Reference. The following are given as examples, being already in place in some NPs:-
 - *Voluntary or community sector*
 - *Local businesses*
 - *Environmental groups*
 - *More resident representatives than specified*

**BRISTOL CITY COUNCIL
FINANCIAL OPERATING FRAMEWORK
NEIGHBOURHOOD COMMITTEES**

Contact Officer: Simon Bowker, Head of Finance (General Fund), Neighbourhoods

1 Summary

- 1.1 This operating framework describes the financial arrangements which will apply to devolved budgets for Neighbourhoods Committees.
- 1.2 The framework outlines:
- Adherence to financial regulations
 - Approach to spending the resources allocated to each Neighbourhood Committee
 - Arrangements for keeping Neighbourhood Committees aware of spending commitments
 - Restrictions on the application of funds
 - Treatment of year end surpluses or deficits
 - Roles and responsibilities of key stakeholders
- 1.3 This document provides summary guidance only. Any financial queries outside of the scope of this framework should be directed to the designated person in the appropriate finance team, in the first instance.
- 1.4 The first full year of operation (2010/11) will be transitional in terms of budget devolution and will provide an important learning opportunity. This framework remains flexible and will be adapted as lessons are learned and re-issued to Neighbourhood Committees where rules of operation are changed.

2 Financial and Procurement Regulations

- 2.1 All expenditure decisions must be conducted in line with the Council's Financial and Procurement Regulations, which can be viewed on the intranet. This will ensure compliance with the principles of decision-making under the Council's constitution and be consistent with the Council's budget and policy framework. It should also enable Neighbourhood Committees to demonstrate that value for money is being demonstrated in the use of public funds.
- 2.2 These regulations include details of:
- Roles and responsibilities of Officers, Members and Internal Audit, including the areas of Risk Management, preventing Fraud and Corruption, budget preparation, management and control and declaration of personal interests.
 - Asset leasing, security of assets, Insurance, VAT, petty cash, Allowances and Expenses, external Fees and Charges and employment status of individuals engaged by the Council.
 - Contract procedures and Procedure Regulations, including the need for at least three competitive quotations for contracts between £2,500 and £75,000, and the use of the Bristol E-Procurement System for those between £10,000 and £75,000.
 - Contracts above £75,000 will involve the use of either Restricted Tenders, Framework Agreements, Approved Lists, Negotiated Tendering or Competitive Dialogue.

- A contract shall not be extended beyond the period originally contracted for or for additional works, goods or services unless either the contract conditions specifically allow for this or the extension has been approved in writing by a Council officer with authority to do so.
- Contracts above the EU Procurement threshold (currently £144,459 for goods or services and £3,611,474 for works) must be tendered in accordance with EU rules.
- External Partnership Arrangements, including:
 - a) ensuring that partnership arrangements are underpinned by clear and well documented internal controls.
 - (b) risk management processes are in place to identify, assess and allocate all known risks.
 - (c) appraisal processes are in place to assess the viability of the partnership in terms of resources, staffing and expertise.
 - (d) adequate arrangements are in place to ensure the accountability of other organisations for Council money, and that such money is only released against proper controls.
- Where the anticipated value of a contract for any works or service contract is more than £100,000 the client must assess the operational risk to which the Council will be exposed and whether therefore to require a performance bond and/or a parent company guarantee from some or all potential tenderers.

3 Spending budgets

- 3.1 The rationale by which budgets have been apportioned across Neighbourhood Committees will be shown for each separate budget. Apart from those budgets which are divided equally, the allocation formulae will be flexible and may change each year as part of annual policy and budget-setting process and in consultation with Neighbourhood Committees.
- 3.2 There are two types of resources devolved to Neighbourhood Committees:
 - Devolved non-staff budget allocations: these will be directly controlled by committees, i.e. they will make the actual spending decisions for these budgets to be implemented by Officers and Area Co-ordinators.
 - Influenced Staffing budgets: these will be influenced by committees at a local level through consultation and debate with Officers.
- 3.3 All resources allocated to Neighbourhood Committees must be spent on the purposes for which the existing budgets are intended. This means that committees cannot transfer funds between services in the first year, e.g. the budget for mini recycling sites cannot be redirected to minor traffic schemes.
- 3.4 The Area Co-ordinator is the first point of contact for these budgets and will work closely with Finance staff across directorates. They will be given access and training in the Council's finance and procurement systems for the purposes of monitoring budgets and contracting (whether internal or external). The accountable officer for budgetary purposes will be the existing Officers responsible for each service (under the relevant Strategic Director) and they will be required to ensure that the Authority's regulatory framework is adhered to.
- 3.5 Expenditure in each Neighbourhood Committee must focus on local priorities that are significant in terms of improving service delivery and environmental conditions, community safety, promoting well-being, encouraging, community engagement and involvement, and creating a sustainable legacy and identity

within neighbourhoods. Officers will provide Neighbourhood Committees with operational and strategic information to inform the use of funding.

- 3.6 Devolved budgets cannot be used to provide charitable donations or purchase gifts for individuals. Nor can they be applied to any activities or projects that would have a detrimental effect upon Council service delivery, policies or performance.

4 Financial monitoring

- 4.1 For the Council to establish an accurate picture of its financial status, plan and make effective decisions, correct and consistent classification of expenditure is necessary, as is accurate financial forecasting.
- 4.2 Consolidated financial monitoring information relating to all apportioned revenue budgets will be reported separately to each committee at the start of the financial year, mid-year and at year end.
- 4.3 At interim periods, the Area Co-ordinators may report the financial position or respond to queries from the Neighbourhood Committee through use of the finance system, verified if necessary by Finance staff.

5 Restrictions on the application of funds

- 5.1 As part of the process of apportioning funds, Officers have identified any restrictions governing the use of the resources (such as statutory duties) and this information will be made available to Neighbourhood Committees.
- 5.2 In the first full year of operation Committees cannot pool resources between Neighbourhood Partnerships, ie. Avonmouth and Kingsweston cannot combine its budgets with Henleaze, Westbury on Trym and Stoke Bishop.
- 5.3 Budgets devolved to Committees will be either revenue or capital funds. There is flexibility in that revenue monies can be allocated to capital purposes (although not vice versa) but such items of expenditure have to be accounted for differently. This is an important distinction. Expenditure for capital purposes results in the acquisition or construction of a fixed asset (e.g. land, building, vehicle or equipment) or the enhancement of an existing fixed asset. Fixed assets have an expected useful life of longer than one year.
- 5.4 Area Co-ordinators should consult Finance staff to ensure that the correct accounting treatment is applied to expenditure for capital purposes and further guidance on the difference between revenue and capital expenditure can be distributed. It should be noted that should the project abort, the costs would need to be re-charged back to a revenue budget, not a capital budget. Only assets with a value greater than £20k are entered on the Council's fixed asset register. This is the "de minimis" level.
- 5.5 Neighbourhood Committees need to be aware of the potential ongoing revenue implications arising from capital schemes (e.g. maintenance, security, etc.) as they will also need to be funded from their revenue budget and could represent a limiting factor in future years. Equally, some capital investment may generate revenue savings, energy efficiency measures for example, which would have a positive financial impact in future years and can be retained by the Committee should they exceed increased energy prices. Therefore, when considering the

feasibility of a particular scheme, the revenue consequences must be identified, understood (and provided for in the case of ongoing costs) before any capital spend is committed. In such instances, Committees should request guidance from Officers and Finance staff.

6 Treatment of year end surpluses or deficits

- 6.1 At the end of each financial year, any revenue surplus (underspend) or deficit (overspend) will be carried forward to the next financial year in the form of a budget adjustment. This will apply to each allocated budget separately (i.e. an underspend on one budget cannot be used to offset an overspend on another).
- 6.2 The year end out-turn against each budget will be reported to Neighbourhood Committees as part of the half-yearly reporting process.

7 Roles and responsibilities of key stakeholders

- 7.1 The constitutional basis of Neighbourhood Committees is separately described in their Terms of Reference.
- 7.2 Members of Neighbourhood Partnerships who are not ward councillors are unable legally to vote on delegated decisions. (This is a matter of the legal framework for all Local Authorities and is not a decision by BCC.) However the view of Neighbourhood Partnership members are very important and will be given careful consideration by Neighbourhood Committees when taking such a decision.
- 7.3 Each Neighbourhood Committee must maintain proper accountability over the use of resources to ensure that public accountability and high standards of financial integrity are exercised. To this end, supplementary financial training will be provided to committee members, as required, and financial monitoring information will be provided in a simple and consistent format.
- 7.4 Area Co-ordinators will be the primary point of contact for monitoring and reporting on budgets to Neighbourhood Committees. They will be supported in this by Finance staff, and the restructuring of the existing budgets on the finance system to enable transparent and efficient access to information across directorates.
- 7.5 Area Co-ordinators will be required to submit or sign off forecast expenditure figures, as per the quarterly reporting cycle, for consolidation by Finance staff as part of the corporate financial monitoring process. This timetable will be clearly communicated at the start of each financial year. Where forecasting responsibility continues to sit with the existing service manager, then this information will need to be communicated to the Area Co-ordinator for monitoring purposes.
- 7.6 Officers and Area Co-ordinators will ensure there are adequate segregation of duties in the ordering and paying for goods and services and that appropriate records are kept of expenditure decisions as may be required for inspection by Internal Audit or Audit Committee.

Devolved Section 106 monies held as of March 2011

Permission / Site / S106 Code	Contact Officer	Current Contribution Value	Date to be Spent / Committed	Purpose of Contribution	Spend agreed by NP?	progress report
Parks						
07/02986 / Former Rose PH, Stile Acres, Lawrence Weston / ZCD...737	Colleen Bevan (Parks Services Manager)	£47,201.14	No Limit	The provision of improvements to Parks and Open Spaces within one mile of the former Rose PH		awaiting match funding and plan
07/01617 / Old Barrow Hill, Shirehampton / ZCD...935	Colleen Bevan (Parks Services Manager)	£10,224.77	10 Sep 15	The provision of improvements to Parks and Open Spaces within one mile of Old Barrow Hill		awaiting match funding and plan
06/03804 / Former Portway Day Centre, Shirehampton / ZCD... 508	Colleen Bevan (Parks Services Manager)	£7,620.97	No Limit	The provision of improvements to Parks and Open Spaces within one mile of the former Portway Day Centre, St. Bernards Road		awaiting match funding and plan
07/01402 / Myrtle Drive, Shirehampton / ZCD...832	Colleen Bevan (Parks Services Manager)	£7,255.78	No Limit	The provision of improvements to Parks and Open Spaces within one mile of Myrtle Drive		awaiting match funding and plan
09/00469 / Barrowmead Drive, Lawrence Weston / ZCD...951	Colleen Bevan (Parks Services Manager)	£5,776.42	23 Nov 15	The provision of improvements to Parks and Open Spaces within one mile of Barrowmead Drive		awaiting match funding and plan
06/04420 / Former Shirehampton Baths, Park Road, Shirehampton / ZCD...991	Colleen Bevan (Parks Services Manager)	£25,010.51	No Limit	The provision of improvements to Parks and Open Spaces within one mile of Park Road		awaiting match funding and plan
10/03207 / Valerian Close, Shirehampton / ZCD...A43	Colleen Bevan (Parks Services Manager)	£12,882.20	27 Jan 17	The provision of improvements to Parks and Open Spaces within one mile of Valerian Close		awaiting match funding and plan
10/03207 / Valerian Close, Shirehampton / ZCD...A43	Colleen Bevan (Parks Services Manager)	£1,506.46	27 Jan 17	Towards the provision of compensatory hedgerow		paper June NP
Total parks		£117,478.25				
Transport bus related						
07/01617 / Old Barrow Hill, Shirehampton / ZCD...936	Geoff Mills (Public Transport Manager)	£21,362.49	10 Sep 15	The provision of improvements to the Bus Stops in Lower High Street, Shirehampton	Yes	work programme and spending priorities for 2012/13 are due to be discussed over the next couple of weeks. However, these bus stop works are included in our programme for spending section 106 monies this financial year and we intend to start work on these items shortly. I'm sorry I can't give you any dates at this stage, but will update you as soon as details have been agreed. - Malcolm Smith
07/01402 / Myrtle Drive, Shirehampton / ZCD...833	Geoff Mills (Public Transport Manager)	£11,061.26	No Limit	The provision of Public Transport mitigation measures, specifically the provision of bus cages and safe havens in the vicinity of the development	Yes	as above
Transport traffic related						
07/01617 / Prefab Site, Old Barrow Hill, Shirehampton / ZCD...870	Terry Bullock (Traffic Manager)	£20,693.68	13 Jan 15	The provision of junction improvements on Lower High Street and Old Barrow Hill, and dropped kerbs and tactile paving at the junction of Beachley Walk and Old Barrow Hill, Shirehampton	Yes	Nigel has now taken on this work and is working up options and consultation papers
05/04807 / Merebank, Kings Weston Lane, Avonmouth / ZCD... 624	Terry Bullock (Traffic Manager)	£66,012.70	No Limit	The signalisation of the junction between Lakeside Link and Kings Weston Lane or for other transport initiatives within the vicinity of Merebank		the Traffic Delivery Group be asked to carry out a traffic count and develop a draft proposal to reduce industrial traffic using Kingsweston Lane. Jim cliff has agreed that this is possible and that this can go ahead - Nigel Lapworth will organise traffic counts and work up proposals over the coming financial year.
06/03801 / Plot M6, Cabot Park, Avonmouth / ZCD...566	Terry Bullock (Traffic Manager)	£16,542.60	No Limit	The signalisation of the priority junction of Lakeside Link Road and Kings Weston Lane, Avonmouth		Traffic Delivery Group be asked to carry out a traffic count and develop a draft proposal to reduce industrial traffic using Kingsweston Lane. - Jim Cliff is to write to developers and ask for this change in usage for the funds
11/00880 / Former Iron Bridge PH, Westbury Lane, Kingsweston / ZCD...992	Terry Bullock (Traffic Manager)	£7,500.00	No Limit	The provision of enhanced pedestrian facilities on Westbury Lane, Bristol, adjacent to the former Iron Bridge PH		linked to 2012/13 minor traffic budget
total Transport		£143,172.73				
Other						
06/03804 / Former Portway Day Centre, Shirehampton / ZCD... 509	John Bos (Community Buildings Officer)	£13,095.23	No Limit	The provision improvement and / or maintenance of community facilities situated at Shirehampton Public Hall		strategic hold until needed
Total S106		£306,169.96				

Avonmouth and Kingsweston Neighbourhood Partnership Action Plan

This plan has been put together taking into consideration key statistic information of the NP area (**updated quality of life and Indices of Deprivation**), feedback from residents, the Lawrence Weston Community Sector Network, and the Joint NP meeting of 13th November 2010.

This is a plan to deliver these priorities and was agreed at the Neighbourhood Partnership of 7th June 2011. This is a working document and was updated on May 16th 2012

	Priority/ Issue		Links to Bristol Partnerships 20/20	Proposed Action	Who is responsible – lead agencies and/or people	Time scale	Measure / Monitoring	Update
1	Community engagement and capacity building	1.1	Building Stronger and Safer Communities	Visit and Work with local groups, inc residents groups and Parents groups	Neighbourhood Development Officers	On- going	No of groups engaged, no of people attending Forums	NDOs have attended parent and toddler groups in all three villages to collect issues – They have also be attending the Family Funday over the Summer 2011 (including one aimed at the Polish community) as well as several other Summer events we have used these events to consult on the Strategic Parks Prioritising and inform people of our NP. Over the Autumn the team have also attended the over 50s forum, the National Industrial symbiosis Programme meeting to introduce the Neighbourhood Partnership to businesses in Avonmouth, Ongoing involvement with Young Action, Children's and Young Peoples Quarterly Localities Meetings, The Avonmouth Jobs and skills fair and we had a stall at the Shire Xmas Fayre.

Updated March 12th 2012

	Priority/ Issue		Links to Bristol Partnerships 20/20	Proposed Action	Who is responsible – lead agencies and/or people	Time scale	Measure / Monitoring	Update
		1.2	Building Stronger and Safer Communities	<p>Work with NP board to agree governance procedures (if these are to change from those agreed previously)</p> <p>Hold an election for Chair of NP once the full compliment of NP Reps has been achieved</p>	<p>Area Coordinator Ash/Democratic Officers/ AC</p>	<p>July/A ugust Septe mber</p>	<p>Agreed process Chair in place</p>	<p>No change</p> <p>NP at NP meeting of 12th June 2012 the AGM appointed chairs for the next 12 months</p>

Priority/ Issue		Links to Bristol Partnerships 20/20	Proposed Action	Who is responsible – lead agencies and/or people	Time scale	Measure / Monitoring	Update
	1.3	Building Stronger and Safer Communities	<ul style="list-style-type: none"> • Draw up and deliver against a Community Engagement Plan across the 4 villages inc • Recruitment of new Forum Members, how we engage with the elderly, young and people living in social housing • Look into how we can encourage local people to become more proactive within the neighbourhoods. • Also to include a co-ordinating lifts to forums/NPs • Recruit a full compliment of Ward Reps from each Village • Develop a Training plan for new NP reps 	<p>Neighbourhood Development Officers Neighbourhood Development Officers</p> <p>Neighbourhood Development Officers</p> <p>Area Coordinator</p>	<p>End of August</p> <p>One Going</p> <p>End August</p>	<p>Plan agreed at NP</p> <p>Attendance records, Plan, no of new residents from target groups attending More people attending</p> <p>Fully filled NP Board</p> <p>Training Plan</p>	<p>Plan agreed September 7th 2011 – will be updated in September 2012</p> <p>Delivered additional events including 17th August family event aimed at increasing participation especially from the Polish community and the Parents group at Avonmouth Children’s Centre. During the year we have done door-to-door marketing (picking different streets each time) of the forums in Avonmouth, Lawrence Weston and Seamills, this brought new people to each forum.</p> <p>Support and involvement in the North 1 Youth Forum,</p> <p>Recruitment of 10 residents to carry out local research – Setting up of a New Grant Panel for the Community First Funds Formation of the Lawrence Weston Planning Network Support of SCAF</p> <p>Training Needs Analysis complete, Training devised and offered to all members as well as the wider public</p>

Updated March 12th 2012

	Priority/ Issue		Links to Bristol Partnerships 20/20	Proposed Action	Who is responsible – lead agencies and/or people	Time scale	Measure / Monitoring	Update
		1.4		Support voluntary sector to take advantage of relevant opportunities. To take on management of community buildings and land that are surplus to requirements and potential new builds.	Area Coordinator Ash BCC	On Going		<p>Beachley Walk – now under lease with Oasis Hub for youth activities (June 2011).</p> <p>Working with Avonmouth Community Centre to co-ordinate discussions re the Library (July 2011)</p> <p>Working with Clean Slate – to look into the possibility of surplus buildings.</p> <p>Worked with Seamills Community initiative to secure a 7 year lease on the Sylvan Way Garage Site</p> <p>Working in Partnership with the LW Community Sector Network, the Planning Group and BCC to develop a planning brief for the Old College Site</p> <p>Community Buildings Group set up</p> <p>Keeping a watching brief on other potential sites</p>
		1.5		Support the increase of community activists within the area	Neighbourhood Development Officers	On going	No of residents active within NP area	Planning network formed in Lawrence Weston

Updated March 12th 2012

	Priority/ Issue		Links to Bristol Partnerships 20/20	Proposed Action	Who is responsible – lead agencies and/or people	Time scale	Measure / Monitoring	Update
2	Communication	2.1	Building safer and stronger Communities	Formation of Communications group and agreed communications plan – to include a big “you said we did “ campaign Delivery against action plan	Neighbourhood Development Officers NP reps and other interested residents Neighbourhood Development Officers Resident reps	End July On going	Plan submitted to September NP meeting – this years allocated marketing funds spent	First meeting – twitter account developed first draft of Communications Plan to be agreed at next NP – Texting service to be piloted once recourses have been identified. -
3	2. Provision for the elderly	3.1	Reducing health, and wealth inequalities	Encourage and Support projects which impact on the Elderly	Area Coordinator, Neighbourhood Development Officers	Ongoing	Applications into the Well being fund	Working with PCT on going
4	3. Provision for Young people	4.1	Raising the aspirations and achievements of young people and families	Encourage and support projects that enable older young people to help run and organise activities – look into accreditation of this activity Look at volunteer opportunities for the 16 plus who cant find work or college	Area Coordinator CYPS Oasis Brightstow			NP granted £2500 to N1 youth forum to self manage – worked with leaders to set up systems – Projects appraised 23 rd July 2011 and evaluated December 6 th December. NP asked NP Youth Forum have re-applied and succeeded in getting £3000 from the Well Being fund and a further £3000 from CYPS to ensure that good youth services are continued over the summer holidays

Updated March 12th 2012

Priority/ Issue		Links to Bristol Partnerships 20/20	Proposed Action	Who is responsible – lead agencies and/or people	Time scale	Measure / Monitoring	Update
	4.2		Encourage and support projects which impact on young people	Area Coordinator, Neighbourhood Development Officers and NP reps	Ongoing	Number of Bids into well being fund/ joint meetings with other service providers and funders	Diversity day (May 14 th) Sports day bid (June 2011) N1 forum meetings 24 th May, Working with young adults to help deliver an event in Lawrence Weston – This did not happen due to lack of adult engagement. N1 youth prioritising workshops planned for June 2012
	4.3		Bring providers and volunteers across N1 together for quarterly meetings to cross fertilise and build a strong partnership	Area Coordinator, CYPS and NHS		List of meetings and agendas	Localities meeting (MAN) dates set. Young action meetings monthly Also worked with CYPS to deliver the think 8 to 13 event, the Spec Event (set for April) and a provider event due to be delivered in May. Lawrence Weston Community Sector Network meeting, plus the Jobs and Skills Meeting 6/8 weekly
	5.4		Actively find youth activities delivered locally	cyps	Ongoing	Mapping report	Achieved
	4.5		Inform young people of activities	PCSOs/CYPS/ NDO	Ongoing	Copies of flyers etc	On going work

Updated March 12th 2012

	Priority/ Issue		Links to Bristol Partnerships 20/20	Proposed Action	Who is responsible – lead agencies and/or people	Time scale	Measure / Monitoring	Update
		4.6		Support local delivery partners to take advantage of any new procurement opportunities	Area Coordinator	On going	Retention of youth activities locally	Lawrence Weston Community Network set up – part time Neighbourhood plan co-ordinator in place Young people and local residents invited to Bristol Youth Links Spec Meeting to polish the Commissioning Specification and later to meet potential bidders. 14 th May 2012
		4.7		Form a new N1 youth forum	CYPS, Oasis, AC	August 2011	Group formed, priorities set and fed into NP Process	Achieved and dates of meetings set. See above re activities
		4.8		Support a group to survey young people across the 4 Villages to find out their views	Area Coordinator, CYPS, Oasis and the N1 youth forum	April 2011	No of young people attending, new priorities for young people	Achieved – Priorities are 1. Transport 2. Local activities for young people 3. Post 16 educations The group is getting stronger and is meeting up with key people – 27 th Sept = Clare Campion smith
		4.9		Ensure that young people are consulted re local parks development if this becomes delegated to the NP (re equipment and design)	Area Coordinator Neighbourhood Development Officers	Summer 2011	No of events no of young people consulted	N1 youth forum engaged, other young people engaged over the summer at activities
		4.91		Encourage Service providers to provide more training and development opportunities for young people.	Area Coordinator	Ongoing	No of opportunities	Working with both City of Bristol College and Learning communities to offer training for post 18 years.

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	Priority/ Issue		Links to Bristol Partnerships 20/20	Proposed Action	Who is responsible – lead agencies and/or people	Time scale	Measure / Monitoring	Update
5	Celebrating Diversity – community cohesion	5.1	Building stronger and safer communities	Support the development of several villages events in 2011 in order to set up a Working group to over time plan and execute one big event for the 4 Villages (aspiration is that in 2012 a multi village carnival)	Area Coordinator and Neighbourhood Development Officers to support initial formation – however group to be self-managing post 2011.	Events planned for 23 rd July and 6 th August, 17 th August,	Events planned	23 rd July – approx 1000 people attended the Party in the Park – several new people have come forward for future events. First LW carnival meeting held 11 th October 4 Villages carnival too big an aspiration currently due to lack of people coming forward. Continued support of smaller events into 2012. Working with Wild City to explore the possibility of a Riverside Festival next year to include all 4 villages
		5.2		Encourage service partners to deliver Esol courses locally	Area Coordinator/College/adult learning		No of course delivered	Learning communities have ESOL courses aimed at work readiness and parenting – now being delivered
		5.3		Support local groups to deliver diversionary projects	Area Coordinator/ Neighbourhood Development Officers	On going	No or events delivered	First event held on 14 th May 2011 at the Youth Centre – partners include Juicy Blitz, police, NP and CYPs
		5.4		Work with partners to influence the development and piloting of a welcome pack for all new residents	Area Coordinator/Localities Partnership/BC C housing/other housing providers/ College	2012	Welcome pack	No work has been done to address this as yet
6	Domestic Abuse	6.1	Building stronger and	Work with the N1 Domestic Abuse network	Area Coordinator,	One Going	No of activities/eve	1 st event PSP training 16 th May 2011

Updated March 12th 2012

	Priority/ Issue		Links to Bristol Partnerships 20/20	Proposed Action	Who is responsible – lead agencies and/or people	Time scale	Measure / Monitoring	Update
			safe communities	and other service providers to raise the profile of DA within the Community	Safer Bristol		nts	The issue is now raised to NDT level and has a range of projects such as training in schools, several videos aimed at Children and Young People, funding identified for additional delivery, mapping of services to take place across the North
		6.2		Encourage Local providers to apply for the Well being fund to assist with the costs of events and marketing activities	Area Coordinator, Safer Bristol	On going	SLA with Safer Bristol	See separate SLA
		6.3		Encourage Schools to engage more in the DA discourse – look at existing tools such as spiralling toolkit or developing activities to promote positive behaviours	Emily, Localities Partnership	On Going		Schools attended PSP training – meeting planed (delivered by Safer Bristol to open PSP) As above
7	ASB and Drugs	7.1	Building stronger and safe communities	Reduce the fear of crime – 4 Walk abouts/litter picks per village to be planned and executed each ward to include a multi agency approach	Safer Bristol –= officer Police, participation and planning Neighbourhood Development Officers, resident Marketing and participation	Ongoi ng	No of events managed – no of you said we did	Sea Mills = 23 rd Feb, 17 th May Avonmouth = 3 rd March, 25 th May LW = 17 th Feb, 19 th May Shire=: 20 Jan, 10 Mar; 21 Apr: These may now not happen due to lack of interest by both service providers and residents
		7.2		Reduce the fear of crime among the elderly – attend luncheon clubs and interact with the	Safer Bristol/Police NDO	Ongoi ng	No of events attended	Rock x 4 Work with Rockingham, Blaise Court House and Hill House, Avonmouth luncheon Club

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	Priority/ Issue		Links to Bristol Partnerships 20/20	Proposed Action	Who is responsible – lead agencies and/or people	Time scale	Measure / Monitoring	Update
				elderly residents				
		7.3		Support the work of the Youth PACT	Area Coordinator, Neighbourhood Development Officers, CYPS, Police and other partners	Ongoing		
		7.4		Encourage local people to engage with the Police to share intelligence re ASB and Drugs trafficking in the area	Police, Area Coordinator, Safer Bristol, BCC Housing	Ongoing		Issues raised through forums.
		7.5		Encourage partners and local business not to abuse the local roads	Police, Area Coordinator, BCC Transport.	Ongoing		Looking at using S106 funds to address some of these issues.
	Opportunities for employment and training	8.1	Making our prosperity sustainable	7 Soa in top 50 most deprived in Bristol and 9 in the most deprived 10% in England Work with partners to join up provision and increase training and employment provision	Area Co-ordinator, partners	Ongoing		Jobs and skills working group set up 7 th June – fundraising complete and steps being taken to deliver the Business Tour of the area – Attended the NISP meeting at the Docks engaged with local businesses. Business tour on 11 th January a great success, 5 businesses and the leader of the Council attended (as well as other stakeholders) results to date - £1000 to Oasis for Duke of Edinburgh awards £5000 to ACC for events Joint working group looking at Coastal Communities Fund bid.
	Health	9.1	Reducing	LW parade 9 th most	All	Ongoing		Firm Partnership with PCT developed –

Updated March 12th 2012

Priority/ Issue		Links to Bristol Partnerships 20/20	Proposed Action	Who is responsible – lead agencies and/or people	Time scale	Measure / Monitoring	Update
		health and wealth inequalities	deprived Work with public health – to improve health outcomes in the area		ng		ongoing work – The Bungalow Health facility now open to local people.
Quality community venues with sustainable business plans	10.1	Making our prosperity sustainable, building safe and stronger communities	Work with partners and the Council to encourage and develop strong business models for local assets	Area co- ordinator	Devel opme ntal at prese nt – on going.		Working internally to raise the agenda of the LW site - This site is now undergoing a planning brief. In addition to this a Retail survey and a shopping survey carried out over the Easter Holidays
	10.2		Develop a Neighbourhood Plan for Lawrence Weston that takes in consideration of all current Community/BCC buildings and looks at how best to integrate, add value and invest in new opportunities.	Area Co- ordinator, NHS and Community Sector Network	2012	Plan	Community sector network set up 6 th April, 12 th May, Strategy group set up to look for ££ and devise joint working arrangements Funding confirmed and part time co- ordinator in post until September 2012 Well being application received which will take that until November if successful part of whose task is to attract additional funds to the are. Worker employed for 6 months – several bids submitted, work starting on setting up a friends of the College Site Group – funds secured for a further 6 months.
Public transport	11	Raising the aspirations and achievements of young	Engage with service providers and commissioners of service to improve public transport in the area	Area Co- ordinator	1012	Improved services	Three new or improved bus stops installed Joined the Avonmouth Green Transport Group

Updated March 12th 2012

	Priority/ Issue		Links to Bristol Partnerships 20/20	Proposed Action	Who is responsible – lead agencies and/or people	Time scale	Measure / Monitoring	Update
			people and families. (Youth priority)					