



## **Business Change and Resources Scrutiny Commission**

**Date:** 14 August 2014  
**Time:** 9.30 am  
**Place:** City Hall, College Green, Bristol BS1 5TR

<b>Labour</b>	<b>Liberal Democrat</b>	<b>Conservative</b>	<b>Green</b>
<b>Councillor Brain (Lead)</b>	<b>Councillor Campion- Smith (Lead)</b>	<b>Councillor Hiscott</b>	<b>Councillor Malnick (Chair)</b>
<b>Councillor Breckels</b>	<b>Councillor Kent</b>	<b>Councillor Weston (Lead)</b>	
<b>Councillor Mead</b>			
<b>Councillor Rylatt</b>			

If you have any questions about this agenda please contact the officers shown below.

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## PUBLIC INFORMATION SHEET

The attention of the public is drawn to the sheet at the back of the agenda giving information on the emergency evacuation procedures, attending meetings and inspecting reports and background papers.

### AGENDA

#### 1. Confirmation of Chair

The Commission to note that, at its meeting on 10<sup>th</sup> June 2014, full Council appointed Councillor Tim Malnick as Chair of the Business Change and Resources Scrutiny Commission for the 2014/15 Municipal Year.

#### 2. Election of Vice Chair

To receive nominations for the election of Vice Chair for the 2014/15 Municipal year.

#### 3. Apologies for absence, substitutions and introductions

#### 4. Membership of the Commission

To note the names of the persons appointed by the City Council on 10 June 2014 to serve on the Business Change and Resources Scrutiny Commission for the 2014/15 Municipal Year.

#### 5. Public forum

(Time limit for this item: 30 minutes)

Any member of the public or councillor may participate in Public Forum. The detailed arrangements for so doing are set out in the **Public Information Sheet** at the back of this agenda. Please note that the following deadlines will apply in relation to this meeting:-

##### **Questions:**

Written questions must be received 3 clear working days prior to the meeting. For this meeting, this means that your question(s) must be received in this office at the latest by **5 pm on 8 August 2014.**

##### **Petitions and Statements:**

Petitions and statements must be received on the working day prior to the meeting. For this meeting this means that your submission must be received in this office at the latest by **12.00 noon on 13 August 2014.**

The notice should be addressed to Legal & Democratic Services, c/o the Democratic Services Team, Room 220, City Hall, College Green, Bristol BS1 5TR, and marked for the attention of Steve Gregory.

#### 6. Declarations of interest

To receive any declarations of interest by Members of the Commission.

## **7. Minutes**

To confirm the Minutes of the Resources Scrutiny Commission meeting on 11<sup>th</sup> April 2014 as a correct record.

## **8. Whipping**

To give notice of any matters included on this agenda on which political groups intend to exercise a party whip.

## **9. Chair's business**

(Time limit for this item – 5 minutes)

To receive brief announcements or information updates from the Chair as necessary. There shall be no discussion or debate on this item.

## **10. Business Change and Resources Scrutiny Commission Annual Business Report**

(Time limit for this item – 5 minutes)

## **11. Business Change & Resources: Overview & Implications for Scrutiny**

(Time limit for this item – 40 minutes)

A presentation from Max Wide Strategic Director, Business Change will be made at the meeting.

## **12. Introduction to the Work Programme & Working Principles**

(Time limit for this item – 15 minutes)

Chair to address the Commission

## **13. Single Change Programme**

(Time limit for this item – 30 minutes)

A presentation from Max Wide Strategic Director, Business Change/Paul Arrigoni Service Director, ICT & Business Change will be made at the meeting. Members of the Commission will be sent an information pack relating to this item.

## **14. Budget Process: Previous Performance and Timings & Contract for 2014/15**

(Time limit for this item – 60 minutes)

A presentation from Max Wide Strategic Director, Business Change/Peter Gillett Service Director, Finance will be made at the meeting.

# Public Information Sheet

## Inspection of Papers - Local Government (Access to Information) Act 1985

You can find papers for all our meetings on our website at [www.bristol.gov.uk](http://www.bristol.gov.uk)

You can also inspect papers at either the City Hall Reception or at our Record Office, "B" Bond Warehouse, Smeaton Road, Bristol, BS1 6XN; e-mail [bro@bristol.gov.uk](mailto:bro@bristol.gov.uk); telephone 0117 92 24236.

## Other formats and languages and assistance For those with hearing impairment

You can get committee papers in other formats (e.g. large print, audio tape, braille etc) or in community languages by contacting the Democratic Services Officer. Please give as much notice as possible. We cannot guarantee re-formatting or translation of papers before the date of a particular meeting.

Committee rooms in City Hall are fitted with infra-red induction loops to assist people with hearing impairment. These can be used with either a neck loop (for hearing aid users) or with a headset. The Democratic Services Officer will be able to provide you with these. Hearing aid users need to switch the hearing aid to the "T" position.

## Public Forum

Members of the public may make a written statement or present a petition to most meetings, provided that:

- the statement, or in the case of a petition the subject matter, is received by Democratic Services no later than **12.00 noon on the working day before the meeting** and
- the statement or petition is about a matter which is the responsibility of the committee concerned.

Statements and the subject matter of petitions should be e-mailed to [democratic.services@bristol.gov.uk](mailto:democratic.services@bristol.gov.uk) or sent to Bristol City Council, Democratic Services Section, Room 220, City Hall, College Green, Bristol, BS1 5TR, or faxed to 0117 92 22146.

Any statement submitted should be no longer than one side of A4 paper. If the statement is longer than this, then for reasons of cost, only the first sheet will be copied to Members of Council and made available at the Meeting. For copyright

reasons, we are unable to reproduce or publish newspaper or magazine articles that may be attached to statements.

By participating in public forum business, we will assume that you have consented to your name and the details of your submission being recorded in the papers circulated to the committee. This information will also be made available at the meeting to which it relates and placed in the official minute book as a public record.

We will try to remove personal information such as contact details. However, because of time constraints we cannot guarantee this, and you may therefore wish to consider if your statement contains information that you would prefer not to be in the public domain. Public Forum statements will not be posted on the Council's website. Other committee papers may be placed on the Council's website and information in them may be searchable on the internet.

### **Process during the meeting:**

- Public Forum is normally one of the first items on the agenda, although statements and petitions that relate to specific items on the agenda may be taken just before the item concerned.
- There will be no debate on statements or petitions.
- The Chair will call each submission in turn. When you are invited to speak, please make sure that your presentation focuses on the key issues that you would like Members to consider. This will have the greatest impact.
- Your time allocation may have to be strictly limited if there are a lot of submissions before the meeting.
- You do not have to speak or even attend the meeting at which your public forum submission is being taken. However, if you do not present it, then it will **not be read out**. It will nevertheless be noted by Members.

### **Register of Interests**

The Register of Interests for Members is available on our website at [www.bristol.gov.uk](http://www.bristol.gov.uk)

If you wish to view the Register of Interest of any Co-optee please contact the Democratic Services Officer.