



AGENDA ITEM NO: 4(a)



**Greater Bedminster Community Partnership
24 June 2015**

Title: Neighbourhood Partnership AGM Report

Report of: Andrew McLean – Neighbourhood Partnership Coordinator

RECOMMENDATIONS

1. To confirm the Neighbourhood Partnership membership and chairing
2. To note and confirm the Neighbourhood Committee Terms of Reference, Neighbourhood Committee financial operating framework and the Code of Conduct.
3. To note the devolved Neighbourhood Budget
4. To agree the meeting schedule including subgroups and forums
5. To note the financial statement and expenditure from 2014-15

1. Membership and chairing arrangements

- 1.2 The 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 who are chosen by election/nomination/volunteering
 - (c) Representatives of local organisations, businesses and services

The membership of the NP Committee is:

Councillor Mark Bradshaw
Councillor Celia Christine Phipps
Councillor Charlie Bolton
Councillor Steven Clarke

- 1.3 The chairing arrangement for The Greater Bedminster Community Partnership is decided at the partnership's Annual General Meeting. The

chair of the Neighbourhood Committee is Councillor Celia Christine Phipps.

2. Terms of Reference, Code of Conduct and Financial Operating Framework

- 2.1 The Community Partnership is asked to note The Neighbourhood Committee Terms of Reference. Please see appendix 1.
- 2.2 The financial operating framework for the Neighbourhood Committee remains the same as 2014-15 and is available on the Council website.
- 2.3 A New Neighbourhood Partnership Code of Conduct. A key recommendation at the Neighbourhood Partnership Conference held in February 2015 is that all Neighbourhood Partnership's should adopt and operate a common Code of Conduct so that there is a shared practice throughout the City.

A working group of residents has developed the Neighbourhood Partnership Code of Conduct and all Neighbourhood Partnerships are now being asked to include it as part of their new Terms of Reference. Please see appendix 2. GBCP will be working over the coming months to produce a new Terms of Reference.

3. Devolved Neighbourhood Budgets

- 3.1 The GBCP devolved Neighbourhood Budget is:

Budget	2015-16 budget	Amount carried forward (unallocated)	Total
Neighbourhood budget: Highways Community Chest Clean and Green	£34,284 £21,964.35 £2,480	All	£58,728.35
Parks S106 budget <i>Allocated / yet to be spent</i>	£426,333.28 (£227,559.89)	£198,773.39	£198,773.39
Transport S106 budget Allocated	£185,119.99 (£2,299.19)	£182,820.8	£182,820.8
Community Infrastructure Levy <i>Allocated / yet to be spent</i>	£52,620.18 (£33,500)	£19,120.18	£19,120.18

3.2 Devolved powers

The Partnership is asked to note that the following powers are devolved to Councillors for decision, following discussion at a partnership meeting and

taking account of the views expressed:

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

4. Meeting Schedule 2015-16

The proposed meeting schedule for the NP is as follows:

Neighbourhood Partnership Meetings

- 7pm Thursday 10 September 2015 at Ashton Vale Community Centre
- 7pm Wednesday 27 January 2016 at ACTA
- 7pm Thursday 10 March 2016 Windmill Hill City Farm

5. Financial Statement 2014-15

Please see Appendix 3 for the full financial statement for 2014-15 expenditure of the Neighbourhood Partnership.



NEIGHBOURHOOD COMMITTEES TERMS OF REFERENCE¹

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.

¹ To be agreed as part of the Mayors Delegations 26th May

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, 4th Floor Clifton Wing, Brunel House, St George Rd BS1 5UY (if delivered by hand) or Bristol City Democratic Services Section PO Box 3176 Bristol BS3 95S ; 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 neighbourhood budget for its area;
- in accordance with the approved budget for its area for the relevant function in the case of S106 funds.
- in accordance with the Neighbourhood Partnership Plan.
- in accordance with the Councils Equalities Duties.
- 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 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) Public Forum statements (maximum time of 30 minutes)
- e) Reports on proposed decisions for councillors, and on other matters to be considered by the Neighbourhood Partnership
- f) 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.



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APPENDIX 2

NP Code of Conduct

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

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

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

- Any breach of the Code of Conduct brought to the attention of the NP, or of which NP becomes aware, will be considered under the NP Complaints and Grievances process

Complaints and Grievances Process.

NP Members

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

Subgroup/working members

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

Councillors

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



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Neighbourhood Partnership 2014-15 financial statement

Appendix 3

	2014-15 budget (including money carried forward from previous years)	2014-15 allocation / expenditure	Unallocated budget being carried forward	Notes
Carriageway surfacing-dressing	£31,525	Information available July 2015		
Footways maintenance	£42,000			
Minor lines	£1,500			
Active Neighbourhoods Travel Grants	£22,000			
Local traffic schemes	£34,284	£34,284	£34,284	Stanley Street & Victor Road
Community Chest	£20,000	£20,040.00	£21,964.35	Overspend of £40 is taken from the 2015/16 allocation. Carried forward amount reflects £20,000 (2015/16) plus £2,004.35 unspent BCC grant.
Green Capital	£20,000	£20,000	N/A	Two rounds of £10,000.
Clean and Green	£3,120	£2140	£980	Annual allocation of £1,500. Underspends are carried forward
Section 106	£611,453.27	£229,859.08	£381,594.19	£229,859.08 allocated, to be spent in 2015/16
CIL (Community Infrastructure Levy)	£52,620.18	£33,500	£19,120.18	£33,500 allocated, to be spent in 2015/16