



AGENDA ITEM NO.10

**GREATER BRISLINGTON NEIGHBOURHOOD PARTNERSHIP
21 SEPTEMBER 2015**

Report of: Ariaf Hussain, Neighbourhood Partnership Coordinator,
Neighbourhood Management

Title: Neighbourhood Partnership Coordinators' Update Report

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RECOMMENDATIONS – to note the updates and dates for diaries on the following:

1. NP City Wide Event
2. NC/NP Terms of References/NP Code of Conduct
3. Arena Consultation
4. Brislington Forum
5. Highways Sub Group/Traffic Choices Process
6. Equalities Training Session
7. Action Sheet Update
8. Elected Mayoral Visit
8. Future Dates

1. NP City Wide Event

The 2nd Citywide Neighbourhood Partnership Event: 24th October 2015

A small working group have been meeting for the past 3 months to plan this exciting event.

The event will be held at the MSBED, which offers a massive opportunity to market the work of the NPs across the city. These opportunities include:

- A space for an exhibition. The idea is to have a display of what NPs are and what they do. There would be some introductory posters followed

by 14 glossy posters (1 for each NP) showcasing their local work and information re how people can become involved.

The Ask – Would all NPs agree to produce an A2 poster for the event (BCC Design will supply a template) to include 2/3 or 4 pictures and some simple eye catching text about what the NP is doing/proud of etc? Would anyone like to help with the Exhibition in other ways?

- We have the opportunity for Radio coverage (Bristol Community Radio and UJIMA = Est 30,000 listeners), both in the run up to the event, and during the event. This would take the form of 14 breakfast show interviews (one per NP of about 15 mins), promotional jingles for a month- plus an hour of discussion at the event (again all 14 NPs will get exposure) content to be agreed and radio training to be provided.

The Ask – would all NPs be willing to take part in the breakfast show interviews, training and radio discussion on the day. If so please let me have names asap.

Other requests

We have looked at the feedback from the last City Wide NP Event and the following workshops are being recommended –

- **Communication Strategies:** to be hosted by BCC Comms
- **Street Scene (ENVIRONMENTAL ACTION)** – Liz Kew is leading on this piece, is there anyone else wanting to take part?
- **Community Plans:** potential case studies from eg, Lawrence Weston/Southmead/Avonmouth and Henbury
- **NP Plans:** a more detailed look at some of the 6 common priorities across the City
- **NP Boundaries:** there is a need to realign the NP boundaries to fit into the new Ward boundaries
- **Housing, planning and affordable homes:** Pete Bulla has agreed to scope out this one; would anyone else like to help him?
- **Transport:** The Walking Strategy
- **Transport:** Bus Routes – if we are going to discuss this I need volunteers to help work up the ask before I approach First and Staff in Transport
- **Green capital:** Julian is helping us work this up

Ask - If you would like to help the formation of what one or more of these workshops cover, or be part of the delivery please let me know . Is there any other topic that you think should be included?

Chairing the Event. – Last year Mark Pepper, the NP member for Avonmouth

and Kingsweston did a fantastic job of Chairing the Event.

Ask – Please nominate a NP Member to Chair the October Event – (this could be a shared task if more than one person is identified and agrees)

If anyone would like to have more input into the planning of the event please come and join the working group.

Dates when the Citywide Event Working Group meet are:

2nd September 6.30 – 8pm

23rd September 6.30 – 8pm

14th October 6.30 – 8pm

(if necessary) 21st October 6.30 – 8pm

2. Terms of Reference and Code of Conduct

The Neighbourhood Committee (NC) Terms of Reference (Appendix 1) is presented for information.

The Neighbourhood Partnership terms of reference (Appendix 2) was developed at the Neighbourhood Partnership workshop on the 14th March and is presented to this meeting for approval.

All Neighbourhood Partnership members must agree to abide by the Code of Conduct at this meeting (Appendix 3).

3. Arena Consultation

The Bristol Arena will be a 12,000 capacity venue hosting over 100 events a year. These events will be a mixture of music, comedy, family entertainment and sports and the proposed arena can seamlessly convert into a smaller, more intimate 5000 seat venue. The Arena development includes proposals for improved transport links into the area, including new pedestrian and cycle routes. The area surrounding the Arena will be transformed over time into a vibrant, mixed use space that encourages daytime and evening use.

The development proposals will be the subject of two separate planning applications - a full planning application for the Arena and an outline application for mixed-use development on the remainder of the Arena Island site.

In advance of these planning applications the Council would like to share the emerging proposals and invite feedback from key stakeholders, groups and organisations with an interest, as well as the local community and the wider public, to help inform the final plans.

The public consultation will be focussed around an exhibition of the proposals and at www.bristoltemplequarter.com/arenaconsultation where people can see the plans and comment online.

The main exhibition will be at the **Customer Service Point, 100 Temple Street**, on weekdays from **Thursday 17 September** until **Tuesday 13 October**, with staffed early evening public drop-in sessions on 23 September and 1 October from 6pm – 7.30pm.

The same exhibition will also be on display in the **Galleries** on **Saturday 26 September** and as a stand-alone exhibition in the main foyer of the **Central Library** from **28 September** until **13 October**.

4. Brislington Forum

The Forum was held on the 17th August, 25 residents attended. The Forum heard:

- Information from Tom Penn on the BCC Grounds Maintenance consultation process.
- From some of the local 'Friends of Group' for parks and green spaces.
- Residents then participated in both in having conversation with Tom Penn around grounds maintenance and identifying what improvements they would like to see happen in the parks and green spaces.
- Residents also raised issues with the local councillors, Police and neighbourhood team

5. Highways Sub Group/Traffic Choices Process

In October 2015 the NP will go through the Traffic Choices Process, by organising a Highways sub group.

The meeting is being held on 21st October 2015 from 3.00pm at Brunel House.

6. Equalities Training Session

A further Equalities Training session for all south area NPs is being planned. The date for the session is 8th October 2015, starting at 6.30pm. Venue to be confirmed.

7. Action Sheet Update

Attached as Appendix 4 is an updated Action sheet from the June 2015 NP meeting

8. Elected Mayoral Visit – 19th February 2016 10.00am to 2.00pm

8. Future Dates

Attached as Appendix 5 are the remaining dates (subject to any additional meetings) for 2015/16.

Appendix (10) A

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.

2. Functions delegated to Neighbourhood Committees

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

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.

*Working together to
improve our Neighbourhoods*



Neighbourhood Partnerships in Bristol

Terms of Reference

September 2015

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.

1. Name

The name of the Neighbourhood Partnership shall be **Greater Brislington Neighbourhood Partnership** and it will cover the wards of

- a) Brislington East
- b) Brislington West

known as “the Neighbourhood”.

2. Purpose

The Greater Brislington 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:

- a) Managing a locally developed Neighbourhood Partnership Plan
- b) Developing local solutions to local problems wherever possible
- c) Encouraging public, private and community and voluntary organisations to work together to deliver improvements for residents’ quality of life.
- d) Tackling deprivation and discrimination in the neighbourhood, and promoting equality of opportunity for all those living or working there.
- e) Considering proposed decisions of the Neighbourhood Committee and influencing such so as to use resources to best meet the needs of the neighbourhood.
- f) Receiving reports from service delivery bodies and influencing service priorities within the neighbourhood in accordance with identified needs and priorities
- g) 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.

3. We Value:

- a) **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.
- b) **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.
 - c) **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.
 - d) **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.

4. Membership of the Neighbourhood Partnership

- a) All Members of the NP, except elected councillors, will be expected to live or work in the neighbourhood concerned.
- b) Membership of the NP is agreed and recorded at the Annual General Meeting. Voting members of the NP shall total no more than 20. This figure reflects 4 ward councillors and no more than 16 resident members.
- c) Residents can become members of the NP by attending the NP Annual General Meeting to request membership of the NP. Throughout the year, residents can become co-opted members of the NP, as long as the total number of existing members is less than 20.
- d) Voluntary, business and arts sector representatives can become voting members of the NP, if their organisation is based or working in Brislington East and Brislington West. The sector representative should attend the NP Annual General Meeting to request membership of the NP. Throughout the year, sector representatives can become co-opted members of the NP, as long as the total number of existing members is less than 20.
- e) The Partnership may co-opt up to four non-voting members during the year to provide specialist expertise from the time of the appointment to the next Annual meeting.
- f) 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 resident members.
- g) Observers are always welcome at Neighbourhood Partnership meetings, which are public and open meetings.

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:

- a) Bristol City Council Neighbourhood Partnership Coordinator or their representative
- b) The Neighbourhood Police Inspector (or their representative)
- c) Officers of other bodies (e.g. Environment Agency, Registered Social Landlords) or from other departments within Bristol City Council may choose to attend Neighbourhood Partnership meetings if aspects of the agenda are relevant to them, or if invited by the Neighbourhood Partnership.

6. Role of NP Resident Members

Role of the NP Resident Member is to:

- a) Attend and fully participate in at least one NP meeting per year (average time 2-3 hours per quarter). Failure to attend at least one NP meeting by the end of the year (June to June) shall be taken as a resignation from the role.
- b) Ensure they carry out activities/ tasks agreed to within meetings
- c) Ensure the views of the group or residents from the area represented by the Resident NP Member are fed into NP meetings as appropriate

- d) Ensure that equalities are central to all discussion and decisions made by the NP
- e) Abide by the code of conduct
- f) Send apologies if unable to attend NP meetings or events
- g) Where a NP Resident Member represents a group they will report back information to that group
- h) Help promote and encourage wider participation in NP activities
- i) NP Resident Members will also be expected to be an active member of at least one Working Group and a Funding Panel.

7. 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.

8. 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.
- 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 or a process for appointing Chairs of NP meetings, from its 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) Funding panels will be established by the Partnership and organised by the Neighbourhood Partnership Coordinator. The NP may decide to organise ward specific panels and joint NP funding panels to manage cross/joint Partnership (non ward specific) funding applications. Funding Panels will make recommendations to the Neighbourhood Partnership for the allocation of funding. Membership of the joint funding panels will be open to any voting NP member. Membership of ward specific funding panels will be open to any voting NP member working or living in the respective political ward.
- g) Minutes of the meetings will be taken by Bristol City Council officers and made public on the NP website within six weeks of the Partnership meeting.
- h) An agenda showing time and place of the meeting will be published (as above) at least two weeks prior to the Partnership meeting.
- i) 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 is taken. This will be avoided wherever possible.

9. Complaints

- In the first instance complaints and grievances relating to conduct can be raised with both the Chair of the NP and/or the Neighbourhood Partnership Coordinator
- Complaints and grievances will be considered and investigated by the NP Chair. Investigation will include exploration with all relevant parties
- Every effort will be made to reach a satisfactory resolution but if this is not possible the NP member may be required to resign from the NP by the NP Chair
- If the conduct complaint concerns the NP Chair or the Neighbourhood Partnership Coordinator it should be made in the first instance with the Democratic Services Officer responsible for the NP for investigation and resolution
- 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.
- 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/complaints-and-feedback>
- All complaints raised and their resolution should be reported at a subsequent NP meeting

APPENDIX (10) C

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 style="padding-left: 40px;">6.1 Neighbourhood Partnership councillors shall comply with the Bristol City Council Elected Members’ Code of Conduct and any other code of conduct or protocol relating to the conduct of councillors which may be adopted by the council (eg. officer member protocol).</p> <p>Full code of conduct can be found:</p> <p>http://www.bristol.gov.uk/sites/default/files/documents/council_and_democracy/councillors/cs-constitution-part5-code-of-conduct-for-members.pdf</p>
<p>2. General Conduct at all Neighbourhood Partnership-related meetings and events</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 • Follow the guidance of the Chair in the conduct of the meeting

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

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

Complaints and Grievances Process.

NP Members

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

Subgroup/working members

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

Councillors

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



**Action Sheet
Greater Brislington Neighbourhood Partnership
15 June 2015**

Minute No	Title of Report/ Description	Action	Responsible person	Action taken and date completed
6.2	Devolved Section 106 Monies for bus stops in the Birchwood Road prefab area at Broomhill	<p>The NP Co-ordinator to email to the Neighbourhood Committee (NC) the Sustainable Transport team's supporting papers to this proposal by 19 June 2015. The NC to make a final decision by email.</p> <p>The Sustainable Transport team to provide a detailed design and costing of the final scheme to the next meeting of the Neighbourhood Partnership on 21 September 2015</p>	<p>Ariaf Hussain</p> <p>Ariaf Hussain</p>	<p>Email dated 16/6/15 sent to the NC by Ariaf Hussain attaching the background information to the discussion around bus stop improvements within the vicinity of Broomhill Road. For decision by NC.</p> <p>To be discussed at meeting on 21 September 2015</p>
6.3	Narrow Estates Budget	Cllr Eileen Means requested a copy of the neighbourhood partnership's action plan	Ariaf Hussain	Shared with Cllr Eileen Means at briefing meeting
6.4	Funding Request re Website	The Neighbourhood Co-ordinator to speak to the Neighbourhood Manager for advice on the	Ariaf Hussain	Any funding request from an individual has to go through the BCC procurement process

		procurement process. This item deferred to the next meeting.		
9.1	Temporary crossing on Bath Road, outside Arnos Vale Cemetery	The Highways team's response to the NP's enquiry re rectifying the situation is not sufficient.	Ariaf Hussain	TRO is in place to have a new crossing with an island. Crossing could still take six months to deliver due to legal process of implementation
	New chip for filter on Traffic lights Bath Road/Sandy Park Road	The NP is concerned at the delay with this.	Ariaf Hussain	See chip/s installed in August 2015 (Check with Adam Crowther)
	Library Consultation	The NP co-ordinator to arrange a meeting on 30 July for a Wick Road library discussion.	Ariaf Hussain	This was not needed
	Equalities training	The NP co-ordinator to look at arranging a further training session	Ariaf Hussain	To be confirmed
10	Any other business	<ul style="list-style-type: none"> Attract more people to make the Neighbourhood Partnership livelier and to attract more public engagement. Meeting to be organised to discuss this. Network meeting to be organised between Wick Road and Sandy Park Road businesses with relevant officers 	<p>Ariaf Hussain</p> <p>Ariaf Hussain</p>	<p>Discussed with Cllrs at briefing session</p> <p>To be progressed</p>

		<ul style="list-style-type: none">• Former White Hart pub, Bath Road - Stan Hurley to send to the NP Co-ordinator (email: ariaf.hussain@bristol.gov.uk) a copy of the letter that the Runnymede residents received• Hungerford Road - overgrown privet hedges. Neighbourhood Co-ordinator to report this to the estate management team.	Stan Hurley Ariaf Hussain	Reported to Estate Management to action
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APPENDIX (10) E

**Greater Brislington Neighbourhood Partnership Meeting
Dates 2015 – 2016:**

Month	Meeting	Date	Time	Location
Oct 2015	Traffic Choices Process	21/10/2015	3.00pm	Brunel House
November 2015	Forum	02/11/2015	7.00pm	Hungerford Centre, Hungerford Road
	Well Being Deadline	13/11/2015	12.00pm	n/a
	Well Being Panel	23/11/2015	6.00pm	St Peters Church, Allison Road
	NC/NP Briefing	24/11/2015	3.00pm	Brunel House
December 2015	NP	07/12/2015	7.00pm	St Christopher's Church, Hampstead Road
Jan 2016				
Feb 2016	Forum	01/02/2016	7.00pm	(tbc)
	Well Being Deadline	19/02/2016	12.00pm	n/a
	Well Being Panel	29/02/2016	6.00pm	St Peters Church, Allison Road
March 2016	NC Briefing	01/03/2016	3.00pm	Brunel House
	NP	14/03/2016	7.00pm	St Peters Church, Allison Road