

Neighbourhoods Scrutiny Commission (Annual General Meeting)



Date: Friday 17th July 2015

Time: 10.00 am

Venue: Brunel House, St Georges Rd, Bristol BS1 5UY

Labour	Conservative	Green	Liberal Democrat
Councillor Lovell	Councillor Harvey	Councillor Fodor	Councillor Negus (Chair)
Councillor Milestone	Councillor G Morris	Councillor Denyer	
Councillor Hickman			
Councillor Tincknell			

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

Scrutiny Co-ordinator: Romaine De Fonseca

Contact tel no: 92 22770

www.bristol.gov.uk

Fax no: (0117) 92 22146

Twitter: @bristolscrutiny

Democratic Services Officer: Jeremy Livitt

Contact tel no: 92 23758

Agenda published: 7 July 2015

Produced by Democratic Services

Floor 4, Brunel House (Clifton Wing), PO Box 3176 Bristol BS3 9FS

E-mail: democratic.services@bristol.gov.uk



Agenda



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.

1. Confirmation of Chair

The Commission is requested to note that, at its meeting on 26th May 2015, full Council appointed Councillor Anthony Negus as Chair of the Neighbourhoods Scrutiny Commission for the 2015/16 Municipal Year.

2. Election of Vice Chair

The Commission is requested to receive nominations for the election of Vice Chair for the 2015/16 Municipal Year.

3. Membership of the Commission

To note the names of the persons listed on the Agenda who were appointed by the meeting of Annual Council on 26th May 2015 to serve on the Neighbourhoods Scrutiny Commission for the 2015/16 municipal year.

4. Apologies for Absence, Substitutions and Introductions

5. Terms of Reference

Members are requested to note the Terms of Reference of the Neighbourhoods Scrutiny Commission which were agreed at Annual Council on 26th May 2015 as follows:

Terms of Reference – Neighbourhoods Scrutiny Commission

Overview

The role of the commission is the overview and scrutiny of matters relating to the Neighbourhoods Directorate including environment and leisure, housing delivery, crime and disorder (including the statutory scrutiny function), recycling, waste and environmental issues, neighbourhoods, and public health.

Functions

1. To ensure that overview and scrutiny directly responds to corporate and public priorities, is used to drive service improvement, provides a focus for policy development and engages members of the public, key stakeholders and partner agencies.



2. To develop an annual work programme within the total of ten meetings per year allocated to the commission which concentrates on limited areas for in depth review (including the appointment of time limited task and finish groups to facilitate this e.g. Select Committees, Working Groups, Inquiry Days) using the following framework:

(a) Scrutiny of corporate plans and other major plan priorities with particular reference to those areas where targets are not being met or progress is slow;

(b) Input to significant policy developments or service reviews;

(c) Review and scrutinize decisions made, or other action taken in connection with the discharge of any functions which are the responsibility of the Mayor/Executive, functions which are not the responsibility of the Executive, and functions which are the responsibility of any other bodies the Council is authorized to scrutinize

3. To make reports and recommendations to Full Council, the Mayor/Executive and/or any other body on matters within their remit and on matters which affect the authority's area or the inhabitants of that area and to monitor the response, implementation and impact of recommendations.

4. To work in collaboration with the Mayor/relevant Executive Member and receive updates from that member on key policy developments, decisions taken or to be taken and progress against corporate priorities.

5. To report on a quarterly basis to the Overview and Scrutiny Management Board on progress against the work programme and on any recommendations it makes.

6. Public Forum (10.00am Start Time)

(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 13 July 2015**.

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 16 July 2015**.

The notice should be addressed to Legal & Democratic Services, c/o the Democratic Services Team, Brunel House St Georges Road Bristol BS1 5UY, and marked for the attention of Jeremy Livitt.



7. Declarations of interest

Members are requested to receive any declarations of interest by Members of the Scrutiny Commission.

8. Minutes (10.30am Start Time)

To confirm as a correct record the Minutes of the Neighbourhoods Scrutiny Commission meeting held on Thursday 16th April 2015

9. Action Sheet (10.35am Start Time)

To note actions arising from Neighbourhoods Scrutiny Commission held on Thursday 16th April 2015

10. Whipping

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

11. Chair's business (10.40am Start Time)

To receive brief announcements or information updates from the Chair as appropriate

12. Libraries of the Future – Alison Comley/Di Robinson/Kate Murray – This item will include a presentation (10.40am Start Time)

13. Introduction to Neighbourhoods - Strategic Director and Service Directors – Verbal Presentations (11.20am Start Time)

14. Voluntary and Community Sector Grants Prospectus – Vision and Principles – Jane Houben/Di Robinson – Written Report Attached (11.30am Start Time)

15. Tackling ASB in Parks and Green Spaces – Alison Comley/Richard Fletcher - Written Report Attached (11.50 am Start Time)

16. Waste – Scrutiny Work Programme – Pam Jones/Alison Comley – Written Report Attached (11.55 am Start Time)

17. Work Programme - Romaine De Fonseca Written Report Attached (12.25pm Start Time)



18. Dates of Future Meetings

Following consultation with Spokespersons and officers, the following dates have been agreed for future meetings:

(all at 10am)

Friday 17th July 2015

Monday 14th September 2015

Friday 16th October 2015

Monday 23rd November 2015

Friday 18th December 2015

Monday 11th January 2016

Monday 22nd February 2016

Monday 21st March 2016

Monday 11th April 2016



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

You can also inspect papers at either the Brunel House Reception or at our Record Office, "B" Bond Warehouse, Smeaton Road, Bristol, BS1 6XN; e-mail 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 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 or sent to Bristol City Council, Democratic Services Section, Brunel House St Georges Road Bristol BS1 5UY, 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

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

Webcasting/Recording of meetings

Members of the public attending meetings or taking part in Public forum are advised that all Full Council and Cabinet meetings and some other committee meetings are now filmed for live or subsequent broadcast via the council's [webcasting pages](#). The whole of the meeting is filmed (except where there are confidential or exempt items) and the footage will be available for two years. If you ask a question or make a representation, then you are likely to be filmed and will be deemed to have given your consent to this. If you do not wish to be filmed you need to make yourself known to the webcasting staff. However, the Openness of Local Government Bodies Regulations 2014 now means that persons attending meetings may take photographs, film and audio record the proceedings and report on the meeting (Oral commentary is not permitted during the meeting as it would be disruptive). Members of the public should therefore be aware that they may be filmed by others attending and that is not within the council's control.

