



## EXTRORDINARY MEETING OF THE OVERVIEW AND SCRUTINY MANAGEMENT BOARD

**Date:** 15<sup>th</sup> August 2013  
**Time:** 1.30 pm  
**Place:** A Committee Room at City Hall, College Green,  
 Bristol BS1 5TR

Labour	Liberal Democrat	Conservative	Green
Councillor Hammond	Councillor Bailey	Councillor Eddy	Councillor Telford
Councillor Holland	Councillor Kent	Councillor Goulandris	
Councillor Pickup	Councillor Campion-Smith		
Councillor Khan			

*(NB : All Committee members will be e-mailed a composite pdf document. Members who have not been provided with a tablet device will be sent paper copy.)*

### Notes for members :

- As it is intended that this session should operate in an inquiry day format, **a sandwich lunch will be provided at 1.00 pm** for members and those individuals who have been invited to address the meeting.
- Details of speakers at the meeting and the organisations which they represent, will be circulated in due course, once clarity has been obtained as to the individuals who will be coming.
- Public Forum will operate in the normal way but submissions must relate only to the business for which this meeting has been arranged.



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

**Service Manager, Democratic Services: Ian Pagan  
Scrutiny Co-ordinator: Shana Johnson**

**Contact tel no: 92 22387**

**Contact tel no: 92 22908**

**[www.bristol.gov.uk](http://www.bristol.gov.uk)**

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**Produced by Democratic Services, City Hall, College Green, Bristol BS1 5TR.**

## 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. APOLOGIES FOR ABSENCE, SUBSTITUTIONS AND INTRODUCTIONS

#### 2. PUBLIC FORUM (1.30 pm)

(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 in accordance with the Council's committee procedure rules, public forum items must relate only to the business for which this extraordinary meeting has been arranged.***

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 **5.00 pm on Friday 9 August 2013.**

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

Petitions and statements must be received by NOON 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 Wednesday 14 August 2013.**

Notice of public forum 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 Ian Pagan.

#### 3. DECLARATIONS OF INTEREST

To receive any declarations of interest by members of the committee.

#### 4. WHIPPING

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

**5. RETAIL LEVY**  
**(1.35pm)**

Full Council has asked the Board to investigate the idea of seeking powers from Government for a levy on large retail outlets, in line with the proposals of the organisation, Local Works.

The attached report considers the key issues and contains statements from a range of witnesses.

The Board will review all of the evidence available with a view to making recommendations to the full Council meeting on 10 September 2013.

(Report of the Bristol Futures Service Director)

# 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.