



People Scrutiny Commission

Date: 31st July 2014
Time: 5 pm
Place: A Committee Room in City Hall, College Green, Bristol, BS1 5TR

Labour	Liberal Democrat	Conservative	Green
Cllr Clark (Lead)	Cllr Norman	Cllr Alexander (Chair)	Rob Telford
Cllr Kirk	Cllr Campion- Smith (Lead)	Cllr Jay Jethwa	
Cllr Hickman			
Jenny Smith			

If you have any questions about this agenda, please contact the officers shown below:-

Lucy Fleming
Scrutiny Co-ordinator
Contact Tel No: 92 22483
email: Lucy.fleming@bristol.gov.uk

Karen Blong
Democratic Services Officer
Contact Tel No: 92 23846
email: Karen.blong@bristol.gov.uk

www.bristol.gov.uk
Fax no: (0117) 92 22146
Twitter: @bristolscrutiny

Agenda published: 23rd July 2014
Produced by the 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. Confirmation of Chair

Please note that, at its meeting on 10th June 2014, full Council appointed Councillor Lesley Alexander Chair of the People 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 People 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 25th July 2014.**

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 30th July 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

(Councillors are required to declare any interest they have relating to matters on the agenda)

7. Minutes

(time limit for this item-5 minutes)

- a) To confirm the Minutes of the Health, Wellbeing and Adult Social Care Scrutiny Commission held on 15th April 2014.
- b) To confirm the Minutes of a meeting of the Children, Young People and Families Scrutiny Commission held on 2nd April 2014.

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

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

10. People Scrutiny Commission Annual Business Report

- This item includes an Appendix setting out the Work Programme for the People Scrutiny Commission

11. Introductory Presentation from the Leadership Team

- To receive a presentation from People Strategic Director and Service Directors.

12. Draft commissioning plan for short breaks and other services for disabled children and their families

- To consider and note the report.

13. Medium Level Homelessness Prevention Services – Commissioning Plan

- To consider and note the report.

Public Information Sheet

Emergency Evacuation Procedure

- (i) In the event of a **fire** you will hear a **continuous alarm**.
- (ii) **Do not panic** - members, officers and the public should leave the building promptly and in a quiet and orderly fashion using the nearest available escape routes and assemble **behind the Central Library** beyond the Norman Archway.
Lifts must not be used under any circumstances.

Please note: alarms are tested every Monday at 9.30am (for approx. 30 seconds). These arrangements apply to meetings held in the City Hall, College Green. Where the meeting is held elsewhere, local arrangements will apply.

Public Access Information

Please contact the Democratic Services Officer named on the agenda if you require further information regarding the following:

Attendance at Meetings - Local Government (Access to Information Act 1985)

Committee meetings are open to the public and a limited amount of seating is available in each meeting room. You may however be asked to leave the meeting if any “exempt” (private) business is considered. This will normally be shown on the agenda.

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 City Hall 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 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 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 printed for 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 as supporting paperwork.

Please note that by participating in public forum business, it will be assumed that your consent is given to the recording of your name and the details of your submission in the documentation that is circulated to 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 (and is available for inspection upon request with the other documents for the meeting concerned).

Where appropriate, we will endeavour to remove other personal details 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 contained within 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.