



People Scrutiny Commission

Date: 1st September 2014
Time: 10 am
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 Jethwa	
Cllr Hickman			
Jenny Smith			

Co-optees:

John Swainston

Director of Education, Diocese of Bristol CEO

Statutory representatives for education matters -

1 Church of England diocese representative, 1 Roman Catholic diocese representative, 2 parent governor representatives

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

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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. Apologies for absence, substitutions and introductions

2. 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 26th August 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 **12pm Friday 29th August 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.

3. Declarations of interest

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

Time 10:05am

4. Minutes

(5 mins)

- to confirm the minutes of the People Scrutiny Commission meeting on the 31st July 2014 as a correct record *(page 7)*

Time 10:10am

5. Action Sheet

(5 mins)

- to receive an updated Action Sheet *(page 43)*

6. Whipping

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

- Time 10:15am
- 7. Chair's Business** (5 mins)
- To receive brief announcements and information updates from the Chair as necessary. There shall be no discussion or debate on this item.
- Time 10:20am
- 8. Learning City and Skills Commission Update** (20 mins) (page 45)
- To note the update on the Learning City and Skills commission Report
- Time 10:40am
- 9. Review of Children's Centres and Early Years Support** (20 mins) (page 106)
- To note the update on Children's Centres remodelling and the wider update on Early Years support
- Time 11.00am
- 10. Operational Resilience and Capacity Planning Presentation** (30mins)
- To receive a presentation
- Time 11.30am
- 11. Commissioning plan for short breaks and other services for disabled children and their families** (15 mins) (page 129)
- Responses to questions raised by members of the People Scrutiny Commission
- Time 11:45am
- 12. Review of Care Home Services** (30 mins) (page 134)
- To provide feedback, comments or suggestions on the proposals in the Care Home Commissioning Strategy
- Time 12:15
- 13. Date of Next Meeting**
- To note the date of the next meeting, this is scheduled to take place at 10.00am, Monday 6th October 2014.

NB: timings of agenda items – timings are indicative only and may be delayed by up to 30minutes in the event of Public Forum business being received.

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.

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 2 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 mean 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.