



**To: Members of the Public Safety  
and Protection Committee**

Councillor Fi Hance (LD)  
Councillor Jay Jethwa (C)  
Councillor Mike Langley (L)  
Councillor Tim Leaman (LD)  
Councillor Jeff Lovell (L)  
Councillor David Morris (C)  
Councillor Steve Pearce (L)  
Councillor Estella Tincknell (L)  
Councillor Vacancy (G)

**Reply to:** Norman Cornthwaite

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**Date:** 23<sup>rd</sup> June 2014

(C = Conservative, G= Green, L = Labour, LD = Liberal Democrat,)

Dear Councillor

**Public Safety and Protection Committee - 1<sup>st</sup> July 2014**

You are invited to attend a meeting of the Public Safety and Protection Committee to be held on **Tuesday 1<sup>st</sup> July 2014 at 10.00 am** in a Committee Room at City Hall (the Council House), College Green, Bristol BS1 5TR.

The agenda for the meeting is set out overleaf and supporting papers are attached.

Yours sincerely

Norman Cornthwaite  
Democratic Services Officer

## 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. Annual Business

- (A) Membership
- (B) Election of Chair
- (C) Election of Vice Chair
- (D) Terms of Reference
- (E) Dates and Times of Meetings
- (F) Membership of Sub Committees
- (G) Sub-Committee Terms of Reference

(Report of Service Director, Legal and Democratic Services)

#### 2. Apologies for Absence and Substitutions

#### 3. Declarations of Interest

#### 4. Public Forum

##### Statements and Petitions

Any local resident or Councillor, provided they have given notice in writing or by electronic mail to the Service Director, Legal and Democratic Services not later than **12 noon the working day before the day of the meeting**, may present a petition or submit a statement on the work of the Public Safety and Protection Committee. In the case of a statement, a copy of the submission should be included. Please e-mail to [democratic.services@bristol.gov.uk](mailto:democratic.services@bristol.gov.uk)

The notice should be addressed to the Democratic Services Office (Room 220), City Hall (The Council House), College Green, Bristol BS1 5TR and marked **for the attention of Norman Cornthwaite**.

Please note that for copyright reasons, we are unable to reproduce or publish newspaper or magazine articles that may be attached to

statements as supporting documentation.

The total time allowed for public forum business is **30 minutes**.

5. **(a) Minutes of meeting of the Public Safety and Protection Sub Committee B held on 26<sup>th</sup> March 2013**
- (b) Minutes of meeting of the Public Safety and Protection Sub Committee A held on 23<sup>rd</sup> April 2013**
- (c) Minutes of meeting of the Public Safety and Protection Committee held on 4<sup>th</sup> June 2013**
- (d) Minutes of meeting of the Public Safety and Protection Sub Committee A held on 4<sup>th</sup> June 2013**
- (e) Minutes of meeting of the Public Safety and Protection Sub Committee B held on 2<sup>nd</sup> July 2013**
- (f) Minutes of meeting of the Public Safety and Protection Sub Committee A held on 30<sup>th</sup> July 2013**
- (g) Minutes of meeting of the Public Safety and Protection Sub Committee B held on 3<sup>rd</sup> September 2013**
- (h) Minutes of meeting of the Public Safety and Protection Sub Committee A held on 8<sup>th</sup> October 2013**
- (i) Minutes of meeting of the Public Safety and Protection Sub Committee B held on 3<sup>rd</sup> December 2013**
- (j) Minutes of meeting of the Public Safety and Protection Sub Committee A held on 7<sup>th</sup> January 2014**
- (k) Minutes of meeting of the Public Safety and Protection Sub Committee B held on 11<sup>th</sup> February 2014**
- (l) Minutes of meeting of the Public Safety and Protection Sub Committee A held on 11<sup>th</sup> March 2014**
- (m) Minutes of meeting of the Public Safety and Protection Sub Committee B held on 8<sup>th</sup> April 2014**

#### **Exclusion of Press and Public**

Recommended - that under Section 100A (4) of the Local Government Act 1972 the public be excluded from the meeting for the following items of business on the ground that involve the likely disclosure of exempt

information as defined in Part I of Schedule 12A to the Act, as amended.

**Bristol City Council is fully committed to openness.**

**The Council will not withhold information unless there are good reasons for doing so.**

**The following reports are not available to members of the public because they contain information which is about individuals, labour relations or is commercially or legally sensitive.**

**The particular reasons are given in each case.**

**(n) Minutes of meeting of the Public Safety and Protection Sub Committee A held on 6<sup>th</sup> May 2014**

To be confirmed as a correct record and signed by the Chair.

**6. Information Item - Date of Next Meeting**

The next meeting will be held on Tuesday 1<sup>st</sup> July 2014 at 11.00 am or on the rise of this Committee and will be a meeting of Sub Committee A.

**Public Information Sheet**  
**Public Safety and Protection Committee**  
**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; the Fire Assembly Point is behind the Norman Arch adjacent to the Central Library.  
**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 City Hall (the Council House), 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**

If you wish to inspect the minutes or reports (other than those which are exempt) relating to any item on this agenda please contact either the Democratic Services Officer (phone number at the top of the agenda sheet) or the Modern Records Office (tel: 0117 9222376). The background papers listed in a report may also be inspected. Please notify the Democratic Services Officer if you wish to see these. He/she will arrange with the report author for papers to be made available to you at a mutually convenient time.

We can also arrange for copies of individual reports or minutes to be supplied to you or for an annual subscription to the papers for any meeting. A charge will be made for this service. Alternatively, all meeting information may be inspected on the Council's Internet website at: [www.bristol.gov.uk](http://www.bristol.gov.uk)

### **Other formats and languages and assistance for those with hearing impairment**

Committee papers can be provided in other formats (e.g. large print, audio tape, braille etc) or in community languages, upon request. Please contact the Democratic Services Officer if you would like such papers giving as much notice as possible. It should be noted that re-formatting or translation of papers before the date of a particular meeting cannot be guaranteed.

Committee rooms in City Hall are fitted with infrared induction loops to assist people with hearing impairment. These can be used with either a neck loop (for hearing aid users) or with a handset. The Democratic Services Officer will be able to provide you with these. Hearing aid users need to switch the hearing aid to the AT@ position.

### **Public Forum**

If you are a resident in Bristol you can make a **statement** or present a **petition** to any scrutiny meeting, provided that:-

- (i) you give written notice to us, including the subject matter of your statement or petition no later than **12.00 noon on the working day before the meeting starts** \* and
- (ii) the statement or petition concerns a matter which is the responsibility of the commission/committee concerned.

(\* NB - if the meeting is on a Monday then your submission will need to be with us by 12.00 noon latest on the preceding Friday)

Statements and petitions which relate to specific items on the agenda will be taken into account by the meeting when it considers the item concerned.

Statements and petitions that do not relate to an item on the agenda for the meeting at which they are presented are discouraged, but may

still be submitted. The meeting will decide how these should be dealt with (e.g. by correspondence or by a future report etc).

The Chair of the meeting has discretion to allow statements and petitions from members of the public who are not residents of Bristol if they have a business address in the city or can demonstrate some other genuine interest in an agenda item. He/she also has discretion to take statements, petitions and questions in an appropriate order (i.e. not necessarily in order of receipt). The meeting may enter a dialogue with members of the public **during the public forum** if appropriate. The public forum session may last for up to 30 minutes, although the Chair, with the consent of the meeting, can extend this timescale.

**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 and made available at the meeting itself. The information will also be 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. Submissions 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.

Please note that for copyright reasons, we are unable to reproduce or publish newspaper or magazine articles that may be attached to statements as supporting paperwork.

### **Process during and after the meeting :**

Public forum items are normally the first substantive item of business on the agenda and are usually taken in the order in which they have been received. The Chair will call each submission in turn. When invited to speak, if making a statement you should ensure that your presentation is short and concise and focuses on the key issues that

you would like members to consider. This will have the greatest impact - please try to avoid reading out a lengthy text from a piece of paper. Remember that 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, you should be aware if you do not present it, then it will **not be read out** unless the Chair specifically asks for this to happen. It will nevertheless be noted by members.

As most people who participate in public forum remain present for the debate on the agenda item in which they are interested, and because minutes of the meeting are normally published on the Council's website in 5 clear working days, it is not our normal practice to write to individuals afterwards. However, if you would like to receive an official response as to what happened to your submission at the meeting, please advise the Democratic Services Officer named on the agenda, and ensure that they have your full address or e-mail details. We will then contact you within 7 working days. Alternatively you may phone them (see contact number on front of agenda) to confirm the outcome.

## Register of Interests

To ensure an accountable, open and transparent local democracy, a Register of Interests for Councillors is available for public inspection. Please contact the Democratic Services Officer named on the agenda if you wish to view the Register.