

**Bristol City Council  
Supplementary Information to the  
Minutes of the Resources Scrutiny Commission  
19 December 2016 at 9.30 am**



**Action Sheet Update:**

An updated action sheet was circulated by the Scrutiny Policy Advisor. The Commission noted the progress of actions from the previous meeting.





Agenda Item	Title of Report/ Description	Action required and deadline	Responsible officer	Action taken and date completed
		<ul style="list-style-type: none"> <li><i>Income Generation</i> Scrutiny Officers to provide a summary of income generation items considered at Scrutiny Commissions.</li> </ul> <p>Officers to provide an update on income generation work progressed in the cross council working group.</p>	Johanna Holmes  Anabel Scholes	<p><i>Please see the information provided below.</i></p> <p>Officers will provide an up-date to Members as soon as one is available</p>
9	Business Change Period 5 Finance report	<ul style="list-style-type: none"> <li><i>HR benchmarking</i> Officers to share concerns HR benchmarking concerns with SLT</li> <li><i>Finance Savings</i> Officers to confirm how many people work in each of the areas listed under the revised finance structure</li> </ul>	Anna Klonowski  Anabel Scholes	<p>The Strategic Director has advised that she has shared Members concerns with the interim Chief Executive and colleagues on SLT.</p> <p><i>Please see the information provided below.</i></p>
10	In-depth Review : Bristol Workplace Programme (presentation)	<ul style="list-style-type: none"> <li><i>Park View</i> Officers to provide a revised business case to Cabinet to reflect the changes.</li> <li><i>Property Disposals</i> Officers to provide an update on the disposal of properties, identifying where capital receipts had equalled or exceeded those outlined in the business case for BWP</li> </ul>	Robert Orrett	<p>Members to be notified when this has happened</p> <p>Further information will provided to Members as soon as possible</p>

Agenda Item	Title of Report/ Description	Action required and deadline	Responsible officer	Action taken and date completed						
12	Procurement Update	<ul style="list-style-type: none"> <li>• <i>First Bus</i> Officers to confirm the position with regard to state aid waivers</li>   <li>• <i>Contracts</i> Officers to provide additional detail to include number of contracts, how many involved key decisions and an indication of how much time, the new step extends the process by.</li>   <li>• <i>Contract Renewal Timescales</i> Officers to provide Councillors with a list of contracts up for renewal each quarter.</li>   <li>• <i>Care Contract : Out of Hours liability</i> Offline discussion with Cllr Barry Clark</li>   <li>• <i>SME Local Spend</i> Officers to provide a breakdown on a top level basis within a month. How many SME's are based locally. (Understanding of 'locally' still to be defined. Cllr Stephen Clarke requested that Officers please use their discretion on definition of 'locally' to provide the response).</li> </ul>	<p>Shahzia Daya</p> <p>Netta Meadows</p> <p>Netta Meadows</p> <p>Netta Meadows</p> <p>Alison Slade</p>	<p>An up-date will be provided to Members as soon possible</p> <p>Commissioning Officers are currently pulling the information together for these actions and they will be sent to Members as soon as they are available.</p> <p>In the period 1 April 2016 to 30 September 2016 36.95% of our external spend was with SMEs and of that 15.02 % was with SMEs within BS1 to BS 16 Detail as shown here:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right;"><b>£24.4M</b></td> <td style="text-align: right;"><b>15.02%</b></td> </tr> <tr> <td style="text-align: right;"><b>£35.6M</b></td> <td style="text-align: right;"><b>21.93%</b></td> </tr> <tr> <td style="text-align: right;"><b>£60.0M</b></td> <td style="text-align: right;"><b>36.95%</b></td> </tr> </table>	<b>£24.4M</b>	<b>15.02%</b>	<b>£35.6M</b>	<b>21.93%</b>	<b>£60.0M</b>	<b>36.95%</b>
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<b>£60.0M</b>	<b>36.95%</b>									

**Please Note: Items marked as complete will be removed from the Action Tracker before the next meeting**

**9. Business Change Period 5 Finance report:** Finance Savings - Officers to confirm how many people work in each of the areas listed under the revised finance structure (Anabel Scholes)

## Finance

Finance	FTE
Strategic Finance	7.0
Corporate Finance	24.1
Business Support Finance	
People	17.0
Place & Neighbourhoods	12.6
Resources & City Director	10.0
Finance Operations (AR, AP, cash office, contact centre) - 7	30.6
<b>Total</b>	<b>101.3</b>

## Internal Audit

Internal Audit	FTE
Audit Plan	11.0
Counter Fraud	8.4
Risk Management	0.6
Governance	0.4
<b>Total</b>	<b>20.4</b>

**5. Action Sheet:** Scrutiny Officers to provide a summary of income generation items considered at Scrutiny Commissions

Please see table below

**Please Note:** Items marked as complete will be removed from the Action Tracker before the next meeting

Scrutiny Commission	Date	Report to Scrutiny	Brief Summary
OSMB	None	None	N/A
Place	19/11/2015	Presentation - Place Baseline 2015/16 <a href="https://democracy.bristol.gov.uk/Data/Place%20Scrutiny%20Commission/201511191400/Agenda/0910_mins.pdf">https://democracy.bristol.gov.uk/Data/Place%20Scrutiny%20Commission/201511191400/Agenda/0910_mins.pdf</a>	Focused mainly on cost savings and the financial situation within Place Directorate. Briefly touched on income generation opportunities.
	17/03/2016	Presentation - Property Portfolio <a href="https://democracy.bristol.gov.uk/Data/Place%20Scrutiny%20Commission/201603171400/Agenda/0317_10.pdf">https://democracy.bristol.gov.uk/Data/Place%20Scrutiny%20Commission/201603171400/Agenda/0317_10.pdf</a>	<ul style="list-style-type: none"> <li>• Total Asset Base</li> <li>• Asset Management</li> <li>• Property Service</li> <li>• Property Structure &amp; Process</li> <li>• Operational Assets &amp; Costs</li> <li>• Development Pipeline</li> <li>• Investment Assets &amp; Income</li> </ul>
	Postponed from December 2016 – date TBC	Revenue Generation and Asset Sales	
People	None	None	N/A
Neighbourhoods	14/09/2015	Traded Services: a position statement in respect of the traded services that sit within Environment and Leisure <a href="https://democracy.bristol.gov.uk/Data/Neighbourhoods%20Scrutiny%20Commission/201509141000/Agenda/0914_10.pdf">https://democracy.bristol.gov.uk/Data/Neighbourhoods%20Scrutiny%20Commission/201509141000/Agenda/0914_10.pdf</a>	Short report that explained which services are generating income within that particular part of the Neighbourhoods Directorate
Resources	16/11/15	Income Generation Update <a href="https://democracy.bristol.gov.uk/Data/Business%20Change%20and%20Resources%20Scrutiny%20Commission/201511160930/Agenda/1116_9.pdf">https://democracy.bristol.gov.uk/Data/Business%20Change%20and%20Resources%20Scrutiny%20Commission/201511160930/Agenda/1116_9.pdf</a>	<ul style="list-style-type: none"> <li>• Progress to-date</li> <li>• Progress – Savings against targets</li> <li>• Next Steps - Across the Council</li> <li>• Existing Income Review</li> <li>• New Income Streams</li> </ul>
	14/03/16	Generating Income: Principles, Performance & Possibilities – A Discussion Paper <a href="https://democracy.bristol.gov.uk/Data/Business%20Change%20and%20Resources%20Scrutiny%20Commission/201603140930/Agenda/0314_7.pdf">https://democracy.bristol.gov.uk/Data/Business%20Change%20and%20Resources%20Scrutiny%20Commission/201603140930/Agenda/0314_7.pdf</a>	<ul style="list-style-type: none"> <li>• Overview of Trading Companies and Local Government</li> <li>• KPMG Feedback on Commercial Enablers</li> <li>• Case Study – BCC Traded Services</li> <li>• Developing Commercial Skills</li> <li>• Applied Programmes</li> </ul>

