

Cabinet Agenda



Date: Tuesday, 6 December 2022

Time: 4.00 pm

Venue: The Council Chamber - City Hall, College Green, Bristol, BS1 5TR

Distribution:

Cabinet Members: Mayor Marvin Rees, Donald Alexander, Nicola Beech, Craig Cheney, Asher Craig, Kye Dudd, Helen Holland, Ellie King and Tom Renhard

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Issued by: Sam Wilcock, Democratic Services

City Hall, P O Box 3399, Bristol, BS1 9NE

E-mail: democratic.services@bristol.gov.uk

Date: Monday, 28 November 2022



Agenda

PART A - Standard items of business:

1. Welcome and Safety Information

Members of the public intending to attend the meeting are asked to please note that, in the interests of health, safety and security, bags may be searched on entry to the building. Everyone attending this meeting is also asked please to behave with due courtesy and to conduct themselves in a reasonable way.

Please note: if the alarm sounds during the meeting, everyone should please exit the building via the way they came in, via the main entrance lobby area, and then the front ramp. Please then assemble on the paved area in front of the building on College Green by the flag poles.

If the front entrance cannot be used, alternative exits are available via staircases 2 and 3 to the left and right of the Conference Hall. These exit to the rear of the building. The lifts are not to be used. Then please make your way to the assembly point at the front of the building. Please do not return to the building until instructed to do so by the fire warden(s).

2. Public Forum

Up to one hour is allowed for this item

(Pages 6 - 8)

Any member of the public or Councillor may participate in Public Forum. Petitions, statements and questions received by the deadlines below will be taken at the start of the agenda item to which they relate to.

Petitions and statements (must be about matters on the agenda):

- Members of the public and members of the council, provided they give notice in writing or by e-mail (and include their name, address, and 'details of the wording of the petition, and, in the case of a statement, a copy of the submission) by no later than 12 noon on the working day before the meeting, may present a petition or submit a statement to the Cabinet.
- One statement per member of the public and one statement per member of council shall be admissible.
- A maximum of one minute shall be allowed to present each petition and statement.



- The deadline for receipt of petitions and statements for the 6 December Cabinet is 12 noon on Monday 5 December. These should be sent, in writing or by e-mail to: Democratic Services, City Hall, College Green, Bristol, BS1 5TR
e-mail: democratic.services@bristol.gov.uk

Questions (must be about matters on the agenda):

- A question may be asked by a member of the public or a member of Council, provided they give notice in writing or by e-mail (and include their name and address) no later than 3 clear working days before the day of the meeting.
- Questions must identify the member of the Cabinet to whom they are put.
- A maximum of 2 written questions per person can be asked. At the meeting, a maximum of 2 supplementary questions may be asked. A supplementary question must arise directly out of the original question or reply.
- Replies to questions will be given verbally at the meeting. If a reply cannot be given at the meeting (including due to lack of time) or if written confirmation of the verbal reply is requested by the questioner, a written reply will be provided within 10 working days of the meeting.
- The deadline for receipt of questions for the 6 December Cabinet is 5.00 pm on Wednesday 30 November. These should be sent, in writing or by e-mail to: Democratic Services, City Hall, College Green, Bristol BS1 5TR.
Democratic Services e-mail: democratic.services@bristol.gov.uk

When submitting a question or statement please indicate whether you are planning to attend the meeting to present your statement or receive a verbal reply to your question

3. Apologies for Absence

4. Declarations of Interest

To note any declarations of interest from the Mayor and Councillors. They are asked to indicate the relevant agenda item, the nature of the interest and in particular whether it is a **disclosable pecuniary interest**.

Any declarations of interest made at the meeting which is not on the register of interests should be notified to the Monitoring Officer for inclusion.



5. Matters referred to the Mayor for reconsideration by a scrutiny commission or by Full Council

(subject to a maximum of three items)

6. Reports from scrutiny commission

7. Chair's Business

To note any announcements from the Chair

PART B - Key Decisions

8. Establishing the City Leap Energy Partnership

(Pages 9 - 120)

9. Additional resource for fire safety measures

(Pages 121 - 124)

10. Arts Council England National Portfolio Funding 2023-2026

(Pages 125 - 142)

11. Procurement of household goods contract in respect of the Refugee Resettlement Team

(Pages 143 - 155)

12. Redcliffe Wharf - application to Brownfield Land Release Fund

(Pages 156 - 172)

13. Moving Traffic Enforcement

(Pages 173 - 185)

14. Improving drug and alcohol treatment outcomes for people with a housing need

(Pages 186 - 195)

15. Agenda for Change (AfC) pay uplifts for Bristol City Council funded services within the Community Children's Health Partnership (CCHP) contract

(Pages 196 - 202)



- 16. Economy of Place - Implementation of the Corporate Strategy**
(Pages 203 - 221)
- 17. Independent and Non-maintained special school placements -
block contract**
(Pages 222 - 233)
- 18. Financial update report - December 2022**
(Pages 234 - 253)
- 19. Council Tax base**
(Pages 254 - 265)
- 20. Collection Fund Surplus/Deficit report**
(Pages 266 - 282)



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.

Public meetings

Public meetings including Cabinet, Full Council, regulatory meetings (where planning and licensing decisions are made) and scrutiny will now be held at City Hall.

Members of the press and public who plan to attend City Hall are advised that you may be asked to watch the meeting on a screen in another room should the numbers attending exceed the maximum occupancy of the meeting venue.

COVID-19 Prevention Measures at City Hall (from March 2022)

When attending a meeting at City Hall, the following COVID-19 prevention guidance is advised:

- promotion of good hand hygiene: washing and disinfecting hands frequently
- while face coverings are no longer mandatory, we will continue to recommend their use in venues and workplaces with limited ventilation or large groups of people.
- although legal restrictions have been removed, we should continue to be mindful of others as we navigate this next phase of the pandemic.

COVID-19 Safety Measures for Attendance at Council Meetings (from March 2022)

Government advice remains that anyone testing positive for COVID-19 should self-isolate for 10 days (unless they receive two negative lateral flow tests on consecutive days from day five).

We therefore request that no one attends a Council Meeting if they:

- are suffering from symptoms of COVID-19 or
- have tested positive for COVID-19

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 are fitted with induction loops to assist people with hearing impairment. If you require any assistance with this please speak to the Democratic Services Officer.



Public Forum

Members of the public may make a written statement ask a question or present a petition to most meetings. Your statement or question will be sent to the Committee Members and will be published on the Council's website before the meeting. Please send it to democratic.services@bristol.gov.uk.

The following requirements apply:

- The statement is received no later than **12.00 noon on the working day before the meeting** and is about a matter which is the responsibility of the committee concerned.
- The question is received no later than **5pm three clear working days before the meeting**.

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, it may be that only the first sheet will be copied 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 and circulated to the Committee and published within the minutes. Your statement or question will also be made available to the public via publication on the Council's website and may be provided upon request in response to Freedom of Information Act requests in the future.

We will try to remove personal and identifiable information. 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. Other committee papers may be placed on the council's website and information within them may be searchable on the internet.

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. **This may be as short as one minute.**
- If there are a large number of submissions on one matter a representative may be requested to speak on the groups behalf.
- If you do not attend or speak at the meeting at which your public forum submission is being taken your statement will be noted by Members.
- Under our security arrangements, please note that members of the public (and bags) may be searched. This may apply in the interests of helping to ensure a safe meeting environment for all attending.



- As part of the drive to reduce single-use plastics in council-owned buildings, please bring your own water bottle in order to fill up from the water dispenser.

For further information about procedure rules please refer to our Constitution <https://www.bristol.gov.uk/how-council-decisions-are-made/constitution>

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Decision Pathway – Report

PURPOSE: Key decision

MEETING: Cabinet

DATE: 06 December 2022

TITLE	Establishing the City Leap Energy Partnership		
Ward(s)	City-wide		
Author: Pete Anderson	Job title: Director, Property, Assets & Infrastructure		
Cabinet lead: Cllr Dudd, Cabinet Member for Climate, Ecology, Waste & Energy	Executive Director lead: Stephen Peacock, Chief Executive		
Proposal origin: BCC Staff			
Decision maker: Cabinet Member Decision forum: Cabinet			
Purpose of Report: Cabinet to approve the council forming the Bristol City Leap Joint Venture and granting the City Leap concession to Ameresco Limited.			
Evidence Base			
1. Background			
1.1. Bristol enjoys a global reputation as a leading clean energy city. It has made significant progress in reducing its carbon emissions with a 43% reduction between 2005 and 2019. The council has played a key role in this success and has invested substantially in low carbon energy infrastructure and projects with over £92m invested over the last five years, whilst cutting its own carbon emissions by nearly 80% since 2005.			
1.2. Following the declaration of a ‘climate emergency’ in 2018, the council worked with city partners to develop the Bristol’s One City Climate Strategy to rapidly reduce the city’s carbon emissions with the goal of being carbon neutral and climate resilient by 2030. To continue its leadership role, the council set a target to be carbon neutral by 2025 in relation to direct carbon emissions from buildings and vehicle fleet under the council’s control (Scope 1 and Scope 2) and for all of its c27,000 social housing properties to be at least EPC Band C by 2030.			
1.3. In order to significantly accelerate the pace of the council’s delivery to support meeting these challenging targets, Cabinet approved City Leap in April 2019, a pioneering and innovative new approach to delivering low carbon energy projects at scale that could enable up to £1billion of low carbon investment into Bristol’s energy system.			
1.4. Following a robust procurement process (see Appendix A (i)), Cabinet noted the appointment of Ameresco Limited (Ameresco), with Vattenfall Heat UK Limited (Vattenfall) as a sub-contractor, as the Preferred Bidder for City Leap in April 2022 (see Cabinet Report, ‘Appointment of preferred bidder for City Leap Energy			

Partnership’).

- 1.5. Bristol City Leap (‘BCL’) is a joint venture company that will be co-owned by the council and Ameresco. The council will grant Ameresco access to its estate to install low carbon energy infrastructure, contribute expertise, seek to obtain energy-related grant funding and use its knowledge of Bristol to convene, influence and encourage action and delivery beyond the council’s estate to the wider city. Ameresco will contribute substantial investment, capacity and expertise in the delivery of low carbon energy infrastructure projects to support the desired step change in the pace of delivery of low carbon projects and initiatives. See Appendix A (i) for an overview of how City Leap will work in the future.
- 1.6. City Leap will take a collaborative approach towards decarbonisation across Bristol’s communities, building on the excellent work already delivered by Bristol’s community energy groups and networks, and working with many partners across the city and beyond to support the decarbonisation of Bristol.
- 1.7. As well as making a significant contribution to the decarbonisation of the City, individual City Leap projects will have a positive impact for Bristol’s businesses and residents, providing homes and businesses with fairly priced, clean energy and delivering significant social value, including creating new green jobs and apprenticeships.

2. Work undertaken since April 2022 Cabinet Report

- 2.1. The mobilisation phase of City Leap commenced in April this year (following approval of the April 2022 Cabinet Report). Subject to Cabinet approving this report, the council and Ameresco will enter into all relevant contracts and BCL is expected to become operational in January 2023.
- 2.2. The key activities undertaken during this period have been:
 - 2.2.1. Finalisation of the legal agreements;
 - 2.2.2. A refresh of the business plan submitted by Ameresco as part of its winning bid – see para 4 for further information.
 - 2.2.3. Consultation with those council employees within the Energy Service who have been confirmed as being in scope to transfer to BCL under TUPE regulations;
 - 2.2.4. Following Cabinet’s approval of a further Cabinet Report in July 2022, finalising the transfer of the Council’s heat network assets from the council to Bristol Heat Networks Limited (BHNL) (the council’s wholly owned heat network company);
 - 2.2.5. The council commencing the process to appoint its directors to the board of BCL;
 - 2.2.6. Establishing the council’s City Leap Client Function team to monitor BCL performance against the KPIs (see Appendix A (i) for further details);
 - 2.2.7. Undertaking extensive engagement with external stakeholders ahead of BCL becoming operational.
- 2.3. As part of the April 2022 Cabinet Report, Cabinet approved a budget of up to £1.8m for the mobilisation phase of City Leap. It is currently forecast that total expenditure incurred during the mobilisation phase will be contained within this budget – see Appendix G.

- 2.4. As part of the January 2022 Cabinet Report, *'City Leap Energy Partnership - procurement update'*, extensions to the legal and financial services contracts for the council's advisors based on estimated costs at the time were approved by Cabinet.
- 2.5. As a result of additional legal services (in relation to contract drafting) and financial services (in relation to tax advice) being required, further extensions to both contracts are required to take the City Leap programme through to completion, as follows:
- 2.5.1. Legal Services Contract
In addition to the £1,356k already approved, a further £40k may need to be spent to the end of the procurement. This additional spend needs Cabinet approval under the council's internal procurement rules.
- 2.5.2. Financial Services Contract
In addition to the £1,112k already approved, a further £140k may need to be spent to the end of the procurement. This additional spend needs Cabinet approval under the council's internal procurement rules.
- 2.6. The extensions set out in 2.5.1 and 2.5.2 above will be contained within the previously approved budget for the City Leap mobilisation phase and no additional budget is required.

3. Overview of Ameresco's Tender

- 3.1 In its tender, Ameresco committed to the following (as summarised in the April 2022 Cabinet Report):
- 3.1.1. Accelerating the council's drive to make its operations carbon neutral by 2025 (covering its direct energy and transport emissions (Scope 1 and Scope 2));
- 3.1.2. Retrofitting the council's social housing by 2030, achieving a minimum EPC Band C;
- 3.1.3. Meeting the following contractually binding Key Performance Indicators (KPIs) over the first five years of the partnership:
- a) Delivering c140,000 tonnes of carbon savings;
 - b) Installing c182MW of zero carbon energy generation; and
 - c) Delivering c£61m of social value, including c£50m of contracts to be delivered by the local supply chain.
- 3.1.4. In order to achieve the above KPIs, in its winning tender Ameresco estimated that an investment of £424m would be required over the five-year period of the business plan.
- 3.2. Ameresco also made the following specific social value commitments in its bid:
- 3.2.1. Creating at least 1,000 new jobs, apprenticeships and work placements (including at least 400 in the City of Bristol area);
- 3.2.2. Setting up and funding:
- 3.2.2.1. A Community Energy Development Fund with guaranteed total funding of £1.5m over the

first five years of the partnership;

3.2.2.2. An Innovation Fund with guaranteed total funding of £500k over the first five years of the partnership;

3.2.2.3. A Community Benefit Fund with an estimated value of £2.8m over the lifetime of the partnership;

3.2.3. Launching a crowdfunding platform that will provide residents of Bristol with a substantive opportunity to invest in BCL projects;

3.2.4. Paying all employees, including sub-contractor and supply chain employees, the Real Living Wage.

3.3. It is currently anticipated that the three funds referenced in 3.2.2 above will be launched in early 2023.

4. Refreshed City Leap Business Plan

4.1. As referenced in 2.2.2 above, the business plan submitted by Ameresco as part of its winning bid, upon which the Key Performance Indicators referred to in 3.1.3 are based, has been refreshed during the mobilisation phase.

4.2. This refresh was undertaken as the business plan in the bid was based on information up to October 2021 that was provided to the City Leap Bidders during the procurement process by the council and needed to be updated to reflect developments since then. In addition, following its appointment as Preferred Bidder, Ameresco has extensively engaged with council staff to better understand and explore opportunities for low carbon energy projects on the council's estate.

4.3. This refreshed business plan, referred to as the Initial Business Plan (a summary of which is appended to this Cabinet Report at Appendix A (ii)), sets out Ameresco's ambition to deliver carbon savings of c152,000 tonnes across both heat networks and non-heat work activity over the next five years. Note that the contractually committed KPI remains c140,000 tonnes of carbon savings over the first five years as set out in Ameresco's winning bid.

4.4. The summary BCL Initial Business Plan will be published once BCL is operational and will be refreshed annually.

4.5. No approval for new council funding for projects is being sought in this Cabinet Report and therefore the summary Initial Business Plan appended to this Cabinet Report is attached for information only.

5. The council's Energy Service and the City Leap Client Function

5.1. The majority of the council's Energy Service employees will transfer to BCL and will be employees of that company. Those transferees working on the heat network will then be seconded to Vattenfall.

5.2. A City Leap Client Function is being created within the council to manage the council's relationship with Ameresco and BCL.

5.3. The cost of the Client Function in future years is expected to be contained within a revised Energy Service budget.

6. Financial Matters

Revenue funding

- 6.1. As part of its winning bid, Ameresco confirmed that it will fully fund the operating costs of BCL and the council will not be required to make any financial contribution towards BCL.
- 6.2. In addition, Ameresco will make concession payments to the council of £2.3m over the first five years of the Partnership (including a payment of c£1.5m to the council upon contract signature) and further concession payments totalling c£1.9m over the remaining 15 years of the Partnership.

Future capital funding for City Leap projects

- 6.3. In entering into the various City Leap Contracts, the council is making no commitments nor taking any decisions as regards the council contributing to the funding of future projects. Any future funding contributions made by the council to City Leap projects, such as contributing towards the decarbonisation of its social housing, will be subject to the applicable decision-making and scrutiny processes of the council.

Heat network assets

- 6.4. Since 2015, the Council has been building a low carbon heat network to support the decarbonisation of heat in Bristol and already supplies over 1,000 residents and businesses of Bristol.
- 6.5. As stated above in para 2.2.4, the heat network assets owned by the council will be transferred to its wholly owned heat network company, Bristol Heat Networks Limited (BHNL), on 7 December 2022.
- 6.6. As part of the July 2022 Cabinet Report, *'Transfer of Heat Network assets from Bristol City Council (BCC) to Bristol Heat Networks Limited (BHNL)'*, a total loan facility of £24m from the council to BHNL was approved, which BHNL will utilise to pay the council for the transferring heat network assets and to cover working capital requirements.
- 6.7. Whilst this loan facility is expected to be sufficient to fund BHNL until 31 December 2022, approval for an additional loan facility of £2m is being sought by this Cabinet Report as contingency in the event that the completion of the City Leap transaction is delayed beyond the beginning of January 2023 – see Appendix G for further details and also note para 6.10.
- 6.8. Once the heat network assets have been transferred from the Council to BHNL, in order to transfer the heat network assets to City Leap, the council will sell its share in BHNL to Vattenfall when the concession contract between the council and Ameresco are signed and BCL becomes operational.
- 6.9. The shares in BHNL are held by Bristol Holding Limited on behalf of the council.
- 6.10. In exchange for the share in BHNL the council will receive a sum from Vattenfall that is sufficient to repay the sum drawn down by BHNL against the loan facility in full, including the additional £2m loan facility contingency described in para 6.7 if utilised.
- 6.11. The sale of BHNL formed part of the wider City Leap procurement process. As the heat network assets were funded by a mixture of grant funding and Public Works Loan Board (PWLB) borrowing, the Council set

a de-minimis value in the City Leap procurement for the heat network assets that was sufficient to enable all of the outstanding PWLB borrowing to be repaid. The actual price was determined by the City Leap procurement process and met the de minimis requirement.

- 6.12. In selling BHNL, the council removes the reliance on future funding from the council to expand the heat network and enables the private sector to fund this growth.
- 6.13. At the point BHNL is sold to Vattenfall, the council will receive a “special share” in BHNL. This share will give the council a veto to protect the interests of customers of the heat network (in the absence of national regulation of this sector being introduced to provide such protection).
- 6.14. In order to grant the special share, BHNL’s articles of association will be revised. The required consents are set out in the recommendations section of this Cabinet Report.
- 6.15. In terms of the future cost of heat supplied by the heat network, existing contracts will be honoured, and the charges will remain fair and transparent in the future. To enable such charges to be transparent, heat network pricing will be detailed online and communicated with customers in the future.
- 6.16. The council is not selling any other assets as part of City Leap, including its wind turbines, solar farm and rooftop solar systems, which will continue to be owned by the council.
- 6.17. A reallocation and rephasing of £2.3m of capital in total from the previously approved Bedminster heat network to the Redcliffe and Old Market networks is being sought in this Cabinet Report to; a) increase funding to projects which are close to their approved limits, and b) provide contingency up to 31 March 2023, should there be a delay to City Leap for unforeseen reasons. Note that this is capital currently allocated to heat networks and does not constitute a new or increased borrowing requirement. Please see Appendix G for further details

7. Risk

- 7.1. City Leap is an innovative pathfinder project of substantial scale that has the potential to deliver a wide range of benefits to Bristol. The associated procurement process has been complex and lengthy and has required the council to take extensive legal, financial and commercial advice.
- 7.2. At all times, the council has sought to ensure that the risks arising from City Leap are understood and minimised so far as is possible.
- 7.3. A detailed risk register is set out in Exempt Appendix I (iii) and further specific legal risks and mitigations are set out in Exempt Appendix I (ii).

Cabinet Member / Officer Recommendations:

That Cabinet:

1. Authorises the Chief Executive, in consultation with Cabinet Member for Climate, Ecology, Waste and Energy, Deputy Mayor for Finance, Governance and Performance Director of Legal and Democratic Services

and Director of Finance to take all steps required to enter into the City Leap Energy Partnership with Ameresco. This will include entering into and giving effect to the agreements, arrangements and documents set out in Appendix A (i) with further information in Exempt Appendix I (ii) which includes the subscription by the council for 50% of the shares in the City Leap Energy Partnership joint venture company (BCL).

2. Authorises the Chief Executive, in consultation with the Deputy Mayor for Finance, Governance and Performance, Director of Finance and Director of Legal and Democratic Services to negotiate the terms of and enter into all necessary legal agreements to give effect to the relevant service transition, including the transfer of staff to the City Leap Energy Partnership.
3. Authorises the Director of Finance (s151 Officer), in consultation with the Cabinet Member for Finance, Governance and Performance, to:
 - a. Extend the existing loan facility from the council to the Bristol Heat Networks Limited by £2m to fund working capital for BHNL to the end of the 2022/23 financial year as contingency in the event that signing of the City Leap contracts is delayed beyond the beginning of January 2023; and
 - b. agree the terms of the provision of such finance and to enter into any documents required to enter into the extension.
4. Authorises the Chief Executive, in consultation with Cabinet Member for Finance, Governance and Performance, to:
 - a. extend the City Leap Procurement legal services contract by up to circa £35k of potential additional spend to complete the City Leap transaction; and
 - b. extend the City Leap Procurement financial services contract by up to circa £140k of potential additional spend to complete the City Leap transaction.

Noting that this potential additional expenditure will be contained within the previously approved budget for the City Leap mobilisation phase.

5. Reallocate £2.3m of previously approved heat network capital spend on the Bedminster heat network (approved in a cabinet report dated October 2021) to the Redcliffe Phase 2 and PSDS heat network projects.
6. Authorises, in order to transfer the company that owns the heat network assets, Bristol Heat Networks Limited, from Bristol Holding Limited to Vattenfall Heat UK Limited:
 - a. the transfer by Bristol Holding Limited of its one ordinary share in Bristol Heat Networks Limited to Vattenfall Heat UK Limited.
 - b. Bristol Holding Limited to enter into a share sale and purchase agreement and any other contracts, documents or arrangements required to give effect to the transfer of shares in Bristol Heat Networks Limited from Bristol Holding Limited to Vattenfall Heat UK Limited.

Noting that the above is conditional upon the receipt of a payment to the council from Vattenfall Heat UK Limited that is sufficient to repay the loan facility granted to Bristol Heat Networks Limited by the council, to the extent that it has been drawn down upon by BHNL.

7. To enable the allocation to the council of a 'special share' in Bristol Heat Networks Limited, authorise:
 - a. the adoption by Bristol Heat Networks Limited of revised articles of association and any other contracts, documents or arrangements required to enable the special share to be issued;
 - b. the allotment by Bristol Heat Networks Limited to the council of one special share in Bristol Heat Networks Limited; and
 - c. the subscription by the council to one special share in Bristol Heat Networks Limited

Corporate Strategy alignment:

1. "Drive delivery of the One City Climate Strategy aim for the city to be carbon neutral for all emissions by 2030. Work to secure major external investment, including £1bn through the City Leap programme. Bring everyone with us in our just transition to a low-carbon future." – ENV1 from the Bristol City Council Corporate strategy 2022-2027.
2. "Review our operational estate to ensure we have the right amount and right quality of workspaces. Make sure they are carbon neutral by 2025, as well as climate resilient. Explore the potential for a greater presence in neighbourhoods alongside partners." – EDO6 from the Bristol City Council Corporate strategy 2022-2027.

City Benefits:

1. c£424m of investment in decarbonisation projects, c140,000 tonnes of carbon savings and c182MW of renewable electricity and heat generation capacity delivered over the next five years, supporting the council and the city to achieve carbon neutrality by 2030.
2. c£61.5m of social value generated, including c£50m of contracts awarded to the local supply chain including job creation, contributing to a diverse economy that offers opportunity to all and makes quality work experience and apprenticeships available to every young person.
3. Significant job creation for the local supply chain as well as apprenticeships and work placements for Bristol's young people, supporting a just transition.
4. A c£2.3m contractual payment from the Strategic Partner to Bristol City Council over the initial five years of the concession.
5. Keep Bristol on course to be carbon neutral by 2030 and contribute to the council's commitment to achieving carbon neutrality for its direct emissions by 2025.
6. Improve our environment to ensure people enjoy cleaner air through supporting the further deployment of renewable energy generation and electric vehicles.
7. Improve physical and mental health and wellbeing by making residents' homes warmer with fairly priced, clean heat, reducing inequalities and the demand for acute services.

Consultation Details:

Internal briefings and significant engagement with community energy groups and other organisations from the VCSE sector - from July 2018 to present.

Background Documents:

1. July 2022 Cabinet Report:
[2022 07 12 Heat Network Asset Transfer Cabinet Paper FINAL.pdf \(bristol.gov.uk\)](#)
2. April 2022 Cabinet Report:
[2022 04 05 City Leap Energy Partnership - Appointment of Preferred Bidder Cabinet Report - FINAL.pdf \(bristol.gov.uk\)](#)
3. January 2022 Cabinet Report:
[City Leap - procurement update and contract extension notification FINAL.pdf \(bristol.gov.uk\)](#)
4. December 2020 Cabinet Report:
[City Leap - procurement update and contract extension notification decision pathway 2020 FINAL.pdf \(bristol.gov.uk\)](#)
5. July 2020 Cabinet Report:
[Cabinet Report - Revised City Leap Energy Partnership FINAL.pdf \(bristol.gov.uk\)](#)
6. June 2020 Cabinet Report:
[2020 06 02 Cabinet Decision Pathway - City Leap Energy Partnership update.pdf \(bristol.gov.uk\)](#)
7. April 2019 Cabinet Report:
[2019 03 21 Decision Pathway - City Leap Energy Partnership - FINAL.pdf \(bristol.gov.uk\)](#)
8. City Leap Prospectus: www.energyservicebristol.co.uk/cityleap

Revenue Cost	Nil	Source of Revenue Funding	N/A
Capital Cost	£2m	Source of Capital Funding	General reserves
One off cost <input checked="" type="checkbox"/> Ongoing cost <input type="checkbox"/>		Saving Proposal <input type="checkbox"/> Income generation proposal <input type="checkbox"/>	

Required information to be completed by Financial/Legal/ICT/HR partners:

Further to the Financial Matters set out at para 6 above, and to support the recommendation to enter in the City Leap Energy Partnership, a high-level assessment was made of the Cost-Benefit to the Council, based on an analysis of key information.

Cost Benefit Analysis

The Indicative Cost Benefit Analysis to the Authority of appointing a City Leap Strategic Partner is set out below.

25-Nov-22 PK

Indicative Cost-Benefit Analysis of granting the Concession to the City Leap Preferred Bidder - £m

5 Year MTFP Indexed		FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	Total
Savings / Benefits							
Concession Payment	Guaranteed	1.42	0.07	0.16	0.23	0.18	2.05
Authority Share Payment	Not Guaranteed	0.12	0.22	0.45	0.64	0.65	2.09
Risk adjust Non guaranteed Payments	Delayed Income / Capex	(0.02)	(0.04)	(0.09)	(0.13)	(0.13)	(0.42)
Savings ES Budget	Yr 1 assumes 3 months	0.13	0.51	0.51	0.51	0.51	2.18
Total Incremental Income / Savings		1.64	0.77	1.03	1.26	1.21	5.91
Offset by:							
Mobilisation Costs	To 31 March 2023	-	-	-	-	-	-
Client Function	-	(0.26)	(0.51)	(0.51)	(0.51)	(0.51)	(2.32)
In demnities	Pension Strain costs 50%	(0.05)	-	-	-	-	(0.05)
In demnities	Redundancy 50%	(0.17)	(0.02)	(0.02)	-	-	(0.21)
In demnities	-	(0.30)	-	-	-	-	(0.30)
Write-Off Phase 1 Assets	-	(0.50)	-	-	-	-	(0.50)
Total Incremental Costs / Lost Income		(1.28)	(0.54)	(0.54)	(0.51)	(0.51)	(3.38)
Net (Cost) / Benefit		0.36	0.23	0.49	0.74	0.70	2.53
NPV @ HM Treasury Real + Inflation @ 5% (Nominal)		0.34	0.20	0.38	0.53	0.46	1.91
Estimated Capital Investment Saving (from January 2023)		2.25	1.17	2.76	3.10	-	9.28
Estimated tCO2 Saving Per Revised Business Plan Nov'22		17,955	13,798	36,931	42,471	41,736	152,891

It shows for the initial five-year period an overall Indicative benefit (NPV) of £1.9m but it should be noted that:

- The timeframe for the analysis is a five-year period, to align with the Council's Medium Term Financial Plan (MTFP) period, commencing Financial Year 22-23.
- All figures are presented in 2022 values with the HM Treasury discount rate of 3.5% + inflation at 5% (nominal) used to calculate a Net Present Value (NPV)
- Forecast costs to 31 December 2022 in procuring the City Leap Strategic Partner are set out within Appendix I (i) (exempt) and amount to c£9m. However, they are a sunk cost and are deemed not relevant to the decision.
- Other than non-guaranteed Income to the Authority, no adjustment has been made for optimism bias on the basis that the figures are indicative and are presented based on a reasonable level of analysis of data submitted by the Preferred Bidder and existing financial models maintained by the Authority.
- The council will make a provision of up to £1m in relation to certain obligations in the procurement, to be funded from general reserves - see Appendix G for further information.

Whilst it is acknowledged that financial returns can be made beyond the initial five-year period, the over-arching objective of City Leap, beyond bringing private sector expertise and funding to the table, is to assist the Council in achieving its net zero targets by 2030.

Furthermore, the scale of investment anticipated under City Leap is significant and by appointing the Preferred Bidder, the Authority:

- Frees-up capital for investment in other key Council initiatives
- Removes the need for the Council to deploy and manage large-scale commercial deployment of low carbon infrastructure, and the risks that go with that
- Enables the Council to focus on other social and economic areas of need in the community
- De-risks the large-scale investment that is required to deliver the City Leap outcomes

Additional wider economic and social value benefits are also delivered, though outside the scope of this commentary.

Finance Business Partner: Paul Keegan, City Leap Finance Business Partner, 25 November 2022

2. Legal Advice:

The City Leap Energy Partnership is a joint venture between the Council and the Strategic Partner to assist with the decarbonisation of Bristol. The legal structure will include:

- A joint venture company (JVCo, referred to as BCL in this Cabinet Report) that will originate low carbon energy infrastructure projects. 50% of the shares in JVCo will be owned by the council, and 50% of the shares will be owned by the Strategic Partner.
- A concession agreement under which the Council will grant the Strategic Partner an exclusive right (subject to certain criteria being met) to install low carbon energy infrastructure (LCEI) on the Council's estate, and pursuant to which the Strategic Partner will be held to key elements of their tender including the delivery of a heat network and considerable social value.

The Council's procurement of the joint venture Strategic Partner to install low carbon energy infrastructure on the Council's estate was subject to the Concession Contracts Regulations 2016. Accordingly, the Council has conducted the procurement of the joint venture Strategic Partner in accordance with the Concession Contracts Regulations 2016.

The City Leap legal structure will require the Council to accept the transfer of shares in a joint venture trading company (under s4 Localism Act 2011 and s95 Local Government Act 2003, the Council has the power to hold shares in a company for the purposes of carrying out trade to generate profit or for other purposes).

Where state resources are being transferred into the structure, this could give rise to Subsidy Control Regime risks if transferred at less than market value. The Council has sought to mitigate that risk by following the “market investor” principle. The regulated competitive procurement process that has been undertaken to procure the joint venture Strategic Partner should minimise risk of a transfer taking place at less than market value.

It is intended that the legal entities within City Leap including BCL will not be “bodies governed by public law” and so will not be subject to procurement regulations. However, this will require ongoing monitoring of the practical operation of the shareholder arrangements.

Further details of the contractual arrangements are contained in exempt appendix H.

The City Leap Energy Partnership will expose the Council to legal risks. These are detailed further in Exempt Appendix I (ii). It is important that the Council implements and maintains good contract management processes throughout the term of the City Leap partnership to ensure that the likelihood of potential risk and exposure arising for the council are mitigated.

Any repurposing of the budgets allocated to the different elements of the heat network will need to be reviewed from a subsidy control perspective to ensure the grant funded elements of the heat network remain compliant with the subsidy control regime. Officers working on the project need to ensure appropriate advice is sought although the overall risk is likely to be low.

Legal Team Leader: Sinead Willis, Team Leader – 16 November 2022

3. Implications on IT:

IT are fully aware and supportive of the process. IT will engage to support any required transition activities post award, including any activities under any required TUPE processes.

IT Team Leader: Gavin Arbuckle, Head of Service Improvement and Performance – 6 October 2022

4. HR Advice:

Following approval at Cabinet in April 2022, the Council’s Energy Service and trade unions have undergone consultation in accordance with the requirements of the TUPE regulations and BCC HR policies regarding the transfer to BCL.

The majority of the Council’s Energy Service will transfer to BCL and will become employees of that company on the date of the transfer. Staff who work on the heat network will also be transferred to BCL but will thereafter be seconded to Vattenfall. Within the Council, a new client function has been created to lead the relationships between the Council with BCL, Ameresco and Vattenfall. The Energy Service staff deemed out of scope to transfer to BCL will

continue in their existing roles within the client function team.

HR Partner: Celia Williams, Human Resources Business Partner, 15 November 2022

EDM Sign-off	Stephen Peacock, Executive Director, Growth and Regeneration	17 November 2022
Cabinet Member sign-off	Cllr Dudd, Cabinet Member, Climate, Ecology, Energy and Waste	17 November 2022
For Key Decisions - Mayor's Office sign-off	Mayor's Office	25 November 2022

Appendix A – Further essential background / detail on the proposal	YES
Appendix B – Details of consultation carried out - internal and external	NO
Appendix C – Summary of any engagement with scrutiny	YES
Appendix D – Risk assessment	NO
Appendix E – Equalities screening / impact assessment of proposal	YES
Appendix F – Eco-impact screening/ impact assessment of proposal	YES
Appendix G – Financial Advice	YES
Appendix H – Legal Advice	NO
Appendix I – Exempt Information	YES
Appendix J – HR advice	NO
Appendix K – ICT	NO
Appendix L – Procurement	NO



Establishing the City Leap Energy Partnership

Appendix A (i)
Further Essential Background Information



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City Leap procurement process

Following the approval by Cabinet in July 2020 of the Cabinet Report, ‘Revised City Leap Energy Partnership’, a Concession Notice was published in the Official Journal of the European Union on 3 August 2020 to commence the procurement of the City Leap Strategic Partner.

Following an initial selection stage, three Bidders were shortlisted to participate in the next stage of the procurement, as follows:

- Ameresco Limited, with Vattenfall Heat UK Limited as an Essential Sub-Contractor;
- E.ON UK PLC and Marubeni Corporation (acting as a consortium); and
- ENGIE Services Holding UK Ltd and Sumitomo Corporation (acting as a consortium).

The next stage of the Procurement commenced in November 2020 and involved meetings with each of the shortlisted Bidders.

An Invitation to Tender was published on 16 August 2021 and two bidders subsequently submitted Tenders to become the City Leap Strategic Partner on 17 December 2021.

Upon completion of the evaluation process, Ameresco Limited was appointed as Preferred Bidder following Cabinet approval in April 2022.

Background information on Ameresco Limited



Ameresco, Inc. (NYSE:AMRC) is a leading cleantech integrator and renewable energy asset developer, owner and operator. Our comprehensive portfolio includes energy efficiency, infrastructure upgrades, asset sustainability and renewable energy solutions delivered to clients throughout North America and Europe.

Our approach begins by addressing energy demand with analytics and efficiency measures to reduce energy consumption. Then, we right-size innovative options for energy supply with renewable and distributed solutions. As a long-term partner, we can also provide ongoing operations and maintenance services to support clients' energy objectives. Ameresco's sustainability services in support of clients' pursuit of Net Zero include upgrades to a facility's energy infrastructure and the development, construction, and operation of distributed energy resources.

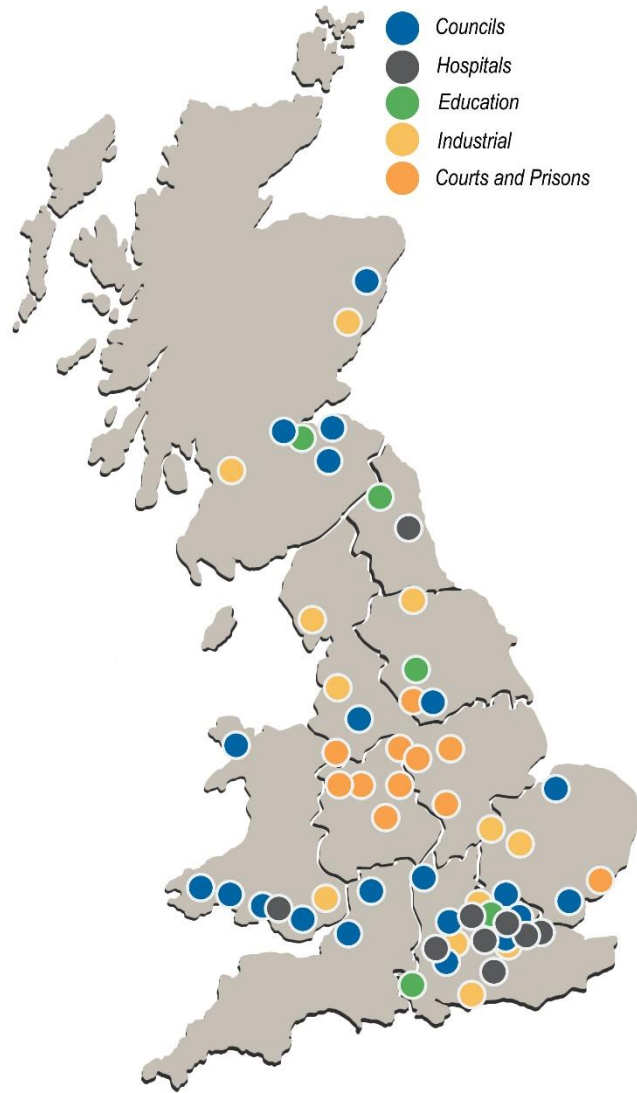
Technical independence coupled with our advanced technology portfolio allows us to integrate best-in-class solutions for the unique needs of each customer, paired with practical financial solutions. Whether focused on securing infrastructure upgrades, meeting sustainability goals, or creating resiliency, our customers benefit from a single provider of comprehensive clean technology solutions.

Drawing from 20 years of experience, Ameresco has successfully completed energy saving, environmentally responsible projects with Federal, state and local governments, healthcare and educational institutions, housing authorities, and commercial and industrial customers.

With its corporate headquarters in Framingham, MA, Ameresco has more than 1,000 employees providing local expertise in the United States, Canada, and Europe. For more information, visit www.ameresco.com.

UK Projects Map

Updated Feb 2022



Background information on Vattenfall Heat UK Limited



Vattenfall is a leading European energy company, that for more than 100 years has electrified industries, supplied energy to people’s homes and modernised our way of living through innovation and cooperation. We now want to make fossil-free living possible within one generation. Therefore, we are driving the transition to a more sustainable energy system through growth in renewable production and climate smart energy solutions for our customers.

Our main markets are Sweden, Germany, the Netherlands, France, Denmark and the United Kingdom.

The parent company of the Vattenfall Group, Vattenfall AB, is a non-listed company, 100 percent owned by the Swedish state. Vattenfall finances its operations by own generated cash flow and external funding, mainly in the form of corporate bonds.

Vattenfall Heat UK

Vattenfall Heat UK delivers on low carbon heating, cooling and power solutions; through a commitment to enable fossil free living within one generation. We're an energy partner at the forefront of affordable and reliable low carbon heating in the UK. The growth of our district heating business is accelerating in line with our purpose of powering climate smarter living.

About heat networks

Heat networks are essential in decarbonising heat in domestic and commercial properties. They harness heat from a central energy source, such as from the ground, water or waste heat from industrial processes and energy from waste plants. Heat sources are in abundance in cities.

Heat networks are a future proof way of heating homes in urban areas by being ‘technology agnostic’. This means that no matter what new technology may emerge in the coming years, developments are ready to adopt them without costly retrofitting. For more information, visit heat.vattenfall.co.uk.

Structure of the City Leap Energy Partnership

The City Leap Energy Partnership ('BCL') is a joint venture between the council and its Strategic Partner (SP) Ameresco Limited (Ameresco). The council and Ameresco will each be 50/50 shareholders in a joint venture company (JVCo), that aims to decarbonise the council's estate and support the wider decarbonisation of Bristol.

BCL will originate new projects and be responsible for the commitments set out in the summary Initial Business Plan (see Appendix A (ii)) All transferring Energy Service staff will be employed by BCL and continue to work on the delivery of existing projects and originating new opportunities. BCL's operating costs will be funded in full by Ameresco and Vattenfall. BCL will not own any assets or subsidiary companies.

Ameresco and Vattenfall may create separate legal entities to bring investment into projects that they will develop as part of BCL. No council investment will be made in any new legal entity. Ameresco and/or Vattenfall will be the contractor for any decarbonisation investment in the council's estate.

Role and function of City Leap entities

The role and function of each entity within the structure of City Leap is summarised in the table below.

Entity	Role	Function
Bristol City Council	Local Authority	<p>Promote and enable the delivery of city wide decarbonisation projects on the path to Net Zero and take an equal partnership in BCL – see later section, ‘Strategic and operational control’.</p> <p>Help to facilitate the origination and development of projects in the business plan in line with obligations under the Concession Agreement including to secure grant funding where opportunities exist that will bring down the cost of decarbonisation for Bristol.</p>
BCL	JVCo	Overall vision, development of the five-year business plan, strategy and project origination. All of the Council’s Energy Services employees who transfer to the City Leap Energy Partnership will be employed by BCL.
Ameresco Limited	Strategic Partner	<p>Take equal partnership in BCL and be responsible for delivering obligations under the Concession Agreement. Provide operational management and support to achieve BCL outcomes and deliver services. Support origination and design, build, fund, own and operate new Low Carbon Energy Infrastructure (‘LCEI’) assets across Bristol (excluding the heat network).</p> <p>In relation to the heat network, Ameresco has a ‘Sub Concession Agreement’ in place with Vattenfall that passes down the relevant obligations from the Concession Agreement.</p>
Vattenfall Heat UK Limited	Essential Sub-contractor	Support origination and delivery of the heat network and approval of the relevant sections of the Business Plan. Acquisition and continued expansion and operation of Bristol Heat Networks Ltd with the support of Vattenfall’s resources and expertise in heat network delivery and risk management. The Energy Service staff working on heat networks will be transferred to BCL, and then seconded to Vattenfall so that they can continue to work day-to-day on the heat network.
Bristol Heat Networks Limited	Ownership and operation of heat networks	Owned by Vattenfall, BHNL will develop, own and operate existing and new heat networks across Bristol .

Contractual arrangements

The 20-year Concession Agreement is the foundation document for the BCL. Under the Concession Agreement, the council will grant the right to install low carbon energy infrastructure on the council's estate.

The Concession Agreement obliges the Strategic Partner to meet the Key Performance Indicators as set out in para 3.1.3 of the Cabinet Report. In addition, there are commitments given by the Strategic Partner in the Concession Agreement in relation to the heat network, in particular in relation to continuity of service provision and fair pricing, which the council views as critical and which Ameresco will mirror in its contractual arrangements with its key subcontractor, Vattenfall.

To supplement the commitments given by the Strategic Partner in the Concession Agreement in relation to the heat network, the council will be given a "special" share in the company that will own the heat network assets in the future. This share will give the council a veto over certain actions by that company, such as a future sale, unless, for example, any future owner of the heat network agrees to abide by the contractual commitments given by the Strategic Partner in relation to the heat network. This will enable the council to continue to protect the interests of customers of the heat network prior to national regulation of heat networks being introduced that will provide customers with equivalent protections.

In addition to the Concession Agreement, the Council will be entering into:

- a Shareholders' Agreement, which regulates the relationship between the council and the Strategic Partner as shareholders of BCL;
- a share sale and purchase agreement, which sets out the terms of sale for the shares in BHNL (the council's wholly owned company that owns the heat network) to Vattenfall (Ameresco's sub-contractor that will own, operate and expand the heat network); and
- an intellectual property agreement.

The Concession Agreement has been set up so that the Strategic Partner is the primary contractor to the Council, and the Council will enter into delivery agreements with the SP for LCEI projects. The only party that BCC will contract with is Ameresco, and the only relationship/contract BCC is expected to directly manage under City Leap is with Ameresco.

Ameresco will be responsible for putting in place and managing all relevant sub-contracts relating to the delivery of LCEI projects under City Leap and there are various protections for the council in the Concession Agreement around delivery of sub-contracts and ensuring value for money. This includes an annual value for money audit process, value for money requirements that will need to be met before the council will approve City Leap projects on its estate and contractual sub-contracting and benchmarking provisions - see later section, '*Ensuring best value for Bristol*'.

Obligations of both parties

As a result of entering into the legal agreements between the council and Ameresco Limited, both parties will take on substantive obligations including the following:

The council must:

- Offer the Strategic Partner a right of first refusal on any LCEI project proposals that are originated by the council's service areas;
- Provide access to the council's estate, including its corporate buildings and social housing. Projects will not be permitted to proceed on the council's estate unless they have been through the project approval process and met the Project Acceptance Criteria (see later section);
- Work with and co-operate with BCL to originate new projects;
- Assist with grant funding applications;
- Facilitate and assist heat network expansion.

Ameresco Limited must:

- Originate LCEI projects on the council's estate;
- Deliver approved projects to the service standards set out in the Concession Agreement;
- Ensure funding for BCL, development costs for Bristol City Leap projects and construction of the heat network;
- Make relevant payments to the council under the Concession Agreement;
- Deliver the commitments put forward in their bid, the Business Plan and Annual Budget;
- Achieve all Key Performance Indicators;
- Comply with heat network delivery obligations;
- Comply with social value delivery commitments set out in their bid,

Strategic and operational control

BCL will be established as a joint venture, with the council owning 50% of the shares in BCL, held by the Mayor, and Ameresco owning the other 50% of the shares. A Shareholders' Agreement covers the relationship between the council and Ameresco as shareholders of BCL. The council and Ameresco will each be able to appoint two directors to the board of the BCL.

How City Leap will work during the lifetime of the partnership

Client Function for City Leap

The Client Function will act as the interface between the Council and BCL to drive the delivery of the key aims.

Project Acceptance Criteria ('PAC')

The Concession Agreement grants Ameresco the right to carry out projects on the council's estate that meet the detailed PAC set out in the Concession Agreement.

The PAC is split into three parts:

- Part A sets out the Generic Project Acceptance Criteria which all relevant projects on the Council's estate will need to meet;
- Part B sets out Specific Project Acceptance Criteria which apply to projects on the Council's estate to be developed with particular Service Areas, such as Housing & Landlord Services which manages the council's social housing; and
- Part C sets out the four-stage approval process to be followed in order for Ameresco to demonstrate that a project meets all the Project Acceptance Criteria set out in Part A and any applicable criteria from Part B.

Any changes to the PAC must be approved by Cabinet.

Part A – Generic Project Acceptance Criteria

Under Part A, the criteria projects must meet include:

- must demonstrate benefits, e.g. carbon savings, energy bill savings;
- terms must be satisfactory to the Council;
- all parties must have in place appropriate and adequate insurance;
- collateral warranties must be offered from all parties where appropriate;
- all end customers must be offered a fair price for energy purchased;
- no conflicts with land use and/or other BCC strategies/policies;
- no contravention of any of the council's statutory duties;

Part B – Specific Project Acceptance Criteria

Part B contains requirements that will apply where a project is in a particular service area in the Council. For example, for social housing projects, all sub-contracts contain must include targets in relation to delivery of high customer care standards.

Part C - Project Approval Process

Part C sets out the four-stage gateway approval process to be followed in order that the Strategic Partner can show that a project meets all the Project Acceptance Criteria.

Once a project has passed the gateway approval process, Ameresco is obliged to deliver the project.

Ensuring best value for Bristol

Bristol City Leap gives the council access to a delivery partner for all LCEI projects for the next 20 years, enabling the council to respond quickly to decarbonisation opportunities.

The Strategic Partner has an overarching obligation to assist the council in meeting its legal duty to ensure best value for public money and there will be an independent annual market price audit carried out across a sample of contracts.

Annual Business Plan

BCL will prepare a rolling five-year Business Plan each year and a summary of the Business Plan will be published on BCL's website. BCL will also make information available on its website regarding the Strategic Partner's progress against the Key Performance Indicators and individual social value metrics such as number of jobs created.

BCL's Business Plan is subject to sign off by the shareholders, whose role is to ensure that the plan aligns with the key objectives of BCL.

Community participation in Bristol City Leap

Ameresco has made the following commitments relating to community participation:

- Providing **£1.5 million for a Community Energy Development Fund and £500k for an Innovation fund** over the first five years of the term of the concession agreement to support new projects coming to fruition.
- Making 10% of the non-heat network capital requirement available to public shareholder subscription through a **dedicated crowd funding platform**, provided by Abundance, amounting to an estimated £6million in the first five years, giving Bristolians the opportunity to benefit directly from investing in City Leap projects.
- Creating a **City Leap Community Forum** bringing key stakeholders together to support key decision making on the Bristol City Leap strategy.
- Creating and implementing **Community Engagement Action Plans** on a project-by-project basis as Bristol City Leap is developed across the city.
- Implementing a **Heat Network Advisory Panel** which will provide advice to and challenge BHNL on strategic heat related matters.
- Delivering a comprehensive programme of further regular engagements with communities, partners, business and the people of Bristol.



Bristol City Leap

Summary of Initial Business Plan

Appendix A (ii) for Bristol City Council's
December 2022 Cabinet Report

Bristol City Leap Energy Partnership

BRISTOL
city leap

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Foreword

Climate change is one of the biggest challenges that we face. The impact of global warming is changing our natural world with devastating effect and frequency. Energy prices are rising due to international tensions and these rises are rippling through all global markets. Inflation is driving up the cost-of-living leading to a substantial increase in the number of people living in fuel poverty.

We are in the middle of a perfect storm of international, economical, and ecological pressure where only the combined action of every individual and organisation can bring about the change necessary in the little time available to steer humanity away from a catastrophe. The few with the resources and influence, have a responsibility to unlock the ability of the many to participate positively in the actions necessary to create a transformative system for everyone.

The City Leap Energy Partnership is a key component of Bristol's response to the climate emergency. This is a twenty-year joint venture between Bristol City Council (BCC) and Ameresco to demonstrate how public and private sector organisations can come together with an entire City to transform the way that Bristol generates, distributes, stores and uses energy.

This is about inclusive, City-scale action to enable every individual to participate in and benefit from this essential drive to scale up the action required to tackle the climate emergency and achieve a just, green transition for everyone.

Ameresco will have the contractual obligations to deliver decarbonisation targets with Vattenfall, our partner, undertaking the key commitments in relation to heat networks.

Together, in partnership with the community, we are committed to delivering a legacy of self-perpetuating, positive change towards a fair and sustainable future for all generations to come.



Mark Apsey MBE

Managing Director of Ameresco and
City Leap Energy Partnership

Executive Summary

Welcome to Bristol City Leap

Bristol City Leap is a brand-new partnership between BCC and Ameresco which will accelerate green energy investment in Bristol and help towards decarbonising the whole City.

This is a big deal for Bristol. For the residents of Bristol, City Leap has the potential to deliver a better quality of life by improving the warmth and comfort of homes, improving air quality, and creating thousands of local jobs.

Vision for Bristol City Leap

A sustainable environment, in which every individual has equal access to opportunities and is empowered to contribute to the continuing decarbonisation of their city whilst sharing in its success.

Bristol City Leap's Mission

Action on City-scale decarbonisation of the built environment, working together to harness the power of communities, public and private sector resources to significantly respond to the climate emergency, fairly and inclusively, delivering shared outcomes for the city.

A Leap Forward on our Journey to Carbon Neutrality

As part of its winning bid to become BCC's Strategic Partner for City Leap, Ameresco has contractually committed to the following Key Performance Indicators (KPIs) over the next five years:

- c140,000 tonnes of carbon saving.
- c.180MW of zero-carbon generation assets contributing to net zero carbon by 2030.
- c327GWh of zero carbon energy generated.
- c£22m of energy efficiency measures deployed.
- £61.5m of social value including c£50m of contracts delivered by local supply chain.

To deliver the above, Ameresco estimated that Bristol City Leap would need to invest £424m into low carbon energy infrastructure such as solar, wind, heat networks, heat pumps and energy efficiency measures - all of which will support Bristol meeting its carbon reduction ambition of becoming carbon neutral by 2030.

In addition, Ameresco has also committed to the following:

- A guaranteed £1.5m Community Energy Development Fund and a guaranteed £500k. Innovation fund over the first five years of the partnership.
- Development of a Community Benefit Fund expected to reach £2.8m during the concession period.
- £2.34m of guaranteed payments and an estimated £1.63m of risk-based payments to BCC, the latter being dependent on the level of delivery by City Leap.
- An estimated £6m+ crowdfunding opportunities for residents to invest in City Leap projects.
- 410 new jobs created in Bristol and 1,000 jobs in total, all paying at least the 'Real Living Wage'.
- Apprenticeships, training, work placements, mentoring and awareness opportunities.

Initial Business Plan

Context for Bristol City Leap's Initial Business Plan

This Initial Business Plan covers the time period 4 January 2023 to 31 March 2028 (“Business Plan Term”) and will be reviewed and updated annually (“Business Plans”). The City Leap Initial Business Plan comprises two elements; the Low Carbon Energy Infrastructure (LCEI) plan developed by Ameresco, and the Heat Network plan developed by the Ameresco’s subcontractor, Vattenfall Heat UK.

Each Business Plan is an indicative document, setting forth (at the date of its publication) the Strategic Partner's intended roadmap to achieve the contractually binding Key Performance Indicators set out on the previous page.

The deliverability of each Business Plan, and the projects listed in it, will depend on a wide range of factors, including prevailing market conditions, technological advancements, the availability of funding (including grant funding), government energy policy, third party involvement, support from BCC, the global macro-economic and political environment and end user take-up.

The Business Plan will evolve over time and will be agreed and amended by the Council and Ameresco. However, the Strategic Partner's success in delivering City Leap is measured against the Key Performance Indicators (KPIs) and, accordingly, each iteration of the Business Plan does not represent a new set of legally binding obligations on the Strategic Partner.

Clearly a business plan is only a snapshot at a particular point in time and will evolve as the energy infrastructure landscape changes, for example in response to changes in government policy and financial support. As such and noting that we live in extraordinary times as regards energy prices, the ambition set out in this business plan and in relation to any individual technologies referenced should be read in this context.

Risk Management

Bristol City Leap is a first of its kind approach to decarbonisation at City scale and as with all pioneering projects comes with a level of risk. Acknowledging this as well as the inherent risk of not tackling climate change motivates the Bristol City Leap risk management system. A multi-layer risk management process will be applied to ensure the success of Bristol City Leap at all levels. This includes:

- **Macro level risk** – Constant monitoring of key information channels to assess risks including the influence of world affairs on energy pricing, equipment, and resource availability. Regular impact assessments will be shared via quarterly and ad-hoc reporting based on impact severity.
- **UK regulatory risk** – Monitoring via consultancy services for changes in UK energy industry regulation and central government thinking relating to future energy and environment compliance. Impact assessment and awareness will influence strategic planning at the business plan level and tactical planning in the daily operations of City Leap Energy Partnership.
- **Bristol City local risks** – Work closely and regularly with local stakeholders spanning community groups to local and national industry leaders to assess influences on the local energy landscape.

City Leap Energy Partnerships will collaborate to mitigate risks and influence the Bristol City decarbonisation agenda.

- **Operational and project risk** – City Leap Energy Partnership will operate an accredited quality management system with proven operational and continuous improvement procedures to control and manage all associated project delivery risk to Bristol City Leap and its stakeholders.

Strategic Goals for the Initial Business Plan

By 2025:

- Achieving carbon neutrality of BCC's operational estate.
- Supporting the development of a highly skilled local supply chain.
- Delivering consistently high level of decarbonisation projects to help drive down installation costs.
- Becoming first choice decarbonisation partner for all sectors in Bristol.

Within five years:

- Developing a local energy trading market for all to participate fairly in.
- Demonstrating a successful, world-renowned partnership approach for City-scale decarbonisation.

By 2030:

- Achieving EPC rating 'C' or better for all the Council's social housing.
- Significantly contribute to Bristol becoming carbon neutral.
- Supporting significant reductions in cases of fuel poverty and unhealthy homes.

Strategy to Deliver the Initial Business Plan

The following sets out the key elements of the detailed strategy to deliver the Initial Business Plan:

The Council's Estate

- Work with the Council's Service Areas to develop and agree decarbonisation programmes for the Council's operational estate and social housing.
- Subject to further approval from the Council's Cabinet, seek to maximise grant funding and other funding sources to leverage the decarbonisation capital funding set aside in the Council's budget to deliver large scale decarbonisation programmes in the Council's operational estate and its social housing.
- Deliver large-scale renewable installations such as wind turbines and solar farms.
- Develop EV charging models and secure EV mixed portfolio funding partnerships.

Heat Network

- Continue the build out the existing heat networks including Bedminster.
- Develop new heat network areas (including the Strategic Heat Main).
- Invest in new customer connections and new low carbon heat sources.
- Operate the network effectively to provide excellent customer service with fair and transparent pricing.

Additional Commercial Models/Marketing

- Develop and implement the appropriate combination of commercial models, e.g. Energy as a Service (EaaS), to minimise future reliance on grant or Council funding.
- Maximise 'low income' household upgrade grants for private households.
- Position Bristol City Leap as first choice decarbonisation partner for other public and commercial sector customers.
- Develop targeted marketing and sales strategy to support business plan and KPIs.

Supply Chain

- Secure strategic procurement partnerships maximising volume pricing and availability of key technologies including heat pumps and rooftop solar.
- Rapidly scale up a skilled local supply chain through partnerships with the Council, local business forums, industry accreditation organisations and skills training establishments.

Social Value

- Develop Social Value and EDI strategy to maximise local community participation supported by a £1.5m community energy development fund and £500k R&D fund.
- Establish community forums and a heat network advisory panel to consult and inform BCL board and management team to support the "just transition" to a low carbon economy.
- Commitment to explore opportunities for community energy projects linked to LCEI projects and the Heat Network.

Smart Energy System

- Further develop the 'sleeving' arrangement whereby the Council self-supplies power from its renewable energy generating assets to enable multiple generators and customers to participate.
- Develop demand side response capabilities utilising the wide range of LCEI and heat network assets developed or managed through the City Leap and connected to the smart low carbon energy system to provide energy system flexibility, balancing and resilience.
- Apply for regulatory sandboxes to trial innovative solutions.
- Create an 'Innovation leaders' forum' to work strategically with large scale land and infrastructure owners, service operator's and major utility generators, distributors, and users in Bristol to maximise City scale opportunities and minimise disruption.

Medium/Long Term Marketing

- Commence medium to long term communication and engagement plan to catalyse Bristol City as the green economy epicentre of the UK and stimulate a local movement towards ensuring the sustainable availability of equipment and local skilled resources.
- Build strategic relationships with WECA and neighbouring authorities to unlock additional funding sources for BCC to deliver aligned regional decarbonisation strategy.
- Lobbying for change – work with likeminded organisations and universities to develop white papers to support open energy market trading for all to participate fairly.

Bristol City Leap’s Initial Business Plan Overview and Key Highlights

Since its appointment as the Preferred Bidder for the City Leap Energy Partnership in April 2022, Ameresco and its subcontractor, Vattenfall, has extensively engaged with Council staff to better understand and explore opportunities for low carbon energy projects on the Council’s estate and future expansion of the heat network.

The resultant Initial Business Plan (IBP) seeks to ensure that the contractually binding KPIs for carbon reduction, etc., are met. The forecast carbon savings are c152,000 tonnes over the IBP time period, which is more than the contractually committed KPI of 139,120 tonnes, as set out in table 1 below. The IBP estimates that to achieve this, will require an investment of c£631million over the IBP period.

		Bid Plan	Int Bus Plan	Int Bus Plan - Bid Plan
Development KPIs	Unit	Contracted	IBP Forecast	Positive KPI variance
Zero carbon generation assets deployed	MW	181.6	194.5	12.9
Zero carbon energy generated	GWh	327.3	376.1	48.8
Energy efficiency measures deployed	£m	22.1	77.1	55.0
Carbon KPI	Unit	Contracted	IBP Forecast	Positive KPI variance
Carbon KPI	tCO ₂ e	139,120	152,881	13,762

Table 1. Bristol City Leap’s Initial Business Plan exceeds the contractually committed 5-year Development and Carbon KPIs. KPI targets.

Bristol City Leap’s Initial Business Plan comprises two key elements, the Low Carbon Energy Infrastructure (LCEI) Plan and the Heat Network Plan. The LCEI plan includes all decarbonisation works not related to the heat network, which is wholly covered within the Heat Network Plan.

The Initial Business Plan considers the recent and significant changes in the energy, labour, and materials markets on communities since the submission of the business plan submitted as part of Ameresco’s winning bid, the Bid Plan. It also considers how economic volatility poses significant risk to traditional central government funding streams and most importantly, how an aligned decarbonisation strategy can benefit the growing needs and concerns of the local community.

Acknowledgement of these aspects in both the LCEI Plan and Heat Network Plan has driven a change to the strategy, to support delivery of a stretched Initial Business Plan, with the underlying ambition to increase the focus on community centric LCEI projects and maximise the impactful benefits of Bristol City Leap for the community through improved quality of living conditions, well paid work opportunities with skills training and long-term career prospects.

Firmly acknowledging commitment to the minimum contractual KPI targets set out in the bid plan, the Initial Business Plan now combines a mix of solutions from both the LCEI Plan and Heat Network Plan, enabling the City Leap Energy Partnership to forecast a more ambitious Initial Business Plan delivery focused on the needs of the community. Figure 1 shows how the planned Bristol City Leap investment of £631m is profiled over the Initial Business Plan time period.

City Leap 5 year annual LCEI and Heat network investment plan

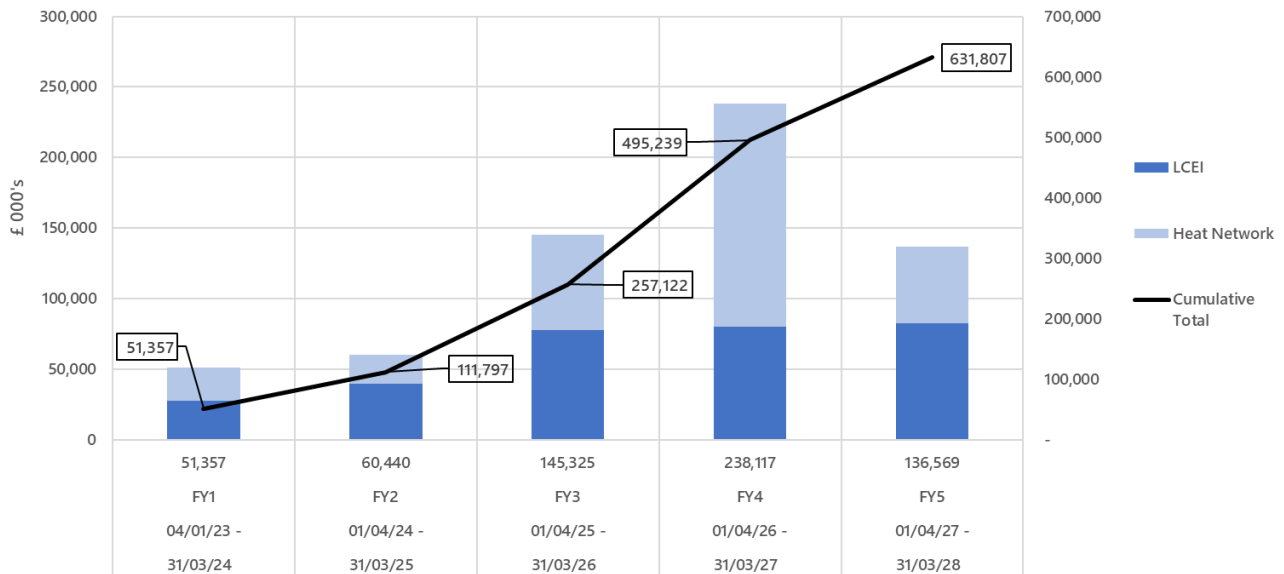


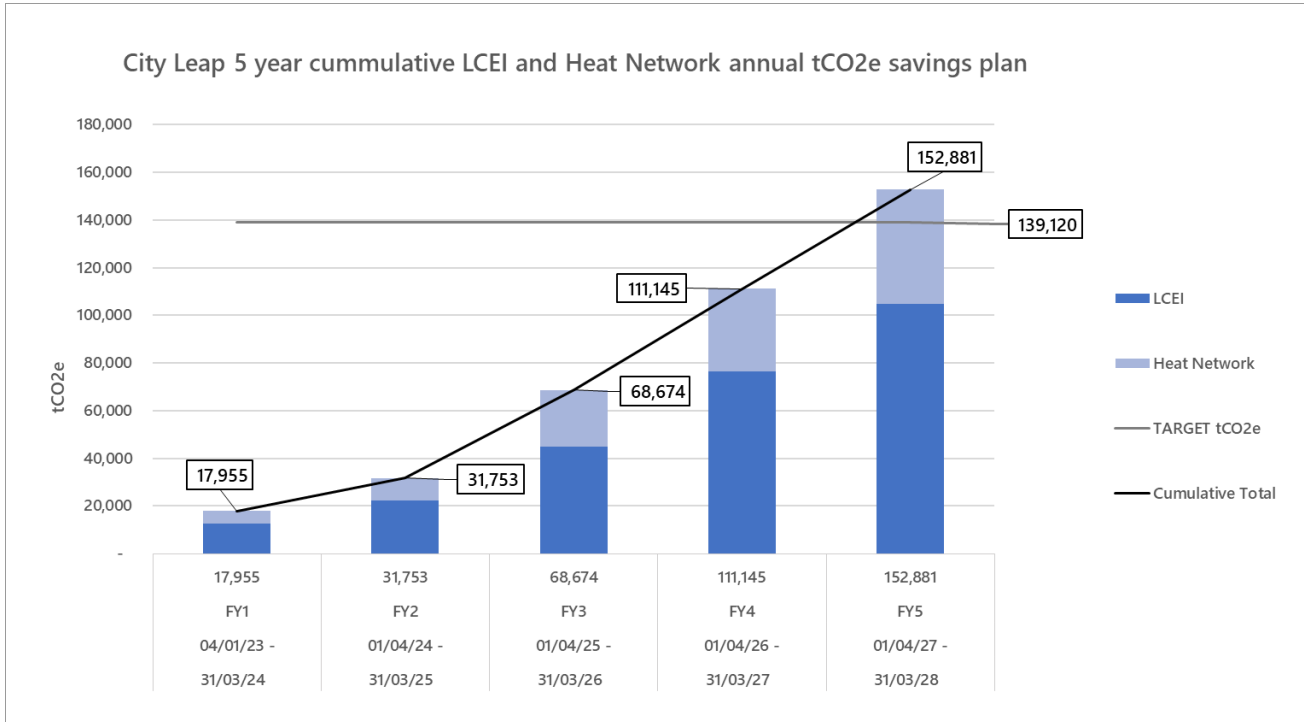
Figure 1. Bristol City Leap IBP Low Carbon Energy Infrastructure (LCEI) investment plan profile aligned to a community centric delivery

Plan for Capital investment delivered at achievable levels in years 1 and 2 to:

- Focus on the Council operational buildings to achieve 2025 neutrality target.
- Deliver decarbonisation programmes in the Council’s social housing to the maximum extent possible.
- Enable local supply chain development to deliver ambitious year 3, 4 and 5 capital investment plans.
- Complete necessary consultations and planning for strategic heat main.
- Complete necessary consultations and planning for large scale renewables.

Plan for Capital investment ramped up in years 3, 4 and 5:

- Ramp up in social housing and private residential properties prioritising homes in most need of investment.
- Development of the Strategic Heat Main and wind generation developing an end-to-end solution for the decarbonisation of heat to significantly pave the way towards carbon neutrality of Bristol by 2030.



The LCEI projects major on retrofit solutions designed to tackle decarbonisation in the existing built environment
Figure 2. City Leap IBP annual profile of cumulative tCO₂e saved exceeding the contractual KPI by c13k tCO₂e

environment prioritising properties where efforts will have the most positive impact on decarbonisation.

- Targeting energy efficiency and decarbonisation measures in poorly insulated Bristol buildings heated with carbon intensive energy, i.e. natural gas or oil, will yield early and immediate decarbonisation results.
- LCEI is relatively low capital investment per building enabling rapid delivery models and achievement of decarbonisation results as well as insulating homes and enabling, where appropriate, the longer-term option to connect to the heat network once the local networks are sufficiently developed.
- Ambitious LCEI delivery supported by increased planned spend in the Housing Revenue Account (HRA) (identified post bid submission), matched with Social Housing Decarbonisation Funds (SHDF) and a continuing programme of private residential funding such as the Home Upgrade Grant Scheme (HUGS) for ‘Low income’ households and competitively priced, quality delivery solutions with financing options for the ‘Able to pay’ market, will be the foundation upon which local green jobs will be created and carbon saving performance accelerated.
- Heat networks carbon savings will increase significantly over time as the carbon content of heat decreases (driven by new investment in low carbon heat sources and the phasing out of gas) and heat demand connected to the heat network increases as new connections are made. There is significant upfront investment during the initial business plan period to secure later substantial carbon savings, addressing the challenge of decarbonising heat in buildings over the medium to long term.

Near Term Projects and Goals

The Council's Operational Estate

- Working with the Council's Property Service to develop a decarbonisation strategy for the Council's operational estate for approval by the Council's Cabinet during 2023.
- This strategy will seek to utilise and leverage the decarbonisation funding contained within the General Fund budget. Utilisation is dependent upon further approval by the Council's Cabinet.

The Council's Social Housing

- Working with the Council's Housing & Landlord Services team to review options and develop a decarbonisation strategy for the Council's social housing stock for approval by the Council's Cabinet during 2023.
- This strategy will seek to utilise and leverage the decarbonisation funding contained within the HRA budget, however this utilisation is dependent upon further approval by the Council's Cabinet.

Private Housing *in Bristol*

- Funded by the Home Upgrades Grant Scheme (HUGS), Bristol City Leap will identify and qualify 158 'low income' households to deliver c£2.8m of insulation, windows, heat pumps, solar panels and carry out associated preparation and remedial works.
- Leveraging the additional delivery capability of Bristol City Leap, BCC will apply for a further c£10m of HUGS grant funding, and will submit further applications in due course, to continue to provide support to similar households in Bristol.

Schools and Education Centres *in Bristol*

- Partially funded by the Public Sector Decarbonisation Scheme (PSDS) and match funded by BCC, the City Leap Energy Partnership will provide c£1.4m of low carbon heating solutions to a school and study centre delivering low carbon technology.
- Survey a further c50 schools, libraries and other public buildings to identify further opportunities for decarbonisation and energy bill reductions.

Renewable Generation and Resilience

- Identify opportunities for large scale renewable generation in both the private and public sectors to replace the use of high carbon-based power generation with carbon free renewable sources such as wind and solar.

Heat Network

- Operate the heat network to provide excellent service to customers at a fair price
- Continued build out and expansion of the existing heat networks adding around 30 new connections
- Development of new network areas including design concepts for Spike Island and Frome Gateway
- Undertake design work and begin construction of the Temple Network including the first Energy centre
- Develop the concept design, consenting approach and confirm viability for the Strategic Heat Main, including close dialogue with anchor customers on the potential route

Low Carbon Energy Infrastructure (LCEI) Plan

In general terms, the LCEI plan includes decarbonisation works relating to:

- Buildings and associated building infrastructure after the meter for both existing and new buildings, including all local metering and controls.
- Renewable generation and energy storage infrastructure before the meter, typically wind, solar battery assets, however, includes all other generation technologies.
- Private distribution networks and microgrid assets, not included in the Heat Network plan, and associated metering and controls.
- Smart energy systems for control, balance and optimisation of all assets within the LCEI plan and strategic interfaces with assets within the heat network.

Any goals referenced in this Business Plan (including charts) which are in excess of the committed KPIs are aspirational and not binding commitments.

Figure 3 illustrates the planned LCEI investment in the five market segments in each year of the Initial Business Plan.

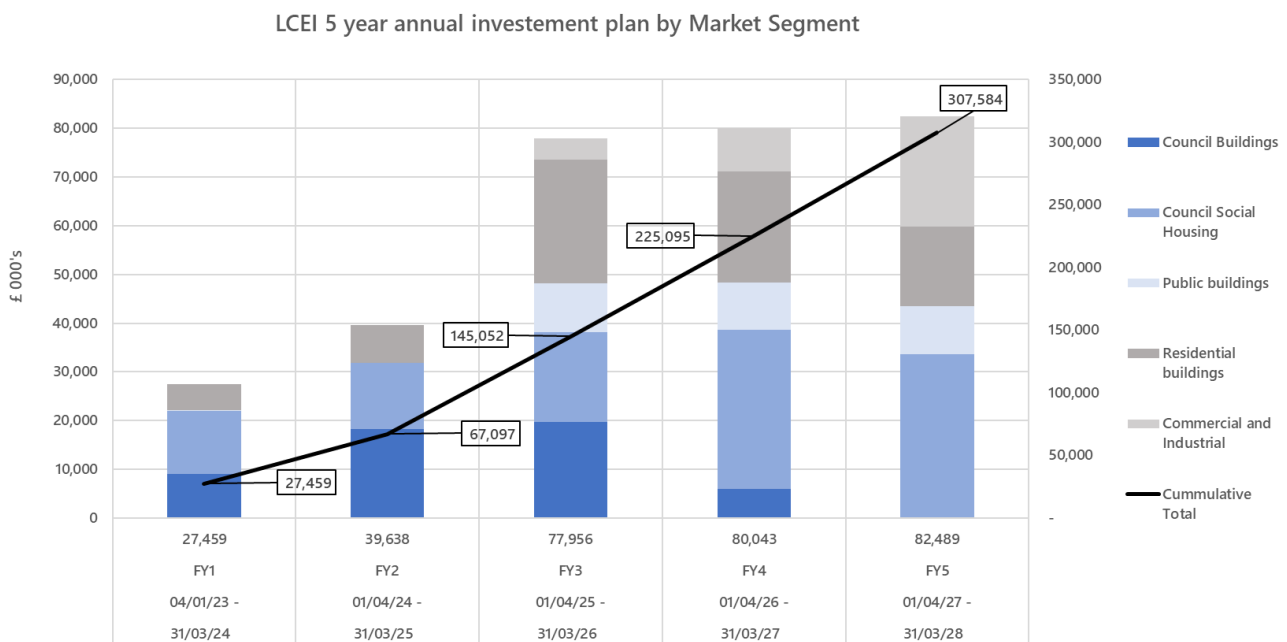


Figure 3. LCEI IBP annual investment plan by market segment annual profile - £307.5m LCEI investment in year 5

LCEI Key market investment plan benefits

- Early focus on the Council’s operational estate to achieve net zero decarbonisation target in 2025.
- Consistent increase in investment in the Council’s social housing prioritising low EPC rated homes.
- Increasing investment in private homes, prioritising ‘low income’ households.
- Significantly increasing overall delivery to catalyse local supply chain and skills training.
- Marketing plan positioning Bristol City Leap as first choice ‘C&I’ decarbonisation partner.

City Leap Energy Partnership has committed to preparing a rolling five-year business plan annually providing forward visibility of the planned technologies and associated scale of delivery. A summary business plan will be published on the Bristol City Leap website and shared with local enterprises and organisations. This is aimed to build confidence for the local supply chain, enabling them to invest and develop capability within their own operations, thus providing resources and creating job opportunities to drive the local green economy whilst supporting the decarbonisation objectives of Bristol City Leap.

Figure 4 below illustrates the LCEI investment plan in each technology group in each year of the Initial Business Plan providing invaluable insights to local enterprises and organisations.

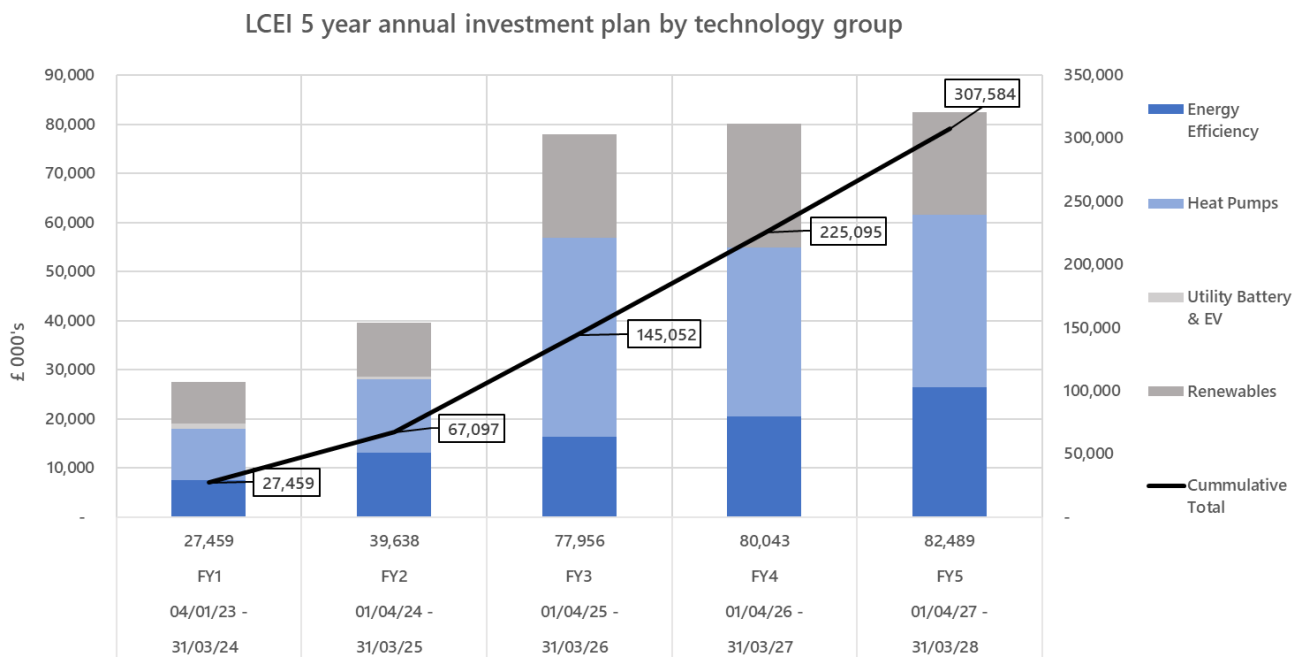


Figure 4. LCEI IBP annual investment plan by technology group annual profile - £307.5m LCEI investment in 5 years

LCEI Key technology investment plan benefits

- c£135.5m heat pump investment for heat decarbonisation outside heat network zone.
- c£83.7m energy efficiency investment to reduce demand and optimise electrification of heat solutions.
- c£86.7m investment developing 164MW of renewable generation in the LCEI plan.
- c158GWh of energy generated from renewable assets during the initial business plan period.
- Campaign of key investment awareness to catalyse local green economy and resources.

Heat Networks

Vattenfall is delighted to be working in close partnership with Ameresco and BCC on the delivery of heat networks for Bristol City Leap. Within the Initial Business Plan (IBP) time period, City Leap will enable the delivery of 120GWh of zero carbon heat to customers in Bristol, channelling over £200m of investment into high quality energy infrastructure across the city.

BCC has created a robust set of heat networks forming a foundation from which to extend the networks, securing new connections to build a city-wide fossil free heat network. We are looking forward to engaging with our partners, the local Community, national government and supply chain providers to increase the pace and scale of district heating across Bristol, create jobs and deliver social value, and to achieve our goal of decarbonising the network by 2030.

Objectives in this Business Plan Relating to Heat Networks

During the Initial Business Planning period, the business will focus on achieving the following objectives:

1. Provide excellent services to existing customers at an affordable price.
2. Decarbonise and grow the existing networks established by BCC.
3. Establish and grow new networks across the city.
4. Develop the market conditions for transformative growth in the market.
5. Ensure that the Heat Network contributes to broader City Leap objectives.

Growth

Bristol City Leap has set ambitious growth targets to deliver extensive City-wide, low carbon heat networks. This ambition underpins the key KPI contractual commitments by the Strategic Partner, Ameresco.

The key KPI for the heat network is the Heat Network Growth KPI, which requires at least 10GWh of demand to be added to the heat network every year for the next twenty years (as an average since the start of the concession).

In addition to this, the heat networks will support Bristol City Leap to deliver the following KPIs alongside the delivery of LCEI activity:

1. The Carbon Saving KPI: heat network contribution in gCO₂ saved per year by connecting existing buildings to the heat network and displacing higher carbon intensity forms of heating.
2. The Zero Carbon Generation capacity KPI: heat network contribution in MW per year by installing zero carbon heat generation plant.
3. The Zero Carbon Energy Generation KPI: heat network contribution in GWh per year of heat produced from zero carbon generation plant.

These KPIs incentivise new heat network connections to be made to decarbonise buildings identified in feasibility work undertaken to date by the Council. In the event these connections cannot be made, alternative connections with equivalent demand will be identified to expand the network at or above the agreed rate. The feasibility work shows a total in excess of 100 connections over the Initial Business Plan time period to March 2028 with a total demand of over 120 GWh.

We will develop and expand the heat network in Bristol to the greatest extent possible whilst ensuring that it offers fair value to customers and is in line with overall decarbonisation plans for the city, i.e. where heat networks are the most appropriate solution for decarbonising heat for a given building or area.

Within the defined heat networks priority area in Bristol and wherever technically and commercially viable, we will seek to connect:

- New developments that are required to connect through the Planning system.
- Existing buildings that request to connect to the network.

Our approach to this is built on the work carried out to date by BCC, focussed on the eight heat network areas identified in feasibility work, several of which are already operational or under construction. Where possible, we envisage that these heat network areas will be interconnected to create one City-wide Bristol Heat Network.

We will also seek opportunities for “islanded” heat networks, i.e. not connected to the main Bristol Heat Network, in areas of the City that have clusters of high heat demand or large new developments. Such networks are not currently included explicitly in this business plan but will be included in future refreshes. These opportunities will be coordinated with Ameresco to ensure alignment with City Leap as a whole.

Decarbonisation of the Heat Networks

While growing the heat network, we will also decarbonise it by ensuring that all new generating capacity is low carbon. We have committed to install no new gas-fired assets and to phase out the existing gas-fired assets by 2030 at the latest.

This will be underpinned by specific KPIs on the carbon content of heat (gCO_2/kWh) which will be reduced over time to $60 \text{ gCO}_2/\text{kWh}$ by 2030 and $40 \text{ gCO}_2/\text{kWh}$ by 2040.

Our current preference is to utilise low carbon heat from Energy from Waste (EfW) plants that would otherwise be vented into the atmosphere. We will do this by constructing a new Strategic Heat Main (SHM) that will run from Avonmouth into Bristol City Centre and connecting local energy centres containing heat pumps and e-boilers.

The SHM is a large district heating pipe, over 20km long, with an indicative route shown in 5 below. As well as connecting the EfW plants to the city centre heat networks, it would connect additional loads along the route in South Gloucestershire and North Bristol and enable further low carbon heat sources to be connected in future from outside the city centre.

The feasibility of the SHM has been investigated previously by South Gloucestershire Council and BCC. Vattenfall will build on this work and develop the concept further during the Initial Business Plan period.

If proven viable, further detail on the SHM will be included in future City Leap business plans. If the SHM is not viable, an alternative approach utilising zero carbon heat generation such as heat pumps will be adopted.

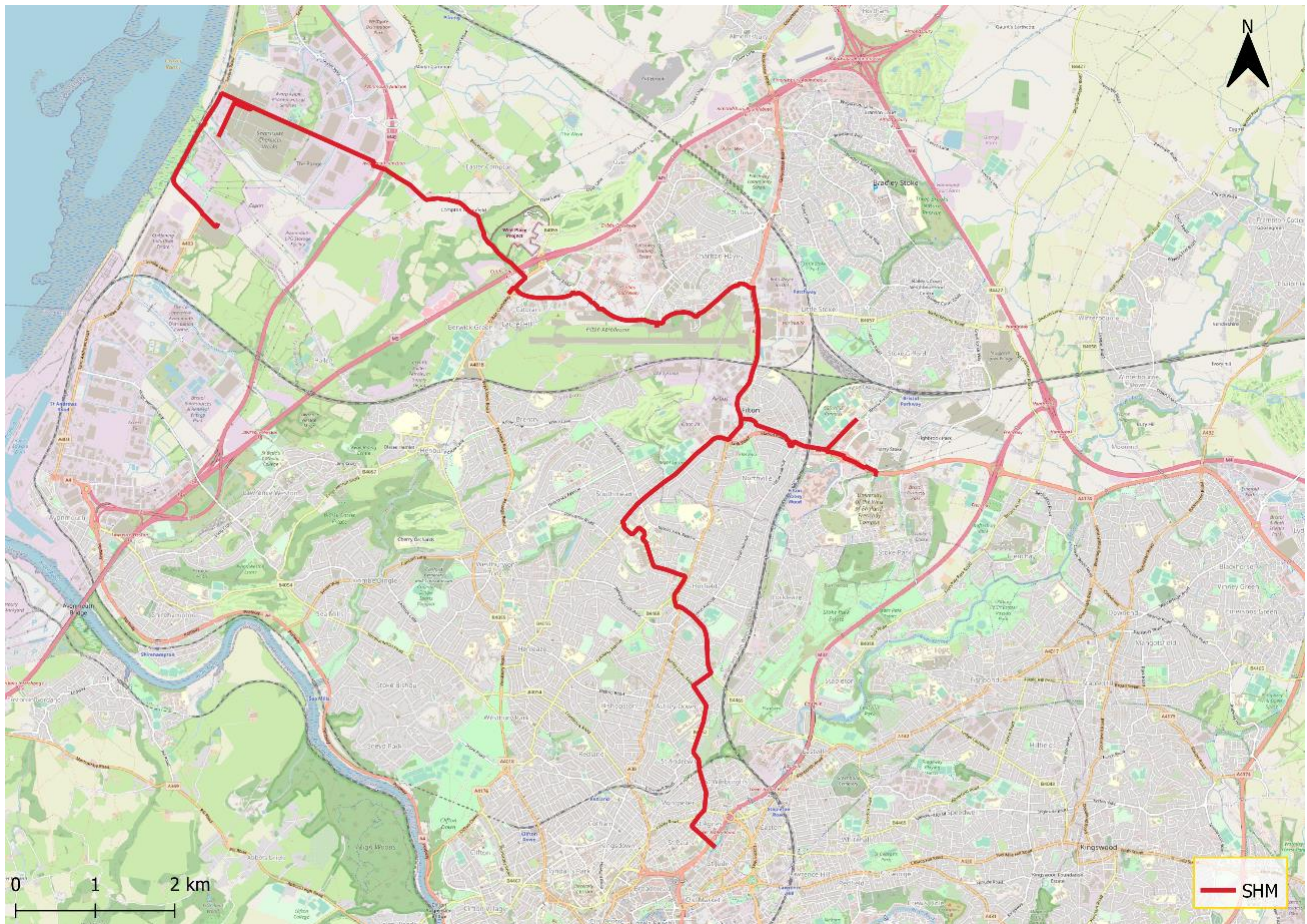


Figure 5. Indicative Strategic Heat Main route creating a long-term decarbonisation asset

Vattenfall will develop and expand the heat network in Bristol to the greatest extent possible whilst ensuring that it offers value to customers and is in line with overall decarbonisation plans for the city – in other words where heat networks are the most appropriate solution for decarbonising heat for a given building or area.

In practice we will seek to connect new and existing buildings, within the defined Heat Priority Area in Bristol (Figure 6), and wherever technically and commercially viable. Bristol Planning Policy BCS14 expects new developments in the heat priority area to connect to a heat network where technically and financially feasible or where a heat network is not being installed to be ‘District Heating ready’ to enable connection at a later date.

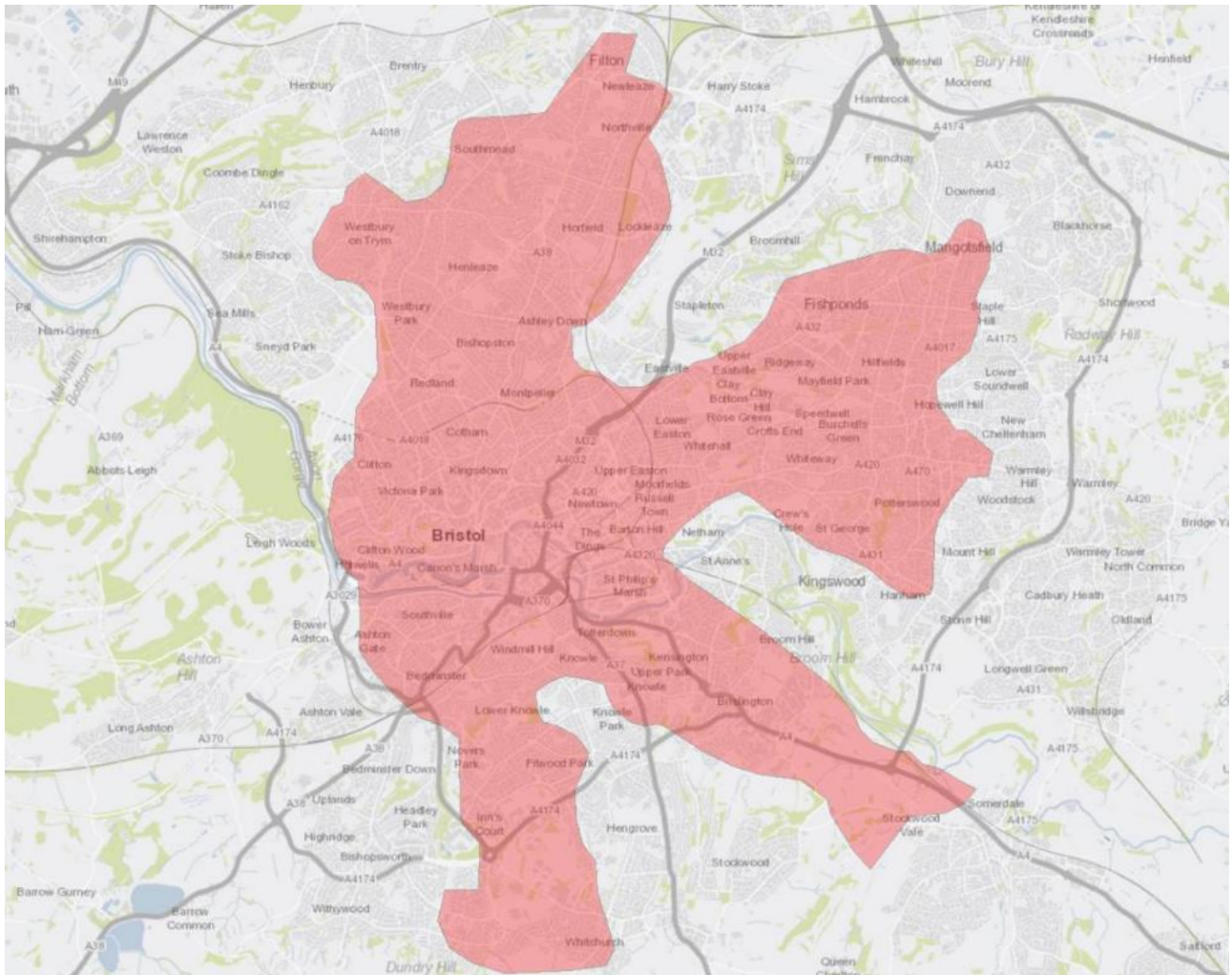


Figure 6. Bristol's Heat Priority Area which has been developed through feasibility work undertaken by BCC.

In early 2023, we will own and operate two City centre heat networks at Redcliff and Old Market, with a third under construction in Bedminster. These networks supply over 15GWh/year of heat across 14 operational connections.

In addition, BCC has carried out feasibility studies for further networks in Temple, City Centre, Spike Island, Frome Gateway, Ashton Gate and has identified and commenced discussions with several prospective customers in these areas.

We intend to develop and expand all these heat network areas and, ultimately, to interconnect them to form a single City-wide Bristol Heat Network.

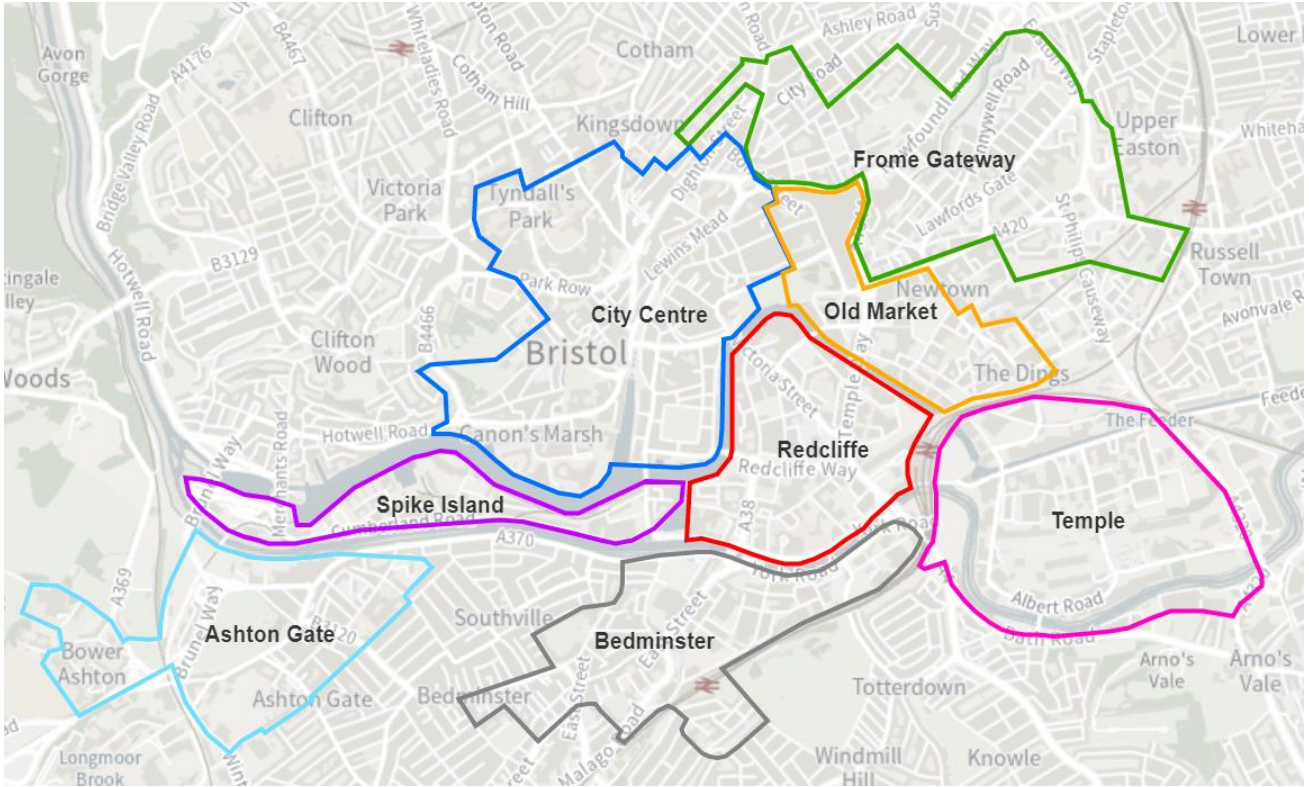


Figure 7. Map showing areas for heat networks to be delivered and expanded under this Initial Business Plan

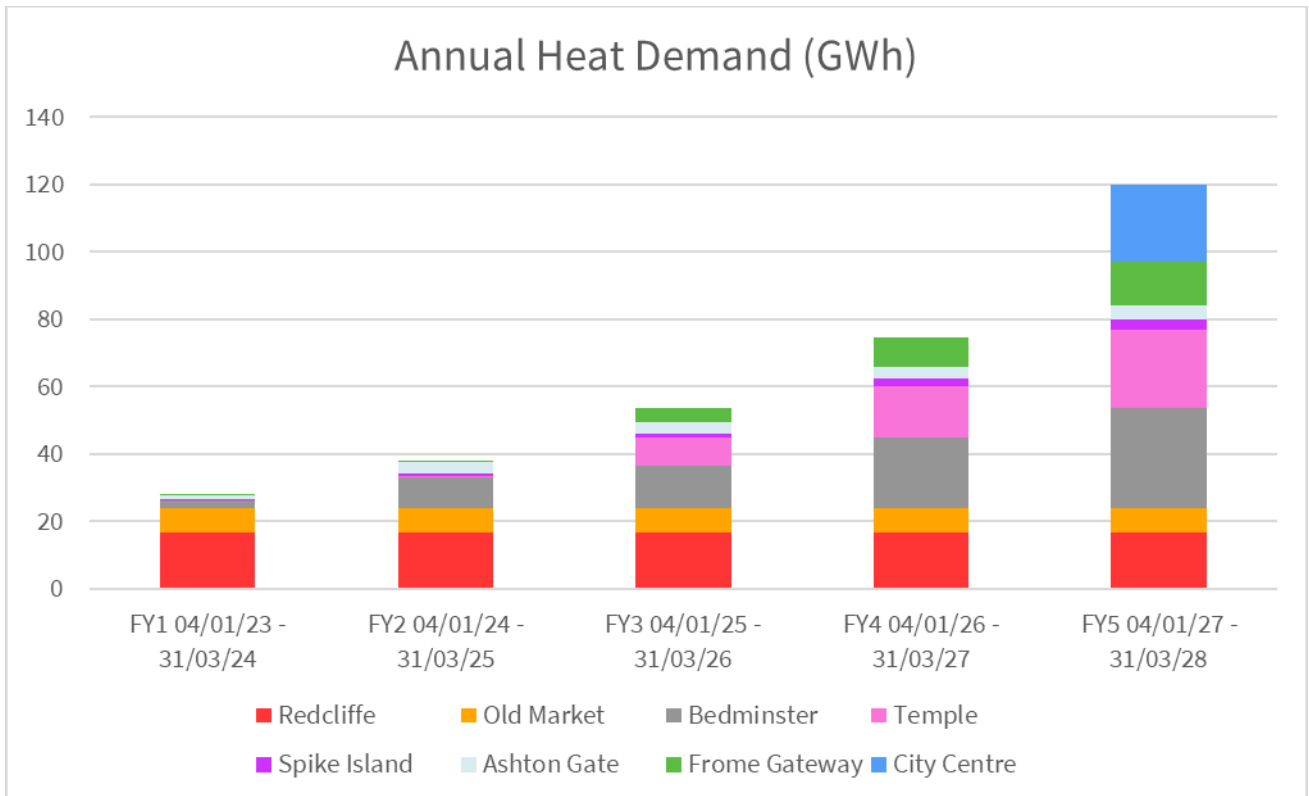


Figure 8. Modelled heat demand build up over Initial Business Plan period

We will remain open to further opportunities to develop heat networks in Bristol outside these areas, whether physically connected to each other or not.

Our strategy to deliver the vision for heat networks in Bristol includes the following elements.

Building on the Work Done by BCC to Date

BCC has done considerable work to develop the Heat Network to date and to plan for the growth of the Heat Network in the City. We intend to use that work and broadly follow the same approach. Key to this is the successful integration of the BCC heat networks team within Bristol City Leap to benefit from the institutional memory and knowledge of the city.

Run the Existing Networks Well

Ensuring the existing Heat Networks are run well and that a smooth transition is achieved will be essential to maintaining the reputation of the Bristol Heat Network. This means avoiding outages, ensuring excellent customer service, and demonstrating that we will grow and decarbonise the Heat Network from some early wins.

Build a Supportive Policy Environment

Bristol City Leap is well positioned to use the Bristol Heat Network as an exemplar project to inform and influence policy development, particularly, UK Government plans to introduce statutory undertaker rights for heat network operators and heat zoning to help drive growth in the heat network.

Statutory undertaker rights would bring heat networks in line with other utilities, providing land and access rights, permitted development rights and street work permits.

Heat zoning would identify and designate areas where heat networks are the lowest cost low carbon solution for decarbonising heating. Measures would be introduced to facilitate the development and delivery of heat networks in the designated zones.

Develop the Strategic Heat Main

Work has already begun on developing the Strategic Heat Main as the primary route to decarbonise the heat network by 2030. At the same time, we will be developing low carbon heat sources in the City to ensure that carbon is reduced in the short term.

Set a Strong Health and Safety Performance and Culture

We will establish a high performing health and safety culture within the team and across our network of partners to ensure a safe working environment.

Service

Vattenfall will provide heat reliably, with excellent standards of service, at an affordable price.

This is underpinned by contractual commitments covering:

Heat Trust Accreditation

It is expected that retail of heat will become a regulated activity, under Ofgem, during the period of this business plan. We are supportive of this step, to protect customers and enhance the maturity of the market.

Prior to regulatory consumer protection, we will register applicable networks with the Heat Trust, an independent, non-profit consumer champion for heat networks that holds suppliers to account for the benefit of everyone involved. In some cases, for example when domestic customers are billed by a third party such as the building owner, we will work with those third parties to uphold standards to that level.

Heat Availability

We will provide a robust and resilient supply of heat to buildings. In the event of outages, vulnerable customers will be provided with alternative heat supply to maintain their wellbeing as soon as possible. We will also aim to restore supplies for all customers as quickly as we can. In all cases we will meet or exceed the minimum requirements under the Heat Trust scheme and any future regulation.

Fair and Transparent Pricing

Through the City Leap Partnership, we are committed to maintaining a fair, transparent and clear pricing structure for all our customers. To clearly demonstrate value for money, we will maintain a low carbon 'counterfactual' that shows customers what they would otherwise be paying for a similar service to supply and maintain heat.

The heat network tariffs will be clearly communicated on our website along with appropriate low carbon counterfactual information, and any changes will be communicated to customers with no less than 31 days written notice.

It is recognised by all parties that this partnership is being launched at a volatile time in global energy markets. That backdrop means that price fluctuations are anticipated. Our approach is to procure commodities and run assets in a manner that maintains fair value for customers and protects them from short term wholesale price shocks.

Alternative Routes to Fund Projects

Introduction

There are several commercial models which may be attractive to BCC and other customers from a performance risk and funding strategy perspective.

The Energy as a Service (EaaS) model may be well suited for large building infrastructure projects within the Council's operational estate, and other potential Commercial and Industrial (C&I) customers, as they can support multiple types of efficiency measures under a single contract. These models generally offer long-term stability over energy costs and carbon savings which is particularly important in the current volatile energy climate.

During the lifetime of the agreement, Measurement and Verification (M&V) will be provided for the assets and is essential to ensure the assets are performing optimally and meeting their energy efficiency and low carbon goals.

The Energy as a Service (EaaS) Model

The EaaS commercial model assets are fully funded and owned by the Strategic Partner over the term of the contract. This includes the upfront project costs, asset procurement and installation.

BCC pays the Strategic Partner for service through fixed annual payments or on a pay-for-performance basis, as determined through the contract. The fixed annual payment arrangement is pre-determined as the "deemed savings" of the project, providing stability for BCC's cost over the long term, while the pay-for-performance arrangement is measured through M&V and represents the realised savings of the project. A similar model, the Power Purchase Agreement (PPA), could also be utilised in which the cost is recovered on a kWh metered basis.

Reverse Auction Opportunity for Able-To-Pay Residences

Within the residential target group, there may be a reverse auction opportunity with the able-to-pay market for residential solar PV. A reverse auction is intended to drive up the volume demand as the City Leap Energy Partnership brand can provide comfort to homeowners on the quality of procurement and installation. Further, there are opportunities of economies of scale, offering better pricing to homeowners.

Should the homeowner not want to own the assets and incur its performance risk, there are commercial models available, such as a Power Purchase Agreement (PPA), which would transfer the asset and risk to the City Leap Energy Partnership entity responsible for supplying energy at an agreed competitive cost.

Other innovative models can be explored to maximise the generation of the able-to-pay market's solar PV including hybrid solutions, where an oversized solar PV could be installed along with a battery to sell the excess generated energy to other users or the Council.

Communications & Engagement

Our communications strategy is intended to support the Bristol City Leap business plan by creating the optimal environment to develop and deliver our decarbonisation strategy through maintaining awareness of Bristol City Leap to Bristolians.

The communication plan will highlight the core benefits of Bristol City Leap to the diverse, segmented audiences within the city, supporting the principles of a just transition to the low carbon economy.

Awareness of Bristol City Leap will be maintained throughout the partnership, highlighting the achievements and successes of the programme.

All our communications will be clear and transparent with a strong call to action to Bristol’s residents, communities, and businesses to how they can become involved and benefit from the Bristol City Leap activities.

We intend to maintain existing relationships and build new ones with stakeholders at all levels across the city, including our City Partners, to support the delivery of City Leap objectives, and ensuring that all groups are aware of the opportunities for involvement in the future City Leap Energy Partnership.

An awareness campaign will be managed by the City Leap Energy Partnership, supported by a local, Bristol based PR company. The communications and public affairs activity will be proactive locally, nationally, and internationally highlighting the lessons of delivering a city-scale decarbonisation programme.

Initial Audiences for Bristol City Leap

Bristol City Leap’s audience has been broken down into several identified groups with specific targeted outcomes from the communications.

Audience	Outcomes
All residents in the city	<ul style="list-style-type: none"> • Awareness of City Leap and its objectives • Buy in to City Leap and the need to decarbonise Bristol • Acceptance of disruption and understanding of the benefits and mitigation • Understanding how to access services – these communications will be segmented by housing type and location to address residents’ needs and solution availability (see below)
Social housing residents	<ul style="list-style-type: none"> • Appreciation of benefits of proposed improvements to housing, including the reduction of their energy bills to address fuel poverty and improve quality of life and wellbeing through warmer, dryer homes • Understanding of the timescales and their role in the City Leap transformation
Private tenants	<ul style="list-style-type: none"> • As above, plus awareness of the Minimum Energy Efficiency Standards

Owner occupier	<ul style="list-style-type: none"> • Desire to decarbonise their home and participate in City Leap; this is a diverse group and as such a variety of messages will be employed, emphasising the lifestyle benefits, economic case (including to the value of the house), improved comfort as well as pride in their home, city and the contribution they make to combat climate change.
Residents affected by City Leap projects	<ul style="list-style-type: none"> • Awareness of the project(s), timescales, disruption and benefits • Ability to participate in consultation where appropriate and influence planning • Full understanding of the changes for them and their families • Proportion to become advocates for decarbonisation and City Leap
Prospective customers: building owners / operators (residential and commercial), developers	<ul style="list-style-type: none"> • Desire to decarbonise their buildings. • Awareness of the propositions available to them through City Leap, tailored to zoning approach (e.g., heat network or heat pumps). • Proportion to become advocates for decarbonisation and City Leap. • Appreciation of the Minimum Energy Efficiency Standard, deadline of 2030 for EPC “C” rating and how City Leap can help
Political	<ul style="list-style-type: none"> • Ensure that City Leap engages with elected representatives and political leadership at a local, regional and national level to ensure a strong understanding of new developments and opportunities to shape policy, build advocacy and collaborate.
Area Community Groups	<ul style="list-style-type: none"> • Understand how to access City Leap to support their own objectives, leading to advocacy and referrals
Community groups	<ul style="list-style-type: none"> • Win the support of groups such as Bristol Energy Network, Bristol Green Capital Partnership (BGCP) and Action Net Zero (ANZ), ensuring they understand the City Leap objectives and high-level programme • Identify opportunities and make referrals • Ability to participate in decision making and project delivery • Access support to develop their own decarbonisation projects
Local supply chain	<ul style="list-style-type: none"> • Awareness of the City Leap pipeline, procurement requirements and how to join the suppliers list • Highlight opportunities to supply to City Leap projects and services through forums such as Business West
City Leap partners	<ul style="list-style-type: none"> • Advocacy for City Leap • Ability to participate in decision making and project delivery • Identify opportunities and make referrals
Innovators	<ul style="list-style-type: none"> • Understanding of needs of City Leap that they can respond to, and knowledge of how to approach City Leap with ideas
Special interest groups	<ul style="list-style-type: none"> • Ensure City Leap enhances the wider Bristol City community through alignment with the missions of groups such as WECIL, the Bristol Disability Equality Forum, the Black South West Network and many other similar groups.

Table 2. Segmentation of the City Leap audiences with specific communications outcomes.

Marketing and Sales

As well as keeping Bristol informed through our communications and engagement activity, Bristol City Leap will also need to ensure that residents and businesses have access to the various offers that will be available through the delivery of our projects.

Marketing and sales activity will be underpinned by an integrated sales strategy which identifies various market segments and the decarbonisation initiatives available to them. Sales activity will not be required for projects relating the Council's estate and social housing due to close collaboration with BCC service areas and the Council's City Leap Client Function.

A Salesforce based Customer Relationship Management (CRM) System will be employed to support and track the sales process as well as provide valuable management information on the sales pipeline looking forward.

Bristol City Leap's sales strategy will be established to cover the following:

- Large scale renewables - working with local landowners to identify opportunities to deliver large scale renewable projects such as wind turbines and ground mounted solar PV arrays on privately owned land.
- Public sector - continue engagement with the City's Universities and Hospitals to understand how City Leap can best help and support their decarbonisation journeys.
- Residential (owner occupied and private rented) - Seek to maximise grant funding opportunities in collaboration with partners to deliver schemes targeting this sector.
- The Industrial and Commercial sector (I&C) - Commence engagement with this sector in 2023 and scale up activity over the duration of the concession.

Social Value

The City Leap Energy Partnership is committed to delivering £61 million of social value over the first five years which will be verified through the [Social Value Portal's](#) National Themes, Outcomes and Measures (TOMS) framework. Endorsed by the Local Government Association (LGA), TOMS is used by many public sector organisations across the UK.

Social Value will be reported quarterly through the Social Value Portal. There are two KPI reporting dates, at the end of year three and year five, for social value as set out in *Table 3* below.

Social Value KPI	Unit	31st March 2026	31st March 2028	Total in first 5 years
Social Value	£	£22,737,000	£38,798,000	£61,535,00

Table 3. Committed City Leap social value target KPIs.

The majority of this is expected to be achieved through ensuring that over £50 million is spent with the local supply chain, including over £7 million with the micro, small and medium enterprise (MSME) sector. Also included in these figures is a commitment to a minimum of 410 Bristolians being employed on various Bristol City Leap projects. Everyone working on Bristol City Leap, including the wider supply chain, will be paid at least the 'Real Living Wage'. The City Leap Energy Partnership will sign the Bristol Equality Charter and commit to paying the Real Living Wage. We will also make it a requirement of our supply chain to do the same as a condition of being part of the City Leap delivery team. Our community outreach programme will include encouraging both young and unemployed people into gainful jobs through mentoring support, schools / college visits, work placements and over 700 weeks of apprenticeships. Schools' visits will highlight the many opportunities for quality employment in the "green economy".

Bristol City Leap will sign up to government's Disability Confident scheme and will work with the Council's Skills and Employment team, specifically through City initiatives including:

- The One City Economy and Skills Board.
- Building Bristol.
- On site Bristol.
- One Front Door.
- Bristol Works Programme.

Bristol City Leap is engaged with Business West on multiple levels including:

- Engagement with their members to become part of the City Leap supply chain.
- Supporting their members on their carbon reduction journey.
- Working with their innovation initiative in relation to low carbon technologies.
- Supporting their development of the local skills plan.

The jobs and careers created by Bristol City Leap will not be exclusively STEM based engineering jobs. There will be a wide range of range of good quality long term opportunities for low carbon careers and jobs, including project management, commercial and finance, business development and administration.

Additional Social Value Commitments

The City Leap Energy Partnership is committed above and beyond the Social Value Portal commitments to supporting several other initiatives including:

- A Community Energy Development Fund (£1.5 million in the first five years) will be established to support community energy projects get to financial close.
- A further £500,000 R&D fund will support Bristol's innovation sector in developing low carbon technologies.
- Create a Community Benefit Fund based on the level of heat sales, match funded by Ameresco, which is estimated to generate a value of £2.8 million over the lifetime of the partnership.
- Crowd funding of up to 10% of the capital investment requirements of non-heat network projects will be made available to Bristolians as an opportunity to invest an estimated £6m in the success of Bristol City Leap.
- Production of Bristol City Leap Equalities Diversity and Inclusivity (EDI) Strategy, the publication of an annual EDI Impact Report and the commitment to several EDI-related KPIs.
- Supporting Bristol Green Capital Partnership and their Climate Action Programme with a minimum of £30,000 per annum.
- Action Net Zero, to work with them on their initiatives focusing on decarbonising the built environment and electric vehicle charging infrastructure with £30,000 per annum.
- Bristol Grass Roots Communities, with financial support of £6,500 a year with additional mentoring support for young people from lower socio-economic areas of the City.
- The creation of a tranquil and educational place to engage with Bristolians on the benefits of biodiversity and decarbonisation with a grant of £5,000 per year.
- Engagement with the Bristol Disability Forum, recognising that c42,000 households in Bristol have at least one disabled resident, to ensure they are not excluded from City Leap opportunities.
- We will work with the Centre for Sustainable Energy (CSE) and other partners to support the development and finalisation of the No Cold Homes strategy to support a reduction in fuel poverty in Bristol.

Skills and Employment

Of the 1,000 jobs committed to through the Social Value Portal, 410 jobs will be City of Bristol-based (within BS1-BS16 postcodes). Using a simple metric of 1 FTE for every £75,000 Capital employed it is anticipated that a significant number of quality jobs will be created by the activity undertaken by City Leap. Heat network projects will contribute substantially to Bristol City Leap's social value targets, principally through significant infrastructure investment that will drive spend in the local supply chain and create well-paid local jobs. We will work closely in partnership with the supply chain to help them grow with us and enable the delivery of real local economic benefits.

We will work with Bristol's Higher and Further Education colleges to ensure that the right training is in place to be able to support this demand in the jobs market. One of the advantages of the 20-year length of the concession is Bristol City Leap's long-term view, meaning that this job demand will not be at the mercy of short-term grant funding initiatives, but part of a long-term strategy. This in turn will give confidence to the local supply chain that they can invest in growing their businesses because the demand will be there, and the Colleges in turn can invest in developing the required training.

As part of the school and college outreach programme we will hold recruitment events, highlighting the range of opportunities of good quality long term employment in the green economy. This will also help match the new workforce to the appropriate training courses and potential employers.

Thank You

Thank you for reading our Initial Business Plan.

Bristol City Leap is a world first, game-changing approach towards decarbonisation at City-scale. The City Leap Energy Partnership is a twenty-year joint venture between BCC and Ameresco Ltd which will enable the delivery of over £1 billion of investment into Bristol's energy system. Put simply, this means a massive boost in the amount of renewable energy and decarbonised heat powering our city, which in turn means a cleaner, greener and healthier place to live, learn, work and play.

This Initial Business Plan was published in December 2022 to support the formation and launch of the City Leap Energy Partnership. This is a rolling five-year plan which will be updated on an annual basis. As part of the annual update of the business plan, Bristol City Leap is committed to consulting with residents, City Partners, Community Energy Groups, businesses, and other key stakeholders. Bristol City Leap's next Annual Business Plan is expected to be released in the second quarter (Q2) of 2024.

A summary of the Annual Business Plan will be published on the [Bristol City Leap website](#) alongside other associated data such as progress against the Key Performance Indicators (KPIs) and individual social value metrics such as number of jobs created.

Stay up to date with the latest projects and developments on the City Leap Energy Partnership website: www.bristolcityleap.co.uk or via our social media channels below.



Facebook: [BristolCityLeap](#)



Twitter: [@BristolCityLeap](#)



Instagram: [@BristolCityLeap](#)



LinkedIn: [Bristol City Leap](#)

Appendix C: Summary of any Engagement with Scrutiny

City Leap's approach towards engagement with Scrutiny has been a proactive one with our first contact being made during the Expression of Interest window in the summer of 2018.

For note for the 2022 12 06 City Leap Energy Partnership Cabinet Report, please see the following dates of engagement with both Growth and Regeneration Scrutiny Commission and Overview and Scrutiny Management Board (OSMB):

Date	Scrutiny Commission	Scrutiny Report
29 November 2018	G&R	City Leap Project.pdf (bristol.gov.uk)
21 February 2019	OSMB and G&R	City Leap - Exempt Item Cover Report.pdf (bristol.gov.uk)
1 April 2019	OSMB	0. 20190401 OSMB City Leap Cover Sheet 3.pdf (bristol.gov.uk)
8 July 2020	OSMB	2020 09 08 City Leap Energy Partnership OSMB Update
3 September 2020	OSMB	City Leap Update exempt session
30 November 2020	OSMB	https://democracy.bristol.gov.uk/documents/s54757/City Leap cover report OSMB 30-11-20.pdf
5 March 2021	OSMB	https://democracy.bristol.gov.uk/documents/s58032/2021 03 05 OSMB City Leap PUBLIC.pdf
12 July 2021	OSMB	https://democracy.bristol.gov.uk/documents/s62089/City Leap.pdf
29 March 2022	OSMB	(Public Pack)Link to City Leap Cabinet Report Agenda Supplement for Overview and Scrutiny Management Board, 29/03/2022 17:00 (bristol.gov.uk)
26 September 2022	Members Briefing	City Leap Update
17 October 2022	Members Briefing	City Leap JVCo
29 November 2022	OSMB	City Leap Cabinet Report



Equality Impact Assessment [version 2.9]

Title: Establishing the City Leap Energy Partnership	
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input checked="" type="checkbox"/> Function <input type="checkbox"/> Service <input type="checkbox"/> Other [please state]	<input checked="" type="checkbox"/> New <input checked="" type="checkbox"/> Already exists / review <input type="checkbox"/> Changing
Directorate: Growth and Regeneration	Lead Officer name: Pete Anderson
Service Area: Energy Services/City Leap	Lead Officer role: Director, Property Assets & Infrastructure

Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use [plain English](#), avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

In April 2019, Cabinet approved City Leap, a new approach to delivering low carbon energy infrastructure, such as solar PV, heat networks, heat pumps and energy efficiency measures at scale.

City Leap is an energy partnership between the council and a private sector Strategic Partner. The council will grant access to its estate to deliver low carbon energy infrastructure and facilitate delivery in the wider city, including with existing community energy groups and networks. The Strategic Partner will contribute capital funding, capacity and expertise in the delivery of low carbon energy infrastructure projects.

Following the approval by Cabinet in July 2020 of the Cabinet Report, 'Revised City Leap Energy Partnership', the procurement of the Strategic Partner commenced on 3 August 2020. In its final stage, the procurement process identified three shortlisted Bidders to move into the final stage, as follows:

- Ameresco Limited, with Vattenfall Heat UK Limited as an Essential Sub-Contractor;
- E.ON UK PLC and Marubeni Corporation (acting as a consortium);
- ENGIE Services Holding UK Ltd and Sumitomo Corporation (acting as a consortium)

Following the shortlisting, the next stage of the Procurement commenced in November 2020 which involved weekly dialogue meetings with each of the shortlisted Bidders. The council's City Leap team, supported by colleagues from across the council and external advisors, met with each of the Bidders for over 150 hours to discuss a wide range of issues, including the opportunities for low carbon energy

infrastructure projects on the council’s estate, community energy, local job creation, social value and legal matters.

The Invitation to Tender was published on 16 August 2021 and two bidders subsequently submitted Tenders on 17 December 2021. These bids were evaluated over the course of January and February 2022, a process that involved 16 evaluators, 15 internal subject matter experts (SMEs) and five external SMEs, as well as independent verification of the social value and carbon savings proposed in each bid.

Bidders were required to provide a response to a number of questions across Strategic, Financial and Social Value themes. One of the eight social value question related specifically to Equalities, Diversity and Inclusivity and required the Bidders to respond with their commitments to building EDI into the governance of City Leap, ensuring compliance with PSED 2011 and ensuring that opportunities were created to “actively address inequality and exclusion to enable all of Bristol’s citizens to realise their potential and live safely” throughout the joint venture’s activities. This section of the procurement was co-evaluated with the Head of Equalities and Inclusion.

Upon completion of the evaluation process, the winning Bidder has been confirmed as being Ameresco Limited and the approval to appointment Ameresco Limited as the Preferred Bidder was sought from Cabinet on 5 April 2022. Approval to enter into contracts with Ameresco is now sought at 1 November Cabinet.

For clarity, this assessment covers the council entering into contract with Ameresco Limited as the Preferred Bidder for the City Leap Energy Partnership, and the considerations arising from this partnership and the future launch of the City Leap Energy Partnership all of which is the subject of Cabinet approval in December.

1.2 Who will the proposal have the potential to affect?

<input checked="" type="checkbox"/> Bristol City Council workforce	<input checked="" type="checkbox"/> Service users	<input checked="" type="checkbox"/> The wider community
<input checked="" type="checkbox"/> Commissioned services	<input checked="" type="checkbox"/> City partners / Stakeholder organisations	
Additional comments:		

1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If ‘No’ explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If ‘Yes’ complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

Yes **No** [please select]

Engagement	Relevance for the Public Sector Equality Duty	Consideration given to reducing discrimination and advancing equality of opportunity
Governance	Medium	Proposed City Leap Board-level ownership of equalities and a named Senior Manager, with

		responsibility for Equalities Strategy and day to day operations who will feed into the Board with EDI being set as a standing item for each meeting.
Political engagement	Medium	The EqIA is updated for each report to elected members and an annual EDI report to be published for the public and elected officials to show progress on KPIs, social value etc.
Pipeline of opportunities as described in the original City Leap prospectus but refreshed as part of the winning Bidder's business plan commitments and KPIs.	Medium	<p>The City Leap Energy Partnership includes a recommendation to continue with a range of energy related services, and their associated contributions to city sustainability, whilst removing the need for the council to fund projects and services.</p> <p>Good detail is gathered on needs of customers from different socio-economic backgrounds. Targeted approach proposed to focus early initiatives on areas of greater deprivation.</p>
Marketing and Website	Medium	<p>This will be relevant to some of the City Leap offers, for energy efficiency schemes for citizens, low-carbon projects for local business, the publication of annual reports etc. Some customers will need more support to understand their options. Council tenants and those living in fuel poverty are a priority group to benefit information is designed to be accessible. Will be in-line with the council's adopted standards of accessibility. Future website updates will maintain a commitment to providing a website that is accessible to the widest possible audience, regardless of technology or ability. We are actively working to increase the accessibility and usability of our existing website and the future City Leap website will adhere to the standards set out by the council.</p>
BCC Staff Transfer	Medium	The Joint Venture which will be established following the City Leap procurement stage will develop a full EDI strategy, equalities

		policies for staff and customers within the first six months of operations.
BCC Asset transfer	Low	Transfer of biomass boilers, heat network assets, etc.
ICT Systems	Medium	Need to be accessible for the customer but minimum ability to influence as there is only one energy ICT system available on the market, which can be purchased. Need to provide accessibility systems to staff as part of reasonable adjustments.
Staff Training	Medium	Staff need to be trained to handle enquiries from people with complex needs and commitments have been made to provide all staff with a range of equalities related training including unconscious bias, diverse recruitment, etc.
Premises	Medium	New office premises for Bristol City Leap will be accessible to ensure disabled staff can work for the company or disabled partners can attend meetings at the company as needed
Supply Program	Low	Continuation of existing activities
Investment Program	Medium	Continuation of existing activities.
Environmental Performance	Low	Continuation of existing activities
Operations Program	Medium	Dedicated marketing and communication will support potential customers to understand their options.
Infrastructure program	Medium	Continuation of existing activities

Step 2: What information do we have?

2.1 What data or evidence is there which tells us who is, or could be affected?

Please use this section to demonstrate an understanding of who could be affected by the proposal. Include general population data where appropriate, and information about people who will be affected with particular reference to protected and other relevant characteristics: <https://www.bristol.gov.uk/people-communities/measuring-equalities-success>.

Use one row for each evidence source and say which characteristic(s) it relates to. You can include a mix of qualitative and quantitative data e.g. from national or local research, available data or previous consultations and engagement activities.

Outline whether there is any over or under representation of equality groups within relevant services - don't forget to benchmark to the local population where appropriate. Links to available data and reports are here [Data, statistics and intelligence \(sharepoint.com\)](#). See also: [Bristol Open Data \(Quality of Life, Census etc.\)](#); [Joint Strategic Needs Assessment \(JSNA\)](#); [Ward Statistical Profiles](#).

For workforce / management of change proposals you will need to look at the diversity of the affected teams using available evidence such as [HR Analytics: Power BI Reports \(sharepoint.com\)](#) which shows the diversity profile of council teams and service areas. Identify any over or under-representation compared with Bristol economically active citizens for different characteristics. Additional sources of useful workforce evidence include the [Employee Staff Survey Report](#) and [Stress Risk Assessment Form](#)

Data / Evidence Source [Include a reference where known]	Summary of what this tells us																																																		
<p>It should be noted that the recent Hills Review found “The three main groups of people likely to experience particularly negative health impacts of fuel poverty are older people, infants, disabled people and those living with long term sickness. 34 per cent of fuel poor households contain someone with a disability or long-term illness, 20 per cent have a child aged 5 or under, and 10 per cent have a person aged 75 or over. Given their vulnerability to the impacts of fuel poverty, these groups are an obvious priority for interventions that make it easier to keep warm, even if they do not have the very greatest fuel poverty gaps” Hills 2012.</p> <p>Bristol’s Quality of Life Survey 2021-22 gives us a view of the percentages of residents that are concerned by climate change and this can be broken down by characteristic to better understand engagement within equality groups.</p> <p><i>Three quarters (75.4%) of disabled people aged 16 and over are economically inactive compared to a quarter (24.9%) of those not disabled. This suggests that disabled people in this band could benefit greatly from employment opportunities generated by City Leap and its supply chain, as well as community investment initiatives.</i></p>	<p>As this is a citywide programme, there is potential for all residents to be affected. Sources of data and evidence specific to people with particular protected characteristics are included in Section 3.1.</p> <table border="1" data-bbox="842 1025 1513 2033"> <thead> <tr> <th data-bbox="842 1025 1262 1095">Characteristic</th> <th data-bbox="1262 1025 1513 1095">% concerned about climate change</th> </tr> </thead> <tbody> <tr> <td data-bbox="842 1095 1262 1137">Bristol Average</td> <td data-bbox="1262 1095 1513 1137">86.7</td> </tr> <tr> <td data-bbox="842 1137 1262 1173">Most Deprived 10%</td> <td data-bbox="1262 1137 1513 1173">74.4</td> </tr> <tr> <td data-bbox="842 1173 1262 1211">16 to 24 years</td> <td data-bbox="1262 1173 1513 1211">89.5</td> </tr> <tr> <td data-bbox="842 1211 1262 1249">50 years and older</td> <td data-bbox="1262 1211 1513 1249">82.9</td> </tr> <tr> <td data-bbox="842 1249 1262 1288">65 years and older</td> <td data-bbox="1262 1249 1513 1288">83.2</td> </tr> <tr> <td data-bbox="842 1288 1262 1326">Female</td> <td data-bbox="1262 1288 1513 1326">89.9</td> </tr> <tr> <td data-bbox="842 1326 1262 1364">Male</td> <td data-bbox="1262 1326 1513 1364">83.5</td> </tr> <tr> <td data-bbox="842 1364 1262 1402">Disabled</td> <td data-bbox="1262 1364 1513 1402">81.0</td> </tr> <tr> <td data-bbox="842 1402 1262 1440">Black, Asian and minority ethnic</td> <td data-bbox="1262 1402 1513 1440">80.6</td> </tr> <tr> <td data-bbox="842 1440 1262 1478">Asian/Asian British</td> <td data-bbox="1262 1440 1513 1478">79.1</td> </tr> <tr> <td data-bbox="842 1478 1262 1516">Black/Black British</td> <td data-bbox="1262 1478 1513 1516">67.0</td> </tr> <tr> <td data-bbox="842 1516 1262 1554">Mixed/Multiple ethnic groups</td> <td data-bbox="1262 1516 1513 1554">92.4</td> </tr> <tr> <td data-bbox="842 1554 1262 1592">White</td> <td data-bbox="1262 1554 1513 1592">87.7</td> </tr> <tr> <td data-bbox="842 1592 1262 1630">White Minority Ethnic</td> <td data-bbox="1262 1592 1513 1630">85.9</td> </tr> <tr> <td data-bbox="842 1630 1262 1668">White British</td> <td data-bbox="1262 1630 1513 1668">88.0</td> </tr> <tr> <td data-bbox="842 1668 1262 1706">Christian</td> <td data-bbox="1262 1668 1513 1706">82.6</td> </tr> <tr> <td data-bbox="842 1706 1262 1744">Other religion</td> <td data-bbox="1262 1706 1513 1744">84.4</td> </tr> <tr> <td data-bbox="842 1744 1262 1783">No religion or faith</td> <td data-bbox="1262 1744 1513 1783">89.5</td> </tr> <tr> <td data-bbox="842 1783 1262 1821">Single parent</td> <td data-bbox="1262 1783 1513 1821">87.2</td> </tr> <tr> <td data-bbox="842 1821 1262 1859">Two parent</td> <td data-bbox="1262 1821 1513 1859">86.8</td> </tr> <tr> <td data-bbox="842 1859 1262 1897">No qualifications</td> <td data-bbox="1262 1859 1513 1897">68.4</td> </tr> <tr> <td data-bbox="842 1897 1262 1935">Owner Occupier</td> <td data-bbox="1262 1897 1513 1935">88.2</td> </tr> <tr> <td data-bbox="842 1935 1262 1973">Rented from housing association</td> <td data-bbox="1262 1935 1513 1973">78.2</td> </tr> <tr> <td data-bbox="842 1973 1262 2011">Rented from the council</td> <td data-bbox="1262 1973 1513 2011">68.3</td> </tr> </tbody> </table>	Characteristic	% concerned about climate change	Bristol Average	86.7	Most Deprived 10%	74.4	16 to 24 years	89.5	50 years and older	82.9	65 years and older	83.2	Female	89.9	Male	83.5	Disabled	81.0	Black, Asian and minority ethnic	80.6	Asian/Asian British	79.1	Black/Black British	67.0	Mixed/Multiple ethnic groups	92.4	White	87.7	White Minority Ethnic	85.9	White British	88.0	Christian	82.6	Other religion	84.4	No religion or faith	89.5	Single parent	87.2	Two parent	86.8	No qualifications	68.4	Owner Occupier	88.2	Rented from housing association	78.2	Rented from the council	68.3
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	Rented from private landlord	88.1
	Non degree qualifications	79.5
	Degree qualifications	91.8
	Part-time carer	83.1
	Full-time carer	77
	Carer (All)	81.7
	Parents (All)	86.8
	Lesbian, Gay or Bisexual	87.6

Additional comments:

- Cabinet approval will not result in any groups being disadvantaged and through the procurement’s focus and scoring on social value, the winning Bidder was deemed to score 75% (Good) for the Equalities, Diversity and Inclusivity response of their bid.
- The council, led by the Head of Equalities and Inclusion and via the City Leap Client Function, will ensure the Bidder and future JVCo is held to commitments and KPIs as part of the company setup.
- Each delivery activity of the strategy, i.e. individual project, will undertake its own impact assessment to ensure due regard and that opportunities for tackling inequality are maximised. These impacts will be addressed and planned for within the planning stages of the delivery activity.
- Data will be collected across City Leap and used for reporting, highlighting negative trends and driving improvements in services. Equalities data will be published in an annual report to show progress on key EDI related KPIs and interventions.
- We will consider the end user and accessibility from the start of the planning process, any assistance needs will be designed and developed into applications before they are delivered.
- EDI related issues will be escalated to JVCo management and Board along with mitigating actions for approval and implementation. Further, EDI breaches will be investigated and remedial action taken where necessary.
- The JVCo will ensure that a formal EDI policy will be implemented for staff.
- Over the first five years of the Partnership, building on the council’s Energy Service’s existing portfolio of low carbon energy projects to deliver or facilitate:
 - £424m in low carbon energy infrastructure, including heat networks, renewable energy, heat pumps, energy efficiency and EV charging;
 - c140,000 tonnes of carbon savings;
 - c182MW of zero carbon energy generation.
 - c£61m of social value, including c£50m of contracts to be delivered by local suppliers.

2.2 Do you currently monitor relevant activity by the following protected characteristics?

<input checked="" type="checkbox"/> Age	<input checked="" type="checkbox"/> Disability	<input checked="" type="checkbox"/> Gender Reassignment
<input checked="" type="checkbox"/> Marriage and Civil Partnership	<input checked="" type="checkbox"/> Pregnancy/Maternity	<input checked="" type="checkbox"/> Race
<input checked="" type="checkbox"/> Religion or Belief	<input checked="" type="checkbox"/> Sex	<input checked="" type="checkbox"/> Sexual Orientation

2.3 Are there any gaps in the evidence base?

Where there are gaps in the evidence, or you don’t have enough information about some equality groups, include an equality action to find out in section 4.2 below. This doesn’t mean that you can’t complete the assessment without the information, but you need to follow up the action and if necessary, review the assessment later. If you are unable to fill in the gaps, then state this clearly with a justification.

For workforce related proposals all relevant characteristics may not be included in HR diversity reporting (e.g. pregnancy/maternity). For smaller teams diversity data may be redacted. A high proportion of not known/not disclosed may require an action to address under-reporting.

Internally there are no gaps in staff data and the JVCo will monitor and evaluate HR data going forward, identifying future gaps and working to address these. There are however some gaps in our diversity data for some protected characteristics citywide, especially where this has not historically been included in census and statutory reporting e.g. for sexual orientation and gender reassignment.

2.4 How have you involved communities and groups that could be affected?

You will nearly always need to involve and consult with internal and external stakeholders during your assessment. The extent of the engagement will depend on the nature of the proposal or change. This should usually include individuals and groups representing different relevant protected characteristics. Please include details of any completed engagement and consultation and how representative this had been of Bristol's diverse communities. See <https://www.bristol.gov.uk/people-communities/equalities-groups>.

Include the main findings of any engagement and consultation in Section 2.1 above.

If you are managing a workforce change process or restructure please refer to [Managing change or restructure \(sharepoint.com\)](#) for advice on consulting with employees etc. Relevant stakeholders for engagement about workforce changes may include e.g. staff-led groups and trades unions as well as affected staff.

This proposal has been informed by previous engagement and consultation with Bristol citizens that was conducted as part of the establishment of the Energy Service company between 2016 and 2018. Continued engagement with Community Energy Groups and communities has continued as part of collaborative working across a number of area-based initiatives up to the present.

Through City Leap, we are committed to building strong links with communities and groups with protected characteristics and showing due regard for all communities where any future projects may be located as well as broader participation on city-wide initiatives.

Furthermore, the winning Bidder has outlined a number of activities to enhance community involvement either through direct funding or through engagement in communities where projects may take place as well as consultations and public forums and steering groups. There is also commitment to engagement with equalities leadership through Bristol's Commission for Race Equality and One City Boards.

2.5 How will engagement with stakeholders continue?

Explain how you will continue to engage with stakeholders throughout the course of planning and delivery. Please describe where more engagement and consultation is required and set out how you intend to undertake it. Include any targeted work to seek the views of under-represented groups. If you do not intend to undertake it, please set out your justification. You can ask the Equality and Inclusion Team for help in targeting particular groups.

City Leap Energy Partnership will establish an EDI strategy (both internally and externally focussed) as well as a community engagement plan to ensure the ongoing involvement of local communities and equalities groups.

Step 3: Who might the proposal impact?

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered above and the characteristics protected by the Equality Act 2010. Also include details of existing issues for particular groups that you are aware of and are seeking to address or mitigate through this proposal. See detailed guidance documents for advice on identifying potential impacts etc. [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#)

3.1 Does the proposal have any potentially adverse impacts on people based on their protected or other relevant characteristics?

Consider sub-categories (different kinds of disability, ethnic background etc.) and how people with combined characteristics (e.g. young women) might have particular needs or experience particular kinds of disadvantage.

Where mitigations indicate a follow-on action, include this in the ‘Action Plan’ Section 4.2 below.

GENERAL COMMENTS (highlight any potential issues that might impact all or many groups)	
<ul style="list-style-type: none"> The approval to appoint the preferred bidder for City Leap will not result in any groups being disadvantaged but will present an opportunity for the council to engage and advise on the setup of the JVCo so that equalities can be built in as a cornerstone of the future company, shaping its interaction with the people of Bristol as well as its internal staff. A robust EDI strategy will be developed in collaboration with the council but each individual project will also undertake its own impact assessment to determine any negative impacts that it may have and the mitigations that will be needed to turn these into enhanced opportunities. These impacts will be addressed and planned for within the planning stages of the delivery activity. We will consider the end user and accessibility from the start of the planning process, any assistance needs will be designed and developed into applications before they are delivered. 	
PROTECTED CHARACTERISTICS	
Age: Young People	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> Younger families often discouraged to undertake service offers due to the disturbance caused by home improvements needed to improve energy efficiency (noise, dust, disruption etc.). Younger families generally spend longer in their home than the “average” householder
Mitigations:	<ul style="list-style-type: none"> The provision of energy efficiency and renewable energy measures can make a significant difference to making their home warmer and reducing fuel bills. Methods of behavioural support within the home will need to be explored within the business model. Explore how contractors working under the company’s brand can minimise disturbance especially for vulnerable households.
Age: Older People	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> Poorer older people generally spend longer in their home than the “average” householder. The vast majority of households have little or very basic understanding about how to control or adjust their heating systems. Most households do not like the disturbance of building works, in general older people often put off work because of the disturbance factor. Many older and disabled people are put off the government’s energy efficiency programmes because of their complexity and fear of taking on debt.

	<ul style="list-style-type: none"> Sources: Department of Energy & Climate Change (2012) <i>Annual Report on Fuel Poverty</i>; National Energy Action (2012) <i>Focus groups of older people, families and households with disabilities and long-term health conditions</i>.
Mitigations:	<ul style="list-style-type: none"> The provision of energy efficiency and renewable energy measures can make a significant difference to making their home warmer and reducing fuel bills. Methods of behavioural support within the home will need to be explored within the business model with guidance available. Explore how contractors working under the company’s brand can minimise disturbance especially for vulnerable households.
Disability	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> Disabled people are likely to spend longer in their home than non-disabled people and require higher levels of heat. Economic activity levels are much lower for the disabled people in Bristol than for non-disabled people. Three quarters (75.4%) of disabled people aged 16 and over are economically inactive compared to a quarter (24.9%) of those not disabled. The vast majority of households have little or very basic understanding about how to control or adjust their heating systems. People with learning difficulties may experience additional barriers to accessing information and advice about energy or utilising their heating systems efficiently resulting in higher costs or living in cold homes. Many older and disabled people are put off the government’s energy efficiency programmes because of their complexity and fear of taking on debt. Most households do not like the disturbance of building works, in general households with disabled persons have a greater requirement to minimise disturbance and greater occupants needs that the “average” household. Sources: Census (2011), Department of Energy & Climate Change (2012) <i>Annual Report on Fuel Poverty</i>; National Energy Action (2012) <i>Focus groups of older people, families and households with disabilities and long-term health conditions</i>.
Mitigations:	<ul style="list-style-type: none"> The provision of energy efficiency and renewable energy measures can make a significant difference to helping disabled people make their home warmer and reducing fuel bills. Methods of support within the home will need to be explored within the business model. Significant work around engagement, access, building of trust, reducing disturbance time, advice and support will need to be explored during the consultation period and built into the operational procedures and work projects of the company. Explore how contractors working under the company’s brand can minimise disturbance and meet expectations of disabled households. Funding and encouraging the use of trusted, local community organisations for project engagement could support people to access offers, products and services.
Sex	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	Positive Impact
Mitigations:	<ul style="list-style-type: none"> Explore within the business model, recruitment and through procurement how the number of female participants can be increased within this sector

	<p>through recruitment and training. This will assist with communication and engagement with the single parent households where the women are in the majority as well as addressing an imbalance within the local industry.</p> <ul style="list-style-type: none"> • KPIs listed include commitments to increasing % of women in management positions within the JVCo as well as the implantation of supportive policies like flexi time etc.
Sexual orientation	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> • Some LGBTQ+ households value their home as a safe space and may be reticent about granting access for works. Source: http://www.shu.ac.uk/assets/pdf/ceir-LGBTcommunities-executive-summary-Nov2012.pdf
Mitigations:	<ul style="list-style-type: none"> • Explore how contractors working under the company’s brand can minimise disturbance, meet customer expectations of respect and inclusivity.
Pregnancy / Maternity	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> • Households having their first child often experience a utility shock, due to the unexpected increase in utility (heat, power, water) than before, which can lead to budgeting issues. • The likely disturbance of building works should be considered.
Mitigations:	<ul style="list-style-type: none"> • The provision of energy efficiency and renewable energy measures and fuel advice can make a significant difference to making their home warmer and reducing fuel bills. Methods of support within the home, along with operative engagement will need to be explored within the business model.
Gender reassignment	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	No Impact
Mitigations:	<ul style="list-style-type: none"> • As sexual orientation Some trans people may be reticent about granting access to their property for works. • Engagement and consultation with trans and gender diverse communities will be an essential approach for minimising any potential negative impacts.
Race	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> • The vast majority of households have little or very basic understanding about how to control or adjust their heating systems. This is particularly compounded where there may be a language or cultural barrier to the householder understanding their heating system. For example 5.1% of households in Bristol do not have anyone living in them who had English as a main language. • Some Black, Asian and minority ethnic households have cultural and /or language issues leading to these homes paying the highest fuel costs and not accessing support. • Most households do not like the disturbance of building works, in some Black, Asian and minority ethnic communities this may be compounded by language barriers. • Sources: <ul style="list-style-type: none"> – Kensington & Chelsea Community Enterprises CIC (2012) <i>Switching household energy tariffs – an action research study</i> – Centre for Sustainable Energy (2005) <i>Developing effective energy advice for BME Communities</i>, http://www.cse.org.uk/pdf/pub1042.pdf

	<ul style="list-style-type: none"> – Damon Gibbons & Rosanna Singler (2008) <i>Cold Comfort: A review of coping strategies employed by households in fuel poverty</i> – Equality & Human Rights Commission (2009) <i>Race discrimination in the construction industry</i> <ul style="list-style-type: none"> • Many Black, Asian and minority ethnic households live in the most poor quality housing that costs more to heat than the “average” home.
Mitigations:	<ul style="list-style-type: none"> • The provision of energy efficiency and renewable energy measures can make a significant difference to making their home warmer and reducing fuel bills. • Methods of support within the home will need to be explored within the business model. • Significant work around engagement, access, building of trust, reducing disturbance time, advice and support will need to be explored during the consultation period and built into the operational procedures and work projects of the company. • Explore how contractors working under the company’s brand can minimise disturbance and meet cultural expectations. • Explore within the business model, recruitment and through procurement how the number of minoritised ethnic participants can be increased within this sector. <p>This will assist with communication and engagement with Black, Asian and minority ethnic households and there must be an understanding of some cultural differences in visiting many households.</p>
Religion or Belief	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> • Many religious communities contain within their belief systems care for the environment. Religious communities can therefore provide positive support and engagement routes for the company in Bristol’s communities.
Mitigations:	<ul style="list-style-type: none"> • Religious communities can provide support at a practical level, such as identifying households that require special assistance, distribution and endorsement of literature / information, etc.
Marriage & civil partnership	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	No Impact
Mitigations:	N/A
OTHER RELEVANT CHARACTERISTICS	
Socio-Economic (deprivation)	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	<u>Gypsies & Travellers</u> Gypsy & Traveller communities are particularly challenged in terms of access to fuel at reasonable cost as compared to other households. Compounded by the community living in the most inefficient homes within the UK.
Mitigations:	Guidance and links with the council’s Gypsies & Travellers Team will be a necessity for realising positive outcomes for residents.
Carers	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	As above – people with unpaid caring responsibilities for children and older adults may incur disproportionately high heating costs.
Mitigations:	As above

Other groups [Please add additional rows below to detail the impact for other relevant groups as appropriate e.g. Asylums and Refugees; Looked after Children / Care Leavers; Homelessness]	
Potential impacts:	
Mitigations:	

3.2 Does the proposal create any benefits for people based on their protected or other relevant characteristics?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our Public Sector Equality Duty to:

- ✓ Eliminate unlawful discrimination for a protected group
- ✓ Advance equality of opportunity between people who share a protected characteristic and those who don't
- ✓ Foster good relations between people who share a protected characteristic and those who don't

The installation of energy efficiency and renewable technologies typically employs manual and skilled trades as part of our contract terms we will seek a proportion of these to be from underrepresented sections of the communities.

Step 4: Impact

4.1 How has the equality impact assessment informed or changed the proposal?

What are the main conclusions of this assessment? Use this section to provide an overview of your findings. This summary can be included in decision pathway reports etc.

If you have identified any significant negative impacts which cannot be mitigated, provide a justification showing how the proposal is proportionate, necessary, and appropriate despite this.

Summary of significant negative impacts and how they can be mitigated or justified:
This is a new activity for the Council, and therefore any Joint Venture entity is seeking to build the required effective reporting structures to ensure excellent customer satisfaction across the work projects and to ensure that all the demographic groups have access to services and are being reached.
Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:
The assessment highlights the risk to many equalities communities in terms of accessing people in their homes as identified by many as a safe space. To facilitate this need for understanding on a variety of equality communities it is essential that appropriate equality & diversity training be provided to all staff undertaking this work and that the City Leap JV works closely with the council's Equalities and Inclusion team for best practice.
Furthermore it is crucial that all customers are made aware of the new service, expectations and their rights and responsibilities related to the service. This information must be available on request in different formats and languages.

4.2 Action Plan

Use this section to set out any actions you have identified to improve data, mitigate issues, or maximise opportunities etc. If an action is to meet the needs of a particular protected group please specify this.

Improvement / action required	Responsible Officer	Timescale
<p>No action required at this stage for Cabinet but detailed work within the JVCo will need to take place to turn bid commitments into an action – this activity commenced following April Cabinet as part of the “Preferred Bidder” stage and will continue following the launch of the JVCo in December.</p> <p>This will include the council’s Head of Equalities and Inclusion to ensure alignment with the council’s own policies and objectives.</p> <p>Key activities will include:</p> <ul style="list-style-type: none"> ○ Monitoring the contractually binding KPIs for EDI so that the JVCo can be accountable for commitments. ○ Establishing a robust EDI strategy in readiness for May 2023 (in liaison with BCC Equality and Inclusion Team) ○ Establishing a community engagement plan through the governance structure of the new JV company, which taps into existing networks and establishes new networks where required. ○ Continued collaboration between the council and JVCo to ensure alignment on data collection and reporting, maximising opportunities for residents and building a best practice organisation with regards to EDI. 	James Sterling	November -May 2022

4.3 How will the impact of your proposal and actions be measured?


How will you know if you have been successful? Once the activity has been implemented this equality impact assessment should be periodically reviewed to make sure your changes have been effective your approach is still appropriate.

The monitoring arrangements will be developed as part of a consultation process and then embedded into standard operational procedures.

Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the Equality and Inclusion Team before requesting sign off from your Director¹.

¹ Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.

<p>Equality and Inclusion Team Review:</p> <p><i>Reviewed by Equality and Inclusion Team</i></p>	<p>Director Sign-Off:</p>  <p>Director Property, Assets & Infrastructure</p>
<p>Date: 11/10/2022</p>	<p>Date: 16/11/2022</p>

Eco Impact Checklist

Title of report: Establishing the City Leap Energy Partnership				
Report author: Peter Anderson				
Anticipated date of key decision: 6 December 2022				
Summary of the Proposals				
To seek authority from Cabinet to: <ul style="list-style-type: none"> finalise arrangements for the City Leap Energy Partnership with Ameresco Limited to implement City Leap, and approve matters in relation to the transition phase of the City Leap Energy Partnership. 				
Over the first five years of the Partnership, delivering or facilitating [a minimum of]: <ol style="list-style-type: none"> £424m in low carbon energy infrastructure, including heat networks, renewable energy, heat pumps, energy efficiency and EV charging; c140,000 tonnes of carbon savings; c182MW of zero carbon energy generation. 				
Will the proposal impact on...	Yes/No	+ive or -ive	If Yes...	
			Briefly describe impact	Briefly describe Mitigation measures
Emission of Climate Changing Gases?	Yes	+ive	This is the largest carbon reduction project ever undertaken by the city council. The first 5 years of the partnership will save a predicted 140,000 tonnes of carbon emissions from Bristol.	
Bristol's resilience to the effects of climate change?	No		The partnership is not anticipated to have a material effect on the city's resilience to the impacts of climate change such as hotter weather or flood risk.	The assets created by the partnership will factor in future climate change and be designed to be resilient
Consumption of non-renewable resources?	Yes	+ive	The partnership plans to invest £424m in low carbon energy infrastructure which will reduce the use of fossil fuels. In developing this infrastructure there will be carbon emissions, for example steel to produce district heating pipes. The net effect will be positive.	The partnership should actively manage the resource consumption and embodied carbon footprint of its construction.
Production, recycling or disposal of waste	Yes	-ive	The construction of infrastructure will generate waste.	The partnership should actively manage and minimise the waste

				produced from its construction
The appearance of the city?	Yes		The installation of new energy infrastructure and improvement of buildings may lead to changes in the appearance of the city. It is not possible to say if these are positive or negative.	Significant visible changes are only likely to arise from projects which will require planning permission and visual changes can be managed through this process.
Pollution to land, water, or air?	Yes	+ive	The reduced burning of gas to heat buildings will reduce air pollution in the city. The reduced extraction of fossil fuels will reduce pollution at those extraction locations, processing facilities and from transportation.	
Wildlife and habitats?	Yes	+ive	As above, the reduced use of fossil fuels will benefit wildlife and some infrastructure projects will result in biodiversity net-gain, either through the legal requirements of the planning system or through the voluntary action of the partnership.	Significant adverse impacts on wildlife and habitats are only likely to arise from projects which will require planning permission and impacts can be managed through this process.
		-ive	Some construction projects may result in damage to wildlife and habitats.	

Consulted with: Alex Minshull, Sustainable City and Climate Change Manager

Summary of impacts and Mitigation

The significant impacts of this proposal are...

The construction of a substantial amount of new low carbon energy infrastructure which will generate waste and consume non-renewable resources. The overall effect of the proposals will be a substantial reduction in carbon dioxide emissions from the burning of fossil fuels which we would anticipate being much greater than the impacts from construction.

The proposals include the following measures to mitigate the impacts...

Since projects undertaken by the City Leap Energy Partnership will not require approval by Cabinet, unless involving Council expenditure of more than £500k, the city council will ensure that appropriate mechanisms are in place through the Council's Client Function to ensure that the negative environmental impacts of the Partnership are effectively identified, minimised and managed. This will include managing the environmental impacts of construction in line with good industry practice and where relevant the council's planning policies.

This is the largest carbon reduction project the city council has undertaken. The net effects of the proposals are very positive.

Checklist completed by:	
Name:	David White
Dept.:	Energy Service
Extension:	
Date:	18/10/22
Verified by Sustainable City and Climate Change Manager	Alex Minshull 18/10/22

2022 12 06 Establishing the City Leap Energy Partnership – Appendix G – Financial Advice

Background

1. Following the successful procurement to appoint a Strategic Partner (SP) and approval by Cabinet in April 2022 to appoint Ameresco / Vattenfall as the Preferred Bidder, following a six-month mobilisation phase, where all parties have worked collaboratively, the Authority now plans to enter into a Concession Agreement with the SP for a term of 20 years to implement low carbon energy infrastructure technologies and exploit the wider opportunities across the Council's estate and wider Bristol community.
2. As part of the procurement, and as approved by Cabinet in July 2022, the Council's Heat Network Assets (HNA) will transfer to Bristol Heat Networks (BHNL), the Council's wholly owned company, which will be acquired by Vattenfall under the terms of the Share Purchase Agreement (SPA).
3. A Joint Venture company (JVCo) will be established between the parties (Ameresco and Bristol City Council), and which will focus primarily on project origination to deliver the SP's business plan.
4. The value of the assets to be transferred is set out below, and the purchase consideration is based on the level of debt owed to the Council by BHNL at the point of transfer, predominantly arising as a result of the Asset Transfer and working capital requirements of the company. The share consideration will be £1.
5. Following a successful period of consultation with the Energy Services staff, most of the existing workforce will transfer to the City Leap Joint Venture Company under TUPE, with a small team remaining with the Council to manage the Council's energy budget and non-heat network assets.
6. A new Client function is intended to be created, which will be a key interface between the Strategic Partner and the Council, with its primary aim to effectively manage the relationship, facilitate delivery of the business plan in accordance with the terms of the Concession Agreement, monitor the Strategic Partner's performance to ensure that maximum value is delivered for all stakeholders and customers and ensuring that the latest technologies/ innovative solutions are deployed to deliver the City Leap outcomes.
7. As part of the requirements of the Invitation to Tender (ITT) Bidders were asked to submit three pricing elements, in addition to the payment for the HNA via the acquisition of BHNL:
 - a. The Concession payments are guaranteed payments, albeit variable across the 20-year timeframe.
 - b. The Authority Share Payments are not guaranteed and are based on a revenue share formula (% of capital deployed in relation to non-heat assets and new connections on the Heat Networks).
 - c. No Authority Contribution to JVCo was sought by the Preferred Bidder (PB).
8. The phasing of these payments over the initial five-year period is set out in the CBA in Annex A and has been updated for refreshed Initial Business Plan (see Appendix A (ii)).

Financial Assessment

9. As part of the Report to grant the twenty-year concession to the Preferred Bidder, to be presented to Cabinet on 6 December 2022 and to aid in that decision, the following high-level Financial Assessment of the overall Cost-Benefit to the Authority has been set out, alongside key financial highlights of the SP's Initial Business Plan (see Exempt Appendix I (i)).
10. The timeframe for the analysis is a five-year period, commencing Financial Year 22-23
11. The financial analysis and tables set out within this document is based on available data, some of which is evolving and therefore should be considered at a "Draft" status.
12. In arriving at the overall cost-benefit analysis (CBA), certain assumptions and varying degrees of judgement have been used. The underlying cost base is reasonably understood, however areas such as the Heat Model future income generation, which remains subject to current pressures and volatility on utility costs, inflation, and financing costs should be considered indicative only. This is not considered to have a material impact on the overall CBA as the assumptions are largely consistent with previous analysis undertaken and is therefore excluded from the CBA.
13. All figures are presented in 2022 values with the HM Treasury discount rate of 3.5% + inflation at 5% (nominal) used to calculate a Net Present Value (NPV)
14. Costs to date in procuring the City Leap Partner are a sunk cost and are deemed not relevant to the decision and therefore only noted in this report for completeness.
15. Other than non-guaranteed Income to the Authority, no adjustment has been made for optimism bias, on the basis that the figures are Indicative and are presented based on a reasonable level of analysis of data submitted by the Preferred Bidder, and existing financial models maintained by the Authority.
16. Budget data for the financial year 22-23 is used to capture indicative financial benefit to the Council arising from the transfer of staff and related activities to JVCo. This may not be reflective of the current cost base as for example it excludes recent 22-23 pay awards which are averaging at 6.2% for the Council.
17. The overall cost and re-charging of utility costs, remains the responsibility of the Council and will be managed by the remaining Energy Services staff. These costs are not relevant to this decision and are therefore not included in this assessment.
18. The CBA excludes any specific risks noted elsewhere within the documents, specifically Appendix D (Risk Assessment), and Appendix H (Legal Commentary), though any quantifiable indemnities are included, noting final agreement has yet to be reached as part of finalising the suite of legal agreements.
19. The wider economic benefits and carbon emission reductions are not addressed as part of the financial assessment and commentary, though overall Co2 savings are noted, as set out in the SP's Initial Business Plan.
20. The Initial Business Plan submitted by the Preferred Bidder and to be appended to the Concession Agreement is subject to a separate summary and is only shown here as an aide memoire and is not assessed as part of this commentary.

Preferred Bidder Revised Business Plan (BP) highlights

21. An Initial Business Plan has been submitted by the Preferred Bidder, segregated between Non Heat Assets (deployment of low carbon energy infrastructure assets, the responsibility of Ameresco) and the build out and operation of the Heat Network via BHNL being acquired by Vattenfall.
22. The Initial Business Plan shows an acceleration in the rollout of infrastructure across the Council's estate, though the funding arrangements, including the use of further grant income, has yet to be determined.
23. A list of identified Projects on the council's estate is included within the Initial Business Plan, noting sources of funding have yet to be secured and Project Acceptance Criteria (PAC) met to enable proposals to proceed.
24. The Initial Business Plan also shows an acceleration of capital investment in the Heat Networks.
25. It should be reiterated that the Council is not seeking approval for new council capital funding for City Leap projects in delivery of the Initial Business Plan appended to this Cabinet Report and as such should be considered an illustration only. Any and all future capital funding contributions made by the Council to City Leap projects will be subject to the usual decision-making and scrutiny processes of the Council.
26. See Exempt Appendix (i) – Detailed Financial Commentary for a detailed analysis of the Initial Business Plan.

City Leap Project Budget

27. The City Leap Project Forecast from inception is set out below and shows that forecasted expenditure is expected to be contained within the approved budget envelope to December 2022.
28. However, additional external advisors' fees of circa £180k over and above previously approved levels will likely be incurred by this date, requiring formal extension and approval in line with the Council's procurement rules. These sums are included in the forecast.
29. As there will be a requirement to conduct final reconciliations and prepare Completion Accounts post the completion date, the identified contingency of £56k will be used for this purpose, with any additional spending requirements funded via other savings arising as a result of the transaction.

City Leap Budget - £k	Procurement Phase	Mobilisation Phase *	Total
Core team - BCC staff	713	187	900
Core team - Agency	459	8	468
Core team - Internal professionals	1,473	655	2,129
External Advisors - Financial	1,147	209	1,356
External Advisors - Legal	1,369	232	1,601
Client Function mobilisation	42	198	240
External Advisors - Commercial energy	694	-	694
Marketing & Travel	141	25	166
Internal recharges - other	12	230	242
Energy innovation services	1,187	-	1,187
Contingency		56	56
TOTAL	7,238	1,800	9,038

** To 31 December 2022*

The Council's Energy Service's (ES) Budget

30. The Council's Energy Service's Budget comprises both Revenue and Capital items. The assets include Heat Networks, Wind Farm, Solar Park, Rooftop PV and Biomass Boilers.
31. Only the Heat Network assets will transfer to BHNL, as approved in the July 2022 Cabinet report.
32. The existing ES team manages all low carbon energy assets, alongside managing the Council's overall utility costs, including some schools.
33. An analysis of the ES Revenue Budget 22-23 has been provided to determine the underlying cost base and revenue streams, both pre and post City Leap.
34. Under the terms of the Concession Agreement most of the ES team will transfer to the Joint Venture Company, with a small team remaining with the Council to manage the Council's non Heat Network Assets and utility costs.
35. The current number of employees is 33 of which 27 will transfer under TUPE.
36. It is anticipated that all associated costs of the client function will be contained within the resulting base budgets for the ES service post transfer to city leap and it should be noted that there is no growth provision for the Client Function in the current medium term financial planning assumptions.
37. The Client Function Budget is currently being worked-up and indicative costs through to 31 March 2023 amount to circa £260k. A number of posts will be created and the annualised costs are reflected within the £378k outlined in the table below.

The ES Revenue Budget

Service Budget £k		Pre-Transfer	BCC	Client Function	City Leap
Category					
1	Employees	2,399	293	378	1,728
2	Premises-Related Expenditure	6,997	6,922	-	75
3	Transport-Related Expenditure	1	1	-	-
4	Supplies & Services	349	349	-	-
5	Third Party Payments	250	250	-	-
7	Support Services	237	137	-	100
8	Depreciation and Impairment Losses	(471)	(471)	-	-
9B	Income - Other Grants/Reimbursements and Contributions	(265)	(10)	-	(255)
9C	Income - Customer and Client Receipts	(4,866)	(4,646)	-	(220)
9E	Income - Recharges	(4,238)	(2,814)	-	(1,292)
X	Capital Financing Costs	744	744	-	-
Net Total		1,137	755	378	136
Total					514

The ES Capital Budget

38. The Council's current ES Capital Budget is shown below, together with the main sources of funding.

39. The level of approved PWLB borrowing is £22.7m, and as noted in the July 2022 Cabinet report, the estimated funding requirement to 31 December 2022 was £24m. The Heat Network Budget has been revised accordingly with the additional £1.3m being funded from the Council's Capital Contingency Budget.

40. An overspend of £2.3m is forecast against Old Market, Redcliffe and PSDS programmes and it is anticipated that this additional spend will be absorbed by a slower rate of spend on Bedminster, though this is a timing issue only and would have to be addressed if the appointment of the SP did not proceed.

Scheme	Budget / Forecast £k				Funding Sources £k			
	Budget	Spend to date (P7)	Forecast to Mar 2023	Variance	PWLB	Grant	Connection Fees	Total
Redcliffe Phase 2 & Old Market	26,300	26,000	27,600	(1,300)	12,597	10,159	3,544	26,300
Bedminster	11,685	3,961	6,800	4,885	5,707	1,348	4,630	11,685
Temple *	1,796	539	-	1,796	-	1,796	-	1,796
PSDS	6,900	7,000	7,900	(1,000)	-	6,938	-	6,938
Phase 1 - Assets transferring	6,663	6,663	6,663	-	4,438	2,226	-	6,663
Total	53,344	44,163	48,963	4,381	22,742	22,467	8,174	53,382

* Commercialisation Phase only

41. The analysis undertaken of historic assets identified that up to £500k may be attributed to initial feasibility studies for the initial phases of the city centre heat network, for which no physical asset exists. This will therefore need to be reversed from capital (revenue reversion) and a charge will need to be made to the revenue budget funded by general reserves.

Pension Obligations for Transferring Employees

42. The new employer assumes the ongoing financial responsibility to provide the pension benefits under the Local Government Pension Scheme in respect of those employees in the fund whose employments transfer (note the fund will be closed to new employees). Any pension liabilities accrued prior to the

start of the agreement will not be charged to the new employer and as such the new employer commences on a '100%' funded status on inception. Previous estimate provided by the Avon Pension Fund estimated the value of the fund to be £2.864m as at the 31 March 2021. This will be matched by assets of the same value being transferred from BCC's fund in APF to City Leap's fund in APF, this way City Leap commences with no deficit and any variation will be subsumed into BCC's fund. As the contract progresses, a surplus or deficit may emerge and this will be managed at triennial valuations.

43. The Council will require the City Leap entity to guarantee the liability in respect of all amounts due from it and protect the fund against any identified risks. The potential funding risks and guarantee / bond requirement was assessed with an initial value of c.£0.190m. The guarantee will only become valid if the admitted body ceased to exist (if they went into liquidation, for example) and the Fund will attempt all possible ways of receiving any deficit from the admitted body first.
44. The triennial valuation is currently underway following conclusion of which the calculations will be updated to reflect current market conditions and changes in underlying assumptions. As such the figure above are subject to change.

Contingent Liabilities

45. Under the terms of the Share Purchase Agreement and Concession Agreement, standard Warranties have been given, and these are set out in Exempt Appendix I (ii).
46. Certain obligations remain with the Council which were negotiated as part of the procurement. These are limited to pension obligations for transferring employees as noted above, and a share of redundancy and pension strain costs if any of the transferring employees are made redundant by the SP within the first three years. This could range from £167k to £213k based on 22/23 pay rates.
47. One indemnity is being provided in respect of land ownership which parts of the heat network cross.
48. The S151 Officer will need to determine the appropriate level of provision against the contingent liabilities outlined above and captured in the CBA in Annex A

Value of Assets transferring to City Leap

49. Under the terms of the Share Purchase Agreement (SPA), the consideration payable will fully recover the non-grant funding cost incurred by the Council in building the networks, up to the point of signing the SPA.
50. Final reconciliations will need to be prepared to ensure all costs are fully captured and included in the final Completion Accounts to be completed in accordance with the terms of the SPA.
51. The estimated value of the assets being transferred are set out below, showing the expected value at month-end through to 31 March 2023, noting that contract close is expected in early January 2023.
52. This forecast has been shared with the Preferred Bidder, and whilst subject to their due diligence, is not expected to alter significantly, though is subject to normal variation for actual costs incurred.

File 8.31

Network	EIF Forecast - 09.11.22 - Gross Cost to 31.03.23							Total
	Actual YTD Sep	Fcst Oct	Fcst Nov	Fcst Dec	Fcst Jan	Fcst Feb	Fcst Mar	
Phase 1 *	6,663,399							6,663,399
Redcliffe Phase 2	8,224,461	225,032	239,794	127,479	121,855	264,143	92,301	9,295,064
Old Market	17,191,742	(38,160)	111,911	358,900	246,112	41,120	77,384	17,989,009
Bedminster	3,526,464	462,514	490,962	350,595	356,057	283,452	440,772	5,910,816
PSDS	6,924,542	151,813	158,637	251,353	264,064	61,430	2,263	7,814,103
Asset Value	42,530,608	801,199	1,001,304	1,088,327	988,088	650,146	612,720	47,672,391
Temple	544,224	17,542	22,884	35,417	58,398	143,269	73,736	895,469
Asset + Deferred Grant	43,074,832	818,741	1,024,188	1,123,743	1,046,486	793,414	686,456	48,567,860

* Net of adjustment NBV

Network	EIF Forecast - 09.11.22 - Net Cost to 31.03.23							Total
	Actual YTD Sep	Fcst Oct	Fcst Nov	Fcst Dec	Fcst Jan	Fcst Feb	Fcst Mar	
Gross Cost	43,074,832	43,893,573	44,917,761	46,041,504	47,087,990	47,881,404	48,567,860	48,567,860
Grant Income	(22,467,071)	(22,467,071)	(22,467,071)	(22,467,071)	(22,467,071)	(22,467,071)	(22,467,071)	(22,467,071)
Phase 1 adj (Incl Above)	(215,552)	(215,552)	(215,552)	(215,552)	(215,552)	(215,552)	(215,552)	(215,552)
Net Cost 31.03.23	20,392,209	21,210,950	22,235,138	23,358,881	24,405,367	25,198,781	25,885,237	25,885,237

53. EY were commissioned to advise on all tax related matters in connection with City Leap and the transfer of assets and have advised that the transfer of these assets would not be subject to VAT, as it would fall under the Transfer of a Going Concern principle (TOGC).

54. Accordingly, no VAT will be applied to the initial transfer, but will apply to any additional costs incurred post 7 December 2022 (see BHNL Cash Flow under para 58).

Protecting for the Council - Determination of Contractual Liabilities & Closing Accounts

55. As part of the transfer to BHNL work is ongoing to agree all contractual commitments, and cost incurred, at the point of novation with the principal suppliers (contractors). The work is nearly complete and, to provide an indication of scale, seven contractors account for 80% of all external third party spend forecast to be circa £4.3m for the period October to March (see summary below).

HNA Forecast x Suplier - October 2022 - March 2023			Fcst	Fcst	Fcst	Fcst	Fcst	Fcst	Total	% Total
ID	Network	Novate / Assign	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23		
Total										
1	3D-Technical Design Limited	Yes	8,434	77,649	44,414	6,500	48,000	32,000	216,996	4.0%
36	CSW Process Ltd	Yes	488,254	499,868	322,123	154,359	383,718	327,783	2,176,105	40.1%
44	F P Hurley & Sons Ltd	Yes	43,991	-	-	-	-	-	43,991	0.8%
52	Goram Homes Limited	Yes	(117,832)	-	-	191,758	-	-	73,926	1.4%
58	Heat Network Associates Limited	Yes	180,571	-	74,031	74,031	42,587	42,587	413,807	7.6%
63	Jewsons Ltd	Yes	-	-	257,734	-	-	-	257,734	4.8%
92	Therma-Mech LTD	Yes	88,134	241,819	305,319	279,509	192,241	51,263	1,158,285	21.4%
Total			691,551	819,336	1,003,622	706,157	666,545	453,633	4,340,845	80.0%

56. It is expected that all liabilities and obligations will pass to BHNL via the novation / assignment of relevant key contracts.

Funding Requirements of BHNL

57. As a risk mitigation in the event the transaction is delayed, BHNL have set out a high-level Cash Flow, based on the forecast noted above, and are seeking an extension to the existing facility of £2m.

58. The analysis shows that this extension will be required to meet a funding requirement of £1.1m in January rising to £1.6m in March over the currently approved facility of £24m, if the deal is delayed for any reason. This would contain the costs in the revised funding envelope for 22-23 and as the issue is expected to be one of timing only, and there is no expectation from the Preferred Bidder that work is put on hold, any increase in funding, arising from delays in the transaction, would be recoverable under the terms of the SPA, subject to due diligence.

File 22.1BP....

BHNL CASH FLOW FORECST to 31 March 2023

£'000	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Total
Opening Cash	1,378	(162)	289	(1,141)	(654)	1,378
Revenues, Connection Fees, A/R	1,585	211	236	1,561	378	3,971
VAT	5	-	-	390	-	395
Loan Drawdown *		23,700				23,700
Asset Transfer (less deferred grant) **		(21,211)				(21,211)
SDLT		(500)				(500)
Opex, A/P	(1,743)	(255)	(266)	(381)	(357)	(3,001)
Ongoing Capex + VAT	(1,229)	(1,348)	(1,256)	(952)	(824)	(5,609)
Loan Interest	(159)	(145)	(145)	(131)	(145)	(724)
Closing Cash *	(162)	289	(1,141)	(654)	(1,601)	(1,601)
Loan Facility Utilised / Required	300	23,711	25,141	24,654	25,601	
* Non Cash Drawdown						
** Forecast October		24,000				

Approved Level of Borrowing July 2022 Cabinet

Indicative Capital Investment

59. The Table below sets out an extract from the Illustrative Heat Model (v 3.1) to show the investment that has been made, and which would have to continue to be made, to complete the networks still under construction.

60. For clarity, this does not represent the planned investment by the Council.

61. It should be noted that approval for the Temple Network has not been subject to Cabinet approval, save for the commercialisation phase which is fully grant funded.

EIF Live 221102	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	Total
Old Market	17,987,775	980,429	-	-	-	-	18,968,204
Redcliffe Phase 2	9,299,087	-	-	-	-	-	9,299,087
PSDS	7,814,332	-	-	-	-	-	7,814,332
Bedminster	5,910,817	190,000	2,759,984	3,100,956	-	-	11,961,757
Temple	896,269	1,915,037	3,177,190	5,791,317	4,735,610	3,818,250	20,333,673
Redcliffe / Temple Phase 1	6,663,399						6,663,399
Total	48,571,679	3,085,466	5,937,174	8,892,273	4,735,610	3,818,250	75,040,452
Excl Temple	47,675,410	1,170,429	2,759,984	3,100,956	-	-	54,706,779

Cost-Benefit Analysis

62. Annex A sets out the Indicative Cost-Benefit Analysis to the Authority of appointing a City Leap Strategic Partner.
63. It shows for the initial five-year period an overall Indicative NPV of just under £1.9m
64. Whilst it is acknowledged that financial returns can be made beyond the initial 5-year period, the overarching objective of City Leap, beyond bringing private sector expertise and funding to the table, is to assist the Council in achieving its net zero targets by 2030.
65. Furthermore, the scale of investment required as set out in the SP's Tender bid submission is not insignificant and by appointing a Strategic Partner, the Authority:
 - a. Frees-up capital for investment in other key Council initiatives
 - b. Removes the need for the Council to deploy and manage large-scale commercial deployment of low carbon infrastructure, and the risks that go with that
 - c. Enables the Council to focus on other social and economic areas of need in the community and just transition
 - d. De-risks the large-scale investment that is required to deliver the City Leap outcomes
 - e. Flexible and agile delivery platform and funding models which can be layered in an integrated placed based manner across multiple asset classes
66. Additional wider economic and social value benefits are also delivered, though outside the scope of this commentary.

P Keegan

Finance Business Partner, City Leap

25 November 2022

Annex A – Cost Benefit Analysis

Indicative Cost-Benefit Analysis of granting the Concession to the City Leap Preferred Bidder - £m							25-Nov-22 PK
5 Year MTFP Indexed		FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	Total
Savings / Benefits							
Concession Payment	Guaranteed	1.42	0.07	0.16	0.23	0.18	2.05
Authority Share Payment	Not Guaranteed	0.12	0.22	0.45	0.64	0.65	2.09
Risk adjust Non guaranteed Payments	Delayed Income / Capex	(0.02)	(0.04)	(0.09)	(0.13)	(0.13)	(0.42)
Savings ES Budget	Yr 1 assumes 3 months	0.13	0.51	0.51	0.51	0.51	2.18
Total Incremental Income / Savings		1.64	0.77	1.03	1.26	1.21	5.91
Offset by:							
Mobilisation Costs	To 31 March 2023	-	-	-	-	-	-
Client Function	-	(0.26)	(0.51)	(0.51)	(0.51)	(0.51)	(2.32)
In demnities	Pension Strain costs 50%	(0.05)	-	-	-	-	(0.05)
In demnities	Redundancy 50%	(0.17)	(0.02)	(0.02)	-	-	(0.21)
In demnities		(0.30)	-	-	-	-	(0.30)
Write-Off Phase 1 Assets	-	(0.50)	-	-	-	-	(0.50)
Total Incremental Costs / Lost Income		(1.28)	(0.54)	(0.54)	(0.51)	(0.51)	(3.38)
Net (Cost) / Benefit		0.36	0.23	0.49	0.74	0.70	2.53
NPV @ HM Treasury Real + Inflation @ 5% (Nominal)		0.34	0.20	0.38	0.53	0.46	1.91
Estimated Capital Investment Saving (from January 2023)		2.25	1.17	2.76	3.10	-	9.28
Estimated tCO2 Saving	Per Revised Business Plan Nov'22	17,955	13,798	36,931	42,471	41,736	152,891

END

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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Decision Pathway – Report

PURPOSE: Key decision

MEETING: Cabinet

DATE: 06 December 2022

TITLE	Additional resources for fire safety measures		
Ward(s)	Citywide		
Author: Craig Cook	Job title: Head of Repairs and Maintenance		
Cabinet lead: Tom Renhard, Cabinet Member Housing Delivery and Homes	Executive Director lead: Stephen Peacock, Executive Director Growth and Regeneration		
Proposal origin: BCC Staff			
Decision maker: Cabinet Member Decision forum: Cabinet			
Purpose of Report:			
<ol style="list-style-type: none"> To authorise a procurement process to commission a waking watch provision to tower blocks owned and managed by the authority. To authorise the funding and procurement process to install fire alarm systems in tower blocks where waking watch provision implemented to negate the need for a waking watch 			
Evidence Base:			
<ol style="list-style-type: none"> Bristol City Council is responsible for fire safety at 62 high-rise blocks. Since the Grenfell tragedy in 2017, We have carried out checks and reviews of our blocks to ensure they do not have the same cladding and were assessed as safe. We have installed fire breaks, improved compartmentation and replaced fire doors in many blocks. However there has been development of new knowledge within industry as a result of extensive testing of insulation types, risk aversion and legislation is changing, shifting focus to other materials other than Aluminium Composite Material (ACM) cladding. This year the Council has commissioned PAS9980 inspection reports. These have indicated that despite EPS cladding systems being installed to building regulations at the time and in accordance to manufacturer's instructions interim measures are required whilst remediation works are undertaken. It is recommended precautionary measures of a waking watch on other blocks where there may be a risk are implemented while remedial works are carried out. Our information on four council blocks in Barton Hill (Longlands, Ashmead, Harwood and Barton) led us to introduce a waking watch in May 2022. Following two recent major fire incidents in Council high-rise blocks (one caused by lithium batteries exploding at Twinnell House and the other by arson at Eccleston House), meetings have taken place with Avon and Somerset Chief Fire Officer and Service with the Mayor, Chief Executive, Service Director and Cabinet Member for Housing Delivery and Homes. As a result of the inspection reports, and the conversations with Avon and Somerset Fire and Rescue, we have commenced a programme of interim measures across all 38 Housing Revenue Account (HRA) high rise blocks with Expanded Polystyrene (EPS), or EPS like, cladding. This includes waking watch. This is a decision supported by Avon and Somerset Chief Fire Officer and Service. 			

6. Cabinet is asked to note that an urgent key decision was taken on 22 November 2022, in accordance with the requirements of the Finance Scheme of Delegations, to put in place emergency waking watch at relevant blocks in the city at a cost of up to £2m until 20 January 2023.
7. The introduction of Waking Watch as interim measures will help ensure the safety of residents remains paramount and secure. The Council must commission this service as a precautionary measure to protect the health and welfare of residents of high-rise blocks where EPS is present. The anticipated start date for the service is 21 January 2023 following on from the emergency key decision already taken. It will remain in place at each block until suitable alternative measures are implemented or issues remediated.
8. This report therefore also seeks authority to procure and award a contract(s) for the implementation of fire alarms in the tower blocks which will then negate the need for a waking watch provision.
9. To complete PAS9980 assessments the approximate cost is £1m and is being sourced from HRA reserves as approved at Cabinet 04 October 2022. Costs of additional fire safety measures will be captured within the Housing revenue account business plan, which will be reviewed and reprofiled to account for the additional financial pressures caused as a result. A contract to carry out a waking watch service will have significant financial demands for the HRA in the immediate and medium terms. The Council spends on average £2.5m per annum on safety measures and is developing a programme of works worth £48m in place to carry out the removal of EPS cladding. Cabinet will be updated as part of the HRA business planning process.

Estimated costs for Waking Watch provision are:

Fire Marshall total		77
Cost per warden per week	£	2,604.00
WW Sub total per week	£	200,508.00
Key decision approved until 6th Dec	£	701,778.00
Key decision approved 6th -20th Jan 23	£	1,303,302.00
Cabinet approval request to cover 21st Jan -31st March	£	2,005,080.00
Cabinet approval request to cover WW Budget 23/24	£	10,426,416.00
WW total	£	14,436,576.00
Cabinet approval request to cover Wireless Alarm Budget	£	9,900,000.00

Cabinet Member / Officer Recommendations:

That cabinet:

1. Authorise the Executive Director Growth and Regeneration in consultation with the Cabinet Member for Housing Delivery and Homes to take all steps required to procure and award the contract(s) (including individual contracts over £500k) necessary for the implementation of a waking watch at a cost of up to £2m from 21 January 2023 to 31 March 2023 and £10.4m from 1 April 2023 to 31 March 2024.
2. Authorise the Executive Director Growth and Regeneration in consultation with the Cabinet Member for Housing Delivery and Homes to take all steps required to procure and award the contract(s) (including individual contracts over £500k) necessary for the implementation of fire alarms in tower blocks which will negate the need for a waking watch at a cost of up to £9.9m.
3. Authorises the Executive Director Growth and Regeneration to invoke any subsequent extensions/variations specifically defined in the contract(s) being awarded, up to the maximum budget envelope outlined in this report.

4. Note the emergency key decision taken on 22 November 2022 authorising spend of up to £2m for emergency waking watch at various blocks in the city up to 20 January 2023.

Corporate Strategy alignment: This report aligns priorities within the corporate strategy by ensuring a decent safe standard for the council owned social housing within our homes and communities' priorities (HC1)

City Benefits:

Although a precautionary measure, this proposal improves resident safety in the event of an emergency. A secondary consequence of having 24hr patrols at site may result in less anti-social behaviour within blocks and around estates.

Consultation Details:

This issue has been discussed with the Mayor, the Chief Executive and Cabinet Member for Housing Delivery and Homes, as well as in consultation with the local fire authority. Public consultation with local MP's, the LGA, core cities and the department for and levelling up.

Background Documents:

[HRA Budget and Business Plan 2022.pdf \(bristol.gov.uk\)](#)
[\(Public Pack\)Agenda Document for Cabinet, 04/10/2022 16:00 \(bristol.gov.uk\)](#)

Revenue Cost	<p>1. £2m 21st Jan – 31st March 2023</p> <p>2. £10.4m April 23 – March 2024</p> <p>Sub Total £12.4m</p> <p>3. Alarms - £9.9m</p> <p>Total £22.3m</p>	Source of Revenue Funding	HRA
Capital Cost	£	Source of Capital Funding	
One off cost <input type="checkbox"/> Ongoing cost <input type="checkbox"/>		Saving Proposal <input type="checkbox"/> Income generation proposal <input type="checkbox"/>	

Required information to be completed by Financial/Legal/ICT/ HR partners:

1. Finance Advice: This report seeks approval for Bristol City Council (BCC) to enter a contract for up to £2 million to secure the provision of a Waking Watch warden service at the Council's high-rise blocks for 2023.

In June 2022, Cabinet approved a drawdown of £1 million from the HRA general reserve to cover expenditure already made for Waking Watch at Barton Hill (4 blocks) and PAS9980 inspections. Also, an emergency key decision was taken on 22 November 2022, further authorising a spend of up to £2 million for emergency Waking Watch at various blocks in the city until the end of the financial year 2023.

This additional £4 million (not including the June Cabinet approval) expenditure will be funded from the HRA general reserve and at the current run rate will result in a yearend outturn of £4 million deficit.

The report further seeks authorisation to spend an additional £10.4 million to extend the service to the end of the 2023-24 financial year. Given that this expenditure is revenue in nature and has been capped at £14.4 million (excluding the initial £1.m approved in June) the impact will be modelled and monitored through the 2023-24 HRA business planning and budget. Although this is yet to be modelled in the 30-year business plan, with rental income, announced in the autumn statement capped at 7% and given current Inflationary pressures, incurring this cost will impact the council's ability to deliver other services.

Approval for a further £9.9 million expenditure is also required to install wireless fire alarms in the HRA dwellings (33 blocks) where Waking Watch is being organised and have been outlined in the 2023-24 Housing Investment Programme (HIP) report. It is likely most of these costs could be capitalised and the impact of this will be modelled in 2023-24 HRA business plan and budget.

Finance Business Partner: Archa Campbell, Interim Finance Manager – Housing and Landlord Services, 23 November 2022

2. Legal Advice: The procurement process must be conducted in line with the 2015 Procurement Regulations and the Councils own procurement rules. Legal services will advise and assist officers with regard to the conduct of the procurement process and the resulting contractual arrangements.

Legal Team Leader: Husinara Jones, Team Manager/Solicitor 14 November 2022

3. Implications on IT: I can see no implications on IT in regard to this activity

IT Team Leader: Alex Simpson, Senior solution architect

4. HR Advice: The report seeks approval to procure an external provider for a waking watch service. There are no internal HR implications evident in this report

HR Partner: Celia Williams, HR Business Partner – Growth and Regeneration, 22 November 2022

EDM Sign-off	Stephen Peacock Executive Director Growth and Regeneration	23 November 2022
Cabinet Member sign-off	Cllr Tom Renhard, Cabinet Member for Housing Delivery and Homes	23 November 2022
For Key Decisions - Mayor's Office sign-off	Mayor's Office	7 November 2022

Appendix A – Further essential background / detail on the proposal	NO
Appendix B – Details of consultation carried out - internal and external	NO
Appendix C – Summary of any engagement with scrutiny	NO
Appendix D – Risk assessment	NO
Appendix E – Equalities screening / impact assessment of proposal	NO
Appendix F – Eco-impact screening/ impact assessment of proposal	NO
Appendix G – Financial Advice	NO
Appendix H – Legal Advice	NO
Appendix I – Exempt Information	NO
Appendix J – HR advice	NO
Appendix K – ICT	NO
Appendix L – Procurement	NO

Decision Pathway – Report

PURPOSE: Key decision

MEETING: Cabinet

DATE: 06 December 2022

TITLE	Arts Council England 2023-2026 funding		
Ward(s)	ALL wards		
Author: Patsy Mellor	Job title: Director Management of Place		
Cabinet lead: Cllr Cheney, Cabinet Member for Finance, Governance and Performance	Executive Director lead: Stephen Peacock, Executive Director, Growth & Regeneration		
Proposal origin: BCC Staff			
Decision maker: Cabinet Member			
Decision forum: Cabinet			
Purpose of Report:			
To seek approval to accept the funding offer and, subject to negotiation of the funding agreement process, spend two offered grant awards for 2023-26 from Arts Council England (ACE) of up to £4,092,072 funding as part of their National Portfolio as investment into Bristol City Council’s Museums, and up to £2,040,000 funding as part of their National Portfolio as investment into museums across the south west region.			
Evidence Base:			
<ol style="list-style-type: none"> 1. From 2018 to 2022 C&CI received £5,358,680 from Arts Council England (ACE) as a National Portfolio Organisation (NPO). On an annual basis we received £1,364,320 for a programme of work using our five museums and resources to improve arts and culture in the city. Culture and Creative Industries (C&CI) also received £2,141,296 from Arts Council England (ACE) for the delivery of Museum Development in the south west of England from 2018 to 2022. Cabinet provided Council approval for the Arts Council NPO grant 2018-22 and Museum Development South West NPO grant 2018-22 on 9 January 2018. Both NPO programmes of funding were awarded extension funding as a result of the pandemic. https://democracy.bristol.gov.uk/ieListDocuments.aspx?Cid=135&MID=2841. 2. The current funding for Bristol’s Museums Service comes to an end in March 2023 and for the Museum Development service in March 2024. The previous 2018-22 NPO funding round annually invested c.£800k into Museum Service staff salaries with remaining funds allocated to delivery of museum programme activity. ACE funding is currently around 20% of the Culture & Creative Industries budget. ACE funding provides all costs associated with the delivery of the South West Museum Development programme and it is not dependant on council budgets. Achievements as result of this funding in 2021-2022 were: <ul style="list-style-type: none"> • Enabled 231 volunteer opportunities • Earned just over £1 million income from Museum Service activity such as retail, events and programming • Received c.£260,000 contributed income from sponsorship and donations • Produced two publications: Grayson Art Club; Bristol and Transatlantic Slavery: A textbook for schools • Delivered 7 artistic commissions including 2 commissions by non-UK based artists of colour • Facilitated 123 UK and 2 worldwide collection loans in (physical and digital) • Facilitated 90 UK and 70 worldwide collection loans out (physical and digital) • Attracted 168,173 visitors to our exhibitions • Reached 51,416 people through our online events and engagement programme 			

- Achieved an average 50-60k visits to our museum website every month
 - Engaged 173,112 pupils with our formal learning sessions
 - Engaged 1303 children and families in our informal learning sessions.
3. On the 18 May 2022 Bristol Culture & Creative Industries applied to remain part of the ACE NPO portfolio and requested an ongoing annual investment of £1,364,024. This figure was guided by ACE as part of the preliminary application process. In order to be successful in securing NPO funding, the application needed to strongly communicate how we would deliver against ACE's new 10-year strategy *Let's Create*. On 4 November 2022, Arts Council England made a conditional offer of investment of £1,364,320 per year for 2023-6. The funding is subject to completion and submission of the following documents for the period April 2023 – March 2024 by 20 January 2023 to enable a final funding agreement to be successfully negotiated. The offer lapses on 31 March 2023.
- A completed Activity Plan template
 - A completed Investment Principles Plan template
 - A completed financial template.

4. South West Museum Development (SWMD) is a sector support service provided to over 200 museums across the south west of England. Museum Development is a national programme delivered across England through nine regional programmes and operated through Bristol Culture and Creative Services since 2009. SWMD is core funded by Arts Council England, received £540,200 in 2023-24, and is modelled to receive around £700,000 per annum in 2024-26.

Each year SWMD works in partnership with over 20 Local Authorities across the region, alongside national funders such as National Lottery, Historic England and the Art Fund to amplify investment and development support for museums and heritage organisations across the region. This support is adapted to the specific context of museums and heritage in the region to ensure they are more sustainable, engage diverse audiences and support the sector to recover and rebuild following the pandemic.

Each year over 230 museums engage in SWMD programmes and services. Each year it provides over £100,000 in small grants, engages over 600 delegates in the SW Museum Skills programme, and raises the profile of museums and heritage in the region as a key driver for tourism, skills development and place shaping.

The Museum Development programme is wholly funded through the ACE NPO grant and, as such, no Bristol City Council funding is required. As Bristol Museums is the primary beneficiary of Arts Council England's museum NPO investment in the region – receiving almost one third of regional museum NPO funding – Bristol Museums realises a key sector leadership role in the provision of Museum Development for the region. SWMD is a key vehicle through which Bristol Museums shares innovative practice, leads sector development, and raises the profile of Bristol Museums regionally and nationally.

5. Approval of the conditional offer of investment made on 4 November 2022 will mean:
- Investment in our recovery from the impact of COVID and consolidate our identity and purpose
 - Investment in museum sector support to recover and rebuild stronger from the impact of the pandemic
 - Exploring and expanding our role as cultural assets, place makers, and people engendering civic pride, identity and reflection
 - Investment in 200 years of Bristol Museums as a pivotal moment to look back and imagine forward
 - Maximising the value of our museums and environments to support people's education, health as well as creativity
 - Expand our civic role in partnership with wider council services
 - Focus on accessibility, inclusivity, and diversity for audiences to our museums and museums across the region
 - Leadership in the sector to realise the role of museums and the collections they hold to support people's learning, pride, well-being and creativity.

Cabinet Member / Officer Recommendations:**That Cabinet:**

Authorises the Executive Director Growth and Regeneration in consultation with Cabinet Member for Finance, Governance and Performance, to take all steps required to accept and spend the Arts Council England NPO funding including procuring and awarding contracts (which may be over £500k) as outlined in this report.

Corporate Strategy alignment:**Development and Delivery:**

ACE NPO funding in 2023-26 will enable the service to become a dynamic, experimental, agile and resilient museums service that meet the needs of our audiences, city and times. To support the service to achieve and monitor the long-term changes we seek to achieve during 2023-26, we will establish an Advisory Group. The group will provide an opportunity for the service to connect with and deepen our existing relationships with external partners and communities that are assisting us to address areas such as learning, representation, diversification of our workforce and the environment, working to terms of reference that will speak to our Corporate Strategy, One City priorities and *Let's Create*.

Environmental sustainability:

ACE NPO funding in 2023-26 will ensure we can demonstrate sector leadership through a data informed approach to reducing our impact on the planet, using our collections, buildings and expertise to educate and empower people to creatively respond to the climate emergency. In the first year of funding we intend to set operational sustainability targets, use our assets to create inclusive spaces for environmental conversations, engage with city and international research, evaluate targets, share learning with sector organisations and develop environmental engagement and research programme action plans in line with the funding period.

Equality and Inclusion:

The organisational culture will change to enable us to build on our existing relationships with diverse and under-represented communities to offer more opportunities for engagement and to shape and work in our service. Our first year will focus on working with external, internal and wider teams to audit/benchmark where we are, identify the structures/processes we need to change, implement a staff development programme, and produce a targeted organisational development plan.

Resilience:

ACE NPO funding in 2023-26 will help us to build on our learnings from the challenges and changes of the last 2 years and enable us to build resilience and risk management into our planning as we work with wider BCC departments to better our monitoring techniques to inform future developments. Our earned income previously was £1.5 million but we are seeing strong return in retail and donations and, working with Bristol Museums Development Trust, aim to amplify the work we do.

World Class Employment:

We will seek to encourage creativity across a diverse and skilled workforce and partners, with a vision and structures that works harmoniously for the benefit everyone. We will harness the breadth of talent and specialisms in the service, engender greater cross-service working, and improve collaboration with the internal departments at BCC, and with multiple external stakeholders to give greater focus and impact to our work; we will support local talent, businesses and industry. The results of development work in 2023 will support key BCC priorities, including: children and young people; economy and skills; health; care and well-being; environment and sustainability; and, a development organisation.

City Benefits:

The investment and recognition resulting from continued ACE NPO investment will enable the service to celebrate the culture and people of the city that is accessible for everyone. The investment will ensure we can continue to

respond to, and meet the needs of, Bristol citizens, as well as reaching out nationally and internationally to raise the profile of the city as one that is creative, caring, diverse and ambitious.

The investment will directly and positively impact on the following:

1. Equalities – The funding supports service provision and opportunities for everyone to participate in culture through the development of an inclusive programme of activities celebrating the unique creative and cultural diversity in Bristol.
2. Health – The funding supports activity that encourages everyone to be creative or participate in cultural experiences which support well-being and fuel a sense of belonging.
3. Sustainability – This funding supports activity that engages audiences and the sector in the climate emergency, seeking to encourage debate, knowledge and collaboration for effective change.
4. Social Value – The investment will enable enhanced social value in terms of well-being by promoting identity, belonging, tolerance and cohesion. The funded activity will provide a source of inspiration, creativity and celebration in the city.

Consultation Details:

1. Staff consultation and development workshops took place throughout Autumn 2021 and Spring 2022
2. Bristol Museum Development Trust consultation at board meetings Autumn 2021 and Spring 2022
3. Young Collective consultation spring 2022.

Background Documents:

1. Submitted ACE NPO funding main application (need to check if this needs to be exempt/ part exempt)
2. South West Museum Development Business Plan for 2022-23
3. [South West Museum Development Annual Review 2018-19, 2019-20 and 2020-21.](#)

Revenue Cost	£	Source of Revenue Funding	Bristol Culture & Creative Industries
Capital Cost	£	Source of Capital Funding	Grant
One off cost <input type="checkbox"/>	Ongoing cost <input type="checkbox"/>	Saving Proposal <input type="checkbox"/>	Income generation proposal <input checked="" type="checkbox"/>

Required information to be completed by Financial/Legal/ICT/ HR partners:

1. Finance Advice: The report is seeking approval to accept and spend the Grant funding awarded by both the Arts Council England (ACE). This funding is integral to how the Council delivers these services and allows the Council to continue to deliver best in class services and thus maintain access to this funding source.

The funding awarded totals £4,093,409.50 over 3 years from Arts Council England (ACE). This funding will support the Bristol Museum service (£1,364,320 annually). In addition, up to £2,040,000 in funding also from Arts Council England as part of their National Portfolio as investment into museums across the southwest region. Neither of these funding requires any match funding from the Council to accept these grants.

Both grant awards are in line with existing budgeted expectations meaning there will be no adverse impact on the current approved budgets, with a slight reduction of the second grant by £100k.

The funding is awarded subject to the following being completed by March 2023:

- A completed Activity Plan template
- A completed Investment Principles Plan template
- A completed financial template.

Failure to secure this funding will financial implications across most teams within the Culture services, as well as implications for all the Southwest region development work. This is likely to result in Staff reductions, as well as a significant reduction in partnership working.

Table 1 below outlines the total funding for the service in 2022/23:

Cost Group	Total Budget
Employees	5,308,814
Premises-Related Expenditure	1,225,960
Transport-Related Expenditure	9,850
Supplies & Services	1,575,416
Third Party Payments	773,850
Support Services	395,648
Total Expenditure	9,289,538
Government Grants	-1,363,240
Other Grants/Reimbursements and Contrib	-3,625,629
Income - Customer and Client Receipts	-1,438,960
Income - Recharges	-57,880
Total Income	-6,485,709
Total	2,803,829

Finance Business Partner: Kayode Olagundoye, Interim Finance Business Partner for Growth and Regeneration, 24 November 2022

2. Legal Advice: Provided the agreement is a grant agreement and not a contract for services, it will not need to be procured in compliance with the Public Contracts Regulations 2015. Client officers will need to seek legal assistance to ensure the agreement is a grant agreement.

Legal Team Leader: Husinara Jones, Team Manager, Solicitor, 15 November 2022

3. Implications on IT: I can see no implications on IT in regard to this activity

IT Team Leader: Alex Simpson, Senior Solution Architect, 24 November 2022

4. HR Advice: No evidence of HR implications, having been awarded the investment.

HR Partner: Celia Williams, HR Business Partner – Growth and Regeneration, 25 November 2022

EDM Sign-off	Stephen Peacock, Executive Director Growth and Regeneration	14 November 2022
Cabinet Member sign-off	Cllr Cheney, Cabinet Member for Finance, Governance and Performance	4 November 2022
For Key Decisions - Mayor's Office sign-off	Mayor's Office	14 November 2022

Appendix A – Further essential background / detail on the proposal	NO
Appendix B – Details of consultation carried out - internal and external	NO
Appendix C – Summary of any engagement with scrutiny	NO
Appendix D – Risk assessment	YES
Appendix E – Equalities screening / impact assessment of proposal	YES
Appendix F – Eco-impact screening/ impact assessment of proposal	YES
Appendix G – Financial Advice	NO
Appendix H – Legal Advice	NO
Appendix I – Exempt Information	No
Appendix J – HR advice	NO
Appendix K – ICT	NO
Appendix L – Procurement	NO

Arts Council England NPO 23-26: Bristol Museums

Negative Risks that offer a threat to ACE NPO and its Aims (Aim - Reduce Level of Risk)

Ref	Risk Description	Key Causes	Key Consequence	Status Open / Closed	Strategic Theme	Risk Category	Risk Owner	Key Mitigations	Direction of travel	Current Risk Level			Monetary Impact of Risk £k	Risk Tolerance			
										Likelihood	Impact	Risk Rating		Likelihood	Impact	Risk Rating	Date
1	Increased competition for ACE NPO funding leads to decrease in grant levels	1. Ongoing impact of the pandemic and increased competition for ACE NPO funding across the SW region and nationally.	Reduced grant to BCC Culture and Creative Industries and/or SWMD leading to direct impact on core service activity and staffing, resulting in reduced delivery, benefits and positive impact for the city and SW and resulting socio-economic impact.	Closed	Our Organisation	Strategic	Head of Service	1. Review and define C&CI Service priorities to ensure ACE NPO alignment and support. 2. Review current funded activity and staff to identify opportunities for reducing scope whilst mitigating impact. 3. Review of fundraising strategy and priorities to ensure core services and provision are maintained. 4. Improve advocacy, marketing and communications to ensure ACE visibility of BCC commitment to culture and arts, activities, impact and ROI.	On target	1	3	3	Not known			0	Nov-22
2	Absence of strategy and priorities	1. Existing Cultural Strategy (2017) is not current and there is no Culture and Creative Industries Service Strategy.(This risk does not affect SWMD as strategy is set nationally and applied regionally.)	1. Inability to prioritise against agreed strategic priorities leads to lack of coordination, duplication and decreased socio-economic impact and ROI, undermining the case for investment. 2. Lack of strategic infrastructure to enable cultural and creative industries to flourish and grow, reducing benefit to the creative and tourism economies, city and region.	Open	Our Organisation	Strategic	Head of Service	1. Review of existing strategies underway to design process for creation of Service and city-wide strategies.	On target	3	5	15	Not known			0	Nov-22
3	Museums & Archives Review	2. Service review and savings target. (This risk does not affect SWMD as the programme and all associated delivery costs are fully funded by Arts Council England and outside the scope of the review.)	1. Achievement of savings target may reduce internal capacity to deliver outputs/outcomes.	Open	Our Organisation	Operational	Head of Service	1. Review and refine service priorities to improve focus, delivery and impact. 2. Develop core programmes and additionality/scalability options to manage expectations and demands. 3. Work with OD to create Service OD plan to support staff skills development, efficiency and continuous improvement.	On target	3	3	9	Not known			0	Nov-22
4	Reduced audience engagement and development	1. Ongoing impact of the pandemic and sustained/reduced visits to sites and participants in programmes. 2. Lack of meaningful engagement with communities.	1. Audience numbers are not maintained or increased. 2. Audience profile to C&CI sites and programmes does not reflect the diversity of the city and its visitors. 3. Reputational damage to BCC. 4. Reduced ability to attract external funding to support key policy-aligned areas of activity.	Open	Our Organisation	Strategic	Head of Service	1. Review Service Audience Development Plan to ensure currency. 2. Ensure all projects and programmes align to target audiences and needs. 3. Implement in-year review processes to ensure agile responses to address under engagement and diversity and re-design projects as necessary. 4. Improve Service and city-wide forward planning and initiate and implement an integrated marketing and communications strategy and advocacy plan to improve awareness, understanding and engagement with cultural activity to improve the evidence base for support. 5. SWMD undertakes effective consultation with the sector to influence the approach to development support and adapting to sector capacity and operating environment.	On target	3	3	9	Not known			0	Nov-22
5	Ability to deliver a high-quality Service	1. Savings required by Museums and Archives Review may impact resource available to deliver to industry standards and drive, deliver sector leadership. 2. Wider BCC budget position may exacerbate reduced capacity and Service levels. (This risk does not affect SWMD as the programme is wholly funded by Arts Council England.)	1. Reduced quality visitor and participant audience experiences. 2. Reputational damage to BCC. 3. Increased complaints. 4. Decreased visitation and/or participation and income generation, leading to budget pressures and further Service review.	Open	Our Organisation	Operational	Head of Culture	1. Review of Service priorities and focus to improve focus, alignment and ROI. 2. Review of Service policies, processes and standards to set minimum standards and quality measures to be articulated throughout annual planning and objective setting.	On target	2	3	6	Not known			0	Nov-22

Equality Impact Assessment [version 2.9]



Title: Arts Council England NPO funding for Bristol	
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input checked="" type="checkbox"/> Service <input type="checkbox"/> Other [please state]	<input type="checkbox"/> New <input checked="" type="checkbox"/> Already exists / review <input type="checkbox"/> Changing
Directorate: Management of Place	Lead Officer name: Patsy Mellor
Service Area: Museums	Lead Officer role: Director Management of Place

Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use [plain English](#), avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

To accept external National Portfolio Organisation funding from Arts Council England to invest in both Bristol City Council's five Accredited Museums and delivery of the regional South West Museum Development sector support service.

The Arts Council England NPO application process and funding levels follow a process of negotiation which includes a guide for the funding amount requested. The Bristol Museums NPO application seeks to secure £1,364,024 in each of the three years 2023-24, 2024-25 and 2025-26, totalling £4,092,072. Bristol Museums has been a beneficiary of NPO (previously Major Partner Museum) national government funding since 2006.

South West Museum Development, one of nine regional sector support services, is undertaking a two-stage funding application process, requesting £540,000 in 2023-3024 and c.£700,000 in each of the two years 2024-25 and 2025-26. Bristol Museums as the regional lead for museum sector development has operated South West Museum Development since 2009.

The national public funding for National Portfolio Organisations (Bristol Museums and Museum Development) is directed at ensuring that the museum sector is dynamic and resilient, ensuring that the workforce (paid and volunteer) reflect the diversity of England and that the museum sector is integral in enabling a creative and cultural country. Both Bristol Museums and South West Museum Development are focused on maximising the unique opportunities that museums and their collections can bring to improving lives, regenerating neighbourhoods, supporting local economies, attracting visitors, and bringing communities together.

1.2 Who will the proposal have the potential to affect?

<input checked="" type="checkbox"/> Bristol City Council workforce	<input checked="" type="checkbox"/> Service users	<input checked="" type="checkbox"/> The wider community
<input type="checkbox"/> Commissioned services	<input checked="" type="checkbox"/> City partners / Stakeholder organisations	
Additional comments:		

1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	[please select]
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The programme of activity funded by Arts Council England will directly enhance both Bristol Museums and South West Museum Development's ability to diversify the workforce and the audiences engaging in museums, collections and the stories and histories they represent. Both funding applications are framed around *Let's Create* – the 20-year strategy for Arts Council England. Inclusivity and Relevance (of the sector, its workforce and audiences) is the primary strategic aim that all funded organisations are required to address. Therefore, the programme of activity made possible through this funding is directly relevant to Bristol City Council's five key principles.

Step 2: What information do we have?

2.1 What data or evidence is there which tells us who is, or could be affected?

Please use this section to demonstrate an understanding of who could be affected by the proposal. Include general population data where appropriate, and information about people who will be affected with particular reference to protected and other relevant characteristics: <https://www.bristol.gov.uk/people-communities/measuring-equalities-success>.

Use one row for each evidence source and say which characteristic(s) it relates to. You can include a mix of qualitative and quantitative data e.g. from national or local research, available data or previous consultations and engagement activities.

Outline whether there is any over or under representation of equality groups within relevant services - don't forget to benchmark to the local population where appropriate. Links to available data and reports are here [Data, statistics and intelligence \(sharepoint.com\)](#). See also: [Bristol Open Data \(Quality of Life, Census etc.\)](#); [Joint Strategic Needs Assessment \(JSNA\)](#); [Ward Statistical Profiles](#).

For workforce / management of change proposals you will need to look at the diversity of the affected teams using available evidence such as [HR Analytics: Power BI Reports \(sharepoint.com\)](#) which shows the diversity profile of council teams and service areas. Identify any over or under-representation compared with Bristol economically active citizens for different characteristics. Additional sources of useful workforce evidence include the [Employee Staff Survey Report](#) and [Stress Risk Assessment Form](#)

Data / Evidence Source [Include a reference where known]	Summary of what this tells us
Workforce Diversity - Power BI	The Growth and Regeneration, Economy of Place and Culture dashboard (link included) identifies diversity data across the service's workforce of 91 (Headcount) staff. The workforce is underrepresented in the following areas: Ages 16-19, Disabled people, Ethnicity (Black, Asian) and Gender – Male.
The C&CI Service's Audience Development Plan	The Plan outlines our priority audiences i.e. those we want to attract to use our services in greater numbers, using the Acorn methodology . Through use of this tool, we know that our priority audiences (striving families, young hardship, struggling estates) align with protected characteristics. Our audiences is currently overrepresented by City Sophisticates and Executive Wealth audience segments.
We undertake events and activities aimed at priority audiences to target underrepresented groups.	We collect audience data via self-completion and online visitor surveys. These tell us that we are underrepresented across ethnicity; only 8.2% of our audiences are from minority ethnic groups compared to 22% of Bristol's population in 2011. <ul style="list-style-type: none"> • We are committed to Inclusion and Diversity with a priority on recruitment, transparency and commissioning as outlined in our Equality Action Plan • The future service delivered via the proposed transformation programme and senior leadership team will support and build on this work • We have a number of steering groups to support us to make our service more accessible – Bristol Disability Equality Forum on Museums for Everyone, Black History steering group, the Young Collective and the decolonisation working group (supported by Black South West Network), • We support the We Are Bristol History Commission and the Council's Legacy Steering Group • We are working to increase access through our programmes, collections and digital content e.g. blogs and stories.
NPO diversity data 2020-21 Diversity data Arts Council England	Workforce across NPOs: <ul style="list-style-type: none"> • 14% were Black, Asian, and Ethnically Diverse • 10% were LGBTQ+ • 9% were women • 7% were disabled.
Additional comments: The service's Equalities Action Plan focuses on improving our engagement with the following priority groups: <ul style="list-style-type: none"> • Disabled people • Lower socio-economic groups • Black and Minority Ethnic communities especially African and African-Caribbean people. 	

We will deliver on our Audience Development Plan that focusses on greater engagement with the following groups (taken from the Acorn audience segmentation model, 'group level'):

- **Striving Families** (Group M, Bristol population = 10% / BMGA¹ population = 3.2%)
- **Struggling Estates** (Group P, Bristol population = 8% / BMGA population = 3.1%)
- **Young Hardship** (Group O, Bristol population = 5.7% / BMGA population = 4.2%)

These audiences have been selected because they are underrepresented in our current audience profile and have been identified as facing especial social disadvantages that prevent them from engaging with museums and the opportunities they afford.

2.2 Do you currently monitor relevant activity by the following protected characteristics?

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> Age | <input checked="" type="checkbox"/> Disability | <input type="checkbox"/> Gender Reassignment |
| <input type="checkbox"/> Marriage and Civil Partnership | <input type="checkbox"/> Pregnancy/Maternity | <input checked="" type="checkbox"/> Race |
| <input type="checkbox"/> Religion or Belief | <input checked="" type="checkbox"/> Sex | <input type="checkbox"/> Sexual Orientation |

2.3 Are there any gaps in the evidence base?

Where there are gaps in the evidence, or you don't have enough information about some equality groups, include an equality action to find out in section 4.2 below. This doesn't mean that you can't complete the assessment without the information, but you need to follow up the action and if necessary, review the assessment later. If you are unable to fill in the gaps, then state this clearly with a justification.

For workforce related proposals all relevant characteristics may not be included in HR diversity reporting (e.g. pregnancy/maternity). For smaller teams diversity data may be redacted. A high proportion of not known/not disclosed may require an action to address under-reporting.

The service does not currently capture visitor data for pregnancy and maternity, or marriage and civil partnerships; this is a gap in data we could monitor in the future. The service does not currently collect data about non users.

As the Museum service is currently a National Portfolio Organisation, it is a requirement of the funding that the service engages in a national cultural sector audience evaluation programme called 'Audience Finder'. Collecting and submitting audience data to the national 'Audience Finder' platform enables Bristol Museums to better understand its own audiences and to access insights and comparisons with other museum services across England, with comparable cities, and with the wider cultural sector.

As the Museum service is currently a National Portfolio Organisation, it is a requirement of the funding that the service engage in the annual NPO survey. This collects and analyses data on workforce diversity across the NPO portfolio [Diversity data | Arts Council England](#) and enables Bristol Museums to compare the diversity of its workforce and access insights on workforce diversity with other museum services across England, with comparable cities, and the wider the cultural sector.

User researchers are constantly reviewing our methodologies to identify way we can improve our audience data, particularly online feedback forms. We are working in partnership with Bristol University to review data collection methodologies regarding bias.

¹ Bristol Museums Galleries and Archives

2.4 How have you involved communities and groups that could be affected?

You will nearly always need to involve and consult with internal and external stakeholders during your assessment. The extent of the engagement will depend on the nature of the proposal or change. This should usually include individuals and groups representing different relevant protected characteristics. Please include details of any completed engagement and consultation and how representative this had been of Bristol's diverse communities. See <https://www.bristol.gov.uk/people-communities/equalities-groups>.

Include the main findings of any engagement and consultation in Section 2.1 above.

If you are managing a workforce change process or restructure please refer to [Managing change or restructure \(sharepoint.com\)](#) for advice on consulting with employees etc. Relevant stakeholders for engagement about workforce changes may include e.g. staff-led groups and trades unions as well as affected staff.

As included above, we will be undertaking consultation with key partners to ensure that our business plan for 2023-26 will not adversely impact on equalities groups. The partners we have identified are:

- Disabled action groups; WECIL & Museums for Everyone
- Bristol Museums Young Collective group for people under age 25
- Bristol Museums Black History Group
- SW Museum Development Strategic Advisory Group.

2.5 How will engagement with stakeholders continue?

Explain how you will continue to engage with stakeholders throughout the course of planning and delivery. Please describe where more engagement and consultation is required and set out how you intend to undertake it. Include any targeted work to seek the views of under-represented groups. If you do not intend to undertake it, please set out your justification. You can ask the Equality and Inclusion Team for help in targeting particular groups.

As included above, we will be undertaking consultation with key partners to ensure that our business plan for 2023-26 will not adversely impact on equalities groups. The partners we have identified are:

- Disabled action groups; WECIL & Museums for Everyone
- Bristol Museums Young Collective group for people under age 25
- Bristol Museums Black History Group
- SW Museum Development Strategic Advisory Group.

Step 3: Who might the proposal impact?

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered above and the characteristics protected by the Equality Act 2010. Also include details of existing issues for particular groups that you are aware of and are seeking to address or mitigate through this proposal. See detailed guidance documents for advice on identifying potential impacts etc. [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#)

3.1 Does the proposal have any potentially adverse impacts on people based on their protected or other relevant characteristics?

Consider sub-categories (different kinds of disability, ethnic background etc.) and how people with combined characteristics (e.g. young women) might have particular needs or experience particular kinds of disadvantage.

Where mitigations indicate a follow-on action, include this in the 'Action Plan' Section 4.2 below.

GENERAL COMMENTS (highlight any potential issues that might impact all or many groups)

Further detail is provided in 3.2, however, two key planning activities will enable the programme of work funded through the NPO programme to engage with people with protected and other characteristic to inform, influence and ensure relevance of the work undertaken:

- Work with under-represented groups to map current activity / opportunities / barriers for getting involved or working with us, actively address and change, feedback and inform annual planning
- Establish a framework for Equality, Diversity and Inclusion group to monitor progress against our Equalities Action Plan.

PROTECTED CHARACTERISTICS

Age: Young People	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Age: Older People	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Disability	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	People with disabilities are disadvantaged from engaging and narratives for disability are not reflected in our programming and therefore our services is less relevant.
Mitigations:	Delivery of disability-led Curating for Change project integrated with wider teams: leading to accessible narratives disabled, neurodivergent, deaf within our collections.
Sex	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Sexual orientation	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Pregnancy / Maternity	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Gender reassignment	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Race	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Religion or Belief	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Marriage & civil partnership	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	

OTHER RELEVANT CHARACTERISTICS

Socio-Economic (deprivation)	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Carers	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	

Other groups [Please add additional rows below to detail the impact for other relevant groups as appropriate e.g. Asylums and Refugees; Looked after Children / Care Leavers; Homelessness]	
Potential impacts:	
Mitigations:	

3.2 Does the proposal create any benefits for people based on their protected or other relevant characteristics?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our Public Sector Equality Duty to:

- ✓ Eliminate unlawful discrimination for a protected group
- ✓ Advance equality of opportunity between people who share a protected characteristic and those who don't
- ✓ Foster good relations between people who share a protected characteristic and those who don't

In the first year of funding, 2023-24, the service will work with external, internal and wider council teams to audit and benchmark where the service currently is, identify the structures and/or processes required to effect change, develop and implement a staff development programme, and revisit the draft organisational development plan to ensure it aligns with this work.

Actions: Skills Development

- Analyse staff skills and gaps through audit and develop training action plan integrated with BCC current offers
- Developing in-house accessibility training for staff through the work of the Curating for Change curatorial traineeship
- Identify support training i.e. interpretive conversation, difficult conversations, etc.

Actions: People and Representation

- Work with under-represented groups to map current activity / opportunities / barriers for getting involved or working with us, actively address and change, feedback and inform annual planning
- Establish clear methodologies for working with representatives and advisory groups
- Deliver a disability-led Curating for Change project integrated with wider teams: leading to accessible opportunities for disabled, neurodivergent and deaf within our collections.

Actions: Planning

- Review and update our Equalities Action Plan and linked community-led reports and recommendations (Museums for All Action Plans and Be It)
- Create an annual plan with targets and measures
- Agree metrics and audit current activity and partnerships.

Actions: Tools and Monitoring

- Establish a framework to monitor progress against our Equalities Action Plan
- All staff complete BCC equalities training as required and embed new processes to complete Equalities Impact Assessment in advance of each exhibition, public programme, strategy
- Review and mainstream commitments in the Equality Action Plan within a 3-year delivery plan.

Step 4: Impact

4.1 How has the equality impact assessment informed or changed the proposal?

What are the main conclusions of this assessment? Use this section to provide an overview of your findings. This summary can be included in decision pathway reports etc.

If you have identified any significant negative impacts which cannot be mitigated, provide a justification showing how the proposal is proportionate, necessary, and appropriate despite this.

Summary of significant negative impacts and how they can be mitigated or justified:
Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:
This funding will increase internal capacity and the development of workforce skills and capabilities to both improve understanding of the diversity of our audiences, as well as provide investment in actions that will proactively encourage more diverse audiences to engage in Bristol Museums, either through engagement or through employment.

4.2 Action Plan

Use this section to set out any actions you have identified to improve data, mitigate issues, or maximise opportunities etc. If an action is to meet the needs of a particular protected group please specify this.

Improvement / action required	Responsible Officer	Timescale
Analyse staff skills and gaps through audit and develop training action plan integrated with current BCC offers	Patsy Mellor	April 23-March 24
Developing in house accessibility training package for staff through the work of the Curating for Change curatorial traineeship	Patsy Mellor	April 23-March 24
Establish clear methodologies for working with representatives and advisory groups	Patsy Mellor	April 23-March 24
Work with under-represented groups to map current activity / opportunities / barriers for getting involved or working with us, actively address and change, feedback and inform annual planning	Patsy Mellor	April 23-March 24
Deliver a disability-led Curating for Change project integrated with wider teams, leading to accessible opportunities for disabled, neurodivergent and deaf within our collections	Patsy Mellor	April 23-March 24
Review and update our Equalities Action Plan and linked reports and recommendations (Museums for All Action Plans and Be It)	Patsy Mellor	April 23-March 24
Agree metrics and audit current activity and partnerships addressing 3 inclusion priorities, for example, social exclusion, inequality, disability, people of colour, etc.	Patsy Mellor	April 23-March 24

4.3 How will the impact of your proposal and actions be measured?

How will you know if you have been successful? Once the activity has been implemented this equality impact assessment should be periodically reviewed to make sure your changes have been effective your approach is still appropriate.

The above Action Plan is an excerpt of a larger Action Plan required to be developed as part of the formal funding agreement with Arts Council England. Therefore, there is a formal and rigorous requirement to evidence progress against the developed action plan. (For the purposes of the funder this action plan is titled The Investment Principles Plan.)

Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities

impact of the proposal. Please seek feedback and review from the Equality and Inclusion Team before requesting sign off from your Director².

Equality and Inclusion Team Review: <i>Reviewed by Equality and Inclusion Team</i>	Director Sign-Off:  Patsy Mellor, Director Management of Place
Date: 28/09/2022	Date: 28/09/2022

² Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.

Eco Impact Checklist

Title of report: Arts Council England Bristol Museum funding 2023-2026				
Report author: Patsy Mellor, Director Management of Place				
Anticipated date of key decision: December 2022				
Summary of proposals:				
Will the proposal impact on...	Yes/ No	+ive or -ive	If Yes...	
			Briefly describe impact	Briefly describe Mitigation measures
Emission of Climate Changing Gases?	No		N/A for funding	N/A for funding
Bristol's resilience to the effects of climate change?	Yes	+ve	Internal and external awareness of our impact in the planet	The funding is dependent on us demonstrating our commitment to reduce the environmental impact through our activities through the ACE investment principle of Environmental Responsibility. We plan to use our assets to create inclusive spaces for environmental conversations, engagement and city/international research; evaluate targets; share learning with sector organisations; develop environmental engagement and research programmes.
Consumption of non-renewable resources?	Yes	-ve	Transport use e.g moving materials /items between sites	We will continue to minimise and/or mitigate the use of transport in the movement of materials and goods, and combine journeys to limit the use of transport.
Production, recycling or disposal of waste	Yes	-ve	Activity production waste through events, displays, exhibitions etc.	In 2023-4 we have committed to develop new operational sustainability targets, including the continued reduction and/or reuse of materials, KPIs centred on a zero to landfill policy, no single use plastics and environmentally responsible waste management. Consideration and education will be given to working with partners to support city's

				carbon reduction targets.
The appearance of the city?	Yes	+ve	Present the city and its key cultural assets as spaces that engage with and actively respond to the climate emergency.	We will demonstrate sector leadership through a data informed approach to reducing our impact on the planet, using the collections, buildings and expertise to educate and empower people to creatively respond to the climate emergency.
Pollution to land, water, or air?	Yes	-ve	N/A	N/A
Wildlife and habitats?	Yes		Support the awareness of biodiversity in the city and region	We will use Bristol Museums to showcase and support community-focused regional development of UK biodiversity data infrastructures, with SWMD.

Consulted with:

Giles Liddell, Environmental Performance Team, BCC

Summary of impacts and Mitigation - to go into the main Cabinet/ Council Report

This summary is somewhat longer than usual, to assist the Museums with their funding bid.

The significant impacts of this proposal are:

- The ongoing energy, waste and travel involved in routine museum activities.
- Using our collections, spaces, skills and knowledge to create programmes and activity that educates others about human impact on the planet and the ways that this can be reduced.
- This funding may also allow us to demonstrate further leadership across the city and region through best practice and working with leaders in the sector and related fields to ensure that we are equipped with the knowledge and skills for reducing our impacts.

The key mitigations will be:

- Reducing the amount of waste and/or increase in use of reusable materials across our museum activity
- Increasing understanding of our service impact on the planet through data collection and partnerships and set realistic improvement targets
- Refreshing our Environment Action Plan to identify all the environmental impacts of our activity and setting realistic targets, using Bristol City Council's tools and processes to achieve first year targets for the action plan from our 2022-3 audit in waste and carbon emissions
- Working with Bristol City Council's Environment Team to produce environmental improvements year on year
- Including environmental sustainability in Bristol Museums communications plan
- Supporting the professional development of the Ecology and Climate Working Group and wider teams, identifying bespoke service-wide training to support our environmental vision

- Refining our engagement and creative frameworks for contracts so that they support inclusive, intersectional environmental participation
- Establishing biodiversity community research/sharing opportunities and spaces (BMAG)
- Detailing and refining our Environmental Policy and Action Plan with baseline data to benchmark future progress
- Auditing, interrogating and expanding our partnerships to inform a supporting fundraising plan
- Developing a communications plan with wider council colleagues, informed by a service storytelling approach, that includes revealing 'behind the scenes' environmental work
- Committing to finalising our plans with Julies Bicycle to collect and share our data and develop our planning
- Consulting with our partners and communities to co-create an environmental and ecological vision and KPIs for Bristol Museums.

Our working principles will be:

- Commitment to meeting the Council's Environmental Policy
- Using local suppliers, wherever practicable, and including sustainability as a key priority when procuring and subcontracting services
- Promoting travel to museums by foot, bike or public transport.

Checklist completed by:

Name:	Patsy Melloe
Dept.:	Management of Place
Extension:	0117 35 26218
Date:	12.09.2022
Verified by Environmental Performance Team	Giles Liddell, Project Manager - Environmental

Decision Pathway – Report

PURPOSE: Key decision

MEETING: Cabinet

DATE: 06 December 2022

TITLE	Procurement of household goods contract in respect of the Refugee Resettlement Team		
Ward(s)	All		
Author: Anne James	Job title: Service Manager – Refugee Resettlement		
Cabinet lead: Helen Holland - Cabinet Member for Adult Social Care and Integrated Care Services	Executive Director lead: Hugh Evans - Executive Director, People		
Proposal origin: Other			
Decision maker: Cabinet Member			
Decision forum: Cabinet			
Purpose of Report:			
<p>This report seeks approval to deliver the procurement of a solution, via a compliant tendering process, for the household goods contract in respect of the Bristol Refugee Resettlement Team (BRRT) for a period of up to 5 years.</p>			
Evidence Base:			
<ol style="list-style-type: none"> 1. The BRRT household goods contract is one of several furniture contracts within the council, that are due to be procured or reprocured by April 2023. This paper looks at the procurement of this specific contract but when it goes out for tender, the council will look to see if there are benefits in a lot based tender system, where specifications can differ, that allows for better economies of scale and value for money where it is possible for a supplier to bid for multiple lots. 2. The BRRT work with Afghan refugees who are part of the Afghan Citizens Resettlement Scheme and the Afghan Relocation of Locally Employed Scheme and with refugees from other backgrounds on the UK Resettlement Scheme. When the BRRT identify a private rental sector property which is available for a resettled family, the Home Office match the property to a family and the BRRT prepares the property for occupation. Between April 2022 and September 2023, the resettlement team have furnished 15 properties for UKRS families and 42 properties for Afghan families. In addition the team has furnished 3 properties for Ukrainian families who arrived with children with cancer and 4 properties for Ukrainian families who have needed self-contained accommodation rather than living with a host. 3. The Resettlement Team have a target to resettle 20 Afghan families and 10 UKRS families each year but the target has been superseded by world events and the team is resettling as many of the 500+ Afghan refugees who have lived in Bridging hotels in Bristol as possible. Ukrainian families are moving into self contained accommodation and in the main will receive cash payments for basic household goods, but from time to time a furnished property may be needed. In total 64 properties have been furnished in an 18 month period and we anticipate going forward that as long as private rented sector properties can be identified, we will exceed the 30 families a year target for the foreseeable future and the contract has been based on 45 properties being furnished each year, allowing for an additional ten per year. 4. Household goods are delivered and fitted by providing a mixture of new and reused white goods and other essential household items. These are provided to households looking to move on from temporary hotel accommodation or newly arrived refugees in to more secure, but unfurnished, secure tenancies. 			

5. The current supplier is responsible with the provision of new and re-used furniture. The properties are fully furnished in line with psychologically informed environments (PIE) including rugs, curtains, kitchen goods, stairgates and toys for children and wall decorations to make the home as warm, welcoming and secure as possible. Any new tender process and contract will take into account the issues and specifications required within in the Eco-impact assessment.
6. The existing contract expired at the end of August 2022 but the individual tendering process was put on hold pending the corporate furnishing contract and so a request to procurement has been made to extend the current contract to bridge provisions until the new contract is in place We would comply with the length of the corporate contract which we understand to be a four, plus one year contract, via the best procurement compliant process, that will deliver value for money, as well as add social value and be in accordance with the sustainability policy.
7. The BRRT is income generating and the programme is fully funded by the Home Office. The more families which are resettled, the larger the budget. The BRRT is funded £20,520 for each Afghan and UKRS client. The average cost for furnishing a property is £5,000 for a six person household. So income for a three bed need family is around £120,000 and expenditure on furnishing is £5,000. Whilst value for money is important, quality is of more importance for this contract.

	Year 1	Year 2	Year 3	Year 4	Year 5
Number of properties	45	45	45	45	45
Average cost per property , incl inflation	£5000	5250	5500	5750	6000
Possible spend on additional properties	10	10	10	10	10
Cost	275,000	288,750	302,500	316,250	330,000
					1,512,500

8. A further possible spend for an additional ten properties per year has been added for all 5 years. If the contract is extended to the full five years there would be a maximum spend of £1.5m. A two person property takes a larger proportion of the budget than a four bed for 7 or 8 people but all are easily covered by the income generated.

Cabinet Member / Officer Recommendations:

That Cabinet:

1. Approve the procurement of a contract/s to deliver the Bristol Refugee Resettlement Scheme household goods contracts.
2. Authorise the Executive Director of People in consultation with the Cabinet Member for Adult Social Care, to take all the steps required to procure and award the contracts up to an estimated value of £1.5m from 1st April 2023 up to 31st March 2028.

Corporate Strategy alignment:

The Bristol Refugee Resettlement Team household goods scheme aligns to the corporate strategy in which the vision is for Bristol to be a city:

1. That ensures Bristol is a City of Sanctuary.
2. Alleviates poverty and reduces the impact of social and economic disadvantage on different groups of people.
3. Where children and young people are supported by the city, their community, and the council to have the best

<p>possible start in life and breaking cycles of disadvantage, poverty.</p> <p>4. Of low waste city, by increasing recycling, repair, reuse and sharing of goods.</p> <p>This would be achieved by providing support to refugee households who are on a low income, so that levels of poverty are reduced with the associated health benefits and other opportunities this brings.</p>
<p>City Benefits:</p> <p>The successful award of this contract will allow suppliers, on behalf of Bristol City Council, to assist refugee families with the ability to acquire furniture which would otherwise be unavailable to them diminished, and therefore to increase tenancy sustainment, reduce poverty and increase health prospects.</p>
<p>Consultation Details: Relevant Procurement and Legal Teams, plus feedback from existing suppliers and service users.</p>
<p>Background Documents: Corporate Strategy 2022-27 (bristol.gov.uk)</p>

Revenue Cost	£1.5m (estimated)	Source of Revenue Funding	External - Home Office
Capital Cost	£N/A	Source of Capital Funding	N/A
One off cost <input checked="" type="checkbox"/>	Ongoing cost <input type="checkbox"/>	Saving Proposal <input type="checkbox"/>	Income generation proposal <input type="checkbox"/>

Required information to be completed by Financial/Legal/ICT/ HR partners:		
<p>1. Finance Advice: This report seeks approval to procure via a compliant tendering process, a household goods contract, in respect of the Bristol Refugee Resettlement Team (BRRT) for the people they help to support with accommodation needs. This contract will be for a period of 4 years with a possible extension for a further year. The maximum estimated cost, for the 5 year period is estimated to cost c£1.5m in relation to 55 properties per year.</p> <p>As outlined in the report, the BRRT programme is fully funded by the Home Office and Bristol City Council receives £20,520 for each Afghan and UKRS client. The average cost for furnishing a property is £5,000 for a six person household and the cost will be met from within this funding envelope and will therefore be at no additional cost to the Council. This procurement will be undertaken with the Local Crisis Prevention Fund household good contract, as a joint procurement to ensure value for money. (The Local Crisis Fund contract was a Cabinet decision 4th October 2022).</p>		
Finance Business Partner: Denise Hunt, Finance Business Partner 8 November 2022		
<p>2. Legal Advice: The procurement process must be conducted in line with the 2015 Procurement Regulations and the Councils own procurement rules. Legal services will advise and assist officers with regard to the conduct of the procurement process and the resulting contractual arrangements.</p>		
Legal Team Leader: Husinara Jones, Team Manager/Solicitor 7 September 2022		
<p>3. Implications on IT: I can see no implications on IT in regards to this activity.</p>		
IT Team Leader: Gavin Arbuckle – Head of Service Improvement and Performance, 14 October 2022		
<p>4. HR Advice: No HR implications evident</p>		
HR Partner: Lorna Laing, HR Business Partner, 5 September 2022		
EDM Sign-off	EDM – Hugh Evans	19 October 2022
Cabinet Member sign-off	Councillor Holland, Cabinet Member for Adult Social Care and Integrated Care Services	31 October 2022

For Key Decisions - Mayor's Office sign-off	Mayor's Office	7 November 2022
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Appendix A – Background and illustrative options	NO
Appendix B – Details of consultation carried out - internal and external	NO
Appendix C – Summary of any engagement with scrutiny	NO
Appendix D – Risk assessment	YES
Appendix E – Equalities screening / impact assessment of proposal	YES
Appendix F – Eco-impact screening/ impact assessment of proposal	YES
Appendix G – Financial Advice	NO
Appendix H – Legal Advice	NO
Appendix I – Exempt Information	NO
Appendix J – HR advice	NO
Appendix K – ICT	NO
Appendix L – Procurement	NO

Negative Risks that offer a threat to finances and its Aims (Aim - Reduce Level of Risk)

Ref	Risk Description	Key Causes	Key Consequence	Status Open / Closed	Strategic Theme	Risk Category	Risk Owner	Key Mitigations	Direction of travel	Current Risk Level			Monetary Impact of Risk £k	Risk Tolerance			
										Likelihood	Impact	Risk Rating		Likelihood	Impact	Risk Rating	Date
1	Financial	If furnishing contract costs more than the income allowed	overspend	closed	finance		Anne James	Income is £20,520 per person		1	1	1	0	0	0	0	Oct-22
2	If contract is exited by contractor	Dissolution of contractor	Unable to furnish properties	open	operational		Anne James	regular contract management		1	2	2	0	1	1	1	Oct-22
3	Increased cost of contract	Cost of living rises	Unable to furnish properties within agreed budget	open	finance		Anne James	regular contract management, budget can be remodelled		1	0	0	£1,000.00	1	1	1	17/10/2022
												0				0	
												0				0	



Title: Resettlement Scheme Furnishing Contract	
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input checked="" type="checkbox"/> Service <input type="checkbox"/> Other [please state]	<input type="checkbox"/> New <input checked="" type="checkbox"/> Already exists / review <input type="checkbox"/> Changing
Directorate: People	Lead Officer name: Anne James
Service Area: Bristol Refugee Resettlement Scheme	Lead Officer role: Commissioning Manager - Refugees

Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use [plain English](#), avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

The Bristol Refugee Resettlement Team is income generating. Cabinet has agreed to resettle 15 UKRS families and also to rehouse Afghan families from Bridging hotels under the ACRS. We have moved 40 Afghan families out of hotels into homes in 2021-22 and we have 250 people who are still living in the bridging hotels. The Council is creating a corporate furnishing contract which should go live April 2023. 40 resettled families will move out of the bridging hotels into accommodation between Sept 2022 and March 2023. and we need to spend £5000 on furnishings for each move, this needs to be delivered by We Care International. we therefore need to spend £200,000 in furnishing before the corporate furnishing contract is awarded

1.2 Who will the proposal have the potential to affect?

<input type="checkbox"/> Bristol City Council workforce	<input checked="" type="checkbox"/> Service users	<input checked="" type="checkbox"/> The wider community
<input type="checkbox"/> Commissioned services	<input type="checkbox"/> City partners / Stakeholder organisations	
Additional comments:		

1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If ‘No’ explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If ‘Yes’ complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [please select]

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Step 2: What information do we have?

2.1 What data or evidence is there which tells us who is, or could be affected?

Please use this section to demonstrate an understanding of who could be affected by the proposal. Include general population data where appropriate, and information about people who will be affected with particular reference to protected and other relevant characteristics: <https://www.bristol.gov.uk/people-communities/measuring-equalities-success>.

Use one row for each evidence source and say which characteristic(s) it relates to. You can include a mix of qualitative and quantitative data e.g. from national or local research, available data or previous consultations and engagement activities.

Outline whether there is any over or under representation of equality groups within relevant services - don't forget to benchmark to the local population where appropriate. Links to available data and reports are here [Data, statistics and intelligence \(sharepoint.com\)](#). See also: [Bristol Open Data \(Quality of Life, Census etc.\)](#); [Joint Strategic Needs Assessment \(JSNA\)](#); [Ward Statistical Profiles](#).

For workforce / management of change proposals you will need to look at the diversity of the affected teams using available evidence such as [HR Analytics: Power BI Reports \(sharepoint.com\)](#) which shows the diversity profile of council teams and service areas. Identify any over or under-representation compared with Bristol economically active citizens for different characteristics. Additional sources of useful workforce evidence include the [Employee Staff Survey Report](#) and [Stress Risk Assessment Form](#)

Data / Evidence Source [Include a reference where known]	Summary of what this tells us
The resettled refugees will part of the UK Resettlement Scheme (UKRS), The Afghan Relocations and Assistance Scheme (ARAP) or the Afghan resettlement Scheme, funded by the Home Office.	100% of the refugees will be from a Black, Asian and minority ethnic background. 80% will be Afghan 20% will be other nationalities. 50% will be women 5% will be over 60 100% will be Muslim 25% of mothers are pregnant 10% of families are led by a lone parent
Language	50% of families have an English speaking family member

2.2 Do you currently monitor relevant activity by the following protected characteristics?

<input checked="" type="checkbox"/> Age	<input checked="" type="checkbox"/> Disability	<input type="checkbox"/> Gender Reassignment
<input checked="" type="checkbox"/> Marriage and Civil Partnership	<input checked="" type="checkbox"/> Pregnancy/Maternity	<input checked="" type="checkbox"/> Race
<input checked="" type="checkbox"/> Religion or Belief	<input checked="" type="checkbox"/> Sex	<input checked="" type="checkbox"/> Sexual Orientation

2.3 Are there any gaps in the evidence base?

Where there are gaps in the evidence, or you don't have enough information about some equality groups, include an equality action to find out in section 4.2 below. This doesn't mean that you can't complete the assessment without the information, but you need to follow up the action and if necessary, review the assessment later. If you are unable to fill in the gaps, then state this clearly with a justification.

For workforce related proposals all relevant characteristics may not be included in HR diversity reporting (e.g. pregnancy/maternity). For smaller teams diversity data may be redacted. A high proportion of not known/not disclosed may require an action to address under-reporting.

no

2.4 How have you involved communities and groups that could be affected?

You will nearly always need to involve and consult with internal and external stakeholders during your assessment. The extent of the engagement will depend on the nature of the proposal or change. This should usually include individuals and groups representing different relevant protected characteristics. Please include details of any completed engagement and consultation and how representative this had been of Bristol’s diverse communities. See <https://www.bristol.gov.uk/people-communities/equalities-groups>.

Include the main findings of any engagement and consultation in Section 2.1 above.

If you are managing a workforce change process or restructure please refer to [Managing change or restructure \(sharepoint.com\)](#) for advice on consulting with employees etc. Relevant stakeholders for engagement about workforce changes may include e.g. staff-led groups and trades unions as well as affected staff.

We have resettled 100 families to date who have given detailed feedback on the furnishings they prefer, and this is being updated for the purposes of this contract

2.5 How will engagement with stakeholders continue?

Explain how you will continue to engage with stakeholders throughout the course of planning and delivery. Please describe where more engagement and consultation is required and set out how you intend to undertake it. Include any targeted work to seek the views of under-represented groups. If you do not intend to undertake it, please set out your justification. You can ask the Equality and Inclusion Team for help in targeting particular groups.

the contract will require service user feedback every six months.

Step 3: Who might the proposal impact?

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered above and the characteristics protected by the Equality Act 2010. Also include details of existing issues for particular groups that you are aware of and are seeking to address or mitigate through this proposal. See detailed guidance documents for advice on identifying potential impacts etc. [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#)

3.1 Does the proposal have any potentially adverse impacts on people based on their protected or other relevant characteristics?

Consider sub-categories (different kinds of disability, ethnic background etc.) and how people with combined characteristics (e.g. young women) might have particular needs or experience particular kinds of disadvantage.

Where mitigations indicate a follow-on action, include this in the ‘Action Plan’ Section 4.2 below.

GENERAL COMMENTS (highlight any potential issues that might impact all or many groups)	
PROTECTED CHARACTERISTICS	
Age: Young People	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Positive impact – children love their rooms when they are prepared in an age appropriate way and enjoy the toys, games and books provided. The contract refers to safety gates and no glass coffee tables when there are young children in the home
Mitigations:	included in the specification
Age: Older People	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Potential impacts:	Second hand furniture can be very soft and older clients found this difficult as there was a lack of back support
Mitigations:	We do specify that sofas and chairs need to be firm enough to support clients backs.
Disability	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Disabled clients may need specific furnishings which is outside of the scope of this contract
Mitigations:	When the families arrive we can invite an Occupational Therapist to identify what specific furnishings are needed.
Sex	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	The contractor will be informed of the age and sex of clients for furnishing rooms
Mitigations:	The specification allows for personalisation and the provider will be informed of the sex of the family members but the specification does not encourage gendered furnishings. It also does not advise against this because gendered furnishings are popular with the resettled families
Sexual orientation	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Pregnancy / Maternity	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	The service will apply for maternity support and pushchairs outside of the scope of this contract
Mitigations:	The specification includes provision of toys, stairgates, cots and cot beds
Gender reassignment	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Race	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	The contract requires furnishings to be culturally appropriate.
Mitigations:	Knowledge will be tested as part of the tender process
Religion or Belief	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	The contract requires furnishings to be culturally appropriate. For example pictures need to be appropriate for Muslim homes
Mitigations:	Knowledge will be tested as part of the tender process
Marriage & civil partnership	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	There is not an impact related to marriage but a vast majority of clients will be married
Mitigations:	
OTHER RELEVANT CHARACTERISTICS	
Socio-Economic (deprivation)	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	The clients will be on welfare benefits and the provider has been asked to provide most things needed in a home for the family prior to arrival to minimise the family needing to spend a lot of money to furnish a new home after losing or selling their goods from their country of origin.
Mitigations:	The clients are given a one off payment after arrival to enable them to buy specific items for their own taste
Carers	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Other groups [Please add additional rows below to detail the impact for other relevant groups as appropriate e.g. Asylums and Refugees; Looked after Children / Care Leavers; Homelessness]	
Potential impacts:	All of the clients are refugees, therefore they have lost their family homes and can have suffered trauma from this experience of homelessness
Mitigations:	The specification requires that a 'home atmosphere' is created to encourage the families to feel welcomed and to see the UK as their new home. Rather than just a house with left over bits of furniture

3.2 Does the proposal create any benefits for people based on their protected or other relevant characteristics?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our Public Sector Equality Duty to:

- ✓ Eliminate unlawful discrimination for a protected group
- ✓ Advance equality of opportunity between people who share a protected characteristic and those who don't
- ✓ Foster good relations between people who share a protected characteristic and those who don't

The current provider creates a beautiful home which is personalised. This contract is priced higher than before to enable more new goods. This is because the second hand market is more expensive after demand increased during COVID .

Step 4: Impact

4.1 How has the equality impact assessment informed or changed the proposal?

What are the main conclusions of this assessment? Use this section to provide an overview of your findings. This summary can be included in decision pathway reports etc.

If you have identified any significant negative impacts which cannot be mitigated, provide a justification showing how the proposal is proportionate, necessary, and appropriate despite this.

Summary of significant negative impacts and how they can be mitigated or justified:

Service user feedback has been included in the specification – reference to fridge appropriate to family size etc.

Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:

The furnishing contract is funded at an average of £5000 per home which is sufficient to create a starter home for a family on benefits. This contract includes stairgates and lawn mowers and removes the need for repairs to the property, these are done inhouse.

4.2 Action Plan

Use this section to set out any actions you have identified to improve data, mitigate issues, or maximise opportunities etc. If an action is to meet the needs of a particular protected group please specify this.

Improvement / action required	Responsible Officer	Timescale
To review the Eqia in 6 months when the corporate contract is tendered	Anne James	6 months

4.3 How will the impact of your proposal and actions be measured?


How will you know if you have been successful? Once the activity has been implemented this equality impact assessment should be periodically reviewed to make sure your changes have been effective your approach is still appropriate.

The Housing manager supervises the furnishing of each property and any problems must be rectified which is within the specification

Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities

impact of the proposal. Please seek feedback and review from the Equality and Inclusion Team before requesting sign off from your Director¹.

Equality and Inclusion Team Review: <i>Reviewed by Equality and Inclusion Team</i>	Director Sign-Off: 
Date: 26/8/2022	Date: 21/11/2022

¹ Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.

Eco Impact Checklist

Title of report: Refugee Resettlement Furnishing Contract				
Report author: Anne James				
Anticipated date of key decision 6 December 2022				
Summary of proposals: To contract a provider to fully furnish up to 50 properties per year to house resettled refugees who are supported for between 3-5 years.				
Will the proposal impact on...	Yes/No	+ive or -ive	If Yes...	
			Briefly describe impact	Briefly describe Mitigation measures
Emission of Climate Changing Gases?	yes	-ive	Fulfilment of the service provision requires the majority of furnishings to be bought new.	Whilst balancing the requirements of the service provision, re-use of second hand items will be sought wherever possible and appropriate.
Bristol's resilience to the effects of climate change?	no	none		
Consumption of non-renewable resources?	yes	-ive	Fulfilling the needs of the service requires provision of new furniture and household items.	Wherever possible, purchase of new items should specify to be durable and those that consume energy should be highly rated for energy efficiency.
Production, recycling or disposal of waste	yes	-ve	Contract will require waste can be recycled	Contract will require minimal use of packaging where possible and all packaging must be recyclable.
The appearance of the city?	no	none		
Pollution to land, water, or air?	no	none		
Wildlife and habitats?	no	none		
<p>Consulted with: Refugee clients. We have furnished 150 properties and received feedback from clients. Clients are offered new mattresses, bedding and kitchen equipment. Upcycled goods can be used for other furnishings. There is a strong dislike of second hand wardrobes but we do use second-hand sofas and dining tables and chairs, TV stands, small tables, side tables and chests of drawers which are acceptable to clients which minimises the high volume of packaging for new goods.</p>				
Summary of impacts and Mitigation - <u>to go into the main Cabinet/ Council Report</u>				
The significant impacts of this proposal are that the majority of items will be bought new due to refugee clients being newly arrived and having a preference for new goods. There				

are frequent complaints when some recycled or upcycled goods are used. These are specified within the contract but a balance must be made with client preferences.

The proposals include the following measures to mitigate the impacts: Where items are new we will specify that they are durable and highly rated for energy efficiency, and that packaging must be recyclable, for example no polystyrene chips.

The net effects of the proposals are negative but relatively small.

Checklist completed by:

Name:	Anne James
Dept.:	
Extension:	
Date:	26.10.2022
Verified by Environmental Performance Team	Daniel Shelton 27.10.2022

Decision Pathway – Report

PURPOSE: Key decision

MEETING: Cabinet

DATE: 06 December 2022

TITLE	Application for Grant from Brownfield Land Release Fund to facilitate the development at Redcliffe Wharf, Bristol.		
Ward(s)	Central		
Author: James Lazarus	Job title: Interim Regeneration Manager		
Cabinet lead: Mayor Rees	Executive Director Lead: Stephen Peacock, Executive Director Growth and Regeneration		
Proposal origin: BCC Staff			
Decision maker: Cabinet Member			
Decision forum: Cabinet			
Purpose of Report	<ol style="list-style-type: none"> 1. To note the decision to submit a grant application of £1.5m to the Brownfield Land Release Fund 2. To seek approval, to enter into a grant funding agreement for the awarded amount of £516,000, and thereafter drawdown and spend up to £516,000 to facilitate the development of Redcliffe Wharf, Bristol 3. To seek approval to enter into an appropriate legal variation arrangements with the Development Partner, prior to the use of the Grant monies. 		
Evidence Base:	<ol style="list-style-type: none"> 1. The Redcliffe Wharf site, as identified red on plan at appendix 1 has remained vacant and undeveloped for many years. The site is in the freehold ownership of the Council. 2. In 2012, having undertaken a selection process, the Council selected a private sector development partner, Complex Development Projects Ltd, who has entered into an Agreement for Lease with the Council. Since then, the development partner has secured planning consent for a high quality mixed use scheme comprising: <ul style="list-style-type: none"> - 45 homes of which 3 are affordable - 5,976 sq m (c.65,000 sq ft) of office and ground floor commercial, retail and leisure use. - 12 new moorings - New water bus stop - Extensive and high quality public realm 3. The Agreement for Lease places an obligation on the development partner to appoint a professional team, design a scheme, secure planning consent and develop the consented scheme. The Agreement contains longstop dates on the event of the Development Partner not fulfilling those obligations, in which case the Agreement would fall away and the Council would take back full control of the site. 4. Due to high enabling costs on this brownfield site, the development partners have to date been unable to deliver a viable policy compliant development at Redcliffe Wharf. Funds from the Brownfield Land Release Fund (BLRF) are available to Local Authorities, to facilitate the release of developable land. 5. On 22nd August 2022 CLB approved the submission of an application for £1.5m to the BLRF. The funding application sought grant to fund the delivery of enabling works to facilitate a viable mixed-use development 		

at Redcliffe Wharf.

6. A decision on the Application was received on Friday 14th October. £516,000 was awarded, which is significantly lower than the sum applied for. The grant funding award was to fund the cost of:
 - Relocation of Victorian Water Main
 - Demolition and remediation work
 - Site Preparation
7. The sum had been downgraded as the adjudication panel judged that some of costs anticipated were non allowable.
8. It is a requirement of the DLUHC Grant Approval that the Council enter into a Funding Agreement on or before 28 October 2022 and receive the funds before 30th November. Given the value of the award such an agreement would ordinarily require Cabinet approval. However, in order to not lose the funding, the Executive Director signed the Agreement subject to a condition that it would not become effective unless and until Cabinet gave its approval. If Cabinet declined the agreement would not come into effect and any monies received would be returned.
9. It is intended the Council will enter into an Agreement with the development partner to undertake the funded enabling works at Redcliffe Wharf. This Agreement will have regard to the terms and conditions, including clawback, imposed upon the Council by DLUHC. Any agreement entered into with the development partner would ensure that the conditions contained in the Grant Funding Agreement are mirrored so as to ensure that there is no risk of financial exposure to the Council.
10. The Council will also enter into an appropriate legal variation arrangements with the Development Partner, prior to the use of the Grant monies, to address a number of other issues which are impacting on the developer's ability to finance the development.
11. Subject to agreeing terms with the development partner it is anticipated that the enabling works would be undertaken during Q1 & 2 2023. However, if there is failure to agree terms the grant monies would be returned to DLUHC in full. Assuming this work is completed as expected, the timeframe to deliver the entire scheme would be approximately 2 years from commencement of the main construction contract.
12. If the Council is unable to agree terms with the developer partner or the developer partner is unable to bring forward the site for redevelopment, the Council will explore alternative delivery options.

Cabinet Member Recommendations:

That cabinet:

1. Note the submission of a £1.5m Grant Funding Application to the Brownfield Land Release Fund (to facilitate the development at Redcliffe Wharf, Bristol) which led to the award of funding of £516k.
2. Note the decision to conclude a conditional grant agreement, implementation of which was subject to Cabinet approval.
3. Endorse the action taken by the Executive Director Growth and Regeneration to secure the funding as outlined in this report.
4. Authorise the Executive Director Growth and Regeneration in consultation with the Mayor, to take all steps required to enter into the grant funding agreement and to accept, draw down and use the £516k grant to deliver the qualifying works, as outlined in this report.
5. Authorise the Executive Director Growth and Regeneration, in consultation with the Mayor, to enter into any further appropriate arrangements (including variations to existing agreements) with the Development Partner aimed at facilitating the development.

Corporate Strategy alignment:

The proposals align with several corporate priorities, including:

- Develop a diverse economy that offers opportunity to all;
- Deliver new homes, to help deliver the requirement to have homes built in Bristol each year;
- Develop an inclusive economy that offers opportunity to all and makes quality work experience and apprenticeships available to every young person; and
- Reduce social and economic isolation and help to connect people to people, people to jobs and people to opportunities.

City Benefits

1. Improved public realm and access to the waterfront
2. Provision of new housing
3. Generation of new employment opportunities
4. Improvement of city centre transport facilities

Consultation Details

1. The grant application, although submitted by the Council, in accordance with the requirements of the Fund, has been assembled through cooperation with the Council's Development Partners
2. A requirement of the bid process was that the MP (Thangam Debonnaire) was informed of the application, this was done by e-mail on 23rd August 2023.

Background Documents Please see link to HM Government website outlining the details of the Brownfield Land Release Fund, which is a £180m fund available to Local Authorities announced by the DLUHC, Cabinet office and Minister on 8th July 2022.

[Derelict sites to be transformed into new homes as new brownfield fund opens - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/derelict-sites-to-be-transformed-into-new-homes-as-new-brownfield-fund-opens)

Revenue Cost	£ N/A	Source of Revenue Funding	N/A
Capital Cost	£516k	Source of Capital Funding	Grant
One off cost <input type="checkbox"/>	Ongoing cost <input type="checkbox"/>	Saving Proposal <input type="checkbox"/>	Income generation proposal <input type="checkbox"/>

Required information to be completed by Financial/Legal/ICT/ HR partners:

1. Finance Advice: The report seeks Cabinet approval to accept the award of a grant of £0.516m from the Brownfield Land Release Fund (BLRF). The BLRF is a cross-government initiative between the Department for Levelling Up, Housing and Communities (DLUHC) and One Public Estate (OPE) which is delivered in partnership by the Local Government Association and the Cabinet Office.

The grant has been awarded to fund the cost of relocation of the Victorian water main, demolition and remediation work site preparation. The amount awarded was much less than the £1.5m amount requested. The BLRF will require certain specified works to be delivered otherwise there is a risk they would demand that the grant is returned.

It is therefore imperative that adequate legal binding provisions are put in place to safeguard the council's financial interests, so that delivery of the specified works is secured **before** the grant is paid over.

The grant funding will only be remitted to the Developer once they have satisfactorily completed the enabling works required according to the grant conditions, and such certification is confirmed by a qualified Officer of the Council or appointed professional.

Finance Business Partner: Kayode Olagundoye, Interim Finance Business Partner for Growth and Regeneration, 24 November 2022

2. Legal Advice: The submission of a bid for grant funding does not raise any specific legal implications, however given the value of the award, authority to spend (or commit to spend) any grant awarded ordinarily requires cabinet

approval. In the circumstances facing the Council (namely the requirement to sign a funding agreement by 28 October or lose the funding) a decision was taken to conclude, in effect, a conditional agreement. Making clear that implementation of the agreement was subject to cabinet approval, failing which the agreement would be void.

Furthermore, in order to mitigate the risk to the Council arising under the Funding Agreement (once it become effective) an agreement will be concluded with the Developer making clear the funds will only be flowed down after all works to which they relate have been completed. Other commitments will also be sought to ensure the Council meets its obligations under the funding agreement.

Legal Team Leader: Eric Andrews Team Manager, 26 October 2022.

3. Implications on IT: I can see no implications on IT in regard to this activity.

IT Team Leader: Alex Simpson – Senior Solution Architect 19 October 2022

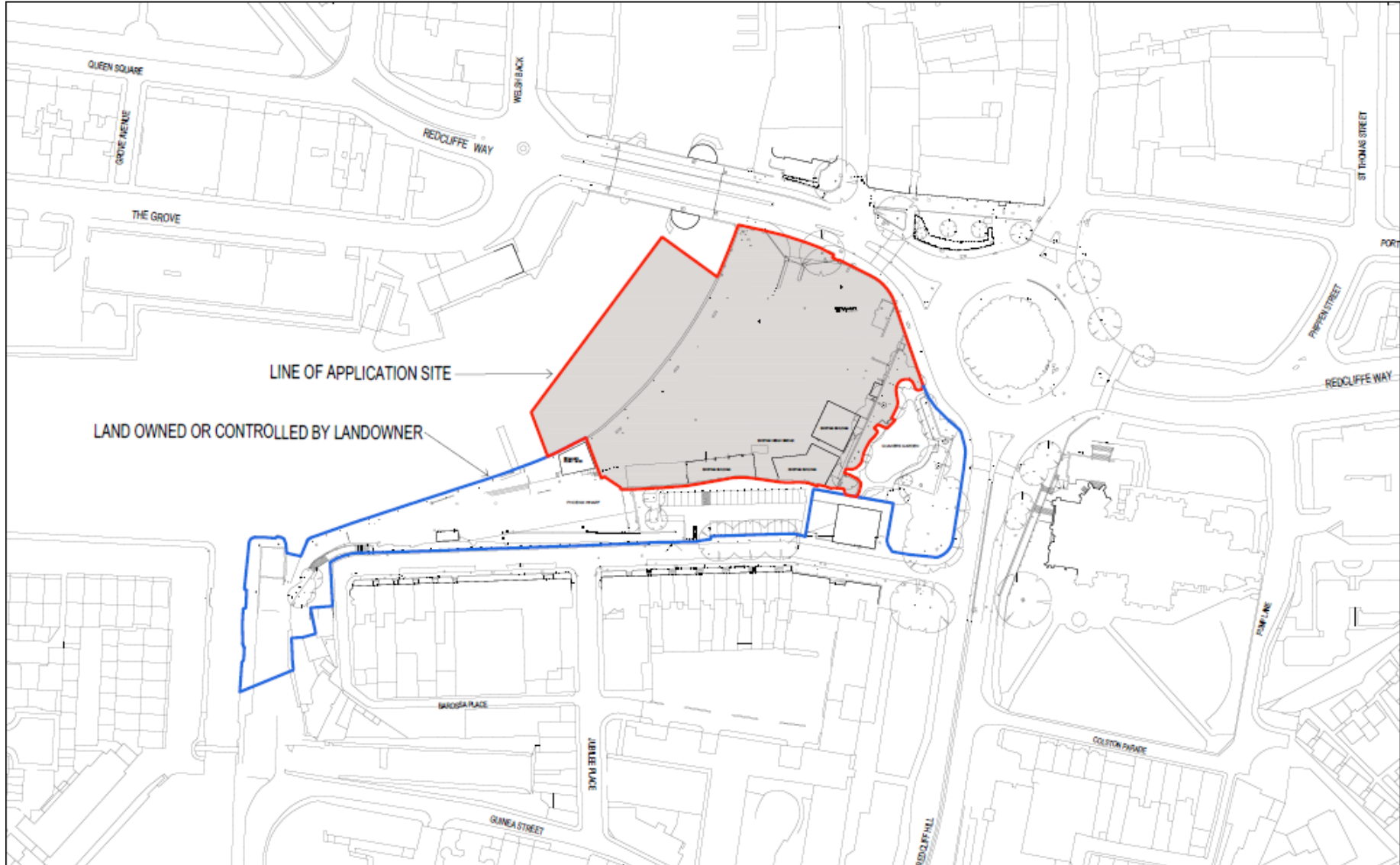
4. HR Advice: There are no HR implications evident

HR Partner: Celia Williams - HR Business Partner – Growth and Regeneration 11 October 2022

EDM Sign-off	Stephen Peacock, Executive Director Growth and Regeneration	11 October 2022
Cabinet Member sign-off	Cllr Cheney, Cabinet Member for Finance, Governance and Performance	17 October 2022
For Key Decisions - Mayor's Office sign-off	Mayor's Office	7 November 2022

Appendix A – Further essential background / detail on the proposal Location Plan attached.	YES
Appendix B – No consultation has taken place in respect of the Grant application, however there was a significant amount of public consultation undertaken by the Development Partner as part of the Planning Application process involving Stakeholders and Stakeholder Groups	NO
Appendix C – Summary of any engagement with scrutiny	NO
Appendix D – Risk assessment	YES
Appendix E – Equalities screening / impact assessment of proposal	YES
Appendix F – Eco-impact screening/ impact assessment of proposal	YES
Appendix G – Financial Advice	NO
Appendix H – Legal Advice	NO
Appendix I – Exempt Information	No
Appendix J – HR advic	NO
Appendix K – ICT	NO
Appendix L – Procurement	NO

Redcliffe Wharf Location Plan



Redcliffe Wharf Risk Register

Negative Risks that offer a threat to Redcliffe Wharf and its Aims (Aim - Reduce Level of Risk)

Ref	Risk Description	Key Causes	Key Consequence	Status Open / Closed	Strategic Theme	Risk Category	Risk Owner	Key Mitigations	Direction of travel	Current Risk Level			Monetary Impact of Risk £k	Risk Tolerance			
										Likelihood	Impact	Risk Rating		Likelihood	Impact	Risk Rating	Date
1	Partner does not proceed with Development	Inability to secure funding	Development Agreement falls away	Open		Finance		Developer has significant win		2	5	10	66kpa			0	Jul-05
												0				0	
												0				0	
												0				0	
												0				0	

Equality Impact Assessment [version 2.9]



Title: Application and Receipt of Brownfield Land Release Fund Grant to facilitate the development at Redcliffe Wharf	
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input checked="" type="checkbox"/> Function <input type="checkbox"/> Service <input type="checkbox"/> Other [please state]	<input checked="" type="checkbox"/> New <input type="checkbox"/> Already exists / review <input type="checkbox"/> Changing
Directorate: Growth & Regeneration	Lead Officer name: James Lazarus
Service Area: Property	Lead Officer role: Regeneration Manager

Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](https://sharepoint.com).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use plain English, avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

The Redcliffe Wharf site, as identified red on plan at appendix 1 has remained vacant and undeveloped for many years.

In 2012, having undertaken a selection process, the Council selected a Private Sector Development Partner, who has entered into a lease and development agreement with the Council. Since then, it has secured planning consent for a high-quality mixed-use scheme comprising:

- 45 homes of which 3 are affordable
- 5,976 sq m (c.65,000 sq ft) of office and ground floor commercial, retail and leisure use.
- 12 new moorings
- New water bus stop
- Extensive and high quality public realm

The Development Agreement places an obligation on the Development Partner to appoint a Professional Team, design a scheme, secure planning consent and develop the consented scheme, which was achieved in 2021 after a lengthy and detailed consultation process with a wide range of stakeholders. The Agreement contains longstop dates in the event of the Development Partner not fulfilling those obligations, in which case the Agreement would fall away, and the Council would take back full control of the site.

Due to extraordinary costs of the scheme, there has been a viability gap, which has meant that the scheme has not progressed. Funds from the BLRF are available to Local Authorities and these funds can then be used accordingly, in this case to refund the Partner the funds they will expend in dealing with works which are more specifically set out in the Grant Application.

The grant is to be used to facilitate the plugging of a viability gap in the proposed development of Redcliffe Wharf, in the City Centre, which has rendered it impossible for the scheme to progress. The grant will cover exceptional costs of the development including inter alia the relocation of a major water main, site preparation and remediation. The decision to submit the Application was agreed at a CLT Meeting on 22nd August 2022. This was taken as an Urgent item due to the deadline for submission of the grant application.

Assuming the application is successful, the monies would be paid into the Council's Capital Account. The Development Partner will procure the works and seek payment from the Council once the works have been undertaken. If the costs overrun, this would be the responsibility of the Development Partner. In the event of the works not being undertaken, the monies which will have been paid to the Council, would have to be returned to DLUHC.

A decision on the Application was received on Friday 14th October 2022. An award of £516,000 has been awarded which is significantly lower than the sum applied for. The sum has been downgraded as the adjudication panel judged that some of costs anticipated were non allowable. It is anticipated that the works, if carried out would be undertaken during Q1 & 2 2023. If the work is not carried out the project would be delayed and revisited at a later date and the grant monies would be returned

1.2 Who will the proposal have the potential to affect?

<input type="checkbox"/> Bristol City Council workforce	<input checked="" type="checkbox"/> Service users	<input checked="" type="checkbox"/> The wider community
<input type="checkbox"/> Commissioned services	<input type="checkbox"/> City partners / Stakeholder organisations	
Additional comments: Assuming the works as specified in the Grant Application are carried out the wider community could be affected, however if not there will be no change in status		

1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	[please select]
--	------------------------------------	-----------------

If the scheme progresses it will provide opportunities for employment and new leisure facilities. Additionally the scheme will also include a new waterbus stop.

The proposed scheme is intended to be enjoyed by and benefit all members of the community without exception and it will be accessible to all.

Step 2: What information do we have?

2.1 What data or evidence is there which tells us who is, or could be affected?

Please use this section to demonstrate an understanding of who could be affected by the proposal. Include general population data where appropriate, and information about people who will be affected with particular reference to protected and other relevant characteristics: <https://www.bristol.gov.uk/people-communities/measuring-equalities-success>.

Use one row for each evidence source and say which characteristic(s) it relates to. You can include a mix of qualitative and quantitative data e.g. from national or local research, available data or previous consultations and engagement activities.

Outline whether there is any over or under representation of equality groups within relevant services - don't forget to benchmark to the local population where appropriate. Links to available data and reports are here [Data, statistics and intelligence \(sharepoint.com\)](#). See also: [Bristol Open Data \(Quality of Life, Census etc.\)](#); [Joint Strategic Needs Assessment \(JSNA\)](#); [Ward Statistical Profiles](#).

For workforce / management of change proposals you will need to look at the diversity of the affected teams using available evidence such as [HR Analytics: Power BI Reports \(sharepoint.com\)](#) which shows the diversity profile of council teams and service areas. Identify any over or under-representation compared with Bristol economically active citizens for different characteristics. Additional sources of useful workforce evidence include the [Employee Staff Survey Report](#) and [Stress Risk Assessment Form](#)

Data / Evidence Source [Include a reference where known]	Summary of what this tells us
Creation of new employment opportunities/Planning Consent 18/06660/LA Ward profile data	This provides information on the potential number of new jobs that the scheme will generate although employment in the ward is significantly higher than the City wide average
Provision of new City Centre Homes/ Planning Consent 18/06660/LA	The scheme provides for 45 new homes of which 3 will be of shared equity tenure. Home ownership in the ward is significantly below the city average
Ward profile data – Central Ward	<p>Additional comments:</p> <ul style="list-style-type: none"> • Much higher proportion of 15-29 year olds live in ward • Significantly lower deprivation and lower unemployment in the ward 23%v34% • Quality of life (priority Indicators) generally similar but lower sense of belonging but higher access to internet and high level of quality of entertainment • Slightly higher percentage of healthier lifestyle • Child poverty is worse as measured against %age living in low income households 27.6 v 17.8 City wide • Crime is significantly higher than city wide 345 v 115 per 1000 of population • House prices are lower than median • Significantly lower owned housing 16.6 v 54.8% • Significantly higher no car ownership • Significantly higher proportion of Black, Asian and Minority Ethnic groups 30% v 16% of population • Much higher %age of population born outside UK 32.8 v 14.7%

City centres conjure up two very different lifestyles. On the one hand younger more mobile and affluent people who enjoy culture, pubs, restaurants and nightlife and the other typical inner city deprivation although as City centres become more gentrified these groups may be displaced to areas on the fringe.

2.2 Do you currently monitor relevant activity by the following protected characteristics?

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Age | <input checked="" type="checkbox"/> Disability | <input type="checkbox"/> Gender Reassignment |
| <input type="checkbox"/> Marriage and Civil Partnership | <input checked="" type="checkbox"/> Pregnancy/Maternity | <input checked="" type="checkbox"/> Race |
| <input checked="" type="checkbox"/> Religion or Belief | <input checked="" type="checkbox"/> Sex | <input checked="" type="checkbox"/> Sexual Orientation |

2.3 Are there any gaps in the evidence base?

Where there are gaps in the evidence, or you don't have enough information about some equality groups, include an equality action to find out in section 4.2 below. This doesn't mean that you can't complete the assessment without the information, but you need to follow up the action and if necessary, review the assessment later. If you are unable to fill in the gaps, then state this clearly with a justification.

For workforce related proposals all relevant characteristics may not be included in HR diversity reporting (e.g. pregnancy/maternity). For smaller teams diversity data may be redacted. A high proportion of not known/not disclosed may require an action to address under-reporting.

We do not have accurate citywide diversity data for some characteristics where this has not been included in statutory reporting historically. E.g. for the purposes of this report we refer to other sources of data e.g. that Bristol reflects national statistics where 6% of the population is reported as being lesbian, gay or bisexual.

2.4 How have you involved communities and groups that could be affected?

You will nearly always need to involve and consult with internal and external stakeholders during your assessment. The extent of the engagement will depend on the nature of the proposal or change. This should usually include individuals and groups representing different relevant protected characteristics. Please include details of any completed engagement and consultation and how representative this had been of Bristol's diverse communities. See <https://www.bristol.gov.uk/people-communities/equalities-groups>.

Include the main findings of any engagement and consultation in Section 2.1 above.

If you are managing a workforce change process or restructure please refer to [Managing change or restructure \(sharepoint.com\)](#) for advice on consulting with employees etc. Relevant stakeholders for engagement about workforce changes may include e.g. staff-led groups and trades unions as well as affected staff.

An extensive consultation process was undertaken by the Council's Development Partner as part of the process for securing planning consent for the scheme as summarized below resulting from the Consultation and Engagement programme:

COMMUNITY ACTIVITIES

Public Displays

Two public consultation displays were held at M-Shed on 14th March 2016 and 18th January 2017. Both followed a similar format, stand-alone display showing the proposals and more detailed design information.

At both events visitors were invited to complete comment forms so that any comments could be recorded. Furthermore, the display was e-mailed to those attendees requesting further information after the events.

The 2016 event was advertised by a variety of media:

- E-mails to key stakeholders and interested parties
- Leaflets hand-dropped to adjoining residences
- Double-page feature in Evening Post

The 2016 event was attended by about 220 visitors including all the key stakeholder groups. Feedback was extremely positive

The 2017 display was staged to allow interested parties the opportunity to raise final comments prior to the application submission and was advertised through:

- Over 200 e-mails to those who attended the 2016 event
- E-mails to key stakeholders and interested parties
- Media coverage
- Leaflets hand-dropped to adjoining residences

Over 60 visitors attended this second display. Again, feedback was extremely supportive with favorable comments from Bristol Civic Society, Redcliffe Neighborhood Development Forum, and other interested local stakeholders. Key issues are contained in *Section 4*.

Meetings

HARBOURSIDE FORUM

The Applicant first attended a Harbourside Forum Meeting on 8th June 2016 to brief attendees on the proposals. This initial briefing was followed-up at regular such meetings with 'speedy updates'.

ST MARY REDCLIFFE CHURCH

The Applicant met representatives from St Mary Redcliffe Church to explain the proposals and design criteria. Representatives also attended both the public consultation displays.

On-going Activities

An important element of the Consultation & Engagement Strategy is to ensure on-going dialogue throughout the planning application determination period. This will be included:

- Replies to the community responding to commonly asked questions and masterplan layout comments
- Meetings with interested parties
- Briefings as requested by specific parties including meetings with Redcliffe Neighbourhood Development Forum, Bristol Civic Society and any other stakeholders as requested and required
- Website and media monitoring and responses to comments

2.5 How will engagement with stakeholders continue?

Explain how you will continue to engage with stakeholders throughout the course of planning and delivery. Please describe where more engagement and consultation is required and set out how you intend to undertake it. Include any targeted work to seek the views of under-represented groups. If you do not intend to undertake it, please set out your justification. You can ask the Equality and Inclusion Team for help in targeting particular groups.

The Developer has said they will keep the community updated by newsletters and bulletins announcing key landmark stages of the development. They have experience of working in Bristol having successfully completed other schemes in the City. Under the terms of the Agreement with the developer there is an obligation on the Developer to keep the Council updated on progress and for the Council to provide feedback on proposals. Additionally the Developer has to seek the Council's approval to the appointment of a building contractor.

Community Engagement is at the developer's discretion and if nothing is done then the council does not have the ability to change this. However, given their reputation and track record in the city, this is considered highly unlikely.

It is unlikely that the Developers would expand access to these methods for communities such as people with learning difficulties, People whose first language is not English or those that don't have access to computers, internet or social media. However, like all service providers, they will be subject to the Equality Act 2010 requirement to make reasonable adjustments for disabled people.

Step 3: Who might the proposal impact?

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered above, and the characteristics protected by the Equality Act 2010. Also include details of existing issues for particular groups that you are aware of and are seeking to address or mitigate through this proposal. See detailed guidance documents for advice on identifying potential impacts etc. [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#)

3.1 Does the proposal have any potentially adverse impacts on people based on their protected or other relevant characteristics?

Consider sub-categories (different kinds of disability, ethnic background etc.) and how people with combined characteristics (e.g. young women) might have particular needs or experience particular kinds of disadvantage.

Where mitigations indicate a follow-on action, include this in the 'Action Plan' Section 4.2 below.

GENERAL COMMENTS (highlight any potential issues that might impact all or many groups)

We are not aware of any significant negative impact from the proposal. Because the Cabinet approval is for enabling works and disposal the Council will no longer have direct control over future development. The impact of the scheme will become clearer as the project is progressed. At this early stage, we are of the view that two aspects present the greatest risk of creating adverse impacts, both featuring similar effects on the same groups:

- Transport and access improvements, which will deliver long term benefits overall but may have negative impact in the short term.
- Construction of new developments, similarly, offering long term benefit but short-term negative impacts (notwithstanding that construction may create new employment opportunities).

Both create the potential for disruption to established access routes, less certainty around accessibility, and might give rise to temporary hazards to be negotiated. This has the potential to affect most significantly disability and pregnancy/maternity groups, and – potentially – age indirectly. The Developer

will employ a Contractor experienced in mitigating such issues for example by putting in place appropriate diversions and giving adequate notice.	
PROTECTED CHARACTERISTICS	
Age: Young People	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Potential noise to groups such as playgroups who may use the adjacent St Mary Redcliffe Church
Mitigations:	Use of responsible contractor. Appropriate liaison with neighbouring church and user groups
Age: Older People	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Potential diversions of pathways during construction
Mitigations:	Use of responsible contractor and well publicised diversion routes
Disability	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Potential diversions of pathways during construction
Mitigations:	Use of responsible contractor and well publicised diversion routes
Sex	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Sexual orientation	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Pregnancy / Maternity	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Pathways diversions and possible impact on traffic and public transport
Mitigations:	Use of responsible contractor. Good levels of engagement and liaison with appropriate bodies
Gender reassignment	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Race	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Religion or Belief	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Potential noise during construction impacting on users of adjacent Church
Mitigations:	Use of responsible contractor. Appropriate liaison with neighbouring church and user groups
Marriage & civil partnership	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
OTHER RELEVANT CHARACTERISTICS	
Socio-Economic (deprivation)	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Carers	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Other groups [Please add additional rows below to detail the impact for other relevant groups as appropriate e.g. Asylums and Refugees; Looked after Children / Care Leavers; Homelessness]	
Potential impacts:	
Mitigations:	

3.2 Does the proposal create any benefits for people based on their protected or other relevant characteristics?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our Public Sector Equality Duty to:

- ✓ Eliminate unlawful discrimination for a protected group
- ✓ Advance equality of opportunity between people who share a protected characteristic and those who don't
- ✓ Foster good relations between people who share a protected characteristic and those who don't

The scheme does not create benefit for or discriminate against any one section of the community. It is intended to be of benefit to the whole community by for example improving access to the Harbour by way of the proposed water bus stop. Accessibility will have been considered as part of the Planning Application process; thus the scheme should be sufficiently accessible for disabled people. There will be 3 shared equity homes in the scheme, which will benefit low income communities.

Step 4: Impact

4.1 How has the equality impact assessment informed or changed the proposal?

What are the main conclusions of this assessment? Use this section to provide an overview of your findings. This summary can be included in decision pathway reports etc.

If you have identified any significant negative impacts which cannot be mitigated, provide a justification showing how the proposal is proportionate, necessary, and appropriate despite this.

Summary of significant negative impacts and how they can be mitigated or justified:

We have not identified any significant negative impact. However, there is a risk that disruption during works could restrict accessibility for some groups. Although we have no direct control over this we would expect the contractor to consider the needs of these groups and factor them into planning of works at the earliest possible stage. Likewise noise impacts during construction will be addressed similarly. Potentially the use of a complaints and comments regime will mitigate. It is anticipated that a responsible Contractor would utilise such methods and will be experienced in doing so.

Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:

Overall the development of the currently underutilised site is likely to benefit all Bristol communities through the increased housing (including affordable housing; office, commercial, retail and leisure facilities; moorings and a water bus stop; and improved public realm facilities.

4.2 Action Plan

Use this section to set out any actions you have identified to improve data, mitigate issues, or maximise opportunities etc. If an action is to meet the needs of a particular protected group please specify this.

Improvement / action required	Responsible Officer	Timescale
[None identified]		

4.3 How will the impact of your proposal and actions be measured?


How will you know if you have been successful? Once the activity has been implemented this equality impact assessment should be periodically reviewed to make sure your changes have been effective your approach is still appropriate.

Delivery of the scheme is outside of the direct responsibility of the Council as we have previously appointed a Private Sector developer to undertake the scheme. We will not be directly measuring

impacts however we will continue to monitor relevant quality of life indicators at a Ward level and by equalities groups.

Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the Equality and Inclusion Team before requesting sign off from your Director¹.

Equality and Inclusion Team Review: <i>Reviewed by Equality and Inclusion Team</i>	Director Sign-Off: 
Date: 22/11/2022	Date: 24.11.2022

¹ Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.

Eco Impact Checklist

Title of report: Application and Receipt of Brownfield Land Release Fund Grant in respect of land at Redcliffe Wharf.				
Report author: James Lazarus				
Anticipated date of key decision: 06/12/2022				
<p>Summary of proposals: To enter into a grant funding agreement for the awarded amount of £516,000, drawdown and spend up to £516,000 from the Brownfield Land Release Fund to facilitate the development of Redcliffe Wharf, Bristol.</p> <p>the development partner has secured planning consent for a high quality mixed use scheme comprising:</p> <ul style="list-style-type: none"> - 45 homes of which 3 are affordable - 5,976 sq m (c.65,000 sq ft) of office and ground floor commercial, retail and leisure use. - 12 new moorings - New water bus stop - Extensive and high quality public realm 				
Will the proposal impact on...	Yes/No	+ive or -ive	If Yes... Briefly describe impact	Briefly describe Mitigation measures
Emission of Climate Changing Gases?	Yes	-ive	Construction of new property will lead to emissions of climate changing gasses, primarily through embodied carbon in materials used.	The design of the construction is set to BREEAM Excellent and so the operation of the buildings will be relatively efficient.
Bristol's resilience to the effects of climate change?	Yes	+ive	The new properties will be built to BREEAM Excellent standard and so should perform well during instances of extreme heat.	
Consumption of non-renewable resources?	Yes	-ive	The construction of the new properties will require use of a range of non-renewable resources	Sourcing of materials should give priority to low impact and locally sourced materials wherever possible.
Production, recycling or disposal of waste	Yes	-ive	The construction of the new properties will produce waste for disposal.	Use of a site waste management plan that follows the waste hierarchy and aims to re-use any materials on site as much as possible.
The appearance of the	Yes	+ive	Improved	Proposed high quality

city?			appearance of currently derelict site assuming work progresses	regeneration scheme has secured all appropriate planning consents
Pollution to land, water, or air?	Yes	-ive	The construction site is directly adjacent to the harbour and as such presents an increased risk of pollution occurring during the construction phase.	Ensure that stringent controls are in place to prevent pollution occurring to water, along with suitable emergency preparedness plans to deal with potential incidents.
Wildlife and habitats?	Yes	+ive	Yes, assuming scheme progresses	Scheme incorporates planting and new trees which improve biodiversity

Consulted with:

Summary of impacts and Mitigation - to go into the main Cabinet/ Council Report

The significant impacts of this proposal relate to the construction of the new buildings which will lead to emissions of climate changing gasses primarily through the embodied carbon within the construction materials. Other significant aspects include the generation of waste, the potential for pollution occurring to water in the harbour, and the ongoing energy consumption of the buildings once completed as determined by their build quality and design of efficiency standards.

The proposals include the following measures to mitigate the impacts; the buildings have been designed to BREEAM Excellent standards and so should perform relatively efficiently once complete. Appropriate site waste management, pollution control, and emergency preparedness plans should be in place during the construction phase/

The net effects of the proposals are negative.

Checklist completed by:

Name:	James Lazarus
Dept.:	Growth & Regeneration
Extension:	
Date:	24/10/2022
Verified by Environmental Performance Team	Daniel Shelton 24/10/2022

Decision Pathway – Report

PURPOSE: Key decision

MEETING: Cabinet

DATE: 06 December 2022

TITLE	Moving Traffic Enforcement (MTE)		
Ward(s)	All wards		
Author: Duncan Venison	Job title: Network Operations Team Manager		
Cabinet lead: Cllr Don Alexander, Cabinet Member for Transport	Executive Director lead: Stephen Peacock, Executive Director Growth and Regeneration		
Proposal origin: BCC Staff			
Decision maker: Cabinet Member			
Decision forum: Cabinet			
Purpose of Report: To seek approval to use Moving Traffic Enforcement in Bristol once the powers are received.			
Evidence Base:			
<ol style="list-style-type: none"> 1. On 31 May 2022 the Government enacted Part 6 of the Traffic Management Act 2004 (TMA) which allows Highway Authorities to apply to the Department for Transport (DfT) for the powers to enforce moving traffic offences. A moving traffic offence is either: <ol style="list-style-type: none"> a) An offence under s.36 Road Traffic Act 1988 of failing to comply with the indication given by a traffic sign that is subject to civil enforcement; or b) An offence of failing to comply with a traffic order (e.g. a TRO) in so far as it makes provision for a requirement, restriction or prohibition that is conveyed by a traffic sign subject to civil enforcement. 2. The TMA sets out a list of the traffic signs that are subject to these civil enforcement powers. 3. Previously offences could only be enforced by the Police. Bristol City Council as Highway Authority has made an application to the DfT requesting such powers to undertake moving traffic enforcement in a bid to make Bristol’s roads safer for all road users. Approval is being sought from Cabinet to approve the use of Moving Traffic Enforcement in Bristol once the powers are received. Powers will only be used at sites where consultation has been carried out 4. Bristol continues to suffer from drivers who ignore traffic signs such as banned turns, prohibition of entry and one way streets. Ignoring such signs places road users at risk, increases congestion and causes damage to highway infrastructure. Complaints are received on a regular basis from the public, stakeholders and Members regarding vehicles ignoring signs with the request for enforcement to take place. Currently enforcement can only be undertaken by the Police and with their limited resource isn’t their primary concern. By Bristol taking on MTE it gives the Highway Authority the control to enforce where it deems appropriate and would give the greatest road safety benefits. It also allows a direct response to be taken to complaints rather than having to pass to the Police. 5. The six proposed sites to introduce MTE have the following records of offences. Other records of complaints 			

exist through complaints received but aren't searchable.

- i. Hockeys Lane, Fishponds, banned left turn – 5 related issues (3 additional votes) logged on Improve my Street. Regular requests from Members and demonstrations on site to highlight the issue.
 - ii. King Georges Road/Queens Road, Withywood, banned turns – 6 related issues (4 additional votes) logged on Improve my Street
 - iii. Lower Redland Road, Redland, no entry – 1 related issue logged on Improve my Street. Request from Members to address the issue. Upcoming CIL funding (2022) from Area Committee for physical measures to address the issue.
 - iv. Furber Road, St George, one way – No reported issues on Improve my Street. Request from local Member and residents.
 - v. Bath Bridge Roundabout/Temple Gate/Cattlemarket Road (signal-controlled junction), prescribed right turn – 15 related issues (39 additional votes) logged on Improve my Street
 - vi. Hareclive Road, Anton Bantock Withywood (signal-controlled junction), prescribed ahead only – 5 related issues (32 additional votes) on Improve my Street. Local Memembr request for a camera in relation to a pedestrian fatality
6. Additional sites throughout Bristol can be enforced using MTE once six weeks' statutory consultation has been carried out for each site and other checks have been cleared such as statutory signing and lining meeting the required standards, the Traffic Regulation Order is fit for purpose and it has been concluded that all other options to resolve noncompliance have been exhausted.

Cabinet Member / Officer Recommendations:

That Cabinet:

1. Note an application for the powers to carry out MTE has been made to the DfT that covers the whole administrative area of Bristol City Council as Highway Authority.
2. Note that enforcement will only be carried out at the six sites outlined in this report once use of MTE has been approved by Cabinet, and further sites may be added subject to statutory consultation as outlined in this report
3. Authorise the Executive Director Growth and Regeneration to take all steps required to implement the use of the Moving Traffic Enforcement in Bristol once the powers are received.

Corporate Strategy alignment:

Moving traffic enforcement supports Bristol's Corporate strategy 2022 – 27 through the Theme of Transport and Connectivity with aim of supporting Active Travel through making streets safer for all.

City Benefits:

1. MTE will encourage compliance by drivers of important traffic regulation measures
2. MTE should contribute to making Bristol's roads safer owing to increased compliance to traffic signs
3. More vulnerable road users and pedestrians should be at less risk as drivers are more compliant to traffic signs

Consultation Details:

Public Consultation ran from 20th September to 1st November 2022. Public consultation is a requirement set by the DfT in order to gain powers.

Background Documents:

The link below provides background information on MTE and the requirements that need to be met in order to gain powers.

<https://www.gov.uk/government/publications/bus-lane-and-moving-traffic-enforcement-outside-london>

Revenue Cost	c.£0.1m per annum	Source of Revenue Funding	Income generation for ongoing cost
Capital Cost	c.£0.15m one-off	Source of Capital Funding	One-off set-up costs funded from Parking Reserve
One off cost <input checked="" type="checkbox"/>	Ongoing cost <input checked="" type="checkbox"/>	Saving Proposal <input type="checkbox"/>	Income generation proposal <input checked="" type="checkbox"/>

Required information to be completed by Financial/Legal/ICT/ HR partners:**1. Finance Advice:**

The report is seeking approval to use Moving Traffic Enforcement powers in Bristol to enforce moving traffic offences, make Bristol's roads safer for all road users.

Enforcement is through issuing a Penalty Charge Notice (PCN) for offences captured at the sites in operation. Initially there are 6 sites, with possibly further sites chosen in due course based on evidence of contravention.

Initially set-up costs for each camera site are expected to be around £0.02m, so for 6 sites between £0.120m - £0.150m. This will be funded from the existing Parking Camera replacement Reserve, which will be replenished on an annual basis in part from any surpluses that this enforcement scheme generates. There will also be annual operating costs for providing the service, such as camera R&M, administration costs for printing and issuing the PCNs, which are expected to be around £0.1m. It is anticipated that the implementation and management of Moving Traffic Enforcements will be resourced by existing staff, so no additional cost to Bristol.

This will be a new enforcement powers for Bristol City Council, so there is very limited data on levels of offences. Financial modelling work has been carried out based on survey data captured at 3 of the 6 sites over a 24-hour period, as well as using knowledge from other types of enforcement. Averaging out offences data and applying a compliance percentage for motorists, is estimated to generate £0.7m per annum based on 10 PCNs per day at each of the 6 sites (in the first year, which could reduce significantly depending on compliance levels). Even if compliance is rapid and falls to 5 PCNs per day at each of the 6 sites this would generate £0.35m and would cover the annual operating costs.

Any unforeseen costs will be funded from Traffic and Highways Service budgets.

The scheme will need to set aside sufficient costs to decommission (relocate) the Cameras once compliance is achieved, as a result it is recommended that some of the revenue generated in the early years are set aside for that purpose.

Finance Business Partner: Kayode Olagundoye, Interim Finance Business Partner for Growth and Regeneration, 24 October 2022

2. Legal Advice: Civil enforcement powers, once granted, are set out in the Traffic Management Act 2004 and the related Civil Enforcement of Road Traffic Contraventions (Approved Devices, Charging Guidelines and General Provisions) (England) Regulations 2022 and the Civil Enforcement of Road Traffic Contraventions (Representations and Appeals) (England) Regulations 2022. Once powers are granted, the Council will need to ensure compliance with these statutory provisions in relation to procedure and governance (including accounting record) requirements.

Legal Team Leader: Dawn Bodill- Specialist Solicitor. 14 November 2022

3. Implications on IT

I can see no direct implications on IT in regards to this activity, however, IT would expect any new cameras to be added to the SEA Roadflow cloud hosted solution.

IT Team Leader: Alex Simpson – Senior Solution Architect. 27 September 2022

4. HR Advice:

It is anticipated that the implementation and management of Moving Traffic Enforcements will be resourced by existing staff. There are no other HR implications

HR Partner: Celia Williams, HR Business Partner, 30 September 2022

EDM Sign-off	Stephen Peacock, Executive Director Growth and Regeneration	11 October 2022
Cabinet Member sign-off	Cllr Don Alexander, Cabinet Member for Transport	20 October 2022

For Key Decisions - Mayor's Office sign-off	Mayor's Office	7 November 2022
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Appendix A – Further essential background / detail on the proposal	NO
Appendix B – Details of consultation carried out - internal and external	NO
Appendix C – Summary of any engagement with scrutiny	NO
Appendix D – Risk assessment	YES
Appendix E – Equalities screening / impact assessment of proposal	YES
Appendix F – Eco-impact screening/ impact assessment of proposal	YES
Appendix G – Financial Advice	NO
Appendix H – Legal Advice	NO
Appendix I – Exempt Information	No
Appendix J – HR advice	NO
Appendix K – ICT	NO
Appendix L – Procurement	NO

Moving Traffic Enforcement (MTE) Cabinet Decision Risk Register

Negative Risks that offer a threat to MTE and its Aims (Aim - Reduce Level of Risk)

Ref	Risk Description	Key Causes	Key Consequence	Status Open / Closed	Strategic Theme	Risk Category	Risk Owner	Key Mitigations	Direction of travel	Current Risk Level			Monetary Impact of Risk £k	Risk Tolerance			
										Likelihood	Impact	Risk Rating		Likelihood	Impact	Risk Rating	Date
MTE01	Powers not received from DfT	Application rejected, found to be non compliant, deadline not met	MTE not implemented as planned	Open	Well connected		DV	Ensure application deadline is met though careful planning and preparation. Follow guidance carefully to ensure application is complete		1	1	1		1	1	1	
MTE02	Cabinet approval to use MTE not approved	Not considered a priority or the right time to introduce	MTE not implemented as planned	Open	Well connected		DV	Ensure Cabinet are fully briefed and aware of positive impacts of MTE		1	1	1		1	1	1	
MTE03	Insufficient funding to introduce all sites	Budget pressures	MTE not implemented as planned	Open	Well connected		DV	Budgets identified and set aside. Use of scheme budgets to introduce individual sites.		2	1	2		1	1	1	
MTE04	Revenue does not cover the cost of MTE	Insufficient contraventions reducing levels of penalty charge notices	MTE is withdrawn in some localities	Open	Well connected		DV	Choose sites that are known to be high risk where contraventions take place on a regular basis and road safety is being compromised. Use stakeholders to advise of sites they wish to see enforced		2	1	2		1	1	1	
MTE05	MTE does not reduce offence levels	Penalty charge is insufficient to deter offences	Offences continue to take place	Open	Well connected		DV	Increase awareness of MTE through campaigns, raise matter with the Police, look for repeat offenders and request Police to educate		1	2	2		1	1	1	
MTE06	MTE requests for new sites unachievable	MTE is successful and seen to be the answer to any contravention	Demand outstrips what can be supplied and requests have to be rejected	Open	Well connected		DV	Ensure clarity is provided on what can be enforced and the criteria that must be met including financing new sites		2	1	2		1	1	1	

Equality Impact Assessment [version 2.9]



Title: Moving Traffic Enforcement Cabinet Report 2022	
<input checked="" type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input type="checkbox"/> Service <input type="checkbox"/> Other [please state]	<input checked="" type="checkbox"/> New <input type="checkbox"/> Already exists / review <input type="checkbox"/> Changing
Directorate: Growth & Regeneration	Lead Officer name: Duncan Venison
Service Area: Traffic & Highway Maintenance	Lead Officer role: Network Operations Manager

Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](https://sharepoint.com).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use plain English, avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

On the 31st May 2022 the Government enacted Part 6 of the Traffic Management Act 2004 which opened the door to Highway Authorities to apply to the Department for Transport (DfT) for the powers to enforce moving traffic offences. Before this time such offences could only be enforced by the Police. Bristol City Council as Highway Authority for the City and County of Bristol intends to make an application to the DfT requesting such powers to undertake moving traffic enforcement in a bid to make Bristol's roads safer for all road users.

1.2 Who will the proposal have the potential to affect?

<input checked="" type="checkbox"/> Bristol City Council workforce	<input checked="" type="checkbox"/> Service users	<input checked="" type="checkbox"/> The wider community
<input checked="" type="checkbox"/> Commissioned services	<input checked="" type="checkbox"/> City partners / Stakeholder organisations	
Additional comments: This proposal will affect any vehicle users who fails to follow road signing and traffic regulation		

1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	[please select]
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Step 2: What information do we have?

2.1 What data or evidence is there which tells us who is, or could be affected?

Please use this section to demonstrate an understanding of who could be affected by the proposal. Include general population data where appropriate, and information about people who will be affected with particular reference to protected and other relevant characteristics: <https://www.bristol.gov.uk/people-communities/measuring-equalities-success>.

Use one row for each evidence source and say which characteristic(s) it relates to. You can include a mix of qualitative and quantitative data e.g. from national or local research, available data or previous consultations and engagement activities.

Outline whether there is any over or under representation of equality groups within relevant services - don't forget to benchmark to the local population where appropriate. Links to available data and reports are here [Data, statistics and intelligence \(sharepoint.com\)](#). See also: [Bristol Open Data \(Quality of Life, Census etc.\)](#); [Joint Strategic Needs Assessment \(JSNA\)](#); [Ward Statistical Profiles](#).

For workforce / management of change proposals you will need to look at the diversity of the affected teams using available evidence such as [HR Analytics: Power BI Reports \(sharepoint.com\)](#) which shows the diversity profile of council teams and service areas. Identify any over or under-representation compared with Bristol economically active citizens for different characteristics. Additional sources of useful workforce evidence include the [Employee Staff Survey Report](#) and [Stress Risk Assessment Form](#)

Data / Evidence Source [Include a reference where known]	Summary of what this tells us
Average percentage of people who drive to work – 36.6%	Well over a third of people who work drive which equates to tens of thousands of people. The move to MTE will assist with providing compliance to traffic regulation
Average percentage of people who cycle to work – 18.2%	A very high percentage of vulnerable road users that are at risk by those who do not follow traffic regulation
Average percentage of people who walk to work – 20.5%	A very high percentage of vulnerable road users that are at risk by those who do not follow traffic regulation
Of those that walk to work 17.9% class themselves as disabled	Gives some indication of those that may be at greater risk of drivers committing moving traffic offences
Of those that walk to work 12% are over 65	Gives some indication of those that may be at greater risk of drivers committing moving traffic offences
Additional comments: Figures are based only on those that drive to work. Data is not available that shows the percentage of drivers, cyclists and walkers in Bristol as a whole. Data does not exist that show what percentage of these groups do not follow traffic regulation.	

2.2 Do you currently monitor relevant activity by the following protected characteristics?

<input type="checkbox"/> Age	<input type="checkbox"/> Disability	<input type="checkbox"/> Gender Reassignment
<input type="checkbox"/> Marriage and Civil Partnership	<input type="checkbox"/> Pregnancy/Maternity	<input type="checkbox"/> Race
<input type="checkbox"/> Religion or Belief	<input type="checkbox"/> Sex	<input type="checkbox"/> Sexual Orientation

2.3 Are there any gaps in the evidence base?

Where there are gaps in the evidence, or you don't have enough information about some equality groups, include an equality action to find out in section 4.2 below. This doesn't mean that you can't complete the assessment without the information, but you need to follow up the action and if necessary, review the assessment later. If you are unable to fill in the gaps, then state this clearly with a justification.

For workforce related proposals all relevant characteristics may not be included in HR diversity reporting (e.g. pregnancy/maternity). For smaller teams diversity data may be redacted. A high proportion of not known/not disclosed may require an action to address under-reporting.

There is currently no data to show what users and groups currently don't follow traffic regulation and commit offences that will be covered under MTE. Future data will only focus on vehicle drivers as there is no way of capturing offences by non-registered users such as cyclists and e-scooters.

2.4 How have you involved communities and groups that could be affected?

You will nearly always need to involve and consult with internal and external stakeholders during your assessment. The extent of the engagement will depend on the nature of the proposal or change. This should usually include individuals and groups representing different relevant protected characteristics. Please include details of any completed engagement and consultation and how representative this had been of Bristol's diverse communities. See <https://www.bristol.gov.uk/people-communities/equalities-groups>.

Include the main findings of any engagement and consultation in Section 2.1 above.

If you are managing a workforce change process or restructure please refer to [Managing change or restructure \(sharepoint.com\)](#) for advice on consulting with employees etc. Relevant stakeholders for engagement about workforce changes may include e.g. staff-led groups and trades unions as well as affected staff.

As part of the application to the DfT a 6 week consultation period is required informing of the intention to apply for the powers. This consultation will be city wide and can also include specific equalities groups

2.5 How will engagement with stakeholders continue?

Explain how you will continue to engage with stakeholders throughout the course of planning and delivery. Please describe where more engagement and consultation is required and set out how you intend to undertake it. Include any targeted work to seek the views of under-represented groups. If you do not intend to undertake it, please set out your justification. You can ask the Equality and Inclusion Team for help in targeting particular groups.

Advice will be taken from the Strategic Transport Engagement team on what form consultation will take and who specifically should be targeted. Additional consultation is required whenever a new enforcement is chosen so consultation will always be ongoing meaning previous lessons learned can be considered.

Step 3: Who might the proposal impact?

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered above and the characteristics protected by the Equality Act 2010. Also include details of existing issues for particular groups that you are aware of and are seeking to address or mitigate through this proposal. See detailed guidance documents for advice on identifying potential impacts etc. [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#)

3.1 Does the proposal have any potentially adverse impacts on people based on their protected or other relevant characteristics?

Consider sub-categories (different kinds of disability, ethnic background etc.) and how people with combined characteristics (e.g. young women) might have particular needs or experience particular kinds of disadvantage.

Where mitigations indicate a follow-on action, include this in the 'Action Plan' Section 4.2 below.

GENERAL COMMENTS (highlight any potential issues that might impact all or many groups)	
Whilst the lack of road safety in this area is likely to disproportionately impact people based on their protected characteristics, e.g. disabled people or older people, the proposal will affect all drivers who disregard traffic regulation regardless of any protected characteristic. No negative impacts have been identified as a result of the proposal and only positive benefits can be seen in terms of improved road safety for some groups as identified.	
PROTECTED CHARACTERISTICS	
Age: Young People	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Age: Older People	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Disability	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Sex	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Sexual orientation	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Pregnancy / Maternity	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Gender reassignment	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Race	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Religion or Belief	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Marriage & civil partnership	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
OTHER RELEVANT CHARACTERISTICS	
Socio-Economic (deprivation)	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Carers	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	

Other groups [Please add additional rows below to detail the impact for other relevant groups as appropriate e.g. Asylums and Refugees; Looked after Children / Care Leavers; Homelessness]	
Potential impacts:	
Mitigations:	

3.2 Does the proposal create any benefits for people based on their protected or other relevant characteristics?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our Public Sector Equality Duty to:

- ✓ Eliminate unlawful discrimination for a protected group
- ✓ Advance equality of opportunity between people who share a protected characteristic and those who don't
- ✓ Foster good relations between people who share a protected characteristic and those who don't

The proposal will drive greater compliance on Bristol's roads with the benefit of improving road safety. The enforcement of moving traffic offences will benefit those who currently find crossing roads challenging such as the disabled and old and young members of the community. Enforcing banned turns at a junction will reduce the chances of a visually impaired person being hit by a vehicle believing it is safe to cross as indicated by the green man and tactile cone.

Step 4: Impact

4.1 How has the equality impact assessment informed or changed the proposal?

What are the main conclusions of this assessment? Use this section to provide an overview of your findings. This summary can be included in decision pathway reports etc.

If you have identified any significant negative impacts which cannot be mitigated, provide a justification showing how the proposal is proportionate, necessary, and appropriate despite this.

Summary of significant negative impacts and how they can be mitigated or justified: No impacts identified
Summary of positive impacts / opportunities to promote the Public Sector Equality Duty: Great road safety for those with access needs such as disabled and older members of the community.

4.2 Action Plan

Use this section to set out any actions you have identified to improve data, mitigate issues, or maximise opportunities etc. If an action is to meet the needs of a particular protected group please specify this.

Improvement / action required	Responsible Officer	Timescale
Consultation with the public and groups once a decision has been taken to proceed with apply for MTE powers.	Duncan Venison	6 weeks consultation following Cabinet decision to proceed


4.3 How will the impact of your proposal and actions be measured?

How will you know if you have been successful? Once the activity has been implemented this equality impact assessment should be periodically reviewed to make sure your changes have been effective your approach is still appropriate.

A further consultation exercise could be undertaken with groups that are felt could have had a positive benefit from MTE to see if they have any feedback from group members. This would be anecdotal evidence rather than quantitative evidence. Quantitative evidence could be provided in terms of numbers of offences that have been identified and penalty charge notices issued.

Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the [Equality and Inclusion Team](#) before requesting sign off from your Director¹.

Equality and Inclusion Team Review: <i>Reviewed by Equality and Inclusion Team</i>	Director Sign-Off: 
Date: 21/09/2022	Date: 20/10/2022

¹ Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.

Eco Impact Checklist

Title of report: Moving Traffic Enforcement Cabinet Report 2022				
Report author: Duncan Venison				
Anticipated date of key decision: 6 th December 2022				
<p>Summary of proposals: On the 31st May 2022 the Government enacted Part 6 of the Traffic Management Act 2004 which opened the door to Highway Authorities to apply to the Department for Transport (DfT) for the powers to enforce moving traffic offences. Before this time such offences could only be enforced by the Police. Bristol City Council as Highway Authority for the City and County of Bristol intends to make an application to the DfT requesting such powers to undertake moving traffic enforcement in a bid to make Bristol's roads safer for all road users.</p>				
Will the proposal impact on...	Yes/No	+ive or -ive	If Yes...	
			Briefly describe impact	Briefly describe Mitigation measures
Emission of Climate Changing Gases?	No			
Bristol's resilience to the effects of climate change?	No			
Consumption of non-renewable resources?	Yes	-ive	The cameras used to carry out the enforcement will require electricity to power them. The existing contract covering this energy is from a mix of renewable and fossil fuel energy types.	A renewable energy contract that will cover street lighting and camera operation will come into effect in October 2023. This will ensure that the operation of the cameras will be carbon neutral.
Production, recycling or disposal of waste	Yes	-ive	The cameras used to carry out the enforcement will have a design life after which the camera will be disposed of.	It is likely that some cameras already in operation and will transfer to BCC ownership. Where new cameras are required, they will be specified through the procurement process to be recyclable in total or part, minimising waste to landfill.
The appearance of the city?	No			
Pollution to land, water, or air?	No			

Wildlife and habitats?	No		
Consulted with:			
Summary of impacts and Mitigation - <u>to go into the main Cabinet/ Council Report</u>			
<p>The significant impacts of this proposal are minimal.</p> <p>The proposals include the following measures to mitigate the impacts; ensure renewable energy contract covers the running of cameras, ensure that through tender specifications the cameras will be recyclable.</p> <p>The net effects of the proposals are neutral.</p>			
Checklist completed by:			
Name:	Duncan Venison		
Dept.:	Highways and Traffic		
Extension:			
Date:	31/08/2022		
Verified by Environmental Performance Team	Daniel Shelton 31/08/2022		

Decision Pathway – Housing Support Grant

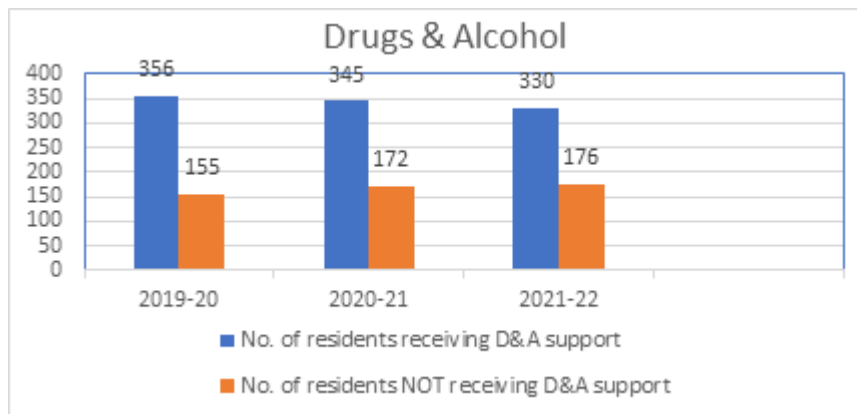
PURPOSE: Key decision

MEETING: Cabinet

DATE: 06 December 2022

TITLE	Improving drug and alcohol treatment outcomes for people with a housing need		
Ward(s)	All Wards		
Author: Leonie Roberts	Job title: Consultant in Public Health		
Cabinet lead: Cllr Ellie King, Cabinet Member for Public Health and Communities	Executive Director lead: Hugh Evans, Executive Director People		
Proposal origin: BCC Staff			
Decision maker: Cabinet Member			
Decision forum: Cabinet			
Purpose of Report:			
<p>To seek approval to accept and spend grant funding of £604,113 for the financial year 2023-24, and a further £604,113 for the financial year 2024-2025 allocated to Bristol in September 2022 specifically for a menu of interventions related to the provision of drug and alcohol treatment and housing support for people at risk of homelessness.</p>			
Evidence Base:			
<ol style="list-style-type: none"> 1. In 2021 the national strategy “From harm to hope: A 10-year drugs plan to cut crime and save lives” was launched. This is the Governments response to Dame Carol Black’s independent review of drugs. In order to ensure there is successful delivery of the strategy the Government have set out clear guidance for coordinated action across a range of local partners including in enforcement, housing, treatment, recovery and prevention. 2. In order to support the delivery of the national strategy the Government have awarded a number of supplementary grants to Local Authorities and the Police to deliver a specific menu of interventions. 3. The Housing Support Grant was awarded to a selected number of authorities with high needs, focused on housing related support for people using substances. 4. Bristol has a particularly high level of need relating to the use of drugs and alcohol. Substance misuse causes serious harm to individuals, families and communities. Bristol has an estimated 4,940 opiate and/or crack cocaine users. Whilst the proportion of Bristol residents using drugs is relatively small, the impact can be extensive. Bristol has the second largest estimated rate of opiate and/or crack cocaine users (per 1,000 population) of the English core cities, and the largest proportion of very high complexity clients which makes them more likely to be in treatment for longer and need specific support. 5. The number of people sleeping on the streets has risen significantly in Bristol since 2013. The average age of death of men is 47 years old and even lower for homeless women at 43. People who end up sleeping rough often experience barriers in accessing both health and care services and experience poor health outcomes in comparison to the rest of society. In 2019-20, 40% of people coming onto the streets were ‘returners’ to rough sleeping. Mental health, drugs, alcohol, physical health, and benefits/finances are the top five areas that people identified as needing support within 2019-20. 			

6. A large proportion of the residents within our Homelessness Prevention Pathways Accommodation are receiving drug and alcohol support, highlighting the high rates of cooccurrence of housing and substance use need.



Cabinet Member / Officer Recommendations:

That Cabinet:

1. Authorise the Executive Director People in consultation with the cabinet member Public Health and Communities and the Director of Public Health to take all steps required to accept and spend the allocated funding of up to £1.208m in accordance with the requirements of the grants (including procuring and awarding contracts) to deliver a range of substance misuse treatment and housing support services as outlined in this report.
2. Authorise the Executive Director People in consultation with the cabinet member Public Health and Communities and the Director of Public Health to invoke any subsequent extensions/variations specifically defined in the contract(s) being awarded, up to the maximum budget envelope outlined in this report.

Corporate Strategy alignment:

1. **Wellbeing** – Embed health in all our policies to improve physical & mental health and wellbeing, reducing inequalities and the demand for acute services.
2. **Bristol City Council Local Drug Strategy 2021-2025** – states: “where people do continue to use drugs or alcohol, we will use the best available evidence to reduce harm and provide appropriate support, recognising the importance of working with families and wider communities to ensure the services we provide are more than just a sticking plaster”
3. **The One City Plan** states “we continue to work on public health challenges including obesity and drug and alcohol misuse” and contains the goal that by 2027, “The successful implementation of the Bristol Drug and Alcohol Strategy 2021-2025, has helped to ensure that people live healthy lives safe from the harms of alcohol and other drugs” Further, it outlines a shared vision for ‘Homes and Communities’ which states that: ‘By 2050 everyone in Bristol will live in a home that meets their needs within a thriving and safe community’.
4. **Bristol City Council’s Homelessness and Rough Sleeping Strategy 2019-2024** outlines a range of ambitions, including ‘We will focus maximum efforts and resources to halve rough sleeping by 2022 and eradicate it by 2027.’

City Benefits:

1. Health: Reducing harm from alcohol and substance misuse specifically for those with a housing need, by reducing hospital admission and substance misuse related deaths;
2. Social Value: Making communities safer by ensuring early identification and access to support and treatment for those misusing substances who are experiencing or at risk of homelessness;

3. Equalities: Reducing inequalities in health by promoting physical and mental health and ensuring access to health care for marginalised groups and deprived communities

Consultation Details:

1. Commissioners from Housing and Public Health from Bristol City Council consulted with stakeholders - we held a workshop on 22nd September with strategic leads, practitioners and service users of local partner organisations including NHS, Avon and Somerset Police, service providers such as Bristol Drugs Project and Developing Health and Independence, and people with lived experience for collective decision making around what needs and services this fund can address.
2. Collective planning and Director sign off will be conducted by Bristol City Council Public Health and Communities Team and Housing teams, with oversight from the Substance Use Collaborative Commissioning board, and the Combatting Drugs Partnership.

Background Documents:

- [Bristol Drug and Alcohol JSNA](#)
- [Drug and Alcohol Strategy for Bristol 2021-2025](#)
- [From harm to hope: A 10-year drugs plan to cut crime and save lives - GOV.UK \(www.gov.uk\)](#)
- [One City Plan 2021 \(bristolonecity.com\)](#)
- [Homelessness and Rough Sleeping Strategy 2019-2024](#)

Revenue Cost	£1,208,000	Source of Revenue Funding	Supplemental Substance Misuse Treatment and Recovery: Housing Support Grant
Capital Cost	£0	Source of Capital Funding	N/A
One off cost <input checked="" type="checkbox"/>	Ongoing cost <input type="checkbox"/>	Saving Proposal <input type="checkbox"/>	Income generation proposal <input type="checkbox"/>

Required information to be completed by Financial/Legal/ICT/ HR partners:

1. Finance Advice: This report seeks to accept and spend Supplemental Substance Misuse Treatment and Recovery (SSMTR): Housing Support grant funding of £604,113 for the financial year 2023-24, and a further £604,113 for the financial year 2024-2025. The funding is for revenue expenditure and is targeted a people over 18, in order to increase the proportion of people recovering from drug and alcohol dependency in stable and secure housing.

The funding has been awarded to local councils on a 'test and learn' basis, to grow the evidence base on both the housing related needs of people in treatment and effective housing interventions. Spending proposals have been prepared that are fully funded within the grant envelope and commissioners have confirmed that there will be an appropriate exit strategy for when the funding ceases, to ensure no ongoing liability for the council. Underspends in each year cannot be rolled into the following year.

Finance Business Partner: Denise Hunt 14 October 2022

2. Legal Advice: The procurement process must be conducted in line with the 2015 Procurement Regulations and the Councils own procurement rules. Legal services will advise and assist officers with regard to the conduct of the procurement process and the resulting contractual arrangements.

Legal Team Leader: Husinara Jones, Team Manager/Solicitor 16 September 2022

3. Implications on IT There are no implications on IT in regards to this activity

IT Team Leader: Gavin Arbuckle 26 September 022

4. HR Advice: The report is seeking approval to accept and spend grant funding and as it is currently set out has no significant HR implications for Bristol City Council employees. If the proposal is approved it's likely services will be outsourced to partner organisations who be responsible for recruiting additional resources. The OIHD may request a strategic post is funded by BCC; internal recruitment approval processes, as per the recruitment freeze, will be

followed to recruit any additional resources and all recruitment will be undertaken in line with BCC's Recruitment and Selection Policy.

HR Partner: Debbie Hunt 5 October 2022

EDM Sign-off	Hugh Evans	5 th October 2022
Cabinet Member sign-off	Cllr Ellie King	17 th October 2022
For Key Decisions - Mayor's Office sign-off	Mayor's Office	7 th November 2022

Appendix A – Further essential background / detail on the proposal	NO
Appendix B – Details of consultation carried out - internal and external	NO
Appendix C – Summary of any engagement with scrutiny	NO
Appendix D – Risk assessment	NO
Appendix E – Equalities screening / impact assessment of proposal	YES
Appendix F – Eco-impact screening/ impact assessment of proposal	NO
Appendix G – Financial Advice	NO
Appendix H – Legal Advice	NO
Appendix I – Exempt Information	NO
Appendix J – HR advice	NO
Appendix K – ICT	NO
Appendix L – Procurement	NO

Equality Impact Assessment [version 2.10]



Title: Substance Misuse – Supplemental Funding: Housing Support Grant (Cabinet 6 th December 22)	
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input checked="" type="checkbox"/> Service <input type="checkbox"/> Other [please state]	<input type="checkbox"/> New <input checked="" type="checkbox"/> Already exists / review <input checked="" type="checkbox"/> Changing
Directorate: People	Lead Officer name: Leonie Roberts
Service Area: Public Health	Lead Officer role: Consultant in Public Health

Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use plain English, avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

To seek approval to accept and spend grant funding of £604,113 for the financial year 2023-24, and a further £604,113 for the financial year 2024-2025 allocated to Bristol in September 2022 specifically for a menu of interventions related to the provision of drug and alcohol treatment and housing support for people at risk of homelessness.

1.2 Who will the proposal have the potential to affect?

<input checked="" type="checkbox"/> Bristol City Council workforce	<input checked="" type="checkbox"/> Service users	<input checked="" type="checkbox"/> The wider community
<input checked="" type="checkbox"/> Commissioned services	<input checked="" type="checkbox"/> City partners / Stakeholder organisations	
Additional comments:		

1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	[please select]
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There will be a positive impact from the introduction of Housing Support Grant

Step 2: What information do we have?

2.1 What data or evidence is there which tells us who is, or could be affected?

Please use this section to demonstrate an understanding of who could be affected by the proposal. Include general population data where appropriate, and information about people who will be affected with particular reference to protected and other relevant characteristics: [How we measure equality and diversity \(bristol.gov.uk\)](https://www.bristol.gov.uk/equality-diversity)

Use one row for each evidence source and say which characteristic(s) it relates to. You can include a mix of qualitative and quantitative data e.g. from national or local research, available data or previous consultations and engagement activities.

Outline whether there is any over or under representation of equality groups within relevant services - don't forget to benchmark to the local population where appropriate. Links to available data and reports are here [Data, statistics and intelligence \(sharepoint.com\)](https://www.bristol.gov.uk/data-statistics-intelligence). See also: [Bristol Open Data \(Quality of Life, Census etc.\)](https://www.bristol.gov.uk/open-data); [Joint Strategic Needs Assessment \(JSNA\)](https://www.bristol.gov.uk/joint-strategic-needs-assessment); [Ward Statistical Profiles](https://www.bristol.gov.uk/ward-statistical-profiles).

For workforce / management of change proposals you will need to look at the diversity of the affected teams using available evidence such as [HR Analytics: Power BI Reports \(sharepoint.com\)](https://www.bristol.gov.uk/hr-analytics-power-bi-reports) which shows the diversity profile of council teams and service areas. Identify any over or under-representation compared with Bristol economically active citizens for different characteristics. Additional sources of useful workforce evidence include the [Employee Staff Survey Report](https://www.bristol.gov.uk/employee-staff-survey-report) and [Stress Risk Assessment Form](https://www.bristol.gov.uk/stress-risk-assessment-form)

Data / Evidence Source [Include a reference where known]	Summary of what this tells us
<p>Data has been extracted from the ROADS Treatment Records system to help inform our health needs assessment for substance use.</p> <p>A service user survey has also been undertaken and responses will be analysed during November 2022.</p>	<p>This will provide an up-to-date profile of service user demographics and demand for treatment options. A detailed impact assessment will be carried out in relation to this updated profile.</p> <p>Client responses will help us understand the effectiveness of treatment provision and the duration of service user treatment journeys. We will also look at re-presentations to the service within 6 months of exit.</p>
<p>Housing Support Grant has been awarded to Local Authorities on a 'test and learn' basis, to grow the evidence base on both the housing related needs of people in treatment and effective housing interventions.</p>	<p>We will provide an additional range of interventions to our current provision to try to increase the number of people in treatment services, particularly in respect of people experiencing homelessness.</p> <p>We will also provide additional support for clients to increase the number of people sustaining tenancies throughout treatment journeys.</p>
<p>The demographics of this group contain people with multiple disadvantage, including mental health, addiction, social and economic exclusion and criminal justice involvement.</p>	<p>We know that men tend to outnumber women in the treatment system by 3:1. A range of interventions will be designed to sustain housing throughout treatment and ensure people can access housing where it is a barrier to accessing treatment. We will attempt to further develop our engagement of marginalised women while reducing waiting times both for residential and community treatment options, with a</p>

	focus on additional aftercare. We will compare the demographic profile of existing ROADS users and compare with estimates of need for Bristol in an attempt to reconfigure our services to ensure greater population coverage and inclusion.
Additional comments:	

2.2 Do you currently monitor relevant activity by the following protected characteristics?

<input checked="" type="checkbox"/> Age	<input checked="" type="checkbox"/> Disability	<input type="checkbox"/> Gender Reassignment
<input checked="" type="checkbox"/> Marriage and Civil Partnership	<input checked="" type="checkbox"/> Pregnancy/Maternity	<input checked="" type="checkbox"/> Race
<input checked="" type="checkbox"/> Religion or Belief	<input checked="" type="checkbox"/> Sex	<input checked="" type="checkbox"/> Sexual Orientation

2.3 Are there any gaps in the evidence base?

Where there are gaps in the evidence, or you don't have enough information about some equality groups, include an equality action to find out in section 4.2 below. This doesn't mean that you can't complete the assessment without the information, but you need to follow up the action and if necessary, review the assessment later. If you are unable to fill in the gaps, then state this clearly with a justification.

For workforce related proposals all relevant characteristics may not be included in HR diversity reporting (e.g. pregnancy/maternity). For smaller teams diversity data may be redacted. A high proportion of not known/not disclosed may require an action to address under-reporting.

<p>We currently record "sex at birth" on referral data. Gender reassignment is not in use as a standalone category. The options in use are Male, Female, Not Known, Not Specified. The Theseus database is able to be configured to capture more options than this. It is not in place because we are governed by the requirements of the NDTMS (National Drug Treatment Monitoring System) who set out the rules for how and what we submit on a monthly basis, and they only allow the above options. It is possible that more detail is recorded in the individual service users case notes.</p> <p>We also include recording of when someone describes themselves as being a Disabled person with a learning disability.</p>
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2.4 How have you involved communities and groups that could be affected?

You will nearly always need to involve and consult with internal and external stakeholders during your assessment. The extent of the engagement will depend on the nature of the proposal or change. This should usually include individuals and groups representing different relevant protected characteristics. Please include details of any completed engagement and consultation and how representative this had been of Bristol's diverse communities.

Include the main findings of any engagement and consultation in Section 2.1 above.

If you are managing a workforce change process or restructure please refer to [Managing change or restructure \(sharepoint.com\)](#) for advice on consulting with employees etc. Relevant stakeholders for engagement about workforce changes may include e.g. staff-led groups and trades unions as well as affected staff.

Commissioners from Housing and Public Health from Bristol City Council consulted with stakeholders - we held a workshop on 22 nd September with strategic leads, practitioners and service users of local partner organisations including NHS, Avon and Somerset Police, service providers such as Bristol Drugs Project and Developing Health

and Independence, and people with lived experience for collective decision making around what needs and services this fund can address.

2.5 How will engagement with stakeholders continue?

Explain how you will continue to engage with stakeholders throughout the course of planning and delivery. Please describe where more engagement and consultation is required and set out how you intend to undertake it. Include any targeted work to seek the views of under-represented groups. If you do not intend to undertake it, please set out your justification. You can ask the Equality and Inclusion Team for help in targeting particular groups.

We will publish the Health Needs Assessment and feedback the results of client our survey. We will summarise what actions we will take on the basis of what people have told us.

Step 3: Who might the proposal impact?

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered above and the characteristics protected by the Equality Act 2010. Also include details of existing issues for particular groups that you are aware of and are seeking to address or mitigate through this proposal. See detailed guidance documents for advice on identifying potential impacts etc. [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#)

3.1 Does the proposal have any potentially adverse impacts on people based on their protected or other relevant characteristics?

Consider sub-categories (different kinds of disability, ethnic background etc.) and how people with combined characteristics (e.g. young women) might have particular needs or experience particular kinds of disadvantage.

Where mitigations indicate a follow-on action, include this in the 'Action Plan' Section 4.2 below.

GENERAL COMMENTS (highlight any potential issues that might impact all or many groups)	
No adverse effects identified.	
PROTECTED CHARACTERISTICS	
Age: Young People	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Age: Older People	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Disability	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Sex	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Sexual orientation	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Pregnancy / Maternity	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Gender reassignment	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	

Mitigations:	
Race	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Religion or Belief	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Marriage & civil partnership	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
OTHER RELEVANT CHARACTERISTICS	
Socio-Economic (deprivation)	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Carers	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Other groups [Please add additional rows below to detail the impact for other relevant groups as appropriate e.g. Asylums and Refugees; Looked after Children / Care Leavers; Homelessness]	
Potential impacts:	
Mitigations:	

3.2 Does the proposal create any benefits for people based on their protected or other relevant characteristics?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our [Public Sector Equality Duty](#) to:

- ✓ Eliminate unlawful discrimination for a protected group
- ✓ Advance equality of opportunity between people who share a protected characteristic and those who don't
- ✓ Foster good relations between people who share a protected characteristic and those who don't

Advance equality of opportunity between people who share a protected characteristic and those who don't, through improving access to treatment services for people with multiple disadvantages. More support will be available to assist client engagement into services and to maintain accommodation.

Step 4: Impact

4.1 How has the equality impact assessment informed or changed the proposal?

What are the main conclusions of this assessment? Use this section to provide an overview of your findings. This summary can be included in decision pathway reports etc.

If you have identified any significant negative impacts which cannot be mitigated, provide a justification showing how the proposal is proportionate, necessary, and appropriate despite this.

Summary of significant negative impacts and how they can be mitigated or justified:

The Health Needs Assessment is not yet finalised but will be ready to inform the "test and learn" approach used throughout the menu of interventions when the funding is operationalised.

Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:

Significant extra resource for people using substances who may experience homelessness to access, engage with and complete treatment journeys.

4.2 Action Plan

Use this section to set out any actions you have identified to improve data, mitigate issues, or maximise opportunities etc. If an action is to meet the needs of a particular protected group please specify this.

Improvement / action required	Responsible Officer	Timescale
new demographic profile of existing service users in order to compare against estimates of need	Leonie Roberts	Next stage in project


4.3 How will the impact of your proposal and actions be measured?

How will you know if you have been successful? Once the activity has been implemented this equality impact assessment should be periodically reviewed to make sure your changes have been effective your approach is still appropriate.

We have committed to reviewing the EQiA when it can be informed by the data analysis undertaken.

Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the [Equality and Inclusion Team](#) before requesting sign off from your Director¹.

Equality and Inclusion Team Review: <i>Reviewed by Equality and Inclusion Team</i>	Director Sign-Off: 
Date: 2/11/2022	Date: 24/11/2022

¹ Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.

Decision Pathway – Report

PURPOSE: Key decision

MEETING: Cabinet

DATE: 06 December 2022

TITLE	Agenda for Change (AfC) pay uplifts for Bristol City Council funded services within the Community Children’s Health Partnership (CCHP) contract	
Ward(s)	All wards	
Authors: Jo Williams; Charly Williams; Gail Rogers	Job title: Consultant in Public Health; Principal Public Health Specialist; Head of Children’s Commissioning	
Cabinet lead: Cllr Ellie King (Cabinet Member for Public Health & Communities); Cllr Asher Craig (Deputy Mayor, Cabinet Member for Children’s Services, Education & Equalities)	Executive Director lead: Hugh Evans - Executive Director, People	
Proposal origin: BCC Staff		
Decision maker: Cabinet Member Decision forum: Cabinet		
Purpose of Report: To seek approval for a variation of the Community Children’s Health Partnership (CCHP) contract to cover 2021/22 and 2022/23 NHS Agenda for Change (AfC) pay uplifts, and subsequent AfC uplifts for the duration of the contract until 2027.		
Background and Evidence Base: <ol style="list-style-type: none"> 1. The Community Children’s Health Partnership (CCHP) contract was awarded to Sirona Care and Health in April 2017 for a period of five years (to 2022), with a contract extension evoked in April 2020 for a further five years, from 2022 to 2027. The contract covers a range of community health services for children, some of which are funded by Bristol City Council (BCC) 2. The Integrated Care Board (ICB) is the lead commissioner for the CCHP contract, but BCC commissioners oversee the BCC funded elements, which total £11.27m per annum. 3. Of the BCC funded elements, Public Health funds the largest proportion (£9.41m per annum), covering Bristol’s contribution towards the Public Health Nursing Service (Health Visiting, School Nursing and Family Nurse Partnership) and the Young People’s Substance Misuse Service. 4. The remaining services are funded by Children, Families & Safer Communities and Education & Skills (£1.86m per annum). These include elements of the Child and Adolescent Mental Health (CAMHS) service (including Primary Mental Health Specialists, ‘Thinking Allowed’, ‘Off the Record’ and ‘Be Safe’); early years services (speech and language therapy (SLT) and key workers) and Special Educational Needs and Disabilities (SEND) services (including SEND therapies, SLT tribunals and short breaks support at New Belbrook). 5. The CCHP contract is governed by a Memorandum of Understanding (MOU) between the commissioners, which allows for a variation or reduction in BCC’s contribution if needed. 6. The Public Health funded services within the contract employ approximately 252 whole time equivalent (WTE) 		

members of staff, while the services funded by Children, Families & Safer Communities and Education & Skills employ 27 WTE staff. The majority of these staff are on AfC contracts, meaning that they are entitled to any national uplifts in AfC pay awards. BCC is liable for any pay award increases as part of the overall cost of these services.

7. The five-year extension of the CCHP contract (approved at Cabinet in July 2020) included an additional £600,895 per annum, funded by the Public Health Grant to cover a national AfC pay uplift for staff for the period 2018-21.
8. Further national AfC pay uplifts were announced by the Government in July 2021 and July 2022, with additional annual uplifts also anticipated for the remainder of the contract.
9. The 2021/22 uplift was paid by the Clinical Commissioning Group (CCG) in that year because the CCG received funding from NHSE to pay Sirona directly, as a one-off arrangement. However, from 2022/23, BCC is responsible for funding the 2021/22 uplift on a recurrent basis.
10. The most recent AfC pay award (July 2022, applicable from April 2022 onwards) saw a further uplift of between 4.5% and 9.3%, depending on staff banding. The ICB has agreed to fund anything above 2% for 2022/23 only. However, the local authority is expected to fund the first 2% in 2022/23, and the full uplift from 2023/24 onwards.
11. The combined total of the 2021/22 and 2022/23 local authority obligations for AfC pay uplifts means that BCC is required to contribute an additional £598,027 in 2022/23 (covering 2021/22 and 2022/23) for the BCC funded services within the CCHP contract.
12. Of this, £499,301 is apportioned to services funded by Public Health, the largest being Public Health Nursing (a well performing service delivering critical, statutory functions). This amount will be paid through an increase in the 2022/23 Public Health Grant, intended to cover additional AfC liabilities.
13. The remaining £98,726 is apportioned to services funded by Children, Families & Safer Communities (£79,595) and Education & Skills (£19,131). For 2022/23 only, £84,795 of this will be funded by Public Health and the remainder (£13,931) will be funded from existing Children, Families & Safer Communities and Education & Skills budgets.
14. Approval is sought from Cabinet to authorise the Directors of Public Health; Children, Families & Safer Communities; and Education & Skills to meet the costs of current and future pay awards from the Public Health Grant (for the Public Health funded services) and Children or Education General Fund budgets or an alternative funding source (for the non-Public Health funded services), provided that there continues to be sufficient funding available from these sources. If sufficient funding is not available, other options will need to be explored, in consultation with the Director of Finance and the relevant Cabinet Member(s).

Cabinet Member / Officer Recommendations:

That Cabinet:

1. Authorise the Director of Public Health to agree a variation of the CCHP contract to cover up to an additional £598,027 per year, on a recurrent basis until 2026/27, for NHS AfC pay uplifts in 2021/22 and 2022/23 for all services within the contract, provided that there continues to be sufficient funding available to cover this from the Public Health Grant (for the Public Health funded services) and Children or Education General Fund budgets or an alternative funding source (for the non-Public Health funded services).
2. Authorise the Director of Public Health, in consultation with the Director of Finance and the Cabinet Member for Public Health & Communities, to meet the cost of any additional AfC pay increases for Public Health funded services within the contract between 2023/24 and 2026/27 from the Public Health Grant, provided that

sufficient, designated funding is available within the grant allocation.

3. Authorise the Directors of Children, Families & Safer Communities and Education & Skills, in consultation with the Director of Finance and the Cabinet Member for Children's Services, Education & Equalities, to meet the cost of any additional AfC pay increases for non-Public Health funded services within the contract between 2023/24 and 2026/27, from Children or Education General Fund budgets or an alternative funding source, provided that sufficient funding is available.
4. Note that if sufficient funding is not available in relation to any of the recommendations above, other options will need to be explored, in consultation with the Director of Finance and the relevant Cabinet Member(s) and subject to service user consultation if required. A report will be brought back to Cabinet if required.

Corporate Strategy alignment:

The overarching aim of the CCHP contract is to improve physical and mental health and reduce health inequalities amongst children, young people and families. This aligns with Bristol City Council's Corporate Strategy 2022-27, particularly in relation to the following ambitions:

- Tackling health inequalities to help people stay healthier and happier throughout their lives.
- Ensuring that Bristol is a city where every child belongs and gets the best start in life.

Many of the outcomes delivered within the CCHP contract are city-wide priorities, aligned with the Corporate Strategy and the One City Belonging Strategy for Children and Young People 2021-24, including improving parenting support; increasing breastfeeding and childhood vaccination uptake; improving mental health; reducing childhood obesity and child poverty; healthy schools and Covid-19 recovery for children and families.

City Benefits:

Funding the NHS AfC uplifts allows for continuation of services within the CCHP contract. This has multiple city-wide benefits including:

- Improved health and wellbeing outcomes in a wide range of priority areas for children and families, including mental health; breastfeeding; child development; special educational needs and disabilities; healthy weight; sexual health; immunisations and parenting support.
- Ensuring that all children and young people get the best start in life
- Reduced health inequalities for children and families
- Support for sustainable Covid-19 recovery for children and families

Consultation Details:

The proposals in this report allow for continuation of current service provision and therefore public consultation is not required at this time. However, if the costs of NHS pay uplifts cannot be met in future years, public consultation may be required to consider the impacts, risks and mitigations of any action proposed.

Background Documents:

1. [Children's Community Health Services Contract Duration](#), Bristol Health and Wellbeing Board, February 2017
2. [Children's Community Health Partnership contract extension and additional funding for staff pay award](#), Bristol City Council Cabinet, July 2020
3. [NHS Pay Review Body Thirty-Fifth Report](#), NHS, July 2022
4. [NHS Pay Review Body Thirty-Fourth Report](#), NHS, July 2021

Revenue Cost	2022/23: £598,027 (confirmed amount)	Source of	Public Health
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	The following costs are estimated amounts: 2023/24: £1,026,629 2024/25: £1,255,445 2025/26: £1,487,988 2026/27: £1,724,330 Actual figures subject to future NHS pay award decisions	Revenue Funding	Grant; General Fund
Capital Cost	n/a	Source of Capital Funding	n/a
One off cost <input type="checkbox"/> Ongoing cost <input checked="" type="checkbox"/>		Saving Proposal <input type="checkbox"/> Income generation proposal <input type="checkbox"/>	

Required information to be completed by Financial/Legal/ICT/ HR partners:

1. Finance Advice: This report seeks approval for a variation of the Community Children’s Health Partnership (CCHP) contract to cover NHS Agenda for Change pay uplifts, until 2027. The estimated costs and funding will be split as follows between Public Health, Children and Education. Public Health costs will be funded from the Public Health Grant and Children and Education costs will be met from within existing General Fund service budgets.

Estimated Costs and Funding	2022/23	2023/24	2024/25	2025/26	2026/27
	£	£	£	£	£
Agenda for Change costs	598,027	1,026,629	1,255,445	1,487,988	1,724,330
Funded by					
Public Health	584,096	857,132	1,042,605	1,231,560	1,424,065
Children and Education	13,931	169,497	212,840	256,428	300,265
TOTAL	598,027	1,026,629	1,255,445	1,487,988	1,724,330

Whilst costs and funding are known for 2022/23, future years may vary, depending on the final pay awards and future Local Government Financial settlements. Future years funding may be subject to change and not match growth assumptions and pay award uplifts given to the NHS. In the event that there is a shortfall, then the size and scope of services will need to be carefully managed to ensure that spend is kept within the funding envelope available, as the Council is unable to commit itself to expenditure without being clear on how it intends to fund it. This needs to be made explicit in any contractual arrangements with partner organisations.

Finance Business Partner: Denise Hunt, Finance Business Partner, 14 October 2022

2. Legal Advice: The report seeks approval for variations to the Children’s Community Health Partnership (CCHP) contract to meet the additional costs arising from NHS Agenda for Change pay awards. Legal Services will advise and assist in relation to the contractual arrangements for the variations to be implemented if approved.

Legal Team Leader: Husinara Jones, Team Manager, 30 September 2022

3. Implications on IT: No implications for IT.

IT Team Leader: Alex Simpson, Senior Solution Architect, 28 September 2022

4. HR Advice: There are no significant HR implications for Bristol City Council employees arising from this report.

HR Partner: Lorna Laing, HR Strategic Business Partner, 21 September 2022

EDM Sign-off	Hugh Evans	05 October 2022
Cabinet Member sign-off	Councillor Asher Craig, Councillor Ellie King	03 November 2022, 10 November 2022
For Key Decisions - Mayor’s	Mayor’s Office	07 November 2022

Office sign-off		
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Appendix A – Further essential background / detail on the proposal	NO
Appendix B – Details of consultation carried out - internal and external	NO
Appendix C – Summary of any engagement with scrutiny	NO
Appendix D – Risk assessment	NO
Appendix E – Equalities screening / impact assessment of proposal	YES
Appendix F – Eco-impact screening/ impact assessment of proposal	NO
Appendix G – Financial Advice	NO
Appendix H – Legal Advice	NO
Appendix I – Exempt Information	NO
Appendix J – HR advice	NO
Appendix K – ICT	NO
Appendix L – Procurement	NO

Equality Impact Assessment [version 2.9]



Title: Equality Impact Assessment for Agenda for Change (AfC) pay uplifts for Bristol City Council funded services within the Community Children’s Health Partnership (CCHP) contract	
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input checked="" type="checkbox"/> Service <input type="checkbox"/> Other [please state]	<input type="checkbox"/> New <input checked="" type="checkbox"/> Already exists / review <input type="checkbox"/> Changing
Directorate: Adults & Communities; Children & Education	Lead Officer name: Jo Williams; Charly Williams; Gail Rogers
Service Area: Communities & Public Health; Children, Families & Safer Communities; Education & Skills	Lead Officer role: Consultant in Public Health; Principal Public Health Specialist; Head of Service, Children’s Commissioning

Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](https://sharepoint.com).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use [plain English](#), avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

The proposal is to vary the Community Children’s Health Partnership (CCHP) contract with Sirona Care and Health to cover 2021/22 and 2022/23 NHS Agenda for Change (AfC) pay uplifts for Bristol City Council (BCC) funded services within the contract, and subsequent AfC uplifts for the duration of the contract up to 2026/27.

The largest proportion of these services is funded by Public Health, with the remainder funded by Children’s, Families & Safer Communities and Education & Skills.

Background:

The CCHP contract was awarded to Sirona Care and Health in April 2017, for five years (to 2022), with a contract extension evoked in April 2020 for a further five years (from 2022 to 2027).

The contract covers a range of community health services for children, some of which are funded by the local authority. The Integrated Care Board (ICB) is the lead commissioner for the CCHP contract, but Bristol City Council (BCC) commissioners oversee the BCC funded elements, which total £11.27m per annum.

Of the BCC funded elements, Public Health funds the largest proportion (£9.41m per annum), covering Bristol’s contribution towards the Public Health Nursing Service (Health Visiting, School Nursing and Family Nurse Partnership) and the Young People’s Substance Misuse Service. The remaining services are funded by Children’s, Families & Safer Communities and Education & Skills (£1.86m per annum).

The five-year extension of the CCHP contract included an additional £600,895 per annum, funded by Public Health, to cover the national 2018-21 NHS AfC pay uplift for staff. Further national AfC pay uplifts were announced by the Government in July 2021 and July 2022, with additional national AfC pay uplifts anticipated for the remainder of the contract.

The combined total of the 2021/22 and 2022/23 local authority obligations for AfC pay uplifts means that BCC is required to contribute an additional £598,027 in 2022/23 (covering 2021/22 and 2022/23) for all BCC funded services within the CCHP contract.

£499,301 of this is apportioned to services commissioned by Public Health. This amount will be paid through an increase in the 2022/23 Public Health Grant allocation, intended to cover additional AfC liabilities. £98,726 is apportioned to services commissioned by Children’s, Families & Safer Communities (£79,595) and Education & Skills (£19,131). For 2022/23 only, £84,795 of this will be funded by Public Health and the remainder (£13,931) will be funded from existing Children, Families & Safer Communities and Education & Skills budgets.

If there are further uplifts in subsequent years of the contract, additional funding will be required. If sufficient funding is not available, other options will need to be explored, in consultation with the relevant Cabinet Members and subject to service user consultation if required.

1.2 Who will the proposal have the potential to affect?

<input type="checkbox"/> Bristol City Council workforce	<input checked="" type="checkbox"/> Service users	<input type="checkbox"/> The wider community
<input checked="" type="checkbox"/> Commissioned services	<input type="checkbox"/> City partners / Stakeholder organisations	
Additional comments:		

1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If ‘No’ explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If ‘Yes’ complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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We have not identified any significant equality issues arising from this proposal on the CCHP contract, as there will be no reduction in services during 2022/23, and therefore no anticipated impact for staff or service users.

We will undertake a full EQIA (including service user consultation if required) for funded services if, in future years, there is not enough funding available to cover AfC pay uplifts and there is a potential impact on service provision.

Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the [Equality and Inclusion Team](#) before requesting sign off from your Director¹.

Equality and Inclusion Team Review: Reviewed by Equality and Inclusion Team	Director Sign-Off: Richard Hanks; Fiona Tudge; Christina Gray
Date: 17/10/2022	Date: 02/11/2022; 03/11/2022; 09/11/2022

¹ Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.

Decision Pathway – Report

PURPOSE: Key decision

MEETING: Cabinet

DATE: 06 December 2022

TITLE	Economy of Place - Implementation of Corporate Strategy		
Ward(s)	City Wide		
Author: John Smith	Job title: Director: Economy of Place		
Cabinet lead: Mayor	Executive Director lead: Stephen Peacock, Executive Director Growth and Regeneration		
Proposal origin: Mayor			
Decision maker: Cabinet Member			
Decision forum: Cabinet			
Purpose of Report:			
<p>To note the intention, subject to consultation, to implement the Corporate Strategy within the Economy of Place Division by: simplifying and reducing scope of work and focusing on core statutory functions, exploring the scope for the transfer of functions, activities and associated resources to the West of England Combined Authority (the Combined Authority) disbanding the separate City/Strategic Transport and City Design service areas, bringing together all city planning related functions in a single City Planning Service under a new Chief Planner post, creating a single Transport and Highways team and agreeing to start formal staff and union consultation on these changes.</p>			
Evidence Base:			
<ol style="list-style-type: none"> 1. On 11 November 2022, the Council launched its budget consultation for 2023/24 which aims to address a revenue budget gap of up to £87.6m. 2. In parallel, the Council is seeking to simplify and reduce its scope of work and focus on delivery of its statutory functions and those functions not currently capable of being delivered by others. 3. The Economy of Place Division aims to accelerate the strategy included in Theme 7 of the current Corporate Strategy 2022 – 2027 entitled Effective Development Organisation in relation to its service areas. This Theme calls for the creation of “a focused council that empowers individuals, communities, and partners to flourish and lead” and for us to “consider what the right size, shape and scale is for the city’s future needs, streamline processes and target our limited resources to those most in need given the financial pressure we face.” 4. This will involve focusing on the key areas of the Corporate Strategy that the Division is responsible for including: <ul style="list-style-type: none"> • Delivering Economic Growth • Regeneration • Environment and Sustainability • Transport and Connectivity whilst targeting the Council’s limited resources on those most in need and those areas which are not capable of delivery by other parties and removing duplication and inefficiency. 5. The West of England Combined Authority (Combined Authority) Order 2017 established the Combined Authority as the local transport authority for the area transferring responsibility for various local and 			

strategic transport matters from the Constituent Councils (i.e. BCC, SGC and B&NES) and also establishing the Combined Authority as capable of acting on behalf of the constituent local authorities on certain other strategic transport matters. The Combined Authority receives funding for major sustainable strategic transport matters on behalf of the city region - such as the £540m City Region Sustainable Transport Settlement - and also retains ultimate accountability for such spending and delivery of outcomes across the region.

6. It is proposed to explore the opportunities for Council activities and functions (relating to its general highways and transport responsibilities and activities) to be transferred to the Combined Authority, or for other joint working arrangements to be put in place around sharing functions, activities and resources. This could mean that activities, currently carried out by the Council could in future be performed by the Combined Authority. If approved, this approach may result in the potential for some staff to be transferred to the Combined Authority. The Council's Managing Change policy will apply to any remaining staff.
7. Implementation of the proposed changes will include a full assessment of all grant funded projects currently being delivered by these teams, to mitigate the risk of financial liabilities for the Council associated with pausing or stopping projects.
8. By delivering its statutory functions as a Highway Authority within a single combined Transport and Highways service area, the Council can potentially better focus its activities and resources. Targeted service redesign will also include consideration of whether some relevant functions should continue to be delivered in-house or via alternative arrangements, including work with specialist contractors. This approach, which is already widely used, enables the council to access specialist technical resource which it is not feasible to have in-house as well as delivering flexibility to scale up and down according to fluctuations in the volume of work.
9. City Design facilitates, delivers and oversees design and construction work in relation to development in the City. This includes various statutory and non-statutory functions related to Tree Preservation Orders, planning and engineering design. The Council is proposing to disband the City Design service to ensure that in an environment of severely constrained resources only those functions which meet the administration's core priorities or relate to the discharge of statutory functions are retained. Where appropriate, and subject to consultation with affected staff and unions, it is envisaged that some existing functions will move into other council teams including Development Management and Highways.
10. The Development Management function including planning enforcement is a key function of the Council. It is vital to support development within the city and delivering on core objectives within the Corporate Strategy including providing housing (including affordable housing), economic growth and regeneration. As currently resourced and configured, the various planning teams within the council are struggling to support the timely administration of planning applications and effective and proactive enforcement of planning obligations and law as well as carrying out other important planning functions such as the development of the city's revised local plan.
11. The Council is proposing to create a single City Planning service with all the relevant planning resources within that team under the leadership of a Chief Planner focused on delivering the corporate strategy including timely administration of planning applications, proactive enforcement of planning obligations and development of a revised local plan.

Cabinet Member / Officer Recommendations:

That Cabinet:

1. Agrees to explore the scope for transferring activities and functions (and associated resources) to the Combined Authority, (or developing other joint working arrangements with the Combined Authority) and agree to explore ceasing functions which are not statutory requirements of a Highway Authority and authorises the Executive Director Growth and Regeneration to take all steps required to give effect to this approach.
2. Notes the proposal for the City Design service to be disbanded subject to consultation with staff and trade

unions.

- Notes the intention to create a single City Planning service as outlined in this report including the appointment of a City Chief Planner.
- Notes that the proposals in this paper which relate to staff are expressly subject to the outcomes of staff and trade union consultation.

Corporate Strategy alignment: This paper relates to the implementation of Theme 7: Effective Development Organisation of the Corporate Strategy in the Economy of Place directorate by enabling a key partner to lead and adjusting our services to the right size, shape and scales for our future needs. This will include a focus on delivering statutory functions, avoiding duplication and supporting focused and streamlined delivery of relevant objectives in the Corporate Strategy including delivering Economic Growth; Regeneration; Environment and Sustainability; and Transport and Connectivity.

City Benefits:

This proposal will focus resources on delivery of outcomes in the Corporate Strategy and reduce duplication of responsibilities. In particular, the proposal will enable resources to be focused on effective and timely administration of planning applications and planning enforcement activity to support lawful development, provision of housing and economic growth.

Consultation Details: The various service areas have been informed of these proposed changes. The paper seeks approval to commence formal consultation with staff and trade unions on the proposed changes.

Background Documents: [13 - THE COMBINED AUTHORITY ITA Functions paper 30 Nov final 19 Nov.pdf \(modern.gov.co.uk\)](#)

[Decision Pathway Report Transport Authority Integration Project - Draft 09012020 - OH.pdf \(bristol.gov.uk\)](#)

Revenue Cost	£	Source of Revenue Funding	
Capital Cost	£	Source of Capital Funding	
One off cost <input type="checkbox"/>	Ongoing cost <input type="checkbox"/>	Saving Proposal <input checked="" type="checkbox"/>	Income generation proposal <input type="checkbox"/>

Required information to be completed by Financial/Legal/ICT/ HR partners:

- Finance Advice:** This report is seeking approval to explore the options of what Transport Authority functions may be candidates to transfer to the Combined Authority, noting that the Combined Authority has not agreed to any such transfer, and to discontinue the City Design services, transferring responsibility for some to other areas of the Council while leaving others to be procured externally where needed.
- In taking this decision, a full assessment of all Grant funded projects currently being delivered by these teams is required. A discontinuation of Grant funded work may lead to significant financial liability for the Council if such projects are abandoned, leaving the Council with the liability for abortive costs.
- The net costs of the services in question are outlined in Table 1 below:

Table 1

Service	Revised Budget
	£000s
Strategic City Planning	632
City Design	(367)
Development Management	(525)
Strategic City Transport	2,527
Local & Sustainable Transport	(900)
Total	1,367

- There is a risk that the externally sourced services will cost the Council more as private providers will add a profit margin to their costs, however, this arrangement may deliver efficiencies, if the volume of work reduces, or down time is reduced through better ways of working and limited procurement of external services.
- The proposals in this report will require detailed costing following the outcome of consultation, and only then will the full implications be known. It is my understanding that this report seeks “in principle” agreement to explore the proposals outlined, as they are still subject to consultation and the Combined Authority will need to agree to

take on these responsibilities.

6. The Council currently pays a levy of c£10.3m for services already transferred to the Combined Authority, so it should expect to be levied for any new services that transfer, including annual inflationary increases.

Finance Business Partner: Kayode Olagundoye, Interim Finance Business Partner for Growth and Regeneration, 24 November 2022.

2. Legal Advice: The potential transfer of functions (and associated activities and resources) from the Council to the Combined Authority (or putting in place other arrangements for the sharing of roles and resources) will require close examination of the statutory basis for such arrangements, and the powers of both the Council and the Combined Authority to agree these changes. Consideration will need to be given to the impact on statutory duties, as well as the mechanics for achieving this.

Legal Team Leader: Husinara Jones, Team Manager/Solicitor 15 November 2022.

3. Implications on IT: Consideration will need to be given as to what IT systems and processes the division needs to change as a result of this change in services; and care should be taken to align to the Digital Strategy 2022-2027 in aiming to simplify the IT estate and exit unnecessary contracts. The division and decision makers must also be assured that appropriate staff resource is available to manage any remaining core systems compliantly. Advice about this is available from the division's IT Business Partner.

In any transfer or redundancy of staff, care must be taken to request appropriate IT account deletions and to arrange prompt return IT and mobile equipment. This is vital to avoid unnecessary license costs being paid for staff no longer using council systems, and to ensure robust, correct records of user accounts with access to the council's IT estate.

IT Team Leader: Tim Borrett, Director: Policy, Strategy and Digital; 24 November 2022

4. HR Advice:

Where functions transfer from one employer to another (including from one part of the public sector to another), consultation and protection requirements ("TUPE") apply. Ceasing non-statutory work could lead to a redundancy situation if the reduction in work means there are more employees than there are funded positions available. This would require consultation and will require the Council to take steps to reduce the incidence and impact of redundancy, including offering Suitable Alternative Employment to those who would otherwise be dismissed on grounds of redundancy. Realignments of staff from one part of the Council to another where no changes to terms and conditions of service are proposed do not require consultation, but a reasonable opportunity to give feedback and receive responses should be afforded.

HR Partner: Celia Williams, HR Business Partner 23 November 2022

EDM Sign-off	Stephen Peacock, Executive Director Growth and Regeneration	28 th November 2022
Cabinet Member sign-off	Mayor	28 th November 2022
For Key Decisions - Mayor's Office sign-off	Mayor's Office	7 th November 2022

Appendix A – Further essential background / detail on the proposal	NO
Appendix B – Details of consultation carried out - internal and external	NO
Appendix C – Summary of any engagement with scrutiny	NO
Appendix D – Risk assessment	YES
Appendix E – Equalities screening / impact assessment of proposal	YES
Appendix F – Eco-impact screening/ impact assessment of proposal	YES
Appendix G – Financial Advice	NO

Appendix H – Legal Advice	NO
Appendix I – Exempt Information	No
Appendix J – HR advice	NO
Appendix K – ICT	NO
Appendix L – Procurement	NO

Economy of Place: Implementation of Corporate Strategy Risk Register

Negative Risks that offer a threat to City Transport and its Aims (Aim - Reduce Level of Risk)

Ref	Risk Description	Key Causes	Key Consequence	Status Open / Closed	Strategic Theme	Risk Category	Risk Owner	Key Mitigations	Direction of travel	Current Risk Level			Monetary Impact of Risk £k	Risk Tolerance			
										Likelihood	Impact	Risk Rating		Likelihood	Impact	Risk Rating	Date
	Economy of Place: Implementation of Corporate Strategy	Legacy projects not effectively managed	All areas have a number of in train projects which must continue to be managed – legacy resourcing will be required to support this	Open	Theme 7	Strategic Risks	John Smith	There will be discussions with Staff and Unions and appropriate legacy management arrangements will be put in place.		4	4	16		9	9	81	21.11.202 2
	Economy of Place: Implementation of Corporate Strategy	WECA roles and responsibilities not clarified and potential loss of control and accountability for transport projects	WECA may have a different view on their potential roles and responsibilities – this will be confirmed via dialogue and retention of Highways Authority role	Open	Theme 7	Strategic	John Smith	There will be detailed discussions with WECA and detailed implementati on plans.		5	5	15		9	9	81	21.11.202 2
	Economy of Place: Implementation of Corporate Strategy	Impact of changes on retention and welfare of staff	A number of staff have recently left the council given uncertainty around future roles and pngoing uncertainty may affect staff welfare	Open	Theme 7	Strategic	John Smith	Staff Consultation and communicatio n and engagement and appropriate welfare support.		3	5	15		9	9	81	24.11.22

	Economy of Place: Implementation of Corporate Strategy	Financial impact on grant funded work and Capital recharge on projects	City Transport, City Design and Planning Services are funded from a mixture of Council revenue, grant, other income	Open	Theme 7	Strategic Risks	John Smith	The financial impacts of any changes will be carefully monitored and mitigation plans developed.		4	4	16		9	9	81	21.11.2022
												0				0	

Equality Impact Assessment [version 2.9]



Title: Economy of Place: Implementation of Corporate Strategy	
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input type="checkbox"/> Service <input checked="" type="checkbox"/> Other [please state] Review and redesign of functions	<input type="checkbox"/> New <input checked="" type="checkbox"/> Already exists / review <input checked="" type="checkbox"/> Changing
Directorate: Growth and Regeneration	Lead Officer name: John Smith
Service Area: Economy of Place	Lead Officer role: John Smith

Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use plain English, avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

To note the intention, subject to consultation, to implement the Corporate Strategy within the Economy of Place Directorate by:

- simplifying and reducing scope of work and focusing on core statutory functions
- exploring the scope for the transfer of functions, activities and associated resources to the West of England Combined Authority (the Combined Authority)
- disbanding the separate City/Strategic Transport and City Design service areas
- bringing together all city planning related functions in a single City Planning Service under a new Chief Planner post
- creating a single Transport and Highways team and
- agreeing to start formal staff and union consultation on these changes

1.2 Who will the proposal have the potential to affect?

<input checked="" type="checkbox"/> Bristol City Council workforce	<input checked="" type="checkbox"/> Service users	<input checked="" type="checkbox"/> The wider community
<input checked="" type="checkbox"/> Commissioned services	<input checked="" type="checkbox"/> City partners / Stakeholder organisations	

1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

Yes **No** [please select]

It is anticipated that there may be significant changes including a reduction of some services and transfer of some staff to the West of England Combined Authority (WECA), which might affect access levels of representation or participation in a service.

In the light of the above, the intention is to complete the assessment at a later stage as soon as there is clarity about the precise nature of the roles and functions that may be reduced / stopped or transferred to partner or stakeholder organisations.

Step 2: What information do we have?

2.1 What data or evidence is there which tells us who is, or could be affected?

Please use this section to demonstrate an understanding of who could be affected by the proposal. Include general population data where appropriate, and information about people who will be affected with particular reference to protected and other relevant characteristics: <https://www.bristol.gov.uk/people-communities/measuring-equalities-success> .

Use one row for each evidence source and say which characteristic(s) it relates to. You can include a mix of qualitative and quantitative data e.g. from national or local research, available data or previous consultations and engagement activities.

Outline whether there is any over or under representation of equality groups within relevant services - don't forget to benchmark to the local population where appropriate. Links to available data and reports are here [Data, statistics and intelligence \(sharepoint.com\)](#). See also: [Bristol Open Data \(Quality of Life, Census etc.\)](#); [Joint Strategic Needs Assessment \(JSNA\)](#); [Ward Statistical Profiles](#).

For workforce / management of change proposals you will need to look at the diversity of the affected teams using available evidence such as [HR Analytics: Power BI Reports \(sharepoint.com\)](#) which shows the diversity profile of council teams and service areas. Identify any over or under-representation compared with Bristol economically active citizens for different characteristics. Additional sources of useful workforce evidence include the [Employee Staff Survey Report](#) and [Stress Risk Assessment Form](#)

Data / Evidence Source [Include a reference where known]	Summary of what this tells us
HR Analytics: Power BI reports (sharepoint.com) [internal link only]	<p>The Workforce Diversity Report shows Bristol City Council Workforce Diversity statistics for Headcount, Sickness, Starters and Leavers data. The report is updated once a month with data as at the end of the previous month. The report is based on the sensitive information that staff add to Employee Self Service on iTrent (ESS). This report The report shows that whilst the City Transport workforce of 151 employees is broadly representative of the Bristol Working Age population for some characteristics:</p> <ul style="list-style-type: none"> • Young employees (16-24) are underrepresented (as well as for BCC overall) • Disabled employees are somewhat underrepresented • Older employees are overrepresented

- Asian/Asian British and Other minoritised ethnic groups are underrepresented.

Indicator	City Transport Service	BCC headcount % (31 Oct 2022)	Bristol Working Age Population (16-64)
Age 16-29	17.9%	12.2%	39.00%
Age 30-39	19.2%	22.0%	24.00%
Age 40-49	26.5%	24.4%	16.00%
Age 50-64	36.4%	41.4%	21.00%
Age 65+	5.6%	3.4%	-
Disabled	6.6%	9.0%	12%
Asian / Asian British	3.3%	2.9%	5.80%
Black / Black British	5.3%	5.1%	5.30%
Mixed ethnicity	3.3%	3.6%	2.90%
Other ethnic groups	0.0%	0.4%	1.00%
White	77.5%	79.8%	85.00%
Female	44.4%	60.1%	49.00%
Male	53.6%	39.3%	51.00%
Use another gender term	0.0%	0.2%	-
Christian	21.2%	25.9%	43.50%
Other religion/belief	6.6%	6.6%	7.30%
No religion/belief	43.7%	41.9%	41.50%
Lesbian, Gay or Bisexual	3.3%	5.9%	9.10%
Trans	0.0%	0.1%	-

Bristol Quality of Life Survey 2021-22

The Quality of Life (QoL) survey is an annual randomised sample survey of the Bristol population, mailed to 33,000 households (with online & paper options), and some additional targeting to boost numbers from low responding groups. In brief, the most recent QoL survey indicated that inequality and deprivation continue to affect people's experience in almost every element measured by the survey.

The [Quality of Life 2021/22 data dashboard](#) highlights those indicators, wards and equality and demographic groups which are better or worse than the Bristol average.

The report shows there are significant disparities based on people's characteristics and circumstances in the extent to which they find public transport accessible:

Quality of Life Indicator	% for whom inaccessible public transport prevents them from leaving their home when they want to	% for whom transport issues stop them from getting involved in their community
Bristol Average	11.8	10.2
Most Deprived 10%	14.2	13.6
16 to 24 years	25.9	18.2
50 years and older	10.6	10.2
65 years and older	13.9	12.6
Female	13.9	12.2
Male	9.6	8.2
Disabled	24.7	24.3
Black, Asian and minority ethnic	13.9	17.7
Asian/Asian British	6.8	12.1
Black/Black British	13.8	12.8
Mixed/Multiple ethnic groups	19.8	21.8
White	11.5	9.3
White Minority Ethnic	12.1	12.7
White British	11.4	8.8
Christian	11.5	10.1
Other religion	9.2	12
No religion or faith	12	9.5
Single parent	15.7	10.8
Two parent	6.2	5.0
No qualifications	13.4	14.3
Owner Occupier	9.9	6.8
Rented from housing association	16.8	18.4
Rented from the council	12	16.7
Rented from private landlord	16.7	17.2
Non degree qualifications	10.6	9.6
Degree qualifications	12.1	9.9
Part-time carer	9.9	8.8
Full-time carer	23.8	20
Carer (All)	13.2	11.5
Parents (All)	<u>7.4</u>	<u>5.7</u>
Lesbian, Gay or Bisexual	19.6	17.5

2.2 Do you currently monitor relevant activity by the following protected characteristics?

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Age | <input checked="" type="checkbox"/> Disability | <input checked="" type="checkbox"/> Gender Reassignment |
| <input checked="" type="checkbox"/> Marriage and Civil Partnership | <input checked="" type="checkbox"/> Pregnancy/Maternity | <input checked="" type="checkbox"/> Race |
| <input checked="" type="checkbox"/> Religion or Belief | <input checked="" type="checkbox"/> Sex | <input checked="" type="checkbox"/> Sexual Orientation |

2.3 Are there any gaps in the evidence base?

Where there are gaps in the evidence, or you don't have enough information about some equality groups, include an equality action to find out in section 4.2 below. This doesn't mean that you can't complete the assessment without the information, but you need to follow up the action and if necessary, review the assessment later. If you are unable to fill in the gaps, then state this clearly with a justification.

For workforce related proposals all relevant characteristics may not be included in HR diversity reporting (e.g. pregnancy/maternity). For smaller teams diversity data may be redacted. A high proportion of not known/not disclosed may require an action to address under-reporting.

Not known at this stage. As stated above, once there is clarity about precise functions, services and affected staff, there will be a full analysis of relevant HR data.

2.4 How have you involved communities and groups that could be affected?

You will nearly always need to involve and consult with internal and external stakeholders during your assessment. The extent of the engagement will depend on the nature of the proposal or change. This should usually include individuals and groups representing different relevant protected characteristics. Please include details of any completed engagement and consultation and how representative this had been of Bristol's diverse communities. See <https://www.bristol.gov.uk/people-communities/equalities-groups>.

Include the main findings of any engagement and consultation in Section 2.1 above.

If you are managing a workforce change process or restructure please refer to [Managing change or restructure \(sharepoint.com\)](#) for advice on consulting with employees etc. Relevant stakeholders for engagement about workforce changes may include e.g. staff-led groups and trades unions as well as affected staff.

When the scope and remit of the changes is confirmed the consultation guidelines in the Council's Managing Change Policy and Procedure will be followed.

2.5 How will engagement with stakeholders continue?

Explain how you will continue to engage with stakeholders throughout the course of planning and delivery. Please describe where more engagement and consultation is required and set out how you intend to undertake it. Include any targeted work to seek the views of under-represented groups. If you do not intend to undertake it, please set out your justification. You can ask the Equality and Inclusion Team for help in targeting particular groups.

Stakeholders will be engaged in accordance with the Council's Policy and Procedures.

Step 3: Who might the proposal impact?

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered above, and the characteristics protected by the Equality Act 2010. Also include details of existing issues for particular groups that you are aware of and are seeking to address or mitigate through this proposal. See detailed guidance documents for advice on identifying potential impacts etc. [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#)

3.1 Does the proposal have any potentially adverse impacts on people based on their protected or other relevant characteristics?

Consider sub-categories (different kinds of disability, ethnic background etc.) and how people with combined characteristics (e.g. young women) might have particular needs or experience particular kinds of disadvantage.

Where mitigations indicate a follow-on action, include this in the 'Action Plan' Section 4.2 below.

GENERAL COMMENTS (highlight any potential issues that might impact all or many groups)	
<p>This proposal has the potential to affect Bristol City Council staff working in these functions and in the wider Planning and Transport services (approximately 270 staff). It is also likely to affect how services are delivered in future, including commissioning of services, and may involve transfer of some Bristol Council staff to City partner / Stakeholder organisations, including the West of England Combined Authority (WECA).</p> <p>As outlined above the proposal is to simplify and reduce the scope of work focusing on core statutory functions, as well as exploring the scope for the transfer of functions, activities, and associated resources to the West of England Combined Authority (the Combined Authority). As part this scoping process we will aim to minimise any potential reduction in our capacity to ensure transport infrastructure is safe and accessible, which would have a disproportionately negative impact on equalities communities.</p> <p>At this stage we have not identified any significant disproportionate impact for workforce on the basis of their protected characteristics, other than that older staff are more likely to be impacted due to their higher levels of representation. As well as identifying whether the proposal will have a disproportionate impact on particular groups because they are overrepresented, we need to pay particular attention to the risk of indirect discrimination: when an apparently neutral decision puts members of a given group at a particular disadvantage compared with other people because of their different needs and circumstances. We are aware of existing structural inequalities and particular considerations, issues, and disparities for people in Bristol based on their characteristics, highlighted below - which we will also consider as part of this process.</p> <p>As stated above, once there is clarity about precise functions and services there will be a further assessment made of any potentially adverse impacts on people based on their protected or other relevant characteristics.</p>	
PROTECTED CHARACTERISTICS	
Age: Young People	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> Young adults are most likely to have lost work or seen their income drop because of COVID-19 and the cost of living crisis
Mitigations:	See general comments above
Age: Older People	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> There is a disproportionately number of older employees in the cohort employees affected by the proposal Older people in Bristol are: <ul style="list-style-type: none"> less likely to be comfortable using digital services more reliant on public and community transport more likely to be an unpaid carer more likely to help out or volunteer in their community less likely to have formal qualifications
Mitigations:	See general comments above
Disability	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> 17% of Bristol's population are disabled. There are more disabled women than men living in Bristol. In 2021, the disability pay gap was 13.8% with disabled employees earning a median of £12.10 per hour and non-disabled employees a median of £14.03 per hour. Disabled people are less likely to be employed in a managerial or professional occupation the national disability employment rate was 52.7% in Q2 2021, compared to 81.0% for non-disabled people. Disabled workers move out of work at nearly twice the rate (8.8%) of non-disabled workers (4.9%). Workless disabled people move into work at nearly one-third of the rate (11.0%) of workless non-disabled people (26.9%)

	<ul style="list-style-type: none"> Disability increases with age: 4.1% of all children, for the working age population it increases to 12.3% and for people aged 65 and over it increases to 55.9%. Disabled people on average have lower qualification levels than the population as a whole. Disabled people must not be charged for their reasonable adjustments, accessible formats or other adaptations. It is a legal requirement under the Equalities Act to ensure information is accessible to disabled employees and service users.
Mitigations:	See general comments above
Sex	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> The average UK pay gap is 15.4% in favour of men. The South West average is 16.6% with women paid 83p for every £1 earned by male counterparts. Women still bear the majority of caring responsibilities for both children and older relatives. Women are more likely to be excluded from conversations which affect decision making due to lack of representation in boards / organisational leadership. Services and workplace requirements may not take into consideration the impact of women's reproductive life course including menstruation, avoiding pregnancy, pregnancy, childbirth, breastfeeding, and menopause.
Mitigations:	See general comments above
Sexual orientation	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> Lesbian, gay and bisexual people are statistically more vulnerable to verbal and physical abuse 1 in 5 Lesbian, Gay, Bisexual and Trans (LGBT) staff have been the target of negative comments or conduct from work colleagues in the last year because they're LGBT. More than a third of LGBT staff have hidden or disguised that they're LGBT at work in the last year because they were afraid of discrimination.
Mitigations:	See general comments above
Pregnancy / Maternity	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> In the workplace we need to ensure equal access to recruitment, personal development, promotion and retention for employees who are pregnant or on maternity leave (including briefing and updates for any workforce changes) Ensure there is equality of opportunity for services in relation to pregnancy and maternity. This includes e.g. providing physical access when using prams and pushchairs, and availability of toilets and baby-changing facilities etc. , and flexible working patterns and service times for childcare arrangements
Mitigations:	See general comments above
Gender reassignment	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> As sexual orientation above trans people are statistically more vulnerable to verbal and physical abuse. 1 in 8 trans people (12%) in the workplace have been physically attacked by customers or colleagues in the last year because they were trans
Mitigations:	See general comments above
Race	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> Ethnic minorities in Bristol experience greater disadvantage than in England and Wales as a whole in education and employment and this is particularly so for Black African people². Although the race or ethnicity pay gap has narrowed in recent years there are still wide pay differences between particular ethnic groups and most minority ethnic groups earn less on average than White British people. Black people in the UK are less likely to hold a driving licence and more likely to rely on public transport.

	<ul style="list-style-type: none"> Black, Asian and minority ethnic groups in Bristol are more likely to find inaccessible public transport prevents them from leaving their home when they want to Organisations may lack cultural competence because minoritised ethnic staff are under- represented. People from Black African, Other, and Black Caribbean groups have persistently high levels of unemployment and almost all ethnic minority groups in Bristol experience employment inequality when compared to White British people.
Mitigations:	See general comments above
Religion or Belief	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	Having a designated multi-faith room can make environments such as workplaces and shopping centres is more accessible and friendly for people from faith groups where regular prayer is required.
Mitigations:	See general comments above
Marriage & civil partnership	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
OTHER RELEVANT CHARACTERISTICS	
Socio-Economic (deprivation)	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> Bristol has 41 areas in the most deprived 10% in England, including 3 in the most deprived 1%. The greatest levels of deprivation are in Hartcliffe & Withywood, Filwood and Lawrence Hill. In Bristol 15% of residents - 70,800 people - live in the 10% most deprived areas in England, including 19,000 children and 7,800 older people.
Mitigations:	See general comments above
Carers	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> Being a carer can be a huge barrier to maintaining employment We need to consider the timing/availability of work patterns to allow flexibility for carers. Studies show around 65% of adults have provided unpaid care for a loved one. Women have a 50% likelihood of being an unpaid carer by the age of 46 (by age 57 for men) Young carers are often hidden and may not recognise themselves as carers_
Mitigations:	See general comments above
Other groups [Please add additional rows below to detail the impact for other relevant groups as appropriate e.g. Asylums and Refugees; Looked after Children / Care Leavers; Homelessness]	
Potential impacts:	
Mitigations:	

3.2 Does the proposal create any benefits for people based on their protected or other relevant characteristics?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our Public Sector Equality Duty to:

- ✓ Eliminate unlawful discrimination for a protected group
- ✓ Advance equality of opportunity between people who share a protected characteristic and those who don't
- ✓ Foster good relations between people who share a protected characteristic and those who don't

Not known at this stage. As stated above, once there is clarity about precise functions and services there will be an assessment made of any potential benefits for people based on their protected or other relevant characteristics.

Step 4: Impact

4.1 How has the equality impact assessment informed or changed the proposal?

What are the main conclusions of this assessment? Use this section to provide an overview of your findings. This summary can be included in decision pathway reports etc.

If you have identified any significant negative impacts which cannot be mitigated, provide a justification showing how the proposal is proportionate, necessary, and appropriate despite this.

Summary of significant negative impacts and how they can be mitigated or justified:
The proposed changes involve potential significant changes to existing Council teams. There is a potential for negative adverse impacts including via any TUPE transfer arrangements. These will be carefully monitored throughout the management of change process.
Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:
Not applicable at this stage – to follow once there is more clarity / decision is taken about changes to functions and services.

4.2 Action Plan

Use this section to set out any actions you have identified to improve data, mitigate issues, or maximise opportunities etc. If an action is to meet the needs of a particular protected group please specify this.

Improvement / action required	Responsible Officer	Timescale
We will consider any disproportionate impact of TUPE arrangements, where applicable	John Smith	Ongoing throughout process
We will review job paperwork including job descriptions and employee specifications to ensure they promote our corporate equality and inclusion priorities.	John Smith	Ongoing throughout process
We will update this EqIA during the process, as the proposals are confirmed.	John Smith	Ongoing throughout process

4.3 How will the impact of your proposal and actions be measured?

How will you know if you have been successful? Once the activity has been implemented this equality impact assessment should be periodically reviewed to make sure your changes have been effective your approach is still appropriate.

We will use existing Workforce Diversity Report data to monitor the ongoing impact of these proposals on workforce diversity.

Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the Equality and Inclusion Team before requesting sign off from your Director¹.

Equality and Inclusion Team Review: <i>Reviewed by Equality and Inclusion Team</i>	Director Sign-Off:
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¹ Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.

J.P. Smith

Date: 28/11/2022

Date: 28.11.2022

Eco Impact Checklist

Title of report: Economy of Place: Implementation of Corporate Strategy				
Report author: John Smith				
Anticipated date of key decision 6th December at Cabinet				
Summary of proposals: To note the intention, subject to consultation, to implement the Corporate Strategy within the Economy of Place Directorate by: simplifying and reducing scope of work and focusing on core statutory functions, exploring the scope for the transfer of functions, activities and associated resources to the West of England Combined Authority (the Combined Authority) disbanding the separate City/Strategic Transport and City Design service areas, bringing together all city planning related functions in a single City Planning Service under a new Chief Planner post, creating a single Transport and Highways team and agreeing to start formal staff and union consultation on these changes.				
Will the proposal impact on...	Yes/ No	+ive or -ive	If Yes...	
			Briefly describe impact	Briefly describe Mitigation measures
Emission of Climate Changing Gases?	Y	-ive	The City Transport Team includes the Sustainable Transport Team. Disbanding this team within the Council could have an Impact on the uptake of sustainable transport solutions.	The proposal envisages consultation with staff and discussions with the Combined Authority about the proposed changes. It is intended that suitable mitigations will be considered and implemented through this process.
Bristol's resilience to the effects of climate change?	N			
Consumption of non-renewable resources?	N			
Production, recycling or disposal of waste	N			
The appearance of the city?	Y	-ive	The City Design team works in various areas to consider design solutions for projects. Disbanding the team may have an impact on the appearance of	Statutory functions will be maintained through transfer of staff to other teams and the impact will be reviewed throughout the implementation process.

			project solutions.	
Pollution to land, water, or air?	N			
Wildlife and habitats?	Y		The City Design team contains the Tree Preservation Order team	This is a statutory function and will be retained
Consulted with: This is a review that will include Staff and Union consultation.				
Summary of impacts and Mitigation - <u>to go into the main Cabinet/ Council Report</u>				
<p>The potential impacts of the proposals are in relation to Sustainable Transport and City Design. The typical performance of these teams isn't quantified with regard to emissions or visual appearance, so there is no point of comparison that would allow the impacts of the proposed changes to be quantified. The impact on the performance of other teams that work with the directly affected teams is also hard to predict. The potential environmental impact of these proposals will be considered and mitigated throughout the implementation process.</p> <p>The environmental impacts of these proposals is unknown, but is likely to mean that some of the environmental benefits of some future projects may not be realised and some planned projects may never happen at all.</p>				
Checklist completed by:				
Name:		John Smith		
Dept.:		Director: Economy of Place		
Extension:				
Date:		21.11.2022		
Verified by Environmental Performance Team		Giles Liddell, Project Manager - Environmental		

Decision Pathway – Report

PURPOSE: Key decision

MEETING: Cabinet

DATE: 06 December 2022

TITLE	Independent and Non-maintained special school placements - block contract	
Ward(s)	City Wide	
Author: Gail Rogers	Job title: Head of Children’s Commissioning	
Cabinet lead: Cllr Asher Craig - Deputy Mayor and Cabinet Member for Children’s Services, Education and Equalities	Executive Director lead: Hugh Evans – Executive Director, People	
Proposal origin: BCC Staff		
Decision maker: Cabinet Member		
Decision forum: Cabinet		
Purpose of Report:		
<p>To approve the running of a competitive tender and subsequent award of a block contract for 30 placements in an independent special school in the Bristol area (BS1 – BS16), for the next 5 years. These placements will be for children who present with a range of complex additional learning needs.</p>		
Evidence Base:		
<ol style="list-style-type: none"> 1. The purpose of an Education Health and Care Plan (EHCP) is to identify the educational, health and social needs of a child or young person aged 0 to 25 years old with special educational needs or disabilities, who needs more support in their educational setting beyond the usual resource they provide. The EHCP sets out the additional support and identifies the education provision required to meet those needs, to secure the best possible outcomes for the young person across education, health, and social care and, as they get older, prepare them for adulthood. 2. The majority of children and young people with Special Educational Needs or Disabilities (‘SEND’) will have their needs met within local mainstream early years settings, schools, or colleges. However, for some children an EHCP will mandate that their needs are best met in a specialist setting. Most of these children and young people’s needs can be met in maintained special schools or special academies. Where a child or young person’s needs are particularly complex, their needs may be better met in an Independent or Non-Maintained Special School (INMSS). INMSSs offer highly specialised, bespoke packages of support with potential for therapeutic interventions to be built into the setting. Once special educational provision has been specified in an EHC plan, the Local Authority has a legal duty to provide it. 3. As off 11th of August 2022 there are 3,641 children with an EHCP in Bristol. As of January 2022, 1223 Children and Young People with an EHCP are educated in a specialist setting. This is an increase of 35% since 2018. 192 of these are educated in an Independent or Non-Maintained School - this is an increase of 46% since 2018. As the number of EHCP’s continues to rise, so will the demand for special school placements and the need for INMSS placements. 4. The Council is a member of the South West and South Central Independent and Non-Maintained Special Schools framework. The Council will use the block contracting clauses within this framework agreement to 		

run a competitive tender (complaint with the Public Contracts Regulations 2015) for a provision within BS1-BS16.

5. The Council has set a maximum annual placement cost of £70,000 (inclusive of learner’s individual requirements such as therapies). This figure has been benchmarked against similar placements and offers good value for money whilst being financially feasible for a provider.
 - a. Cost breakdown:
 - b. Annual placement cost: £70,000
 - c. Total yearly contract cost: £2,100,000
 - d. Total 5 year contract cost: £10,500,000

6. Block contracting these placements should deliver greater value for money as we are able to negotiate a reduced price. The Council will reserve the right to re-negotiate the annual placement costs in year’s 4 and 5 of the block. The Council is confident that we will need these highly specialised placements. However, we reserve the right to transfer any unfilled places to other local authorities.

7. The Council is committed to a building a partnership with the successful provider. Minimum quarterly monitoring meetings will take place, focusing outcomes delivered for our children and young people and on-going development of provision.

Cabinet Member / Officer Recommendations:

That Cabinet:

1. Authorises the Executive Director People, in consultation with the Cabinet Member for Children's Services, Education and Equalities, to procure and award the contract necessary for the implementation of the Independent and Non-Maintained Special School Placements block contract (including any individual contracts above £500k) at a cost of up to £10.5m as set out in this report.

2. Authorises Executive Director People to invoke any subsequent extensions/variations specifically defined in the contract(s) being awarded, up to the maximum budget envelope outlined in this report.

Corporate Strategy alignment:

1. Equity in education. This proposal will contribute to our ambition to ensure that we are commissioning local specialist education provision to meet the needs of children with SEND
2. Create improved approaches, founded upon Disability Equality, to enable and support Disabled people throughout their lives. This proposal will contribute to our ambition to ensure fair and efficient funding of support provision for schools

City Benefits:

1. There will be significant social value opportunities to ensure the potential provider links their economic growth to social and economic growth of the local area.
2. Increasing the number of local school placements will mean more children and young people with SEND educated close to home.

Consultation Details:

1. Consultation has taken place with the SEND Service Manager, Specialist Education Placements Manager, the Strategic Commissioning team and Procurement colleagues.

Background Documents: [Children and Families Act 2014 \(legislation.gov.uk\)](http://legislation.gov.uk)

Revenue Cost	£10,500,000	Source of Revenue Funding	High Needs Block
Capital Cost	£ N/A	Source of Capital Funding	N/A
One off cost <input type="checkbox"/>	Ongoing cost <input checked="" type="checkbox"/>	Saving Proposal <input type="checkbox"/>	Income generation proposal <input type="checkbox"/>

Required information to be completed by Financial/Legal/ICT/ HR partners:

1. Finance Advice: This report seeks approval to run a competitive tender and award a block contract for 30 placements in an independent special school in the Bristol area (BS1 – BS16), for the next 5 years. These placements will be for children who present with a range of complex additional learning needs and it is anticipated that this will cost c£2.1m per annum and c£10.5m over the five year contract period as set out below.

	TOTAL	Year 1	Year 2	Year 3	Year 4	Year 5
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s
Per Placement	350	70	70	70	70	70
No. of Placements	30	30	30	30	30	30
Contract Cost	10500	2100	2100	2100	2100	2100

This will need to be funded from the Dedicated Schools Grant, High Needs Block which is currently forecast to spend £82m on a budget of £63.5m and is therefore forecasting an overspend of £18.5m in 2022/23. (If this £18.5m overspend is added to the overspend balance brought forward from previous financial years, the cumulative deficit on the High Needs Block becomes £44.9m).

Whilst it is understood that it is proposed to bring children who are already receiving education, outside of Bristol back into the area and that this may reduce more costly out of area spend on alternative provision, it will also offer school places to some young people who have no other offer. On this basis this may not substitute existing spend and there is a risk of additional cost pressures on the High Needs Block. This contract will therefore need to substitute existing high needs spending or will create an additional further budget pressure of £10.5m.

It is understood that the cap of £70,000 per placements using a block contract, represents a potential saving in comparison to existing average spot purchase costs of approximately £72,063, which is £2063 cheaper per placement and it also avoids out of area travel costs.

Finance Business Partner: Denise Hunt 27 October 2022

2. Legal Advice: The procurement process must be conducted in line with the 2015 Procurement Regulations and the Councils own procurement rules. Legal services will advise and assist officers with regard to the conduct of the procurement process and the resulting contractual arrangements

Legal Team Leader: Husinara Jones, Team Manager/Solicitor 14 November August 2022

3. Implications on IT: I can see no implications on IT in regard to this activity.

IT Team Leader: Alex Simpson – Senior Solution Architect 25th August 2022

4. HR Advice: There are no significant HR implications for Bristol City Council employees arising from this report.

HR Partner: Lorna Laing 25/10/2022

EDM Sign-off	Hugh Evans	09/09/2022
Cabinet Member sign-off	Cllr Asher Craig	31/10/2022
For Key Decisions - Mayor's Office sign-off	Mayor's Office	07/11/2022

Appendix A – Further essential background / detail on the proposal	NO
Appendix B – Details of consultation carried out - internal and external	NO
Appendix C – Summary of any engagement with scrutiny	NO
Appendix D – Risk assessment	NO

Appendix E – Equalities screening / impact assessment of proposal	YES
Appendix F – Eco-impact screening/ impact assessment of proposal	NO
Appendix G – Financial Advice	NO
Appendix H – Legal Advice	NO
Appendix I – Exempt Information	No
Appendix J – HR advice	NO
Appendix K – ICT	NO
Appendix L – Procurement	NO

Equality Impact Assessment [version 2.9]



Title: Independent and Non-maintained special school placements - block contract	
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input checked="" type="checkbox"/> Service <input type="checkbox"/> Other [please state]	<input checked="" type="checkbox"/> New <input type="checkbox"/> Already exists / review <input type="checkbox"/> Changing
Directorate: People	Lead Officer name: Louis Davies-Meyer
Service Area: Children and Families	Lead Officer role: Commissioning Manager

Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use plain English, avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

To undertake a competitive tender and award of a block contract of 30 placements in an Independent or Non-Maintained Special School in the Bristol area (BS1 – BS16), for 5 years. These placements will be for children who present with a range of complex needs additional learning needs.

The majority of children and young people with Special Educational Needs or Disabilities ('SEND') will have their needs met within local mainstream early years settings, schools, or colleges. However, for some children an EHCP will mandate that their needs are best met in a specialist setting. Most of these children and young people's needs can be met in maintained special schools or special academies. Where a child or young person's needs are particularly complex, their needs may be better met in an Independent or Non-Maintained Special School (INMSS). INMSS' offer highly specialised, bespoke packages of support with potential for therapeutic interventions to be built into the setting.

The Council is a member of the South West and South Central Independent and Non-Maintained Special Schools framework. The Council will use the block contracting clauses in this framework agreement to run compliant competitive tender compliant with the Public Contracts Regulations 2015.

1.2 Who will the proposal have the potential to affect?

<input type="checkbox"/> Bristol City Council workforce	<input checked="" type="checkbox"/> Service users	<input type="checkbox"/> The wider community
<input type="checkbox"/> Commissioned services	<input type="checkbox"/> City partners / Stakeholder organisations	
Additional comments:		

1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	[please select]
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Step 2: What information do we have?

2.1 What data or evidence is there which tells us who is, or could be affected?


Please use this section to demonstrate an understanding of who could be affected by the proposal. Include general population data where appropriate, and information about people who will be affected with particular reference to protected and other relevant characteristics: <https://www.bristol.gov.uk/people-communities/measuring-equalities-success>.

Use one row for each evidence source and say which characteristic(s) it relates to. You can include a mix of qualitative and quantitative data e.g. from national or local research, available data or previous consultations and engagement activities.

Outline whether there is any over or under representation of equality groups within relevant services - don't forget to benchmark to the local population where appropriate. Links to available data and reports are here [Data, statistics and intelligence \(sharepoint.com\)](#). See also: [Bristol Open Data \(Quality of Life, Census etc.\)](#); [Joint Strategic Needs Assessment \(JSNA\)](#); [Ward Statistical Profiles](#).

For workforce / management of change proposals you will need to look at the diversity of the affected teams using available evidence such as [HR Analytics: Power BI Reports \(sharepoint.com\)](#) which shows the diversity profile of council teams and service areas. Identify any over or under-representation compared with Bristol economically active citizens for different characteristics. Additional sources of useful workforce evidence include the [Employee Staff Survey Report](#) and [Stress Risk Assessment Form](#)

Data / Evidence Source [Include a reference where known]	Summary of what this tells us
BCC Insight, Performance and Intelligence (2021). The Population of Bristol September 2021	<p>Bristol Population: The mid-2020 population of Bristol is estimated to be 465,900 with children making up 85,700 of this total (18.4% of the total population). This means almost 1 in every five people living in Bristol is under the age of 16, with the age profile by ward varying significantly. There are 167,035 children and young people aged 0-25 in Bristol. Based on the figures above, this is over a third of the total Bristol population.</p>
Office for National Statistics (ONS) 2018: based population projections	Between 2010 and 2020 the number of children living in Bristol increased by 8,900 (11.6%), higher than the England and Wales increase of 8.6%. The increase has been largely amongst primary school aged children, with the number of 5 - 11-year-olds increasing by 25% over the decade. The trends reflect the substantial increase in numbers of births in Bristol in recent years, although the number of births is now falling.
Bristol JSNA Spotlight Report	<p>Population of Bristol and SEND: In Bristol, 11,364 children and young people have SEND which is equivalent to 6.8% of the City's total 0-25</p>

	<p>population. Of these 11,364 children and young people, 3,124 have an EHCP.</p>												
Bristol SEN2 data 2021	<p>In Bristol, requests for EHCPs have been continually rising.</p>  <p>Education Health and Care Plans (EHCPs) have risen 16% in the last year against a 10% national increase and 6% for statistical neighbours.</p>												
Special Educational Needs (School Census) Analysis July 2020	<p>The biggest categories of SEND primary need for school-aged children and young people are Social, Emotional and Mental Health needs, Speech and Language and Communication needs and specific learning difficulties. Additional therapies required have included Speech and Language Therapy, Occupational Therapy, Music Therapy.</p>												
Special Educational Needs (School Census) Analysis July 2020	<p>SEND and gender: In Bristol, there are more boys with SEN or an EHCP than girls reflecting a more male dominated population than within the overall age group which is more evenly split. In January 2020, 15.2% of school-aged boys received SEN support compared to 8.7% of girls, and 4.8% of boys had an EHC plan compared to 1.8% of girls.</p>												
Bristol SEN2 data 2021	<p>SEND and age: The table below shows the age distribution of these children and young people with EHCPs.</p> <table border="1" data-bbox="863 1043 1482 1301"> <thead> <tr> <th>Age (years)</th> <th>Number with EHCP in Bristol</th> </tr> </thead> <tbody> <tr> <td>0-4</td> <td>99</td> </tr> <tr> <td>5-10</td> <td>913</td> </tr> <tr> <td>11-15</td> <td>1090</td> </tr> <tr> <td>16-19</td> <td>746</td> </tr> <tr> <td>20-25</td> <td>276</td> </tr> </tbody> </table> <p>The majority of those with EHCPs are school aged with the largest number attending secondary school. 1022 of those with an EHCP are aged 16 to 25. The number of primary school aged pupils with EHCPs has increased more rapidly than other age group.</p>	Age (years)	Number with EHCP in Bristol	0-4	99	5-10	913	11-15	1090	16-19	746	20-25	276
Age (years)	Number with EHCP in Bristol												
0-4	99												
5-10	913												
11-15	1090												
16-19	746												
20-25	276												
BCC Insight, Performance and Intelligence (2021). The Population of Bristol September 2021	<p>SEND and ethnicity: Bristol is a diverse city, where there are now at least 45 religions, at least 187 countries of birth and at least 91 main languages spoken. The proportion of the population who are not 'White British' increased from 12% (2001) to 22% (2011), with 6% White Minority Ethnic, 6% Black, 6% Asian, 4% Mixed and 1% Other. Recent data on school pupils shows that the percentage of pupils who are not 'White British' has increased from 31% in 2011 to 38% in 2021.</p>												
SEND JSNA Spotlight report July 2019	<p>Local data shows a high proportion of children and young people receiving SEN support are from Gypsy Roma (30%) and traveller communities (33%). Despite these groups making up the smallest number of people in the Bristol population. The next biggest people groups with SEN support are Black Caribbean and White and Black Caribbean.</p>												
Deprivation in Bristol 2019	<p>SEND and deprivation:</p>												

	<p>Bristol continues to have deprivation 'hot spots' that are amongst some of the most deprived areas in the country yet are adjacent to some of the least deprived areas in the country. 15% of Bristol's population live in the most deprived 10% of areas in England in 2019 (16% in 2015) including 18,900 children. The rate of pupils who have SEN is greatest in Hartcliffe & Withywood, Filwood and Lawrence Hill, the three most deprived wards in the city. Similarly, certain areas with the least deprivation (Westbury-on-Trym and Clifton) have some of the smallest number of pupils with SEN.</p>
<p>Child population diversity From JSNA Health and Wellbeing Profile 2020/21</p>	<p>Bristol's child population is increasingly ethnically diverse. 28% of Bristol children (under 16) belong to a Black, Asian and minority ethnic/ethnicity group (2011 Census), compared to the wider Bristol population average of 16% Black, Asian and minority ethnic/ethnicity. Using the alternative definition of diversity, 32% of children belong to the non-'White British' population, compared to the Bristol population average of 22%. Ethnic diversity varies considerably across the city; 53% of children under 16 in the Inner City & East are Black, Asian and minority ethnic/ethnicity, compared with 21% in North & West and 13% in South Bristol. By ward, the figure ranges from 4% Black, Asian and minority ethnic/ethnicity in Bishopsworth to 60% in Lawrence Hill.</p>
<p>Additional comments: The proposal does primarily impact children with special education needs and disabilities. This block contract will improve the sufficiency of school placements and deliver placements that are within the Bristol area.</p>	

2.2 Do you currently monitor relevant activity by the following protected characteristics?

<input checked="" type="checkbox"/> Age	<input checked="" type="checkbox"/> Disability	<input type="checkbox"/> Gender Reassignment
<input type="checkbox"/> Marriage and Civil Partnership	<input type="checkbox"/> Pregnancy/Maternity	<input checked="" type="checkbox"/> Race
<input type="checkbox"/> Religion or Belief	<input type="checkbox"/> Sex	<input type="checkbox"/> Sexual Orientation

2.3 Are there any gaps in the evidence base?

Where there are gaps in the evidence, or you don't have enough information about some equality groups, include an equality action to find out in section 4.2 below. This doesn't mean that you can't complete the assessment without the information, but you need to follow up the action and if necessary, review the assessment later. If you are unable to fill in the gaps, then state this clearly with a justification.

For workforce related proposals all relevant characteristics may not be included in HR diversity reporting (e.g. pregnancy/maternity). For smaller teams diversity data may be redacted. A high proportion of not known/not disclosed may require an action to address under-reporting.

2.4 How have you involved communities and groups that could be affected?

You will nearly always need to involve and consult with internal and external stakeholders during your assessment. The extent of the engagement will depend on the nature of the proposal or change. This should usually include individuals and groups representing different relevant protected characteristics. Please include details of any completed engagement and consultation and how representative this had been of Bristol's diverse communities. See <https://www.bristol.gov.uk/people-communities/equalities-groups>.

Include the main findings of any engagement and consultation in Section 2.1 above.

If you are managing a workforce change process or restructure please refer to [Managing change or restructure \(sharepoint.com\)](#) for advice on consulting with employees etc. Relevant stakeholders for engagement about workforce changes may include e.g. staff-led groups and trades unions as well as affected staff.

The proposal relates to the purchasing mechanism used to buy placements in a local special school. Families and Children with SEND will be consulted with when during the decision making a specific placement.

2.5 How will engagement with stakeholders continue?

Explain how you will continue to engage with stakeholders throughout the course of planning and delivery. Please describe where more engagement and consultation is required and set out how you intend to undertake it. Include any targeted work to seek the views of under-represented groups. If you do not intend to undertake it, please set out your justification. You can ask the Equality and Inclusion Team for help in targeting particular groups.

Children/young people and their families will be involved as part of their EHCP annual review.

Step 3: Who might the proposal impact?

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered above and the characteristics protected by the Equality Act 2010. Also include details of existing issues for particular groups that you are aware of and are seeking to address or mitigate through this proposal. See detailed guidance documents for advice on identifying potential impacts etc. [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#)

3.1 Does the proposal have any potentially adverse impacts on people based on their protected or other relevant characteristics?

Consider sub-categories (different kinds of disability, ethnic background etc.) and how people with combined characteristics (e.g. young women) might have particular needs or experience particular kinds of disadvantage.

Where mitigations indicate a follow-on action, include this in the 'Action Plan' Section 4.2 below.

GENERAL COMMENTS (highlight any potential issues that might impact all or many groups)	
PROTECTED CHARACTERISTICS	
Age: Young People	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	The entire cohort of service users is children and young people so they will be overrepresented on that basis. SEND services are available children and young people aged 0-25.
Mitigations:	We anticipate that the new procurement arrangements will lead to an overall improvement to the service so demand for special school placements can be met.
Age: Older People	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	N/A
Mitigations:	
Disability	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	These placements are exclusively for children and young people who have an EHCP and require a special school placement. Therefore, all users will have a disability. Similarly, the provider will be an expert in working with children and young people with SEND. Provision that is not sufficiently accessible can impact on a child or young person's ability to engage with services, which would be detrimental to their wellbeing and ability to achieve outcomes.

Mitigations:	Our procurement process will ensure that the provider on the framework demonstrate that their organisation will operate in accordance with the Equality Act 2010 and the s.149 Public Sector Equality Duty. Contract monitoring will ensure all providers are accessible and inclusive to all people with any kind disabilities including those with neurodiverse conditional and other hidden disabilities.
Sex	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	"In Bristol, there are more boys with SEN or an EHCP than girls reflecting a more male dominated population than within the overall age group which is more evenly split. In January 2020, 15.2% of school-aged boys received SEN support compared to 8.7% of girls, and 4.8% of boys had an EHC plan compared to 1.8% of girls."
Mitigations:	Quarterly monitoring meetings will take place with the provider. There will be a focus on placement planning, ensuring that places available in the school meet the diverse needs of the population.
Sexual orientation	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Pregnancy / Maternity	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Gender reassignment	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Race	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	Need analysis demonstrates an over-representation of Black British children and young people. Additionally, there is over-representation of Gypsy, Romany and Travelers children and young people.
Mitigations:	Through our tendering processes and contract management we will ensure providers are culturally competent and able to foster an environment that is sensitive to and inclusive of ethnic diversity.
Religion or Belief	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Marriage & civil partnership	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
OTHER RELEVANT CHARACTERISTICS	
Socio-Economic (deprivation)	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	There is an over-representation of children and young people living in the most deprived wards who have an EHCP and who will be accessing these services.
Mitigations:	Children with an EHCP will be eligible to home to school transport. This transport will ensure children from deprived areas across the city can access these school places.
Carers	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	
Mitigations:	
Other groups [Please add additional rows below to detail the impact for other relevant groups as appropriate e.g. Asylums and Refugees; Looked after Children / Care Leavers; Homelessness]	
Potential impacts:	
Mitigations:	

3.2 Does the proposal create any benefits for people based on their protected or other relevant characteristics?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our Public Sector Equality Duty to:

- ✓ Eliminate unlawful discrimination for a protected group
- ✓ Advance equality of opportunity between people who share a protected characteristic and those who don't
- ✓ Foster good relations between people who share a protected characteristic and those who don't

The project is part of the wider work the Council is doing to deliver sufficient school placements for our children with SEND. More children with SEND will be able to access the high-quality local education provision.

Step 4: Impact

4.1 How has the equality impact assessment informed or changed the proposal?

What are the main conclusions of this assessment? Use this section to provide an overview of your findings. This summary can be included in decision pathway reports etc.

If you have identified any significant negative impacts which cannot be mitigated, provide a justification showing how the proposal is proportionate, necessary, and appropriate despite this.

Summary of significant negative impacts and how they can be mitigated or justified:
Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:
- Local high-quality, specialist education provision for children with complex special educational needs/disability.

4.2 Action Plan

Use this section to set out any actions you have identified to improve data, mitigate issues, or maximise opportunities etc. If an action is to meet the needs of a particular protected group please specify this.

Improvement / action required	Responsible Officer	Timescale

4.3 How will the impact of your proposal and actions be measured?

How will you know if you have been successful? Once the activity has been implemented this equality impact assessment should be periodically reviewed to make sure your changes have been effective your approach is still appropriate.

There will be quarterly monitoring meetings with the successful provider. These meetings will focus on pupil progression/attainment, outcomes achieved and the quality of the provision.

Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the Equality and Inclusion Team before requesting sign off from your Director¹.

Equality and Inclusion Team Review: <i>Reviewed by Equality and Inclusion Team</i>	Director Sign-Off: Richard Hanks <i>R. M. Hanks.</i>
Date: 28/09/2022	Date: 28/09/2022

¹ Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.

Decision Pathway – Report

PURPOSE: Key decision

MEETING: Cabinet

MEETING DATE: 6 December 2022

TITLE	2022/23 P7 Finance Exception Report		
Ward(s)	n/a		
Author: Jemma Prince	Job title: Finance Business Partner - Planning		
Cabinet Lead: Cllr Craig Cheney – Deputy Mayor and Cabinet Member for Finance, Governance and Performance	Director Lead: Denise Murray – Director of Finance		
Proposal origin: Other			
Decision maker: Cabinet Member			
Decision forum: Cabinet			
Purpose of Report:			
<p>This report is to make Cabinet aware of any material finance changes that have occurred since the detailed Quarter 2 report was presented. It covers Period 7 (October 2022 extrapolated). The report also serves as a mechanism for any finance approvals or adjustments that are required on the Council’s approved budget.</p>			
Evidence Base:			
<p>Since the P6 Finance exception report to Cabinet, there are several changes in the 2022/23 financial position to bring to the attention of Cabinet and as such this report includes:</p> <p>General Fund summary</p> <ol style="list-style-type: none"> 1. General Fund is currently forecasting a risk adjusted overspend of £12.2m, 2.8%, on the approved gross budget of £431.1m (an improvement of £0.1m) attributed to Adults and Children Social Care, Education and Skills Home to School Transport and a delay in reporting of expected vacancy freeze savings, all amounting to a new £1.6m pressure, offset however by a £1.7m improvement in the 2022/23 pay award position previously forecast. 2. General Fund savings programme of £24.4m for 2022/23 as agreed by Council reports £4.6m, 19%, at risk (£5.1m/21% at P6). A number of these saving delivery risks are captured in the forecast outturn above and or directorate risk and opportunities log; however, it should be noted that not all risks are formally acknowledged in the outturn and as such this represents an underlying additional risk. <p>The Ring-fenced Accounts summary</p> <ol style="list-style-type: none"> 3. Housing Revenue Account (HRA) is forecasting no material movement in adverse variance against its £112.6m net expenditure budget (forecast at P6 £2.0m, 1.8%). 4. Dedicated Schools Grant (DSG) net budget is forecasting no material movement in deficit against its £421.5m ring-fenced budget in-year (forecast at P6 £19.9m, 4.7%) taking total accumulated carry forward opening deficit for 2023/24 to £44.6m. 5. The Public Health Grant allocation for 2022/23 is £34.6m and no variation is forecast (again in line with the forecast at P6). <p>Capital Programme</p> <ol style="list-style-type: none"> 6. The Capital programme forecast variation is a net underspend of £7.3m (2.8%). This primarily comprises of a £5.7m underspend within the Growth and Regeneration directorate and a £1.7m underspend within the People directorate. 7. The total funding for heat networks is £53.4m. This comprises PWLB £22.7m, grants of £22.5m and connection fees of £8.2m. The estimated funding requirement to 31 March 2023 is £26m of borrowing 			

(£24m to 31 December 2022). (See para 6.3 Appendix A1).

Pay Awards

8. Agreement was reached early November on Local government pay awards. The budget shortfall impact on the General Fund is £4.7m. The HRA, DSG and Public Health grant funded account will contain the impact of the pay award within their ring-fenced funds and their ring-fenced reserves. (For illustrated impact see Section 7).

External Funding Decision

9. Government has announced the allocation of £500m grant in respect of Adult Social Care Discharge Fund (See para 8.1.1 Appendix A1) jointly for Integrated Care Boards (ICB) and Local Authorities across the country. This is to alleviate delays to discharging people from hospital when they are fit to leave. The Council's allocation of the ASC Discharge Fund is £1.69m for the financial year 2022/23.

Emergency Decisions taken/approved

10. Following two major fire incidents in Council high-rise blocks, meetings have taken place between Avon Fire Service and Bristol City Council and the decision was to review a number of fire safety policies. In addition, the Council has received three PAS9980 inspection reports that have recommended precautionary measures of implementing waking watch on a number of other blocks where they may be at risk, while remedial works are carried out
An emergency decision was taken to approve the use of HRA reserves to enter a contract for £2.0m to secure the service of a company or companies to carry out Waking Watch provision at the Council's high-rise blocks. (See Appendix A3).

Other Recommendations

11. It is proposed to make an upfront payment of the pension deficit (£13.9m) and the future service cost which will generate an upfront saving of £981k and an annual saving of £300k. (See Appendix A2).

Cabinet Member / Officer Recommendations:

That Cabinet:

1. Approves the drawdown of £4.7m from reserves for the 2022/23 pay awards budget shortfall impact.
2. Authorises the Council's S.151 Officer to accept the Adult Social Care Discharge Fund of £1.69m.
3. Approves the realignment of heat network budgets to meet estimated funding requirements to 31 March 2023. This includes an additional £3.3m being funded from the Council's capital contingency.
4. Approves both the upfront payment of the pension deficit (£13.9m) and the future service cost which will generate an upfront saving of £981k and an annual saving of £300k.

That Cabinet notes:

5. The General Fund risk adjusted forecast overspend of £12.2m, noting further mitigations continue to be explored.
6. The forecast overspend of £2.0m within the HRA (with actual end of year position being funded by a transfer to or from the HRA general reserve).
7. The forecast in-year deficit of £19.9m accumulating to a total £44.6m carried forward deficit in the DSG for 2023/24, and that the Council and the Schools Forum are developing a mitigation plan which will seek to address the High Needs overspend.
8. The forecast £7.3m underspend within the General Fund against the latest approved Capital Programme's Budget.
9. The emergency decision taken to approve the use of HRA reserves to enter a contract for £2.0m to secure the service of a company or companies to carry out Waking Watch provision at the Council's high-rise blocks
10. The revised reporting of Q3 so that Period 8 rather than Period 9 constitutes a detailed report and thereby comes to Cabinet in January alongside Budget 23/24.

Corporate Strategy alignment:

This report sets out progress against our budget, part acting in line with our organisational Theme of Effective

Development Organisation, making sure that we are financially competent and resilient, offering good value for money (page 58).
City Benefits: Cross priority report that covers whole of Council's business
Consultation Details: n/a
Background Documents: n/a

Revenue Cost	See above	Source of Revenue Funding	Various
Capital Cost	See above	Source of Capital Funding	Various
One off cost <input type="checkbox"/>	Ongoing cost <input type="checkbox"/>	Saving Proposal <input type="checkbox"/>	Income generation proposal <input type="checkbox"/>

Required information to be completed by Financial/Legal/ICT/ HR partners:

1. Finance Advice: The resource and financial implications are set out in the report

Finance Business Partner: Jemma Prince – Finance Business Partner – 28th November 2022

2. Legal Advice: The report, including the detail set out in Appendix A1 & A2, will assist Cabinet to monitor the budget position, with a view to meeting the Council's legal obligation to deliver a balanced budget. There are no specific legal issues arising from the key decisions recommended in the report.

Legal Team Leader: Nancy Rollason Head of Legal Services 24th November 2022

3. Implications on IT: n/a

4. HR Advice: Recruitment controls are in place. Any advertising of roles and extensions to contracts including agency workers are subject to Chief Executive/Executive Director approval. Savings arising from vacancies are to be held and used to off-set budget pressures. Permanent deletion of vacancies is being considered by the Chief Executive/Executive Directors on a case-by-case basis. A scheme to reduce the number of managerial roles across the organisation has so far secured a minimum confirmed gross annual saving of £2.42m with effect from 1 April 2023. Other measures to reduce staffing are under consideration as part of or alongside the 2023/24 budget proposals.

HR Partner: James Brereton Head of Human Resources 28th November 2022

EDM Sign-off	Denise Murray	28 November 2022
Cabinet Member sign-off	Cllr Craig Cheney	28 November 2022
For Key Decisions - Mayor's Office sign-off	Mayor's Office	28 November 2022

Appendix A – Further essential background / detail on the proposal (A1-A3)	YES
Appendix B – Details of consultation carried out - internal and external	NO
Appendix C – Summary of any engagement with scrutiny	NO
Appendix D – Risk assessment	NO
Appendix E – Equalities screening / impact assessment of proposal	NO
Appendix F – Eco-impact screening/ impact assessment of proposal	NO
Appendix G – Financial Advice	NO
Appendix H – Legal Advice	NO
Appendix I – Exempt Information	NO
Appendix J – HR advice	NO
Appendix K – ICT	NO
Appendix L – Procurement	NO

Bristol City Council - Finance Exception Report Period 7 2022/23

1. HIGH LEVEL SUMMARY FINANCIAL POSITION

- 1.1. This report sets out the Period 7 full year forecast for 2022/23 (October 2022 extrapolated). It is an exception report and as such is intended to focus on key financial issues for the Council including movements since Period 5/Quarter 2 as reported to October's Cabinet. It is not a full financial forecast for each division and no significant variances have been identified or accelerated by budget holders beyond those issues highlighted.
- 1.2. The Period 8/Quarter 3 full year forecast report for 2022/23 will cover all directorate and divisional performance in-depth. It is scheduled to be reported to January 2023's Cabinet.
- 1.3. The Council operates Directorate cash limited budgets and Executive Directors are responsible for ensuring that appropriate action is taken to contain both revenue and capital spending in line with each directorate's overall budget limit. Budget holders forecasting a risk of overspend, which can potentially be brought back in line with their budget, should in the first instance set out in-service options for mitigation. Where these are considered undeliverable, or pressures cannot be contained across the directorate, the budget scrutiny process will be triggered, with the potential for a request to be made for the Executive to consider granting a supplementary estimate redirecting funds from an alternative source. This process was triggered following the P5/Q2 report so that supplementary estimates for the redirection of funds were approved by Cabinet.

2. GENERAL FUND REVENUE POSITION

- 2.1. The assessment at Period 7 shows that the Council's scheduled General Fund is currently forecasting a risk adjusted overspend of £12.2 million. This is a 2.8% adverse variance on the approved gross budget of £431.1 million and represents a £0.1 million improvement when compared to the £12.3 million at Period 6. Adults and Children Social Care, Education and Skills Home to School Transport and a delay to the forecasting of secured vacancy freeze savings reflect new pressures of £1.6 million at a directorate level offset by a £1.7 million improvement in the forecast position at a Corporate level following the recent conclusion of 2022/23 pay negotiations.
- 2.2. The table below shows the Period 7 summary forecast position by directorate.

Table 1

<i>Period 7 Exception - Summary</i>	Q2 Variance as % Net Budget	Revised Budget following Supplementary Estimate	P6 Variance	P7 Exceptions	Revised P7 Potential variance incl risk	P7 Variance as % Net Budget
	%	£000's	£000's	£000's	£000's	£000's
People						
Total People	5.7%	277,330	2,653	707	3,360	1.2%
Resources						
Total Resources	4.6%	44,439	1,100	900	2,000	4.5%
Growth & Regeneration						
Total Growth & Regeneration	13.5%	68,193	0	0	0	0.0%
SERVICE NET EXPENDITURE	6.9%	389,962	3,753	1,607	5,360	1.4%
Total Corporate Items & Reserves	-36.3%	41,090	0	0	0	0.0%
TOTAL REVENUE NET EXPENDITURE	0.6%	431,052	3,753	1,607	5,360	1.2%
Pay Award Risk		0	6,352	(1,691)	4,661	0
Inflation Risk		0	2,187		2,187	0
Released General Reserves		0	0		0	0
Total Corporate Risks Items		431,052	12,292	(84)	12,207	2.8%

2.3. People Directorate

2.3.1. The People Directorate at Period 7 is reporting a forecast pressure of £3.4m (1.2%) as compared to Period 6's adverse forecast of £2.6m (following the release of supplementary estimates and contingencies of £14.7m). This £3.4 million adverse forecast at Period 7 comprises £0.9 million in Adult Social Care and £0.4 million in Education Improvement.

2.3.2. The Adult Social Care position at Period 7 forecasts an overspend of £0.9m compared to the Period 6 position overspend of £0.6m (after supplementary estimates of £2.7m). The worsening position since Period 6 is £0.3m as per Table 2 below. This mainly relates to adverse movements in the Adult Purchasing budgets in respect of Older Adults 65+ (£0.2 million), Working Age Adults 18-64 years (£0.3 million) and reduction in Service User Contributions. Furthermore, saving proposals have also reduced by £0.3 million reflecting fewer remaining months of the year in which to deliver the interventions.

2.3.3. The key variances for Adult Social Care (ASC) are as shown in Table 2 below:

Table 2

Financial Year 2022/23	Revised Budget 2022/23 £'000s	2022/23 Projection @ P07 £'000s	Projection Variance @ P07 £'000s	Change from P06 £'000s
Adult Purchasing				
Older Adults 65+	72,744	75,587	2,843	176
Working Age Adults 18 - 64	85,095	89,948	4,854	336
Preparing for Adulthood	9,726	11,199	1,473	(98)
Social Care Support	2,660	2,855	196	15
Income - Service User Contribution Only	(25,582)	(26,472)	(890)	202
	144,644	153,118	8,475	630
Non Adult Purchasing				
Employees	36,142	33,503	(2,638)	(246)
Other - Net	(8,252)	(11,656)	(3,404)	(3,170)
Mitigations		(1,518)	(1,518)	304
	27,889	20,330	(7,560)	(3,112)
Totals per budget report	172,533	173,448	915	(2,482)

2.3.4. The Government announced the allocation of £500 million grant in respect of Adult Social Care Discharge Fund jointly for Integrated Care Boards (ICB) and Local Authorities across the country. As part of the conditions of the grant, it is expected that ICB and the Council will pool the funding into the Better Care Fund (BCF). The funding will be provided in two tranches – the first (40%) in December 2022, and the second (60%) by the end of January 2023 - subject to meeting the grant conditions which include providing a planned spending report by 16th December 2022 and weekly activity data thereafter.

2.3.5. The Council allocation of the ASC Discharge Fund is £1.690 million for the financial year 2022/23. Cabinet is therefore asked to give approval to the Council's S151 Officer and the Executive Director of People Directorate to accept this funding and revise budgets accordingly. Further details are provided at section 8.1.1 of this report.

2.3.6. Education and Skills forecast position has deteriorated by £0.4m in Period 7 (after supplementary estimates of £1.6m at P5/Q2). This is mainly due to Home to School Transport (HTST) where there is an increase in the number of children with EHC plans and children having to travel further due to local sufficiency challenges. Further details will be provided in the detailed P8/Q3 report.

2.4. Resources Directorate

2.4.1. The Resources Directorate is forecasting a £2.0m (4.6%) adverse position in Period 7 against a revised budget of £44.4m. This adverse position is due primarily to £1.1m Housing Benefits subsidy loss on exempt accommodation. It also reflects Resources releasing £0.9m forecast savings anticipated as part of the recently implemented vacancy freeze and initially held on behalf of all directorates. The release of this forecast held in the interim against Resources has

not at this stage been offset by new forecast savings cross-directorates. These will be included as part of P8's detailed report.

2.5. Growth and Regeneration

2.5.1. The Growth & Regeneration Directorate reported no change to forecast at Period 7.

2.5.2. The directorate has highlighted further potential £1.2m net risk around increasing energy costs for highways street lighting, as well as shortfalls in Income from recharges. At present these have been included in the directorate's risk and opportunities schedule at Table 5, rather than the forecast, with a view that mitigations will be investigated to manage this pressure.

3. SAVINGS PROGRAMME – SUMMARY

Table 4

Directorate	2022/23 Savings	2022/23 Savings reported as safe	2022/23 Savings reported as at risk	
	£m	£m	£m	%
People	10.3	8.3	2.0	19
Resources & Cross-cutting	7.1	5.4	1.6	24
Growth and Regeneration	7.0	6.1	1.0	13
Total	24.4	19.8	4.6	19

- 3.1. The savings programme agreed by Council in 2022 included savings totalling £18 million. These combine with £6.4 million of savings carried forward from prior years still requiring delivery to bring the total savings delivery target for 2022/23 to £24.4 million.
- 3.2. As at Period 7 £19.8 million (81%) of savings are considered safe. This includes £3.6m of optimism bias funding (previously approved in-year). £4.6 million (19%) of in year savings consequently remain at risk and are being monitored and reviewed for delivery or in-year mitigation where possible.
- 3.3. A number of these saving delivery risks are captured in the forecast outturn above and or directorate risk and opportunities logs. It should, however, be noted that not all risks are formally acknowledged in the outturn and as such this may represent a small underlying additional risk.

4. RISKS AND OPPORTUNITIES

- 4.1. There are other financial risks and opportunities to the Council which have previously been identified and which may still materialise during the financial year. These are a combination of further costs, savings delivery, income generation, funding opportunities and additional Cost of Living pressures. Directorates continue work to monitor and contain these.

4.2. Growth and Regeneration Directorate have highlighted net risks and opportunities totalling £1.2 million, an improvement of £1.2m from P6. Of significance are the emergence of a new street lighting energy cost pressure within the Highways division as well as shortfalls in external income and internal recharges. The Directorate continues to work to balance off risks identified with mitigation in the months remaining.

Table 5

Division	Service	Risk or Opportunity	Description of Impact	Risk (Opportunity) £'000	Likelihood %	Net Risk (Opportunity) £'000
EoP	Development Management	Risk	Reduction in Planning fee income	98	95%	93
EoP	Development Management	Opportunity	Use of Work In Progress income to mitigate reduction in planning fee income	(98)	95%	(93)
EoP	Development Management	Risk	Shortfall in Markets income	100	75%	75
EoP	Regeneration	Risk	There is a potential claim from the Strategic Partner	200	75%	150
Corp Ulord	Property Management	Risk	Income Pressure	363	95%	345
Corp Ulord	FM	Opportunity	Vacancies in Building Practice Teams	(150)	95%	(143)
Corp Ulord	FM	Opportunity	Vacancies & Extra Income	(141)	95%	(134)
MOP	BOC	Opportunity	Increased income	(81)	5%	(4)
MOP	Harbours	Opportunity	Increased income	(50)	50%	(25)
MOP	Highways	Risk	Income pressure - car parking	171	75%	128
MOP	Highways	Risk	Cost pressure - St Lighting energy	447	90%	402
Corp Ulord	Energy	Risk	Income pressure - recharges	500	80%	400
Total - REVENUE				1,359		1,195

5. RING-FENCED BUDGETS

5.1. There are a number of funds held by the Council where the Council must ensure that the income or grant is ringfenced and only spent in specific service areas. The Period 7 forecast outturns for these ringfenced budgets are summarised in the Table 6 below.

Table 6

<i>Period 7 Exception - Summary</i>	Revised Budget	P6 Variance	P6 Variance as % Net Budget	P7 variance	P7 Variance as % Net Budget
	£000s	£000s	%	£000s	%
RING FENCED BUDGETS					
Total Housing Revenue Account	112,600	2,035	1.8%	2,035	1.8%
Total Public Health	34,600	0	0.0%	0	0.0%
Total Dedicated Schools Grant	421,500	19,906	4.7%	19,906	4.7%
Total Ring fenced budgets	568,700	21,941		21,941	

5.2. Housing Revenue Account

5.2.1. As outlined in Table 6 above, there was no material change in the HRA's forecast year end position between Period 6 and Period 7. This continues to project a £2.0 million adverse outturn at the end of the financial year. In addition, the estimated impact of the over-budget pay award has been assessed as £1.9m and is included in the HRA's risk and opportunities log and will be included in the forecast at P8/Q3 and refreshed in the 30 year business plan. Any variance to budget at the close of the year is expected to be contained within HRA general reserves.

5.2.2. An emergency decision has been made to approve the use of HRA reserves to enter a contract for £2.0m to secure the service of a company or companies to carry out Waking Watch provision at the Council's high-rise blocks. Further details are provided at Section 8 below and in Appendix A3.

5.3. The Dedicated Schools Grant

5.3.1. At the end of Period 7 the DSG is not reporting any material variance from Period 6. The estimated impact of the over-budget pay award has been assessed as £0.08m. This will be contained within the DSG's ring-fenced fund.

5.3.2. An in-depth budget monitor report to P7 is included in the report pack for 29 November 2022 Bristol Schools Forum.

5.4. The Public Health Grant

5.4.1. At the end of period 7 Public Health continues to report no variance to budget. The estimated impact of the over-budget pay award is assessed as £0.04m. Public Health anticipates that it will look first to mitigate this with reductions across other in-year budget expenditure lines and will otherwise draw from the Public Health Reserve.

6. CAPITAL SUMMARY

6.1. The Capital programme full year budget at period 7 is £253.2m and comprises £179.8 million for General fund (including a corporate contingency of £11.8m) and £73.4 million for the HRA. The forecast variation against the budget at Period 7 is a £7.3 million underspend within the General fund and the HRA's forecast is in line with budget. This is set out in the Table 7 below:

Table 7

Approved Budget (Mar 22)*	Budget Changes upto P7	Directorate	Revised Budget	Actual Spend to date	Budget Spend to date	P7 Forecast Outturn	Variance
£m	£m		£m	£m	%	£m	£m
25.1	(2.5)	People	22.6	8.5	37%	20.9	(1.7)
7.9	(3.6)	Resources	4.3	0.8	18%	4.4	0.1
132.1	9.0	Growth and Regeneration	141.1	51.9	37%	135.4	(5.7)
165.1	2.9	GF service Total	168.0	61.2	36%	160.7	(7.3)
122.7	(49.3)	Housing Revenue Account	73.4	23.1	32%	73.4	0.0
122.7	(49.3)	HRA service Total	73.4	23.1	32%	73.4	0.0
287.8	(46.4)	HRA & GF Service Total	241.4	84.3	35%	234.1	(7.3)
12.7	(0.9)	Corporate Contingencies & Funds	11.8	0.0	0%	11.8	0.0
300.5	(47.3)	Capital Programme Grand Total	253.2	84.3	33%	245.9	(7.3)

- 6.2. The actual spend at Period 7 has increased to £84.3m (33% of revised full year budget) as compared to £68.4m in P6 (27%).
- 6.3. The total funding for the heat networks is £53.4m. This comprises PWLB £22.7m, grants of £22.5m and connection fees of £8.2m. The estimated funding requirement to 31 March 2023 is £26m of borrowing (£24m to 31 December 2022). This requires the Heat Network budget to be revised accordingly with the additional £3.3m being funded from the Council's capital contingency. **Approval is sought to realign the budgets accordingly noting that the future sale of assets to the City Leap partner could reduce the requirement for this fund.**
- 6.4. It should be noted that further detailed reviews of projects and programmes are planned as part of the budget process to ensure delivery of schemes are accurately reported.
- 6.5. Further work is being undertaken alongside our Treasury advisors to review the capital programme, capital receipts, assess the Council's balance sheet and capital financing requirements and given the slippage / delays within the programme it is anticipated that this work will generate some efficiencies. Work will be concluded shortly and the outcome included as part of the P8 in-depth report.

7. PAY AWARDS 2022/23

- 7.1. At the beginning of November agreement was reached on the 2022/23 pay awards for local government services employees and local authority Chief Officers.
- 7.2. The variance between the impact of the final settlement and that which was assumed for Budget 2022/23 is shown in the table below. This position is illustrative for both the General Fund and the ring-fenced accounts since the final actual cost will reflect actual pay bills and the impact of the vacancy freeze continues to take effect at this time.

Table 8

Fund	1	2	3	4	5	
	GF	HRA	PH	DSG & Educ Trans Prog.	Other - Hosp Education	Total
	£'s	£'s	£'s	£'s	£'s	£'s
Total Employer Cost (Current)	190,782,338	30,352,423	2,322,949	2,594,641	533,284	226,585,634
Change in Cost (After Pay Award)	11,861,301	1,906,088	101,483	150,709	42,537	14,062,118
Total Employer Cost (After Pay Award)	202,643,639	32,258,511	2,424,431	2,745,350	575,821	240,647,752
Actual % Change	6.2%	6.3%	4.4%	5.8%	8.0%	6.2%

Total Employer Cost (Budget) £	7,200,415	-	58,074	72,795	14,962	7,346,246
Actual v Budget Variance £	4,660,886	1,906,088	43,409	77,914	27,575	6,715,872

Approval is sought for the drawdown of £4.7m from Reserves to offset the impact of the pay award budget shortfall on the General Fund.

8. EXTERNAL FUNDING DECISION

8.1. The City Council is due to receive the following funding:

8.1.1. Adult Social Care Discharge Fund

As part of the Autumn Statement the Government announced the allocation of £500 million grant in respect of Adult Social Care Discharge Fund jointly for Integrated Care Boards (ICB) and Local Authorities across the country. This is to alleviate delays to discharging people from hospital when they are fit to leave. Grant conditions for the share of the £500m Adult Social Care Discharge Fund have now been published.

As part of the conditions of the grant, it is expected that ICB and BCC will pool the funding into the Better Care Fund (BCF). The Council need to work with ICB (BNSSG) to provide a planned spending report by 4 weeks after details of the fund are published (i.e. by 16 December 2022) confirming planned use of this grant against their BCF plan and that the use of the funding has been agreed by the local authority and the ICB.

The funding will be provided in two tranches – the first (40%) in December 2022, and the second (60%) by the end of January 2023 - subject to meeting the grant conditions after providing a planned spending report by 16th December 2022 and weekly activity data thereafter.

Bristol City Council's allocation of the ASC Discharge Fund is £1.690 million for the financial year 2022/23.

Approval is sought from Cabinet for the Council's S.151 Officer to accept this funding and revise budgets accordingly. Approval of an emergency decision regarding the spending plan which is due by 16 December 2022 will come to Cabinet in January 2023.

9. EMERGENCY DECISIONS TAKEN/APPROVED

URGENT PROVISION OF INTERIM FIRE SAFETY MEASURES

- 9.1. Following two major fire incidents in Council high-rise blocks, meetings have taken place between Avon Fire Service and Bristol City Council and the advice has been to review a number of fire safety policies. In addition, the Council has received three PAS9980 inspection reports that have recommended the precautionary measure of implementing waking watch on a number of other blocks where they may be at risk, while remedial works are carried out.
- 9.2. An emergency decision was taken to approve the use of HRA reserves to enter a contract for £2.0m to secure the service of a company or companies to carry out Waking Watch provision at the Council's high-rise blocks

Cabinet is asked to note the decision to enter a contract for £2.0m to carry out Waking Watch provision.

1. Background and Context

- 1.1 As a Local Government organisation, Bristol City Council provides a defined benefit pension scheme to its employees (past, present and future). A defined benefit pension scheme guarantees future benefits to its members based on the number of years worked for the employer. Bristol City Councils provides this benefit by being a member/employer in the Avon Pension Fund.
- 1.2 Within the Local Government Pension Scheme (LGPS), it is a statutory requirement for a valuation of the pension fund to be carried out every three years. This valuation is carried out by an Actuary appointed by the Administering Authority of the pension fund. In the case of the Avon Pension Fund (APF) the Actuary is Mercers LLC. The key aim of the valuation is to ensure that there are enough assets in the fund to pay all members of the LGPS in that fund the benefits that they become entitled to. The Actuary will look at the assets held and the liabilities for all the individual members and will make assumptions on future investment returns and inflation rates and how long benefits will be paid for. The Actuary then decides what level of employer contributions are required so that the fund remains able to pay member benefits into the future.
- 1.3 The results of the 2022 valuation have just been published by the APF. These revised calculations will impact on employer contributions from 1 April 2023.
- 1.4 The principal objective underlying the triannual valuations are ensuring there are sufficient assets to pay benefits when they fall due. The valuation exercise calculates whether the fund has enough assets to cover expected benefits built up to date and how much employers will have to pay towards benefits built up for the future. This is calculated both on a fund and individual employer basis. Any deficits or shortfalls between assets and liabilities will fall on the employer to make up that deficit via increased employer contributions. (Employees are guaranteed the value of their pension)

2. 2022 valuation

- 2.1 The assumptions the Actuary will consider include:
- Investment returns (the discount rate)
 - Inflation
 - Pension increases
 - Salary increases

- Normal/early retirement
- Life expectancy
- Leavers
- Impact of the McCloud Judgement

Inflation Risk

2.2 The Fund's liabilities are linked to inflation making it a key risk and increases in inflation can have a considerable impact on the Fund's position. Even a one-off spike in inflation will impact on all future years pay outs for existing members. The Actuary will take a long-term view as to average inflation rates, which for the 2022 valuation have moved to 3.1% per annum, compared with 2.4% at the 2019 valuation.

The McCloud Judgement

2.3 The McCloud judgement relates to age discrimination in public sector pension schemes when changes were made in 2015, effectively protecting older members. Consultation with the LGPS re the McCloud remedy to remove age discrimination across all public sector schemes is on-going. However, the remedy will increase both the deficit and future employer contributions. In so far as the Actuary can estimate the impact, these have been included in the 2022 valuation.

Balance Sheet Comparison between valuations

Detailed Results	Final results at 31 March 2019	Final results at 31 March 2022
Assets	£1,755,485,080	£2,062,705,770
Liabilities	£1,838,376,480	£2,117,170,580
Surplus/(Deficit)	-£82,891,400	-£54,464,810
Pension Liabilities (exc teachers)	£938,027,470	£1,018,945,580
Funding Level	95.50%	97.40%
Employer Future Service Rate (%of pay)	17.60%	18.30%

2.4 The pension liability represents the value of what the Council owes across future years offset by the value of assets invested in the pension fund. This is the liability that appears on the Council's balance sheet and would only crystallise if the Council ceased to be a member of the APF.

2.5 The deficit position has significantly reduced during the period between valuations. This is due to investments returns during this period being in excess of those anticipated at the last valuation which has led to an improvement in the funding position and, by extension, a reduction in deficit recovery.

2.6 The employer future service rate is impacted by both demographic changes and the financial assumptions made by the actuary as part of the valuation process. Demographic assumptions will include estimates of mortality rates while financial assumptions will include a longer-term view taken by the Actuary achieve a funding plan which balances affordability of contributions versus the long term sustainability of contributions at future valuations. This will include long term assumptions around inflation and return on investments.

3 Recovery of deficits on the Fund

3.1 If the funding level of an employer is below 100% at the valuation date (i.e., the assets of the employer are less than the liabilities), a deficit recovery plan needs to be implemented such that additional contributions are paid into the Fund to meet the shortfall. The deficit recovery period is generally reduced at each triannual valuation. At the 2019 valuation, the recovery period was 14 years. This has now been reduced to 12 in the 2022 valuation. Recovery periods do not normally fall below 12 years.

3.2 Generally, deficit payments are made to the Fund on a monthly basis along with regular pension contributions, however the Fund allows those employers in deficit to make an early repayment of the deficit. This can be an annual payment at the start of each of the three financial years covered by the valuation, or a three-year upfront payment at the start of April 2023. These arrangements, where affordable, generate savings for the Council. The table below sets out the potential cash savings for each option. The total cost of making these payments on a monthly basis for three years is £14,907,700.

Deficit Prepayment Options	Each April	April 23
Monthly Payments (total over 3 years)	£14,907,700	£14,907,700
2023/24 Deficit Recovery Amount	-£4,641,940	-£13,925,810
2024/25 Deficit Recovery Amount	-£4,855,480	
2025/26 Deficit Recovery Amount	-£5,078,800	
Saving	£331,480	£981,890

At a cost of capital of 4%, making a three year upfront payment generates a positive cashflow and is therefore the recommended approach.

4 Advance Payment of the Future Service Cost

4.1 The future service rate is the cost of providing the pension benefits members build up each year and is split between employer and employee contributions. Traditionally these are paid on a monthly basis by both parties. However, there is also the opportunity for employers to make an 80% upfront payment each year at the beginning of April. This is based on an annually refreshed pensionable pay figure. Typically, the net annual saving to the Council is around £300k.

Proposal and Recommendation

To pay the deficit amount at the beginning of 2023 enabling a total saving cash saving of £981,890 over the period and to pay 80% the future service cost at the beginning of each year for the next three years generating a further annual cash saving of approximately £300k

Other Options Considered

Not applicable

Risk Assessment

The Avon Pension fund has presented the key risks to the Pension fund at the November 2022 meeting Audit Committee.

Public Sector Equality Duties

None necessary for this report

Legal and Resource Implications

Legal

None arising from this report

Financial

Approving the upfront payment of the deficit will generate savings of £982k over the following three years. Approval of the annual upfront payment of the future service cost will generate an annual saving of approximately £300k for each of the next three years.

Land

Not applicable

Personnel
Not Applicable

Appendices:

None

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

Background Papers:

2022 Mercer Valuation Report

A BRISTOL CITY COUNCIL DECISION



DECISION OF: SECTION 151 OFFICER
WITH ADVICE FROM: CEO/EXEC DIRECTOR G&R
DIRECTORATE: GROWTH AND REGENERATION
DECISION NO: 024
SUBJECT: ADDITIONAL FIRE SAFETY MEASURES
KEY DECISION: YES
REASON: URGENT PROVISION OF INTERIM FIRE SAFETY MEASURES

BACKGROUND

Following two major fire incidents in Council high-rise blocks (one caused by lithium batteries exploding and the other by arson) meetings have taken place with Avon and Somerset Chief Fire Officer and Service with the Mayor, Chief Executive, Service Director and Cabinet Member. Their advice was to review a number of our fire safety policies. In addition, the Council has received three PAS9980 inspection reports that have recommended precautionary measures of implementing waking watch on a number of other blocks where there may be a risk, while remedial works are carried out.

This decision authorises the procurement to carry out this Waking Watch service. The Council spends on average £2.5m per annum on safety measures and is developing a programme of works worth £48m to remove EPS cladding. This measure in the light of two major fires and separately commissioned inspection reports necessitates the introduction of Waking Watch as interim measures to ensure the safety of residents remains paramount and secure. The Council must commission this service as a precautionary measure to protect the health and welfare of residents of high-rise blocks where EPS is present.

This decision is undertaken as an emergency decision which, in line with the Council's constitution, will be reported to the next available cabinet and a full cabinet report will be presented to cabinet in December outlining the steps that need to be taken and the financial demands for the HRA in the short and medium term.

DECISION

Approval is sought for the Council to enter a contract for £2 million to secure the service of a company or companies to carry out a Waking Watch provision at the Council's high-rise blocks .

FINANCIAL IMPLICATIONS

The service will commence as soon as approval is granted, and a suitable contractor is procured.

In June 2022, Cabinet approved a drawdown of £1 million from HRA reserves to cover expenditure already made for Waking Watch at Barton Hill (4 blocks) and PAS9980 inspections. The additional expenditure in 2022-23 will also be funded from reserves or in-year underspends.

A further report will be submitted to Cabinet to seek further approval as may be required for the short to medium term

LEGAL POWERS AND IMPLICATIONS

Legal services will advise and assist officers with regard to the procurement process and the resulting contractual arrangements.

Husinara Jones, Solicitor 15 November 2022

CLIMATE CHANGE AND ENVIRONMENTAL IMPLICATIONS

N/A

CONSULTATION

Consulted with procurement, legal, directors, cabinet member, Chair of Communities Scrutiny, Monitoring Officer

RISK MANAGEMENT

This is a safeguarding issue and this approach is deemed to be risk mitigation whilst remedial works are carried out. These costs can only be borne by the Council and cannot be recharged to residents.

EQUALITY IMPLICATIONS

Have you undertaken an Equality Impact Assessment? No

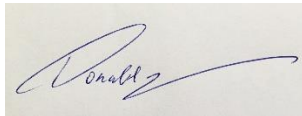
CORPORATE IMPLICATIONS

SIGNATORIES

DECISION MAKER

Title: Director, Housing & Landlord Services
Name: Donald Graham

Signed:




Date: 21 November 2022

Note: If electronic signature used email from Director confirming decision and allowing use of electronic signature must be attached

S151 Officer

Title: Director of Finance/s151 Officer
Name: Denise Murray

Signed:



Date: 21/11/2022

Title: Deputy Mayor and Cabinet Member for Finance, Governance and Performance
Name: Cllr Craig Cheney

Signed: 

Date: 22/11/2022

Consultees

Title: Mayor, Cabinet member for Housing Delivery and Homes, Chair of Scrutiny:
Communities and Monitoring officer

Signed: All approved via email

Date: 17 November 2022

Note: If electronic signature used email from the relevant certifier confirming consultation and allowing use of electronic signature must be attached. If consultation undertaken verbally Director must record date and time of the conversation and any agreement/concerns raised by consultee.

Decision Pathway – Report

PURPOSE: Key decision

MEETING: Cabinet

DATE: 06 December 2022

TITLE	Council Tax Base 2023/24	
Ward(s)	City Wide	
Author:	Denise Murray	Job title: Director of Finance
Cabinet lead: Cllr Craig Cheney Cabinet member for Finance, Governance, Property and Culture	Executive Director lead: Stephen Peacock – Chief Executive	
Proposal origin: BCC Staff		
Decision maker: Cabinet Member Decision forum: Cabinet		
Purpose of Report:		
<ol style="list-style-type: none"> 1. To recommend the Council Tax Base for 2023/24 for approval at Full Council. 		
Evidence Base:		
<ol style="list-style-type: none"> 1. Bristol City Council has the power in statute to raise a tax on households in its area to pay for the provision of local services. It is designated as the Billing Authority for the area. This means that it is responsible for levying a council tax to meet its own demands and to meet the precepts of other authorities in the area. The major precepting bodies are Avon Police and Crime Commissioner and Avon Fire Authority. 2. Section 67 of the Local Government Finance Act 1992 (as amended) requires the Council to determine its tax base for council tax purposes each year. Properties are recorded in eight national bands by value (A to H) as determined the Valuation Office agency. Band H taxpayers pay twice as much as those in Band D and three times as much as those in Band A. The number of properties is expressed as a number of Band D equivalent properties. 3. In accordance with Regulations the Authority must set a tax base for council tax purposes and notify major precepting bodies by 31 January each year. 4. The calculation has been prepared in accordance with the Local Authorities (Calculation of Council Tax Base) Regulations 2012 which came into force on 30 November 2012. In October each year. DLUHC requires a snapshot, which is based on the number of properties, of the Tax Base at a specified date in October, net of exemptions, reductions and discounts. This is known as the CTB1 return. A copy of the return for October 2022 is attached as Appendix A to this report. This calculates the number of chargeable properties in the City. Adjustments are then made for discounts and exemptions including those for the Council Tax Reduction Scheme (CTRS). 5. During 2022/23 we have continued to see an increase in the number of properties built and banded and a continued reduction in the number of Council Tax Reduction Scheme claimants, particularly working age claimants. As the impact of the Cost of Living crisis is largely unknown at the moment, we have assumed caseloads will level off during 2023/24 rather than reduce any further. We anticipate an on-going improvement in collection rates during 2023/24. As a result, the number of Band D equivalent properties, net of exemptions, reductions, and discounts, in 2023/24 is 129,654 which is a 1.36% increase on the adjusted base for 2022/23. 		

Cabinet Member / Officer Recommendations: 1. Approve the report and calculated amount as set out in the report and refer to Full Council for approval.
Corporate Strategy alignment: 1. Managing our local tax income well is aligned to the being an effective development organisation. By having good governance and sound financial management of our tax income ensures we deliver good value for money and maximises resources available to deliver all other corporate strategy objectives
City Benefits: 1. Council Tax provides the largest proportion of income to the Council to provide all services. There are various exemptions, discounts and reductions available to ensure those who aren't able to pay receive the help they need.
Consultation Details: 1. N/A
Background Documents: CTB (October 2022) attached

Revenue Cost	£ N/A	Source of Revenue Funding	N/A
Capital Cost	£Nil	Source of Capital Funding	N/A
One off cost <input type="checkbox"/>	Ongoing cost <input type="checkbox"/>	Saving Proposal <input type="checkbox"/>	Income generation proposal <input type="checkbox"/>

Required information to be completed by Financial/Legal/ICT/ HR partners:		
1. Finance Advice: The Council Tax Base is calculated based on data extracted from the CTB1 return completed in mid-October. This is then adjusted for fluctuations in both the housing market and the estimated effect of levels of Council Tax Support, discounts, and exemptions. The impact of each of these is set out in detail in the report. The adjusted tax base of 129,654 represents an increase of 1.36% on the adjusted base when compared with 2022/23. This is marginally below assumptions in the MTFP, resulting in an increased pressure of £1.337m.		
Finance Business Partner: Tony Whitlock 2 November 2022		
2. Legal Advice: The tax base calculations for 2023/24 set out in this report comply with the Local Authorities (Calculation of Council tax base) Regulations 2012. The report will enable the Council to meet the requirement under the Local Government Finance Act 1992 (as amended) to determine the Council Tax base by no later than 31st January in the preceding financial year.		
Legal Team Leader: Husinara Jones Solicitor/Team Leader 10/11/22		
3. Implications on IT: No IT Implications		
IT Team Leader: Gavin Arbuckle – Head of Improvement and Performance 10/11/22		
4. HR Advice: No HR Implications		
HR Partner: James Brereton – Head of HR 10/11/22		
EDM Sign-off	Denise Murray	9 November 2022
Cabinet Member sign-off	Cllr Craig Cheney	21 November 2022
For Key Decisions - Mayor's Office sign-off	Mayor's Office	7 November 2022

Appendix A – Further essential background / detail on the proposal	YES
Appendix B – Details of consultation carried out - internal and external	NO
Appendix C – Summary of any engagement with scrutiny	NO

Appendix D – Risk assessment	NO
Appendix E – Equalities screening / impact assessment of proposal	NO
Appendix F – Eco-impact screening/ impact assessment of proposal	NO
Appendix G – Financial Advice	NO
Appendix H – Legal Advice	NO
Appendix I – Exempt Information	No
Appendix J – HR advice	NO
Appendix K – ICT	NO
Appendix L – Procurement	NO

Policy

Bristol City Council has the power in statute to raise a tax on households in its area to pay for the provision of local services. It is designated as the Billing Authority for the area. This means that it is responsible for levying a council tax to meet its own demands and to meet the precepts of other authorities in the area. The major precepting bodies are Avon Police and Crime Commissioner and Avon Fire Authority.

Consultation

1. Internal

Resources Scrutiny

Head of Revenues and Benefits - Resources

2. External

Not applicable

3. Context

3.1. Section 67 of the Local Government Finance Act 1992 (as amended) requires the Council to determine its tax base for council tax purposes each year. Properties are recorded in eight national bands by value (A to H) as determined the Valuation Office Agency. Band H taxpayers pay twice as much as those in Band D and three times as much as those in Band A. The number of properties is expressed as a number of Band D equivalent properties.

3.2. In accordance with regulations the Council must set a tax base for council tax purposes and notify major precepting bodies by 31 January each year.

4. Calculation of council tax base

4.1. The calculation has been prepared in accordance with the Local Authorities (Calculation of Council Tax Base) Regulations 2012 which came into force on 30 November 2012. In October each year the Department for Levelling Up, Housing and Communities (DLUHC) requires a snapshot, which is based on the number of properties, of the Tax Base at a specified date in October, net of exemptions, reductions, and discounts. This is known as the CTB1 return. A copy of the return for October 2022 is attached as Appendix B to this report. This calculates the number of chargeable properties in the city.

4.2. This is based on figures as of October 2022 and therefore adjustments are then based on forecast changes expected over the following 18 months for changes in the number of dwellings, changes in discounts and exemptions including those for the Council Tax Reduction Scheme. The adjusted numbers of properties in each of the eight valuation bands A to H are expressed as numbers of band D equivalents so they may be added together to produce a single figure. The table below shows the tax base and associated year on year percentage increase for the last five years

Year	Tax Base (Budget Report)	Percentage Increase
2019/20	126,999	0.95%
2020/21	128,566	1.23%
2021/22	127,950	(0.48%)
2022/23	127,917	(0.02%)
2023/24	129,654	1.36%

5. Local Council Tax Reduction Scheme

5.1. Bristol is one of the few local authorities that implements a fully funded Local Council Tax Reduction scheme (CTRS). Prior to the pandemic, there had been year on year reductions in both the numbers of working age and pensioner claimants to the CTRS. During the pandemic, we saw a significant increase in CTRS working age claimants and caseload. Since then both pensioner and working age numbers have continued to drop on a month-by-month basis. This is particularly noticeable amongst working age claimants. Both the pensioner and working age caseloads are now below pre pandemic levels.

5.2. The table below shows the number of pensioner and working age claimants for the last five years

	Oct-18	Oct-19	Oct-20	Oct-21	Oct-22
Working Age	24,026	23,506	25,114	25,211	23,399
Pensioners	11,844	11,239	10,755	10,436	10,166
Total	35,870	34,745	35,869	35,647	33,565

5.3. Numbers of working age claimants had been predicted to increase from October 21, however they have actually reduced, with a consequent reduction in the value of CTRS awards. It should also be noted that a reduction in claimants increases the amount of council tax to be collected and therefore may be contributing to increased levels of arrears. It is difficult to estimate how the Cost of Living Crisis will impact on future caseloads, however, employment in Bristol remains high. Therefore, it is assumed the existing caseload will remain stable during 2023/24.

6. Single Person Discounts

6.1. Regular reviews continue to monitor the number of properties attracting single person discounts. Currently around 30% of domestic properties are claiming single person discount. This equates to an estimated 63,510 properties or 43,086 band D equivalents. Regular data matching from the National Fraud Initiative identifies where there might be multiple occupants in properties claiming single person discount, and this helps to ensure that the Council Tax Base properly reflects entitlements to this discount. The annual National Fraud Office review is being carried out during 2022/23 and is expected to identify further reductions but trends suggest these are likely to be balanced by a further general increase in legitimate applications for single person discount. Therefore, no further adjustments

have been made to the council tax base.

7. Student Exemptions

7.1. Students are entitled to an exemption from paying council tax if everyone in the property is a full-time student. Alternatively, they may be entitled to a discount if some of the people occupying a property are full time students. Bristol has a large student population, and as at the end of October the status of all students has not been evidenced to the Council. It is therefore necessary to estimate the number of additional students likely to be eligible for exemptions. Any estimate to be included in the tax base will also take account of any known student related property developments. The adjustment of 2,485 comprises of an estimated increase in student exemptions of 1,866 properties due to existing student households where exemptions need to be re-instated, an additional 619 student properties under construction and likely to be added to the rating list for 2023/24. This is equivalent reduction in Band D properties of 2,021 as shown below and in the table at paragraph 10. The construction work relates to 6 major sites across the city.

	All Bands	Band D Equivalent
Number of student dwellings registered per CTB1	7,169	6,180
Existing student households yet to register	1,866	1,608
New student dwellings likely to be added to the rating list by the end of 2022/23	538	359
New student dwellings likely to be added to the rating list in 2023/24	81	54
	9,654	8,201

7.2. Student accommodation can take the form of either private housing or halls of residence. The table below sets out both the actual number of properties (houses/flats and halls of residence) receiving student exemptions at the end of the financial year along with an estimate of the Band D equivalents based on these figures. The 2022/23 figures are an estimate of the position at the end of the financial year and the 2023/24 is an estimate of anticipated numbers given as part of the council tax base calculations. Any new dwellings coming online before 1 April 2024 are assumed to be Band A.

Year	Property Numbers	
	Actual/Estimated Student Exemptions	Band D Equivalents
2020/21	9,024	7,750
2021/22	8,674	7,722
2022/23	9,573	8,147
2023/24	9,654	8,201

8. Growth

8.1. In determining the Tax Base for the forthcoming year, the Council can take into account any increase in Tax Base that may arise from the completion of new properties. Given the amount of the ongoing property development across the city and, in view of this continuing trend, it is considered reasonable to allow for an element of growth in the Tax Base due to the anticipated completion of new properties in respect of known developments. In estimating the effect on the Tax Base of new properties it is prudent to assume most new properties will be in lower valuation Bands. Allowances must also be made for discounts that will apply in respect of new properties, including Council Tax Reduction discounts, and for the fact that council tax will only be payable for new properties from the date of completion rather than for a full financial year.

8.2. The table in paragraph 10 already shows significant growth in the tax base between the CTB1 return for October 2021 and the return for October 2022. This is largely as a result of two factors, the reduction in CTRS claimants during this period and a change in the methodology the Valuation Office Agency use to value “cluster” flats. This is where there are several units within one property that share a kitchen – these would previously have been valued as one higher band dwelling, but each unit is now being individually assessed in a lower band. As an example, a group of flats in St Thomas Street, which we had estimated would be banded at 35 x Band A and 30 x Band D, have been banded as 343 Band A’s under this new VOA practice.

8.3. The 2023/24 estimate for growth uses information provided by the Council’s Valuation and Inspection team and is based on the number of new developments in the city where work has commenced. Assumptions are then made as to whether these properties will be banded by the end of the financial year, the actual date during the year they may be banded and the number of exemptions, discounts, and Council Tax Reduction they might attract.

8.4. The estimate of properties likely to be banded by March 2024 is anticipated to be around 5,787. We estimate 3,618 dwellings will be banded by March 2023, 1,157 by September 2023 and 1,012 dwellings will be banded by March 2024. The numbers are further reduced to 4,631 to factor in the dwellings will not be banded for the entire period. A 26% reduction has been factored in for loss in revenue due to exemptions, discounts, and Council Tax Reduction. The final figure is converted into the Band “D” equivalent of 2,726

8.5. The total estimated equivalent Band D growth in the tax base is therefore estimated at 2,726.

	Total Dwellings
Identified new dwellings under construction not complete	5,787
Estimated number of dwellings with full year charge	4,631
Reduction of 26% to take account of discounts, exemptions and CTRS	(1,204)
Total Growth	3,427
Total Growth - Band D Equivalents	2,726

9. Losses on Collection

9.1. In estimating the provision for losses on collection the Council makes an estimate of debts which, after full recovery measures have been affected will be uncollectable in the longer term and therefore recommended for write-off. Prior to the Covid-19 pandemic this was estimated to be an in-year net loss against the tax base of 1.5%. However due to the on-going effects of the pandemic this was revised in 2022/23 to 3%.

9.2. Bristol, like many major cities, have seen collection rates fall during the pandemic, with a slow recovery to date. As at the end of 2021/22 all Core Cities had seen a fall in collection rates when compared to pre pandemic levels. Bristol has seen a 4.1% reduction, Manchester a 3% reduction and Liverpool an 8.7% reduction. Authorities with a lower pre pandemic collection rate have tended to see lower proportional reductions.

9.3. The collection rate for 2022/23 is likely to be around 92.2%, with a further 1.7% collected against arrears. Arrear's collection rates are slightly higher than anticipated because some citizens have elected to have their energy rebates credited to their accounts. At the end of 2022/23 there will be potentially over £23m in uncollected in-year arrears. During 2023/24 we expect to see an on-going recovery and for collection rates to increase. Therefore for 2023/24 the collection rate has been set at 94%. The collection of arrears is also expected to improve during 2023/24, contributing a further 1% to the forecast tax base.

10. Calculation of the Council Tax Base

	2023/24 Band D Equivalent Properties	2022/23 Band D Equivalent Properties	Difference
Tax Base as per attached CTB 1 Return	135,773	132,800	2,973
Adjustment due to anticipated growth	2,726	1,983	743
Adjustment due to increase in working age CTS claimants		(493)	493
Adjustment due to reduction in pensioner CTS claimants	0	0	0
Reduction due to reinstatement of existing student properties not recorded on CTB1	(2,021)	(2,417)	396
Long Term Empty Property Premium (in CTB1 for 22/23)			0
Adjusted Tax Base	<u>136,478</u>	<u>131,873</u>	<u>4,605</u>
LESS losses on collection (5% for 2023/24)	(6,824)	(3,956)	(2,868)
Recommended Tax Base	<u>129,654</u>	<u>127,917</u>	<u>1,737</u>

10.1. This is an increase of 1,737 (1.36%) Band D equivalent properties since the last Tax Base calculation in October 2021.

Other Options Considered

11. Not applicable

Risk Assessment

12. There are a number of risks associated with estimating the amount of Council Tax collected during the year. These include;

- Difficulty in estimating Council Tax discounts and exemptions.
- Estimate of collection rates, arrears and rate of recovery.
- Impact of the Cost of Living crisis

Summary of Equalities Impact of the Proposed Decision

There are no proposals in this report which require either a statement as to the relevance of public sector equality duties or an Equalities Impact Assessment.

Legal and Resource Implications

Legal

The tax base calculations for 2023/24 set out in this report comply with the Local Authorities (Calculation of Council tax base) Regulations 2012. The report will enable the Council to meet the requirement under the Local Government Finance Act 1992 (as amended) to determine the Council Tax base by no later than 31st January in the preceding financial year.

(Legal advice provided by Husinara Jones – Solicitor/Team Leader)

Financial

(a) Revenue

The calculation of the Council Tax Base is calculated based on data extracted from the CTB1 return completed in mid-October. This is then adjusted for fluctuations in both the housing market and the estimated effect of levels of Council Tax Support, discounts, and exemptions. The impact of each of these is set out in detail in the report. The adjusted tax base of 129,654 represents an increase of 1.36% on the base when compared with 2022/23.

(b) Capital

Not applicable

(Financial advice provided by Tony Whitlock – Finance Business Partner)

Land

Not applicable

Personnel

No HR Implications

(Personnel advice provided by James Brereton – Head of HR)

Appendices:

Appendix 1 - Copy of the CTB return submitted to the DLUHC October 2022

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

Background Papers: Working papers held in Corporate Finance

CTB(October 2022)

Calculation of Council Tax Base

Please e-mail to: ctb.stats@levellingup.gov.uk
Please enter your details after checking that you have selected the correct local authority name

Ver 1.0

Please select your local authority's name from this list

- Backland
- Bant
- Barmston
- Bawtry & Huns
- Bessingthorpe
- Biscot
- Broadland

Check that this is your authority:

Authority:	Bristol
E-code:	E0102
Local authority contact name:	Graham Clapp
Local authority contact telephone number:	0117 3578356
Local authority contact e-mail address:	graham.clapp@bristol.gov.uk

CTB(October 2022) form for 4 Bristol

Completed forms should be received by DL/UC by Friday 14 October 2022

Dwellings shown on the Valuation List for the authority on Monday 12 September 2022	Band A entitled to disabled relief reduction COLUMN 1	Band A COLUMN 2	Band B COLUMN 3	Band C COLUMN 4	Band D COLUMN 5	Band E COLUMN 6	Band F COLUMN 7	Band G COLUMN 8	Band H COLUMN 9	TOTAL COLUMN 10
Part 1										
1. Total number of dwellings on the Valuation List		54,862	75,421	40,611	19,416	9,959	4,876	2,877	350	208,372
2. Number of dwellings on valuation list exempt on 3 October 2022 (Class B & D to W exemptions)		3,266	1,571	1,398	1,227	1,094	165	46	13	8,780
3. Number of demolished dwellings and dwellings outside area of authority on 3 October 2022 (please see notes)		0	0	0	0	0	0	0	0	0
4. Number of chargeable dwellings on 3 October 2022 (treating demolished dwellings etc as exempt) (lines 1-2-3)		51,596	73,850	39,213	18,189	8,865	4,711	2,831	337	199,592
5. Number of chargeable dwellings in line 4 subject to disabled reduction on 3 October 2022		40	192	144	80	51	26	26	24	583
6. Number of dwellings effectively subject to council tax for this band by virtue of disabled relief (line 5 after reduction)	40	192	144	80	51	26	26	24		583
7. Number of chargeable dwellings adjusted in accordance with lines 5 and 6 (lines 4-5-6 or in the case of column 1, line 6)	40	51,748	73,802	39,149	18,160	8,840	4,711	2,829	313	199,592
8. Number of dwellings in line 7 entitled to a single adult household 25% discount on 3 October 2022	18	24,204	22,046	10,211	4,170	1,755	710	366	30	63,510
9. Number of dwellings in line 7 entitled to a 25% discount on 3 October 2022 due to all but one resident being disregarded for council tax purposes	1	449	891	481	232	105	45	10	2	2,216
10. Number of dwellings in line 7 entitled to a 50% discount on 3 October 2022 due to all residents being disregarded for council tax purposes	1	42	78	63	33	27	29	40	24	337
11. Number of dwellings in line 7 classed as second homes on 3 October 2022 (b/fwd from Flex Empty tab)		780	677	484	325	129	40	16	5	2,456
12. Number of dwellings in line 7 classed as empty and receiving a zero% discount on 3 October 2022 (b/fwd from Flex Empty tab)		1,241	1,169	538	312	124	42	18	3	3,447
13. Number of dwellings in line 7 classed as empty and receiving a discount on 3 October 2022 and not shown in line 12 (b/fwd from Flex Empty tab)		24	41	25	17	4	6	4	1	122
14. Number of dwellings in line 7 classed as empty and being charged the Empty Homes Premium on 3 October 2022 (b/fwd from Flex Empty tab)		115	92	28	23	6	4	0	1	269
15. Total number of dwellings in line 7 classed as empty on 3 October 2022 (lines 12, 13 & 14)		1,380	1,302	591	352	134	52	22	5	3,838
16. Number of dwellings that are classed as empty on 3 October 2022 and have been for more than 6 months. NB These properties should have already been included in line 15 above.		626	591	261	152	54	25	14	4	1,727
16a. The number of dwellings included in line 16 above which are empty on 3 October 2022 because of the flooding that occurred between 1 December 2015 and 31 March 2016 and are only empty because of the flooding.		0	0	0	0	0	0	0	0	0
16b. The number of dwellings included in line 16 above which are empty on 3 October 2022 because of the flooding that occurred between November 2019 and February 2020 and are only empty because of the flooding.		0	0	0	0	0	0	0	0	0
17. Number of dwellings that are classed as empty on 3 October 2022 and have been for more than 6 months and are eligible to be treated under empty homes discount class D (formerly Class A exemptions). NB These properties should have already been included in line 15 above. Do NOT include any dwellings included in line 16a above.		20	37	19	13	3	5	4	1	102
18. Number of dwellings that are classed as empty and have been empty for more than 6 months excluding those that are subject to empty homes discount class D or empty due to flooding (Line 16 - line 16a - line 16b - line 17) (equivalent to Line 18 in previous forms).		606	554	242	139	51	20	10	3	1,625
19. Number of dwellings in line 7 where there is liability to pay 100% council tax before Family Annexe discount	20	26,912	50,653	26,340	13,685	6,943	3,917	2,409	255	133,134
20. Number of dwellings in line 7 that are assumed to be subject to a discount or a premium before Family Annexe discount	20	24,836	23,149	10,809	4,475	1,897	794	420	58	66,458
21. Reduction in taxbase as a result of the Family Annexe discount (b/fwd from Family Annexe tab)	0.0	4.8	0.0	0.5	0.0	0.0	0.0	0.0	0.0	5
22. Number of dwellings equivalents after applying discounts and premiums to calculate taxbase	34.8	45,716.0	68,122.3	36,461.5	17,056.0	8,368.5	4,506.8	2,711.0	294.0	163,270.8
23. Ratio to band D	5/9	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9	
24. Total number of band D equivalents (to 1 decimal place) (line 22 x line 23)	19.3	30,477.3	52,984.0	32,410.2	17,056.0	10,228.2	6,509.8	4,518.3	588.0	154,791.1
25. Number of band D equivalents of contributions in lieu (in respect of Class O exempt dwellings) in 2022-23 (to 1 decimal place)										18.5
26. Tax base (to 1 decimal place) (line 24 col 10 + line 25)										154,809.6

Part 2										
27. Number of dwellings equivalents after applying discounts and premiums to calculate tax base (Line 22)	34.8	45,716.0	68,122.3	36,461.5	17,056.0	8,368.5	4,506.8	2,711.0	294.0	183,270.8
28 Reduction in tax base as a result of local council tax support (billed from CT Support tab)	14.1	12,982.8	9,573.4	2,461.2	505.0	138.9	39.7	4.6	0.0	25,719.7
29. Number of dwellings equivalents after applying discounts, premiums and local tax support to calculate tax base	20.7	32,733.2	58,548.8	34,000.3	16,551.0	8,229.6	4,467.1	2,706.4	294.0	157,551.1
30. Ratio to band D	59	69	79	89	99	119	139	159	189	
31. Total number of band D equivalents after allowance for council tax support (to 1 decimal place) (line 29 x line 30)	11.5	21,822.2	45,538.0	30,222.5	16,551.0	10,058.4	6,452.4	4,510.7	588.0	135,754.7
32. Number of band D equivalents of contributions in lieu (in respect of Class O exempt dwellings) in 2022-23 (to 1 decimal place)(line 25)										18.5
33. Tax base after allowance for council tax support (to 1 decimal place) (line 31 col 10 + line 32)										135,773.2
<p>Certificate of Chief Financial Officer</p> <p>I certify that the information provided on this form is based on the dwellings shown in the Valuation List for my authority on 12 September 2022 and that it accurately reflects information available to me about exemptions, demolished dwellings, disabled relief, discounts and premiums applicable on 3 October 2022 and, where appropriate, has been completed in a manner consistent with the form for 2021.</p> <p>Chief Financial Officer : Date :</p>										

Decision Pathway – Report

PURPOSE: Key decision

MEETING: Cabinet

DATE: 06 December 2022

TITLE	Collection Fund Surplus/Deficit 2022/23		
Ward(s)	City Wide		
Author: Denise Murray	Job title: Director of Finance		
Cabinet lead: Cllr Craig Cheney - Cabinet member for Finance, Governance, Property and Culture	Executive Director lead: Stephen Peacock – Chief Executive		
Proposal origin: BCC Staff			
Decision maker: Cabinet Member			
Decision forum: Cabinet			
Purpose of Report:			
<ol style="list-style-type: none"> 1. To set the estimated Collection Fund surplus / deficit as at 31st March 2023 as required by legislation for determination by Full Council. 			
Evidence Base:			
<ol style="list-style-type: none"> 1. The Local Government Finance Act 1992 (as amended) requires the Council to determine the estimated surplus or deficit on the Collection Fund in respect of Council Tax by 15 January. This will enable the precepting authorities (the Police and Crime Commissioner for Avon and Somerset and Avon Fire and Rescue) to take into account their share of any surplus before finalising their precepts for 2023/24. 2. Similarly, following the introduction of the Business Rates Retention Scheme from April 2013, in accordance with the Non-Domestic Rating (Rates Retention) Regulations 2013, the Council must determine the estimated surplus or deficit on the Collection Fund in respect of Business Rates prior to 31 January 2023. 3. Budgeted income from Council Tax and Business Rates are fixed at the start of each financial year. Any variations from this are realised through the Collection Fund and are distributed over the following two financial years (based on estimated in the following year and actuals in the subsequent year.) The Council is required by statute to maintain a Collection Fund separate from the General Fund. The Collection Fund accounts independently for: <ul style="list-style-type: none"> ▪ Income into the Fund: the Fund is credited with the amount of receipts of Council Tax and Non Domestic Rates (NDR) it collects. ▪ Payments out of the Fund: in relation to Council Tax payments that are made to the Council and the two major precepting authorities (Avon and Somerset Police and Crime Commissioner and Avon Fire and Rescue). In relation to NDR payments that are made to the Council, Avon Fire and Rescue Service and WECA. 4. 2022/23 shows an improved position in collection fund balances, both for council tax and business rates with an overall estimated surplus at the end of the year of £5.318m, Bristol’s share of which is £4.827m. This is after taking account of any surpluses brought forward and, in the case of business rates, further Government support for businesses. 5. The main factors contributing to the improved situation for council tax is the significant reduction in claims against the Council Tax Reduction Scheme (CTRS), particularly amongst working age claimants. Following a peak during the pandemic, the working age caseload has fallen month on month, resulting in a reduction in 			

costs of £4.7m. Debt however remains high, with a reduction in CTRS claims potentially leading to an increase in arrears. A further £3.1m has been added to the bad debt provision.

6. The improved position on business rates is largely down to further relief made available by Government to support businesses affected by the pandemic. Bristol has received £13.7m of Covid-19 Additional Relief Fund (CARF). Of this £10m has been allocated to current year liabilities and £0.5m to 2021/22 debt. This has significantly reduced in-year debt resulting in a reduction in the amount required to be set aside for bad debts of £2.4m. Appeals are also not expected to be as high as last year but remain significant so a further £2m has been added to the provision.
7. Generally, the surplus or deficit on the collection fund is carried forward and distributed in the following financial year. However, in 2020/21 the government allowed any in-year deficits relating to 2020/21 to be phased over the following three years, reducing the impact on 2021/22 budgets. The final proportion of this deficit has been charged into the collection fund for 2022/23.

Cabinet Member / Officer Recommendations:

1. That Cabinet approve the report and calculations as set out in this report and refer to Full Council for approval.

Corporate Strategy alignment: Managing our local tax income well is aligned to the being an effective development organisation. By having good governance and sound financial management of our tax income ensures we deliver good value for money and maximises resources available to deliver all other corporate strategy objectives.

City Benefits: Setting the Collection Fund Estimate is a legislative requirement. Council Tax and Business Rates provides the largest proportion of income to the Council to provide all services. There are various exemptions, discounts, and reductions available to ensure those who aren't able to pay receive the help they need. .

Consultation Details: N/A

Background Documents: N/A

Revenue Cost	N/A	Source of Revenue Funding	General Fund
Capital Cost	£ Nil	Source of Capital Funding	N/A
One off cost <input type="checkbox"/>	Ongoing cost <input type="checkbox"/>	Saving Proposal <input checked="" type="checkbox"/>	Income generation proposal <input type="checkbox"/>

Required information to be completed by Financial/Legal/ICT/ HR partners:

1. Finance Advice: The total estimated surplus on the Collection Fund for 2022/23, including any brought forward balances is £5.318m. The Bristol share of this surplus, after adjustments and the application of government relief credited to the general fund in 2023/24, is £4.827m. This is an improved position on collection fund assumptions made in the recently published MTFP, which assumed an overall deficit of £3.469m.

Finance Business Partner Tony Whitlock 2/11/22

2. Legal Advice: This report enables the Council to comply with the requirements of the Local Government Finance Act 1992(as amended), to determine the estimated surplus or deficit on the Collection Fund in respect of Council Tax prior to 15 January. This is so that the precepting authorities (the Police and Crime Commissioner for Avon and Somerset and Avon Fire and Rescue) can take into account their share of any surplus before finalising their precepts for 2023/24.

The report also enables the Council to comply with the requirements of the Non-Domestic Rating (Rates Retention) Regulations 2013, to determine the estimated surplus or deficit on the Collection Fund in respect of Business Rates prior to 31 January.

Legal Team Leader: Husinara Jones – Solicitor/Team Manager 10/11/22		
3. Implications on IT: No IT Implications		
IT Team Leader: Gavin Arbuckle – Head of Improvement and Performance 10/11/22		
4. HR Advice No HR Implications		
HR Partner: James Brereton – Head of HR 10/11/22		
EDM Sign-off	Denise Murray – Director of Finance	9 November 2022
Cabinet Member sign-off	Cllr Craig Cheney	21 November 2022
For Key Decisions - Mayor's Office sign-off	Mayor's Office	7 November 2022

Appendix A – Further essential background / detail on the proposal	YES
Appendix B – Details of consultation carried out - internal and external	NO
Appendix C – Summary of any engagement with scrutiny	NO
Appendix D – Risk assessment	NO
Appendix E – Equalities screening / impact assessment of proposal	NO
Appendix F – Eco-impact screening/ impact assessment of proposal	NO
Appendix G – Financial Advice	NO
Appendix H – Legal Advice	NO
Appendix I – Exempt Information	No
Appendix J – HR advice	NO
Appendix K – ICT	NO
Appendix L – Procurement	NO

Policy

1. The Local Government Finance Act 1992 (as amended) requires the Council to determine the estimated surplus or deficit on the Collection Fund in respect of Council Tax by 15 January. This will enable the precepting authorities (the Police and Crime Commissioner for Avon and Somerset and Avon Fire and Rescue) to factor in their share of any surplus or deficit before finalising their precepts for 2023/24.

Similarly, following the introduction of the Business Rates Retention Scheme from April 2013, in accordance with the Non-Domestic Rating (Rates Retention) Regulations 2013, the Council must determine the estimated surplus or deficit on the Collection Fund in respect of Business Rates prior to 31 January.

Consultation

2. Internal

Resources Scrutiny
Head of Revenues and Benefits - Resources

3. External

Not applicable

Context

4. Income from Council Tax and Business Rates are fixed at the start of each financial year. Any variations from this are realised through the Collection Fund and will now be distributed in the following three financial years. The Council is required by statute to maintain a Collection Fund separate from the General Fund. The Collection Fund accounts independently for:
 - Income into the Fund: The Fund is credited with the amount of receipts of Council Tax and (Non-Domestic Rates) NDR it collects.
 - Payments out of the Fund: in relation to Council Tax payments that are made to the Council and the two major precepting authorities (Avon and Somerset Police and Crime Commissioner and Avon Fire and Rescue). In relation to NDR payments that are made to the Council, Avon Fire and Rescue Service and WECA.

2022/23 estimated surplus for Council Tax

5. For the year ending 31 March 2023 we are forecasting a surplus of £1.038m for the council tax element of the Collection Fund. After taking account of balances brought forward in the collection fund, and the final year of spreading 2020/21

additional losses attributable to Covid-19, this is increased to a surplus of £1.960m. Under current arrangements this surplus will be distributed in 2023/24.

Composition of Council Tax surplus 2022/23

6. The table below details the major elements making up the in-year element of the council tax surplus in 2022/23.

	£m
Reduction in the estimated cost of Council Tax Support	(4.7)
Increase in the number of chargeable dwellings	(0.5)
Net increase in discounts, exemptions and reliefs	1.1
Increase in the allowance for impairment of debts (net of budgeted allowance of £8.8m)	3.1
Total Surplus	(1.0)

Details are set out below.

Council Tax Reduction Scheme

7. Bristol is one of the few local authorities that implements a fully funded Local Council Tax Reduction scheme (CTRS). Prior to the pandemic, there had been year on year reductions in both the numbers of working age and pensioner claimants to the CTRS. During the pandemic, we saw a significant increase in CTRS working age claimants and caseload. Since then both pensioner and working age numbers have continued to drop on a month-by-month basis. This is particularly noticeable amongst working age claimants. Both the pensioner and working age caseloads are now below pre pandemic levels.

Table 1 below shows the number of pensioner and working age claimants for the last five years, while table 2 shows the value (net of the Hardship Fund where applicable) for each of the last three years.

Table 1

	Oct-18	Oct-19	Oct-20	Oct-21	Oct-22
Working Age	24,026	23,506	25,114	25,211	23,399
Pensioners	11,844	11,239	10,755	10,436	10,166
Total	35,870	34,745	35,869	35,647	33,565

Table 2

	Value of Claims			
	Working Age	Pensioners	Hardship	Total
	£'000	£'000	Fund £'000	
01-Oct-20	30,489	13,012	(1,289)	42,212
01-Oct-21	31,167	13,252	(730)	43,689
01-Oct-22	29,170	13,288	0	42,458

8. The value of benefits awarded through the Council Tax Reduction Scheme for 2022/23 was originally estimated at £46.9m. It is anticipated that the actual cost of the scheme by the end of March will be £42.2m. The original estimate, based on September 2021 figures, assumed a further 2.5% increase in working age claimants going into 2022/23. This increase did not materialise, and instead has fallen month on month. This accounts for the £4.7m saving in the cost of the scheme.
9. It is difficult to estimate how the Cost of Living Crisis will impact on future caseloads. However, employment in Bristol remains high. It should also be noted that a reduction in claimants increases the amount of council tax to be collected and therefore may be contributing to increased levels of arrears.

Growth

10. When setting the amount of Council Tax collectable for the year ahead an estimate is made on new properties being built which will pay Council Tax during the year. The Council Tax Base report for 2022/23 estimated a further 1,983 band D equivalent dwellings would be completed, added to the rating list and chargeable for council tax during the year. Current estimates would suggest this number will see an increase of 244 band D equivalents. The Valuation Office Agency have changed the way they value 'cluster flats'. This is where there are several units within one property that share a kitchen – these would previously have been valued as one higher band dwelling, but each unit is now being individually assessed in a lower band. As an example, flats in St Thomas Street, which we had estimated would be banded at 35 x Band A and 30 x Band D, have been banded as 343 Band A's under this new VOA practice.

Discounts and Exemptions

11. There is a net increase of around £1.073m in discounts and exemptions forecast for year-end. predominantly from an increase in Single Person Discount (SPD). We normally undertake a review of SPD every two years; however, the last review was

undertaken before the pandemic. Regular National Fraud Initiative data matches identify potential multiple occupants in properties claiming single person discount, which the council tax team follow up on, helping to ensure that the Council Tax Base properly reflects entitlements to this discount. The annual National Fraud Office review is now being carried out for 2022/23 and is expected to identify further reductions but trends suggest these are likely to be balanced by a further general increase in legitimate applications for single person discount.

Losses on Collection and contribution to the provision for the impairment of debts

- 12.** Council Tax collection for 2022/23 is likely to show a shortfall of £23.2m against the annual billing debit, potentially increasing arrears at year-end to £38m. The figures in the table below assume around £5m will be collected against arrears during the year. £3m has already been allocated against arrears. This is an improvement on the previous financial year. However, the £5m is inclusive of citizens electing to offset their energy rebate against balances on their account.
- 13.** Pre-pandemic, collection would normally keep pace with, and slightly exceed, the annual increase in council tax, year on year, however collection since 2020/21 has slipped whilst recovery action was paused to support households manage the impact of the pandemic. As recovery action continues officers will focus on supporting citizens to maintain their ongoing payments, but are confident arrears will also start to reduce, with an on-going improved position continuing throughout 2022/23. However, it must be recognised, over time this debt will become more difficult to collect, although clearly the Council will seek to recover as much of the arrears as it is possible to do.
- 14.** Last year, to ensure the provision is sufficient to provide for year-end arrears, we increased the annual percentage of debt provided for by five percent. So, for example, the Council might expect, over time, to recover 53 percent of current year arrears. This has been reduced to 48 percent. All balances over three years old are fully provided for. Given the current level of arrears we have decided to retain these percentages. These will however remain under review based on recovery experience. All impairment provisions are the subject of scrutiny by the Council's External Auditor at year end.
- 15.** The total requirement for the provision is estimated at £38m. As at the 1 April 2022 the provision stood at £25m. After adjustments for write offs and further arrears collection, an increase of £11.9m is required. (Note, the original tax base allowed for £8.8m) This additional sum reduces net receipts, reducing the surplus for the council tax element of the collection fund.
- 16.** Only after full investigations have been completed will debt be recommended for write-off if deemed uncollectable in the longer term. Debt written off during

2022/23 is largely due to citizens who have moved where we are unable to trace them.

17. Calculation of the council tax debt impairment provision

Year	Arrears	Percentage Provided	Provision
	£'000		£'000
To 14/15	239	100%	239
2015/16	306	100%	306
2016/17	679	100%	679
2017/18	1,149	100%	1,149
2018/19	1,941	100%	1,941
2019/20	3,842	100%	3,842
2020/21	7,542	84%	6,335
2021/22	15,619	73%	11,402
2022/23	23,290	52%	12,111
Total	54,606		38,003
Provision opening balance 1.4.22			25,053
Additional in-year write offs			(1,000)
Additional arrears collection			2,000
Total remaining in provision			26,053
Required as above			<u>38,003</u>
Additional required to top up provision			11,950
Budgeted Provision for 2022/23			(8,822)
Additional required over budget 31.3.23			<u>3,128</u>

Distribution of the Council Tax Surplus

- 18.** The estimated surplus is distributed to the major precepting authorities in proportion to the current year's demands and precepts on the Collection Fund. A detailed determination of the estimated Council Tax Collection Fund surplus for 2022/23 is shown in Appendix A. The allocation of the estimated surplus to each of the major precepting authorities, is summarised below:

	2022/23 £m
Council Tax	
22/23 Surplus	(1,038)
(Surplus)/Deficit carried forward	(2,215)
Spreading Adjustment	1,293
Total Surplus	(1,960)
Apportionment of Surplus	
Bristol City Council	(1,671)
Police and Crime Commissioner for Avon & Somerset	(220)
Avon Fire Authority	(69)
	(1,960)

2022/23 Estimated Surplus for Non-Domestic Rates (NDR)

- 19.** Since 2017/18 Bristol has been piloting 100% retention of business rates. Only authorities with signed devolution deals were eligible to participate in a pilot: the pilot for the West of England (WoE) therefore includes Bath & North East Somerset Council (B&NES), Bristol City Council (BCC), South Gloucestershire Council (SGC) and the West of England Combined Authority (WECA). The 100% pilot gives the WoE the opportunity to retain 100% of any business rates growth.
- 20.** December 2021 the government made one further relief available to support businesses affected by the pandemic. The Covid-19 Additional Relief Fund (CARF) allocated £1.7bn of grant to local authorities. Bristol received £13.7m to award as discretionary rate relief to accounts for the 2021-22 financial year. As at October 2022, £0.5m has reduced 2021/22 arrears, £10m of credit on accounts has been transferred to this year's liability, and £2.7m has been refunded where accounts were paid up to date. Unspent grant will need to be returned to government.

Composition of the Business Rates in-year deficit for 2022/23

- 21.** The table below details the major elements making up the business rates in-year deficit for 2022/23. Note that all CARF reliefs will be fully funded by S31 Grant reducing the deficit accordingly.

	£m
Net changes in the liability	(1.3)
Increase in contribution to business rates pool	0.5
CARF Relief given (Funded by S31 Grant)	12.9
Reduction in the allowance for impairment of debts (net of budgeted allowance of £5.4m)	(2.4)
Increase to the appeals provision	2.0
Total	11.7

The net increase in in-year liability includes a significant increase of £2m relating to warehouse developments in Avonmouth pared back by a delay in the completion of a number of office developments in Bristol.

22. Any estimated surplus/deficit is distributed in accordance with the 100% Business Rates Retention Pilot Agreement between the West of England authorities, so 94% Bristol City Council, 5% WECA and 1% Avon Fire and Rescue.
23. The detailed determination of the estimated NDR Collection Fund surplus (after the application of CARF) for 2022/23 is shown in Appendix B and the allocation of the estimated deficit to the relevant precepting authorities is summarised in the table below.

	2022/23 £m
Business Rates	
22/23 losses	11,737
(Surplus)/Deficit carried forward	(8,704)
Spreading Adjustment	2,961
Adjust of repayment of overclaimed S31 Grant	3,548
Allocation of CARF	(12,900)
Total Surplus	(3,358)
Apportionment of Surplus	
Bristol City Council	(3,156)
West of England Combined Authority	(168)
Avon Fire Authority	(34)
	(3,358)

24. The business rates income which each billing authority collects is determined by reference to local rating lists maintained by the Valuation Office Agency. These lists are subject to variation between revaluations because of physical changes (either

to the property or the locality) and appeals. The amount of business rates income collected by billing authorities therefore varies year on year. The main factors affecting this year's business rates income are outlined below.

Losses on Collection and contribution to the provision for the impairment of debts

- 25.** The ability of businesses to recover from the pandemic the impact of Cost-of-Living crisis on businesses remains uncertain. As already outlined, during 2022/23 the government have continued to support businesses affected by the pandemic, albeit the reliefs have reduced significantly. Once these reliefs cease completely, and if no further support will be available in 2023/24, the impact on collection rates will become clearer. The outstanding debt position has not escalated as much as it might due to the allocation of CARF to arrears, £10m against in-year arrears and £0.5m against 2021/22 arrears.
- 26.** As at the end of September 2022, prior year arrears stood at £17.2m. £10.5m of CARF has been allocated to outstanding liabilities on accounts for both 2021/22 and 2022/23. This has resulted in a lowering of outstanding debt. However, overall collection for 2022/23, even after the allocation of CARF is likely to show a shortfall of £11.2m against the annual billing debit. Prior to the pandemic, arrears carried forward would usually be in the region of £2.4m.
- 27.** As with council tax, officers have reassessed the impairment provision for doubtful debts and have left the potential recovery percentages as they were in 2021/22. For the most recent three years, this is 5% lower than pre pandemic recovery levels. All debt over three years old is fully provided for.
- 28.** The total requirement for the provision as at 31 March 2023 is estimated at £19.5m. As at the 1 April 2022 the provision stood at £17.3m. After taking into account an adjustment for write offs of £800k, an increase of £3m is required, this is less than the original budgeted contribution of £5.4m. This reduction is in the main due to the allocation of CARF to arrears. The £2.4m not required reduces the in-year deficit for the business rates element of the collection fund.

Year	Arrears	Percentage Provided	Provision
	£'000		£'000
To 14/15	73	100%	73
2015/16	55	100%	55
2016/17	108	100%	108
2017/18	390	100%	390
2018/19	841	100%	841
2019/20	2,466	100%	2,466
2020/21	5,086	89%	4,527
2021/22	8,206	60%	4,923
2022/23	11,188	55%	6,153
Total	28,413		19,537
Provision opening balance 1.4.22			17,318
Written off in year			(800)
Total remaining in provision			16,518
Required as above			<u>19,537</u>
Additional required to top up provision			3,018
Budgeted Provision for 2022/23			(5,414)
Reduction in budgeted requirement 31.3.23			<u>(2,396)</u>

29. Officers are predicting an in-year collection rate of 95%. This compares with an actual collection rate of 91.25% for 2021/22 and 98% pre the pandemic.

Business Rates Appeals

30. The Council is required to provide for potential appeals from its business rates income. Calculations for the provision are based upon the Valuation Office Agency 'Settled and Outstanding' proposals at end March reports. These reports show all appeals that have been lodged for each authority against the 2017 valuation listing along with the very small number of appeals outstanding on the 2010 list, including those which were agreed, dismissed, withdrawn or are still outstanding. This list is analysed into "types" of appeal. The average success rate and the percentage reduction in rateable value for those appeals which were successful is considered along with the potential for the backdating of any appeals decisions and the estimated annual cost was then adjusted by the ratings multiplier for the relevant year. Local intelligence is used alongside statistical modelling to inform decision making.

31. As at the end of 2021/22 the appeals provision stood at £25.3m. As this is a significant amount this provision is reviewed against valuation lists on a quarterly basis and is compared to that of both our nearest neighbours and similar sized authorities nationally. The Government recommends that 4.7% of net rates should be set aside in the provision to cover potential, and yet unknown, appeals relating to the 2017 list. This amounts to an annual sum of £10.5m. However, it should be noted that the appeals position remains extremely volatile with potentially large fluctuations occurring from one year to the next.
32. To illustrate the point, in 2021/22 over £20m of successful appeals were charged to the provision. Most of this was related to office accommodation within the city. This situation was repeated across many of the major cities in the UK as office accommodation was particularly targeted by agents. This results in the appeals provision needing to be topped up, with a further £19.3m added to it at the end of 2021/22. This effectively reduces the amount of business rates available to fund services.
33. However, for the first six months of 2022/23 activity seems have slowed to a degree with successful appeals amounting to £6m by the end of September. Discussions with the VOA have suggested that appeal applications have slowed in comparison to 2021/22. However, to ensure any calls on the provision are adequately covered, it is prudent to increase the provision by a further £2m. This will be further reviewed at year-end. The impact on the provision is shown in the table below.
34. Charging to the provision protects the “net rates” position including growth into the business rates pool. However, any replenishment to the provision needs to be charged to the income received from business rates and therefore contributes to the overall in-year deficit.

Appeals Provision	£'000
Opening balance 1 April 2022	26.8
Budgeted increase to the provision	10.2
Appeals to 1 October 2021	(6.0)
Additional to 31 March 2022	(6.0)
Balance remaining 31 March 2023	25.0
Top-up required	2.0
Balance as at 31 March 2023	27.0

Bristol's share of the total surplus on the collection Fund for 2022/23

35. Bristol City Council's share of the total surplus on the collection fund, after allocation of CARF, credited in 2023/24 is as follows

	2022/23 £m
Council Tax	(1,671)
Business Rates	(3,156)
Total	(4,827)

Other Options Considered

36. Not applicable

Risk Assessment

There are risks associated with estimating the amount of Council Tax and Business Rates collected during the year. These include,

- The volatility of business rates appeals. Once settled the Council may have to settle several years business rates from a single year's income. This is a significant financial risk as the Council is now required to fund 94% of any award. Furthermore, the Government have yet to set out clear proposals as to how the appeals process will be dealt with going forward.
- Changes to the rateable values of very large business properties such as power stations, hospitals and large office blocks can have a material effect on business rate collection.
- Business Properties switching between rating lists. This can include large cross boundary properties switching from one list to another or joining the central list.
- Difficulty in estimating Council Tax discounts and exemptions, including the take-up of the Council Tax Support Scheme.
- Post pandemic and Cost of Living crisis on employment and businesses on collection rates and Council Tax Reduction Scheme.

Summary of Equalities Impact of the Proposed Decision

There are no proposals in this report which require either a statement as to the relevance of public sector equality duties or an Equalities Impact Assessment

Legal and Resource Implications

Legal

This report enables the Council to comply with the requirements of the Local Government Finance Act 1992(as amended), to determine the estimated surplus or deficit on the Collection Fund in respect of Council Tax prior to 15 January. This is so that the precepting authorities (the Police and Crime Commissioner for Avon and Somerset and Avon Fire and Rescue) can take into account their share of any surplus or deficit before finalising their precepts for 2023/24.

The report also enables the Council to comply with the requirements of the Non-Domestic Rating (Rates Retention) Regulations 2013, to determine the estimated surplus or deficit on the Collection Fund in respect of Business Rates prior to 31 January.

(Legal advice provided by: Husinara Jones – Solicitor/Team Manager)

Financial

(a) Revenue

The total estimated surplus on the Collection Fund for 2022/23, including any brought forward balances is £5.308m. The Bristol share of this surplus, net of adjustments and grant, credited to the general fund in 2023/24 is £4,818m.

(b) Capital

None

(Financial advice provided by Tony Whitlock – Finance Business Partner)

Land

Not Applicable

Personnel

No HR Implications

(Personnel advice provided by James Brereton – Head of HR)

Appendices:

Appendix I – Estimated Council Tax Collection Fund Account 2022/23

Appendix II – Estimated Non-Domestic Rates Collection Fund Account 2022/23

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

Background Papers: Working papers held in Corporate Finance

APPENDIX 1

ESTIMATED COUNCIL TAX COLLECTION FUND ACCOUNT		2021/22	2021/22	2022/23	
2020/21		Estimate as per	Actual	Estimated	
Actual		Surplus/Deficit		Outturn	
		Report			
£'000		£'000	£'000	£'000	
	Income				
(264,793)	Council Tax Income (in year liability)	(281,285)	(283,272)	(298,290)	
(1,563)	Additional S31 Grant (Hardship Fund) ended in 21/22	(985)			
	Expenditure				
	Precepts				
226,055	Bristol City Council	236,197	236,197	243,198	
29,289	Police	30,862	30,862	32,133	
9,635	Fire	9,779	9,779	9,971	
	Bad and Doubtful Debts				
4,960	Losses on Collection	15,448	12,942	11,950	
269,939	Total Expenditure	292,286	289,780	297,252	
3,583	(Surplus)/Deficit for the year	10,016	6,508	(1,038)	
1,695	Accumulated surplus/deficit Bfwd (Actual)	5,321	5,321	8,841	
43	Distribution of prior years estimated surplus/deficit	(5,574)	(2,988)	(9,763)	
3,583	(Surplus)/Deficit for the year	10,016	6,508	(1,038)	
5,321		9,763	8,841	(1,960)	
		BCC	Police	Avon Fire	Total
	In year(surplus)/deficit	(885)	(117)	(36)	(1,038)
	Residual prior-year (surplus)/deficit	(786)	(104)	(32)	(922)
	Total Estimated (Surplus)/Deficit at the end of 22/23 for dis	(1,671)	(221)	(69)	(1,960)

APPENDIX 11

		NNDR COLLECTION FUND ACCOUNT				
2019/20	2020/21		2021/22	2021/22	2022/23	
Actual	Actual		Estimated Outturn as per surplus/deficit report	Actual	Estimated Outturn	
£'000	£'000		£'000	£'000	£'000	
		Income				
(227,650)	(137,951)	Business rates income	(193,931)	(201,566)	(204,951)	
2,879	3,254	Transitional Surcharge	2,127	3,743	0	
		Payments to Preceptors				
197,330	197,854	Bristol City Council	197,436	197,436	182,167	
2,111	2,105	Avon Fire	2,100	2,100	1,938	
10,547	10,524	WECA	10,502	10,502	9,690	
8,297	4,716	Disregarded amounts & Renewable Energy	6,386	5,657	6,979	
704	702	Cost of collection allowance	698	698	718	
		Bad and Doubtful debts				
2,589	7,200	Losses on in-year collection	10,152	8,698	3,018	
		Appeals losses and provision				
575	(2,056)	Increase/(decrease) in appeals provision	16842	19,301	12,178	
222,153	221,045	Total Expenditure	244,116	244,392	216,688	
(2,618)	86,348	(Surplus)/Deficit for the year	52,312	46,569	11,737	
		Accumulated (surplus)/deficit				
1,288	(314)	Accumulated (surplus)/deficit BFwd (Actual)	84,253	84,253	40,454	
1,016	(1,780)	Distribution of prior year estimated surplus/deficit	(90,368)	(90,368)	(46,197)	
(2,618)	86,348	(Surplus)/deficit for the year	52,312	46,569	11,737	
(314)	84,254		46,197	40,454	5,994	
			2022/23	2022/23	2022/23	
			BCC	WECA	Avon Fire	
			Total			
2021/22		Prior year (surplus)/deficit	(5,398)	-287	-57	(5,743)
2022/23		Current year (surplus)/deficit	11,033	587	117	11,737
2022/23		S31 grant to reimburse 22/23 CARF	(12,126)	(645)	(129)	(12,900)
2021/22		Adjustment for overclaim of S31 Grant for retail relief	3,335	177	35	3,548
		Total Estimated (Surplus)/Deficit at the end of 22/23 for distribution in 23/24	(3,157)	(168)	(34)	(3,358)