

Cabinet Agenda



Date: Tuesday, 24 January 2023

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: Amy Rodwell, Democratic Services

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

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

Date: Monday, 16 January 2023



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. Apologies for Absence

3. 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.

4. Public Forum

Up to one hour is allowed for this item

(Pages 7 - 9)

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 24 January 2023 Cabinet is 12 noon on Monday 23 January. 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 24 January 2023 Cabinet is 5.00 pm on Wednesday 18 January 2023. 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

PLEASE NOTE - The Public Forum deadline for questions has been extended for the following items:

- Budget report & Treasury Management Strategy 2023/24 (item 8)
- Dedicated Schools Grant budget proposals 2023/24 (item 9)
- Housing Revenue Account (HRA) Budget Proposals 2023/24 (item 10)
- Financial Update Report – January 2023 (item 28)



The Public Forum deadline for questions for these items have been extended to **Thursday 19th January, 5pm.**

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

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. Budget report & Treasury Management Strategy 2023/24

9. Dedicated Schools Grant budget proposals 2023/24

10. Housing Revenue Account (HRA) Budget Proposals 2023/24

11. Bristol Beacon Update

(Pages 10 - 18)

12. South Bristol Youth Zone

(Pages 19 - 55)



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13. **DfE Capital Funding to develop two new Children’s Homes**
(Pages 56 - 59)
 14. **Local Area SEND Re-inspection October 2022**
(Pages 60 - 68)
 15. **Adult Social Care Discharge Grant**
(Pages 69 - 74)
 16. **Learning Disability & Autism (LDA) s256 funding**
(Pages 75 - 77)
 17. **Funding for adult care packages**
(Pages 78 - 80)
 18. **Funding for Independent Domestic Violence Advisors (IDVAs)**
(Pages 81 - 97)
 19. **Using City Regional Sustainable Transport Settlement (CRSTS) Liveable Neighbourhood funding to complete Streetspace and related schemes**
(Pages 98 - 114)
 20. **Introduction of Pay and Display Parking in District Car Parks**
(Pages 115 - 141)
 21. **Bristol City Docks - Fees and Charges Review**
(Pages 142 - 150)
 22. **Combined E-scooter & E-bike on-street rental scheme**
(Pages 151 - 167)
 23. **Cultural Investment Programme – Openness and Imagination funding**
(Pages 168 - 218)
 24. **Energy Efficiency Measures For Homes**
(Pages 219 - 234)
 25. **Estate Rationalisation – Surplus Asset Disposals**
(Pages 235 - 249)
 26. **Print services (digital & litho) procurement**
(Pages 250 - 260)



27. Meals Services and Supplies

(Pages 261 - 268)

28. Financial update report - January 2023

PART C - Non-Key Decisions

29. Q3 Corporate Risk Management Report 2022/23

(Pages 269 - 317)



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.

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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

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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.

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Decision Pathway – Report

PURPOSE: Key decision

MEETING: Cabinet

DATE: 24 January 2023

TITLE	Bristol Beacon – Update on inflation, opening date and new funding decision		
Ward(s)	Central Ward directly (the whole city, region and nationally operationally)		
Author: James Anderson John Smith	Job title: Head of Capital Projects Director: Economy of Place		
Cabinet lead: Mayor	Executive Director lead: Stephen Peacock – Chief Executive		
Proposal origin: BCC Staff			
Decision maker: Mayor Decision forum: Cabinet			
Purpose of Report:			
<ol style="list-style-type: none"> 1. To update Cabinet on impact of inflation and compensation events that have caused project delay 2. To present options available to cabinet to respond to these issues 3. To set out changes in the contractual relationship with the Bristol Music Trust and the need to secure ongoing commercial and cultural benefits for Bristol citizens 4. To authorise all necessary actions/negotiations to give effect to the proposals. 			
Evidence Base:			
<ol style="list-style-type: none"> 1. The Bristol Beacon (formerly Colston Hall) transformation project is a city decision that has been supported by multiple administrations since 2003. The Grade 2 listed building is a Bristol City Council owned freehold asset, operated since 2011 by Bristol Music Trust (BMT) under a peppercorn lease. It has a capacity of more than 2,000 and hosts a programme of pop, jazz, world and classical music as well as stand-up comedy. The building sits on a constrained site and has suffered from a lack of maintenance and modernisation with no major refurbishment for 60 years. 2. BMT is an arm’s length trust established to manage events at Bristol Beacon and granted a lease and responsibility for day-to-day maintenance. The project funding envelope consists of a number of different grants from partners including the Arts Council (ACE), Heritage Lottery Fund, and WECA. As the freehold owner of the building Bristol City Council agreed to be the accountable body for the overall project with ultimate responsibility to underwrite costs of development and ultimate funder of last resort including funding risk and construction risk. 3. In March 2021, a Cabinet paper (link in background documents section) articulated significant challenges faced by the project in the fabric of the building that impacted time and cost. The decision was made by Cabinet to secure the benefits associated with the scheme and increase the budget for the transformation to £106.9m. 4. The project was subject to an external audit published in June 2021. The report noted that the Council had ensured there was a strong client-side management capacity in place as soon as the emerging issues had been identified and escalated and that it was no longer a significant weakness. The nature of the project in a listed, poor-quality structure and the volatile economic and geopolitical context has meant that despite being well resourced and managed, the project has continued to encounter significant challenges. 			

5. External Influences & Structural Challenges – Inflation and External Influences Impact (appendix A1) & Building Structure (appendix A2)

Since the February 2021 Cabinet paper, the project has gained significant momentum and made great strides towards completion but has faced further pressures and continued challenges. The impact of inflation and external influences (appendix A1) on the budget has been significant and the complex and flawed fabric of the building has continued to cause problems (appendix A2) negatively effecting time and cost. Appendices A1 and A2 provide detail around the nature and quantum of the challenges faced since the last Cabinet paper. The consequence of these issues are:

- a. The loss of 17 weeks resulting in a practical completion date at the end of August 2023 with an opening period though the Autumn of 2023 with a full commercial opening on 30 November 2023.
- b. An increase in cost of £25m resulting in a total budget required of £131.9m.

6. Options (appendix A3)

To come to a recommendation and help support a decision, an options assessment has been developed to consider available choices and what impact they would have. Appendix A3 considers completing the project, temporarily pausing the project and stopping the project with an option to restart in the future. The assessment demonstrates that whatever option is chosen there is a significant requirement for additional budget. The report is clear that due to unprecedented volatility and uncertainty in the construction sector the estimates to pause and stop have a very high level of uncertainty and risk.

- a. Complete the project with full opening Autumn 2023 – Total cost of £131.9m.
- b. Pause the scheme and restart in 12 months - £165m total estimated cost to complete. Opening by August 2025.
- c. Stop the scheme – Total estimated cost to cease work and make the building safe £12.5m. With an assumed opening in 2027 the estimated cost to complete is approx. £200m.

7. Project Timescales (appendix 4)

The timeline presented in appendix 4 is for the whole project through to opening in Autumn 2023. It includes the construction programme and includes the wider commissioning, testing and preparation work required to prepare the building for full commercial opening. This programme is challenging but all stakeholders are content to recommend it as deliverable. High level programmes for alternative options can be seen in Appendix 3 Options Report. The timelines for options 2 & 3 have been made using assumptions on key dates and processes. As a result, they should be treated with caution, changes in key dates are highly likely due to numerous external factors.

8. Sector & Financial Review (appendix A5)

The Sector & Financial Review conducted by Ernst & Young (appendix A5) consider the value of the project in the context of its increased budget requirement and the current economic climate. The review supports option 1 as the better route to project completion, with the better overall value for money and positive cultural and economic impact to the Council and citizens. However, remaining risk should be closely monitored and planned for. There remain significant positive economic impacts associated with the investment despite the impact of Covid. In 2017 as part of the base business case KPMG was commissioned to undertake an Economic Impact Assessment on the proposed plans for the hall. The report concluded that a restored hall would generate a significant economic impact. The direct, indirect and induced economic contribution generated by Bristol Beacon could reach between £324.6m and £412m over a full 20-year period (an annual average GVA of up to £20.6m).

- a. £253.7 million potentially generated in the Bristol economy
- b. £9.6 million potentially generated in the wider South West economy
- c. £149.2 million potentially generated in the wider UK economy

The impact of Covid has been significant in recent years but the 20-year assessment period of the 2017 report provides a duration that should see many of its findings retain validity.

9. **Bristol Music Trust**

Bristol City Council has provided significant annual financial support to BMT since 2011 under an Entrustment Agreement totalling over £10.2m to date. Whilst the restoration project is underway, support has been designed to enable BMT to continue its artistic programme, creative learning and community outreach programme and support for creative activity in the city. In 2018 the Council's initial capital contribution to the refurbishment of Bristol Beacon was estimated at £10m out of a total budget of £49m (20%). In March 2021, Cabinet approved an increased council investment to a total of £59m out of £106.9m (55%). This report **seeks** Cabinet approval of a further £24.9m which would take the council's total investment in the refurbished building to £83.9m (63%).

10. With a total estimated cost of £131.9m the project is now significantly altered from the original approved scheme. In view of the Council's wider financial challenges - which have led to proposals for substantial cuts across all services (including the wider culture sector) - consideration will need to be given to explore the wider potential for investment return to the council from the Bristol Beacon. Accordingly, the Entrustment Agreement and Collaboration Agreement, which no longer reflect the current financial context, will need to be reviewed to ensure that the city and its citizens receive the maximum benefit from the city's significant financial investment in the building.
11. The Council has informed BMT that from the date of full commercial opening of the Bristol Beacon it will no longer provide revenue support. To provide confidence that that the current operating arrangements can deliver the best outcome for citizens, both culturally and financially, the Council will also undertake market testing over the next six months to assess the ongoing value of the refurbished building.
12. The lease arrangement for the Bristol Beacon will be considered and updated in any new arrangement with the Bristol Music Trust.

Cabinet Member / Officer Recommendations:

1. Approves the incorporation of additional capital to the Bristol Beacon Transformation Project of £25m from Bristol City Council's own capital programme and resources funded by Prudential Borrowing (proposed to be released from capital programme contingency) with a total project cost of £131.9m. BCC total contribution will be £83.9m
2. Authorises the Executive Director for Growth & Regeneration in consultation with Cabinet Member Finance, Governance and Performance, Section 151 officer and the Monitoring officer to take all steps required to enter into any contracts required and negotiate and agree any changes to existing contract terms (including those above a value of £500k) to give effect to the above including:
 - a. Enter contracts for professional services required to complete the construction and renovation project
 - b. Amend the construction contract and issue appropriate instructions and notifications
3. To acknowledge that the project has changed fundamentally from its initial business case and that the future operation must set out to provide a revenue stream to Bristol city council to reflect the substantial investment in the asset. As a step towards that, authorise the Executive Director Growth and Regeneration to take all steps required to negotiate changes to the Entrustment Agreement and Collaboration Agreement with BMT to ensure that;
 - a. There is no financial contribution from BCC to BMT
 - b. future leasing arrangements with BMT will include revenue to the council
4. In parallel with a renegotiation of a lease with BMT, Bristol City Council will undergo market testing to identify alternative operational models to ensure that as well as protecting the cultural impact of Bristol Beacon, the council receives value for money for its investment.

Corporate Strategy alignment:

Directly supports the Key Commitment Keep Bristol a leading cultural city, helping make culture, sport and play accessible to all.

City Benefits:

1. Improves the cultural offering of the city and music industry leading to economic growth.
2. Improves music education to circa 90% of children in the City.
3. Establishes the national SEND music centre.
4. Music also supports improved mental health. <http://www.nature.com/search?q=music+and+mental+health+>
5. Support BMT in reducing its financial reliance on the use of public funds

Consultation Details:

All key stakeholders have been consulted on Bristol Beacons Phase II as part of the RIBA 3 design development including but not limited to;

- Bristol Music Trust - Christmas Steps Arts Quarter
- Arts Council England - MP House of Commons
- Historic England - Bristol Cultural Development Partnership
- The Victorian Society - Twentieth Century Society

Background Documents:

Cabinet Paper June 2017

<https://democracy.bristol.gov.uk/documents/b8314/Colston%20Hall%20Phase%202%20Cabinet%20Report%2019th-Jun-2017%2017.00%20Cabinet.pdf?T=9>

Cabinet Paper May 2018

<https://democracy.bristol.gov.uk/documents/s21414/2018%2004%2023%20Colston%20Hall%20Decision%20pathway.pdf>

Cabinet Paper July 2020

<https://democracy.bristol.gov.uk/documents/s50616/20%2007%2014%20Colston%20Hall%20Decision%20Pathway%20July%202020%20Cabinet%20-%20Clean.pdf>

Cabinet Paper March 2021

<https://democracy.bristol.gov.uk/ieListDocuments.aspx?Cid=135&Mid=8405>

Revenue Cost	£0	Source of Revenue Funding	N/A
Capital Cost	£24.995m	Source of Capital Funding	Public Works and Loans Board loan
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:****Overview**

This proposal seeks approval to progress the Bristol Beacon capital project to completion with an upwardly revised budget envelope of £131.9m, an increase since the last decision in March 2021 of £25m.

The original project budget was set at £48.8m, which included £10m of the Council's own capital, funded by prudential borrowing and £5m underwriting facility towards the project, with the remaining £33.8m sourced from government grant including WECA, ACE, Central Government and NHLF as well as charitable and private funds raised through BMT.

The March 2021 decision raised the envelope to £106.9m, predominantly supported by Council borrowing, with the

split between Council and Other funding sources standing at £59.5m Council: £47.4m Other.

This decision will take the total capital envelope up to £131.9m, with the increase supported by Council borrowing resulting in a refreshed split of funding sources being £58.1m Council: £45.3m Other.

The additional council borrowing funded through Public Works and Loans Board loan would be repayable over 50 years and represents an additional ongoing revenue pressure to the Council of £2.3m per year. This is accommodated within the borrowing headroom planned for within the Council's budget and is undertaken based on this not presenting a project seeking solely commercial return, but that social and economic return are key drivers, this is supported by the NPV assessment undertaken as part of the Value for Money report (below).

The report also recommends, given the fundamental change from the opening business case and the level of investment that the Council is now undertaking in the asset, that a more commercial approach to the use of the asset is taken moving forward to ensure that alongside the social value benefits there are at least reduced cost impacts to the Council. This reflects the current financial context of the Council and is targeted to enable the Council to ensure that the city receives the maximum benefit from the investment.

Specifically, the recommendation outlines:

1. removal of financial subsidy to BMT following the opening, this has been reflected in savings targets outlined as part of the budget paper elsewhere in this Cabinet given that the Council has now informed BMT of the approach.
2. reviewing the lease arrangements with BMT, and
3. in order to provide confidence that the operating arrangements deliver the best outcome, market testing will be undertaken to assess the commercial potential of the asset and inform decisions around the operating model. This may enable a financial return to the Council moving forward, however this has not yet been built into the financial planning or budget as further work is required to outline what this would look like and the level of return that is possible.

Cost Options Analysis

The revised capital envelope has been developed by the project team, reflecting pressures attributed to technical challenges during construction and inflationary pressures. This can be seen in appendix 3.

The recommended option costs have been detailed alongside an options analysis carried out to cover 3 options in total:

1. continue with increased envelope (£131.9m total forecast completion costs) – [Recommended Option]
 - 2A. suspension of the works with the existing contractor (£165.5m total forecast completion costs), and
 - 2B. termination of the current scheme and later re-procurement (£203.5m total forecast completion costs).

Their report outlines the confidence, with consideration to the risks to the outcomes on each of the options, with option 1 being identified as the route that has significantly greater assurance around certainty on both cost and delivery timescales.

There are risks attached to each of the options outlined in this report, including with options 2A & B the potential repayment requirement of grant funding provided in the first phase of the programme. A detailed log of the risks under option 1 is identified, which highlights that there remains to both costs and milestone time scales.

The report recommends the progression of option 1 to uplift the budget to enable completion of the project as currently planned, which is the least risk, least cost option.

Cost Options Assurance

This cost and options assessment has been reviewed by the Capital Strategic Partner, who have provided an assurance report. This can be seen in appendix 6.

This assessment undertaken for this report has resulted in the cost envelope increasing contingency levels above the initial assessment to provide and mitigate for any future delays.

The report concludes providing an overall assurance that the while the cost estimates and contingencies incorporated in the options paper are less certainty for the options 2A & 2B, with less definition of costs, programme, risk, building contract implications, deliverability and assessment of whole project impact, there is no reason to disagree with the overview assessment and that the option 1 has been well considered.

The report does highlight a number of recommendations, which includes detailed risk assessment, review of programme floats and delays and overall contingency to be cross-checked against the Monte Carlo P90 results from their review. In addition there is a recommendation to undertake a forensic programme review.

Value for Money

Given the recommendation to increase the funding for the project to enable completion and the size of the overall Council interest in the completion of the asset, a value for money assessment has been commissioned from our Strategic Partner Ernst Young. This can be seen in appendix 5.

This review has focused on three key areas to address the overall question of whether the investment for the Council remains a solid investment:

- Sector Analysis – to assess the value of the project to the city as well as an overview of the implications of the emerging economic / industry sector trends.
- Financial Analysis of the Project – a purely financial assessment of the viability of the Project to the Council.
- Governance and operating model assessment – considering the current governance arrangements between the Council and BMT, the risks and opportunities and options for alternative operating models.

Section 1.2 of the report outlines the findings from this review, which in summary outline:

Sector Analysis

- The entertainment and theatre sector has not yet returned to pre-pandemic economic outputs, with technological developments having the potential to impact demand in the longer term.
- The current economic climate challenges represent a risk to the project and the income potential from the running of the asset.
- That the asset remains important in terms of culture and economic contribution to the region, although given the competition across the sector, particularly with the opening of YTL in 2024, that BMT will need to develop a unique selling point to differentiate it's offering.
- That the asset delivers wider benefits to the local economy, helping to attract visitors to the city centre.

Financial Review

(Noting that this assessment was completed prior to the increase in contingency built in following the final assurance report so the figures do differ slightly, although this is immaterial to the conclusions of the report).

- The project generates a negative Net Present Value (NPV) under the current commercial arrangement between the Council and BMT and even with amendments this is not likely to achieve a breakeven position.
- That review of the draft assurance report provided (appendix 6), outlining that the current cost estimates (including contingencies) appear sufficient to complete the project, did not highlight any fundamental

omissions and there was no reason to disagree with the conclusions provided. However, that there are a number of risks remaining, particularly around further delay to the schedule and unknown risks such as further unexpected inflation.

- While the financial return when assessed independently is not favourable to the Council, there is recognition that there are wider social impacts, such as education benefit and indirect benefit of increased spending in local shops and restaurants from increase in footfall.
- That the estimated cost of pausing or terminating the project is higher than the estimated cost to complete and has potential for reputational impact to the Council.

Governance and Operating Model Review

- That there is currently no formal framework in place to monitor and appraise the social impacts generated by the project, which can make it challenging to assure that the negative NPV is justified in terms of investment.
- That the Council is exposed to underperformance from BMT and should implement improved visibility and management of BMTs performance.
- That the draft form of the new lease currently does not contain a break clause, or any mechanism for terminating the lease on the basis of underperformance of BMT in operating the site.

Overall the report outlines that the preferred option in terms of project progression would appear to align to the proposals in this report, but goes on to make recommendations including:

- Consider developing and formalising a framework for this project to define, monitor and appraise the social impacts expected.
- Recognising the need for continued focus on project governance, recommendation to maintain rigour in governance, including cost management and proactively identifying risks and mitigations.
- Review open book policies with BMT and put in place appropriate financial oversight into performance and risks associated with BMT's business plan. (This would equally apply to any other operating arrangement agreed moving forward).
- Consider undertaking BMT in conjunction with the Council undertake detailed financial analysis to identify potential commercial levers to improve financial return and renew agreements in place.
- While completion as outlined in the option 1 is seen to be the more cost effective proposal, that the Council should outline an action plan to address further issues during the project completion period and of venue performance once operational. This could be incorporated into the revised SLA in development.

Closing

It is the view of the finance team that the option 1 represents the better route to project completion, with the better overall value for money and reputational impact to the Council at this time. However, that risk still remains in terms of both milestone achievement and price risk, which while considered as part of the contingency levels incorporated should be closely monitored and planned for.

Given the level of investment in the asset that the Council has made it is imperative that a good value return is obtained moving forward, both in terms of social, economic and financial, although noting that the latter is unlikely to result in a solely financially beneficial return based on the NPV assessments undertaken.

There are key recommendations from both the assurance and value for money reports commissioned to be considered.

Head of Financial Management / Deputy s151 Officer: Sarah Chodkiewicz 15/01/2023

2. Legal Advice:

A further Deed of Variation (No 2) to the Main contract will be required to give effect to the above - with the intention of removing any uncertainties in the construction contract and to eliminate so far as possible, any currently unresolved issues between BCC and the Contractor. The Collaboration Agreement between the Council and the

Bristol Music Trust will require substantial amendment once agreement in principle to the proposed changes in the relationship between BMT and BCC has been settled. (Until a new arrangement between the parties has been agreed, the terms of the original agreements continue to operate (including payments against the Entrustment Agreement)).

In addition, the structure of the revised arrangements will need to ensure continued compliance with both public procurement regulations and the new public subsidy regime.

Legal Team Leader: Eric Andrews, Legal Services; 11/01/23

There are no implications on IT regarding this activity

IT Team Leader:

Alex Simpson – Senior Solution Architect

4. HR Advice: There are no HR implications evident

HR Partner: Celia Williams - HR Business Partner – Growth and Regeneration

EDM Sign-off	Stephen Peacock, Chief Executive	16 January 2023
Cabinet Member sign-off	Mayor's Office	16 January 2023
For Key Decisions - Mayor's Office sign-off	Mayor's Office	19 December 2022

Appendix A – Further essential background / detail on the proposal <ol style="list-style-type: none"> 1. Impact of Inflation 2. Issues with the structure of the Bristol Beacon 3. Options Paper – Complete, Pause & Stop with the option to restart 4. Programme – Recommended Option 5. Sector & Financial Review 6. Options Paper - Due Diligence (Technical Assurance Report) 	YES
Appendix B – Details of consultation carried out - internal and external	NO
Appendix C – Summary of any engagement with scrutiny Scrutiny was engaged on the 11th January 23'. Cabinet papers were presented. The session was closed due to the commercially sensitive nature of the discussion.	NO
Appendix D – Risk assessment A full risk assessment has been carried out in A5 & a Monte Carlo simulation in A6	NO
Appendix E – Equalities screening / impact assessment of proposal As there has been no material change to the scope of the proposal since the previous Cabinet decision an update document has not been provided. The previous document can be found at: https://democracy.bristol.gov.uk/documents/s58259/Appendix%20E%20-%20EqIA%20Bristol%20Beacon%20refurbishment%20FINAL.pdf	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 <ol style="list-style-type: none"> 1. Bristol Beacon External Impacts and Inflation Impact 2. Bristol Beacon - Options Review 	Yes

Appendix J – HR advice	NO
Appendix K – ICT	NO
Appendix L – Procurement	NO

Decision Pathway – Report

PURPOSE: Key decision

MEETING: Cabinet

DATE: 24 January 2023

TITLE	South Bristol Youth Zone	
Ward(s)	All south Bristol wards: Bedminster, Bishopsworth, Brislington East, Brislington West and Stockwood (Bristol East constituency south of the water), Hartcliffe & Withywood, Hengrove & Whitchurch Park, Filwood, Knowle, Southville and Windmill Hill	
Author: Gail Rogers	Job title: Head of Children’s Commissioning	
Cabinet lead: Cllr Asher Craig Cabinet Member for Children’s Services, Education and Equalities	Executive Director lead: Abi Gbago, Executive Director Children’s and Education	
Proposal origin: BCC Staff		
Decision maker: Cabinet Member Decision forum: Cabinet		
Purpose of Report: This report seeks approval for the allocation of funding for the South Bristol Youth Zone, to approve the schedule of works to deliver the Youth Zone and authority to lease the land.		
Evidence Base: <ol style="list-style-type: none"> 1. Local Authorities have a statutory duty under Section 507B, Education Act 1996 to secure, so far as is reasonably practicable, sufficient provision of educational and recreational leisure-time activities for young people which are for the improvement of their well-being, and sufficient facilities for such activities. Currently we deliver youth services via our Targeted Youth Services Contract which expires in May 2023. 2. A Youth Services paper will follow with new proposals for the delivery of youth and play services in the City from June 2023 and, within this, the scheduling of revenue funding proposed for the South Bristol Youth Zone from 2024. Funding for youth services budgets has been off-set for the first 18 months through partner revenue contributions so that the Youth Zone will establish and develop a clear role within the South of the City prior to any requirement to direct funding away from area youth services. 3. There is evident inequality in the life-chances of children and families in the South of Bristol, and outcomes for children living here are measurably below those achieved across the City with measures of disadvantage higher. The Youth Zone will service wards where a quarter or more of the population are aged under 16 - Hartcliffe and Withywood (27%) and Lawrence Hill (25%). The greatest levels of deprivation in Bristol are in the wards of Hartcliffe & Withywood, Lawrence Hill and Hengrove & Whitchurch Park; the 10 most deprived neighbourhoods in Bristol are all in the South Bristol local areas of Hartcliffe, Whitchurch Park and Knowle West. 4. The outcome of this deprivation is that Children in Need, Child Protection and Children in Care is more prevalent in the South; ASB and Children convicted of an offence is also higher in the South of Bristol. We also see higher numbers of children aged 16+ who are not in education, employment or Training (NEET) and those with Special Educational Needs and Disabilities (SEND) as well as other indicators that the South needs investment (South Bristol Needs Assessment attachment). 		

5. Globally, nationally and locally, we can see the impact of several significant events which, combined, present a real risk in areas where families are already struggling financially. Covid-19 has deprived children of more than two years of stable education, and has limited their social and emotional development leaving many struggling with social, emotional and mental health. Soaring fuel and energy prices due to global events come on top of this and will have a huge impact on the ability of all families to meet the substantive needs of their children. With a recession looming, the South of the City needs our support for their young people more than ever.
6. The Youth Zone will bring ambition and regeneration through significant internal investment to the South of the City and stands to contribute significantly to recovery through symbolic and practical support for children and families within its catchment area. It also brings around 30 permanent full time equivalent jobs for youth workers employed through the delivery organisation Youth Moves whose footprint is already embedded in this area.
7. The Youth Zone will offer open sessions every day of the week where youth workers will engage, encourage and support children and young people; there will be a minimum of 10 sporting or activity opportunities available at every session; hot food available every evening for £1; and access to a raft of more specialist support such as careers, housing, mental health and substance misuse which will be available through a network of services and resources.
8. The Youth Zone model is that a local charitable Trust is established to run the Centre. South Bristol Youth Zone will be run through the Youth Moves charity which has an existing footprint in South Bristol and is a trusted and successful youth organisation. This gives the Youth Zone greater reach through existing relationships of staff and provides a basis on which the Youth Zone can deliver through its extensive network both within and outside the centre.
9. Project costs for the building are to be met through a 50% investment from Onside and Bristol City Council. Site abnormalities such as ground levelling and safe access is to be met by Bristol City Council. This will enable a world class youth facility in a priority area of the City, operating to a proven model of delivery which gives the provision sustainability at a time of great uncertainty.
10. Planning Application was received on the 13 May 2022 and validated on the 3 August 2022. The period for determination of this application was estimated to be eight weeks with a targeted date for reaching a decision by the 2nd of November 2022. Planning Permission has been reviewed by Planning Team and is pending for resolution of minor comments on the traffic junction new arrangements. Close dialogue continues with the Planning Team as to resolve these comments. It is envisaged that Planning Permission for the centre and road would be granted with conditions by April 2023.
11. The property team has confirmed that for a 125-year lease from the date of Practical Completion of the Development the difference between the market value and the peppercorn will be in approximately £250k as undervalue to be signed off in accordance with property delegations.

Summary of Financial Case:

12. BCC was asked to commit £4.2m (50% of the total expected £8.4m project cost) to the Youth Zone, of which £4m was identified in the capital programme. ([Decision pathway Report - Youth Zones v9 publication.pdf \(bristol.gov.uk\)](#))
13. Separately, and in light of the need to enable the site through an access road and through bulk soil extraction to level the site, the Council is required to commit an additional £3.275m (to be funded through the Capital Corporate Contingency Budget).
14. This takes the total Council capital commitment to £7.275m
Note 1: Onside is contributing £600k funding for bulk soil extraction to mitigate BCC costs.

Note 2 : Onside is contributing £600,000 in revenue funding through an external source to cover the pre-opening 6 months and first year of operations. BCC revenue of £400,000 per year would commence in 2026 for a 3-year period prior to review.

Note 3: Revenue shown in the table below is BCC's commitment only. Onside/Youth Moves are responsible for generating 70% of the revenue funding for 3 years (after 2016) and then 100% if BCC is unable to commit to the £400,000 per year contribution.

Note 4: To date (In Financial Year 21/22) capital costs towards the Youth Zone of £473k have been spent by BCC.

£'000 Total	Spend to date	To March 23	Yr 2 (23/24)	Yr 3 (24/25)	Yr 4 (25/26)	Yr 5 (26/27)	Yr 5+ (27/28)	Total
Revenue costs	£'000	£'000	£'000	£'000	£400'	£400'	£400'	£1'200'
Capital costs	£473'	£1'018'	£4'784'	£1'000'	£'000	£'000	£'000	£7'275'
Total costs	£473'	£1'018'	£4'784'	£1'000'	£400'	£400'	£400'	£8'475'

Cabinet Member / Officer Recommendations:

That Cabinet:

- Approves the allocation of CIL funding of £4M (£395,000 already drawn down) on the South Bristol Youth Zone and £3.275 M capital to enable the site, including an access road as outlined in this report.
- Approves the allocation of revenue funding from the Targeted Youth Support/Targeted Services budget of £400,000 per year for 3 years from 2026 for the safe running of the Youth Zone, representing 30% of the total running costs.
- Note that the pre-opening year of 2024 and the first year of operation in 2025 will be paid from partner contributions through Onside.
- Approves the schedule of works to deliver the Youth Zone as set out in this report and Appendix A
- Authorises the Executive Director Children's and Education to take all steps required to spend the funding (including procuring and awarding contracts over £500k or entering into grant agreements) and deliver the Youth Zone as outlined in this report.
- Authorises the Director of Property Assets and Infrastructure in consultation with the Executive Director Children's and Education to take all steps required to negotiate and agree terms for a lease of the land for a period of 125 years to the Onside charity for the purpose of the Youth Zone as outlined in this report.
- Note the consultation report at Appendix B.

Corporate Strategy alignment:

- The South Bristol Youth Zone aligns with four of the seven corporate themes:
 - Children and young people** – A City where every child belongs and gets the best start in life, whatever circumstances they were born into.
 - Economy and skills** – economic growth that builds inclusive and resilient communities, and offers equity of opportunity
 - Health, care and wellbeing** – tackle health inequalities to help people stay healthier and happier
 - Homes and Communities** – Healthy, resilient, and inclusive neighborhoods
- The building blocks are at the heart of the Youth Zone project:
 - Development and delivery** – to improve outcomes, empowering communities to help shape and deliver city priorities
 - Equality and inclusion** – improve equality and inclusion to make sure everyone in Bristol feels they belong, have a voice and equal opportunity to succeed and thrive
 - Resilience** – through early intervention ... planning for long-term outcomes that support resilience

- d. **World class employment** – role model, influence and promote the highest levels and standards of employment.

City Benefits:

1. The provision of a Youth Zone will contribute to the aims of the One City Plan, helping to create connected and inclusive communities in a range of ways including:
2. The Youth Zone will be a leveller for young people, offering equally to everyone. When young people jointly discover the fantastic opportunities on offer and when they work together to achieve their goals, they take this sense of cohesion back to their neighbourhoods, creating understanding and generating real and enduring community.
3. Our Youth Zone will be in South Bristol serving some of our most deprived communities and contributing to economic regeneration in the area.
4. The development of Youth Zones will help to achieve a number of key local and national indicators relating to children and young people, focused on education, employability, crime, health, and well-being. The development will have a significant impact upon the following national and local Government policy areas where there is disproportionate adverse impact for children and young people from minority ethnic communities:
 - a. Exploitation and serious youth violence.
 - b. Youth Employment; and,
 - c. EET (Education Employment and Training) opportunities.
5. The Youth Zones can make a significant difference to the overall wellbeing and life chances of the young people participating in activities at the Centre or being reached through the centre. An independent study published in May 2015 shows that they:
 - a. provide a safe environment with access to sports, arts and music activities where young people can develop personal and social skills.
 - b. raise aspirations, build confidence and resilience, and provide information that will assist them in making good lifestyle choices – particularly avoiding substance misuse and crime and anti-social behaviour.
 - c. improve young people’s physical and emotional health and wellbeing.
 - d. assist young people at risk of dropping out of learning to engage in activities that will enable them to reach their full potential.
 - e. have the capacity to make a significant impact in their local communities, through improved community cohesion, a reduction in crime and anti-social behaviour, improved perceptions of the area; and
 - f. provide a real ‘community’ asset which promotes and facilitates close partnership working.
6. Youth Zones can make a real contribution to reducing the demand for a range of public services as well as significantly improving the life chances of those young people engaged through the offer. The study concludes that these benefits in turn will lead to significant cost savings in the future for local authorities and other public agencies in the areas served by each Youth Zone.

Consultation Details:

A consultation and engagement exercise have been completed. A full consultation plan can be found in the appendices. In addition, Lead Professionals have attended community meetings to discuss the concept of a youth zone, e.g. the Children and Young People network meeting (VCS) and others.

1. The South Bristol Youth Zone consultation survey received 184 responses, of which 164 (89%) were completed online and 20 (11%) were paper surveys.
 - Feedback from the engagement and the consultation has been highly supportive of the South Bristol

Youth Zone and also of its location. Concerns or objections are summarised as follows:

- There were concerns raised around how children will travel to the area,
- some residents in the immediate vicinity are concerned about the potential for children and young people hanging around and causing anti-social behaviour
- there are some concerns that investment in the South Bristol Youth Zone will detract from investment in wider youth services.

2. A further engagement with the community took place on 1 December 2022 to discuss access to the site and to ameliorate any problems for residents throughout construction. Feedback from this meeting will be incorporated into a construction plan.

Background Documents:

[Cabinet Report Youth Zones - Progress to Outline Business Case 9 March 2021](#)

[Cabinet Report Youth Zone – funding request 14 September 2021](#)

Revenue Cost	£1,200,000	Source of Revenue Funding	Targeted Youth Support budget £1,200,000
Capital Cost	£7,275,000	Source of Capital Funding	CIL funding £4,000,000 (£395,000 already drawn down) Capital funding £3,275,000
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:

The report seeks approval to allocate £4m of Strategic Community Infrastructure Levy funding and a further £3.275 from the Corporate Contingency budget. It further seeks to commit £0.4m per year in Revenue costs from 2025/26. The Revenue budget commitment will be from existing budgets for youth provision and should not present additional burdens to the service.

Finance Business Partner: Andrew Osei 14 December 2022

2. Legal Advice:

The Council is proposing to provide grant funding to OnSide to build the Youth Zone in South Bristol. The Public Contracts Regulations 2015 (PCR) do not apply to grants and so no procurement process is required. Legal support should be sought to ensure that the grant terms are sufficiently robust.

The Council is proposing to provide funding of c£400k p.a. for three years following the opening of the Youth Zone. If it decides to commission services to be delivered at the Youth Zone the procurement process must be conducted in line with the 2015 Procurement Regulations PCR and the Council’s own procurement rules. Alternatively, if it decides to provide grant funding towards those services it must ensure that the grant terms are sufficiently robust. Legal services will advise and assist officers with regard to the terms of any grant agreements or the conduct of the any procurement process and the resulting contractual arrangements.

Officers will also need to confirm that any funding is lawful under the subsidy control regime.

The consultation responses must be conscientiously taken into account in finalising the decision. The leading cases on consultation provide that consultation should occur when proposals are at a formative stage, give sufficient reasons for any proposal to permit intelligent consideration and allow adequate time for consideration and response.

There must be clear evidence that the decision maker has considered the consultation responses, or a summary of them, before taking its decision. The degree of specificity regarding the consultation should be influenced by those who are being consulted and the demands of fairness are likely to be higher when the consultation relates to a decision which is likely to deprive someone of an existing benefit.

Property advice

The Council is under a duty by virtue of S123 of the Local Government Act 1972 to achieve best value for its assets and any disposal should be at the best price reasonably obtainable. The duty to seek best consideration is subject to certain exceptions, most notably section 2 of the Local Government Act 2000 providing the Council with well-being

powers to accept a disposal at undervalue within the £2 million threshold, where the authority considers the disposal will help it to secure the promotion or improvement of the economic, social or environmental well-being of its citizens.

Planning Advice

S216 of the Planning Act 2008 and Regulation 59 of the Community Infrastructure Regulations 2010 (as amended) permit the use of CIL monies for the support of development in the Council’s area by permitting the provision, improvement, replacement , operation or maintenance of infrastructure for sporting and recreational facilities. The proposal contained in this report to allocate £4 million of strategic CIL funding for the South Bristol Youth Zone is permitted by the Act and the Regulations.

Legal Team Leader: Husinara Jones, Andrew Jones and Joanne Mansfield, Solicitor 12 January 2023

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

IT Team Leader: Alex Simpson – Senior Solution Architect 13 January 2023

4. HR Advice: There are no significant HR issues arising from the report for Bristol City Council employees.

HR Partner: Lorna Laing 8 December 2022

EDM Sign-off	Christina Gray Director for Public Health	7 December 2022
Cabinet Member sign-off	Cllr Asher Craig Cabinet Member for Children’s Services, Education and Equalities	12 December 2022
For Key Decisions - Mayor’s Office sign-off	Mayor’s Office	19 December 2022

Appendix A – Further essential background / detail on the proposal BCC Youth Zone Programme Timeline 11.09.22	YES
Appendix B – Details of consultation carried out - internal and external FINAL Youth Zone consultation Report	YES
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

Consultation and Engagement



South Bristol Youth Zone Consultation

Consultation Report FINAL Page 25

24 February 2022

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1 South Bristol Youth Zone

The proposed £8.4 million South Bristol Youth Zone is a collaboration with delivery partners OnSide, and local charity and provider, Youth Moves.

Youth Zones can be found across the UK and are affordable, high quality spaces for children and young people (CYP) aged 8 to 19, or up to 25 for those with special educational needs and disabilities (SEND).

Youth Zones give children and young people somewhere to go, inspiring things to do and supportive people to talk to. They can get involved in a wide range of activities, develop new skills and can socialise with other young people from Bristol in a safe and accessible environment.

The development of a South Bristol Youth Zone was a manifesto pledge by the administration to improve the offer of youth provision in the south of the city. This development links to the [Belonging Strategy](#), which puts children and young people at the heart of Bristol's recovery from the pandemic by gaining the support and skills they need as they grow up to thrive and prosper in adulthood.

Features of a Youth Zone:

- Up to 250 young people can attend each Youth Zone every evening
- Dedicated youth workers help young people to look after their mental health and develop the skills they need for the future
- They are neutral, empowering, safe places for young people to socialise with peers and adult role models
- Young people have access to world class facilities such as a four-court sports hall and climbing wall
- Buildings and activities are open to all young people
- Iconic, inspiring buildings show the community the value of young people
- Just 50p per visit, £1 for a nutritious hot meal, £5 annual membership
- Inspiring individual and group activities, including boxing, martial arts, cookery and dance
- Career and mentoring schemes

The South Bristol Youth Zone would be a space to build community relationships and to bring children and young people together who may not usually meet.

From Southville to Filwood, Hartcliffe and Withywood to Windmill Hill, we want this to be an

accessible and welcoming place for young people in the area.

The South Bristol Youth Zone would sit alongside other regeneration projects for the area including youth services, housing, employment, public transport and walking and cycling routes. These will support growth in the economy in the south of our city and provide opportunities for future generations of south Bristolians to live, work and thrive.

Proposed location of the Youth Zone

Bristol City Council and OnSide carried out an extensive selection process to determine the best site for the Youth Zone, including looking at brownfield site options. The proposed site behind Inns Court and by Hengrove Way roundabout was selected as the most feasible and which best supports the aims of the Youth Zone. The site sits on the boundaries of four south Bristol wards: Filwood, Hartcliffe and Withywood, Hengrove and Whitchurch Park and Bishopsworth, making it a neutral, accessible, and welcoming location for all surrounding communities.

Figure 1: Map of Bristol with proposed Youth Zone site location

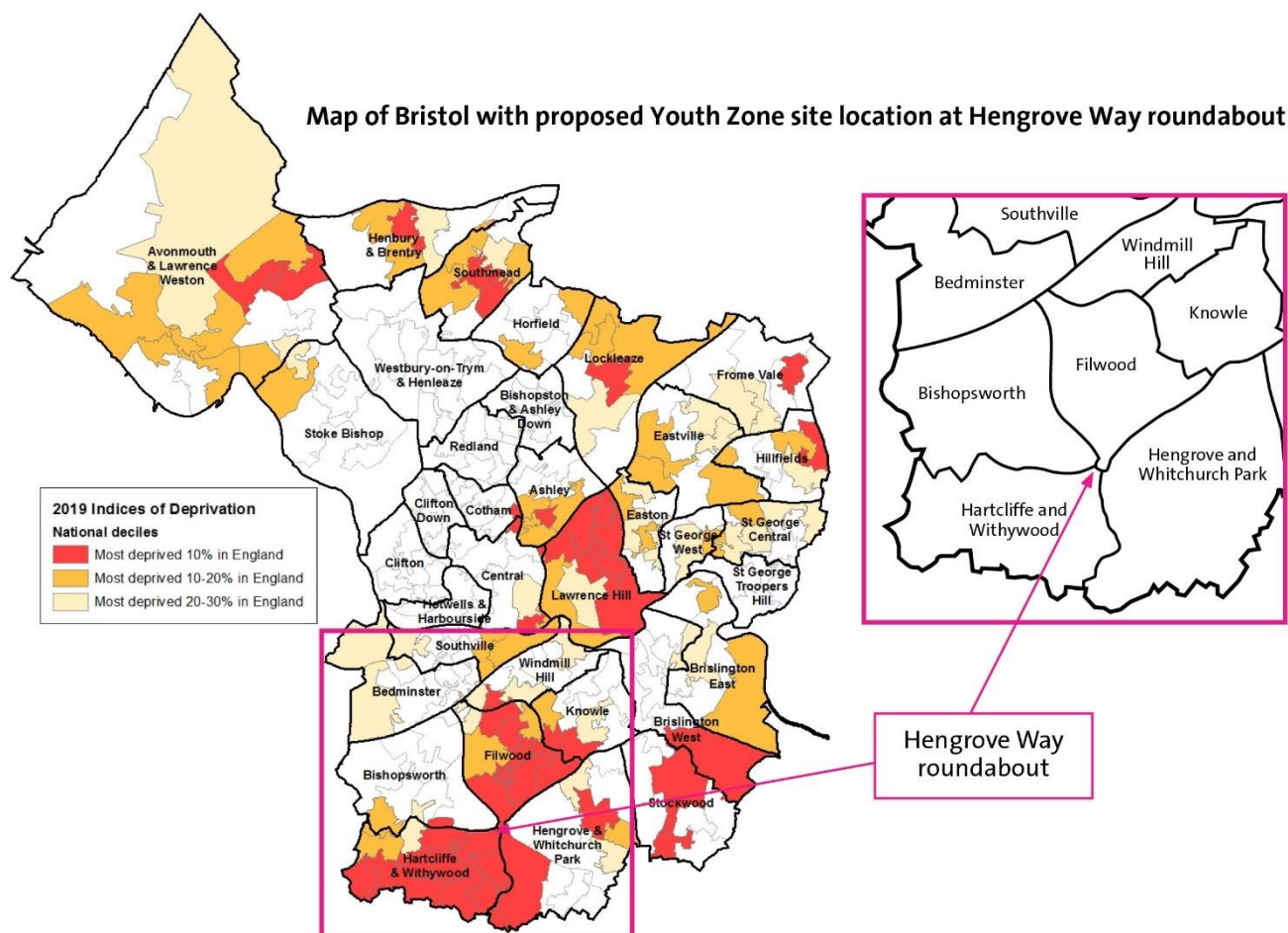
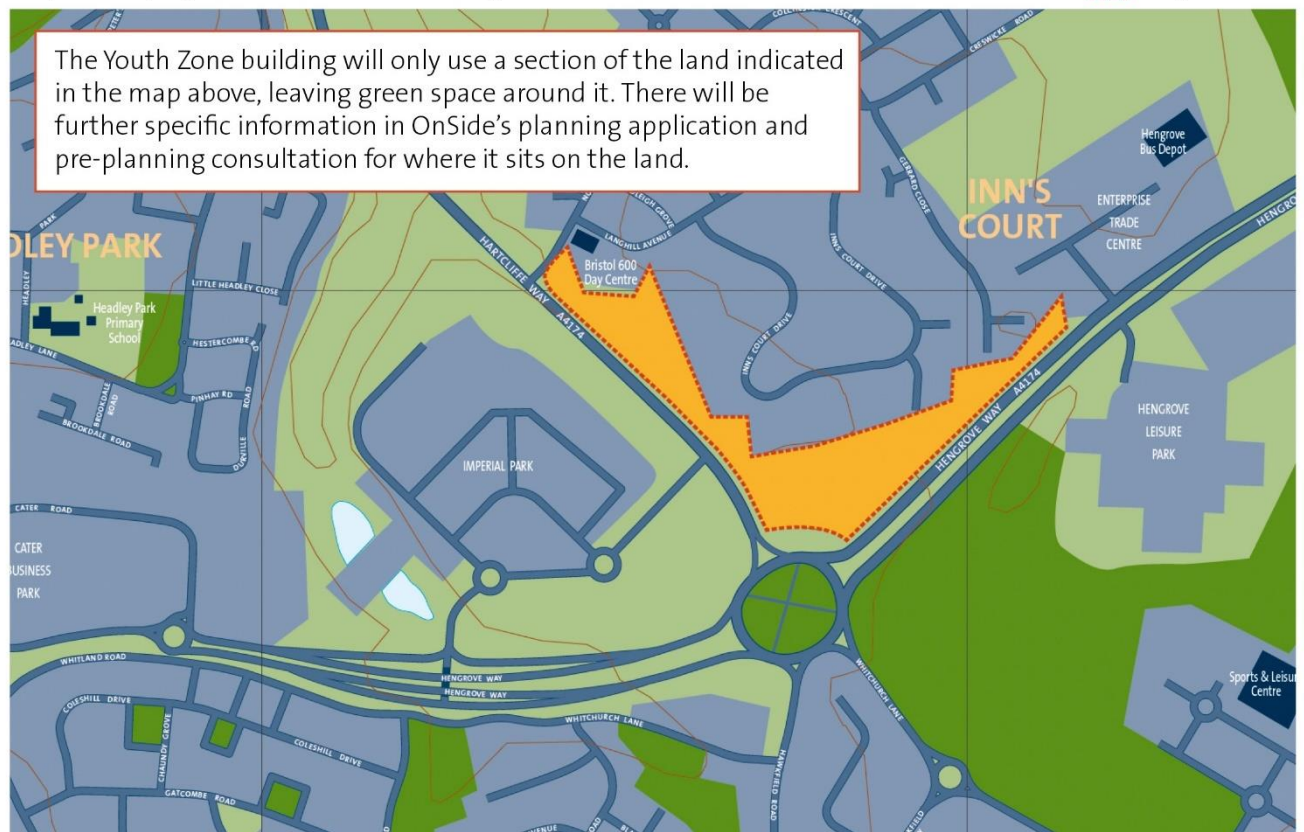


Figure 2: Map of the proposed site location at Hengrove roundabout

Map of the proposed site location at Hengrove roundabout

 Proposed site



The South Bristol Youth Zone consultation

The South Bristol Youth Zone consultation took place between 16 November 2021 and 2 January 2022 and sought views from the public on the proposed South Bristol Youth Zone.

The South Bristol Youth Zone consultation sought feedback on the following.

- Proposal for a Youth Zone to be built in South Bristol
- Proposed location of the Youth Zone
- Respondents' reasons for disagreeing with the proposal to build a Youth Zone in South Bristol or the proposed location.
- Ideas and suggestions for how young people can travel to and from the site safely.

The South Bristol Youth Zone consultation comprised information about the proposal to build a Youth Zone in South Bristol and an online survey. Paper copies of the survey were available on request. Alternative accessible formats, including language translations, were available on request.

The consultation was widely publicised through media, social media and communications with the public and other stakeholders, as described in section 2.2.

Scope and use of this report

This report describes the methodology and presents the outcome of the South Bristol Youth Zone consultation. It includes quantitative data and analysis of free text comments from the consultation survey responses.

This consultation report does not contain the council's recommendations for the proposals for a South Bristol Youth Zone, nor an assessment of the feasibility of any of the suggestions received. The consultation feedback in this report is taken into consideration by officers in developing final proposals for the South Bristol Youth Zone.

2 Methodology

2.1 Survey

2.1.1 Online survey

The South Bristol Youth Zone consultation survey was available on the council's Consultation and Engagement Hub (bristol.gov.uk/consultationhub) between 16 November 2021 and 2 January 2022.

Survey information

The survey contained the following information as context for the survey questions.

- An explanation of what a Youth Zone is and what features it will have
- Details of the proposed location of the Youth Zone

Survey questions

The survey questions sought respondents' views on the following.

- The proposal to build a Youth Zone in South Bristol.
- The proposed location of the Youth Zone in South Bristol.
- Respondents' reasons if they disagreed with the proposal to build a Youth Zone in South Bristol and/or the proposed location, and any alternative suggestions.
- Respondents' suggestions for how young people can travel to and from the site safely.
- Any further comments on the Youth Zone.

The 'About you' section requested information which helps the council to check if the responses are representative of people across the city who may have different needs.

- Respondents' postcode – this identifies if any parts of the city are under-represented in responding to the consultation and it can show if people from more deprived areas of the city have different views compared to people living in less deprived areas.

- Equalities monitoring information – this enables the council to check if people with specific protected characteristics under the Equality Act 2010 are under-represented in the responses.

Respondents could choose to answer some or all questions in any order and save and return to the survey later.

2.1.2 Alternative formats

Paper copies and alternative formats (Easy Read, braille, large print, audio, British Sign Language (BSL) and translation to other languages) were available on request.

2.2 Publicity and briefings

2.2.1 Objective

The following programme of activity was carried out to publicise and explain the Youth Zone consultation. The primary objective was to raise awareness of the project and allow stakeholders the opportunity to comment on the location of the proposed Youth Zone.

To achieve this, information was shared across a wide range of channels, reaching as broad a range of audiences as possible to maximise response rates.

2.2.2 Bristol City Council channels

Online and paper versions of the consultation document were shared via the following council and partner channels and networks:

- Headteachers' newsletter bulletin
- 50 paper copies in Central library
- Paper copies were available from Children's Services upon request
- 50 paper copies delivered to Youth Moves
- 50 paper copies delivered to Inns Court Resident Group
- School sports hall sites, leisure centres and swimming pools in South Bristol were contacted via email with a digital copy of the consultation and a digital copy of the promotional poster

2.2.3 Internal communications

Messages announcing the launch of the public consultation were sent to the following internal stakeholders:

- Cabinet
- Elected councillors who were provided with a digital engagement pack, which included assets for social media and newsletter content, to share with their contacts.

2.2.4 Letters

Letters were delivered to residents and sports clubs in the community at the start of the consultation:

- 713 letters to the residents of Inns Court
- 6,000 letters to residents of the wider community
- 67 letters to sports clubs in the community (an A4 promotional poster was included with each letter)

2.2.5 Media engagement

A press release was distributed to media contacts on 17 November 2021 outlining the consultation.

2.2.6 Social Media – posts, outreach and advertising

Regular posts on Bristol City Council’s social media channels (Twitter, Facebook, Next Door) were made for the duration of the consultation. These organic posts had a potential reach of 2 million people resulting in 205 survey link clicks.

Paid for Facebook advertising was also employed. An advertisement ran from 20 December 2021 until 2 January 2022 and was targeted at those living within 3 kilometres of Inns Court, aged 18-40. The advert reached 5,762 people and generated 67 link clicks.

2.2.7 Other methods

The following other methods were used to publicise the consultation:

- Project partners were provided with a digital engagement pack, which included assets for social media and newsletter content, to share with their contacts
- Drop-ins to local primary & secondary schools by area youth workers
- Targeted flyposting of 30 Laminated posters for community notice boards in South Bristol
- Families in Focus Bulletin (December edition)
- Head Teacher Update

3 South Bristol Youth Zone consultation - Key findings

3.1 Response rate

The South Bristol Youth Zone consultation survey received 184 responses, of which 164 (89%) were completed online and 20 (11%) were paper surveys.

135 responses (73%) were received from postcodes within the Bristol City Council area, five (3%) were from South Gloucestershire, Bath & North East Somerset (B&NES), and North Somerset. A further four (2%) were from unspecified locations within the four West of England authorities¹. 39 (21%) did not provide a postcode.

Analysis of respondents' postcodes shows that there was over-representation of responses from the most deprived 10% of the city.

A map of response rate by ward for the Bristol respondents is presented in Chapter 4 along with the details of age profile, sex and other respondent characteristics.

¹ Incomplete postcodes identified the home location as within the West of England authorities' area (Bristol, B&NES, North Somerset and South Gloucestershire), but not which authority.

3.2 Survey responses to quantitative questions

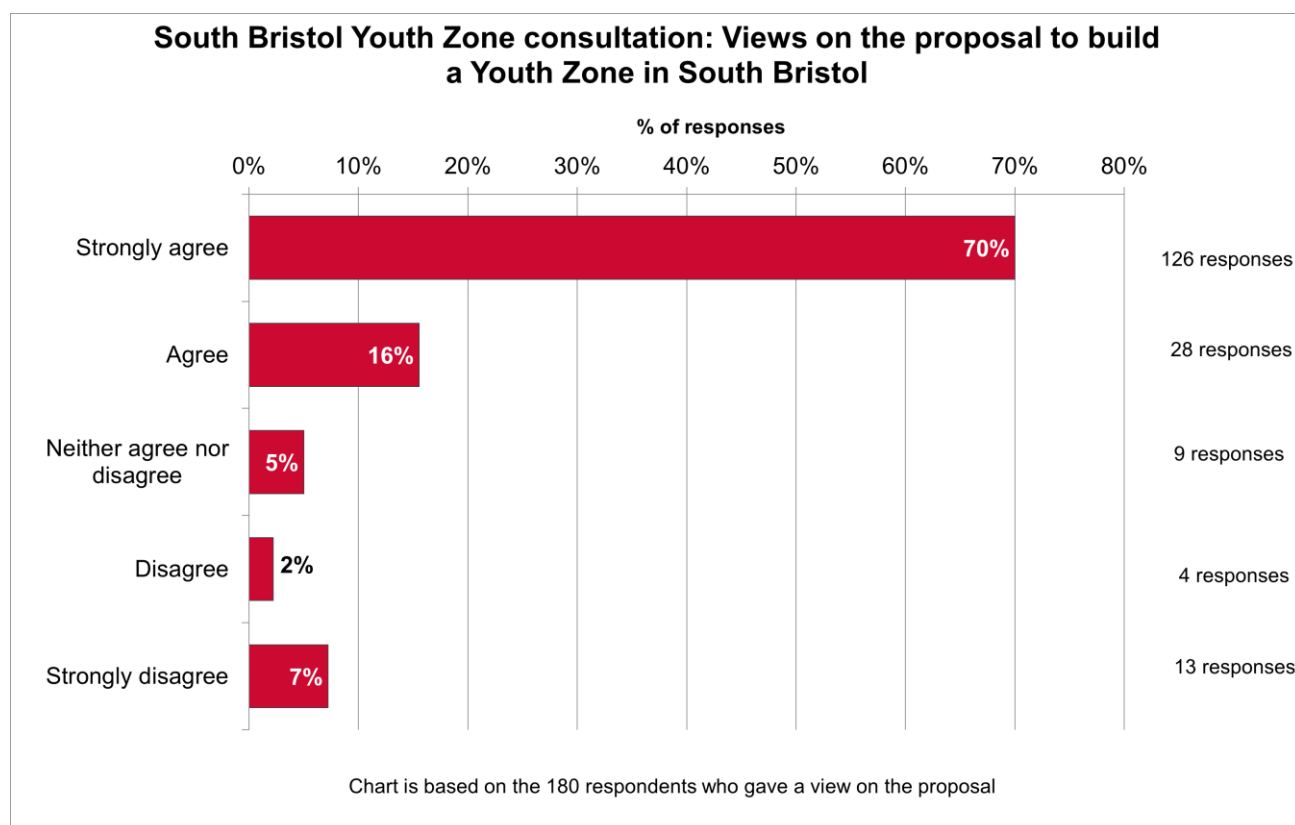
3.2.1 Views on the proposal to build a Youth Zone in South Bristol

180 (98%) of the survey respondents gave their views on the proposal to build a Youth Zone in South Bristol. They were asked whether they agree or disagree with the proposal to build a Youth Zone in South Bristol, using a five-point scale from ‘strongly agree’ to ‘strongly disagree’ (Figure 3).

Of these:

- 86% agree or strongly agree with the proposal
- 5% neither agree nor disagree
- 9% disagree or strongly disagree

Figure 3: Views on the proposal to build a Youth Zone in South Bristol



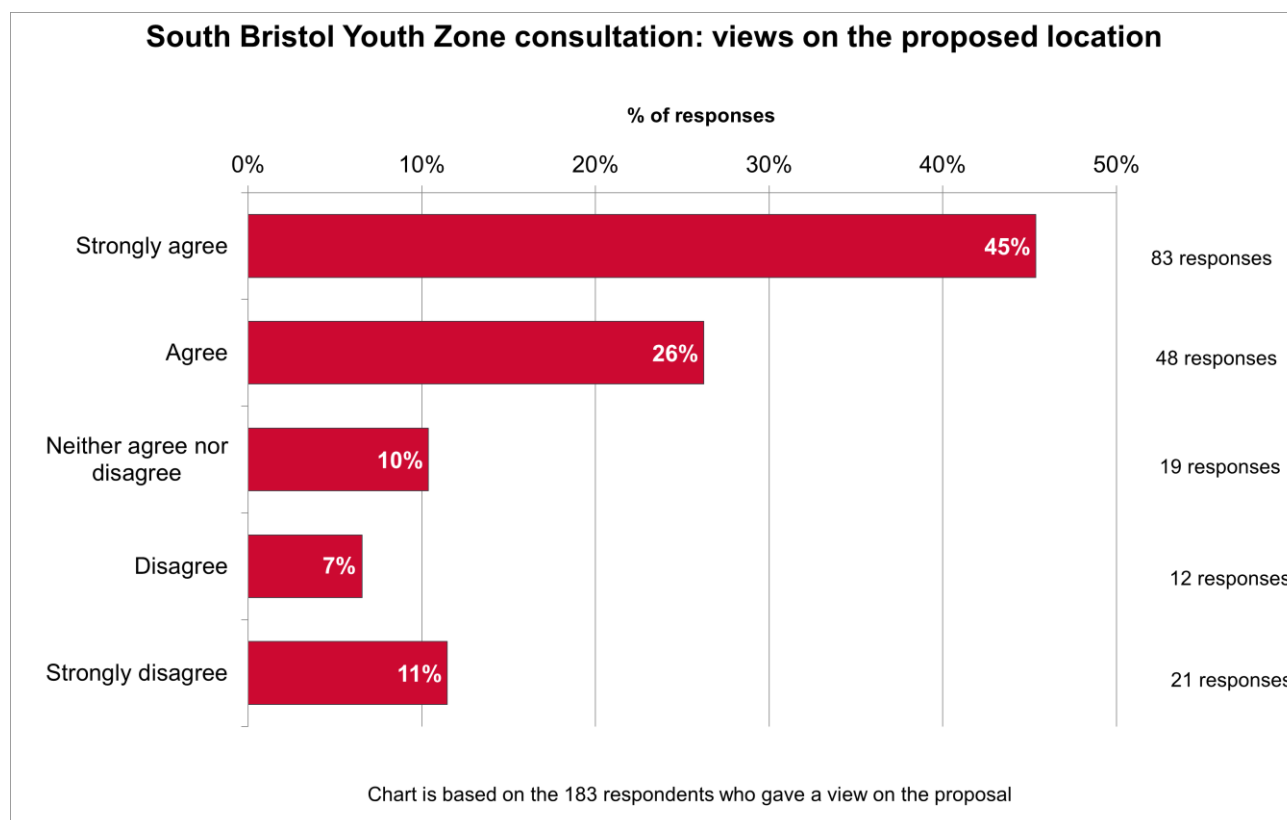
3.2.2 Views on the proposed location of the South Bristol Youth Zone

183 (99%) of respondents gave a view on the proposed location of the South Bristol Youth Zone. They were asked whether they agree or disagree with the proposed location, using a five-point scale from ‘strongly agree’ to ‘strongly disagree’ (Figure 4).

Of these:

- 72% agree or strongly agree with the proposed location
- 10% neither agree nor disagree
- 18% disagree or strongly disagree

Figure 4: Views on the proposed location of the Youth Zone in South Bristol

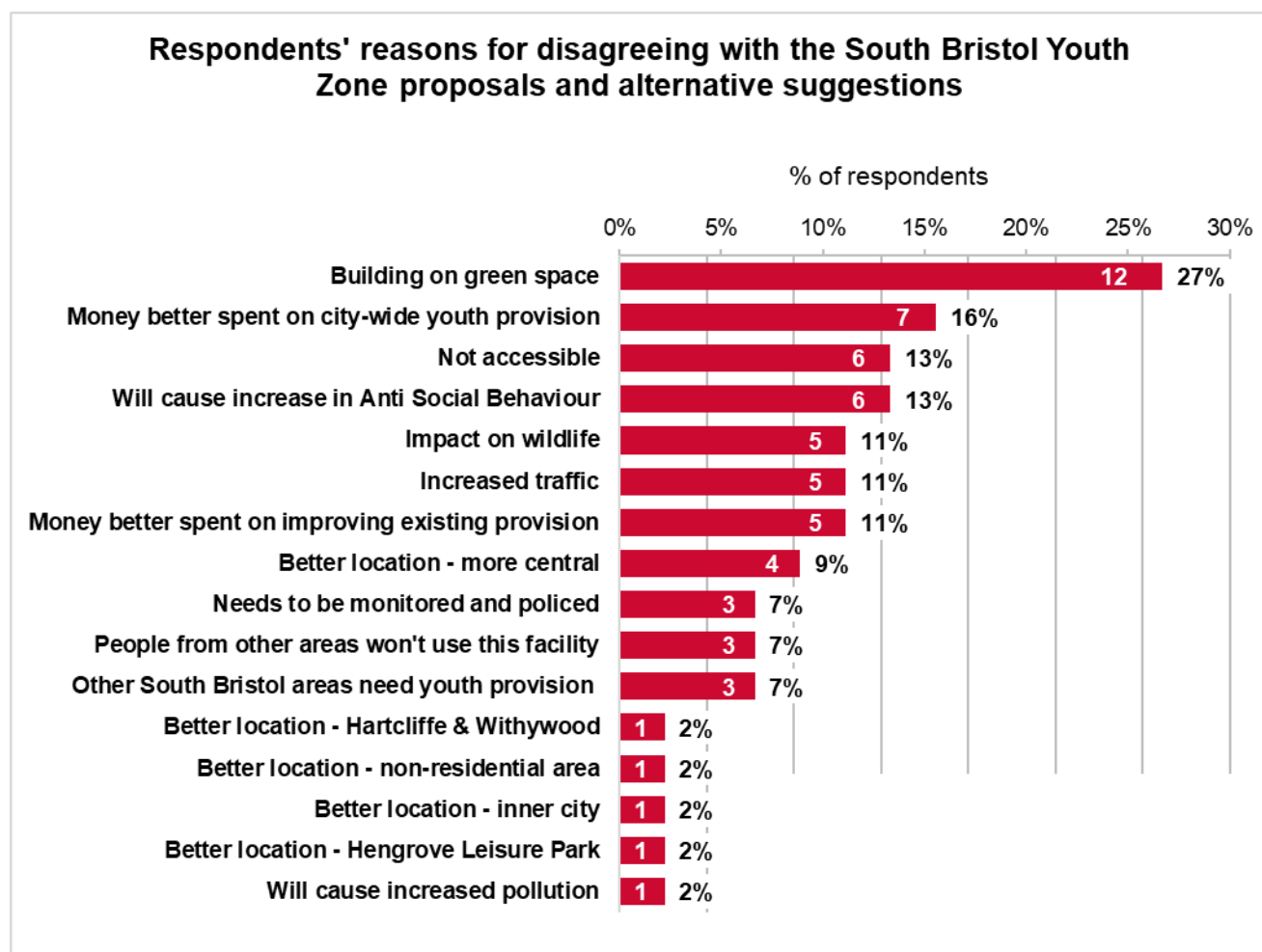


3.3 Free text comments on the South Bristol Youth Zone

3.3.1 Respondents’ reasons for disagreeing with the South Bristol Youth Zone proposals and alternative suggestions

45 (24%) of the survey respondents provided free text responses which explained their reasons for disagreeing with the South Bristol Youth Zone proposals and/or the proposed location, and their suggestions for alternative approaches. The comments were categorised into themes (Figure 5).

Figure 5: Reasons for disagreeing with the proposals and alternative suggestions



- 12 (27% of 45 respondents) disagreed with the proposed location because it would be built on green space.
- 7 (16%) suggested that the money would be better spend on city-wide youth provision rather than focusing the resources on one area.
- 6 (13%) said the site would not be accessible to children and young people.
- 6 (13%) were concerned that the Youth Zone would cause an increase in Anti-Social Behaviour in the area.
- 5 (11%) disagreed with the proposed location due to the impact that building on the site would have on wildlife.

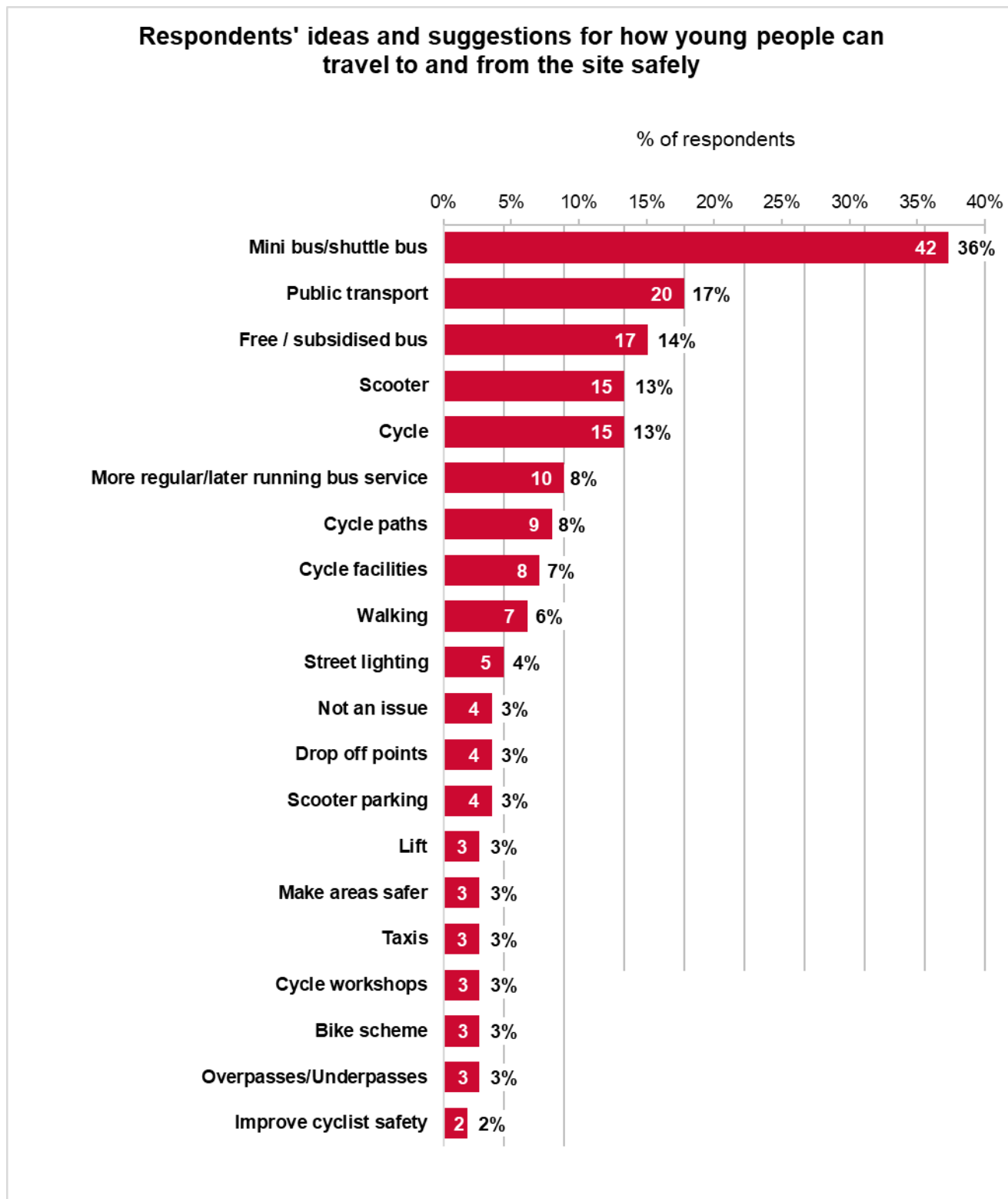
- 5 (11%) were concerned that the Youth Zone would lead to an increase traffic in the area.
- 5 (11%) suggested that money would be better spent on improving existing provision in the area.
- 8 respondents suggested alternative locations:
 - 4 (9%) suggested that a more central location for the Youth Zone would be better than the proposed one
 - 1 said that it should be in Hartcliffe and Withywood
 - 1 said that it should be in a non-residential area
 - 1 said that it should be in the inner city
 - 1 said that it should be in Hengrove Leisure Park
- 3 (7%) said that the Youth Zone would need to be monitored and policed.
- 3 (7%) were concerned that young people from other parts of South Bristol would not use the Youth Zone in its currently proposed location.
- 3 (7%) said that other areas of South Bristol needed youth provision.
- 1 respondent was concerned that the Youth Zone would cause increased pollution.

The total number of comments exceeds 45 because some respondents addressed several themes.

3.3.2 Respondents' ideas and suggestions for how young people can travel to and from the site safely

118 (64%) of the survey respondents provided free text responses giving ideas and suggestions for how young people can travel to and from the site safely. The comments were categorised into themes (Figure 6).

Figure 6: Ideas and suggestions for how young people can travel to the site safely



- 42 (36% of the 118 respondents) suggested having mini-buses/shuttle buses to provide transport to and from the Youth Zone site. 20 (17%) suggested using public transport. 17 (14%) suggested having free or subsidised bus journeys to and from the site. 10 (8%) suggested having a more regular/late running bus service to and from the site.
- 15 (13%) said they could travel by scooter/e-scooter. 4 (3%) suggested providing scooter parking at the site to facilitate this.
- 15 (13%) said young people could cycle to the site. 9 (8%) said that cycle paths could be built or improved to enable this. 8 (7%) suggested providing cycle facilities, 3 (3%) that there should be a bike scheme offered, 3 (3%) suggested providing cycle workshops to help young people to learn how to maintain and repair their bikes, and 2 (2%) that cyclist safety would need to be improved.
- 7 (6%) said young people should walk to and from the site. 1 suggested that youth workers could run a 'walking bus' for young people.
- 5 (4%) said that improving street lighting would help make traveling to and from the site safer.
- 4 (3%) suggested having drop-off points for parents/carers at the site.
- 3 (3%) said that making the areas around the Youth Zone safer would help young people to access the site.
- 3 (3%) suggested taxis, and 3 (3%) said young people could get lifts.
- 3 (3%) said that building overpasses/underpasses would make the site more accessible.
- 4 (3%) said that this was not an issue.

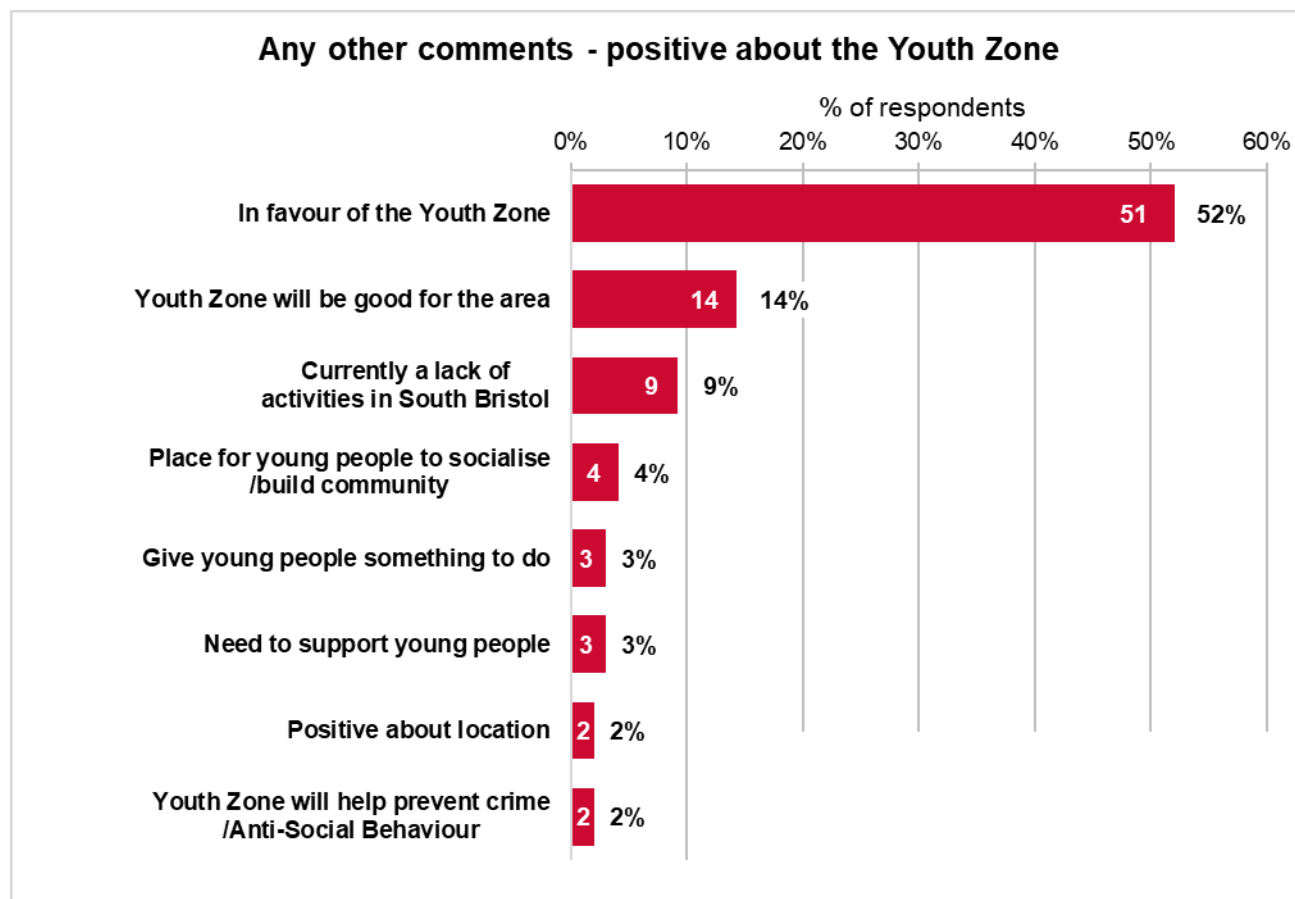
The total number of comments exceeds 118 because some respondents addressed several themes.

3.3.3 Further comments on the South Bristol Youth Zone

98 (53%) of the survey respondents provided free text responses providing further comments on the South Bristol Youth Zone.

There were a number of positive comments about the Youth Zone which have been categorised below (Figure 7).

Figure 7: Further comments – positive comments about the Youth Zone

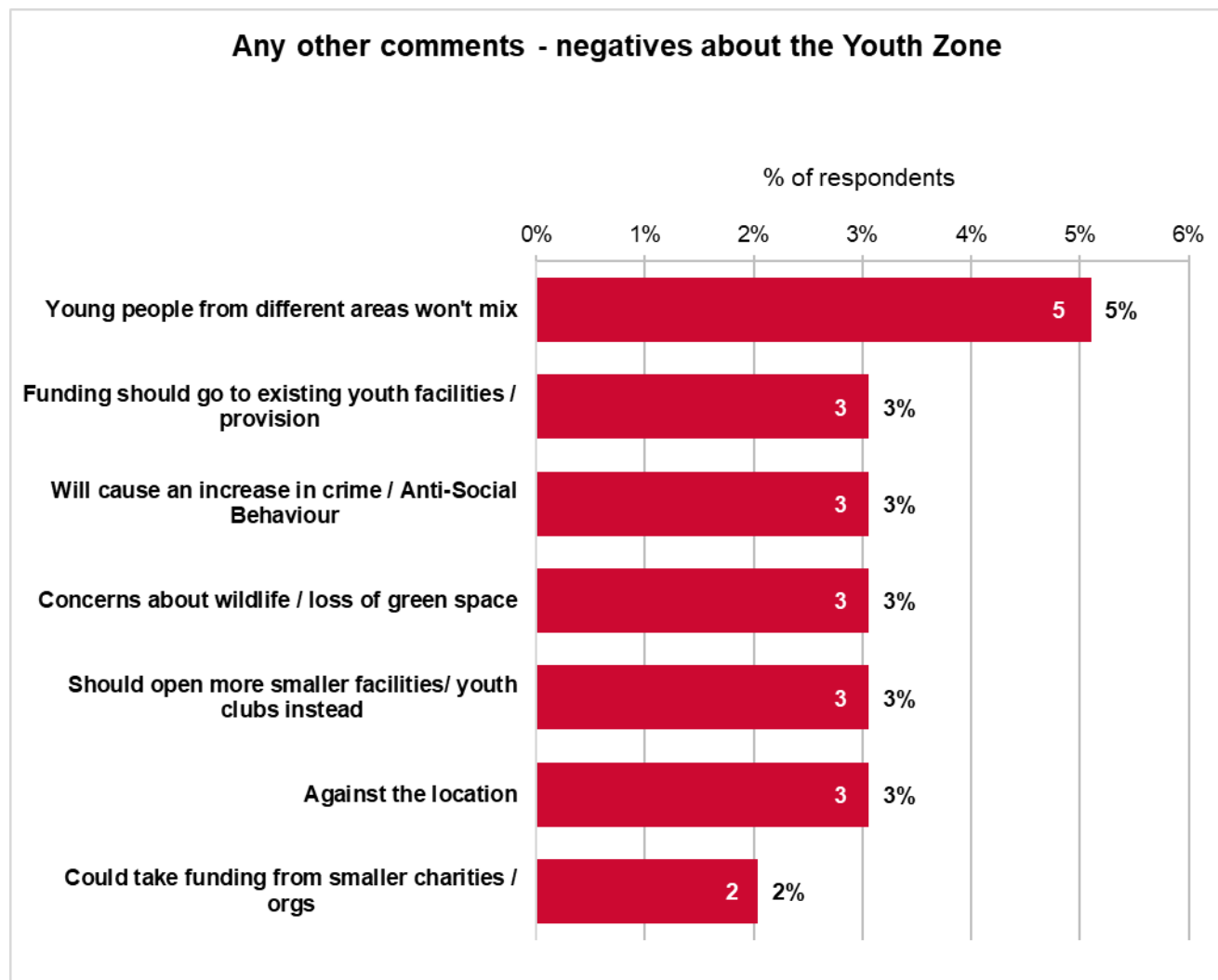


- 51 (52%) comments expressed general support for the South Bristol Youth Zone proposals.
- 14 (14%) said the Youth Zone would be good for the area of South Bristol.
- 9 (9%) said there were currently a lack of activities in South Bristol, which the Youth Zone would be able to provide.
- 4 (4%) said that it was a place for young to socialise and build a community.
- 3 (3%) said that it would give young people in the area something to do.
- 3 (3%) said that it was important to support young people.
- 2 (2%) were positive about the location
- 2 (2%) said that the Youth Zone would help prevent crime and anti-social behaviour.
- There were also the following comments from individual respondents:
 - The Youth Zone will be a safe place for young people
 - It will provide good opportunities for young people
 - The area of the site is where the most disadvantaged young people live

- In favour of the media facilities and the ability to get time in a studio.
- That there is currently not enough provision for young people in the city, which the Youth Zone would improve.
- In favour of the proposed fee.

There were a number of negative comments about the Youth Zone proposals, which have been categorised below (Figure 8).

Figure 8: Further comments – negative comments about the Youth Zone

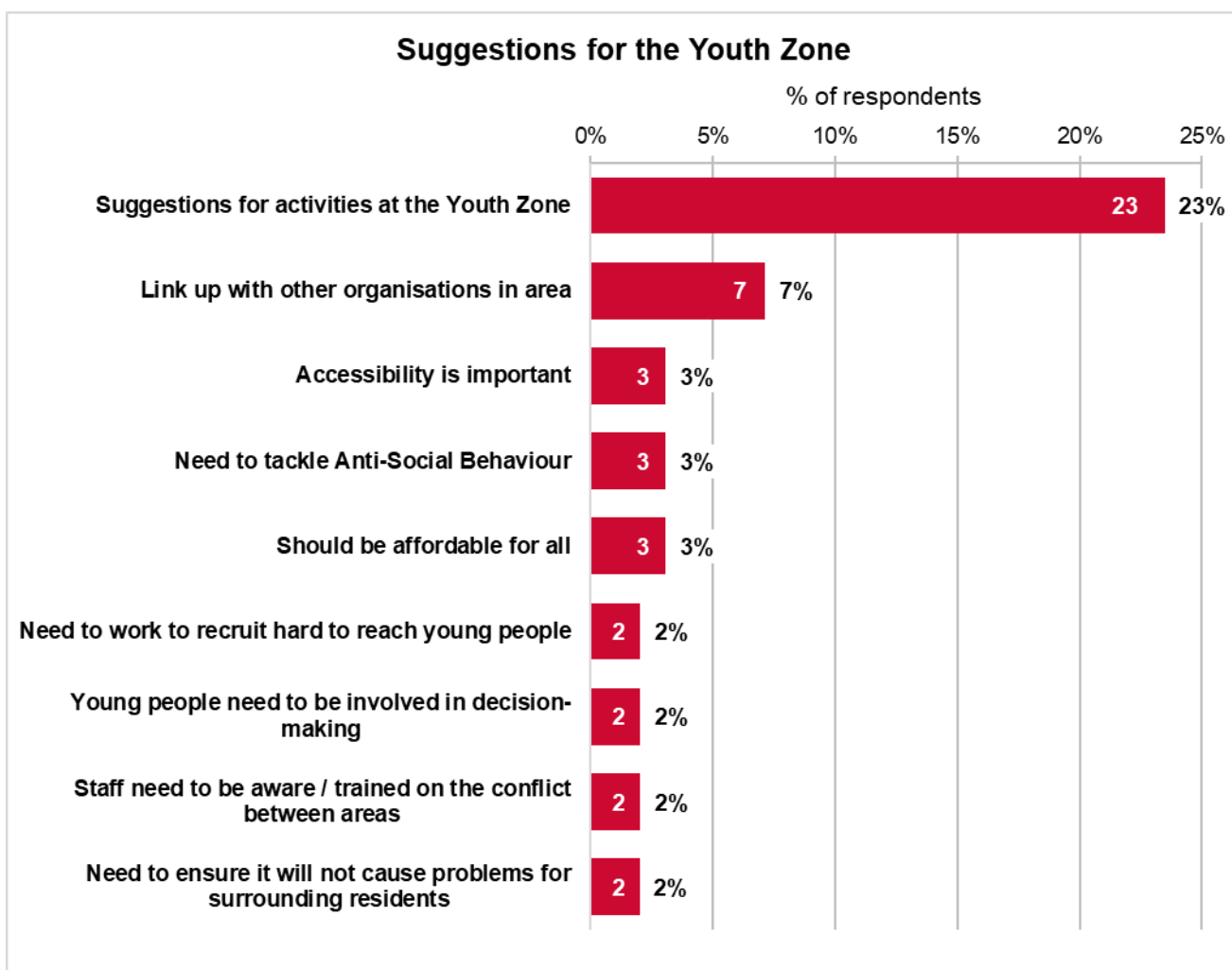


- 5 (5%) said that young people from different areas of South Bristol wouldn't mix well.
- 3 (3%) respondents thought that the funding should go to existing youth facilities and provision instead of the Youth Zone.
- 3 (3%) said it would cause an increase in crime and anti-social behaviour in and around the Youth Zone site.
- 3 (3%) were concerned about the impact on wildlife and the loss of green space.
- 3 (3%) thought that the funding should be spent on opening more smaller facilities and youth clubs instead.
- 3 (3%) were against the proposed location.

- 2 (2%) were concerned that it could take funding away from smaller charities and organisations.
- There were also the following comments from individual respondents:
 - That the construction of the Youth Zone will cause disruption.
 - That they don't understand what the Youth Zone will achieve.
 - That they feel the Youth Zone is reinventing the wheel.
 - That the proposals need to be better thought through.

There were also comments providing suggestions for the Youth Zone, which have been categorised below (Figure 9).

Figure 9: Further comments – suggestions for the Youth Zone



- 23 (23%) were suggestions for activities and facilities for the Youth Zone, as detailed below:
 - Badminton
 - Snooker
 - Table tennis
 - Climbing wall
 - Dance
 - Swimming pool
 - Board games
 - Video games/e-sports
 - Life lessons
 - First aid classes
 - Career support
 - Cooking skills classes
 - Electronics classes
 - Debate classes
 - Arts facilities
 - Meditation room
 - Sensory room
 - Room for people with mental health disabilities
 - Fish tanks
 - Scrambling site
 - Skateboard park
 - Quizzes
 - Projects to directly help the community
- 7 (7%) suggested that the Youth Zone should link up with other organisations in the area.
- 3 (3%) said that ensuring the site is accessible is important.
- 3 (3%) said that anti-social behaviour should be tackled through the Youth Zone.
- 2 (2%) suggested that the Youth Zone workers would need to work to recruit hard to reach young people.
- 2 (2%) suggested that young people needed to be involved in the decision-making for the Youth Zone.
- 2 (2%) said that the staff of the Youth Zone need to be aware of and trained to mitigate the conflict between areas in South Bristol.
- 2 (2%) said that it was important to ensure that the Youth Zone did not cause problems or disruption for the surrounding residents.

The total number of comments exceeds 98 because some respondents addressed several themes.

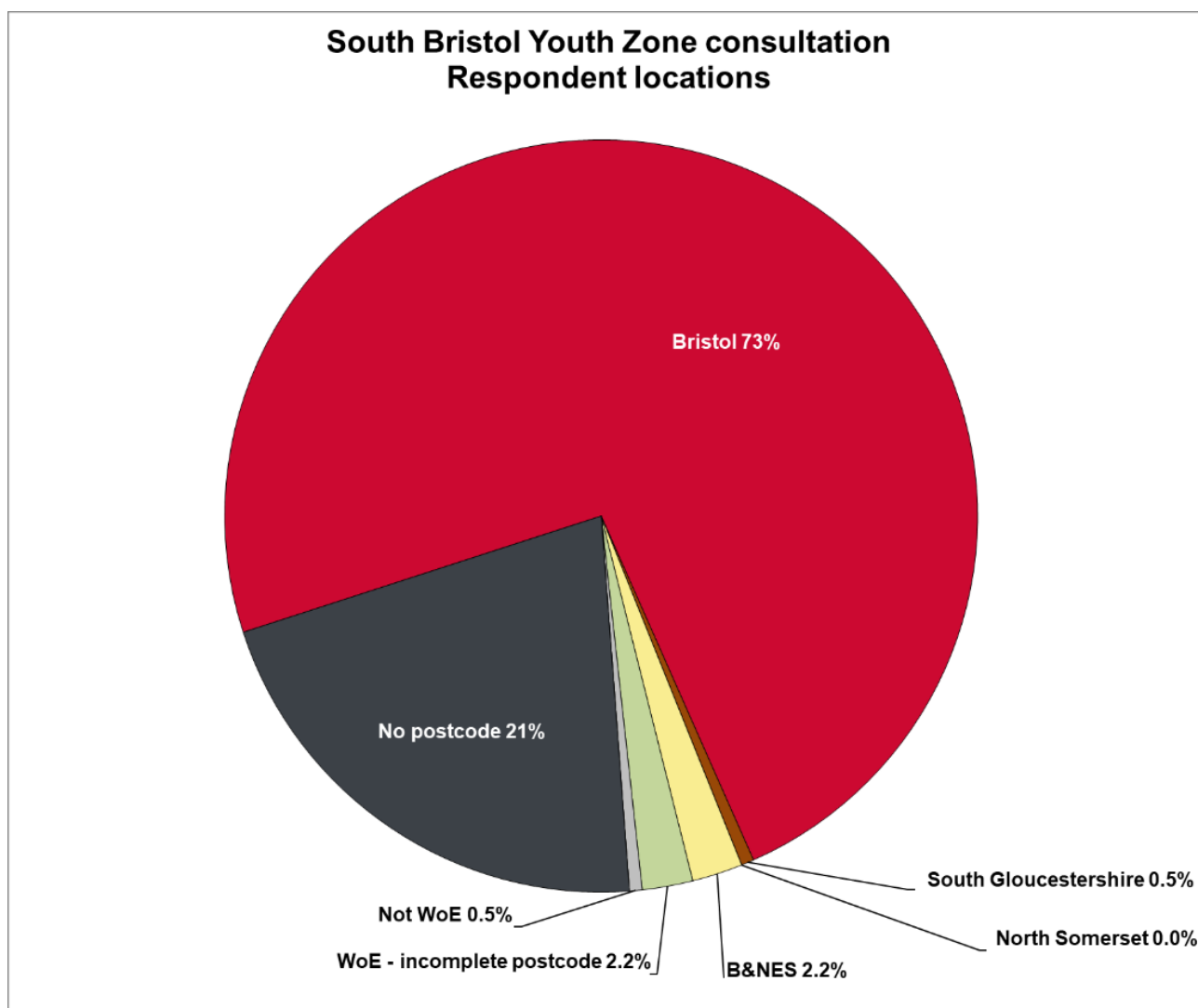
4 Respondent characteristics

4.1 Geographic distribution of responses

135 responses (73%) were received from postcodes within the Bristol City Council area, five (3%) were from South Gloucestershire, Bath & North East Somerset (B&NES), and North Somerset. A further four (2%) were from unspecified locations within the four West of England authorities². (Figure 10).

39 (21%) did not provide a postcode.

Figure 10: Geographic distribution of responses

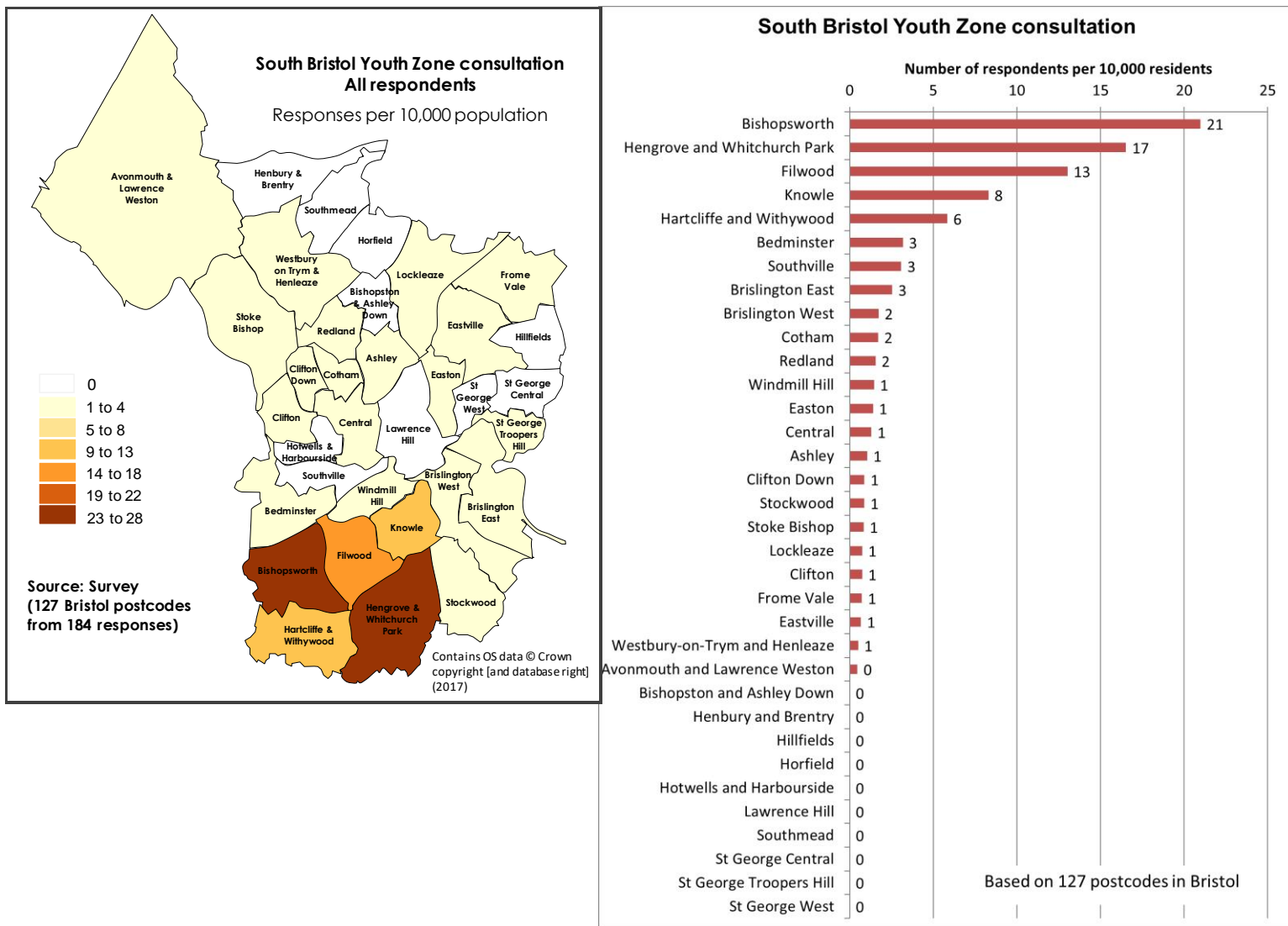


Of the 135 responses from within the Bristol City Council area, 127 provided full or partial postcodes from which the ward of origin could be identified³ (Figure 11).

² Incomplete postcodes identified the home location as within the West of England authorities' area (Bristol, B&NES, North Somerset and South Gloucestershire), but not which authority.

³ The other 8 responses included incomplete postcodes which are within Bristol but do not include enough information to identify a specific ward.

Figure 11: Geographic distribution of responses in Bristol



4.2 Response rate from areas of high and low deprivation

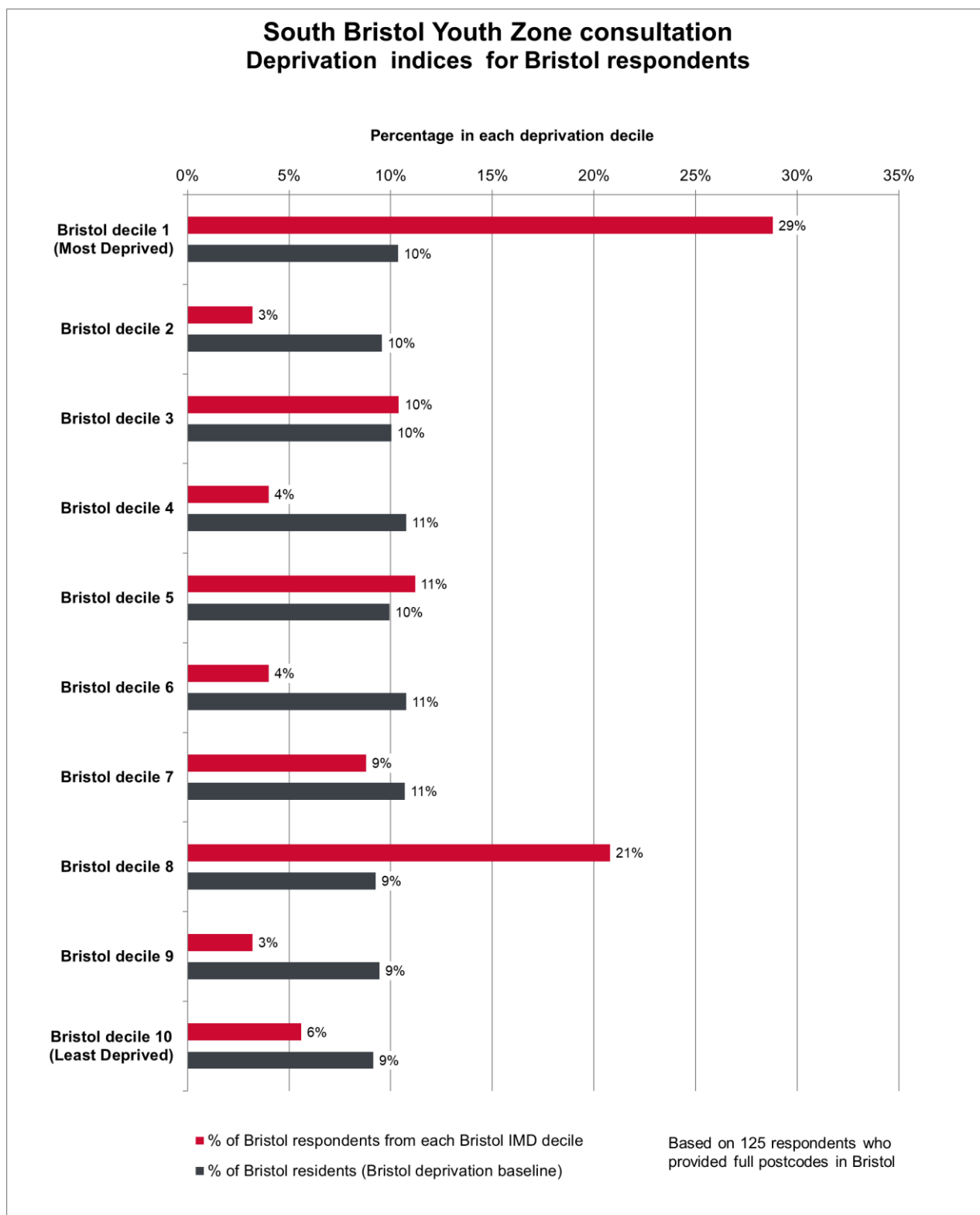
The home location of respondents in Bristol was compared with nationally published information on levels of deprivation across the city⁴ to review if the responses received include a cross-section of people living in more deprived and less deprived areas. This helps the council to know if the views of citizens in more deprived areas differ from people living in less deprived areas.

The comparison looked at levels of deprivation in 10 bands (known as ‘deciles’) from decile 1 (most deprived) to decile 10 (least deprived). Figure 12 compares the percentage of Bristol respondents⁵ living in each of the deprivation deciles (red bars) to the percentage of all Bristol citizens who live in each decile (grey bars). Figure 12 shows there was over-representation of responses from the most deprived 10% of the city (decile 1) as well as decile 8. Response rates from the least deprived 20% of the city (deciles 9 and 10) were under-represented. Deciles 2, 4 and 6 are also under-represented. Responses from deciles 3, 5 and 7 broadly match the proportion of Bristol citizens living in these deciles.

⁴ The Office for National Statistics (ONS) publishes information about deprivation for 32,844 small areas - known as ‘Lower Super Output Areas’ (LSOAs) - throughout England. For each LSOA, a measure of deprivation is published called ‘Indices of Multiple Deprivation’ (IMD), which takes account of 37 aspects of each area that cover income, employment, education, health, crime, barriers to housing and services, and living environment. The postcodes provided by respondents enabled each to be matched to one of the 263 Lower Super Output Areas in the Bristol City Council area and thus to one of the deprivation deciles. Note: postcodes provide approximate locations; they are not used to identify individuals or specific addresses.

⁵ Based on 125 respondents who provided full postcodes in the Bristol administrative area from which deprivation decile can be identified.

Figure 12: Comparison of response rate from areas of high and low deprivation



(Percentages in Figure 12 are given to the nearest integer. The length of bars in the chart reflects the unrounded percentage; hence bars shown as 10% may be slightly different in length.)

4.3 Characteristics of respondents

174 (95%) people answered one or more of the equalities monitoring questions.

Respondent characteristics are summarised below. The charts compare:

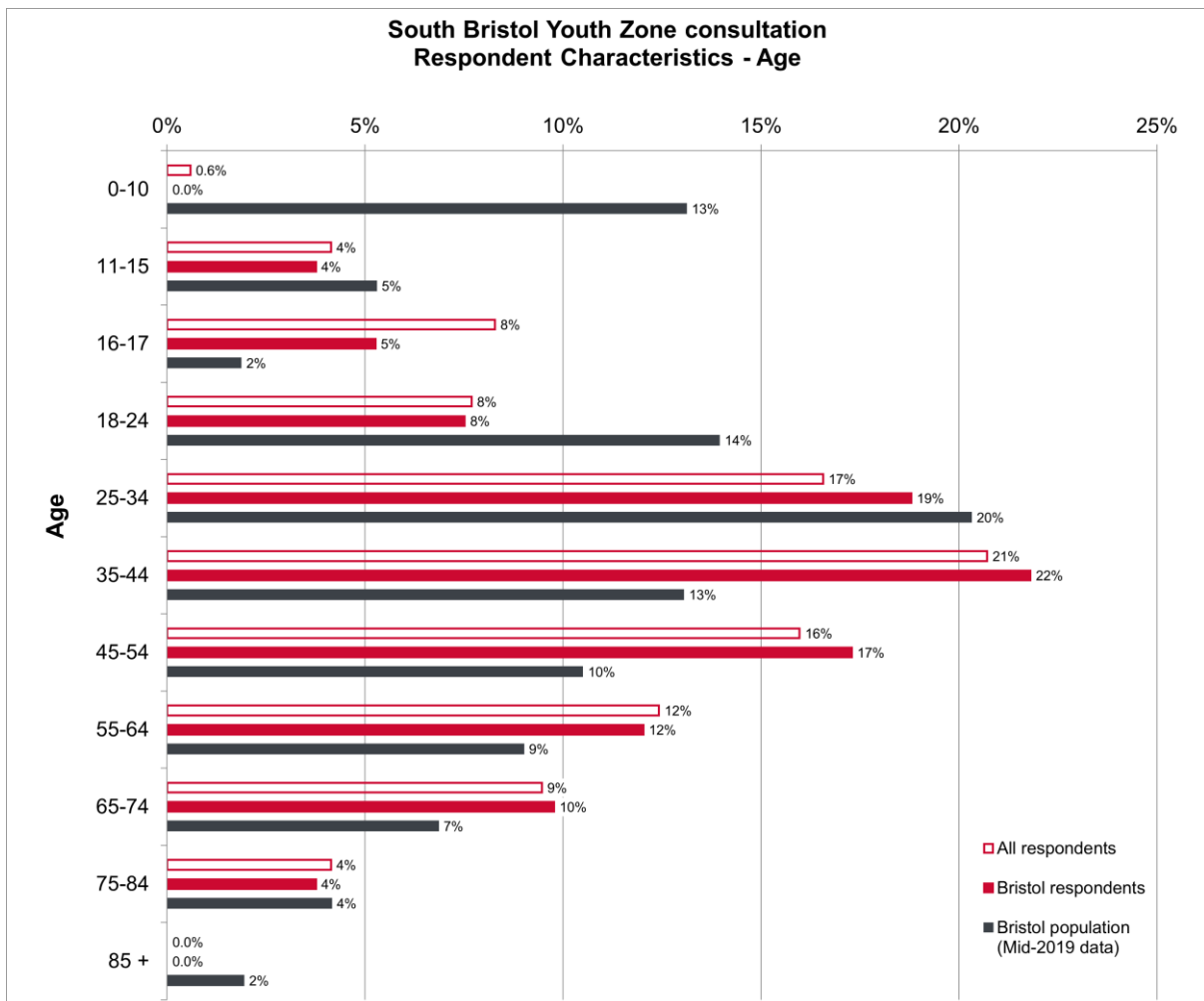
- characteristics for all respondents who answered the equalities questions;
- characteristics of respondents who provided a Bristol postcode;
- characteristics of Bristol’s citizens for five protected characteristics (age, sex, disability, ethnicity and religion/faith) for which population data are available from the 2011 Census and subsequent updates.

Note that many of the respondents who did not provide postcodes may also live in the Bristol administrative area, but are not included in figures for ‘Bristol respondents’

Age

All age groups between 35 and 74 responded in higher proportions than these ages in the population. Survey responses from 16-17 year olds were also over-represented (8% of respondents compared to 2% of the total Bristol population), while 0-10 and 18-24 age groups were underrepresented. These percentages exclude the 2% of respondents who answered ‘prefer not to say’.

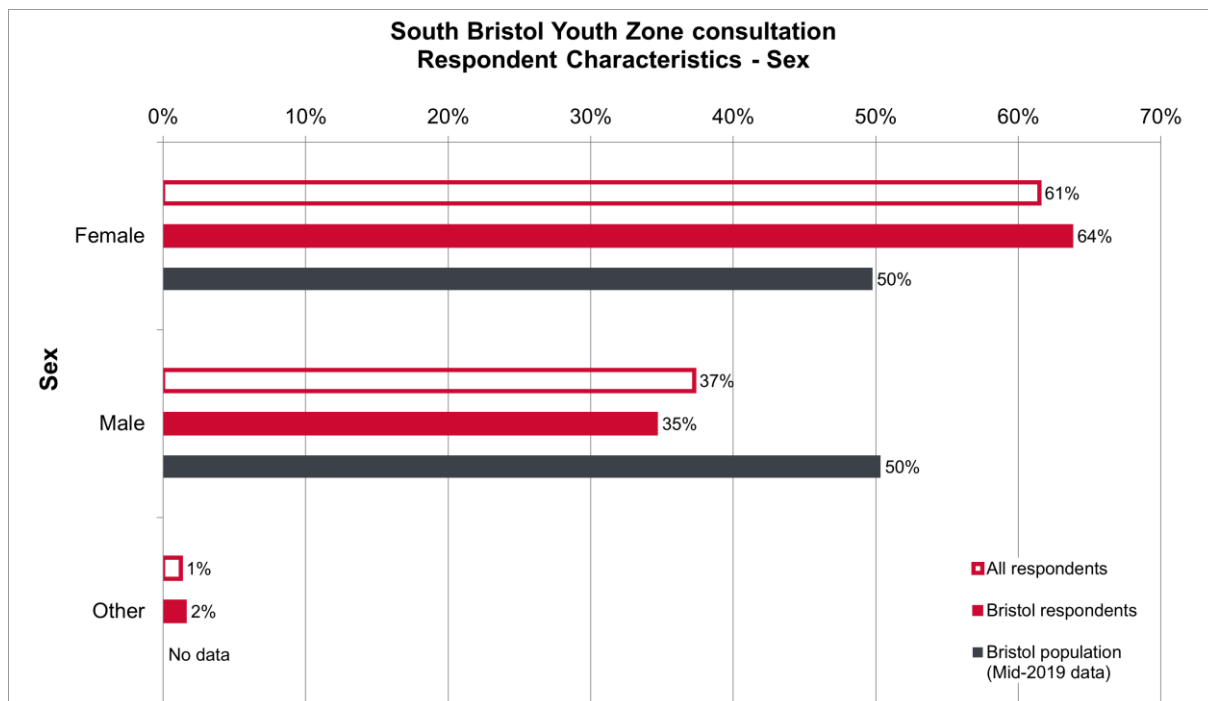
Figure 13: Age of respondents



Sex

61% of all responses were from women and 37% were from men. 1% were from people who identified as ‘other’. These percentages exclude the 4% of respondents who answered ‘prefer not to say’)

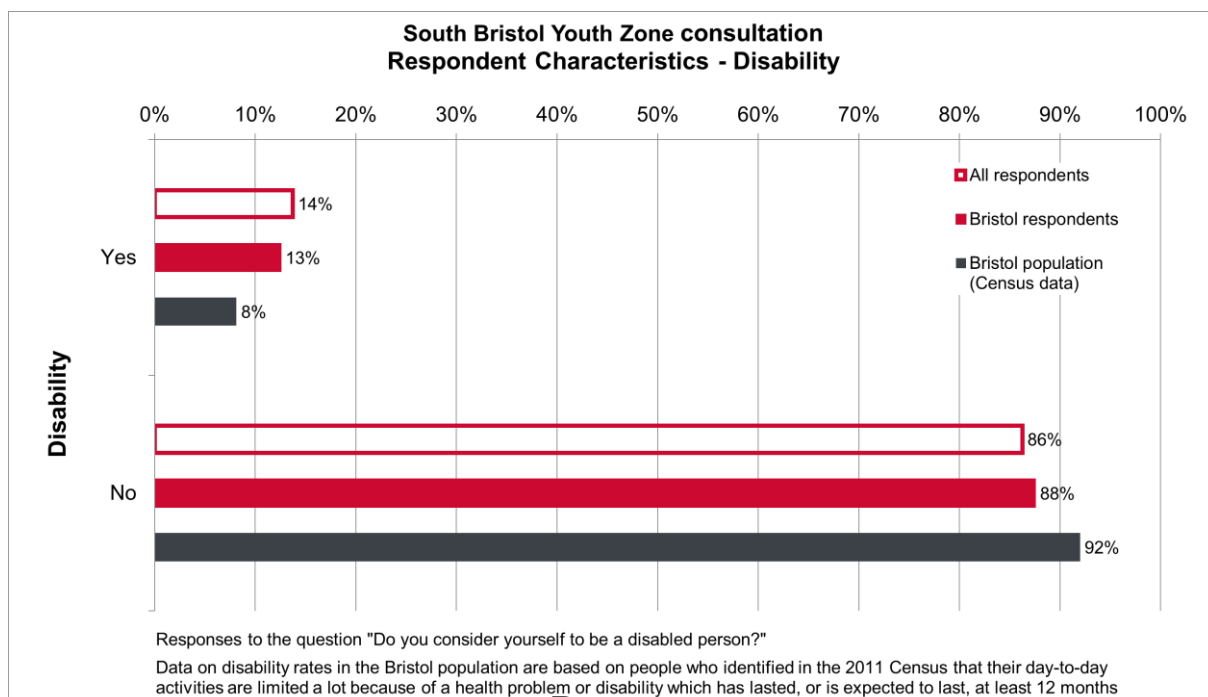
Figure 14: Sex of respondents



Disability

The proportion of disabled respondents (14% of all respondents; 13% of Bristol respondents) is higher than the proportion of disabled people living in Bristol. These percentages exclude the 7% of respondents who answered ‘prefer not to say’.

Figure 15: Disability



Ethnicity

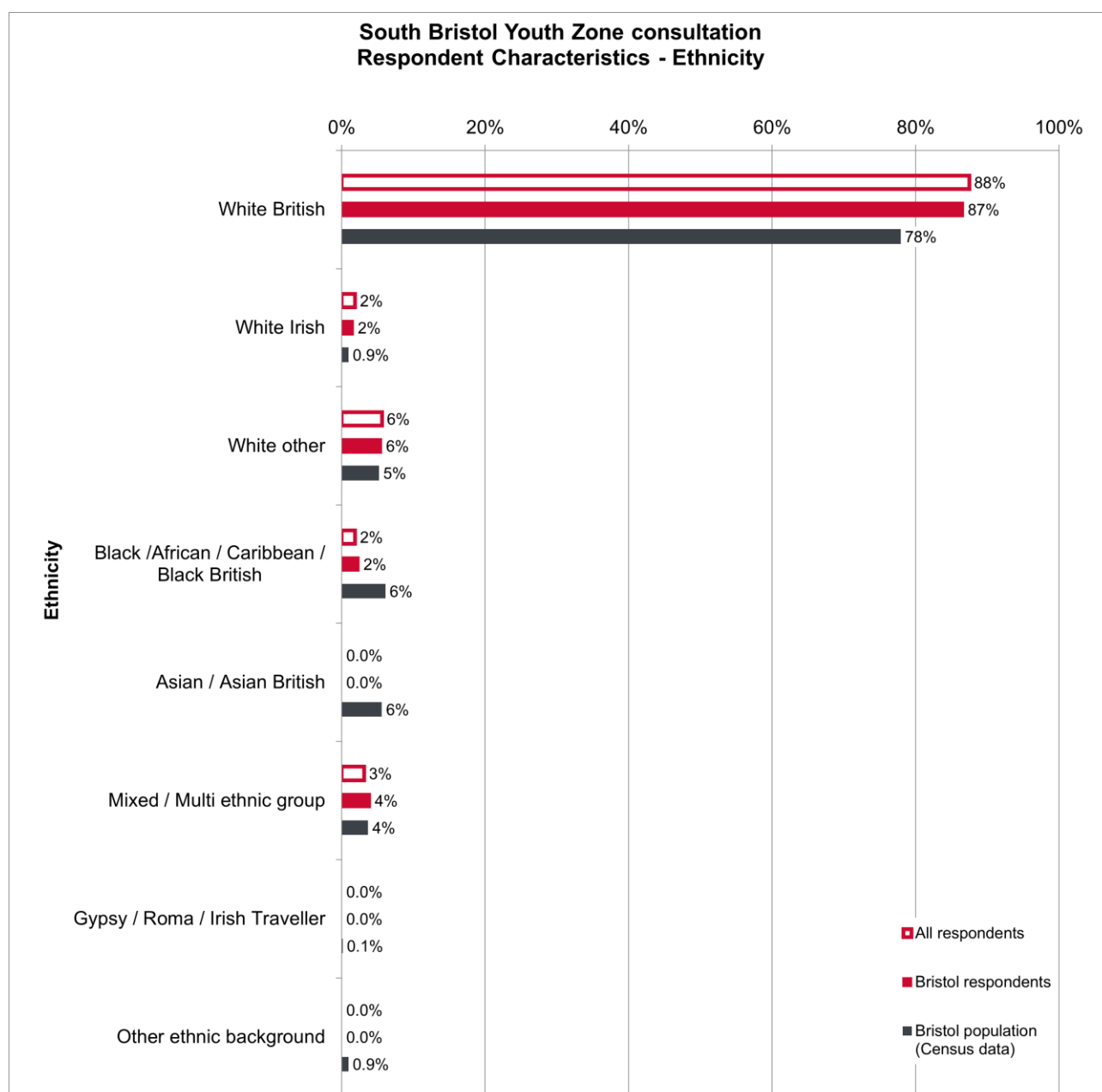
The response rate from White British respondents (88%) is higher than the proportion of these citizens in the Bristol population.

Black/African/Caribbean/Black British citizens and Asian/Asian British citizens were under-represented in the response rates compared to the proportion of people in each of these ethnic groups living in Bristol.

These percentages exclude the 4% of respondents who answered ‘prefer not to say’

Proportions of each ethnicity for all respondents closely matches respondents who provided a Bristol postcode.

Figure 16: Ethnicity of respondents



Religion/Faith

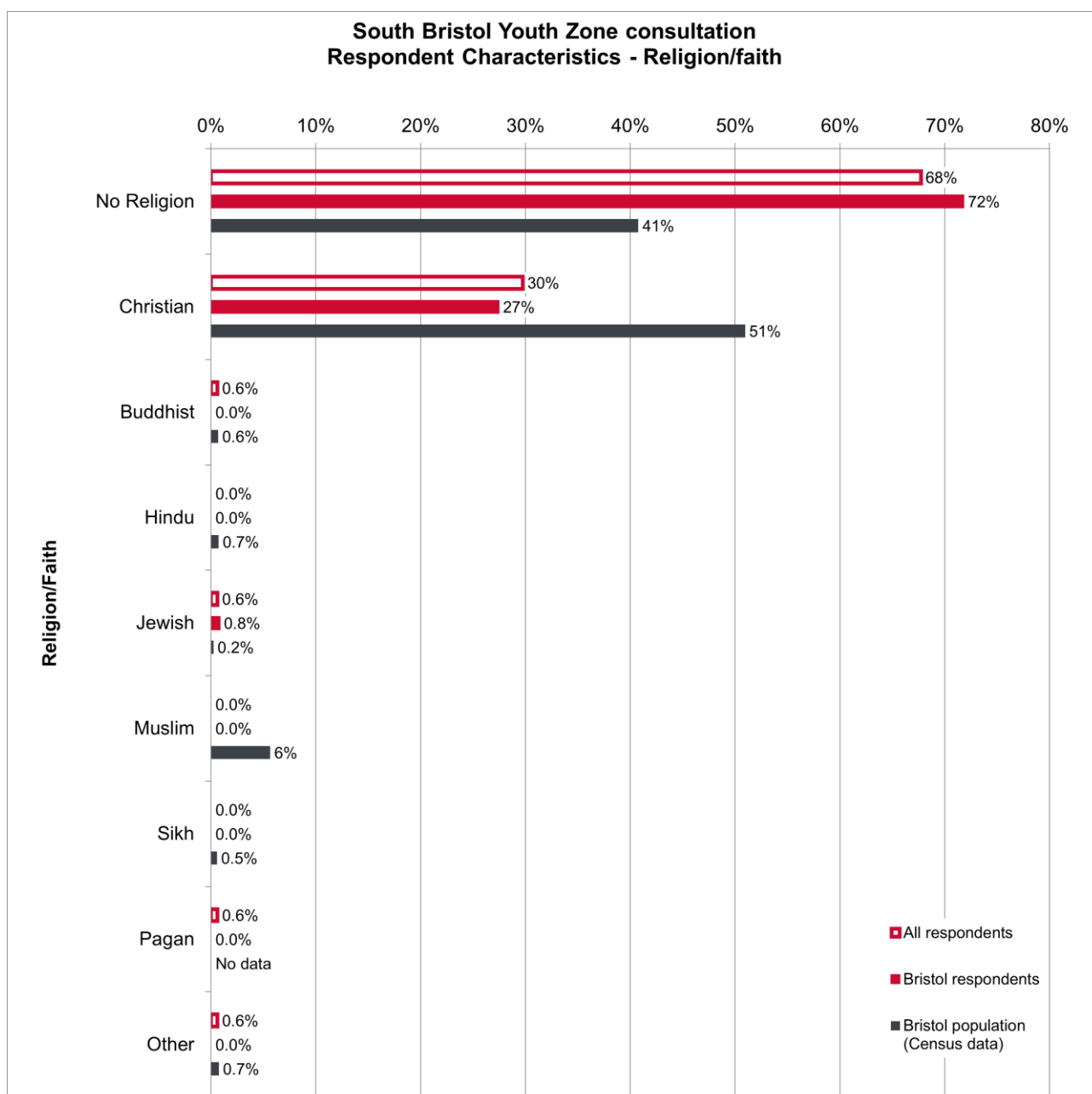
People with no religion (68% of all respondents, 72% from Bristol) responded in higher proportion than people of no religion in Bristol’s population (41%).

The proportion of Jewish respondents (0.6%) was also higher than the Bristol population.

Christians (30%), Muslims (0%), Hindus (0%) and Sikhs (0 %) were under-represented compared to the proportions of these faiths living in Bristol.

These percentages exclude the 5% of respondents who answered ‘prefer not to say’.

Figure 17: Religion/faith of respondents



Other protected characteristics and refugee/asylum status

The survey also asked respondents about three other protected characteristics (sexual orientation, gender reassignment, pregnancy and recent maternity) and if they are a refugee or asylum seeker.

Census data are not available for the proportion of people with these characteristics living in Bristol. Figures 18, 19, 20 and 21 show the proportions of all respondents and Bristol respondents for each of these characteristics.

Figure 18: Sexual orientation

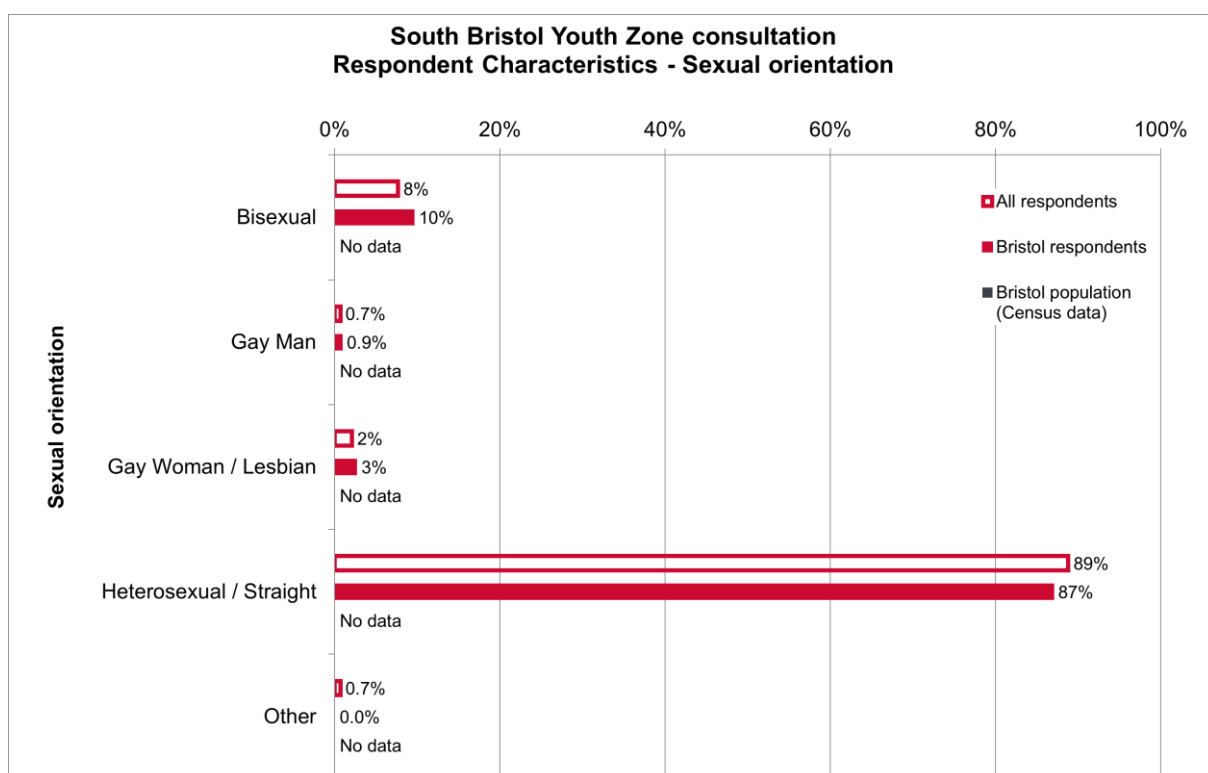


Figure 19: Gender reassignment

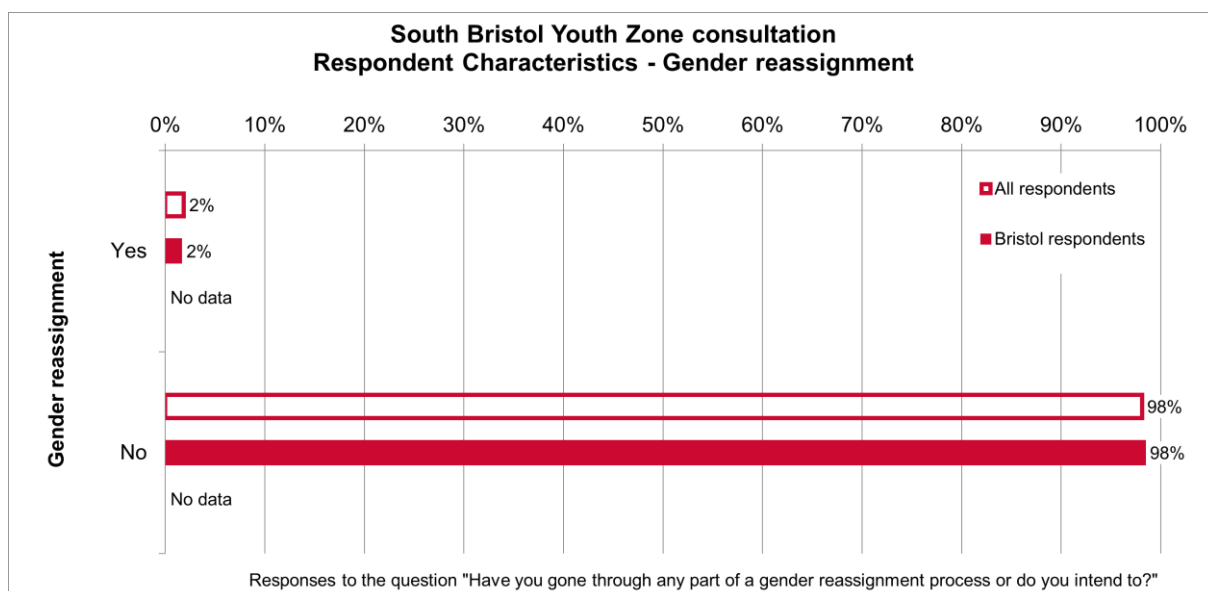


Figure 20: Pregnancy/Maternity

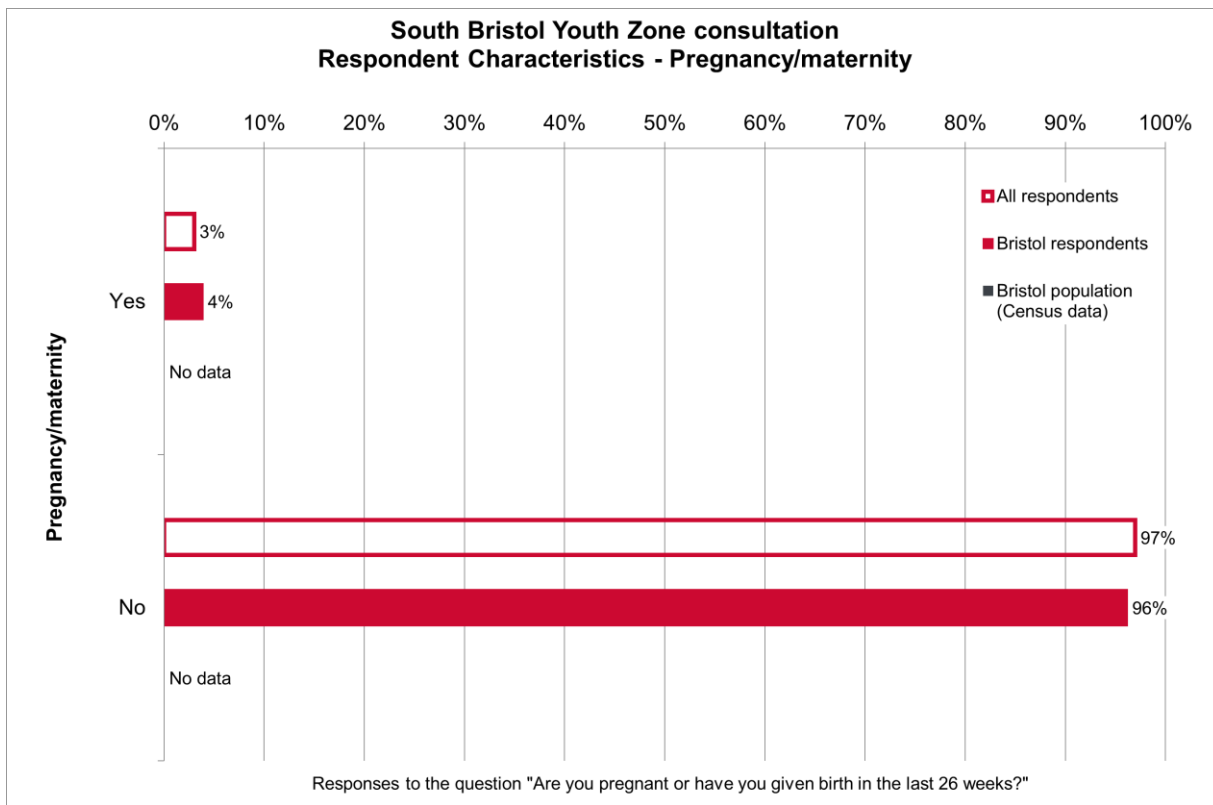
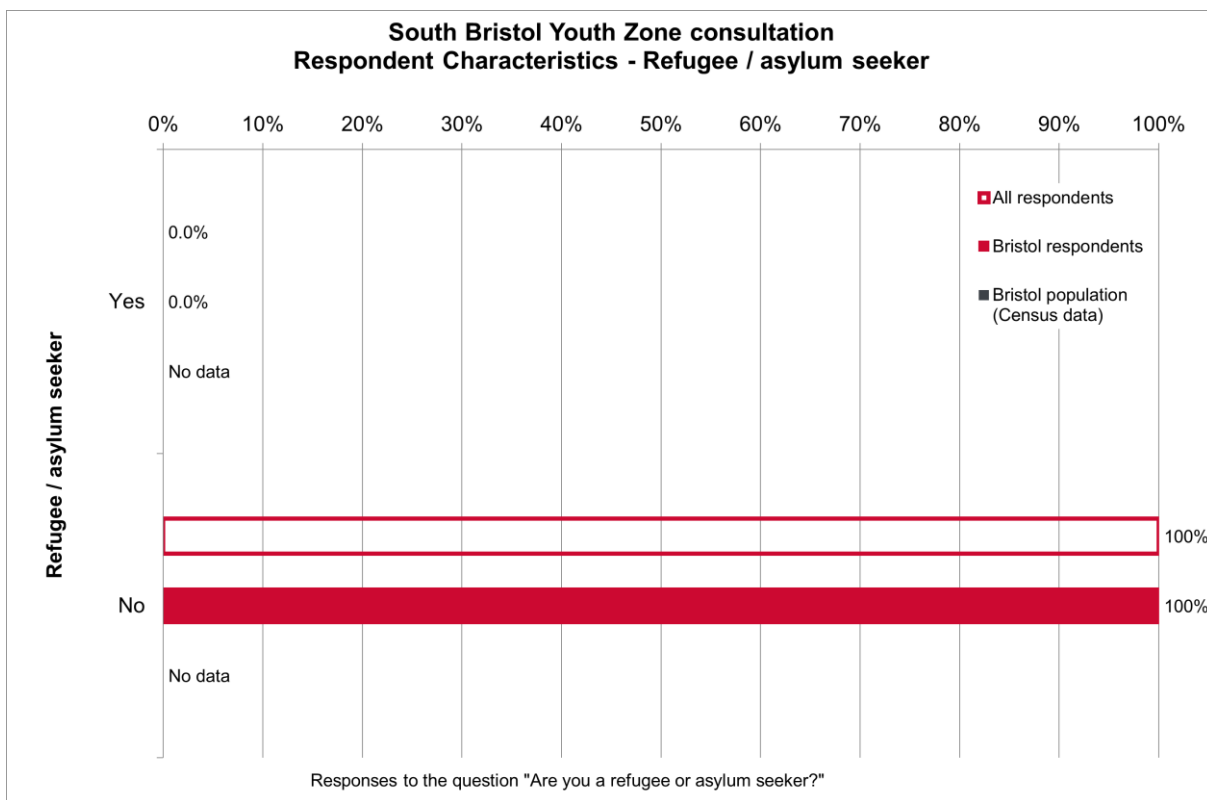


Figure 21: Refugee or asylum seeker



5 How will this report be used?

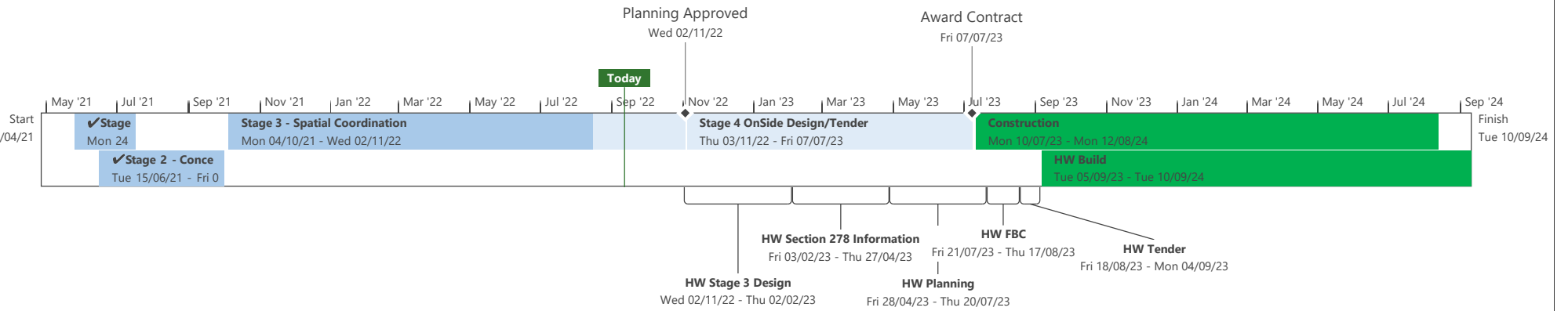
This consultation report describes the consultation methodology and the feedback received, which will be used to shape the Full Business Case which will be considered by Cabinet.

How can I keep track?

You can find the latest consultation and engagement surveys online at www.bristol.gov.uk/consultationhub where you can also sign up to receive automated email notifications about consultations and engagements.

You can find forthcoming Full Council and Cabinet meetings and their agendas at democracy.bristol.gov.uk.

Any decisions made by Full Council and Cabinet will also be shared at democracy.bristol.gov.uk.



Decision Pathway – Report

PURPOSE: Key decision

MEETING: Cabinet

DATE: 24 January 2023

TITLE	DfE Capital Funding to develop two new Children’s Homes		
Ward(s)	All		
Author: Gail Rogers	Job title: Head of Service – Children’s Commissioning		
Cabinet lead: Cllr Asher Craig - Cabinet Member for Children, Education & Equalities	Executive Director lead: Abi Gbago, Executive Director Children’s and Education		
Proposal origin: BCC Staff			
Decision maker: Cabinet Member			
Decision forum: Cabinet			
Purpose of Report:			
To seek approval to use the Department for Education Children’s Home Capital Funding Grant of £911,000 to develop two BCC owned properties to create a Tier 3.5 and a Adolescent Males Children’s Homes and approve commissioning a provider to run the homes.			
Evidence Base:			
<ol style="list-style-type: none"> 1. Over the past 3 years Bristol has had an increasing percentage of children in care placed at 20 miles or more away from home from 21% in 2019/20 to 23% in 2021/22, the national performance for this measure is 17%. For our children in external residential provision, this rises to 71%. There has also been an increased reliance on using residential placements from 12% at the end of 2020/21 to 16.8% at the end of 2021/22. 2. DfE data shows that the South-West region has just 7% of all Children’s Homes and 6% of places, making it the joint lowest region nationally, alongside London. There is one independent Children’s Home in Bristol, and 11 within 20 miles. Market shaping tells us that the cost of accommodation in Bristol is a barrier and providers are looking for more collaborative ways of working with us such as jointly funded homes. 3. There are currently 727 children in care (CiC) and this figure is predicted to rise to between 736 and 790 children by the end of 2023/4, a CiC population of 763 would be an increase of 5% from Bristol’s current care population. We are already struggling to find placements to meet the needs of our most complex children, and this will be further compounded by the increase of children in care. 4. Bristol City Council submitted a bid to the DfE Children’s Homes Capital Funding Programme, which has been successful. The bid addresses gaps in sufficiency locally and nationally for two cohorts of children with complex care needs through: <ol style="list-style-type: none"> i. Programme 1: A Tier 3.5 home to support children with mental health needs to live in the community through a collaborative model of delivery with Health, Education and Social Care. These children will have experienced acute Health settings and require clinical and social care to enable discharge and/or to prevent hospital admission and re-admission. ii. Programme 2: A new home for adolescent boys aged 15-17+ with challenging and aggressive 			

behaviour. This will provide a therapeutic treatment setting for restorative care, for young men with criminal justice involvement and where exploitation is part of their risk profile. The home will include two self-contained pods in the grounds as preparation for independent living.

5. The project will create the two new Children's Homes out of existing BCC-owned buildings in order to provide spaces for eight children and two carers. These existing properties will require extensive refurbishment in order to create suitable children's home accommodation and facilities.
6. Both properties will be designed to RIBA Stage 3 by the Bristol City Council Strategic Partner Mott MacDonald, and then tendered as a Design and Build Contract via either ProContract or one of BCC's existing Frameworks.
7. Bristol City Council will commission a provider to run the homes once developed, and the local authority will have responsibility for working in partnership with the Provider to ensure that we are meeting the needs of the children and young people. The services have been co-designed with Health, Education and Social Care and we will ensure the contractual arrangements in place are flexible to meet any changing demographic of children and young people's needs.
8. The total budget for the project £911,000 coming from the DfE grant plus in-kind match funding through the value of the land / property. The costings and architectural plans have been developed by Strategic Partner Mott Macdonald and include contingency for inflation.
9. Both elements of this project will ensure value for money for the public purse:

The average cost to hospital trusts of a child occupying a bed when medically fit due to no safe place to discharge is approx. £324/day with the average cost of treating a child for self-harm presentations in ED estimated at approx. £196/day. The cost of 24-hour agency nurse support for a child in ED is approx. £997/day. Current analysis indicates that residential homes are increasingly taking children to hospital following escalation of mental health issues, and once admitted, are stating that they can no longer meet their needs. Once children are ready for discharge, they are then unable to move, this is causing lengthy admissions which incur a significant cost. The creation of the Tier-3.5 home would create sufficiency enabling children to be discharged from hospital wards within suitable timescales.

10. 71% of Bristol's current care population are aged 10 or older (higher than the national average of 62%) and are unlikely to cease care prior to their 18th birthday. There are 17 young people over 15 in Out Of Area residential care where costs range from £5,800 per week all the way up to £16,000 per week due to the need for 24 hour support staff and complex needs, the majority of these young people are boys. This project will enable adolescent males to remain in Bristol at a lower weekly cost.
11. This work forms part of the children's transformation programme and budget savings proposals – creating more locally based homes for children with complex care needs. This will help us to try and reduce the number of children who are placed in expensive placements outside of the city, improving outcomes whilst reducing our overall expenditure.

Cabinet Member / Officer Recommendations:

That Cabinet:

1. Note the submission of a bid for grant funding to the DfE Children's Home Capital Funding Programme.
2. Authorise the Executive Director People, in consultation with Cabinet Member for Children, Education & Equalities to take all steps required to accept and spend £911,000 grant funding from the DfE Children's Home Capital Funding Programme.
3. Authorises the Executive Director in consultation with Cabinet Member for Children, Education and Equalities to take all steps required to procure and award the contract(s) necessary for the implementation of a Tier 3.5

and an Adolescent Males Children’s Home and commission a provider to run the homes, in-line with the maximum budget envelopes outlined in this report.

4. Authorises the Executive Director 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. CYP1 Child Friendly City – Children and young people will be cared for and supported in the City they have grown up in and will be supported to overcome adverse childhood experiences.
2. CYP2 Supported to Thrive - Children and young people will be supported to thrive, by ensuring there are sufficient

City Benefits:

1. Children and Young People in care will remain within Bristol – thus securing better outcomes for our children in their own communities. Less children will be placed in high cost out of area placements.
2. Greater value for the public purse by reducing bed blocking in tier 4 provision where children are fit for discharge but remain in hospital due to a lack of suitable placement being sourced.

Consultation Details:

1. The bid was put together by staff from across children’s services, in collaboration with ICB and Violence Reduction Unit.

Background Documents:

[Children and Families Act 2014](#)

Revenue Cost	£N/A	Source of Revenue Funding	N/A
Capital Cost	£911,000	Source of Capital Funding	DfE Children’s Home Capital Funding Programme, match funded by the value of the land / properties.
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 approval to accept and spend a grant of £911,000 from the DfE Children’s Home Capital Funding Programme. This grant bid was successful and was secured through the inclusion of an equivalent amount of in-kind match funding, from the Council in the form of land and buildings at two existing children’s homes.

As outlined in the report, these homes will be redeveloped to provide an updated service offer which will support a Tier 3.5 and an Adolescent Males Children’s Home which are significant current service gaps. The development will need to be closely monitored and costs controlled to ensure that the costs do not exceed the £911,000 capital budget envelope, including any assumptions on potential risks in relation to cost inflation, in what is a challenging construction market.

The revenue cost of running a Tier 3.5 3-bedded externally commissioned service is estimated to be in the region of £733,000 (which is in line with current cost assumptions within existing BCC children’s homes with an uplift to reflect higher levels of service complexity). This equates to c£4,700 per week per placement, assuming full occupancy. In contrast, the report suggests the costs to discharge from hospital to a placement can be as high as c£35,000 per week for the highest level of complexity and so the potential annual saving to BCC might be very significant i.e. over £1 million. However, it may also be lower and will be dependent on individual presenting needs and complexity.

The revenue cost of the Adolescent Males Children’s Home for 5 places is expected to cost in the region of £728,000 or £2,800 per week, per placement, assuming full occupancy. In contrast, the average gross cost to the social care budget for an equivalent external placement cost, is currently £6200 per week for this cohort, which would mean a significant saving to social care potentially in excess of c£0.8 million.

The revenue costs are indicative at this stage and will need to more fully developed as part of any commissioning strategy and confirmed via the subsequent procurement process. These revenue costs will need to be funded by a redirection of existing children’s placement budgets and it is assumed that the reduced cost of new placements, with improved value for money will deliver the saving and funding required to achieve this. If there is not a substitution then there is a risk that this will be an added cost pressure for the Children’s Directorate.

Finance Business Partner: Denise Hunt 8/12/22

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 11 January 2023

3. Implications on IT: IT support this proposal and are keen to be engage, when necessary, as I.T. for this type of multi-partner working can be challenging

IT Team Leader: Alex Simpson – Senior Solution Architect 16 January 2023

4. HR Advice: The report is informing cabinet of the submission of a bid for grant funding to the DfE Children’s Home Capital Funding Programme and to authorise the Executive Director People, in consultation with Cabinet Member for Children, Education & Equalities to take all steps required to accept and spend £911,000 grant funding. There are no significant HR implications arising from this report.

HR Partner: Lorna Laing – HR Business Partner – People 12 December 2022

EDM Sign-off	Hugh Evans	7/12/22
Cabinet Member sign-off	Cllr Asher Craig	12/12/22
For Key Decisions - Mayor’s Office sign-off	Mayor’s Office	06/01/23

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 (template available here)	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: 24 January 2023

TITLE	Local Area Re-inspection October 2022		
Ward(s)	All Wards		
Author: Richard Hanks	Job title: Interim Director, Education and Skills		
Cabinet lead: Cllr Asher Craig Cabinet Member for Children’s Services, Education and Equalities	Executive Director lead: Abi Gbago Executive Director, Children’s and Education		
Proposal origin: Mayor			
Decision maker: Cabinet Member			
Decision forum: Cabinet			
Purpose of Report:			
To inform Cabinet of the outcome of the Local Area Re-inspection of October 2022 and to seek approval of next steps to deliver the recommendations.			
Evidence Base:			
<u>Inspection</u>			
Local Area Inspection and Written Statement of Action October 2019			
<p>1) Between 30th September and 4th October 2019, Ofsted and the Care Quality Commission (CQC) jointly inspected the effectiveness of Bristol’s approach to implementing the special educational needs and disability (SEND) reforms as set out in the Children and Families Act 2014. The specific focus was on how effectively the local area identifies the needs of children and young people with SEND, assesses and meets those needs, and improves their education, health and care outcomes. As a result of the inspection findings, Her Majesty’s Chief Inspector (HMCI) determined that a Written Statement of Action was required to address five areas of significant weakness in Bristol’s practice:</p> <ul style="list-style-type: none"> • The lack of accountability of leaders at all levels, including school leaders • The inconsistencies in the timeliness and effectiveness of the local area’s arrangements for the identification and assessment of children and young people with SEND • The dysfunctional EHC plan process, and inadequate quality of EHC plans • The underachievement and lack of inclusion of children and young people with SEND, including the high rates of persistent absenteeism and fixed-term exclusions • The fractured relationships with parents and carers, lack of co-production and variable engagement and collaboration. <p>2) BCC and BNSSG CCG were jointly responsible for submitting and delivering the written statement. This statement of action set out:</p> <ul style="list-style-type: none"> • Our vision for improvement and the values that will drive the required change. • The governance structure to provide strategic oversight of improvements. • The high priority actions we will take to address the weaknesses identified by inspectors and to work towards continuous improvement. <p>3) Each of the priority areas for improvement identified in the Written Statement of Action (WSOA) was delivered through a detailed action plan, with operational oversight by the SEND Partnership Group. Overall progress was monitored by the SEND Improvement Board.</p>			

4) Local Area Reinspection October 2022

Between 3rd and 7th of October OFSTED and the Care Quality Commission (CQC) jointly re inspected the effectiveness of Bristol's approach to implementing the special educational needs and disability (SEND) reforms as set out in the Children and Families Act 2014. The specific focus was on the progress made by the local area since 2019. Ofsted and the Care Quality Commission (CQC) revisit report, was published on Friday 25 November, it recognises that Bristol and the local area have improved special education needs and disabilities (SEND) services.

The report's main findings show that **four of the five** areas highlighted in the 2019 inspection are showing '**sufficient progress**' in addressing key areas. Council staff have worked with pace to improve services and outcomes for children in the city. The improvements took place during the pandemic – a time where new working practices and new duties also had to be undertaken.

Inspectors judged that difficult relationships with parents and carers found at the last inspection had continued. However, the report goes on to note that; 'the majority of parents and carers accessing services and support more recently, are positive about their experience'.

5) Main Report Findings:

- Improvements in accountability are leading to better support for children and young people (CYP) with SEND and that school leaders value the transformation of systems and processes that has taken place since the previous inspection.
- The identification and assessment of CYP with SEND in Bristol is improving, with the Ordinarily Available Provision document detailing interventions to meet needs, within typical school assessment and support processes. There has been a cultural shift in the way that professionals and schools, work together which is improving the way that they work together to meet the needs of children and young people with SEND.
- Effective joint working between professionals has resulted in real improvements to the timeliness and quality of education, health and care (EHC) plans. There is a stronger focus on improving outcomes and ensuring the child or young person and their family's voice has been captured. This work is resulting in children and young people being placed at the centre of the EHC assessment process.
- The support in Bristol for children and young people with SEND is getting better. Even so, leaders know there is more to do to ensure that all children and young people attend school regularly. The proportion of children and young people with an EHC plan who have been excluded from school has fallen. A range of strategies have been introduced to ensure that pupils who are at risk of exclusion get the help they need from schools and professionals.
- Parents and carers have a more mixed view of the quality of support available to children and young people with SEND than at the time of the last inspection. Some parents and carers continue to lack trust in the system and feel that leaders are not acting in the best interests of their children. However, the majority of parents and carers accessing services and support more recently, are positive about their experience. Plans are progressing to re-establish a formal body to represent parents and carers.

- 6) The report also notes that inclusion is central to Bristol's Belonging Strategy, which was launched in October 2021, and which puts children and young people at the heart of the city's recovery from, and in response to, the pandemic.

Next Steps

7) Summary

Our final WSoA milestones were signed off by the DFE in July 2021 and our reinspection formalised the progress made. However, there is still much to do before Bristol's CYP with SEND and their families have consistently good experiences of education, health and care. The new **SEND Partnership Plan** will continue to tackle the areas of weakness identified in the inspection, the re-inspection report and feedback from partners. The local area benefitted from the structure and format of the WSOA and the new partnership plan will take a similar approach. The SEND Partnership Plan will also reflect the new local area SEND updated

inspection framework which focusses on experiences and outcomes as opposed to the implementation of the 2014 reforms.

We have received written confirmation that we will require an **Accelerated Action Plan** for Area 5 which is the relationships with parents and carers. We are already in conversation with the DFE about how to progress this work.

8) Detailed Next Steps:

- **Next steps – 1. Accountability of leaders.** Leaders know that some children and young people with SEND still do not get the support they need quickly enough. Improvements are not yet being experienced by all parents and carers. While some parents and carers have a more positive experience, many still feel that professionals do not communicate well and believe that their children are not well supported. Co-production is not a fully established way of working between area leaders and parent and carers. We need to address these points.
- **Next steps – 2. Identification and assessment.** Parents and carers remain worried that many schools do not give children and young people with SEND the support they need. There has been a cultural shift in the way that professionals and schools work together. However, this is not yet experienced by many parents and carers, who still have difficulty getting the right support for their children to stay in education. Addressing these areas will improve how the local area identifies and assesses CYP with SEND.
- **Next steps – 3. EHCPs** Some children and young people still have to wait too long for an EHC plan to be in place. We aim to improve average wait times for families and ensure that no one has to wait for 52 weeks for an EHC NA.
- **Next steps – 4. Inclusion** Leaders know there is more to do to ensure that all children and young people attend school regularly and get a good deal. Parents and carers continue to report that some schools do not support their children. Some parents and carers also say that a number of schools are reluctant to admit children who have SEND. The proportion of children and young people with an EHC plan who have been excluded from school has fallen but is still higher than the national average. The local area needs to work with schools to improve inclusive practice.
- **Next steps – 5. Relationships with parents and carers.** Some parents and carers continue to lack trust in the system and feel that leaders are not acting in the best interests of their children. There is currently no formal structure in place to ensure co-production, engagement and collaboration continues. Parent and carer representatives, along with area leaders, are committed to working in partnership in the best interests of children and young people with SEND. Plans are in place to re-establish a formal body to represent parents and carers. Until this is in place, parent and carer representatives and area leaders must ensure that coproduction with parents and carers is maintained. Our Accelerated Action Plan will address this area.

Recommendations:

9) Agree and submit an Accelerated Action Plan (AAP) by 1st February deadline.

Outcomes we are aiming to achieve through the Accelerated Action Plan:

- Improved relationships at all levels with established systems and processes for co-production, engagement, collaboration, and joint working.
- To facilitate a consistent view of the quality of support and improved trust in systems. This will be established through continuing to develop informal systems and through the development of a formal structure.
- To work together to ensure that the shared commitment to getting the best outcomes for children and young people is used as a firm foundation on which to build future developments.

To enable the above outcomes to be achieved the AAP will need to ensure:

- a. Governance arrangements across the local area are transparent and include parents and carers.
- b. Clear shared approaches to co-production, engagement and collaboration will be developed across Education, Health, and Care.

- c. Systems for ensuring good communication with all our parents and carers will be continued and developed. This includes our Community of Groups work, our Local Offer, and our Social media posts.
- d. Continuous quality improvement will be an embedded culture of working practice with a particular focus on relationships through effective communication and on improving the experiences and outcomes for children and young people and their families.
- e. A formal structure for Bristol will be developed to enable the voice of children, young people and their parents and carers, to plan future services and approaches to working with children and young people with SEND.
- f. Informal and formal structures will be inclusive and ensure that diverse communities across Bristol are represented.
- g. Proactive steps will be made for resolution and repair when difficulties in relationships or conflicts of interest arise.

10) Align the SEND Partnership Plan (SPP) with the outcomes of the Local Area inspection

Further develop the Partnership plan under 6 key themes with underpinning priorities:

- Communication, engagement and support for parents and carers of children and young people with SEND
- Early Identification of SEND
- Assessing and meeting the needs of children and young people with SEND
- Inclusion in Education
- Community Inclusion
- Transition to adulthood

11) Set up clear governance arrangements to ensure Local Area leaders are held to account and progress with the plans is monitored and reported regularly.

It is proposed SEND Partnership Plan and the Accelerated Action Plan is overseen by the SEND Partnership Group (SPG) which meets every 6 weeks and is co-chaired by the Service Director, Education and Skills and the Director of Transformation, Bristol, North Somerset and South Gloucestershire.

The SPG will be responsible for ensuring that the milestones in the SEND Partnership Plan and the Accelerated Action Plan are achieved and progress and impact reported to the multi-agency SEND Improvement Board.

Cabinet Member / Officer Recommendations:

That Cabinet:

1. Note the outcome of the Local Area Re-inspection October 2022.
2. Approve the identified next steps required following inspection as outlined in this report (Recommendations 9-11):
 - a. To agree and submit an Accelerated Action Plan (AAP) by the 1st February deadline (fuller details in 9. of Recommendations);
 - b. To align the SEND Partnership Plan (SPP) with the outcomes of the Local Area inspection under 6 key themes (fuller details in 10. of Recommendations);
 - c. To set up clear governance arrangements to oversee the SPP and AAP including a SEND Partnership Group (SPG) (fuller details in 11. of Recommendations).
3. Authorise the Executive Director Children and Education in consultation with the Cabinet Member for Children's Services, Education and Equalities to develop and implement the SEND Partnership Plan and Accelerated Action Plan.
4. To note that future updates on the implementation and impact of the Plans will be brought back to Cabinet for information.

Corporate Strategy alignment:

(CYP3) The inspection outcome and the planned next steps will help improve educational outcomes and reduce educational inequality at all stages of education. The plan will continue our work with education providers to become an inclusive and ensure sure high quality specialist provision is effectively targeted.

City Benefits:

The continued improvement in support for children and families will ensure that appropriate education and support is available to all citizens who require it, leading to improved outcomes for children and young people.

Consultation Details:

The SEND partnership themes are informed by feedback and discussions with stakeholders including parents and carers for example through the regular parent survey and is aligned with what our families tell is important. Engagement is currently taking place with Service Leads in Education, Health and Social Care, the Community of Groups and representatives from educational settings to develop the milestones under each of these themes.

Background Documents: [Bristol City Council LASEND final inspection report](#)

Revenue Cost	£N/A	Source of Revenue Funding	N/A
Capital Cost	£N/A	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 report presents no direct financial implications to Bristol City Council. Actions/next steps will be further reviewed as they further develop.
Finance Business Partner: Andrew Osei 14 December 2022.
2. Legal Advice: The Children and Families Act 2014 provides the legal framework by which statutory agencies must work to support children and young people with SEND. Bristol City Council has a duty to publish and maintain a clear, accessible local offer of services to support children and young people with SEN and disabilities and their families.
Legal Team Leader: Kate Meller Team Leader Litigation, Regulatory and Community Team. 12 December 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 23 December 2022
4. HR Advice: The report is informing cabinet of the next steps following the SEND Local Area Inspection and there are no significant HR implications arising from this for Bristol City Council employees.
HR Partner: Lorna Laing, People HR Business Partner 13 December 2022

EDM Sign-off	Christina Gray	7 December 2022
EDM Sign-off	Christina Gray	7 December 2022
Cabinet Member sign-off	CLlr Asher Craig	12 December 2022
For Key Decisions - Mayor's Office sign-off	Mayor's Office	16 January 2023

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 2.11]



Title: Local Area Reinspection October 2022	
<input type="checkbox"/> Policy <input checked="" 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: People	Lead Officer name: Richard Hanks
Service Area: Education and Skills	Lead Officer role: Interim Director, Education and Skills

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 2019 Ofsted inspection (30 Sept-4 Oct) determined that a Written Statement of Action (WSOA) was needed in order to improve the effectiveness of Bristol’s approach to its special educational needs and disabilities (SEND) operations. Ofsted identified five areas of weakness, in Bristol’s practices:

1. The lack of accountability of leaders at all levels, including school leaders
2. The inconsistencies in the timeliness and effectiveness of the local area’s arrangements for the identification and assessment of children and young people with SEND
3. The dysfunctional EHC plan process, and inadequate quality of EHC plans
4. The underachievement and lack of inclusion of children and young people with SEND, including the high rates of persistent absenteeism and fixed-term exclusions
5. The fractured relationships with parents and carers, lack of co-production and variable engagement and collaboration

Between 3rd and 7th of October 2022 OFSTED and the Care Quality Commission (CQC) jointly re inspected the effectiveness of Bristol’s approach to implementing the special educational needs and disability (SEND) reforms as set out in the Children and Families Act 2014. The specific focus was on the progress made by the local area since 2019. Ofsted and the Care Quality Commission (CQC) revisit report, was published on Friday 25 November, it recognises that Bristol and the local area have improved special education needs and disabilities (SEND) services.

Our final WSoA milestones were signed off by the DFE in July 2021 and our reinspection formalised the progress made. However, there is still much to do before Bristol’s CYP with SEND and their families have consistently good experiences of education, health and care. The new **SEND Partnership Plan** will continue to tackle the areas of weakness identified in the inspection, the re-inspection report and feedback from partners. The local area benefitted from the structure and format of the WSOA and the new partnership plan will take a similar approach. The SEND Partnership Plan will also reflect the new local area SEND updated inspection framework which focusses on experiences and outcomes as opposed to the implementation of the 2014 reforms.

We have received written confirmation that we will require an **Accelerated Action Plan** for Area 5 which is the relationships with parents and carers. We are already in conversation with the DFE about how to progress this work.

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	
<p>Additional comments: The inspection report provides the Local Area and children, young people and families with an overview of the improvements since 2019 and areas where further development and action are required. The response to the Local Area inspection through the Accelerated Action Plan and SEND Partnership Plan will influence the strategic and operational work for all SEND services and partners and positively impact on the quality of provision for children and young people with SEND and their families.</p>		

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	[please select]
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The inspection report is not a proposal but outlines the finding of the Ofsted Local Area inspection and the required areas for development. The delivery of the improvements will be via the development of the proposed SEND Partnership Plan and the Accelerated Action Plan that is required by the Department for Education.

The two plans will have their own Equality Impact Assessments supported and informed by stakeholder engagement and feedback, including parents and carers via the Community of 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.

<p>Equality and Inclusion Team Review: <i>Reviewed by Equality and Inclusion Team</i></p>	<p>Director Sign-Off: Richard Hanks Interim Director, Education and Skills</p>
Date: 9/1/2023	Date: 04.01.23

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: 24 January 2023

TITLE	Adult Social Care Discharge Grant		
Ward(s)	All wards		
Author: Stephen Beet	Job title: Director of Adult Social Care		
Cabinet lead: Councillor Helen Holland, Cabinet Member for Adult Social Care and the Integrated Care System	Executive Director lead: Hugh Evans, Executive Director Adults and Communities		
Proposal origin: BCC Staff			
Decision maker: Cabinet Member Decision forum: Cabinet			
Purpose of Report: To note the urgent key decision taken to approve the spending plan for the £1.69m allocated to Bristol City Council by the Department of Health and Social Care (DHSC) for the financial year 22/23 to alleviate delays to discharging people from hospital when they are fit to leave.			
Evidence Base: <ol style="list-style-type: none"> 1. Nationally there are challenges in ensuring timely discharge from Acute and Community Health settings. To address this an additional funding allocation has been made available to all health and social care systems in England. 2. The Adult Social Care Discharge Fund was released to Local Authorities and Integrated Care Boards (ICBs) on the 18 November 2022. The funding allocations will be administered via the Better Care Fund for 2022/3 and be pooled in the existing section 75 agreement with the NHS. 3. The purpose of the grant is to support local authorities to do the following. <ul style="list-style-type: none"> • Enable more people to be discharged to an appropriate setting, including from mental health inpatient settings, with adequate and timely social care support as required. • Prioritise those approaches that are most effective in freeing up the maximum number of hospital beds and reducing bed days lost within the funding available. D2A and provision of homecare is recognised as an effective option for discharging more people in a safe and timely manner. Residential care to meet complex health and care needs may be more appropriate for people who have been waiting to be discharged for a long time. • Boost general adult social care workforce capacity through recruitment and retention, where that will help to reduce delayed discharges. This could include, but is not limited to, measures which: increase hours worked by existing workforce; improve retention of existing workforce; provide additional or redeployed capacity from current care workers; or support local recruitment initiatives. 4. The funds are intended to target improvements in 'Discharge to Assess' over the winter period. They have to be committed and used by March 2023. 5. The funding released to Bristol City Council makes up just part of the c.£11m grant allocated across Bristol, North Somerset and South Gloucestershire to the ICB (circa £8m) and the other two local authorities (circa £1.6m) between North Somerset and South Gloucestershire. 			

6. Cabinet authorised the Council’s S.151 Officer to accept the Adult Social Care Discharge Fund of £1.69m on the 6 December 2022 via the Finance Exception Report for P7. The report stated ‘Approval of an emergency decision regarding the spending plan which is due by 16 December 2022 will come to Cabinet in January 2023.’
7. The detail of the spending plan is attached to this report at Appendix A.

Cabinet Member / Officer Recommendations:

That Cabinet:

1. Note the emergency key decision taken by the Executive Director Adults and Communities to take all steps required to spend the funding (including entering into grant agreements) in accordance with the spending plan for the £1.69m Adult Social Care Discharge Fund which was submitted on the 16th December 2022 as outlined in this report and appendix A.

Corporate Strategy alignment:

This funding will support delivery of the Health & Wellbeing theme, through investing in services that will ensure people receive the most appropriate support to leave hospital. It will support the ambition to offer the right level of support to people in a way that maximises their health, independence and wellbeing. There will be a focus on preventative measures and short-term, early interventions that have been co-created with people and the VCSE sector providing holistic, person-centred support as part of an integrated health and social care system. Should longer term care be required, we will explore innovative approaches to ensure that people regain and retain independence as much as possible.

City Benefits:

The additional funding will support patients being discharged earlier and back to their own homes, wherever possible. This will not directly reduce health inequalities.

Consultation Details:

1. Report to the BNSSG ICB Chief Executive Meeting on 15 December 2022
2. The fortnightly monitoring of the activity plans will also be undertaken at the BNSSG ICB Chief Executive meetings
3. The Spending plans will also be considered via the three Health and Wellbeing Boards
4. The spending plans will be developed following engagement with the Care Sector, Commissioning Leads and signed off by the Directors of Adult Social Care and the Chief Operating Officers across BNSSG

Background Documents:

1. [Urgent key decision 161222 - bristol.gov.uk](https://www.bristol.gov.uk/urgent-key-decision-161222)
2. [Adult Social Care Discharge Fund - GOV.UK \(www.gov.uk\)](https://www.gov.uk/adult-social-care-discharge-fund)
3. [Letter to the health and social care sector from the Minister for Care - GOV.UK \(www.gov.uk\)](https://www.gov.uk/letter-to-the-health-and-social-care-sector-from-the-minister-for-care)
4. [Addendum to the 2022 to 2023 Better Care Fund policy framework and planning requirements - GOV.UK \(www.gov.uk\)](https://www.gov.uk/addendum-to-the-2022-to-2023-better-care-fund-policy-framework-and-planning-requirements)

Revenue Cost	£1.69m	Source of Revenue Funding	Adult Social Care Discharge Fund
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:

1. Finance Advice: This report seeks approval to spend the £1.69m of Adult Social Care Discharge Funding. This is time limited funding which must be spent by 31 March 2023, to facilitate timely hospital discharges. Expenditure proposals are outlined at Appendix A and are in accordance with funding conditions. The funding will be pooled as

part of the Better Care Fund with BNSSG ICB and these plans were approved by the Chair of the Health and Wellbeing Board on behalf of the Health and Wellbeing Board.

Finance Business Partner: Denise Hunt 14 December 2022

2. Legal Advice: Any relevant procurement process to spend the funding must be conducted in line with the 2015 Procurement Regulations and the Councils own procurement rules.

Legal Team Leader: Husinara Jones, Team Manager/Solicitor 19 December 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 23 December 2022

4. HR Advice: There are no significant HR implications for Bristol City Council employees arising from this report

HR Business Partner: Lorna Laing 14 December 2022

EDM Sign-off	Hugh Evans, Executive Director: Adults and Communities	16 December 2022
Cabinet Member sign-off	Councillor Helen Holland, Cabinet Member for Adult Social Care and Integrated Care System	4 January 2023
For Key Decisions - Mayor's Office sign-off	Mayor's Office	4 January 2023

Appendix A – Further essential background / detail on the proposal Detailed spending plan submitted on the 16 th December 2022	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

Discharge fund 2022-23 Funding Template

5. Expenditure

Selected Health and Wellbeing Board:

Bristol

Source of funding		Amount pooled	Planned spend
LA allocation		<i>Please select HWB</i>	£1,658,400
ICB allocation		<i>Please enter amount pooled from ICB</i>	
	Please select HWB on Cover page	<i>Please enter amount pooled from ICB</i>	
		<i>Please enter amount pooled from ICB</i>	

Yellow sections indicate required input

Scheme ID	Scheme Name	Brief Description of Scheme (including impact on reducing delayed discharges).	Scheme Type	Sub Types	Please specify if 'Scheme Type' is 'Other'	Estimated number of packages/beneficiaries	Setting	Spend Area	Commissioner	Source of Funding	Planned Expenditure (£)
27	Redeploy CHC nurses to improve identification of Fast Track EOL	monies used to source additional CHC assessment capacity in order to release substantial nurses to work	Additional or redeployed capacity from current care workers	Costs of agency staff		677 extra assessments complex assessments to	Both	Community Health	NHS Bristol, North Somerset and South Gloucestershire ICB	ICB allocation	£29,500
32	Administration	Management/Contract staff to support Returns/Capacity	Other			enabler	Both	Social Care	NHS Bristol, North Somerset and South Gloucestershire ICB	ICB allocation	£7,500
8	TEC	Time for nurses predictive analytics to either ops centre/ virtual	Assistive Technologies and Equipment	Telecare		supports increase in P1 discharges 10 some would be additional	Home care	Community Health	Bristol	Local authority grant	£24,400
9	TEC	guardian devices (sensors in the home). To give assurance to clinicians /	Assistive Technologies and Equipment	Telecare		supports increase in P1 discharges 40 NCTR	Home care	Community Health	Bristol	Local authority grant	£75,000
10	TEC	100 turnstail emergency alert wearable devices to support mobility post	Assistive Technologies and Equipment	Telecare		supports increase in P1 discharges 10 some would be additional	Home care	Community Health	Bristol	Local authority grant	£30,000
18	system support: extension Medequip 7 days week	involving installing equipment 7 day week basis & Greater use of	Assistive Technologies and Equipment	Community based equipment		42 additional orders of fast track equipment reduction in bed	Home care	Community Health	NHS Bristol, North Somerset and South Gloucestershire ICB	ICB allocation	£30,000
36	TEC	smart care devices (smart care hub) for older people to support hospital discharge	Assistive Technologies and Equipment	Community based equipment		15 extra cases supported on P1s	Home care	Community Health	Bristol	Local authority grant	£24,000
12	Bed based P3	step up from 7 to 10 P3 beds at Redfield and link them all into P3 pathway - request nursing support	Bed Based Intermediate Care Services	Step down (discharge to assess pathway 2)		takes additional 12 P3 step downs with LOS of 28 days	Residential care	Social Care	Bristol	ICB allocation	£82,800

13	Mental Health and homelessness	Purchase of small block (3 beds) MH/ homeless P3 beds in supported living	Bed Based Intermediate Care Services	Step down (discharge to assess pathway 2)		takes 7 clients in over the period with complex MH discharges	Residential care	Social Care	Bristol	ICB allocation	£100,000
29	Reablement beds	Commission 20 reablement beds	Bed Based Intermediate Care Services	Step down (discharge to assess pathway 2)		20 beds with LOS of 28 days =66 NCTR	Residential care	Community Health	NHS Bristol, North Somerset and South Gloucestershire ICB	ICB allocation	£408,000
35	Supporting step down from D2A	Supprt incentive payment on Bristol Block to provide step down dementia care	Bed Based Intermediate Care Services	Step down (discharge to assess pathway 2)		8 beds with LOS of 28 days=26 NCTR	Residential care	Social Care	Please select HWB on Cover page	ICB allocation	£14,400
15	Homeless multiagency team	Support 1.6 settle in worker and 1 UHBW homeless hospital discharge worker retention payment based on providers continuing to deliver same or more hours throughout the Dec-Mar	Contingency			Support 12 clients per month	Both	social care	Bristol	ICB allocation	£42,000
1	Domicillary care	Continue to pay dom care agency when a client is admitted for up to 14 days write to all dom care providers to ask for any hand backs / possible reduction in package - continue with national pilot) to work dom care waiting lists into rounds for booking programme of BNSSG social care providers. Training in core and clinical skills to increase confidence shared funding pool for ICB/LA to utilise where MH/LDA individuals are in crisis in the community and back in the community and /VCSE and training resources to support the release of improve retention of dom care staff by bringing forward the annual inflationary increase in ICB brokerage admin support to release broker capacity during the winter months to include IDS, brokerage etc over xmas period working Proud to Care. Local events with NHS (discussed at provider summit) Print recruitment campaigns to populate the 'new to healthcare' fast track scheme provider reps through Care and Support West into southmead/ BRI for provider assessment and discharge	Home Care or Domiciliary Care	Domiciliary care workforce development		locks in capacity currently 22,100 hours per week - further discharge - providers taking back (linked to 5) allows to take capacity not needed to be maximised the dom care capacity that does come on enabling 24 discharges across 12 weeks	Home care	Social Care	Bristol	Local authority grant	£1,200,000
2	Domicillary care	Continue to pay dom care agency when a client is admitted for up to 14 days write to all dom care providers to ask for any hand backs / possible reduction in package - continue with national pilot) to work dom care waiting lists into rounds for booking programme of BNSSG social care providers. Training in core and clinical skills to increase confidence shared funding pool for ICB/LA to utilise where MH/LDA individuals are in crisis in the community and back in the community and /VCSE and training resources to support the release of improve retention of dom care staff by bringing forward the annual inflationary increase in ICB brokerage admin support to release broker capacity during the winter months to include IDS, brokerage etc over xmas period working Proud to Care. Local events with NHS (discussed at provider summit) Print recruitment campaigns to populate the 'new to healthcare' fast track scheme provider reps through Care and Support West into southmead/ BRI for provider assessment and discharge	Home Care or Domiciliary Care	Domiciliary care to support hospital discharge		enabler	Home care	Social Care	Bristol	Local authority grant	£60,000
3	Domicillary care	Continue to pay dom care agency when a client is admitted for up to 14 days write to all dom care providers to ask for any hand backs / possible reduction in package - continue with national pilot) to work dom care waiting lists into rounds for booking programme of BNSSG social care providers. Training in core and clinical skills to increase confidence shared funding pool for ICB/LA to utilise where MH/LDA individuals are in crisis in the community and back in the community and /VCSE and training resources to support the release of improve retention of dom care staff by bringing forward the annual inflationary increase in ICB brokerage admin support to release broker capacity during the winter months to include IDS, brokerage etc over xmas period working Proud to Care. Local events with NHS (discussed at provider summit) Print recruitment campaigns to populate the 'new to healthcare' fast track scheme provider reps through Care and Support West into southmead/ BRI for provider assessment and discharge	Home Care or Domiciliary Care	Domiciliary care packages		enabler	Home care	Social Care	Bristol	Local authority grant	£50,000
7	Domicillary care	Continue to pay dom care agency when a client is admitted for up to 14 days write to all dom care providers to ask for any hand backs / possible reduction in package - continue with national pilot) to work dom care waiting lists into rounds for booking programme of BNSSG social care providers. Training in core and clinical skills to increase confidence shared funding pool for ICB/LA to utilise where MH/LDA individuals are in crisis in the community and back in the community and /VCSE and training resources to support the release of improve retention of dom care staff by bringing forward the annual inflationary increase in ICB brokerage admin support to release broker capacity during the winter months to include IDS, brokerage etc over xmas period working Proud to Care. Local events with NHS (discussed at provider summit) Print recruitment campaigns to populate the 'new to healthcare' fast track scheme provider reps through Care and Support West into southmead/ BRI for provider assessment and discharge	Home Care or Domiciliary Care	Domiciliary care packages		enabler	Home care	Social Care	Bristol	Local authority grant	£50,000
17	Additional capacity care homes	Continue to pay dom care agency when a client is admitted for up to 14 days write to all dom care providers to ask for any hand backs / possible reduction in package - continue with national pilot) to work dom care waiting lists into rounds for booking programme of BNSSG social care providers. Training in core and clinical skills to increase confidence shared funding pool for ICB/LA to utilise where MH/LDA individuals are in crisis in the community and back in the community and /VCSE and training resources to support the release of improve retention of dom care staff by bringing forward the annual inflationary increase in ICB brokerage admin support to release broker capacity during the winter months to include IDS, brokerage etc over xmas period working Proud to Care. Local events with NHS (discussed at provider summit) Print recruitment campaigns to populate the 'new to healthcare' fast track scheme provider reps through Care and Support West into southmead/ BRI for provider assessment and discharge	Home Care or Domiciliary Care	Other	supporting providers to manage complex discharges	enabling 7 discharges across 12 weeks	Both	Social Care	NHS Bristol, North Somerset and South Gloucestershire ICB	ICB allocation	£27,500
26	Crisis response funding for MH/LDA community	Continue to pay dom care agency when a client is admitted for up to 14 days write to all dom care providers to ask for any hand backs / possible reduction in package - continue with national pilot) to work dom care waiting lists into rounds for booking programme of BNSSG social care providers. Training in core and clinical skills to increase confidence shared funding pool for ICB/LA to utilise where MH/LDA individuals are in crisis in the community and back in the community and /VCSE and training resources to support the release of improve retention of dom care staff by bringing forward the annual inflationary increase in ICB brokerage admin support to release broker capacity during the winter months to include IDS, brokerage etc over xmas period working Proud to Care. Local events with NHS (discussed at provider summit) Print recruitment campaigns to populate the 'new to healthcare' fast track scheme provider reps through Care and Support West into southmead/ BRI for provider assessment and discharge	Home Care or Domiciliary Care	Domiciliary care packages		enabler	Both	Community Health	NHS Bristol, North Somerset and South Gloucestershire ICB	ICB allocation	£80,000
31	Training support	Continue to pay dom care agency when a client is admitted for up to 14 days write to all dom care providers to ask for any hand backs / possible reduction in package - continue with national pilot) to work dom care waiting lists into rounds for booking programme of BNSSG social care providers. Training in core and clinical skills to increase confidence shared funding pool for ICB/LA to utilise where MH/LDA individuals are in crisis in the community and back in the community and /VCSE and training resources to support the release of improve retention of dom care staff by bringing forward the annual inflationary increase in ICB brokerage admin support to release broker capacity during the winter months to include IDS, brokerage etc over xmas period working Proud to Care. Local events with NHS (discussed at provider summit) Print recruitment campaigns to populate the 'new to healthcare' fast track scheme provider reps through Care and Support West into southmead/ BRI for provider assessment and discharge	Home Care or Domiciliary Care	Domiciliary care workforce development		enabler	Home care	Primary Care	NHS Bristol, North Somerset and South Gloucestershire ICB	ICB allocation	£50,000
23	Advance CHC dom care annual pay award to 1 Jan 2022	Continue to pay dom care agency when a client is admitted for up to 14 days write to all dom care providers to ask for any hand backs / possible reduction in package - continue with national pilot) to work dom care waiting lists into rounds for booking programme of BNSSG social care providers. Training in core and clinical skills to increase confidence shared funding pool for ICB/LA to utilise where MH/LDA individuals are in crisis in the community and back in the community and /VCSE and training resources to support the release of improve retention of dom care staff by bringing forward the annual inflationary increase in ICB brokerage admin support to release broker capacity during the winter months to include IDS, brokerage etc over xmas period working Proud to Care. Local events with NHS (discussed at provider summit) Print recruitment campaigns to populate the 'new to healthcare' fast track scheme provider reps through Care and Support West into southmead/ BRI for provider assessment and discharge	Improve retention of existing workforce	Bringing forward planned pay increases		12 extra complex CHC packages	Home care	Community Health	NHS Bristol, North Somerset and South Gloucestershire ICB	ICB allocation	£60,000
25	Brokerage administration capacity	Continue to pay dom care agency when a client is admitted for up to 14 days write to all dom care providers to ask for any hand backs / possible reduction in package - continue with national pilot) to work dom care waiting lists into rounds for booking programme of BNSSG social care providers. Training in core and clinical skills to increase confidence shared funding pool for ICB/LA to utilise where MH/LDA individuals are in crisis in the community and back in the community and /VCSE and training resources to support the release of improve retention of dom care staff by bringing forward the annual inflationary increase in ICB brokerage admin support to release broker capacity during the winter months to include IDS, brokerage etc over xmas period working Proud to Care. Local events with NHS (discussed at provider summit) Print recruitment campaigns to populate the 'new to healthcare' fast track scheme provider reps through Care and Support West into southmead/ BRI for provider assessment and discharge	Increase hours worked by existing workforce	Overtime for existing staff.		enabler	Both	Community Health	NHS Bristol, North Somerset and South Gloucestershire ICB	ICB allocation	£10,000
22	Facilitation of discharges during BH and weekends	Continue to pay dom care agency when a client is admitted for up to 14 days write to all dom care providers to ask for any hand backs / possible reduction in package - continue with national pilot) to work dom care waiting lists into rounds for booking programme of BNSSG social care providers. Training in core and clinical skills to increase confidence shared funding pool for ICB/LA to utilise where MH/LDA individuals are in crisis in the community and back in the community and /VCSE and training resources to support the release of improve retention of dom care staff by bringing forward the annual inflationary increase in ICB brokerage admin support to release broker capacity during the winter months to include IDS, brokerage etc over xmas period working Proud to Care. Local events with NHS (discussed at provider summit) Print recruitment campaigns to populate the 'new to healthcare' fast track scheme provider reps through Care and Support West into southmead/ BRI for provider assessment and discharge	Increase hours worked by existing workforce	Overtime for existing staff.	supporting discharges over W/Es and Christmas and	14 extra discharges over xmas period	Both	Community Health	NHS Bristol, North Somerset and South Gloucestershire ICB	ICB allocation	£10,725
30	Proud to Care	Continue to pay dom care agency when a client is admitted for up to 14 days write to all dom care providers to ask for any hand backs / possible reduction in package - continue with national pilot) to work dom care waiting lists into rounds for booking programme of BNSSG social care providers. Training in core and clinical skills to increase confidence shared funding pool for ICB/LA to utilise where MH/LDA individuals are in crisis in the community and back in the community and /VCSE and training resources to support the release of improve retention of dom care staff by bringing forward the annual inflationary increase in ICB brokerage admin support to release broker capacity during the winter months to include IDS, brokerage etc over xmas period working Proud to Care. Local events with NHS (discussed at provider summit) Print recruitment campaigns to populate the 'new to healthcare' fast track scheme provider reps through Care and Support West into southmead/ BRI for provider assessment and discharge	Local recruitment initiatives			Impact from Feb onwards - Sustainability	Both	Social Care	Please select HWB on Cover page	ICB allocation	£30,000
28	Recruitment campaigns	Continue to pay dom care agency when a client is admitted for up to 14 days write to all dom care providers to ask for any hand backs / possible reduction in package - continue with national pilot) to work dom care waiting lists into rounds for booking programme of BNSSG social care providers. Training in core and clinical skills to increase confidence shared funding pool for ICB/LA to utilise where MH/LDA individuals are in crisis in the community and back in the community and /VCSE and training resources to support the release of improve retention of dom care staff by bringing forward the annual inflationary increase in ICB brokerage admin support to release broker capacity during the winter months to include IDS, brokerage etc over xmas period working Proud to Care. Local events with NHS (discussed at provider summit) Print recruitment campaigns to populate the 'new to healthcare' fast track scheme provider reps through Care and Support West into southmead/ BRI for provider assessment and discharge	Local recruitment initiatives			Impact from Feb onwards - Sustainability target earlier discharges by 48 hours 36 discharges over	Home care	Social Care	NHS Bristol, North Somerset and South Gloucestershire ICB	ICB allocation	£7,500
5	Additional discharge support	Continue to pay dom care agency when a client is admitted for up to 14 days write to all dom care providers to ask for any hand backs / possible reduction in package - continue with national pilot) to work dom care waiting lists into rounds for booking programme of BNSSG social care providers. Training in core and clinical skills to increase confidence shared funding pool for ICB/LA to utilise where MH/LDA individuals are in crisis in the community and back in the community and /VCSE and training resources to support the release of improve retention of dom care staff by bringing forward the annual inflationary increase in ICB brokerage admin support to release broker capacity during the winter months to include IDS, brokerage etc over xmas period working Proud to Care. Local events with NHS (discussed at provider summit) Print recruitment campaigns to populate the 'new to healthcare' fast track scheme provider reps through Care and Support West into southmead/ BRI for provider assessment and discharge	Other			enabler	Both	Social Care	Bristol	ICB allocation	£150,000

Decision Pathway – Report

PURPOSE: Key decision

MEETING: Cabinet

DATE: 24 January 2023

TITLE	Learning Disability & Autism (LDA) s256 funding		
Ward(s)	All Wards		
Author: Jonathan Wright	Job title: Strategic Commissioning Manager		
Cabinet lead: Cllr Helen Holland Cabinet Member for Adult Social Care and the Integrated Care System	Executive Director lead: Hugh Evans Executive Director Adults and Communities		
Proposal origin: BCC Staff			
Decision maker: Cabinet Member			
Decision forum: Cabinet			
Purpose of Report:			
<p>This report seeks approval to spend funding (£3.3m) received from the Integrated Care Board (ICB) (formerly the Bristol, North Somerset and South Gloucestershire Clinical Commissioning Group (BNSSG CCG)) to be used as previously agreed on various shared integrated work streams relating to Learning Disability and Autism (LDA)</p>			
Evidence Base:			
<ol style="list-style-type: none"> 1. The resource in question was transferred from BNSSG CCG (as was) to Bristol City Council (BCC) at the end of 2021/2 under section 256 (s256) of the NHS Act (2006), which enables payments between NHS bodies and local authorities. 2. This funding has been given to BCC to implement a Learning Disability and Autism transformation programme in line with the objectives of the current BCC Transformation Programme. The PID for this can be found in the appendixes. 3. In the P10 Finance Exception report (2021/22, dated 2 March 2022), Cabinet authorised the Executive Director: People, to accept the funding allocations as outlined in Appendix A of that report upon successful completion of the bidding process. This included a bid of £3.3m for Learning Difficulties and Autism which at that time was the subject of ongoing discussions with the then BNSSG CCG and other Local Authorities (South Gloucestershire and North Somerset) regarding support for people with a learning disability and/or autism to help them move out of inpatient placements and back into their communities, and to ensure that they have access to a range of options and life choices. 4. In the P11 Finance Exception report for 2021/2 it was reported that funding had been confirmed at £3.3m across the BNSSG system for New Models of Care (Learning Disabilities / Autism Bespoke Placements) and stated for what purposes the funding would be used. 5. The funding will be used to support Bristol, North Somerset and South Gloucestershire Councils to undertake the following. <ol style="list-style-type: none"> a. Pump prime and commission specialist accommodation and packages of care to enable BNSSG ICS to 			

- support people with a learning disability and/or autism (within the 'Assuring Transformation' cohort) to move out of inpatient placements and back into their communities.
- b. Commission accommodation and support which enables people with highly complex needs to remain safe in their local communities and closer to their networks of support.
 - c. Enable these individuals to live as independently as possible, with the right support wrapped around them.
 - d. To reduce the reliance on Out of Area (OOA) placements to support individuals in the Assuring Transformation population.
 - e. Support the provision of an appropriate caring environment to include accommodation, adaptation costs and sourcing the appropriate care environment.
 - f. Fund the start-up and transitional costs of moving individuals into the appropriate caring environment and allowing in-reach visits.
 - g. Pump prime the placement to reduce the need for a high staffing ratio in the medium to long term.
6. Attached at Appendix A is confirmation from the BNSSG Learning Disability and Mental Health Steering Group permitting use of the funding to deliver resource for a LDA Programme, and discretionary use of remaining funds to set up individual placements for the Transforming Care Cohort, complex learning disability or mental health cases: people currently in inpatient settings that are set to discharge to the community.

Cabinet Member / Officer Recommendations:

That Cabinet:

1. Authorises the Executive Director Adults and Communities in consultation with the Cabinet Member for Adult Social Care and the Integrated Care System to take all steps required to spend the s256 funding of £3.3m allocated for Learning Disability & Autism (LDA) including procuring and awarding contracts (including individual contracts over £500k) as outlined in this report.

Corporate Strategy alignment:

The use of the s256 funding for LDA supports integration of Health and Social Care systems

City Benefits:

Funding agreed to support the most vulnerable people that have a statutory need

Consultation Details:

Agreed through partner governance panels with the NHS and other BNSSG LAs

Background Documents:

[P10 Finance Exception report 2 March 2022](#)

[P11 Finance Exception Report 5 April 2022](#)

Revenue Cost	£3.3m	Source of Revenue Funding	s256 funding from the ICB
Capital Cost	£0	Source of Capital Funding	N/A
One off cost <input checked="" 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: This report seeks approval to spend the s256 funding of £3.3m allocated for Learning Disability & Autism (LDA) including procuring, granting, funding, and awarding contracts (including individual contracts over £500k) where necessary. This funding is held by Bristol City Council on behalf of the LDA partnership which is

composed of BNSSG ICB, South Gloucestershire Council and North Somerset Council and all partners must jointly agree the spending proposals and enter into their own contractual arrangements as they affect their organisation. Bristol's role will be to passport the funding to the appropriate organisation. As this is one off funding, before any spending proposals are considered which affect BCC, there must be a full assessment of any longer term funding implications which may be significant and how they will be met. For example, long term and ongoing care costs.

Finance Business Partner: Denise Hunt 13 December 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 9 December 2022

3. Implications on IT: No implications for IT

IT Team Leader: Alex Simpson Senior Solution Architect 23 December 2022

4. HR Advice: The report is requesting approval to move funding (£3.3M) received from the Integrated Care Board (ICB) into operational budgets to be used as previously agreed to Learning Disability and Autism (LDA) workstreams. This report does not have any significant HR matters arising from it.

HR Partner: Lorna Laing 12 December 2022

EDM Sign-off	Christina Gray	7 December 2022
Cabinet Member sign-off	Cllr Helen Holland	12 December 2022
For Key Decisions - Mayor's Office sign-off	Mayor's Office	19 December 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: 24 January 2023

TITLE	Funding for Adult care packages		
Ward(s)	All Wards		
Author: Jonathan Wright	Job title: Strategic Commissioning Manager		
Cabinet lead: Cllr Helen Holland, Cabinet Member for Adult Social Care and the Integrated Care System	Executive Director lead: Hugh Evans, Executive Director Adults and Communities		
Proposal origin: BCC Staff			
Decision maker: Cabinet Member			
Decision forum: Cabinet			
Purpose of Report:			
<p>To delegate authority to the Director of Adult Social Care and Executive Director for Adults and Communities, in consultation with the Cabinet Member for Adult Social Care, to approve spot purchasing of Residential and Nursing Care placements and supported accommodation for eligible people where the total cost of the proposed placements is above the key decision threshold value. Placements may or may not be through existing framework contracts. Combined packages featuring other care types may also require similar approval.</p>			
Evidence Base:			
<ol style="list-style-type: none"> 1. Bristol City Council has a number of statutory requirements relating to Adult Social Care placements. The Care Act (2014) sets out the statutory duties upon local authorities for the provision of services for adults with eligible need which includes accommodation for the more complex and vulnerable. The legislation imposes a duty upon to local authorities to secure, so far as reasonably practicable, sufficient accommodation that (a) is within the authority's area; and (b) meets the needs of those people. Independently commissioned service provision is a key means by which Bristol City Council complies with its duties to provide high quality care to vulnerable adults. 2. The Strategic Commissioning team is working to develop Bristol’s sufficiency as part of this statutory duty. The team is developing approaches to improve market management, including developing cost effective, local options. Whilst work is being undertaken to build sufficiency, it is inevitable that a level of spot purchasing will remain. 3. The spot purchasing of placements, where no compliant route is possible, is permitted by the Public Contracts Regulations (2015) and Bristol City Council’s procurement rules as compliant exceptions. As some social care placements, especially those for younger people, can last many years, the total funding commitment can exceed the key decision value threshold, procedurally necessitating a Cabinet report for each person placed in such a setting. 4. Decisions relating to individual people must be taken in a timely way, and often need to be made at short notice. To date, at current rates, there are 157 existing placements that will hit that key decision threshold within four years. 5. This report therefore seeks approval for authority to be delegated to the Director of Adult Social Care and Executive Director for Adults and Communities, in consultation with the Cabinet Member for Adult Social Care, to approve the spot purchasing of Residential and Nursing Care and supported accommodation 			

placements, where the total committed funding for placements is above the key decision threshold value.

Cabinet Member / Officer Recommendations:

That Cabinet:

- 1) Authorises the Director for Adult Social Care and Executive Director for Adults and Communities in consultation with Cabinet Member for Adult Social Care to undertake the spot purchasing of Residential and Nursing Care and supported accommodation statutory placements (and relevant combined packages featuring other care types) above the key decision threshold, until 31 March 2024 to align with the expiry of the current contractual frameworks.
- 2) Notes that a report will be brought to Cabinet outlining the decisions approved above key decision threshold value on an annual basis.

Corporate Strategy alignment:

The proposal is in line with the strategy for Health and Wellbeing and helps to deliver on statutory duty.

City Benefits:

The proposal aligns with the ASC strategy on sourcing appropriate care and best use of Council resource. The proposal also ensures compliance with the BCC governance process and mirrors the process agreed for Children's Services.

Consultation Details:

Consultation has been undertaken with relevant internal staff members, including Procurement and Children's Placement Team and the SEND Business Unit.

Background Documents:

[Care Act 2014 \(legislation.gov.uk\)](https://legislation.gov.uk)

Revenue Cost	£144.6m	Source of Revenue Funding	Adult Social Care, adult purchasing budget
Capital Cost	£0	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 to delegate authority to the Director for Adult Social Care and Exec Director for Adults and Communities in consultation with Cabinet Member for Adult Social Care to undertake the spot purchasing of Residential and Nursing Care and supported accommodation placements for Care Act eligible people which are above the key decision threshold value. This delegation to be in place until the end of March 2024 to align with the expiry of the current contractual frameworks.

As the report identifies, there are a number of placements which are potentially likely to exceed the key decision threshold depending on presenting need. The cost of these will need to be met from within the Adult Social Care, adult purchasing budget of £144.6m which is currently under significant pressure and is overspending by £8.6m.

The current requirement to take these placements to Cabinet will cause significant delay in paying providers and puts the current and future placements at risk. Finance therefore supports this proposal, subject to the continuation of the rigorous measures being in place to agree these placements and that they are authorised by the Director who has budget responsibilities.

Finance Business Partner: Denise Hunt 14 December 2022

2. Legal Advice: It is recognised that the spot purchasing arrangement may place the Council in a situation where it may breach the procurement regulations. The fact that the arrangement is required to ensure the Council meets its

statutory requirement in relation to residential and nursing care and supporting accommodation placements and allow time for the Council to review its placement sufficiency and put in place a fully compliant procurement process, will help mitigate the risk of challenge. Legal services will advise and assist officers with regard to the conduct of the proposed procurement process and the resulting contractual arrangements.

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

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

IT Team Leader: Gavin Arbuckle – Head of Service Improvement and Performance 13 January 2023

4. HR Advice: There are no significant HR implications arising for Bristol City Council employees in relation to this report.

HR Partner: Lorna Laing People HR Business Partner 12 January 2023

EDM Sign-off	Christina Gray	7 December 2022
Cabinet Member sign-off	Cllr Helen Holland	12 December 2022
For Key Decisions - Mayor's Office sign-off	Mayor's Office	19 December 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: 24 January 2023

TITLE	Acceptance of funding for Independent Domestic Violence Advisors (IDVAs)		
Ward(s)	All Wards		
Author: Sue Moss	Job title: Senior Public Health Specialist		
Cabinet lead: Councillor Ellie King – Cabinet Member for Public Health and Communities	Executive Director lead: Hugh Evans – Executive Director Adults and Communities		
Proposal origin: City Partner			
Decision maker: Cabinet Member Decision forum: Cabinet			
Purpose of Report: This report seeks approval to accept funding from the Ministry of Justice (via the Office of the Police and Crime Commissioner for Avon and Somerset) to fund Independent Domestic Violence Advisors (IDVAs) working as part of the Next Link Plus service.			
Evidence Base: <ol style="list-style-type: none"> 1) The Mayoral Commission on Domestic Abuse was set up in the summer of 2020 with the aim of having a clear pathway for people who are affected by domestic abuse to follow and to reinforce the message that victims and survivors are not alone and will be supported by the city. Mayoral Commission on Domestic Abuse (bristol.gov.uk) 2) An IDVA is a specialist professional who works with a victim of domestic abuse to develop a trusting relationship. They can help a victim with everything they need to become safe and rebuild their life, and represent their voice at a Multi-agency Risk Assessment Conference (MARAC), as well as helping them to navigate the criminal justice process and working with the different statutory agencies to provide wraparound support. 3) Safe Lives report that following support from an IDVA service, at the closure of their cases: <ul style="list-style-type: none"> • The majority of survivors reported cessation of abuse • 84% of survivors reported feeling safer • 73% of survivors felt their quality of life had improved Safe Lives (2022) https://safelives.org.uk/what-is-an-idva 4) In February 2021 the commissioners of Domestic Abuse services at Bristol City Council were asked to assist the Office of the Police and Crime Commissioner (OPCC) for Avon and Somerset in putting forward an Expression of Interest (EOI) to the Ministry of Justice (MOJ) for Independent Domestic Violence Advisors (IDVAs) in Bristol as part of a wider Avon and Somerset bid, the funding was designed to increase advocacy support for victims and survivors of domestic abuse and to enable the expansion of service capacity, primarily in response to the pandemic. It followed some emergency COVID-19 funding that the MOJ had provided. The EOI was successful and the OPCC were able to fund seven Independent Domestic Violence Advisors in Bristol for a two-year period to 31 March 2023. 			

- 5) The MOJ has since extended this funding for a further two years and provided funding for an additional post. The OPCC has proposed that the most effective and efficient way for this funding to be distributed is for it to be devolved locally, and has asked that Bristol City Council, as the lead commissioners of domestic abuse services in Bristol, takes on the administration of the funding for these eight posts from 1 April 2023. . This devolution has already taken place with other neighbouring local authorities including Somerset, South Gloucestershire, BANes and North Somerset.
- 6) This will enable a more coherent, holistic commissioning approach (with benefits for both commissioners and providers), including oversight of service delivery and supporting providers to problem-solve any issues as they arise. The posts are all currently held within organisations that are part of the Next Link Plus service. These posts are in addition to the commissioned Next Link Plus service which includes over 30 IDVAs and specialist workers who support individuals affected by domestic abuse.
- 7) The total funding for all eight IDVAs will be £278,048 per annum, so for two years (1 April 2023 – 31 March 2025) the total funding is £556,096. It is proposed that the Next Link Plus contract is varied to include this additional funding.
- 8) It is possible that the MoJ will continue to fund IDVAs in a similar way and that Bristol City Council would therefore be expected to continue to administer the funding. Cabinet is also asked therefore to delegate the acceptance of any future extensions of funding to the Executive Director: Adults and Communities in consultation with the Cabinet Member for Public Health and Communities.
- 9) If MOJ funding is not continued beyond March 2025 there would be a reduction in the capacity of the Next Link Plus Service and an appropriate exit strategy would be put in place.

Cabinet Member / Officer Recommendations:

That Cabinet:

1. Approves the acceptance of Ministry of Justice funding of up to £556,096 for Independent Domestic Violence Advisors posts from 1 April 2023 to 31 March 2025 from the Office of the Police and Crime Commissioner for Avon and Somerset.
2. Authorises the Director of Public Health to vary the Next Link plus contract as necessary to enable continued funding of the IDVA posts up to the maximum budget envelope outlined in this report.
3. Authorises the Executive Director Adults and Communities, in consultation with the Cabinet Member for Public Health and Communities, to take all steps required to accept and spend future extensions of this funding which may be above the key decision threshold.

Corporate Strategy alignment:

- **A city where every child belongs and every child gets the best start in life, whatever circumstances they were born into. Children and young people are safer from harm and violence.** Providing direct support to victims of domestic abuse works towards this goal.
- **Tackling health inequalities** – we know the health impacts of domestic abuse are wide ranging and extensive, having long-term impacts on both the physical and mental health of women and girls and disproportionately affecting those in the most disadvantaged areas of our city. Providing support for victims helps to tackle these inequalities.
- **For Homes and Communities domestic abuse is also a particular focus.** The recent Mayoral Commission on Domestic Abuse includes 35 recommendations that the city will take forward, moving us towards becoming a safer, kinder place where victims and survivors of domestic violence and abuse feel supported and empowered to move forward and build new lives.

City Benefits:

The acceptance of this funding benefits the city because it brings in additional resource and also ensures a holistic approach to the commissioning of domestic abuse services.

Consultation Details: Not applicable

Background Documents:

Domestic Abuse Act 2021 – Statutory Guidance

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1089015/Domestic_Abuse_Act_2021_Statutory_Guidance.pdf

Home Office (2021) Tackling violence against women and girls strategy 2021

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1033934/Tackling_Violence_Against_Women_and_Girls_Strategy_-_July_2021.pdf

Revenue Cost	£556,096	Source of Revenue Funding	The Ministry of Justice
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 approval to accept £556,096 of funding from the Ministry of Justice (via the Office of the Police and Crime Commissioner for Avon and Somerset) to fund Independent Domestic Violence Advisors, working as part of the Next Link Plus service.

It is understood that there are no additional financial implications to the Council arising from the acceptance of this funding, which will be used to fund a contract variation which will specify the cost of the service will be contained within the £556,096 budget envelope. An appropriate exit strategy will be put in place to ensure ongoing costs to the Council are avoided if the funding ceases. As the service is being commissioned there no risk in terms of staffing implications and associated potential redundancy costs.

Finance Business Partner: Denise Hunt 6 January 2023

2. Legal Advice: Legal services will advise and assist officers with regard to the variation of the contract as required.

Legal Team Leader: Husinara Jones, Team Manager/Solicitor 6 January 2023

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

IT Team Leader: Alex Simpson – Senior Solution Architect 1 December 2022

4. HR Advice: The report is seeking approval to accept funding from the Ministry of Justice to fund Independent Domestic Violence Advisors (IDVAs) working as part of the Next Link Plus service. This service is currently commissioned from Bristol City Council as part of Next Link Plus service, and there are no significant HR implications arising from this report for BCC employees.

HR Partner: Lorna Laing 7 December 2022

EDM Sign-off	Christina Gray	07 December 2022
Cabinet Member sign-off	Councillor Ellie King	12 December 2022
For Key Decisions - Mayor's Office sign-off	Mayor's Office	19 December 2022

Appendix A – Further essential background / detail on the proposal	NO
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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: Recommissioning domestic abuse and sexual violence support services	
<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: Carol Slater
Service Area: Public Health	Lead Officer role: Head of Service, 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.

"During the past 3-years, a yearly increase of domestic abuse crimes and incidents has been recorded in Bristol City, peaking at 7,128 domestic abuse crimes in 2020-21. This is an increase of almost 1,000 recorded domestic abuse crimes as compared to 2018-19" (Avon and Somerset Police data, page 30 of Bristol DA Needs Assessment (unpublished)).

Bristol City Council Public Health commissions a range of services that tackle domestic abuse and sexual violence in the city, including Independent Domestic Violence Advisor (IDVA) services, helplines, work in schools, safe houses, etc.

Bristol City Council provides support services for those affected by domestic and sexual violence. The council currently spends £1.475m on the following types of support services:

- Counselling for sexual assault survivors
- Accommodation-based support for women who cannot remain in their own homes due to domestic violence
- Telephone helpline services
- Outreach services, where survivors are supported in their own homes
- Resettlement services, where survivors have had to move out of their homes and resettle elsewhere
- Services for male survivors of domestic abuse
- Services for sex workers experiencing abuse
- Co-located services, for example where a domestic violence support worker is based in a GP practice to provide support to patients and advice to staff

The contracts for the current services are due to end on 30th September 2022.

Therefore, domestic abuse and sexual violence services will be re-commissioned with a start date of October 2022.

The Domestic Abuse Act 2021 has made more funding available to Bristol to provide domestic and sexual violence services. The council is therefore expecting to have a total of £2,180,000 to spend in per year.

As a result of this additional funding, the council is proposing to increase its provision of domestic and sexual violence services, as well as use the opportunity to improve how we provide these services.

Through re-commissioning, we aim to reduce domestic abuse and sexual violence in Bristol and provide quality appropriate support for all victims/survivors and their children.

The four strands of work we will commission are:

- Specialist accommodation based domestic abuse services
- Specialist domestic abuse services
- Sexual violence services
- Locality element (led by community organisations)
-

Further detail is given in the commissioning strategy.

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 checked="" type="checkbox"/> Commissioned services	<input checked="" type="checkbox"/> City partners / Stakeholder organisations	
<p>Additional comments:</p> <p>All will be affected as the model of who is delivering services and how they are delivered, including the amount of funding, will be different than it is currently (2021-22).</p> <p>Staff within partner organisations will be affected because of the change in commissioning, in terms of job security.</p>		

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
<p>Mayoral Commission on Domestic Abuse</p> <p>Bristol City Domestic Abuse Needs Assessment (Davis and Associates, 2021) (unpublished)</p> <p>Bristol JSNA Health and Wellbeing Profile 2020/21</p>	<p><u>Age and Domestic Abuse</u></p> <ul style="list-style-type: none"> - Older people are often overlooked in campaigns and are less likely to speak openly about past and present experiences of abuse. - The 25 to 34 year age banding forms the largest age group of domestic abuse victims, accounting for 29% of the total in the most recent year (page 16, Draft DA Needs Assessment). - Women in the 30-39 year old age bracket are most likely to experience a domestic abuse related crime (at a rate of 44.7 per 1000) (Source: Crime Survey for England and Wales (CSEW), year ending March 2020).
<p>Bristol City Domestic Abuse Needs Assessment (Davis and Associates, 2021) (unpublished)</p>	<p><u>Marriage and Civil Partnership and Domestic Abuse</u></p> <ul style="list-style-type: none"> - Adults who were separated or divorced were more likely to have experienced domestic abuse compared than those who were married or civil partnered, cohabiting, single or widowed. However, it is important to note that those who have separated from an abusive partner are more likely to disclose abuse or report a related crime than those still in a relationship. Domestic abuse is also known to escalate at the point of separation, increasing the likelihood that someone will report it (CSEW data on prevalence of domestic abuse in the year ending March 2020 for adults aged 16 to 74 years, by marital status and sex, page 27, Draft DA Needs Assessment)
<p>Domestic abuse prevalence and victim characteristics. Office for National Statistics (ons.gov.uk) 2019, appendix 6a and 6b</p> <p>Women's Aid 2021 https://www.womensaid.org.uk/the-survivors-handbook/women-from-bme-communities/</p>	<p><u>Religion or Belief and Domestic Abuse</u></p> <ul style="list-style-type: none"> - Domestic abuse affects people from all faith groups, and there is no evidence to suggest that some religious or cultural communities are significantly more at risk than others. - The form that abuse takes varies; in some communities, for example, domestic abuse may be perpetrated by extended family

<p>Living Without Abuse, Religious and spiritual abuse https://lwa.org.uk/understanding-abuse/abusive-relationships/spiritual-abuse/</p>	<p>members, or it may include forced marriage, or female genital mutilation (FGM).</p> <ul style="list-style-type: none"> - Religious and spiritual abuse, in the context of domestic abuse, occurs when a victim is prevented from carrying out their religious or spiritual practices or are forced to engage in activities that are in conflict with their beliefs. This may include: Preventing someone from attending their place of worship; Religious discrimination; Preventing someone from worshipping at all or in the way they wish to; Forcing someone to attend ceremonies for a religion which they do not practice; Forcing someone to eat foods that are forbidden by their religion; Destroying someone’s religious texts and articles; Mockery and verbal abuse of their religion; Forcing someone to act in a way which negates their religion; Forcing someone to relinquish their religion; Forcing someone to partake in a spiritual activity or belief which they do not wish to.
<p>Mayoral Commission on Domestic Abuse</p> <p>Bristol JSNA Health and Wellbeing Profile 2020/21</p> <p>Bristol City Council Domestic Abuse and Sexual Violence Needs Assessment 2019</p>	<p><u>Disability and Domestic Abuse</u></p> <ul style="list-style-type: none"> - Disabled people in England are both more likely to experience domestic and sexual abuse, and they are more likely to experience barriers in accessing services. - The CSEW showed that men and women aged 16 to 74 years with a disability were more likely to have experienced domestic abuse in the last year than those without. - Findings from the CSEW suggest those with a long-term illness or disability were more likely to be victims of domestic abuse in the last year than those without; this was true for both men (9.8% compared with 3.5%) and women (16.8% compared with 6.3%). This difference was true for each of the different types of domestic abuse excluding sexual assault. Disabled people make up a significant minority within England; 1 in 5 of the population are disabled. Disabled people experience disproportionately higher rates of domestic abuse. They also experience domestic abuse for longer periods of time, and more severe and frequent abuse than non-disabled people. Disabled people are significantly more likely to: be threatened with violence; be physically abused; be sexually assaulted by intimate partners or strangers; experience physical, sexual, emotional and financial domestic abuse than people without disabilities. Smith et al found that having a long-term illness or disability almost doubles the risk of experiencing domestic abuse. Trevillion et al.

	found that those that have a mental health problem are at an increased risk.
<p>Bristol City Domestic Abuse Needs Assessment (Davis and Associates, 2021)</p> <p>Bristol City Council Domestic Abuse and Sexual Violence Needs Assessment 2019</p>	<p><u>Pregnancy/Maternity and Domestic Abuse</u></p> <ul style="list-style-type: none"> - Around 30% of domestic abuse begins during pregnancy, while 40–60% of women experiencing domestic abuse are abused during pregnancy. (page 28, Draft DA Needs Assessment) - Pregnancy can be a trigger for domestic abuse, and existing abuse may get worse during pregnancy or after giving birth. It is estimated that four to nine in every 100 pregnant women are abused during their pregnancy or soon after the birth. In a Refuge Performance Report (2017-18), 20% of women in Refuge’s services are pregnant or have recently given birth. Domestic abuse during pregnancy puts both the woman and unborn child in danger. It increases the risk of miscarriage, infection, premature birth, and injury or death to the baby. It can also cause women to experience emotional and mental health problems, such as stress and anxiety, which can affect the development of the baby. Nearly one in three women who suffer from domestic abuse during their lifetime report that the first incidence of violence happened while they were pregnant and 40%-60% of women experiencing DVA are abused while pregnant.
<p>Bristol City Domestic Abuse Needs Assessment (Davis and Associates, 2021)</p> <p>Bristol City Council Domestic Abuse and Sexual Violence Needs Assessment 2019 and JSNA Section 2021</p>	<p><u>Sex and Domestic Abuse</u></p> <ul style="list-style-type: none"> - In each of the past 3-years, female victims have consistently accounted for approximately 70% of all domestic abuse victims in the Avon and Somerset police force area (page 16, Draft DA Needs Assessment) - Based on the population split of men and women in Bristol, we estimate that there are 13,380 female, and 6,580 male victims of domestic abuse each year (page 25, Draft DA Need Assessment) - In Bristol, females over the age of 16 are 3.2 times more likely to be a victim of a domestic abuse related crime in Bristol than males.
<p>Bristol City Council Domestic Abuse and Sexual Violence Needs Assessment 2019</p>	<p><u>Gender Reassignment and Domestic Abuse</u></p> <ul style="list-style-type: none"> - There is limited research on how many trans people experience domestic abuse in the UK, and the best studies have small group samples. However, these figures suggest it is a significant issue. A report by The Scottish Transgender Alliance indicates that 80% of trans people had experienced emotional, sexual, or physical abuse from a partner or ex-partner.
	<u>Race and Domestic Abuse</u>

<p>Mayoral Commission on Domestic Abuse</p> <p>Women's Aid 2021 https://www.womensaid.org.uk/the-survivors-handbook/women-from-bme-communities/</p> <p>Domestic abuse victim characteristics, England and Wales: year ending March 2019</p> <p>Bristol JSNA Health and Wellbeing Profile 2020/21</p>	<ul style="list-style-type: none"> - Those who do not speak English (or for whom English is an additional language) can find it difficult to disclose that they are experiencing abuse. Domestic abuse may take different forms for Black, Asian and Minority Ethnic women, and survivors may be deterred from accessing support due to specific family pressures and from fears about the response from support services. - Domestic abuse affects women from all ethnic groups - However, the form the abuse takes may vary; in some communities, for example, domestic abuse may be perpetrated by extended family members, or it may include forced marriage, or female genital mutilation (FGM). - For the year ending March 2019, the Crime Survey of England and Wales (CSEW) showed that those in the Mixed ethnic group were more likely than those in the White or Asian ethnic groups to experience domestic abuse within the last year. - Whatever their experiences, women and men from Black, Asian or minority ethnic communities are likely to face additional barriers to receiving the help that they need.
<p>Mayoral Commission on Domestic Abuse</p> <p>Free to be safe: LGBT+ people experiencing domestic abuse (SafeLives, 2018)</p> <p>Bristol City Domestic Abuse Needs Assessment (Davis and Associates, 2021) (unpublished)</p> <p>Bristol JSNA Health and Wellbeing Profile 2020/21</p>	<p><u>Sexual Orientation and Domestic Abuse</u></p> <ul style="list-style-type: none"> - LGBTQ+ people have specific experiences of domestic abuse which differ from other survivors, such as the threat of having their sexuality or gender identity used against them by their abuser. - LGBT+ victims of domestic abuse are almost twice as likely to have attempted suicide. - LGBT+ victims are more than twice as likely to have self-harmed. - LGBT+ victims of domestic abuse are more likely to be abused by multiple perpetrators (15% compared to 9% of non-LGBT+ victims). - We estimate in Bristol that there will be around 2,410 victims of domestic abuse within the LGB+ community every year (limited information about transgender community, so true figure is likely to be higher) (page 26, Draft DA Needs Assessment) - More than one in four gay men and lesbian women and more than one in three bisexual people report at least one form of domestic abuse since the age of 16. Lesbian women report similar rates of domestic abuse to that

<p>J. Magić and P. Kelley. Recognise & Respond: Strengthening advocacy for LGBT+ survivors of domestic abuse. Galop, London, 2019: http://www.galop.org.uk/recognise-respond-strengthening-advocacy-for-lgbt-survivors-of-domestic-abuse-2/</p> <p>https://www.stonewall.org.uk/help-advice/criminal-law/domestic-violence</p>	<p>of heterosexual women. Bisexual women are twice as likely to disclose intimate partner violence compared to heterosexual women. Gay and bisexual men might be twice as likely to experience domestic abuse compared to heterosexual men. Prevalence rates of domestic abuse may be higher for transgender people than any other section of the population. LGBT+ survivors face distinct systemic and personal barriers in accessing services, due to their sexual orientation and gender identity. LGBT+ domestic abuse appears vastly underreported.</p> <ul style="list-style-type: none"> - More than one in four gay men and lesbian women and more than one in three bisexual people report at least one form of domestic abuse since the age of 16. Lesbian women report similar rates of domestic abuse to that of heterosexual women. Bisexual women are twice as likely to disclose intimate partner violence compared to heterosexual women. Gay and bisexual men might be twice as likely to experience domestic abuse compared to heterosexual men. Prevalence rates of domestic abuse may be higher for transgender people than any other section of the population. LGBT+ survivors face distinct systemic and personal barriers in accessing services, due to their sexual orientation and gender identity. LGBT+ domestic abuse appears vastly underreported. - Stonewall's research shows that one in four lesbian and bi women have experienced domestic abuse in a relationship. Two thirds of those say the perpetrator was a woman, a third a man. Almost half (49%) of all gay and bi men have experienced at least one incident of domestic abuse from a family member or partner since the age of 16.
<p>Bristol Quality of Life Survey Report 2020/21</p>	<ul style="list-style-type: none"> - A small percentage of overall survey respondents (7%) still consider domestic abuse to be a 'private matter'. This figure remains unchanged overall from the previous year's survey. However, in more deprived parts of the city, the number of respondents who thought domestic abuse was a private matter dropped from 15% in 2019/20 to 9% in 2020-21.
<p>Additional comments:</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 checked="" type="checkbox"/> Gender Reassignment
<input checked="" type="checkbox"/> Marriage and Civil Partnership	<input checked="" type="checkbox"/> Pregnancy and Maternity	<input checked="" type="checkbox"/> Race

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.

Previously, data on pregnancy and maternity has been omitted from DA services' monitoring and reporting. There are national statistics that prove a link between pregnancy and DA. We will ask providers to measure engagement and outcomes for pregnant women and women with children in the near future and build this into contracts as part of the re-commissioning. With more (Bristol-specific) data on this group, we can better respond to their needs.

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.

Communities and groups that could be affected have been involved throughout the process.

The DA strategy and commissioning strategy were informed by early engagement work. In Autumn 2019, a number of engagement events were hosted throughout the city. Stakeholders included service users, service providers, other professionals and members of the public that may or may not have experienced domestic abuse. Stakeholders were asked a number of questions about current services and services that must be provided.

The Mayor of Bristol commissioned a report on Domestic Abuse which contained a number of recommendations that inform domestic abuse work in the city. The report considered the diversity of the city.

Recommendations include:

- *Bristol City Council, partners and support services to develop and promote diverse support pathways that show the range of services available, and that ensure that whoever and wherever survivors are, they will be listened to, believed, and supported in Bristol.*
- *Bristol City Council, partners and support services to work with individuals and communities across Bristol to overcome barriers and ensure victims and survivors of all backgrounds and identities can access support that is right for them.*
- *Develop and strengthen interventions and support services that are community based and help provide effective training and support pathways across the city's diverse communities.*
- *Ensure health and care services work confidently and with cultural sensitivity, recognising the barriers that different people may have in disclosing abuse, and different ways abuse may manifest across different communities in the city.*

- *Design campaigns to raise awareness about domestic abuse that are inclusive and relevant for diverse communities across Bristol (particularly BAME residents, older residents, LGBT+ residents and disabled residents).*

In 2021, a consultant was commissioned to produce a Domestic Abuse Needs Assessment for Bristol, which analysed domestic abuse statistics and looked at the existing service provision to identify gaps and make recommendations for how domestic abuse services could better serve the population. This has informed the commissioning and domestic abuse strategies.

The re-commissioning process will involve a consultation, which members of the public, survivors, providers and other organisations are invited to participate in.

BCC Public Health commissions a 'Survivor Forum' – a group of women DA survivors who meet regularly and provide feedback on DA work/services in Bristol. The Survivor Forum will be engaged as part of the consultation process, which will in turn inform the commissioning.

There is a number of multi-agency reoccurring meetings that are informed about the Public Health DA team's work and provide feedback regularly. These include:

- Multi-agency Domestic Abuse and Sexual Violence Delivery Group
- Domestic Abuse and Sexual Violence Operational Group
- Domestic Abuse and Sexual Violence Commissioning Board

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.

Communities and groups that could be affected will continue to be engaged.

The group of stakeholders that informed the Mayoral Commission on Domestic Abuse have recently re-convened to feedback on progress and will meet again in the future. This is valuable opportunity to hear diverse experiences of DA work in Bristol.

The 'Survivor Forum' will continue to run and can be engaged again regarding domestic abuse recommissioning.

The following meetings will continue and will be an opportunity for the DA team to both gather feedback and be held accountable:

- Multi-agency Domestic Abuse and Sexual Violence Delivery Group
- Domestic Abuse and Sexual Violence Operational Group
- Domestic Abuse and Sexual Violence Commissioning Board

Once recommissioning is 'complete' (i.e. services are in place from October 2022), providers will be required to complete regular reporting. This will include statistics on outcomes, demographics, as well as qualitative feedback, which could include the experiences of service users.

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>Whilst we have not identified any significant equality impact from the proposal to recommission services at this stage, we are aware of existing disparities and inequality for victims of DA on the basis of their characteristics which we will aim to address and mitigate where possible through ensuing commissioned services are accessible, inclusive, and appropriately targeted.</p> <p>Staff within partner organisations will be affected as there will be a change in which services are commissioned. Job security will be impacted. These staff can be protected by ensuring that there are sufficient TUPE clauses in contracts.</p>	
PROTECTED CHARACTERISTICS	
Age: Young People	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	Impact of DV on children and young people (CYP) is often forgotten, meaning they do not receive the support they need.
Mitigations:	CYP now recognised as victims in their own right by the 2021 Domestic Abuse Act and therefore will be considered in all services as they are recommissioned. Services will be recommissioned in a way that ensures there is not a disproportionate impact upon any protected characteristics groups.
Age: Older People	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	Older people likely to be overlooked in domestic abuse services. Older people less likely to be comfortable using digital services.
Mitigations:	Ensure that services are committed to providing communications and information in a range of accessible formats. Collaborative bids will be encouraged so that services are more likely to cater for a wider range of service users. Services will be recommissioned in a way that ensures there is not a disproportionate impact upon any protected characteristics groups.
Disability	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	People with disabilities are more likely to experience barriers to accessing domestic abuse services.
Mitigations:	Ensure that commissioned services cater for people with disabilities and additional needs. Engage with the Learning Disabilities and DASV network. Services will be recommissioned in a way that ensures there is not a disproportionate impact upon any protected characteristics groups.
Sex	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	Domestic abuse disproportionately affects women, but men and non-binary people are also affected.
Mitigations:	Liaise ideas with DASV Commissioning Board for feedback on how best to ensure safety of all service users. Services will be recommissioned in a way that ensures there is not a disproportionate impact upon any protected characteristics groups.
Sexual orientation	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	LGBTQ+ have specific experiences of domestic abuse and are vulnerable to verbal and physical abuse.
Mitigations:	Commissioned services will be inclusive and also will include specialist support for equalities groups e.g. specialist LGBT IDVA. Services will be recommissioned in a way that ensures there is not a disproportionate impact upon any protected characteristics groups.
Pregnancy / Maternity	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	Currently commissioned services are inconsistent in collecting data around pregnancy.

Mitigations:	Monitoring systems will be set up so that data on pregnancy is captured and therefore trends can be evaluated, and impacts can be mitigated, e.g. providing more specialist services for pregnant women. Services will be recommissioned in a way that ensures there is not a disproportionate impact upon any protected characteristics groups.
Gender reassignment	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	If there is no provision for trans women, they will likely continue to live in unsafe situations.
Mitigations:	Domestic abuse services are typically focused on ensuring the safety of their service users. Support will be proportionate and based on a risk assessment. This will continue to be a key priority in re-commissioning, alongside diversity and inclusion criteria. Services will be recommissioned in a way that ensures there is not a disproportionate impact upon any protected characteristics groups.
Race	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	Some service users will have specific needs as a result of culture and ethnicity. For example, language translation, specialist FGM/HSV/FM support, etc.
Mitigations:	Providers will need to demonstrate how they will support people from equalities groups in the bidding process. Services will be recommissioned in a way that ensures there is not a disproportionate impact upon any protected characteristics groups.
Religion or Belief	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	People from all religious and belief groups are affected by domestic abuse.
Mitigations:	We will ensure that commissioned services will be required to demonstrate cultural competence and a commitment to workforce diversity as a mitigation to potential lack of understanding about the differing needs of service users from faith groups. Services will be recommissioned in a way that ensures there is not a disproportionate impact upon any protected characteristics groups.
Marriage & civil partnership	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	Services will be recommissioned in a way that ensures there is not a disproportionate impact upon any protected characteristics groups.
OTHER RELEVANT CHARACTERISTICS	
Socio-Economic (deprivation)	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	People from low socio-economic backgrounds are more likely to experience domestic abuse, e.g. domestic abuse is more highly reported in Hartcliffe and Withywood than Clifton.
Mitigations:	Domestic abuse services will be free access and there will be a strand of funding allocated to services led by community organisations to ensure that people in the most affected areas can access support. Services will be recommissioned in a way that ensures there is not a disproportionate impact upon any protected characteristics groups.
Carers	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	People with caring responsibilities may face additional barriers to accessing services, e.g. they may not be able to leave home/the person they are caring for, for an extended period of time.
Mitigations:	Flexibility in times/locations/format of support as a mitigation for people with caring responsibilities This could include virtual support such as video calls. Services will be recommissioned in a way that ensures there is not a disproportionate impact upon any protected characteristics groups.
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 recommissioning of domestic abuse and sexual violence services in Bristol will undoubtedly support our Public Sector Equality Duty.

There will be a focus on ensuring that services are designed in a way that makes them available to all groups including minorities, those with complex needs and those facing multiple disadvantage.

The council have not previously commissioned services that deliver advice, information or support in local communities to help prevent domestic violence. The council is proposing to make new funding available to community-based organisations to set up, facilitate and / or deliver prevention and recovery services that are locally focused and appropriate to the community they serve. The aims of this proposal are to improve domestic violence prevention work by engaging communities on the issues around domestic violence, and to get people in their community talking about domestic violence to reduce stigma and encourage victims to seek support.

Services will be available through a single point of contact which means that people who share protected characteristics and those who don't can all be referred into services the same way.

Good relationships will be developed through the collaborative nature of future commissioned services.

At present a variety of provider organisations work separately to deliver each service. Bristol City Council is proposing to commission these services as a package, which would be delivered by providers working in partnership with each other. The providers would submit a joint bid to deliver all of these services, rather than individually applying to deliver one service. We (BCC Public Health) are not dictating what the model looks like and instead it will be shaped by providers, who have vast experience working with and for diverse groups of people affected by DA in Bristol. The benefit of jointly commissioning these services would be good co-ordination and providers having a better understanding of each other's services. Furthermore, this means that smaller organisations, including ones that represent equalities groups, are more likely participate as the risk is shared between organisations in the consortium.

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:

There have been no negative impacts identified so far. It is hoped that a range of services will be commissioned that provide effective support for people affected by domestic abuse.

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

The recommissioning of domestic abuse services will be accessible for everyone in Bristol particularly via the community-based services strand of funding.

Continue the proposal: the assessment demonstrates that the proposal shows no potential for discrimination and you have taken all appropriate opportunities to advance equality of opportunity and foster good relations between people with different protected characteristics.

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
Incorporate pregnancy and maternity data into the monitoring requirements for domestic abuse services	DA/SV team, Public Health, BCC	Ongoing


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.

During the consultation process, feedback will be gathered from partners, members of the public and survivors. Once in place, the commissioned services will provide quarterly monitoring data to Public Health team, including KPI outcomes and demographics data. This information will capture who is accessing domestic abuse services and will enable the team to track which equalities groups are using (or not) the services.

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: 2/12/2021	Date: 3/3/2022

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: 24 January 2023

TITLE	Using City Regional Sustainable Transport Settlement (CRSTS) Liveable Neighbourhood funding to complete Streetspace and related schemes		
Ward(s)	Ashley, Central, Clifton, Clifton Down, Easton, Eastville		
Author: Steve Riley	Job title: Programme 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:			
<ol style="list-style-type: none"> 1. To seek approval for £5.2m of City Regional Sustainable Transport Settlement (CRSTS) Liveable Neighbourhood (LN) funding to be used to complete five Streetspace Active Travel Fund (ATF) schemes and three schemes of a very similar type that have emerged through other projects. 			
Evidence Base:			
<p>The Emergency Active Travel Fund (EATF), as it was in May 2020, provided funding for schemes responding to the Covid-19 pandemic such as pavement widening at The Triangle and temporary cycles lanes on Counterslip and Lewins Mead. As the funding evolved, and dropped the ‘emergency’ title, it was used to deliver trial phases of well-known and popular schemes such as the closure of Cotham Hill and part pedestrianisation of the Old City.</p> <p>However, when the Active Travel Fund (ATF) money ended in March 2022, five schemes had been worked on but had not been completed. Many of these schemes have developed to a high level, including being in place under an ETRO or having good local support, but do not have sufficient funding to be completed. Because all of these schemes involve a reallocation of traffic movements in some way or another, it is logical that they use of a proportion of the CRSTS Liveable Neighbourhood (LN) funding that has not yet been applied to an identified scheme(s). Alongside these schemes, a further three that have come about from development through other funding streams are now seeking a budget to complete their construction phase.</p> <p>A full description of each scheme and the overall situation is provided in Appendix A. In summary, there are eight schemes that could be completed to a high quality with the use of just under £5.2m of CRSTS (City Region Sustainable Transport Settlement) Liveable Neighbourhood (LN) funding:</p> <ol style="list-style-type: none"> 1. Princess Victoria Street. Engage with local residents and businesses to seek ideas to integrate in making the timed road closure look and feel more permanent. £124-550k (Do Min to Do More). 2. Overton Road. Provide a road closure to encourage sustainable transport and place making by Gloucester Road. £204k. 3. Rosemary Lane. Provide a road closure to encourage sustainable transport through a green area on the route to the local primary school. £237-650k (Do Min to Do More). 4. Denmark Street. Engage with local businesses to seek ideas to make the timed road closure look and feel more permanent. £650k. 5. Chandos Road. Provide a road closure to encourage sustainable transport and place making as sought (and trialled) by local residents and businesses. £650k. 			

6. Old City-King Street. Construct the scheme that has already had an OBC approved by WECA but has missed the funding window. £1.7m.
7. Cotham Hill. Provide the full amount of funding for the highly popular scheme that it was thought had been agreed with Active Travel England. £295k.
8. St Mark's Road. Provide a contribution for cycling improvements to a project being progressed by City Design and Highway Maintenance. £10k.

Although the WECA Grant Assurance team are currently working on developing a streamlined process that reduces the scale of work required for approval, this has not been completed. As can be seen in the table below, a figure of £500k has therefore been included to use consultants to complete a Full Business Case (it has been suggested informally by WECA that a preceding Outline Business Case will not be required), the funding for which could be secured through a Feasibility And Development Funding application to WECA following Cabinet approval.

Site		Sep 22 est	Already spent	2022-23	2023-24	2024-25
Princess Victoria Street	Do Minimum	£124,454.14		£0.00	£124,454.14	£0.00
	Do More (including extra consultation), estimate	£550,000.00		£0.00	£300,000.00	£250,000.00
Overton Road		£204,417.20		£15,288.00	£10,400.00	£178,729.20
Rosemary Lane	Do Minimum	£237,402.75		£14,625.00	£22,425.00	£200,352.75
	Do More (better materials, larger scheme), estimate	£650,000.00		£14,625.00	£22,425.00	£612,950.00
Denmark Street		£650,000.00		£15,000.00	£325,000.00	£310,000.00
Chandos Road		£650,000.00		£15,000.00	£400,000.00	£235,000.00
Old City-King Street		£1,655,463.00		£0.00	£1,655,463.00	£0.00
Cotham Hill		£295,000.00		£0.00	£197,650.00	£97,350.00
St Mark's Road		£10,329.50		£0.00	£10,329.50	£0.00
Completion of an FBC		£500,000.00		£50,000.00	£450,000.00	£0.00
Do Minimum total		£4,327,066.59	£0.00	£109,913.00	£3,195,721.64	£1,021,431.95
Do More total		£5,165,209.70	£0.00	£109,913.00	£3,371,267.50	£1,684,029.20

Cabinet Member / Officer Recommendations:

That Cabinet:

1. Approves the submission of a bid for £5.2m of CRSTS LN funding to WECA and, if successful, to use the funding to complete the eight schemes detailed in this report and Appendix A.
2. Authorises the Executive Director Growth and Regeneration, in consultation with the Cabinet Member for Transport, and S151 Officer, to take all steps required to submit the bid (including the provision of a full business case to WECA) and if successful, to accept and spend the funding to procure and award the contract(s) necessary for the implementation of the eight schemes, in-line with the procurement routes and maximum budget envelopes outlined in this report.

Corporate Strategy alignment:

1. Environment and Sustainability: carbon neutral, climate resilience
2. Transport and Connectivity: safe and active travel

City Benefits:

Improvements in active transport provision have positive benefits for the health of citizens and the ambition to reduce carbon emissions.

Consultation Details:

Consultation on seven of these schemes was carried out in 2020 and 2021 as part of the Streetspace (ATF) or other projects. Additional consultation is recommended for Princess Victoria Street (to regain local community trust following the use of an ETRO for the initial closure) and Rosemary Lane (because of the passage of time since the first engagement).

Background Documents:

Cabinet report for the second tranche of Streetspace funding: [Decision Pathway Report Emergency Active Travel Fund.Bristol Streetspace.FINAL .pdf](#)

Cabinet report for the submission of the CRSTS bid: [Cabinet report - City Regions Sustainable Transport Settlement CRSTS Funding 2022-2026 006.pdf \(bristol.gov.uk\)](#)

Revenue Cost	£0	Source of Revenue Funding	
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Capital Cost	£5,165,210	Source of Capital Funding	CRSTS (from WECA)
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:

Finance Advice: The report seeks cabinet approval to submit a bid to WECA to both secure CRST funding to complete a Full Business Case (£500k) for the 9 schemes detailed in Appendix A, and subsequent funding to implement all such schemes provided the FBC is successful (£4.665m).

The report gives 2 funding options: Do “minimum” with a cost of £4.33m and Do “more” that would cost £5.2m. Although the report is only asking for approval of the more expensive option. These costings have been calculated with varying degrees of certainty. This is because they are different stages of development. The FBC is expected to provide the pre-implementation costing details that will provide more accurate and up to date costing.

Princess Victoria Street, Overton Road, and Rosemary Lane, have more mature designs and these have been used to determine the cost along with adequate contingencies and inflation provision to reflect their current stage in the project development.

The costings for Denmark Street, Chandos Road, and St. Marks Road are less well developed and the service has prepared costing estimates for these based on others of a similar schemes that have been completed.

Cotham Hill costs have been calculated from the original ATF3 bid and Old City costs are outlined in an approved OBC.

These projects are expected to be funding 100% from the CRSTS fund, as the Council has no capacity to funding within its current capital programme which is already over-subscribed.

To ensure the risks are managed effectively, Contingency and inflation provisions within the costs should be managed separately and require authorisation to draw down on a case by case basis. The project is scalable and should be managed as such, to limit the risk of cost over-run.

Subject to Cabinet approval that CRSTS funding can be used for this purpose, the service intends to submit an FBC to WECA to obtain this funding. The cost of the FBC is expected to be funded from the same CRSTS and is expected to be awarded as the first tranche of funding.

Finance Business Partner: Kayode Olagundoye, Interim Finance Business Partner, Growth and Regeneration, 16th January 2023.

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, 6 January 2023

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 October 2022

4. HR Advice: There are no HR implications evident.

HR Partner: Celia Williams, HR Business Partner, 12 December 2022

EDM Sign-off	Stephen Peacock, Executive Director Growth and Regeneration	16 November 2022
Cabinet Member sign-off	Cllr Alexander, Cabinet Member for Transport	1 December 2022
For Key Decisions - Mayor's Office sign-off	Mayor's Office	19 December 2022

Appendix A – Further essential background / detail on the proposal A paper outlining the full details, including plans, of the schemes for which this allocation of funding is being sought.	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	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

CRSTS Liveable Neighbourhoods: Starting LN schemes via completing ATF schemes

Introduction

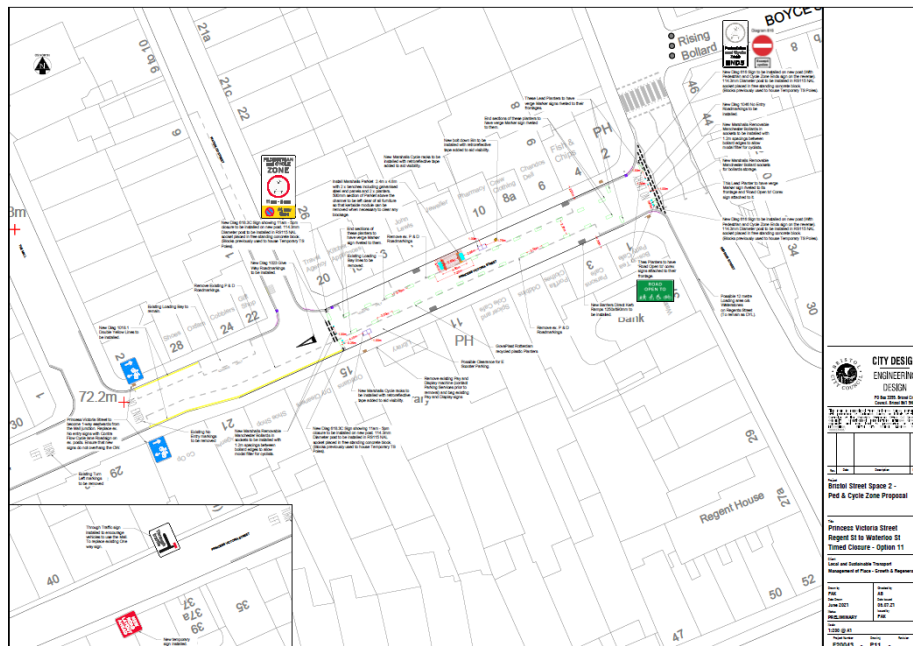
The (Emergency) Active Travel Fund (ATF) money that had been provided by the DfT for pandemic-response active travel schemes ended in March 2022. To date this funding has been in two stages and has delivered several schemes, using the programme name of Streetspace, but other schemes that have been worked on have not been completed within the available budget.

At this point, six schemes have developed to such a stage, including being in place under an ETRO or having good local support, but do not have any funding to progress or be polished off. These six schemes are reviewed below, with outline programmes and the funding required, alongside two others that are of a very similar type but did not develop through Streetspace.

Because all of these schemes involve a reallocation of traffic movements in some way or another, they appear to be ideal candidates for the use of a proportion of the CRSTS Liveable Neighbourhood (LN) funding that has not yet been applied to an identified scheme. For all of the schemes introducing street furniture that requires maintenance, particularly planters, agreements will be made with local businesses and/ or ward members to facilitate this. This approach has already been agreed for Cotham Hill and can be replicated in other locations.

CRSTS LN Scheme: Princess Victoria Street

In August 2021, an ETRO commenced on Princess Victoria Street, Clifton, to close part of the street between 11am and 5pm every day, with the one-way direction of traffic reversed. The decision that this scheme would be made permanent was made in October 2022.



Because of the temporary nature of the ETRO under which the scheme was introduced, many items of infrastructure are temporary – including signs mounted in barrels not the road and yellow plastic ramps from carriageway to footway. If the scheme is made permanent, it would be reputationally prudent to ensure that the most obviously temporary items of infrastructure are made permanent.

In association with some resurfacing, an outline 'do minimum' scheme has been prepared. However, given the issues raised by some of the businesses during the ETRO consultation period, it would be a good idea to engage with local people and businesses to see how they would like the space to be used. This could lead to larger works that may include items such as continuous pavements, tree planting, additional cycle parking, or larger items such as a third parklet.

Approximate programme (Do Min):

Detailed design: Apr-May 2022

QA4: Jun 2023

Construction: Jul-Sep 2023

Cost: £124,454

Approximate programme (Do More):

Engagement: Apr-Jun 2023

Detailed design of Do More scheme: Jul-Sep 2023

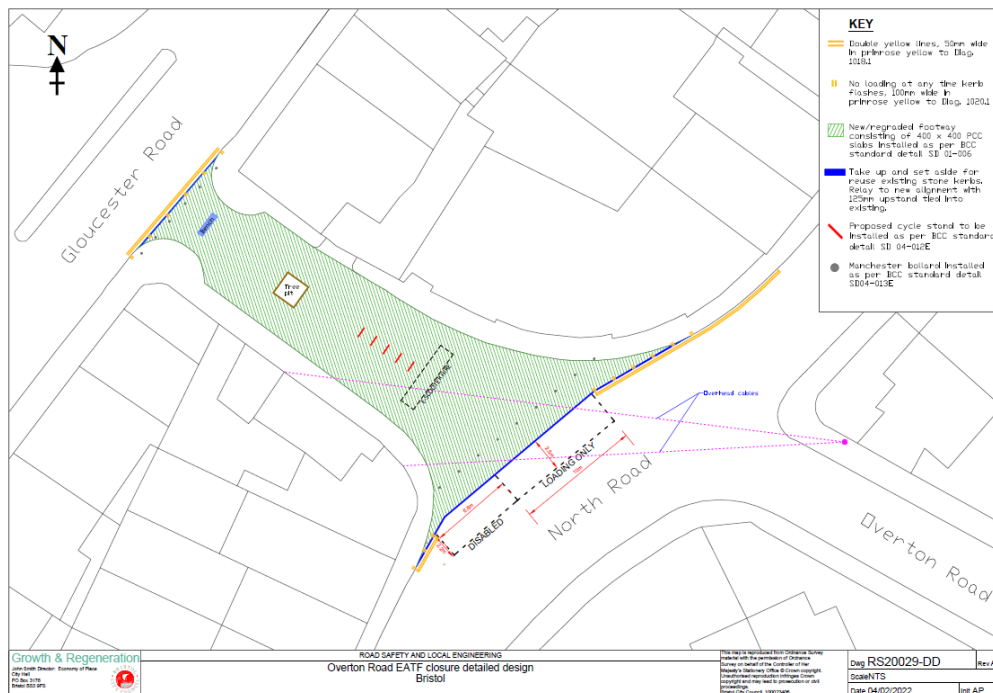
QA4: Oct 2023

Construction: Jan-Apr 2024

Cost: £550,000

CRSTS LN Scheme: Overton Road

This was one of the first point closure scheme identified as having the potential to be implemented. However, the immediate proximity of various businesses, including hospitality venues requiring delivery access, made it harder to design and negotiate. The design shown below, approved by local businesses and ward members, would provide a high-quality scheme in a part of the city that has not seen any other Streetspace interventions. Local businesses have recently started to complain that consultation was responded to positively but no works are being progressed.



The final design of this scheme needs Place Making involvement in relation to materials and street furniture. Although this is unlikely to have a major impact on scheme costs because the large-scale paving is the most significant element of the current cost estimate, an additional contingency of 60% has been applied so that the highest quality materials can be provided. This design has been approved by QA at stage 2, but will need to go through later QA stages as well as the TRO process.

Approximate programme:

Detailed design (including urban design) and QA3: Feb-Apr 2023

TROs: May 2023-Jan 2024

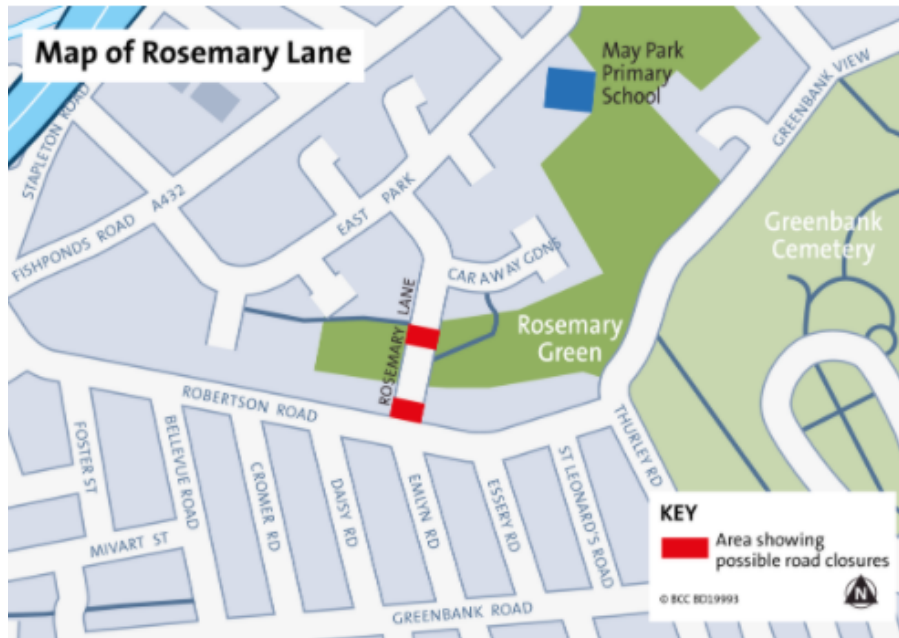
QA4: Mar 2024

Construction: May-Jul 2024

Cost: £204,417.20

CRSTS LN Scheme: Rosemary Lane

A design for this location does not yet exist because of the design resource issues in Engineering Design and Road Safety and Local Engineering (RSLE). The drawing below, from the 2021-22 engagement, is purely illustrative. In the short term, little other than the two closures is being considered, and this could be achieved with semi-temporary materials (likely to be planters only).



This is unlikely to be an expensive scheme in terms of construction materials, but there will be more comms required because of the amount of time since the Streetspace engagement. It is proposed that permission given to proceed with this scheme is for the project to progress to concept design and engagement. The decision on whether the engagement is considered positive enough to proceed to detailed design and TROs will be delegated to the Service Manager City Transport.

As with Princess Victoria Street, it would seem sensible to include a 'Do More' option. Based on the consultation findings, this could include higher quality materials, such as trees rather than planters, integration with the School Streets scheme that may be introduced at May Park School in 2023-24, and potentially a larger scope. This would not significantly affect the timetable.

Approximate programme:

Concept design: Feb-Apr 2023

Engagement: May-Jul 2023

Decision point following engagement: Sep 2023

Cost: £38,025

Detailed design and QA3: Oct-Dec 2023

TROs: Jan-Sep 2024

QA4: Oct 2024

Construction: Nov 2024-Feb 2025

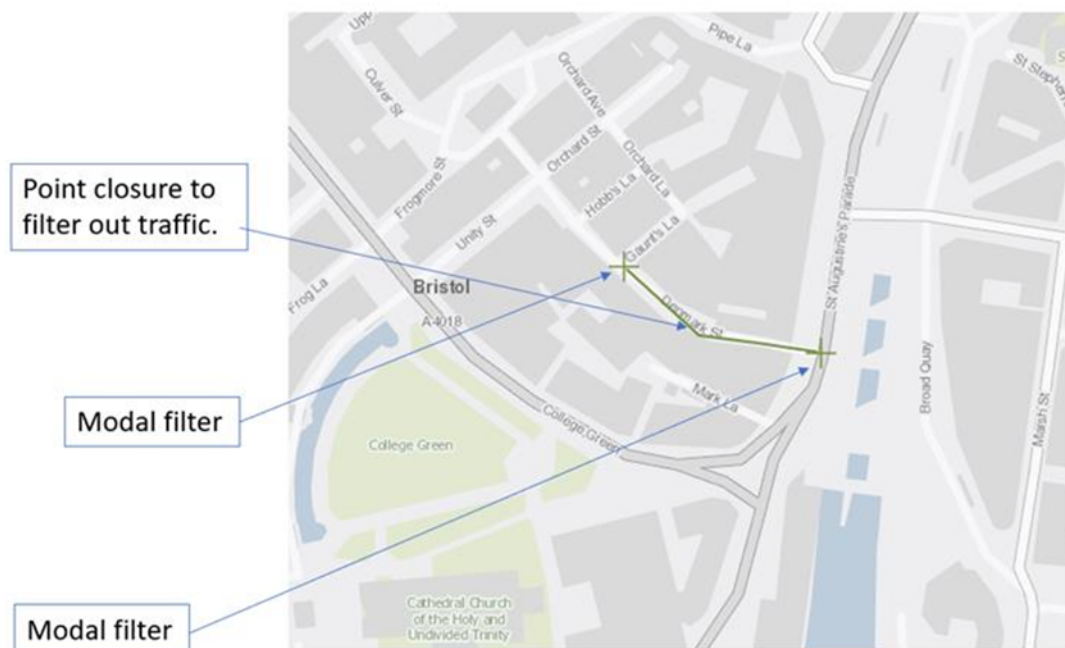
Cost: £199,378 (Do Min)

Cost: £611,975 (Do More)

CRSTS LN Scheme: Denmark Street

Denmark Street is currently operating a temporary timed closure to support business activity and promote hospitality 'spill out' onto the carriageway (midday to 11pm, Thursday to Sunday). The proposal would look to formalise this arrangement and make the scheme permanent with the inclusion of improved materials, surfacing, and planting to improve the overall look and quality of the scheme.

Despite the temporary scheme being in place, the overall design maturity of the scheme is low and would benefit from additional engagement with the public and businesses as well as internal teams to find the best long-term solution for the street (including access to the Hippodrome as well as the businesses fronting the street themselves).



An outline BCR for the scheme has been calculated as 6.87, considered 'very high' value for money.

Approximate programme:
Design and consultation: 2023
Construction: 2024
Open: 2025

Cost: £650,000

CRSTS LN Scheme: Chandos Road

Chandos Road has been promoted by the Mayor's Office, local councillors, and stakeholders as a scheme that should be funded when the opportunity arises. This follows popular support for the scheme as well as preliminary trials of a street closure that took place in summer 2022.

While the scheme is considered to be relatively simple and cheap to deliver, there has been virtually no design work or scheme development, meaning that costs, timescales, and other risks are not yet fully understood.

Based on similar schemes in the city (chiefly Cotham Hill) the scheme could range between £500,000 and £1,000,000 depending on the scale of intervention required. Timescales would be broadly in line with Cotham at an estimated 2-3 years for build from project start.

Approximate programme:

Design and consultation: 2023

Construction: 2024

Open: 2025

Cost: £650,000

CRSTS LN Scheme: Old City King Street

The Old City and King Street project is well developed and consulted on with an outline business case (OBC) already approved by WECA. The current pressure on this scheme is the funding deadline associated with Transforming Cities Fund (March 2023), therefore we are considering whether we can transfer the funding of this project to CRSTS where timescales are more achievable. Full details of the project can be found in the OBC, but broadly speaking the interventions include the part-pedestrianisation of Old City and King Street with the restriction of vehicles and servicing to certain times of the day. Public realm improvements and improved walking and cycling infrastructure also feature.

Approximate programme:

Construction: Apr-Jul 2023

Cost: £1,655,463 (in 2023-24)

CRSTS LN Scheme: Cotham Hill

The initial submission of Cotham Hill for ATF3 funding was for a scheme that went no further than additional consultation and initial co-design. However, before the funding was approved, it was decided that the full road closure had sufficient local support to be delivered. Active Travel England (ATE) appeared to approve the funding for the full scheme, but only enough for the initial scheme was provided by WECA. A change request to ATE has since proved unsuccessful in gaining the full amount of funding required to complete this popular scheme.

Approximate programme:

TRO processes and QA4: 2023

Construction: 2024

Open: 2025

Cost: £197,650 (in 2023-24)

Cost: £97,350 (in 2024-25)

CRSTS LN Scheme: St Marks Road

A small scheme of cycle provision and cycle parking has been designed for where Church Avenue meets St Marks Road. However, using CIL and maintenance funding, a larger scheme is currently in preparation. The Streetspace scheme is so small that it may be below the value at which officers believe that framework contractors would take it on. For this reason, it is recommended that the funding required be secured and passed to the Highway Maintenance or Place Making Team to be combined with their funding when the larger scheme is delivered.

Cost: £10,330 (in 2023-24)

CRSTS LN Schemes: funding required

The combined cost of the Do Minimum schemes is just over £4.3m and almost £5.2m for the Do More options. The funding, spread across three financial years, is shown below:

Site		Sep 22 est	Already spent	2022-23	2023-24	2024-25
Princess Victoria Street	Do Minimum	£124,454.14		£0.00	£124,454.14	£0.00
	Do More (including extra consultation), estimate	£550,000.00		£0.00	£300,000.00	£250,000.00
Overton Road		£204,417.20		£15,288.00	£10,400.00	£178,729.20
Rosemary Lane	Do Minimum	£237,402.75		£14,625.00	£22,425.00	£200,352.75
	Do More (better materials, larger scheme), estimate	£650,000.00		£14,625.00	£22,425.00	£612,950.00
Denmark Street		£650,000.00		£15,000.00	£325,000.00	£310,000.00
Chandos Road		£650,000.00		£15,000.00	£400,000.00	£235,000.00
Old City-King Street		£1,655,463.00		£0.00	£1,655,463.00	£0.00
Cotham Hill		£295,000.00		£0.00	£197,650.00	£97,350.00
St Mark's Road		£10,329.50		£0.00	£10,329.50	£0.00
Completion of an FBC		£500,000.00		£50,000.00	£450,000.00	£0.00
Do Minimum total		£4,327,066.59	£0.00	£109,913.00	£3,195,721.64	£1,021,431.95
Do More total		£5,165,209.70	£0.00	£109,913.00	£3,371,267.50	£1,684,029.20

It needs to be noted that TMT do not support any Do Minimum options being progressed and that these schemes must be transformational and built with the highest quality materials. Officers will engage with colleagues in City Design and Economic Development as these schemes emerge and go through the design and QA process(es).

Schemes seeking CRSTS funding of less than £6m do not need to go to WECA Committee but are a delegated decision. Although the WECA Grant Assurance team are currently working on developing a streamlined process that reduces the scale of work required for approval, this has not been completed. As can be seen in the table above, a figure of £500k has therefore been included to use consultants to complete a Full Business Case (it has been suggested informally by WECA that a preceding Outline Business Case will not be required), the funding for which could be secured through a Feasibility And Development Funding application to WECA following Cabinet approval.



Title: Using City Regional Sustainable Transport Settlement (CRSTS) Liveable Neighbourhood funding to complete Streetspace schemes	
<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: Economy of Place	Lead Officer name: Steven Riley
Service Area: City Transport	Lead Officer role: Programme 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.

7 projects have been utilising Government funding (Active Travel Fund) to investigate and deliver making active travel improvements in Bristol. This funding ended in March 2022, so it is proposed that a proportion of the CRSTS Liveable Neighbourhood (LN) funding is used to finish the projects.

As many of these projects are developed to a high level, they already have an individual EqIA. If this is the case this has been identified next to the project. All of the projects that are not developed will be subject to an individual EqIA if the decision is made to fund the projects.

- 1 Princess Victoria Street (EqIA complete). Engage with local residents and businesses to seek ideas to integrate in making the timed road closure look and feel more permanent.
- 2 Overton Road (EqIA complete). Provide a road closure to encourage sustainable transport and place making by Gloucester Road.
- 3 Rosemary Lane (EqIA complete). Provide a road closure to encourage sustainable transport through a green area on the route to the local primary school. £199-512k (Do Min to Do More).
- 4 St Mark's Road. Provide a contribution for cycling improvements to a project being progressed by City Design and Highway Maintenance. £10k.
- 5 University Road (EqIA complete). Provide higher quality materials to the existing road closure. £3k.
- 6 Cotham Hill (EqIA complete). Provide the full amount of funding for the highly popular scheme that it was thought had been agreed with Active Travel England.
- 7 Old City pedestrianisation (EqIA complete).

2 further projects have been identified that are looking to utilise the CRSTS funding to deliver local transport improvements, that were not part of the initial funding stream (Active Travel Fund):

- 1 Denmark Street. Engage with local businesses to seek ideas to make the timed road closure look and feel more permanent. £650k.
- 2 Chandos Road. Provide a road closure to encourage sustainable transport and place making as sought (and trialled) by local residents and businesses. £650k.

2.1 Who will the proposal have the potential to affect?

<input type="checkbox"/> Bristol City Council workforce	<input 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:		

2.2 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	[please select]
------------------------------	--	-----------------

There will be no equality impact. This is because it is only the funding stream that is being changed or being sought to deliver the schemes. Many of the schemes already have live EqIA's, with many needing to be amended slightly or not at all. The other projects will be subject to individual EqIA's once the scheme is started. Early conversations have already started with disabled people-led groups and these conversations will continue as proposals become more developed. This EqIA is only related to the decision to use the CRSTS funding stream which will not have an Equality Impact as the schemes will be delivering similar local transport improvements to that of the previous funding stream.

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: 30/11/22	Date: 1.12.2022

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: Using City Regional Sustainable Transport Settlement (CRSTS) Liveable Neighbourhood funding to complete Streetspace schemes

Report author: Steven Riley

Anticipated date of key decision: 24 January 2023

Summary of proposals: Seven projects have been utilising Government funding (Active Travel Fund) to investigate and deliver active travel improvements in Bristol. This funding ended in March 2022, so it is proposed that a proportion of the CRSTS Liveable Neighbourhood (LN) funding is used to finish the projects. A summary of each project can be found below:

- 1 Princess Victoria Street. Engage with local residents and businesses to seek ideas to integrate in making the timed road closure look and feel more permanent.
- 2 Overton Road. Provide a road closure to encourage sustainable transport and place making by Gloucester Road.
- 3 Rosemary Lane. Provide a road closure to encourage sustainable transport through a green area on the route to the local primary school.
- 4 Old City pedestrianisation. Construct the scheme that has already had an OBC approved by WECA but has missed the funding window.
- 5 Cotham Hill. Provide the full amount of funding for the highly popular scheme that it was thought had been agreed with Active Travel England.
- 6 St Mark's Road. Provide a contribution for cycling improvements to a project being progressed by City Design and Highway Maintenance.
- 7 University Road. Provide higher quality materials to the existing road closure.

Two further projects have been identified that are looking to utilise the CRSTS funding to deliver local transport improvements, that were not part of the initial funding stream (Active Travel Fund):

- 1 Denmark Street. Engage with local businesses to seek ideas to make the timed road closure look and feel more permanent.
- 2 Chandos Road. Provide a road closure to encourage sustainable transport and place making as sought (and trialled) by local residents and businesses.

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	The scheme is predicted to lead to a reduction in carbon emissions due to modal shift.	
		-ive	Short-term increased emissions from traffic delays during construction and the	This will be managed via a Construction Management Plan and close engagement with

			use of materials containing carbon.	Network Management.
Bristol's resilience to the effects of climate change?	Yes	+ive	<p>Improve infrastructure to make materials more climate resilient.</p> <p>Include greater sustainable drainage systems to reduce impact of flooding.</p>	
Consumption of non-renewable resources?	Yes	-ive	Resources to build the infrastructure will be needed.	Consider environmental performance of design and materials, in accordance with the best practice.
Production, recycling or disposal of waste	Yes	-ive	Waste will be produced through infrastructure and engineering works	<p>Consider environmental performance of design, contractors, and materials to ensure that waste is minimised.</p> <p>Where appropriate ensure detailed consideration of materials when going to tender, so that contactors are scored on the sustainability of how they intend to build the infrastructure.</p> <p>Contractors are legally required to implement a Site Waste Management Plan where appropriate.</p>
The appearance of the city?	Yes	-ive/ +ive	<p>Additional transport and associated infrastructure will change the appearance of the city.</p> <p>This could include the introduction of</p>	<p>Any changes will be subject to the consultation with the public.</p> <p>Working with the Place Making Team, best practice will be followed to produce aesthetically</p>

			trees that provide sustainability benefits via drainage and shade.	pleasing interventions, especially those involving greening.
Pollution to land, water, or air?		+ive	There should be an overall reduction in exposure to noise from reduced traffic levels.	
		+ive	Modal shift to active travel modes should improve local air quality by reducing emissions of fine particulates and NO ₂ .	
		-ive	Construction works may cause pollution to watercourses, generate nuisance, dust, and noise during works.	Contractor to work in accordance with relevant Environment Agency pollution prevention guidance (PPG). Considerate contractor scheme for dust and noise.
		-ive	Upgrade of infrastructure may cause noise and light pollution to residents.	Contractor to use all practicable means to control noise and light working hours only. Consult Ecologists on plans to minimise impacts to sensitive wildlife if applicable to the project.
Wildlife and habitats?	No	N/A	Projects should not impact any wildlife or habitats	
Consulted with: Most teams in the Transport Service and Place Making. The seven schemes that were formerly part of the ATF funding stream all included public engagement in the winter of 2020-21.				
Summary of impacts and Mitigation - <u>to go into the main Cabinet/ Council Report</u>				
The significant impacts of this proposal are:				

- The aim of this project is to improve infrastructure for easier and more accessible walking and cycling within Bristol. Whilst we cannot be certain about what modes of transport people will transfer from, if the forecasted targets are achieved, there will be a positive impact in terms of reduced CO₂ emissions, pollutants detrimental to local air quality, congestion, and noise.
- Negative impacts are mostly related to the construction of new transport infrastructure, such as the consumption of raw materials, noise, and traffic delays.

The proposals include the following measures to mitigate the impacts:

- The schemes will be designed so as not to impact on or make worse the flood risk in the area and include sustainable drainage systems.
- Consider environmental performance of design and materials, in accordance with best practice.
- Environmental performance of design, contractors and materials will be considered to ensure that waste is minimised and site waste management plan's will be implemented where appropriate.
- Any changes to the appearance of the city will be subject to the internal quality assurance process and design will be considered in consultation with the public and works delivered sympathetically with the historic public realm.
- Contractor to work in accordance with relevant Environment Agency pollution prevention guidance (PPG) and use all practicable means to control noise and light working hours only.

The net effects of the proposals are positive.

Checklist completed by: Dan Lassey

Name:	Dan Lassey
Dept.:	City Transport
Extension:	
Date:	29.11.2022
Verified by Environmental Performance Team	Daniel Shelton 01.12.2022

Decision Pathway – Report

PURPOSE: Key decision

MEETING: Cabinet

DATE: 24 January 2023

TITLE	Introduction of Pay and Display Parking in District Car Parks		
Ward(s)	Avonmouth & Lawrence Weston, Brislington West, Eastville, Frome Vale, Hartcliffe & Withywood, Henbury & Brentry, Lawrence Hill, St George West, Stockwood, Westbury-on-Trym & Henleaze		
Author:	Dominic Hitchcock	Job title:	Infrastructure Manager
Cabinet lead:	Clr Alexander, Cabinet Member for Transport.	Executive Director lead:	Stephen Peacock, Executive Director, Growth & Regeneration.
Proposal origin:	BCC Staff		
Decision maker:	Cabinet Member		
Decision forum:	Cabinet		
Purpose of Report:	<ol style="list-style-type: none"> 1. To seek approval to introduce Pay and Display parking at 10 District Car Parks (currently free parking). 		
Evidence Base:	<ol style="list-style-type: none"> 1. Parking Services operate 16 Free District Car Parks. These car parks are located outside of central areas, serving local communities with free car parking in close proximity to local shops and amenities. In the District Car Parks, parking is currently restricted to a maximum three-hour period between Monday and Saturday 8.00 AM to 6.00 PM with no return within three hours. 2. In early 2020, 8 additional District Car Parks were converted to Pay & Display Car Parks. These District Car Parks are located in or near Resident Parking Scheme (RPS) areas, with the operating hours & charges brought in to mirror the RPS on street charges. 3. Parking Services have undertaken a survey of all the Free District Car Parks, to determine if it would be desirable to introduce Pay and Display charges. The purpose of the exercise was to determine whether the existing time limited restrictions in the Car Parks were effectively managing demand & delivering key aspects of the parking strategy, deterring long stay car parking in these locations. 4. Occupancy levels at 4 of the Free District Car Parks were low, and therefore Parking Services believe there's no material benefit in changing the restrictions at these Car Parks. Another 2 Free District Car Parks have not been considered as 1 is currently being used for launchpad modular housing units and the other has been sold for development. 5. Parking Services propose to sell the 4 car parks with low occupancy as demand for parking is low and as the only potential remaining free car parks, will operate at a cost to the service for the continued maintenance & upkeep. <ul style="list-style-type: none"> ➤ Clayton St – Avonmouth & Lawrence Weston ➤ Harden Rd – Stockwood ➤ Queens Rd – Hartcliffe & Withywood ➤ Ridingleaze – Avonmouth & Lawrence Weston 6. Parking Services receive frequent complaints about Clayton Street Car Park, with regards to persistent anti-social behaviour. Fly-tipping is also prevalent throughout the car park resulting in frequent action from the waste team to remove it. There has been an increase in both neighbourhood & civil enforcement visits to no 		

avail. Parking Services propose to close the car park in the short term, in a bid to stop the anti-social behaviour. This will be in the form of fencing/barriers across the entrance to prevent access.

7. The occupancy levels at 10 of the other Free District Car Parks are relatively high so there is a reasonable degree of confidence that the introduction of Pay and Display in the following Car Parks will enable improved Car Park management by making enforcement processes more efficient, discouraging all day parking, maximising the use of space and ensuring effective turnover of spaces to support the local economy.

- Beechwood Rd – Frome Vale
- Callington Rd – Brislington West
- Chalks Rd – St George West
- Derby St – St George West
- Ducie Rd – Lawrence Hill
- Machin Rd – Henbury & Brentry
- Repton Rd – Brislington West
- Stoke View Rd - Eastville
- Waverley Rd – Avonmouth & Lawrence Weston
- Westbury Hill – Westbury-on-Trym & Henleaze

8. There will be no charge or time limit for Blue Badge holders within these the Car Parks (this policy applies for all Car Parks, except the Multi Storey Car Parks).

9. District Car Park parking permits are currently available at a cost of £250 including VAT per year in the RPS car parks areas. This is based on the RPS hourly rate, which has recently increased. Parking Services propose to offer permits for the Free District Car Parks on the same basis of the RPS areas, which have now increased to £280 including VAT per year.

10. The proposed tariff structure for the 10 Car Parks will be – Monday – Sunday 8AM – 6PM (7 days a week) 4 hours maximum stay, with no return within 2 hours. The proposed charges will be £1 per hour. This will mirror the regime of parking tariffs in general across the City. The other District Car Parks near RPS areas are linked to the operating hours of the RPS and therefore offer a different tariff structure for this reason.

11. It will be necessary to vary the existing Traffic Regulation Order to include the proposed Car Parks with charges, which will require public consultation. There has not been an informal consultation of this proposal, however, the RPS District Car Park report in 2019 received 15 formal objections in total.

Cabinet Member / Officer Recommendations:

That cabinet:

1. Approve the introduction of Pay and Display Parking in District Car Parks laid out in this report and Appendix A.
2. Approve the temporary closure of Clayton St Car Park and the sale of the 4 underused car parks mentioned in the report.
3. Authorise the Executive Director Growth and Regeneration in consultation with the Cabinet Member for Transport, to undertake the necessary statutory procedures to implement these changes as outlined in this report and in Appendix A.
4. Authorise the Director Economy of Place to consider any TRO objection report and decide whether the existing Traffic Regulation Order should be varied to include the car parks proposed in this report .

Corporate Strategy alignment:

1. Bristol will be well-connected with digital services and transport that is efficient, sustainable and inclusive; supporting vibrant local neighbourhoods and a thriving city centre.
2. Bristol will be a sustainable city, with low impact on our planet and a healthy environment for all.
3. Transport is healthy, active, sustainable, safe and enables easy movement throughout the city.
4. The city is well connected, supporting access to employment, education and services for all

City Benefits:

1. Rationing parking is an important tool in the promotion of leisure and retail economies as it maximises the

turnover of spaces, whilst pricing strategies for longer stays encourage greater use of public transport, walking and cycling.

2. Pricing strategies that promote a turnover in spaces also improve access for those who rely on the private car such as Blue Badge holders, who will continue to be able to park for free.

Consultation Details:

1. If approval is granted, Parking Services will instruct the TRO team to initiate the process to change the TRO, including a full public consultation. Comments are then collated, with an objection report provided, before a final decision can be made that takes all comments and objections into consideration.
2. Lead in times from instructing the TRO Team to advertising is estimated at 4 -6 months. An objection report is then written which is estimated to take 1 month, and the order can then be sealed if the decision is to progress, taking the objections into consideration.
3. If January cabinet approves this report, implementation is anticipated in the Autumn of 2023.

Background Documents: <https://www.bristol.gov.uk/council-and-mayor/policies-plans-and-strategies/bristol-transport-strategy>

Revenue Cost	£80,000	Source of Revenue Funding	Parking Services General Car Parks Budget. Anticipated that income will cover set up costs.
Capital Cost	£0.00	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 checked="" type="checkbox"/>

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

1. Finance Advice:

- a. This report is seeking approval for a policy-based change to introduce Pay and Display parking fees in ten District car parks which are currently free.
- b. There are four District car parks with extremely low occupancy, which the service proposes to sell, and two other car parks are outside of scope.
- c. This amendment will standardise many of the parking charges and allows for behavioural changes in travelling. The amendments can be seen in appendix A.
- d. The estimated set-up costs to introduce Pay and Display parking at the ten sites is £0.080m and includes costs for the P&D machines, installation, signage and Traffic Regulation Order costs.
- e. These set-up cost will be covered by the estimated annual income of £0.400m. Income is based on average daily occupancy levels following a survey count of occupancy and allowing for an attrition rate of 25%.
- f. Due to long lead-in times, the operation of the pay and display car parks is not expected until Autumn 2023, which will result in six months of revenue income £0.200m, this will still cover the set-up costs.
- g. The financial impact is based on current customer behaviour, however, the decision to implement the changes may result in a change in customer behaviour, so the financial outcomes may be different, even allowing for attrition.
- h. Any additional costs implications are expected to be met from the Highways and Traffic Management Service revenue budget.

Finance Business Partner: Kayode Olagundoye, Interim Finance Business Partner, Growth and Regeneration – 05.01.2023

2. Legal Advice: Changes to the TRO requires public consultation and this should occur when proposals are at a formative stage, give sufficient reasons for any proposal to permit intelligent consideration and allow adequate time for consideration and response. The consultation responses must be conscientiously taken into account in finalising the decision. There must be clear evidence that the decision maker has considered the consultation responses, or a summary of them, before making their decision on the proposed variation.

Legal Team Leader: Joanne Mansfield 6 th December 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 18 November 2022		
4. HR Advice: There are no HR implications evident		
HR Partner: Celia Williams, HR Business Partner – Growth and Regeneration 12 th December 2022		
EDM Sign-off	Stephen Peacock, Executive Director Growth and Regeneration	9 November 2022
Cabinet Member sign-off	Cllr Alexander, Cabinet Member for Transport	17 November 2022
For Key Decisions - Mayor's Office sign-off	Mayor's Office	19 December 2022

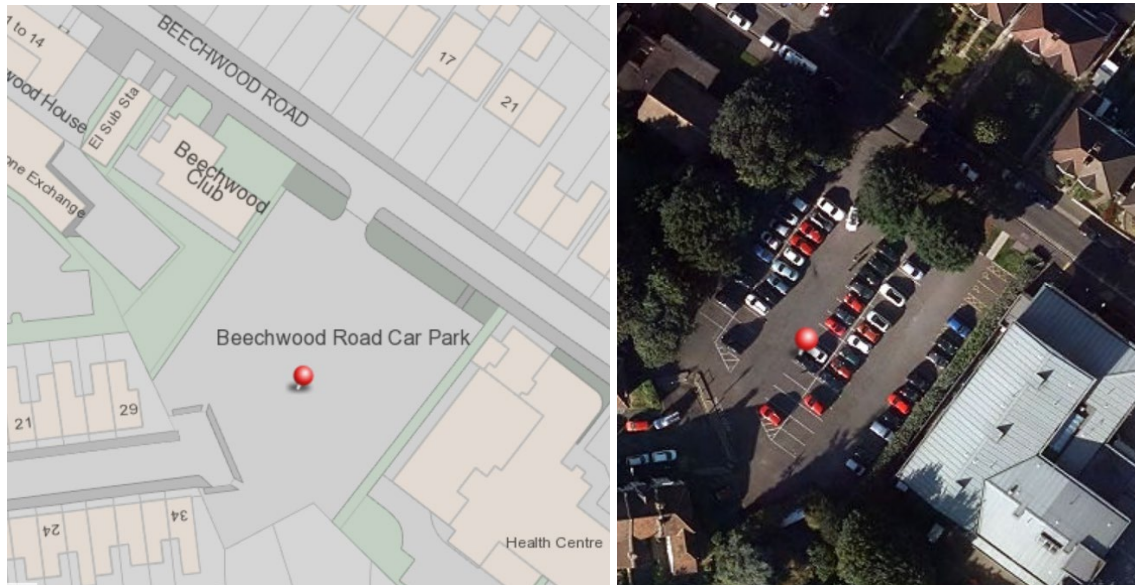
Appendix A – Further essential background / detail on the proposal	YES
Appendix B – Details of consultation carried out - internal and external	NO
Appendix C – Summary of any engagement with scrutiny	NO
Appendix D – Risk assessment	YES
Appendix E – Equalities screening / impact assessment of proposal	YES
Appendix F – Eco-impact screening/ impact assessment of	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

Free District Car Parks included in the proposal to introduce Pay & Display charges

The following locations have an average peak occupancy level of over 40% and are the sites where it is considered beneficial to introduce Pay & Display parking in order to promote short stay turnover, and encourage a modal shift away from the private car.

Beechwood Road – Frome Vale

Located in between the Beechwood Club (community hall) and Beechwood Medical Practice and a short walk to local schools and businesses.



Survey results

Car Park	Area	Capacity	Survey Time	Average Occupancy	% Occupancy	Count 1	Count 2	Count 3	Count 4	Count 5	Count 6
BEECHWOOD RD	FISHPONDS	74	AM	53	72%	54	53	49	57	42	59
		74	PM	48	65%	55	47	53	47	36	49
		74	Peak	54	73%	55	53	53	57	42	59

Callington Road – Brislington West

Located next to local shops and opposite a supermarket.



Survey results

Car Park	Area	Capacity	Survey Time	Average Occupancy	% Occupancy	Count 1	Count 2	Count 3	Count 4	Count 5
CALLINGTON RD	BRISLINGTON	22	AM	9	41%	10	8	10	8	6
		22	PM	10	46%	13	7	7	10	9
		22	Peak	10	46%	13	8	10	10	9

Chalks Road – St George West

Located next to St George Park. This car park also has ZedPod housing units installed on stilts, with parking retained below. Resident’s parking is not permitted, other than in line with the current restrictions. This car park is also a short walk from local shops & businesses on Church Road.



Survey Results

Car Park	Area	Capacity	Survey Time	Average Occupancy	% Occupancy	Count 1	Count 2	Count 3	Count 4	Count 5	Count 6
CHALKS RD	St GEORGE	59	AM	19	33%	12	18	19	15	20	28
		59	PM	25	43%	22	33	23	21	29	20
		59	Peak	26	45%	22	33	23	21	29	28

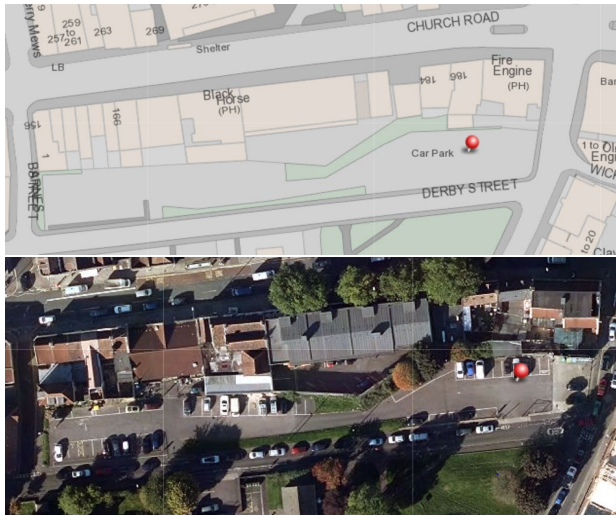
Derby Street – St George West

Located opposite Chalks Rd Car Park. This car park backs onto the local shops & businesses on Church Road. It’s also directly opposite a children’s nurse and is close to the local church & primary school. There are plans to install 8 modular housing units in the middle of this car park, reducing the capacity to 23, with parking spaces either side of the housing units. Planning permission was approved 7th December 2022 for the proposed housing units. The proposed site layout is as attached:



DBY-109-05-FE-003-
A-Proposed-Site-Layc

Appendix A

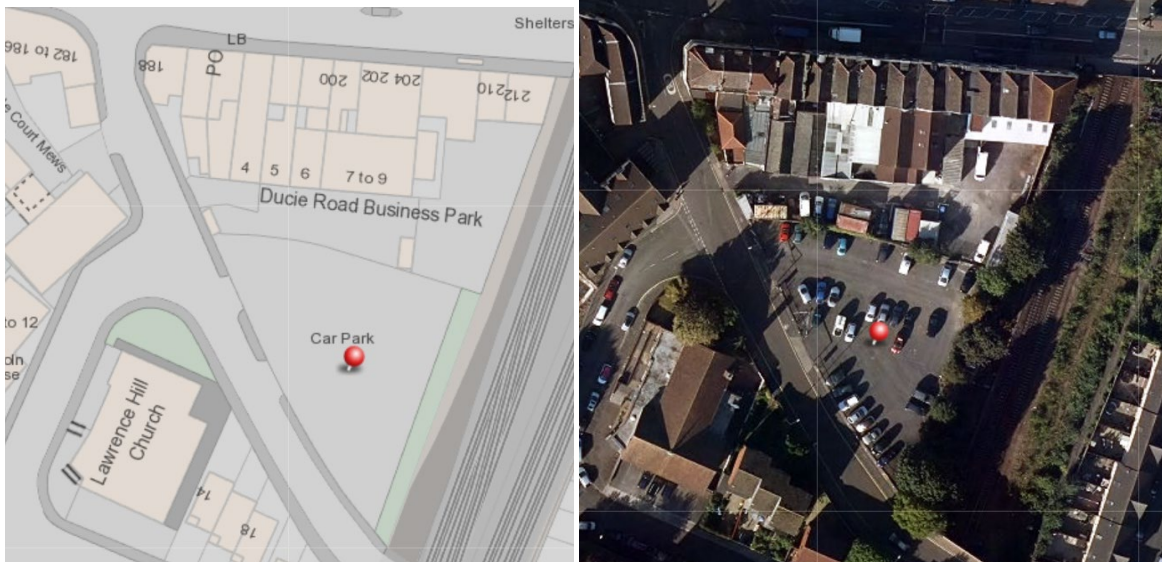


Surevey Results

Car Park	Area	Capacity	Survey Time	Average Occupancy	% Occupancy	Count 1	Count 2	Count 3	Count 4	Count 5	Count 6
DERBY ST	REDFIELD	46	AM	20	44%	11	27	15	20	21	23
		46	PM	29	64%	27	28	29	34	23	30
		46	Peak	29	64%	27	28	29	34	23	30

Ducie Road – Lawrence Hill

Located in close proximity to local shops, business, railway station, parks, church and business park.



Survey Results

Car Park	Area	Capacity	Survey Time	Average Occupancy	% Occupancy	Count 1	Count 2	Count 3	Count 4	Count 5	Count 6
DUCIE RD	LAWRENCE HILL	50	AM	16	32%	15	20	13	14	17	15
		50	PM	25	50%	22	27	20	33	26	21
		50	Peak	25	50%	22	27	20	33	26	21

Appendix A

Machin Rd – Henbury & Brentry

Located to the rear of local shops & businesses. Also in close proximity to the local Schools, library community centre & public open space.



Survey Results

Car Park	Area	Capacity	Survey Time	Average Occupancy	% Occupancy	Count 1	Count 2	Count 3	Count 4	Count 5
MACHIN RD	HENBURY	21	AM	8	39%	6	7	12	4	10
		21	PM	7	34%	9	6	8	4	5
		21	Peak	9	43%	9	7	12	4	10

Repton Rd – Brislington West

Located off Sandy Park Rd, this car park is a short walk from the local shops, businesses and church.



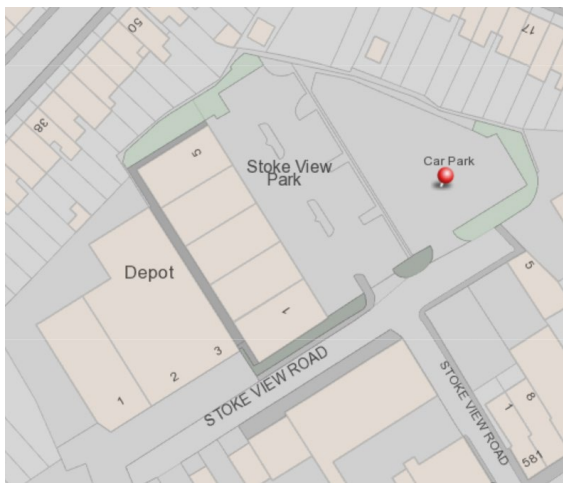
Survey Results

Car Park	Area	Capacity	Survey Time	Average Occupancy	% Occupancy	Count 1	Count 2	Count 3	Count 4	Count 5	Count 6
REPTON RD	BRISLINGTON	14	AM	5	36%	4	2	5	6	5	5
		14	PM	6	43%	9	5	2	4	9	7
		14	Peak	7	50%	9	5	5	6	9	7

Appendix A

Stoke View Rd – Eastville

Located off Fishponds Rd next to Stoke View Business Park and a short walk to local shops and businesses. 17 spaces are currently dedicated for permit holders.



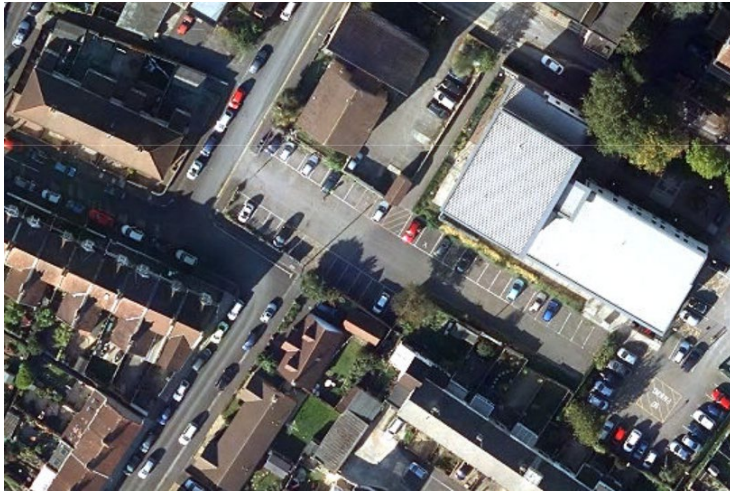
Survey Results

Car Park	Area	Capacity	Survey Time	Average Occupancy	% Occupancy	Count 1	Count 2	Count 3	Count 4	Count 5	Count 6
STOKE VIEW	FISHPONDS	40	AM	25	63%	23	26	24	21	28	27
		40	PM	26	65%	28	25	21	28	26	24
		40	Peak	27	68%	28	26	24	28	28	27

Waverley Road – Avonmouth & Lawrence Weston

Located to the rear of Shirehampton Group Health Centre. Also in close proximity to local shops, businesses and church.





Survey Results

Car Park	Area	Capacity	Survey Time	Average Occupancy	% Occupancy	Count 1	Count 2	Count 3	Count 4	Count 5
WAVERLEY RD	SHIREHAMPTON	35	AM	19	55%	16	19	14	18	24
		35	PM	14	40%	25	10	14	10	11
		35	Peak	20	58%	25	19	14	18	24

Westbury Hill – Westbury-on-Trym & Henleaze

Westbury-on-Trym Primary Care Centre is located within the car park. This car park is also off the High Street, serving the local shops, businesses and churches.



Survey Results

Car Park	Area	Capacity	Survey Time	Average Occupancy	% Occupancy	Count 1	Count 2	Count 3	Count 4	Count 5
WESTBURY ON TRYM	WESTBURY ON TRYM	95	AM	69	73%	36	61	69	85	91
		95	PM	72	76%	87	92	51	50	80
		95	Peak	85	90%	87	92	69	85	91

Financial Costing

The approximate costs of introducing Pay & Display at these location is:

Work Required	Approximate Cost
Purchase P&D machine	£ 45,500.00
Installation of P&D machine	£ 5,000.00
Signage	£ 7,100.00
Concrete Plinth	£ 1,700.00
Extra lining	£ 2,500.00
TRO costs	£ 10,000.00
Sub Total	£ 71,800.00
10% Contingency	£ 7,180.00
Total	£ 78,980.00

These set up costs would be covered from the Pay & Display income generated, which is estimated in the following table:

Car Park	Area	Average Occupancy	Attrition	Revised occupancy	Occupied Hours	Chargeable days	Chargeable weeks	Annual Total	6 Month Total
WESTBURY HILL	WESTBURY ON TRYM	85	-25%	64	6	7	52	£139,776.00	£ 69,888.00
BEECHWOOD ROAD	FISHPONDS	54	-25%	41	6	7	52	£ 89,544.00	£ 44,772.00
STOKE VIEW	FISHPONDS	27	-25%	20	5	7	52	£ 36,400.00	£ 18,200.00
DERBY STREET	REDFIELD	29	-25%	22	5	7	52	£ 40,040.00	£ 20,020.00
WAVERLEY ROAD	SHIREHAMPTON	20	-25%	15	4	7	52	£ 21,840.00	£ 10,920.00
DUCIE ROAD	LAWRENCE HILL	25	-25%	19	4	7	52	£ 27,664.00	£ 13,832.00
REPTON ROAD	BRISLINGTON	7	-25%	5	4	7	52	£ 7,280.00	£ 3,640.00
CALLINGTON ROAD	BRISLINGTON	10	-25%	8	3	7	52	£ 8,736.00	£ 4,368.00
CHALKS ROAD	St GEORGE	26	-25%	20	3	7	52	£ 21,840.00	£ 10,920.00
MACHIN ROAD	HENBURY	9	-25%	7	3	7	52	£ 7,644.00	£ 3,822.00
Total		292	-25%	219	5	7	52	£400,764.00	£200,382.00

Notes:

An attrition level of 25% reflects the anticipated modal shift to sustainable/active travel.

Occupied hours are an estimate of how many hours each occupied space would be occupied.

Chargeable days/weeks reflects 7 day charging, all year round. No allowance has been made for greater or lesser occupancy at weekends.

Assumes potential chargeable hours are from 8am to 6pm, Monday to Sunday.

Free District Car Parks excluded from the proposal to introduce Pay & Display charges

The following locations have very low occupancy, and the introduction of Pay & Display charges is not considered to be appropriate at the current time.

Alexandra Park – Eastville

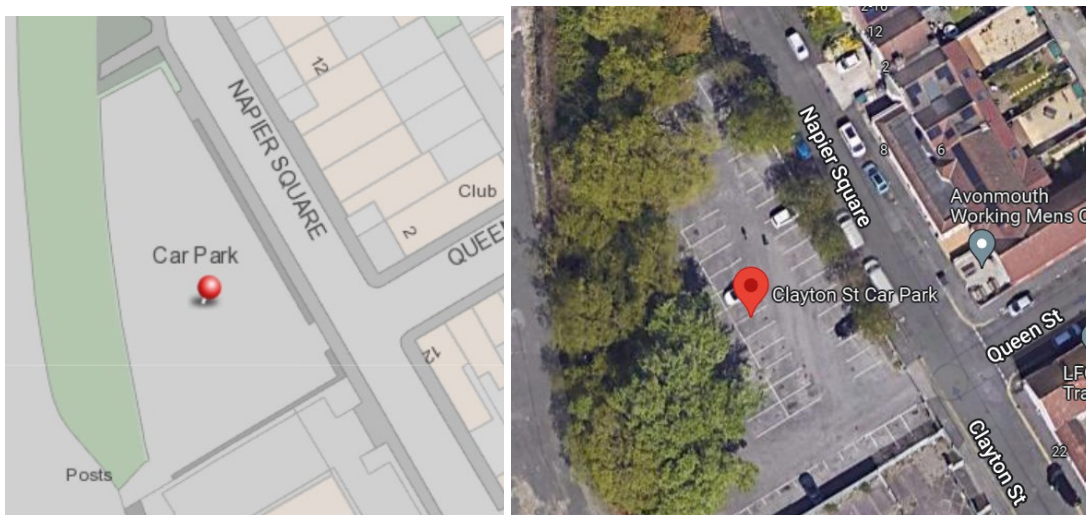
This car park is now being used for launchpad container housing. The car park is currently closed and has not been surveyed.



District Car Parks Proposed to be sold

Clayton Street – Lawrence Weston

Predominately in a residential area with unrestricted on street parking. This car park served a social club opposite, that's no longer in use. Demand for parking is low at this location.



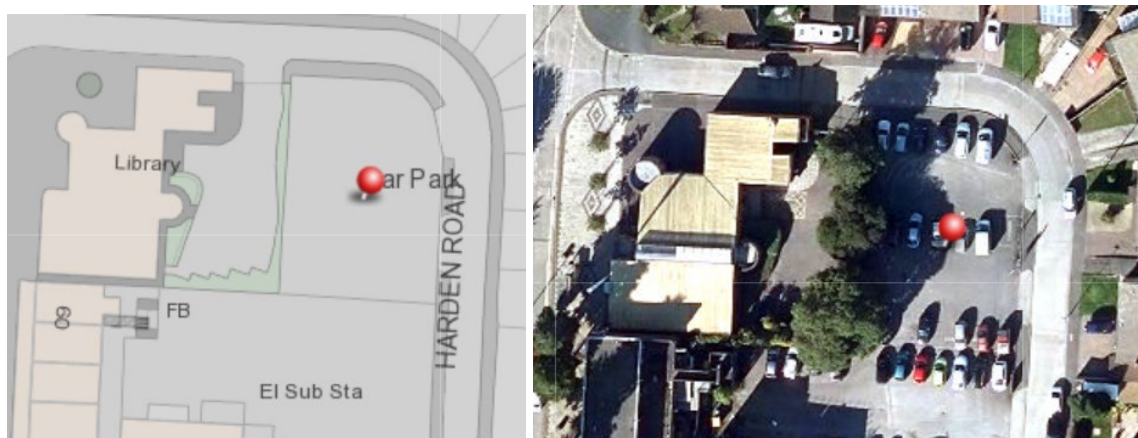
Survey Results

Appendix A

Car Park	Area	Capacity	Survey Time	Average Occupancy	% Occupancy	Count 1	Count 2
CLAYTON ST	AVONMOUTH	49	AM	3	7%	3	2
		49	PM	3	7%	2	4
		49	Peak	4	9%	3	4

Harden Road – Stockwood

Located next to a library and in close proximity to local shops and medical centre. However, despite this location, demand for parking appears to be low.



Survey Results

Car Park	Area	Capacity	Survey Time	Average Occupancy	% Occupancy	Count 1	Count 2	Count 3	Count 4
HARDEN ROAD	STOCKWOOD	30		8	27%	10	8	8	6
		30	Peak	8	27%	10	8	8	6

Queens Road – Hartcliffe & Withywood

This car park is in close proximity to the local community centre, church and local shops. Despite this location, demand for parking is low.

Appendix A

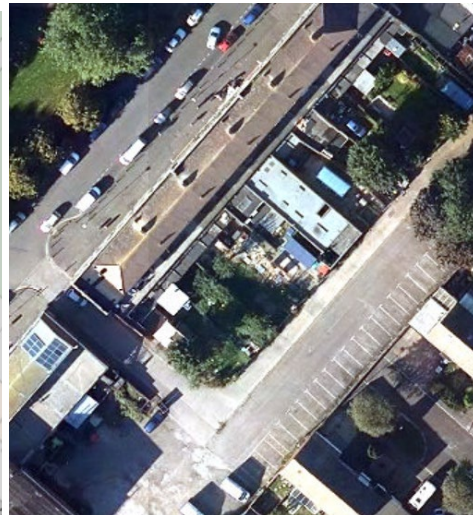
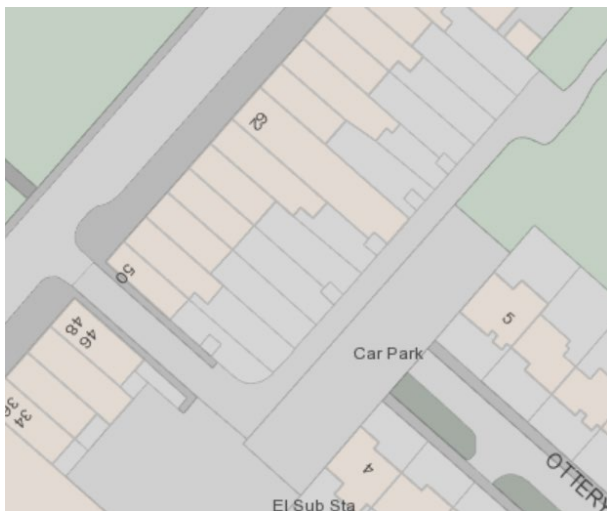


Survey Results

Car Park	Area	Capacity	Survey Time	Average Occupancy	% Occupancy	Count 1	Count 2	Count 3	Count 4
QUEENS ROAD	HARTCLIFFE & WITHTWOOD	14		4	29%	5	4	3	2
		14	Peak	4	29%	5	4	3	2

Ridingleaze – Lawrence Weston

This car park is in close proximity to local shops, businesses and church. Despite this, demand for parking is low.



Survey Results

Car Park	Area	Capacity	Survey Time	Average Occupancy	% Occupancy	Count 1	Count 2	Count 3	Count 4	Count 5
RIDINGLEAZE	LAWRENCE WESTON	20	AM	3	15%	1	1	2	5	4
		20	PM	3	15%	3	4	0	2	4
		20	Peak	4	20%	3	4	2	5	4

XXXXXXX Risk Register

Negative Risks that offer a threat to the Introduction of Pay & Display parking in District Car Parks 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	TRO team resources	Workload & staffing resource	Delay in changing the TRO	Open			DH	Decision maker/director		4	4	16	c30k per month delayed	3	4	12	
2	Negative PR	Negative reaction to the proposal	Reputational damage	Open			DH	Effective communications & engagement		4	3	12		3	3	9	
3	Charges deter customers	Less customers use the car parks	Reduction of vehicles visiting local	Open			DH	Low tariff charge. Free		3	4	12	c10k per month	3	3	9	
4	Set up costs not covered by income	Costs more to bring Pay & Display in than it generates	Costs not offset by income	Open			DH	Low tariff charge to encourage		1	4	4		1	3	3	
5	Vandalism of infrastructure	Risk of vandalism to infrastructure	Increase in maintenance costs	Open			DH	Install signs at height & parking		3	4	12	c4k per car park, depending on type and	3	3	9	

Equality Impact Assessment [version 2.9]



Title– Introduction of Pay & Display parking at District Car Parks	
<input checked="" 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: Growth and Regeneration – Management of Place	Lead Officer name: Dominic Hitchcock
Service Area: Traffic & Highways Maintenance	Lead Officer role: Infrastructure 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 \(EqIA\) \(sharepoint.com\)](http://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.

Parking Services have undertaken a survey of all district car parks where parking is currently free, to determine if it would be feasible to introduce pay and display charges. The purpose of the exercise was to determine whether the existing time limited restrictions in the car parks were effectively delivering key aspects of the parking strategy and deterring long stay car parking in these locations.

The number of disabled bays and their location in each car park will be reviewed to improve facilities. There will be no charge or time limit for Blue Badge holders parking in disabled bays within the car park under the new traffic regulation order.

There may be a disproportionate impact for carers, parents, pregnancy/maternity on the basis that they are going to be more reliant on having their own vehicle, as well as low income families. Whilst there may be a disproportionate impact for these groups, the proposal is justifiable on the basis that the sites are unviable without bringing in charges, which are required to maintain the facilities, improve Car Park management by making enforcement processes more efficient, discouraging all day parking, maximising the use of space, and ensuring effective turnover of spaces to support the local economy. An attrition level of 25% reflects the anticipated modal shift to sustainable/active travel.

Parking Services propose to sell 4 car parks with low occupancy as demand for parking is low and as the only potential remaining free car parks, will operate at a cost to the service for the continued maintenance & upkeep:

Clayton St – Avonmouth & Lawrence Weston. Predominately in a residential area with unrestricted on street parking. This car park served a social club opposite, that’s no longer in use. Demand for parking is low at this location.

Harden Rd – Stockwood. Located next to a library and in in close proximity to local shops and medical centre. However, despite this location, demand for parking appears to be low.

Queens Rd – Hartcliffe & Withywood. This car park is in close proximity to the local community centre, church and local shops. Despite this location, demand for parking is low.

Ridingleaze – Avonmouth & Lawrence Weston. This car park is in close proximity to local shops, businesses and church. Despite this, demand for parking is low.

These wards have a relatively low proportion of minoritised ethnic residents, or non-Christian faith groups, however they do have some relatively high pockets of deprivation.

The Car Parks with proposed charges below are attached to or serve as follows:

Beechwood Road – Frome Vale

Located in between the Beechwood Club (community hall) and Beechwood Medical Practice and a short walk to local schools and businesses.

Callington Road – Brislington West

Located next to local shops and opposite a supermarket.

Chalks Road – St George West

Located next to St George Park. This car park also has ZedPod housing units installed on stilts, with parking retained below. Resident’s parking is not permitted, other than in line with the current restrictions. This car park is also a short walk from local shops & businesses on Church Road.

Derby Street – St George West

Located opposite Chalks Rd Car Park. This car park backs onto the local shops & businesses on Church Road. It’s also directly opposite a children’s nurse and is close to the local church & primary school. There are plans to install 8 modular housing units in the middle of this car park, reducing the capacity to 23, with parking spaces either side of the housing units.

Ducie Road – Lawrence Hill

Located in close proximity to local shops, business, railway station, parks, church and business park

Machin Rd – Henbury & Brentry

Located to the rear of local shops & businesses. Also in close proximity to the local Schools, library community centre & public open space.

Repton Rd – Brislington West

Located off Sandy Park Rd, this car park is a short walk from the local shops, businesses and church

Stoke View Rd – Eastville

Located off Fishponds Rd next to Stoke View Business Park and a short walk to local shops and businesses. 17 spaces are currently dedicated for permit holders.

Waverley Road – Avonmouth & Lawrence Weston

Located to the rear of Shirehampton Group Health Centre. Also in close proximity to local shops, businesses and church.

Westbury Hill – Westbury-on-Trym & Henleaze

Westbury-on-Trym Primary Care Centre is located within the car park. This car park is also off the High Street, serving the local shops, businesses and churches.

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.

Yes No

[please select]

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
Census 2011 and Census 2021 2011 Census Key Statistics About Equalities Communities	The Census details the demographic profile of Bristol. The first results of the 2021 census will not be available until Spring 2022, so demographic data is still informed by 2011 census and other population related documents (listed below)
The population of Bristol	Updated annually. The report brings together statistics on the current estimated population of Bristol, recent trends in population, future projections and looks at the key characteristics of the people living in Bristol.
New wards: data profiles Ward Profiles - Power BI tool	The Ward Profiles provide a range of datasets, including Population, Life Expectancy, health and education disparities etc. for each of Bristol's electoral wards.
Bristol Quality of Life survey 2020/21 final report Quality of Life 2020-21 — Open Data Bristol	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 2020 QoL survey indicated that inequality and deprivation continue to affect people's experience in almost every element measured by the survey.

Quality of Life Indicator	% for whom inaccessible public transport prevents them from leaving their home when they want to
Bristol Average	11.8
Most Deprived 10%	14.2
16 to 24 years	25.9
50 years and older	10.6
65 years and older	13.9
Female	13.9
Male	9.6
Disabled	24.7
Black, Asian and minority ethnic	13.9
Asian/Asian British	6.8
Black/Black British	13.8
Mixed/Multiple ethnic groups	19.8
White	11.5
White Minority Ethnic	12.1
White British	11.4
Christian	11.5
Other religion	9.2
No religion or faith	12.0
Single parent	15.7
Two parent	6.2
No qualifications	13.4
Owner Occupier	9.9
Rented from housing association	16.8
Rented from the council	12
Rented from private landlord	16.7
Non degree qualifications	10.6
Degree qualifications	12.1

	Part-time carer	9.9
	Full-time carer	23.8
	Carer (All)	13.2
	Parents (All)	<u>7.4</u>
	Lesbian, Gay or Bisexual	19.6

The following car parks have an average peak occupancy level of over 40% and are the sites where it is considered beneficial to introduce Pay & Display parking in order to promote short stay turnover, and encourage a modal shift away from the private car. We don't currently know who uses the car parks but as many are in the vicinity of local amenities it is likely that visitors to shops and health centres make up most short-term parkers, while long term parkers might be the people who work in local area. None of the sites are in a Resident's Parking Scheme Area or the City Centre.

Note, the 4 car parks that are proposed to be sold are also included for reference.

It appears from the data that there is a reasonable correlation between car ownership and deprivation deciles. These locations are likely to have the most buoyant local economies and the greatest demand for car parking – however this masks the fact that people will travel to areas with good local shops and amenities and the use of the car parks may not reflect the make up of the local populations.

District Car Parks	Spaces	Ward	LSOA	Deprivation IMD Decile	Average No Cars per household (Bristol = 1.04)
Clayton Street	45	Avonmouth & Lawrence Weston	E01014499	2	1.06
Ridingleaze	20	Avonmouth & Lawrence Weston	E01014638	1	1.06
Waverley Road	37	Avonmouth & Lawrence Weston	E01014493	2	1.06
Callington Road	23	Brislington West	E01014535	7	1.14
Repton Road	14	Brislington West	E01014531	6	1.14
Alexandra Park (Currently Closed)	24	Eastville	E01014572	3	1.04
Beechwood Road	67	Frome Vale	E01014590	3	1.07
Stoke View	40	Frome Vale	E01014588	3	1.07
Queens Road	14	Hartcliffe & Withywood	E01014595	1	0.81
Machin Road	21	Henbury & Brentry	E01014605	1	1.09
Ducie Road	44	Lawrence Hill	E01033356	1	0.53
Chalks Road	59	St George West	E01014681	4	0.88
Derby Street	45	St George West	E01014681	4	0.88
Harden Road	30	Stockwood	E01014707	5	1.3
Westbury Hill	104	Westbury-on-Trym & Henleaze	E01014719	9	1.42
Total Off St	587				

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 and Maternity	<input checked="" type="checkbox"/> Race

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 hold information on the protected characteristics of these groups in respect to car ownership, and usage of car parks however, we do have specific ward data on the protected characteristics identified above.

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 approach will be agreed through the decision pathway process but initial process to determine which, if any, sites to progress would potentially be based on:

- Sites surveys to assess usage levels
- Online consultation questionnaire
- Review with local councillors

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 approach will be agreed through the decision pathway process but initial process to determine which, if any, sites to progress would potentially be based on:

- Sites surveys to assess usage levels
- Online consultation questionnaire
- Review with Local Councillors

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)	
The introduction of pay and display charges will affect all users of the car park as they will have to pay for their parking whereas currently it is free, however those on fixed or low incomes would be disproportionately impacted by additional costs. Charges will initially be introduced at a low level to minimise the impact.	
Access to disabled parking facilities will not be reduced. There will be no parking charge or time limit for vehicles displaying a Blue Badge and parked in a Disabled Bay in any of the car parks, as is the current situation.	
The final proposals will be subject to statutory consultation as part of the Traffic Regulation Order making process.	
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 checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Some older people who are less mobile and less able to walk significant distances may be disproportionately impacted by additional costs
Mitigations:	Charges will initially be introduced at a low level to minimise the impact.
Disability	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Some Disabled people with impairments which mean they are more dependent on a motor vehicle as a driver or passenger may be disproportionately impacted by additional costs
Mitigations:	Blue Badge holders will be able to park for free as in all other BCC Pay & Display car parks. Charges will initially be introduced at a low level to minimise the impact.
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:	People who are dependent on a motor vehicle as a driver or passenger because they are pregnant or have young children may be disproportionately impacted by additional costs.
Mitigations:	Charges will initially be introduced at a low level to minimise the impact.
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 checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	The introduction of Pay & Display charges may have a disproportionate impact on low income households.
Mitigations:	Charges will initially be introduced at a low level to minimise the impact.
Carers	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	People who are dependent on motor vehicles to provide care for others may be disproportionately impacted by additional costs
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

Those in low or fixed income households may include some pensioners and those in receipt of disability payments. These groups are likely to already be in receipt of concessions such as free public transport or Blue Badges which partially mitigate any rise in parking charges.

The parking charge also needs to be taken in the local context. A day ticket for bus travel in the Bristol area costs £5, a Park & Ride tickets costs £5. The proposed parking charges mean that customers can generally park for 4 hours for £4. It would undermine the Council's transport policies if parking in the city centre were so cheap that it deterred people from making more sustainable travel choices.

Efficient transport policies which reduce congestion and improve public transport efficacy and air quality will improve the environment for all residents and visitors to the city.

The Council's policies are focussed on reducing the dependence on the private car and encouraging those who can, to use alternative, more sustainable means of transport. These policies improve the environment for everybody while also helping those unable to make different choices by reducing the overall demand which in turn improves the turnover of spaces and provides more opportunity & better services to those who need it.

The Council is actively promoting active travel through improved walking and cycling facilities and initiatives.

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:
Those in low or fixed income households may include some pensioners and those in receipt of disability payments. These groups are likely to already be in receipt of concessions such as free public transport or Blue Badges which mitigate any rise in parking charges. However, pregnant women and women with children may be adversely affected, but we will introduce charges initially at a lower introductory rate.
Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:
The Council's policies are focussed on reducing the dependence on the private car and encouraging those who can, to use alternative, more sustainable means of transport. These policies improve the environment for everybody while also helping those unable to make different choices by reducing the overall demand which in turn improves the turnover of spaces and provides more opportunity & better services to those who need it.

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.

<ul style="list-style-type: none"> Monitoring of income generation Review of relevant Quality of Life indicators by equalities group
--

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 the Equality and Inclusion Team.	Director Sign-Off:  Patsy Mellor, Director Management of Place
Date: 9 January 2023	Date: 9 th January 2023

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: Introduction of Pay and Display Parking in District Car Parks				
Report author: Dominic Hitchcock				
Anticipated date of key decision: 24 January 2023				
Summary of proposals: Introduction of pay & display parking at free car parks				
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	There may be a reduction in emissions if introducing parking charges encourage a shift to more sustainable modes of transport.	
		+ive	Avoiding lighting and maintenance at car parks that are closed may reduce emissions slightly. Lighting at these sites is not metered, so the impact cannot be quantified.	
		-ive	Drivers seeking to avoid paying for parking (or that currently use the car parks that will be closed) may drive further in search of alternative parking, increasing their emissions slightly.	Keeping parking charges within the limits of what car park users would consider affordable and reasonable for that area and the length of time parked there would minimise this behaviour, but may also reduce the perceived benefits of modal shift.
		-ive	There will be a small quantity of emissions associated with the production, end of life and installation / removal of pay and display equipment.	Corporate sleeving of renewable electricity supplies will reduced in-use emissions, as would solar pay and display machines, which are used in some locations.

		-ive	Any change of use of car parks that are sold may result in upfront emissions from developments and may increase parking demand in the local area.	This would be controlled through the planning process.
Bristol's resilience to the effects of climate change?	No			
Consumption of non-renewable resources?	No	-ive	There may be small quantities of non-renewable resources in installed pay and display equipment.	Equipment should be recycled at end-of-life.
Production, recycling or disposal of waste	Yes	-ive	There may be small quantities of waste material associated with installation and replacement of pay and display equipment.	
The appearance of the city?	Yes	+ive or neutral	Installation of signs and parking meters	Signs in place are old & will be replaced with new. Brand new parking meters will also be provided. Overall appearance of infrastructure will be improved.
Pollution to land, water, or air?	Yes	-ive	Drivers seeking to avoid paying for parking (or that currently use the car parks that will be closed) may drive further in search of alternative parking, increasing the air pollution they cause slightly.	Keeping parking charges within the limits of what car park users would consider affordable and reasonable for that area and the length of time parked there would minimise this behaviour, but may also reduce the perceived benefits of modal shift.
Wildlife and habitats?	No			
Consulted with:				

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

The environmental impacts associated with these proposals are likely to be small scale changes. Upfront emissions from equipment manufacture and installation and any change in driver behaviour that increases the distance travelled may be cancelled out by changes in drivers switching to more sustainable modes of transport.

Mitigation measures will be similarly small scale, with a need to balance the potential for some drivers travelling further in search of free parking and the need to encourage a switch to more sustainable travel modes.

The overall environmental impact is likely to be neutral or slightly beneficial, depending on the proportion of modal switching.

Checklist completed by:

Name:	Dominic Hitchcock
Dept.:	Highways & Traffic
Extension:	07469413264
Date:	14/12/2022
Verified by Environmental Performance Team	Giles Liddell, Project Manager - Environmental

Decision Pathway – Report

PURPOSE: Key decision

MEETING: Cabinet

DATE: 24 January 2023

TITLE	Bristol City Docks-Fees and Charges Review		
Ward(s)	Hotwells and Harbourside and Central		
Author: Tony Nichols	Job title: Harbour Master		
Cabinet lead: Mayor	Executive Director lead: Stephen Peacock, Executive Director Growth and Regeneration		
Proposal origin: BCC Staff			
Decision maker: Mayor			
Decision forum: Cabinet			
Purpose of Report:			
<ol style="list-style-type: none"> 1. To approve the Schedule of Fees and Charges as laid out in Appendix 1. 2. To approve the increase of fees and charges from Financial Year 2024/25 by RPI plus 5% to be reviewed in 2025/26 			
Evidence Base:			
<ol style="list-style-type: none"> 1. Over the past two years the harbour authority has carried out a review of the harbour’s operations, governance, regulatory responsibilities, and finances (Operational Harbour Review). The review has identified that the current schedule of fees and charges applied are in some case extremely low when benchmarked against other harbour authorities in the Southwest. This has been borne out in the BCC Internal Audit Report (Dec 2020), and the Savills Bristol Docks Mooring Review (February 2020), which stated that <i>“there is considerable scope for increasing fees when comparing with other harbour authorities”</i>. 2. Bristol Harbour Authority has reviewed and benchmarked the current fees and charges which it applies against several harbour authorities to inform the proposals being made in Appendix 1. The introduction of the new fees and charge’s structure will enable the Bristol Harbour Authority to: <ul style="list-style-type: none"> • Implement a schedule of fees and charges which will support the service to become financially self-sufficient. • Reflect fees and charges which other harbour authorities charge. Enable the Harbour Authority to apply for a new Harbour Revision Order- When applying the applicant must show that all assets and income within the harbour estate is sufficient to be able to carry out the harbour undertaking (the day-to-day operation of the harbour). 3. Bristol Harbour has always been an important historic economic asset for the city. Key features, such as the 250-year-old Floating Harbour, have now become an integral part of the City’s increasing popularity and a significant attraction at the heart of the city. 4. Functioning as a commercial dock until the mid-1970s, Bristol Harbour is not only a major tourist attraction with museums, restaurants, bars, and nightclubs, but also preserves a working shipyard in the Floating Harbour. The annual Harbour Festival is one of the highlights in the City’s internationally renowned cultural programme and is one of the country’s largest free festivals. Over a 4-day period, the Harbour Festival attracts over 300,000 visitors and celebrates the maritime heritage of our city and the 			

continuing importance of the docks and Harbour to Bristol's economy.

5. The use of the City Docks has changed since the last review of fees and charges was introduced and the commercial income it previously benefited from has reduced to a negligible amount and the harbour is now used for more leisure purposes than commercial. The review of fees and charges will be carried alongside the review of commercial rents and use of land within the Harbour Estate.
6. In 2021 the harbour authority commenced an Operational harbour review which looked at the harbour's operation, governance, regulatory responsibilities, and finances. The review has identified that the fees and charges applied are in some case extremely *low when benchmarked against other harbour authorities, and this has been borne out in the BCC Internal Audit Report (Dec 2020), and the Savills Bristol Docks Mooring Review (February 2020), which stated that "there is considerable scope for increasing fees when comparing with other sites"*.
7. Under current legislation and guidance, the Harbour Authority must be able to demonstrate it can be financially self-sufficient and have assured accounts and have their legislation up to date. To allow the harbour to become financially self-sufficient and invest in the future of the harbour a review of fees and charges was required. A benefit of becoming financially self-sufficient is that operations and facilities will be improved, and these improvements will be evident for service users and visitors to the City Docks Estate.
8. To allow the harbour to become financially self-sufficient and invest in the future of the harbour fees and charges will need to be increased from financial year 2024/25 above RPI.
9. The harbour authority has not comprehensively reviewed its fees and charges in the last twenty years and charges have only been increased by RPI. As part of the review, we have modernised some charges and removed others to simplify our charging schedule. This has been done through a benchmarking exercise carried out for similar cities, harbours within the Southwest and inland waterways (including the Canal and River Trust) to put the harbour authority on a path where a new Harbour Revision Order will be accepted by the Marine Management Organisation on behalf of the Department for Transport.
10. The Harbour Authority will be undergoing a series of engagement opportunities with user groups to notify them of the proposed changes.
11. Explanation notes will be advertised both virtually and within the hard copies of the fees and charges to explain each of the proposed charges.

Cabinet Member / Officer Recommendations:

That Cabinet:

1. Approve the Schedule of Fees and Charges as laid out in Appendix 1 to support the harbour authority to becoming financially self-sufficient.
2. Approve the increase of fees and charges from Financial Year 2024/25 by RPI plus 5% to be reviewed in 2025/26.
3. Authorise the Executive Director Growth and Regeneration to take all steps required to implement the fees and charges as outlined in this report.

Corporate Strategy alignment:

1. Development and delivery- Delivering a fit for purpose service by increasing the income to support the aging infrastructure
2. Environmental sustainability- Allowing the service to have the financial capacity to engage in the

- environmental enrichment of the City Docks
3. Equality and inclusion- Improve facilities and service productivity to allow the area to become more diverse and inclusive
 4. Resilience-Enable the service and the Harbour Authority to become self-sufficient and resilient for the future.

City Benefits:

1. The Corporate Strategy recognises the positive health effects of good quality and a well-maintained built environment, including providing effective support for business growth, as well as ensuring sites are safe and fit for purpose.

Background Documents:

Copy of the Proposed fees and charges.

Current legislation

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/918508/ports-good-governance-guidance.pdf

Revenue Cost	Nil	Source of Revenue Funding	Nil
Capital Cost	Nil	Source of Capital Funding	Nil
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:

- a. The report is requesting approval to up-date, introduce and delete a range of fees & charges (F&Cs) in relation to Harbour Services-- a full list of all the alterations can be seen in Appendix A.
- b. A detailed review of Harbour F&Cs is long overdue. Following a benchmarking exercise, it has shown Bristol's Harbour Service has "*considerable scope for increasing fees when comparing with other sites*".
- c. The schedule of F&Cs has been updated to bring them in line with other similar cities and Harbour Authorities. This has resulted in many of the F&Cs increasing by more than the Council's recommended inflation rate of five percent.
- d. The revised F&Cs will ensure the Harbour Service can generate suitable income to maintain the costs of operating an historic and valuable city asset.
- e. It will contribute to the harbour becoming financially self-sufficient and invest in the future of the harbour. The Harbour operations is current being subsidised by the Council General Fund budgets both for some of it's direct costs as well as overheads.
- f. The new F&Cs should be reviewed annually and feed into the budget setting cycle to ensure they remain relevant, cover costs of the Harbour Service, provide future funds and are in-line with similar Harbour Authorities F&Cs.
- g. Any costs associated with implementing the new F&Cs (signage, printing. Etc) will need to be funded from the Harbour Services revenue budget and the income the F&Cs generate.

Finance Business Partner: Kayode Olagundoye, Interim Finance Business Partner, Growth and Regeneration, 11 January 2023.

2. Legal Advice: The council is permitted under Article 7 of the Bristol City Docks Harbour Revision Order 1998 to 'make such reasonable charges as they think fit for services and facilities provided by them in connection with their undertaking at the City Docks.'

Legal Team Leader: Husinara Jones, 14 December 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, 10 January 2023		
4. HR Advice: There are no anticipated HR implications		
HR Partner. Celia Williams, HR Business Partner, 23 November 2022		
EDM Sign-off	Stephen Peacock, Executive Director Growth and Regeneration	30 November 2022
Cabinet Member sign-off	Mayor's Office	15 December 2022
For Key Decisions - Mayor's Office sign-off	Mayor's Office	19 December 2022

Appendix A – Schedule of Harbour Fees and Charges	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	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

Bristol Harbour Fees and Charges Schedule

Proposed Increases for 2023/24

all fees and charges are inclusive of the VAT unless noted otherwise

Fees and Charges by Category	Current Charges	Proposed Charges	New / Existing
Harbour Usage Dues			
Navigation & Mooring - per metre			
Non-Pontoon Mooring		150.00	New
Pontoon Mooring	188.20	250.00	Existing
Residential Mooring (annual)		325.00	New
Winter Mooring (Oct-March)	158.10	175.00	Existing
Dedicated Electric Supply (usage charges apply) (VAT Exempt)		100.00	New
Short Term Charges - per metre			
7 Days	9.95	10.10	Existing
48Hrs/ Weekender	3.75	5.20	Existing
24 Hours	2.20	3.00	Existing
Commercial Visitor (24 hours only)		10.00	New
Multi-Hulls		1.5x fee	New
Navigation only Fees - per craft - no access to shower facilities			
Non Powered (Leisure/ Private) Crafts 24 Hour	8.65	10.00	Existing
Non Powered (Leisure/ Private) Crafts Annual	40.45	50.00	Existing
Non Powered (Commercial) Crafts Annual		150.00	New
Powered Craft Annual (Leisure/ Private) Annual - per metre	44.30	50.00	Existing
Powered Craft Annual (Commercial) Annual - per metre		150.00	New
Navigation Only - per meter	2.20	4.00	Existing
Craft Berthed at Underfell Yard Annual Lease of Moorings		207.50	New
Commercial Passenger Operators			
Annual Operating Charge (per boat)	503.30	1,000.00	Existing
Passenger Carrying Charge (per passenger trip)		0.20	New
Small Passenger Boats (12 or less)	251.45	500.00	Existing
Working Craft Licence Fees			
Barges, Lighters and Trows - Per Operation			
Not Exceeding 60 Tonnes	48.30	125.00	Existing
Not Exceeding 100 Tonnes	58.20	150.00	Existing
Not Exceeding 250 Tonnes	137.80	250.00	Existing
Every 250 Tonnes in Excess of 250 Tonnes	137.80	250.00	Existing
Tugs - used for towing vessels to, from or in any part of the port			
Annual Licence	280.85	2,500.00	Existing
Mooring Only - per metre	169.65	300.00	Existing
Flatters or Rafts - Superficial Area			
Per Square Metre Per Year	137.90	200.00	Existing
Per Square Metre Per Week	22.25	25.00	Existing
Vessel and Cargo Charges			
Schedule of tonnage dues & berth charges on all vessels other than "craft" as defined in the Bristol Corporation Act 1961	1.15	2.00	Existing
Project Cargo		POA	New
Pilotage Fees (per movement)	225.45	250.00	Existing

Baltic Wharf Leisure Centre (includes navigation & slipway launching)			
Storage Charges (annual)			
Dinghy park	265.35	350.00	Existing
Racking	202.25	250.00	Existing
Dutch Barn	303.30	400.00	Existing
Dutch Racking	256.95	300.00	Existing
Miscellaneous Charges			
Self Operated Sanitary Pump Out Tokens (for 8 mins)	10.95	11.00	Existing
Laundry Token	7.70	8.00	Existing
Use of Shower Facilities per use (non-commercial)		2.50	New
Use of Shower Facilities (Commercial)		POA	New
Commercial Towage per hour per tug	226.90	250.00	Existing
Hire of harbour Vessel with crew per hour	226.90	250.00	Existing
Harbour Management Fees			
Attendance upon Impounded Craft			
Storage charge per week or part	73.00	100.00	Existing
Towing Charge	226.90	250.00	Existing
Pontoon Hire - Marina Type 11.1 metres			
Up to 7 days per day	28.80	30.00	Existing
Thereafter per day	54.60	60.00	Existing
Miscellaneous Charges			
Boat Lift at Underfell yard (maximum weight 2 tonnes)	93.10	250.00	Existing
Hire of Flatter per day	84.45	100.00	Existing
Hire of Flatter - transport fee	84.45	250.00	Existing
Administration Fees			
Replacement of Licence Stickers	13.90	30.00	Existing
Replacement of Car parking Permit	13.90	30.00	Existing
Transfer of Licence (berthing only)	119.65	200.00	Existing
Refund of Licence	64.30	100.00	Existing
Mailing Services	76.40	100.00	Existing
Late Submission of Events - Notice to Mariners	127.50	200.00	Existing
Diving & Hot-work Permits		200.00	New
Bridge Swings and Lifts			
Lifting of Redcliffe Bridge	350.95	500.00	Existing
Prince Street Bridge Swing (commercial only)		50.00	New
Plimsoll Bridge Swing (commercial only)		50.00	New
Junction Bridge Swing (commercial only)		50.00	New

Deleted Fees to Simplify Charges			
<i>all fees and charges are inclusive of the VAT unless noted otherwise</i>			
Fees and Charges by Category	Current Charges	Proposed Charges	New / Existing
Harbour Usage Dues			
Navigation & Mooring - per metre			
A Class Berthing Annual (below Bristol Bridge)	130.65		Deleted
B Class Berthing Annual (above Bristol Bridge)	117.30		Deleted
Club Pontoon Mooring	156.20		Deleted
Hanover Quay Pontoon	247.15		Deleted
Temple Quay Berthing (with services)	148.50		Deleted

Temple Quay Berthing (without services)	139.90		Deleted
Temple Back Berthing (pontoons)	158.35		Deleted
Short Term Charges - per metre			
15 Days	15.70		Deleted
Navigation Fees - Craft Berthed at Underfell Yard - per metre			
Minimum Charge (7 days)	5.00		Deleted
Monthly up to 2 Months	8.10		Deleted
Three months and Above (pro-rata per metre per year)	44.20		Deleted
Storage Charges (annual)			
Canoe, Rowing, Paddleboard	152.65		Deleted
Miscellaneous Charges			
Mud Dock Sanitary Pump out with Crew	24.75		Deleted
Mobile Sanitary Pump out with Crew	7.65		Deleted
Use of "Mud-Dock" Boatyard per craft, 1st & 2nd Weeks	18.30		Deleted
Use of "Mud-Dock" Boatyard per craft, per subsequent week	75.25		Deleted
Barges, Lighters and Trows - Annual Licence			
Up to 40 Tonnes	241.20		Deleted
Each Additional 10 Tonnes or part	136.55		Deleted

Equality Impact Assessment [version 2.9]



Title: Increase in fees and Charges-Bristol City Docks	
<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: Tony Nichols
Service Area: Natural and Marine Environment	Lead Officer role: Harbour Master

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.

Within the finding of the Harbour Operational Review (2022) and Bristol City Councils' internal Audit (2019) it was highlighted that the Fees and Charges levied on service users of the City Docks needed to be Reviewed as this had not been carried out of over 20 years.

Both reports highlighted on completing a benchmarking exercise that the fees levied at the City Docks were below comparable ports and Harbours. Also, within the Harbour Operational Review and legal investigations it was discovered that the legislation regarding the Harbour Authority was complex and needed updating.

This will be in terms of a new Harbour Revision Order that will seek to repeal outdated legislation for this process to be carried out the Harbour Authority need to produce a balanced budget which this process will form part of.

Advice from engagement and legal is classed as "Harbour Dues" and Under the Department for Transport Good Ports Guidance the harbour should be self-sufficient. This in turn reduces the income from Bristol City Councils General Fund and releases funds for BCC.

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 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 standards of living?

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	[please select]
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It will be ensured that the revised the legislation regarding the Harbour Authority which is complex and needs updating will regard any equalities considerations. The increase in fees will enable the service to facilitate the use of all within the Harbour including those with protected characteristics.

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.

<p>Equality and Inclusion Team Review: <i>Reviewed by Equality and Inclusion Team</i></p>	<p>Director Sign-Off:  Patsy Mellor, Director Management of Place</p>
<p>Date: 12/12/2022</p>	<p>Date: 9th January 2023</p>

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: 24 January 2023

TITLE	Combined E-scooter & E-bike on-street rental scheme.		
Ward(s)	Citywide		
Author: Matthew Barrett	Job title: Group Manager – Sustainable Transport		
Cabinet lead: Cllr Alexander, Cabinet Member for Transport	Executive Director lead: Stephen Peacock, Executive Director Growth and Regeneration		
Proposal origin: City Partner			
Decision maker: Cabinet Member			
Decision forum: Cabinet			
Purpose of Report:			
<ol style="list-style-type: none"> 1. To approve implementing a combined e-scooter and e-bike on-street rental scheme for Bristol, which will form part of a wider regional scheme co-ordinated by the West of England Combined Authority (WECA). This scheme will incorporate the next phase of the government’s e-scooter trials and will cover rental operations up until the legalisation of e-scooters and new powers are granted to manage micromobility rental schemes in the longer-term. 2. To approve a move to formalised rental parking managed by Bristol City Council, including the principle of on-road parking hubs, and to start to deliver formalised parking subject to available funding, and to bid for funding for a large-scale rollout of parking hubs where opportunities arise. 			
Evidence Base:			
<ol style="list-style-type: none"> 1. The current e-scooter rental scheme is part of a national trial. Of the 31 trial areas Bristol & South Gloucestershire is the most popular scheme in the country attracting over 7.3 million rides totalling 19 million km of travel since the trial started in October 2020. More than 300,000 people have tried riding a scooter in Bristol during that time. The scheme has significantly improved transport choices for many people, and has been particularly popular with younger people, providing them with a convenient and flexible new mode of travel to use in the city. For much of the trial period the scheme only covered parts of the city, but has recently been extended to operate city-wide and enabling many more residents and visitors to Bristol to benefit from the scheme. Discounts for people on low incomes and other groups has also helped more people access the scheme. 2. Following the popularity of the initial 12 month e-scooter trial the Government has extended the trial period several times and has announced plans to legalise e-scooters and to introduce powers to regulate e-scooter and bike rental schemes. It has extended the e-scooter trials to at least May 2024 when the new powers are expected to come into force. 3. In addition, a significant number of operators have expressed an interest in setting up e-bike rental schemes in Bristol. Adding e-bikes to the rental market will improve the range of travel options for residents and visitors and will extend the benefit of the current rental scheme to a much wider range of people. E-bikes are better suited for longer trips and tend to be used more by older people than e-scooters, as well as having 			

health benefits through active travel. A number of other UK cities already have combined e-bike and e-scooter schemes.

4. In addition to the personal benefits to riders, the e-scooter / e-bike rental scheme aligns with a number of the Council's strategic policy objectives by improving transport choice and helping to fill a gap in provision between public transport and private car use and offering improved access to services, employment and leisure. It also has the potential to contribute to reduced congestion, climate change objectives, the economy, and addressing inequality through providing improved affordable travel options.
5. The trial has identified some ongoing issues including around parking, rider-behaviour and lack of availability of e-scooters in some areas, which the proposals for next phase of the scheme will seek to address.

Proposal

6. It is proposed to replace the current e-scooter scheme with a combined e-scooter and e-bike rental scheme for the sub-region including Bristol, to be managed by WECA in partnership with the local authorities (in a similar arrangement to the current trial). Having a single operator covering bikes and scooters will be easier to manage operationally than multiple companies sharing the same parking spaces. A new scheme would require a tender process with an operator appointed in Spring / Summer 2023. The current WECA contract with Voi will be extended until the new contract starts to enable the current service to continue.
7. A new tender and contract will provide an opportunity to address some of the issues that have arisen during the first phase of the e-scooter trials including around parking and rider-behaviour. Experience gained over the next phase operating a combined scheme will inform any plans for a permanent scheme following legalisation and new regulatory powers being introduced.
8. It is proposed to formalise rental parking hubs bringing them under Bristol City Council control and physically marking the parking locations. The current model of unmarked virtual parking spaces on pavements selected by the e-scooter operator resulted from the original e-scooter trial being set up at short notice and only being planned to run for 12 months. With government plans to legalise e-scooters and for rental schemes to operate in the longer-term a more effective parking management regime is required.
9. It is proposed that the majority of parking hubs are sited on roads rather than on pavements. This will address some of the issues around pavement clutter and obstructions that have occurred during the first phases of the trial, and will improve access for the many areas of the city that currently have little or no provision owing to insufficient pavement space to accommodate parking hubs. This will have the benefit of opening up the scheme to better serve people in all areas of the city as well as relieving conflict on pavements which in many cases are busy and not the best location for scooter parking. Designs for low-cost on-road parking hubs are being developed based on designs currently being used in London.
10. Pavement parking hubs will still be used where parking can be accommodated without causing obstructions and where on-road solutions are not possible- e.g. on primary routes and key routes in the city centre. Virtual hubs may also still be used to trial locations before they are formalised or where temporary parking is required.
11. Rolling out formalised parking across the city will require significant investment which will be sought from WECA, and a phased delivery approach. Some parking hubs can start to be delivered in the short term by incorporating parking into the design of transport and highways schemes and as part of new developments, however until funding for new parking hubs becomes available many hubs will remain on pavements. It is proposed that the rental scheme operator will pay a fee to use the formalised parking hubs which will be levied through the Council's Fees and Charges process.

Finance

12. The costs of Council officer resources to support the scheme and oversee parking will be paid by WECA who plan to re-charge this cost to the scheme operator. Supporting the scheme is estimated to require a full-time technical officer plus additional senior officer and management time which will require a contribution of £80,000 p.a. to cover staff costs and overheads based on 2022/23 salary costs. Future years costs will increase in line with pay awards.
13. The initial contract period for the rental scheme will be 2 years so the contribution will total £160,000 (+ any subsequent pay adjustment). There will be an option to extend the contract at the end of that period by up to two further 12-month periods. This will provide flexibility to cover any delays to legislation and to amend or extend the scheme depending on what the new rental scheme powers look like.
14. Linked to this new phase of the scheme, additional capital funding will be sought via WECA to deliver a citywide rollout of formalised parking. Further work will be undertaken to develop more detailed parking proposals and bids for funding for formalised parking bays. Any future large-scale rollout of parking will require further Cabinet approval once the details and costs have been established.
15. This paper seeks approval to start introducing formalised parking provision where parking hubs can be incorporated into existing projects including transport and highways schemes, and through the Planning process for new developments.
16. It is proposed that the rental scheme operator will be charged an annual fee for the use of all formalised parking hubs. This fee for this will be set through the Council's Fees and Charges Schedule to be introduced in time for the new contract in spring 2023.

Cabinet Member / Officer Recommendations:

That cabinet:

1. Approves the proposal to work with WECA to deliver a combined e-scooter and e-bike rental scheme covering the interim period up until any permanent scheme is introduced following new powers to regulate schemes.
2. Approves the principle of providing formalised rental parking managed by Bristol City Council, including on-street parking hubs and charging for the use of parking at a rate which will not have a detrimental impact on parking income.
3. Authorises the Executive Director Growth and Regeneration to take all steps required to deliver the combined e-scooter / e-bike scheme including formalising operating agreements with WECA and delivering formalised rental parking where opportunities arise within existing programmes.
4. Authorises the Executive Director Growth and Regeneration in consultation with the Cabinet Member for Transport to bid for capital funding to deliver a large-scale rollout of rental parking.

Corporate Strategy alignment:

1. Contributes to objective TC1- Transport and connectivity

City Benefits:

The expansion will provide additional travel options to a significant number of city residents and visitors, and will improve connectivity within and to and from the outer areas of the city, including improving links to areas which have low levels of accessibility and suffer from transport deprivation.

Consultation Details:

Consultation with equalities and stakeholder groups has been ongoing through WECA-led e-scooter trial, and has sought views on e-bikes as well. The headline issues raised have been:

1. That parking hubs should be on roads rather than pavements, and should be clearly marked (which this report recommends)
2. Issues around user behaviour – which fall under WECA's remit as contract manager, and the scheme operator

rather than Bristol City Council's supporting role.

There will be ongoing engagement with key stakeholders and equalities groups through the next phase of the rental scheme which will be co-ordinated by WECA as part of its role managing the broader sub-regional scheme and the stakeholder group that it has set up.

Background Documents:

Government e-scooter trials guidance:

<https://www.gov.uk/government/publications/e-scooter-trials-guidance-for-local-areas-and-rental-operators/e-scooter-trials-guidance-for-local-areas-and-rental-operators>

Bristol City Council Shared Mobility position statement

<https://www.bristol.gov.uk/files/documents/1204-shared-mobility-policy-statement/file>

Revenue Cost	£160k over 2 years	Source of Revenue Funding	WECA (from operator charges)
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:

Finance Advice:

The report seeks Cabinet approval to deliver an interim combined e-scooter and e-bike rental scheme while a permanent scheme is introduced following the adoption of new powers to regulate these schemes and to bid for capital funding to deliver a large-scale rollout of rental parking.

The cost of the interim measure has been calculated at 2022/23 prices to be £160k over the initial 2-year period of the contract or £240k if the additional 12 months option is implemented (figures exclude staff pay inflation, which could be an additional £24k depending on agreed rates at the time).

All costs of this interim scheme will be recovered from WECA who have agreed to meet these costs.

The interim scheme is expected to generate additional income through charging the operator an annual fee for the use of all formalised parking hubs. The exact fees are yet to be finalised but should be linked to the potential income that parking hubs would have generated under normal car parking use. The fee for this will be set through the Council's Fees and Charges Schedule and should be agreed by the Councils Parking service with responsibility for such activities.

Finance Business Partner: Kayode Olagundoye, Finance Business Partner, 11 January 2023

2. Legal Advice: There are no specific legal implications arising from this report. Legal support will be required in connection with the governance agreement to support the implementation of the proposals.

Legal Team Leader: Joanne Mansfield, Legal Team Leader, 6 January 2023

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

IT Team Leader: Alex Simpson – Senior Solution Architect 11 January 2023

4. HR Advice: I have reviewed the Cabinet report and can confirm that there are no HR implications, save the minor additional staff resourcing that the scheme will require.

HR Partner: Chris Hather, HR Adviser, 11 January 2023

EDM Sign-off	Stephen Peacock, Executive Director Growth and Regeneration	11 October 2022
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Cabinet Member sign-off	Councillor Alexander, Cabinet Member for Transport	13 October 2022
For Key Decisions - Mayor's Office sign-off	Mayor's Office	19 December 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	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

Equality Impact Assessment [version 2.9]



Title: Combined E-scooter and E-bike rental scheme	
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input type="checkbox"/> Service <input checked="" type="checkbox"/> Other [please state] <i>Enabling private operator/ Government trial – (not BCC commissioning or delivering a service)</i>	<input type="checkbox"/> New <input checked="" type="checkbox"/> Already exists / review <input type="checkbox"/> Changing
Directorate: Growth & Regeneration	Lead Officer name: Matthew Barrett
Service Area: Economy of place / City Transport	Lead Officer role: Group 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.

A trial of on-street e-scooter rental has been underway in Bristol for two years and currently covers more than 3/4 of the city. It is expected that the area will be expanded to include the rest of Bristol in late October 2022. A lease element of the trial already covers the whole city.

The current on-street e-scooter rental scheme is part of a Department for Transport (DfT) trial in over 30 towns and cities. WECA are co-ordinating the trial in the sub-region. WECA hold the contract with the scooter operator (Voi) and report to the DfT. The local authorities are working in partnership with WECA and Voi and are primarily assisting with operational management issues such as parking. The trial scheme was launched in October 2020, and currently will run until the end of November 2022. The proposed extension will continue until the Government’s decision on whether to allow similar schemes to become permanently legal. The rental e-scooter scheme has proven to be popular with many people, with more than 6 million rides and nearly 16 million km travelled in the Bristol / South Gloucestershire area in the first 2 years of the trial.

There is already an existing EQIA and equalities stakeholder group for the regional trial (which Bristol is part of), which is facilitated by WECA as the contract manager, and that the participating authorities are actively involved in. This EQIA is for the next phase of the scheme which will include a citywide e-scooter and proposed e-bike scheme to cover the interim period of about two years, whilst powers are granted to regulate any rental scheme and proposals are formed for any permanent scheme. As this will be a key decision it requires an EQIA screening for that report.

If funding becomes available for a larger roll out of parking, then this will require a further Cabinet Paper and as a Key Decision will need a separate EQIA. Any contractor will have to work with highly specified parking guidance.

1.2 Who will the proposal have the potential to affect?

<input type="checkbox"/> Bristol City Council workforce	<input 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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Whilst it is planned to locate rental parking mainly on-roads, this will take time and in the short- medium term there will continue to be potential impacts on all users of pavements (and particularly for wheelchair users, people with sight loss, older, and less mobile people), and potential benefit for some people who may use the rental schemes. There may also be some more general concerns on highways when people are crossing the roads or riding or driving and rider safety.

E-scooters are classed as motor vehicles and require a UK driving licence to use them (including provisional a licences). Some people may not be able to afford to use the service or may be excluded because of impairments that mean they are unable to balance or ride them.

For E-bikes there will be similar issues with parking as with e-scooters. We will be formalising parking over the duration of the scheme and care will be taken when selecting locations that obstruction is limited and as the scheme is rolled out the parking will be marked, or moved to the road, to improve parking discipline.

There are still likely to be issues of behaviour with e-bikes such as riding on the footway and drunk riding. The way these are dealt with will however, not be significantly different. E-bikes are seen as more popular with an older demographic and by extension, less likely to indulge in these behaviours.

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
WECA stakeholder group	General issues raised around pavement parking and obstructions and enforcement, as well as poor or illegal rider behaviour. There is a strong preference for physical parking hubs rather than virtual ones, and a strong view that parking should be on-road on not on pavements.
Complaints (to BCC, Voi and WECA)	That there are issues relating to parking and user behaviour that need to be managed. In the earlier phases of the trial a lot of these related to poorly sited parking hubs and not being able to cap the number of scooters at each location. Complaints relating to specific locations have generally been mitigated by amending the parking hub, capacity or removing the hub. Work is ongoing on influencing rider behaviour and looking at different parking options.
Additional comments: There is an ongoing WECA stakeholder group and monitoring programme. WECA is leading this project with BCC assistance, and they lead on the EQIA, engagement, management and monitoring of the e-scooter trial, and on reporting to the Department for Transport.	

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

<input checked="" 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 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.

Evidence on scheme and some operational metrics are very good, however quantitative evidence on adverse impacts is limited. There are clearly issues with parking and rider behaviour which appear to be reducing. Complaints are logged and dealt with, but many issues will not be reported. WECA have appointed the University of West of England to undertake monitoring and evaluation of the project.

We currently do not have any data on service users apart from the sex and age. We need to improve the data collected for these groups so a better analysis on whether other equality groups are impacted by this scheme.

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.

There is ongoing consultation throughout the trial as part of the WECA equalities and stakeholder engagement, as well as engagement by WECA with the wider public. The WECA equalities group has been consulted on the proposed next phase of the rental scheme as part of their regular meetings. The Stakeholder groups is of the clear and very strong view that e-scooters should be parked on the roads and not on pavements where they can cause a barrier to the safe movement of pedestrians, particularly to people with sight loss, mobility issues, older people, and pushchair users. There have been calls for tighter parking regulations and calls for the operator to do more to resolve poor parking and obstructions. Doubts were expressed about the contribution e-scooters are making to climate and transport objectives, and concerns that the lack of noise caused issues for visually impaired people as well as driver safety. The issue of lack of noise is subject to a national study by various contractors.

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.

Through the WECA stakeholder group which meets monthly.

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)

The main issues with e-scooter rental relate to parking and obstructing of pavements, inconsiderate rider behaviour (including riding on pavements and 'doubling up') and being unable to access to use the service (through location, affordability, or inability to physically ride them) and rider safety. The inclusion of e-bike rental in the scheme will have its own benefits and challenges as far as equalities are concerned. The major issue of parking will have similar effects on the community at large. These issues are being monitored and managed through WECA as the contract holder and through their stakeholder engagement process.

Scooter parking hubs in Bristol are currently on the footways. Footway parking issues can include poor siting of parking locations, over-crowding of parking locations causing obstructions, and people not parking properly and causing obstructions or trip hazards. Management of parking is assisted by Bristol City Council and the two years of the scheme have brought new developments to control parking such as geo-fencing, increased activity redistributing and tidying parking, and education. This is an ongoing continuous process and there are still improvements in technology needed. The current parking model is for 'virtual' parking hubs on the footway which are only shown on the operator's app and not marked in any way on the street.

Poor parking is currently being mitigated through improving the operator's selection of locations, capping the number of scooters at each parking location, warning or penalising riders who do not park properly, and the operator's staff de-cluttering parking locations. It is proposed that Bristol City Council take on the formal management of rental parking locations which will address the issue of the operator selecting unsuitable

locations. It is planned to undertake a trial of on-street parking to replace pavement parking to establish the most suitable design for this and for the future rollout of rental parking hubs. However, this will take time to develop and roll out at scale and is dependent on securing funding from WECA, so for much of the next phase of the rental scheme the majority of parking is still likely to be on pavements (as it is with the current operating area). The inclusion of e-bikes in combined parking hubs will be managed by the same contractor in a very similar way however, there will be differences in how locations are chosen initially. This is partly due to differences in the size of vehicles, and it may be that some 'hubs' are not suitable for both this will be managed by changes in the parking guidance yet to be formalised.

There are further issues with rider behaviour, of which the most common are riding on the footway, doubling up on scooters and alcohol/ drugs related issues. This kind of behaviour is less easy to regulate but, involves educational messages from the operator as well as enforcement action both from the operator and the police. These issues are likely to be similar with e-bikes however, there are differences in the way bikes handle and the likelihood of less 'doubling up' on bikes.

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 people who do not hold a provisional or full driving licence will be unable to use the e-scooter scheme (The majority of riders using the scheme are in the 18-30 age range)
Mitigations:	
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"> Poorly parked e-scooters or e-bikes can block the footway, cause potential trip hazards and we know that older people are more likely to be involved in trips. There is possibility of collision caused by aggressive, inconsiderate or inexperienced riders, or riders on the footway.
Mitigations:	<ul style="list-style-type: none"> The operator is required to work within agreed parking standards and guidance, to provide messaging and education to customers, and to fine customers who mis-park scooters. BCC will be trialling engineered solutions for parking on street. It is expected that a movement to marked parking on the footway and on-street parking will take place over time.
Disability	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> People with sight loss and or mobility impairments may be more likely to trip on badly parked e-scooters. Wheelchair users may be impacted if badly parked e-scooters block footways or entrances to buildings and services. Some groups may be more badly affected by poor rider behaviour. Disabled people including those with sight loss have indicated that e-bikes are often easier to navigate than e-scooters.
Mitigations:	<ul style="list-style-type: none"> Parking standards for locating hubs on footways Messaging and education to riders to park considerately enforcement, formalised parking and on-road parking (subject to feasibility work and Cabinet approval) Removing parking hubs at locations with repeat problems Operators are developing an e-scooter 'noise'. Movement over time to better indicated (marked) hubs and movement to on street. Some disabled people have reported on social media that the scheme has improved their ability to travel. E-bikes can also be a trip hazard but will improve access to some groups.
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"> More men ride scooters than women and around 30% of the trips in the trial are made by female riders.
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:	<ul style="list-style-type: none"> • Potentially similar issues as for disability and mobility impairments re. blocking footway, trip hazard, pavement riding.
Mitigations:	<ul style="list-style-type: none"> • Parking standards, messaging and education, enforcement, engineered parking as with Disability 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 checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> • Some potential users may not be able to afford to use the rental scooters. E-scooters need a licence to ride.
Mitigations:	<ul style="list-style-type: none"> • Operator offers a 50% discount for people on low incomes. Use of E-Bike scheme for users that have no driving licence. E-bikes are better for longer journeys.
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 will aim advance equality of opportunity for people who may not find other forms of transport accessible or affordable. It offers improved travel options for many people who may live in areas of poor accessibility or have limited transport options. It can benefit some people who are disabled or experience other barriers which mean that that driving or other transport modes are not an option for them. The addition of e-bikes will open up the scheme further to users with different abilities or those that do not have a driving licence.

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 main negative impacts are those caused by parking issues. Either by badly located parking hubs or by inconsiderate parking by users. The other main concern is around issues caused by behaviour of riders whilst riding. As the trial has been underway for 2 years changes have been made that have reduced some of these impacts over that period, and work will continue to identify ways to further reduce these issues where possible. Poor road user- behaviour is common across all transport modes and will never be completely eliminated.

The learning from the trial to date means that the operations in the expanded areas should have fewer issues than the earlier phases of the trial, and that systems are in place to deal with some of the potential issues should they occur.

Poor parking is currently being mitigated through improving the operator's selection of locations, capping the number of scooters at each parking location, warning or penalising riders who do not park properly, and the operator's staff de-cluttering parking locations. The scheme will over time, engineer out the issues associated with parking – however, this will need investment in infrastructure – ranging from painted lines to help parking tidiness to parking completely off the footway. The Council taking on the management of parking locations will overcome the issue of poorly sited parking hubs.

The safety of e-scooters is an ongoing concern, and operators are working on programmes to improve rider safety. A lot more is known about the safety of e-bikes and we know that there is little difference between them and ordinary bikes, and safety is dependent on the same mix of Education, Engineering and Enforcement. What difference research has shown is a possible more serious injuries with e-bikes than standard bicycles, to older people in the case of a collision.

However, not all issues will be mitigated immediately. This scheme is part of a government trial of rental e-scooters and evidence gathered from these schemes, including any adverse impacts will help to guide future policy and decisions on e-scooter schemes at a national and local level.

In addition, we should be mindful that we do not have enough data about other equality groups who may use scooters or bikes however, there is a plan to collect this information in the future. We also are not aware of which wards these scooters are used most frequently, this will provide additional information about the service user, and whether deprived areas of Bristol use scooters more or less than others. These things will help us build a picture of the service user.

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

The scheme will improve travel options for many people in the city and may have benefits for some people with mobility issues and those without access to a car. The 50% discount scheme for people on lower incomes will increase accessibility to this service. The addition of e-bikes to the scheme will have a positive impact in general as regards allowing more people to access the scheme.

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
Parking guidelines regularly reviewed, and pilot of on-street parking due to start shortly with a view to informing future parking strategies and removal of e-scooter parking from many pavements and relocating them to parking hubs on the roads.	Group Manger – Sustainable Transport / WECA	Ongoing review of parking guidelines,
Continue to work with rental operator to improve parking locations and parking compliance. Actioning measures at specific parking locations where problems are reported (including potential review of size or removal of problem parking hubs)	Group Manger – Sustainable Transport / WECA	Ongoing (meet weekly to resolve issues)
Improved rider messaging, enforcement, and safety improvements	WECA project manager / E-scooter operator	Ongoing (meet weekly to resolve issues)
More information about the protected characteristics of users will need to be collected, to enable a proper analysis of the user impact of this trial. This should include local ward data.	WECA project manager / E-scooter operator	Ongoing (meet weekly to resolve issues)

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.

Through the WECA / DfT e-scooter monitoring programme, stakeholder group and through complaints/ reporting of incidences to BCC.

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.

<p>Equality and Inclusion Team Review: <i>Reviewed by Equality and Inclusion Team</i></p>	<p>Director Sign-Off:</p> 
Date: 25/10/2022	Date: 25/10/2022

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: Combined E-scooter and E-bike rental scheme				
Report author: Matthew Barrett				
Anticipated date of key decision – 24th January 2023				
Summary of proposals:				
<ol style="list-style-type: none"> To approve implementing a combined e-scooter and e-bike on-street rental scheme for Bristol, which will form part of a wider regional scheme co-ordinated by the West of England Combined Authority (WECA). This scheme will incorporate the next phase of the government's e-scooter trials and will cover rental operations up until the legalisation of e-scooters and new powers are granted to manage micromobility rental schemes in the longer-term. To approve a move to formalised rental parking managed by Bristol City Council, including the principle of on-road parking hubs, and to start to deliver formalised parking subject to available funding, and to bid for funding for a large-scale rollout of parking hubs where opportunities arise. 				
1)				
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	unclear	<p>Net emissions associated with transport within Bristol may be positively or negatively impacted depending on how many ICE car, walking, and cycling journeys are displaced by e-scooter/bike trips.</p> <p>Emissions associated with production and disposal of E-scooters/bikes represent the majority of CO₂e arising from their use. The journey intensity and total CO₂e will depend on the</p>	<p>WECA / UWE are evaluating usage data to understand modal shift and overall impact, which will inform future mitigation. It is desirable that data collected in this project determine modal shift and length of journey in combination. This proposal will help to determine the overall impact of e-scooters/bikes in the city. Until the completion of this project, interim calculations may be based on an assumed rate of 12% of e-scooter trips made displace ICE car journeys</p> <p>ey-micromobility-moving-cities-into-a-sustainable-future.pdf</p> <p>Existing and new contracts must actively monitor and report to BCC on the quantity of equipment sent for recovery, recycling or disposal arising from ongoing operation of the Bristol/WECA scheme. This</p>

			manufacturing and operational choices used by the scheme provider, as well as rates of vehicle damage, loss or theft of e-scooters/bikes.	data should supplement the mode shift study being undertaken by UWE and used to assess the overall carbon impact against the latest available independent life cycle assessment data (currently the 2020 life cycle assessment)
Bristol's resilience to the effects of climate change?	N			
Consumption of non-renewable resources?	Y	-ve	Use of resources to build scooters /bikes and batteries, energy to power them and to service operations.	<p>Existing and new contracts must actively monitor and report to BCC on the quantity of equipment sent for recovery, recycling or disposal arising from ongoing operation of the Bristol/WECA scheme.</p> <p>It is desirable to have built into a new contract, stringent requirements around traceability of end-of-life recycling and disposal of e-waste components and materials.</p> <p>It is desirable that future contract specifications include requirements for providers to charge e-scooters/bikes via renewable energy tariffs that are classed as either <i>investment</i> or <i>partnership</i> tariffs, avoiding <i>certificate backed</i> tariffs.</p>
Production, recycling or disposal of waste	Y	Potentially -ve	<p>Issues surrounding use of high-capacity lithium batteries- end of life disposal and disposal of damaged batteries (e.g fire)</p> <p>Volume and expected</p>	<p>Disposal in line with guidelines. Processes for dealing with fire damage currently under review (WECA is contract holder not BCC)</p> <p>Existing and new contracts</p>

			lifetime of equipment associated with schemes can lead to significant quantities of waste with the potential to be handled in a way that causes harm to the environment. This is particularly true of lithium ion batteries. Environmental impacts, pollution sources and pathways of spent lithium-ion batteries - Energy & Environmental Science (RSC Publishing)	must actively monitor and report to BCC on the quantity of equipment sent for recovery, recycling or disposal arising from ongoing operation of the Bristol/WECA scheme. It is desirable to have built into a new contract, stringent requirements around traceability of end-of-life recycling and disposal of e-waste components and materials.
The appearance of the city?	Y	-ve	Rental parking causes significant street clutter.	BCC taking on management of parking to address some issues. Work underway to look at on-road parking solutions, to avoid cluttering pavement. But limited options to reduce visual impact.
Pollution to land, water, or air?	Y	unclear	Likely improvements in local air quality for trips made by scooters instead of cars, buses or taxis. Potential for contamination caused by battery fires or rental vehicles in rivers / docks	The findings of the UWE study will be used to evaluate the overall impact on air quality in Bristol. WECA and operator to review emergency response procedures, response procedures for locating and retrieving abandoned scooters, and procedures for disposal / and remediation of contamination. Existing and new contracts must include provision requiring the scheme operators to take reasonable steps to prevent vehicles entering waterways and to recover in a timely manner any that do enter waterways.
Wildlife and habitats?	no			

Consulted with:**Summary of impacts and Mitigation - to go into the main Cabinet/ Council Report**

The significant impacts of this proposal are not easy to quantify at this point in the e-scooter trial and for the inclusion of e-bikes, however determining this is an intended outcome of the next phase of the rental scheme managed by WECA. Many of the net impacts will depend on to what extent e-scooter /e-bike trips are replacing trips that would otherwise have been made by ICE vehicles, and this is difficult to predict at this stage. There are also potential issues of contamination arising from abandoned or damaged lithium-ion batteries.

The proposals include the following measures to mitigate the impacts – to monitor e-scooter/e-bike usage and impacts as part of the trial and WECA to report to DfT, and for WECA to work with the operator to improve procedures around management of batteries.

The net effects of the proposals are currently unclear.

Checklist completed by:

Name:	Matthew Barrett
Dept.:	Sustainable Transport
Extension:	
Date:	21/10/22
Verified by Environmental Performance Team	Daniel Shelton 25/10/2022

Decision Pathway – Report

PURPOSE: Key decision

MEETING: Cabinet

DATE: 24 January 2023

TITLE	Cultural Investment Programme 2023 to 27: update on allocation of Openness and Imagination funding to arts and cultural organisations		
Ward(s)	City-wide		
Author: Patsy Mellor	Job title: Director Management of Place		
Cabinet lead: Mayor Marvin 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 provide an update to Cabinet on the Cultural Investment Programme (CIP), detailing the way forward for allocating Openness and Imagination funding to Bristol-based arts and cultural organisations for the next year. 2. To seek approval to pause the current assessment and application process for the next round for 2023-2027 and rollover the current investment to those organisations funded by Openness for a further 12 months (April 2023 - March 2024). This is required due to an error in administering the fund outside of the process previously authorised by Cabinet. 3. To re-affirm the robust and independent process as approved by Cabinet in 2017 for assessing bids and awarding grants to allocate new Imagination and Openness grant funding (CIP 23-27 round) including the setting up of an independent board, appointed by the relevant cabinet member. 			
Evidence Base:			
<ol style="list-style-type: none"> 1. Bristol City Council distributes public money to support arts and culture using the CIP. It is broken down into three funds which last for different lengths of time: Openness (4 year), Imagination (2 year), and Originators (1 year) with a vision ‘to make arts and culture accessible for all’. This paper provides an update on Openness and Imagination funding only as Originators has come to an end. Appendix A1 Cultural Investment Programme Overview 2. The CIP 23-27 approach was reviewed in 2021 in consultation with the sector and citizens to ensure it addresses the financial and social impacts of the pandemic for the cultural sector. Appendix B CIP 23-27 Strategic Approach Consultation Report Final 3. Imagination and Openness funds opened for applications March-June 2022 for the next round; 34 Imagination applications were received requesting a total of £927,040 over two years (Imagination funding available 2023-25: £305,280). Thirty Openness applications were received requesting a total of £2,875,082 over four years (Openness funding available 2023-27: £1,465,344). 4. This report puts forward a proposal to roll over investment in organisations currently funded through Openness (2018-22 round), who also received extension year investment due to covid 22-23) for an additional 12 months (April 2023 – March 2024). Appendix A2 Currently funded Openness organisations 5. As these are organisations who originally applied for Openness investment in 2017, rollover investment will be subject to signing a 12-month extended grant agreement and evidence of passing BCC financial health check. 			

6. The cost of rolling over organisations currently funded under the Openness umbrella for an additional 12 months is £387,750. The 2023/24 planned budget for the Openness programme, subject to Full Council approval of the overall budget, is expected to be £360,114. (This is the amount of Openness grant funding available after access, assessment and evaluation costs are deducted)
7. The £27,636 difference will be recouped from existing annual CIP budget.
8. Organisations currently funded through Imagination will not be rolled over as Imagination is project rather than core funding (Imagination 2020-22 round, received extension year investment in 2022-23 to complete project activity delayed by covid).
9. Imagination investment to be awarded through CIP for 2023-25 will be delayed until June 2023 while the previously agreed assessment and recommendation process is followed. The delay will not see a reduction in final award amounts to organisations. Funding will be allocated until March 2025.
10. Openness investment to be awarded through CIP 2023-27 will be delayed until April 2024 while the assessment and recommendation process is completed. Funding will be allocated from April 2024.
11. CIP 2023-27 assessment of new Imagination and Openness applications is taking place in a context of challenge. The level of the annual investment available through the entire CIP programme has reduced by 40% over the last 5 years (from £1,015,960 in 2017/18 to £635,960 in 2022/23). There is no reduction in the 23/23 budget.
12. Alongside this the aims for CIP 2023-27 (approved by cabinet Dec 2021) have been intentionally aligned to key priorities around diversity, inclusion and equity in the Bristol Council Cultural Strategy, the Corporate Strategy 2022-27 (Good Growth: page 24) and the One City Plan.
13. All current applicants for Openness and Imagination will be notified of final decisions around investment after the independent assessment and recommendation process is completed (including cross-panel councillor briefings).

Cabinet Member / Officer Recommendations:

That Cabinet:

1. Approves the rollover of investment to current Openness organisations for a further 12 months (April 2023-March 2024) at a cost of £387,750.
2. Approves the approach to finalising recommendations for the allocation of Imagination funding 2023-25 (delayed until June 2023) and Openness funding (delayed until April 2024 – March 2025) in accordance with the process agreed by Cabinet in 2017.
3. Authorises the Executive Director Growth and Regeneration in consultation with the Mayor to take all steps required to award the funding as approved and enter into grant agreements, subject to the budget being approved at Full Council.

Corporate Strategy alignment:

CIP vision aligns to the corporate vision 'In which everyone benefits from the city's success, and no-one is left behind' and strategic 5-year commitment: 'we will be a leading cultural city, making culture and sport accessible to all'. Organisations recommended for funding have demonstrated that they are reaching into priority areas, have embedded community partnerships, health, and wellbeing partners, and are investing into building a sustainable sector. While the vision for CIP remains the same for new investment 2023 onwards, the aims of the Cultural investment Programme 2023-27 (approved by cabinet Dec 2021) have been intentionally aligned to key priorities around diversity, inclusion and equity in the Bristol Council Cultural Strategy, and all 7 themes of the Corporate Strategy 2022-27 (Good Growth: page 24). This current proposal which includes rolling over investment in current Openness grantees and delaying investment in new applicants will delay the full impact of new aims and delivery against new environmental guiding principle until 2024.

City Benefits:

Operating the CIP is an important means by which the council builds relationships across the sector, and with key stakeholders and funds, to understand and support the needs of the city and its citizens. With a vision to make culture accessible for all, the CIP is underpinned by the council's priorities for an inclusive and sustainable cultural economy. Key priorities for the fund are to support organisations and enterprises that are led by, or benefit, under-represented groups, projects and activities that are delivered by, for and with communities in Bristol City Council's priority areas and organisations that use culture to help improve the health and wellbeing of people of all ages and

backgrounds.

A guiding principle was introduced for CIP 23-27 to help Bristol address the threat of the global climate and ecological emergency. All Cultural Investment Programme grant seekers were asked to demonstrate a commitment to raising awareness of the climate and ecological emergencies and reducing/mitigating the environmental impact of their activities. This current proposal which includes rolling over investment in current Openness grantees and delaying investment in new applicants will delay the full impact of new aims and new environmental guiding principle until 2024.

Consultation Details:

Consultation has taken place on the revised aims and objectives for CIP 23-27 in Autumn 2021.

Details of the consultation are in **Appendix B** – a summary of key changes are stated below.

1. Details of consultation as follows:
 - Sector wide surveys [including currently funded organisations]: 43 respondents
 - Meetings with current recipients of Openness and Imagination funding. 6 meetings
 - 2 Online focus groups: 40 attendees
 - 1 In person focus group: 15 attendees.

2. Following the consultation, we implemented the following amendments to the proposal:
 - a. Language: we refined the language used within the aims and objectives based on the feedback received, and clarified the terminology used to help ensure greater accessibility.
 - b. Objectives of the fund: we reviewed the grouping of objectives set against specific aims.

Background Documents:

Previous cabinet papers from 2017, 2019, 2021

<https://democracy.bristol.gov.uk/ieListDocuments.aspx?Cid=135&Mid=2560&Ver=4> 2017 – Item 15

<https://democracy.bristol.gov.uk/ieListDocuments.aspx?Cid=135&Mid=3691&Ver=4> 2019 – Item 13

<https://democracy.bristol.gov.uk/ieListDocuments.aspx?Cid=135&Mid=8831> - 2020 – Item 10

<https://democracy.bristol.gov.uk/ieListDocuments.aspx?Cid=135&Mid=8836&Ver=4> 2021 - Item 21

Link to Arts funding page where you will find the Cultural Investment Programme Overview, guidance notes and previously funded and currently funded applicants:

<https://www.bristol.gov.uk/museums-parks-sports-culture/arts-and-culture-funding>

Previously funded organisations map:

<https://bcc.maps.arcgis.com/apps/MapSeries/index.html?appid=d31acfceb0114fcd899a9b10a8918999>

Revenue Cost	£1,804,537	Source of Revenue Funding	Culture and Creative Industries
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:

Finance Advice:

This report seeks Cabinet approval for the allocation of the Openness grants for 2023-24 only. It will do this by rolling over funding for the organisations currently in receipt of this funding. The total cost of funding these groups for one year is £387,750. This can be funded from the CIP budget allocation proposed for 2023-24.

The decision to roll over the grants from the previous grants programme will mean that the normal grant application and vetting process have not been followed. This creates the risk that grant may be awarded to organisations that do not currently meet the financial criteria for funding.

The Cultural Service needs to ensure that before any grants are awarded all organisations slated to receive Openness

grant funding are reviewed using the standard financial assessment that would have been applicable as part of the grants application and vetting process.

This approval has no new financial implications for the Council, and all costs of implementing this approval will be covered from existing Culture Services Budgets.

Finance Business Partner: Kayode Olagundoye, Interim Finance Business Partner, Growth and Regeneration, 11th January 2023.

2. Legal Advice:

Provided these are genuine grants and not contracts for services, they will not give rise to procurement issues under the Public Contracts Regulations 2015. Client officers will need to seek legal assistance to ensure the arrangements are grant agreements.

The Council must comply with the requirements of the Public Sector Equality duty when making any decisions. The duty requires Cabinet to consider the need to promote equality for persons with “protected characteristics” and to have due regard to the need to i) eliminate discrimination, harassment, and victimisation; ii) advance equality of opportunity; and iii) foster good relations between persons who share a relevant protected characteristic and those who do not share it.

In order to do this Cabinet must have sufficient information about the effects of the proposed decision on the aims of the Duty. The Equalities Impact Assessment is designed to assist with compliance with this duty. Its purpose is to assess whether there are any barriers in place that may prevent people with a protected characteristic using a service or benefiting from a policy.

Legal Team Leader: Husinara Jones, Team Manager/Solicitor 6 January 2023

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

IT Team Leader: Alex Simpson – Senior Solution Architect 6 January 2023

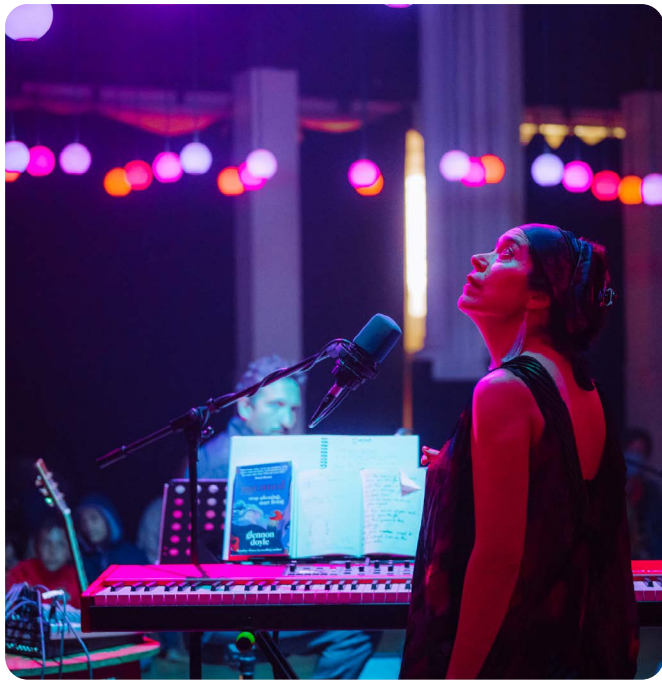
4. HR Advice: There are no HR implications evident.

HR Partner: Celia Williams, HR Business Partner G&R 5 January 2023

EDM Sign-off	Stephen Peacock, Executive Director Growth and Regeneration	16 January 2023
For Key Decisions - Mayor's Office sign-off	Mayor's Office	16 January 2023

Appendix A – Further essential background / detail on the proposal	YES
<ul style="list-style-type: none"> A1 Cultural Investment Programme Overview A2 Currently funded Openness organisations (2018 to present) 	
Appendix B – Details of consultation carried out - internal and external	YES
CIP 23-27 Strategic Approach Consultation Report Final	
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



Cultural Investment Programme 2023 – 27

Making arts and culture accessible for all



What is Bristol City Council's Cultural Investment Programme?

The Cultural Investment Programme is the way in which Bristol City Council distributes public money to support arts and culture. The programme consists of three funds: Originators (1 year), Imagination (2 years) and Openness (4 years).

All three funds have a vision of making arts and culture accessible for all citizens.

To help us achieve this vision we have three aims for the Cultural Investment Programme 2023-27:

- 1** To advance diversity, equity and inclusion in arts and culture for all Bristol's citizens
- 2** To support Bristol as a city of ideas, creativity and engagement
- 3** Invest in people, places and partnerships to respond creatively to need and support social change

Alongside these aims we have a guiding principle across all funds to help Bristol address the threat of the global climate and ecological emergency.

If your project or organisation can contribute to our aims and help us meet our vision please keep reading!

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Top right: Oh Europa Bristol, Action Hero Photograph © Bnar Sardar

Bottom left: Travelling Light Theatre Company, Youth Theatre Showcase, ©Camilla Adams

Bottom right: MAYK, SESSION by Still House, Steppaz and Empire Sounds at The Station. ©Paul Dijkshoorn

Foreword



Bristol's artists and cultural organisations have a local and global reputation for creativity and imagination. Our culture and creativity is a huge part of what makes this city so unique.

The Covid-19 pandemic has had a huge impact on the cultural sector and created uncertainty for organisations, artists, audiences and communities alike. In this context it is more important than ever that we continue to support the city's cultural organisations, festivals and events, artists and the citizens they work with across the city.

We are therefore delighted to be offering a second round of the city's Cultural Investment Programme.

Over the next four years the city will be navigating and responding to the complex social and economic impact of the pandemic. Building equity and inclusivity, growing a green and sustainable cultural economy, and supporting the health and wellbeing for Bristol citizens will all be priorities.

Bristol's festivals, events, artists and cultural organisations, and the Bristol citizens they work with need to be at the heart of the recovery and change the city needs now. Whilst arts and culture cannot be asked to solve everything, we know that Bristol's artists and cultural organisations are visionary thinkers and creative innovators, often driven by a strong social conscience and drive for social good.

Through the Cultural Investment Programme we look forward to investing in the city's rich cultural life over the next four years, and ensuring everyone can benefit and be a part of this.

Marvin Rees Mayor of Bristol



In the last round of the Cultural Investment Programme more than 114 grants were distributed to Bristol-based organisations, groups and artists. The grants supported arts and cultural activity, events and opportunities that reached citizens across the city, including people living in 15 of Bristol's 27 priority areas. The quotes and pictures included in this Overview give a flavour of the energy and impact this investment has had.

The impact of the Covid-19 pandemic on the culture sector over the last few years has been enormous and complex. It has been awe-inspiring to see how Bristol's arts and cultural sector and creative industries have constantly adapted, responded and even grown, in some cases, despite the complex challenges.

This new round of the Cultural Investment Programme enables us to continue to support the sector and the city's recovery. We will achieve this by being an inclusive, adaptive and collaborative funder, investing public money wisely and fairly.

We have wide-ranging ambitions to work with the city's artists, cultural organisations, and communities to collectively make positive change and impact, particularly around inclusion and the challenges of the climate emergency.

We look forward to your ideas, and to working alongside grantees to ensure arts and culture is truly accessible for all.

Jon Finch Head of Culture and Creative Industries, Bristol City Council



Bristol Pride, Pride Parade © ColinRaynerPhotography

Introduction

Hello! Thank you for taking the time to read our Cultural Investment Programme 2023-27 Overview.

We are [Bristol City Council](#), the local authority of Bristol, England. We invest public money in people and organisations across the city.

This document is designed to help you understand more about the Cultural Investment Programme and what we will be looking to support.

We have used our learning from the last round of the Cultural Investment Programme, and feedback from Bristol's cultural sector (gathered through surveys, meetings and focus groups) to inform and improve how we distribute funding over the next four years.

What is the Cultural Investment Programme?

The Cultural Investment Programme is the way in which Bristol City Council distributes public money to support arts and culture.

Through the Cultural Investment Programme 2023 – 27 we will provide grants for Bristol-based organisations and individuals to deliver arts and culture activities, events or festivals. We will offer both [project specific grants](#) and [unrestricted funding](#).

Our vision is to make arts and culture [accessible](#) for all citizens.

We know that [culture](#) means many different things to different people. When we use the word culture we are referring to creative culture such as music, art, history, heritage, and events where Bristol's diverse citizens can share, celebrate or learn.

By accessible, we mean we want everyone to be able to experience and/or participate in arts and culture. We also want to make it as easy as we can for everyone, whatever their access needs, to apply for funding.

The Cultural Investment Programme [vision](#) and [aims](#) relate directly to Bristol City Council's priorities and plans for the city of Bristol and its citizens for the next four years, particularly for actively improving [inclusivity](#) and growing a green and sustainable cultural economy.

These wider plans and priorities are explained in more detail in three important strategy documents for the city:

- [Bristol Council's Corporate Strategy \(2022 – 27\)](#)
- [Bristol's One City Plan \(to 2050\)](#)
- [Bristol's Cultural Strategy](#)

We do not expect all [grant seekers](#) to read and absorb these strategies. However if you are seeking funding for 2 – 4 years it will be helpful for you to check these to see the bigger picture within which our motivations and priorities as a funder sit.

Cultural Investment Programme 2023-27 Structure

Vision, Aims, Objectives

Our [vision](#) is to make arts and culture accessible to all. Our [aims](#) are the changes we want to achieve to make that vision a reality. All three aims are of equal importance for the Cultural Investment Programme. These have been revised and refined for 2023 – 27 through consultation with Bristol’s arts and culture sector.

Aim 1: To advance [diversity](#), [equity](#) and [inclusion](#) in arts and culture for all Bristol’s citizens

We will achieve this aim by supporting:

- Organisations and enterprises that are led by or creatively benefit individuals and groups with [protected characteristics](#).
- Projects and activities that are delivered by, for and with communities in Bristol City Council’s [priority areas](#).

Aim 2: To support Bristol as a city of ideas, creativity and engagement

We will achieve this aim by supporting artists, creative practitioners and organisations to:

- Create innovative, accessible work and test out different ways to engage Bristol’s citizens.
- Work together, share knowledge, resources and create opportunities for collaboration.

Aim 3: Invest in people, places and partnerships to respond creatively to need and support [social change](#)

We will achieve this aim by supporting artists, creative practitioners and organisations that use arts and culture to:

- Create [community-led](#) events and activities that bring people together to build positive relationships.
- Help improve the health and wellbeing of people of all ages and backgrounds.

Alongside our aims and objectives, for the Cultural Investment Programme 2023 – 27 we have a guiding principle across all funds to help Bristol address the threat of the global climate and ecological emergency.

All Cultural Investment Programme [grantees](#) will demonstrate a commitment to raising awareness of the climate and ecological emergencies, and reducing/mitigating the environmental impact of their activities.

Our motivations as a funder

Our aspiration is to be an inclusive, adaptive and collaborative funder. This is particularly important in the context of the challenges and priorities of our time; for a city emerging socially and economically from the impact of a pandemic, and at the same time needing to urgently address the threat of the global climate and ecological emergency.

We want to ensure that we are investing public money wisely and fairly on behalf of our citizens in the city's arts and culture, by monitoring and measuring impact.

Arts Council England has established a clear [Impact Framework for its Let's Create strategy](#). We are using this model to help monitor the impact of the Cultural Investment Programme over the next four years.

We will commission an independent researcher/evaluator to work with a small number of [grantees](#) supported through our Imagination and Openness Funds, to evaluate impact as a result of the funding.

We are committed to being transparent and accountable. We have published all our grants made since 2018 on the [council's website](#). For 2023-27 we will produce Cultural Investment Programme reports annually.

Cultural Investment Programme funds

The Cultural Investment Programme 2023-27 consists of three funds: Originators (1 year), Imagination (2 years) and Openness (4 years). This structure is designed to be a ladder into funding, with the potential for [grant seekers](#) to grow and apply for wider support from the council and other grant makers as they develop.

The total Cultural Investment Programme 2023 – 27 grant budget is £2,442,240. This will be broadly allocated as follows:

	Cultural Investment Programme budget over 4 years	Annual Cultural Investment Programme budget	Percentage of total Cultural Investment Programme budget
Openness	£1,465,344	£366,336	60%
Imagination	£610,560 (Round 1 £305,280) (Round 2 £305,280)	£ 152,640 per year	25%
Originators	£366,336	£ 91,584 per year	15%
Total	£2,442,240	£610,560	

Please note: all three funds are subject to Bristol City Council’s annual budget setting process and may change.

Openness Fund

Openness	
Annual grant size	Up to £30,000
Maximum total grant	This is calculated as no more than 7% of your organisation’s annual turnover (based on the organisation’s last set of audited accounts), multiplied by four, with the maximum total grant capped at £120,000. The annual turnover amount that you use can be based on an average over the last 4 years if preferable.
Duration	April 2023 – March 2027, Four years
Who can apply	Bristol-based arts and cultural organisations with at least twelve months of accounts
What can I apply for	This fund supports established arts and cultural organisations that are best able to achieve our aims and objectives with unrestricted funding for up to four years
When can I apply	March 2022 – June 2022
Requirements	We will ask Openness grant seekers to explain how their activity will contribute to all of our aims, linked objectives and our guiding principle.



© acta

Case Study 1

acta - awarded an Openness grant in 2018

acta is a community theatre based in Bedminster. They encourage communities to share their stories, make original and remarkable work, and engage audiences who rarely attend theatre.

The investment from the Cultural Investment Programme 2018-22 enabled us to deliver our intercultural and intergenerational participatory work across the City, both at our base in Bedminster, and with people in their own communities in St Pauls, Lockleaze and beyond. acta has become a real home for isolated people, especially through the Covid-19 pandemic. We engage people without privilege, and create a place where everyone's story matters.' Helen Tomlin, Finance & Evaluation Director



Undersong by Verity Standen at St George's, Mayfest 2018
© Paul Blakemore

Case Study 2

MAYK - awarded an Openness grant in 2018

MAYK is one of the country's leading live performance producing organisations. Based in Bristol but working internationally, MAYK create dynamic meeting points for participation in world-class live performance both in and out of traditional art spaces. They also run Mayfest, Bristol's biennial international festival of contemporary theatre that promotes the creative vitality of Bristol and explores the parameters of the city as a creative playground.

"MAYK emerged from Bristol's fertile and thriving independent performance scene, and we're proud to be based here. Our Openness grant supports our work here in Bristol, from producing artists projects to our biennial festival Mayfest – shining a light nationally and internationally on the ridiculous talent of the artists making work in the city – and it's a badge we wear with pride." Matthew Austin, Co-Director

Imagination Fund

Annual grant size	£5000-£15,000
Maximum total grant	£30,000
Duration	2 years
Who can apply	Bristol-based arts and cultural organisations with at least six months of accounts
What can I apply for	<ul style="list-style-type: none"> • Project funding (restricted) for medium- scale arts projects/ events/festivals, or organisational development OR <ul style="list-style-type: none"> • Unrestricted funding for up to two years
When can I apply	March - June 2022 for April 2023 – March 2025 Early 2024 for April 2025 – March 2027
Requirements	We will ask Imagination grant seekers to explain how their project or activity will contribute to two of our aims, linked objectives and our guiding principle.



SMOOSH! © Paul Blakemore

Case Study 1

Paraorchestra – awarded an Imagination grant in 2020

Paraorchestra is the world's only large-scale virtuoso ensemble of professional disabled and non-disabled musicians. Their mission is to redefine what an orchestra can be.

“Our Imagination grant has been a vital investment in Paraorchestra’s growth as a Bristol organisation and as a Bristol employer. It has enabled us to create artistic work showcasing exceptional musicianship that embeds disabled artists and creatives at the heart of the process. It has helped us shape events presented in a range of space and places across the city - not just in the city centre alongside, but out into the suburbs of Knowle West - presenting international quality work directly to audiences local to this area. The grant has also given us the capacity to re-think our working practice, developing new avenues of support and development for disabled musicians that have fallen through the gaps of mainstream assistance.” Jonathan Harper, Chief Executive



Many Minds, I've Been Waiting, © Jack Offord

Case Study 2

Many Minds – awarded an Imagination grant in 2020

Many Minds facilitate creative spaces and create performances with people that experience mental ill-health. Their performances and open-access workshops put people who identify with experiences of mental ill-health in the driver’s seat, as a way to break down stigma and trigger generosity and equality.

“Our Imagination grant has given us the capacity to become more strategic and sustainable in the long term. We have seen the demand for our activity grow significantly since the pandemic and have been able to react flexibly to the needs of our members and audiences and create more opportunities for people with experiences of mental illness to have meaningful access to the arts. Over the past two years, we have developed partnerships and collaborations with venues, organisations and artists that have enhanced the quality of our artistic work and led to us working towards making a show for the main stage of the Bristol Old Vic.” Olivia Ware, Executive Director

Originators Fund

Originators	
Grant size	£500 – £5,000
Duration	1 year
Who can apply	Bristol-based artists and creative practitioners, community groups and organisations
What can I apply for	<ul style="list-style-type: none"> • small scale arts and culture projects/events/festivals, • professional and organisational development, • testing new ideas approaches and partnerships
When can I apply	Annual fund open for applications in 2023, 2024, 2025 & 2026
Requirements	We will ask Originators grant seekers to explain how their project will contribute to one of our aims, linked objectives and our guiding principle.



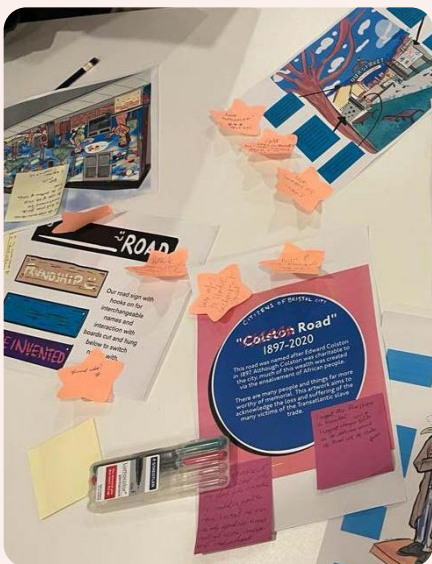
© Graft

Case Study 1

Graft – awarded an Originators grant in 2019

Graft is a husband and wife team of mural painters, Rob and Sophie Wheeler. In 2019, Graft were awarded an Originators grant to create a mural for a community mural project in Sea Mills. They wanted to celebrate the centenary of the Sea Mills ‘garden suburb’ and the unique history, heritage, flora and fauna of the area. The Originators funding enabled Graft to run a series of community workshops, as well as online engagement, which informed the design for a Sea Mills community pattern. They then secured permission to paint this pattern as a mural at Sea Mills Railway Station and created a mini exhibition in the Sea Mills phone box museum.

‘It has been a wonderful project to run, especially as it gave people an opportunity post-lockdown to come together, have some fun while learning new skills, and celebrate their local area.’ Sophie Wheeler



Play Disrupt, Create as a Community, Colston Road, illustrations by Conrico Steez

Case Study 2

Create as a Community: Colston Road, Easton – awarded an Originators grant in 2021

Over the last few years, local residents who live on Colston Road, Easton have been campaigning for the street to be renamed. Play:Disrupt, in collaboration with local artists and the League of Creative Interventionists (LOCI), are undertaking a community consultation, engaging local residents with the opportunity to creatively respond to the existing ‘Colston Road’ name and co-create something that is meaningful, thought-provoking and visual. The resulting work and the conversation will aim to encapsulate the residents’ diversity of thoughts and opinions, allowing for everyone’s voice to be heard.

“It’s been a wonderful process to be part of, bringing new voices to the table, visualising hyper local responses to an international conversation. The project has kick started an avid collection of historic research, fond memories of the street along with really constructive talks, new relationships and so many amazing ideas.” Malcolm Hamilton, Creative Director

Who can apply?

You can apply to the Cultural Investment Programme 2023-27 if:

- 1** You are an artist or creative practitioner or [not-for-profit](#) organisation based within Bristol
 - For individuals, this means you must have a home, studio or workspace address within the local authority area.
 - For organisations, you need to be registered in Bristol – by which we mean that you have a main base or headquarters in Bristol City Council’s local authority area.
 - You can check if you are within the area by typing your postcode into www.gov.uk/find-local-council
- 2** Arts, events and cultural activities are the focus of your application

Applying as an individual

Individuals who are 18 or over can apply for the Originators Fund to run events, arts and cultural activities that take place within one year. Individuals are not eligible to apply for our Imagination or Openness Funds.

Applying as an organisation

Organisations can apply for any of the Cultural Investment Programme Funds if they are [not-for-profit](#) and are any of the following:

- Registered Charity
- Community Interest Company limited by Guarantee
- Community Interest Company limited by share (Schedule 2 with 100% asset lock only)
- Company limited by guarantee
- Registered Society (including Co-operative and Community Benefit Societies)
- Charitable Incorporated Organisation
- Unincorporated organisations (can only apply to the Originators Fund)

We would consider you to be a non-for-profit organisation if you don’t generate profit or if you reinvest any profits or revenues to help you achieve your objectives and/or keep your organisation running.

All organisations will be expected to meet our baseline standards, which are outlined in the Guidance Documents for each fund.

Applying in partnership

You are welcome to apply in partnership for our Originators and Imagination Funds. We do not accept partnership applications for the Openness Fund. If you are applying in partnership you will need to choose a 'lead partner'. The lead partner will receive the grant payments if the funding application is successful.

Repeat applications

The Cultural Investment Programme 2023 – 27 is open to previous [grantees](#) as well as new [grant seekers](#). However if you have been awarded Originators funding before, we would like to see an application for a different activity, or a specific area of development for a previously funded activity.

Who can't apply?

- Organisations/individuals based outside Bristol (partners can be from outside Bristol but the lead partner must be Bristol based)
- Schools (though projects may include schools as partners and participants, a school cannot be the lead partner)
- Public sector organisations
- Private sector 'profit orientated' organisations
- Housing associations and Registered Social Landlords (may be included as partners and participants, but cannot be the lead partner)
- Students
- Organisations where any of the trustees or anyone on the management committee has any financial, property or other interests, which will benefit as a result of this application.

We cannot fund:

- Activities which are not arts or culture related and which are not creative/do not develop creativity
- Activities, equipment or events that directly duplicate existing activities funded by Bristol City Council
- Capital projects such as building works or funding to support buying equipment
- Fundraising events such as charity galas or general appeals
- Social events
- Activities which do not provide public benefit
- Activities that result in personal financial gain, other than salaries
- Parties or fireworks

- Sports/food/hobby activities/festivals/events without a strong and clear arts or creative focus
- Purchase or use of alcohol/tobacco
- Political activity
- Organised acts of religious worship

Before you submit an application, please read the Guidance Documents for the fund you are applying to and complete the eligibility checklist.

The application process

We expect to receive many great applications to the Cultural Investment Programme 2023 – 27. Sadly, we won't be able to fund them all.

For example:

- In 2020, we received 50 applications to our Imagination Fund, and 12 were awarded funding.
- In 2021, we received 144 applications to our Originators Fund, and 18 were awarded funding.

We don't want you to spend lots of time preparing an application for your project or organisation if it doesn't meet our [aims and objectives](#). Please make sure you read our aims and objectives and our Guidance Documents carefully to see if we are the right funder for you.

We will always let all grant seekers know if their application has been successful or unsuccessful. Grant seekers will have an opportunity to request feedback on unsuccessful applications.

Key dates

Imagination 2023 – 25 and Openness 2023 – 27

Applications open	Wednesday 30th March 2022 - 9am
Applications close	Tuesday 14th June 2022 - 5pm
Funding applications are assessed	June – August 2022
Grant seekers will be told if their application has been recommended for funding We will also let all grant seekers know if their application has not been recommended	September 2022
Cabinet will consider these recommendations	December 2022
Funding offers confirmed	December 2022
Funding agreements issued	January 2023
Grant period starts	April 2023

Imagination 2025 – 2027

Applications open	March 2024
Applications close	May 2024
Funding applications are assessed	June – August 2024
Grant seekers will be told if their application has been recommended for funding We will also let all grant seekers know if their application has not been recommended	September 2024
Cabinet will consider these recommendations	December 2024
Funding offers confirmed	December 2024
Funding agreements issued	January 2025
Grant period starts	April 2025

Originators 2023 – 2024

Applications open	October 2022
Applications close	December 2022
Funding applications are assessed	January 2023 – February 2023
Grant seekers notified of decisions	March 2023
Funding agreements issued	April 2023
Grant period starts	April 2023

Please note that at this stage the dates provided for our Originators 2023-24 and Imagination 2025-27 funding rounds are subject to change. Further details about Originators 2023-24 will be announced in Summer 2022.

Our decision making process

There are several stages to our decision making process.

Stage 1 – Assessment

Applications will be assessed by members of Bristol City Council's Arts and Events team and sometimes trained freelance assessors. Applications are assessed using a clear scoring system outlined in the Guidance Documents for each fund. Answers will be given a score between 0-3, based on how well the question has been answered. The scores are added together to give a total score. For larger grants we also share and discuss applications with Council officers who have relevant expertise in Community Engagement, Equalities, Legal and Finance.

Stage 2 – Balancing the investment

A decision making panel will review and discuss the highest scoring applications. The panel members will vary depending on the fund. The panel includes members of the Arts and Events team and other council officers with relevant expertise in the areas of Community Engagement, Equalities, Legal and Business/Finance. We may also invite other people with relevant expertise to take part.

The panel will consider the highest scoring applications in relation to our balancing criteria. We do this in order to consider the spread of investment that we want to make. Our intention is that new grantees for each fund will be as representative as possible in terms of diversity, range of art forms, geographical location and the communities they serve.

We will consider applications against the following balancing criteria:

- Geographical location (with a particular focus on [Bristol City Council's priority areas](#))
- Range of art forms (visual art, music, dance, theatre, festivals etc.)
- Opportunities for people from groups with [protected characteristics](#)

For the Originators Fund final decisions are made at Stage 2.

Stage 3 – Cabinet

For Imagination and Openness, recommendations made by the panel at Stage 2 are presented to a cross-party group of Councillors. These recommendations are then also taken to the Council's Cabinet for a final Cabinet decision at the next available meeting. Cabinet members are Councillors with special responsibilities over an area of the council's activities, such as, culture, neighbourhoods or transport. The Cabinet decides the Council's key policies.



Spike Island. Pacita Abad. Life in the Margins (2020) Works courtesy the Pacita Abad Art Estate. © Lisa Whiting

Glossary

Extra information and useful links

Accessible

Arts and culture being 'accessible to all' means that people are not excluded, as an artist, creative practitioner, participant, or audience member, because of their protected characteristics (including disability, sex, and race) or socio-economic background.

Aim

Our aims describe the changes we want to achieve.

Bristol City Council

Bristol City Council is the local authority of Bristol, England. The council is a unitary authority, and is unusual in the United Kingdom in that its executive function is controlled by a directly elected mayor of Bristol. Bristol has 35 wards, electing a total of 70 councillors.

Co-creation

Co-creation means creating together. It is a co-operative process in which people with different experiences; skills and knowledge come together and work in non-hierarchical ways to address a common idea or issue.

Community

People living in the same place or having a particular characteristic, interest or experience in common.

Community-led

People from a community coming together to address local need and/or achieve common goals or activities.

Culture

We know that culture means many different things to different people. When we use the word culture we are referring to creative culture such as music, art, history, heritage, and events where Bristol's diverse citizens can share, celebrate or learn.

Deprivation

Deprivation is the extent to which a person or a community lacks what they really need to have a good quality of life. Access to work, money, housing and services can affect a person or community's level of deprivation.

Diversity

'Diversity' is defined broadly to include various elements of human difference. We want to support arts and culture that removes barriers and increases access for individuals and communities that have been historically marginalised or underrepresented.

This is particularly for people with protected characteristics as detailed in the Equalities Act 2010.

Equity

The term 'equity' refers to fairness and justice and is distinguished from equality. Whereas equality means providing the same to all, equity means recognizing that we do not all start from the same place and must acknowledge and make adjustments to imbalances.

Grantees

A 'grantee' is a person or organisation that receives funding as a grant.

Grant seeker

A person or organisation who applies for funding from the Cultural Investment Programme.

Inclusion

The practice or policy of providing equal access to opportunities and resources for people who might otherwise be excluded or marginalised, such as people with protected characteristics.

Not-for-profit organisation

Organisations or businesses that are operated for a public or social benefit rather than to make a profit for the owners, directors or members.

Project specific grants

This means funds received as a grant that are only to be used for a specific project or defined set of activities. This is also known as restricted funding.

Protected characteristics

Protected characteristics as detailed in the Equalities Act 2010 are: Age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation.

At Bristol City Council we also consider socio-economic inequality to be a protected characteristic, as well as sources of inequality that are not specifically covered by the Equality Act such as people in care, refugees and migrants and people with caring responsibilities.

Find out more in: [Bristol City Council's Equality and Inclusion Policy & Strategy 2018-2023..](#)

Priority areas

Bristol continues to have deprivation 'hot spots' and Bristol City Council has identified 27 areas that experience multiple deprivations. These are priority areas for funding from the Cultural Investment Programme 2023-27 and are shown in red on the map on page 4 of [this document](#).

Objectives

Our objectives describe how we are going to achieve our aims.

Social change

Changes to a society's culture, institutions and behaviours.

Unrestricted funding

'Unrestricted funding' describes a grant / funding that an organisation can use in any way that they believe is appropriate to help them achieve their mission or aims.

Vision

Our vision describes the long-term change and impact that we want the Cultural Investment Programme 2023-27 to have.

Wider council strategies relating to the Cultural Investment Programme

Corporate Strategy 2022 – 27

This is the council's main strategic document for the next five years. It informs everything the council does, how we plan for the future, and sets out our priorities and contributions to the One City Plan.

<https://bristol.citizenspace.com/bristol-city-council/corporate-strategy-2021/>

One City Plan

The One City Plan takes the long view for the city and looks forward to 2050. It sets out a shared vision and goals for Bristol which have been agreed with many different partners including education, health, environment and communities.

<https://www.bristolonecity.com/about-the-one-city-plan/>

Bristol Cultural Strategy

This strategy was written in 2017 and looks at the role that culture can play in Bristol. It recognises the valuable contribution culture already makes to the city but also the potential for wider engagement.

<https://www.bristol.gov.uk/policies-plans-strategies/arts-and-culture>

Contact the Arts and Events team

If you have any challenges accessing the Cultural Investment Programme Guidance Documents or completing the Application Forms, please contact: cityartsfunds@bristol.gov.uk or call us on 0117 922 2716.

Alternatively, you might find an answer to your question [in our FAQs](#). We will update this regularly with any questions we receive so that information is accessible to all. All questions will have personal identifying information removed.

Organisations to receive 12 month rollover investment (2023-4)			
OPENNESS	2017-22 round	2022-23 extension	2023-24 extension
1	acta	£20,400	£20,400
2	Asian Arts Agency	£9,600	£9,600
3	BCDP / Festival of Ideas	£28,560	£28,560
4	Bristol Old Vic	£80,000	£80,000
5	Circomedia	£23,800	£23,800
6	Cirque Bijou	£9,600	£9,600
7	Encounters	£9,600	£9,600
8	In Between Time	£9,690	£9,690
9	Knowle West Media Centre	£28,560	£28,560
10	MAYK / May Fest	£9,600	£9,600
11	RWA	£9,600	£9,600
12	Spike Island	£17,000	£17,000
13	St George's Bristol	£19,720	£19,720
14	Tobacco Factory Arts Trust	£29,920	£29,920
15	Travelling Light Theatre Co.	£13,600	£13,600
16	Trinity Community Arts	£13,600	£13,600
17	Watershed	£54,400	£54,400
	TOTAL	£387,250	£387,250

Cultural Investment Programme 2023-2027: Consultation Report

1. Overview and purpose of consultation

‘The Cultural Investment Programme provides opportunities for people and communities across the city to take part in the cultural life of Bristol, whether that is by attending a world-class music performance, a cutting-edge theatre production or taking part in a workshop, festival or exhibition in their local community.’

Marvin Rees, Mayor of Bristol (Cultural Investment Programme Prospectus 2018-22)

Bristol City Council is proposing to deliver a second Cultural Investment Programme (CIP) in 2023 – 2027. The vision for the fund will continue to ‘make arts and culture accessible for all’. Bristol City Council want to ensure CIP 2023 – 2027 is fit for organisations/individuals and Bristol citizens alike, and helps achieve the Bristol City Council Corporate Strategy and the One City Plan vision and objectives.

Between the 13th September and the 1st October 2021, Bristol City Council consulted on the following elements of the Cultural Investment Programme 2023 – 2027:

- The revised aims of the fund
- The ‘building blocks’ of the objectives of the fund

2. Methodology

2.1 Online Surveys

Two online surveys were used to generate feedback.

One survey targeted artists, creative practitioners and arts organisations currently funded by the Cultural Investment Programme. A second survey was published online on the Council website and via social media, for the wider cultural and creative industries sector to engage with.

A total of 43 people responded to the online questions.

2.2 Consultation events

Three public consultation events targeted at Bristol’s creative and cultural industries were held between the 21st and 24th of September, one of which specifically welcomed input from artists, creative practitioners and arts organisations who are led by and/or work with equalities groups. Two of these sessions were held online, and one was held in person. Closed captioning was available during one online session; British Sign language was available during both online sessions. A Bursary of £50 was available to support freelancers to attend.

A total of 55 people attended the consultation events.

2.3 Meetings with current recipients of Openness and Imagination funding.

During the consultation period, officers attended one to one meetings with 6 current recipients of Openness and Imagination funding.

3. Online survey results

3.1 Aims of the Cultural Investment Programme

Respondents were asked ‘To what extent do you agree or disagree with the proposed aims of the Cultural Investment Programme 2023-2027?’

36 respondents (84%) stated they either agreed or strongly agreed with the proposed aims.

1. 20 (47%) selected 'Strongly agree'
2. 16 (37%) selected 'Agree'
3. 0 (0%) selected 'Neither agree nor disagree'
4. 1 (2%) selected 'Disagree'
5. 6 (14%) selected 'Strongly Disagree'

4. Qualitative survey and event feedback

Qualitative feedback was gathered through 3 consultation events and 1 free text box in the surveys.

In the survey, respondents were asked if they would like to comment further on the proposed aims with regards to:

- Do you have anything further you would like to comment on with regards to the proposed aims of the Cultural Investment programme 2023-2027?

24 people responded to the open text sections on the online surveys.

During the consultation events, respondents were asked the following questions:

Questions relating to the aims:

- What are your thoughts/reflections on these aims?
- How well do they sit or align with your own/or organisations practice?
- How well do you think they align with issues currently facing Bristol and wider global issues as well?

Questions relating to the building blocks of our supporting objectives:

- Where do you feel the gaps are?

A total of 55 people attended the consultation events and fed back in breakout groups.

The feedback from the consultation events and free text from the surveys have been reviewed together, as both data gathering activities have generated recurring themes.

Where possible, comments have been grouped together by theme, with a range of examples presented below.

Not all comments received concerned the focus of the consultation, where relevant these have been included in section 7 as a potential basis for future consultation.

5. Comments on the aims of the fund

5.1 General positive feedback on the aims:

- 'We are very satisfied with the aims of the new fund'
- 'I think the aims are well considered and would provide a strong framework for allocating funding to a broad and diverse range of cultural projects and organisations'
- 'I think these aims sound excellent and a shift that is needed'
- 'I think they're brilliantly summed up!'

5.2 Scope of aims: respondents reflected on the scope and ambition of the aims, some of these were positive in nature, whereas others were concerned about the aims being too broad.

- 'General, broad reaching aims that I could see my organisation sitting comfortably under'
- 'Aims seems clear and broad and I know what they mean'
- 'Aims are very broad and open to interpretation'

- 'The aims of the programme have a broad reach which is very much needed. Addressing issues of equality and diversity has to be a key issue.'
- 'Aims are broadly what I'd expect. Align with my aims'
- 'The aims don't seem too dissimilar or scary'
- 'Because the funding is low, [the aims need to be] much more specific'
- 'Don't be too broad with aims because you also need to clearly exclude the people who might not work to the same principles'
- 'Hard to disagree with'

5.3 Language & terminology: the use and accessibility of language and terminology within the aims was frequently commented on.

- 'We would like to see the word equity used over equality, as we may need to address the inequality in the sector with positive action'
- 'Why equality rather than equity?'
- 'Consider use of term 'equity' rather than equality'
- 'We would like to propose a suggested change to the word equal to change it to equity.'
- 'You may wish to replace "diversity and equality" with "diversity, inclusion and equity" (equity is a social justice approach which recognises that not everyone starts from the same place so treating everyone equally does not always address disadvantage)'
- 'I would reiterate that being clear and consistent with terminology is important'
- 'The aims on their own don't give enough information about what is meant by equality & positive change'
- 'DIY culture and grass roots engagement feel like they may be a little bit like jargon, I'm not too clear what they mean'
- 'Not sure what is meant by new ideas'
- 'Supporting positive change feels ambiguous' – what kind of change and who for?'
- 'Is 'Bristol' just a physical location or a digital space too?'
- 'The language of people and partnerships was encouraging and more accessible'
- 'Language needs to be accessible for all'
- 'Supporting Bristol as a city OF new ideas- instead of as a city- FOR new ideas'

5.4 Connection to BCC corporate strategies: Respondents questioned how the aims connected to the wider Bristol City Council's corporate strategy.

- How do they relate back to the corporate strategy or climate strategy?
- How do they relate back to the Council's wider strategies?

5.5 Funding new activity: Respondents commented on whether funding for new activity should be prioritised over funding for long-established organisations

- 'Aim 1 needs to be enabled for existing, long-established organisations as well as the new ones'
- 'Is it that Bristol needs new or is it about sustaining and nurturing what's already there?'

6. Comments on the objectives of the fund

6.1 General comments that included positive feedback on the objectives:

- 'These are great. We wouldn't not want these.'

6.2 Language and terminology: the use of language and terminology within the objectives was also frequently commented on.

- 'What do we mean by 'new' and 'ambitious?'

- 'Needs definition around what is meant by underrepresented groups'
- 'Would be helpful to clarify terms around who you are talking about with mention to diversity – specifics'
- 'If you want to encourage people/organisations to apply that normally wouldn't – then the building block language needs to be more open, less jargony, more accessible, people need to be able to clearly see themselves in the language'
- 'The language used doesn't make me think of Bristol or capture what is special about Bristol'

6.3 Missing 'gaps': a number of comments were made on where respondents felt 'gaps' were in the objectives for the funds.

- 'There's nothing about audiences under Aim 2 which I would expect if it's for people making it, watching it and taking part in it.'
- 'Harder to see freelancers, non-professional world represented within these objectives'
- 'How will these relate to an artist? Would they tick objectives.'
- 'Mention of innovation and experimentation was missing from these building blocks'
- 'Feel like missing inclusion from building blocks'
- 'Missing lasting impact, legacy of grant , what happens after the grant period ends'
- 'Health and wellbeing feels like an add on, all objectives should be linked to health and wellbeing'
- 'Should include reference to art supporting mental health specifically as well as gazing outside of Bristol because that isn't mentioned'

6.4 Grouping of objectives within aims: a number of comments were concerned with which objectives should be attached to certain aims.

- 'New voices and stories would fit better under aim 1.'
- 'I didn't expect Business resilience to be under aim 1. I think it may fit better under aim 3, invest in people, places and partnerships'
- 'Aim 3 feels like it should include business resilience'
- 'Business resilience' feels like it's in the wrong place, doesn't relate to ideas and creativity'

6.5 Business resilience + Living Wage: some comments were concerned with the topic of business resilience, and there was a mixed response to the inclusion of the Living Wage.

- 'Business resilience feels more about organisations than individuals'
- 'These are relatively small amounts of money for larger organisations – resilience seems like an ambitious ask considering grant size'
- 'Tension between encouraging business resilience and new work / ideas'
- 'Business resilience – does this include sole traders'
- 'Living wage: will there be uplift in the funding? (we need to acknowledge that prices etc are rising...)'
- 'Something I would really like to see is a commitment from the Arts Organisations that are given funding with regards Fair Pay - a commitment to the paying a real living wage and a cap on salaries, so that organisations which pay their highest paid member of staff more than 3 times that of their lowest paid member of staff are automatically disqualified from applying for funding'

7. Other comments that highlighted specific issues.

Not all comments received concerned the focus of the consultation, where relevant these have been included below, as a potential basis for future consultation.

7.1 Application process:

- 'Development of the application process should ideally consider how individuals/organisations that don't speak 'fundraising language' or haven't applied for funding before can access the process'
- 'Could the application process allow / create alternate ways of applying? Invite outline proposals that then are invited to 2nd stage? Video apps? Conversation?'
- 'It needs a much less intensive first step'
- 'Organisations in receipt of larger funding pots should be encouraged (as a grant t&c) to support individuals or smaller organisations – to share knowledge'

7.2 Decision making process: Comments suggested that applicants wanted greater clarity about the fund's decision making processes.

- 'Who are these objectives for - will they be for artists/organisations to meet or are they for BCC to meet?'
- 'Alongside aims, have a metric showing how projects will be judged'
- 'Are some aims prioritised over others?'
- 'Aim 2: Is a complicated mix of social and financial issues to address, so where would funds be targeted?'

7.3 Inequity of place & spaces

- 'There are areas of the city that are removed from the cultural core'
- 'Great deal happening in a compressed area of the city'
- 'Need more support for smaller spaces for exhibition'
- 'Need to think about the spaces where events can happen'

8. Learnings from consultation and next steps

Feedback shows that the revised aims were generally found to be clear, well understood and relatable to the wide range of organisations and individuals who took part in the consultation.

Following the consultation, we will implement the following amendments to the proposal:

- Language: we will refine the language used within the aims and objectives based on the feedback received, and clarify the terminology used to help ensure greater accessibility. For example, considering the use of the word 'equity' over 'equality'.
- Objectives of the fund: we will reconsider the grouping of objectives set against specific aims.
- Further consultation: We will seek to schedule additional public consultation sessions on the additional themes raised in the report, most notably the accessibility of the fund.

Cultural Investment Programme 23-27 Risk Register

Negative Risks that offer a threat to The Cultural Investment Programme 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	Rolling over investment for all current Openness funded organisations for 12 months will reduce level of investment available for future CIP strands: 25-27 Imagination and 23-27 Originators rounds.	Delay to assessment process and recommendations CIP 23-27 investment (Openness and Imagination) due to Bristol City Council consultation around potential savings proposals.	Less organisations will be funded. Less areas of the city will benefit from access to arts and culture.	open	Inclusive Growth		Head of Culture and Creative Industries	Review and reduce scale of grant amounts in forthcoming CIP strands.		3	3	9					
2	Rolling over investment for current Openness funded organisations will risk being inappropriate spend of public money. BCC will be investing in organisations on the basis of application paperwork submitted 5 years ago (2017). It may include organisations who have not received investment based	Delay to assessment process and recommendations CIP 23-27 investment (Openness and Imagination) due to Bristol City Council consultation around potential savings proposals.	Reputational risk for BCC as a grant funder. At time of heightened scrutiny due to need for savings and budget review/s.	open	Inclusive Growth		Head of Culture and Creative Industries	Grant agreements with funded organisations to include BCC health check		2	3	6					
3	Rolling over investment for current Openness funded organisations alongside announcement of next, delayed round will cause confusion and discord in the culture sector. Operating the CIP is an important means by which the council maintains and builds relationships	Delay to assessment process and recommendations CIP 23-27 investment (Openness and Imagination) due to Bristol City Council consultation around potential savings proposals.	Reputational damage for BCC with cultural sector.	open	Inclusive Growth		Head of Culture and Creative Industries	Clear communication strategy developed with central BCC comms.		2	3	6					
4	Delaying award of Openness 23-27 to April 2024 will potentially disadvantage successful applicants. This may include previous Imagination funded organisations who have applied for Openness investment 23-27 due to easing of criteria. These are organisations particularly meeting diversity and inclusion equalities impacts. With delay they will potentially fall through the gap of receiving any investment for 12 months regardless of strength of	Delay to assessment process and recommendations CIP 23-27 investment (Openness and Imagination) due to Bristol City Council consultation around potential savings proposals.	Resilience of organisations will be threatened. Negative impact on BCC reputation as funder.	open	Inclusive Growth		Head of Culture and Creative Industries	Communicate recommendations for investment by end of 22/23 financial year to give applicants certainty. Review options of deploying budget to affected organisations in advance of April 24 by reducing other funding streams.		3	3	9					
4	Delaying award of Openness 23-27 to April 2024: risk will be organisations are no longer able to deliver against the aims and activities outlined in their applications.	Delay to assessment process and recommendations CIP 23-27 investment (Openness and Imagination) due to Bristol City Council consultation around potential savings proposals.	We don't achieve revised aims and objectives agreed through sector consultation and approved by dec cabinet		Inclusive Growth		Head of Culture and Creative Industries	Grant agreements with funded organisations to include setting new activity plans according to new timescale.		2	3	6					

5	Some organisations currently funded through Openness will not be recommended for the new round of Openness, and this will have an impact on these organisations.	The aims and objectives of the fund have changed and we have less money to invest. We must make difficult decisions and invest in the organisations that are best placed to help realise the CIP aims, objectives, and core principle.	Some organisations will not be directly funded by BCC and this may have an impact on the economic health of the organisation.	open	Inclusive Growth	Head of Culture and Creative Industries	Talk to the organisation and give feedback. Manage the communications announcing the new grantees and work with the PR team and Mayors office.	3	3	9					0
6	Grantee activity not reaching as many individuals/ groups with protected characteristics, and/ or communities in Bristol City Council's priority areas as anticipated.	As organisations are applying for funding for future activity, we do not have data about their audiences/ participants for the 2023-27 period. We have made recommendations for funding based on the information provided by grant-seekers in application forms and activity plans submitted. Grantees may need to adapt their plans due to external pressures/ circumstances beyond their control.	Progress made in advancing diversity, equity and inclusion in arts and culture for all Bristol's citizens, is slowed down/ delayed.	open	Inclusive Growth	Head of Culture and Creative Industries	Further rounds of the fund continue to further the reach of potential grantees in make the process accessible. Use the action plan identified in the equalities action plan. Use as wide networks as possible to share the next funding rounds.	2	3	6					0
7	Improvements and actions identified in the Equalities Action plan, to improve evaluation, data and accessibility, may not be completed due to resourcing challenges in the Arts and events team	Resourcing challenges in the Arts and events team	We are not able to undertake all the improvements and actions that we would like to. Plans to improve evaluation, data and accessibility of the fund are delayed.	open	Inclusive Growth	Head of Culture and Creative Industries	Prioritise this work and make sure the wider work of the team is balanced. Make sure we have the right resources in the team to complete the work.	2	2	4					0
8	Grantees not completing the CIP annual survey due to resourcing challenges	Resourcing challenges in grantee organisations	We do not have a complete data set to enable us to compile a Cultural Investment Programme annual report, and to inform funding decisions and future strategy.	open	Inclusive Growth	Head of Culture and Creative Industries	Work with an external evaluator as planned to support creation of templates so share with grantees to make the process as easy as possible.	2	3	6					0
8	Further cuts to total budget of the fund - reducing the scope of the portfolio.	BCC financial challenges	The aims and objectives of the fund may not be met.	Open	Inclusive Growth	Head of Culture and Creative Industries	Seek to raise funds from other sources and find ways of working with the city culture sector to invest in work that aligns with the aims of the fund.	3	3	9					

Equality Impact Assessment [version 2.9]



Title: Cultural Investment Programme 2023-2027	
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input type="checkbox"/> Service <input checked="" type="checkbox"/> Other [please state] Grant process	<input type="checkbox"/> New <input checked="" type="checkbox"/> Already exists / review <input checked="" type="checkbox"/> Changing
Directorate: Growth and Regeneration	Lead Officer name: Genevieve Adkins
Service Area: Culture and Creative Industries	Lead Officer role: Head of Culture and Creative Industries

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.

CIP is the way in which Bristol City Council distributes public money to support arts and culture. It includes three funds: Openness (4 year), Imagination (2 year), and Originators (1 year) with a vision ‘to make arts and culture accessible for all’.

The purpose of the cabinet report is to provide an update on process for allocations of Openness and Imagination funding to Bristol-based arts/cultural organisations in the context of the Bristol City Council consultation around proposals to reduce cost and generate more income to meet the challenge of a budget gap of £45.7 million or more over the next five years.

1. Propose rolling over investment to CURRENTLY FUNDED Openness organisations for 12 months (April 2023 - March 2024).
2. Propose approach to finalising recommendations for the allocation of new Imagination and Openness grant funding 2023 onwards

While the vision for CIP remains the same for new investment 2023 onwards, the aims of the Cultural investment Programme 2023-27 (approved by cabinet Dec 2021) have been intentionally aligned to key priorities around diversity, inclusion and equity in the [Bristol Council Cultural Strategy](#), the [Corporate Strategy 2022-27](#) (Good Growth: page 24) and the One City Plan and will be to:

- To support Bristol as a city of ideas, creativity and engagement
- To advance diversity, equity and inclusion in arts and culture for all Bristol’s citizens.
- Invest in people, places and partnerships to respond creatively to need and support social change.

This current proposal which includes rolling over investment in current Openness grantees and delaying investment in new applicants will delay the full impact of new aims and new environmental guiding principle until 2024.

This proposal is seeking the following cabinet approvals relating to investment of £1,770,624 in the Openness and Imagination strands of the Cultural Investment Programme:

That Cabinet:

1. Approves the proposed approach to rolling over investment to current Openness organisations for 12 months (April 2023-March 2024).
2. Approves the proposed approach to finalising recommendations for the allocation of Imagination funding 2023-25 (delayed until June 2023) and Openness funding (delayed until April 2024 – March 2027).
3. Authorises the Director: Management of Place in consultation with the Cabinet Member Deputy Mayor – Finance, Governance and Performance to award the funding as approved.

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 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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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
CIP 1 baseline and annual monitoring surveys for Openness, Imagination and Originators	The baseline data from CIP 1 (2018 – 22) provides an overview of the different communities that are likely

to be supported by CIP 2. CIP 1 was underpinned by 3 aims: 2 of which relate specifically to Equality impact: **Advancing Diversity and Equality in Arts and Culture**, and **Supporting the delivery of Bristol City Council's Corporate Strategy 2018-23**. To date 114 CIP grants have been distributed to organisations, activities and events scoring highly in their potential to achieve these aims and the objectives underpinning them. Annual surveys and regular relationship officer meetings for Openness and Imagination grant streams has allowed us monitor progress against these aims. Currently funded organisations are actively enabling Bristol citizens to have access to culture in 15 of Bristol's 27 priority areas.

Cultural activities that have been funded through CIP 1 are involving a wide range of priority groups and intersectional communities including: (*groups we seek engagement from as they were underrepresented in previous rounds of funding)

Black, Asian and minority ethnicity *
d/Deaf *
Neuro diverse
LGBTQIA+.
Refugees & asylum seekers
People with experience of mental ill-health
Families
Homeless groups
Visually impaired *
Young women of colour *
Adults who experience social isolation
Older people (55-69yo)
Unemployed
People recovering from drug and alcohol addiction
Isolated residents
Carers
Children, and young people
People from lower socio-economic backgrounds
Single parents

Black, Asian and minority ethnic, LGBTQIA+ and disabled people
Disabled musicians
Black, Asian and minority ethnic musicians, and young disabled musicians

In terms of intersectionality, groups that have been supported though CIP1 include the following examples: **Paraorchestra** (Black Asian Minority Ethnic musicians and young disabled musicians),

	<p>Ethnic, People from lower socio-economic backgrounds. Children and young people (18-25yo), single parents). These groups in themselves and their board members have people that run the organisations that identify as disabled and have a broad intersectionality.</p> <p>In CIP 2 we aspire to deliver a more engaged, proactive approach to reaching priority groups, and monitor impact through externally commissioned evaluation of the CIP programme. This has already been applied to the promotion and support offered alongside the application process for CIP2 but full impact is delayed according to the proposals in this paper until 2024 onward. Level of resourcing will impact our capacity to deliver a more engaged approach, commission external evaluation going forward. We will review this in 2023/24 and explore and propose ways to address this both internally and externally over the next four years to fully achieve the EqIA proposals.</p>
<p>Deprivation in Bristol 2019</p>	<p>CIP application guidance explicitly signposts potential applicants to map and data around social deprivation across different areas of Bristol. The current guidance states: ‘We want to make sure these neighbourhoods have the same, meaningful opportunities to access arts and culture as more affluent neighbourhoods.’ Applications are scored against where activities are happening, for and with whom, how barriers will be overcome, and what conversations and planning with relevant communities have happened prior to the application.</p>
<p>Map of current and previous CIP grant holders</p>	<p>While the distribution of CIP funding across Bristol wards is broad, and is reaching into 15 priority areas, CIP 2 will aim to continue and extend this reach into additional areas of high deprivation currently not receiving CIP activity e.g. Hengrove/ Whitchurch, Hillfields, Lawrence Weston / Avonmouth, Stockwood, St George Central and Troopers Hill. The impact of this will be delayed until 2024 due to proposals in this paper.</p>
<p>Additional comments:</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 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.

- Although we monitor protected characteristics, this process has been disrupted by COVID-19 restrictions and we do not have an up-to-date evidence base.
- Data collection is ongoing, however fuller evidence will not be available until 2023.
- We do not currently collect data on all applicants, only audience data of funded projects and programmes.
- Due to time scales of current decision pathway and proposals in context of budget review the Arts Development team have not had time to fully understand the impact of the rollover of investment in current Openness organisations.
- The team have not had time to analyse the implications this will have on organisations not funded or with funding delayed due to these proposals.
- One potential implication if this proposal is approved is that as the roll over cost will be higher, it may not be possible to run Originators which is the smaller fund. This is the fund that is for artists and smaller organisations and potential grantees and for some is the first step in applying for funding.

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.

CIP 1 and CIP 2 process and aims have been informed by the following stakeholder engagement:

CIP Originators 20/21 review pilot – September 2020 to April 2021

Participatory focus groups: 4 sessions involving 10 invited citizens

In Autumn 2020 the BCC Arts and Events teams trialled a new participatory approach to reviewing and re-designing the Cultural Investment Programme, beginning with the Originators strand. A first step towards a co-designed Cultural Investment Programmes for Bristol that compliments the deliberative democratic approaches being introduced elsewhere in the council including the Citizens Assembly. The approach used the Arts and Event's team's Engage, Listen, Collaborate, Co-design ethos. Focus group was carefully planned and delivered to enable participants with a purposefully diverse range of arts and culture experience as well as either lived or embedded experience of protected characteristics including age, disability, race, sex and sexual orientation to work with officers to review and improve the Originators strand. This pilot resulted in:

- Plain English aims,
- Simplified, accessible form and guidance,
- Inclusion of images to illustrate the range of people and projects funded in the past as a visual welcome to equalities group projects and applicants
- Expanded offer of networking and one to one sessions for potential applicants. These were online due to Covid and for some this is more accessible to attend.
- Learning from working from this focus group is underpinning the proposed CIP2 funding round.

CIP Originators review survey (20/21 and 21/22 applicants)

CIP review survey requesting feedback on the refreshed CIP aims has been distributed to a 43 groups and projects currently funded through Originators, (25 delayed from 20/21 + 18 funded for 21 / 22) CIP's 'entry level' grant fund

CIP annual survey (Imagination and Openness)

The survey has been reviewed and updated to ask detailed and consistent information on audience / participant reach, and refreshed to ask questions around impact of Covid on delivery of activities with Bristol citizens and request feedback on the refreshed aims proposed for CIP2. We had a just under 50% response rate with 20

responses to date:

CIP review Focus groups

21st – 24th Sept

55 attendees

Three public consultation events targeted at Bristol's creative and cultural industries were held between the 21st and 24th of September, one of which specifically welcomed input from artists & arts organisations who are led by and/or work with equalities groups. Two of these sessions were held online, and one was held in person. Closed captioning was available during one online session; British Sign language was available during both online sessions. A Bursary of £50 was available to support freelancers to attend.

During the consultation events, respondents were asked the following questions:

Questions relating to the aims:

- What are your thoughts/reflections on these aims?
- How well do they sit or align with your own/or organisations practice?
- How well do you think they align with issues currently facing Bristol and wider global issues as well?
- Where do you feel the gaps are?

CIP review online surveys

43 respondents

Online open survey on the Council website and via social media

Summary of learning from Review consultation

Feedback shows that the revised aims were generally found to be clear, well understood and relatable to the wide range of organisations and individuals who took part in the consultation.

Following the consultation, the following amendments were applied to CIP 2:

- Language: we refined the language used within the aims and objectives based on the feedback received, and clarified and simplified terminology to help ensure greater accessibility.
- Objectives of the fund: grouped, explained, simplified. The proposals in the paper to roll over the current programme mean that delivery of the new refocused CIP programme and impact of the delivery will not now be fulfilled until 2024

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 proposals will delay engagement with stakeholders as the assessment process is still live. There has been no consultation with the sector about the proposed changes to CIP in the cabinet report.

During the CIP 2023-27 round the following engagement is planned:

1-1 Meetings with key service providers with direct experience of and connections to communities of under-represented groups including Youth Services, BIF, Black South West Network, WECIL, Creative Youth Network, and Bristol Disability Equality Forum.

1-1 Meetings with key service providers with direct experience of and connections to communities of under-represented groups (2024-25) including Youth Services, BIF, Black South West Network, WECIL, Creative Youth Network, and Bristol Disability Equality Forum.

Participatory model

Continuing the participatory approach piloted in the Originator review in 2020 by broadening the CIP funding panel, balancing council officers with arts and culture representatives. Resource dependent.

Further consultation: We will schedule additional public consultation sessions on the additional themes raised during this round of consultation, most notably the accessibility of the fund. We also plan to engage with the new network of funded organisations in the 2023 round and get advice and previous learned experience from the CIP grantee alumni.

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 \(EqIA\) \(sharepoint.com\)](https://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)	
CIP guidance for all three strands will explicitly state <i>'We want to remove barriers and increase access for individuals and communities that have been historically marginalised or underrepresented. This is particularly for people with protected characteristics as detailed in the Equalities Act 2010. These protected characteristics are: Age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation. We know that this includes people who may identify themselves as sitting at the intersections of several minoritised identities.'</i> However although we encourage organisations to work with as broad an intersection of society and targeted groups, we can only assess the applications that come to us.	
PROTECTED CHARACTERISTICS	
Age: Young People	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	CIP1 programme has included Originator and Imagination grants to fund activities led by, or aimed at benefitting young Bristol citizens. The majority of Openness organisations have YP and skills development in their 4 year delivery plans. Monitoring of impact on this has been interrupted by covid. Regardless of this, and given the adverse effects of Covid on young people, their education and opportunities, particularly to have influence and employment within the cultural sectors, the aim is that over the four years of CIP2 the fund programme will have greater involvement from younger and older adults in planning and delivery of CIP.
Mitigations:	One to one meetings with key young person focussed service providers will take place when CIP 2 initial assessment and recommendations have been announced to continue to develop pro-active ways to engage young people in all aspects of CIP as well as potential applicants
Age: Older People	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	No adverse impacts identified
Mitigations:	
Disability	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	In CIP 1 we have prioritised under-represented groups in the decisions that we have made for example Black, Asian and minority ethnic, and Disabled people led organisations. CIP1 funded activity has been aimed at organisations and activity enabling and benefitting artists and audiences identifying as disabled people. CIP 2 has been explicitly reviewed and re-designed to improve the accessibility of the application process, and we will be engaging with key organisations on the refreshed aims and how CIP can reach and grow the power of citizens and communities identifying as disabled through arts and culture. The current proposals will delay the impact of this until 2024.
Mitigations:	Continue to work with key disability serving or led organisations to encourage applications from wider networks. Make the application process as simple as possible to limit barriers to applicants.
Sex	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	No adverse impacts identified
Mitigations:	N/A
Sexual orientation	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

Potential impacts:	CIP 2 explicitly intends to encourage applications from LGTBQIA+ led groups in the city, alongside other under-represented communities. Therefore CIP2 should not adversely impact on LGTBQ+ led group. The current proposals will delay the impact of this until 2024 and may impact disproportionately organisations that are lead by LGTBQIA+ groups in the city.
Mitigations:	N/A
Pregnancy / Maternity	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	We do not gather detailed data on pregnancy and maternity in the current programme, but we do know that some CIP funded organisations and projects are working specifically to support and creatively engage new mothers, particularly using arts and culture as a way to support health and wellbeing. There is no reason why they would be at a disadvantage for receiving further funding.
Mitigations:	N/A
Gender reassignment	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	In Bristol there were 3,220 citizens who said their gender identity was different from their sex registered at birth, which is 0.82% (about 1 in 120) of the overall city population. We know that a number of people involved in current CIP projects and activities identify as transgender, and that this may well be underreported. We do not therefore anticipate any negative impact for trans people or gender re-assignment.
Mitigations:	Monitor and respond through the 4 year programme
Race	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	CIP 2 explicitly intends to encourage applications from Black, Asian and minority ethnic led groups in the city, alongside other under-represented communities. Therefore CIP2 should not adversely impact on Black, Asian and minority ethnic communities. The current proposals will delay the impact of this until 2024 and may impact disproportionately organisations that are lead by Black, Asian and minority ethnic led groups in the city.
Mitigations:	Work with community organisation in that work with groups and networks to encourage applications. Make the application process as simple as possible to limit barriers to applicants.
Religion or Belief	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	No adverse impacts identified
Mitigations:	N/A
Marriage & civil partnership	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	No adverse impacts identified
Mitigations:	N/A
OTHER RELEVANT CHARACTERISTICS	
Socio-Economic (deprivation)	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	We see less applications from particular areas of deprivation in the city The current proposals will delay the impact of this until 2024 and may impact disproportionately organisations and individuals that are from an area of Socio-Economic (deprivation)
Mitigations:	Run focus sessions that engage and invite applications from those areas. Work with community organisation in those areas to encourage applications. Make the application process as simple as possible to limit barriers to applicants.
Carers	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	No adverse impacts identified
Mitigations:	N/A
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

CIP is already underpinned by a vision, aims and objectives, and robust and transparent assessment process, designed to support the delivery of our Public Sector Equality Duty. The proposal for CIP2 creates benefits for people based on their protected or other relevant characteristics, and builds on this through the 4 years of delivery by:

- Consulting: this already has led to refreshed CIP aims and objectives
 - More engaged process: participatory approaches with target equalities groups
 - Flexible and responsive: Creating a funding framework that can flex to respond and maximise impact
- The full impact and benefits of the changes to CIP will not be fully realised until after the rollover investment recommended by the mayor's office has completed and the new CIP2 portfolio (for Openness and Imagination) is in place.

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 proposal will not have a negative impact as it is requesting investment to support arts and culture accessible for all over the next 4 years. However the decision to roll over investment in existing Openness organisations and delay investment in new Openness applications assessed against CIP 2 aims and guiding principle until 2024 will affect the level of impact for equalities communities.

Clear and simple language: we have refined the language used within aims and objectives, and all CIP paperwork, based on engagement so that the language we use is not a barrier for current applicants.

Accessibility: we will schedule additional public consultation and focussed engagement on the accessibility of the fund.

All of the above will continue through the 4 years of the CIP2 programme

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

We have refreshed and tested CIP aims through the engagement outlined in 2.4 so that they are now as proposed:

1. To support Bristol as a city of ideas, creativity and engagement
2. To advance diversity, equity and inclusion in arts and culture for all Bristol's citizens
3. Invest in people, places and partnerships to respond creatively to need and support social change.

In response to the Originators review in 2020 we tested a shorter time scale for assessing this fund to respond to requests that a one year fund needs to be more agile and responsive. We will continue to build on this pilot to ensure CIP2 can best benefit smaller, equality-led organisations, groups and artists

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
Rollover of investment in organisations currently funded through Openness (2018-22 round/CIP 1) for 12 months. Extension funding agreements will be drafted and signed before grant allocation for 23-24 to ensure organisations are continuing to meet CIP vision and aims, and detailing how they are delivering to priority groups.	Arts Development team	Jan – March 2023
Investment in organisations currently funded through Imagination will not be rolled over as Imagination is project rather than core funding (Imagination 2020-22 round, received extension year investment in 2022-23 to complete project activity delayed by covid). Current grantees will be communicated with. These grantees will include current applicants, either to Imagination or Openness 2023 onwards. The delay around future investment will be a negative impact for some, and may threaten jobs and survival of organisations. The Arts Development team have not had time to plan actions to mitigate for this issue.	Arts Development team in consultation with Mayor's Office	Jan – March 2023
Openness investment to be awarded through CIP 2023-27 will be delayed until April 2024 while the assessment and recommendation process is completed. Funding will be allocated from April 2024. Current grantees will be communicated with. These grantees will include current applicants, either to Imagination or Openness 2023 onwards. The delay around future investment will be a negative impact for some, and may threaten jobs and survival of organisations. The Arts Development team have not had time to plan actions to mitigate for this issue.	Arts Development team in consultation with Mayor's Office	Jan – March 2023
Evaluation - Design a reflective evaluation programme that is core to the funding process. The aspiration is that this will be supported by more officer time and the services of an independent evaluator when resourcing, internal and external, is identified for this. Create an annual report and run reflection sessions for current applicants to improve the fund through the funding period.	Elise Hurcombe	Dec 2022 draft brief Jan-March 2023 recruit

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.


1. Monitor and record how we've promoted the opportunity to apply to CIP2
2. Monitor and record impact and quality of rollover activity plans
3. Regularly review the application and assessment process from an equalities perspective and mitigate risks of discrimination & disadvantage
4. Review successful new Imagination and Openness applications to understand the impact of decisions, and

delays, and how this impacts on intended delivery

5. Review the action plan and twice a year and set goals throughout the year that are outlined in the actions 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 Director¹.

Equality and Inclusion Team Review: <i>Reviewed by Equality and Inclusion Team</i>	Director Sign-Off:  Patsy Mellor, Director Management of Place
Date: 9/1/2023	Date: 9 th January 2023

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.

Title of report: Cultural Investment Programme 2023-2027			
Report author: Patsy Mellor			
Anticipated date of key decision: 24 January 2023			
Summary of proposals:			
<ol style="list-style-type: none"> 1. To update cabinet on the Cultural Investment Programme (CIP) in the context of the budget review, and propose revised way forward for allocating CIP Openness and Imagination funding to Bristol-based arts/cultural organisations 2023 onwards. 2. To seek approval to rollover investment to currently funded Openness organisations for 12 months (April 2023 - March 2024) 3. To seek approval for a revised approach to finalising recommendations and allocating new Imagination and Openness grant funding (CIP 23-27 round) 			
Our vision for the Cultural Investment Programme is to 'Make arts and culture accessible for all'.			
In seeking to support Bristol's City Councils Corporate Strategy and One City Plan, the key aims of the Cultural Investment Programme 2023-27 are:			
<ol style="list-style-type: none"> 1. To support Bristol as a city of ideas, creativity and engagement 2. To advance diversity, equity and inclusion in arts and culture for all Bristol's citizens. 3. Invest in people, places and partnerships to respond creatively to need and support social change. 			
Will the proposal impact on...	Yes/ No	+ive or -ive	If Yes...
			Briefly describe impact
Emission of Climate Changing Gases?	Yes	-ive	<p>There will be no direct impacts from funding arts projects. The impacts from potential projects are not yet known, but they may include elements that increase, reduce, or remove greenhouse gas emissions.</p> <p>14% of applicant organisations during the previous round indicated that their projects would involve significant travel and 10% said that they would involve significant energy or fuel use.</p> <p>Examples of mitigation included encouraging low carbon travel among audiences or visiting artists, such as walking, using public transport, using electric vehicles, providing bicycles and using HVO fuel in place of diesel for generators</p>
			<p>Mostly applies to touring or festival-style events.</p> <p>Applicants will be asked whether their project(s) will be likely to use significant fuel, energy, travel, or materials with high embodied emissions, as well as about their own environmental or sustainability policies and aims.</p> <p>We will monitor the steps each funded organisation is</p>

			and tower lights.	taking to mitigate these impacts through biannual relationship meetings and refer festival type events to Bristol City Councils Events Team.
Bristol's resilience to the effects of climate change?	Yes	Likely +ive	<p>There will be no direct impacts from funding arts projects. The impacts from potential projects are not yet known, but they may include elements that increase or reduce climate resilience.</p> <p>Addressing the climate and ecological emergency is a guiding principle for the CIP 23-27 fund; therefore the new portfolio will have the potential to deliver a significant beneficial impact on climate and ecological awareness.</p>	<p>Applicants will be asked about the likely climate or ecological impacts of their project(s), as well as their own environmental or sustainability policies and aims.</p> <p>We will monitor the steps each funded organisation is taking to mitigate these impacts through biannual relationship meetings.</p>
Consumption of non-renewable resources?	May	-ive	<p>There will be no direct impacts from funding arts projects. The impacts from potential projects are not yet known, but they may include elements that increase, reduce or eliminate the consumption of non-renewable resources.</p>	<p>Applicants will be asked whether their project(s) will be likely to use fuels, energy, or materials with high embodied emissions, or that will generate unrecyclable waste, or as well as about their own environmental or sustainability policies and aims.</p> <p>We will monitor the steps each funded organisation is taking to mitigate these impacts through biannual relationship</p>

				meetings.
Production, recycling or disposal of waste	Yes	-ive	<p>There will be no direct impacts from funding arts projects. The impacts from potential projects are not yet known, but they may include elements that alters performance against the waste hierarchy, or increases or reduces waste production.</p> <p>5% of applicant organisations in the previous round indicated that their project would create a significant amount of waste.</p> <p>Examples of mitigation included using recyclable materials and providing onsite recycling.</p>	<p>Applicants will be asked whether their project(s) will be likely to produce a significant amount of waste that will not be reused or recycled, as well as about their own environmental or sustainability policies and aims.</p> <p>We will monitor the steps each funded organisation is taking to mitigate these impacts through biannual relationship meetings.</p>
The appearance of the city?	May		<p>There will be no direct impacts from funding arts projects. The impacts from potential projects are not yet known, but they may include elements that enhance or detract from the appearance of the city.</p>	<p>Applicants will be asked about the likely climate or ecological impacts of their project(s), as well as about their own environmental or sustainability policies and aims.</p> <p>We will monitor the steps each funded organisation is taking to mitigate these impacts through biannual relationship meetings.</p>
Pollution to land, water, or air?	May		<p>There will be no direct impacts from funding arts projects. The impacts from potential projects are not yet known, but they may include elements that increase, reduce or remediate pollution.</p>	<p>Applicants will be asked whether their project(s) will be likely to cause pollution or a nuisance, as well as about their own environmental or sustainability</p>

				<p>policies and aims.</p> <p>We will monitor the steps each funded organisation is taking to mitigate these impacts through biannual relationship meetings.</p>
Wildlife and habitats?	Yes	-ive or +ive	There will be no direct impacts from funding arts projects. The impacts from potential projects are not yet known, but they may include elements that enhance or damage the ecological value of green spaces.	<p>Applicants will be asked whether their project(s) will be likely to enhance or damage habitats, as well as about their own environmental or sustainability policies and aims.</p> <p>We will monitor the steps each funded organisation is taking to mitigate these impacts through biannual relationship meetings.</p>

Consulted with: Environmental Performance Team; Culture and Creative industries

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

There are no direct impacts from the provision of funding. The projects funded will be temporary and the amount of funding will limit their environmental impacts to some extent. The environmental impacts will depend on how the organisations funded carry out their environmental plans. These are specific to applicants and are detailed in their application papers and forward planning.

As part of the application process, all Imagination (2 year funding) and Openness (4 year funding) organisations in the new 23-27 CIP round have answered the following environment / eco-impact questions:

- Does the Applicant have an environmental or sustainability policy?
- Can the Applicant demonstrate an active aim of reducing their environmental impact and becoming more sustainable?
- Will the proposed project:
 - require significant amounts of travel (either in the course of work or from visitors),
 - require significant amounts of fuel or energy
 - Have a significant impact on green spaces (such as through littering of types that may be harmful to wildlife or increased foot traffic through areas of higher conservation value that are close to event areas)

- require the use of materials with high embodied carbon emissions from their manufacture (such as Portland cement and non-recycled metals)?
- Will the proposed project produce a significant amount of waste that will not be reused or recycled, or cause significant pollution or nuisance? This includes dust, noise, light pollution and polluting emissions to air, water or land.
- Will the proposed project contribute to raising awareness of climate or ecological emergencies?

Originator (1 year funding) applicants will be asked:

- Will the proposed project contribute to raising awareness of climate or ecological emergencies?

Imagination and Openness proposals include the following measure to mitigate the impact. If the organisations do not have environmental plans, as part of the agreement they will be required to develop plans and implement them. The progress of these plans will be discussed during twice yearly relationship meetings.

The net direct environmental effects of the proposals will be very minor impacts in administration of the funding scheme. The net indirect impacts from the projects themselves are likely to be small, although there is potential for a significant beneficial impact on climate and ecological awareness if any environmental projects capture the public imagination.

Further to this, any funded projects that constitute a festival type event are referred to Bristol City Councils Events Team, for up to date guidance on how to minimise environmental impact and maximise the 'green' production of events through the use of recyclable and/or reusable sustainable products and materials.

The net direct environmental effects of the proposals will be very minor impacts for both administering the funding scheme and the projects themselves. There is potential for a significant beneficial impact on climate and ecological awareness through capturing public imagination in projects and activities.

Checklist completed by:

Name:	Elise Hurcombe
Dept.:	Arts Development, Management of Place.
Extension:	
Date:	11/01/2023
Verified by Environmental Performance Team	Giles Liddell, Project Officer – Environmental

Decision Pathway – Report

PURPOSE: Key decision

MEETING: Cabinet

DATE: 24 January 2023

TITLE	Energy Efficiency Measures For Homes		
Ward(s)	Citywide		
Author: Helen Reed	Job title: City Leap Client Function Lead		
Cabinet lead: Cllr Kye Dudd, Cabinet Member for Climate, Ecology, Energy and Waste	Executive Director lead: Stephen Peacock, Executive Director Growth and Regeneration		
Proposal origin: BCC Staff			
Decision maker: Cabinet Member	Decision forum: Cabinet		
<p>Purpose of Report: This report sets out actions to deliver key commitments within the One City Climate Strategy to:</p> <ol style="list-style-type: none"> 1. Decarbonise heat within the city 2. Use grant funding to make capital investments in buildings to reduce their energy demand and cost <p>Cabinet is asked to</p> <ol style="list-style-type: none"> 1. Accept UK Government grant funding applied for and permission to apply for further funding under the Home Upgrade Grant scheme up to 2025. 2. Note that it is intended for the scheme to be delivered by Ameresco as the council’s City Leap partner 			
<p>1. Evidence Base:</p> <ol style="list-style-type: none"> 1.1. Bristol City Council declared a Climate Emergency in November 2018 and the Mayor published his initial Action Plan in July 2019, including an ambition for the city to be carbon neutral by 2030. 1.2. Bristol City Council developed and endorsed the One City Climate Strategy February 2020 committing to decarbonisation actions within its own estate and the city. 1.3. Bristol City Council approved its Climate & Ecological Emergency Programme on 3 November 2020 to help implement the strategy, including a key objective of the council leading the city by example. 1.4. 14.4% of homes in Bristol are in fuel poverty, that represents 27,615 households in the city (LILEE Sub-regional data 2019). <p>2. Private Homes</p> <ol style="list-style-type: none"> 2.1. As part of the Heat and Buildings Strategy, Central Government (BEIS) has allocated £950 million to the Home Upgrade Grant (HUG) from April 2022 to March 2025. BEIS have already had two rounds of funding 			

and intend to open further opportunities to bid for this funding, until all funds have been allocated by 2025.

- 2.2. In February 2021 Bristol City Council was successful in being awarded £3.2million for improving low income, low energy efficiency owner occupied households.
- 2.3. Subsequently, in March 2022 Bristol City Council was successful in being awarded a further £3.6million to support homes without gas central heating that were both low energy efficiency and low-income households. This funding was called the Home Upgrade Grant Phase 1 (HUG1).
- 2.4. Bristol City Council submitted a consortium bid in November 2022 for HUG Phase 2 funding. This was done under delegated authority from Cabinet paper “Delivery of Energy Efficiency and renewable energy measures to reduce fuel poverty, household expenditure and carbon emissions” (Link below). The consortium is with North Somerset, and Bath and North East Somerset (B&NES) councils, and the total bid is for £11.4 million. The bid is an 100% grant funded programme to support households with energy efficiency measures and low carbon heating.
- 2.5. The HUG2 bid proposal will see £10million being delivered in measures across the region. £3million of which will be delivered directly into Bristol.
- 2.6. Should we be successful in our grant application, announcements should be in January, initial funding is transferred from February 2023 and installation starting from March 2023.
- 2.7. The funding will be subject to a Memorandum of Understanding (MOU) with BEIS which will set out the terms of the spending and the return of any unspent grant at the end of the programme.
- 2.8. Installation will be carried out by Ameresco Limited (the strategic partner procured by the council to deliver low carbon energy infrastructure through the City Leap partnership and/or another contractor procured via a regulated procurement.

Cabinet Member / Officer Recommendations:

That Cabinet:

1. Authorise the Executive Director for Growth and Regeneration, in consultation with the Cabinet Member for Climate, Ecology, Energy and Waste and the s151 Officer, to (if successful), enter into a grant agreement to accept and spend £11,393,650 Home Upgrade Grant (HUG2) awarded by central government to Bristol City Council and its partners to deliver energy efficiency and renewable measures to low-income private households with poor energy efficiency ratings.
2. Authorise the Executive Director for Growth and Regeneration, in consultation with the Cabinet Member for Climate, Ecology, Energy and Waste and the s151 Officer, to bid for, enter into a grant agreement to accept, and spend any additional funding or extensions offered on the Home Upgrade Grant up to end 2025, provided that the grant conditions remain materially the same and it is 100% grant funded.

3. Authorise the Executive Director for Growth and Regeneration, in consultation with the Cabinet Member for Climate, Ecology, Energy and Waste to procure and award the contract(s) (which may be over £500k) necessary for the implementation of Home Upgrade Grant, in line with the procurement routes and maximum budget envelopes outlined in this report, noting the associated Legal commentaries.
4. Authorise the Executive Director for 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 in line with the provisions of the grant agreement.

Corporate Strategy alignment:

1. Contribution to running Bristol on clean energy
2. Tackle fuel poverty by increasing low-income household's energy efficiency rating while reducing their energy bills
3. Deliver cost effective carbon savings and progress Bristol towards its target for net zero by 2030.

City Benefits:

1. Reduce the council's and city's carbon footprint contributing to sustainability
2. Support over 150 homes in fuel poverty in Bristol and over 500 across the region
3. Support economic resilience and a green recovery in response to the economic impacts of Covid-19
4. Use learnings from the delivery experience to inform the development and design of further energy efficiency and heat schemes
5. Support local supply chain growth and job creation in the energy sector
6. Facilitate actions by city partners and citizens to reduce their carbon footprints
7. Deliver external funding for investment in the City.

Consultation Details:

5th December – Cllr Kye Dudd

Background Documents:

[file \(bristol.gov.uk\)](https://www.bristol.gov.uk) – The Mayor's Climate Emergency Action Plan

[The One City Climate Strategy](#)

[The Climate & Ecological Emergency Programme](#)

[Apply for the Sustainable Warmth competition - GOV.UK \(www.gov.uk\)](#) funding to improve the energy efficiency of low income, low energy efficiency homes.

Fuel Poverty Sub-regional data:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/981910/2021-sub-regional-fuel-poverty-tables.xlsx

[Delivery of Energy Efficiency and renewable energy measures to reduce fuel poverty, household expenditure and carbon emissions](#)

Heat and Buildings strategy - [Heat and buildings strategy - GOV.UK \(www.gov.uk\)](#)

Revenue Cost	£1.4million	Source of Revenue Funding	100% Grant
Capital Cost	£10 million	Source of Capital Funding	100% Grant
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:

- I. The report seeks approval (if the bid is successful) to accept the grant offer (subject to point 7 below) and spend the funds over a 2-year period during 2023/24 and 2024/25.
- II. The grant is a consortium bid with North Somerset (NS), and Bath & North-East Somerset (B&NES) for £11.4million for a 100% grant to install energy efficient modifications in 545 homes of people who meet specific income eligibility criteria.
- III. The grant bid allows for pre-project Mobilisation expenditure to be funded from the grant. This funding is expected to be £0.1million and will be paid and received around February / March 2023, before the project go live date of April 2023, if the bid is successful.
- IV. The project funding for capital works is £9.8million, plus revenue funding for overheads of £1.5million.
- V. Bristol will be delivering this project across the three consortium regions, with a direct capital investment into the city of Bristol of £3million.
- VI. Table 1 outlines the HUGS phase 2 bid funding across the 3 OLA's:

BID OVERVIEW - HUGS Phase 2 (Nov 22)			
Summary by OLA	No of Homes	Average Cost	TOTAL
Bristol City Council	167	£18,000	£3,006,000
North Somerset	211	£18,000	£3,798,000
Bath & North East Somerset	167	£18,000	£3,006,000
Total Capital expenditure	545		£9,810,000
Mobilisation - pre project expenditure			£112,150
Overheads (15%)			
Bristol Ancillary			£1,353,050
North Somerset Ancillary			£82,450
Bath & North East Somerset Ancillary			£36,000
Total Revenue expenditure			£1,471,500
Total			£11,393,650

- VII. The full terms of the grant offer letter will be reviewed and approved by the S151 officer at the grant acceptance stage, if successful.
- VIII. The project will be delivered via the City Leap partner, therefore risks previously identified with other energy bids (time scales, cost pressures, price inflation, compliance) will fall to the City Leap partner and not the City Council. The bid does not require match funding from the Council.
- IX. The grant conditions require the Council to submit regular applications for “batch” funding in line with staged implementations of houses sign-off for energy improvements, this reduces the potential issue of returning

unspent funds at the end of the project.

Finance Business Partner: Kayode Olagundoye, Interim Finance Business Partner for Growth and Regeneration, 14th December 2022.

2. Legal Advice:

Whilst the MoU is not legally binding, the council will of course be expected to adhere to its terms by BEIS. The terms are similar to those in the HUGS Phase 1 MoU and do not present any unexpected risks to the council in terms of management of the grant distribution, if successful.

The council is not an economic operator for the purposes of receiving any funding from BEIS and therefore the receipt of any funding would not present a subsidy control issue. The council will need to ensure that the funds are spent in a way which is compliant with both the Subsidy Control Act 2022 and the Public Contracts Regulations 2015/Concession Contracts Regulations 2016, as well as the council's own procurement rules. Expenditure is stated to be via the City Leap Joint Partnership and Ameresco. As Ameresco were compliantly procured as the City Leap concessionaire, this should satisfy all of the legislation identified above. Should the route to market be changed, then further legal advice will be provided.

Legal Team Leader: Husinara Jones, Team Manager Commercial and Governance: Governance Lead 6th January 2023

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

IT Team Leader: Alex Simpson, Solution Architect Practitioner, 28 November 2022

4. HR Advice: There are no HR implications evident

HR Partner: Celia Williams, HR Business Partner, 25 November 2022

EDM Sign-off	Stephen Peacock, Executive Director Growth and Regeneration	16 th December 2022
Cabinet Member sign-off	Cllr Kye Dudd, Cabinet Member Climate, Ecology, Energy and Waste	5 th December 2022
For Key Decisions - Mayor's Office sign-off	Mayor's Office	19 th December 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	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

Equality Impact Assessment [version 2.9]



Title: Home Upgrade Grant	
<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 checked="" type="checkbox"/> Already exists / review <input type="checkbox"/> Changing
Directorate: Growth and Regeneration	Lead Officer name: Hannah Spungin
Service Area: Energy	Lead Officer role: Programme 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.

The Home Upgrade Grant is a grant funded program installing energy efficiency measures and improvements to homes on low incomes with low energy efficiency ratings. We expect the funding made available to result in the following outcomes:

- Tackle fuel poverty by increasing low-income homes’ energy efficiency rating and reducing their energy bills – a key principle of the Fuel Poverty Strategy 2021.
- Deliver cost effective carbon savings to carbon budgets and progress towards BCC’s UK’s target for net zero by 2030
- Support clean growth and ensure homes are thermally comfortable, efficient, and well adapted to climate change.
- Support economic resilience and a green recovery in response to the economic impacts of Covid-19, supporting thousands of jobs.

1.2 Who will the proposal have the potential to affect?

<input type="checkbox"/> Bristol City Council workforce	<input 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.

Yes **No** [please select]

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
JSNA Chapter on Fuel Poverty in Bristol	This gives us a picture of Fuel Poverty in Bristol. The people it affects and the impacts it has JSNA Fuel poverty 2021.22 (bristol.gov.uk)
EPC Data on the Energy Performance of domestic properties.	EPC data is useful in determining areas to target for the scheme by identifying areas with homes with poor energy efficiency that could likely benefit from the support of this scheme.
Parity Projects	Bristol City Council have purchased Parity Projects Data. Parity projects is a housing data analytics service and includes up to date RdSAP and EPC assessment data overlaid with existing data on IMD and areas of Fuel poverty. Home - Parity Projects
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 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 does not 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.

Whilst there is comprehensive diversity monitoring for some evidence sources e.g. Quality of Life survey there are gaps in our data for some protected characteristics that historically have not been included in census and statutory reporting, such as sexual orientation. There are gaps in the link between the EPC data and any protected characteristics.

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 will be working with community groups that support/work with people with particular protected characteristics to promote the scheme and the overall support available for energy efficiency measures. We will promote the project to the community hubs that are involved with the We Are Bristol helpline and supporting vulnerable households across the city. We will promote the service through third sector organisations that we have close links with such as We Care, CSE and talking money as well as to our own internal teams who work with people who are more likely to be in Fuel Poverty.

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 successful delivery of this scheme relies on us accessing some of citizens in Bristol from protected characteristic groups who have not historically engaged with similar schemes to the same extent. It is therefore essential that we engage with relevant stakeholders around the design and delivery of the scheme. We are currently in the process of recruiting a dedicated resource to work solely on engagement and ensuring we are accessing those most in need.

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>We have not identified any significant adverse impacts on people based on their protected characteristic at this stage. However we are aware of existing disparities which we will aim to address where possible through inclusive and accessible design, communication and delivery of the Home Upgrade Grant programme.</p> <p>Where practicable mitigating actions will be taken by the contractor to minimise the impact of these works. Residents will be advised in writing of the work required and when it will be done, providing contact details so they can raise any impact concerns.</p> <p>As part of the quality scoring assessment for joining the Responsive Repairs Framework, providers will be required to demonstrate a good understanding of Equality Act 2010 requirements and the public sector equality duty; including that equality of opportunity is central to internal processes / workforce; and services will be regularly tailored and reviewed to meet the diverse needs of Bristol citizens.</p> <p>There will be ongoing quality assurance and monitoring of framework providers and the works will be carried out by skilled Contractors, who will have substantial experience of working on properties in the social housing sector. Contractors will be expected to communicate clearly with all tenants while the works are being carried out. Tenants will be kept fully informed about the process.</p>	
PROTECTED CHARACTERISTICS	
Age: Young People	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	As Older people below - younger families may spend longer in their home, or be put off from building works because disruption
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"> - 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 debt¹.
Mitigations:	<p>In terms of engagement, we are using local support agencies to refer people into our services. We offer the online form, but we are also able to post out forms or have a member of staff call somebody. WE try to reduce as many barriers to accessing the scheme as possible as most people on the scheme are vulnerable and need additional support to undertake these works in their house.</p> <p>Support and advice is given to home owners around how to use their heating system or what the impact of the energy efficiency measures are. In this scheme we have employed the support of CSE and their energy advice service and where customers are vulnerable we intend to provide additional support and energy advice.</p>
Disability	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> - Many households that contain people with a physical disability generally spend longer in their home than the nondisabled households and require higher levels of heat. - Economic activity levels are much lower for the disabled people in Bristol than for nondisabled 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.

¹ Sources: Department of Energy & Climate Change (2012) Annual Report on Fuel Poverty; National Energy Action (2012) Focus groups of older people, families and households with disabilities and long term health conditions

	<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 in households where the householder is physically disabled. - Households with mental health disability, especially where the householder has a mental health disability have significant compounded and multiple issues leading to these homes paying the highest fuel costs and not accessing support or utilising their heating systems efficiently resulting in them being the coldest homes in the city. - 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 a physical disability have a greater requirement to minimise disturbance and greater occupants needs that the "average" household.
Mitigations:	Support and advice is given to home owners around how to use their heating system or what the impact of the energy efficiency measures are. In this scheme we have employed the support of CSE and their energy advice service and where customers are vulnerable we intend to provide additional support and energy advice.
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 checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> - A number of LGB households value their home as a "safe space" and are extremely reticent about granting access².
Mitigations:	All of our subcontractors are aware of types of homes we work in and are conscientious in their approach to homeowners.
Pregnancy / Maternity	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input 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:	Support and advice is given to home owners around how to use their heating system or what the impact of the energy efficiency measures are. In this scheme we have employed the support of CSE and their energy advice service and where customers are vulnerable we intend to provide additional support and energy advice.
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:	<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 in some Black, Asian and minority ethnic households where there can be a language or cultural barrier to the householder understanding their heating system. For example, 5.1% of households in Bristol did 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.

² Source: http://www.shu.ac.uk/_assets/pdf/ceirLGBCommunitiesExecutiveSummaryNov2012.pdf

	<ul style="list-style-type: none"> - Most households do not like the disturbance of building works, in some Black, Asian and minority ethnic household communities this is compounded by language barriers³. - Many Black, Asian and Minority Ethnic households live in the most poor-quality housing that costs more to heat than the “average” home.
Mitigations:	In our feedback form we monitor protected characteristics. We will often benchmark this against the demographic in the area we are delivering. Where we are falling below the racial mix we will often take endeavours to improve our outreach. On previous schemes we have had success with local community groups and places of worship. We will also offer translation services and always print material to BCC standards of inclusivity.
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 will be a disproportionately high impact on people living in deprivation because the programme aims to address the needs of people living in fuel poverty
Mitigations:	This is a positive thing and therefore we do not mitigate it.
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:	The Gypsy & Traveller community 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:	Unfortunately this is not something we can mitigate for as the scheme will only support those living in permanent buildings. Where traveller communities may be in a house the scheme is open to them.

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

³ Sources: - Kensington & Chelsea Community Enterprises CIC (2012) Switching household energy tariffs – an action research study - Centre for Sustainable Energy (2005) Developing effective energy advice for BME Communities, <http://www.cse.org.uk/pdf/pub1042.pdf> - Damon Gibbons & Rosanna Singler (2008) Cold Comfort: A review of coping strategies employed by households in fuel poverty - Equality & Human Rights Commission (2009) Race discrimination in the construction industry

This proposal will support those in Fuel Poverty. It is known from our JSNA chapter that those whose health is at highest risk from the harmful effects of living in a cold home include:

- older adults
- young children
- households with someone who is disabled or has a long-term limiting illness
- respiratory or circulatory disease
- mental health problems

Therefore, this proposal is most likely to support the individuals outlined above in a positive way. By supporting the improvements and living conditions of people with the above protected characteristics it can reduce the harmful effects of living in a cold home and increase quality of life. It can reduce household bills and increase school attainment. (evidenced in JSNA). This in turn would lead to minimising disadvantages suffered by people due to their protected 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:

No significant negative impact however there are existing disparities for equalities groups.

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

The nature of the grant funding means that people with protected characteristics will be supported by this bid and therefore minimising disadvantages suffered by people due to their protected characteristics.

The report highlights the need to connect with community groups and organisations to maximise the promotion of the scheme and ensure we access those more in need in the poorest efficiency homes.

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
Recruit within the grant an officer to co-ordinate links with communities and organisation internally and externally	Hannah Spungin	31/03/2023


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.

- Achieving the number of homes.
- Improving links with local organisations
- Improving referrals from target 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 Director⁴.

Equality and Inclusion Team Review: <i>Reviewed by Equality and Inclusion Team</i>	Director Sign-Off:  Peter Anderson Director of Property, Assets & Infrastructure
28/11/2022	Date: 29/11/2022

⁴ 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: Carbon Reduction Projects				
Report author: Steve Ransom				
Anticipated date of key decision January 2023				
Summary of proposals: To apply for and spend grant monies to be used for carbon reduction measures in private homes via funding from Central Government. To install energy efficiency measures that will improve the SAP rating of homes.				
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	+ve	Overall reduction on carbon emissions from Private households in Bristol.	n/a
		-ve	Although there will be embodied emissions in equipment and emissions associated with installation, the in-use carbon reduction will reduce emissions overall.	
Bristol's resilience to the effects of climate change?	Yes	+ve	Improve the efficiency (and therefore resilience) of private households in Bristol	
Consumption of non-renewable resources?	Yes	+ve	Reduction in fossil fuel usage in private households as renewable energy systems will be installed under this scheme.	n/a
Production, recycling or disposal of waste	Yes	-ve	Retrofit works will inevitably lead to the production of recyclable and non-recyclable waste.	Installers will plan works to minimise waste and ensure that the waste hierarchy is followed.
The appearance of the city?	Yes	-ve or +ve	There may be concerns over the visual impact of the development of new renewable energy generation on homes	Any new installations will need to adhere to local planning policy. Any visual impact will be considered by the installer, planning and

			that some of the measures are designed to encourage. Some people like the appearance of solar panels.	the household.
Pollution to land, water, or air?	Yes	+ve	Reducing fossil fuel use will reduce associated pollution.	
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 to reduce the level of carbon emissions within the City and support the reduction of Fuel Poverty.</p> <p>The proposals includes any measure that will lead to an increased SAP rating of a domestic property and ultimately improve the EPC rating.</p> <p>The net effects of the proposals will be beneficial in reducing carbon emissions and in progressing the Climate Emergency Action Plan.</p>				
Checklist completed by:				
Name:		Hannah Spungin		
Dept.:		Energy Service		
Extension:				
Date:		28/11/22		
Verified by Environmental Performance Team		Giles Liddell, Project Manager - Environmental		

Decision Pathway – Report

PURPOSE: Key decision

MEETING: Cabinet

DATE: 24 January 2023

TITLE	Estate Rationalisation – Surplus Asset Disposals		
Ward(s)	Various		
Author: Lois Woodcock / Steve Matthews		Job title: Asset Strategy Manager / Asset Delivery Manager	
Cabinet lead: Councillor Cheney, Cabinet Member for City Economy, Finance and Performance		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 seek Cabinet approval to the disposal on the open market of 6 freehold BCC assets which have been identified by the Estates Strategy Board as being surplus to the Council’s requirements. 			
Evidence Base:			
<ol style="list-style-type: none"> 1. The BCC Property Strategy was adopted in March 2020 and sets out the objectives for the property portfolio and the ambition to deliver those objectives by implementation of a new Corporate Landlord Framework. 2. This work is on-going but, in the meantime, the financial pressure on the Council resulting in the need to deliver significant capital receipts and revenue savings from the portfolio mean that work to identify assets no longer required for service delivery is prioritised and accelerated. In order that receipts can be counted in the 22/23 and 23/24 financial years, the disposal process must commence as soon as possible. Consequently, Cabinet approved the open market disposal of 5 surplus assets in July 2022. This report and appendix identifies a further 6 operational assets which are considered to be underused. 3. A comprehensive review of the portfolio is currently taking place in three parts: - <ol style="list-style-type: none"> i. The office portfolio ii. The wider operational portfolio iii. The investment estate 4. The results of these reviews will be fed into an annual report which will be brought to Cabinet for approval in 2023. 5. An Estate Strategy Board, chaired by the Chief Executive has been set up to oversee this work and is currently the governance route for disposals however although current Delegated Powers delegate authority to officers to undertake disposals at full market value it has been agreed that for now these will be subject to Cabinet approval. 6. There are a number of assets that are no longer required for service delivery and which are vacant or could be vacated relatively quickly and the Estate Strategy Board has agreed to recommend that subject to Cabinet approval these should be disposed of to the best financial advantage of the Council as soon as possible but 			

also taking into account any potential to transfer suitable assets from General Fund into Housing Revenue Account as additional housing stock.

7. Once approval is obtained to these disposals Legal Services will be requested to carry out Title Searches / clearances on the properties and subject to any transfer potential mentioned at 6 above, they will be placed with agents for sale on the open market.
8. Legal and agency fees of up to 4% will be deducted from the disposal proceeds.
9. If approved for sale on the open market the assets listed in the attached appendix A are estimated to provide a minimum capital receipt in the region of £3m together with a revenue saving equivalent to premises operating costs which includes R&M, Business Rates, Utilities and future cost avoidance.
10. The proceeds from the sale of all land and buildings (subject to certain statutory limitations) will not be earmarked for use by a specific service but will be pooled and applied to finance future capital investment or, for any other purpose permitted by Regulation.

Cabinet Member / Officer Recommendations:

That Cabinet:

1. Approves the 6 assets listed in Appendix A be declared surplus to Council requirements and subject to them not being considered suitable for HRA transfer, or sold to a registered provider, to be disposed of on the open market for the best consideration.
2. Authorises the appropriation of any suitable properties to the HRA if required.
3. Authorises the Head of Property and FM to place the properties with agents using existing contracts.
4. Authorises the Head of Corporate Landlord or Asset Delivery Manager in consultation with the Cabinet Member City Economy, Finance and Performance, in accordance with the Council's scheme of delegations, to take all steps required to ensure any route for disposal of the assets ensures best value is obtained for each property.

Corporate Strategy alignment:

Theme 3 Environment and Sustainability

Decarbonise the city, support the recovery of nature and lead a just transition to a low-carbon future.

Theme 7: Effective Development Organisation.

EDO6 Estate Review

1. The purpose of the estate review is to ensure that service departments are adequately accommodated and to ensure that the future asset requirements for each service are identified and procured. We will, as part of the asset management process, develop a comprehensive approach to reduce the environmental impact of our estate. Property assets are maintained and managed in accordance with corporate strategic priorities and standards and relevant property and health and safety legislation. The Estate Review is designed to enable the council to utilise its assets to deliver better, more efficient services to communities

City Benefits:

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.

Consultation Details: In order that the disposal of surplus assets is achieved at pace, officers are in the process of revising the Surplus assets procedure in order to prioritise Housing (focussing on Temporary Accommodation and working with Registered Providers) and Special Education Needs. The buildings listed in this report have been confirmed as having some operational potential and Directors have been informed of the intention to dispose of them.

Background Documents: [Corporate Property Strategy - bristol.gov.uk](https://www.bristol.gov.uk/corporate-property-strategy)

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 type="checkbox"/>	Income generation proposal <input type="checkbox"/>

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

Capital

Cabinet is requested to approve the disposal of 6 assets which could, subject to market conditions and net cost of sales, generate capital proceeds estimated as totalling £3m. Allowing for price sensitivity of 10% for potential market movement the gross proceeds could be between c£2.7m and c£3.3m.

Cost of disposal (funded from proceeds of sales) is estimated at 4% of the sales value, this would leave an estimated net receipt of between £2.6m and £3.2m. Disposal is expected within the next 12 months.

The capital receipts will contribute to the target required to fund the council's core capital programme. The council's capital strategy requires new capital resources to be utilised on the financing of spending on live projects, including those carried forward from previous years.

Revenue

The properties proposed for disposal have annual budgeted income of nil as they are all either used by BCC, vacant or let at a peppercorn rent. There are also no specific revenue costs specifically budgeted against any of these properties.

Finance Business Partner: Kayode Olagundoye, Interim Finance Business Partner for Growth and Regeneration – 13 January 2023

2. Legal Advice The Council properties are being sold on the open market. It must be ensured that best value under s123 Local Government Act 1972 is obtained for each property. The arrangements are assuming disposal is at market value and in the absence of competition an independent valuation is required supporting the proposed disposal terms (including price).

If any of the properties are to be appropriated to the HRA appropriation powers are specifically provided to the Council by virtue of section 19(1) of the Housing Act 1985 and the relevant market value accounting adjustment will need to be made between the general fund and housing revenue account.

Legal Team Leader: Andrew Jones, Team Leader 9 December 2022

3. Implications on IT: IT are supportive and available to aid in progressing this work and can be engaged through the existing Work Request process.

IT Team Leader: Gavin Arbuckle - Head of Service Improvement and Performance Team 13 January 2023

4. HR Advice: Some of the sites covered by this report are current bases for BCC staff. Discussions have commenced with the managers of services potentially affected with a view to identifying alternative locations. The Bristol Contract is clear that we will consult affected colleagues and trade union representatives at least one month before a change to the place of work needs to happen – ideally, this should be undertaken prior to the decision to close/dispose of a site.

HR Partner: James Brereton (Head of Human Resources), 11 January 2023

EDM Sign-off	Stephen Peacock, Executive Director Growth and Regeneration	23 November 2022
Cabinet Member sign-off	Councillor Cheney, Cabinet Member for City Economy, Finance and Performance	28 November 2022
For Key Decisions - Mayor's Office sign-off	Mayor's Office	19 December 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	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

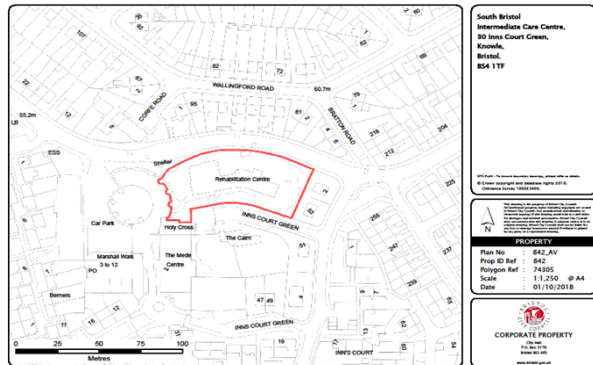
APPENDIX A

REPORT TO CABINET 17th January 2023

Surplus Assets Disposal

Assets Identified by Estates Strategy Board for disposal on the open market are: -

1. South Bristol Intermediate Care – Inns Court

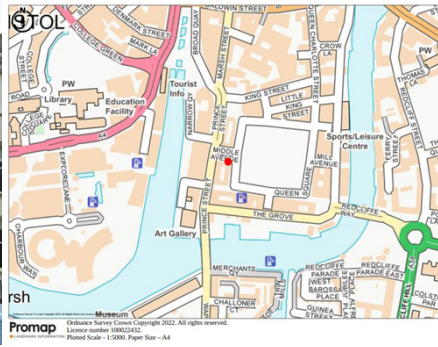


A three-storey building constructed as a reablement centre with offices to the ground floor and care centre on the first and second floors. The reablement centre has been closed and is currently vacant but the ground floor is still used for office accommodation by Adult Services. The accommodation comprises a total gross floor area of 1,719.3 sq. m (18,506 sq. ft) over 3 floors on a site of 0.298 ha (0.736 acres). The external area provides hard standing for car parking.

There are approx. 90 BCC staff working out of the GF who will need to be relocated. Disposal cannot take place until vacant possession is achieved. Service discussions are underway and alternative accommodation will need to be found within the Councils remaining “core” office portfolio.

The building is being assessed by Housing Options team for suitability to provide temporary housing.

2. 53 Queens Square

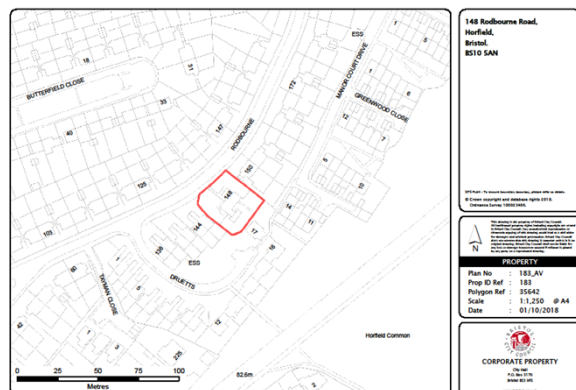


The property comprises a Grade II Listed four storey, mid terrace office, dating from the early 19th century. The property fronts Queen Square.

- The property was let to Destination Bristol (now Visit West) for 10 years from 22 August 2005 at a Peppercorn rent
- Repairs – tenant only responsible for internal and limited to schedule of condition (i.e., no worse than schedule)
- BCC is responsible for all external repairs plus all major Mechanical & Electrical
- The original lease was contracted out of the security of tenure and compensation provisions of the Landlord & Tenant Act.

Visit West falls under “Culture” Service. The Service lead has indicated that the remaining occupiers can relocate.

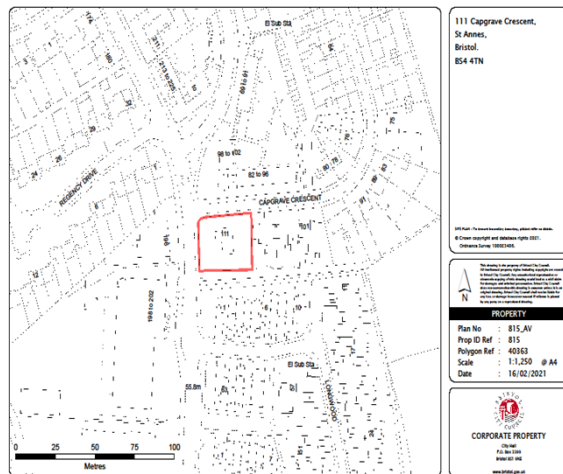
3. 148 Rodbourne Road



A two-storey detached residential property currently used as offices and family contact centre in a residential area. The property comprises approximately 211.4 sq. metres (2,275 sq. ft) on a site of

0.0926 ha (0.997 acres) with garden area. Approx. 8 staff based at the site. Early discussion with Service lead would suggest these uses would need to be reprovided

4. 111 Capgrave Crescent



A two-storey detached residential property currently used as offices and family contact centre in a mixed commercial/residential area. The property comprises approximately 211.6 sq. metres (2,277 sq. ft) on a site of 0.093 ha (0.23 acres). The land is partially grassed and part gravel to provide car parking.

Approx. 24 staff are based here, and the building is also used as a Children's Therapeutic Hub. The building also provides contact space for Bristol Fosters Carers and Children in Care e.g., therapy rooms and lifeskills kitchen. Early discussion with Service lead would suggest a need to continue to provide this service

5. Tower House Days Road



The property comprises a two storey, L shaped office building, fronting Days Road. To the rear of the property is a yard, accessed from Queen Victoria Street.

Approx. 64 staff are based at the site mainly Parking Enforcement Officers, not all would need a workstation but will need welfare facilities to store and change into uniforms and some storage required for kit. Some specialist ICT equipment on site (monitoring of car parks etc) may be able to be relocated to Temple Street Ops Centre. Early discussion with Service lead would indicate support for relocation of parking enforcement staff to one of the Council's retained / core office locations.

6. Former Horfield Community Centre (Wordsworth Centre) 40 Wordsworth Road Horfield



Two old 'portacabin' style buildings joined together: total site area approx. 785m² (0.19 acres)

Previously used for 20+ yrs. as Horfield Community Centre but handed back to BCC after it had fallen into disrepair. Currently in a dilapidated condition, not been used as a community facility for the last 4 yrs.

Asset was declared surplus in 2018, ready for disposal but BCC community-led housing team requested that the site be used by its developer of 'SNUG' homes in Lockleaze. It was then leased in 2019 for 2 yrs. to Ecomotive, which used it as a temporary construction yard for self-build homes. A further 2 yrs. was granted to Ecomotive in 2021; this is due to expire in May 2023

Ecomotive have been informed that BCC requires vacant possession in May 2023 and wishes to dispose. Ecomotive would like to purchase the property because: *"We have a strong connection in Lockleaze and are working closely with Lockleaze Neighbourhood Trust with the Turner Garden site, as well as recruiting people from the local area into our build team. We would like to create the Wordsworth site into a community involved 'self-finish' project. Please could you set out what the council is aiming to achieve with this site, whether that is housing or a capital receipt, as I'm sure we can deliver both of these."*

Officers advise against disposal directly to Ecomotive and recommend a competitive sale on the open market in which the current occupier can participate

Appendix D - Estate Rationalisation risk register

Negative Risks that offer a threat to estate rationalisation 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
R001	There are inherent risks with leaving properties vacant for an length of time.	Intruders, illegal occupiers, fire risk and general deterioration in condition etc Officer time is used on managing this assets	Damage to the property or injury to people entering the property.	Open		Health and Safety / Environment	Asset Delivery Manager	Property is properly secured and disposed of asap after appropriate marketing		2	3	6				0	
R002	Risk of capital depreciation. Risk of on-going revenue cost accumulation	BCC may receive a lower capital receipt if the property is held on to but not used and maintained on a regular basis. Revenue costs will continue to accrue such as Business rates / Council tax etc.	Revenue savings not achieved / capital receipt delayed	Open		Financial	Asset Delivery Manager	Property is properly secured and disposed of asap after appropriate marketing		2	3	6				0	
R003	That empty property does not reflect well on BCC and can become a magnet for ASB	Property left vacant for any length of time will be noticed and can attract anti social behaviour and a risk of unauthorised occupation	Additional costs incurred in obtaining possession / can become a nuisance to local people	Open		Reputation	Asset Delivery Manager	Ensure properties are vacant for the least amount of time possible - prompt disposals		2	3	6				0	
																0	

Equality Impact Assessment [version 2.9]



Title: Estate Rationalisation – Surplus Asset Disposals	
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input type="checkbox"/> Service <input checked="" type="checkbox"/> Other [please state] Decision to sell surplus assets	<input type="checkbox"/> New <input type="checkbox"/> Already exists / review <input type="checkbox"/> Changing
Directorate: Growth and Regeneration	Lead Officer name: Steve Matthews / Lois Woodcock
Service Area: Property	Lead Officer role: Asset Delivery 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 \(EqIA\) \(sharepoint.com\)](http://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 sell six properties on the open market or to transfer them to the Housing Revenue Account for Housing use where appropriate to reduce the revenue cost to the Council of holding property and to raise capital receipts to support the Council’s current funding gap. The aim is to consolidate the estate to ensure that assets are fully used or disposed of when no longer required.

Four of the assets are currently used to accommodate BCC staff who will be relocated into alternative existing office accommodation.

Two of the assets are occupied by third parties and will be vacated within the next 6 months.

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

We have not identified any significant potential negative impacts from this proposal which is limited to the disposal of surplus assets only. Any potential equality impacts arising from changes to existing Council services will be considered separately. The relocation of employees will be also be considered separately, in line with our Management of Change policy.

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:  Peter Anderson Director Property, Assets & Infrastructure
Date: 21/12/2022	Date: 16/01/2023

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: Estate Rationalisation – Surplus Asset Disposals				
Report author: Steve Matthews / Lois Woodcock				
Anticipated date of key decision 17th January 2023				
Summary of proposals: To obtain Cabinet approval to the disposal on the open market of 6 freehold BCC assets which have been initially identified by the Estates Rationalisation Board as being surplus to the Council's requirements.				
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 and -ive	It is hoped that sale of the assets will enable them to be put to productive use by third parties and that the energy efficiency of the buildings will be improved as part of any works carried out to enable re-use. Any construction or redevelopment works will create emissions in the short term, which should be outweighed by greater future efficiencies.	<p>No mitigation measures proposed, since any impacts and mitigation will be the responsibility of the new owners of the assets and will result from their decisions.</p> <p>Could encourage buyers of the property to engage in the One City Strategy and Bristol One City Climate Change Ask.</p> <p>For disposal sites proposed utilities data equals: (No 2021/22 data for Bristol Community Dance Centre (Jacobs Wells Road), Horfield Community Centre, or 53 Queen Square, as these were leased.) For the other sites, disposal before 2021/21 would have reduced council emissions by 61 tonnes (scopes 1 and 2) and 17.1 tonnes (scope 3). This is around 1% of the total scopes 1 and 2 emissions from building. Energy costs for 2021/22 were £67,815.46 for these sites. 32.8 tonnes (scopes 1 and 2) and 5.6</p>

				tonnes (scope 3) were from gas (53.8% of emissions). Corporate sleeving in future will reduce electricity carbon emissions to zero, so carbon savings will be made through gas usage savings. So disposal will reduce council building emissions by around half of one percent (scope 1 and 2) in future years.
Bristol's resilience to the effects of climate change?	No			
Consumption of non-renewable resources?	Yes	Likely -ive	Any construction or redevelopment works may consume non-renewable resources.	No mitigation measures proposed, since any impacts and mitigation will be the responsibility of the new owners of the assets and will result from their decisions.
Production, recycling or disposal of waste	Yes	Likely -ive	Any construction or redevelopment works will generate waste.	No mitigation measures proposed, since any impacts and mitigation will be the responsibility of the new owners of the assets and will result from their decisions.
The appearance of the city?	Yes	Likely +ive	The bringing back into use of vacant buildings will improve the appearance of the city.	
Pollution to land, water, or air?	Yes	Likely -ive	Any construction or redevelopment works may cause pollution.	No mitigation measures proposed, since any impacts and mitigation will be the responsibility of the new owners of the assets and will result from their decisions.
Wildlife and habitats?	Yes	Likely +ive	The land around these buildings may be altered to provide biodiversity net gain.	No mitigation measures proposed, since any impacts and mitigation will be the responsibility of the new owners of the

				assets and will result from their decisions.
Consulted with:				
Summary of impacts and Mitigation - <u>to go into the main Cabinet/ Council Report</u>				
<p>The proposal to dispose of surplus assets will not have any direct environmental impacts, but there may be impacts resulting from works needed to bring them back into use by the new owners. No mitigation measures are proposed, since the nature of the works will not be up to the council.</p> <p>The net environmental effects of the proposal are neutral.</p>				
Checklist completed by:				
Name:			Lois Woodcock	
Dept.:			Property	
Extension:				
Date:				
Verified by Environmental Performance Team			Nicola Hares – Environmental Project Manager – 08/12/2022	

Decision Pathway – Report

PURPOSE: Key decision

MEETING: Cabinet

DATE: 24 January 2023

TITLE	Print Services (digital & litho) Procurement		
Ward(s)	City Wide		
Author: Jack Smith	Job title: Creative Manager (External Communications Service)		
Cabinet lead: Cllr Craig Cheney (Finance, Governance and Performance)	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 seek approval to re-procure a framework of suppliers for bespoke print services for a maximum of 4 years at a cost of up to £1.5m. 			
Evidence Base:			
<ol style="list-style-type: none"> 1. Typical goods included in these services includes the production and delivery of forms, leaflets, booklets, postcards and documents. The proposed contract has a maximum value for Bristol City Council over 4 years of £1,500,000. They does not include spend by other organisations if a collaborative approach is chosen. 2. There is not Budgeted spend and actual spend could be lower. A high maximum value allows for the contract to be used as part of the wider service offer that generates external income for the council. Bristol Design manage this contract on behalf of a range of services and costs are cross-charged back to each service area. Bristol Design do review requests to ensure they are necessary and appropriate (including best value format, quantity & specification and most sustainable solution). Requests will also be reviewed monthly to ensure forecasts and contract values are met. Ultimately, it is the individual services responsibility to forecast, manage and gain approval for their spend. 3. The council currently have a collaborative framework agreement in place for these services, this contract is also utilised by UWE and B&NES Council and expires on 17 March 2023. The majority of the council’s requirements are managed by the Bristol Design team working collaboratively with services. The existing framework currently has six suppliers who are asked to quote on every requirement in a ‘mini-competition’ process to ensure value for money is achieved throughout the term of the contract. 4. Details of historic council spend; 			
2019/20	2020/21	2021/22	2022/23 (Actual for 8 months to 31/11/22)
£115k*	£180k	£179k	£169k
<i>*Spend was affected due to COVID-19</i>			
<ol style="list-style-type: none"> 5. There is a slight trend of increased spend, despite encouraging digital solutions where appropriate to the audience. This is due to market costs (such as increases to paper costs), centralised council spend and increasingly supporting other public sector organisations. 6. A new framework agreement would ensure value for money, procurement compliance and consistent 			

quality, alongside continuing to mitigate individual teams using alternative suppliers for these services. Bristol Design and Procurement are currently reviewing potential partners for a new collaborative framework. This would increase the overall contract value, potentially attracting higher quality suppliers and increasing efficiency across partners. B&NES are unlikely to join the framework on this occasion.

- Based on similar contracts, a competitive framework could result in a saving (against requirements) of between 10 to 15%. A Framework Agreement for a maximum 4-years (with multiple short-term call-offs) would ensure consistent continuation of services and suppliers. If Bristol City Council decide not to procure for suppliers, the council will be required to procure individually, likely increasing the cost per annum of these services and decrease efficiency of the service provision.

Cabinet Member / Officer Recommendations:

That Cabinet:

- Approves the procurement of a framework of suppliers for bespoke print services for a maximum of 4 years at a cost of up to £1.5m for Bristol City Council.
- Authorises the Chief Executive in consultation with the Cabinet Member Finance, Governance and Performance to procure and award the contract necessary for the implementation of bespoke print services, in-line with the procurement routes and maximum budget envelopes as outlined in this report.
- Authorises the Chief Executive to invoke any subsequent extensions/variations specifically defined in the contract terms (within a maximum of a 4-year duration).

Corporate Strategy alignment:

Consideration has been giving to the Council’s Corporate Strategy and how this work aligns to the Council’s vision. Our approach is influenced by our five principles:

- Development and delivery (through building partnerships to deliver quality public services)
- Environmental sustainability (by procuring suppliers that build our climate and ecological resilience)
- Equality and inclusion (by following social value and equality requirements during procurement)
- Resilience (by utilising a framework of suppliers)
- World class employment (by commissioning suppliers that promote the highest standards of employment)

City Benefits:

- The award of an external contract will provide a bespoke print service that benefits colleagues, suppliers and the diverse cultural society of Bristol. Procurement will adhere to the council’s democratic, legal, equalities, sustainability and social values processes and policies. This will ensure suppliers and the Goods and Services delivered will maximise positive environmental impacts and avoid/mitigate environmental and health impacts such as reducing the production of climate changing gases.

Consultation Details:

n/a

Background Documents:

[Print Procurement Appendix A1 – Framework 2019 Cabinet Report](#). From the previous procurement of these services that went to Cabinet on 5 March 2019.

Revenue Cost	£375k per annum maximum, up to £1.5m over 4 years.	Source of Revenue Funding	Revenue costs centres across the Council
Capital Cost	£ Included in the above quoted figures	Source of Capital Funding	Capital project codes across the Council
One off cost <input type="checkbox"/>	Ongoing cost <input checked="" 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:

<p>1. Finance Advice: This report requests that Cabinet approves procurement of a framework of suppliers for bespoke print services for a maximum of 4 years and that Cabinet delegates authority to the Chief Executive and the Designated Deputy Mayor to award contracts upon completion of the procurement process. Total cumulative contract value of £1.5m over 4 years is being requested noting that this is not Budget and service users would need to ensure they have the appropriate Budget and go through required approvals and governance in place to utilise this contract</p>		
<p>Finance Business Partner: Olubunmi Kupoluyi (Finance Business Partner- Resources), 12/01/2023</p>		
<p>2. Legal Advice: The procurement of a framework agreement at this value (regardless of whether UWE join in) will need to comply with the Public Contract Regulations, in addition to the Councils own procurement rules.</p>		
<p>Legal Team Leader: Husinara Jones; Legal Services; 12/01/23</p>		
<p>3. Implications on IT: I can see no implications on IT in regards to this activity.</p>		
<p>IT Team Leader: Gavin Arbuckle – Head of Service Improvement and Performance, 11/11/22</p>		
<p>4. HR Advice: No direct HR implications evident.</p>		
<p>HR Partner: Bryn Williams; Legal Services; 4/11/22</p>		
EDM Sign-off	Tim Borrett, Director of Policy Strategy & Digital	16/11/22
Cabinet Member sign-off	Cllr Craig Cheney (Finance, Governance and Performance)	21/11/22
For Key Decisions - Mayor's Office sign-off	Mayor's Office	11/01/23

Appendix A – Further essential background / detail on the proposal A1 - Print Procurement Appendix A1 – Framework 2019 Cabinet Report A2 – Historic spend data	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	YES
Appendix E – Equalities screening / impact assessment of proposal	YES
Appendix F – Eco-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

Procurement Support for Bespoke Print Suppliers
Appendix A

Spend data (£) over last 4-5 years;

Supplier	FY 2018/19 (paid)	FY 2019/20 (paid)	FY 2020/21 (paid)	FY 2021/22 (paid)	FY 2022/23 (Ordered for 8 months to 31/11/22)
ESP	20,156	17,688	8,810	8,909	12,929
Gemini	0	0	10,309	5,931	4,420
Optichrome	0	0	18,733	52,694	10,233
Taylor Brothers	36,070	46,702	49,252	17,188	80,833
Whitehall	49,198	41,625	51,302	52,163	56,380
Zenith	0	0	40,860	41,785	4,456
Emtone	0	0	1,064	0	0
Apple litho	34,137	0	0	0	0
CPS	5,890	8,777	0	0	0
Total	145,451	114,792	180,330	178,670	169,251

Procurement Support for Bespoke Print Suppliers Risk Register

Negative Risks that offer a threat to Procurement Support for Display Suppliers 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
DP1	That a formal procurement process may not attract or procure quality suppliers	1. A smaller supplier may not be experienced or confident completing tender documentation 2. A supplier may choose not to respond or may not be aware of opportunity 3. Reduction in partners utilising the contract lowers contract value, making it less desirable to bidders	1. Quality and consistency of service may be impacted 2. Potential requirement to re-tender	Open	Effective Development Organisation	Resources	Director: Policy, Strategy and Digital	1. Engagement with suppliers prior to procurement process 2. Consideration when creating documentation to make it as simple for suppliers to respond whilst still retaining detail to ensure the most appropriate suppliers are successful 3. Advertise widely 4. Try and engage partners for collaboration or reduce numbers of suppliers on framework to make value more desirable	New	1	4	4	n/a	1	4	4	07.11.22
DP2	Procurement isn't delivered on time	1. Inadequate resource in Service (External Communications) and Procurement teams	1. Reputational impact 2. Non compliance with Internal Procurement Rules and PCR2015 3. Service delivery is impacted 4. Potential suppliers are deterred	Open	Effective Development Organisation	Resources, Reputation, Legal	Director: Policy, Strategy and Digital	1. Ensure project is prioritised as part of Service Plans 2. Appoint informed delegates for delivery of Procurement, in case of absentee	New	3	3	9	N/A	2	3	6	07.11.22
DP3	Specifications do not reflect requirements of service	1. Inadequate resource to sufficiently create documentation 2. Not drawing upon experience of services reliant upon suppliers	1. Specification and suppliers don't meet needs of Service 2. Requirement to source supplies outside of Framework or re-tender	Open	Effective Development Organisation	Resources, Procurement	Director: Policy, Strategy and Digital	1. Ensure project is prioritised as part of Service Plans 2. Work closely with relevant Services	New	1	4	4	N/A	2	4	8	07.11.22
DP4	A collaborative agreement impacts schedules of delivery of Framework	1. Delays in other organisations providing necessary documentation or approval	1. Reputational impact 2. Non compliance with Internal Procurement Rules and PCR2015 3. Service delivery is impacted 4. Potential suppliers are deterred	Open	Effective Development Organisation	Resources, Procurement	Director: Policy, Strategy and Digital	1. Early engagement with partners to ensure plans, processes, deliverables and resources are agreed 2. Regular meetings with partners to check against progress	New	2	3	6	N/A	2	3	6	07.11.22

DP5	Specifications do not meet BCC's environmental or equality policies	<ol style="list-style-type: none"> Inadequate resource to sufficiently create documentation Not drawing upon experience of relevant services 	<ol style="list-style-type: none"> Specification and suppliers don't meet BCC or national policies Requirement to re-tender 	Open	Environment and Sustainability	Resources, Procurement	Director: Policy, Strategy and Digital	<ol style="list-style-type: none"> Ensure project is prioritised as part of Service Plans Work closely with relevant Services 	New	1	5	5	N/A	1	5	5	07.11.22
DP6	That a formal procurement process is not approved	<ol style="list-style-type: none"> Insufficient details on decision pathway documentation Unforeseen circumstances 	<ol style="list-style-type: none"> No compliant process in place to cover notable spend 	Open	Effective Development Organisation	Resources, Procurement	Director: Policy, Strategy and Digital	<ol style="list-style-type: none"> Ensure Decision Pathway process is a PSP priority and supported by key stakeholders 	New	1	5	5	N/A	1	5	5	07.11.22
DP7	Costs of services could exceed thresholds	<ol style="list-style-type: none"> Increased demand Increased supply chain costs 	<ol style="list-style-type: none"> Framework needs amending or re-tendering Non-compliance with internal policies 	Open	Effective Development Organisation	Resources, Procurement	Director: Policy, Strategy and Digital	<ol style="list-style-type: none"> Careful spend review against future work Contingency in maximum figures 	New	1	4	5	N/A	1	5	5	07.11.22
DP8	Supplier is removed from application or Framework	<ol style="list-style-type: none"> Supplier change in business operations, ownership or business dissolved Supplier doesn't meet contractual obligations 	<ol style="list-style-type: none"> More dependency on fewer suppliers Potential for re-tender (if multiple) 	Open	Effective Development Organisation	Resources, Procurement	Director: Policy, Strategy and Digital	<ol style="list-style-type: none"> Selection criteria reduces risk of procuring unstable supplier A high number of suppliers on each lot to ensure contingency Supportive documentation to ensure suppliers know how to complete application 	New	2	4	8	N/A	2	4	8	07.11.22

Equality Impact Assessment [version 2.10]



Title: Procurement Support for Bespoke Print (digital & litho) Suppliers	
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input type="checkbox"/> Service <input checked="" type="checkbox"/> Other [please state] <i>Suppliers</i>	<input checked="" type="checkbox"/> New <input type="checkbox"/> Already exists / review <input type="checkbox"/> Changing
Directorate: Policy, Strategy & Digital	Lead Officer name: Jack Smith
Service Area: Bristol Design, External Communications	Lead Officer role: Creative 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 seek permission from Cabinet to re-procure and delegate a framework of suppliers for bespoke digital and litho print services. Typical goods include leaflets, booklets, postcards and documents. This has maximum value for BCC over 4 years of £1,500,000.

1.2 Who will the proposal have the potential to affect?

<input checked="" type="checkbox"/> Bristol City Council workforce	<input type="checkbox"/> Service users	<input 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.

Yes No [please select]

We have not identified any equality impact from the proposal. This contract is due to replace an existing framework of suppliers that will be expiring in March 2023. The products and communications will be unaffected

by any change of suppliers and therefore there will be no direct impact to service users and the wider community. The only indirect impact is around ensuring all suppliers meet councils' standards for sustainability, environment and social value. An eco-impact assessment has been drafted, a Health and Sustainability Assessment will be completed, and we'll work closely with the relevant teams to ensure all appropriate policies are met.

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: Tim Borrett, Director: Policy, Strategy and Digital
Date: 9/11/2022	Date: 9/11/2022

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: Procurement support for bespoke print (digital & litho) suppliers				
Report author: Jack Smith				
Anticipated date of key decision: Cabinet on 24 January 2023				
Summary of proposals: To obtain approval to initiate the re-procurement process for bespoke print (digital and litho) suppliers				
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	There are likely to be emissions associated with energy use and travel.	Suppliers will be assessed and selected according to the emissions evidence they provide, including: <ul style="list-style-type: none"> - emissions from energy use - management of vehicle fleet and efficient delivery methods (including compliance with Bristol's Clean Air Zone rules and use of ULEVs) - decarbonisation plans and targets - green travel plans - low-emission materials and equipment (e.g. inks, solvents, printers)
Bristol's resilience to the effects of climate change?	No			
Consumption of non-renewable resources? and Production, recycling or disposal of waste	Yes	-ive	There may be environmental impacts relating to the types of materials used and waste and reuse behaviours.	Suppliers will be assessed and selected according to the resource evidence they provide, including: <ul style="list-style-type: none"> - material procurement processes - Reductions in material use and waste - The use of reused, recycled or renewable materials - The reuse or recycling of materials - The avoidance of single-use (disposable)

				products where possible. The above may include FSC graded or recycled stock, ISO graded inks, and the reuse of packaging materials.
Production, recycling or disposal of waste	Merged with the renewable resource question, above.			
The appearance of the city?	No			
Pollution to land, water, or air?	Yes	-ive	Pollutants may be discharged to the air, water, or ground in controlled or uncontrolled (emergency) conditions.	Suppliers will be assessed and selected according to the pollution evidence they provide, including: <ul style="list-style-type: none"> - policies and processes that relate to chemicals and other hazardous materials - minimised ozone and volatile organic compound production - compliance with any air pollution and trade effluent discharge permitting conditions (if any apply). - response plans to deal with chemical or fuel spillages, fires, vandalism, or other situations with the potential to cause pollution.
Wildlife and habitats?	Yes	-ive	Paper may be sourced from logging sensitive habitats, such as old growth forest, or from purchasing illegally logged timbers	Suppliers will be assessed and selected according to the certification evidence they provide, including: <ul style="list-style-type: none"> - recognised chain-of-custody certification of the sustainable sourcing of paper products (including packaging). This may include FSC or recycled paper.
Consulted with:				

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

The significant impacts of this proposal are ensuring any procured suppliers have processes and plans to mitigate the impact their materials, equipment, processes and premises have on the environment.

The proposals include the following measures to mitigate the impacts:

1. requirements detailed in the tender specification to ensure suppliers share our commitment to mitigate impacts
2. incorporating environmental questions into the scoring of bidders
3. reviewing any suppliers actions through contract management.

Items 1 & 2 will include requirements generated from the council's Health and Sustainability Pre-Specification Assessment.

The net effects of the proposals are similar to current operations, although offer greater assurance that our suppliers meet environment standards and practises.

Checklist completed by:

Name:	Jack Smith
Dept.:	External Communications & Consultation
Extension:	24205
Date:	08/11/2022
Verified by Environmental Performance Team	Giles Liddell, Project Manager - Environmental

Decision Pathway – Report

PURPOSE: Key decision

MEETING: Cabinet

DATE: 24 January 2023

TITLE	Meals Service and Supplies		
Ward(s)	Citywide		
Author: Sharon Radnedge	Job title: Commercial Manager – Parks & Green Spaces		
Cabinet lead: Councillor Ellie King, Cabinet Member for Public Health, Communities and Bristol One City	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 seek approval to procure a new Dynamic Purchasing System for the provision of food, beverage, and catering supplies for up to 4 years, valued at £3.8 million (as detailed in appendix A.) 			
Evidence Base:			
<ul style="list-style-type: none"> • Bristol City Council (BCC) is currently undertaking a review of its various catering contracts. There are currently a number of contracts that exist across the organisation. The aim is to take a strategic view of the current contracts to identify the greatest opportunity for savings and value for money through a corporate contract. • The previous Food Supply Contract was originally procured in 2018. It was set up as a DPS agreement to supply a range of commodities for several council services. The contract was awarded for 4 years, then extended to May 2023. • The services who use the contract are the Cafes and Kiosks in Parks & Green Spaces, Bristol Schools and Community Meals Service, Residential and Day Services directly provided by Adult Social Care • There is a need to seek an interim arrangement to ensure these services can continue to operate and will give time for corporate catering decisions to be made and tendered. • Suppliers have indicated (through soft market testing) that a short-term length would result in higher prices and that a longer-term contract, with the understanding that a review is taking place, would be preferable. This approach has been endorsed by relevant Portfolio Holders. • The Dynamic Purchasing System (DPS) has no contractual obligation to spend and therefore allow us to move to a corporate contract at any time. • The new DPS system will allow additional categories to be included, which will help ensure the services have all the supplies required for a catering provision under one contract. Full breakdown of the categories is in Appendix A. • Due to various factors outside of our control, for example, Brexit and the pandemic, the Wholesale Catering industry is currently struggling to meet the demand. This means that to secure quality stock at competitive prices, we need to act quickly. We have been working with Procurement to find a compliant route to market, which can meet the demands of the industry. We currently believe the route to be another DPS arrangement. • The total spend requested will not be a committed value, and any expenditure through this contract will be based on the demands of the service and will be included in the current and future budgets. There is little to 			

no financial risk to the council as the spend will be for income generating activities. Currently the Catering Business is covering its cost and making a surplus each year. The income and expenditure are monitored daily by the Catering manager to ensure that costs are monitored, and profit margins are achieved. This is further monitored on a weekly basis by the Commercial Manager who is responsible for reporting monthly to Finance Business Partner.

- The risk if this not being approved would seriously inhibit the business' ability to trade and generate profit, with the potential of costing the council rather than bringing in income or in the worst case stop the business from trading.

Cabinet Member / Officer Recommendations:

That Cabinet:

1. Authorises the Executive Director Growth and Regeneration in consultation with the Cabinet Member Public Health, Communities and Bristol One City to take all steps required to procure and award a 4 year contract for food, beverage and catering supplies from 1st June 2023 as outlined in this report.
2. Notes there is the intention to review the operation, of food, beverage and catering outlets in parks.
3. Agrees that by no later than May 2023 an outline business case for the review of operating models for Parks' food and beverage and catering outlets, including alternative delivery models will be presented to cabinet for a decision.

Corporate Strategy alignment:

This contract aligned with the themes of the corporate strategy in the following ways:

1. Development and delivery of a quality services with Food and Beverages in line with the Gold Food City award and having the values of the Bristol Eating Better Gold award standards.
2. Environmental sustainability by using the procurement process to maximise our positive environmental impacts and mitigate negative ones
3. Equality and inclusion by ensuring our Food and beverage offer meets the needs of Bristol's diverse communities
4. World Class Employment by ensuring our Catering teams delivering the Food and Beverages have the highest levels and standards of employment providing Real Living Wage and ensure the workforce reflects the population
5. Good governance – we are financially competent and resilient, offering good value
6. for money on the food and beverage offers, whilst maintaining competitive margins to deliver contribution revenue to BCC
7. Economy and Skills – food and beverage sales in Parks and green spaces are a strand of income generation and provides economic growth from within the service that is inclusive and resilient

City Benefits:

1. Provides competitively priced parks and green space locations for Food and Beverage options for citizens
2. Part of our core Parks Café offer via good quality food and beverage offering, all aligning with the Bristol Eating Better Gold Standard, which links into the Gold Food City award- so ensuring all Food & Beverage arrangements align to the public health, social value commitments and policy.
3. Food and Beverage product selection will include sustainable development goals for environmental impact in line with the one city climate strategy
4. The food and Beverage provision by the catering team ensures delivery of world class employment to drive a workforce that reflect the population, in a workplace that is healthy and inclusive and offer more opportunities and jobs with real living wage.
5. Maintains business continuity in Parks and Green space catering venues during a period of significant change including operational restrictions, budget reductions and ongoing restructure of teams enabling a seamless

continuation of service.

6. The ability to maintain business operations to generate revenue assists BCC to meet financial targets and fund the Parks Service.

Consultation Details: None

Background Documents: [Corporate Strategy 2022-27 \(bristol.gov.uk\)](https://www.bristol.gov.uk/corporate-strategy-2022-27)

Revenue Cost	£3,800,000	Source of Revenue Funding	Cafes and Kiosks in Parks & Green Spaces, Meals Service for Adult Care and Trading with Schools expenditure budgets
Capital Cost	£	Source of Capital Funding	e.g., grant/ prudential borrowing etc.
One off cost <input 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: Finance Advice:

- a. The report is seeking to renew the use of a Dynamic Purchasing System (DPS) contract for the provision of food, beverage and catering supplies for up to 4 years, valued at £3.8m.
- b. The DPS offers a more efficient vehicle for procurement. It is used in other departments and will allow for better cross departmental work, increased choice of suppliers and a reduction on time spent on procurement.
- c. A strategic review of catering contracts is underway to seek further savings and efficiencies. There is no contractual obligation with the DPS to spend and it will allow a move to a corporate contract at any time, if that is the desired outcome of the review.
- d. The estimated spend per annum across the catering services in the contract is £0.95m. Over the four-year contract, this has an expected value of £3.8m. The spending on all purchases will be demand led, subject to market conditions, price inflation and align to Bristol's Eating Better strategy.
- e. The total value of the DPS allows for some growth over the four-year period, for example a new Café or Kiosk site. The largest user of the contract would be Parks Cafes and Kiosks. In 2021-22 Parks spent £0.53m on catering supplies (which would total £2.12m over four-years). The new DPS has been calculated on Parks spending £0.72m on supplies (which totals £2.88m over four-years) allowing for Café growth (Castle Parks new café launched at the end 2022) and inflation in the years ahead.
- f. The funding of the DPS spending on catering supplies would be from the sales income generated.
- g. Income and expenditure must be monitored very closely across the services using the contract and regularly reported to ensure value for money, contract compliance and financial regulation / procedures are met.
- h. This report does not constitute a request to increase budgets or approved spending, and the delegation route will have to be followed for all contracts let under this DPS route, with contract awards over £0.5m still requiring Cabinet approval.
- i. For the avoidance of doubt, there are no new financial implications affecting the Councils General fund budget.

Finance Business Partner: : Kayode Olagundoye, Interim Finance Business Partner, Growth and Regeneration, 11th January 2023.

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 regarding the conduct of the procurement process and the resulting contractual arrangements.

Legal Team Leader: Husinara Jones, Team Manager/Solicitor 06 Jan 23

3. Implications on IT: I can see no implications on IT regarding this activity

IT Team Leader: Alex Simpson – Senior Solutions Architect 18 November 2022

4. HR Advice: There are no HR implications evident		
HR Partner: Celia Williams HR Business Partner – Growth & Regeneration 7 November 2022		
EDM Sign-off	Stephen Peacock, Executive Director Growth and Regeneration	23 November 2022
Cabinet Member sign-off	Cllr Ellie King, Cabinet Member for Public Health, Communities and Bristol One City	1 December 2022
For Key Decisions - Mayor's Office sign-off	Mayor's Office	19 th December 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	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



Further essential detail & Background on Supplies of Catering Goods Proposal

Background

This appendix gives additional detail on the ask, with a focus on the level of spend requested and the breakdown of the categories.

Total Spend & Category Breakdown

Total Spend requested as follows:

Service	Annual spend	Four Year Spend
Parks Catering	£ 720k	£ 3.0mil
Meals for Adult Social Care	£ 162k	£ 713k
Bristol Schools	£ 36k	£ 156k
Totals	£ 918k	£ 3.8mil

Proposed Categories as follows:

Lot No.	Title
Lot 1	General Groceries
Lot 2	Frozen Foods and Ice Cream
Lot 3	Catering Disposables
Lot 4	Hot Beverage provisions
Lot 5	Drinks

Parks Catering Service – Cafes & Kiosks

- Parks Cafes & Kiosks, within Parks & Greenspaces, generates income that covers its costs and supports the running and maintenance of Bristol's parks and green spaces.
- Over the past three years the cafes and Kiosks have doubled their turnover from £935k in 2019/20 to £1.8mil last financial year. This has been down to various factors, including the new catering strategy and offerings in our historic sites as well as the opening of three new sites.
- In 2021/22 the Cafes spent £538k in Catering Goods supplies, which has been used as a baseline spend for our projections. However, at the end of this year we launched a new café in Castle Park, and so did not include a full year of purchases for this site. For these reasons, and to ensure that the business can suitably adapt and grow, if required, the request has an allowance above the current spend. This allowance also includes provisions for the current cost of living price increases and allows an increased spend to ensure we get the best quality products to align with the Bristol Eating Better citywide strategy. It also is to allow for the current significant price increases in catering supplies.
- Our catering outlets in parks have consistently generated a return, which is used to help fund the running of the parks service. For example, last year we contributed £450k of profit to use in maintaining Bristol's Parks. Therefore, there is little to no financial risk to the council in granting this request, as any spending will be only for income-generating activities and outlay will be covered by income. As we are not guaranteeing these levels of spend with the listed suppliers, and if any or all the cafes or kiosks were to close or sales to reduce there would be no additional cost to the council.
- The income and expenditure are monitored daily by the Catering Management Team to ensure that costs are monitored, and profit margins are achieved. This is further monitored on a Monthly basis

by the Commercial Manager who is responsible for reporting monthly to Finance Business Partner.

- Currently the service runs eight cafes & Kiosks in our parks. However, there may be an opportunity to increase the number of sites with capital funding, and so an allowance has been given in this example. Any additional sites will also be included in the Corporate Catering Contract, and so would only increase any revenue generated through this project.

	Lots Required	Annual spend	Four Year Spend
Total Spend	Lot 1, Lot 2, Lot 3, Lot 4, and Lot 5	£ 720k	£ 3.0mil

Meals Service for Adult Social Care

- Currently the Meals Service provides for five locations. The breakdown of the forecasted spend and locations being as follows:

	Lots Required	Annual spend	Four Year Spend
Total Spend	Lot 1, Lot 2, Lot 3, Lot 4, and Lot 5	£162k	£713k

- As with the Parks Catering, the spend will not be guaranteed. Instead, any and all purchases will be led by demand.

Bristol Schools

- Currently the Meals Service provides for four locations. The breakdown of the forecasted spend and locations being as follows:

	Lots Required	Annual spend	Four Year Spend
Total Spend	Lot 1 and Lot 2	£ 36k	£ 156k

- As with the Parks Catering, the spend will not be guaranteed. Instead, any and all purchases will be led by demand.

Other Council Services

- Through a search by procurement, total annual spend for catering purchases by other council services in FY2021 came to £<1k. Therefore, as this is such an insignificant amount compared to the other spend, we will not increase the ask as the contingencies within the other calculations should cover anything else required by the council.

Equality Impact Assessment [version 2.10]



Title: Provision of new Supplies of Catering Goods Procurement Contract	
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input type="checkbox"/> Service <input checked="" type="checkbox"/> Other [please state] <i>Procurement Contract Renewal</i>	<input type="checkbox"/> New <input type="checkbox"/> Already exists / review <input checked="" type="checkbox"/> Changing
Directorate: Growth & Regeneration	Lead Officer name: Sharon Radnedge
Service Area: Management of Place	Lead Officer role: Parks Commercial 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.

This proposal is seeking to gain approval to procure a new catering supply contract, predominantly for our cafes & kiosks in our parks and green spaces. This new contract will take over from a previous one, ending in May 2023.

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

As this proposal is for the renewal of a contract to purchase of food and beverage supplies, and not the supply of a catering service, no protected or other relevant characteristics will be affected. There will be no change in the menu provided at our sites, this proposal is a retendering for goods.

Step 2: What information do we have?

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:  Patsy Mellor, Director Management of Place
Date: 9/11/2022	Date: 14/12/2022

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: For reference

MEETING: Cabinet

DATE: 24 January 2023

TITLE	Corporate Risk Management Report – Q3 2022/23		
Ward(s)	City wide		
Authors: Risk and Insurance Senior Officers	Job title: Risk and Insurance Senior Officers		
Cabinet lead: Councillor Cheney	Executive Director lead: Stephen Peacock		
Proposal origin: BCC Staff			
Decision maker: For noting Decision forum: For noting			
Purpose of Report:			
<ol style="list-style-type: none"> 1. The report provides an update current significant strategic risks to achieving the Council’s objectives as set in the Corporate Strategy 2018-2023 and summarises progress in managing the risks and actions being taken as at Quarter 3 2022-23. 			
Evidence Base:			
Context			
<ol style="list-style-type: none"> 1. The Corporate Risk Report (CRR) is a key document in the council’s approach to the management of risk; it captures strategic risks set out in the Corporate Strategy 2018-2023. It also provides a context through which Directorates construct their own high-level risk assessments and is used to inform decision making about business planning, budget setting, transformation and service delivery. 2. The CRR provides assurance to management and Members that Bristol City Council’s significant risks have been identified and arrangements are in place to manage those risks within the tolerance levels agreed. It should be noted that ‘risk’ by definition includes both threats and opportunities, which is reflected in the CRR. 3. The Accounts and Audit Regulations 2015 require that the council to have in place effective arrangements for the management of risk. These arrangements are reviewed each year and reported as part of the Annual Governance Statement (AGS). Ensuring that the Service Risk Registers (SRR), Directorate Risk Reports (DRR) and the Corporate Risk Reports (CRR) are soundly based will help the council to ensure it is anticipating and managing key risks to optimise the achievement of the council’s objectives and prioritise actions for managing those risks. 4. The registers and reports are a management tool. They need regular review to ensure that the occurrence of obstacles or events that may put individual’s safety at harm, impact upon service delivery and the council’s reputation are minimised, opportunities are maximised and when risks happen, they are managed effectively to minimise the impact. 5. The CRR summary of risks is attached to this report at Appendix A and is the latest position following a review by managers and Directors. 			

Corporate Risk Report - Summary of Corporate Risks:

6. Cabinet are asked to note the CRR as a working summary report of the critical and significant risks from the Service Risk Registers as at December 2022.
7. The CRR sets out the critical, significant and high rated threats and opportunity risks. All other business risks reside on the Service Risk Registers.
8. Members of EDM's and CLB reviewed the DRRs in December 2022 to form the CRR. Cabinet are asked to accept the attached CRR as a working summary report of the critical and significant risks from the Service Risk Registers.
9. The Q3 22-23 Corporate Risk Report (CRR) as at 2nd December 2022 contained:

Threat Risks	Opportunity Risks	External / Contingency Risks
<ul style="list-style-type: none"> • 1 critical • 21 high • 2 medium • 2 new • 1 escalating from service risk registers • 3 improving • 1 closing/replaced • 3 de-escalating to service risk registers 	<ul style="list-style-type: none"> • 1 high 	<ul style="list-style-type: none"> • 1 critical • 1 high • 1 medium

10. A summary of risks (Threat and Opportunities) for this reporting period are set out below:

Threat Risks

11. There is one critical threat risk:
 - 'CRR13 - Financial Framework and Medium-Term Financial Plan (MTFP)' The risk rating being $4*7 = 28$ critical threat risk. This risk is managed on the Resources Service Risk Register.
12. There are two new threat risks:
 - 'Risk that ASC financial unsustainability due to national and local pressures leads to a failure to deliver statutory duties and budgetary control'. The risk rating is $3*7 = 21$ high risk. This risk is managed on the People Risk Register.
 - 'CRR53 - Risk that increased social worker and occupational therapist vacancies and sickness rates will result in vulnerable adults' care being compromised'. The risk rating is $3*7 = 21$ high risk. This risk is managed on the People Risk Register.
13. There is one risk that have been proposed for escalation from service risk registers:
 - CRR52 - Fire Safety in High Rise residential buildings'. The risk rating is $3*7 = 21$ high risk. This risk has escalated from Growth and Regeneration service risk registers.
14. There is one closing Threat Risks:
 - 'CRR23 - Adult and Social Care (ASC) Transformation Programme 2020/21-2021/22'. Following a risk workshop with an external risk consultant it was concluded that the Adult Social Care Transformation Programme is a mitigation to respond to a number of issues faced within Adult Social Care. Therefore, this risk has been closed and replaced with new/existing risks such as CRR39, CRR10, CRR51 and CRR53.
15. There are three de-escalating threat risks due to improving risk ratings:
 - 'CRR50 - Impact of Adult Care Charging Reforms Legislation'. The risk rating is $3*7 = 21$ high risk. This risk has improved in Q3 from $3*7 = 21$ high risk to $1*7 = 7$ medium risk and such has been proposed for de-escalation to be managed within the People Service Risk Registers.
 - 'CRR36 - Risk to delivering required improvements from Ofsted/CQC SEND Inspection.' This risk has improved in Q3 from $2*5 = 10$ medium risk to $2*3 = 6$ medium risk and such has been proposed for de-escalation to be managed within the People Service Risk Registers.

- 'CRR46 - Increased costs, restrictions and uncertainty of future sufficient insurance cover for higher risk properties'. The risk rating improved from 4*7 = 28 critical threat risk to 3*5 = 15 high risk. This risk has been proposed for de-escalation to be managed on the Resources Service Risk Register.

External and Civil Contingency Risks

16. There is one critical external risk:

- 'BCCC5 - Cost of Living Crisis impact on Citizens and Communities'. This risk has a risk rating of 3*7 = 21 High Risk to 4*7 = 28 Critical risk.

Additional Information:

- A review of the council's risk maturity, culture and appetite has been conducted in Q3 2022-2023. The results of which will be briefly presented to CLB for consideration and a separate CLB session will be sought to review the council's risk appetite in depth. This will feed into a review of the wider Risk Assurance Policy.
- For more detail on individual risks and their management, please see the attached Appendix A.
- The closed risks are now reflected within individual risks across the Council's Service Risk Registers.
- All risks on the CRR have management actions in place.
- It is not possible to eliminate the potential of failure entirely without significant financial and social costs. The challenge is to make every reasonable effort to mitigate and manage risks effectively, and where failure occurs, to learn and improve.

Cabinet Member / Officer Recommendations:

That Cabinet

1. Notes the current strategic risks and mitigating actions being taken to reduce to within tolerance.

Corporate Strategy alignment:

Managing risks are an integral element to the achievement of the BCC Corporate Strategy deliverables.

City Benefits:

Risk Management aims to maximise achievement of the council's aims and objectives by reducing the risks to those achievements and maximising possible opportunities that arise.

Consultation Details: none

Background Documents:

<https://democracy.bristol.gov.uk/documents/s28767/10 Appendix A - BD11378 - Risk Management Assurance Policy Jan 2019.pdf>

Revenue Cost	£	Source of Revenue Funding	Insert specific service budget name
Capital Cost	£	Source of Capital Funding	e.g. grant/ prudential borrowing etc.
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 CRR is a live document refreshed regularly following consultation across the organisation, and aims to provide assurance that the council's main risks have been identified and appropriate mitigations are in place to ensure they are managed within agreed tolerances. This includes, as set out in the annual budget report, measures to ensure appropriate financial provision for these risks is made through the budget planning process. The Council should ensure it has sufficient resource available to implement actions required to bring risks down to a tolerable level.

Finance Business Partner: Ravi Lakhani, Head of Strategic Finance 21/12/2022

2. Legal Advice: The Corporate Risk Register enables the Council to monitor and manage identified risks and mitigations to ensure good governance and compliance with its statutory and other duties.

Advice will be given separately in relation to any specific legal issues that may arise from the risks identified.

Legal Team Leader: Nancy Rollason, Head of Legal Service and Deputy Monitoring Officer 19/12/2022

3. Implications on IT: The Digital Transformation Team remain committed to undertaking and/or supporting the mitigation activities pertaining to the service risks. We provided identified those LOB systems that pose the greatest risk and made their details available to be incorporated on the risk registers of the area that own them, this includes details inherent in the risk such as; Cyber Security, and IT Resilience whereby ownership and mitigation activity should be led by the responsible service areas and reported individually. Working with Risk colleagues we have supported the implementation of the new risk management software tool, which is now being utilised by all relevant colleagues.

IT Team Leader: Gavin Arbuckle, Head of Service Improvement and Performance 16/12/2022

4. HR Advice: No HR implications of the recommendation.

HR Partner: James Brereton, Head of Human Resources 20/12/2022

EDM Sign-off	Resources EDM	14/12/2022
Cabinet Member sign-off	Cllr Cheney, Deputy Mayor and Cabinet member for City Economy, Finance and Performance	Due 21/12/2022
For Key Decisions - Mayor's Office sign-off	N/A – information report for noting	

Appendix A – Further essential background / detail on the proposal Q3 Corporate Risk Report 2022-2023	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



Threat Risk Performance Summary

Risk	Page Number	Q4 Rating	Q4 Matrix	Q1 Rating	Q1 Matrix	Q2 Rating	Q2 Matrix	Q3 Rating	Q3 Matrix
CRR13 - Financial Framework and Medium-Term Financial Plan (MTFP)	6	21 	 Likelihood Impact	21 	 Likelihood Impact	28 	 Likelihood Impact	28 	 Likelihood Impact
CRR15 - In-Year Financial Deficit	7	15 	 Likelihood Impact	21 	 Likelihood Impact	21 	 Likelihood Impact	21 	 Likelihood Impact
CRR9 - Safeguarding Vulnerable Children	8	21 	 Likelihood Impact	21 	 Likelihood Impact	21 	 Likelihood Impact	21 	 Likelihood Impact
CRR48 - Failure to meet the affordable housing needs of the City by failing to meet the Project 1000 Delivery target (Replaced CRR32)	9			21 NEW RISK	 Likelihood Impact	21 	 Likelihood Impact	21 	 Likelihood Impact
CRR12 - Emergency planning measures and resources overwhelmed by scope and scale of an emergency or incident faced by the Council	11	21 	 Likelihood Impact	21 	 Likelihood Impact	21 	 Likelihood Impact	21 	 Likelihood Impact
CRR52 - Fire Safety in High Rise residential buildings	12							21 Escalated from service risk registers	 Likelihood Impact
CRR51 - Risk that ASC financial unsustainability due to national and local pressures leads to a failure to deliver statutory duties and budgetary control	14							21 NEW RISK	 Likelihood Impact
CRR53 - Risk that increased social worker and occupational therapist vacancies and sickness rates will result in vulnerable adults' care being compromised	15							20 NEW RISK	 Likelihood Impact
CRR39 - Adult and Social Care major provider/supplier failure	16	21 	 Likelihood Impact	21 	 Likelihood Impact	20 	 Likelihood Impact	20 	 Likelihood Impact

Appendix A – Corporate Risk Register as at December 2022



Risk	Page Number	Q4 Rating	Q4 Matrix	Q1 Rating	Q1 Matrix	Q2 Rating	Q2 Matrix	Q3 Rating	Q3 Matrix
CRR7 - Cyber Security	17	20		20		20		20	
CRR25 - Suitability of Line of Business (LOB) systems	18	20		20		20		20	
CRR40 - Unplanned Investment in Subsidiary Companies	19	15		20 ↓		20		20	
CRR49 – Workforce Resilience	20			21 NEW RISK		20 ↑		20	
CRR41 – Capital Portfolio Delivery	22	20		20		20		20	
CRR37 - Homelessness	24	20		20		20		20	
CRR43 - Lack of progress for Mass Transit Impact on city	26	20		20		20		20	
CRR45 - Failure to deliver statutory duty in respect of Children	27	9		9		15 ↓		15	
CRR10 - Safeguarding Adults at Risk with Care and support needs	28	21		15 ↑		15		15	



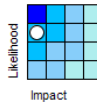
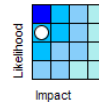
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Appendix A – Corporate Risk Register as at December 2022

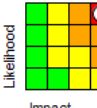

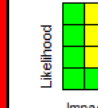
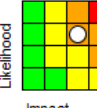

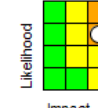
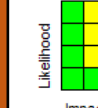


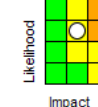
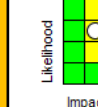


Risk	Page Number	Q4 Rating	Q4 Matrix	Q1 Rating	Q1 Matrix	Q2 Rating	Q2 Matrix	Q3 Rating	Q3 Matrix
CRR6 - Fraud and Corruption	29	15		15		15		15	
CRR27 – Failure to deliver the Capital Transport Programme Delivery	31	15		15		15		15	
CRR5 - Business Continuity and Operational Resilience.	32	15		15		15		15	
CRR26 - ICT Resilience.	33	14		14		14		14	
CRR29 - Information Security Management System (ISMS)	34	15		10		10		10	
CRR4 - Failure to Deliver an effective Corporate Health, Safety and Wellbeing Framework	35	15		15		10		10	
CRR18 - CRR18 - Failure to deliver enough new homes to meet Mayoral and Annual Business Plan targets. (Formerly 'Failure to deliver enough homes to meet the City's needs')	37	15		15		10		10	

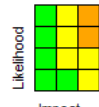
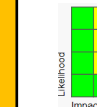
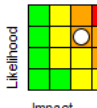

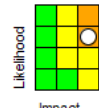
Opportunity Risk Performance Summary

Risk	Page Number	Q4 Rating	Q4 Matrix	Q1 Rating	Q1 Matrix	Q2 Rating	Q2 Matrix	Q3 Rating	Q3 Matrix
OPP1 - One City Approach	38	21		21		21		21	

External and Civil Contingency Risk Summary

Risk	Page Number	Q4 Rating	Q4 Matrix	Q1 Rating	Q1 Matrix	Q2 Rating	Q2 Matrix	Q3 Rating	Q3 Matrix
BCCC5 - Cost of Living Crisis impact on Citizens and Communities	39			28 NEW RISK		28		28	
BCCC1 - Flooding	40	15		15		15		15	
BCCC4 - Winter diseases including COVID-19 and Flu (formerly COVID-19 Population Health)	41	15		15		9		9	

Closing/De-escalating Risks

Risk	Page Number	Q4 Rating	Q4 Matrix	Q1 Rating	Q1 Matrix	Q2 Rating	Q2 Matrix	Q3 Rating	Q3 Matrix
CRR51e - Impact of Adult Care Charging Reforms Legislation	N/A					21 NEW RISK		7 Risk De-escalating	
CRR23 - Adult and Social Care (ASC) Transformation Programme 2020/21-2021/22	N/A	15		15		15		Risk Replaced	Risk Replaced

Appendix A – Corporate Risk Register as at December 2022

CRR36 - Risk to delivering required improvements from Ofsted/CQC SEND Inspection	N/A	10 -		10 -		10 -		6 Risk De-escalating	
CRR46 - Increased costs, restrictions and uncertainty of future sufficient insurance cover for higher risk properties	N/A	28 NEW RISK		28 -		28 -		15 Risk De-escalating to DRR	

Risk Trend Key

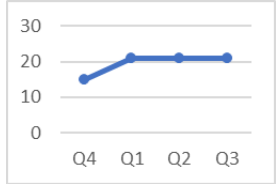
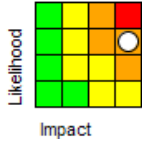
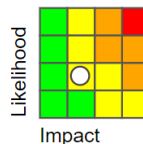
Arrow	Description
	The risk rating has improved from the previous quarter, having reduced in its severity.
	The risk rating has deteriorated from the previous quarter, having increased in its severity.
	The risk rating has not changed from the previous quarter.

Appendix A – Corporate Risk Register as at December 2022

Threat Risks

Threat Risk	Trend	Current Risk Assessment		Risk Tolerance Level	
<p>Risk Title: CRR13 - Financial Framework and Medium-Term Financial Plan (MTFP)</p> <p>Description: Failure to be able to reasonably estimate and agree the financial 'envelope' available, both annually and in the medium-term and the council is unable to set a balanced budget.</p>	<p>Constant</p>	<p>28 Likelihood = 4 Impact = 7</p>		<p>14 Likelihood = 2 Impact = 7</p>	
<p>Risk Causes: Failure to achieve Business Rates income- appeals/general economic growth/loss of major sites Economic uncertainty impact on locally generated revenues - business rates and housing growth, impacting on council tax, new homes bonus and business rate income. The general economic uncertainty affecting the financial markets, levels of trade & investment Local Government finance settlement from spending review Continued Impact of Covid-19 on key income sources. Inadequate budgeting & budgetary control/Financial Settlements & wider fiscal policy changes:- The potential for new funding formulas such as fair funding, business rates retention to significantly reduce the government funding available to the council alongside possible increase in demand for council services. Embedding of the new national funding formula for schools and High Needs. Political failure to facilitate the setting of a lawful budget. Unable to agree a deliverable programme of propositions that enable the required savings to be achieved. Insufficient reserves to mitigate risks and liabilities and provide resilience. Rising inflation could lead to increased cost. Impact of Adult Social Care reform and sufficient funding available to meet increased cost</p>	Existing Controls		Mitigating Actions		
	Control	Action Title	Due Date	Progress	
	<ol style="list-style-type: none"> Budget Preparation, Setting and Budget Accountability Framework - BCC manages its financial risks through a range of controls including budget preparation, budget setting and a Budget Accountability Framework. Clear roles and responsibilities for managing, monitoring and forecasting income and expenditure against approved budgets are in place. Medium Term Financial Plan – Twice yearly update including sensitivity and scenario based financial modelling on all assumptions including inflation and demand growth 	<ol style="list-style-type: none"> Implementation of CIPFA Financial Management Code Review of financial outlook assumptions Undertake annual financial resilience assessment - Links to CIPFA Action Fully refreshed MTFP report to Cabinet in October Establishing the Business & Budget Planning Board to oversee development of budget Making representation to government departments in relation to: - the likely costs at a local level for the proposed Adult Social Care reforms 	<p>December 2022</p> <p>June 2022</p> <p>June 2022</p> <p>September 2022</p> <p>February 2023</p> <p>March 2024</p>	<p>40%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>0%</p>	
<p>Risk Consequences: Potential failure to set a legal budget and council tax by the due date, would have a significant adverse impact on the council's ability to provides services and the council's reputation locally and nationally in terms of investor confidence. That the budget is unlikely to reflect council priorities and objectives. That the budget may not adequately resource pressures and increases in demand. That the budget includes savings which are not deliverable. That the council reserves are used for mitigating the medium-term financial plan; running down reserves, avoiding decision and reducing the Council's resilience. Negative impact on front line services. A negative opinion from external audit. Secretary of State intervention.</p>	<p>Summary of Progress: Savings have been formulated to address budget gap. This is now going through consultation with aim of producing a balanced budget in February. Once a balanced budget has been approved the likely hood of this risk reduces.</p>				
<p>Risk Owner(s): Chief Executive and Director of Finance (S151 Officer).</p>					
<p>Portfolio Flag: Finance, Governance and Performance</p>					
<p>Strategic Theme: Our Organisation</p>					

Appendix A – Corporate Risk Register as at December 2022

Threat Risk	Trend	Current Risk Assessment		Risk Tolerance Level		
<p>Risk Title: CRR15 – In-Year Financial Deficit</p> <p>Description: The council’s financial position goes into significant deficit in the current year resulting in reserves (actual or projected) being less than the minimum specified by the council’s reserves policy.</p>	<p>Constant</p> 	<p>21</p> <p>Likelihood = 3 Impact = 7</p>		<p>6</p> <p>Likelihood = 2 Impact = 3</p>		
<p>Risk Causes:</p> <p>A failure to appropriately plan and deliver savings. Unscheduled loss of material income streams. Increase in demography, demand and costs for key council services. The inability to generate the minimum anticipated level of capital receipts. Insufficient reserves to facilitate short term mitigations, risks and liabilities. Interest rate volatility impacting on the council’s debt costs. Impairments in our commercial Investments are realised. Response to inadequate SEND inspection in 2019, Increased demand for EHCPs, Lack of specialist provision in Bristol, increased compliance to statutory requirements in relation to SEND.</p>	<p>Existing Controls</p>					
<p>Risk Consequences:</p> <p>The council’s financial position goes into significant deficit in the current year resulting in reserves (actual or projected) being less than the minimum specified by the council’s reserves policy.</p>	<p>Control</p>		<p>Action Title</p>	<p>Due Date</p>	<p>Progress</p>	
<p>Risk Owner(s): Director of Finance (S151 Officer).</p> <p>Portfolio Flag: Finance, Governance and Performance</p> <p>Strategic Theme: Our Organisation</p>	<ol style="list-style-type: none"> BCC Financial Framework - BCC’s Financial framework ensures that we have in place sound arrangements for financial planning, management, monitoring and reporting through to Corporate Leadership Team and Cabinet. Deep Dives on non-containable pressure areas - We have continual oversight and ongoing management of the council’s financial risks and deep dives in areas reported of non-containable pressures. Ensuring engagement at local, regional and national level - in round table and working groups to keep abreast the spending review, Business Rates retention and new funding formulas for Local Government. To ensure funding for Bristol is maximised and impact of changes are fed into our long-term financial planning and strategic planning. Policy and Budget Framework - The Policy and Budget Framework provides clear guidance in relation to the approval process for supplementary funding both capital and revenue. Re-assessment of service delivery risks and opportunities and risk and other reserves - We will carry out frequent re-assessment of service delivery risks and opportunities and risk and other reserves. DSG - Detailed Management Plan Based on DfE Framework - A detailed Management Plan is in development, using the DfE’s recommended framework - The deficit and development of the plan was discussed with the DfE in Spring 21. The DfE were not requesting a formal submission at this time. DSG - Early Years Block Task and Finish Group Vacancy Freeze to manage budget overspend 		<ol style="list-style-type: none"> 1.DSG - Analysis for Further Mitigations 2. DSG - Phase 2 Programmes 3. DSG - Proposal for Phase 3 Educations Transformation Programme 	<p>August 2022</p> <p>April 2022</p> <p>August 2022</p>	<p>100%</p> <p>100%</p> <p>100%</p>	
<ol style="list-style-type: none"> 4. On-going process to develop, identify and delivery in-year mitigating actions 			<p>March 2023</p>	<p>75%</p>		
<p>Summary of Progress: There is a vacancy freeze in place to manage budget overspend in addition to specific service mitigations that are also in place (Primary and Secondary mitigations).</p>						

Appendix A – Corporate Risk Register as at December 2022

Threat Risk	Trend	Current Risk Assessment		Risk Tolerance Level		
<p>Risk Title: CRR9 - Safeguarding Vulnerable Children</p> <p>Description: The council fails to prevent increased risk of harm to children, resulting in harm or death to a vulnerable child.</p>	<p>Constant</p>	<p>21</p> <p>Likelihood = 3 Impact = 7</p>		<p>7</p> <p>Likelihood = 1 Impact = 7</p>		
<p>Risk Causes:</p> <ul style="list-style-type: none"> -Demand for services exceeds service capacity and capability. -Inadequate controls result in harm. -Increase in child protection, complex safeguarding risks, criminal exploitation, serious youth violence and gang affiliation. -Hidden harm resulting from periods of lockdown, increased stress in families and service disruption during COVID -Placement failure due to COVID infection across children's home or fostering households. -An increase in demand of 6% evident across care population - specific pressures are clear for teenagers and unaccompanied children requiring our care 	Existing Controls		Mitigating Actions			
	Control		Action Title	Due Date	Progress	
	<ul style="list-style-type: none"> • DCS quarterly assurance report to Corporate Leadership Board and action taken to address areas for improvement • Inspections and Peer Reviews - Recent inspection activity (Inspection of Local Authority Children's Services) and peer review indicates that progress has been made across services in ensuring children/adults are safeguarded. (Sep 2018 and Dec 2021) • Quality assurance and performance framework in place and reported on at regular intervals through to cabinet members and Scrutiny – which has been strengthened recently. • The Keeping Bristol Safe Board provides independent scrutiny of children's safeguarding and safer communities' arrangements in the city and holds BCC and partner agencies to account. • Strategic Risk assurance 		Reviewing areas of specific vulnerability and implementing improvements Reviewing national serious case reviews on the back of recent high profile child deaths through multiagency safeguarding arrangements Additional training in relation to professional curiosity New Quality Assurance Processes – including targeted mentoring and training for social workers	December 2022 December 2022 Sept 2022 Sept 2022	61% 30% 81% 100%	
<p>Risk Consequences:</p> <ul style="list-style-type: none"> -Harm - serious injury or death of a children -Regulatory enforcement action -Litigation -Other unpredicted financial cost to the Local Authority 			Mapping Gaps on service provision – working with Police to address capacity issues identified in targeted services Draft revised Threshold Document which is due to be approved by Keeping Bristol Safe Partnership over the next quarter. Procure a strategic partner to undertake work regarding extra familial harm and with our children who go missing from home or care.	Ongoing January 2023 April 2023	76% 90% 80%	
<p>Risk Owner(s): Executive Director People, Director Children's and Families Services.</p>			Working with Cornwall as part of Sector Led Improvement to review our place-based leadership arrangements and prevention of care offer.	March 2023	90%	
<p>Portfolio Flag: Children's Services, Education & Equalities</p>	<p>Summary of Progress: Demand continues to increase for services due to: 1. The aftermath of Covid, which has had an impact on the emotional health of adolescents. 2. Increase in children seeking asylum. 3. Cost of living crisis.</p>					
<p>Strategic Theme: Our Organisation, Empowering</p>						

Appendix A – Corporate Risk Register as at December 2022

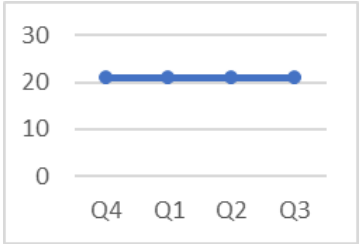


and Caring, Wellbeing.

Threat Risk	Trend	Current Risk Assessment		Risk Tolerance Level											
<p>Risk Title: CRR48 - Failure to meet the affordable housing needs of the City by failing to meet the Project 1000 Delivery targets. (Replacing CRR32)</p> <p>Description: Failure of the City to deliver to the Mayoral Target of 1000 affordable homes per year by 2024. Strategies and delivery models designed to further stimulate growth in the housing market and deliver diversity of the housing in the City prove to be ineffective.</p>	<p style="text-align: center;">Constant</p> <table border="1"> <caption>Line Graph Data</caption> <thead> <tr> <th>Quarter</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Q4</td> <td>0</td> </tr> <tr> <td>Q1</td> <td>20</td> </tr> <tr> <td>Q2</td> <td>20</td> </tr> <tr> <td>Q3</td> <td>20</td> </tr> </tbody> </table>	Quarter	Value	Q4	0	Q1	20	Q2	20	Q3	20	<p style="font-size: 24pt; font-weight: bold;">21</p> <p>Likelihood = 3 Impact = 7</p>		<p style="font-size: 24pt; font-weight: bold;">14</p> <p>Likelihood = 2 Impact = 7</p>	
Quarter	Value														
Q4	0														
Q1	20														
Q2	20														
Q3	20														
<p>Risk Causes:</p> <ul style="list-style-type: none"> - Availability of public subsidy from homes England and challenges in meeting their funding viability and value for money assumptions - Reduction in the levels of Capital funding the Council has to support affordable housing delivery by third party providers - the complexity and costs associated with the development of brownfield sites, leading to viability challenges for both direct and 3rd party delivery. - Insufficient land available - continued impact of Covid 19 on the delivery programme of developments in the City - Not enough planning applications submitted - Not enough planning permissions granted and delays within the planning process - Inability of the housebuilding industry to deliver at this level to meet need through the planning system - Increased uncertainty in the market due to Brexit - Lack of capacity within the council's delivery system and the local market - Insufficient housing land identified in strategic planning documents <p>Risk Consequences:</p> <ol style="list-style-type: none"> 1. Reputational damage 2. Increased levels of homelessness 3. Increased demand from the private rented sector, 	Existing Controls		Mitigating Actions												
	Control		Action Title	Due Date	Progress										
	<ol style="list-style-type: none"> 1. Improved our monitoring of affordable housing delivery and pipeline including identification of where HDT can unblock barriers to delivery. 2. Requiring a minimum of 30% affordable housing on land released by the Council. 3. Working collaboratively with Homes England to maximise subsidy in schemes - This provides as much affordable housing as possible. New framework for regular collaboration and review in place, focussing on both BCC direct delivery and RP delivery. 4. Project 1000 and Housing Delivery Boards - Scrutiny and active decision making / support at a senior and political level to influence and unblock barriers to delivery. Project 1000 leads in place. 5. KPI Targets for affordable housing delivery - quarterly reporting of KPI targets through spar.net providing corporate scrutiny on annual delivery against targets 6. Revised Affordable Housing Practice Note 		<ol style="list-style-type: none"> 1. Bid for second round funding through OPE BFLR fund to unlock a second CLH site. 2. Develop the Housing Delivery Plan 2022-25. 3. Review & amend the Affordable Housing Practice note in 2021/22. 4. Revised Affordable Housing Funding Policy 2022-2025 5. Secure Homes England Affordable Housing Programme Funding 6. Develop new practice notes on affordable housing delivery through Build to Rent and First Homes 	<p>July 2022</p> <p>December 2022</p> <p>July 2022</p> <p>March 2022</p> <p>March 2026</p> <p>April 2022</p>	<p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>40%</p> <p>100%</p>										

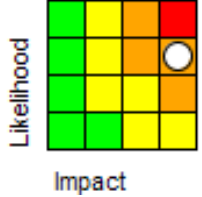
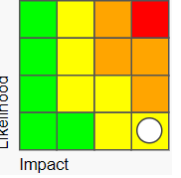
Appendix A – Corporate Risk Register as at December 2022

<p>(non-affordable), by those in highest need 4. Residualisation of lower value areas of the city 5. Economic deprivation, poorer health and lower educational attainment of households living in poverty in poor housing conditions with limited tenancy sustainability 6. Balance between addressing need for family homes V increased viability of delivering smaller units</p>		<p>7. Plan and establish a monthly Project 1000 working group to oversee all affordable housing development activity, monitor and manage risk and unblock internal barriers to delivery</p>	<p>August 2022</p>	<p>100%</p>
<p>Risk Owner(s): Executive Director Growth and Regeneration, Director Development.</p>		<p>8. Develop a new framework of appraisal parameters and agree a clear funding programme approach for HRA delivery</p>	<p>October 2022</p>	<p>95%</p>
		<p>9. Review structure and capacity of current Housing Delivery Team to ensure the team has the ability to meet Project 1000 and HRA Business plan targets for direct delivery</p>	<p>December 2022</p>	<p>100%</p>
		<p>10. Maximise capital funding from Homes England, WECA and DLUHC to address the complexities and additional costs of delivering an affordable housing programme on brownfield sites, including looking at ways of developing a strategic approach with key funding partners to meet infrastructure and abnormal costs.</p>	<p>March 2025</p>	<p>50%</p>
<p>Portfolio Flag: Housing Delivery and Homes</p>	<p>Summary of Progress: Affordable housing delivery remains challenging for the city and longer-term interventions / new housing projects are unlikely to impact significantly on the emerging pipeline of completions for 2023/24/5 but will support high levels of delivery in the years beyond Project 1000. Providers are reporting increasing concerns with the increased costs and supply in construction materials and labour, which coupled with the likelihood of rent capping and a downturn in property values, are creating viability gaps in scheme appraisals. Strategies around addressing these gaps are being discussed at a both a scheme-by-scheme level and more strategically with Homes England. Focus is currently on unblocking and accelerating the current programme of HRA, Goram and third-party sites to protect and maintain forecasts. Work around property acquisitions and changes of use to council buildings to deliver a new supply of affordable Temporary Accommodation will add to the current completions pipeline.</p>			
<p>Strategic Theme: Fair and Inclusive</p>				

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Threat Risk	Trend	Current Risk Assessment		Risk Tolerance Level	
<p>Risk Title: CRR12 - Emergency planning measures and resources overwhelmed by scope and scale of an emergency or incident faced by the council</p> <p>Description: A Major Incident or emergency which exceeds the response capacity of the council and partner responding organisations leading to mass fatalities, excess deaths, damage to property and infrastructure and an ability to deliver key service to the community. In addition, further consequences could be litigation and reputational damage to the council.</p>	<p>Constant</p> 	<p>21 Likelihood = 3 Impact = 7</p>		<p>9 Likelihood = 3 Impact = 3</p>	
<p>Risk Causes: Emergency risks not identified and prepared for. Lack of trained and available responding staff. Emergency roles and responsibilities not embedded.</p> <p>Risk Consequences: Increased risk of: - Disruption of public services - Disruption of transport networks - Death/injury - Displacement of people</p> <p>Risk Owner(s): Executive Director Growth and Regeneration, Director Management of Place.</p>	Existing Controls		Mitigating Actions		
	Control		Action Title	Due Date	Progress
		1.24/7 Operations Centre provides effective monitoring for the city and a co-ordinatory role in response and recovery.	1.Emergency training – rest centres, humanitarian assistance and training for Marshals currently running	April 2022	100%
		2.Corporate Resilience Group, overseeing mitigations of contingencies risks identified on the National Security Risk Assessment and delivery of Category 1 Responder duties	2.Plan and Deliver Corporate exercise	October 2022	85%
		3.Active participation in the Avon and Somerset Local Resilience Forum and close working with multi-agency partners, including training and exercising	3.Development and sign off of Strategic Crisis Management Plan	May 2022	100%
		4.Emergency Plans	4.Development and roll out of the Emergency Planning e-learning package	October 2022	60%
		5.Duty Director rota in place	5.Community Resilience Mapping development	May 2022	85%
		6.Duty Civil Protection Officer and other duty rotas in place (Highways, Dangerous Structures, Public Health, Social Care, etc)	6.Supporting the review of the ASLRF work programme and Operational Model	May 2022	100%
		7.BCC emergency plan training and exercising in place	7.Continued support to the Covid response, particularly around testing and vaccinations	June 2022	100%
		8.Monitoring of severe weather events	8.Coordination of support for Afghan refugee hotels	May 2022	100%
	9.Close working with Safety Advisory Group for Events				
	9.Horizon scanning for emerging risks, including Ukraine war (through CRG, BC Group and LRF)				

Appendix A – Corporate Risk Register as at December 2022

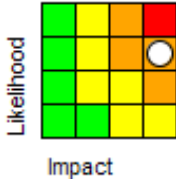
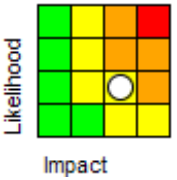
Portfolio Flag: City Economy, Finance & Performance	Summary of Progress: The likelihood and impact of a civil emergency overwhelming BCC's capacity to respond unfortunately remains high. A combination of risks documented in the National Security Risk Assessment, such as severe weather and terrorism, and additional risks such as the ongoing threat of further Covid waves and the cost-of-living crisis and associated risk of civil unrest, layered on the difficult situation the Council and other responding agencies find themselves following Covid and as a result of financial pressure, mean it is not possible to reduce this risk score. Although good and well drilled mitigations are in place, capacity to maintain a response to multiple pressures is stretched.				
Strategic Theme: Our Organisation, Wellbeing					
Threat Risk	Trend	Current Risk Assessment		Risk Tolerance Level	
Risk Title: CRR52 - Fire Safety in high Rise residential buildings Description: Risk of failing to ensure high rise properties meet safety requirements	Escalated from Service Risk Registers	<div style="text-align: center;"> 21 Likelihood = 3 Impact = 7 </div>		<div style="text-align: center;"> 7 Likelihood = 1 Impact = 7 </div>	
Risk Causes: Findings from new PAS9980 inspection regime, learning from fires and new regulatory requirements. Difficulty recruiting to new posts and conducting service review resulting in no additional dedicated resources with responsibility for building safety cases and resident engagement.	Existing Controls				
Risk Consequences: Risks to personal safety, reputational and legal (financial and criminal), increased insurance costs	Control	Action Title		Due Date	Progress
Risk Owner(s): Executive Director Growth and Regeneration, Director Homes and Landlord Service	<ul style="list-style-type: none"> Carry out fire risk assessments on all communal areas/assets identified as requiring an FRA on an annual of bi-annual basis depending on level of risk and occupancy (97% complete) Fire Engineer Independent Assessments (IA) on its High-Rise blocks. The IA's included holistic assessments of fire safety equivalent to type 4 intrusive investigations. Separate contractual arrangements for FRA's and remedial works Deliver programme of PAS 9980 appraisals and FRAEW's as necessary BCC instructs further assessments as directed from FRA's Carpenters are TRADA trained to ensure fire doors meet required standards Fire risk assessments are carried out by qualified and competent people. Fire safety and awareness training for staff in place Fire safety policy implemented and includes approach to stay put, evacuation etc. Monthly building safety board meetings monitor fire and building safety compliance Our current fire safety consultant for High rise (Building Control) is IFE (Institution of Fire Engineers) accredited. For low rise, our current assessor is FRACS (Fire Risk Assessor's Certification Scheme) qualified. 	<ul style="list-style-type: none"> Waking watch implemented in all 38 blocks with EPS cladding Building new investment into the budget/business plan for 2023/24 Complete a review of business innovation Complete a review of fire safety policies and processes 		<ul style="list-style-type: none"> November 2022 March 2023 April 2023 May 2023 	<ul style="list-style-type: none"> 100% 0% 0% 0%

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Appendix A – Corporate Risk Register as at December 2022

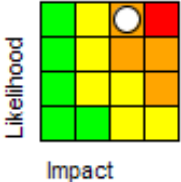
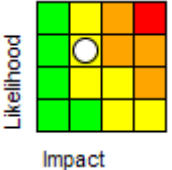
	<ul style="list-style-type: none"> • Separate contractual arrangements are held for FRA’s and remedial works 	
<p>Portfolio Flag: Housing Delivery and Homes</p>	<p>Summary of Progress: Work to commence to review alternative structure options to ensure additional required fire safety resources can be secured. Procurement activity is underway to secure companies who can work with us to complete PAS9980 assessments and tender in progress secure a contractor to carry our Fire Risk Assessments,</p>	
<p>Strategic Theme: Our Organisation, Empowering and Caring, Fair and Inclusive, Well Connected, Wellbeing</p>	<p>A temporary project team is in place reviewing our fire safety approach, work includes: introducing waking watch and simultaneous evacuation policies, leading a programme of communication and engagement events for residents, reviewing associated policies, building new budget requirements and procuring contracts as previously detailed. As part of the 2023/24 budget setting process we are ensuring sufficient resources are in place to fund the waking watch and we are developing an EPS removal programme and options for an sprinkler programme</p>	

Appendix A – Corporate Risk Register as at December 2022

Threat Risk	Trend	Current Risk Assessment		Risk Tolerance Level																		
<p>Risk Title: CRR51 - Risk that ASC financial unsustainability due to national and local pressures leads to a failure to deliver statutory duties and budgetary control</p> <p>Description: There is a risk that ASC financial unsustainability due to a number of national and local pressures compromises the ability to deliver statutory duties and the independence of people that draw on care and support.</p>	New Risk	<p style="text-align: center;">21</p> <p style="text-align: center;">Likelihood = 3 Impact = 7</p>		<p style="text-align: center;">10</p> <p style="text-align: center;">Likelihood = 2 Impact = 5</p>																		
<p>Risk Causes:</p> <ul style="list-style-type: none"> -Rising demand in Adult Social Care which must be met under the Care Act. Particularly from complex needs and higher cost requirements in people under 65. These needs are more likely to be met outside of area, be subject to lower personal contributions, and be needed for longer. -Increase of needs due to more health services being delivered in the community without appropriate funding following the patient. -Increased complex needs across our demographics that must be met under the Care Act. -Lack of funds available within budget to meet statutory duties. -Lack of systems in order to ensure effective governance and control of all spend. -Pressure from wider system pressures - for example, delays in hospitals which lead to increased long term cost provision for care. -Non-recurrent funding which limits opportunity for long term investment. <p>Risk Consequences:</p> <ul style="list-style-type: none"> - Overspending on the budget which may impact the wider council. -The consequence of this risk are that appropriate and effective care and support as required under the Care Act may not be possible for all those who require it. The consequence could be felt in the quality or quantity of care and support, or in both. 	<p style="text-align: center;">Existing Controls</p> <table border="1"> <thead> <tr> <th>Control</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> Established Care Cubed to improve pricing controls - enabling the service to maximise value for money Improved Business Intelligence - Developing advanced tools for analysing and reporting business intelligence and performance information Improved governance process on all spend - Improved case discussion where all spend is approved through tighter governance. 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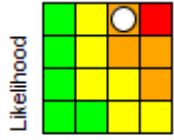

Appendix A – Corporate Risk Register as at December 2022

<p>Portfolio Flag: Children’s Services, Education & Equalities</p> <p>Portfolio Flag: Adult Social Care & Integrated Care System</p>	<p>Summary of Progress: The likelihood of this risk is under constant review as it may increase in coming weeks due to the significant financial pressures on the health and social care system in Bristol (and nationally), combined with winter pressures. Bristol is one of the worst performing health systems in terms of discharge from hospital and addressing this puts considerable pressure on social care. This risk continues to be managed in the same three ways referenced in the last quarter i.e. day to day performance improvement, the ASC Transformation programme, and the health and social care integration programme. The Council's focus on budget setting for 2023/24 during October and November has reviewed the absolute requirements for the Council to meet its statutory requirements under the Care Act. The financial support announced by the Chancellor in November is being reviewed to understand the extent to which the ASC and Health elements will be able to help mitigate this risk escalating.</p>
<p>Strategic Theme: Our Organisation, Empowering and Caring, Wellbeing.</p>	

Threat Risk	Trend	Current Risk Assessment		Risk Tolerance Level		
<p>Risk Title: CRR53 - Risk that increased social worker and occupational therapist vacancies and sickness rates will result in vulnerable adults’ care being compromised.</p> <p>Description: Limited staff capacity within operational teams will result in increased waiting times for assessment and review potentially putting vulnerable adults at risk of going without sufficient care and support.</p>	<p>New Risk</p>	<p>20 Likelihood = 3 Impact = 7</p>		<p>9 Likelihood = 3 Impact = 3</p>		
<p>Risk Causes: -Difficulties recruiting and retain experienced social workers and OTs. This is in line with national picture of increasing vacancy rates in statutory adult care social care departments across the country. -These vacancies are not distributed equally with some operational teams having nearly 50% vacant posts. -Sickness absence in operational teams have also increased during this period which is further compounding operational teams’ ability to respond to those in most urgent need. -Cost of living crisis is also likely to impact on retention rates of social work staff</p> <p>Risk Consequences: - As a result of this decreased operational capacity this has seen an increase in numbers of people waiting for assessment and reviews (insert data) -The percentage of individuals who have had an annual review of their care and support needs has also decreased in the last year with less than 50% of individual in receipt of care and support having had a formal review.</p> <p>Risk Owner(s): Executive Director People, Director Adult Social Care.</p>						<p>Existing Controls</p>
	<p>Control</p>	<p>Action Title</p>	<p>Due Date</p>	<p>Progress</p>		
	<ul style="list-style-type: none"> Increase Social Work and OT Apprentice capacity - ASC have doubled the amount of SW and OT apprentices this year increasing to 6 SW Apprentices per year and 2 OT apprentices. Operational Business Continuity plans duty - All operational teams have internal prioritisation process for workflow and demand. Additionally, they have robust duty systems in place with duty workers present to respond to urgent demands or cases to mitigate against highest risk of harm to citizens and respond in a timely way to those at greatest need. Recruitment Strategy - Developed new recruitment strategy and implemented rolling recruitment advert. Developing enhanced Wellbeing offer for operational staff - dedicated additional resource within Adult Workforce L&D to enhance our wellbeing and support offer. 	<p>Review AMHP Market Supplement</p> <p>Recruit Non- registered Social Care Practitioners to bolster workforce - Agreed to recruit Social Care Practitioners and OT aides on a fixed term basis to off sent challenges in recruiting registered staff. Cost will be covered by SW vacancies and underspend and can offer some mitigation. Historically we have more success and recruiting and retaining non-registered staff than SW and OT roles.</p>	<p>January 2023</p> <p>October 2022</p>	<p>75%</p> <p>100%</p>		

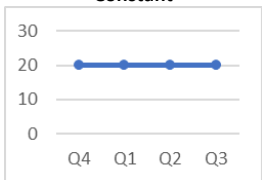
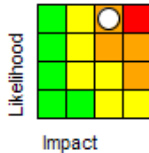
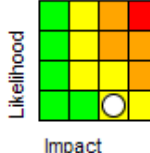
Appendix A – Corporate Risk Register as at December 2022

Portfolio Flag: Adult Social Care & Integrated Care System	<p>Summary of Progress: Operational capacity within ASC continues to be stretched. Currently average practitioner capacity sits at 70% which includes vacancies and all absences. This varies significantly across teams and localities with 3 operational teams below 50%.</p> <p>This has been impacted further by delays resulting from further vacancy management and dispensation process.</p>
Strategic Theme: Our Organisation, Empowering others and Caring, Fair and Inclusive, Well connected, Wellbeing.	

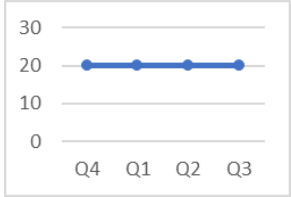
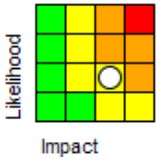
Threat Risk	Trend	Current Risk Assessment		Risk Tolerance Level		
<p>Risk Title: CRR39 – Adult and Social Care major provider/supplier failure</p> <p>Description: Failure or potential degradation of ASC service provision linked to a complex set of internal / external risks causing service interruption or cessation. Failures or closures in the supply chain mean insufficient supply to source adequate appropriate support and meet Care Act needs.</p>	<p style="text-align: center;">Constant</p> 	<p>20</p> <p>Likelihood = 4 Impact = 5</p>	 <p>Likelihood</p> <p>Impact</p>	<p>14</p> <p>Likelihood = 2 Impact = 7</p>	 <p>Likelihood</p> <p>Impact</p>	
<p>Risk Causes: - Provider goes into liquidation or ceases operations - Provider unable to meet demand due to recruitment / workforce/ or organisational issues.</p> <p>Factors influencing provider/supplier failure: Increased demand and increased complexity of need of individuals putting further pressure on social care sector. Chronic workforce recruitment and retention problems heightened by pandemic. The social care sector facing a number of other issues – highly competitive job market, covid ‘exhaustion’, rising energy costs, changes to National Living Wage, inflation/ raising costs of supplies, high cost of living in Bristol, significant pressures from two large acute hospitals.</p> <p>Risk Consequences: Citizens (many of whom are very vulnerable) may have services ended or reduced without much notice putting them at risk and causing distress Lack of suitable local provision may mean people moving away from community, support networks Lack of alternative provision should mean not meeting statutory duties under Care Act Pressures on ASC workforce (social work, contracts, brokerage commissioning etc) to review and find alternative provision in timely manner Financial pressures as demand may drive prices up Lack of suitable provision resulting people moving to inappropriate more costly provision (e.g. care home instead of home care)</p> <p>Risk Owner(s): Executive Director People, Director Adult Social Care.</p>	Existing Controls		Mitigating Actions			
	<ul style="list-style-type: none"> Daily review of supply and sustainability issues and x3 week business continuity meetings across operations Twice weekly Operational Business continuity meetings Weekly ASC Business continuity meeting – DMT level Weekly produced Sit Rep with information on Covid Outbreak Management, supply, demand, provider quality Regular information received from D&B Credit ratings to help assess financial risk Each major contract (Home Care, Care Homes, Community Support Services, ECH) has a multi-disciplinary Business Relations team which assess risks to those provisions and plan response whether QA or Commissioning Provider Sustainability Panel is a forum where ASC can assess the financial issues facing individual provider and consider support options Regular meetings with a) key Strategic Providers in the city b) all provider forums and regular dialogue with Care and Support West Care Association Daily assessment of supply - via Brokerage team, Business relationship team and Contracts Strategic Planning and information sharing with CCG, other LAs and other key stakeholders - Great integration across BNSSG and joint problem solving, sharing of information and 		Action Title	Due Date	Progress	
			<ul style="list-style-type: none"> Review of Provider Financial Sustainability process Proud to Care Programme Fair Cost of Care exercise Cost of Living Work Update of Provider Failure Procedure 		<p>December 2022</p> <p>March 2023</p> <p>October 2022</p> <p>October 2022</p> <p>December 2022</p>	<p>25%</p> <p>50%</p> <p>100%</p> <p>100%</p> <p>50%</p>

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	resources. <ul style="list-style-type: none"> Provider Failure/Service Interruption Process
Portfolio Flag: Adult Social Care & Integrated Care System	Summary of Progress: Providers have approached the council highlighting the significant increases due to cost of living. The energy costs will particularly impact 'building based' services such as care homes and it is clear that will be organisations reducing or closing services in the coming months and some have already indicated their intention to do this. The risk to the health and wellbeing of service users is mitigated by having well established procedures to manage care home / service closures and commissioning options to secure capacity. The risk remains the same risk score as Q2. There has been some handbacks of care contracts in the last quarter.
Strategic Theme: Our Organisation, Empowering others and Caring, Fair and Inclusive, Well connected, Wellbeing.	

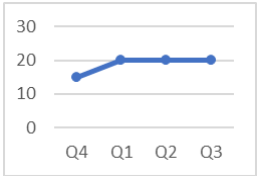
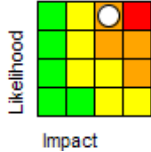
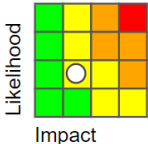
Threat Risk	Trend	Current Risk Assessment		Risk Tolerance Level	
Risk Title: CRR7 – Cyber Security Description: The Council's risk level in regard to Cyber-security is higher than should be expected.	Constant 	<div style="background-color: #8B4513; color: white; padding: 10px; text-align: center;"> <h2>20</h2> <p>Likelihood = 4 Impact = 5</p> </div>		<div style="background-color: #FFD700; color: black; padding: 10px; text-align: center;"> <h2>5</h2> <p>Likelihood = 1 Impact = 5</p> </div>	
Risk Causes: <ul style="list-style-type: none"> Lack of investment in appropriate technologies. Reliance on in-house expertise, and self-assessments (PSN). Lack of formal approach to risk management (BO27001). Historic lack of focus. Risk Consequences: <ol style="list-style-type: none"> Information security incidents resulting in loss of personal data or breach of privacy / confidentiality. Safeguarding data breach impacting on safety of vulnerable child or adult. Risk of breaching the regulations and being subject to penalties/fines - Regulations Fines increasing from up to £500,000 to 10-20m Euros of 4% of global turnover, enforced by the Information Commissioners Office on behalf of the European Union. Increased litigation. Reputational damage. 	Existing Controls				
	Control		Action Title	Due Date	Progress
	1. Phishing attack exercises - As well as technical controls, the Council continues to carry out regular Phishing attack exercises where we are sending emails to staff to see how users react to this type of Cyber Attack. Anyone clicking on links is directed towards targeted training.		1. Work with ICT colleagues continues and discussions around cementing roles and responsibilities is being undertaken	December 2022	75%
	2. Targeted Training of employees – The Information Governance and ICT team will continue to work together to support the SIRO to develop appropriate targeted training for all Council staff relating to cyber security. developed by IG and ICT Teams				
	3. Technical controls		2. Implement audit actions with oversight by IG Board	December 2022	80%
	4. Security team training				

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Risk Owner(s): Chief Executive, Senior Information Risk Owner (SIRO).						
Portfolio Flag: Finance, Governance and Performance	Summary of Progress: Ever present risk, the impact still remains significant posing a major threat to the Council. No change to the score at this time, the Council is also facing challenges around recruitment which are having an impact on this risk. Progress is being made in addressing some large and complex areas of concern, such as the creation of a Security Operations Centre (SOC) & configuration and updates of our Security Incident Event Monitoring (SIEM). In reviewing the risk, satisfied that the threshold for a Critical Impact is not met, therefore risk score remains unchanged					
Strategic Theme: Our Organisation						
Threat Risk	Trend	Current Risk Assessment		Risk Tolerance Level		
Risk Title: CRR25 – Suitability of Line of Business (LOB) Systems Description: The Council has reliance on legacy software systems which cause a number of risks due to; 1. Supportability from internal IT resource 2. The supportability of the hardware utilised 3. Lack of alignment to strategy and therefore a blocker to Digital Transformation 4. Within an appropriate support contract Legacy data used for current work (GDPR) 6. Lack of Information (Cyber) Security controls 7. High cost where alternative core Council solutions exist	Constant 	20 Likelihood = 4 Impact = 5		10 Likelihood = 2 Impact = 5		
Risk Causes: Sovereignty within service areas, and a lack of motivation to change. Cost of transition. Lack of knowledge of which systems are problematic and the impacts of these. Lack of understanding of impact. Lack of ownership from Information Asset Owners. Lack of documentation pertaining to software systems and ownership of strategy. Cost avoidance of replacing systems. This is seen as an IT problem, not one for the software system owners.	Existing Controls		Mitigating Actions			
	Control			Action Title	Due Date	Progress
	1. Auditing of all councils Line of Business (LOB systems)			1.Undertake comprehensive review of all software systems and identify potential risks (as per threat risk description). Place all risks into an Operational Risk format. Risks will be scored and any known mitigation noted. This will be presented to CLB for further review and to agree action plan.	December 2022	100%
	2. IT Services highlight risks and shortcomings with systems (in an informal manner) to Heads of Service and Senior Leadership			2.Channel Shift Project - Review legacy line of business systems with the view to rationalising and replacing either by building on existing internal platforms such as dynamics or via procurement of new products and better utilisation of functionality.	February 2028	0%
Risk Consequences: Lack of resilience and continuity in event of an incident/failure High-cost applications without appropriate support. Inability to improve service delivery through digital	3. Work with Information Governance perpetuate a Cyber Security or Information Management risk are identified and service areas understand the risks to their services.					

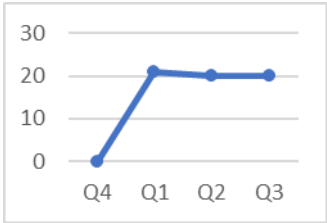

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transformation. May feed into Information (Cyber) Security risks.	
Risk Owner(s): Director, Digital Transformation, Senior Information Risk Owner (SIRO) for Cyber Security. Service Areas for BCP/DR.	
Portfolio Flag: Finance, Governance and Performance	Summary of Progress: Sub-risks of the individual applications that make up this overarching risk are continuing to be added by the Risk team and each of those need mitigating individually.
Strategic Theme: Our Organisation	

Threat Risk	Trend	Current Risk Assessment		Risk Tolerance Level	
<p>Risk Title: CRR40 – Unplanned Investment in Subsidiary Companies</p> <p>Description: There is a risk that BCC’S investments in subsidiaries may require greater than anticipated capital investment.</p>	<p>Constant</p> 	<p>20</p> <p>Likelihood = 4 Impact = 5</p>		<p>6</p> <p>Likelihood = 2 Impact = 3</p>	
<p>Risk Causes: Failure to have effective corporate governance arrangements in place in one or more of the companies. Failure to ensure the right leadership with the right skills across the Companies. Business Failure due to severe economic downturn caused by external factors (incl. Pandemic & Brexit). Service delivery failure as a result of specific market changes (e.g., recyclate market, housing market, volatility in gas and electric market prices, delays in timing of income from customer heat network connections), failure to secure planning etc. Delivery of BE2020 wind up within financial envelope. Legislation changes. Cyber Security - risk that key systems are compromised and that sensitive data is stolen Failure to develop and grow commercial trading activities</p>	<p>Existing Controls</p>				
<p>Risk Consequences:</p>	<p>Control</p> <ol style="list-style-type: none"> Audit and Risk Committee - Supports on issues of risk, control and governance Board Effectiveness Reviews to be annual workforce planning Continued monitoring of the impact of External issues such as COVID on the business and adaptive approach being proposed for optimising emerging opportunities and mitigating pressures Effective engagement with BHL re reserved matter decisions and wider engagement with BCC Client teams to review performance, quality and set clear KPIs Shareholding Group Weekly progress review provided and regular review of assumptions, cash flow and risks 	<p>Action Title</p> <ol style="list-style-type: none"> Align Risk Management Arrangements Between BCC/BHL BCC Capital Strategy limits BCC exposure to loans Business Plan for Bristol Heat Network Business Plan for Holding Companies 23/24 	<p>Due Date</p> <ol style="list-style-type: none"> September 2022 December 2021 March 2022 March 2023 	<p>Progress</p> <ol style="list-style-type: none"> 20% 100% 50% 0% 	

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<ul style="list-style-type: none"> - Financial Loss - Reputational damage to the council - Impact to service provision provided by subsidiary companies 		5. Business Plan for Holdings Companies	March 2022	100%	
Risk Owner(s): Chief Executive and S151 Officer.		6. Capital Programme	March 2022	100%	
Portfolio Flag: Finance, Governance and Performance	Summary of Progress: Risk exists and assessment remains same due to continued pressures in BWC.				
Strategic Theme: Our Organisation, Empowering and Caring, Fair and Inclusive, Well Connected, Wellbeing					
Threat Risk	Trend	Current Risk Assessment		Risk Tolerance Level	
Risk Title: CRR49 - Workforce Resilience	Constant 	<div style="text-align: center;"> <h1>20</h1> <p>Likelihood = 4 Impact = 5</p> </div>		<div style="text-align: center;"> <h1>9</h1> <p>Likelihood = 3 Impact = 3</p> </div>	
Description: A lack of workforce resilience or capacity to provide statutory services and achieve strategic aims and objectives					
Risk Causes: Failure to recruit – particularly in specialist areas where the market is highly competitive COVID-19 impact in labour market and workforce sickness High levels of staff turnover High staff sickness levels Ineffective prioritisation of workloads Risk Consequences: Key services fail – inability to meet service demands Statutory and/ or regulatory obligations are not delivered Strategic priorities and aims are not delivered. The council becomes unfocused and demand led. Increasing levels of sickness absence Higher staff turnover and loss of talent	Existing Controls		Mitigating Actions		
	Control		Action Title	Due Date	Progress
	<ul style="list-style-type: none"> • Agreements in place with employment businesses for the supply of contingent workforce; agency and statement of works • Promotion of apprenticeships and internal progression opportunities • Regular and close review of management information (through HR Dashboards and leavers survey) to monitor turnover, staff starters/exits to enable targeted actions to be taken • Stress risk assessments, supporting attendance policy, occupational health advice and Employee Assistance Programme are in place to minimise the incidence and length of sickness absence. A refreshed stress risk assessment has been developed through consultation with trade unions and staff led groups and is due for launch in December 22. • Support for managers with future workforce planning and succession planning, with bespoke action plans to target diversity and skills gaps 		Analysis of staff feedback (from surveys and team discussions) to take targeted action to support the resilience and wellbeing of the workforce. This includes the introduction of workshops, e-learning resources, training courses, coaching and advice, in addition to the Employee Assistance Programme	October 2022	100%
		Workforce Strategy is currently being refreshed and will have workforce resilience and wellbeing as a primary theme	October 2022	75%	

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<p>HSE/Legal action Reputational damage Poor customer satisfaction leading to complaints and requests for compensation</p>	<ul style="list-style-type: none"> • Consideration of impact of cost of living and winter pressures, encouraging take up of booster and flu jabs and review the facilities available in the workplace • Introduction of an agile self-assessment form - for managers to discuss with team members and put in place actions to help ensure a workplace that is suitable for their physical and mental wellbeing • Prioritisation of tasks to better manage workforce pressures 	
<p>Risk Owner(s): Chief Executive, Director of Workforce and Change</p>	<p>Summary of Progress: This risk remains as High due to the adverse impact of the budget saving proposals may have on workforce resilience and wellbeing, and the impact of the continued vacancy freeze and the likely impact on service resilience.</p> <p>Mitigation includes an enhanced wellbeing support package, including on-line resources, drop-in sessions, a refreshed stress risk-assessment, bespoke packages for teams. HR and health and wellbeing colleagues are working with managers to support their teams through change.</p> <p>With regards the vacancy freeze, a dispensation process is in place for essential posts</p>	
<p>Portfolio Flag: City Economy, Finance & Performance</p>		
<p>Strategic Theme: Our Organisation</p>		



Threat Risk	Trend	Current Risk Assessment		Risk Tolerance Level	
<p>Risk Title: CRR41 – Capital Portfolio Delivery</p> <p>Description: Capital portfolio is not delivered on time, within budget and does not deliver One City Plan and Corporate Strategy objectives.</p> <p>Risk Causes: Strategic, geographic, social, financial and economic conditions changing over time Oversight of Project Interdependencies not well managed Insufficient in-house resources to progress major projects lead to missed opportunities to leverage third party investment Failure to anticipate and secure investment and resources to deliver enabling works and infrastructure</p> <p>Risk Consequences: The cost is higher than expected The capital portfolio is delivered later than planned The operating and maintenance cost of assets exceeds expectations Benefits not delivered resulting in failure</p>	<p>Constant</p>	<p>20 Likelihood = 4 Impact = 5</p>		<p>6 Likelihood = 2 Impact = 3</p>	
	Existing Controls		Mitigating Actions		
	Control		Action Title	Due Date	Progress
	Introduction of enhanced highlight and exception reporting at the G&R Board - Change Services PMO have regular Highlight reports submitted to G&R Board from key and/or large capital programmes and projects. This is now ongoing		Deliver workshops on the review and refresh of the capital programme and review of Capital receipting/disposal.	31 August 2022	100%
	Internal/External comms factored in into all resource requests to reduce reputational risks		Collaboration with Sustainable City and Climate Change Service to develop a Bristol Capital Sustainability Standard	October 2022	100%
	Additional headroom in MTFP assumptions to manage inflationary and supply chain issues - Change Services PMO have regular Highlight reports submitted to G&R Board from key and/or large capital programmes and projects. This is now ongoing.		Developing of a new comprehensive delivery framework, lifecycle and standard operating procedure Spring 21 that overlaid with existing BCC governance and Decision Pathway.	October 2022	100%
			Commissioned capital strategic partner	February 2021	100%

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<p>to deliver outcomes to secure strategic objectives</p>	
<p>Risk Owner(s): Executive Director Growth and Regeneration.</p>	
<p>Portfolio Flag: Mayoral Portfolio and City Economy, Finance & Performance</p> <p>Strategic Theme: Our Organisation, Empowering and Caring, Fair and Inclusive, Well Connected, Wellbeing</p>	<p>Summary of Progress: The main risks and mitigation actions remain similar to last reporting cycle. The previous note addresses the governance measures implemented to provide grip over the capital portfolio. This note sets out some of the key areas of risk with high impact scores and discuss management plans / mitigation strategies and why they are scored a such:</p> <p>Communities / Social: The capital portfolio contains works that if delayed could have a severe but manageable negative impact on vulnerable groups/individuals (school places, affordable homes, transport infrastructure etc). Management responses to risk areas below will help manage the impact on this.</p> <p>Environmental: The capital portfolio is a high waste creator and polluter. It also offers significant opportunity to construct and install tech and infrastructure essential to meeting strategic aims and reducing its negative impact on the environment in the delivery phase.</p> <p>Delivering sustainable projects within policy is now more prevalent but there is significant opportunity to improve. Capital Projects Service is collaborating with Sustainable City and Climate Change Service to develop a Bristol Capital Sustainability Standard. This will set out a strategic plan for environmental sustainability across the whole of Bristol City Council's capital portfolio. It contains objectives for the portfolio as a whole and guidance to help delivery staff understand the relevance to their projects. It will provide a set of metrics to track the sustainability performance of the capital portfolio. It will provide advice on what individual projects should report on to feed into these metrics. It will provide an approach to addressing sustainability across the lifecycle of a capital project.</p> <p>This is being piloted currently in Capital Strategic Partnership commissions.</p> <p>Consider adding the capital portfolio as a strategic opportunity to support attainment of strategic environmental goals. Public realm, building asset operation, energy creation & distribution, sustainable transport, ways of working, modern methods of construction can all make significant contributions if embedded consistently in the portfolio with good structures, process and management.</p> <p>Financial: Impact is 5 as the capital portfolio is currently operating within its 'assumptions'. In short there is sufficient capital to meets its liability. Inflation and the impact on labour and material due to geopolitical factors will place significant strain on budgets and will likely require use of portfolio contingency and may require headroom to be created to protect the ability to meet contractual obligations and high-level aspirations.</p> <p>An iteration of this was completed in Dec 21 to create additional headroom in the MTFP to manage this kind of issue.</p> <p>In June 2022 Grant Thornton published its interim Auditors Report on Bristol City Council. The report made several observations on capital delivery and capital spend including that the capital programme historically delivers 75% of its spend in the final quarter of the financial year. The recommendations and actions made in the report are factored into the responses and actions associated with this risk. Accurate forecasting and highly assured and smooth delivery of the capital portfolio are the key goals for the steps articulated in the Programme and Project Management section below.</p> <p>As part of the contract with the Strategic Capital Partnership, resource and support has been provided to increase training for officers to improve accuracy of current and future forecasting and budget requests for consideration within decision pathways and corporate governance.</p> <p>Programme & Project Management: The capital programme was rated as 'Limited' when internally audited in 2021. Head of Capital Projects developed a new comprehensive delivery framework, lifecycle and standard operating procedure Spring 21 that overlaid with existing BCC governance and Decision Pathway. This was internally audited at the same time and was given a 'Reasonable' assurance level with the steps to make it Substantial being to roll it out for all capital projects, not just Strategic Partner commissions. This is now a Audit management action allocated to the Head of Capital Projects.</p> <p>All Strategic Partner commissions are using the framework and SOS's. City Transport are adopting as part of the organisational refresh with 5 projects trialling already. Housing Delivery are currently considering pilot schemes for the framework as well.</p> <p>The need for a Portfolio Management Office set up has been recognised by the organisation to coordinate the portfolio's programmes and sub projects. This will allow far greater level 2 assurance, understanding interconnected risks and issues and the application of the framework across the majority of the portfolio. This will improve reporting, decision making, control and risk management. Capital Projects is working with Change Services to design and implement this capital PMO function.</p> <p>Resource has been a continual issue in delivery of capital programmes and projects. In Feb 21 the Capital Strategic Partner was commissioned. This has enabled quick call off for professional services required for capital delivery. The take up of the Partnership by officers has been greater than initially anticipated. This indicates that key projects and programmes are benefiting from this resource particularly in PM and Programme Management.</p>

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Demonstrable improvements are seen in the parts of the portfolio with pilots and those that are using the new delivery framework but this score will only be reduced when there is a consistent improvement across the whole capital portfolio.

Reputation: External and internal comms are being factored into all resource requests (mandate, OBC, FBC). There is significant risk capital delivery (Bristol Beacon as an example). The council’s reputation in the market is also very important. The construction market is volatile and unpredictable at the moment. The Council needs to be considered a client of choice that suppliers want to work with or there is a significant risk that tender responses will be limited with poor value for money implications. Behaviours of commissioners and how the Council communicates its aspiration and values is key to manage this.

Likelihood: The likelihood has been reviewed against the criteria and believe there is some justification in considering reducing to a Likely level due to the management actions we have in place and the steps we have taken to address PM and Programme Management deficiencies and resource issues. However, it is recommended that the likelihood is kept at Almost Certain for review in 3 months time. We will have had more time to assess the impact of the strategies/actions and have evidence in tangible outputs (completed projects & programmes) that will evidence the reduction rather than the improvement being only anticipated

Threat Risk	Trend	Current Risk Assessment		Risk Tolerance Level		
<p>Risk Title: CRR37 - Homelessness</p> <p>Description: The risk that homelessness and the subsequent cost of providing suitable affordable accommodation to meet needs and achieve effective long-term outcomes increases.</p>	<p>Constant</p>	<p>20</p> <p>Likelihood = 4 Impact = 5</p>		<p>9</p> <p>Likelihood = 3 Impact = 3</p>		
<p>Risk Causes:</p> <ul style="list-style-type: none"> -The ending of the eviction ban -Unemployment and cost of living rising leading to an increase in evictions. -A recent sharp increase in the number of households partly or wholly reliant on welfare benefits [UC claimant households in Bristol have risen from 17,000 in number in April 2020 to 38,000+ in Feb. 2022]. For most welfare benefits recipients, particularly those living in the private rented sector, housing and essential household costs are not met by their benefits entitlements’. -Impact of the pandemic leading to an increase in mental health issues, family relationship breakdown and domestic violence & abuse. -Supply of affordable rented housing reducing -Increasing popularity of Bristol as a city to move 	<p>Existing Controls</p>					<p>Mitigating Actions</p>
	<p>Control</p> <ul style="list-style-type: none"> • Joint commissioning of services - Focus on more joint commissioning of services for those homeless households who also face multiple disadvantages - to create a more holistic approach and to improve outcomes. Proposals for commissioning a new framework for supported TA is going to cabinet in October 2022. • Effective Commissioning - Recommission our short-term supported housing (Pathways) accommodation & support contracts - to maximise effectiveness of these resources / funding stream and minimise repeat homelessness • Effective cost - New supplier contracts - successfully 	<p>Action Title</p>	<p>Due Date</p>	<p>Progress</p>		
		<p>Changing Futures Programme</p>	<p>March 2024</p>	<p>20%</p>		
		<p>Introduce longer term block contracts for Temporary Accommodation that will reduce the net unit cost of TA to BCC</p>	<p>July 2022</p>	<p>100%</p>		
		<p>Increase the supply of move on accommodation - RSAP round 5 bid deadline 13th April 2022</p>	<p>March 2024</p>	<p>60%</p>		

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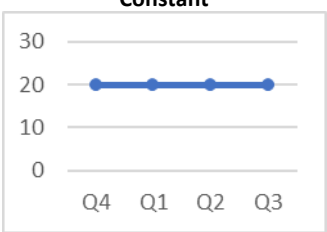
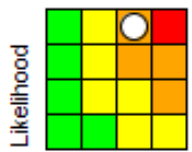
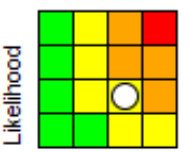
<p>to, and associated increased pressure on demand and cost of private rented accommodation</p>	<p>introduced new block contracts for some Temporary Accommodation, reducing the cost of TA to the Council. Planning to bring more block contracts on-line this financial year</p>			
<p>Risk Consequences: Increase in homelessness and the number of households in Temporary Accommodation. Expenditure on Temporary Accommodation does not return to pre-pandemic levels and could continue to increase.</p> <p>Risk Owner(s): Executive Director Growth and Regeneration, Director Housing</p>		<p>Cost Effective Accommodation - Initiated a project with the aim of reducing the net unit cost of Temporary Accommodation. Opportunities being explored and prioritised.</p>	<p>December 2022</p>	<p>50%</p>
		<p>Homelessness prevention - increase access to private rented - Review our approach to working with the Private rented sector and produce spend to save proposals which will increase access to accommodation and reduce TA use</p>	<p>December 2022</p>	<p>100%</p>
		<p>Homelessness prevention - review client access - Review how the service and the wider homelessness sector works with clients to identify opportunities for more early intervention and prevention of homelessness</p>	<p>March 2023</p>	<p>10%</p>
<p>Portfolio Flag: Housing Delivery and Homes</p>	<p>Summary of Progress: The cost-of-living crisis poses significant risks for increasing homelessness. The scale of the impact is not yet known and will depend partly on what government support is put in place. The homelessness organisation crisis is predicting a 30% increase in homelessness.</p>			
<p>Strategic Theme: Our Organisation, Empowering and Caring, Fair and Inclusive, Well Connected, Wellbeing.</p>	<p>The number of households presenting to Bristol City Council is continuing to increase. There has been a small increase in the number of households living in Temporary Accommodation (TA) from 1137 on 31st March 2022 to 1173 on 30th November 2022.</p> <p>In the last year the number of families with children living in TA has increased whilst the number of single clients has stayed roughly the same. Family TA is more expensive than that for single clients. This is adding to the financial pressure.</p> <p>There is an underlying pressure of £5m due to Housing Benefit Subsidy loss. With in-year mitigations the forecast pressure for 22/23 has reduced to £1.2m.</p> <p>An ambitious programme of initiatives focussed on creating a portfolio of TA without the Housing Benefit subsidy loss is out for public consultation as part of the wider Council savings initiatives. We will do this by making use of existing properties, including council housing, and working with partners to source available properties.</p>			

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	<p>Good progress has been made on introducing block contracts for TA.</p> <p>An enhanced package for private landlords has been developed to secure more affordable private rented accommodation for homeless clients.</p> <p>Targeted approach focussing on moving on those households in the most expensive TA placements</p> <p>Progressing opportunities to bring on-line cheaper TA.</p>
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Threat Risk	Trend	Current Risk Assessment		Risk Tolerance Level		
<p>Risk Title: CRR43 - Lack of progress for Mass Transit impact on city</p> <p>Description: Failure of regional authorities to agree way forward for development of a Mass Transit system. No sign up to results of feasibility study.</p>	<p style="text-align: center;">Constant</p> 	<p style="font-size: 24pt;">20</p> <p>Likelihood = 4 Impact = 5</p>		<p style="font-size: 24pt;">10</p> <p>Likelihood = 2 Impact = 5</p>		
<p>Risk Causes:</p> <ol style="list-style-type: none"> Resourcing Business Case development Lack of political consensus Viability of Business Case Lack of DfT support 	Existing Controls		Mitigating Actions			
	Control		Action Title	Due Date	Progress	
	<p>Mass Transit Directors Board - Monthly board in place at regional level to ensure appropriate senior officer engagement with project</p> <p>Regular internal briefings - Regular briefings with senior managers and administration</p>					
<p>Risk Consequences:</p>						

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<p>-Reputational impact. -Long term congestion and air pollution increase. -Regional productivity reduced. -Threat to investment across the city.</p>	
<p>Risk Owner(s): Executive Director Growth and Regeneration, Director Economy of Place.</p>	
<p>Portfolio Flag: Public Health and Communities</p>	<p>Summary of Progress: No change to risk, same issues remain regarding failure to complete consultation or engagement, project cannot progress until this happens. Project risk level cannot realistically increase, unlikely to reduce by next reporting period.</p>
<p>Strategic Theme: Our Organisation, Wellbeing.</p>	

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Threat Risk	Trend	Current Risk Assessment		Risk Tolerance Level	
<p>Risk Title: CRR45 - Failure to deliver statutory duty in respect of the safeguarding of children</p> <p>Description: Failure to deliver statutory duty in respect of the safeguarding of children resulting in harm or death to a child or other unmitigated risk to the local authority</p>	<p style="text-align: center;">Constant</p>	<p style="font-size: 24pt;">15</p> <p>Likelihood = 3 Impact = 5</p>		<p style="font-size: 24pt;">6</p> <p>Likelihood = 2 Impact = 3</p>	
<p>Risk Causes: Staffing failure: recruitment and retention COVID failure: business continuity plans fail due to higher infection/isolation Management failure: failure to oversee and respond in a timely way to child protection concerns, leaving children at risk</p>	Existing Controls		Mitigating Actions		
	Control		Action Title	Due Date	Progress
	1. Benchmarking salaries with regional levels		Revising recruitment and retention strategy in response to evidence of turnover and vacancies in areas of particular pressure (front door, experienced social workers and frontline managers)	May 2022	50%
	2. Investing in training and development		Commissioned independent peer review of the statutory safeguarding arrangements to ensure that the council's statutory officers are executing their	May 2022	100%
3. Over-recruiting where required					

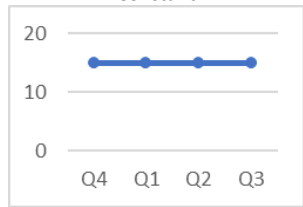
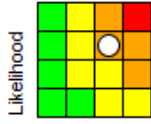

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	4. Reviewing system pressures and taking action on a weekly basis	responsibilities and undertaking due diligence in a legal and appropriate way.		
Risk Consequences: Harm or death of a child Inspection failure and regulatory action Litigation and reputational damage Other unpredicted costs to the LA	5. Systemic unit model and integrated locality arrangements			
	6. Skilled and stable workforce with low use of agency workers - Continued low use of agency workers but turnover and vacancies have risen.			
	7. Strong multiagency children's safeguarding partnership under Keeping Bristol Safe arrangements			
	8. Scrutiny of statutory safeguarding partners			
Risk Owner(s): Executive Director People, Director Children's and Families Services.				
Portfolio Flag: Children's Services, Education & Equalities	Summary of Progress: Continued demand for services and lack of stability in the workforce. As part of our transformation/ savings plan we are: Revising the recruitment and retention strategy in response to evidence of turnover and vacancies in areas of particular pressure (front door, experienced social workers and frontline managers) Benchmarking salaries with regional levels Proposed business case to increase apprenticeships Reviewing system pressures and taking action on a weekly basis Reviewing spend on agency workers and considering if more economical to progress recruitment of international social workers.			
Strategic Theme: Our Organisation, Empowering and Caring, Wellbeing.				

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Threat Risk	Trend	Current Risk Assessment		Risk Tolerance Level	
Risk Title: CRR10 - Safeguarding Adults at Risk with Care and Support Needs Description: The council fails to ensure adequate safeguarding measures are in place for adults at risk.	Constant 	15 Likelihood = 3 Impact = 5		7 Likelihood = 1 Impact = 7	
Risk Causes: Adequacy of controls. Management and operational practices. Demand for services exceeds capacity and capability. Poor information sharing. Lack of capacity or resources to deliver safe practice. Reduction in or lack of supply of commissioned care.	Existing Controls		Mitigating Actions		
	Control		Action Title	Due Date	Progress
	<ul style="list-style-type: none"> Annual report shared with Elected Members to allow for scrutiny of progress of the Keep Bristol Safe Partnership (KBSP). Training for all key staff in the essentials of safeguarding. 		Development and delivery of Safeguarding Hub as a priority for the partnership. Review of Safeguarding Pathways and creation of Standard Operating Procedures and Performance Clinics.	April 2023 December 2022	80% 100%

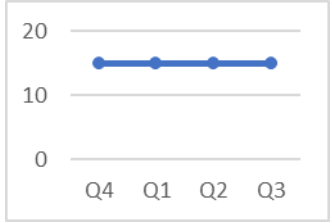
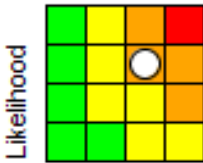
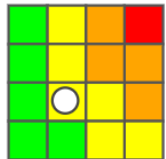
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<p>Failure to commission safe care for adults at risk. Failure to meet the requirements of the 'Prevent Duty' placed on Local Authorities. Increased destitution in families, impacting on mental ill health, managing increased infection within the population. (COVID19) Increased isolation. (COVID19) Increase identification of self-neglect and complexity. Carer strain / resilience. (COVID19)</p>	<ul style="list-style-type: none"> Twice weekly business continuity meeting around supply of commissioned care and active management of waiting list. Improved Data through PowerBI – capturing safeguarding concerns feeding into monthly management operational meetings Safeguarding Discussion Forum – multi-agency held monthly – sharing information on high risk/complex cases 	<p>Internal Audit Actions – feeding into existing controls</p>	<p>March 2023</p>	<p>95%</p>	
<p>Risk Consequences: Financial damage Legal liability Death/Injury Reputational damage</p>		<p>Developing a Risk Enablement Tool</p>	<p>April 2023</p>	<p>75%</p>	
<p>Risk Owner(s): Executive Director People, Director Adult Social Care.</p>		<p>Develop Self-neglect pathway – providing training, tools to better escalate cases of neglect</p>	<p>April 2023</p>	<p>75%</p>	
<p>Portfolio Flag: Adult Social Care & Integrated Care System Strategic Theme: Strategy Theme: Our Organisation, Empowering others and Caring, Fair and Inclusive, Well connected, Wellbeing.</p>	<p>Summary of Progress: Currently we have pressure on our staffing capacity with high vacancy rates which is having an impact on workforce's performance in dealing with complexity and safeguarding adults with Care and Support needs at risk of harm. Permission to recruit via Dispensation due to vacancy freeze having an impact on teams with vacancy rates at 50% in some teams, trying to recruit non-qualified staff on a temporary basis to bolster teams in the short term to absorb tasks that qualified staff need not doing, use of agency staff if they can be recruited. Monitoring of vacancy rates across teams and the increasing impact on duty, waiting lists and unallocated/untriaged Safeguarding concerns via Quality, Improvement and Performance meetings and escalation in weekly Business continuity meetings. Next phase of development started Quality Assurance visit undertaken in Strategic Safeguarding Adults Team, sign off of closed self-neglect referrals through service manager, risk enablement tools, potential MASH pilot, self-neglect pathways commencing or being scoped.</p>				
<p>Threat Risk</p>	<p>Trend</p>	<p>Current Risk Assessment</p>	<p>Risk Tolerance Level</p>		
<p>Risk Title: CRR6 Fraud and Corruption Description: Failure to prevent or detect acts of significant fraud or corruption against the council from either internal or external sources.</p>	<p>Constant</p> 	<p>15 Likelihood = 3 Impact = 5</p> 	<p>9 Likelihood = 3 Impact = 3</p>		
<p>Risk Causes: Heightened levels of fraud, including cyber fraud, as criminals attempt to exploit the COVID-19 pandemic and current cost of living increases Relaxation of controls in current emergency environment (Covid 19) as payments and support are being dispersed</p>	<p>Existing Controls</p>		<p>Mitigating Actions</p>		
	<p>Control</p>		<p>Action Title</p>	<p>Due Date</p>	<p>Progress</p>
	<p>1. A dedicated Counter Fraud and Investigation team - BCC</p>		<p>1. Fraud Risk Assessments</p>	<p>June 2023</p>	<p>5%</p>

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<p>quickly in line with government requirement. Failure of management to implement a sound system of internal control and/or to demonstrate commitment to it at all times. Not keeping up to date with developments, in new areas of fraud. Insufficient risk assessment of new emerging fraud issues. Lack of clear management control of responsibility, authorities and / or delegation Lack of resources to undertake the depth of work required to minimise the risks of fraud /avoidance. This potential cause is highlighted at this time given the potential impact of the current pandemic situation and with staff redeployed to support the emergency response. Under investment in fraud prevention and detection technology and resource.</p>	<p>has a dedicated Counter Fraud and Investigation team with varied skills (investigation, accountancy, audit and data analysis skills).</p> <ol style="list-style-type: none"> 2. Audits - Internal Audit reviews will sometimes include an assessment of fraud controls. In addition, the Counter Fraud team undertake 'Fraud Prevention reviews or Fraudits'. 3. Continued use of analytic and additional resources to perform payment checks. Pre-payment checking of Covid support grants continue, including bank account validation, Company House checks, duplicate claim checks and IP address checks. 4. National Fraud Initiative (NFI) fraud hub App - The NFI/Cabinet Office Fraud Hub is in use, with a limited number of datasets uploaded. In addition, Appcheck has been rolled out to Housing Options team. 5. On-going improvement plan for Whistle-blowing - Whistle-blowing arrangements have been informally assessed against Protect - benchmarking assessment tool. An improvement plan has been developed and is being implemented. 6. Participation in anti-fraud exercises - BCC takes part in the biennial Cabinet Office National Fraud Initiative exercise, the annual Council Tax Single Persons discount exercise and have been involved in pilot exercises of data matching with HMRC/Covid grants. In addition, BCC Counter Fraud team undertake a planned programme of data analytic work. 7. Planned programme of proactive fraud detection and prevention work - BCC Counter Fraud team develop an annual programme of planned work based on known and increasing fraud risks. 8. Whistleblowing procedure - New internal procedure developed. HR advisor assigned to each Whistle-blow. 9. Increased the use of technology and data analytics - Increased use of tools, data analytics and other sources of data to prevent and detect fraud. 	2. Improve Whistleblowing process	June 2023	75%
<p>Risk Consequences: Losses to fraud under emergency measures is inevitable. Potential increase in financial losses due to increase in claims. Failure to prevent or detect acts of significant fraud or corruption could result in financial loss for the Council. Reputational damage could be suffered if fraud occurs.</p>		3. NFI Fraud Hub Implementation	October 2022	100%
<p>Risk Owner(s): Chief Executive and Director of Finance (151 Officer).</p>		4.Review National Fraud Initiative Data Matching	March 2023	83%
<p>Portfolio Flag: Finance, Governance and Performance Strategic Theme: Our Organisation</p>		5.Establish a long term more technologically advanced fraud hub	March 2023	100%
<p>Summary of Progress: The risk score remains the same. Despite all mitigations, there is always going to be a level of fraud and with the current economic situation of rising costs the risk of fraud is likely to increase. In addition, the low level of tolerance for fraud in the impact threshold keeps fraud as a high risk. In the coming quarters the focus will be on making sure that the Council has appropriate systems and processes that enable</p>				

	effective fraud prevention and detection.
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Threat Risk	Trend	Current Risk Assessment	Risk Tolerance Level
<p>Risk Title: CRR27 – Failure to Deliver the Capital Transport Programme</p> <p>Description: Management of the overall transport capital programme is key to ensuring we deliver against mayoral priorities in the most cost and time efficient way possible. Failure to do so negatively impacts the council's reputation and finances and makes the council less likely to reduce congestion, air pollution and inequality.</p>	<p>Constant</p> 	<p>15 Likelihood = 3 Impact = 5</p> 	<p>6 Likelihood = 2 Impact = 3</p> 

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Risk Causes:	Existing Controls		Mitigating Actions		
	Control		Action Title	Due Date	Progress
<ul style="list-style-type: none"> - Overspend on individual schemes leading to uncontrollable cost pressures - Underspend on annual profile - Lack of coordination and programme management across divisions - COVID - 19 - Loss of resource and inability to recruit 	Biweekly Capital Programme Review Board - Capital Programme review board reviewing timescales and status of the relevant projects.		Develop proposals for management of capital programme (working with Transport Planning Team)	May 2022	100%
	PMO Capital Programme Process Review - Reviewing City Transport capital programme processes to align better with corporate PMO and develop management of the capital programme - led by Arcadis/PMO. Reporting April. Likely to replace 6 month review		Strategic partner to complete assessment of capital delivery	May 2022	100%
	Regular briefings and reporting to senior management and cabinet members.		Client Function Review alongside CA proposal - Review client function and how it is delivered to mitigate potential loss of resource and expertise to central PMO	September 2022	0%
	Biweekly capital programme review board - reviewing timescales and status of the relevant projects.				
Risk Consequences: <ul style="list-style-type: none"> - Financial impact - Failure to progress schemes or delays to schemes impact on productivity of city and aims to reduce congestion, air pollution and inequality - Reputation Impact 					
Risk Owner(s): Executive Director Growth and Regeneration, Director Economy of Place.					
Portfolio Flag: Public Health and Communities	Summary of Progress: Significant lack of resource still an issue. In addition, proposals to remove the strategic transport function have unsettled staff resulting in further loss of resource and other staff leaving through succession planning. Very difficult to resource in current climate so good likelihood that resource issues will worsen and risk may increase in next period. Maintenance programme less affected by resourcing issues.				
Strategic Theme: Our Organisation, Wellbeing					

Threat Risk	Trend	Current Risk Assessment		Risk Tolerance Level	
Risk Title: CRR5 - Business Continuity and Council Resilience Description: If the council has a Business Continuity disruption and is unable to ensure the resilience of key BCC operations and business activities, then the impact of the event maybe increased with a greater impact on people and council Services.	Constant 	15 Likelihood = 3 Impact = 5		9 Likelihood = 3 Impact = 3	
Risk Causes:	Existing Controls				

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	Control		Action Title	Due Date	Progress
<ul style="list-style-type: none"> -Strikes (People, Fuel). -Loss of key staff (communicable diseases (Covid - illness and self-isolation) and influenza. -Loss of suppliers / supply chain disruption. -Loss of accommodation to deliver key services. -Loss of equipment / infrastructure, including utilities. -Any event which may cause major disruption - e.g. severe weather -Unavailability of IT and/or Telecoms. - Knowledge loss. -Reduced chances of preventing/ responding to incidents due to a lack of forward planning or investment. -Climate change 	<ol style="list-style-type: none"> 1. A number of Policies, procedures and arrangements are in place including duty rotas for key service areas and the Duty Director rota. 2. Corporate Business Continuity Framework, including BC escalation process - Framework presented at CRG on 11th July 2022. 3. Corporate Resilience Continuity Group, bringing owners of 'cross cutting business support services' together (IT, FM, Procurement, HR) to horizon scan and risk manage - BC Group has met several times since March 2022 - Formalise reporting arrangements and governance required. 4. Corporate Resilience Group overseeing, corporate preparedness, including BC capability - CRG hosted power outage exercise on 22nd March, allowing key services to test business continuity arrangements. Learning from this exercise will shape a corporate power outage plan. 5. The CRG will seek assurances from key service areas regarding the robustness of continuity arrangements against local risk. 6. Service Level Business Continuity Planning - Services will be developing their BC plans in Q3, aligned to service planning. 		1. Align BC Planning with Service Delivery Planning	May 2022	100%
			2. Review Corporate Business Continuity Framework Doc	September 2022	100%
			3. Review Service-level Business Continuity Plan template	September 2022	90%
			4. Lead IT Resilience / Business Continuity project, including developing battle boxes, an IT Resilience Plan, understanding DR arrangements across BCC delivered IT services and SAAS, improving service-level BC plans for managing IT outages, testing arrangements	December 2022	90%
			5. Workshops to support services to complete BC templates	Paused	50%
			6. Embed CRG and BC Group into corporate governance framework, including alignment with corporate risk group	Ongoing	75%
<p>Risk Consequences:</p> <ul style="list-style-type: none"> -Inability to deliver/support front line services. -Service Disruption. -Loss of service. -Transportation disruption. -Additional demand on services. -Stress. -Potential risk to staff and public safety. -Increased financial cost in terms of damage control and insurance costs. -Legal compliance and financial penalty. -Reputational damage. 			7.IT Disaster Recovery / Business Continuity project – understanding critical IT requirements, understanding disaster recovery capacity, improving IT outage planning at corporate and service levels, increasing resilience to IT outages, power failures and other risks - FBC for the project is being developed and will be presented to Resources EDM on 11th July 2022.	December 2022	90%
<p>Risk Owner(s): Executive Director Growth and Regeneration Chief Executive, Director Management of Place.</p>	<p>Summary of Progress: The pace of change in the Authority, combined with significant external challenges this winter (usual winter weather, cost of living crisis, possible energy supply issues), means the risk of business continuity challenges remains likely. Work has been ongoing to address IT resilience and energy supply, however the range of impacts either event could result in makes it difficult to lower the risk score this quarter.</p>				
<p>Portfolio Flag: City Economy, Finance & Performance</p>	<p>Significant progress has been made on the Business Continuity Management System, with CLB signing off the annual Corporate Business Impact Analysis (to be completed by HoS as part of this years' service planning round), the reviewed service-level BC plan template and the BC Response Framework.</p>				
<p>Strategic Theme: Our Organisation, Wellbeing.</p>					

Threat Risk	Trend	Current Risk Assessment		Risk Tolerance Level	
<p>Risk Title: CRR26 – ICT Resilience</p>	<p>Constant</p>	<p>14</p> <p>Likelihood = 2 Impact = 7</p>		<p>10</p> <p>Likelihood = 2 Impact = 5</p>	
<p>Description: The Councils ability to deliver critical and key services in the event of ICT outages, and be able to recover in the event of system and/or data loss.</p>					

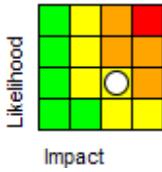
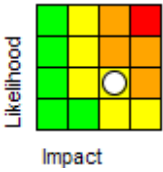
Appendix A – Corporate Risk Register as at December 2022

<p>Risk Causes: Poor Business Continuity (BCP) planning and understanding of key system architecture. Untested Disaster Recovery (DR) arrangements including data recovery. Untested network reconfiguration to alleviate key location outage. Untested recovery schedules in terms of order and instructions. Lack of resilience available for legacy systems (single points of failure - people and technology). Services undertaking their own IT arrangements outside of the corporate approach.</p>	Existing Controls		Mitigating Actions		
	Control		Action Title	Due Date	Progress
<p>Risk Consequences: Inability to deliver services</p>	<ol style="list-style-type: none"> Connection to BCC systems protections - With the majority of staff working from home, connection to our systems is vital and the main route is via VPN. We have tested alternative access which can be used. 2 factor authentication was tested as a back door which allows non-BCC pcs to login to Microsoft office 365. Highlight to service areas vulnerable applications - Highlighting to service areas where applications may be vulnerable and advising on likely timescales for disruption to enable appropriate BC planning. Moved critical systems to the cloud with more effective DR. 	<ol style="list-style-type: none"> Resilience workshops for most critical systems - Workshops are in progress to review and improve resilience for our most critical systems including: Adult and children’s social care, Revs and Bens and Housing Supplier run order in the event of multiple system outage - our disaster recovery supplier has a run order in the event of a major outage involving multiple systems. Weekly testing of individual systems restore - The restore of individual systems is tested weekly on a rotational basis 	1. Application/system risk log	September 2021	100%
			2. IT Resilience and BCP Phase 2	January 2023	0%
<p>Risk Owner(s): Chief Executive, Director, Digital Transformation, Service Area Leads.</p> <p>Portfolio Flag: Finance, Governance and Performance</p> <p>Strategic Theme: Our Organisation</p>	<p>Summary of Progress: DR and BC Plans are being updated. Prices are being sought from our existing 3rd party DR provider and a 1 year contract is being sought with them to enable us to go to market on open tender and replace this service. This will also encapsulate and enable adjustment for any changes delivered via the Cloud Optimisation project planned for the next financial year.</p> <p>Additionally phase 2 of the BC/DR Project is currently on hold and not forecast to restart until the next financial year. Good progress has been made to date and when the new contract is in place, the current score will be reviewed with a view to reducing it.</p>		3. IT Resilience and Business Continuity Project Phase 1	March 2022	100%
			4. Project to move Shared Drives to Cloud	November 2023	50%
			5. Removal of legacy hardware from estate	August 2024	50%

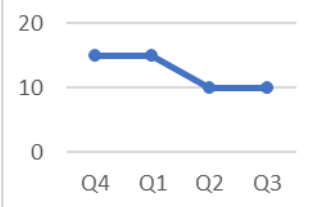
Threat Risk	Trend	Current Risk Assessment		Risk Tolerance Level											
<p>Risk Title: CRR29 - Information Security Management System (ISMS)</p> <p>Description: There is a risk that if the council does not have an Information Security Management System then it will not be able to effectively manage Information Security risks.</p>	<p>Constant</p> <table border="1"> <caption>Trend Data</caption> <thead> <tr> <th>Quarter</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Q4</td> <td>15</td> </tr> <tr> <td>Q1</td> <td>10</td> </tr> <tr> <td>Q2</td> <td>10</td> </tr> <tr> <td>Q3</td> <td>10</td> </tr> </tbody> </table>	Quarter	Value	Q4	15	Q1	10	Q2	10	Q3	10	<p>10</p> <p>Likelihood = 2 Impact = 5</p>	<p>Likelihood</p> <p>Impact</p>	<p>5</p> <p>Likelihood = 1 Impact = 5</p>	<p>Likelihood</p> <p>Impact</p>
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Appendix A – Corporate Risk Register as at December 2022

<p>Risk Causes: Ineffective Information Security Management System, inadequate resources to create and maintain an ISMS, management buy in and support to operate an ISMS.</p>	Control		Mitigating Actions		
			Action Title	Due Date	Progress
<p>Risk Consequences: Information security incidents resulting in loss of personal data or breach of privacy / confidentiality. Safeguarding data breach impacting on safety of vulnerable child or adult. Risk of breaching the regulations, and being subject to penalties/fines - Regulations Fines increasing from up to £500,000 to 10-20m Euros of 4% of global turnover. Increased litigation. Reputational damage.</p>	<ol style="list-style-type: none"> Guidance and awareness campaigns supported by regular phishing campaigns. Comms and awareness being delivered to raise awareness to colleagues around the risk of Cyber incidents and how good Information Security practices (including adherence to policies) will help minimise the likelihood of these occurring Security Team Training MetaCompliance tool online to track compliance/engagement of policies 	1. Continue roll out of Policies with oversight from ICGB Information Governance Tool	December 2022	75%	
		2. Implement Audit Actions with oversight by IG Board	December 2022	80%	
<p>Risk Owner(s): Senior Information Risk Owner (SIRO).</p>	<p>Summary of Progress: Final policy work on the ISMS, has lead to likelihood decrease. Future work on this will take longer due to recruitment challenges.</p>				
<p>Portfolio Flag: Finance, Governance and Performance</p>					
<p>Strategic Theme: Our Organisation, Empowering and Caring, Fair and Inclusive, Well Connected, Wellbeing</p>					

Threat Risk	Trend	Current Risk Assessment		Risk Tolerance Level	
<p>Risk Title: CRR4 – Failure to Deliver an effective Corporate Health, Safety and Wellbeing Framework</p> <p>Description: To deliver an effective management framework in place to ensure that the workplace and work environment is free from health and safety hazards. The framework the Council will use to achieve this is based on the Health and Safety Executives guidance Managing for Health and Safety (HSG65) 'Plan, Do Check Act' approach. The framework will apply to all employees who work</p>	Constant	<p>10 Likelihood = 2 Impact = 5</p>		<p>10 Likelihood = 2 Impact = 5</p>	

Appendix A – Corporate Risk Register as at December 2022

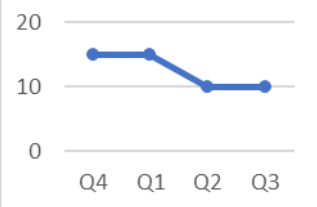
<p>at the Council whether on a permanent or temporary basis, Schools, contractors agency staff visitors and other parties who have a business relationship with BCC.</p>																																	
<p>Risk Causes: If services do not have sufficient staff numbers to carry out work plans in a safe way. If services are not able to order appropriate equipment required for staff safety. Lack of appropriate equipment. Lack of appropriate training. Lack of oversight and control by local management. Lack of information on the potential or known risks. Inadequate contract management arrangements. Lack of effective processes and systems consistently being applied Policies are not kept up to date.</p> <p>Risk Consequences: Risk of injury Staff, visitors, contractors, Citizens. Risk of injury to our tenants. Staff put under undue pressure leading to staff taking sick leave, or leaving the organisation. Risk of legal action/penalties against the Council and individual managers, including possibility of Corporate Manslaughter. Impact on the reputation of the City Council. Lack of compliance with Health and Safety policies and safe practices, due to pressures of work or lack of training. Reputational damage</p>	<p style="text-align: center;">Existing Controls</p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Control</th> <th style="width: 50%;"></th> </tr> </thead> <tbody> <tr> <td>1. 5 Year Health and Safety Strategy - The strategy has 5 key themes - Leadership and Commitment, Risk Control, Communication and Engagement. Learning and development and Performance Management</td> <td></td> </tr> <tr> <td>2. CDM, Legionella and Asbestos procedures have been revised</td> <td></td> </tr> <tr> <td>3. CHaSMs Monitoring System Reviewed - CHaSMs completed in November and reported on to EDMs in January. Action plans in place and on the SHAREPOINT. Discussion with internal audit over the future of CHaSMs. Will become a yearly assessment September for Corporate Estate and October for Schools, will be linked to service and financial planning cycles to better embed the process. 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<p>Risk Owner(s): Chief Executive and Corporate Leadership Board (CLB), Director of Workforce Change.</p>																																	



	<p>Team - New job and paperwork completed with business plan and EIA. Currently out for consultation with staff group and TU. Consultation end on 21st March 2022. Jobs will go to evaluation panel on Tuesday 29th, appointment to internal post during April onwards. The consultation process has been completed any because of Councils financial position this is being revised and will probably be implemented in two parts.</p>	
<p>Portfolio Flag: Finance, Governance and Performance Strategic Theme: Our Organisation</p>	<p>Summary of Progress: The risk assessment remains the same due to our current programme of work and strategy.</p>	

Threat Risk	Trend	Current Risk Assessment		Risk Tolerance Level	
<p>Risk Title: CRR18 - Failure to deliver enough new homes to meet Mayoral and Annual Business Plan targets.</p>	<p>Improving</p>	<p>10</p>		<p>9</p>	

Appendix A – Corporate Risk Register as at December 2022

<p>Description: Failure of the City to deliver to the Mayoral Target of 2000 new homes per year by 2024. Strategies and delivery models designed to further stimulate growth in the housing market and deliver diversity of the housing offer across the city prove to be ineffective and do not attract and retain economically active residents.</p>		<p>Likelihood = 2 Impact = 5</p>		<p>Likelihood = 3 Impact = 3</p>				
<p>Risk Causes:</p> <ul style="list-style-type: none"> -Not enough planning applications submitted -Not enough planning permissions granted -Insufficient housing land identified in strategic planning documents -Inability of the housebuilding industry to deliver at this level -Increased uncertainty in the market due to Brexit and Covid-19. 	<p>Existing Controls</p>		<p>Mitigating Actions</p>					
<p>Risk Consequences:</p> <ul style="list-style-type: none"> Reputational damage Fail to deliver inclusive growth Increased housing need / homelessness Increased cost of housing Failure to retain economically active residents. Widening gap on demand Growth of student accommodation retracting 	<p>Control</p>		<p>Action Title</p>	<p>Due Date</p>	<p>Progress</p>			
<p>Risk Owner(s): Executive Director Growth and Regeneration, Director Development of Place.</p>	<p>1.Created a single multi-disciplinary Housing Delivery Team</p>		<p>Secure Homes England Affordable Housing Programme Funding</p>	<p>March 2026</p>	<p>40%</p>			
<p>Portfolio Flag: Housing Delivery and Homes</p>	<p>2.Established a Local Housing Company (Goram Homes).</p>		<p>Revised Affordable Housing Funding Policy 2022-202</p>	<p>April 2022</p>	<p>100%</p>			
<p>Strategic Theme: Fair and Inclusive</p>	<p>3.Introduced the Affordable Housing Practice Note.</p>		<p>Summary of Progress: Completions for 2021/22 exceeded 2,500 units, this represented the highest completion figure for some years. There remains a significant pipeline of planning consents.</p>					
<p>Risk Owner(s): Executive Director Growth and Regeneration, Director Development of Place.</p>	<p>4.Issued grants to Registered Providers (RPs).</p>					<p>5.Manage a targeted grant funding programme to subsidise the delivery of affordable homes.</p>		
<p>Risk Owner(s): Executive Director Growth and Regeneration, Director Development of Place.</p>	<p>6.Required a minimum of 30% affordable housing on land released by the Council.</p>					<p>7.Secured additional grant funding for infrastructure.</p>		
<p>Risk Owner(s): Executive Director Growth and Regeneration, Director Development of Place.</p>	<p>8.Secured funding from Homes England</p>					<p>9.Service Review of Housing Delivery Team</p>		
	<p>10.Worked collaboratively with Homes England</p>					<p>11. Strategic City Planning monitor housing completions and future pipeline of consents</p>		

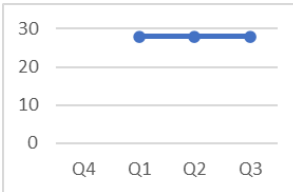
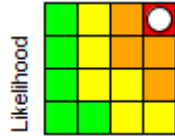
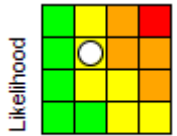
Opportunity Risks

Opportunity Risk	Trend	Current Risk Assessment	Risk Tolerance Level
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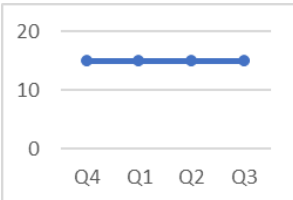
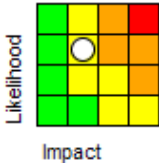
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Risk Title: OPP1 - One City Approach	<p style="text-align: center;">Deteriorated</p> <p style="text-align: center;">30 20 10 0</p> <p style="text-align: center;">Q4 Q1 Q2 Q3</p>	<p style="font-size: 24pt; font-weight: bold;">15</p> <p>Likelihood = 3 Impact = 7</p>	<p>Likelihood</p> <p>Impact</p>	<p style="font-size: 24pt; font-weight: bold;">28</p> <p>Likelihood = 4 Impact = 7</p>	<p>Likelihood</p> <p>Impact</p>
Description: The One City Approach will offer a new way to plan strategically with partners as part of a wider city system.	Existing Controls		Mitigating Actions		
Risk Causes: 1. Mayoral aspiration and widespread partner sign-up to principles 2. Work to date has produced outline plan and engaged partners in the long-term vision and necessary work to complete the plan	Control		Action Title	Due Date	Progress
	1. V3 One City Plan Produced - We have produced v3 of the One City Plan and produced our second annual report available on the One City Website from 12 June 2021.		1. One City Plan refresh process 2. Set up Partnership Board 3. City Office Team Mandate	March 2023 October 2022 September 2022	10% 75% 95%
Risk Consequences: The council can plan as part of a wider city system, making stronger plans based on agreed city priorities which already have partner buy-in 2. Potential to make financial and efficiency savings and/ or deliver better services and/or reduced demand for service, reducing costs whilst improving citizen outcomes. Update April 2020: 3. Relationships already built can accelerate communication, collaboration and effective delivery of a coherent plan for the city's recovery from Covid-19					
Risk Owner(s): Director Policy, Strategy and Partnerships.					
Portfolio Flag: Finance, Governance and Performance	Summary of Progress: Opportunity still likely and key updates to Member forums including Scrutiny offered some reassurance this Quarter of an organisational commitment to the principles of One City. However, this positive impact is offset by reduced staffing levels due to seconding the Head of City Office to work on the council's budget process, reducing operational capacity.				
Strategic Theme: Our Organisation					

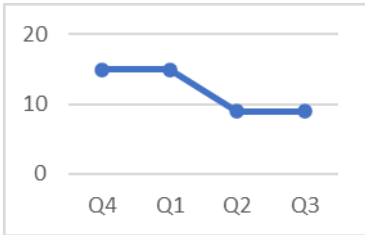
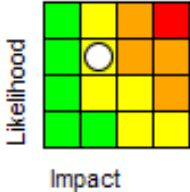

External and Civil Contingency Risks

External and Civil Contingency Risk	Trend	Current Risk Assessment		Risk Tolerance Level																																																									
<p>Risk Title: BCCC5 - Cost of Living Crisis impact on Citizens and Communities</p> <p>Description: Failure of the council and its one-city partners to mitigate against, and provide adequate services to, citizens experiencing increases in living costs including fuel and food leading to increased poverty, inequity and worsening health & wellbeing as a result of the ongoing cost of living crisis.</p>	<p>Constant</p> 	<p style="text-align: center; font-size: 24pt; font-weight: bold;">28</p> <p>Likelihood = 4 Impact = 7</p>	 <p style="text-align: center;">Likelihood</p> <p style="text-align: center;">Impact</p>	<p style="text-align: center; font-size: 24pt; font-weight: bold;">9</p> <p>Likelihood = 3 Impact = 3</p>	 <p style="text-align: center;">Likelihood</p> <p style="text-align: center;">Impact</p>																																																								
<p>Risk Causes:</p> <ul style="list-style-type: none"> -Supply chains disruption -Global COVID-19 Pandemic -Brexit -War in Ukraine -Leading to rapid inflation <p>Risk Consequences:</p> <ul style="list-style-type: none"> -Destitution - homelessness -Inability for citizens to pay general services and utilities -Increased debt for citizens and the council -Health and well-being deterioration -Inequity deepening -Increased demand on services across the council leading to failure to meet this demand -Community cohesion deteriorates 	<p style="text-align: center;">Existing Controls</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Control</th> <th style="width: 50%;"></th> </tr> </thead> <tbody> <tr> <td>1. Baseline / impact assessment to understand potential impact on Bristolians</td> <td></td> </tr> <tr> <td>2. Creation of monitoring framework with 'red flag' indicators</td> <td></td> </tr> <tr> <td>3. 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<p>Risk Owner(s): Executive Director People, Director Public Health</p>																																																													
<p>Portfolio Flag: Public Health and Communities</p>	<p>Summary of Progress: A key consideration in reviewing this risk is whether it could be regraded. The weather has been warmer than average for this time of year. City partners and communities have mobilised so there is a city infrastructure in place to provide some support communities. Government has made available financial support. However, it is the case that the cost of living crisis will have last impact on communities and the and we are yet to see the full impact for this reason the risk continues to be assessed as critical (critical impact and almost certain)</p>																																																												
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Appendix A – Corporate Risk Register as at December 2022

External and Civil Contingency Risk	Trend	Current Risk Assessment		Risk Tolerance Level																						
<p>Risk Title: BCCC1 - Flooding</p> <p>Description: There could be a risk of damage to properties and infrastructure as well as risk to public safety from flooding which may be caused by a tidal surge, heavy rainfall and river flood events.</p>	<p>Constant</p> 	<p>15 Likelihood = 3 Impact = 5</p>		<p>9 Likelihood = 3 Impact = 3</p>																						
<p>Risk Causes:</p> <ul style="list-style-type: none"> -Tidal surge, heavy rainfall, and river flood events -Impact of climate change -Lack of effective flood defences and preparedness for major incidents -Failure of existing flood defences <p>Risk Consequences:</p> <ul style="list-style-type: none"> -Economic Impacts incl loss of Property -Loss of Life/injury -Reputational Damage 	<p>Existing Controls</p>		<p>Mitigating Actions</p>																							
<p>Risk Owner(s): Executive Director Growth and Regeneration, Director Economy of Place.</p>	<p>Control</p> <ol style="list-style-type: none"> Avon and Somerset Local Resilience Forum - The Avon and Somerset Local Resilience Forum (LRF) is a partnership of all the organisations needed to prepare for an emergency in the LRF area. It includes the emergency services, health services, Maritime and Coastal Agency, Environment Agency, volunteer agencies, utility companies, transport providers and the five councils of Bath and North East Somerset, Bristol, North Somerset, Somerset, and South Gloucestershire. Engagement with external partners to develop flood response plans and procedures - Working with emergency services, local authorities, and other agencies to develop flood response plans and procedures, investigating instances of flooding, training specialist staff in swift water rescue techniques, communicating with housing and business developers to incorporate flood protection into new developments. It provides guidance to members of the public about flooding, including flood warnings and what people can do to help themselves. Local Flood Risk Management Strategy - Bristol has in place a local Flood Risk Management Strategy which comprises of 5 key themes and 43 separate actions in line with Environment Agency's national strategy. The Strategy has used outputs from a number of key studies (which identify the risk of flooding to the city) to structure our response to flood risk management, from emergency management to flood mitigation schemes Regular and Emergency Maintenance and Clearing of Gullies and Culverts – especially in advance of storm warnings Ongoing engagement with Civil Protection unit 		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #8B4513; color: white;">Action Title</th> <th style="background-color: #8B4513; color: white;">Due Date</th> <th style="background-color: #8B4513; color: white;">Progress</th> </tr> </thead> <tbody> <tr> <td>Avonmouth Village Flood Scheme</td> <td>June 2023</td> <td>20%</td> </tr> <tr> <td>Deliver Bristol Avon Flood Strategy</td> <td>June 2023</td> <td>25%</td> </tr> <tr> <td>Deliver Local Flood Risk Management Actions</td> <td>February 2023</td> <td>25%</td> </tr> <tr> <td>Expression of Interest to participate in the DEFRA Innovation and Resilience programme</td> <td>June 2021</td> <td style="background-color: #4CAF50; color: white;">100%</td> </tr> <tr> <td>Strategic Outline Case for Managing River Avon Flood Risk</td> <td>June 2021</td> <td style="background-color: #4CAF50; color: white;">100%</td> </tr> <tr> <td>Frome Catchment Innovation Programme - Development of a number of measures to mitigate flood risk from the river Frome</td> <td>March 2027</td> <td>0%</td> </tr> </tbody> </table>			Action Title	Due Date	Progress	Avonmouth Village Flood Scheme	June 2023	20%	Deliver Bristol Avon Flood Strategy	June 2023	25%	Deliver Local Flood Risk Management Actions	February 2023	25%	Expression of Interest to participate in the DEFRA Innovation and Resilience programme	June 2021	100%	Strategic Outline Case for Managing River Avon Flood Risk	June 2021	100%	Frome Catchment Innovation Programme - Development of a number of measures to mitigate flood risk from the river Frome	March 2027	0%
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<p>Portfolio Flag: Climate, Ecology, Energy & Waste and Strategic Planning, Resilience and Flood Strategy</p>	<p>Summary of Progress: No change to risk rating. Major projects progressing, recruitment request approved for PM for Frome Catchment project. Still no flood manager and recruitment not approved, reviewing options for how best to manage team and deal with issue going forward. Risk level may increase next period if flood manager role still not approved for recruitment</p>																									
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External and Civil Contingency Risk	Trend	Current Risk Assessment		Risk Tolerance Level																			
<p>Risk Title: BCCC4 – Winter diseases including COVID-19 and Flu (formerly COVID-19 Population Health)</p> <p>Description: Covid 19 poses multiple risks to population health. Directly from infection; indirectly through social and economic impacts; and through pressures on the health and care system. On 21ST Feb 2022 the Gov announced Living with Covid Strategy which includes withdrawal of population testing and contact tracing. Isolation and other compliance is voluntary. New risks are:</p> <ul style="list-style-type: none"> • Reduced ability to see infection • Negative impacts on business continuity and health from high levels of circulating infection • Harms to high-risk individuals and risks within high consequence settings • Emergence of harmful new variant 	<p>Constant</p>  <table border="1"> <caption>Line Graph Data</caption> <thead> <tr> <th>Quarter</th> <th>Risk Level</th> </tr> </thead> <tbody> <tr> <td>Q4</td> <td>15</td> </tr> <tr> <td>Q1</td> <td>15</td> </tr> <tr> <td>Q2</td> <td>10</td> </tr> <tr> <td>Q3</td> <td>10</td> </tr> </tbody> </table>	Quarter	Risk Level	Q4	15	Q1	15	Q2	10	Q3	10	<p style="text-align: center;">9</p> <p>Likelihood = 3 Impact = 3</p>		<p style="text-align: center;">14</p> <p>Likelihood = 2 Impact = 7</p>									
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Appendix A – Corporate Risk Register as at December 2022

Risk Consequences: Infection from Covid, proportion of severe illness, long Covid and deaths. Disruption to work, school, university. Emotional and mental health impacts, for all ages including loneliness. Food poverty.	5. Priority Programmes focussed on Mental Health, Well-Being and Food Poverty
	6. Protecting Health Function - Enhanced protecting health function - completed / Green. Weekly reports published – will remain in place but frequency may change - Green
	7. Weekly Death Management and Vaccine Reports
Risk Owner(s): Executive Directors & Director of Public Health	
Portfolio Flag: Mayor	Summary of Progress: Risk of severe health to large numbers of people has reduced considerably due to vaccine coverage. Challenge remains to maintain high vaccine coverage, and to business continuity from illness. New variant which evades vaccine remains possible.
Strategic Theme: Our Organisation, Empowering and Caring, Fair and Inclusive, Well Connected, Wellbeing	

Risk Scoring Matrix

		Threat Impact (Negative risks)					Opportunity Impact (Positive Risk)						
Threat Likelihood	Almost certain	4 (Low)	12 (Medium)	20 (High)	28 (Critical)	28 (Significant)	20 (High)	12 (Medium)	4 (Low)	4	Almost certain		
	Likely	3 (Low)	9 (Medium)	15 (High)	21 (High)	21 (High)	15 (High)	9 (Medium)	3 (Low)	3	Likely		
	Unlikely	2 (Low)	6 (Medium)	10 (Medium)	14 (High)	14 (High)	10 (Medium)	6 (Medium)	2 (Low)	2	Unlikely		
	Rare	1 (Low)	3 (Low)	5 (Medium)	7 (Medium)	7 (Medium)	5 (Medium)	3 (Low)	1 (Low)	1	Rare		
		1 Minor	3 Moderate	5 Major	7 Critical	7 Exceptional	5 Significant	3 Modest	1 Slight				

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Threat Level	Opportunity Level	Level of Risk	Actions Required
1-4	1-4	Low	May not need any further action / monitor at the Service level.
5-12	5-12	Medium	Action required, manage and monitor at the Directorate level.
14-21	14-21	High	Must be addressed - if Directorate level consider escalating to the Corporate Risk Report, if Corporate consider escalating to the Cabinet Lead.
28	28	Critical / Significant	Action required - escalate if a Directorate level risk, escalate to the Corporate Level, if Corporate bring to the attention of the Cabinet Lead to confirm action to be taken.

Appendix A – Corporate Risk Register as at December 2022

LIKELIHOOD AND IMPACT RISK RATING SCORING

Likelihood Guidance

Likelihood	Likelihood Ratings 1 to 4			
	1	2	3	4
Description	Might happen on rare occasions.	Will possibly happen, possibly on several occasions.	Will probably happen, possibly at regular intervals.	Likely to happen, possibly frequently.
Numerical Likelihood	Less than 10%	Less than 50%	50% or more	75% or more

Severity of Impact Guidance (Risk to be assessed against all of the Categories, and the highest score used in the matrix).

Impact Category	Impact Levels 1 to 7			
	1	3	5	7
Service provision	Very limited effect (positive or negative) on service provision. Impact can be managed within normal working arrangements.	Noticeable and significant effect (positive or negative) on service provision. Effect may require some additional resource, but manageable in a reasonable time frame.	Severe effect on service provision or a Corporate Strategic Plan priority area. Effect may require considerable /additional resource but will not require a major strategy change.	Extremely severe service disruption. Significant customer opposition. Legal action. Effect could not be managed within a reasonable time frame or by a short-term allocation of resources and may require major strategy changes. The Council risks 'special measures'. Officer / Member forced to resign.
Communities	Minimal impact on community.	Noticeable (positive or negative) impact on the community or a more manageable impact on a smaller number of vulnerable groups / individuals which is not likely to last more than six months.	A more severe but manageable impact (positive or negative) on a significant number of vulnerable groups / individuals which is not likely to last more than twelve months.	A lasting and noticeable impact on a significant number of vulnerable groups / individuals.
Environmental	No effect (positive or negative) on the natural and built environment.	Short term effect (positive or negative) on the natural and or built environment.	Serious local discharge of pollutant or source of community annoyance that requires remedial action.	Lasting effect on the natural and or built environment.
Financial Loss / Gain	Under £0.5m	Between £0.5m - £3m	Between £3m - £5m	More than £5m
Fraud & Corruption Loss	Under £50k	Between £50k - £100k	Between £100k - £1m	More than £1m
Legal	No significant legal implications or action is anticipated.	Tribunal / BCC legal team involvement required (potential for claim).	Criminal prosecution anticipated and / or civil litigation.	Criminal prosecution anticipated and or civil litigation (> 1 person).
Personal Safety	Minor injury to citizens or colleagues.	Significant injury or ill health of citizens or colleagues causing short-term disability / absence from work.	Major injury or ill health of citizens or colleagues may result in. long term disability / absence from work.	Death of citizen(s) or colleague(s). Significant long-term disability / absence from work.
Programme / Project Management <i>(Including developing commercial enterprises)</i>	Minor delays and/or budget overspend but can be brought back on schedule with this project stage. No threat to delivery of the project on time and to budget and no threat to identified benefits / outcomes.	Slippage causes significant delay to delivery of key project milestones, and/or budget overspends. No threat to overall delivery of the project and the identified benefits / outcomes.	Slippage causes significant delay to delivery of key project milestones; and/or major budget overspends. Major threat to delivery of the project on time and to budget, and achievement of one or more benefits / outcomes.	Significant issues threaten delivery of the entire project. Could lead to project being cancelled or put on hold.
Reputation	Minimal and transient loss of public or partner trust. Contained within the individual service.	Significant public or partner interest although limited potential for enhancement of, or damage to, reputation. Dissatisfaction reported through council complaints procedure but contained within the council. Local MP involvement. Some local media/social media interest.	Serious potential for enhancement of, or damage to, reputation and the willingness of other parties to collaborate or do business with the council. Dissatisfaction regularly reported through council complaints procedure. Higher levels of local or national interest. Higher levels of local media / social media interest.	Highly significant potential for enhancement of, or damage to, reputation and the willingness of other parties to collaborate or do business with the council. Intense local, national and potentially international media attention. Viral social media or online pick-up. Public enquiry or poor external assessor report.