

# Resources Scrutiny Commission Agenda



**Date:** Thursday, 1 December 2022

**Time:** 5.00 pm

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

## **Distribution:**

**Councillors:** Geoff Gollop (Chair), Heather Mack (Vice-Chair), Mark Bradshaw, Martin Fodor, Zoe Goodman, John Goulandris, Gary Hopkins, Mohamed Makawi and Tim Rippington

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**Date:** Wednesday, 25 November 2022



# Agenda

## 1. Welcome, Introductions and Safety Information

(Pages 5 - 7)

## 2. Apologies for Absence

## 3. Declarations of Interest

To note any declarations of interest from the 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. Minutes of the Previous Meeting

To agree the minutes of the budget meeting/s on the 25.1.22 and 1.2.22 as a correct record.

(Pages 8 - 25)

## 5. Chair's Business

To note any announcements from the Chair

## 6. Public Forum

Up to 30 minutes is allowed for this item

Any member of the public or Councillor may participate in Public Forum. The detailed arrangements for so doing are set out in the Public Information Sheet at the back of this agenda. Public Forum items should be emailed to [scrutiny@bristol.gov.uk](mailto:scrutiny@bristol.gov.uk) and please note that the following deadlines will apply in relation to this meeting:-

Questions - Written questions must be received 3 clear working days prior to the meeting. For this meeting, this means that your question(s) must be received in this office at the latest by **5pm on Friday 25<sup>th</sup> November**.

Petitions and Statements - Petitions and statements must be received on the working day prior to the meeting. For this meeting this means that your



submission must be received in this office at the latest by **12.00 noon on Wednesday 30<sup>th</sup> November.**

**7. Annual Business Report**

**(Pages 26 - 29)**

**8. Collection Fund Surplus/Deficit Report**

**(Pages 30 - 47)**

**9. Council Tax Base Report**

**(Pages 48 - 59)**

**10. Financial Update Reports**

- Period 5 - Quarter 2 Finance Update Report (Cabinet Decision Pathway Report and appendices).

**(Pages 60 - 109)**

- Period 7 Finance Update Report for 6<sup>th</sup> December Cabinet is 'to follow'

**11. Debt Position Across the Organisation**

This paper is 'to follow'.

**12. Additional Budget Information**

This information is 'to follow'.

**13. Performance Report Quarter 1**

**(Pages 110 - 149)**

**14. Risk Report - Quarter 2**

**(Pages 150 - 173)**

**15. Work Programme**

To note the work programme.

**(Pages 174 - 178)**



# 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](http://www.bristol.gov.uk).

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- 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

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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 [scrutiny@bristol.gov.uk](mailto:scrutiny@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.



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## Resources Scrutiny Commission – Budget Scrutiny Meeting Part 1, 25<sup>th</sup> January 2022

### Minutes of the Meeting

#### **1. Welcome, Introductions and Safety Information**

The Chair welcomed everyone to the meeting.

Members present:

- Cllr Geoff Gollop - Chair
- Cllr Heather Mack – Vice Chair
- Cllr Tim Rippington
- Cllr Zoe Goodman
- Cllr Mark Bradshaw
- Cllr Martin Fodor
- Cllr John Goulandris
- Cllr Tony Dyer
- Cllr David Wilcox

Cabinet Members in attendance:

- Cllr Cheney, Deputy Mayor and Cabinet Member for Finance, Governance and Performance
- Cllr Ellie King, Public Health, Communities and Bristol One City
- Cllr Don Alexander, Transport

Officers in attendance:

- Mike Jackson, Chief Executive
- Denise Murray, Director of Finance
- Stephen Peacock, Executive Director Growth and Regeneration
- Donald Graham, Director: Housing & Landlord Services
- Michael Pilcher, Chief Accountant
- Glen Hammons, Interim Head of Corporate Finance
- Johanna Holmes, Scrutiny Coordinator

#### **2. Apologies for Absence**

- Cllr Gary Hopkins, Scrutiny Commission Member
- Cllr Nicola Beech – Cabinet Member; Climate, Ecology, Waste and Energy

#### **3. Declarations of Interest**

There were none

#### **4. Minutes of the Previous Meeting**

The Minutes of the Previous Meeting were agreed as a correct record.

#### **5. Chair's Business**

The Chair began by explaining how the meeting would be run. It was clarified that Members had identified which areas were of most interest and the meeting would be split over two sessions so as to

require Cabinet Member and officer attendance at just one of the meetings where possible. Areas identified for discussion at the two sessions were as follows:

#### 1<sup>st</sup> Session

- Capital Programme
- Housing Revenue Account (Capital funding)
- Growth & Regeneration Directorate
- Reserves

#### 2nd Session / 1st February 3.30pm

- People Directorate
- Adult Social Care
- Direct Schools Grant (DSG)
- Resources Directorate
- Savings

Members had submitted a number of questions to officers ahead of the meeting and the Chair thanked them for the detailed answers they had received and which had been published on the meeting webpage.

### **6. Public Forum**

Public Forum was as follows:

- 2 Questions
- 2 Statements

Members agreed to note the public forum submissions.

### **Question and Answer Session**

#### Capital Programme

Members asked the following questions:

- A Member began by asking if in future the budget documentation could be cross referenced to help people navigate the information more easily as it was found to be very difficult. For example, the information about potential savings didn't refer to where the information was in other parts of the reports. It would be helpful if next time it could be more connected.  
Councillor Cheney - Deputy Mayor, Finance, Governance and Performance said he understood the comment and agreed that it wasn't as clear as it could have been and that would be taken on board.
- Referring to the decarbonisation pipeline in the reports a Member asked had there been an option to include more projects or were there limiting factors such as the amount of capital the Council was borrowing or was it about the amount of work that could be done in that area?  
The Executive Director, Growth and Regeneration replied that he thought the Member was referring to the £19m in the report, the bulk of which would be used to decarbonise the Council's estate, vehicle fleet and other things but that was just one element of the decarbonisation funding. There was a further £80m in the Housing Revenue Account (HRA) for this but there were also potential future bids. For example, national Government was still looking to contribute funding that the Council would potentially match fund. Also, there was the City Leap project and one of the key points there was that a private sector partner gives the Council an opportunity to match fund with private sector funding. But the £19m was within a constrained capital budget.



- (PL17) Resilience Fund and £1m of the Port sale had a zero next to it but why was it included in the budget proposals if it's zero? Officers said that in the report it stated that there was still £47,000 in that fund for this financial year but for future years there wasn't anything left in that fund because it came to an end this year. The same Member asked what it was used for and it was said that it was a sum of money that had previously been set aside for the local area when the Port was sold. The Member asked if that was same as the Investment Market Infrastructure and Buildings (PL36) that had £387,00 against it this year but had nothing for the next 5 years? The Cabinet Member said that was funding for St Nicks Market but expected it was the same reason yes.
- A Member commented that in terms of the capital pressures and a new way of working to ensure that the capital budget was spent, said that this year it looked as if inflationary costs and pressures will be enormous and have an impact. Would officers potentially prioritise which ones will go ahead if financial pressures suggest there could be an overspend?  
The Executive Director Growth and Regeneration said that it was an evolving and improving situation in terms of the way they were monitoring both the projects and overall programme but yes in the past there had been underspends. He said they were addressing this by bringing in a 'capital strategic partner' to give extra capacity and expertise when needed. The pace was picking up and improving but yes costs were rising and projects are becoming more expensive. There were said to be a number of ways to try and address this and one was to put a lot of focus on contingency that had been put into a project and air on the side of caution at all times and be more consistent about that. He said they were also doing a lot more work on the individual stages such as being vigorous and transparent when moving projects from various stages of a business case though to execution and constantly looking to improve that. But yes there were supply chain issues pretty much everywhere for those wishing to deliver capital projects at the moment.

Follow-up question: what would officers consider would be a successful percentage of spend this year compared to previous years. The Director said he would be looking to next year and that by 2023 /2024 they would be looking for 100% delivery. They were on an improvement journey but was a complex picture because it's not just about numbers it's also about the quality i.e. we may be spending but not necessarily getting good value for money.

- It was suggested that Bristol Beacon must be under significant pressure from rising inflation and therefore the cost of production and labour would be putting that under a lot of pressure. Dis officers have any feel for what might happen with that project?  
The Director said it was too early to say, everything was being kept under constant monitoring and it was the subject of a value for money report which Members would hear more about that through the year. He said it was being well managed and monitored but there are always risk particularly on historic buildings. There were pressures everywhere but their job was to manage them and keep the project within the cost envelope.
- A Member commented that some proposals were hard to understand but there was a parks one that stated that the infrastructure levy allocation criteria would be reviewed to release additional funding for parks and green spaces from 2023/24 to save £100k. His question was, is this proposing to take Community Infrastructure Levy (CIL) funding from Area Committees (ACs) to put into to parks?  
The Cabinet Member for Finance, Governance and Performance said the idea was replicate a similar process to that of the Bristol Tree Forum, which is to submit bids to ACs CIL funds. This was a proposal and an 'ambition target' not a guaranteed income source.  
The Member said he understood that and it did say it was subject to consultation but if the Area Committees hadn't prioritised that funding for Parks? The Cabinet Member said yes it was 'subject to' but not agreed as such.  
The Chair followed on from that by saying that some ACs have very little CIL funding but don't want that to affect their local parks as well i.e. if the ACs don't contribute their local parks could miss out on funding opportunities, so there needed to be a way to ensure fair distribution of funding for parks.

- Was £1.64M enough to replace all Windows7 devices with Windows10? Cllr Cheney said yes that is what has been agreed and that's the goal. But we can't commit to all being replaced or updated though as we can't yet migrate some 'Apps' to Windows 10 and also it not been easy to get everybody to return their laptops.
- (PL27) vehicle electric fleet replacement; the report said there wasn't anything scheduled in for the years 2024/2025/2026/2027; was that a commitment to say that that all BCC vehicles would be electric or zero carbon by 2024? The Cabinet Member said no there would still be more to do. Some of the £19m decarbonisation fund would go towards the decarbonising the fleet as well. But there were things they were still struggling to achieve such as replacing some of the bigger vehicles. Was the Council on track to replace all the vehicles by 2030?

The Chief Executive said he would need to check the detail about what percentage they expected to reach by 2030. He suggested they would be close but not absolutely and this partly reflects the schedule for replacing the vehicles but also that it didn't necessarily make sense to go for 100% replacement because there were some specialist ones that don't currently exist as electric vehicles.

**ACTION: Officers to confirm what percentage of the Councils vehicle fleet would be electric by 2030.**

Related follow-up question; electric vehicles will enable reduced revenue costs if replaced. is it not therefore in terms of invest to save revenue costs, more efficient to change all vehicles to electric? The Chief Executive said the biggest issue is that there are not currently the specialist electric vehicles on the market to do the jobs we need them to do. But yes the Members general point was correct.

- Bristol being a harbour City and the infrastructure that comes with that; did Cabinet Members or officers have any idea what percentage of the Council's capital budget was spent on maintaining the harbour compared to other Core Cities?  
The Executive Director Growth and Regeneration said that some initial work had been carried out on the structural deficits but there was a backlog of the improvements needed. Some funding from the Environment Agency would help part fund some of the essential work. That would form some of the early work on the River Avon flood defences but they had some ongoing technical work to address some of the immediate issues. But in terms of an overall cost for completion it would be better to come back with costs as part of the flood protection up-date to scrutiny. The Harbour was an asset but it was one that costs the Council a lot of money to maintain, so it needed to find a way to future proof it as part of the ongoing flood defence work.

Were there sources of funding available for Cities such as Bristol to help maintain waterways?

Officers said they had already submitted a bid to the Environment Agency to start process and also some funding would come from Defra. Officers were currently developing a delivery plan and funding strategy for the Harbour that would also include St Philips Marsh and Netham Lock. This was said to be a key priority for the coming year. However, the Cabinet Member said no there wasn't a specific pot of funding to bid into, the money would need to come from various sources.

- Question of clarity on GR01strategic property; was that Temple Meads or Temple Island? A Member said they were interested to know what the nearly £40m would be spent on. Officers said it included Temple Island and Station Approach and some of Temple Quarter so it should probably say Temple Quarter in the report. A lot of work was going on and a report on this would be brought to the Growth and Regeneration Scrutiny Commission at the end of February.
- A question was asked about the (PL15) Environmental Improvement Programme (EIP), which says it's an ongoing budget over next 4 or 5 years, but it was not clear what that was? Also, listed on the same page under Housing Delivery is Strategic Property (PL34) Community Investment Scheme (EIP)and a one-off payment of £850K in the coming year. Why is this a one off and what's costing £850K? And for the EIP, what was the ongoing project and why was that a one-off? The Director said that (PL34) the EIP was a sum of money available to support enhancements on a scheme-by-scheme basis. This related to a scheme in Lawrence Weston that had been brought to Cabinet for a decision previously.

- DW PL09 Highways Infrastructure Bridge Investment, question for clarity; was this referring to one particular bridge or several bridges? Officers said it referred to Redcliffe and Plimsole Bridges. The Member asked where the funding for Gaol Ferry was? Officers said they would need to come back and confirm that after the meeting. **Action: Officers to confirm where the funding for Gaol Ferry Bridge was in the budget papers.**
- The Chair asked for clarification about his written question about Goram Homes and it not being in profit until 2025. He said he assumed Goram was building homes either for the open market or to sell to the HRA. Was that a fair assumption?

The Executive Director Growth and Regeneration clarified the Goram Homes model and said it was effectively a mixed tenure model. The numbers varied but it was up to 50% affordable housing (AH) depending on the market conditions. He didn't want to pre-empt Goram Homes Business Plan but said it was free to sell homes to whomever it wished to. But in the HRA plan some sites had been identified which were in the pipeline for the HRA to acquire.

The Chair then asked if Goram Homes was building homes on a long-term contract would it not be accounting for the revenue up-lift as it goes and then be generating a profit? The reply was that it typically works in way that it enters into a sale agreement and then a down-payment is made and then payments are ongoing. The down-payment is typically 10%.

The Chair asked for clarification that the profit recognition is as you go and not all at the end? He said he appreciated that officer may need to come back to him after the meeting with an answer. The Director of Finance said that the key point was that the financial model that underpinned the programme works, assumes that any profits from the phased sales will be reinvested so they can reduce the amount of working capital funding they are drawing down. So, profitability comes when no additional working capital draw-down is required for that workstream of projects. This is to reduce the amount of loans being required.

- Question about Bristol Heat Networks. The Chair said he didn't understand why the Council was allocating investment to this when they were part of the City Leap arrangements. Why is capital allocated for Heat Networks for 2022/2023?  
The Executive Director Growth and Regeneration said that due to a grant the Council previously received it needed to have to a plan in place to complete that work and not pre-empt the forthcoming procurement decision. He said once the procurement process was completed officers would revisit the whole programme and the funding arrangements.
- Transport Budget question; what the Council currently spends is revenue we receive from Central Government (not our own money). Could the Council spend more than it receives from Government if it wanted to? The Executive Director Growth and Regeneration said the Council spends a small amount of Council funds on transport but some also comes from the West of England Combined Authority (WECA). Going forward, the Council will be required to provide around 20% match funding on some Government transport funding, which is a large amount of money. Last year Full Council approved a slight increase for the repairs and maintenance budget because there is a backlog on this work. The same Councillor enquired whether if for example money wasn't being spent on Bristol Beacon, could the Council of spent that on transport? The answer was yes the Council could spend its capital funding on what it wanted.

### **Housing Revenue Account (HRA)**

- Chair said he wanted to look at Housing Revenue Account (HRA) investment programme, mainly because it amounts to the significant figure of £1.3b over 30 years. He said he'd been rather baffled and so was raising this with officers because the HRA proposed capital spend was equal to the HRA financing. There was a detailed table that shows how the £1.3b financing was split between the

various headings. In other words, it's coming from grants, capital receipts and developer contributions and borrowing. It seemed this was such a material sum of money that Members ought to have chance to raise questions for clarification. It was noted that the business plan had already been considered by Members but the capital spend in the budget papers had not.

- A Member commented he thought it was great to see the Council may well become one of biggest house builders in country. He said it was his understanding that everything the Council intends to build over the next 7 years is within the 'pipeline' already. Was that correct? Also, was Brislington Meadows development in pipeline or factored in anywhere?

The Cabinet Member said yes the substantive builds were already in the 'pipeline' and referred to officers to confirm about the answer to the second question. Officers said Appendix 3 of the report listed the approved schemes and confirmed that Brislington Meadows was not included in the pipeline. The Executive Director Growth and Regeneration said that officers keep a close eye on all the sites. They had already identified all the sites that are likely to come forward and there is no conversation being had about Brislington Meadows being one of those sites.

- HRA reserves and the current balance of £97.8m; It was understood some of the capital reserves would be used and the report showed they would be reduced down to £21m. Were officers confident about the potential risks involved? Officers said the intention was to have two sets of reserves; one set of £20m and another of £10m which would be enough for one year's operating and a major repairs reserve. Appendix 1 paragraph 7 showed the risks that had been identified with this. The Councillor said he was asking about reducing it from £100m down to £21m, were they entirely confident that was enough?

The Executive Director Growth and Regeneration clarified that the acquisition by the HRA of sites to add to the portfolio was something that the Council doesn't have to make a long-term commitment to. Adding that officers annually review 'headroom' and this would be kept under review. The Director of Finance referred to the capital strategy and how it outlined a number of different metrics that need to be kept within to ensure the HRA remains affordable.

- A Member referred to earlier discussions about how Local Government was now dependent on Central Government offering funds and local authorities then making bids for that; with regards to the social housing decarbonisation fund that currently exists it wasn't known if or how long that will exist in the future, so were there any further proposals for decarbonisation in the future to get houses within the required targets? The Director of Housing and Landlord Services said that within the HRA business plan £80m had been set aside for investment to retro fit homes and make them more energy efficient and reduce the carbon footprint. There was also said to be a pilot for another 25 properties where it's intended to achieve the highest level of energy efficiency. Bristol it was said was making such a significant investment in this area that, subject to further discussions, it could appeal to central Government to go beyond match funding as it is such a big national issue that no local authority could possibly resolve on its own.

- It was asked if the Council had looked into the potential of Green Bonds as there may be people in the City that were interested in doing that?

The Cabinet Member said not specifically in the HRA no, but that was being looked at yes. The Director of Finance said they had done some initial work in terms of the potential costs associated with the potential process for adopting a Green Bond and also working with other core cities about other approaches in terms of financing. But it was not built into the programme at the moment as there was still a lot of work to do before it could be taking the proposition forward. The Cabinet Member confirmed it was an active conversation.

- Appendix A3, sites approved for planning and construction over the next 5 years; A Member said he'd expected to see Dover Court in Lockleaze included on the list and it wasn't. It was apparently going to a Planning Committee that week. The Executive Director of Growth and Regeneration said he would need

to come back to the Member and clarify that. **Action: Officers to check why Dover Court wasn't on the list of sites the Member referred to.**

### Growth and Regeneration Directorate

- Members referred to the review of parking spaces for disabled people and the Commission was advised that £100K was a recurring saving and that the review would be broader than only parking bays.

The Cabinet Member for Transport explained that any proposed changes would be subject to consultation. An example provided was a charge for painted courtesy parking bays outside people's houses. This was chargeable for some Authorities and a charge would provide a more effective service for people. Members were advised that not every disabled person needed a parking bay or subsidised provision, as there were many disabled people in the city who had high status jobs and good incomes. Savings enabled prioritised expenditure on things such as pavements which were particularly important to people with disabilities.

There were questions around what the charges may be and how these would be calculated; Members were told that North Somerset charged £133 - £150, although the cost of a disabled bay could be up to £500. It was not proposed a charge would be up to the full cost, this was to illustrate what the expenditure was.

The Cabinet Member explained that there was not a proposed specific charge for disabled parking bays at this point; that this would be agreed after further evidence was provided and a benchmarking exercise was undertaken.

Members heard that details of any further criteria which included ability to pay for parking bays, and all proposed changes as part of the review on disabled parking and wider parking charges would be subject to consultation and a full equalities impact assessment.

CLlr Goulandris stated that he strongly disagreed with proposed charges for disabled parking as set out in the Cabinet papers.

The Commission was advised that all parking costs would be reviewed which adhered to the policy to reduce the attractiveness of car use and that car parking charges had not been raised for a lengthy period, and there was a need for extra revenue so other priorities could be paid for.

- There was a further discussion around proposals to review carparking charges, which included proposals to introduce charges in carparks that were currently free, and to remove the free 30-minute period in parking zones. The Chair requested there was consideration for parking zones in areas of increased demand as an alternative to charges for existing free car parks. The Chair stated that this could provide support for communities who currently felt overwhelmed by commuters who used spaces outside residents' houses, which had put pressure on families and disabled people who found they could no longer park close to their own home.

The Chair requested that proposals be structured in a way that recognised the pressures on families and local independent traders, which included consideration for a keeping the 30-minute free period in parking zones which enabled household visitors and passing trade for shops; if needed, to pay for this by an increased charge of the zone in the remaining period. There was Member support to retain the 30-minute free parking to support independent traders, that, whilst budget pressures were appreciated, it was felt reconfiguration of other charges could find the difference. The

Cabinet Member agreed, subject to the ability to create revenue needed to produce a modern transport infrastructure, focused on active travel and public transport.

The Cabinet Member for Transport explained that the parking zones had not been lucrative, that the prices had not increased, and they were not always popular, especially with neighbouring areas, as this moved parking issues from one area to another; and the proposals in the budget adhered to the policy to reduce the attractive of car use.

- Members heard from the Cabinet Member for Transport that he would not welcome a budget amendment for a proposed increased number of parking zones in Bristol, that they would be subject to a consultation process. Members were advised the parking zones were resource intensive and, based on the programme of works and available capacity, increased parking zones would not be a priority.
- Members heard that decisions regarding proposals to introduce charges in the existing free car parks would be subject to discussions with local business as it was recognised that in some areas, they were an important aspect of the success of already struggling high streets, whereas some were a source of anti-social behaviour. The Cabinet Member stated that it was time to have a considered review of all those car parks and enable revenue where appropriate, which included ensuring local shops were not negatively impacted.
- There was a discussion around the need for a parking strategy which would have to overcome many issues raised at the meeting, and the Commission was advised that a parking strategy was in development, but there was no timescale due to other commitments.
- There was a discussion around Liveable Neighbourhoods and Strategic Corridors, and the Chair stated that Liveable Neighbourhood objectives could be reached by capital spend through different packages channelled to support use by residents rather than only commuters.
- It was noted that Liveable Neighbourhoods would be in areas between the Strategic Corridors (which provided for segregated bus and active travel segregation), and the Chair recommended there was a joined-up policy to ensure a residential area linked to a Strategic Corridor did not experience pressure from extra cars on its roads.
- Members heard the intention of policy was to prevent higher volume of traffic entering residential areas, and that there was a need to not confuse the difference between a residential area with a Liveable Neighbourhood strategy, and a Strategic Corridor; there was disagreement with the analysis and the Chair recommended that the two should be looked at in parallel.
- There was a discussion around libraries, specifically the reduction of non-staffing budgets, which included the purchase of books, GR003, and the Commission was advised that the proposal was the material fund of £560,000 be reduced to £510,000, and books would still be purchased.
- Members heard that a projected rise in energy costs had been factored into the budget and that the Future Energy Supply item GR050 (saving of £150,000) related to energy procurement and was in the previous Cabinet papers. The business case to achieve the savings was to be produced.
- It was noted that item IM27, Bristol City Council energy services committed to making Bristol a carbon neutral city by 2050 should be amended to 2030. **Action: Officers to amend in the date in IM27 of the report to say Bristol would be carbon neutral from 2050 to read 2030.**
- The Commission were advised that the proposed levels of income within the Future Parks Programme was an achievable estimate (reference item GR021), and that there would be more opportunities to come; the business cases were to be developed.

- There was a discussion around the review on carparking in parks, and Members heard from the Cabinet Member for Public Health, Communities and Bristol One City that access via public transport and other factors, such as steep roads leading to the park or traffic displacement issues, would be considered when looking at proposals, and that there would be a full public consultation.
- It was noted that the formatting issue would be addressed, and the Commission was advised that Appendix 8 had the full list of detailed savings.

**RESOLVED;**

That;

- Members be provided with clarification on the proposed cost and/or charge of a disabled parking bays based on saving of £100K/year.

**Reserves**

- The Commission were advised that the news related to Together Energy did not impact the Council's accounts or finances.
- It was confirmed that there had been an announcement from the Education & Skills Funding Agency for an additional £2.69M Designated Schools Grant funding for Bristol for 22-23 and there would be a full analysis to clarify whether this, and the assumptions for future years, would influence the Council's position on risk, reserves and SEND deficit; Members were advised that a final figure would be available following further analysis.
- Members heard that each Council would take its own decision in terms of how SEND deficits were planned for, that the range of deficits would be different for all; and that Bristol's deficit had moved significantly in one year and there was a need to wait for final positions.
- Members asked about the ability to release £1.7M from Goram Homes and were advised that a detailed review of reserves would be conducted annually, which entailed identifying which could be released, redirected, and returned to the general fund. This exercise had been completed for the budget and, for Goram Homes, £1.7M of the funding identified for pipeline one was not required, and therefore could be released and redirected.
- It was noted that Goram Homes had slightly different funding arrangements in terms of loans and working capital and the Commission was referred to Appendix 9 which had details of loans and long-term arrangement with all the Council's subsidiaries.
- Members were advised that, in terms of considering risks related to subsidiaries holding reserves, the Council would always consider the company, the capital programme and level of contingency and reserves that were needed to support long term investment and potential risk exposure.
- The Commission was advised that, regarding the extra £3M to City Leap reserves, sufficient funding for completion of City Leap procurement process had been identified, a paper had gone to Cabinet with details, and it was recognised a successful outcome provided a need in the budget for some implementation cost, so provision had been made which ensured the budget was not destabilised. There would be a full report to Cabinet, and anything drawn down would be subject to full transparency, business cases, and the figure was indicative to ensure the process could move forward positively.

The Chair thanked Members, Cabinet Members and officers for their contributions.

## **Resources Scrutiny Commission – Budget Scrutiny Meeting Part 2, 1st February 2022**

### **Minutes of the Meeting**

#### **1. Welcome, Introductions and Safety Information**

The Chair welcomed everyone to the meeting.

Members present:

- Cllr Geoff Gollop - Chair
- Cllr Heather Mack – Vice Chair
- Cllr Tim Rippington
- Cllr Zoe Goodman
- Cllr Mark Bradshaw
- Cllr Martin Fodor
- Cllr John Goulandris
- Cllr Christine Townsend
- Cllr David Wilcox
- Cllr Tim Kent

Cabinet Members in attendance:

- Cllr Cheney, Deputy Mayor and Cabinet Member - Finance, Governance and Performance
- Cllr Holland, Cabinet Member - Adult Social Care and Integrated Care System
- Cllr Ellie King, Cabinet Member - Public Health, Communities and Bristol One City
- Cllr Don Alexander, Cabinet Member - Transport
- Cllr Asher Craig, Deputy Mayor and Cabinet Member - Children Services, Education and Equalities
- Cllr Nicola Beach, Cabinet Member - Climate, Ecology, Waste and Energy

Officers in attendance:

- Mike Jackson, Chief Executive
- Denise Murray, Director of Finance
- Hugh Evans, Executive Director: People
- Christina Gray, Director: Communities and Public Health
- Alison Hurley, Director Education and Skills
- Michael Pilcher, Chief Accountant
- Johanna Holmes, Scrutiny Coordinator

#### **2. Apologies for Absence**

- Cllr Gary Hopkins, Scrutiny Commission Member
- Cllr Mohamed Makawi, , Scrutiny Commission Member

#### **3. Declarations of Interest**

There were none.



#### **4. Chair's Business**

The Chair began the meeting by confirming which areas of the budget would be considered during the second part of this reconvened meeting. They were as follows:

- People Directorate
- Adult Social Care
- Children and Young People Social Care
- Direct Schools Grant (DSG)
- Resources Directorate
- Savings

The Chair then asked Members if they had any comments about the notes from the first part of the meeting that had previously been circulated to them. There were none. The Chair asked if the Members were happy with them and for them to be circulated, which they were.

#### **Question and Answer Session**

The Chair asked officers for some clarification about the Heat Networks Business Plan that had been withdrawn from the Overview and Scrutiny Management Board (OSMB) meeting agenda on the 9<sup>th</sup> of February and whether this delay would have an impact on the Council's Capital Programme. The Director of Finance said that the Capital Programme had a programme area aligned to the Heat Networks and it wasn't anticipated that would change.

The Chair asked a further question about the recent press release about Goram Homes and homes being built at Hengrove. Was this reflected in the Capital Programme funding for Goram Homes that Members looked at last week? The Director of Finance said the programme as it currently stands reflects current arrangements and pipeline activity that will encompass the business plan activity for 2022/ 2023. The Capital Programme will also have the details in terms of the Hengrove programme and will be contained within exactly the same financial envelope as was previously set out.

The Chair asked what the last date on which the Council could legally set a budget. The Director of Finance confirmed that due to the work that needed to be carried out after the budget was set and before the council tax demands were sent out, setting the Council's budget 2<sup>nd</sup> March was last day that would leave enough time.

#### **Adult Social Care**

- Member began by stating they were supportive and understood the service was demand-led, and that would therefore lead to overspends. They asked if the Cabinet Member for Adult Social Care and Integrated Care System if they were confident that next year's budget would work? Also, they were aware some changes had been made, for example, more people being cared for in their own homes and asked if they could elaborate on those changes? Councillor Holland, Cabinet Member for Adult Social Care and Integrated Care System thanked the Members for their comments but said she understood that some people were sceptical because not everything that had been planned had materialised because of such huge additional pressures on budgets from Covid. The point about more people being cared for at home was correct yes but they had been trying to shift things in that direction prior to the pandemic. They had also brought in what was then the 'Bristol Rate'. Covid had exacerbated the perception that care homes were not a safe place to live. There were also said to be many workforce shortages. The community and voluntary sectors were making a valuable contribution but it was said they needed financial support to be able to continue providing that. The Community Meals service which also included a 'wellbeing check' was highlighted as a way to support people to

continue living in their homes. The extra support provided could mean putting off date that people go into care for another year; that was better for them and the Council she said.

A Member asked about the Community Meals service and the proposed £100k saving on that budget; how did the Cabinet Member see that working? The Cabinet Member spoke highly of the service and those delivering it and said she believed it would work, adding that some neighbouring local authorities were considering sourcing meals from the Bristol Community Meals Service.

The same Member asked for clarification stating it was listed as a budget saving but the plan was still to grow service?

The Chief Executive welcomed the recognition of the pressures ASC was under, but at the same time noted that the Council needed to keep looking at the model of service and where it can make efficiency savings as Bristol remained relatively high cost when benchmarked against similar councils.

The Chair asked if the Cabinet Member felt they had identified where pressures will come from moving forward? It was replied that worker shortages in the sector were the pressure she was most concerned about but there would need to be an improved pay offer before more people would take these types of jobs.

The Executive Director for People said via the Better Lives at Home project they had seen a significant change in delivery with a shift towards domiciliary rather than institutional care. However, during the pandemic they had also seen significant increase in the demand for and cost of the provision of care support for younger adults with high mental health problems and this had led to a cost pressure of around £4m per year. It was also said that the number of older people balanced against the number of younger adults has moved from about a 60/40 split to about a 50/50 split, so the Council is now serving about the same number of younger people with care needs as older people. There was also currently a shortfall in the services available to provide care in Bristol and people were having to access them out of the area, which typically cost more. There were said to be things that could be done that could help mitigate that demand, and some of the things in the budget and the transformation plan were for that purpose.

A Member asked about Adult Social Care savings 2 and increasing the return of unused Direct Payments by £500k; what was the size of the current contingency fund and how many applications did it receive every year? And why wasn't the Council highlighting its availability more instead as opposed to cutting it? The Cabinet Member said they were not cutting it as such and it was being promoted. They were working with WECIL (The West of England Centre for Inclusive Living) on this as well. It was about monitoring the use over a period of a year and only clawing back what is not used.

The Executive Director said that he would come back to Members with figures but stated that any recouping of contingency funds would happen following a review that involved the service user. It would not be against people's will and they would have the relevant conversations first.

- ASC 12: Concord Lodge. A Member asked why the Council was make savings by closing this facility. The Cabinet Member said that the plan was not to close it but rather for another organisation to run it instead. Members said the Equalities Impact Assessment (EqIA) stated the proposal was to close it. The Executive Director said that the text in the EqIA was incorrect then. They were developing the specification to put to the market for specialist providers to support people with very high needs and they wanted to attract the best providers. A report was taken at the recent Cabinet Meeting on the proposed partnership arrangements and would mean that providers cannot play local authorities off against each other.

- ASC6 Rehabilitation Services, closing South Bristol Centre. Members asked what were the actual changes? The Cabinet Member cited the recent previous Cabinet Meeting report again and said there had been much interest in this. The Council had no statutory responsibility for rehabilitation centres. It hadn't been possible to do short-term secondments so they had looked at TUPE staff instead. However, the questions raised couldn't be answered until a decision in principle had been made. It was said there was a very long explanation and was so much more than closing the facility.

A Member asked what would happen to people that would have gone there and it was said they would go to South Bristol Community Hospital.

The funding arrangements with the Clinical Commissioning Group (CCG) and NHS were discussed and were said to be very complex as was the whole health and social care system of funding. The Executive Director offered Members the opportunity further explain the funding arrangements to them in a separate session if it would be helpful to which they agreed. It was suggested this could include GP services as well.

A Member asked about saving \$117 and staff assessing service users. They referenced the Equalities Impact Assessment (ASC12 EqIA) for this and specifically Black and Minority Ethnic (BME) people's poor mental health. In their view the assessment had not gone far enough or required some further work. The Director said he agreed this was an important issue, they were right to raise it and was very happy to revisit it.

- A Member asked about the time frame and expectations of the review into Home Choice. He said it was known that housing is a massive issue for people with adult care needs and also mental health problems can be triggered by being on waiting lists. He also asked about investing in technology which he pleased to see and wondered if there was scope to support local schools and jobs, as the area has a thriving tech sector

The Cabinet Member said the proposals for this budget had been very very difficult. Colleagues had worked incredibly hard on this to try and meet people's additional needs that weren't currently being met for example with regards to the correct assessments for banding. This had led to some very expensive housing from other providers being used. So, the idea of using the Council's own stock to support residents with adult social care needs was a good one with better outcomes. 40 people would be moved in this year and hopefully another 150 people next year.

With regards to technology to support people care needs in their home the Cabinet Member agreed that there were some fantastic developments being made locally and we needed to be using more of it.

The Chair asked about the technical enabled care and about workers not spending so much of their valuable time travelling back and forth across the city to different service users. The Cabinet Member said she completely agreed but said unfortunately workers were still having to travel back and forth across the city. She said the more home care there is the better. The Council could then work with providers to enable it to become more localised and travel time would be such big issue anymore.

The Chair thanked the Cabinet Member and Executive Director.

#### **Actions:**

- A session to be organised for Members to discuss ASC CCG and NHS funding arrangements with officers.
- Officers agreed to revisit the ASC12 EQIA.
- ASC 2 - savings on Direct Payments of £500k: Officers to provide more detailed figures on Direct Payments saving.

## **Public Health**

Members asked for clarification about why Public Health (PH) funding was being passed to the One City Office; what funding was this and how would it be used?

The Director of Public Health said that it was to invest in what were called the 'wider determinants of health'. If Bristol didn't already have a partnership such as the One City partnership it would have had to create one. The board and partnerships enabled all sorts of things to work together. It was said they could have invested in the internal team but as we have this fantastic convening facility supported by many institutions across the City such as universities and other local organisations, it is very good value for money and it was therefore possible to buy greater stake in health and welling of the City.

## **Direct Schools Grant (DSG)**

- The was a discussion about the arrangements relating to the accumulation of the deficit, which included whether the Safety Valve was accessed, and what the arrangements would be to manage the deficit after 2022/23. The Cabinet Member for Children Services, Education and Equalities, advised Members that she and the Mayor had written to Government to bring the growing deficit to their attention.

Members heard that financial support from the Department for Education had been offered to some Authorities to reduce the deficit; and that the Council had already taken steps that the Safety Valve criteria required.

The Director of Education & Skills advised Members that the self-assessment against the Safety Valve criteria was published and went to the previous Schools Forum.

The Cabinet Member stated the deficit was due to the growing need in the city; that the culture needed to change in the City about the way high needs provision for children with special educational needs (SEN) was addressed. Expenditure on mainstream education which enabled children to remain in mainstream was the focus, as was investment was for high needs provision locally which was more cost-effective. There was a need to speak with parents, school, academies across the city about SEN provision to enable culture change in the city.

Members were advised that the Council had seen increased applications for Education Health and Care Plans, and that there was just 3.3% uplift in the overall block.

The Commission heard that the Dedicated Schools Grant Management Plan and discussions around the deficit and mitigations had been at Schools Forum, and this would be taken back again in March.

The Commission heard that, at this point, there was a level of protection with regard to the deficit, accounted for within the Council budget; this would fall away in 2023, and so there was a need for contingency to cover that which would add pressure to the budget.

The Director of Education and Skills advised the Commission that the Schools Forum had consulted with all schools and settings during the course of the budget setting process; there was the flexibility to allocate money between the blocks annually and this was the last year this could happen. If the national funding formula came in next year (which was the intention) then it would be fixed. This year, which followed previous years, there was additional funds directed to educational needs factors.

- There was a discussion around a shortage of special school places, and whether this meant a higher need for independent school placements, and the Cabinet Member advised members that as part of the Education Transformation Plan, the use capital funding to invest in additional SEN provision

had been considered, and that there were conversations with neighbouring Authorities which enabled a collaborative approach for children who needed independent provision, and that the preference was this was provided locally rather than miles away.

The Cabinet Member said that extra resources and SEN staff enabled an improvement in delivery of EHCPs, although it was recognised there was a lot of pressure across the system which impacted meeting the 20 week target, and that the system was in need of reform.

The Director of Education advised the Commission that in terms of the number of EHCPs in the system, Bristol was low compared to statistical neighbours and nationally and this was due to the lag in response to the 2014 reforms in Bristol, and, positively, as a local authority with access to non-statutory top up funding, an EHCP was not needed in order to have received resources to receive support in the mainstream setting. Authorities that had moved away from that saw a significant increase in requests for EHCPs. This showed that there was a balance between a need for funding of earlier, non-statutory intervention, and also resources that ensured effective EHCPs for those young people who required one.

Members were advised that this was a whole system response over a number of areas, and the self-assessment against the Safety Valve recommendations looked at each of those areas and a lack of sufficiency in terms of specialist provision was part of that.

Members heard that the more Bristol's provision could be increased the better value spend was for places that supported those young people. Also, the more that was done to enable mainstream schools to meet a wide diversity of special educational needs and that families felt confident they did not require a special education place, the more effective the end-to-end system would become.

The Cabinet Member stated that with data, local authorities were able to plan ahead, and early intervention and provision of appropriate services could be provided over a number of years. The Commission heard that this was done jointly between local authorities in 2010 although the joint commissioning process returned to individual processes, but it was important to return to joint approach with neighbouring Authorities, and conversations had begun to enable this.

- There was a discussion around the savings in Home to School transport commissioning - £284k savings and it was confirmed this was in relation to third party spend. Members were advised that the policy and efficiency savings around the Homes to School Transport would be revised; that affordability of any proposed contributions would be considered and this would be consulted upon.

Members were advised that the home to school transport was a combination of private hire and buses, and that occupancy of seats could not necessarily be optimised for different reasons, which included a young person's needs.

The Commission was provided with an overview of areas the Council had applied discretion in setting the 22-23 budgets.

- Members were advised that, within the schools funding formula, there were mandatory areas such as minimum per pupil rates; and regarding the national funding formula, at the moment there was a small amount of local discretion in terms of how some of the funding could be allocated.

Members heard that some of the decision-making sat with the Schools Forum and some sat with the Council and the adopted approach was that all schools and the Schools Forum were consulted and Members were advised the Council had supported proposals and recommendations from those mechanisms.

The Commission was told that the discretion would not be available after the move to a hard funding formula; this would have a significant adverse impact on some schools – further details would be made available if this happened.

- There was a discussion around the £6m needed for this September to increase the number of Year 7 places for September 2022; this increased the existing estate and new secondary provision was planned for 2023. The increased specialist provision continued within the existing estate.
- Members heard that at the moment secondary provision was as much a priority as specialist; that there was an awareness of the challenge of excess secondary provision, and the Council was in conversations with school leaders around repurposing the provisions as we moved forward.

**Actions:**

- The self-assessment against the Safety Valve criteria be circulated to Members.
- Members be provided with what the split of the combination is of private hire and buses for home to school transport, and details of whether the vehicles are optimised for occupancy.

**Resources Directorate**

- The Chair asked for some further clarification about one of the replies to the budget questions he had submitted ahead of the meeting regarding what was the summons and overpayment income that was lost. How did the Council receive an income from issuing court summons? The Director of Finance explained that when a summons is issued a cost is also added for the debt collection activity, which is £79. There was an income line within the budget which was forecast to be at a certain level but there were back-logs on the court's recovery activity due to the due to Covid-19.
- A Member asked about saving R1 - Reduce Customer Service Point Budget. How was the Council going to save £165k from this service? The Cabinet Member said the plan was to move towards being more supportive via various other means such as instant messaging, so resources could be freed up to spend more time supporting those who did need to speak to someone directly or in-person. Members asked assurances that those people who needed that face-to-face support would still receive it. It was confirmed that there would be no changes to accessibility and there would be a range of ways provided for people to access the service.
- A Member asked for confirmation that there were no cuts to the museum service in the budget this year? is that right? The Cabinet Member replied that there were some staffing reductions within the culture team but not the actual services.
- A Member asked for further clarification about 'R29: Seek additional small contribution from the from external partners for running the City Office'. It was noted the report said it was seeking 5% over and above the plans for a 50/50 split between the Council and external partners.

Members were informed that when the City Office was first launched, the intention was it would become co-funded. The current target is for 50% of the City Office budget to come from external contributions and progress this year has taken us close to that target for 22/23. The 5% target was for additional contributions over and above that.

Members highlighted the recent invitation for partners to join the One City boards and asked if it would affect their chances if they didn't have funding to contribute? The reply was no it wouldn't, it was an open invitation it didn't matter if they were financially contributing.

Members then asked about the One City governance review that had been mentioned during the discussion and what role there was for the Councils scrutiny Members to be involved in that?

The Cabinet Member for Public Health, Communities and Bristol One City said that One City was never intended to be a Council body and that it was a partnership body. The long-term plan was for the Council to move further away from it and in future other partners would then take more of a lead.

Members said on top of the significant of resources that were put into it, officers were also working to One City policies and there was concern that they weren't scrutinised the way other Council policies were.

The Chief Executive reminded Members that the Head of the City Office attended scrutiny on an annual basis to talk about the One City Plan, when Members have had the opportunity to consider and comment on the Plan. Members also had the opportunity to scrutinise those actions that are the responsibility of the Council through their review of business plans and service plans which will be coming through the scrutiny process over the next few months.

The Chair stated that OSMB had also previously said that it wanted to be more involved. Also, many Ward Members felt aggrieved that they were excluded from involvement on the boards. He said he welcomed the invitation to attend the board meetings and the governance review and asked who had commissioned it? Members were informed that the One City Office had commissioned the review. The Chair suggested that if the Council was paying for half of the governance review then it should not be unreasonable for scrutiny Members or even the Audit Committee to have the opportunity to scrutinise it. This discussion was he said immaterial to the scope of the budget but very significant in terms of the direction of the City and the role of One City. He looked forward to a constructive discussion on this at a future OSMB meeting.

- A Member asked about R19 and the question she had submitted before the meeting regarding modernising trade union facility time and arrangements and the reduction in the budget from £195k to £50k and asked for confirmation that the remaining budget would only be used as a contingency for national or regional requirements, was that correct?

Officers said that the expectation was that services and departments would absorb the costs and enable the unions activities as agreed in the new modernised facilities agreement. The Member referred to the written response she had received and asked how it was possible to have a facility with no budget and that the response had been slightly misleading. The Cabinet Member agreed the written response had not been worded very well and it was not what had been discussed.

It was then asked if facility time would be permitted for union officers to attend non-BCC meetings such as branch meetings? It was said that would be dealt with as part of a new agreement was on facilities time. The Member said what was being suggested in the response negated to recognise much of what branch officials need to do to fulfil their roles. The Chief Executive confirmed that the status quo would remain in place until a new facilities agreement had been reached.

A Member asked a follow-up question; would that not mean putting even more pressure on departmental budgets and managers to authorise when it's coming from their budget rather than a corporate budget and would this not cause more tension when budgets are already very tight? The Chief Executive confirmed there was a need to work with managers to ensure that it was done in a way that could be accommodated, recognising that the costs would have to be absorbed across the council in order to make a contribution to the challenging £19.5m savings target.

**Actions:**

- Savings R1: reduce Customer Services budget. Members asked how this was going to be done. It was agreed that further information would be provided to Members.
- R29 One City: seek additional funding from partners over and above 50/50. Members asked what was the current split and was and what were the proportions. Action: Officers said they would need to check that figures and would provide a more detailed answer for Members after the meeting.

The Commission then went on to discuss the format of their comments to Full Council. At this point officers and Cabinet Members were informed they were free to leave the meeting if they wished to as there wouldn't be any further questions. They were thanked for their attendance and in-put into the meeting.

The Chair asked Members to help outline and agree which budget areas of significance and those they had common agreement on which would therefore be highlighted in the statement to Full Council. The areas outlined were summarised as follows:

- One City
- Concerns about Trade Union time
- Schools - High Need Grant
- The amount of savings required on top of previous savings and efficiencies and also at relatively short notice. Although they have been RAG rated there were significant risks before they would be realised.
- Shared concerns about the staff reductions on top of previous reductions and management pressures. Also, the risk of losing high quality officers.
- 20% of vacant posts being deleted.
- Accessibility of the budget information and difficulties in cross referencing.
- Not enough detailed information provided to suggest budget amendments.
- ASC efficiencies not being met is a risk. x
- Quality of work on HRA budget to be included
- Capital Programme Delivery
- Reserves
- DSG

The Chair thanked everyone for their contributions and closed the meeting.

**The meeting finished at 6.30pm**



# Resources Scrutiny Commission 1<sup>st</sup> December 2022



**Report of:** Service Director, Legal & Democratic Services

**Title:** Resources Scrutiny Commission Annual Business Report 2022-2023.

**Ward:** N/A

**Officer Presenting Report:** Johanna Holmes, Scrutiny Coordinator

**Contact:** [johanna.holmes@bristol.gov.uk](mailto:johanna.holmes@bristol.gov.uk) | 0117 903 6898

## Recommendations:

### For the Commission Members to:

1. To note the Commission's Terms of Reference (1.1)
2. To note the Chair and Vice-Chair for the 2022-2023 municipal year (1.2)
3. To note the membership of the Commission for the 2022-2023 municipal year (1.2)
4. To confirm the 2022-2023 meeting dates for the Scrutiny Commission (1.3)

## **1. Context and Proposal**

### **1.1 Terms of Reference of the Commission**

At its Annual Council meeting on 24 May 2022 Full Council established this Scrutiny Commission with the following terms of reference:

#### **Terms of reference - Overview**

The role of the Commission is the overview and scrutiny in respect of the implementation of policies, decisions, performance and actions relating to the Resources Directorate with functions that include Legal, Finance, HR, ICT, Policy & Strategy, Procurement, Revenue and Benefits and Commercialisation.

1. To ensure that overview and scrutiny directly responds to corporate and public priorities, is used to drive service improvement, provides a focus for policy development and engages members of the public, key stakeholders and partner agencies.
2. To action the annual work programme set by the Overview and Scrutiny Management Board using the following framework:
3. Scrutiny of corporate plans and other major plan priorities within its remit with particular reference to those areas where targets are not being met or progress is slow;
4. Input to significant policy developments or service reviews;
5. Review and scrutiny of decisions made, or other action taken in connection with the discharge of any functions which are the responsibility of the Mayor/Executive, functions which are not the responsibility of the Mayor/Executive, and functions which are the responsibility of any other bodies the Council is authorised to scrutinise.
6. To make reports and recommendations to Full Council, the Mayor/Executive and/or any other body on matters within their remit and on matters which affect the authority's area or the inhabitants of that area and to monitor the response, implementation and impact of recommendations.
7. To work in collaboration with the Mayor/relevant Executive Member and receive updates from that member on key policy developments, decisions taken or to be taken and progress against corporate priorities.
8. To report to the Overview and Scrutiny Management Board on progress against the work programme and on any recommendations it makes.
9. To develop a budget review process and ensure that budget proposals are subject to rigorous challenge.

#### **1.2 Membership of the Commission:**

1. Cllr Geoff Gollop (Chair)
2. Cllr Heather Mack (Vice Chair)
3. Cllr Tim Rippington

4. Cllr Zoe Goodman
5. Cllr Mark Bradshaw
6. Cllr Martin Fodor
7. Cllr Mohamed Makawi
8. Cllr John Goulandris
9. Gary Hopkins

### 1.3 2022-2023 Meeting Dates

- (2.45pm) Tuesday 22<sup>nd</sup> & (2pm) Wednesday 23<sup>rd</sup> November 22 - Extraordinary Budget Meeting
- (5pm) Thursday 1<sup>st</sup> December 22
- (4pm) Tuesday 31<sup>st</sup> January & (5pm) Wednesday 1<sup>st</sup> February - Budget Scrutiny Meeting

***Please Note:***

***the Scrutiny Commissions Work Programme for the year can be located at Agenda Item 14.***

## 2. Public Sector Equality Duties

Before making a decision, section 149 Equality Act 2010 requires that each decision-maker considers the need to promote equality for persons with the following “protected characteristics”: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation. Each decision-maker must, therefore, have due regard to the need to:

- i) Eliminate discrimination, harassment, victimisation and any other conduct prohibited under the Equality Act 2010.
- ii) Advance equality of opportunity between persons who share a relevant protected characteristic and those who do not share it. This involves having due regard, in particular, to the need to --
  - remove or minimise disadvantage suffered by persons who share a relevant protected characteristic;
  - take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of people who do not share it (in relation to disabled people, this includes, in particular, steps to take account of disabled persons' disabilities);
  - encourage persons who share a protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.
- ii) Foster good relations between persons who share a relevant protected characteristic and those who do not share it. This involves having due regard, in particular, to the need to –
  - tackle prejudice; and
  - promote understanding.

### **3. Legal and Resource Implications**

N/A

#### **Appendices:**

None

### **LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

#### **Background Papers:**

- Full Council, 24 May 2022

Resources  
Scrutiny Commission  
1<sup>st</sup> December 2022



**Title:** Collection Fund Surplus/Deficit 2022/23

**Ward:** All

**Officer Presenting Report:** Tony Whitlock, Finance Business Partner (External Reporting)

**Recommendations:**

The Scrutiny Commission considers the Collection Fund Surplus/Deficit 2022/23 Report that will be taken at the Cabinet meeting on the 6<sup>th</sup> December 2022.

The report will be to set the estimated Collection Fund surplus / deficit as at 31st March 2023 as required by legislation for determination by Full Council.



## Policy

1. The Local Government Finance Act 1992 (as amended) requires the Council to determine the estimated surplus or deficit on the Collection Fund in respect of Council Tax by 15 January. This will enable the precepting authorities (the Police and Crime Commissioner for Avon and Somerset and Avon Fire and Rescue) to factor in their share of any surplus or deficit before finalising their precepts for 2023/24.

Similarly, following the introduction of the Business Rates Retention Scheme from April 2013, in accordance with the Non-Domestic Rating (Rates Retention) Regulations 2013, the Council must determine the estimated surplus or deficit on the Collection Fund in respect of Business Rates prior to 31 January.

## Consultation

### 2. Internal

Resources Scrutiny  
Head of Revenues and Benefits - Resources

### 3. External

Not applicable

## Context

4. Income from Council Tax and Business Rates are fixed at the start of each financial year. Any variations from this are realised through the Collection Fund and will now be distributed in the following three financial years. The Council is required by statute to maintain a Collection Fund separate from the General Fund. The Collection Fund accounts independently for:
  - Income into the Fund: The Fund is credited with the amount of receipts of Council Tax and (Non-Domestic Rates) NDR it collects.
  - Payments out of the Fund: in relation to Council Tax payments that are made to the Council and the two major precepting authorities (Avon and Somerset Police and Crime Commissioner and Avon Fire and Rescue). In relation to NDR payments that are made to the Council, Avon Fire and Rescue Service and WECA.

### **2022/23 estimated surplus for Council Tax**

5. For the year ending 31 March 2023 we are forecasting a surplus of £1.038m for the council tax element of the Collection Fund. After taking account of balances brought forward in the collection fund, and the final year of spreading 2020/21

additional losses attributable to Covid-19, this is increased to a surplus of £1.960m. Under current arrangements this surplus will be distributed in 2023/24.

### Composition of Council Tax surplus 2022/23

6. The table below details the major elements making up the in-year element of the council tax surplus in 2022/23.

	£m
Reduction in the estimated cost of Council Tax Support	(4.7)
Increase in the number of chargeable dwellings	(0.5)
Net increase in discounts, exemptions and reliefs	1.1
Increase in the allowance for impairment of debts (net of budgeted allowance of £8.8m)	3.1
<b>Total Surplus</b>	<b>(1.0)</b>

Details are set out below.

### Council Tax Reduction Scheme

7. Bristol is one of the few local authorities that implements a fully funded Local Council Tax Reduction scheme (CTRS). Prior to the pandemic, there had been year on year reductions in both the numbers of working age and pensioner claimants to the CTRS. During the pandemic, we saw a significant increase in CTRS working age claimants and caseload. Since then both pensioner and working age numbers have continued to drop on a month-by-month basis. This is particularly noticeable amongst working age claimants. Both the pensioner and working age caseloads are now below pre pandemic levels.

Table 1 below shows the number of pensioner and working age claimants for the last five years, while table 2 shows the value (net of the Hardship Fund where applicable) for each of the last three years.

Table 1

	Oct-18	Oct-19	Oct-20	Oct-21	Oct-22
Working Age	24,026	23,506	25,114	25,211	23,399
Pensioners	11,844	11,239	10,755	10,436	10,166
<b>Total</b>	<b>35,870</b>	<b>34,745</b>	<b>35,869</b>	<b>35,647</b>	<b>33,565</b>

Table 2

	Value of Claims			
	Working Age	Pensioners	Hardship	Total
	£'000	£'000	Fund £'000	
01-Oct-20	30,489	13,012	(1,289)	42,212
01-Oct-21	31,167	13,252	(730)	43,689
01-Oct-22	29,170	13,288	0	42,458

8. The value of benefits awarded through the Council Tax Reduction Scheme for 2022/23 was originally estimated at £46.9m. It is anticipated that the actual cost of the scheme by the end of March will be £42.2m. The original estimate, based on September 2021 figures, assumed a further 2.5% increase in working age claimants going into 2022/23. This increase did not materialise, and instead has fallen month on month. This accounts for the £4.7m saving in the cost of the scheme.
9. It is difficult to estimate how the Cost of Living Crisis will impact on future caseloads. However, employment in Bristol remains high. It should also be noted that a reduction in claimants increases the amount of council tax to be collected and therefore may be contributing to increased levels of arrears.

### Growth

10. When setting the amount of Council Tax collectable for the year ahead an estimate is made on new properties being built which will pay Council Tax during the year. The Council Tax Base report for 2022/23 estimated a further 1,983 band D equivalent dwellings would be completed, added to the rating list and chargeable for council tax during the year. Current estimates would suggest this number will see an increase of 244 band D equivalents. The Valuation Office Agency have changed the way they value 'cluster flats'. This is where there are several units within one property that share a kitchen – these would previously have been valued as one higher band dwelling, but each unit is now being individually assessed in a lower band. As an example, flats in St Thomas Street, which we had estimated would be banded at 35 x Band A and 30 x Band D, have been banded as 343 Band A's under this new VOA practice.

### Discounts and Exemptions

11. There is a net increase of around £1.073m in discounts and exemptions forecast for year-end. predominantly from an increase in Single Person Discount (SPD). We normally undertake a review of SPD every two years; however, the last review was



undertaken before the pandemic. Regular National Fraud Initiative data matches identify potential multiple occupants in properties claiming single person discount, which the council tax team follow up on, helping to ensure that the Council Tax Base properly reflects entitlements to this discount. The annual National Fraud Office review is now being carried out for 2022/23 and is expected to identify further reductions but trends suggest these are likely to be balanced by a further general increase in legitimate applications for single person discount.

### **Losses on Collection and contribution to the provision for the impairment of debts**

- 12.** Council Tax collection for 2022/23 is likely to show a shortfall of £23.2m against the annual billing debit, potentially increasing arrears at year-end to £38m. The figures in the table below assume around £5m will be collected against arrears during the year. £3m has already been allocated against arrears. This is an improvement on the previous financial year. However, the £5m is inclusive of citizens electing to offset their energy rebate against balances on their account.
- 13.** Pre-pandemic, collection would normally keep pace with, and slightly exceed, the annual increase in council tax, year on year, however collection since 2020/21 has slipped whilst recovery action was paused to support households manage the impact of the pandemic. As recovery action continues officers will focus on supporting citizens to maintain their ongoing payments, but are confident arrears will also start to reduce, with an on-going improved position continuing throughout 2022/23. However, it must be recognised, over time this debt will become more difficult to collect, although clearly the Council will seek to recover as much of the arrears as it is possible to do.
- 14.** Last year, to ensure the provision is sufficient to provide for year-end arrears, we increased the annual percentage of debt provided for by five percent. So, for example, the Council might expect, over time, to recover 53 percent of current year arrears. This has been reduced to 48 percent. All balances over three years old are fully provided for. Given the current level of arrears we have decided to retain these percentages. These will however remain under review based on recovery experience. All impairment provisions are the subject of scrutiny by the Council's External Auditor at year end.
- 15.** The total requirement for the provision is estimated at £38m. As at the 1 April 2022 the provision stood at £25m. After adjustments for write offs and further arrears collection, an increase of £11.9m is required. (Note, the original tax base allowed for £8.8m) This additional sum reduces net receipts, reducing the surplus for the council tax element of the collection fund.
- 16.** Only after full investigations have been completed will debt be recommended for write-off if deemed uncollectable in the longer term. Debt written off during

2022/23 is largely due to citizens who have moved where we are unable to trace them.

**17. Calculation of the council tax debt impairment provision**

Year	Arrears	Percentage Provided	Provision
	£'000		£'000
To 14/15	239	100%	239
2015/16	306	100%	306
2016/17	679	100%	679
2017/18	1,149	100%	1,149
2018/19	1,941	100%	1,941
2019/20	3,842	100%	3,842
2020/21	7,542	84%	6,335
2021/22	15,619	73%	11,402
2022/23	23,290	52%	12,111
<b>Total</b>	<b>54,606</b>		<b>38,003</b>
Provision opening balance 1.4.22			25,053
Additional in-year write offs			(1,000)
Additional arrears collection			2,000
Total remaining in provision			26,053
Required as above			<u>38,003</u>
<b>Additional required to top up provision</b>			<b>11,950</b>
Budgeted Provision for 2022/23			(8,822)
<b>Additional required over budget 31.3.23</b>			<u><b>3,128</b></u>

**Distribution of the Council Tax Surplus**

- 18.** The estimated surplus is distributed to the major precepting authorities in proportion to the current year's demands and precepts on the Collection Fund. A detailed determination of the estimated Council Tax Collection Fund surplus for 2022/23 is shown in Appendix A. The allocation of the estimated surplus to each of the major precepting authorities, is summarised below:

	2022/23 £m
Council Tax	
22/23 Surplus	(1,038)
(Surplus)/Deficit carried forward	(2,215)
Spreading Adjustment	1,293
<b>Total Surplus</b>	<b>(1,960)</b>
Apportionment of Surplus	
Bristol City Council	(1,671)
Police and Crime Commissioner for Avon & Somerset	(220)
Avon Fire Authority	(69)
	<b>(1,960)</b>

### **2022/23 Estimated Surplus for Non-Domestic Rates (NDR)**

- 19.** Since 2017/18 Bristol has been piloting 100% retention of business rates. Only authorities with signed devolution deals were eligible to participate in a pilot: the pilot for the West of England (WoE) therefore includes Bath & North East Somerset Council (B&NES), Bristol City Council (BCC), South Gloucestershire Council (SGC) and the West of England Combined Authority (WECA). The 100% pilot gives the WoE the opportunity to retain 100% of any business rates growth.
- 20.** December 2021 the government made one further relief available to support businesses affected by the pandemic. The Covid-19 Additional Relief Fund (CARF) allocated £1.7bn of grant to local authorities. Bristol received £13.7m to award as discretionary rate relief to accounts for the 2021-22 financial year. As at October 2022, £0.5m has reduced 2021/22 arrears, £10m of credit on accounts has been transferred to this year's liability, and £2.7m has been refunded where accounts were paid up to date. Unspent grant will need to be returned to government.

### **Composition of the Business Rates in-year deficit for 2022/23**

- 21.** The table below details the major elements making up the business rates in-year deficit for 2022/23. Note that all CARF reliefs will be fully funded by S31 Grant reducing the deficit accordingly.

	£m
Net changes in the liability	(1.3)
Increase in contribution to business rates pool	0.5
CARF Relief given (Funded by S31 Grant)	12.9
Reduction in the allowance for impairment of debts (net of budgeted allowance of £5.4m)	(2.4)
Increase to the appeals provision	2.0
<b>Total</b>	<b>11.7</b>

The net increase in in-year liability includes a significant increase of £2m relating to warehouse developments in Avonmouth pared back by a delay in the completion of a number of office developments in Bristol.

22. Any estimated surplus/deficit is distributed in accordance with the 100% Business Rates Retention Pilot Agreement between the West of England authorities, so 94% Bristol City Council, 5% WECA and 1% Avon Fire and Rescue.
23. The detailed determination of the estimated NDR Collection Fund surplus (after the application of CARF) for 2022/23 is shown in Appendix B and the allocation of the estimated deficit to the relevant precepting authorities is summarised in the table below.

	2022/23 £m
Business Rates	
22/23 losses	11,737
(Surplus)/Deficit carried forward	(8,704)
Spreading Adjustment	2,961
Adjust of repayment of overclaimed S31 Grant	3,548
Allocation of CARF	(12,900)
<b>Total Surplus</b>	<b>(3,358)</b>
Apportionment of Surplus	
Bristol City Council	(3,156)
West of England Combined Authority	(168)
Avon Fire Authority	(34)
	<b>(3,358)</b>

24. The business rates income which each billing authority collects is determined by reference to local rating lists maintained by the Valuation Office Agency. These lists are subject to variation between revaluations because of physical changes (either

to the property or the locality) and appeals. The amount of business rates income collected by billing authorities therefore varies year on year. The main factors affecting this year's business rates income are outlined below.

#### **Losses on Collection and contribution to the provision for the impairment of debts**

- 25.** The ability of businesses to recover from the pandemic the impact of Cost-of-Living crisis on businesses remains uncertain. As already outlined, during 2022/23 the government have continued to support businesses affected by the pandemic, albeit the reliefs have reduced significantly. Once these reliefs cease completely, and if no further support will be available in 2023/24, the impact on collection rates will become clearer. The outstanding debt position has not escalated as much as it might due to the allocation of CARF to arrears, £10m against in-year arrears and £0.5m against 2021/22 arrears.
- 26.** As at the end of September 2022, prior year arrears stood at £17.2m. £10.5m of CARF has been allocated to outstanding liabilities on accounts for both 2021/22 and 2022/23. This has resulted in a lowering of outstanding debt. However, overall collection for 2022/23, even after the allocation of CARF is likely to show a shortfall of £11.2m against the annual billing debit. Prior to the pandemic, arrears carried forward would usually be in the region of £2.4m.
- 27.** As with council tax, officers have reassessed the impairment provision for doubtful debts and have left the potential recovery percentages as they were in 2021/22. For the most recent three years, this is 5% lower than pre pandemic recovery levels. All debt over three years old is fully provided for.
- 28.** The total requirement for the provision as at 31 March 2023 is estimated at £19.5m. As at the 1 April 2022 the provision stood at £17.3m. After taking into account an adjustment for write offs of £800k, an increase of £3m is required, this is less than the original budgeted contribution of £5.4m. This reduction is in the main due to the allocation of CARF to arrears. The £2.4m not required reduces the in-year deficit for the business rates element of the collection fund.

Year	Arrears	Percentage Provided	Provision
	£'000		£'000
To 14/15	73	100%	73
2015/16	55	100%	55
2016/17	108	100%	108
2017/18	390	100%	390
2018/19	841	100%	841
2019/20	2,466	100%	2,466
2020/21	5,086	89%	4,527
2021/22	8,206	60%	4,923
2022/23	11,188	55%	6,153
<b>Total</b>	<b>28,413</b>		<b>19,537</b>
Provision opening balance 1.4.22			17,318
Written off in year			(800)
Total remaining in provision			16,518
Required as above			<u>19,537</u>
<b>Additional required to top up provision</b>			<b>3,018</b>
Budgeted Provision for 2022/23			(5,414)
<b>Reduction in budgeted requirement 31.3.23</b>			<u><b>(2,396)</b></u>

29. Officers are predicting an in-year collection rate of 95%. This compares with an actual collection rate of 91.25% for 2021/22 and 98% pre the pandemic.

#### **Business Rates Appeals**

30. The Council is required to provide for potential appeals from its business rates income. Calculations for the provision are based upon the Valuation Office Agency 'Settled and Outstanding' proposals at end March reports. These reports show all appeals that have been lodged for each authority against the 2017 valuation listing along with the very small number of appeals outstanding on the 2010 list, including those which were agreed, dismissed, withdrawn or are still outstanding. This list is analysed into "types" of appeal. The average success rate and the percentage reduction in rateable value for those appeals which were successful is considered along with the potential for the backdating of any appeals decisions and the estimated annual cost was then adjusted by the ratings multiplier for the relevant year. Local intelligence is used alongside statistical modelling to inform decision making.

31. As at the end of 2021/22 the appeals provision stood at £25.3m. As this is a significant amount this provision is reviewed against valuation lists on a quarterly basis and is compared to that of both our nearest neighbours and similar sized authorities nationally. The Government recommends that 4.7% of net rates should be set aside in the provision to cover potential, and yet unknown, appeals relating to the 2017 list. This amounts to an annual sum of £10.5m. However, it should be noted that the appeals position remains extremely volatile with potentially large fluctuations occurring from one year to the next.
32. To illustrate the point, in 2021/22 over £20m of successful appeals were charged to the provision. Most of this was related to office accommodation within the city. This situation was repeated across many of the major cities in the UK as office accommodation was particularly targeted by agents. This results in the appeals provision needing to be topped up, with a further £19.3m added to it at the end of 2021/22. This effectively reduces the amount of business rates available to fund services.
33. However, for the first six months of 2022/23 activity seems have slowed to a degree with successful appeals amounting to £6m by the end of September. Discussions with the VOA have suggested that appeal applications have slowed in comparison to 2021/22. However, to ensure any calls on the provision are adequately covered, it is prudent to increase the provision by a further £2m. This will be further reviewed at year-end. The impact on the provision is shown in the table below.
34. Charging to the provision protects the “net rates” position including growth into the business rates pool. However, any replenishment to the provision needs to be charged to the income received from business rates and therefore contributes to the overall in-year deficit.

<b>Appeals Provision</b>	<b>£'000</b>
Opening balance 1 April 2022	26.8
Budgeted increase to the provision	10.2
Appeals to 1 October 2021	(6.0)
Additional to 31 March 2022	(6.0)
<b>Balance remaining 31 March 2023</b>	<b>25.0</b>
Top-up required	2.0
<b>Balance as at 31 March 2023</b>	<b>27.0</b>

## Bristol's share of the total surplus on the collection Fund for 2022/23

35. Bristol City Council's share of the total surplus on the collection fund, after allocation of CARF, credited in 2023/24 is as follows

	2022/23 £m
Council Tax	(1,671)
Business Rates	(3,156)
<b>Total</b>	<b>(4,827)</b>

### Other Options Considered

36. Not applicable

### Risk Assessment

There are risks associated with estimating the amount of Council Tax and Business Rates collected during the year. These include,

- The volatility of business rates appeals. Once settled the Council may have to settle several years business rates from a single year's income. This is a significant financial risk as the Council is now required to fund 94% of any award. Furthermore, the Government have yet to set out clear proposals as to how the appeals process will be dealt with going forward.
- Changes to the rateable values of very large business properties such as power stations, hospitals and large office blocks can have a material effect on business rate collection.
- Business Properties switching between rating lists. This can include large cross boundary properties switching from one list to another or joining the central list.
- Difficulty in estimating Council Tax discounts and exemptions, including the take-up of the Council Tax Support Scheme.
- Post pandemic and Cost of Living crisis on employment and businesses on collection rates and Council Tax Reduction Scheme.

### Summary of Equalities Impact of the Proposed Decision

There are no proposals in this report which require either a statement as to the relevance of public sector equality duties or an Equalities Impact Assessment



## **Legal and Resource Implications**

### **Legal**

This report enables the Council to comply with the requirements of the Local Government Finance Act 1992(as amended), to determine the estimated surplus or deficit on the Collection Fund in respect of Council Tax prior to 15 January. This is so that the precepting authorities (the Police and Crime Commissioner for Avon and Somerset and Avon Fire and Rescue) can take into account their share of any surplus or deficit before finalising their precepts for 2023/24.

The report also enables the Council to comply with the requirements of the Non-Domestic Rating (Rates Retention) Regulations 2013, to determine the estimated surplus or deficit on the Collection Fund in respect of Business Rates prior to 31 January.

**(Legal advice provided by: Husinara Jones – Solicitor/Team Manager)**

### **Financial**

#### **(a) Revenue**

The total estimated surplus on the Collection Fund for 2022/23, including any brought forward balances is £5.308m. The Bristol share of this surplus, net of adjustments and grant, credited to the general fund in 2023/24 is £4,818m.

#### **(b) Capital**

None

**(Financial advice provided by Tony Whitlock – Finance Business Partner)**

### **Land**

Not Applicable

### **Personnel**

No HR Implications

**(Personnel advice provided by James Brereton – Head of HR)**

### **Appendices:**

Appendix I – Estimated Council Tax Collection Fund Account 2022/23

Appendix II – Estimated Non-Domestic Rates Collection Fund Account 2022/23

## **LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

**Background Papers: Working papers held in Corporate Finance**

## APPENDIX 1

ESTIMATED COUNCIL TAX COLLECTION FUND ACCOUNT		2021/22	2021/22	2022/23	
2020/21		Estimate as per	Actual	Estimated	
Actual		Surplus/Deficit		Outturn	
		Report			
£'000		£'000	£'000	£'000	
	<b>Income</b>				
(264,793)	Council Tax Income (in year liability)	(281,285)	(283,272)	(298,290)	
(1,563)	Additional S31 Grant (Hardship Fund) ended in 21/22	(985)			
	Expenditure				
	<b>Precepts</b>				
226,055	Bristol City Council	236,197	236,197	243,198	
29,289	Police	30,862	30,862	32,133	
9,635	Fire	9,779	9,779	9,971	
	<b>Bad and Doubtful Debts</b>				
4,960	Losses on Collection	15,448	12,942	11,950	
<b>269,939</b>	<b>Total Expenditure</b>	<b>292,286</b>	<b>289,780</b>	<b>297,252</b>	
<b>3,583</b>	<b>(Surplus)/Deficit for the year</b>	<b>10,016</b>	<b>6,508</b>	<b>(1,038)</b>	
1,695	Accumulated surplus/deficit Bfwd (Actual)	5,321	5,321	8,841	
43	Distribution of prior years estimated surplus/deficit	(5,574)	(2,988)	(9,763)	
3,583	(Surplus)/Deficit for the year	10,016	6,508	(1,038)	
<b>5,321</b>		<b>9,763</b>	<b>8,841</b>	<b>(1,960)</b>	
		BCC	Police	Avon Fire	Total
	In year( surplus)/deficit	(885)	(117)	(36)	(1,038)
	Residual prior-year (surplus)/deficit	(786)	(104)	(32)	(922)
	<b>Total Estimated (Surplus)/Deficit at the end of 22/23 for dis</b>	<b>(1,671)</b>	<b>(221)</b>	<b>(69)</b>	<b>(1,960)</b>

## APPENDIX 11

		NNDR COLLECTION FUND ACCOUNT				
2019/20	2020/21		2021/22	2021/22	2022/23	
Actual	Actual		Estimated Outturn as per surplus/deficit report	Actual	Estimated Outturn	
£'000	£'000		£'000	£'000	£'000	
		<b>Income</b>				
(227,650)	(137,951)	<b>Business rates income</b>	(193,931)	(201,566)	(204,951)	
2,879	3,254	<b>Transitional Surcharge</b>	2,127	3,743	0	
		<b>Payments to Preceptors</b>				
197,330	197,854	Bristol City Council	197,436	197,436	182,167	
2,111	2,105	Avon Fire	2,100	2,100	1,938	
10,547	10,524	WECA	10,502	10,502	9,690	
8,297	4,716	Disregarded amounts & Renewable Energy	6,386	5,657	6,979	
704	702	Cost of collection allowance	698	698	718	
		<b>Bad and Doubtful debts</b>				
2,589	7,200	Losses on in-year collection	10,152	8,698	3,018	
		<b>Appeals losses and provision</b>				
575	(2,056)	Increase/(decrease) in appeals provision	16842	19,301	12,178	
<b>222,153</b>	<b>221,045</b>	<b>Total Expenditure</b>	<b>244,116</b>	<b>244,392</b>	<b>216,688</b>	
<b>(2,618)</b>	<b>86,348</b>	<b>(Surplus)/Deficit for the year</b>	<b>52,312</b>	<b>46,569</b>	<b>11,737</b>	
		<b>Accumulated (surplus)/deficit</b>				
1,288	(314)	Accumulated (surplus)/deficit BFwd (Actual)	84,253	84,253	40,454	
1,016	(1,780)	Distribution of prior year estimated surplus/deficit	(90,368)	(90,368)	(46,197)	
(2,618)	86,348	(Surplus)/deficit for the year	52,312	46,569	11,737	
<b>(314)</b>	<b>84,254</b>		<b>46,197</b>	<b>40,454</b>	<b>5,994</b>	
			<b>2022/23</b>	<b>2022/23</b>	<b>2022/23</b>	
			BCC	WECA	Avon Fire	
			Total			
<b>2021/22</b>		<b>Prior year (surplus)/deficit</b>	(5,398)	-287	-57	(5,743)
<b>2022/23</b>		<b>Current year (surplus)/deficit</b>	11,033	587	117	11,737
<b>2022/23</b>		<b>S31 grant to reimburse 22/23 CARF</b>	(12,126)	(645)	(129)	(12,900)
<b>2021/22</b>		<b>Adjustment for overclaim of S31 Grant for retail relief</b>	3,335	177	35	3,548
		<b>Total Estimated (Surplus)/Deficit at the end of 22/23 for distribution in 23/24</b>	<b>(3,157)</b>	<b>(168)</b>	<b>(34)</b>	<b>(3,358)</b>

# Decision Pathway – Report



**PURPOSE:** Key decision

**MEETING:** Cabinet

**DATE:** 06 December 2022

<b>TITLE</b>	<b>Collection Fund Surplus/Deficit 2022/23</b>		
<b>Ward(s)</b>	City Wide		
<b>Author:</b> Denise Murray	<b>Job title:</b> Director of Finance		
<b>Cabinet lead:</b> Cllr Craig Cheney	<b>Executive Director lead:</b> Stephen Peacock		
<b>Proposal origin:</b> BCC Staff			
<b>Decision maker:</b> Cabinet Member			
<b>Decision forum:</b> Cabinet			
<b>Timescales</b> EDM – 9/11/22, CLB – 15/11/22, Exec Member briefing 21/11/22, Resources Scrutiny – 1/12/22, Cabinet – 6/12/22, Full Council – 10/1/23 <b>Yellow shading to remain until this section is removed for publication</b>			
<b>Purpose of Report:</b>			
<ol style="list-style-type: none"> <li>To set the estimated Collection Fund surplus / deficit as at 31st March 2023 as required by legislation for determination by Full Council.</li> </ol>			
<b>Evidence Base:</b>			
<ol style="list-style-type: none"> <li>The Local Government Finance Act 1992 (as amended) requires the Council to determine the estimated surplus or deficit on the Collection Fund in respect of Council Tax by 15 January. This will enable the precepting authorities (the Police and Crime Commissioner for Avon and Somerset and Avon Fire and Rescue) to take into account their share of any surplus before finalising their precepts for 2023/24.</li> <li>Similarly, following the introduction of the Business Rates Retention Scheme from April 2013, in accordance with the Non-Domestic Rating (Rates Retention) Regulations 2013, the Council must determine the estimated surplus or deficit on the Collection Fund in respect of Business Rates prior to 31 January 2023.</li> <li>Budgeted income from Council Tax and Business Rates are fixed at the start of each financial year. Any variations from this are realised through the Collection Fund and are distributed over the following two financial years (based on estimated in the following year and actuals in the subsequent year.) The Council is required by statute to maintain a Collection Fund separate from the General Fund. The Collection Fund accounts independently for: <ul style="list-style-type: none"> <li>▪ Income into the Fund: the Fund is credited with the amount of receipts of Council Tax and Non Domestic Rates (NDR) it collects.</li> <li>▪ Payments out of the Fund: in relation to Council Tax payments that are made to the Council and the two major precepting authorities (Avon and Somerset Police and Crime Commissioner and Avon Fire and Rescue). In relation to NDR payments that are made to the Council, Avon Fire and Rescue Service and WECA.</li> </ul> </li> <li>2022/23 shows an improved position in collection fund balances, both for council tax and business</li> </ol>			

rates with an overall estimated surplus at the end of the year of £5.318m, Bristol's share of which is £4.827m. This is after taking account of any surpluses brought forward and, in the case of business rates, further Government support for businesses.

5. The main factors contributing to the improved situation for council tax is the significant reduction in claims against the Council Tax Reduction Scheme (CTRS), particularly amongst working age claimants. Following a peak during the pandemic, the working age caseload has fallen month on month, resulting in a reduction in costs of £4.7m. Debt however remains high, with a reduction in CTRS claims potentially leading to an increase in arrears. A further £3.1m has been added to the bad debt provision.
6. The improved position on business rates is largely down to further relief made available by Government to support businesses affected by the pandemic. Bristol has received £13.7m of Covid-19 Additional Relief Fund (CARF). Of this £10m has been allocated to current year liabilities and £0.5m to 2021/22 debt. This has significantly reduced in-year debt resulting in a reduction in the amount required to be set aside for bad debts of £2.4m. Appeals are also not expected to be as high as last year but remain significant so a further £2m has been added to the provision.
7. Generally, the surplus or deficit on the collection fund is carried forward and distributed in the following financial year. However, in 2020/21 the government allowed any in-year deficits relating to 2020/21 to be phased over the following three years, reducing the impact on 2021/22 budgets. The final proportion of this deficit has been charged into the collection fund for 2022/23.

- **That Cabinet approve the report and calculations as set out in this report and refer to Full Council for approval.**

**Corporate Strategy alignment:** Managing our local tax income well is aligned to the being an effective development organisation. By having good governance and sound financial management of our tax income ensures we deliver good value for money and maximises resources available to deliver all other corporate strategy objectives.

**City Benefits:** Setting the Collection Fund Estimate is a legislative requirement. Council Tax and Business Rates provides the largest proportion of income to the Council to provide all services. There are various exemptions, discounts, and reductions available to ensure those who aren't able to pay receive the help they need. .

**Consultation Details:** N/A

**Background Documents:** N/A

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

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

**1. Finance Advice:** The total estimated surplus on the Collection Fund for 2022/23, including any brought forward balances is £5.318m. The Bristol share of this surplus, after adjustments and the application of government relief credited to the general fund in 2023/24, is £4.827m. This is an improved position on collection fund assumptions made in the recently published MTFP, which assumed an overall deficit of £3.469m.

**Finance Business Partner Tony Whitlock 2/11/22**

**2. Legal Advice:** This report enables the Council to comply with the requirements of the Local Government Finance

Act 1992(as amended), to determine the estimated surplus or deficit on the Collection Fund in respect of Council Tax prior to 15 January. This is so that the precepting authorities (the Police and Crime Commissioner for Avon and Somerset and Avon Fire and Rescue) can take into account their share of any surplus before finalising their precepts for 2023/24.

The report also enables the Council to comply with the requirements of the Non-Domestic Rating (Rates Retention) Regulations 2013, to determine the estimated surplus or deficit on the Collection Fund in respect of Business Rates prior to 31 January.

**Legal Team Leader:** Husinara Jones – Solicitor/Team Manager 10/11/22

**3. Implications on IT:** No IT Implications

**IT Team Leader:** Gavin Arbuckle – Head of Improvement and Performance 10/11/22

**4. HR Advice** No HR Implications

**HR Partner:** James Brereton – Head of HR 10/11/22

<b>EDM Sign-off</b>	Denise Murray – Director of Finance	<b>9 November 2022</b>
<b>Cabinet Member sign-off</b>	Cllr Craig Cheney	<b>21 November 2022</b>
<b>For Key Decisions - Mayor's Office sign-off</b>	Mayor's Office	[date]

<b>Appendix A – Further essential background / detail on the proposal</b> Use this section to provide more details to expand upon the points made in this report.	<b>YES</b>
<b>Appendix B – Details of consultation carried out - internal and external</b>	<b>NO</b>
<b>Appendix C – Summary of any engagement with scrutiny</b>	<b>NO</b>
<b>Appendix D – Risk assessment</b> (template available by following the link on the Decision Pathway page on The Source)	<b>NO</b>
<b>Appendix E – Equalities screening / impact assessment of proposal</b> (Please contact <a href="mailto:equalities.team@bristol.gov.uk">equalities.team@bristol.gov.uk</a> for support. See also <a href="#">equality impact assessments</a> )	<b>NO</b>
<b>Appendix F – Eco-impact screening/ impact assessment of proposal</b> ( <a href="#">template available here</a> ) Lead officer for support Giles Liddell..	<b>NO</b>
<b>Appendix G – Financial Advice</b> (Financial officer must be the author of the advice)	<b>YES</b>
<b>Appendix H – Legal Advice</b> (Legal Services must be the author of the advice)	<b>YES</b>
<b>Appendix I – Exempt Information</b> (Legal Services must confirm that information is to be exempt in accordance with the constitution)	<b>No</b>
<b>Appendix J – HR advice</b>	<b>YES</b>
<b>Appendix K – ICT</b> Include here additional information from ICT	<b>NO</b>
<b>Appendix L – Procurement</b> Include here additional information from Procurement	<b>NO</b>

Resources  
Scrutiny Commission  
1<sup>st</sup> December 2022



**Title:** Council Tax Base 2023/24

**Ward:** All

**Officer Presenting Report:** Tony Whitlock, Finance Business Partner (External Reporting)

**Recommendations:**

The Scrutiny Commission considers the Council Tax Base 2023/24 Report that will be taken at the Cabinet meeting on the 6<sup>th</sup> December 2022.

The report will be to recommend the Council Tax Base for 2023/24 for approval at Full Council.



## Policy

Bristol City Council has the power in statute to raise a tax on households in its area to pay for the provision of local services. It is designated as the Billing Authority for the area. This means that it is responsible for levying a council tax to meet its own demands and to meet the precepts of other authorities in the area. The major precepting bodies are Avon Police and Crime Commissioner and Avon Fire Authority.

## Consultation

### 1. Internal

Resources Scrutiny

Head of Revenues and Benefits - Resources

### 2. External

Not applicable

### 3. Context

**3.1.** Section 67 of the Local Government Finance Act 1992 (as amended) requires the Council to determine its tax base for council tax purposes each year. Properties are recorded in eight national bands by value (A to H) as determined the Valuation Office Agency. Band H taxpayers pay twice as much as those in Band D and three times as much as those in Band A. The number of properties is expressed as a number of Band D equivalent properties.

**3.2.** In accordance with regulations the Council must set a tax base for council tax purposes and notify major precepting bodies by 31 January each year.

### 4. Calculation of council tax base

**4.1.** The calculation has been prepared in accordance with the Local Authorities (Calculation of Council Tax Base) Regulations 2012 which came into force on 30 November 2012. In October each year the Department for Levelling Up, Housing and Communities (DLUHC) requires a snapshot, which is based on the number of properties, of the Tax Base at a specified date in October, net of exemptions, reductions, and discounts. This is known as the CTB1 return. A copy of the return for October 2022 is attached as Appendix B to this report. This calculates the number of chargeable properties in the city.

**4.2.** This is based on figures as of October 2022 and therefore adjustments are then based on forecast changes expected over the following 18 months for changes in the number of dwellings, changes in discounts and exemptions including those for the Council Tax Reduction Scheme. The adjusted numbers of properties in each of the eight valuation bands A to H are expressed as numbers of band D equivalents so they may be added together to produce a single figure. The table below shows the tax base and associated year on year percentage increase for the last five years



Year	Tax Base (Budget Report)	Percentage Increase
2019/20	126,999	0.95%
2020/21	128,566	1.23%
2021/22	127,950	(0.48%)
2022/23	127,917	(0.02%)
2023/24	129,654	1.36%

## 5. Local Council Tax Reduction Scheme

**5.1.** Bristol is one of the few local authorities that implements a fully funded Local Council Tax Reduction scheme (CTRS). Prior to the pandemic, there had been year on year reductions in both the numbers of working age and pensioner claimants to the CTRS. During the pandemic, we saw a significant increase in CTRS working age claimants and caseload. Since then both pensioner and working age numbers have continued to drop on a month-by-month basis. This is particularly noticeable amongst working age claimants. Both the pensioner and working age caseloads are now below pre pandemic levels.

**5.2.** The table below shows the number of pensioner and working age claimants for the last five years

	Oct-18	Oct-19	Oct-20	Oct-21	Oct-22
Working Age	24,026	23,506	25,114	25,211	23,399
Pensioners	11,844	11,239	10,755	10,436	10,166
Total	35,870	34,745	35,869	35,647	33,565

**5.3.** Numbers of working age claimants had been predicted to increase from October 21, however they have actually reduced, with a consequent reduction in the value of CTRS awards. It should also be noted that a reduction in claimants increases the amount of council tax to be collected and therefore may be contributing to increased levels of arrears. It is difficult to estimate how the Cost of Living Crisis will impact on future caseloads, however, employment in Bristol remains high. Therefore, it is assumed the existing caseload will remain stable during 2023/24.

## 6. Single Person Discounts

**6.1.** Regular reviews continue to monitor the number of properties attracting single person discounts. Currently around 30% of domestic properties are claiming single person discount. This equates to an estimated 63,510 properties or 43,086 band D equivalents. Regular data matching from the National Fraud Initiative identifies where there might be multiple occupants in properties claiming single person discount, and this helps to ensure that the Council Tax Base properly reflects entitlements to this discount. The annual National Fraud Office review is being carried out during 2022/23 and is expected to identify further reductions but trends suggest these are likely to be balanced by a further general increase in legitimate applications for single person discount. Therefore, no further adjustments

have been made to the council tax base.

## 7. Student Exemptions

**7.1.** Students are entitled to an exemption from paying council tax if everyone in the property is a full-time student. Alternatively, they may be entitled to a discount if some of the people occupying a property are full time students. Bristol has a large student population, and as at the end of October the status of all students has not been evidenced to the Council. It is therefore necessary to estimate the number of additional students likely to be eligible for exemptions. Any estimate to be included in the tax base will also take account of any known student related property developments. The adjustment of 2,485 comprises of an estimated increase in student exemptions of 1,866 properties due to existing student households where exemptions need to be re-instated, an additional 619 student properties under construction and likely to be added to the rating list for 2023/24. This is equivalent reduction in Band D properties of 2,021 as shown below and in the table at paragraph 10. The construction work relates to 6 major sites across the city.

	All Bands	Band D Equivalent
Number of student dwellings registered per CTB1	7,169	6,180
Existing student households yet to register	1,866	1,608
New student dwellings likely to be added to the rating list by the end of 2022/23	538	359
New student dwellings likely to be added to the rating list in 2023/24	81	54
	9,654	8,201

**7.2.** Student accommodation can take the form of either private housing or halls of residence. The table below sets out both the actual number of properties (houses/flats and halls of residence) receiving student exemptions at the end of the financial year along with an estimate of the Band D equivalents based on these figures. The 2022/23 figures are an estimate of the position at the end of the financial year and the 2023/24 is an estimate of anticipated numbers given as part of the council tax base calculations. Any new dwellings coming online before 1 April 2024 are assumed to be Band A.

Year	Property Numbers	
	Actual/Estimated Student Exemptions	Band D Equivalents
2020/21	9,024	7,750
2021/22	8,674	7,722
2022/23	9,573	8,147
2023/24	9,654	8,201

## 8. Growth

**8.1.** In determining the Tax Base for the forthcoming year, the Council can take into account any increase in Tax Base that may arise from the completion of new properties. Given the amount of the ongoing property development across the city and, in view of this continuing trend, it is considered reasonable to allow for an element of growth in the Tax Base due to the anticipated completion of new properties in respect of known developments. In estimating the effect on the Tax Base of new properties it is prudent to assume most new properties will be in lower valuation Bands. Allowances must also be made for discounts that will apply in respect of new properties, including Council Tax Reduction discounts, and for the fact that council tax will only be payable for new properties from the date of completion rather than for a full financial year.

**8.2.** The table in paragraph 10 already shows significant growth in the tax base between the CTB1 return for October 2021 and the return for October 2022. This is largely as a result of two factors, the reduction in CTRS claimants during this period and a change in the methodology the Valuation Office Agency use to value “cluster” flats. This is where there are several units within one property that share a kitchen – these would previously have been valued as one higher band dwelling, but each unit is now being individually assessed in a lower band. As an example, a group of flats in St Thomas Street, which we had estimated would be banded at 35 x Band A and 30 x Band D, have been banded as 343 Band A’s under this new VOA practice.

**8.3.** The 2023/24 estimate for growth uses information provided by the Council’s Valuation and Inspection team and is based on the number of new developments in the city where work has commenced. Assumptions are then made as to whether these properties will be banded by the end of the financial year, the actual date during the year they may be banded and the number of exemptions, discounts, and Council Tax Reduction they might attract.

**8.4.** The estimate of properties likely to be banded by March 2024 is anticipated to be around 5,787. We estimate 3,618 dwellings will be banded by March 2023, 1,157 by September 2023 and 1,012 dwellings will be banded by March 2024. The numbers are further reduced to 4,631 to factor in the dwellings will not be banded for the entire period. A 26% reduction has been factored in for loss in revenue due to exemptions, discounts, and Council Tax Reduction. The final figure is converted into the Band “D” equivalent of 2,726

**8.5.** The total estimated equivalent Band D growth in the tax base is therefore estimated at 2,726.

	Total Dwellings
Identified new dwellings under construction not complete	5,787
Estimated number of dwellings with full year charge	4,631
Reduction of 26% to take account of discounts, exemptions and CTRS	(1,204)
Total Growth	3,427
<b>Total Growth - Band D Equivalents</b>	<b>2,726</b>

## **9. Losses on Collection**

**9.1.** In estimating the provision for losses on collection the Council makes an estimate of debts which, after full recovery measures have been affected will be uncollectable in the longer term and therefore recommended for write-off. Prior to the Covid-19 pandemic this was estimated to be an in-year net loss against the tax base of 1.5%. However due to the on-going effects of the pandemic this was revised in 2022/23 to 3%.

**9.2.** The collection rate for 2022/23 is likely to be around 92.2%, with a further 1.7% collected against arrears. Arrear's collection rates are slightly higher than anticipated because some citizens have elected to have their energy rebates credited to their accounts. At the end of 2022/23 there will be potentially over £23m in uncollected in-year arrears. During 2023/24 we expect to see an on-going recovery and for collection rates to increase. Therefore for 2023/24 the collection rate has been set at 94%. The collection of arrears is also expected to improve during 2023/24, contributing a further 1% to the forecast tax base.

**10. Calculation of the Council Tax Base**

	2023/24 Band D Equivalent Properties	2022/23 Band D Equivalent Properties	Difference
Tax Base as per attached CTB 1 Return	135,773	132,800	2,973
Adjustment due to anticipated growth	2,726	1,983	743
Adjustment due to increase in working age CTS claimants		(493)	493
Adjustment due to reduction in pensioner CTS claimants	0	0	0
Reduction due to reinstatement of existing student properties not recorded on CTB1	(2,021)	(2,417)	396
Long Term Empty Property Premium (in CTB1 for 22/23)			0
Adjusted Tax Base	<u>136,478</u>	<u>131,873</u>	<u>4,605</u>
LESS losses on collection (5% for 2023/24)	(6,824)	(3,956)	(2,868)
<b>Recommended Tax Base</b>	<b><u>129,654</u></b>	<b><u>127,917</u></b>	<b><u>1,737</u></b>

**10.1.** This is an increase of 1,737 (1.36%) Band D equivalent properties since the last Tax Base calculation in October 2021.

**Other Options Considered**

**11.** Not applicable

**Risk Assessment**

**12.** There are a number of risks associated with estimating the amount of Council Tax collected during the year. These include;

- Difficulty in estimating Council Tax discounts and exemptions.
- Estimate of collection rates, arrears and rate of recovery.
- Impact of the Cost of Living crisis

## Summary of Equalities Impact of the Proposed Decision

There are no proposals in this report which require either a statement as to the relevance of public sector equality duties or an Equalities Impact Assessment.

## Legal and Resource Implications

### Legal

The tax base calculations for 2023/24 set out in this report comply with the Local Authorities (Calculation of Council tax base) Regulations 2012. The report will enable the Council to meet the requirement under the Local Government Finance Act 1992 (as amended) to determine the Council Tax base by no later than 31st January in the preceding financial year.

(Legal advice provided by Husinara Jones – Solicitor/Team Leader)

### Financial

#### (a) Revenue

The calculation of the Council Tax Base is calculated based on data extracted from the CTB1 return completed in mid-October. This is then adjusted for fluctuations in both the housing market and the estimated effect of levels of Council Tax Support, discounts, and exemptions. The impact of each of these is set out in detail in the report. The adjusted tax base of 129,654 represents an increase of 1.36% on the base when compared with 2022/23.

#### (b) Capital

Not applicable

(Financial advice provided by Tony Whitlock – Finance Business Partner)

### Land

Not applicable

### Personnel

No HR Implications

(Personnel advice provided by James Brereton – Head of HR)

## Appendices:

Appendix 1 - Copy of the CTB return submitted to the DLUHC October 2022

## LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

**Background Papers:** Working papers held in Corporate Finance

# Decision Pathway – Report



**PURPOSE:** Key decision

**MEETING:** Cabinet

**DATE:** 06 December 2022

<b>TITLE</b>	<b>Council Tax Base 2023/24</b>	
<b>Ward(s)</b>	City Wide	
<b>Author:</b>	<b>Denise Murray</b>	<b>Job title: Director of Finance</b>
<b>Cabinet lead: Cllr Craig Cheney</b>	<b>Executive Director lead: Stephen Peacock</b>	
<b>Proposal origin:</b> BCC Staff		
<b>Decision maker:</b> Cabinet Member <b>Decision forum:</b> Cabinet		
<b>Timescales:</b> EDM – 9/11/22, CLB – 15/11/22, Exec Member briefing 21/11/22, Resources Scrutiny – 1/12/22, Cabinet – 6/12/22, Full Council – 10/1/23 <b>Yellow shading to remain until this section is removed for publication</b>		
<b>Purpose of Report:</b>		
1. To recommend the Council Tax Base for 2023/24 for approval at Full Council.		
<b>Evidence Base:</b>		
<ol style="list-style-type: none"> <li>1. Bristol City Council has the power in statute to raise a tax on households in its area to pay for the provision of local services. It is designated as the Billing Authority for the area. This means that it is responsible for levying a council tax to meet its own demands and to meet the precepts of other authorities in the area. The major precepting bodies are Avon Police and Crime Commissioner and Avon Fire Authority.</li> <li>2. Section 67 of the Local Government Finance Act 1992 (as amended) requires the Council to determine its tax base for council tax purposes each year. Properties are recorded in eight national bands by value (A to H) as determined the Valuation Office agency. Band H taxpayers pay twice as much as those in Band D and three times as much as those in Band A. The number of properties is expressed as a number of Band D equivalent properties.</li> <li>3. In accordance with Regulations the Authority must set a tax base for council tax purposes and notify major precepting bodies by 31 January each year.</li> <li>4. The calculation has been prepared in accordance with the Local Authorities (Calculation of Council Tax Base) Regulations 2012 which came into force on 30 November 2012. In October each year. DLUHC requires a snapshot, which is based on the number of properties, of the Tax Base at a specified date in October, net of exemptions, reductions and discounts. This is known as the CTB1 return. A copy of the return for October 2022 is attached as Appendix A to this report. This calculates the number of chargeable properties in the City. Adjustments are then made for discounts and exemptions including those for the Council Tax Reduction Scheme (CTRS).</li> <li>5. During 2022/23 we have continued to see an increase in the number of properties built and banded and a continued reduction in the number of Council Tax Reduction Scheme claimants, particularly working age claimants. As the impact of the Cost of Living crisis is largely unknown at the moment,</li> </ol>		

we have assumed caseloads will level off during 2023/24 rather than reduce any further. We anticipate an on-going improvement in collection rates during 2023/24. As a result, the number of Band D equivalent properties, net of exemptions, reductions, and discounts, in 2023/24 is 129,654 which is a 1.36% increase on the adjusted base for 2022/23.

6.

**Cabinet Member / Officer Recommendations:**

- Approve the report and calculated amount as set out in the report and refer to Full Council for approval.

**Corporate Strategy alignment:**

1. Managing our local tax income well is aligned to the being an effective development organisation. By having good governance and sound financial management of our tax income ensures we deliver good value for money and maximises resources available to deliver all other corporate strategy objectives

**City Benefits:**

1. Council Tax provides the largest proportion of income to the Council to provide all services. There are various exemptions, discounts and reductions available to ensure those who aren't able to pay receive the help they need.

**Consultation Details:**

1. N/A

**Background Documents: CTB (October 2022) attached**

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

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

**1. Finance Advice:** The Council Tax Base is calculated based on data extracted from the CTB1 return completed in mid-October. This is then adjusted for fluctuations in both the housing market and the estimated effect of levels of Council Tax Support, discounts, and exemptions. The impact of each of these is set out in detail in the report. The adjusted tax base of 129,654 represents an increase of 1.36% on the adjusted base when compared with 2022/23. This is marginally below assumptions in the MTFP, resulting in an increased pressure of £1.337m.

**Finance Business Partner:** Tony Whitlock 2 November 2022

**2. Legal Advice:** The tax base calculations for 2023/24 set out in this report comply with the Local Authorities (Calculation of Council tax base) Regulations 2012. The report will enable the Council to meet the requirement under the Local Government Finance Act 1992 (as amended) to determine the Council Tax base by no later than 31st January in the preceding financial year.

**Legal Team Leader:** Husinara Jones Solicitor/Team Leader 10/11/22

**3. Implications on IT:** No IT Implications

**IT Team Leader:** Gavin Arbuckle – Head of Improvement and Performance 10/11/22

**4. HR Advice:** No HR Implications

**HR Partner:** James Brereton – Head of HR 10/11/22

<b>EDM Sign-off</b>	<b>Denise Murray</b>	<b>9 November 2022</b>
<b>Cabinet Member sign-off</b>	<b>Cllr Craig Cheney</b>	<b>21 November 2022</b>
<b>For Key Decisions - Mayor's Office sign-off</b>	Mayor's Office	[date]



<b>Appendix A – Further essential background / detail on the proposal</b> Use this section to provide more details to expand upon the points made in this report.	<b>YES</b>
<b>Appendix B – Details of consultation carried out - internal and external</b>	<b>NO</b>
<b>Appendix C – Summary of any engagement with scrutiny</b>	<b>NO</b>
<b>Appendix D – Risk assessment</b> (template available by following the link on the Decision Pathway page on The Source)	<b>NO</b>
<b>Appendix E – Equalities screening / impact assessment of proposal</b> (Please contact <a href="mailto:equalities.team@bristol.gov.uk">equalities.team@bristol.gov.uk</a> for support. See also <a href="#">equality impact assessments</a> )	<b>NO</b>
<b>Appendix F – Eco-impact screening/ impact assessment of proposal</b> ( <a href="#">template available here</a> ) Lead officer for support Giles Liddell..	<b>NO</b>
<b>Appendix G – Financial Advice</b> (Financial officer must be the author of the advice)	<b>YES</b>
<b>Appendix H – Legal Advice</b> (Legal Services must be the author of the advice)	<b>YES</b>
<b>Appendix I – Exempt Information</b> (Legal Services must confirm that information is to be exempt in accordance with the constitution)	<b>No</b>
<b>Appendix J – HR advice</b>	<b>YES</b>
<b>Appendix K – ICT</b> Include here additional information from ICT	<b>YES</b>
<b>Appendix L – Procurement</b> Include here additional information from Procurement	<b>NO</b>

Extract Month	CTR Cases	Case Type Breakdown		Passport/Standard					New Claims Processed		COC Processed	
		Total CTR Caseload	Pension Age	Working Age	Income Support	JSA IB	PCGC	ESA (IR)	Standard	Pension Age	Working age	Pension Age
Jan-21	35,762	10,653	25,109	2,073	470	6,296	8,422	18,501	39	757	2,851	7,266
Feb-21	35,809	10,579	25,230	2,048	457	6,235	8,388	18,681	45	602	3,048	5,292
Mar-21	35,819	10,543	25,276	2,014	443	6,202	8,350	18,810	53	573	2,570	5,955
Apr-21	35,789	10,508	25,281	1,964	423	6,172	8,266	18,964	57	594	777	6,757
May-21	35,873	10,486	25,387	1,935	407	6,137	8,221	19,173	38	608	611	8,243
Jun-21	35,902	10,495	25,407	1,912	382	6,135	8,177	19,296	37	622	656	10,687
Jul-21	35,870	10,477	25,393	1,864	350	6,112	8,116	19,428	34	663	700	7,089
Aug-21	35,928	10,483	25,445	1,815	327	6,089	8,045	19,652	50	738	650	7,083
Sep-21	35,795	10,474	25,321	1,781	306	6,072	8,006	19,630	31	517	507	5,459
Oct-21	35,647	10,436	25,211	1,742	287	6,043	7,947	19,628	38	548	507	5,783
Nov-21	35,497	10,433	25,064	1,710	271	6,022	7,902	19,592	40	463	581	11,176
Dec-21	35,214	10,421	24,793	1,669	260	5,993	7,798	19,494	41	497	580	7,003
Jan-22	34,782	10,366	24,416	1,619	245	5,952	7,729	19,237	40	537	2,677	6,884
Feb-22	34,707	10,340	24,367	1,587	239	5,935	7,689	19,257	46	506	2,812	5,658
Mar-22	34,581	10,321	24,260	1,555	227	5,900	7,626	19,273	43	482	2,961	5,437
Apr-22	34,337	10,254	24,083	1,505	217	5,842	7,562	19,211	44	465	839	8,161
May-22	34,191	10,247	23,944	1,494	203	5,822	7,516	19,156	36	411	576	8,583
Jun-22	33,956	10,247	23,709	1,463	192	5,829	7,482	18,990	33	335	579	9,008
Jul-22	33,639	10,189	23,450	1,431	179	5,784	7,418	18,827	32	382	478	5,625
Aug-22	33,565	10,166	23,399	1,408	173	5,777	7,365	18,842	32	428	479	5,117
Sep-22	33,581	10,171	23,410	1,388	170	5,786	7,332	18,905	38	398	375	4,669
Oct-22	33,541	10,158	23,383	1,365	163	5,775	7,269	18,969	51	403	415	4,763
Nov-22	33,394	10,143	23,251	1,331	159	5,763	7,222	18,919	47	467	456	4,805

# Resources

## Scrutiny Commission

1<sup>st</sup> December 2022



**Title:** Finance Update Reports

**Ward:** All

**Officer Presenting Report:** Denise Murray, Director of Finance

### Recommendations:

Members to note:

- 2022/23 Period 5 - Quarter 2 Finance Update Report (Cabinet Decision Pathway Report and appendices).
- Period 7 Finance Update Report for December Cabinet is 'to follow'



# Decision Pathway – Report



**PURPOSE:** Key decision

**MEETING:** Cabinet

**MEETING DATE:** 04 October 2022

<b>TITLE</b>	2022/23 Quarter 2 Finance Report		
<b>Ward(s)</b>	n/a		
<b>Author:</b> Jemma Prince	<b>Job title:</b> Finance Business Partner - Planning		
<b>Cabinet lead:</b> Cllr Craig Cheney	<b>Director lead:</b> Denise Murray		
<b>Proposal origin:</b> Other			
<b>Decision maker:</b> Cabinet Member			
<b>Decision forum:</b> Cabinet			
<b>Purpose of Report:</b> The Council budget for 2022/23 was agreed by Council 2 March 2022. This report provides information and analysis at Quarter 2 (August 2022 extrapolated) on the Council’s financial performance against the approved budget and forecast use of resources for the financial year.			
<b>Evidence Base:</b> The budget approved by Council in March 2022 was balanced over the 5-year medium term.  The Council operates Directorate cash limited budgets and Executive Directors are responsible for ensuring that appropriate action is taken to contain both revenue and capital spending in line with the directorate’s overall budget limit. Budget holders forecasting a risk of overspend which can potentially be brought back in line with their budget should in the first instance set out in-service options for mitigation. Where these are considered undeliverable or pressures cannot be contained across the directorate the budget scrutiny process will be triggered and a request may be made for the Executive to consider granting a supplementary estimate redirecting funds from an alternative source. The Q2 forecast report includes request for approval to make such a realignment of funds.  The Council’s overall annual revenue spend is managed and monitored across a number of areas and at Quarter 2 the forecast financial outturn for 2022/23 is as follows:  The General Fund <ul style="list-style-type: none"> <li>○ The General Fund is currently forecasting a risk adjusted overspend of £11m (2.5%) on the approved gross budget of £431.1m. Material service pressures and risks are attributed to Adults and Children Social Care, Education Improvement, Digital transformation, Homelessness, Temporary Accommodation and Energy.</li> <li>○ The General Fund savings programme for 2022/23 agreed by Council and included in the General fund budget above is £24.4m (22/23 savings £18m and £6.4m carried forward from prior years still requiring delivery). The Council has a robust governance process for tracking delivery of agreed savings through Executive Directorate Meetings and Delivery Executive and whilst work is still underway to assess developed savings plans there is currently £8.7m of savings that are being reported as being at risk. A number of these savings' delivery risks are captured in the forecast outturn above and or directorate risk and opportunities log; however, it should be noted that not all risks is formally acknowledged in the outturn and as such this represents an underlying additional risk.</li> </ul> The Ring-fenced Accounts <ul style="list-style-type: none"> <li>○ Housing Revenue Account (HRA) is forecasting a overspend of £2.0m (1.8%) on the £112.6m gross expenditure budget. This overspend is largely caused by increases in energy costs, the Housing IT transformation programme as well as fire survey requirements.</li> </ul>			

- The Dedicated Schools Grant (DSG) budget, including amounts recouped by the Education and Skills Funding Agency for Academies, is £421.5m and is forecasting £19.9m (4.7%) in-year deficit. This is primarily driven by High Needs spend, resulting from increases in EHCP assessments and need. The total accumulated carried forward deficit for 2023/24 is forecast at £44.6m.
- The Public Health Grant allocation for 2022/23 is £34.6m and no variation is forecast

#### Capital Programme

- Capital programme budget has been revised to £333.9m (from £330.8m) comprising £211.2m for General fund and £122.7m for the HRA and including agreed slippage (carry forwards) from 2021/22 of £14.1m. The forecast variation at Quarter 2 is a net £81.7m (24.5%) underspend (comprising a £33.7m/16.0% underspend against the General fund budget and a £48.0m/39.1% underspend against the HRA budget). This is predominantly attributed to delays in progressing new build and land enabling works. Cabinet is recommended to approve the reprofiling of the £81.7m from 2022/23 into future periods.

#### Further Risks & Opportunities

- Further risks and opportunities to the Council have been identified which could materialise during the financial year. These are a combination of costs, savings delivery, income generation and funding opportunities. Details are outlined within the directorate appendices. The total weighted additional net opportunity which these present to the Council is currently assessed as £1.2m comprising £2.4m of risks and £3.6m of opportunities.
- In addition to the above reported service risks there are also significant additional risks relating to Cost of Living (inflationary) pressures. The Council continues to monitor these emerging pressures which are currently projected to amount to £31.4m. Of this £31.4m, £19.2m was assessed and allocated to the approved Budget 22/23 so that £12.3m is in excess of the budgeted allowance. Details are set out in paragraph 8 of Appendix A.

#### External Funding Decision

Approval is sought to make the necessary adjustments to the budgets for new funding allocations as outlined below and in Appendix A, section 11.

- Safer Streets Fund (Round 4) Grant Determination 01 April 2022 - 31 March 2024  
Bristol City Council has been successful in securing up to £748,498 of grant funding from The Home Office to design and deliver local crime prevention plans with the outcome of reducing and preventing neighbourhood crime, anti-social behaviour (ASB), and Violence Against Women and Girls (VAWG) in public spaces, and to increase feelings of safety.  
The funding is ring-fenced with £498,999 allocated to 2022-23 and £249,499 to 2023-24. The Council has agreed to provide match funding of £381,450.
- Prevent Local Delivery Grant Determination 2022-2023  
Grant funding of up to £126,231 will be received by the Home Office this financial year in respect of the local delivery of the Prevent Programme which tackles the causes of radicalisation and responds to the ideological challenge of terrorism and safeguards and support those most at risk of radicalisation through early intervention, identifying them and offering support. The funding is ring-fenced.

#### Officer Executive Decision

- An urgent decision has been made to assist 22,000 Free School Meal/Pupil Premium children during the October 2022 School holidays by awarding a £15 voucher in respect of each child, i.e. total expenditure amount of £331k to be expensed against the grant funding once received (see Appendix A, section 12).

Full detail of Quarter 2 revenue and capital spending and forecast is provided in Appendix A and A1 to A6.

Cabinet Member / Officer Recommendations:

That Cabinet notes:

- The General Fund risk adjusted forecast overspend of £11.0m
- A forecast overspend of £2.0m within the HRA and that over or under spends that materialise on the HRA will be funded by a transfer to or from the HRA general reserve at the end of the financial year.
- A forecast in-year deficit of £19.9m accumulating to a total £44.6m carried forward deficit in the DSG for 2023/24, and the requirement for the Council and the Schools Forum to work together to develop a clear mitigation plan which addresses the High Needs overspend.
- A breakeven position on Public Health services.
- A forecast £81.7m underspend (£33.7m overspend for the General fund and a £48.0m underspend on HRA against the latest approved Capital Programme's Budget.
- The application of £9.2m from Corporate contingencies to the appropriate service area
- Technical virements within section 3 of Appendix A.
- The removal of £0.1m budget from across the Council for corporate subscription budget savings.
- To note the Cost Of Living pressures.
- The reduction of £3.6m to the Savings programme to be funded by £3.6m Optimism Bias contingency.
- The planned use of £8.5m Capital Receipts in line the flexible use of capital receipts strategy.
- Cabinet is asked to note the latest position on the balance sheet risks as set out in Appendix A.
- The Officer Executive Decision to distribute grant funding of £0.3m for Free School Meal/Pupil Premium children during the October 2022 School holidays.

That Cabinet approve:

- The temporary redirection of earmarked reserves totalling £13.6m to general reserve
- The delegation of authority to the Director of Finance in conjunction with the Deputy Mayor for Finance to realign the general reserve in order to meet Q2 forecast spending requirements and to bring back a report Cabinet to demonstrate that all budget movements are within the scheme of delegation.
- The reprofiling of forecast Capital underspend of £81.7m from 2022/23 into future periods
- The acceptance and adjustment to the Council budget for the following grants as outlined in Appendix A Section 11:
  - Safer Street Fund (Round 4) - £0.75m
  - Prevent Local Delivery Grant Determination - £0.13m

#### Corporate Strategy alignment:

This report sets out progress against our budget, part acting in line with our organisational Theme of Effective Development Organisation, make sure that we are financially competent and resilient, offering good value for money (page 58).

#### City Benefits:

Cross priority report that covers whole of Council's business

**Consultation Details:** n/a

**Background Documents:**

<b>Revenue Cost</b>	See above	<b>Source of Revenue Funding</b>	Various
<b>Capital Cost</b>	See above	<b>Source of Capital Funding</b>	Various
<b>One off cost</b> <input type="checkbox"/>	<b>Ongoing cost</b> <input type="checkbox"/>	<b>Saving Proposal</b> <input type="checkbox"/>	<b>Income generation proposal</b> <input type="checkbox"/>

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

**1. Finance Advice:** The resource and financial implications are set out in the report

**Finance Business Partner:** Jemma Prince – FBP Planning – 26 September 2022

#### 2. Legal Advice:

The report, including the detail set out in Appendix A, will assist Cabinet to monitor the budget position, with a view to meeting the Council's legal obligation to deliver a balanced budget.

The decisions sought to accept funding and the consequent adjustment to the budget in respect of the Safer Streets fund and Prevent Local delivery do not raise any specific legal implications.

<b>Legal Team Leader:</b> Nancy Rollason, 26 <sup>th</sup> September 2022		
<b>3. Implications on IT:</b> n/a		
<b>4. HR Advice:</b> Recruitment controls are in place. Advertising of roles and procurement/extension of agency workers are subject to Director/Executive Director approvals. Savings arising from vacancies held will be collected from service budgets. Permanent deletion of vacancies will be considered by Executive Directors. A scheme to reduce the number of managerial roles across the organisation is underway. Further measures to reduce staffing are under consideration.		
<b>HR Partner:</b> James Brereton - Head of Human Resources – 26 September 2022		
<b>EDM Sign-off</b>	Denise Murray	26/09/2022
<b>Cabinet Member sign-off</b>	Cllr Craig Cheney	
<b>For Key Decisions - Mayor's Office sign-off</b>		

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

## Bristol City Council

### Quarter 2 2022/23 - Finance Monitoring Report

#### 1. REVENUE SUMMARY POSITION

- 1.1 At Quarter 2 (Q2), the Council is forecasting a risk adjusted overspend of £11.0m (2.5% of the gross budget of £431.1m) on the current approved General Fund budget as agreed by the Council in March 2022. This includes £8.5m forecast which relates to pay awards (which remains subject to ongoing negotiations) and additional inflation risk. Management mitigations and use of reserves are forecast to bring the in-year budget to balance.
- 1.2 Forecast pressures are reflected across all directorates with material service pressures and risks attributed to Adults and Children Social Care, Education Improvement, Digital Transformation, Homelessness, Temporary Accommodation and Energy.
- 1.3 In addition to the above there are further risks and opportunities identified for each directorate, which are still being verified or are in development. These are excluded from the forecast above and are summarised in Table 7 below as well as being set out in each of the separate appendices.
- 1.4 The Council operates Directorate cash limited budgets and Executive Directors are responsible for ensuring that appropriate action is taken to contain revenue and capital spending in line with the directorate's overall budget limit. Supplementary estimates are also required where mitigating savings initiatives are not sufficient on their own to provide an overall budget limit within which it is possible to operate.
- 1.5 Management actions commenced following the Q1 forecast in order to alleviate General Fund pressures. Directors with forecast overspend have identified recovery activity of circa £7.0m which are either one-off or recurrent in nature and are included in the Q2 forecast. In adopting a principle of collective responsibility for a balanced budget a further £2.4m of cost mitigations or funds have been identified for redirection to support the supplementary estimates that will be required.
- 1.6 The forecast outturn position on the Housing Revenue Account (HRA) is £2.0m adverse (1.8%). Should this materialise it will be offset by the HRA Reserves. This is set out in Section 6.4 below and Appendix A4.
- 1.7 The Dedicated Schools Grant (DSG) forecast is £19.9m adverse (4.7%), which means that the cumulative deficit at year end is forecast to be £44.6m. This is set out in Section 6.5 below and Appendix A5. In response to this deficit, the Council is participating in the DfE's Delivering Better Value in SEND Programme – Tranche 1. The Council will continue to maintain the iterative and evolving DSG Deficit Management Plan and in conjunction with the Schools Forum are developing an indicative suite of cost avoidance measures / mitigations for wider consultation and engagement with stakeholders.
- 1.8 The Public Health (PH) Grant is forecast to break-even as set out in Section 6.6 below and Appendix A6.

#### 2. GENERAL FUND REVENUE POSITION

- 2.1 Table 1 below provides an overview of the Council's Q2 forecast position for the 2022/23 financial year. Additional service detail is provided for each Directorate in individual appendices.



**Table 1: P5/Q2 2022/23 Summary Full Year General Fund Revenue Forecast**

<i>Period 5/Quarter 2 - Summary</i>	Revised Budget	Q1 Variance	Q1 Variance as % Net Budget	P3 Exceptions	P4 Exceptions	P5 Movement	Q2 Variance	Q2 Variance as % Net Budget	Further Management Mitigations / Reserves
	£000s	£000s	%	£000s	£000s	£000s	£000s	%	£000s
<b>People</b>									
Adult Social Care	169,821	4,729	2.8%	1,840	554	(4,370)	2,753	1.6%	
Children and Families Services	71,738	7,717	10.8%		174	2,301	10,192	14.2%	
Educational Improvement	15,751	2,058	13.1%			(457)	1,601	10.2%	
Public Health - General Fund	5,858	0	0.0%			404	404	6.9%	(253)
<b>Total People</b>	<b>263,168</b>	<b>14,503</b>	<b>5.6%</b>	<b>1,840</b>	<b>728</b>	<b>(2,121)</b>	<b>14,950</b>	<b>5.7%</b>	<b>(253)</b>
<b>Resources</b>									
Digital Transformation	13,885	1,477	10.6%			(405)	1,072	7.7%	
Legal and Democratic Services	14,043	89	0.6%			(66)	23	0.2%	(250)
Finance	8,473	113	1.3%			(79)	34	0.4%	(350)
HR, Workplace & Organisational Design	4,229	1	0.0%			(66)	(65)	-1.5%	(250)
Management - Resources	(1,798)	2,125	-118.2%			(1,217)	908	-50.5%	
Policy, Strategy & Partnerships	4,647	54	1.2%			(26)	28	0.6%	
<b>Total Resources</b>	<b>43,479</b>	<b>3,859</b>	<b>8.8%</b>	<b>0</b>	<b>0</b>	<b>(1,859)</b>	<b>2,000</b>	<b>4.6%</b>	<b>(850)</b>
<b>Growth &amp; Regeneration</b>									
Housing & Landlord Services	17,749	3,814	21.5%			(1,072)	2,742	15.4%	
Economy of Place	5,304	(0)	0.0%			(408)	(408)	-7.7%	(1,342)
Management of Place	1,256	25	2.0%			281	306	24.4%	
Corporate Landlord	7,362	(4)	-0.1%			4	0	0.0%	
Management - G&R	(410)		0.0%			5,667	5,667	-1382.2%	
Property, Assets and Infrastructure	30,281	(14)	0.0%			14	0	0.0%	
<b>Total Growth &amp; Regeneration</b>	<b>61,542</b>	<b>3,821</b>	<b>6.2%</b>	<b>0</b>	<b>0</b>	<b>4,486</b>	<b>8,307</b>	<b>13.5%</b>	<b>(1,342)</b>
<b>SERVICE NET EXPENDITURE</b>	<b>368,189</b>	<b>22,183</b>	<b>6.0%</b>	<b>1,840</b>	<b>728</b>	<b>507</b>	<b>25,257</b>	<b>6.9%</b>	<b>(2,445)</b>
<b>Total Corporate Items</b>	<b>62,863</b>	<b>(6,968)</b>	<b>-11.1%</b>	<b>0</b>	<b>(425)</b>	<b>(15,419)</b>	<b>(22,812)</b>	<b>-36.3%</b>	<b>(0)</b>
<b>TOTAL REVENUE NET EXPENDITURE</b>	<b>431,052</b>	<b>15,215</b>	<b>3.5%</b>	<b>1,840</b>	<b>303</b>	<b>(14,912)</b>	<b>2,445</b>	<b>0.6%</b>	<b>(2,445)</b>
<b>Pay Award Risk</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>			<b>6,352</b>	<b>6,352</b>		
<b>Inflation Risk</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>			<b>2,187</b>	<b>2,187</b>		
<b>Released General Reserves</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>						<b>(8,539)</b>
<b>Total Corporate Items</b>	<b>431,052</b>	<b>15,215</b>	<b>3.5%</b>	<b>1,840</b>	<b>303</b>	<b>(6,373)</b>	<b>10,984</b>	<b>2.5%</b>	<b>(10,984)</b>

## 2.2 People Directorate

2.2.1 The People Directorate reported a £17.1m overspend at P4 (before mitigating actions of £6.4m). As at Period 5 the forecast pressure has reduced by £2.1m to £14.9m (after mitigating actions). This net £2.1m favourable movement in forecast comprises of (£4.4m) in Adult Social Care, (£0.4m) Education Improvement and further pressures of £2.3m in the Children and Families Service and £0.4m Public Health.

### 2.2.2 Adult Social Care

Adult Social Care (ASC) is forecasting an adverse risk overspend of £2.7m (1.6%) against a revised budget of £169.8m (after savings mitigations of £4.3m). ASC budgets continue to experience significant pressure in 2022/23 with adult purchasing budgets being the main cost drivers, which are currently forecasting a risk adverse overspend of £8.2m (5.9%) against a budget of £144.6m in relation to the number of people being supported and cost of packages of care. The main areas of significant variance relate to adults of working age budgets, in all areas of the service provision for this cohort. Residential and nursing budgets for people over 65 years old are also at risk. This risk is partly offset by forecast underspends on employee costs and

higher than expected levels of service user income. The ASC favourable movement of £4.3m (2.6%) from P4 forecast is due to partly achieving some of the savings' mitigations identified by the service which include revised assumptions regarding domiciliary care growth, direct payment clawback, impact of the review of care packages, increased utilisation of technology enabled care and inflation assumptions. However, further mitigations are still required to meet service needs in a sustainable way, within cash limited budgets. Further details are provided at Appendix A1 of this report.

### **2.2.3 Children and Families**

Children's Service is forecasting an overspend of £10.2m (14.2%). Placements continue to be the area of most concern and it is expected that this budget area in isolation will be £10.0m (31.4%) overspent by the end of the financial year. An additional £2.3m has been built into the placements forecast in-month, to recognise that although the service is reviewing placements and stepping down care plans, where it is appropriate to do so, the resulting savings are being outstripped by new placements and increased packages of care for other children and young people.

Detailed work is ongoing to develop a Children's Transformation Programme which will contribute to reducing and mitigating current in year spend and enable progress towards achieving a financially sustainable position over the longer term. This will include developing plans to enhance early help services, improving quality of practice, developing the workforce, improving governance and quality assurance, implementing a new model for residential placements, and working more effectively with partners. Further details on the P5 position are provided at Appendix A1 of this report.

### **2.2.4 Education and Skills**

Education and Skills Service is forecasting an overspend of £1.6m (10.2%). Main pressures on Education (general fund) continue to be:

- Home to School Transport £1.2m pressure is due to a steep increase in the number of children with EHCPs requiring transport support and having to travel further due to unavailability of local provision places and fuel and driver costs impacting on contracts. Whilst the position is forecast to year end there is a risk that these challenges are exacerbated during the autumn and winter and further deteriorate the finance position.
- Special Educational Needs (SEN) staffing, £0.9m pressure due to costs of employing additional staff to support the volume of SEN demand. The service has so far identified £0.3m from holding new posts vacant for a period of time (which were funded from growth in 2022/23) and by ring fencing £0.4m of one-off funding (last tranche of SEN Improvement fund) to mitigate most of the SEN staffing cost pressures.

### **2.2.5 Communities and Public Health**

Communities and Public Health General Fund service is forecasting an adverse overspend of £0.4m (6.9%) against a budget of £5.8m. The adverse forecast overspend is in respect of the PFI Leisure Contracts and a combination of PFI index linked (Feb RPIX figure) contracts and contractual energy pain / gain share.

## **2.3 Resources Directorate**

2.3.1 The Resources Directorate is forecasting a full year overspend of £2.0m (4.6%) against a revised budget of £43.5m. This reflects a £1.9m favourable movement in Period 5 and is set out in more detail in Appendix A2. This overspend is driven by:

- additional cost pressures in Digital Transformation and IT systems of £1.1m
- risk that savings agreed for 2022/23, relating to senior management and succession planning, are not likely to deliver in full during 2022/23 (with delivery slipping into 2023/24). The forecast encompasses this risk with additional cost pressures of £0.9m built into the 2022/23 outturn. The risk continues to be mitigated by a vacancy freeze across the Council.

- 2.3.2 The P05 favourable movement was mainly due to recovery actions/mitigations of which include:
- £0.3m of device and licence cost attributed to pandemic new ways of working and eligible for “Living with Covid” fund
  - £1.0m management savings and vacancy freeze
  - Further opportunities for balancing the budgets of £0.9m from mitigations in the Directors recovery action plan and these are included and outlined in more detail in Appendix A2.
  - Additional £1.2m would be required to balance the Resources Budget and Cabinet is being asked to approve the attached supplementary estimates to be funded by Reserves.

## **2.4 Growth and Regeneration**

2.4.1 The Growth & Regeneration Directorate reported a net £8.3m (13.5%) adverse variance before inflation adjustments against the revised net expenditure budget of £61.5m. The overspend results from new pressures arising in Temporary Accommodation (TA) where subsidy losses, exacerbated by both an increase in the cost of the TA and an increase in the number of families requiring the provision, are forecast at c.£5m. These pressures will be eased in part through inflation provisions currently held centrally and from mitigation that has been identified as part of the Directorate’s recovery plan. In addition, the Directorate is also experiencing a significant increase in energy costs as well as waste costs (£5.7m) which will be funded from reserves following Cabinet approval of this report. Other cost pressures within the Directorate have been captured within the Risk & Opportunities Log (with a significant amount mitigated between P3 and P5). The Directorate has tasked every service area to find mitigation for all local pressures identified and these and others have been discussed with the relevant Cabinet Member and are presented in Appendix 2.

2.4.2 Within the risks and opportunities log for G&R there are:

- Several income pressures from areas where the Council charges for services including Parking and Cultural services, and energy budget pressures. Some of these are services that have still not fully recovered from the Covid impact. The Directorate is confident that these risks will be mitigated in the coming months.

## **2.5 Corporate Items and Reserves**

2.5.1 Corporate budgets are held for Capital financing, corporate expenditure such as pensions, levies and contingencies for pay awards, inflation and non-delivery of savings. As at Q2 a forecast movement of £22.8m is anticipated from a mixture of corporate funds and reserves.

2.5.2 The approved budget incorporated a contingency of £11.9m for contract inflation. As the general planning principle is for inflation to be contained and agreed savings to be delivered these funds are held centrally for specific and significant quantifiable pressures which cannot be mitigated elsewhere within service budgets. Base budgets of £7.2m have been released to date (Adults and Children’s inflation) and as at Q2 £4.5m is forecast to be released against the following areas:

- £0.4 – Education
- £4.1m – G&R

2.5.3 The above will fully utilise the funding available, however further inflationary pressures of £8.5m are evident across directorates for pay inflation and G&R for energy, and these will be offset from general reserve and redirection of earmarked reserves.

2.5.4 Contingency is earmarked annually for optimism bias for non-delivery of savings and for the legacy carry forward and current year savings programme. These total £6.2m. The Q2 forecast assumes the release of £3.6m of these funds for high risk saving variations and non-delivery of

savings. The largest area is £1.7m attributed to crosscutting unallocated savings held centrally such as reducing Council owned property. This will leave £2.6m (42%) contingency against the residual savings programme of £20.8m (£24.4m - £3.6m) and any new mitigations proposed in year.

2.5.5 Capital financing - £0.6m has been identified as savings from Capital Financing available for release for 2022/23 only.

2.5.6 The Council's General Fund Reserve opening balance as at 1 April 2022 is £36.9m after a transfer of £3.2m as agreed in the 2022/23 budget to balance the general fund. The Q2 forecast has identified £8.5m of high probability risk associated to 2022/23 pay awards and inflations, which should they materialise will reduce General reserves to £28.4m. It should be noted that these risks are recurrent and as such a long-term solution will need to be identified in 2023/24.

2.5.7 Earmarked Reserves are held for a specific purpose and total £180m as at 1 April 2022. These include £20.5m S256 Healthier Together Funding for Integrated Care and £4.9m Covid Response funding carried forward and the current forecast is £70m will be drawn down in year. £13.6m of this is requested to be redirected as per para 2.5.8.

2.5.8 Earmarked reserves £13.6m

- The Council carried forward £5.4m of general Covid reserve. £0.5m has been offset against carry forward commitments such as hardship fund and PPE and the residual £4.9m is forecasted to be released in Q2, and predominantly attributed to supporting the Children's and Family service on a one-off basis with post pandemic placement pressures in the service.
- In accordance with the Council's policy on reserves, earmarked reserves are regularly reviewed for their continuing need, alignment with Council priorities and the following reserves totalling £13.6m have been reviewed and no longer required as related projects that have or can be completed without utilising these funds, associated liability / obligation has expired, or greater strategic priorities exist requiring these funds to be released for redirection to other priorities within the budget.

**Table 2: Current Earmarked Reserves Identified to Be Redirected**

Name	Amount	Residual
	£m	£m
COVID Response (unringfenced)	4.914	-
Name	Amount	Residual
	£m	£m
Substance Misuse	1.986	-
Goram Homes Investment	1.000	12.100
Community Asset Refurbishment	1.000	-
Waste Contract Payment Mechanism	0.750	0.777
Capital Feasibility Fund	0.694	1.000
SEND Transformation	0.500	-
Development Fund	0.477	0.074
Energy Investment Reserve - Bristol Energy PCO	0.467	-
Mayoral Commissions/City Director	0.399	-
IFRS - Grants with no conditions	0.317	1.000
Project Management (G&R)	0.059	0.139
Hartcliffe Recycling Centre	0.175	0.075
Neighbourhood Partnerships	0.110	-
Children's Services Improvement Plan	0.108	-
JSP & Local Plan record	0.100	0.172
Libraries for the Future	0.096	-
High Needs	0.091	-
Events Reserve	0.085	-
ERDF	0.080	-
Avon Mutual - Regional Community Bank	0.077	-
Economic strategy	0.054	-
Tackling Digital Poverty	0.030	-
Housing Support	0.028	-
Counter Fraud Hub Development	0.023	-
<b>Total Earmarked / Redirected</b>	<b>8.704</b>	<b>15.337</b>
<b>Total Released</b>	<b>13.618</b>	<b>15.337</b>

Cabinet is asked to note and approve the redirection of reserves totalling 13.6m

### 3. TECHNICAL VIREMENTS

3.1 Table 3 below summarises the inter-directorate technical virements to Q2 with Table 4 detailing the reasons for budget movements.

**Table 3: Summary of movement between Approved Budget and Revised Budget**

Directorate	Approved Budget £000's	Revised Budget £000's	Budget Movement £000's
People	252,371	263,168	10,797
Resources	42,547	43,479	932
Growth & Regeneration	61,829	61,542	-287
Corporate Funding & Expenditure	-356,747	-368,189	-11,442
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Table 4: Summary of Technical Virement Transactions from Approved Budget to Revised Budget**

Reason	Corporate Funding & Expenditure £000's	Growth & Regeneration £000's	People £000's	Resources £000's
Central Charge adjustments	402	0	0	-402
GF Pay Award (21/22)	-2,934	786	1,293	855
Inflation Adjustment	-7,162	0	7,097	65
Intra Cost Centre adjustments	17	3	-13	-6
Reallocation of growth	-1,514	0	1,514	0
Reallocation of savings	-250	0	0	250
Service Changes	0	-1,076	906	170
<b>Grand Total</b>	<b>-11,442</b>	<b>-287</b>	<b>10,797</b>	<b>932</b>

3.2 As part of the Third Party Spend Savings Programme it has been agreed the Council would stop paying for non-statutory or non-mandatory Subscriptions. Table 5 below shows subscriptions by division to be removed from the Budget.

**Table 5: Summary of Subscription virements by Directorate**

Dir name	Div name	Total
<b>G&amp;R</b>	Corporate Landlord	5,722
	Economy of Place	73,817
	Housing & Landlord Services	348
	Management of Place	9,466
<b>G&amp;R Total</b>		<b>89,352</b>
<b>People</b>	Adult Social Care	-
	Children and Families Services	10,500
	Educational Improvement	-
<b>People Total</b>		<b>10,500</b>
<b>Resources</b>	Digital Transformation	5,350
	Finance	15,485
	HR, Workplace & Organisational Design	-
	Legal and Democratic Services	3,776
	Policy, Strategy & Partnerships	1,560
<b>Resources Total</b>		<b>26,170</b>
<b>Grand Total</b>		<b>126,023</b>

**Cabinet is asked to note the removal of £0.1m across the council for corporate subscription budget savings**

#### 4. SAVINGS PROGRAMME - SUMMARY

- 4.1 The savings programme agreed by Council in 2022 included savings totalling £18m. This, combined with £6.4m of savings carried forward from prior years still requiring delivery, brings the total savings delivery target for 2022/23 to £24.4m as shown in Table 6 below (excluding at this stage any residual allowance for Optimism Bias held within the budget).

**Table 6: Summary of Savings Delivery**

Directorate	2022/23 Savings £m	2022/23 Savings reported as safe £m	2022/23 Savings reported as at risk	
			£m	%
People	10.7	7.8	2.9	27
Resources & Cross-Cutting	6.7	3.3	3.4	52
Growth and Regeneration	7.0	4.6	2.4	35
<b>Total</b>	<b>24.4</b>	<b>15.7</b>	<b>8.7</b>	<b>36</b>

- 4.2 As at Period 5, Q2, £15.7m (64%) of savings are considered safe and £8.7m (36%) are reported at risk and are being monitored and reviewed for delivery or in-year mitigation where possible. This position represents an improvement since the P4 Exception report of £0.3m and reflects savings confirmed across all areas. Detailed information by directorate is provided in the appendices to this report. A number of these saving delivery risks are captured in the forecast outturn above and or directorates' risk and opportunities logs. It should, however, be noted that not all risks are formally acknowledged in the outturn and as such this may represent a small underlying additional risk.
- 4.3 Savings targets will need to be revised to reflect optimism bias adjustments of £3.6m, any change control proposed within mitigations and new savings added where unplanned growth has resulted in new efficiency propositions to manage the pressures. The 2022/23 position will be re-baselined and revised position reflected in period 6.

**Cabinet is asked to note the reduction to the savings programme to be funded by £3.6m optimism bias contingency**

#### 5. RISKS AND OPPORTUNITIES

- 5.1 There are other financial risks and opportunities to the Council which have been identified and could materialise during the financial year. These are a combination of costs, savings delivery, income generation and funding opportunities. Details are outlined within the directorate appendices.
- 5.2 The table below summarises the risk and opportunities shown in the Directorate appendices and although it is showing a net opportunity of by £1.2m it should be noted that there are risks around the Adult Social Care market and Children's placements that cannot be quantified at present.

**Table 7: Summary Risks and Opportunities by Directorate**

	Risks	Opps	Net Risks / Opps
People	0.5	-3.0	-2.5
Resources	0.2	-0.2	0.0
Growth & Regeneration	1.7	-0.4	1.3
	2.4	-3.6	-1.2

## 6. RING-FENCED BUDGETS

6.1. There are a number of funds held by the Council where the Council must ensure that the income or grant is ringfenced and only spent in specific service areas. The three main activities that are ringfenced through legislation and/or government funding rules and covered in this Q2 report are the HRA, DSG and Public Health.

6.2. Table 8 below provides an overview of the Council's Q2 forecast position for the 2022/23 financial year.

**Table 8: P5/Q2 2022/23 Summary Full Year Ring-Fenced Fund Forecast**

<i>Period 5/Quarter 2 - Summary</i>	Revised Budget	Q1 Variance	Q1 Variance as % Net Budget	P3 Exceptions	P4 Exceptions	P5 Movement	Q2 Variance	Q2 Variance as % Net Budget
	£000s	£000s	%	£000s	£000s	£000s	£000s	%
<b>RING FENCED BUDGETS</b>								
Total Housing Revenue Account	112,600	1,165	1.0%	635	(399)	634	2,035	1.8%
Total Public Health	34,600	0	0.0%	0	0	0	0	0.0%
Total Dedicated Schools Grant	421,500	15,620	3.7%	2,453	1,502	331	19,906	4.7%
<b>Total Ring fenced budgets</b>	<b>568,700</b>	<b>16,785</b>		<b>3,088</b>	<b>1,103</b>	<b>965</b>	<b>21,941</b>	

6.3. Further detail of the financial pressures and variances are summarised at a high level only below, with full details contained in the following appendices:

- HRA – Appendix A4
- DSG – Appendix A5
- Public Health – Appendix A6

### 6.4. HRA

6.4.1. The Housing Revenue Account (HRA) is a self-financing account and must ensure it operates within the resources available which include levels of HRA reserves. The HRA does not directly impact on the Council's wider general fund budget. Income to the HRA is primarily received through the rents and other charges paid by tenants and leaseholders.

6.4.2. The Housing Revenue Account is forecasting an adverse variance of £2.0m (1.8%) when compared to budget. The forecast overspend reported will be contained within the HRA general reserves of £102.2m as at the end of March 2022. This deficit is due primarily to significant increases in energy charges.



## 6.5. DSG

6.5.1. Bristol's DSG allocation for 2022/23 is £423.5m or £186.6m after deductions and excluding the de-delegation element (where de-delegation is an agreed retention of maintained schools funds held centrally for certain agreed services as agreed by the Schools Forum). The DSG is currently forecasting an in-year overspend of £19.9m (4.7%). When added to the prior year's brought forward deficit balance of £24.7 this results in a forecast cumulative overspend to be carried forward at the close of this financial year of £44.6m as shown in Table 9 below. This forecast is in line with the DSG cumulative deficit position outlined in the March 2022 budget report.

**Table 9: Q2 - DSG Summary Full Year Forecast**

Forecast position on overall DSG for 2022/23 at P5 Q2 (to end of August 2022 extrapolated)							
<i>All figures £'000</i>	<i>End of year b/f Deficit</i>	<i>Transfers</i>	<i>b/f Deficit</i>	<i>DSG Funding 2022/23</i>	<i>Forecast Outturn Quarter 2 2022/23</i>	<i>In-year variance</i>	<i>Forecast Carry- forward Quarter 2 2022/23</i>
Schools Block	(1,517)	1,517	0	304,661	304,661	0	0
De-delegation Schools	(504)		(504)	0	(0)	(2)	(506)
Central Block	8		8	2,742	2,742	0	8
Early Years	(472)		(472)	35,988	36,457	469	(3)
High Needs Block	27,876	(1,517)	26,358	78,607	97,303	18,696	45,055
Education Transformation	(740)		(740)	1,531	2,271	740	0
Funding	-		-	(423,529)	(423,529)	0	0
<b>Total</b>	<b>24,650</b>	<b>0</b>	<b>24,650</b>	<b>0</b>	<b>19,906</b>	<b>19,906</b>	<b>44,556</b>

6.5.2. The biggest challenge is within the High Needs block (HN) where 2022/23 HN net budget as at August 2022 was £65.0m; excluding funding directly passported to schools, or £80.1m before deductions. This represents an in-year budget increase of £9.7m but a shortfall of £5.6m when comparing to 2021/22 outturn / actual spend. Another key driver of the HN overspend is a 10% increase in the number of children and young people with EHCP's in the last year, which is in line with the national trend (10% increase nationally) but higher than statistical neighbours who have averaged just below 9% increase. A trend of a higher proportion of children needing financial support at Band 4 and above, 10% increase, was recorded in May 2022 when compared to previous year.

6.5.3. The Education service is currently developing the High Needs Block recovery plan and has commenced with the DfE Delivering Better Value (DBV) for SEND programme. Bristol will be progressing on its SEND improvement journey alongside 54 other LAs in the DBV Programme in order to secure a sustainable approach in delivering SEND. To improve outcomes for children and young people with SEND remains our goal.

## 6.6. Communities and Public Health

6.6.1. Public Health (PH) Grant of £34.6m was awarded for 2022/23 by Public Health England (PHE).

6.6.2. The Public Health grant is awarded annually to the local authority. It is ring fenced for the purposes of public health. The grant funds a range of mandated public health services and supports the Director of Public Health to discharge their statutory duties for protecting health, improving health, promoting health equity, and reducing health inequalities through the funding of locally identified public health priorities.

6.6.3. Bristol's local priorities include reducing harm from drugs and alcohol, improving mental health, reducing harm from domestic abuse, food equality and community health action. 72% of public health functions and services are externally commissioned with 16% internally commissioned. An annual return must be provided by the authority to Public Health England, which is audited against the grant regulations.

**Cabinet is asked to note a forecast overspend of £2.0m within the HRA and a forecast in-year deficit of £19.9m accumulating to a total £44.6m carried forward deficit in the DSG for 2023/24 and the requirement for the Council and the Schools Forum to work together to develop a clear mitigation plan which addresses the High Needs overspend.**

## 7. CAPITAL

7.1. The Capital programme budget has been revised at P5 2022/23 to £333.9m. This comprises £211.2m for General fund (including a corporate contingency of £14.1m) and £122.7m for the HRA. The forecast variation at P5 is a net £81.7m underspend (£33.7m on General fund and £48.0m on HRA), details of this is set out in Table 10 below.

**Table 10: Capital Programme 22/23 By Directorate**

Approved Budget (Mar 22)*	Budget Changes upto P5	Directorate	Revised Budget	Actual Spend to date	Budget Spend to date	Qtr 2/P5 Forecast Outturn	Variance
£m	£m		£m	£m	%	£m	£m
25.1	9.2	People	34.3	5.0	14%	22.4	(11.9)
7.9	(2.8)	Resources	5.1	0.7	13%	4.3	(0.8)
132.1	25.6	Growth and Regeneration	157.7	34.5	22%	139.0	(18.7)
<b>165.1</b>	<b>32.0</b>	<b>GF service Total</b>	<b>197.1</b>	<b>40.2</b>	<b>20%</b>	<b>165.7</b>	<b>(31.4)</b>
122.7	0.0	Housing Revenue Account	122.7	15.6	13%	74.7	(48.0)
<b>122.7</b>	<b>0.0</b>	<b>HRA service Total</b>	<b>122.7</b>	<b>15.6</b>	<b>13%</b>	<b>74.7</b>	<b>(48.0)</b>
<b>287.8</b>	<b>32.0</b>	<b>HRA &amp; GF Service Total</b>	<b>319.8</b>	<b>55.8</b>	<b>17%</b>	<b>240.4</b>	<b>(79.4)</b>
12.7	1.4	Corporate Contingencies & Funds	14.1	0.0	0%	11.8	(2.3)
<b>300.5</b>	<b>33.4</b>	<b>Capital Programme Grand Total</b>	<b>333.9</b>	<b>55.8</b>	<b>17%</b>	<b>252.2</b>	<b>(81.7)</b>

7.2. The £81.7m re-profiling reflects alignments with the latest expected programme delivery schedule. Delays are mainly caused by supply chain problems including the shortage of raw materials and skilled labour, along with planning and procurement taking longer than anticipated. The programmes which these primarily relate to are summarised as follows;

- £38m HRA2 New Build Programme
- £11m GR01 Temple Meads Development (Temple Island and Engine Shed 2)
- £10m PE01/PE02 Schools & SEND Investment Programme
- £4m PL18a Bristol Heat Networks
- £3m PL24 Bristol Beacon

- 7.3. **Cabinet is recommended to approve the reprofiling of this underspend of £81.7m from 2022/23 into future periods.** The profile of which has been provided by project managers. Details of the changes at programme level are included within the Capital Programme Summary Monitor Report as at the end of August 2022 (Appendix 7) with further detail and commentary in Directorate appendices.

## 8. FLEXIBLE USE OF CAPITAL RECEIPTS

- 8.1. Local authorities have the continued freedom for a period of 3 years which began on 1 April 2022 to use capital receipts from the sale of their own assets (excluding Right to Buy receipts) to help fund the revenue costs of transformation projects and release savings. Updated directions were provided by government in April 2022 detailing the type of expenditure that qualifies for the flexible use of capital receipts and a new sign off and reporting process via the Secretary of State (SOS), for each financial year in which the direction is used.
- 8.2. £5.0m has been budgeted in 2022/23 for revenue expenditure which relates to the delivery of savings and transformation to be funded from flexible use of capital receipts and £3.5m carried forward from 2021/22 which is earmarked specifically for the Digital Transformation Programme.
- 8.3. The flexible use of capital receipts strategy will be revised to reflect the recent changes, endorsed by Council and submitted to the SOS. The value of expenditure capitalised must not exceed the amount set out in the plan and must be sent to the SOS before the flexibility is used.

**Cabinet is asked to note the planned use of capital receipts of £8.5m**

## 9. COST OF LIVING (Inflationary Pressures and Risks)

- 9.1. The budget approved by Council in March earmarked £19.1m contingency for pay and inflation / cost of living pressures for the 2022/23 financial year. This contingency is currently projected to be overspent by £12.3m. The table below provides a breakdown of the additional cost of living costs incurred or agreed as at Q2 and the forecasts / risks in the year to go.
- 9.2. From the forecast emerging risks of £12.3m, £8.5m remains subject to negotiation and as such is categorised as a risk in the revenue summary report. Should this position materialise, this would result in a draw down from reserves and the residual £3.8m will be addressed via redirection of earmarked reserves no longer required for the purpose earmarked.
- 9.3. Whilst seeking to ensure commercial leverage is retained the areas incorporated within the table include, but are not exclusive to, the following:
- Adult social care services experienced additional in-year costs, including higher fees to care providers to offset their rising costs of running care homes and National Living wage.
  - Children's social care - increase placement costs such as Independent Fostering Agencies, Fostering, Residence Orders and Special Guardianship
  - Record energy prices reflecting a circa 86% increase - including for streetlights and energy bills for the corporate estate
  - Rising fuel and labour costs - bus, taxi and minibus providers for areas such as Home to School and other transport services
  - Indexed linked external contracts such as PFI and waste management
  - BCC pay forecasts is related to the pay offer for 2022/23 of £1,925 on each scale point, equating to an average increase of 6.2%. The forecast in excess of the provision in the contingency is around £6.3m.
- 9.4. The costs outlined are excluding pre-existing demand-led services pressures, inflation contained within service budgets and pressures being absorbed within the HRA, DSG and the Capital

Programme. The increased cost of delivering capital projects is excluded from the analysis above as while the cost of construction labour and material and building maintenance has grown significantly, further work is required to assess the impact more accurately on the overarching capital programme.

- 9.5. The underlying planning assumption is that ring fenced funds and the capital programme are expected to contain the additional cost of living budgets within respective contingencies and reserves. Inflation is due to peak later in the year and we expect the impact on the Council's budgets to be experienced well into the next financial year and beyond. This position is mirrored in local authorities across the country and indicates that councils will need additional support from government to cope with the impact of the rising inflation costs on the sector.

**Table 11: Cost of Living Pressures 22/23**

<b>Costs of Living Pressures - 2022/23 £000's</b>			
<b>22/23 General Pay and Inflation Allocation</b>			<b>£ 19,191</b>
	<b>Q5 Actual</b>	<b>Forecast /</b>	<b>Indicative</b>
	<b>£000's</b>	<b>Emerging Risks</b>	<b>Total</b>
		<b>£000's</b>	<b>£000's</b>
<b>BCC / BWC Labour</b>	<b>213</b>	<b>13,552</b>	<b>13,765</b>
<b>General Inflation &amp; NLW</b>	<b>10,970</b>	<b>1,185</b>	<b>12,156</b>
<b>Energy / Utilities</b>	<b>3,800</b>	<b>1,657</b>	<b>5,457</b>
<b>Insurance</b>	<b>65</b>	<b>0</b>	<b>65</b>
<b>Total Additional Inflation</b>	<b>15,048</b>	<b>16,395</b>	<b>31,442</b>
			<b>12,251</b>
<b>* Figures exclude impact on Service Budgets, Ringfenced Budgets and Capital Programme</b>			

**Cabinet is asked to note the Cost Of Living pressures.**

## **10. REGULATORY INCOME**

### **COUNCIL TAX (including preceptor's income)**

- 10.1. Bristol City Council set the Council Tax budget for 2022/23 with a 2.99% increase (1.99% for general requirements plus 1% specifically for Adult Social Care). The Council's budgeted income from Council Tax is £243.2m and represents 56.4% of the net budget requirement (£431.1m).
- 10.2. Council Tax collection is reporting a deficit of £4.3m this quarter, which may increase further over the remaining months of the year as the impact of the cost of living crisis becomes clearer.
- 10.3. The service continues to roll out the additional reminder stages of the corporate debt policy and is focusing on supporting citizens in stabilising their existing liability before moving focus to bringing those in arrears up to date.

10.4. With regard to the Council Tax Reduction Scheme (CTR), after a significant increase during the pandemic, claims have levelled off, both for working age and pensioner claimants. The impact of the cost-of-living crisis over the autumn & winter and economic conditions could very well have an impact on caseloads, particularly amongst working age claimants, however at this point, it is not possible to quantify the extent of any increase.

**BUSINESS RATES**

10.5. Business rates (BR): the Council’s budgeted BR income is £140.7m in 2022/23 (net of tariff of £94m) and represents 32.7% of the net budget requirement (£431.1m).

10.6. A significant number of businesses have missed monthly instalments to date this year and/or have extended their instalments through to February and March 2023.

10.7. In year collection to date is £104m. This includes the application of £10m of Covid-19 Additional Relief Fund (CARF) grant which has largely been applied to the current year liabilities. As the result of this grant and some business rates growth, collection is largely on target for this time of year. However, refunds of £8m have been issued to date. These are adjustments to rateable value assessments, many of which will be charged to the appeals provision.

10.8. The increasing energy costs, together with the cost of living crisis generally are both adding to the difficulties many businesses are facing, which are expected to impact on collection levels.

10.9. Note that collection fund shortfalls (should they occur), would impact on the Council’s cash position in 2022/23 however, because of timing differences, the budgetary impact will fall in the following year, 2023/24.

**DEBT MANAGEMENT**

10.10. During the year the Council collects core locally retained funding and income from various areas to fund the services provided. A breakdown of the main sources of debt outstanding at 31 August 2022 is outlined in the table below.

**Table 12: Opening and Closing Balances of Outstanding Debt**

Type of Debt	Opening Balance (01 Apr 2022) £m	Movement £m	Closing Balance (31 Aug 2022) £m
Sundry Debt	78.300	(7.724)	70.576
Council Tax Arrears	38.216	(3.867)	34.349
Business Rates Arrears	29.042	(7.172)	21.870
HRA Housing Arrears	11.935	0.382	12.317
Overpaid Housing Benefits	19.267	0.302	19.569

Of the £70.6m sundry debt outstanding at 31 August 2022, £47.8m (67.7%) was less than 1 year old, £8.4m (12.0%) of the £78.3m relates to invoices less than 30 days old that therefore weren’t payable until after 31 August 2022. This is not directly comparable to the billing and collection processes for Council Tax and business rates.

Write offs of aged debt are reported annually to Cabinet. During the five months April to August 2022, £0.7m was written off in line with the scheme of delegation. As debt recovery activity continues to increase to previous levels this figure may increase, especially with the ongoing cost of living crisis. A review of all aged and static debt now activity is being undertaken and ethical engagement with indebted customers continues.

## 11. BALANCE SHEET RISKS

- 11.1. Contingent liabilities. The prospective Bristol Area Operator has challenged the Council's termination of their Agreement for Lease in respect of the area on Temple Island and has claimed loss of profits, or costs, over the life of the potential lease. At present, litigation proceedings have not commenced and no claims have been received.
- 11.2. DSG Deficit – negative reserve. DSG ended last financial year with a cumulative deficit of £26.7m and is forecasting an in-year deficit of £19.9m, or a cumulative forecast deficit position of £44.6m at the end of 2022/23. The Statutory Instrument (SI) will end on 31 March 2023. As there is no indication of extending statutory overwrite by DfE or ESFA, therefore we will work on the assumption that this will end by 31/3/2023. The implication is that if the period of the SI is not extended by government or additional funding provided to address the accumulated historic deficits, the Council would have to ensure there are adequate usable reserve to cover any DSG deficit when preparing the Council's accounts. The LA has been engaging with the Bristol Schools Forum on DSG Transformation Programmes, Education Service has since developed its High Needs Recovery proposals (to be consulted) and participated DfE's Delivering Better Value for SEND programme in pursuit of a viable way forward.
- 11.3. Maintained Nursery school deficits – MNS transformation programme. Fourteen LA maintained schools ended the financial year 2021/22 with a shared deficit totalling £2.103m which has carried forward into 2022/23. Out of 14 schools with deficit position, the nursery sector continues to be a concern, with 11 out of the 12 maintained nursery schools ended last financial year in a deficit position totalling £5.192m, an adverse in year movement of £1.236m. Some of the deficits representing a substantial proportion of their annual budgets. The Education Early Years team has been working with the ESFA regional support team this Spring to find a sustainable way forward. Different models of operation have also been considered which could potentially reduce some of their in-year deficit going forward. The Service also secured £90k from DSG Early Year's Block (previous years' underspend) in May 2022 with the support from Bristol Schools Forum to fund its nursery improvement work. The LA will continue to support and challenge schools with deficits to help them manage their medium-term recovery to a balanced position in line with the scheme for financing schools.
- 11.4. Capitalised expenditure risk of impairment – a revenue feasibility fund has been set up to develop schemes with sufficient robustness and certainty of their progression. There are currently no schemes identified that currently pose a risk of not progressing that would result in a revenue reversion of previously capitalised expenditure.
- 11.5. Council Service Investments including loans to wholly owned subsidiaries are shown in the table below. The value of Council Service investments approved as at the end of Aug 2022 was £67.7m, of which £44.5 has been drawn down. There is no objective evidence to indicate a default on the service investments.

**Table 13: Balance Sheet Risks**

Long Term Debtors	Approved Budget	Total Investment to Date
	£m	£m
Bristol Waste Company	12.000	11.310
Goram Homes - Working Capital Facility	7.300	3.173
Goram Homes - Loan Notes	12.851	12.851
Bristol Heat Networks	12.700	0.300
Bristol & Bath Regional Capital	0.250	0.250
Bristol Credit Union	0.500	0.500
City Funds LP	5.000	3.093
<b>Sub-Total</b>	<b>50.601</b>	<b>31.477</b>

Long Term Investments	Approved Budget	Total Invested
	£m	£m
Bristol Port Company	2.500	2.500
Bristol is Open	0.350	0.350
Bristol Holding - <small>Wholly Owned Subsidiaries</small>	0.000	0.000
Homelessness Property Fund	10.000	9.163
Temp Accom (RSAP) Property Fund	4.000	0.731
Avon Mutual Community Bank	0.300	0.300
<b>Sub-Total</b>	<b>17.150</b>	<b>13.043</b>
<b>Total</b>	<b>67.751</b>	<b>44.520</b>

Cabinet is asked to note the latest position on the balance sheet risks as set out in this section.

## 12. EXTERNAL FUNDING

12.1. The following announcements have been made regarding additional external funding awards to the Council and subject to acceptance of the associated conditions will require budget adjustment.

### Safer Streets Fund (Round 4) Grant Determination 01 April 2022 - 31 March 2024

12.2. Bristol City Council has been successful in securing up to £748,498 of grant funding from The Home Office to design and deliver local crime prevention plans with the outcome of reducing and preventing neighbourhood crime, anti-social behaviour (ASB), and Violence Against Women and Girls (VAWG) in public spaces, and to increase feelings of safety.

12.3. The funding is ring-fenced with £498,999 allocated to 2022-23 and £249,499 to 2023-24. Payments will be made on a quarterly basis following the submission of financial and performance reports. The Council has agreed to provide match funding of £381,450 towards achieving the deliverables of the Project and this contribution largely consists of local authority officers time, a pool of over 18 officers, who either will be directly involved in the delivery of the intended interventions or who are already involved in activities tackling ASB and crime in the city.

### Prevent Local Delivery Grant Determination 2022-2023

- 12.4. Grant funding of up to £126,231 will be received by the Home Office this financial year in respect of the local delivery of the Prevent Programme which tackles the causes of radicalisation and responds to the ideological challenge of terrorism and safeguards and support those most at risk of radicalisation through early intervention, identifying them and offering support. Most of the grant is being used to employ a Prevent Coordinator and Education Officer for the year.
- 12.5. The funding is ring-fenced and payments will be made on a quarterly basis following the submission of financial and performance reports.

**Cabinet is asked to note and approve the acceptance and adjustment to the council budget for the above two grants.**

### **13. OFFICER EXECUTIVE DECISIONS TAKEN/APPROVED**

#### **Food Vouchers for Free School Meals Children (October 2022 Holidays)**

- 13.1. Bristol City Council has been allocated £4.0m under the Household Support Fund Grant to provide support to local authorities in England to provide households, particularly those including children and pensioners, who would otherwise struggle to buy food or pay essential utility bills or meet other essential living costs or housing costs (in exceptional cases of genuine emergency), with help in the face of significantly rising living costs.
- 13.2. An emergency decision was taken to assist 22,000 Free School Meal/Pupil Premium children during the October 2022 school holidays by awarding a £15 voucher in respect of each child, i.e. total expenditure amount of £0.3m to be expensed against the grant funding once received.

**Cabinet is asked to note the decision to distribute £0.3m of the Household Support Fund Grant for food vouchers during October**



## Section A: Revenue Budget Monitor

	Revised Budget	Forecast Outturn	Outturn Variance
<b>P05</b>	<b>£263.2m</b>	<b>£278.1m</b>	<b>£14.9m overspend</b>
<i>P04</i>	<i>£261.8m</i>	<i>£272.5m</i>	<i>£10.7m overspend</i>

May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb
14.5	14.3	10.7	14.9						
▼	▲	▲	▼						

Position by Division

<i>Period 5/Quarter 2 - Summary</i>	Revised Budget	Q1 Variance	Q1 Variance as % Net Budget	P3 Exceptions	P4 Exceptions	P5 Movement	Q2 Variance	Q2 Variance as % Net Budget
	£000s	£000s	%	£000s	£000s	£000s	£000s	%
<b>People</b>								
Adult Social Care	169,821	4,729	2.8%	1,840	554	(4,370)	2,753	1.6%
Children and Families Services	71,738	7,717	10.8%		174	2,301	10,192	14.2%
Educational Improvement	15,751	2,058	13.1%			(457)	1,601	10.2%
Public Health - General Fund	5,858	0	0.0%			404	404	6.9%
<b>Total People</b>	<b>263,168</b>	<b>14,503</b>	<b>5.6%</b>	<b>1,840</b>	<b>728</b>	<b>(2,121)</b>	<b>14,950</b>	<b>5.7%</b>

## Key Messages:

### Adult Social Care

Adult Social Care is currently forecasting a risk of a £2.8m overspend (after savings mitigations) at Period 5 on a budget of £169.8m. The main variance are as follows:

Financial Year 2022/23	Revised Budget 2022/23 £'000s	2022/23 Projection @ P05 £'000s	Projection Variance @ P05 £'000s	Change from P04 £'000s
<b>Adult Purchasing</b>				
Older Adults 65+	72,744	75,530	2,785	155
Working Age Adults 18 - 64	85,095	89,820	4,726	40
Preparing for Adulthood	9,726	10,945	1,218	75
Social Care Support	2,660	2,805	146	-53
Income - Service User Contribution Only	-25,582	-26,234	-652	-138
	<b>144,644</b>	<b>152,866</b>	<b>8,222</b>	<b>79</b>
<b>Non Adult Purchasing</b>				
Employees	36,013	33,461	-2,552	-7
Other - Net Costs	-10,835	-11,567	-731	-2,257
	<b>25,178</b>	<b>21,894</b>	<b>-3,284</b>	<b>-2,264</b>
<b>Mitigations</b>	<b>0</b>	<b>0</b>	<b>-2,186</b>	<b>-2,186</b>
<b>Totals per budget report</b>	<b>169,821</b>	<b>174,760</b>	<b>2,753</b>	<b>-4,371</b>

Adult Social Care (ASC) budgets continue to experience significant pressure in 2022/23 with Adult Purchasing budget currently forecasting a risk adverse overspend of £8.2m (5.9%) against a budget of £144.6m. However, ASC overall position is forecasting an adverse risk overspend of £2.7m (1.6%) against a revised budget of £169.8m (after savings mitigations of £2.2m). The ASC favourable movement of £4.3m (2.6%) from P4 forecast is due to partly achieving some of the savings' mitigations identified by the service.

Main reasons for the adverse risk forecast are due to adults with working age budgets which are overspending by £4.7m in all areas of the service provision for this cohort i.e., residential - £1m (337 service users with average weekly cost of £1,673 per service user), nursing - £0.3m (average weekly cost of £1,246 per week each for 68 service users). However, the main significant overspend is due to continued increased service for accommodation-based support - £2.3m (with an average cost per placement of £964 per week for 554 service users). Furthermore, increased overspends of £0.5m relating to adults with working age are also on homecare service users (318 service users are being supported with an average cost of £337 per week per person).

Residential, nursing and home care budgets for people over 65 years old are also at risk of £3.8m overspend which is reduced by Extra Care Housing budgets forecast of £1m underspend for this cohort. Preparing for Adulthood budget (for 18 to 25 year olds) are also at risk of £1.2m overspend. These overspend forecasts are partly offset by forecast underspends of £3.3m on employee costs and higher than expected levels of service users' income.

## Children and Families

The forecast overspend for Children and Families Services has moved adversely by £2.3m in-month and now stands at £10.2m, equating to 14.2% of the Division's budget:

2021-22	Children's Service		2022-23 as at August 2022				
Outturn			Revised Budget	P5 Forecast Outturn	Outturn Variance	P4 Forecast Outturn	In-Month Movement
£m			£m	£m	£m	£m	£m
4.4	112	Joint Commissioning (Children)	4.7	4.5	-0.1	4.5	0.0
9.5	113	Targeted Support	8.9	8.5	-0.5	8.5	0.0
2.0	153	Quality Assurance, BSCB	1.9	1.9	0.0	1.9	0.0
2.5	154	Area Social Work (North)	2.4	2.3	-0.1	2.3	0.0
4.1	155	Area Social Work (East/Central)	3.8	4.3	0.6	4.3	0.1
2.9	156	Area Social Work (South)	2.8	3.0	0.1	2.9	0.0
7.7	157	Children & Aftercare teams	8.7	8.8	0.2	8.7	0.1
33.1	158	Internal & External Placements	31.8	41.8	10.0	39.5	2.3
2.0	159	Children & Family Support - Management	2.4	1.9	-0.5	2.3	-0.3
1.7	15A	Safeguarding and Area Services	1.8	2.0	0.3	1.9	0.1
2.2	15B	Specialist Services	2.4	2.5	0.1	2.5	0.0
0.3	15C	Community Safety	0.3	0.3	0.0	0.3	0.0
<b>72.3</b>	<b>Division: Children and Families Services</b>		<b>71.7</b>	<b>81.9</b>	<b>10.2</b>	<b>79.6</b>	<b>2.3</b>

Placements continue to be the area of most concern and it is expected that this budget will be £10.0m (31.4%) overspent by the end of the financial year. An additional £2.3m has been built into the placements forecast in-month to recognise that although the service is reviewing placements and stepping down care plans where it is appropriate to do so, the resulting savings are being outstripped by new placements and increased packages of care for other children and young people.

The placements overspend is driven by an 8.4% increase in the number of children coming into care since April 2021 (currently 712 up from 657); a rise in the complexity of some cases which is resulting in placement breakdowns and children needing to be moved to more expensive arrangements; delays in transferring eighteen-year-olds onto the housing pathway due to a shortage of housing and an insufficient number of foster carers.

Other pressures within the Service are:

- £0.5m Asylum Seekers' costs where families have no recourse to public funds (this provision is included in the Area Social Work service for East/Central). Referrals to this service have increased by 50% and 93 families are being supported with accommodation and/or weekly subsistence payments.
- £0.7m on staffing costs attributable to temporarily filling Social Worker vacancies and several senior posts with agency staff.

As referred to above, the Service are reviewing the most expensive ESA (external supported accommodation) and OOA (out of authority residential placements) to achieve value for money against individual contracts, placing a greater focus on ending contracts at due dates and reducing variation payments for 2:1 and 3:1 support as well as step-down care. There are also plans to undertake IFA (Independent Fostering Agency) reviews and recruitment to a post to undertake this task is underway. Together with the work being done with Housing colleagues to transition post-18s onto the housing pathway, a prudent saving of £1.1m has been

assumed in the forecast. The upcoming Children’s Services Transformation Programme should result in further cost savings with no detriment to service delivery.

## Education

2021-22	Education General Fund		2022-23 as at August 2022				
Outturn			Revised Budget	P5 Forecast Outturn	Outturn Variance	P4 Forecast Outturn	In-month movement
£000s			£000s				
646	162	Learning City for All	740	680	(60)	678	3
3,153	163	Education Management	4,143	4,143	0	4,143	(0)
7,080	164	Additional Learning Needs	7,756	9,356	1,600	9,358	(2)
583	165	Employment, Skills & Learning	619	606	(13)	606	(0)
(413)	166	Trading with Schools	(419)	(419)	0	(419)	0
(547)	167	Schools PFI	0	(24)	(24)	3	(26)
348	168	Inclusive City	282	355	74	316	40
2,496	169	Accessible City	2,631	2,653	23	2,655	(2)
<b>13,345</b>		<b>Division: Education Service</b>	<b>15,751</b>	<b>17,351</b>	<b>1,601</b>	<b>17,340</b>	<b>12</b>

Education general fund is forecasting an in-year risk of £1.6m overspend. This is driven by £1.6m pressure identified in Home to School Transport due to increase in number of children with EHCP’s requiring transport support and greater travel distances for children attending schools on Out of Local Authority, plus fuel cost increases have caused significant budget pressure. Other cost pressures include £0.944m of additional Special Educational Needs (SEN) staffing which were not funded by growth in 2022-23. The Service so far identified £303k from current year growth (keeping posts vacant) and ring fenced £400k one-off funding (last tranche of SEN Improvement fund) to offset majority of the SEN staffing cost pressures while seeking permanent funding solutions for this statutory service.

## Communities and Public Health

Public Health Grant	Revised Budget 2022/23	Forecast as at P5	Variance
	£'000	£'000	£'000
Salaries	3,294	3,020	(274)
Running Costs & Overheads	1,163	1,005	(158)
Internal Commissioned Services	7,197	6,212	(985)
External Commissioned Services	31,348	31,445	97
<b>Gross Cost</b>	<b>43,002</b>	<b>41,682</b>	<b>(1,320)</b>
Funding:			
Public Health Grant	(34,588)	(34,588)	0
Partnership Funding	(6,575)	(6,575)	0
Transfer to/from PH Reserve	(1,840)	(520)	1,320
<b>Total Funding</b>	<b>(43,002)</b>	<b>(41,683)</b>	<b>1,320</b>
<b>Net Spend</b>	<b>0</b>	<b>0</b>	<b>0</b>

A Public Health Grant of £34.6m was awarded for 2022/23 by Public Health England (PHE) and this is forecasting a nil variance outturn at P5. The Public Health grant is awarded annually to the local authority. It is ring fenced for the purposes of Public Health. The grant funds a range of mandated public health services and supports the Director of Public Health to discharge their statutory duties for protecting health, improving health, promoting health equity, and reducing health inequalities through the funding of locally identified public health priorities.

As well as the £34.6m Public Health Grant, the Director of Public Health is also responsible for the councils Sports & leisure Contracts, the Communities & neighbourhoods services, and the Environmental Health Service.

Alongside a general fund budget of £5.8m, the service receives ring fenced grants to address issues such as Domestic Abuse & Sexual Violence, tackling Substance Misuse and other Public Health programmes. The Communities and Public Health Service is forecasting an overspend of £0.4m (6.9%) against a budget of £5.8m. The forecast overspend is in respect of PFI Leisure Centres.

## Savings Delivery

22/23 People Directorate Savings Target (£'000s):							10,648
	This month			Last month			Top 5 largest savings at risk in year (ordered by size of saving at risk)
	Total value of savings (£'000s)	Value at risk (£'000s)	Proportion at risk	Total value of savings (£'000s)	Value at risk (£'000s)	Proportion at risk	
No - savings are at risk	4,015	2,860	71%	4,015	2,865	71%	NEW2223_ASC4 Undertake Care Act reviews
Yes - savings are safe	6,633	0	0%	6,633	0	0%	NEW2223_ASC14 Review Home Choice processes and criteria
SAVING CLOSED - CONFIRMED AS 'SECURED & DELIVERED'	0	0	n/a	0	0	n/a	NEW2223_ASC6 Transfer rehabilitation services to external partner
NO RAG PROVIDED	0	0	n/a	0	0	n/a	NEW2223_ASC3 Manage and control cost of care for people with care and support needs
<b>Grand Total</b>	<b>10,648</b>	<b>2,860</b>	<b>27%</b>	<b>10,648</b>	<b>2,865</b>	<b>27%</b>	NEW2223_E8 Improve Home to School Transport commissioning arrangements
n/a - represents one off savings or mitigations in previous year	-4,000	0	0%	-4,000	0	0	Mitigated savings from previous years' that remain 'due' for delivery this year (£m)
WRITTEN OFF	0	0	n/a	0	0	n/a	
<b>Grand Total</b>	<b>6,648</b>	<b>2,860</b>	<b>43%</b>	<b>6,648</b>	<b>2,865</b>	<b>43%</b>	Amount reported at risk:
<b>Key Changes since last month</b> <b>P5 is now reporting a small decrease in savings at risk; now £2.860m at risk vs last month's £2.865m at risk in P3. This is due to changes in the following savings lines:</b> - NEW2223_E1 Find potential alternative use or new provider for Exmouth Camp reporting a £5k reduction in the savings at risk							£ 4.00
<b>Key messages/Comments:</b> 1. The People Directorate currently has 30 savings lines for 22/23, with a value of £10.6m, of which 27% is currently rated as at risk. There are some significant areas of risk across Education and Adults' savings lines in particular. 2. Of the £2.9m value at risk, £2.2m relates to ASC and £0.28m within Education including Home to School Transport commissioning arrangements. 3. NEW2223_ASC14 ('Review Home Choice processes and criteria') and NEW2223_ASC3 ('Manage and control cost of care for people with care and support needs') are priority areas for mitigations to in-year savings. Both items have had recent discussions at Delivery Executive in late August.							£ -



## Section B: Risks and Opportunities

### RISKS AND OPPORTUNITIES TABLE

Division	Risk or Opportunity	Detailed Comment	Net Risk / Opportunity £m
Adult Social Care	Risk - Savings	Adult Social Care has an ambitious savings programme of £4.950m. £4m of this total relates to Adult Purchasing savings. Adult purchasing budgets are under significant pressure currently reporting a risk of overspend of £8.2m see above which is making savings delivery very challenging.	
Adult Social Care	Risk – Inflation Pressure	Currently, the Adult Social market is experiencing high inflationary pressures e.g., energy costs, petrol etc. which is proving a significant challenge for market sustainability. We are currently working with the provider market as part of “Cost of Care” exercise to better understand the adult purchasing cost drivers.	Initial assessment underway
Public Health	Risk – Salary Pressures	The additional salaries increase for staff due to Agenda for Change programme is likely to impact on the service if this is not fully covered by the Public Health grant from next financial year onwards.	Assessment required against funding when known
Children’s	Risk - Savings	Schemes currently assigned RAG status amber (CF2 & CF6)	0.223
Children’s	Risk - Placements	More children have come into more expensive placement options when compared to May 22 data, with non-Bristol residential care placements having increased by 11% or 61 placements, trend may continue, needed further investigation.	Further investigation required
Children’s	Opportunities	Further mitigations were proposed on 23/6/2022 to generate savings from 3rd party, OOA and post 18s transition to housing.	(3.000)
Education	Risk - Savings	Improve HTST commissioning (E8) and Exmouth camp (E1)	0.314
Education	Risk – HTST fuel inflation	Fuel price has increased significantly in recent months which may trigger another round of pricing negotiation with suppliers.	Assessment required
Total			(2.463)

## Section C: Capital

<b>Approved Budget</b>	<b>Revised Budget</b>	<b>Expenditure to Date</b>	<b>Forecast Outturn</b>	<b>Outturn Variance</b>
<b>£34.3m</b>	<b>£34.3m</b>	<b>£5.0m</b>	<b>£22.4m</b>	<b>(£11.9m)</b>
		14% of Budget	65% of Budget	

### Gross Expenditure by Programme

Ref	Scheme	Current Year (FY2022) - Period 5				Performance to budget	
		Budget	Expenditure to Date	Forecast	Variance	Expenditure to date	Forecast
£000s						%	
<b>People</b>							
CRF2	Covid Recovery Fund – Youth Zones Investment – Pending Business Case Development	994	57	94	(900)	6%	9%
PE01	School Organisation/ Children’s Services Capital Programme	11,034	1,893	7,279	(3,755)	17%	66%
PE02	Schools Organisation/SEN Investment Programme	17,968	2,896	11,415	(6,552)	16%	64%
PE03	Schools Devolved Capital Programme	1,881	83	1,475	(406)	4%	78%
PE05	Children & Families - Aids and Adaptations	118	26	168	50	22%	142%
PE06	Children Social Care Services	1,367	9	1,330	(37)	1%	97%
PE06B	Adult Social Care – Better Lives at Home Programme	982	12	652	(330)	1%	66%
<b>Total People</b>		<b>34,344</b>	<b>4,977</b>	<b>22,414</b>	<b>(11,929)</b>	<b>14%</b>	<b>65%</b>

### Key Messages:

- CRF2 Youth Zones Investment – Delay in progressing delivery as further investment needed. Awaiting full business case.
- PE01 School Organisation / Children’s Services Capital Programme. Delay in scheme plans pending PFI report to Cabinet on the revenue implications. Decision awaited
- PE02 Schools Organisation / SEN investment Programme. Slippage on schemes as a result of a return to Cabinet for approval to address additional inflationary pressures. Budgets to be reprofiled.
- PE05 Aids and Adaptations – Spend to date is a quarter 1 recharge. Demand for equipment is growing directly impacting on the forecast overspend of £50k
- PE06 Children Social Care Services – This scheme relates to the acquisition of a number of 2/3 bed children’s residential homes and a disabled children’s home. The current expectation is that one new home will come into use in November 2022 with a second purchased in February/March 2023.



## Section A: Revenue Budget Monitor

	Revised Budget	Forecast Outturn	Outturn Variance
<b>P05</b>	<b>£43.5m</b>	<b>£45.5m</b>	<b>£2.0m overspend</b>
<i>P04</i>	<i>£43.9m</i>	<i>£47.5m</i>	<i>£3.6m overspend</i>

May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb
3.9	3.2	3.6	2.0						
▼	▲	▼	▲						

## Position by Division

<i>Period 5/Quarter 2 - Summary</i>	Revised Budget	Q1 Variance	Q1 Variance as % Net Budget	P3 Exceptions	P4 Exceptions	P5 Movement	Q2 Variance	Q2 Variance as % Net Budget
	£000s	£000s	%	£000s	£000s	£000s	£000s	%
<b>Resources</b>								
Digital Transformation	13,885	1,477	10.6%			(405)	1,072	7.7%
Legal and Democratic Services	14,043	89	0.6%			(66)	23	0.2%
Finance	8,473	113	1.3%			(79)	34	0.4%
HR, Workplace & Organisational Design	4,229	1	0.0%			(66)	(65)	-1.5%
Management - Resources	(1,798)	2,125	-118.2%			(1,217)	908	-50.5%
Policy, Strategy & Partnerships	4,647	54	1.2%			(26)	28	0.6%
<b>Total Resources</b>	<b>43,479</b>	<b>3,859</b>	<b>8.8%</b>	<b>0</b>	<b>0</b>	<b>(1,859)</b>	<b>2,000</b>	<b>4.6%</b>

## Key Messages:

At Period 5 the Resources Directorate is forecasting a full year risk adjusted adverse variance against budget of £2.0m. This overspend is largely due to additional cost pressures in IT systems and a risk in delivering savings target for succession planning.

The Period 5 forecast reflects a favourable movement of £1.9m compared to the Period 4 due to £1.8m of in year recovery actions/mitigations undertaken and planned.

- **Digital Transformation** – is projecting a net overspend of £1.1m compared to Budget. This reflects incremental spend of up to £1m on Microsoft desktop licensing agreements and £0.5m for Microsoft Azure, both of which are driven by the growing use of cloud-based technology and the increased shift to home-working over the past 2 years, plus further increases in various Licence costs of £0.2m. This overspend has been partially offset by “in-year” management recovery actions/mitigations.

- **Legal and Democratic Services** is forecasting a low level overspend of £0.02m (<£0.1m). This is caused by both an increase in the volume of Coroners inquests (a consequence of the backlog which built up during COVID) and increased spend in members' travel activity following the recent change in political make-up. These pressures are partially offset by a forecast increase in demand for ceremonies and registrar services with Period 5 movements due to in year recovery actions.
- **Finance** is forecasting a low level overspend of £0.03m (<£0.1m) mainly due to additional agency spend in the interim whilst the Finance Improvement Plan is being implemented and due to additional finance resourcing for Council wide projects which cannot be recharged to those project budgets in full. Period 5 movements due to in year recovery actions.
- **HR, Workplace and Organisational Design** is forecasting to operate within its budget envelope.
- **Management – Resources** budget comprises both the Council's total £2m Succession Planning/Senior Management savings and £0.3m of Strategic Review savings.  
The adverse variance of £0.9m compared to Budget reflects saving targets currently assessed as high risk and this is being mitigated by a vacancy freeze across the council. Work is ongoing to quantify the impact of the vacancy freeze and managers are optimistic that this risk would be contained.  
The Period 5 favourable movement of £1.2m is due to £0.2m target for Strategic review transferred to Corporate and £1m of the Succession Planning /Management review savings expected to be delivered.
- **Policy, Strategy and Partnerships** is forecasting a low level overspend of £0.03m (<£0.1m) linked largely to costs against the "One City" plan.

## Savings Delivery

Resources Led Savings																
22/23 Resources Directorate Savings Target (£'000s):											1,908					
22/23 Cross Cutting (Resources Led) Savings Target (£'000s):											4,704					
<b>In Year (22/23) Total:</b>											<b>6,612</b>					
<b>A - Resources Directorate</b>						<b>B - Cross cutting (Resources led)</b>						<b>Top 5 largest savings at risk in 22/23 (ordered by size of saving at risk)</b>				
	<b>This month</b>			<b>Last month</b>			<b>This month</b>			<b>Last month</b>			ID	Cross cutting?	Name of Proposal	Value at Risk in 22/23 (£'000)
	Total value of savings (£'000s)	Value at risk (£'000s)	Proportion at risk	Total value of savings (£'000s)	Value at risk (£'000s)	Proportion at risk	Total value of savings (£'000s)	Value at risk (£'000s)	Proportion at risk	Total value of savings (£'000s)	Value at risk (£'000s)	Proportion at risk				
No - savings are at risk	185	135	73%	325	275	85%	3,335	3,276	98%	3,335	3,276	98%	NEW2223_CEN01	Yes	Management and capacity review	£ 2,000
Yes - savings are safe	1,723	0	0%	1,583	0	0%	1,369	0	0%	1,369	0	0%	21_NS_03_2223CEN04	Yes	Common Activities (incl. Streamline strategic support services)	£ 816
SAVING CLOSED - CONFIRMED AS SECURED & DELIVERED	0	0	n/a	0	0	n/a	0	0	n/a	0	0	n/a	NEW2223_CEN05	Yes	Strategic Business Review of Fees and Charges	£ 250
NO RAG PROVIDED	0	0	n/a	0	0	n/a	0	0	n/a	0	0	n/a	21_New20	Yes	Thematic savings: Office Based Cost	£ 80
<b>Grand Total</b>	<b>1,908</b>	<b>135</b>	<b>7%</b>	<b>1,908</b>	<b>275</b>	<b>14%</b>	<b>4,704</b>	<b>3,276</b>	<b>70%</b>	<b>4,704</b>	<b>3,276</b>	<b>70%</b>	21_New19	Yes	Thematic savings: Transport related Savings	£ 78
n/a - represents one off savings or mitigations in previous year	-536	0	0%	-536	0	0%	-728	0	0%	-728	0	0%	<b>Mitigated savings from previous years' that remain 'due' for delivery this year (£m)</b>			
WRITTEN OFF	0	0	n/a	0	0	n/a	0	0	n/a	0	0	n/a	Amount due from previous year(s):			£ 1.13
<b>Grand Total</b>	<b>1,372</b>	<b>135</b>	<b>10%</b>	<b>1,372</b>	<b>275</b>	<b>0</b>	<b>3,976</b>	<b>3,276</b>	<b>82%</b>	<b>3,976</b>	<b>3,276</b>	<b>82%</b>	Amount reported at risk:			£ 0.64
<b>Key Changes since last month:</b> PS is reporting a decrease in savings value at risk for Resources led savings (down from £275k to £135k), and is static for cross-cutting led savings. The change is due to changes in the following savings line: NEW_4_Amended_B Digital transformation savings – from DTP1 and DTP2 activities - reporting 'yes savings are safe' in PS																
<b>Key messages/Comments</b> 1. Resources Directorate started the year with 32 savings lines for 22/23, with a total value of £6.6m (this includes cross-cutting Resource Led savings - see split in tables A and B above) 2. Of this, <b>£3.5m</b> of these savings are reporting a <b>RED</b> status and <b>£3.1m</b> are reporting a <b>GREEN</b> status. No savings have yet been confirmed as secured and delivered. 3. Savings at risk are much larger for those which are classed as cross-cutting (but Resources led) with 70% of those reported as being at risk (whereas only 7% of the Resources lines)																

## Section B: Risks and Opportunities

Division	Service	Risk or Opportunity	Description of Impact	Risk (Opportunity) £'000	Likelihood %	Net Risk (Opportunity) £'000
Finance	Benefits	Opportunity	Household Support - scope for scheme administration recharges once vouchers are all paid from grant	(200,000)	100%	(200,000)
Finance	Revenues	Risk	Fees income best case scenario is £1.28m budget achieved - but unlikely. Worst case scenario is £700k	74,000	75%	55,500
Finance	Revenues	Risk	Non direct debit debt recovery best case £1m of £1.25m achieved in forecast but worst case is £0.55m	200,000	75%	150,000
PSP	City Office	Risk	Relies on City Office achieving 100% of its at-risk income target (above) in order to release the GF benefit of this contribution.	30,000	90%	27,000
PSP	City Office	Opportunity	Previous indication by DPH that they may be willing to fund residual pressures subject to detail, valid PH case and their own budget position in-year.	(79,600)	50%	(39,800)
<b>Total</b>						<b>(7,300)</b>

## Section C: Capital

<b>Approved Budget</b> <b>£17.2m</b>	<b>Revised Budget</b> <b>£5.1m</b>	<b>Expenditure to Date</b> <b>£0.7m</b> 13% of Budget	<b>Forecast Outturn</b> <b>£4.3m</b> 84% of Budget	<b>Outturn Variance</b> <b>(£0.8m)</b>
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### Gross Expenditure by Programme

Ref	Scheme	Current Year (FY2022) - Period 5				Performance to budget	
		Budget	Expenditure to Date	Forecast	Variance	Expenditure to date	Forecast
<b>Resources</b>							
NH06A	Bristol Operations Centre - Phase 2	128	73	90	(38)	57%	70%
RE01	ICT Refresh Programme	1,854	524	1,338	(516)	28%	72%
RE03	ITTP – IT Transformation Programme	33	26	33	0	79%	100%
RE06	Return to Workplace ICT equipment – Covid Response Fund	0	(9)	0	0		
RE07	Digital Transformation - Networks - Pending Business Case Development	1,228	0	1,228	0	0%	100%
RE08	Digital Transformation Programme	672	0	672	0	0%	100%
RE09	Expansion of Flax Bourton Mortuary	1,159	48	884	(275)	4%	76%
<b>Total Resources</b>		<b>5,075</b>	<b>662</b>	<b>4,246</b>	<b>(829)</b>	<b>13%</b>	<b>84%</b>

### Key Messages:

- **ICT Refresh Programme** has reprofiled £0.5m into 23/24 and to be used against Digital transformation.
- **Expansion of Flax Bourton Mortuary** also forecasts a £0.3m reprofile in

## Section A: Revenue Budget Monitor

	Revised Budget	Forecast Outturn	Outturn Variance
<b>P05</b>	<b>£61.5m</b>	<b>£69.8m</b>	<b>£8.3m overspend</b>
<i>P04</i>	<i>£62.8m</i>	<i>£65.3m</i>	<i>£2.5m overspend</i>

May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb
3.8	2.6	2.5	8.3						
▼	▲	▲	▼						

Position by Division

<i>Period 5/Quarter 2 - Summary</i>	Revised Budget	Q1 Variance	Q1 Variance as % Net Budget	P3 Exceptions	P4 Exceptions	P5 Movement	Q2 Variance	Q2 Variance as % Net Budget
<b>Growth &amp; Regeneration</b>								
Housing & Landlord Services	17,749	3,814	21.50%			-1,072	<b>2,742</b>	15.40%
Economy of Place	5,304	0	0.00%			-408	<b>-408</b>	-7.70%
Management of Place	1,256	25	2.00%			281	<b>306</b>	24.40%
Corporate Landlord	7,362	-4	-0.10%			4	<b>0</b>	0.00%
Management - G&R	-410		0.00%			5,667	<b>5,667</b>	-1382.20%
Property, Assets and Infrastructure	30,281	-14	0.00%			14	<b>0</b>	0.00%
<b>Total Growth &amp; Regeneration</b>	<b>61,542</b>	<b>3,821</b>	<b>6.20%</b>	<b>0</b>	<b>0</b>	<b>4,486</b>	<b>8,307</b>	<b>13.50%</b>

**Key Messages:**

The Growth & Regeneration Directorate reported a net **£8.3m** adverse variance (before inflation adjustments) against the revised net expenditure budget of **£61.5m**. The overspend results from new pressures arising in Temporary Accommodation due to subsidy loss that is exacerbated by both an increase in the cost of the TA and an increase in the number of families needed the provision totalling c£5m. This will be mitigated in part through inflation provisions currently held centrally, and from mitigation that has been identified as part of the Directorates recovery plan. In addition, the Directorate has also witnessed an increase in Energy costs as well as Waste costs (£5.7m) which will be funded from reserves following Cabinet approval in October. Other cost pressures within the Directorate have been captured within the Risk & Opportunities Log (with a significant amount mitigated between P3 and P5). The Directorate has tasked every service area to find mitigation for all local pressures identified and these and others have been discussed with the relevant Cabinet Member and are presented in the main report for Cabinet approval.

**Housing & Landlord Services**

The division is reporting an overspend of **£2.7m** against a revised budget of £17.7m. This is mainly due to budget pressure in Temporary Accommodation from subsidy loss, offset by increase in income and capitalisation of salary cost. The ongoing issue of Local Housing Allowance (LHA) rates are fixed and have been

the same value since they were set in 2011 and as temporary accommodation (Bed and Breakfast) cost increases, the gap between cost and recovery (Housing Benefits) continues to increase year on year.

- **131 Housing Options – £3.2m**

The Housing Options service is forecasting an adverse variance of £3.2m (21%) against a budget of £15.5m. The adverse variance in this service is mainly due to subsidy loss of approximately £5m, mitigated by one-off initiatives of £1.9m, which includes recovery actions of £1.4m. As at period 5, the service has delivered £0.3m savings from the recovery actions.

The key recovery actions for Housing options are as follows:

- A targeted approach that focusses on moving on families that cost the council the most and increasing supply of cheaper TA, so limit the use of expensive providers.
- Increasing the number of private rented properties clients are housed in
- Proposal to lease 24 flats from a local hospital trust
- Developing a Temporary Social Houses model to replace expensive spot purchased TA
- Exploring other funding options – Public Health and Homelessness Prevention Grant

The demand for Temporary Accommodation adds increased budget pressure due to the negative economic aftereffects of COVID and general cost of living. Temporary accommodation placements have risen in-year by 9% (from an average of 746 in 21/22 to an average of 815 at the end of Aug 22) as well as increase in placement rates, resulting in higher subsidy loss. Most of the increase are from families placed in temporary accommodation, an increase of approximately 26%, and more expensive providers are now having to be relied upon due to limited availability of properties in the market.

- **132 GF - Private Housing & Accessible Homes – (£0.2m)**

The Private Housing service is currently reporting an underspend of £0.2m against a budget of £1.3m. The favourable variance of £0.2m (18.7%) is due to additional income from Transit sites and a review of recharges to Licencing schemes. As at period 5, this service has delivered all the recovery initiatives of £0.1m.

- **135 Housing Solutions – Forecast to budget.**

The expected outturn will be in line with budget.

- **426 Housing Delivery – (0.3m)**

The expected outturn is showing an underspend of £0.3m against a budget of £0.9m. The favourable variance of £0.3m (28%) is driven by the capitalisation of staffing cost.

### **Development of Place**

This division ceased to exist from 1<sup>st</sup> August 2022, with its services re-assigned to Economy of Place and Management of Place.

### **Economy of Place**

The division is forecasting a favourable variance of **£0.4m** against a revised budget of **£5.3m**, this is after adjusting for a forecast movements that are now reflected in the Risks & opportunities section of this report, based on an expectation that this gives services and divisions a chance to find reasonable mitigations. (Please note that the revised budget position reflects only some of the movement of services in & out of this division following the creation of a new Division – Property & Asset Management, and the deletion of the Development of Place division. This will be completed in P6 and will result in c£0.2m favourable variance being moved into Management of Place),

### **Management of Place**

The division is forecasting an adverse variance of **£0.3m** against a revised budget of **£1.3m**, this is after adjusting for a forecast movements that are now reflected in the Risks & opportunities section of this report, based on an expectation that this gives services and divisions a chance to find reasonable mitigations. (Please note that the revised budget position reflects only some of the movement of services in & out of this division following the creation of a new Division – Property & Asset Management, and the deletion of the Development of Place division. This will be completed in P6 and will result in c£0.2m favourable variance being moved into Management of Place),

### **Corporate Landlord**

The division is not forecasting a material variance against the revised budget of **£7.4m**. The Risk & Opportunities Section provides details of known pressures, which it is expected for the service to review options to mitigate.

## Savings Delivery

Growth & Regeneration Led Savings																																								
22/23 G&R Directorate Savings Target (€'000s):											5,126																													
22/23 Cross Cutting (G&R Led) Savings Target (€'000s):											1,852																													
<b>In Year (22/23) Total:</b>											<b>6,978</b>																													
A - G&R Directorate						B - Cross cutting (G&R led)						<table border="1"> <thead> <tr> <th colspan="4">Top 5 largest savings at risk in year (ordered by size of saving at risk)</th> </tr> <tr> <th>ID</th> <th>Cross cutting?</th> <th>Name of Proposal</th> <th>Value at Risk in 22/23 (€'000)</th> </tr> </thead> <tbody> <tr> <td>NEW2223_CEN03</td> <td>Yes</td> <td>Reduce council-owned property &amp; Continued Corporate Landlord</td> <td>1,789</td> </tr> <tr> <td>IN27b</td> <td>No</td> <td>Generating and saving money through energy generation and efficiency</td> <td>230</td> </tr> <tr> <td>NEW2223_GRO50</td> <td>No</td> <td>Reprocure energy contracts</td> <td>150</td> </tr> <tr> <td>NEW2223_GRO54</td> <td>No</td> <td>Increase civil enforcement officers</td> <td>80</td> </tr> <tr> <td>NEW2223_GRO56</td> <td>No</td> <td>Establish at least on new Resident Parking Scheme</td> <td>75</td> </tr> </tbody> </table>	Top 5 largest savings at risk in year (ordered by size of saving at risk)				ID	Cross cutting?	Name of Proposal	Value at Risk in 22/23 (€'000)	NEW2223_CEN03	Yes	Reduce council-owned property & Continued Corporate Landlord	1,789	IN27b	No	Generating and saving money through energy generation and efficiency	230	NEW2223_GRO50	No	Reprocure energy contracts	150	NEW2223_GRO54	No	Increase civil enforcement officers	80	NEW2223_GRO56	No	Establish at least on new Resident Parking Scheme	75
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Total value of savings (€'000s)		This month		Last month		Total value of savings (€'000s)		This month		Last month																														
Value at risk (€'000s)		Proportion at risk		Value at risk (€'000s)		Proportion at risk		Value at risk (€'000s)		Proportion at risk																														
n/a		n/a		n/a		n/a		n/a		n/a																														
NO RAG PROVIDED		n/a		n/a		n/a		n/a		n/a																														
<b>Grand Total</b>		<b>5,126 646 13%</b>		<b>5,126 676 13%</b>		<b>1,852 1,789 97%</b>		<b>1,852 1,789 97%</b>																																
n/a - represents one off savings or mitigations in previous year		-900 0 0%		-900 0 0%		-352 0 0%		-352 0 0%																																
WRITTEN OFF		0 0 n/a		0 0 n/a		0 0 n/a		0 0 n/a																																
<b>Grand Total</b>		<b>4,226 646 15%</b>		<b>4,226 676 16%</b>		<b>1,500 1,789 119%</b>		<b>1,500 1,789 119%</b>																																
<p><b>Key Changes since last month</b></p> <p>There are no changes to the G&amp;R led cross cutting savings, which remains as having €1.8m of the €1.85m target at risk, same as P4. This relates fully to Corporate Landlord/estate rationalisation savings. However, the G&amp;R savings position is showing a slightly improved position this month, reporting €646k at risk compared with last month's €676k at risk, this is due to:</p> <ul style="list-style-type: none"> <li>- NEW2223_GRO45 Review Housing Options budgets to identify opportunities to reduce budget reporting all €30k savings as now safe.</li> </ul> <p><b>Key messages/ Comments</b></p> <ol style="list-style-type: none"> <li>The G&amp;R Directorate started the year with 27 savings lines for 22/23, with a total value of €7.0m (this includes cross-cutting G&amp;R Led savings - see split in tables A and B above).</li> <li>The 'Reduce council-owned property &amp; Continued Corporate Landlord' saving is marked with the full value at risk (€1.8m), and it should be noted that the breakdown of how workstreams will deliver the expected savings is still being worked on, with estate rationalisation expected to deliver a high proportion of the savings. Discussion at Delivery Executive is scheduled for 28 September.</li> <li>Several savings have recently changed Director lead this month after restructure of services in G&amp;R - handovers of savings are typically risky for savings delivery as ownership is transferred and new Directors are responsible for savings that were not originally put forward by themselves.</li> </ol>																																								
Mitigated savings from previous years' that remain 'due' for delivery this year (€m)																																								
Amount due from previous year(s):											0.85																													
Amount reported at risk:											0.55																													

## Section B: Risks and Opportunities

REVENUE RISKS & OPPORTUNITIES						
Division	Service	Risk or Opportunity	Description of Impact	Risk (Opportunity) €'000	Likelihood %	Net Risk (Opportunity) €'000
EoP	Developm	Risk	Reduction in Planning fee income	98	95%	93
EoP	Developm	Opportunity	Work In Progress income to mitigate reduction in planning fee income	(98)	95%	(93)
EoP	Developm	Risk	Shortfall in Markets income	100	75%	75
Corp Llord	Property I	Risk	Net Income Shortfall	363	95%	345
Corp Llord	FM	Opportunity	Vacancies in Building Practice Teams	(150)	95%	(143)
Corp Llord	FM	Opportunity	Vacancies & Extra Income	(141)	95%	(134)
MOP	BOC	Opportunity	Increased income	(101)	5%	(5)
MOP	Harbours	Opportunity	Increased income	(50)	50%	(25)
MOP	Highways	Risk	Income pressure - car parking	488	75%	366
MOP	Energy	Risk	Cost pressure - historic repairs on a project	86	95%	82
MOP	Energy	Risk	Cost pressure - removal of funding & ability to charge Mgt fees on projects	57	95%	54
MOP	Energy	Risk	Cost pressure - (District Heating, Solar & Biomass)	97	95%	92
MOP	Energy	Risk	Income Pressure - connection fees & development income	590	95%	561
<b>Total - REVENUE</b>				<b>1,339</b>		<b>1,268</b>

The net risks and opportunities flagged by service managers total €1.3m. This is a significant movement from last period and reflects the fact that the energy pressure is now being mitigated from Corporate reserves, and services are also mitigating pressures from their respective areas. The Directorate is confident that the balance of risks identified will be mitigated in the coming months.

## Section C: Capital

<b>Approved Budget</b> <b>£170.0m</b>	<b>Revised Budget</b> <b>£157.7m</b>	<b>Expenditure to Date</b> <b>£34.5m</b> 22% of Budget	<b>Forecast Outturn</b> <b>£139.0m</b> 88% of Budget	<b>Outturn Variance</b> <b>(£18.7m)</b>
<b>2021/22</b> £191.8m	<b>Comparator</b> £159.3m	£18.8m	£125.3m	(£34.0m)

### Gross Expenditure by Programme

Ref	Scheme	Current Year (FY2022) - Period 5				Performance to budget	
		Budget	Expenditure to Date	Forecast	Variance	Expenditure to date	Forecast
		£000s				%	
CRF3	Covid Recovery Fund – Economic Infrastructure	1,114	142	1,114	0	13%	100%
GR01	Strategic Property – Temple Meads Development	15,537	1,532	4,842	(10,695)	10%	31%
GR03	Economy Development - ASEA 2 Flood Defences	7,105	5	13,728	6,623	0%	193%
GR05	Strategic Property - Hawkfield Site	1,177	2,093	3,227	2,050	178%	274%
GR05A	South Bristol Light Industrial Workspace Redevelopment	4,700	149	4,700	0	3%	100%
GR08	Delivery of Regeneration of Bedminster Green	1,586	237	2,595	1,009	15%	164%
GR09	Clean Air Zone Programme	5,135	1,087	5,425	290	21%	106%
GR10	Improvements to Local Centres	1,500	0	375	(1,125)	0%	25%
NH01	Libraries for the Future	55	(33)	55	0	-61%	100%
NH02	Investment in parks and green spaces	3,556	619	1,786	(1,770)	17%	50%
NH02A	Invest in Parks Sports Outdoor Equipment & Facility Improvements	1,500	0	300	(1,200)	0%	20%
NH03	Cemeteries & Crematoria - Pending Business Case Development	727	60	310	(418)	8%	43%
NH04	Third Household Waste Recycling and Re-use Centre	2,431	405	1,561	(870)	17%	64%
NH06A	Bristol Operations Centre - Phase 2	727	31	300	(427)	4%	41%
NH07	Private Housing	6,797	1,122	5,856	(940)	17%	86%
PL01	Metrobus	3,435	56	2,042	(1,393)	2%	59%
PL02	Passenger Transport	349	(9)	349	0	-3%	100%
PL03	Residents Parking Schemes	650	0	150	(500)	0%	23%
PL04	Strategic Transport	2,818	1,534	4,460	1,643	54%	158%
PL05	Sustainable Transport	1,661	575	2,159	498	35%	130%
PL06	Portway Park & Ride Investment	2,886	1,818	1,944	(942)	63%	67%
PL09	Highways infrastructure - bridge investment	2,235	451	3,045	810	20%	136%
PL09A	Highways infrastructure - Cumberland Road Stabilisation Scheme	4,396	1,058	4,396	0	24%	100%
PL10	Highways & Traffic Infrastructure - General	14,213	3,790	13,135	(1,079)	27%	92%
PL10B	Highways & Traffic - Street Lighting	488	40	1,304	817	8%	268%
PL10C	Transport Parking Services	692	230	692	0	33%	100%
PL11A	Cattle Market Road site re-development	969	8	1,155	186	1%	119%
PL14	Bristol Legible City Scheme	(9)	0	(9)	0	0%	100%
PL15	Environmental Improvements Programme	174	98	174	0	56%	100%
PL17	Resilience Fund (£1m of the £10m Port Sale)	45	5	45	0	12%	100%
PL18	Energy services - Renewable energy investment scheme	9,143	2,943	8,471	(672)	32%	93%
PL18A	Energy Services – Bristol Heat Networks expansion	12,396	2,865	7,908	(4,488)	23%	64%
PL18B	Energy Services - School Efficiencies	211	25	211	0	12%	100%
PL18D	Energy Services - EU Replicate Grant	11	0	11	0	0%	100%
PL20	Strategic Property	118	0	90	(28)	0%	76%
PL21	Building Practice Service - Essential H&S	4,182	388	3,456	(726)	9%	83%
PL22	Strategic Property - Investment in existing waste facilities	10	0	0	(10)	0%	0%
PL23	Strategic Property - Temple St	297	14	43	(254)	5%	15%
PL24	Bristol Beacon	24,150	8,688	21,104	(3,045)	36%	87%
PL27	Vehicle Fleet Replacement Programme	3,523	552	2,834	(689)	16%	80%
PL30	Housing Delivery Programme	12,241	1,846	12,862	621	15%	105%
PL32	Western Harbour Design Development	480	0	0	(480)	0%	0%
PL34	Strategic property - Community investment scheme	1,150	0	150	(1,000)	0%	13%
PL35	Harbour Operational Infrastructure	727	15	277	(450)	2%	38%
PL36	Investment in Markets infrastructure & buildings	386	105	386	0	27%	100%
<b>Total Growth &amp; Regeneration</b>		<b>157,673</b>	<b>34,544</b>	<b>139,019</b>	<b>(18,655)</b>	<b>22%</b>	<b>88%</b>

### Key Messages:

G&R are reporting a variance of **£18.7m** against a revised budget of **£157.7m**. The year-to-date spend of **£34.5m** (22%) represents an average of £6.9m per month. To achieve the budget/forecast target for 2022/23, the directorate will need to increase the average spend per month by **£8m** to an average of **£14.9m** each month for the rest of the year.



Below are comments provided for variances over £1m:

- **GRO1 - Strategic Property – Temple Meads Development** - This updated amount is in keeping with the latest assessments of the works and costs to be delivered this year against the Temple Island project and the Temple Quarter development initiative.
- **GR03 - Economy Development - ASEA 2 Flood Defences** - Joint scheme with South Glos. Council and Environment Agency. Project spend profile to be reviewed as latest forecast from SGC suggest project spend may be accelerated by only £2m. This will be adjusted in P6. This forecast is within the overall budget across multiple years.
- **GR05 - Strategic Property - Hawkfield Site** - The project is in the construction phase. Construction and commissioning of the new sight is now expected to be completed this year; therefore, the forecast reflects an acceleration of spend. This includes contingencies, which will be monitored closely with an aim to reallocated where possible.
- **GR08 - Delivery of Regeneration of Bedminster Green** - This overspend is due to cost overrun on the feasibility/design stage of the project. The budget holder anticipates managing this overspend through a new Cabinet report seeking CRSTS funding, or CIL funding as fallback.
- **NH02 – Investment in parks and green spaces** - Several small delays due to resourcing and tendering has slowed progress.
- **NH02A – Invest in Parks Sports Outdoor Equipment & Facility Improvements** - Slower progress than originally planned.
- **PL01 – Metrobus** – The underspend reflects the revised and reprofiling of expenditure over the this and future years. The low spend is due to a combination of reasons such as the fact that much of the expenditure is recharged at the end of the financial year – spend depends on a series of events most of which is not within the immediate control of BCC.
- **PL04 – Strategic Transport** - The A4 corridor project is one of the main reasons this project is forecasting an overspend due to inflationary pressures. A report is expected at Cabinet in October to confirm income from WECA for this scheme. Discussions are currently ongoing as to total additional funding required (c£4.4m or £5.1m).
- **PL10 – Highways & Traffic Infrastructure** – Several small delays due to resourcing and consultation issues, slowing progress.
- **PL18A Energy Services** – Bristol Heat Networks expansion - Spend still subject to approval and is expected to require the entire budget.
- **PL24 - Bristol Beacon** – The 22/23 spend forecast has been reviewed and amended and now reflects the latest yearly spend profile.
- **PL30- Housing Delivery Programme (£0.6m)** - The variance of £0.6m (5%) against the budget of £12.2m is driven by the following programme slippages:
  - HIF Glencoyne Square (£0.2m) - slippage following legal work required to amend contract with Homes England, and delays to procurement of Phase 6 works due to lack of capacity within the service.
  - The lower budget requirement of £0.2m in salary capitalisation is due to the rebadging of staffing cost as a result of structure changes.
  - The enabling work costs required for the three sites (Redcliffe Way, Dovercourt Depot and Novers Hill) included in the Goram Homes pipeline is lower than anticipated in 22/23 by £0.2m, as the scope of the work changed and only Dovercourt Depot and part of Novers Hill was completed. The budget requirements will be reviewed for future years following discussions with Goram Homes.
- **PL34 - Strategic property - Community investment scheme (£1m)** - The slippage of £1m reflects that the business case remains pending approval as the developer is yet to finalise project cost.

- **NH07 - Private Housing (£0.9m)** - This programme covers Disabilities Facilities Grant (DFG) scheme and Resonance Property Fund Investment (RSAP scheme). The Resonance Property Fund Investment scheme is reporting £0.9m slippage, due to delay in property acquisition, driven by rising material costs leading to a higher fallout rate of properties in conveyancing.

Section A: Revenue Budget Monitor

	Revised Budget	Forecast Outturn	Outturn Variance
<b>P05</b>	<b>£0.0m</b>	<b>£2.0m</b>	<b>£2.0m overspend</b>
<i>P04</i>	<i>£0.0m</i>	<i>£1.4m</i>	<i>£1.4m overspend</i>

May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb
1.2	1.8	1.4	2.0						
▼	▼	▲	▼						

Key Messages:

The Housing Revenue Account at the end of period 5 is reporting a forecast overspend of £2.0m, an increase of £0.6m over the period P4 projection. The adverse variance will be funded at the financial yearend by a transfer from the general HRA reserve. The table below sets out the movement in the main income and expenditure elements between the two periods.

Summary – Housing Revenue Account

HOUSING REVENUE ACCOUNT	Revised Budget £M	Current Forecast £M	Outturn Variance £M	P4 Forecast £M	P4 vs P5 Movement £M
Income	(128.0)	(127.6)	0.4	(127.6)	0.0
Repairs & Maintenance	37.2	36.2	(1.0)	36.2	0.0
Supervision & Management	32.0	32.2	0.2	32.2	0.0
Special Services	11.5	13.3	1.8	13.3	0.0
Rents, rates, taxes and other charges	0.6	0.6	0.0	0.6	0.0
Depreciation, Revenue Funded Capital, Interest Payable and Bad Debt Provision	46.7	47.3	0.6	46.7	0.6
<b>(Surplus) / Deficit on the HRA</b>	<b>0.0</b>	<b>2.0</b>	<b>2.0</b>	<b>1.4</b>	<b>0.6</b>

**Income** is reporting an adverse variance of £0.4m at the end of period 5. As reported in previous periods, the handover of certain new schemes is behind schedule, negatively impacting the dwelling rent income forecast.

**The repairs & maintenance** forecast spend is running slightly behind budget at £36.2m, giving rise to an anticipated favourable variance at the end of period 5 of £1.0m. There are underspends in the budgets for maintenance & painting of low-rise blocks of £1.2m and Response and Relets of £0.3m. In addition to the £0.4m increase in the cost of fire safety works, this makes up the repairs and maintenance variance.

The service continues to experience capacity issues and the availability of internal resources has been hampered by staff shortages, primarily resulting from difficulties in recruiting skilled staff. This is evidenced by an underspend in salaries generated by vacancies in the service.

The issues with external contractors stem not only from difficulties in setting up a new procurement framework but also from existing providers demanding huge hikes for the services they are currently contracted to provide.

The **supervision and management service** are forecasting an adverse variance of £0.2m. This includes £1.3m for the Housing IT Transformation Programme which had no budget provision at the beginning of the financial year. The Rapid Response project, being highly reactive, is difficult to predict. The forecast was running slightly ahead of budget by £0.2m at the end of period 5.

The legal budget for 2022-23 was predicated on set amounts levied in previous years. Since actual costs are now being charged, it appears the budget will be insufficient to cover the expenditure envisaged for the year. This is therefore generating a £0.4m adverse variance. The legal requirements (following the fire survey) to institute a waking watch at Barton Hill (4 blocks) is expected to cost £0.6m for which no budget provision was made at the start of the financial year.

The forecast of salaries and common activities recharge showed net savings of (£1.9m); this, coupled with savings of (£0.5m) from corporate for finance & insurance recharges make up the overspend for supervision and management at the end of period 5.

The adverse variance of £1.8m in **Special Services** continues to reflect the anticipated increases in energy charges. The charging model is still under review and may well throw up additional uplifts in utility costs. The energy cost pressure is being treated as a risk ahead of the completion of the modelling.

**Rents, rates, taxes, and other charges:** Wellington Road and Brislington Depot budgets are being moved to recharge budget as they are now managed by the General Fund. There has been no movement between P4 and P5.

## Section B: Risks and Opportunities

### RISKS AND OPPORTUNITIES TABLE

Division	Risk or Opportunity	Detailed Comment	Net Risk / (Opportunity) £
HRA	Opportunity	<b>RCCO</b> Last year, only £177k was utilised from the budget of £3.2m allocated to capital expenditure funded from the HRA. In 2022-23 there is a budget of £3.4m. If spending patterns follow last year's trends, funds could be released to finance other projects.	Approx. (£3.0m)
HRA	Risk	<b>ENERGY CONTRACTS</b> The forecast for energy costs is still under review pending more accurate data from suppliers. As the government of the new Prime Minister settles down, it will become clear what assistance may be available for both domestic and commercial consumers.	TBC
Salary settlement	Risk	Calculated by Corporate at £1.15m	£1.2m
<b>Total</b>			(£1.8m)

## Section C: Capital

<b>Approved Budget</b> <b>£122.7m</b>	<b>Revised Budget</b> <b>£122.7m</b>	<b>Expenditure to Date</b> <b>£15.7</b> 13.0% of Budget	<b>Forecast Outturn</b> <b>£74.7m</b> 60.9% of Budget	<b>Outturn Variance</b> <b>(£48.0m)</b>
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Capital Budget Monitor Report for Period 5   2022-23 - Summary by Programme						
Gross Expenditure by Programme		Current Year (2022 )				
Scheme	Budget	Expenditure to Date	Forecast	Variance	Expenditure to date	Forecast
					%	%
<b>£000s</b>						
<b>Housing Services Capital - Housing Revenue Account</b>						
Total for HRA1 - Planned Programme - Major Projects	53,473	11,229	43,221	(10,252)	21%	80.8%
Total for HRA2 - New Build and Land Enabling	68,658	3,826	30,828	(37,830)	6%	44.9%
Total for HRA4 - HRA Infrastructure	550	603	606	56	110%	110.2%
<b>Total Housing Services Capital - Housing Revenue Account</b>	<b>122,681</b>	<b>15,658</b>	<b>74,655</b>	<b>(48,026)</b>	<b>13%</b>	<b>60.9%</b>

### Key Messages:

The current report shows YTD spend of £15.7m against the approved budget of £122.7m, reflecting an increase of £3.6m compared to the previous period. The forecast slippage at £48.0m in P5 has been rescheduled across the remaining project phases for the programmes concerned.

### Planned Programme

Overall, there was a variance (slippage) of £10.2m on HRA1 at the end of P5. Work is on-going to finalise the details of the position at P5 but it is noted from analysis in July that concerns surround the following areas:

**Kitchens and rewires** – The projected slippage has reduced from £1m at P3 to -£0.6m. The forecast is based on total expected volumes of 735 against the 800 budgeted for. Work is still ongoing to address the performance concerns with the Lot 2 contractor for the South meeting the contractual volumes.

**Roof replacements (low rise)** – there have been delays with the award of the Roof framework caused by a lack of resources within procurement, and further Social Value issues resulting in a 2-month delay. The framework has now been awarded and the standstill period & Leaseholder notice period was completed at the end of August, with full mobilisation of the contract expected at the end of September. The forecast underspend has increased from £884k at Q1 to just over £1m and this is due to the roof at St Judes being put on hold as it is being considered for the Social Housing Decarbonisation Fund (SHDF) bid.

**Window replacements (low rise)** – less than half of this budget of £2.1m is forecast to be spent. No framework is currently in place and the new framework was returned with no bids. Consultation was completed with window companies to ascertain what went wrong, and changes have been made to lots and specifications as a result. This will now be retendered at the end of September which will mean that if successful, mobilisation would be expected around February with minimal delivery this year. The underspend will be reviewed at the end of this period to reflect the anticipated reduction in delivery. The Redcliffe projects are on hold due to possible inclusion on the SHDF bid.

**External Maintenance & Painting (Low Rise)** – A slippage of £1.2m is forecast against a budget of £4.7m. Procurement capacity issues led to delays with the procurement of this work, and internal team capacity is likely to also have an impact. Redcliffe and St Judes projects are now on hold due to possible inclusion within the SHDF bid.

The Planned & Cyclical team capacity will impact on the delivery of these programmes as indicated above. There are 3 external works surveyor vacancies and the first round of recruitment to fill these posts was unsuccessful. The advert for the Surveyor closed on 28<sup>th</sup> August and shortlisting is currently underway, and the post of supervisor is currently being advertised.

### **New Build and Land Enabling**

The budget for New Build & Land Enabling was set at £68.6m. There was uncertainty, given the issues encountered in delivering last year's programme, about the level of spend that could reasonably be expected during 2022-23. As a result of the well-known issues with contract price inflation and the difficulties some contractors are experiencing, the development team have revised their expectation of the amount of work that will be completed by the end of the financial year.

The forecast has been revised at the end of P5 to £30.8m, a decrease of approximately £10.2m compared to the P4 forecast. This relates to two main projects: 1) Oakhanger was reduced by £4.7m because of delays in starting the construction contract whilst negotiating uplifted tender. This has reduced 22-23 spend significantly, now reprofiled into following years; 2) The Hengrove Bookend project forecast was reduced by £5.2m as expenditure was slipped into 2023-24.

**Section A: Revenue Budget Monitor**

	Revised Budget	Forecast Outturn	Outturn Variance
<b>P05</b>	<b>£186.7m</b>	<b>£206.6m</b>	<b>£19.9m overspend</b>
<i>P04</i>	<i>£184.7m</i>	<i>£200.3m</i>	<i>£19.6m overspend</i>

May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb
15.6	18.1	19.6	19.9						
▼	▼	▼	▼						

**Revenue Position****Summary DSG position 2022/23 Period 5 (P5)**

	b/f balance*	Net DSG funding/budget 2022/23	P5 2022/23 Forecast Outturn	In-year variance at P5	Cummulative c/f
<b>£'000</b>					
Schools Block	0	82,903	82,903	0	0
De-delegation	(504)	0	0	0	(504)
Schools Central Block	8	2,742	2,742	0	8
Early Years	(472)	35,988	36,457	469	(3)
High Needs Block	26,359	63,508	82,204	18,696	45,055
HNB Transformation	(740)	1,531	2,271	740	0
Funding	0	(186,672)	(186,672)	0	0
<b>Total</b>	<b>24,650</b>	<b>(0)</b>	<b>19,906</b>	<b>19,906</b>	<b>44,556</b>

**Key Messages:**

Bristol's Dedicated Schools Grant (DSG) allocation for 2022/23 is £423.5m, £186.7m after deductions and excluding de-delegation fund. DSG is currently forecasting an in-year overspend of £19.9m, a cumulative overspend of £44.5m when including brought forward deficit balance of £24.6m from previous years. This represents an adverse movement of £4.3m from Period 2 Quarter 1 (P2 Q1) forecast. High Needs top up demands continue to surge as number of EHCP applications (new) reached 204 cases (Primary: 167; Secondary: 37) plus re-banding requests of 106 cases (Primary: 87; Secondary: 19). This is equivalent to a total additional request of £1.3m in June 2022 panel only. The main area of concern is still within High Needs block which is forecasting an in-year overspend of £18.7m (excluding £0.7m planned overspend in transformation programme funded from previous years' underspend).

In order to bring DSG annual spend back to a sustainable footing, Bristol has been actively engaging with DfE (Department for Education) DBV programme (Delivering Better Value in SEND). Further details on DBV programme updates and DSG Management Plan with potential mitigation options is included within Schools Forum September 2022 papers: [September 22 SF papers](#)



**Section A: Revenue Budget Monitor**

	Revised Budget	Forecast Outturn	Outturn Variance
<b>P05</b>	<b>£5.8m</b>	<b>£6.2m</b>	<b>£0.4m</b>
<i>P04</i>	<i>£5.8m</i>	<i>£5.8m</i>	<i>£0m</i>

May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb
0	0	0	0.4						
			▼						

**Communities and Public Health:**

As well as the £34.6m Public Health Grant, the Director of Public Health is also responsible for the Council’s Sports & Leisure Contracts, the Communities & Neighbourhoods Services, and the Environmental Health Service.

Alongside a general fund budget of £5.8m for this, the service receives ring fenced grants to address issues such as Domestic Abuse & Sexual Violence, tackling Substance Misuse and other Public Health programmes. Communities and Public Health service is forecasting an overspend of £0.4m (6.9%). The forecast overspend is in respect of PFI Leisure Centres.

A Public Health Grant of £34.6m was awarded for 2022/23 by Public Health England (PHE) and this is forecasting a nil variance outturn at P5. The Public Health Grant is awarded annually to the local authority. It is ring fenced for the purposes of public health. The grant funds a range of mandated public health services and supports the Director of Public Health to discharge their statutory duties for protecting health, improving health, promoting health equity, and reducing health inequalities through the funding of locally identified public health priorities.

Bristol’s local priorities include reducing harms from drugs and alcohol, improving mental health, reducing harms from domestic abuse, food equality and community health action. 72% of public health functions and services are externally commissioned with 16% internally commissioned. An annual return must be provided by the authority to Public Health England, which is audited against the grant regulations. The breakdown of the planned programmes is shown in tables 2 and 3 below.

The tables below provide a breakdown as follows:

- Table 1: The budget for 2022/23 and the current forecast at P05
- Table 2: Further information on the Internally commissioned services for 2022/23
- Table 3: Further information on the Externally commissioned services for 2022/23

**Table 1 – P5 Summary of Budget and Forecast 2022/23**

<b>Public Health Grant</b>	<b>Revised Budget 2022/23</b>	<b>Forecast as at P5</b>	<b>Variance</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Salaries	3,294	3,020	(274)
Running Costs & Overheads	1,163	1,005	(158)
Internal Commissioned Services	7,197	6,212	(985)
External Commissioned Services	31,348	31,445	97
<b>Gross Cost</b>	<b>43,002</b>	<b>41,682</b>	<b>(1,320)</b>
Funding:			
Public Health Grant	(34,588)	(34,588)	0
Partnership Funding	(6,575)	(6,575)	0
Transfer to/from PH Reserve	(1,840)	(520)	1,320
<b>Total Funding</b>	<b>(43,002)</b>	<b>(41,683)</b>	<b>1,320</b>
<b>Net Spend</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Table 2 – Planned Internally Commissioned Programmes**

Public Health Grant - Internal Commissioning intentions	Directorate	Planned 2022/23	Forecast as at P5	Variance Outturn as at P5
		£'000	£'000	£'000
Gypsy and Traveller Health	Growth & Regeneration	12	12	0
Healthy Homes	Growth & Regeneration	70	70	0
Prevention Homelessness - Substance Misuse Pathway	Growth & Regeneration	750	750	0
Breast Feeding Support Team	People	83	83	0
Children's Centres	People	1,220	1,220	0
Community Use of school sports facilities	People	655	655	0
Children and Young People Substance Misuse	People	146	146	0
Domestic Abuse	People	998	998	0
Impact Fund - Grants to VCSE	People	673	673	0
Community Development	People	1,156	1,156	0
Suicide & Drug Death Audit	Resources	12	12	0
Quality of Life	Resources	10	10	
Public Health Campaigns	Resources	15	30	15
Health Equity	Resources	49	49	0
Safety at Night (mental health, drugs & alcohol, water safety)	Growth & Regeneration	75	75	0
Public Health Communication Engagement & Insight	Resources	51	51	0
Health in all Policy	Resources	50	50	0
Public Health Procurement & Contracting	Resources	143	143	0
One City Partnerships for Health	Resources	30	30	0
Health & Wellbeing Innovation Fund (drawdown on delivery) *	Various	1,000	0	(1,000)
<b>Total - Internal Commissioned Services</b>		<b>7,197</b>	<b>6,212</b>	<b>(985)</b>

**Notes**

\* Health & Wellbeing Innovation Fund, funded from Public Health Reserves

**Table 3 - Planned Externally Commissioned Programmes**

PHE Code	Public Health Grant - External Commissioning Intentions	Planned 2022-23	Forecast as at P5	Variance Outturn as at P5
		£'000	£'000	£'000
361	Sexual health services - STI testing and treatment (prescribed functions)	5,020	5,050	30
362	Sexual health services - Contraception (prescribed functions) **	3,781	3,751	(30)
363	Sexual health services - Promotion, prevention and advice (non-prescribed functions)	534	534	0
365	NHS health check programme (prescribed functions)	394	301	(93)
366	Health protection - Local authority role in health protection (prescribed functions)	0	0	0
368	National child measurement programme (prescribed functions)	222	222	0
371/372	Obesity - Children & Adults	271	286	15
373/374	Physical Activity - Children & Adults *	908	585	(323)
376/377	Substance misuse - Treatment for drug & Alcohol misuse in adults ***	7,870	7,974	104
378/379/380	Substance misuse - Preventing & Reducing harm from drug & Alcohol misuse in adults, children and young people	794	722	(72)
381	Smoking and tobacco - Stop smoking services and interventions	381	466	85
382	Smoking and tobacco - Wider tobacco control	0	0	0
383/384/385	Children 0-19 public health programmes (including schools nursing and other health programmes)	11,030	11,410	380
386	Health at work	0	0	0
387	Public mental health	62	113	51
389	Miscellaneous public health services - other	80	30	(50)
	<b>Total External Commissioning Intentions</b>	<b>31,348</b>	<b>31,445</b>	<b>97</b>

**Notes**

\* Physical Activity: Recommissioning of Leisure Centres, funded by Public Health reserves.

\*\* Sexual Health Services: £60,000 of this is one year only relating to a postpartum Contraception Pilot, funded by Public Health reserves

\*\*\* Substance misuse treatment: £60,000 of this is one year only relating to recommissioning costs, funded by Public Health reserves

# Resources Scrutiny Commission

1<sup>st</sup> December 2022



**Report of:** Insight, Performance & Intelligence Team

**Title:** Quarterly Performance Report (Quarter 1 2022/23)

**Ward:** All wards

**Officer Presenting Report:** Gavin Banks, Strategic Intelligence & Performance Advisor

**Contact Telephone Number:** N/A

## Recommendation

That Scrutiny note the progress to date made against delivering the Business Plan Performance Metrics and Actions relevant to the Resources Scrutiny Commission remit, and that Scrutiny members identify areas of specific interest or concern to review progress (positive or negative) with relevant Managers or Directors.

## The significant issues in the report are:

This is a new approach to performance reporting, with performance progress reports for the Themes in the BCC Corporate Strategy, plus a data appendix specific for this Commission.

Of Performance Metrics and Actions reported this quarter against the Resources Scrutiny Commission remit:

- **50%** of Priority Measures are **on or above target** (6 of 12)
- **71%** of Priority Measures **have improved** (5 of 7)
- **75%** of Actions are currently **On Track or better** (9 of 12)



## 1. Background context

Performance reporting is now based on the Bristol City Council (BCC) [Corporate Strategy 2022-27](#). This report and appendices provide the relevant Performance Measures from the [Business Plan 2022/23](#), as approved by CLB in Feb and noted by Cabinet in March 2022. Key points of note:

**Thematic Performance Clinics (TPCs)** - As per the [Performance Framework 2022/23](#), reporting is primarily through new Thematic Performance Clinics, which focus on overall Performance for each of the 7 Business Plan themes, and address specific Performance Improvement issues for that theme.

**Business Plan Actions** – for the first time, Performance reporting includes progress of the Business Plan Actions as well as Performance Metrics. This allows more focus on delivery of the Business Plan Priorities.

**Business Plan Priority Measures / City Outcomes** – The quarterly reports focus on **Business Plan Priority Measures** (mainly quarterly measures centred on the Corporate Strategy priorities; primarily metrics the council has more direct responsibility over, so used to measure council performance). Where relevant they'll note **City Outcomes** (annual indicators on the Corporate Strategy themes and overall 'health of the city'; primarily outcome-focused measures that are longer term and slow moving, with long-term targets); these will all be in the Annual report.

**Impact of Covid-19** – Covid-19 renewal and recovery is embedded into Business Plan Priorities and delivered across all areas of the council. Targets take account of this, including some which may be counter-intuitive compared to last year's outturn (see [2022/23 Performance Measures and Targets](#)).

**Performance reports to Scrutiny Commissions** – Each Scrutiny Commission is sent all 7 Thematic Summary reports (Appendix A1), showing the full picture of progress towards the BCC Business Plan, and the cover report (section below) will highlight areas of relevance for this Scrutiny Commission. In addition, the Performance Metrics and Actions included here (Appendix A2) are only those relevant for the remit of this Scrutiny Commission. A list of short definitions for each measure is in Appendix A3.

Please note: Each Performance metric or action is only reported to one Scrutiny Commission. As the Scrutiny Commissions no longer fully align to BCC Directorates, this has been based on the agreed areas of Scrutiny oversight rather than on management lines of reporting.

## 2. Summary

### Overall Performance summary:

Taking the available Performance Metrics and Actions for this quarter, as relevant to the Resources Scrutiny remit:

- **50%** of Priority Measures (with established targets) are on or above target (6 of 12)
- **71%** of Priority Measures (with a comparison 12 months ago) have improved (5 of 7)
- **75%** of Actions are currently On Track or better (9 of 12)

### Key Points of focus:

The Resources Scrutiny Commission has Performance Metrics and Actions in 3 of the 7 Themes, but mainly these are focused in: Effective Development Organisation and Economy & Skills

Key points of note for this Scrutiny Commission are below. A full appendix of progress against all relevant metrics and actions is included in Appendix A2.

Theme 2 - Economy & Skills:

- BPPM265a: Increase the amount of Bristol City Council Apprenticeship Levy spent is performing ahead of target due to increased rates of apprenticeship completions.
- We are on track to deliver sustainability through the council’s procurement and commissioning supply chain and processes -helping the council promote the voluntary, community and social enterprise sectors and achieve its carbon neutral, climate and ecologically resilient and wildlife rich city by 2030.

Theme 5 - Homes and Communities:

- BPPM537: Ratio of consultation response rate for the most and least deprived 20% of Bristol citizens is significantly better than target this quarter.

Theme 7 - Effective Development Organisation:

- BPPM513: Reduce the race pay gap in Bristol City Council – exceeded expectations and is performing significantly better than target.
- BPPM528: Increase the percentage of employment offers made to people living in the 10% most deprived areas. This metric has proved consistently problematic in terms of getting positive traction. Current performance is significantly worse than target.
- BPPM522: Reduce the average number of Council working days lost to sickness. This continues to increase with Covid still a major factor (almost a fifth of absence) and also upward trends stress, anxiety or mental health issues.

**3. Policy**

Performance is reported as part of quarterly governance process as soon as possible after gathering all the necessary data. All Business Plan performance metrics and actions contained within Appendix A1 are designed to demonstrate our progress towards the BCC Corporate Strategy 2022-27.

**4. Consultation****a) Internal**

Performance progress has been presented to relevant Divisional Management Teams (DMT), Thematic Performance Clinics (new for 2022/23), Executive Director Meetings (EDM), Corporate Leadership Board (CLB) and Cabinet Board prior to the production of this report.

**b) External**

Performance progress is also presented publicly to Cabinet.

**5. Public Sector Equality Duties**

- 5a) Before making a decision, section 149 Equality Act 2010 requires that each decision-maker considers the need to promote equality for persons with the following “protected characteristics”: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation. Each decision-maker must, therefore, have due regard to the need to:
- i) Eliminate discrimination, harassment, victimisation and any other conduct prohibited under

the Equality Act 2010.

- ii) Advance equality of opportunity between persons who share a relevant protected characteristic and those who do not share it. This involves having due regard, in particular, to the need to:
  - remove or minimise disadvantage suffered by persons who share a relevant protected characteristic;
  - take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of people who do not share it (in relation to disabled people, this includes, in particular, steps to take account of disabled persons' disabilities);
  - encourage persons who share a protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.
  
- iii) Foster good relations between persons who share a relevant protected characteristic and those who do not share it. This involves having due regard, in particular, to the need to –
  - tackle prejudice; and
  - promote understanding.

5b) Not applicable

**Appendices:**

Appendix A1: All 7 Thematic Performance Clinic Summary reports

Appendix A2: Performance Metrics and Actions relevant for the remit of this Scrutiny Commission

Appendix A3: Short definitions for all Performance metrics

**LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

**Background Papers:** None



# Thematic Performance Clinic Report

## Children & Young People - Qtr 1 (01 Apr '22 – 30 June '22)

**Report of the Lead Director: Fiona Tudge [Director Children, Families & Safer Communities]**

**Date: 05 Aug 2022**

Actions on schedule	Priority Metrics on target	Overall Progress
81% (9 of 11)	25% (1 of 4)	Behind schedule

The Thematic Performance Clinic met for Quarter 1 (Q1), on 2 Aug '22. The progress against the relevant actions and metrics listed in the 2022/23 Business Plan for the Children & Young People Theme have been reviewed by the Thematic Lead and this report produced as a position statement at Q1 and intended actions to improve.

1. Theme Actions / Priority Metrics performing well:
<ul style="list-style-type: none"> <li>• <b>BPOM217 – 17-18 year-old NEETS</b> – working increasingly closely with our virtual school and there is a plan of agreed actions to be more strategically joined up around the educational progress of our children at an earlier stage.</li> <li>• <b>BPPM213 – Incidents of serious violence involving children &amp; young people</b> – This is a new measure for 2022/23 and the data provided by the Avon &amp; Somerset Police, for Qtr 1 is promising. Progress will be monitored over the year.</li> <li>• <b>Provide early help to families through newly formed Family Hubs</b> – The DfE / DHSC have indicated that funding £4.5-4.76m will be available over the next 3 years starting 2022-23, an outline business plan has been approved by the Corporate Leadership Board (CLB) and is being developed.</li> <li>• <b>Meet or exceed the national average for Ofsted ratings that at least 86% of Schools are rated Good or Outstanding</b> - The maintained school improvement offer has been redesigned to work on a locality basis. As OfSTED inspections resume, following the hiatus of Covid-19, it appears that most are being judged Good.</li> </ul>
2. Theme Actions / Priority Metrics that are of concern:
<ul style="list-style-type: none"> <li>• <b>BPPM247 Percentage of Family Outcomes achieved through the Supporting Families programme</b> – performance is based on a relatively small number of children. City wide moderation is being undertaken to ensure a consistent and SMART approach to goal setting and outcomes with families across the localities.</li> <li>• <b>Tackle high levels of absence and suspensions</b> – A detailed action plan has recently been completed and compliments the work of focussed work groups to address some of the barriers to reduce absence rates. There is a plan to introduce the Governments 'Working Together to Improve School Attendance' for the 2022/23 academic year.</li> </ul>
3. Performance Clinic Focus points (Agenda):
<p>For the first meeting the Thematic Lead asked all group members to attend in order to:</p> <ul style="list-style-type: none"> <li>➤ give a brief update,</li> <li>➤ to collectively understand the goals,</li> <li>➤ to share ideas for resolution of cross-cutting actions</li> <li>➤ to think about what support for complex issues is required</li> <li>➤ to identify when annual data will be available</li> <li>➤ to collaboratively consider the next steps for Q2 and the year ahead</li> </ul>

#### 4. Proposed - Performance Clinic Recommendations / Actions:

Agreed Actions & dates:

- Progress against Poverty will be considered at Q3, as although the data is reported annually, we need to consider together what actions need to be undertaken to progress this priority.
- All officers, not just those selected (section 5) will be invited to future Thematic Performance Clinics owing to the way colleagues were both supportive and challenging in a way that considered the overarching Theme of Children & Young People.
- Request updates, quarterly, for the annual performance indicators for Q2 & onwards.

#### 5. Items for next Thematic Performance Clinic:

- Two items listed in section 2
  - **Percentage of Family Outcomes achieved through the Supporting Families programme**
  - **Tackle high levels of absence and suspensions**
- Other items as Qtr 2 progress report indicates

#### 6. Lead Director Comments:

The first meeting of the Thematic Performance Clinic was to collectively understand the cross-cutting issues and dependencies for the performance indicators and the actions published in the Business Plan and agree a plan going forward.

The action to pilot "supported group living" was published in error, however in order to improve the quality of support for young people at risk of exploitation, other actions are underway. This action will be removed for Q2 reporting and onwards.

The discussions clarified that there are clear linkages that can be explored at future performance clinics. For example, excess weight in children indicator is closely linked to poverty indicator, and suspensions in school is linked to trauma informed training. All members gave a commitment to undertake meaningful work together, on all the indicators and agreed that the work would benefit from full attendance at each meeting.

It was agreed that the annual performance indicators should also have quarterly updates in order that a clear understanding of progress/actions could be considered, rather than waiting until the end of the year.

The 1<sup>st</sup> Thematic Performance Clinic met its objectives although at this point in the year I consider progress to be 'Behind Schedule'. Focussed work is planned on the objectives going forward.

**Fiona Tudge [Children & Families Service]**

#### Date of Thematic Performance Clinic

2 August 2022

## Thematic Performance Clinic Report Economy & Skills - Qtr 1 (01 Apr '22 – 30 June '22)

**Report of the Lead Director: Christina Gray [Director Communities & Public Health]**

**Date: 15 Aug 2022**

Actions on schedule	Priority Metrics on target	Overall Progress
100% (13 of 13)	38% (3 of 8)	On Track

The Thematic Performance Clinic was met for Quarter 1 (Q1), on 2 Aug '22. The progress against the relevant actions and metrics listed in the 2022/23 Business Plan for Economy & Skills Theme has been reviewed by the Thematic Lead and this report produced as a position statement at Q1 and intended actions to improve.

### 1. Theme Actions / Priority Metrics performing well:

- BPPM265a - **Bristol City Council Apprenticeship Levy spent** – Spending of the levy is going well and having a positive impact on the number and types of apprenticeships available.
- BPPM268 - **Adults in low pay work & receiving benefits accessing in-work support** – The Kickstart programme is winding-down but the other programmes continue to be successful in supporting people move into higher paid work.
- BPPM141 - **Increase the number of organisations in Bristol which are Living Wage accredited** -
- **Create more jobs and skills training in construction through the new Building Bristol initiative** – Building Bristol launched on 25th April and has 14 large developments engaged in discussions to create Employment and Skills plans.

### 2. Theme Actions / Priority Metrics that are of concern:

- BPPM266 **Increase % of adults with learning difficulties known to social care, who are in paid employment** – The Qtr 1 performance represents an unprecedented drop of nearly 2% in a 3-month period and does not reflect, the work to-date. The Data Insight team have been asked to revisit the data for anomalies.
- BPPM270 - **Increase experience of work opportunities for priority groups** – It has been a busy first quarter due to the ending of the school year and delivery booked in to support students with work experience tasters and finishing the year on a high.
- BPPM308 – **Increase the number of people able to access care & support through the use of Technology Enabled Care (TEC)** – There will be a raising the profile TEC work with practitioners through a new communications plan and case studies outlining the benefits of TEC to increase referrals. Also, the team capacity will double in September which should significantly improve performance.

All Actions and Metrics of concern need to be considered in the context of the significant budget pressures the council is currently facing.

### 3. Performance Clinic Focus points (Agenda):

The first meeting the Thematic Lead decided, to focus on two large projects that have a significant impact on the overall success of the theme:

- Commission a new Employment Land Strategy to shape the Strategic Development Strategy and Local Plan.
- Deliver large-scale investment regeneration projects - to deliver new jobs, homes and improvement in places, such as Temple Quarter Western Harbour, Frome Gateway and Whitehouse Street.

This Thematic Performance Clinic is intentionally cross-cutting and taking a One Council approach.

#### 4. Proposed - Performance Clinic Recommendations / Actions:

Agreed Actions & dates:

- In order to see how to get the community voice, two key colleagues from Communities & Public Health will be invited to join future meetings of:
  - The Employment Land Working Group
  - The City Centre Working Group.
- There was a request to try to get developers to build in a percentage for community and health in any bid and to fund this (where possible) to ensure that Health Outcomes are addressed.
- The question was raised around connecting the workforce, from deprived areas, to where the employment is. It was considered that having the support of the One City Boards, to address issues of inequality, was vital. It was suggested that this issue should be raised with Cllr Beech (cabinet Lead) to take to the Economy Board.
- Suggestion: Write up some community involvement case studies and publish them
- Invite 3 Heads of Service (section 5) to the next agenda setting meeting to identify specific areas of each topic to focus on at the next committee.
- Request updates, quarterly, for the annual performance indicators for Q2 & onwards.

#### 5. Items for next Thematic Performance Clinic:

- Two items listed in section 2
  - **Increase % of adults with learning difficulties known to social care, who are in paid employment**
  - **Increase experience of work opportunities for priority groups**
  - **Increase the number of people able to access care & support through the use of Technology Enabled Care (including action update on code P-ES5.2)**

Other items as Qtr 2 progress report indicates

#### 6. Lead Director Comments:

Given that all the actions published in the Business Plan were on track I decided that the first Economy & Skills Thematic Performance Clinic should focus on two major actions that underpin the overall theme "Economic growth that **builds inclusive and resilient communities**, decarbonises the city, and offers **equity of opportunity**":

The discussions reaffirmed the One City approach to reducing inequalities in the city and the need to be sure that a One City approach is also taken. Pleasingly, some working groups already had ways of including communities and two other working groups will do so in future.

There is a lot of work undertaken to address inequalities, connect the workforce to employment and to ensure that the community has a voice.

All 12 Actions are noted as 'On Track' and 3 of the 8 Priority Measures are 'Better than Target'. I do believe that the annual performance indicators should also have quarterly updates in order that a clear understanding of progress/actions could be considered, rather than waiting until the end of the year.

The 1<sup>st</sup> Thematic Performance Clinic met its objectives and I'm happy with progress and planned actions so far and taking everything into consideration, I consider progress to be 'On Track'.

**Christina Gray [Director Communities & Public Health]**

#### Date of Thematic Performance Clinic

2 August 2022

# Environment & Sustainability

## Thematic Performance Clinic Report - Qtr 1 (01 Apr '22 – 30 June '22)

Report of the Lead Director: John Smith [Director – Economy of Place] Date: 9<sup>th</sup> Aug 2022

Actions on schedule	Metrics on target	Metrics improving over 12 months	Overall Progress
93.3% (14 of 15)	50% (2 of 4)	100% (2 of 2)	On schedule

The Thematic Performance Clinic met to review progress against the relevant actions and metrics listed in the 2022/23 Business Plan. In addition to detailed notes, the Key findings with summary from lead Director, are:

### 1. Theme Actions / Metrics performing well:

- **BPPM542:** Reduce the residual untreated waste sent to landfill (per household) – the Energy Recovery Centres becoming fully operational, alongside more refuse being processed through the mechanical sorting and separation contract have helped to improve this metric significantly.
- **Action:** The Climate and Ecological Emergency Programme is currently on track. This aims to contribute to Bristol City Council’s specific 2025 climate and ecological goals.
- **Action:** BCC have secure investment to support the climate and ecological emergency, and key regeneration sites across the city to the tune of circa £450k.
- **Action:** We have submitted an Outline Business Case to Department for Environment, Food and Rural Affairs (DEFRA) to release £6m of funding in order to deliver a suite of projects aiming to increase resilience to flooding in the River Frome catchment. The initial review by the Environment Agency project assurers has been completed and we expect the funding to be formally awarded in the coming weeks.

### 2. Theme Actions / Metrics that are of concern:

- **BPPM541:** Increase the percentage of household waste sent for reuse, recycling and composting – this metric is trailing below target, however is improving now from pre-pandemic levels.
- **Action:** Working with businesses and commercial waste companies to deliver a cleaner, more sustainable approach to commercial waste across the whole of the city. This project is currently behind schedule due to having 3 vacant posts. Unless this position is rectified, delivering on schedule is unlikely.

### 3. Performance Clinic Focus points (Agenda):

#### Agenda items:

8.00am – 8.05am: Introductions and setting out the purpose of the Clinic within the wider Performance Management Framework.

8.05pm – 8.55am: **Item 1** - Provide the Director with a high-level overview of the BCC Climate and Ecological Emergency Action Plans and the key risks to their delivery, alongside what constitutes the achievement of short (2025) and longer term (2030) goals and targets.

8.55am – 9.00am: Wrap up – action points and next steps.

### 4. Performance Clinic Recommendations / Actions:

There are no recommendations or actions from this 1<sup>st</sup> Performance Clinic. The aspiration here was to give the best understanding possible to the Director on issues pertaining to this Theme, especially where it related to the BCC Climate Emergency Action Plan 2022. This was both in terms of listing ambition but also looking at inherent risks to delivery. It is hoped that this understanding will enable the best possible focus at future Clinics.

<b>5. Items for next Thematic Performance Clinic:</b>
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- Delivery of the Waste Strategy

<b>6. Lead Director Comments:</b>
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It is encouraging to see that 14 out of the 15 actions listed against the Environment & Sustainability Theme are currently on track to be delivered. However this is tempered with the realisation that wider delivery of our BCC Climate Emergency Action Plan 2022 will not be straightforward – there are many obstacles to overcome before we as both a city and as a council can be considered carbon neutral, climate resilient or effectively mitigating against the ecological emergency we all face. In particular, we noted the impact of current financial pressures on recruitment and existing budgets, the need to join up efforts within the Council through the Strategic Climate and Ecological Emergency Board and working in close partnership with the One City Board to deliver the ambitions across the city.

In future Clinics we will therefore endeavour to get under the skin of some of the more thorny or complicated issues related to this, with the aim of aiding progress where and when we can.

*John Smith; Director – Economy of Place (Director lead for Environment & Sustainability)*

<b>Date of Thematic Performance Clinic</b>
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*9<sup>th</sup> August 2022*

## Thematic Performance Clinic Report Health, Care & Wellbeing - Qtr 1 (01 Apr '22 – 30 June '22)

**Report of the Lead Director: Stephen Beet [Director Children, Adult Social Care]**

**Date: 15 Aug 2022**

Actions on schedule	Priority Metrics on target	Overall Progress
89% (8 of 9)	40% (2 of 5)	<b>On Track</b>

The Thematic Performance Clinic met for Quarter 1 (Q1), on 10 Aug '22. The progress against the relevant actions and metrics listed in the 2022/23 Business Plan for the Health, Care & Wellbeing Theme have been reviewed by the Thematic Lead and this report produced as a position statement at Q1 and intended actions to improve.

### 1. Theme Actions / Priority Metrics performing well:

- **BPPM292b – Percentage of service users (aged 65+) receiving Tier 3 (long term care) at home or tenancy [snapshot]** – The number of older people receiving the highest level of support has fallen since 2018, however the percentage has continued to improve as the number of Tier 1 & 2 service users increased.
- **BPPM294 – Increase the percentage of BCC regulated CQC Care Service providers, where provision is rated 'Good or Better'**– The Q1 performance stands at 96%, slightly better than the same period last year.
- **P-HCW-1.3 - Drive new partnerships with NHS, VCSE & LAs to develop a combined Integrated Care Service** - Bristol, North Somerset and South Gloucestershire Integrated Care System was officially established in July '22. The ICS continues to develop and make positive progress.
- **P-HCW-3.1 - Deliver the Fuel Poverty Action Plan and provide guidance and advice through a food and fuel poverty resource and information hub** - The Fuel Poverty Action Plan was signed off by the Health and Wellbeing Board on 20th April and work to deliver the actions identified in the plan is continuing.
- **P-HCW-3.2 - Adopting the One City Food Equality strategy**– The One City Food Equality Strategy has been finalised and signed off. It was launched at Food Justice week (21st June).

### 2. Theme Actions / Priority Metrics that are of concern:

- **BPPM291b - Number of service users (aged 65+) in Tier 3 (long term care) [Snapshot]** –Whilst slightly below target at Q1, the number of 18-64 year-olds receiving Tier 3 service continues to fall from the historic figure of 3,000 (2018) as demand continues.
- **BPPM292a - Percentage of service users (aged 18-64) receiving Tier 3 (long term care) at home or tenancy [snapshot]** – Performance is better than the same period last year and 0.2% points from being on target. Work continues to support people in this large age group.
- **Developing the Community Mental Health Framework** – Locality Partnerships have developed a Target Operational Model and are reviewing how they can deliver Integrated Personalist Care Teams; However, it appears that the delivery of the service may be delayed until 2023.
- **Provide emergency payments to reduce food and fuel poverty and housing costs** – Whilst the budget is being used proportionately, there are central government changes to the way Bristol can distribute the monies (one third must be paid to pensioners) a proportion of any underspend will be returned to the Government.

### 3. Performance Clinic Focus points (Agenda):

For the first meeting the Thematic Lead asked all group members to attend in order to:

- give a brief update,
- to collectively understand the goals,
- to share ideas for resolution of cross-cutting actions
- to think about what support for complex issues is required
- to identify when annual data will be available
- to collaboratively consider the next steps for Q2 and the year ahead

### 4. Proposed - Performance Clinic Recommendations / Actions:

Agreed Actions & dates:

- Cllr Holland to be advised of the changes to the Household Support Fund. Progress against emergency payments will be considered at Q2
- All officers, not just those selected (section 5) will be invited to future Thematic Performance Clinics owing to the way colleagues were both supportive and challenging in a way that considered the overarching Theme of Children & Young People.
- Request updates, quarterly, for the annual performance indicators for Q2 & onwards.

### 5. Items for next Thematic Performance Clinic:

- Two items actions listed in section 2
  - **Developing the Community Mental Health Framework**
  - **Provide emergency payments to reduce food and fuel poverty and housing costs**

Other items as Qtr 2 progress report indicates

### 6. Lead Director Comments:

The first meeting of the Thematic Performance Clinic was to collectively understand the cross-cutting issues and dependencies for the performance indicators and the actions published in the Business Plan and agree a plan going forward.

The discussions clarified that there are clear linkages that can be explored outside of these performance clinics. For example, mental health and access to drug and/or alcohol rehabilitation services. All members gave a commitment to undertake meaningful work together, on all the indicators and agreed that the work would benefit from full attendance at each meeting.

The changes to the Household Support Fund is significant and likely to have an impact on helping people with food & fuel costs.

It was agreed that the annual performance indicators should also have quarterly updates in order that a clear understanding of progress/actions could be considered, rather than waiting until the end of the year.

The 1<sup>st</sup> Thematic Performance Clinic met its objectives and at this point in the year I consider progress to be 'On Track'. Focussed work is planned on the objectives going forward.

**Stephen Beet [Adult Social Care]**

### Date of Thematic Performance Clinic

10 August 2022



## Thematic Performance Clinic Report

### Qtr 1 (01 Apr '22 – 30 June '22) Homes & Communities

**Report of the Lead Director: Donald Graham [Director Housing and Landlord Services]**

**Date: 2 Aug 2022 (Quarter 1)**

Actions on schedule	Metrics on target	Overall Progress
80% (12 of 15)	50% (8 of 16 with data due)	<b>Behind schedule</b>

This Q1 Thematic Performance Clinic report has been compiled from discussions with the Lead Director and relevant Head of Service, as a formal Clinic was not able to meet within the required timescales. Follow-up meetings will take place in September 2022 (details in section 4) to ensure that actions continue to progress.

1. Theme Actions / Metrics performing well:
<ul style="list-style-type: none"> <li>• <b>Community Participation</b> – all four indicators are better than target and have increased when compared to the same quarter last year.</li> <li>• <b>Rough Sleeping</b> funding secured for two projects - extending the award winning 'Move In, Move On, Move Up' programme for three years and delivering 150 accommodation units across Bristol by March 2024 (£9m capital grant funding and £1.5m in revenue grant funding). These projects are expected to impact on the indicator BPPM352b (Reduce the number of people sleeping rough) as the year progresses. Whilst the indicator is currently below target, it is above the figure for the same reporting period last year.</li> <li>• The number of <b>private sector dwellings returned into occupation</b> (BPPM310) is significantly above target as a result of reformatting communication to owners and a joint working initiative between Housing, Council Tax and the Fraud Team.</li> </ul>
2. Theme Actions / Metrics that are of concern:
<ul style="list-style-type: none"> <li>• BPPM375 <b>Empty council properties</b> and BPPM374a <b>Average relet times</b> both below original and revised aspirational targets.</li> <li>• BPPM357 &amp; BPPM358a <b>Temporary accommodation</b> both the number of households in temporary accommodation and those moved onto into settled accommodation are below target and performing less well than the same reporting period last year.</li> <li>• BPPM377c– <b>number of Council homes with EPC rating of D or lower</b> is both below original and the newer, aspirational target, but actions and delivery plans are in place. Monitor in Q2.</li> <li>• P-HC1.5 <b>More accessible housing for people with social care needs</b> – Behind Schedule.</li> <li>• P-HC4.3 <b>Efficient delivery of adult social care services</b> – Behind schedule in one area as a result of inflationary costs of food and fuel for the Community Meals Service.</li> </ul> <p>All Actions and Metrics of concern need to be considered in the context of the significant budget pressures the council is currently facing.</p>
3. Performance Clinic Focus points (Agenda):
<p>A review meeting on 2 Aug addressed the points of concern above and agreed follow-on meetings in Sept 2022 to progress these discussions in more detail - please see proposed actions below.</p>
4. Proposed - Performance Clinic Recommendations / Actions:
<p>Agreed Actions &amp; dates:</p> <ol style="list-style-type: none"> <li>1. BPPM375 <b>Empty council properties</b> and BPPM374a <b>Average relet times</b>. Meeting arranged in September where the steps, barriers and next actions will be discussed. This will include an update on the progress of the procurement of a new multiple contractor contract to support property refurbishment and the status of the action plan being developed to improve the relet process.</li> </ol>

2. BPPM357 & BPPM358a **Temporary accommodation**. Recognition of the dependency of temporary accommodation on the number and relet times of empty properties means that the empty council properties and average relet times will be considered first. When improvement is seen, improvement in the temporary accommodation indicators is expected to follow and will be monitored and reviewed each quarter.
3. P-HC1.1 **More accessible housing for people with social care needs** - to be requested in September:
  - An update on the number of properties made available by Housing to Adult Social Care for people with social care needs compared to the target of 40 people by end of December.
  - Where offered properties are not accepted, the identified barriers / trends and proposed actions on how to resolve.

#### 5. Items for next Thematic Performance Clinic:

- Monitoring indicators and actions identified in section 4.
- BPPM225e **Percentage of final EHCPs issued within 20 weeks** – improvement expected in Q2 data. To be reviewed in Q2 clinic.

#### 6. Lead Director Comments:

As outlined earlier the formal Clinic was not able to meet within the required timescales, therefore I have carried out a desktop exercise and identified areas performing well and those of concern. Actions as a result of my overview are shown in Section 4 with plans for further meetings in Sept 2022 to progress these discussions with the relevant Heads of Service in advance of Q2 where we will look at further progress.

Progress to date at Q1 for the Homes and Communities theme is behind schedule. This is conservative viewpoint because 80% of actions are on track and only 4 indicators are of significant concern.

I am optimistic that most of the outcomes and priorities listed in the Corporate Strategy will in the main be met, however, part of the reason why they may not be met would be as a result of aspirational targets being set in some areas and budget pressures. Some outcomes linked to homelessness and temporary accommodation will be challenging to deliver as they are affected by national, systemic issues. However, in Q2 we will present further information around actions focussed on delivering these outcomes.

**Donald Graham [Director Housing and Landlord Services]**

#### Date of Thematic Performance Clinic

Review meeting on 2 Aug 2022

## Thematic Performance Clinic Report

### Qtr 1 (01 Apr '22 – 30 June '22) Transport & Connectivity

Report of the Lead Director: Patsy Mellor [Director Management of Place]

Date: 10 Aug 2022

Actions on schedule	Metrics on target	Overall Progress
80% (8 of 10)	33% (1 of 3 with data due)	<b>Behind schedule</b>

The Thematic performance clinic met to review progress against the relevant actions and metrics listed in the 2022/23 Business Plan. In addition to detailed notes, the Key findings with summary from lead Director, are:

<b>1. Theme Actions / Metrics performing well:</b>
<ul style="list-style-type: none"> <li>• Eight out of ten actions are On Track</li> <li>• The Government has approved the official launch date for Bristol's Clean Air Zone (CAZ) on 28th November 2022 and all new vehicles being licenced are CAZ compliant.</li> <li>• Funding has been secured and the project is progressing well to replace existing streetlights with LED lights and utilise a Central Management System which will save around £1 million per year when completed as well as reduce the council's carbon footprint.</li> </ul>
<b>2. Theme Actions / Metrics that are of concern:</b>
<ul style="list-style-type: none"> <li>• Action P-TC1.1 <b>Behind Schedule:</b> Progress our ambitions to develop a mass transit system by working with regional authorities to deliver a consultation on mass transit.</li> <li>• Action P-TC2.1 <b>Behind Schedule:</b> Establish the new Portway Park and Ride, with an improved bus service, increased car park capacity, and a new railway station.</li> </ul>
<b>3. Performance Clinic Focus points (Agenda):</b>
<p>Key agenda points agreed via discussion with Lead Director / plus any other points raised at the clinic:</p> <ul style="list-style-type: none"> <li>• <b>P-TC3.3 – Clean Air Zone (CAZ) - update</b> on progress given launch date of 28 Nov.</li> <li>• <b>Timeliness of WECA quarterly data supply</b> for indicators BPPM474 (Park &amp; Ride journeys) and BPPM475 no. bus passengers) - <b>written update sent</b></li> <li>• <b>P-TC1.1 - Status Behind Schedule</b> - Progress our ambitions to develop a mass transit system by working with regional authorities to deliver a consultation on mass transit.</li> <li>• <b>P-TC2.1 - Status Behind Schedule</b> - Establish the new Portway Park and Ride, with an improved bus service, increased car park capacity, and a new railway station.</li> <li>• <b>P-TC1.3 – City Region Sustainable Transport Settlement (CRSTS)</b> - How to flag challenges given scale and number of projects.</li> </ul>
<b>4. Proposed - Performance Clinic Recommendations / Actions:</b>
<p>Agreed Actions &amp; dates:</p> <ol style="list-style-type: none"> <li>1. <b>Clean Air Zone (CAZ)</b> - Following community engagement, high number of enquiries are being received which need prioritisation due to resourcing issues. Consideration being given to taking on temporary staff, reducing the script length for calls and offering overtime to ensure eligible applicants are processed by the deadline. There are likely to be outstanding calls after the launch. There is already an agreement to extend the exemption for those who have applied until the end of March 2023 and those who need a new vehicle until June 2023. <b>ACTION Relevant lead to provide an update in a month (12 Sept) on the call backlogs.</b></li> </ol> <p>CAZ – outstanding recruitment of additional staff – being reviewed at the Board <b>ACTION Patsy to support in getting approval.</b></p> <p>Difficulties recruiting a WECA contractor to support CAZ. Meeting with a Strategic Partner has been arranged to resolve. Highways England have agreed option to retain temporary signs for longer.</p> <ol style="list-style-type: none"> <li>2. <b>Timeliness of WECA quarterly data</b> - WECA rely on bus operators to provide the information, which was provided just prior to the performance clinic. Keep under review.</li> </ol>

3. Bus service patronage is increasing and is roughly 75% of pre-Covid levels. BSIP (Bus Service Improvement Plan) will help and provide additional funding / services. However, bus driver shortages are resulting in reduced services and potential routes being cut by First. WECA and First say there are significant efforts being made on driver recruitment but they anticipate that this will not be resolved until October 2023 at the earliest.

**ACTION Patsy to raise how the One City Board can work with First Bus on their plan and timescale to address the driver shortage, and maintain bus routes**

4. Park & Ride has a heavily commuter focus and is likely to be most affected by changes to working arrangements. As such, Park & Ride growth/return lags other services. CAZ is expected to benefit all bus services and this in particular.
5. Mass transit consultation – currently with WECA. Delays may impact on timescales for the Outline Business Case, aiming for Committee in Jan 2023. Bristol may differ in priorities to other WECA LAs. Risk from this delay has been raised and Head of Service has requested details on briefings due and timescales so relevant leads can be prepared.
6. Portway Park and Ride – platform partly built, transport corridor consultation in progress. Completion expected Dec 2023 (originally March 2023). Cost has increased significantly, awaiting BCC legal advice. Challenging for BCC to manage as Network Rail report to the DfT. Project is being raised at relevant boards.
7. City Region Sustainable Transport Settlement (CRSTS) – there are ongoing resource issues being looked at, and agreed need to clarify a formal escalation process.

**ACTION Relevant leads to produce a one page summary / flow-chart of processes to flag issues to Transport Management Team (TMT) and EDM as a formal escalation / decision-making process.**

#### 5. Items for next Thematic Performance Clinic:

- Clean Air Zone (CAZ) update
- Other points tbc following release of Q2 results

#### 6. Lead Director Comments:

Most of the projects that came to the clinic are well sighted and covered at G&R Board however:

Progress has been made on the Clean Air Zone recruitment with this being progressed. Concern remains about the ability to process exemption and financial applications requests in time for go live. Project manager to provide an update by 12<sup>th</sup> Sept to allow time for any escalation/further action required.

Increasing Bus Patronage: Escalated to Chair of One City Board to address with First Bus and hopefully help address the driver shortage earlier.

Portway Park and Ride has full visibility by Director Economy of Place and actions being taken to address

City Region Sustainable Transport Settlement (CRSTS) escalation stood down as this will be monitored at the new Transport and Highways Oversight Board and again at G&R Board.

**Patsy Mellor [Director Management of Place / Lead for Transport & Connectivity]**

#### Date of Thematic Performance Clinic

10 August 2022

# Effective Development Organisation

## Thematic Performance Clinic Report - Qtr 1 (01 Apr '22 – 30 June '22)

Report of the Lead Director: Tim Borrett [Director – Policy, Strategy & Digital] Date: 10<sup>th</sup> Aug 2022

Actions on schedule	Metrics on target	Metrics improving over 12 months	Overall Progress
69.2% (9 of 13)	54.5% (6 of 11)	77.8% (7 of 9)	Behind schedule

The Thematic Performance Clinic met to review progress against the relevant actions and metrics listed in the 2022/23 Business Plan. In addition to detailed notes, the Key findings with summary from lead Director, are:

### 1. Theme Actions / Metrics performing well:

- **BPPM515:** Reduce the percentage of complaints escalated from Stage 1 to Stage 2 – a new metric which is performing better than expected.
- **BPPM513:** Reduce the race pay gap in Bristol City Council – exceeded expectations and is performing significantly better than target. However, at the Performance Clinic it was noted that this is largely due to a large cohort of lower paid staff from racially minoritised backgrounds transferring from the Council to Bristol Waste.
- **Action:** The Digital Transformation Programme Full Business Case was approved by Cabinet at its meeting on July 12<sup>th</sup> – the programme is at an early stage, but is moving apace and currently operating to schedule across the majority of projects.

### 2. Theme Actions / Metrics that are of concern:

- **Action:** Taking a new approach to corporate performance management, including a new corporate scorecard and city dashboard. Whilst the corporate Performance Framework was redesigned and launched successfully, along with a new approach which includes the Performance Clinics referenced in this and similar reports; the Action is considered delayed and is well behind schedule due to delays with financing, commissioning and producing new corporate and city performance measurement dashboards. This remains in hiatus in light of current corporate financial pressures and a subsequent review of the Data and Insight Programme. Recovery action is underway and this has been flagged as a potential topic for the Quarter 2 Performance Clinic for the Effective Development Organisation (EDO) theme.
- **BPPM528:** Increase the percentage of employment offers made to people living in the 10% most deprived areas. This metric has proved consistently problematic in terms of getting positive traction. Current performance is significantly worse than target. This was the primary focus of the Quarter 1 Performance Clinic for the EDO theme.
- **BPPM522:** Reduce the average number of Council working days lost to sickness. This continues to increase with Covid still a major factor (almost a fifth of absence) and also upward trends stress, anxiety or mental health issues.
- **Action:** Create a healthier working environment for social workers to operate in. This action has been impacted by significant budget pressures which are putting back timescales for delivery.

### 3. Performance Clinic Focus points (Agenda):

Agenda items:

1.00pm - 1.05pm: Introductions and setting out the purpose of the Clinic within the wider Performance Management Framework.

1.05pm – 1.35pm: **Item 1** - Discuss key metric BPPM528 - Increase the percentage of employment offers made to people living in the 10% most deprived areas.

1.35pm – 1.50pm: **Item 2** - Race pay gap – reasons for improvement and interdependencies with BPPM528.  
1.50pm – 2.00pm: Wrap up and next steps.

#### **4. Performance Clinic Key Discussion Points / Recommendations / Actions:**

##### **Discussion Points:**

- BPPM528 originates from Equality and Inclusion Strategy desire to extend Public Sector Equality Duty to consider deprivation where it is appropriate and proportionate to do so.
- The current measure has many shortcomings – it does not provide a picture of retention and progression of employees from deprived areas, nor does it consider what roles they fill.
- For most areas of under-representation or minoritisation, the council considers the overall proportion of that group within the workforce, and often factors in representation at senior levels.
- Reviewing this and taking an approach closer to that would provide a more rounded and insightful view, and could help ensure issues like quality of employment and career pathways are considered as part of the picture.
- The planned move of the Apprenticeships function to the HR function may also afford some opportunities, as will planned reorganisation in HR with aspirations for more structured support for inclusion and recruitment activities.
- Current recruitment activity such as job fairs are typically hosted centrally in the city, creating potential participation barriers.
- Forthcoming update processes for the Equality and Inclusion Policy and Strategy and the Workforce Strategy provide an opportunity to look at council-wide recruitment and retention issues in the round, and consider what activity is most effective and could be systematised.
- Evidence from Census and other sources shows regular intersection between deprivation and racial minoritisation in the city, and recruitment activities focusing on deprived areas should take care to focus on all seniority of roles and not make assumptions about abilities, skills or experience of potential candidates. To focus on entry-level or junior roles would not only be inappropriate, but may risk compounding the race pay gap and/or other pay gaps given this intersections with geographical areas of deprivation.

##### **Agreed Actions & dates:**

- Gather data on proportion of workforce from 10% most deprived communities.
- Design a Future State Operating model in respect to recruitment and retention to be up and running by Spring 2023. Within this, consider case for dedicated recruitment officers to support best practice recruitment.
- Liaise with appropriate internal teams and partners around taking future 'job fairs' into deprived communities rather than hosting in central locations.
- Confirm workforce representation targets with Corporate Leadership Board.
- Ensure overview / fact-gathering on recruitment and retention practice is gathered as part of consideration of future Equality and Inclusion Strategy and Workforce Strategy.

#### **5. Items for next Thematic Performance Clinic:**

- To be determined based on initial Q2 results. Early candidate is evaluation of the new approach to Corporate Performance reporting and barriers to elements of it, and/or learnings from the corporate Data and Insight Programme to date.

## 6. Lead Director Comments:

The clinic focused on specific elements of the Effective Development Organisation theme, and the wider suite of actions and metrics indicate some challenges but even in cases of under-achievement against targets, the 12-month comparisons are largely showing improvement against past performance.

A notable outlier and risk-flag is staff sickness which, whilst only marginally above target and relatively stable, has shown increases in stress-related absences. With continuing capacity pressures on teams, this requires close monitoring and pro-active management by all managers across the organisation.

There are also some concerns over pace and resourcing of delivery of the final elements of the council's new approach to performance management and to data and insight. Review and recovery work is underway and this may benefit from a deeper dive at a future performance clinic.

In terms of the items covered in the initial clinic, there was positive engagement from attendees and a constructive approach to identifying actions; with clear demonstration that both the HR and Equalities teams have already been giving consideration to the issues and taking ownership of improvement activity. This is commendable as performance is largely driven by management behaviours across the whole organisation, but there was clear enthusiasm for owning the issues, setting clear standards and supporting colleagues across the organisation to improve our approach to inclusive recruitment and retention.

Tim Borrett; Director – Policy, Strategy & Digital (Director Lead for Effective Development Organisation)

## Date of Thematic Performance Clinic

*10th August 2022*

## 2022-2023 Q1 - Resources Scrutiny - Actions & Performance Metrics

### Theme 2: Economy & Skills

Economic growth that builds inclusive and resilient communities, decarbonises the city, and offers equity of opportunity.

ES	Code	Title	Directorate	Q1 Status and Performance	Comparison over 12 months	Q1 Management Notes
PERFORMANCE METRICS	BPOM505	Percentage of procurement spend with 'Small and Medium sized Enterprises' (SME's)	Resources - Finance	Data not due Annual Target 56%		(2022 - 2023) Strategic Procurement and Supplier Relations Service consulted on ways in which procurement processes can be made more accessible to a more diverse range of businesses and VCSEs. These initiatives have already resulted in changes to commissioning processes and social value evaluation and further actions will continue to be implemented in FY22/23.

### ES Priority 2: Access to employment

Lead partners in developing skills and routes into employment that tackle structural inequality. Plan for how the economy will change in the future and support people to access good jobs whatever their formal level of qualification. This applies whether people are starting out, re-entering or migrating into the job market, or changing roles and needing new skills.

ES2	Code	Title	Directorate	Q1 Status and Performance	Comparison over 12 months	Q1 Management Notes
PERFORMANCE METRICS	BPPM265a	Increase the amount of Bristol City Council Apprenticeship Levy spent	Education & Skills	Better than target Quarter 1 Actual £296,526 Annual Target £1,100,000	↑	(Quarter 1) Q1 2022/3 has seen significant levels of spend through increased rates of apprenticeship completions this does then lead to reduced monthly spend which is being monitored closely. In addition our support of community Levy sharing has continued to see targeted investment into the local apprenticeship offer especially in Health and Social Care Policing and SMEs - including an artisan bakery in Old Market. Good levels of pipeline starts during Sept and October will ensure spending is maintained at or marginally above current levels and it is critical ongoing uptake of apprenticeships by departments and schools continues to increase. There has been no Levy expiry (loss) this year to-date.

### ES Priority 3: Good growth

Help create inclusive, sustainable, and resilient economic growth, positively influencing wider economic systems. Work towards making Bristol a real living wage city with access to decent jobs for all. Secure social value and community benefits from growth and development, while using our direct power as a funder and buyer to embed social value and tackle inequality. This includes co-developing the voluntary, community and social enterprise (VCSE) sector, cultural sector, and community capacity.

ES3	Code	Title	Directorate	Q1 Status and Performance	Comparison over 12 months	Q1 Management Notes
ACTIONS	P-ES3.1	Drive sustainability through the council's procurement and commissioning supply chain and processes to help the council promote the voluntary, community and social enterprise sectors and achieve its carbon neutral, climate and ecologically resilient and wildlife rich city by 2030. Deliver training and market awareness to ensure these processes are fully embedded in existing and new contracts.	Resources - Finance	On Track		Sustainable procurement policy approved and being piloted across current tenders. Six month review complete with attendance at all EDM's, task and finish group review outstanding. E-learning now available to all and mandatory for all staff procureing, commisioning and contract managing. Plot to continue untill enough data gathered to measure impact robustly.
PERFORMANCE METRICS	BPPM506	Increase the level of Social Value generated from procurement and other Council expenditure	Resources - Finance	Data not due Annual Target £17,600,000		(Quarter 1) Data reporting still being established: expected to be able to report Q2



## HC Priority 5: Community participation

Make sure that more people can actively participate in their community and in the life of the city. Work to make neighbourhoods safer and more accessible, with good local amenities and strong cultural and social networks. Build the power of individuals, communities and partners to play a greater role in managing social, cultural and community assets. Enable and encourage civic, political and democratic participation.

HC5	Code	Title	Directorate	Q1 Status and Performance	Comparison over 12 months	Q1 Management Notes
ACTIONS	P-HC5.2	Improve equality of access to information about the council's decision-making processes, voter registration and standing for public office by delivering a research project on the barriers preventing citizens from engaging in the democratic process.	Resources - Legal and Democratic Services	On Track		Proceeding as planned. Some events to promote standing for public office will take place in Oct 22 (to coincide with Local Democracy Week). Voter registration will be picked up in 23/24 (before the next elections). The engagement in decision making strand will now be overseen by the Committee Model Working Group, and discussions with Members on next steps have been very productive.
PERFORMANCE METRICS	BPPM537	Ratio of consultation response rate for the most and least deprived 20% of Bristol citizens	Resources - Policy Strategy & Digital	Significantly better than target Quarter 1 Actual 1.07 Annual Target 1.5	↑	(Quarter 1) The actual PI value is unchanged from 2021/22 Q4 at 1.07 well below (better than) target. This is because although there were ten consultation/engagement surveys in 2022/23 Q1 these had a local focus and/or fewer than 500 responses and therefore none was included in the Q1 PI value. There will be surveys in Q2 which will be included in the Q2 value.

## Theme 7: EFFECTIVE DEVELOPMENT ORGANISATION

From city government to city governance: creating a focused council that empowers individuals, communities and partners to flourish and lead.

EDC	Code	Title	Directorate	Q1 Status and Performance	Comparison over 12 months	Q1 Management Notes
PERFORMANCE METRICS	BPOM520	Increase the % of colleagues who would recommend the council as a good place to work	Resources - Workforce & Change	Data not due Annual Target 72%		
	BPOM530	Increase the satisfaction of citizens with our services (QoL)	Resources - Policy Strategy & Digital	Data not due Annual Target 40%		
	BPOM531	Increase the % of people who think that the Council provides Value for Money (QoL)	Resources - Policy Strategy & Digital	Data not due Annual Target 26%		

## EDO Priority 1: One City

Use a One City Approach to take a collective, partnership-focused approach to city leadership. Enable strong civic participation and the joining-up of activities by partners towards our common goals. Work to convene, build and exert regional, national, and international influence to advocate for the city and attract appropriate investment.

EDO1	Code	Title	Directorate	Q1 Status and Performance	Comparison over 12 months	Q1 Management Notes
ACTIONS	P-EDO1.2	Work with relevant partners across the Council and city to help embed the 'health in all policies' approach to tackling the wider factors which determine good health and maximise positive health outcomes.	People - Communities & Public Health	On Track		Work is ongoing to embed health in all policies across the council, including work to embed health in: parks and green spaces strategy, allotments strategy, local plan and Frome Gateway regeneration framework. Work is also ongoing to embed the Bristol Eating Better Award across the Council, such as embedding in procurement policy, events processes and markets.
	P-EDO1.3	To keep Bristol safe and manage Covid 19 infection through the implementation of Bristol Living Safely with Covid Framework	People - Communities & Public Health	On Track		Continued focus on data intelligence to inform action. The Living Safe With Covid delivery plan is in place. We have seen recent increases in prevalence of COVID-19 which has led to additional local comms to highlight preventative measures to reduce risk ( vaccination, staying at home if unwell / test positive and face coverings in busy spaces.

## EDO Priority 2: One Council

Make it easier to get things done as 'One Council' by adopting more consistent standardised and well-communicated procedures and processes, with corporate support services that are the right size for the needs of the organisation.

EDO2	Code	Title	Directorate	Q1 Status and Performance	Comparison over 12 months	Q1 Management Notes
ACTIONS	P-EDO2.1	The council will identify where colleagues do similar work in different departments, bringing some professional functions more closely together. This will help make sure we are efficient, joined-up and best able to direct our limited resources at our highest priorities.	Resources - Workforce & Change	On Track		The Common Activities Programme is broadly on track; whilst there has been some local slip in discovery deadlines, the overall programme delivery date remains December '22. As at July '22, 45 staff have moved to their new teams and a further 46 are in scope to move. In the context of the significant budget pressures facing the organisation, focus has shifted to realising efficiency savings potentially delaying some planned service enhancements until the organisation is in a financial stable position.
	P-EDO2.2	Improve Council digital services to drive down costs and increase efficiency, by delivering a Digital Transformation Programme	Resources - Policy Strategy & Digital	On Track		The Digital Transformation Programme Full Business Case was completed during Q1 22/23, and the Programme was approved by Cabinet at its meeting on July 12th.
PERFORMANCE METRICS	BPPM523	Maintain appropriate staff turnover	Resources - Workforce & Change	On target Quarter 1 Actual 12.7% Annual Target 12.5%	↑	(Quarter 1) The annual rate of turnover has decreased from 15.3% in 2021/22 Q4 to 12.7% in 2022/23 Q1 which is inside the annualised target. The number of leavers in the rolling 12-month period has fallen from 1003 to 830.
	BPPM536	Increase % of all Equality Action Plan actions reporting expected progress (or better)	Resources - Policy Strategy & Digital	Data not due Annual Target 86%		(April - September) We are not able to provide Q1 progress reporting on service area equality action plans as these are reviewed by services at 6 month intervals. We have been supporting Equality Inclusion Groups and Champions to have more involvement in reviewing and updating service area equality action plans as part of the annual business planning cycle."

## EDO Priority 3: Employer of Choice

Live our organisational values and show leadership on equality, diversity and inclusion across the council and city, becoming a recognised employer of choice. Make sure we have an inclusive, high-performing, and motivated workforce that is representative of the city we serve. Support people to learn, develop in their careers and maximise their wellbeing.

EDO3	Code	Title	Directorate	Q1 Status and Performance	Comparison over 12 months	Q1 Management Notes
ACTIONS	P-EDO3.1	Review and refresh the Workforce Strategy to reflect the needs of the new Bristol City Council Corporate Strategy, this will help us proactively meet the future challenges and requirements of the organisation by ensuring we have the right skills in the right places when we need them	Resources - Workforce & Change	On Track		Work to refresh the strategy is well underway. A discussion paper was considered at April's HR Committee to help shape the priorities for the new strategy. Engagement about to get underway with Staff Led Groups and Trade Unions. The refreshed strategy is due to be drafted by September and will then go through the decision pathway.
	P-EDO3.2	Engage with central government to create a healthier working environment for social workers to operate in. We will implement a new recruitment and retention approach across Children's services and education to address workforce challenges and reduce our use of agency staff.	People - Children, Families Community Safety	Behind Schedule		The senior management team (EDM) are considering a business case setting out a number of option appraisals to address issues of recruitment and retention across the service. Due to significant budget pressures the timescales have become increasingly uncertain.
PERFORMANCE METRICS	BPPM512	Reduce the gender pay gap	Resources - Workforce & Change	Worse than target Quarter 1 Actual 4.31% Annual Target 3.8%		(Quarter 1) Our refreshed Workforce Strategy will set out actions to further narrow the gap including: - Positive changes to recruitment and selection processes and policy to improve diversity and address gaps - Service level workforce and succession as part of the annual service planning cycle - New HR diversity dashboard in PowerBI and succession planning tools and are asked to identify and address diversity and pay gaps - A new monthly Pay Gap Report in PowerBI has been created - A talent development steering group has been established - We have set new stretching organisational targets for 2022/23 - Stepping Up the Council's flagship Diversity Leadership Programme - A number of Equality and Inclusion initiatives are being re-launched across the Council including Reverse Mentoring Positive Action Initiatives and a review of the current Equality and Inclusion learning and development offer for Council Employees
	BPPM513	Reduce the race pay gap	Resources - Workforce & Change	Significantly better than target Quarter 1 Actual 6.6% Annual Target 7.5%		(Quarter 1) Our refreshed Workforce Strategy will set out actions to further narrow the gap including: - Positive changes to recruitment and selection processes and policy to improve diversity and address gaps - Service level workforce and succession as part of the annual service planning cycle - New HR diversity dashboard in PowerBI and succession planning tools and are asked to identify and address diversity and pay gaps - A new monthly Pay Gap Report in PowerBI has been created - A talent development steering group has been established - We have set new stretching organisational targets for 2022/23 - Stepping Up the Council's flagship Diversity Leadership Programme - A number of Equality and Inclusion initiatives are being re-launched across the Council including Reverse Mentoring Positive Action Initiatives and a review of the current Equality and Inclusion learning and development offer for Council Employees
	BPPM522	Reduce the average number of working days lost to sickness ( )	Resources - Workforce & Change	Significantly Worse than target Quarter 1 Actual 10.20 days Annual Target 9.00 days	↓	(Quarter 1) The level of sickness absence has remained relatively stable since last quarter. 18% of sickness absence is due to Covid-19; but for this performance would be within target.
	BPPM528	Increase the percentage of employment offers made to people living in the 10% most deprived areas	Resources - Workforce & Change	Significantly Worse than target Quarter 1 Actual 3.7% Annual Target 6.5%	↓	(Quarter 1) The percentage of job offers being made to employees in the most deprived areas has increased to 3.65% (49 applicants) in 2022/23 Q1 from 2.89% in 2021/22 Q1 (39 applicants). Our refreshed Workforce Strategy will set out actions to close the gap between current performance and target.
	BPPM529	Increase the % of young people (16-29) in the Council's workforce	Resources - Workforce & Change	Worse than target Quarter 1 Actual 12.6% Annual Target 14%		(Quarter 1) The percentage of employees aged 16-29 has been increasing every year since recording began in 2019: 30 June 2019 - 11.5% 30 June 2020 - 12.2% 30 June 2021 - 12.5% 30 June 2022 - 12.6%

## EDO Priority 4: Data Driven

Improve our ethical and inclusive use of research, data, insights and information to become more data-driven and evidence-led when making decisions.

EDO4	Code	Title	Directorate	Q1 Status and Performance	Comparison over 12 months	Q1 Management Notes
ACTIONS	P-EDO4.1	Give service areas access to better insights and data tools to support evidence-led decision making through the Data and Insights Programme; focus for this year is Children's Social Care, Housing and Education.	Resources - Policy Strategy & Digital	Behind Schedule		This work is progressing but is currently behind schedule due to co-ordination with wider programmes and resource challenges. It is hoped that this can be brought back on track - we are currently working towards a service redesign in the new year.

## EDO Priority 5: Good Governance

Make sure that we are financially competent and resilient, offering good value for money. Take safe but proportionate approaches to risk, performance, project, and contract management. Enable effective democratic decision-making and scrutiny.

EDO5	Code	Title	Directorate	Q1 Status and Performance	Comparison over 12 months	Q1 Management Notes
ACTIONS Page 132	P-EDO5.1	Hold a referendum in May 2022 to determine how Bristol City Council is run.	Resources - Legal and Democratic Services	Completed		The election was successfully delivered as planned.
	P-EDO5.2	Take a new approach to corporate performance management, including a new corporate scorecard and city dashboard to monitor different performance measures. This will give managers, political leaders, Scrutiny members and the public a more joined-up overview of performance, both of the council and the wider city.	Resources - Policy Strategy & Digital	Behind Schedule		The new Performance reporting approach based on Business Plan Themes is underway, but the other projects are part of the new Data & Insights Programme; development work on these with our ICT partner has been delayed and is now due to start from Sept 2022.
PERFORMANCE METRICS	BPPM502a	Increase the percentage of invoices paid on time (date received)	Resources - Finance	Worse than target Quarter 1 Actual 89.69% Annual target 90%		Q1 performance level is slightly under target by 0.31%. The Supplier Incentive Scheme is now live and a small, but increasing, number of suppliers have been onboarded which will help with meeting this KPI on a consistent basis. The introduction of e-invoicing will also have a positive impact on performance. It is hoped to implement this before the end of the financial year.
	BPPM507	Percentage of agreed management actions implemented within agreed timelines	Resources - Finance	Better than target Quarter 1 Actual 96.3% Annual Target 93%	↑	(Quarter 1) The outturn compares favourable against a target of 93%. Regular reporting of outstanding actions at both Executive Director Meetings and Corporate Leadership Board meetings will be maintained to sustain this level of performance.
	BPPM515	Reduce the % of complaints escalated from Stage 1 to Stage 2	Resources - Legal and Democratic Services	Significantly better than target Quarter 1 Actual 6.1% Annual Target 8%		(Quarter 1) "This is a new performance indicator that has been set for this year with the initial target of 8%. We are keen to improve our performance in responding to complaints and a programme of training with the service areas is underway to improve the responses. The result from Q1 is 6.10 and we will continue monitor in future quarters."
	BPPM516	Increase the percentage of Corporate FOI requests responded to within 20 working days	Resources - Legal and Democratic Services	Worse than target Quarter 1 Actual 71% Annual Target 75%	↑	(Quarter 1) Due to the previous target of 70% being regularly achieved the target has been increased from 70% to 75% this will allow for us to continue to track improvement and monitor in future quarters. It is noted that this is currently below the new target and work is continuing across the council to improve performance.

## EDO Priority 6: Estate Review

Review our operational estate to ensure we have the right amount and right quality of workspaces. Make sure they are carbon neutral by 2025, as well as climate resilient. Explore the potential for a greater presence in neighbourhoods alongside partners.

EDO6	Code	Title	Directorate	Q1 Status and Performance	Comparison over 12 months	Q1 Management Notes
ACTIONS	P-EDO6.2	Commercialise our assets where it is profitable and viable to maximise value for money and generate extra funds which can be used to pay for other services. For this year, an example is installing a bar on the roof of the MShed Museum and improving the event suite for outdoor functions.	G&R - Management of Place	On Track		M Shed Roof Top Bar feasibility ongoing with a slight delay but project team working to make up time. New proposal for charging Early Years Learning Facility at M Shed approved by CLB and now at brief writing stage. Catering review has commenced at M Shed and BMAG (catering and events) and Red Lodge (events).

Theme 1: Children & Young People					
A city where every child belongs and every child gets the best start in life, whatever circumstances they were born in to.					
Corporate Strategy Theme	Code	Title	Reporting frequency	Definition	
CYP	BPOM211	Reduce % of children living in poverty (low income families)	Annual	This is defined by the rate of children living in poverty after having taken housing costs into account (this is a nationally published figure) Published at: <a href="http://www.gov.uk/government/statistics/children-in-low-income-families-local-area-statistics-2014-to-2020">www.gov.uk/government/statistics/children-in-low-income-families-local-area-statistics-2014-to-2020</a>	
CYP	BPOM215	Reduce incidents of domestic abuse involving children	Annual	This KPI records the number of domestic abuse contacts as primary reason that progress to a locality team in either early help or social care	
CYP	BPOM217	Improve the % of 17 - 18 year old care leavers in Employment, Education or Training (statutory return - recorded around birthday)*	Quarterly (Cumulative & 3 months in arrears)	Performance is reported with a 3 month data lag owing to the way the statutory measure is recorded. The percentage of former care leavers aged 17 - 18 who were looked after under any legal status (excl V3 or V41) on 1 April in their 17th year, who were in education, employment or training. These figures also include those care leavers who we are not in contact with.	
CYP	BPOM220	Increase the number of new specialist schools places available	Annual	This is a direct count of the number of new specialist places delivered against the 450 pledge, over 2 years	
Page 134	CYP	BPOM230b	Key Stage 2: Increase % of disadvantaged pupils achieving the expected standard in Reading, Writing & Maths	Annual (Previous Academic year)	<p>Scaled scores help test results to be reported consistently from one year to the next. National curriculum tests are designed to be as similar as possible year on year, but slight differences in difficulty will occur between years. Scaled scores maintain their meaning over time so that two pupils achieving the same scaled score in different years will have demonstrated the same attainment.</p> <p>This performance indicator measures the percentage of disadvantaged children in Bristol Schools who achieved the expected standard in all three subject combined and is reported for the previous academic year.</p> <p>Pupils are defined as disadvantaged if recorded as:</p> <ul style="list-style-type: none"> <li>• Eligible for Free Schools Meals (FSM) in the last six years</li> <li>• Looked After Children (LAC) continuously for one day or more</li> <li>• Post LAC: because of an adoption, a special guardianship order, a child arrangements order or a residence order.</li> </ul>
	CYP	BPOM231d	Key Stage 4: Attainment 8 - Reduce the gap between Disadvantaged and Non-Disadvantaged pupils	Annual (Previous Academic year)	<p>Attainment 8 was introduced in 2016 by the Department for Education (DfE) for pupils at the end of Key Stage 4 (age 16), to measure overall GCSE performance and encourage students to take at least 8 qualifications. A full DfE explanation of this measure is at: <a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/583857/Progress_8_school_performance_measure_Jan_17.pdf">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/583857/Progress_8_school_performance_measure_Jan_17.pdf</a></p> <p>This KPI's focus is on the attainment of disadvantaged pupils. (definition of disadvantaged, two rows above). Except this measures the gap in teg attainment levels of Disadvantaged pupils and non-disadvantaged pupils and is reported for the previous academic year.</p>
CYP	BPOM253	Reduce % of children with excess weight (10-11 year-olds)	Annual (1 year lag)	This performance data is measured by NHS Digital, National Child Measurement Programme and records 10-11 year olds Proportion of children aged 10-11 classified as overweight or obese. Children are classified as overweight (including obese) if their Body Mass index (BMI) is on or above the 85th centile of the British 1990 growth reference (UK90) according to age and sex.	
CYP	BPOM263	Improve the percentage of 16 /17 year olds (Academic Age) in Employment, Education or Training (Sep Gua)	Annual	This measures the percentage of 16 to 17 year olds who are not in education, employment or training (NEET). AND Destination Unknown. Whilst this records data quarter by quarter, unusually the DfE return (and therefore the Q4 figure) is the snapshot for the 3 month period 1st December - last day of February.	

## CYP Priority 1: Child friendly city

Children and young people are supported by the city, their community, and the council to have the best possible start in life. They can reach their full potential and are kept safe from and supported to overcome violence, abuse and other adverse childhood experiences, whatever the circumstances of their birth.

Corporate Strategy Priority	Code	Title	Reporting frequency	Definition
CYP1	BPPM201	Percentage of audited children's social work records rated good or better	Quarterly (Cumulative & 3 months in arrears)	Following inspections, this KPI reports the percentage of children's social work records rated good or outstanding. The formula used is: $N = (x / y)100 = \%$ Where x = total number of audits rated good or outstanding by social care Where y = total number of audits completed by social care Q1 reports Jan – Mar / Q2 reports Jan – June / Q3 reports Jan – Sept / Q4 reports Jan - Dec
CYP1	BPPM213	Reduce incidents of serious violence involving children and young people *	Qtly	Number of incidents defined by the youth offending team that have a crime type of violence against the person. Due to the way that crime stats become available this will always be on 1 years delay e.g. 2022/23 outcomes will be for the year 2021/22
CYP1	BPPM203	Increase % of workforce trained to be trauma and adversity champions [or trained in trauma and adversity awareness]	Qtly	This KPI records the percentage of workforce trained to be trauma and adversity champions [or trained in trauma and adversity awareness], using the formula: $N = (x / y)100 = \%$ where the numerator x = Number of staff that have had the training delivered and denominator y = the baseline of approved staff including vacancies that are eligible for the training

## CYP Priority 2: Supported to thrive

Children, young people, parents, and carers have access to and benefit from lifelong services – such as family hubs, parenting and community learning courses and youth zones – that support them to thrive.

Corporate Strategy Theme / Priority	Code	Title	Reporting frequency	Definition
CYP2	BPPM247	Increase % of Family Outcomes achieved through the Supporting Families programme	Qtly	This KPI records the positive impact of support for a number of specific outcomes, including; crime/ASB, Education, work & finance, domestic violence, Health and where a child needs help. The formula is for the combined outcomes: $N = (x/y) \times 100$ where the numerator x = number of successful outcomes achieved at case closure and denominator y = number of targeted outcomes for the child that could have been achieved

## CYP Priority 3: Equity in education

Help improve educational outcomes, value diversity, and reduce educational inequality at all stages of education. Work with education providers to become an inclusive, zero-exclusion city, making sure high-quality specialist provision is effectively targeted. Ensure that the education system can meet the needs of COVID-19 recovery and provides children and young people with the academic, social, and emotional development they need.

Corporate Strategy Priority	Code	Title	Reporting frequency	Definition
CYP3	BPPM244a	Reduce the number of suspensions from Primary Schools	Qtly	This KPI counts the number of PRIMARY School suspensions (formally known as fixed term exclusions) and refers to separate incidents that take place over a specified period. They would not include internal exclusions, detentions or permanent exclusions. The time frame is based on the financial year and not the academic year, our first reporting cycle will start in April 22 for each quarter based on the number of suspensions split by primary and secondary settings. Therefore figures will be based on live data streams at a local level via X Vault into the Local Authority. Further guidance can be seen at: <a href="https://www.gov.uk/government/publications/school-exclusion">https://www.gov.uk/government/publications/school-exclusion</a>
CYP3	BPPM244b	Reduce the number of suspensions from Secondary Schools	Qtly	This KPI counts the number of SECONDARY School suspensions (formally known as fixed term exclusions) and refers to separate incidents that take place over a specified period. They would not include internal exclusions, detentions or permanent exclusions. The time frame is based on the financial year and not the academic year, our first reporting cycle will start in April 22 for each quarter based on the number of suspensions split by primary and secondary settings. Therefore figures will be based on live data streams at a local level via X Vault into the Local Authority. Further guidance can be seen at: <a href="https://www.gov.uk/government/publications/school-exclusion">https://www.gov.uk/government/publications/school-exclusion</a>
CYP3	BPPM246	Increase percentage of schools and settings rated 'Good' or better by Ofsted (all phases)	Quarterly (Snapshot)	This records the present percentage of schools, across all phases, where the Ofsted inspection rating is 'Good' or better. The DfE published this information at: <a href="https://www.gov.uk/government/statistical-data-sets/monthly-management-information-ofsteds-school-inspections-outcomes#history">https://www.gov.uk/government/statistical-data-sets/monthly-management-information-ofsteds-school-inspections-outcomes#history</a>

## Theme 2: Economy & Skills

Economic growth that builds inclusive and resilient communities, decarbonises the city, and offers equity of opportunity.

Corporate Strategy Theme	Code	Title	Reporting frequency	Definition
ES	BPOM041	Improve the overall employment rate of working age population	Quarterly (Snapshot)	This is the proportion of the working age population (16-64) who are in employment according to the International Labour Organisation (ILO) definition.
ES	BPOM105	Track out of work benefits claimant rate	Annual	Data published by the Department of Works and Pensions (DWP)
ES	BPOM222	Increase the take-up of free early educational entitlement by eligible 2 year olds	Annual (Previous Financial Year)	This measure reports on the percentage of take-up of free early educational entitlement by eligible 2 year olds. Performance is reported annually in July; owing to Department for Education (DFE) publication dates and it is for the previous financial year outturn i.e. the figure reported in 22/23 will be for the financial year 21/22.
ES	BPOM269	Increase the number of adults aged 19+ who progress from all employment support activities into employment or better employment	Qtly	Following support, this KPI records the number of adults who progress from all employment support activities into employment or better employment.
ES	BPOM438	Increase the % of people living in deprived areas who have access to the internet at home (QoL)	Annual	The Quality of Life (QoL) survey is carried out annually and asks Bristol residents about a wide range of topics such as health, lifestyles, community, local services and living in Bristol.
ES	BPOM505	Increase percentage of procurement spend with 'Small and Medium sized Enterprises' (SME's)	Annual	This PI measures the percentage of Bristol City Council's overall procurement expenditure committed to SME's. The aim is to support BCCs policy to ensure that SMEs have the opportunity to bid for and win council contracts. The formula is: $x = a / b * 100$ , where: Where a = SME procurement spend Where b = Total procurement spend



## ES Priority 2: Access to employment

Lead partners in developing skills and routes into employment that tackle structural inequality. Plan for how the economy will change in the future and support people to access good jobs whatever their formal level of qualification. This applies whether people are starting out, re-entering or migrating into the job market, or changing roles and needing new skills.

Corporate Strategy Priority	Code	Title	Reporting frequency	Definition
ES2	BPPM263a	Reduce the % of young people of academic age 16 to 17 years-old who are NEET & destination unknown	Quarterly (Snapshot)	This measures the percentage of 16 to 17 year olds who are not in education, employment or training (NEET). AND Destination Unknown. Whilst this records data quarter by quarter, unusually the DfE return (and therefore the Q4 figure) is the snapshot for the 3 month period 1st December - last day of February.
ES2	BPPM266	Increase % of adults with learning difficulties known to social care who are in paid employment	Quarterly (12 month rolling year)	The measure shows the proportion of adults with a learning disability who are "known to the council", who are recorded as being in paid employment. The information would have to be captured or confirmed within the reporting period 1 April to 31 March. The definition of individuals 'known to the council' is restricted to those adults of working age with a primary support reason of learning disability support who received long term support during the year. The measure is focused on 'paid' employment. Voluntary work is excluded from the measure. Paid employment is measured using the following two categories: <ul style="list-style-type: none"> <li>• Working as a paid employee or self-employed (16 or more hours per week);</li> <li>and,</li> <li>• Working as a paid employee or self-employed (up to 16 hours per week).</li> </ul>
ES2	BPPM268	Increase the number of adults in low pay work & receiving benefits accessing in-work support	Quarterly (Cumulative)	This is a cumulative count to show the growth of the Future Bright in work support programme and the new Get Well - Get On programme which focusses on supporting people in work who have mental health of muscle, joint or bone conditions.
ES2	BPPM270	Increase experience of work opportunities for priority groups	Quarterly (Cumulative)	This measures the number of people who gain experiences of work for identified priority groups - Young people at risk of and currently not engaging in education, employment and training, Children in care or Care leavers (CIC/CL), people with a Learning difficulty and/or disability, people with a disability, Black, Asian and other non-white minority back grounds ( BAME), Returning to work, living in the 25% most deprived lower super output areas, over 55'.
ES2	BPPM265a	Increase the amount of Bristol City Council Apprenticeship Levy spent	Quarterly (Cumulative)	This measure the amount of budgeted levy money spent on apprenticeships by Bristol City Council as an organisation.

## ES Priority 3: Good growth

Help create inclusive, sustainable, and resilient economic growth, positively influencing wider economic systems. Work towards making Bristol a real living wage city with access to decent jobs for all. Secure social value and community benefits from growth and development, while using our direct power as a funder and buyer to embed social value and tackle inequality. This includes co-developing the voluntary, community and social enterprise (VCSE) sector, cultural sector, and community capacity.

Corporate Strategy Priority	Code	Title	Reporting frequency	Definition
ES3	BPPM103	Increase the number of Black Asian and minority ethnic-led businesses supported	Biannual	The number of Black, Asian and minority ethnic-led businesses supported through work commissioned with Black South West Network.
ES3	BPPM141z	Increase the number of organisations which are Living Wage accredited in Bristol	Qtly	The number of employers that are Living Wage accredited.
ES3	BPPM506	Increase the level of social value generated (quantified notional value) from procurement and other Council expenditure	Annual	For each of the Bristol TOMs (Themes, Outcomes & Measures), the £ per-unit proxy financial value of the measure will be multiplied by the number of units of that measure that have been delivered. This will then be summed up over all measures into a single total proxy financial figure

## ES Priority 4: Childcare

Help parents and carers to access and stay in employment and/or education by developing a city-wide approach to increasing the availability of quality affordable community and workplace-based childcare.

Corporate Strategy Priority	Code	Title	Reporting frequency	Definition
ES4	BPPM224	Increase the percentage of Childcare (non-domestic) settings rated good or better by Ofsted	Qtly (Snapshot)	This KPI records percentage of Childcare on non-domestic settings (PVIs & maintained) rated good or better by Ofsted, divided by all providers inspected. The data is published nationally at: <a href="https://www.gov.uk/government/statistical-data-sets/monthly-management-information-ofsteds-school-inspections-outcomes#history">https://www.gov.uk/government/statistical-data-sets/monthly-management-information-ofsteds-school-inspections-outcomes#history</a>

## ES Priority 5: Digital Inclusion

Work with partners to tackle digital poverty, helping make sure citizens and voluntary, community and social enterprise (VCSE) organisations have the equipment, internet access, skills, and knowledge they need to access online opportunities effectively and safely.

Corporate Strategy Priority	Code	Title	Reporting frequency	Definition
ES5	BPPM308	Increase number of people able to access care & support using Technology Enabled Care	Quarterly (Cumulative)	This measure records the number of people enabled to live more independently in their own home as the result of the installation of Technology Enabled Care, and is linked to BPB307 which records the number of homes which has received home adaptations are part of enabling independent living.

## Theme 3: Environment & Sustainability

Decarbonise the city, support the recovery of nature and lead a just transition to a low carbon future.

Corporate Strategy Theme	Code	Title	Reporting frequency	Definition
ENV	BPOM335	Increase the City's tree canopy cover	Annual	Definition being worked up in Q2
ENV	BPPM336	Increase the percentage of citizens who have created space for nature (QoL)	Annual (Survey)	The Quality of Life (QoL) survey is carried out annually and asks Bristol residents about a wide range of topics such as health, lifestyles, community, local services and living in Bristol.
ENV	BPOM435z	Increase the % of Bristol's waterways that have water quality that supports healthy wildlife	Annual	Definition being worked up in Q2
ENV	BPOM433	Reduce the total CO2 emissions within Bristol (in k tonnes)	Annual (18 month lag)	This measures the annual amount of end user CO2 emissions across an agreed set of sectors (housing, roadtransport and business).
ENV	BPOM540	Reduce percentage of people who feel that street litter is a problem in their neighbourhood (QoL)	Annual (Survey)	The Quality of Life (QoL) survey is carried out annually and asks Bristol residents about a wide range of topics such as health, lifestyles, community, local services and living in Bristol.

## ENV Priority 1: Carbon Neutral

Drive delivery of the One City Climate Strategy aim for the city to be carbon neutral for all emissions by 2030. Work to secure major external investment, including £1 billion through the City Leap programme. Bring everyone with us in our just transition to a low-carbon future.

Corporate Strategy Priority	Code	Title	Reporting frequency	Definition
ENV1	BPPM420a	Reduce the council's direct carbon dioxide equivalent emissions (in tonnes)	Qtly	The tonnes of CO2 equivalent emitted from operational sites under council control, highways electricals (streetlighting, traffic signals, traffic signs, bollards, etc. and fleet vehicles (road vehicles and specialist parks maintenance vehicles) under council control. The figures are calculated from consumption of fuel, heat or refrigerant gas multiplied by the relevant scope 1 and 2 UK Government emission factor(s). This includes electricity, gas, LPG, woodfuel, diesel, petrol, heating oil, heat and refrigerant gases. The factors change each year.

## ENV Priority 2: Ecological recovery

Drive delivery of the One City Ecological Emergency Strategy and the council's own action plan. Increase space for nature, reduce the use of pesticides, make waterways cleaner and reduce everyone's use of products that undermine the health of wildlife and wider ecosystems. Double the city's tree canopy by 2045.

Corporate Strategy Priority	Code	Title	Reporting frequency	Definition
ENV2	BPOM336	Increase % of Council's land managed for the benefit of wildlife	Annual	Managed for wildlife' is defined as BCC land covered by active nature conservation management plans, or management brief and/or with a nature conservation grounds maintenance specification.
ENV2	BPPM436	Reduce Bristol City Council's use of pesticides	Qtly	The volume in litres of pesticides, including herbicides for destroying weeds and unwanted vegetation from the combination of use in parks and public open spaces, pavements and highways and the volume in litres used by Blaise Nursery and Public Rights of Way.

## ENV Priority 3: A cleaner, low-waste city

Create a cleaner city and become a national leader in reducing waste. Help the city reduce its consumption of products and transform its relationship with waste, increasing recycling, repair, reuse and sharing of goods. Use waste to create energy.

Corporate Strategy Priority	Code	Title	Reporting frequency	Definition
ENV3	BPPM542	Reduce the residual untreated waste sent to landfill (per household)	Quarterly (Cumulative)	This indicator is the number of kilograms of residual household waste collected per household. The Numerator (X) for this indicator is total kilograms of household waste less any household waste arisings sent for reuse, sent for recycling, sent for composting, or sent for anaerobic digestion. The Denominator (Y) is the number of households as given by the dwelling stock figures from the Council Taxbase.
ENV3	BPPM541	Increase the percentage of household waste sent for reuse, recycling and composting	Quarterly (Snapshot)	This measures the percentage of household waste which is sent for reuse, recycling and composting.
ENV3	BPPM544	Reduce total household waste	Qtly	Average weight of waste from household collections divided by total population to give the average weight in Kg per person.
ENV3	BPPM545	Reduce the number of incidents of flytipping that are reported and removed	Qtly	Fly tipping is the number of instances of flytipping on the public highway reported through the BCC web form. A fly tip can be a bag of rubbish, fridge, sofa or larger van sized.

## Theme 4: Health, Care & Wellbeing

Tackling health inequalities to help people stay healthier and happier throughout their lives.

Corporate Strategy Theme	Code	Title	Reporting frequency	Definition
HCW	BPOM258	Reduce the percentage of households which have experienced moderate or worse food insecurity (QoL)	Annual (Survey)	The Quality of Life (QoL) survey is carried out annually and asks Bristol residents about a wide range of topics such as health, lifestyles, community, local services and living in Bristol.
HCW	BPOM259	Reduce the percentage of households in the most deprived areas using a food bank or charity in the last year (QoL)	Annual (Survey)	The Quality of Life (QoL) survey is carried out annually and asks Bristol residents about a wide range of topics such as health, lifestyles, community, local services and living in Bristol.
HCW	BPOM260	Reduce the % of people in the 10% most deprived areas of Bristol who report below national average Mental Wellbeing (QoL)	Annual (Survey)	The Quality of Life (QoL) survey is carried out annually and asks Bristol residents about a wide range of topics such as health, lifestyles, community, local services and living in Bristol.
HCW	BPOM281a	Reduce the life expectancy gap between <b>men</b> living in the most and least deprived areas of Bristol	Annual	Data lag of approximately 2 years, e.g. 2015 figure published in February 21/22 reports 2018 -2020 years 22/23 reports 2019 -2021 years
HCW	BPOM281b	Reduce the life expectancy gap between <b>women</b> living in the most and least deprived areas of Bristol	Annual	Data lag of approximately 2 years, e.g. 2015 figure published in February 21/22 reports 2018 -2020 years 22/23 reports 2019 -2021 years
HCW	BPOM282a	Improve healthy life expectancy for <b>men</b>	Annual	Prevent a deterioration in healthy life expectancy for men; Healthy life expectancy for men in years (PUBLISHED MAY time) 21/22 reports 2017 - 19 years 22/23 reports 2018 - 20 years
HCW	BPOM282b	Improve healthy life expectancy for <b>women</b>	Annual	Prevent a deterioration in healthy life expectancy for men; Healthy life expectancy for women in years (PUBLISHED MAY time) 21/22 reports 2017 - 19 years 22/23 reports 2018 - 20 years
HCW	BPOM283	Reduce the Suicide Rate per 100,000 population	Annual	Number of Suicides (Persons) / 100,000 population
HCW	BPOM295	Increase the percentage of adult social care service users who feel that they have control over their daily life	Annual	This measure asks a question drawn from the Adult Social Care Survey is Question 3a: 'Which of the following statements best describes how much control you have over your daily life?', to which the following answers are possible: <ul style="list-style-type: none"> <li>• I have as much control over my daily life as I want</li> <li>• I have adequate control over my daily life</li> <li>• I have some control over my daily life but not enough</li> <li>• I have no control over my daily life</li> </ul> Worked example: The number of users who said 'I have as much control over my daily life as I want or "I have adequate control over my daily life"' was 156. In total the number of users who responded to the questions was 210. (Data weighted to reflect the stratified sampling technique that has been used when conducting the survey) The indicator value is $[(156/210)*100] = 74.3\%$

## HCW Priority 1: Transforming care

Work with partners to implement an Integrated Care System, transforming adult social care and joining up health, care, education, skills and community activities. Support people to be as resilient and independent as possible, developing their assets to live fulfilling lives. When more support is needed, this will be person-centred, offering people choice and control. Co-create a system that takes a public health approach to achieve health and wellbeing equality for local people of all ages and backgrounds. Work together to attract and retain a suitable health and care workforce.

Corporate Strategy Priority	Code	Title	Reporting frequency	Definition
HCW1	BPPM290a	Reduce the percentage of contacts to Adult Social Care (aged 18-64) starting Tier 3 services	Monthly (Snapshot)	$\left[ \frac{\text{New tier 3 clients aged 18 -64}}{\text{Adults aged 18 -64 with a contact in quarter}} \right] *100\%$ <p>(New tier 3 clients 18 - 64) = number of persons whose first “tier 3 service” as defined above was authorised on ContrOCC in the quarter, on a day before their 65th birthday                      (18 -64 with a contact in quarter) = distinct count of adults with a contact recorded on LAS where the contact date is in the quarter, up to the adult’s 65th birthday.                      Example:                      (New tier 3 clients under 65) = 541                      (Under 65s with a contact in quarter) = 5,677  <math>PI = (541/5,677) \times 100 = 9.53\%</math></p>
HCW1	BPPM290b	Reduce the percentage of contacts to Adult Social Care (aged 65+) starting Tier 3 services	Monthly (Snapshot)	$\left[ \frac{\text{New tier 3 clients 65+}}{\text{Adults 65+ with a contact in quarter}} \right] *100\%$ <p>(New tier 3 clients 65+) = number of persons whose first “tier 3 service” as defined above was authorised on ContrOCC in the quarter, on a day on or after their 65th birthday                      (Adults 65+ with a contact in quarter) = distinct count of adults with a contact recorded on LAS where the contact date is in the quarter, on or after the adult’s 65th birthday.                      Example:                      (New tier 3 clients under 65) = 199                      (Under 65s with a contact in quarter) = 2,866  <math>PI = (199/2,866) \times 100 = 6.94\%</math></p>
HCW1	BPPM291a	Reduce the number of service users (aged 18-64) in Tier 3 (long term care)	Monthly (Snapshot)	This indicator is being measured to demonstrate how BCC is managing it’s use of Tier 3 (long term care). It is a count of the number of Service users (aged 18-64) receiving “Long Term Care” as defined above on last day of the month. Excludes carers. Includes Longterm Inhouse Care. “Long Term Care is defined here as any of Nursing, Residential, Homecare, ECH, Day Services, Supported Accom, Supported Living, Shared Lives, Direct Payments (Not one off)” .. excludes Longterm Inhouse Care.
HCW1	BPPM291b	Reduce the number of service users (aged 65+) in Tier 3 (long term care)	Monthly (Snapshot)	This indicator is being measured to demonstrate how BCC is managing it’s use of Tier 3 (long term care). It is a count of the number of Service users (aged 65+) receiving “Long Term Care” as defined above on last day of the month. Excludes carers. Includes Longterm Inhouse Care. “Long Term Care is defined here as any of Nursing, Residential, Homecare, ECH, Day Services, Supported Accom, Supported Living, Shared Lives, Direct Payments (Not one off)” .. excludes Longterm Inhouse Care.
HCW1	BPPM292a	Of service users (aged 18-64) who receive Tier 3 (long term care), increase the percentage receiving care at home or tenancy	Monthly (Snapshot)	This indicator is being measured to demonstrate how BCC is commissioning and utilising alternative Tier 3 (long term care) provision to continue to maximise people’s independence. Excludes carers and inhouse care. The formula is: $N = (x / y)100 = \%$ where the numerator x = Number of 18-64 Service Users at end of period receiving long term care at in their own home or tenancy and denominator y = Number of 18-64 Service Users at end of period receiving long term care.

## HCW Priority 1: Transforming care

Work with partners to implement an Integrated Care System, transforming adult social care and joining up health, care, education, skills and community activities. Support people to be as resilient and independent as possible, developing their assets to live fulfilling lives. When more support is needed, this will be person-centred, offering people choice and control. Co-create a system that takes a public health approach to achieve health and wellbeing equality for local people of all ages and backgrounds. Work together to attract and retain a suitable health and care workforce.

Corporate Strategy Priority	Code	Title	Reporting frequency	Definition
HCW1	BPPM292b	Of service users (aged 65+) who receive Tier 3 (long term care), increase the percentage receiving care at home or tenancy	Monthly (Snapshot)	This indicator is being measured to demonstrate how BCC is commissioning and utilising alternative Tier 3 (long term care) provision to continue to maximise people's independence. Excludes carers and inhouse care. The formula is: $N = (x / y)100 = \%$ where the numerator x = Number of 65+ Service Users at end of period receiving long term care at in their own home or tenancy and denominator y = Number of 65+ Service Users at end of period receiving long term care.
HCW1	BPPM294	Increase % of BCC regulated CQC Care Service providers where provision is rated 'Good or Better'	Qtly	This monitors on a quarterly snap-shot basis these Adult Care Services regulated by CQC, in Bristol..eg: <ul style="list-style-type: none"> <li>• Care Homes</li> <li>• Home Care</li> <li>• Some Supported Living</li> </ul> The formula is: $(X/Y) \times 100$ Where x = Number of registered Care Service providers whose CQC rating is good or better Where y = Total number of registered Care Service providers

## Theme 5: Homes and communities

Healthy, resilient, and inclusive neighbourhoods with fair access to decent, affordable homes.

Corporate Strategy Theme	Code	Title	Reporting frequency	Definition
HC	BPOM249	Reduce Anti-Social Behaviour incidents reported	Annual	This KPI records the number of antisocial behaviour contacts that resulted in an Anti-Social Behaviour conference
HC	BPOM251	Reduce the percentage of people whose day to day life is affected by fear of crime (QoL)	Annual	The Quality of Life (QoL) survey is carried out annually and asks Bristol residents about a wide range of topics such as health, lifestyles, community, local services and living in Bristol.
HC	BPOM312	Increase the % respondents who volunteer or help out in their community at least 3 times a year (QoL)	Annual (Survey)	The Quality of Life (QoL) survey is carried out annually and asks Bristol residents about a wide range of topics such as health, lifestyles, community, local services and living in Bristol.
HC	BPOM411	Increase the percentage of people who take part in cultural activities at least once a month (QoL)	Annual (Survey)	The Quality of Life (QoL) survey is carried out annually and asks Bristol residents about a wide range of topics such as health, lifestyles, community, local services and living in Bristol.
HC	BPOM430a	Increase the number of new homes delivered in Bristol	Annual (1 year lag)	This measures the net increase in dwelling stock over one year and is calculated as the sum of new build completions, minus demolitions, plus any gains or losses through change of use and conversions.

## HC Priority 1: Housing supply

Ensure the affordability, availability, diversity and sustainability of housing for all. This includes accelerating home-building in the city to at least 2,000 homes each year, with at least 1,000 affordable, by 2024. Build and retain new social housing; review the system for allocating social housing; provide more supported and extra-care housing for those who need it; pursue a 'living rent' in the city; and ensure there are strong long-term plans for the council's own housing stock and the use of land in the city.

Corporate Strategy Priority	Code	Title	Reporting frequency	Definition
HC1	BPPM375	Reduce the number of empty council properties	Quarterly (Snapshot)	The current number of empty properties as at the end of the measuring period. A property is classified as empty when there is no tenancy in force and the property is void. The number should include all standard voids as well as those classed as undergoing major works, or pending a decision to dispose or demolish.
HC1	BPPM310	Increase the number of private sector dwellings returned into occupation	Quarterly (Cumulative)	This measures the number of non-local authority-owned vacant dwellings returned to occupation or demolished during the financial year as a direct result of action by the local authority.
HC1	BPPM350	Number of households on the BCC Housing Waiting list	Qtly	Number of households on the BCC Housing Waiting list - snapshot at each quarter end. In order to be accepted onto the list, the applicant must be eligible. The following groups of people will not be eligible and their application will be rejected: <ul style="list-style-type: none"> <li>• Applicants under 16 years of age at the date they apply</li> <li>• Applicants not currently living in the Bristol city boundary or not having lived in the Bristol city boundary for at least 2 years at the date which they apply.</li> <li>• Applicants earning over £40,000 per year</li> <li>• Applicants with savings over £40,000</li> <li>• Applicants who own their own home</li> <li>• Prisoners still serving a sentence</li> <li>• Applicants guilty of serious breaches of a current or previous tenancy</li> <li>• Applicants providing false or misleading information</li> <li>• Applicants not currently living in the United Kingdom</li> <li>• Applicants who have been assessed but have subsequently not placed any bids</li> </ul>
HC1	BPPM425	Increase the number of affordable homes delivered in Bristol	Quarterly (Cumulative)	This records the numbers of social rented and intermediate housing units added to the city's overall housing stock during the year. Affordable housing is defined in the Planning Policy Statement 3 (PPS3) from the Ministry for Housing Communities & Local Government (MHCLG).
HC1	BPPM374a	Reduce average relet times (all properties)	Quarterly (Cumulative)	On a year-to-date basis, this measures the average number of calendar days an HRA dwelling spends vacant before it is relet. It is calculated as follows: Where A is the total number of properties relet in period, and B is the total number of calendar days these properties spent void prior to relet. All relet properties should be included, both major/minor works, for the total period spent vacant.

## HC Priority 2: Low and zero carbon homes

Work to decarbonise housing while improving warmth and benefitting people's health. This includes building innovative, low or zero carbon homes, retrofitting existing housing stock, promoting schemes for private homeowners, and exploring innovative financing and modern methods of construction.

Corporate Strategy Priority	Code	Title	Reporting frequency	Definition
HC2	BPPM377c	Reduce the number of Council homes with an Energy Performance Certificate (EPC) rating of D or lower	Qtly	The percentage of HRA owned properties where the EPC rating is D,E,F,G or lower.
HC2	BPPM414	Increase the number of energy efficient home installations	Qtly	The number of domestic installations realised from the initiatives led by the Energy Service's Investment Team.

## HC Priority 3: Homelessness

Reduce and prevent homelessness and rough sleeping, tackling the underlying causes . Reduce the number of households in temporary accommodation . Where people have high or complex needs, take a 'Housing First' approach to provide stable accommodation at the start of providing wider support . Help prevent homelessness by building and retaining social housing, supporting good mental and physical health, developing employment and skills opportunities, taking ethical approaches to debt collection, and responding to the diverse needs of different people.

Corporate Strategy Priority	Code	Title	Reporting frequency	Definition
HC3	BPPM352b	Reduce the number of people sleeping rough on a single night in Bristol - BCC quarterly count	Quarterly (Snapshot)	The number of people sleeping rough on a single night within the area of the authority. This is a local count done to the same methodology as the annual count and is intended to provide a snapshot each quarter.
HC3	BPPM357	Reduce the number of households in temporary accommodation	Quarterly (Snapshot)	This measure reports on the numbers of households living in temporary accommodation provided under the homelessness legislation.
HC3	BPPM358a	Increase the number of households moved on into settled accommodation	Quarterly (Snapshot)	The number of single and family households that have moved from any form of temporary or supported accommodation or who have been housed into settled accommodation as a result of being owed a homelessness duty. (This includes households that have not entered temporary accommodation.)
HC3	BPOM353	Increase the number of households where homelessness is prevented	Quarterly (Cumulative)	This measure reports the number of households where homelessness is prevented as a result of advice provided through a dedicated Housing Advice service funded by a local authority, or in-house housing advice service, to fulfil the authority's statutory duties under section 179(1) of the Housing Act 1996 part VII, as amended by the Housing Act 2002.

## HC Priority 4: Disability

Create improved approaches, founded upon disability equality, to enable and support disabled people throughout their lives. These will be co-produced with disabled people, including children and young people with special educational needs, and city partners.

Corporate Strategy Priority	Code	Title	Reporting frequency	Definition
HC4	BPPM225e	Increase the % of final Education and Health Care Plans issued within 20 weeks excluding exception cases *	Quarterly (Cumulative & 3 months in arrears)	Number of Education Health Care Plans in the last quarter that were issued within 20 weeks, excluding exception cases, as a percentage of all such statements issued throughout the calendar year. The reported data aligns with the SEN Census reporting (ie a Calendar year).... This means that this KPI is reporting cumulatively and 3 months in areas: Q1 reports Jan – Mar / Q2 reports Jan – June / Q3 reports Jan – Sept / Q4 reports Jan - Dec
HC4	BPPM307	Increase the number of people enabled to live independently through home adaptations	Quarterly (Cumulative)	This measure records the number of people enabled to live more independently in their own home as the result of a home adaptation. the Home Adaptations Service operates across both the public and private housing sectors.



## HC Priority 5: Community participation

Make sure that more people can actively participate in their community and in the life of the city. Work to make neighbourhoods safer and more accessible, with good local amenities and strong cultural and social networks. Build the power of individuals, communities and partners to play a greater role in managing social, cultural and community assets. Enable and encourage civic, political and democratic participation.

Corporate Strategy Priority	Code	Title	Reporting frequency	Definition
HC5	BPPM194	Increase the number of citizens participating in community clear-ups per quarter	Qtly	Total numbers of citizens participating in community clear ups per quarter. This data is provided by Bristol Waste Company and includes residents conducting litter picks using equipment given to them on long term loans.
HC5	BPPM311	Increase the levels of engagement with community development work	Qtly	This measures the number of residents who actively engage in community building conversations throughout the year. This supports an approach which is based on Asset Based Community Development.
HC5	BPPM410	Increase the number of visitors to Bristol Museums Galleries and Archives	Quarterly (Cumulative)	This measures visitors to Bristol Museums, Galleries and Archives and is taken from automated counters as well as snap shot surveys.
HC5	BPPM537	Improve the ratio of consultation response rate for the most and least deprived 20% of Bristol citizens	Qtly	Ratio of the consultation response rate per 10,000 citizens from people living in the 20% least deprived parts of the city (quintile 5) and the response rate from the 20% most deprived areas (quintile 1). Calculated as the mean of responses for all city-wide consultations with 500 or more respondents, which closed during the year ending in the reporting quarter.

## Theme 6: Transport and connectivity

A more efficient, sustainable, and inclusive connection of people to people, people to jobs and people to opportunity.

Corporate Strategy Theme	Code	Title	Reporting frequency	Definition
Page 145	TC	Increase the % of people who see friends and family as much as they want to (QoL)	Annual (Survey)	The Quality of Life (QoL) survey is carried out annually and asks Bristol residents about a wide range of topics such as health, lifestyles, community, local services and living in Bristol.
	TC	Satisfaction with the local bus service	Annual	The percentage of residents who are "very satisfied" or "fairly satisfied" with the local bus service when answering the annual National Highways and Transport Public Satisfaction Survey question in June / July each year.
	TC	Reduce the proportion of deaths attributed to particulate air pollution	Annual (2 year lag)	This measure is reported by Public Health England
	TC	Reduce the percentage of people saying that traffic congestion is a problem in their area (QoL)	Annual (Survey)	The Quality of Life (QoL) survey is carried out annually and asks Bristol residents about a wide range of topics such as health, lifestyles, community, local services and living in Bristol.
	TC	Increase the percentage of people travelling actively to work by walking and cycling (QoL)	Annual (Survey)	The Quality of Life (QoL) survey is carried out annually and asks Bristol residents about a wide range of topics such as health, lifestyles, community, local services and living in Bristol.
	TC	Increase the % of monitoring sites that meet the annual air quality target for nitrogen dioxide	Annual (Calendar year)	This measures the percentage of monitoring sites across the city which achieve the annual air quality target. It is published at q4 the following year as unverified data, prior to sign-off by Defra i.e. calendar year 2021 data to be reported at Q4 2021-22 pre-verification.

## TC Priority 2: Improved bus services

Enable inclusion through better bus services. Work with partners to double frequency, improve safety and reliability, move to a zero-emission bus fleet, and increase the number of routes so more places are served.

Corporate Strategy Priority	Code	Title	Reporting frequency	Definition
TC2	BPPM474	Increase the number of journeys on park & ride services into Bristol	Quarterly (Cumulative)	This measures the number of journeys made on Park and Ride (P&R) services in Bristol. Data is supplied by the various commercial operators of P&R designated services
TC2	BPPM475	Increase the number of passenger journeys on buses	Quarterly (Cumulative)	This measures the number of journeys made on all services which has a boarding point in Bristol. Data is supplied by the various commercial operators of P&R designated services

## TC Priority 3: Safe and active travel

Enable inclusion through better bus services. Work with partners to double frequency, improve safety and reliability, move to a zero-emission bus fleet, and increase the number of routes so more places are served.

Corporate Strategy Priority	Code	Title	Reporting frequency	Definition
TC3	BPPM120	Road Safety: reduce the number of people killed or seriously injured in road traffic incidents	Quarterly (Cumulative)	This measures the numbers killed or seriously injured in road traffic incidents in the authority's area. Data is supplied by Avon & Somerset Police and is reported 3 months in arrears.
TC3	BPPM477	Increase the number of public electric vehicle charging points	Qtly	Installation, operation and maintenance of new charge-points for public use, located on Highways or other BCC land. These can be a mixture of low powered chargers attached to lampposts on the Highway, Fast and Rapid chargers on BCC land assets (including under tenancy). One unit in this indicator means one charging socket that can be charged independently. A slow charger typically has one socket unit; Fast and Rapid units typically have 2 sockets.

## TC Priority 4: Physical Infrastructure

Plan, prioritise and begin a refreshed and long-term (25-year+) programme of maintenance, repair, and renewal of the city's infrastructure, such as roads and bridges. This will help make sure that the city is safer, more climate-resilient, nature-friendly, and able to grow its economy in an inclusive and sustainable way.

Corporate Strategy Priority	Code	Title	Reporting frequency	Definition
TC4	BPPM118	Percentage of principal roads where maintenance should be considered	Annual	The percentage of the local authority's A-road and principal (local authority owned) M-road carriageways where maintenance should be considered as determined by an annual survey of the surface condition of the road network in both directions.
TC4	BPPM170	Satisfaction with the condition of road surfaces	Annual	The percentage of residents who are "very satisfied" or "fairly satisfied" with the condition of road surfaces when answering the annual National Highways and Transport Public Satisfaction Survey question in June / July each year.

## Theme 7: Effective Development Organisation

From city government to city governance: creating a focused council that empowers individuals, communities and partners to flourish and lead.

Corporate Strategy Theme	Code	Title	Reporting frequency	Definition
EDO	BPOM520	Increase the % of colleagues who would recommend the council as a good place to work	Annual	Staff survey measure - based on the question: I would recommend Bristol City Council as a place to work X = respondents who chose 'strongly agree' or 'agree' as a percentage of all responses to the question
EDO	BPOM530	Increase the satisfaction of citizens with our services (QoL)	Annual (Survey)	The Quality of Life (QoL) survey is carried out annually and asks Bristol residents about a wide range of topics such as health, lifestyles, community, local services and living in Bristol.
EDO	BPOM531	Increase the % of people who think that the Council provides value for money (QoL)	Annual (Survey)	The Quality of Life (QoL) survey is carried out annually and asks Bristol residents about a wide range of topics such as health, lifestyles, community, local services and living in Bristol.

## EDO Priority 2: One Council

Make it easier to get things done as 'One Council' by adopting more consistent standardised and well-communicated procedures and processes, with corporate support services that are the right size for the needs of the organisation.

Corporate Strategy Priority	Code	Title	Reporting frequency	Definition
EDO2	BPPM523	Maintain appropriate staff turnover (10%-15%)	Qtly	The numerator is the total number of leavers; including those who retire, or leave involuntarily due to dismissal or redundancy over the period. The denominator is the average total number of staff employed over the period.
EDO2	BPPM535	Increase the percentage channel shift achieved for Citizens Services overall	Qtly	The channel migration score is calculated by comparing the number of transactions completed online against the number of inbound telephone calls, automated telephony, face 2 face visits and emails.
EDO2	BPPM536	Increase the % of all Equality Action Plan actions reporting expected progress (or better)	6 Monthly	Increase % of all Equality Action Plan actions reporting expected progress (or better) Worked example: 150 total actions identified overall in 2020-21 service area action plans 25 actions marked as 'data not due' (only applicable in Q2) 30 actions rated as 'Better than expected' 70 actions rated as 'Progress as expected' 25 actions rated as 'Less progress than expected' KPI score = $(100/125) * 100 = 80\%$

## EDO Priority 3: Employer of Choice

Live our organisational values and show leadership on equality, diversity and inclusion across the council and city, becoming a recognised employer of choice. Make sure we have an inclusive, high-performing, and motivated workforce that is representative of the city we serve. Support people to learn, develop in their careers and maximise their wellbeing.

Corporate Strategy Priority	Code	Title	Reporting frequency	Definition
EDO3	BPPM512	Reduce the <b>gender</b> pay gap in Bristol City Council	Annual	The gender pay gap shows the difference between the average earnings of men and women employed by Bristol City Council. This is expressed as a percentage of men's earnings e.g. women earn 15% less than men.
EDO3	BPPM513	Reduce the <b>race</b> pay gap in Bristol City Council	Annual	The race pay gap shows the difference between the average earnings of BME and White British employed by Bristol City Council. This is expressed as a percentage of White British earnings e.g. BME earn 20% less than White British.
EDO3	BPPM522	Reduce the average number of council working days lost to sickness	Qtly	The numerator is defined as the aggregate of working days lost due to sickness absence irrespective of whether this is self certified, certified by a GP or long term. The denominator is the average number of FTE staff during the reporting period
EDO3	BPPM528	Increase the percentage of employment offers made to people living in the 10% most deprived areas	Qtly	To measure the percentage of employment offers made to people living in the 10% most deprived areas. This includes all positions advertised and offers made through iTrent (Bristol City Council's HR system) within the reported period, including Apprentice positions.
EDO3	BPPM529	Increase the % of young people (16-29) in the Council's workforce	Qtly	Increase the percentage of young people (16-29) in the Council's workforce.

## EDO Priority 5: Good Governance

Make sure that we are financially competent and resilient, offering good value for money. Take safe but proportionate approaches to risk, performance, project, and contract management. Enable effective democratic decision-making and scrutiny.

Corporate Strategy Priority	Code	Title	Reporting frequency	Definition
EDO5	BPPM515	Reduce the % of complaints escalated from Stage 1 to Stage 2	Qtly	Reduce the number and percentage of complaints that escalate from Stage One to Stage Two.
EDO5	BPPM502a	Increase the percentage of Council invoices paid on time	Qtly	The percentage of invoices for commercial goods and services which were paid by the authority within 30 days of such invoices being received by the authority
EDO5	BPPM507	Increase the percentage of agreed management actions implemented within agreed timelines	Qtly	Each piece of audit work has an overall conclusion of the residual level of risk to the Council of the area that has been audited. Numerator = the number of two and three star recommendations made in reports which concluded 'significant' or 'of concern' levels of risk that have passed the due date for implementation and the due date for follow up work Denominator = the number of two and three star recommendations made in reports which concluded 'significant' or 'of concern' levels of risk that have passed the due date for follow up.
EDO5	BPPM516	Increase the percentage of corporate FOI requests responded to within 20 working days	Qtly	Increase the percentage of corporate FOI requests responded to within 20 working days

## EDO Priority 6: Estate Review

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.

Corporate Strategy Priority	Code	Title	Reporting frequency	Definition
EDO6	BPPM420b	Reduce the council's direct carbon dioxide equivalent emissions from council <b>buildings</b> (in tonnes)	Qtly	Reduce the council's scopes 1 and 2 direct carbon dioxide equivalent emissions from: Operational sites under council control
EDO6	BPPM420c	Reduce the council's direct carbon dioxide equivalent emissions from council <b>fleet vehicles</b> (in tonnes)	Qtly	Reduce the council's scopes 1 and 2 direct carbon dioxide equivalent emissions from: Fleet vehicles (road vehicles and specialist parks maintenance vehicles) under council control.

# Resources Scrutiny Commission

1<sup>st</sup> December 2022



**Report of:** Risk and Insurance Senior Officer

**Title:** Resource Risks on the Corporate Risk Management Report – Q2 2022/23

**Ward:** Citywide

## Recommendation

For the Resources Scrutiny Commission to note the attached Resources Risks from Corporate Risk Management Report Q2 2022/23 and Appendix A – Resources risks from the Corporate Risk Report that contains a summary of Resources Risk contained within the Corporate Risk Report that went to Cabinet on 4<sup>th</sup> October 2022.



## **1. Policy**

- 1.1. The Accounts and Audit Regulations 2015 require 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). The Council is required to comment on the effectiveness of its arrangements in this regard. The statement must also identify any significant governance issues that may have resulted from failures in governance and risk management.
- 1.2. Risk Management is an integral part of good governance to which the Council is committed. Risk Management provides the framework and processes that enables the Council to manage uncertainty in a systematic way. As part of the Risk Management arrangements the Council reviews the Risk Management Assurance Policy on an annual basis.
- 1.3. It is considered good practice to regularly review and update the Risk Management Assurance Policy to ensure it strengthens the Council's approach to its risk management and assurance arrangements.
- 1.4. Ensuring that the Corporate Risk Report (CRR) is 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.
- 1.5. The CRR provides assurance to management and Members that the Bristol City Council's significant risks have been identified and arrangements are in place to manage those risks within the tolerance levels agreed.
- 1.6. The CRR is a management tool and needs 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 and communicated to minimise the impact.
- 1.7. The CRR has been prepared and presented in line with the Risk Management Assurance Policy that was approved by Cabinet in January 2019.

## **2. Consultation**

**Internal** - First to fourth tier managers, Extended Leadership Team, Corporate Leadership Team, Cabinet Member, Finance, Governance and Performance.

**External** - None

## **3. Context**

### **Corporate Risk Register (CRR)**

- 3.1. 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.
- 3.2. 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.

3.3. The Accounts and Audit Regulations 2015 require 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.

3.4. 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 and communicated to minimise the impact.

3.5. The CRR summary of Q2 resources risks is attached to this report at Appendix A is the latest position of resources corporate risks following a review by managers and Directors.

**Summary of Resources Corporate Risks:**

3.6. The CRR sets out the critical, significant and high rated risks both threats and opportunities. All other business risks reside on the Service Risk Registers and reported through the DRRs.

3.7. The Q2 22-23 Corporate Risk Report (CRR) as at 2<sup>nd</sup> September 2022 contained the following risks that are the responsibility of the resources directorate:

Threat Risks	Opportunity Risks	External / Contingency Risks
<ul style="list-style-type: none"> <li>• 2 critical</li> <li>• 7 high</li> <li>• 2 medium</li> <li>• 0 new</li> <li>• 2 improving</li> <li>• 1 deteriorating</li> <li>• 0 closed</li> </ul>	<ul style="list-style-type: none"> <li>• 0 significant</li> <li>• 1 high</li> <li>• 0 medium</li> <li>• 0 new</li> <li>• 0 improving</li> <li>• 0 deteriorating</li> <li>• 1 closed</li> </ul>	<ul style="list-style-type: none"> <li>• 0 critical</li> <li>• 0 high</li> <li>• 0 medium</li> <li>• 0 new</li> <li>• 0 improving</li> <li>• 0 deteriorating</li> <li>• 0 closed</li> </ul>

3.8. A summary of risks (Threat and Opportunities) for this reporting period are set out below (please see Appendix A for more information on the resources corporate risks and their management):

3.9. There are two critical threat risk: 'CRR46 - Increased costs, restrictions and uncertainty of future sufficient insurance cover for higher risk properties'. The risk rating is 4\*7 = 28 Critical risk.

'CRR13 - Financial Framework and Medium-Term Financial Plan (MTFP)'. The risk rating is 4\*7 = 28 Critical risk.

3.10. There are two improving threat risks:

'CRR49 – Workforce Resilience'. The risk rating has improved from 3\*7 = 21 to 4\*5 = 20 High risk in quarter 2.

'CRR4 - Failure to Deliver an effective Corporate Health, Safety and Wellbeing Framework'. The risk rating improved from a 3\*5 = 15 high risk to 2\*5 = 10 Medium risk.

- 3.11. There is one deteriorating threat risks. 'CRR13 - Financial Framework and Medium-Term Financial Plan (MTFP)'. The risk rating is 4\*7 = 28 Critical risk.
- 3.12. There is one closing opportunity risk: 'OPP2 – Corporate Strategy' has been closed in quarter as the risk has been realised.
- 3.13. All risks on the CRR have management actions in place.
- 3.14. 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.

#### **4. Proposal**

- Resources Scrutiny Commission receive and note the Risk Management update.
- Resources Scrutiny Commission review and comment upon the Appendix A – Resources risks from the Corporate Risk Report as a source of assurance that risk management arrangements are in place.

#### **5. Other Options Considered**

- 5.1. None necessary. Having robust risk management processes in place is a requirement of the City Council. The CRR has been developed in line with the Risk Management Assurance Policy.

#### **6. Risk Assessment**

6.1. The Risk Management Assurance Policy and the CRR will further develop risk management assessment within the City Council, and help the management of risk arrangements embed.

#### **7. Summary of Equalities Impact of the Proposed Decision**

No Equality Impact anticipated from this report.

#### **8. Legal and Resource Implications**

##### **Legal**

Not Applicable

##### **Financial**

Not Applicable

##### **Land**

Not Applicable

##### **Personnel**

Not Applicable

**Appendices:**



**LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

**Background Papers:**

Risk Management Assurance Policy.



**Threat Risk Performance Summary**

Risk	Page Number	Q3 Rating	Q3 Matrix	Q4 Rating	Q4 Matrix	Q1 Rating	Q1 Matrix	Q2 Rating	Q2 Matrix
CRR46 - Increased costs, restrictions and uncertainty of future sufficient insurance cover for higher risk properties	3			28 NEW RISK		28		28	
CRR15 - In-Year Financial Deficit	4	15 		15 		21 		21 	
CRR13 - Financial Framework and Medium-Term Financial Plan (MTFP)	5	21 		21 		21 		28 	
CRR7 - Cyber Security	6	20 		20 		20 		20 	
CRR25 - Suitability of Line of Business (LOB) systems	7	20 		20 		20 		20 	
CRR40 - Unplanned Investment in Subsidiary Companies	8	15 		15 		20 		20 	
CRR49 – Workforce Resilience	9					21 NEW RISK		20 	
CRR6 - Fraud and Corruption	10	15 		15 		15 		15 	
CRR26 - ICT Resilience.	12	10 		14 		14 		14 	

## Appendix A – Q2 Corporate Risk Report Resources Risks 2022-2023

Risk	Page Number	Q3 Rating	Q3 Matrix	Q4 Rating	Q4 Matrix	Q1 Rating	Q1 Matrix	Q2 Rating	Q2 Matrix
CRR29 - Information Security Management System (ISMS)	13	15 		15 		10 		10 	
CRR4 - Failure to Deliver an effective Corporate Health, Safety and Wellbeing Framework	14	15 		15 		15 		10 	

### Opportunity Risk Performance Summary

Risk	Page Number	Q3 Rating	Q3 Matrix	Q4 Rating	Q4 Matrix	Q1 Rating	Q1 Matrix	Q2 Rating	Q2 Matrix
OPP1 - One City Approach	16	21 		21 		21 		21 	

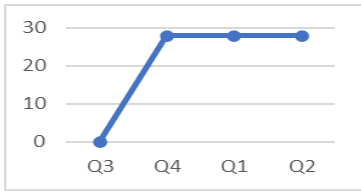
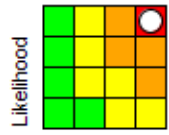
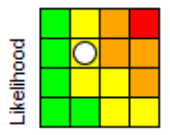
### Closing/De-Escalating Risks

Risk	Page Number	Q3 Rating	Q3 Matrix	Q4 Rating	Q4 Matrix	Q1 Rating	Q1 Matrix	Q2 Rating	Q2 Matrix
OPP2 - Corporate Strategy	N/A	14 		21 		21 		Closed - Realised	Closed - Realised

### 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.

**Threat Risks**


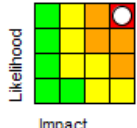
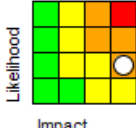
Threat Risk	Trend	Current Risk Assessment		Risk Tolerance Level																									
<p><b>Risk Title:</b> CRR46 - Increased costs and lack of availability of insurance cover for higher risk properties.</p> <p><b>Description:</b> The risk of increased costs and difficulty placing cover in a hardening market for property insurance. This is particularly relevant to properties with long term ongoing works, waste sites and properties with cladding.</p>	<p><b>Constant</b></p> 	<p style="font-size: 24pt; text-align: center;"><b>28</b></p> <p style="text-align: center;">Likelihood = 4 Impact = 7</p>		<p style="font-size: 24pt; text-align: center;"><b>9</b></p> <p style="text-align: center;">Likelihood = 3 Impact = 3</p>																									
<p><b>Risk Causes:</b> Hardening insurance market in general Increased scrutiny on cladding in the UK insurance market Lack of suppliers and capacity in the public sector property insurance market</p>	<p style="text-align: center;"><b>Existing Controls</b></p> <table border="1"> <thead> <tr> <th>Control</th> <th></th> </tr> </thead> <tbody> <tr> <td>1. Appointment of Insurance Brokers to assist in advising on market conditions</td> <td></td> </tr> <tr> <td>2. Housing colleagues have worked closely with Avon Fire to improve fire safety at high rise blocks</td> <td></td> </tr> </tbody> </table>					Control		1. Appointment of Insurance Brokers to assist in advising on market conditions		2. Housing colleagues have worked closely with Avon Fire to improve fire safety at high rise blocks		<p style="text-align: center;"><b>Mitigating Actions</b></p> <table border="1"> <thead> <tr> <th>Action Title</th> <th>Due Date</th> <th>Progress</th> </tr> </thead> <tbody> <tr> <td>1. Develop actions with our insurance brokers and key teams such as procurement and housing for placement of our future property portfolio</td> <td>August 2022</td> <td>100%</td> </tr> <tr> <td>2. Ensure actions identified in fire risk assessments at Waste sites are completed</td> <td>March 2022</td> <td>100%</td> </tr> <tr> <td>3. Ensure Risk Improvement Actions are completed at City Hall to improve risk at this location</td> <td>March 2022</td> <td>100%</td> </tr> <tr> <td>4. Enrolment of our schools into the Department of Education’s Risk Protection Arrangement</td> <td>March 2022</td> <td>100%</td> </tr> <tr> <td>5. Plan and agree internal strategy for placement of property portfolio from April 2023</td> <td>October 2022</td> <td>0%</td> </tr> <tr> <td>6. Request and Review UK Market commentary from insurance advisors</td> <td>October 2022</td> <td>50%</td> </tr> </tbody> </table>	Action Title	Due Date	Progress	1. Develop actions with our insurance brokers and key teams such as procurement and housing for placement of our future property portfolio	August 2022	100%	2. Ensure actions identified in fire risk assessments at Waste sites are completed	March 2022	100%	3. Ensure Risk Improvement Actions are completed at City Hall to improve risk at this location	March 2022	100%	4. Enrolment of our schools into the Department of Education’s Risk Protection Arrangement	March 2022	100%	5. Plan and agree internal strategy for placement of property portfolio from April 2023	October 2022
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<p><b>Risk Consequences:</b> Higher costs for insurance cover Restrictions on insurance cover Increased costs as a result of additional management measures required for property insurance Reputational Damage</p>																													
<p><b>Portfolio Flag:</b> Finance, Governance and Performance</p>	<p><b>Summary of Progress:</b> Additional internal meetings have occurred keeping Senior management informed of any developments. A market commentary has been requested from our external insurance advisors.</p>																												
<p><b>Strategic Theme:</b> Our Organisation, Empowering and Caring, Fair and Inclusive, Well Connected, Wellbeing</p>																													

Appendix A – Q2 Corporate Risk Report Resources Risks 2022-2023

Threat Risk	Trend	Current Risk Assessment		Risk Tolerance Level		
<p><b>Risk Title:</b> CRR15 – In-Year Financial Deficit</p> <p><b>Description:</b> 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 style="text-align: center;"><b>Constant</b></p>	<p style="font-size: 2em; font-weight: bold;">21</p> <p>Likelihood = 3 Impact = 7</p>		<p style="font-size: 2em; font-weight: bold;">6</p> <p>Likelihood = 2 Impact = 3</p>		
<p><b>Risk Causes:</b>                      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><b>Existing Controls</b></p>					<p><b>Mitigating Actions</b></p>
	<p><b>Control</b></p>		<p><b>Action Title</b></p>	<p><b>Due Date</b></p>	<p><b>Progress</b></p>	
	<ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>DSG - Detailed Management Plan Based on DfE Framework - A detailed Management Plan is in development, using the DfE’s recommended framework</li> </ol>		<ol style="list-style-type: none"> <li>1.DSG - Analysis for Further Mitigations</li> <li>2. DSG - Phase 2 Programmes</li> <li>3. DSG - Proposal for Phase 3 Educations Transformation Programme</li> <li>4. On-going process to develop, identify and delivery in-year mitigating actions</li> <li>5. DSG - Engagement process for indicative mitigations of the DSG management plan</li> <li>6. DfE Deliver Better Programme</li> </ol>	<p>August 2022</p> <p>April 2022</p> <p>August 2022</p> <p>March 2023</p> <p>February 2023</p> <p>March 2023</p>	<p>100%</p> <p>100%</p> <p>100%</p> <p>50%</p> <p>0%</p> <p>0%</p>	
<p><b>Risk Consequences:</b>                      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><b>Risk Owner(s):</b> Director of Finance (S151 Officer).</p>						

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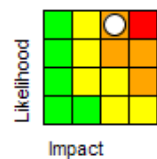
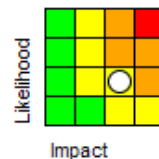
	- The deficit and development of the plan was discussed with the DfE in Spring 21. The DfE were not requesting a formal submission at this time. 7. DSG - Early Years Block Task and Finish Group
<b>Portfolio Flag:</b> Finance, Governance and Performance	<b>Summary of Progress:</b> Latest budget monitoring shows significant risk of overspend. The council has been developing a range of mitigating actions to reduce the forecast in-year overspend and is due to present these to October Cabinet.
<b>Strategic Theme:</b> Our Organisation	

Threat Risk	Trend	Current Risk Assessment		Risk Tolerance Level																				
<p><b>Risk Title:</b> CRR13 - Financial Framework and Medium-Term Financial Plan (MFTP)</p> <p><b>Description:</b> 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><b>Deteriorating</b></p> 	<p><b>28</b> Likelihood = 4 Impact = 7</p>		<p><b>14</b> Likelihood = 2 Impact = 7</p>																				
<p><b>Risk Causes:</b> Local Government finance settlement potential risk of unfunded new legislative changes and reforms. Such as, impact of Adult Social Care reform and sufficient funding available to meet increased cost DfE and DLUHC failing to agree an appropriate approach to how DSG deficit will be managed post March 2023. 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 &amp; investment Inadequate budgeting &amp; budgetary control/Financial Settlements &amp; 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.</p>	<p><b>Existing Controls</b></p> <table border="1"> <thead> <tr> <th>Control</th> </tr> </thead> <tbody> <tr> <td>1. 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.</td> </tr> <tr> <td>2. Medium Term Financial Plan – Twice yearly update including sensitivity and scenario based financial modelling on all assumptions including inflation and demand growth</td> </tr> <tr> <td>3. Collaborating with across the region, Core Cities and LGA on raising awareness of key challenges and sharing information and data.</td> </tr> </tbody> </table>					Control	1. 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.	2. Medium Term Financial Plan – Twice yearly update including sensitivity and scenario based financial modelling on all assumptions including inflation and demand growth	3. Collaborating with across the region, Core Cities and LGA on raising awareness of key challenges and sharing information and data.	<p><b>Mitigating Actions</b></p> <table border="1"> <thead> <tr> <th>Action Title</th> <th>Due Date</th> <th>Progress</th> </tr> </thead> <tbody> <tr> <td>Making representation to government departments in relation to: - the likely costs at a local level for the proposed Adult Social Care reforms. - an extension to the Statutory instrument facilitating the continuation of the DSG deficit whilst supporting the ongoing alignment to the long-term transformation programme for the DSG</td> <td>Ongoing</td> <td>Ongoing</td> </tr> <tr> <td>Implementation of CIPFA Financial Management Code actions</td> <td>December 2022</td> <td>40%</td> </tr> <tr> <td>Review of financial outlook assumptions</td> <td>June 2022</td> <td>100%</td> </tr> <tr> <td>Undertake annual financial resilience assessment - Links to CIPFA Action</td> <td>June 2022</td> <td>100%</td> </tr> <tr> <td>Fully refreshed MFTP report to Cabinet in October</td> <td>September 2022</td> <td>75%</td> </tr> </tbody> </table>	Action Title	Due Date	Progress	Making representation to government departments in relation to: - the likely costs at a local level for the proposed Adult Social Care reforms. - an extension to the Statutory instrument facilitating the continuation of the DSG deficit whilst supporting the ongoing alignment to the long-term transformation programme for the DSG	Ongoing	Ongoing	Implementation of CIPFA Financial Management Code actions	December 2022	40%	Review of financial outlook assumptions	June 2022	100%	Undertake annual financial resilience assessment - Links to CIPFA Action	June 2022
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<p><b>Risk Consequences:</b> Potential failure to set a legal budget and council tax by the due date,</p>																								

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Appendix A – Q2 Corporate Risk Report Resources Risks 2022-2023

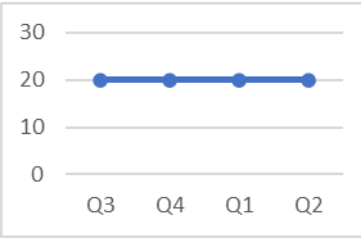
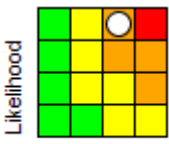
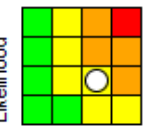
<p>would have a significant adverse impact on the council’s ability to provides services and the council's reputation locally and nationally in terms of investor confidence. That the budget is unlikely to reflect council priorities and objectives. That the budget may not adequately resource pressures 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>Establishing the Business &amp; Budget Planning Board to oversee development of budget</p>	<p>February 2023</p>	<p>0%</p>
	<p>Review of financial outlook assumptions</p>	<p>September 2022</p>	<p>0%</p>
<p><b>Risk Owner(s):</b> Chief Executive and Director of Finance (S151 Officer).</p> <p><b>Portfolio Flag:</b> Finance, Governance and Performance</p> <p><b>Strategic Theme:</b> Our Organisation</p>		<p>Continued uncertainty over funding and impact of inflation, Adult Social Care reform and adults/children’s placement demand leave significant risk regarding medium term impact of public sector finances. A full refresh and update to the MTFP is due to be presented to Cabinet in October and Council in November. This report will identify a range for the budget gap over the next 5 years, and set the approach for the budget process/planning for 2023/24 and beyond.</p>	

Threat Risk	Trend	Current Risk Assessment		Risk Tolerance Level	
<p><b>Risk Title:</b> CRR7 – Cyber Security</p> <p><b>Description:</b> The Council's risk level in regard to cyber-security is higher than should be expected.</p>	<p><b>Constant</b></p> 	<p><b>20</b></p> <p>Likelihood = 4 Impact = 5</p>		<p><b>10</b></p> <p>Likelihood = 2 Impact = 5</p>	
<p><b>Risk Causes:</b></p> <ul style="list-style-type: none"> <li>Lack of investment in appropriate technologies.</li> <li>Reliance on in-house expertise, and self-assessments (PSN).</li> <li>Lack of formal approach to risk management (ISO27001).</li> <li>Historic lack of focus.</li> </ul> <p><b>Risk Consequences:</b></p> <ol style="list-style-type: none"> <li>Information security incidents resulting in loss of personal data or breach of privacy / confidentiality.</li> <li>Safeguarding data breach impacting on safety of vulnerable child or adult.</li> <li>Risk of breaching the regulations and being subject to penalties/fines - Regulations Fines</li> </ol>	<p><b>Existing Controls</b></p>				
	<p><b>Control</b></p>		<p><b>Action Title</b></p>	<p><b>Due Date</b></p>	<p><b>Progress</b></p>
	<p>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.</p>		<p>1. Work with ICT colleagues continues and discussions around cementing roles and responsibilities is being undertaken</p>	<p>December 2022</p>	<p>75%</p>
	<p>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</p>				
	<p>3. Technical controls</p>		<p>2. Implement audit actions with oversight by IG Board</p>	<p>December 2022</p>	<p>80%</p>

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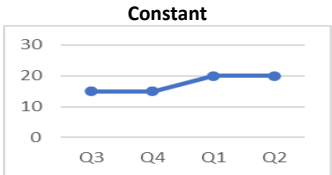
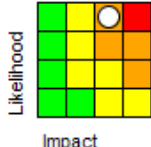
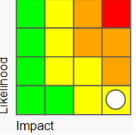
Appendix A – Q2 Corporate Risk Report Resources Risks 2022-2023

<p>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.</p> <p>d. Increased litigation.</p> <p>e. Reputational damage.</p>	<p>4. Security team training</p>	
<p><b>Risk Owner(s):</b> Chief Executive, Senior Information Risk Owner (SIRO).</p>		
<p><b>Portfolio Flag:</b> Finance, Governance and Performance</p>	<p><b>Summary of Progress:</b> Ever present risk, the impact still remains significant posing a major threat to the Council - specifically at this time with recent incidents at neighbouring local authorities, and heightened threat due to the situation in Ukraine (guidance from NCSC) No change to the score at this time, the Council is also facing challenges around recruitment which are having an impact on this risk.</p>	
<p><b>Strategic Theme:</b> Our Organisation</p>	<p>In reviewing the risk, satisfied that the threshold for a Critical Impact is not met, therefore risk score remains unchanged.</p>	

Threat Risk	Trend	Current Risk Assessment		Risk Tolerance Level													
<p><b>Risk Title:</b> CRR25 – Suitability of Line of Business (LOB) Systems</p> <p><b>Description:</b> 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 5. Legacy data used for current work (GDPR) 6. Lack of Information (Cyber) Security controls 7. High cost where alternative core Council solutions exist</p>	<p><b>Constant</b></p> 	<p style="text-align: center;"><b>20</b></p> <p>Likelihood = 4 Impact = 5</p>		<p style="text-align: center;"><b>10</b></p> <p>Likelihood = 2 Impact = 5</p>													
<p><b>Risk Causes:</b> 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.</p>	<p style="text-align: center;"><b>Existing Controls</b></p> <table border="1"> <thead> <tr> <th data-bbox="645 1045 1041 1077">Control</th> <th data-bbox="1041 1045 1339 1077"></th> </tr> </thead> <tbody> <tr> <td data-bbox="645 1077 1041 1252">1. Auditing of all councils Line of Business (LOB systems)</td> <td data-bbox="1041 1077 1339 1252"></td> </tr> <tr> <td data-bbox="645 1252 1041 1390">2. IT Services highlight risks and shortcomings with systems (in an informal manner) to Heads of Service and Senior Leadership</td> <td data-bbox="1041 1252 1339 1390"></td> </tr> </tbody> </table>					Control		1. Auditing of all councils Line of Business (LOB systems)		2. IT Services highlight risks and shortcomings with systems (in an informal manner) to Heads of Service and Senior Leadership		<p style="text-align: center;"><b>Mitigating Actions</b></p> <table border="1"> <thead> <tr> <th data-bbox="1339 1045 1832 1077">Action Title</th> <th data-bbox="1832 1045 2022 1077">Due Date</th> <th data-bbox="2022 1045 2150 1077">Progress</th> </tr> </thead> <tbody> <tr> <td data-bbox="1339 1077 1832 1252">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.</td> <td data-bbox="1832 1077 2022 1252">December 2022</td> <td data-bbox="2022 1077 2150 1252">100%</td> </tr> <tr> <td data-bbox="1339 1252 1832 1390">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</td> <td data-bbox="1832 1252 2022 1390">February 2028</td> <td data-bbox="2022 1252 2150 1390">0%</td> </tr> </tbody> </table>	Action Title	Due Date	Progress	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
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		utilisation of functionality.			
<p><b>Risk Consequences:</b> Lack of resilience and continuity in event of an incident/failure High-cost applications without appropriate support. Inability to improve service delivery through digital transformation. May feed into Information (Cyber) Security risks.</p> <p><b>Risk Owner(s):</b> Director, Digital Transformation, Senior Information Risk Owner (SIRO) for Cyber Security. Service Areas for BCP/DR.</p> <p><b>Portfolio Flag:</b> Finance, Governance and Performance</p> <p><b>Strategic Theme:</b> Our Organisation</p>	<p>3. Work with Information Governance perpetuate a Cyber Security or Information Management risk are identified and service areas understand the risks to their services.</p>				
<p><b>Summary of Progress:</b> 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.</p>					
Threat Risk	Trend	Current Risk Assessment	Risk Tolerance Level		
<p><b>Risk Title:</b> CRR40 – Unplanned Investment in Subsidiary Companies</p> <p><b>Description:</b> BCC'S investments in subsidiaries may require greater than anticipated capital investment.</p>	<p><b>Constant</b></p> 	<p><b>20</b></p> <p>Likelihood = 4 Impact = 5</p>		<p><b>7</b></p> <p>Likelihood = 1 Impact = 7</p>	
<p><b>Risk Causes:</b> 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 &amp; Brexit). Service delivery failure as a result of specific market changes (e.g., recycle 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</p>	Existing Controls		Mitigating Actions		
	Control		Action Title	Due Date	Progress
	<ol style="list-style-type: none"> <li>Audit and Risk Committee - Supports on issues of risk, control and governance</li> <li>Board Effectiveness Reviews to be annual workforce planning</li> <li>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</li> <li>Effective engagement with BHL re reserved matter decisions and wider engagement with BCC Client teams to review performance, quality and set clear KPIs</li> <li>Shareholding Group</li> <li>Weekly progress review provided and regular review of</li> </ol>		<ol style="list-style-type: none"> <li>Align Risk Management Arrangements Between BCC/BHL</li> <li>BCC Capital Strategy limits BCC exposure to loans</li> <li>Business Plan for Bristol Heat Network</li> </ol>	<p>September 2022</p> <p>December 2021</p> <p>September 2022</p>	<p>10%</p> <p>100%</p> <p>50%</p>

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compromised and that sensitive data is stolen Failure to develop and grow commercial trading activities	assumptions, cash flow and risks			
<b>Risk Consequences:</b> - Financial Loss - Reputational damage to the council - Impact to service provision provided by subsidiary companies		4. Business Plan for Holding Companies 23/24	March 2023	0%
		5. Business Plan for Holdings Companies	March 2022	100%
		6. Capital Programme	March 2022	100%
<b>Risk Owner(s):</b> Chief Executive and S151 Officer.				
<b>Portfolio Flag:</b> Finance, Governance and Performance	<b>Summary of Progress:</b> Remains the same assessment as last quarter.			
<b>Strategic Theme:</b> Our Organisation, Empowering and Caring, Fair and Inclusive, Well Connected, Wellbeing				

Threat Risk	Trend	Current Risk Assessment		Risk Tolerance Level	
<b>Risk Title:</b> CRR49 - Workforce Resilience  <b>Description:</b> A lack of workforce resilience or capacity to provide statutory services and achieve strategic aims and objectives	<b>Improving</b> 	<b>20</b> Likelihood = 4 Impact = 5		<b>9</b> Likelihood = 3 Impact = 3	
<b>Risk Causes:</b> 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	<b>Existing Controls</b>				
<b>Risk Consequences:</b> Key services fail – inability to meet service demands Statutory and/ or regulatory obligations are not delivered Strategic priorities and aims are not delivered.	<b>Control</b>		<b>Action Title</b>	<b>Due Date</b>	<b>Progress</b>
	<ul style="list-style-type: none"> <li>Agreements in place with employment businesses for the supply of contingent workforce; agency and statement of works</li> <li>Promotion of apprenticeships and internal progression opportunities</li> <li>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</li> <li>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</li> <li>Support for managers with future workforce planning and succession planning, with bespoke action plans to target diversity and skills gaps</li> </ul>		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  Workforce Strategy is currently being refreshed and will have workforce resilience and	October 2022  October 2022	75%  75%

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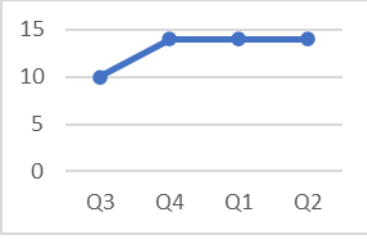
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<p>The council becomes unfocused and demand led. Increasing levels of sickness absence Higher staff turnover and loss of talent HSE/Legal action Reputational damage Poor customer satisfaction leading to complaints and requests for compensation</p>	<ul style="list-style-type: none"> <li>• 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</li> <li>• 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</li> <li>• Prioritisation of tasks to better manage workforce pressures</li> </ul>	<p>wellbeing as a primary theme</p>
<p><b>Risk Owner(s):</b> Chief Executive, Director of Workforce and Change</p>	<p><b>Summary of Progress:</b> Following progress on the actions identified the impact rating has been reduced leading to a small reduction in the overall risk score.</p>	
<p><b>Portfolio Flag:</b> City Economy, Finance &amp; Performance</p>		
<p><b>Strategic Theme:</b> Our Organisation</p>		

Threat Risk	Trend	Current Risk Assessment		Risk Tolerance Level	
<p><b>Risk Title:</b> CRR6 Fraud and Corruption</p> <p><b>Description:</b> Failure to prevent or detect acts of significant fraud or corruption against the council from either internal or external sources.</p>	<p><b>Constant</b></p>	<p><b>15</b> Likelihood = 3 Impact = 5</p>		<p><b>9</b> Likelihood = 3 Impact = 3</p>	
<p><b>Risk Causes:</b> 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 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</p>	<p><b>Existing Controls</b></p>		<p><b>Mitigating Actions</b></p>		
	<p><b>Control</b></p>		<p><b>Action Title</b></p>	<p><b>Due Date</b></p>	<p><b>Progress</b></p>
	<p>1. A dedicated Counter Fraud and Investigation team - BCC has a dedicated Counter Fraud and Investigation team with varied skills (investigation, accountancy, audit and data analysis skills).</p>		<p>1. Fraud Risk Assessments</p>	<p>December 2022</p>	<p>0%</p>
	<p>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'.</p>		<p>2. Improve Whistleblowing process</p>	<p>November 2022</p>	<p>60%</p>
			<p>3. NFI Fraud Hub Implementation</p>	<p>October 2022</p>	<p>60%</p>

Appendix A – Q2 Corporate Risk Report Resources Risks 2022-2023

<p>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>Company House checks, duplicate claim checks and IP address checks.</p>			
<p><b>Risk Consequences:</b> Losses to fraud under emergency measures is inevitable. Potential increase in financial losses due to increase in scams. 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>	<p>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.</p>	<p>4.Review National Fraud Initiative Data Matching</p>	<p>March 2023</p>	<p>50%</p>
	<p>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.</p>	<p>5.Establish a long term more technologically advanced fraud hub</p>	<p>October 2022</p>	<p>50%</p>
	<p>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.</p>	<p>Summary of Progress: The risk score remains unchanged which reflects the inherent nature of the fraud risk in the Council's operating environment and it is recognised that whilst mitigations can be put in place they cannot completely eradicate the fraud risk. Furthermore, the current economic crisis will likely result in increases in the number of fraud incidences as fraudsters continuously attempt to use complex means to defraud both individuals and organisations. Following the implementation of the NFI Fraud Hub, the focus is now on ensuring that outcomes are robustly reviewed and processed so that both prevention and recovery activities are completed timely and effectively. In addition, work is underway to explore new areas for fraud prevention and detection as well as enhancing our arrangements for responding and investigating allegations of possible fraud and irregularity received through various referral mechanisms.</p>		
	<p>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.</p>			
<p>8. Whistleblowing procedure - New internal procedure developed. HR advisor assigned to each Whistle-blow.</p>				
<p><b>Risk Owner(s):</b> Chief Executive and Director of Finance (S151 Officer).</p>				
<p><b>Portfolio Flag:</b> Finance, Governance and Performance</p>				
<p><b>Strategic Theme:</b> Our Organisation</p>				

Threat Risk	Trend	Current Risk Assessment		Risk Tolerance Level	
<p><b>Risk Title:</b> CRR26 – ICT Resilience</p> <p><b>Description:</b> The Council's 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>	<p><b>Constant</b></p> 	<p><b>14</b></p> <p>Likelihood = 2 Impact = 7</p>		<p><b>10</b></p> <p>Likelihood = 2 Impact = 5</p>	
<p><b>Risk Causes:</b> 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).</p>	<b>Existing Controls</b>		<b>Mitigating Actions</b>		
	<b>Control</b>		<b>Action Title</b>	<b>Due Date</b>	<b>Progress</b>
	<p>1. 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.</p> <p>2. 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.</p>		<p>1. Application/system risk log</p> <p>2. IT Resilience and BCP Phase 2</p>	<p>September 2021</p> <p>January 2023</p>	<p>100%</p> <p>0%</p>

Appendix A – Q2 Corporate Risk Report Resources Risks 2022-2023

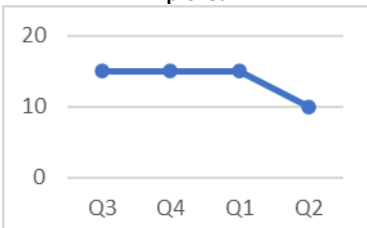
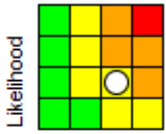
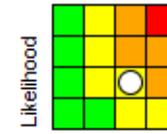
Services undertaking their own IT arrangements outside of the corporate approach.	3. Moved critical systems to the cloud with more effective DR.	3. IT Resilience and Business Continuity Project Phase 1	March 2022	100%
<b>Risk Consequences:</b> Inability to deliver services	1. Resilience workshops for 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	4. Project to move Shared Drives to Cloud	November 2022	50%
	2. 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.	5. Removal of legacy hardware from estate	August 2024	50%
	3. Weekly testing of individual systems restore - The restore of individual systems is tested weekly on a rotational basis			
<b>Risk Owner(s):</b> Chief Executive, Director, Digital Transformation, Service Area Leads.				
<b>Portfolio Flag:</b> Finance, Governance and Performance	<b>Summary of Progress:</b> The Full Business Case for the next phase of the IT BC/DR project is delayed further. We are re-assessing this project in light of current pressures to measure the organisations appetite for further enhancing risk mitigations in this area. This review will take place over the coming weeks and observations/suggestions taken through relevant EDM's and CLB where required.			
<b>Strategic Theme:</b> Our Organisation				

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Threat Risk	Trend	Current Risk Assessment		Risk Tolerance Level	
<b>Risk Title:</b> CRR29 - Information Security Management System (ISMS) <b>Description:</b> 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.	<b>Constant</b> 	<b>10</b> Likelihood = 2 Impact = 5		<b>5</b> Likelihood = 1 Impact = 5	
<b>Risk Causes:</b> Ineffective Information Security Management System, inadequate resources to create and maintain an ISMS, management buy in and support to operate an ISMS.	<b>Control</b>		<b>Mitigating Actions</b>		
			<b>Action Title</b>	<b>Due Date</b>	<b>Progress</b>
	1. 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		1. Continue roll out of Policies with oversight from ICGB Information Governance Tool 2. Implement Audit Actions with oversight by IG Board	December 2022 December 2022	75% 80%

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<p><b>Risk Consequences:</b> 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>	<p>practices (including adherence to policies) will help minimise the likelihood of these occurring</p> <ol style="list-style-type: none"> <li>2. Security Team Training</li> <li>3. MetaCompliance tool online to track compliance/engagement of policies</li> </ol>
<p><b>Risk Owner(s):</b> Senior Information Risk Owner (SIRO).</p>	<p><b>Summary of Progress:</b> Final policy work on the ISMS, has lead to likelihood decrease. Future work on this will take longer due to recruitment challenges, however:</p>
<p><b>Portfolio Flag:</b> Finance, Governance and Performance</p>	<p>Policies continue to be rolled out, and MetaCompliance tool online to track compliance/engagement of policies, further engagement with comms planned.</p>
<p><b>Strategic Theme:</b> Our Organisation, Empowering and Inspiring, Fair and Inclusive, Well Connected, Wellbeing</p>	

Threat Risk	Trend	Current Risk Assessment		Risk Tolerance Level											
<p><b>Risk Title:</b> CRR4 – Failure to Deliver an effective Corporate Health, Safety and Wellbeing Framework</p>	<p><b>Improved</b></p>  <table border="1"> <caption>Risk Score Trend Data</caption> <thead> <tr> <th>Quarter</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>Q3</td> <td>15</td> </tr> <tr> <td>Q4</td> <td>15</td> </tr> <tr> <td>Q1</td> <td>15</td> </tr> <tr> <td>Q2</td> <td>10</td> </tr> </tbody> </table>	Quarter	Score	Q3	15	Q4	15	Q1	15	Q2	10	<p><b>10</b> Likelihood = 2 Impact = 5</p>		<p><b>10</b> Likelihood = 2 Impact = 5</p>	
Quarter	Score														
Q3	15														
Q4	15														
Q1	15														
Q2	10														
<p><b>Description:</b> 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 at the Council whether on a permanent or temporary basis, Schools,</p>															



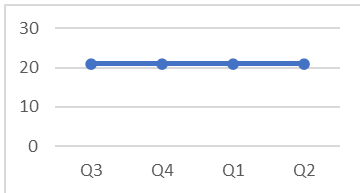
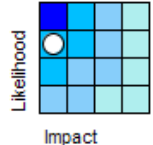
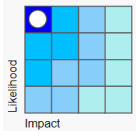
<p>contractors agency staff visitors and other parties who have a business relationship with BCC.</p>					
<p><b>Risk Causes:</b> If services do not have sufficient staff numbers to carry out work plans in a safe way. If services are not able to order appropriate equipment required for staff safety. 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>	<b>Existing Controls</b>		<b>Mitigating Actions</b>		
	<b>Control</b>		<b>Action Title</b>	<b>Due Date</b>	<b>Progress</b>
	<p>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</p>		<p>1.Audit of key areas of risk</p>	<p>March 2022</p>	100%
	<p>2. CDM, Legionella and Asbestos procedures have been revised</p>		<p>2.New Accident Incident Reporting System</p>	<p>March 2022</p>	100%
<p>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. Work will continue on ensuring SMART action plans and better understanding of operational health and safety risks. The revised CHaSMs is due to be sent out in October 2022.</p>		<p>3.Review Health and Safety Procedures</p>	<p>March 2023</p>	20%	
<p><b>Risk Consequences:</b> 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>4. Fire Safety Management System - Fire Safety Management System is in place and has been piloted. Is ready to be published on SOURCE by 30th March 2022. Once published a number of information sessions will take place to ensure managers and key responsible people understand how to implement system.</p>		<p>4.Training and Development Programme for Health, Safety and Well-being</p>	<p>December 2022</p>	10%
	<p>5. Health and Well-being plan - Health and Wellbeing plan in place and being implemented</p>				
	<p>6. New integrated OH, EAP and Physiotherapy contract - New contract in place for a year. Overall is working well there are some red spots (health surveillance) which is currently being contract managed due to delivery.</p>				
	<p>7. Reorganising the Corporate Health Safety and Wellbeing 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</p>				



Appendix A – Q2 Corporate Risk Report Resources Risks 2022-2023

	<p>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><b>Risk Owner(s):</b> Chief Executive and Corporate Leadership Board (CLB), Director of Workforce Change.</p>		
<p><b>Portfolio Flag:</b> Finance, Governance and Performance <b>Strategic Theme:</b> Our Organisation</p>	<p><b>Summary of Progress:</b> The impact has stayed the same but the likelihood has been reduced, as reflected by the controls put in place to mitigate the risk. There have not been regular intervals where there has been major health and safety incidents.</p>	

**Opportunity Risks**

Opportunity Risk	Trend	Current Risk Assessment		Risk Tolerance Level	
<p><b>Risk Title:</b> OPP1 - One City Approach</p> <p><b>Description:</b> The One City Approach will offer a new way to plan strategically with partners as part of a wider city system.</p>	<p><b>Constant</b></p> 	<p><b>21</b></p> <p>Likelihood = 3 Impact = 7</p>		<p><b>28</b></p> <p>Likelihood = 4 Impact = 7</p>	

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<p><b>Risk Causes:</b> 1. Mayoral aspiration and widespread partner sign-up to principles</p> <p>2. Work to date has produced outline plan and engaged partners in the long-term vision and necessary work to complete the plan</p>	Existing Controls		Mitigating Actions		
	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	March 2023	10%
			2. Set up Partnership Board	October 2022	75%
		3.City Office Team Mandate	September 2022	95%	
<p><b>Risk Consequences:</b></p> <p>1. 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</p>					
<p><b>Risk Owner(s):</b> Director Policy, Strategy and Partnerships.</p>					
<p><b>Portfolio Flag:</b> Finance, Governance and Performance</p>	<p><b>Summary of Progress:</b> One City continues to be an opportunity for the local authority through the One City Approach to partnership working. Arising opportunities includes taking a One City Approach to the cost-of-living crisis, the food equality strategy and the second Voluntary Local Review of the SDGs for which Bristol is viewed as a world leader in our tracking and embedding of the SDGs in our activity.</p>				
<p><b>Strategic Theme:</b> Our Organisation</p>					

Risk Scoring Matrix

		Threat Impact (Negative risks)					Opportunity Impact (Positive Risk)						
Threat Likelihood	Almost certain	4	4 (Low)	12 (Medium)	20 (High)	28 (Critical)	28 (Significant)	20 (High)	12 (Medium)	4 (Low)	4	Almost certain	Opportunity Likelihood
	Likely	3	3 (Low)	9 (Medium)	15 (High)	21 (High)	21 (High)	15 (High)	9 (Medium)	3 (Low)	3	Likely	
	Unlikely	2	2 (Low)	6 (Medium)	10 (Medium)	14 (High)	14 (High)	10 (Medium)	6 (Medium)	2 (Low)	2	Unlikely	
	Rare	1	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.

**LIKELIHOOD AND IMPACT RISK RATING SCORING**

Likelihood Guidance

Likelihood	Likelihood Ratings 1 to 4
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## Appendix A – Q2 Corporate Risk Report Resources Risks 2022-2023

	1	2	3	4
<b>Description</b>	Might happen on rare occasions.	Will possibly happen, possibly on several occasions.	Will probably happen, possibly at regular intervals.	Likely to happen, possibly frequently.
<b>Numerical Likelihood</b>	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.
<b>Financial Loss / Gain</b>	<b>Under £0.5m</b>	<b>Between £0.5m - £3m</b>	<b>Between £3m - £5m</b>	<b>More than £5m</b>
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.

**Bristol City Council - Scrutiny Work Programme 2022 / 2023 (Formal Public Meetings)**

People Scrutiny Commission (PSC)	Health Scrutiny – Sub-Committee (of the PSC)	Communities Scrutiny Commission (CSC)	Growth & Regeneration Scrutiny Commission (G&RSC)	Resources Scrutiny Commission (RSC)	Overview & Scrutiny Management Board (OSMB)
<b>July 2022</b>					
					<b>27<sup>th</sup> July, 2.30pm</b>
					Annual Business Report: To include confirmation of Scrutiny Work Programme, Working Groups and Inquiry Days
					Liveable Neighbourhoods Inquiry Day (TBC)
					Q4 21/22 Corporate Performance Report
					Q1 Risk Report 22/23
					Forward Plan – Standing Item
					WECA – Joint Scrutiny minutes – standing item
					Local Government and Social Care Ombudsman Report
<b>August 2022</b>					
<b>September 2022</b>					
<b>26<sup>th</sup> September, 5.00 pm</b>			<b>29<sup>th</sup> September, 5pm</b>		<b>26<sup>th</sup> September, 5.30pm</b>
Annual Business Report			Annual Business Report		Q1 22/23 Performance Report - TBC
New schools provision (Temple Quay and The Park) and specialist school places provision update)			Planning Enforcement		Task Group Updates
Inclusive Educational Practice (PSC Working Group Report)			Temple Quarter (site visit before)		
LG Ombudsman report on EHC plan case (further to OSMB on 27 July)			Previously taken Emergency Key Decisions: <ul style="list-style-type: none"> <li>Electricity Contract Procurement and Renewals</li> <li>Half Hourly Electricity Supply Contract Extension’.</li> </ul>		
EHC plans – update/position statement			Risk Report		
Adult Social Care Transformation – (part 1)			Performance Report Q4		
Risk Report					
Performance Report					
<b>October 2022</b>					
	<b>10 October, 4pm</b>	<b>3<sup>rd</sup> October, 1pm</b>			<b>27<sup>th</sup> October, 9am</b>
	NHS access to planned health care - access to GP services	Annual Business Report			Working group updates
	Update on Integrated: <ul style="list-style-type: none"> <li>Health and Care</li> </ul>	Home Choice Review			Committee Model Working Group

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Agenda Item 15

People Scrutiny Commission (PSC)	Health Scrutiny – Sub-Committee (of the PSC)	Communities Scrutiny Commission (CSC)	Growth & Regeneration Scrutiny Commission (G&RSC)	Resources Scrutiny Commission (RSC)	Overview & Scrutiny Management Board (OSMB)
	<ul style="list-style-type: none"> <li>Care System</li> <li>Care Partnerships and Community Mental Health Framework</li> </ul>				
		Parks and Open Space Strategy			One City update
		Allotment Strategy			People Scrutiny Commission Working Group Report: Inclusion in Mainstream Education
		Q1 Risk Report			Performance Report Q1 22/23
		Performance Report Q4			Q2 Risk 22/23
<b>November 2022</b>					
<b>28 November, 5.00 pm</b>		<b>17<sup>th</sup> November, 6pm</b>		<b>22<sup>nd</sup> November 2.45pm Public Forum. The meeting begins at 3.30pm. (To be reconvened on 23<sup>rd</sup> November 2pm)</b>	<b>29<sup>th</sup> November, 4pm</b>
Performance Q1		Ecological Emergency Action Plan		Budget scrutiny meetings to consider budget savings proposals: 22 <sup>nd</sup> Nov: <ul style="list-style-type: none"> <li>Growth &amp; Regeneration Directorate budget savings proposals</li> </ul> 23 <sup>rd</sup> Nov: <ul style="list-style-type: none"> <li>Resources and People Directorates budget savings proposals</li> </ul>	City Leap
Family Hubs update		BCC Tree Strategy Update and CSC Trees Working Group Recommendations			Resources Scrutiny Commission: Budget Scrutiny Update
Disproportionality in Youth Justice System		Tenant Participation Review			WECA – Joint Scrutiny minutes – standing item
Adult Social Care Transformation (part 2)		Q1 Performance			Work Programme – standing item
Risk Q2					Forward Plan – standing item Climate Change Working Group Terms of Reference
‘Snapshot’ update on Education, Health & Care Plan performance					
<b>December 2022</b>					
	<b>5 December, 4pm</b>			<b>1<sup>st</sup> December, 5pm</b>	
	Children's Mental Health / Child and Adolescent Mental Health Services – early intervention			Annual Business Report	

People Scrutiny Commission (PSC)	Health Scrutiny – Sub-Committee (of the PSC)	Communities Scrutiny Commission (CSC)	Growth & Regeneration Scrutiny Commission (G&RSC)	Resources Scrutiny Commission (RSC)	Overview & Scrutiny Management Board (OSMB)
	Update on NHS Bristol response locally to winter pressures			Collection Fund - Financial Surplus/Deficit Report	
				Debt Position Across the Organisation (incl pandemic impacts)	
				Council Tax Base Report	
				Finance Up-date Report	
				Performance Report Q1	
				Risk Report	
<b>January 2023</b>					
			<b>25<sup>th</sup> January, 5pm</b>	<b>31<sup>st</sup> January, 4pm</b>	<b>Date 19<sup>th</sup> January 23 (TBC)</b>
			Active Travel/Walking and Cycling Strategy (implementation of WECA Strategy)	Budget Scrutiny Meeting (the meeting will be adjourned until the following)	Work Programme – standing item
			Culture Review: To include: <ul style="list-style-type: none"> <li>• Covid-19 recovery</li> <li>• Equalities &amp; Diversity</li> <li>• Geographic Delivery</li> </ul>		Forward Plan – standing item
			Housing Delivery - Progress of Project 1000		WECA – Joint Scrutiny minutes – standing item
			High Streets Recovery		
			Performance Q1 / Q2		
<b>February 2023</b>					
		<b>27<sup>th</sup> February, 2pm</b>		<b>1<sup>st</sup> February, 5pm</b>	<b>W/C 13<sup>th</sup> February TBC</b>
		Waste Transformation: <ul style="list-style-type: none"> <li>• Village Model Review</li> <li>• Street Cleaning Review</li> <li>• Commercial Waste</li> </ul>		Budget Scrutiny Meeting	Companies Business Plans (TBC)
		Keeping Bristol Safe Partnership			Scrutiny Annual Report to Full Council
					Work Programme – standing item
					Forward Plan – standing item
					WECA – Joint Scrutiny minutes – standing item
					Work Programme – standing item
<b>March 2023</b>					
<b>13 March, 5.00 pm</b>	<b>20 March, 4.00 pm</b>		<b>5pm, 22<sup>nd</sup> March 2023</b>		<b>Date TBC</b>
‘Snapshot’ update on Education, Health & Care Plan performance	Update from Public Health (on work to encourage healthy weight and eating)		Bristol Flood Risk Strategy (Statutory Item)		Bristol City Council’s Business Plans (to include Scrutiny Workshop)
Sir Stephen Bubb Report - Update			Strategic Transport / City Region Sustainable Transport Settlements (CRSTS) <ul style="list-style-type: none"> <li>• To include Brabazon Arena</li> </ul>		Equalities and Inclusion Strategy - provisional

People Scrutiny Commission (PSC)	Health Scrutiny – Sub-Committee (of the PSC)	Communities Scrutiny Commission (CSC)	Growth & Regeneration Scrutiny Commission (G&RSC)	Resources Scrutiny Commission (RSC)	Overview & Scrutiny Management Board (OSMB)
Adult Social Care Transformation (part 3)			Zero Emissions Transport Bid		WECA – Joint Scrutiny minutes – standing item
Latest performance report			Frome Gateway		Work Programme – standing item
Latest risk report			Western Harbour (TBC)		Forward Plan – standing item
<b>April 2023</b>					
	Quality Accounts - Sirona; AWP; NBT; UHBW; SWAS (closed briefings)				
<b>Provisional items / to be scheduled</b>					
Children in Care (National report – implications for Bristol) – likely to be a briefing	Update on NHS Structures (briefing - 26 July)	Public Toilets	Place Making (incl - Housing Delivery and Health Infrastructure)		Gender Identity and Transition Policy - provisional
WECA – support for young people / adults with learning difficulties moving into work (in Bristol) – likely to be a briefing		Community Asset Transfers	Parking		Heat-Networks
Dedicated Schools Grant – joint item with Resources Task and Finish		Area Committees (part of wider review of democratic engagement)			Bristol Beacon
Safeguarding Children and Young People / Adults - Assurance (briefing)		Community Events and Festivals (Potential joint with G&RSC Culture Review in Jan)			Quarterly Corporate Performance Reports
		Libraries Working Group report			Trans Inclusion and Gender Identity Policy
					Twice yearly risk reports
<b>Working Group / Task Group / Inquiry Days (provide timeframe if known)</b>					
		Libraries Working Group (Summer / Autumn 2022)		Finance Task Group Note – first meeting in late June. Frequent meetings from September.	Liveable Neighbourhoods Inquiry Day (20 <sup>th</sup> June)
				Procurement Strategy Working Group - Sustainable Procurement - Social Value	Flood Resilience Inquiry Day (November/TBC)  One City Plan Workshop (early 23)
				Cross Party Subgroup - How to make the 2023/24 budget documents more accessible	Climate Change Task Group

Joint Health Overview & Scrutiny Committee (JHOSC)	
Topic	Date



TBC	