

# Summons to attend meeting of Full Council

Annual Council



**Date:** Tuesday, 9 May 2023

**Time:** 2.00 pm

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

**To: All Members of Council**

**Issued by:** Oliver Harrison, Democratic Services

City Hall, PO Box 3399, Bristol, BS1 9NE

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**Date:** Thursday, 27 April 2023



# Agenda

## 1. Welcome and Introductions

(Pages 5 - 7)

## 2. Apologies for Absence

## 3. Election of Lord Mayor

## 4. Election of Deputy Lord Mayor

## 5. 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.

## 6. Minutes of the Previous Meeting

To agree the minutes of the previous meeting as a correct record.

(Pages 8 - 24)

## 7. Lord Mayor's Business

To note any announcements from the Lord Mayor

## 8. Public Statements

Under the Council's constitution, there is no provision for public forum at the Annual Council meeting. However, in consultation with the Mayor and Party Group Leaders, the Lord Mayor has determined that written statements from members of the public will be accepted for this meeting on the following basis:

1. The wording of all written statements must be submitted by the deadline of midday Thursday 4 May 2023 due to bank holidays. Please note that public questions are not permitted on this occasion.



Statements should be sent to [democratic.services@bristol.gov.uk](mailto:democratic.services@bristol.gov.uk)

2. Statements for this meeting must be about the reports included on the agenda.

3. One written statement per member of the public or member of Council is permitted.

Details of all statements submitted will be sent to the Lord Mayor, Mayor and all Councillors as soon as possible after the above deadline.

## **9. Dates and Times of Full Council Meetings 2023/24**

Recommendation: To approve the dates and times of Full Council meetings in 2023-2024.

**(Pages 25 - 26)**

## **10. Establishment of Committees 2023/34**

Recommendation: to approve the composition of Committees for the 2023-24 municipal year (full recommendations are set out in detail at the end of the report).

**(Pages 27 - 32)**

## **11. Allocation of Committee Seats 2023/34**

Recommendations

**(Pages 33 - 44)**

1. To review and approve the allocation of seats on committees in accordance with the statutory requirements concerning political balance and to approve the appointment of Members (and substitutes) to serve on committees (full recommendations set out at the end of this report).

2. To appoint Chairs to the Committees/Commissions as proposed.

## **12. Scrutiny Annual Report 2022/23**

Recommendation: That Members note the Scrutiny Annual Report 22/23.

**(Pages 45 - 52)**

## **13. Committee Model Working Group Update**

**(Pages 53 - 67)**

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Signed

A handwritten signature in black ink, appearing to be 'T. O'Connell'.

Proper Officer

Thursday, 27 April 2023



# 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).

## Public meetings

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

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

## COVID-19 Prevention Measures at City Hall (June 2022)

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

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

## COVID-19 Safety Measures for Attendance at Council Meetings (June 2022)

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

- are required to self-isolate from another country
- are suffering from symptoms of COVID-19 or
- have tested positive for COVID-19

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

You can get committee papers in other formats (e.g. large print, audio tape, braille etc) or in community languages by contacting the Democratic Services Officer. Please give as much notice as possible. We cannot guarantee re-formatting or translation of papers before the date of a particular meeting.

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



## Public Forum

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

The following requirements apply:

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

Any statement submitted should be no longer than one side of A4 paper. If the statement is longer than this, then for reasons of cost, it may be that only the first sheet will be copied and made available at the meeting. For copyright reasons, we are unable to reproduce or publish newspaper or magazine articles that may be attached to statements.

By participating in public forum business, we will assume that you have consented to your name and the details of your submission being recorded and circulated to the Committee and published within the minutes. Your statement or question will also be made available to the public via publication on the Council's website and may be provided upon request in response to Freedom of Information Act requests in the future.

We will try to remove personal and identifiable information. However, because of time constraints we cannot guarantee this, and you may therefore wish to consider if your statement contains information that you would prefer not to be in the public domain. Other committee papers may be placed on the council's website and information within them may be searchable on the internet.

### During the meeting:

- Public Forum is normally one of the first items on the agenda, although statements and petitions that relate to specific items on the agenda may be taken just before the item concerned.
- There will be no debate on statements or petitions.
- The Chair will call each submission in turn. When you are invited to speak, please make sure that your presentation focuses on the key issues that you would like Members to consider. This will have the greatest impact.
- Your time allocation may have to be strictly limited if there are a lot of submissions. **This may be as short as one minute.**
- If there are a large number of submissions on one matter a representative may be requested to speak on the groups behalf.
- If you do not attend or speak at the meeting at which your public forum submission is being taken your statement will be noted by Members.
- Under our security arrangements, please note that members of the public (and bags) may be searched. This may apply in the interests of helping to ensure a safe meeting environment for all attending.



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

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

### Webcasting/ Recording of meetings

Members of the public attending meetings or taking part in Public forum are advised that all Full Council and Cabinet meetings and some other committee meetings are now filmed for live or subsequent broadcast via the council's [webcasting pages](#). The whole of the meeting is filmed (except where there are confidential or exempt items). If you ask a question or make a representation, then you are likely to be filmed and will be deemed to have given your consent to this. If you do not wish to be filmed you need to make yourself known to the webcasting staff. However, the Openness of Local Government Bodies Regulations 2014 now means that persons attending meetings may take photographs, film and audio record the proceedings and report on the meeting (Oral commentary is not permitted during the meeting as it would be disruptive). Members of the public should therefore be aware that they may be filmed by others attending and that is not within the council's control.

The privacy notice for Democratic Services can be viewed at [www.bristol.gov.uk/about-our-website/privacy-and-processing-notices-for-resource-services](http://www.bristol.gov.uk/about-our-website/privacy-and-processing-notices-for-resource-services)



## Bristol City Council Minutes of the Full Council

14 March 2023 at 4.45 pm



### Members Present:-

**Councillors:** Mayor Marvin Rees, Paula O'Rourke, Donald Alexander, Lesley Alexander, Kerry Bailes, Jenny Bartle, Nicola Beech, Marley Bennett, Mark Bradshaw, Andrew Brown, Jos Clark, Sarah Classick, Amirah Cole, Kye Dudd, Richard Eddy, Emma Edwards, Tessa Fitzjohn, Lorraine Francis, John Geater, Paul Goggin, Geoff Gollop, Zoe Goodman, John Goulandris, Katy Grant, Fi Hance, Tom Hathway, Helen Holland, Gary Hopkins, Katja Hornchen, Jonathan Hucker, Philippa Hulme, Farah Hussain, Chris Jackson, Ellie King, Tim Kent, Mohamed Makawi, Brenda Massey, Henry Michallat, Yassin Mohamud, Graham Morris, Steve Pearce, Ed Plowden, Guy Poultney, Kevin Quartley, Tom Renhard, James Scott, Sharon Scott, Steve Smith, Lisa Stone, Christine Townsend, Andrew Varney, Mark Weston, David Wilcox and Chris Windows

### 1 Welcome and Introductions

The Lord Mayor welcomed all attendees to the meeting and made a safety announcement in relation to the fire/emergency evacuation procedure.

### 2 Apologies for Absence

Apologies for absence were heard from Councillors Ali, Breckels, Cheney, Craig, Rippington, Davies, Dyer, English, Hulme, Mack, Parsons, Denyer, Hathway, Wye, Fitzgibbon, Stafford-Townsend, Fodor, McAllister and Hance.

### 3 Declarations of Interest

None received.

### 4 Freedom of the City - HMS Prince of Wales

The Council considered a report recommending Freedom of the City be conferred to HMS Prince of Wales.

The Lord Mayor introduced the report and moved the recommendation.





The motion was seconded by Deputy Lord Mayor, Councillor Steve Smith.

Following speeches from Councillors Edwards, Holland, Clark and Hopkins in support of the recommendation, it was

**RESOLVED –**

**To award Freedom of the City (Military) to His Majesty's Ship (HMS) Prince of Wales (PWLS) affiliated with the City and County of Bristol.**

Meeting ended at 5.15 pm

**CHAIR** \_\_\_\_\_



# Bristol City Council

## Minutes of the Full Council

14 March 2023 at 6.00 pm



### Members Present:-

**Councillors:** Mayor Marvin Rees, Paula O'Rourke, Lesley Alexander, Kerry Bailes, Jenny Bartle, Nicola Beech, Marley Bennett, Mark Bradshaw, Andrew Brown, Jos Clark, Sarah Classick, Amirah Cole, Carla Denyer, Kye Dudd, Richard Eddy, Emma Edwards, Tessa Fitzjohn, Martin Fodor, Lorraine Francis, John Geater, Paul Goggin, Geoff Gollop, Zoe Goodman, John Goulandris, Katy Grant, Fi Hance, Tom Hathway, Helen Holland, Gary Hopkins, Katja Hornchen, Jonathan Hucker, Farah Hussain, Chris Jackson, Hibaq Jama, Ellie King, Tim Kent, Heather Mack, Mohamed Makawi, Brenda Massey, Henry Michallat, Yassin Mohamud, Graham Morris, Barry Parsons, Steve Pearce, Ed Plowden, Guy Poultney, Kevin Quartley, Tom Renhard, James Scott, Sharon Scott, Steve Smith, Ani Stafford-Townsend, Lisa Stone, Christine Townsend, Andrew Varney, Mark Weston, David Wilcox and Chris Windows

### 1 Welcome and Introductions

The Lord Mayor welcomed all attendees to the meeting and issued the safety information.

### 2 Apologies for Absence

Apologies for absence were received from Councillors Don Alexander, Ali, Breckels, Cheney, Craig, Davies, Dyer, English, Fitzgibbon, Hulme, Rippington and Wye.

### 3 Declarations of Interest

None received.

### 4 Minutes of the Previous Meeting

On the motion of the Lord Mayor, seconded by Councillor Parsons, it was

**RESOLVED:**



**That the minutes of the meeting of the Full Council held on the 21 February 2023 be confirmed as a correct record and signed by the Lord Mayor.**

## 5 Lord Mayor's Business

There was none.

## 6 Public Petitions, Statements and Questions

### Public Petitions:

There was one public petition received which was referred to the Mayor for his consideration and response.

	Name	Title
PP01	Lizzie Sims	Safe road crossing on Ashley Down Road for Brunel Field Primary School

### Public Statements:

The Full Council received and noted the following statements (which were referred to the Mayor for his consideration)

PS01	Alderman Colin Smith	Best Wishes and Thanks
PS02	Mary March	Redcatch Park Budget Proposals
PS03	Edwin Moseley	Redcatch Community Garden
PS04	Adrian Stone	Redcatch Community Garden
PS05	Chris Thomas	Westbury on Trym Car Park
PS06	Bruce Saunders	Car Park Proposals
PS07	Sally Peterson	Westbury on Trym Car Park
PS08	Jane Hole-Jones	Westbury on Trym Car Park
PS09	Graham Barsby	Westbury on Trym Car Park
PS10	Bridget Niblett	Westbury on Trym Car Park
PS11	Karen Rich	Redcatch Community Garden
PS12	Christine Liddle	Westbury on Trym Car Park
PS13	Francis Cornish	Westbury Hill Car Park: Charging
PS14	Roger Woolley	Westbury-on-Trym car park
PS15	Lynn A Filby	Proposed Charges for Local Carparks
PS16	Tom Bosanquet	Double the Tree Cover in Bristol
PS17	Celia Davies	Bristol City Council Proposal to charge for parking at Westbury Hill Car Park
PS18	Janet & John Walton Masters	Westbury-on-Trym carpark charges
PS19	David McGregor	Car Parking Charges for Council Meeting of 14th March



PS20	Ruth Barsby	Westbury on Trym Car Park
PS21	Patrick Harris	SILVER MOTION (CONSERVATIVE) CHANGES TO DISTRICT CAR PARKS
PS22	Jen Smith	SEND social media monitoring
PS23	Deborah Smith	Car park charging Westbury Hill
PS24	John Taylor	Silver Motion for Full Council on Tuesday 14th March
PS25	Gill O'Rourke	Westbury-on-Trym Car Parking Charges
PS26	Westbury on Trym Women's Institute	Westbury-on-Trym Car Parking Charges
PS27	Westbury on Trym Village Show	Westbury-on-Trym Car Parking Charges
PS28	Andrew Renshaw	Westbury-on-Trym Car Parking Charges
PS29	Derrick Sheppard	Westbury-on-Trym Car Parking Charges
PS30	Sustainable Westbury on Trym	Westbury-on-Trym Car Parking Charges
PS31	Lesley Powell	STOP THE CLOSURE OF REDCATCH COMMUNITY GARDEN
PS32	Jill turner	Silver Motion Transwomen and Transmen
PS33	Alexia Gardner	Westbury Hill Car Park
PS34	Brian Watson	Proposed parking charges for Westbury Hill car park
PS35	M J Ainley	Westbury-on-Trym carpark
PS36	David Stephens	Westbury-on-Trym Village Car Park
PS37	Dr Tony Hoare	Silver Motion concerning the proposal to charge for car parking in Westbury Hill, Westbury-on-Trym
PS38	Brian Ainley	Proposals for car park charges at Westbury-on-Trym
PS39	Sue Creasy	VASSALL CENTRE HOUSING DEVELOPMENT
PS40	Wendy M Morri	Charge for the Council Carpark in Westbury on Trym (WoT)
PS41	David Redgewell	Scrutiny
PS42	Gillian Stone	Vassall Centre Planning Application 22/03476/F
PS43	Dinah Bernard	Council Budget re Westbury-on-Trym Car Park
PS44	Josephine Robinson	The Plant Based Treaty
PS45	Susan Tainton	Proposal to introduce parking charges at Westbury Hill Car Park
PS46	Gina Eastman	Westbury on Trym Car Park
PS47	Hilary Long	Westbury on Trym Car Park
PS48	Jane Plummer	Westbury car park
PS49	Alison Freeman	Silver Motion (Conservative) changes to District Car Parks
PS50	Graham Plummer	Charge for Parking in the Westbury-on-Trym Car Park
PS51	Mary and Malcolm Neave	Flat-rate charging system to various car parks across Bristol
PS52	Ms Safia Yonis	Redcliffe Housing Conditions
PS53	Samira Abdi	Redcliffe Housing Conditions



	Shukri	
PS54	Mrs Hamda Ismail	Redcliffe Housing Conditions
PS55	Nima Siyad	Redcliffe Housing Conditions
PS56	Nimo Abdi	Redcliffe Housing Conditions
PS57	Suad Omar	Redcliffe Housing Conditions
PS58	Hinda Jama	Redcliffe Housing Conditions
PS59	Khadra Hassan	Redcliffe Housing Conditions
PS60	Amanda Sharman	Bristol harbour new Fees and Charges proposal
PS61	Molly Petts	Harbour Fees Proposal

Within the time available, statements 1, 31, 32, 44, 53, 56 and 59 were presented by individuals at the meeting.

### Public Questions

Full Council noted that the following questions had been submitted:

Ref No	Name	Title
PQ01	Tom Bosanquet	Digital Billboards
PQ02	Tom Bosanquet	St Luke's Road
PQ03	Lesley Powell	Redcatch Community Garden
PQ04	Sian Ellis-Thomas	Redcatch Community Garden
PQ05	Kate Swain	Redcatch Community Garden
PQ06	Claudia Collins	Redcatch Community Garden
PQ07	Alison Lauder	Redcatch Community Garden
PQ08	Carole Hall	Redcatch Community Garden
PQ09	James Jones	Plant Based Catering
PQ10	Keith Farley	Redcatch Community Garden
PQ11	Alex Gill	Redcatch Community Garden
PQ12	Haydn Gill	Park Row Active Travel
PQ13	Josephine Robinson	Plant Based Treaty
PQ14	Alex Hartley	Cumberland Basin Regeneration
PQ15	David Redgewell	Integrated Transport System
PQ16	Andrew Lynch	Bristol Port Company
PQ17	Suzanne Audrey	Bristol Harbour Review
PQ18	Suzanne Audrey	Mass Transit System
PQ19	Amanda Jones	Bristol Harbour Fees
PS20	Bristol Boaters Community Association	Bristol Harbour Review
PQ21	Simon James Lewis	HMOs
PQ22	Molly Petts	Bristol Harbour Review
PQ23	Trevor Gray	Bristol Harbour Review
PQ24	Phoebe	Bristol Harbour Review



Arrowsmith Brown

Within the time available, the Mayor responded verbally to questions 3, 4, 9, 12 and 13 also responding to supplementary questions.

## 7 Petitions Notified by Councillors

The Full Council received and noted the following petitions:

Ref No	Name	Title	Number of signatures
CP01	Cllr Barry Parsons	Save Cafe5 in Greenbank	1065
CP02	Cllr Ani Stafford Townsend	Save Bristol Harbour community	4566

## 8 Petition Debate - Save Bristol Harbour

Item withdrawn.

## 9 Bristol City Youth Council Update

Full Council considered an update report presented by members of the Youth Council.

There was a debate and it was:

**RESOLVED: That the Bristol City Youth Council update was noted.**

## 10 Committee Model Working Group - Recommendations to Full Council

Full Council considered a report from the Committee Model Working Group.

Councillor Jenny Bartle moved the report and recommendations. Councillor Geoff Gollop seconded the report.

There was a debate and it was:

**RESOLVED: Full Council approved the recommendations set out in paragraphs 6 and 7 of the report.**

## 11 Political Proportionality Update



Full Council considered a report on Political Proportionality and Allocation of Committee Seats.

The Lord Mayor moved the report and recommendations. The Deputy Lord Mayor seconded the report.

There was no debate and it was:

**RESOLVED: Full Council approved the allocation of seats on committees in accordance with the statutory requirements concerning political balance and approved the allocation of Committee Seats as set out in the report.**

## **12 Pay Policy Statement 2023/24**

Full Council considered a report on the Pay Policy Statement 2023/24.

Councillor Lorraine Francis moved the report and recommendations. Councillor Farah Hussain seconded the report.

Following debate, upon being put to the vote, the recommendations were APPROVED (34 For, 15 against, 5 abstentions) and it was:

**RESOLVED: Full Council adopted the Pay Policy Statement for 2023/24, to take effect from 1 April 2023.**

## **13 Motions**

Following a short adjournment, it was moved by the Lord Mayor that standing order CPR2.1(xi) be suspended to allow the meeting to go past the 30 minutes time limit for motions. Following a vote, it was agreed to proceed up until 9.15pm.

**GOLDEN MOTION (GREEN): TACKLING KNIFE CRIME AND THE CAUSES OF KNIFE CRIME IN BRISTOL**

Councillor Mohammed Makawi moved the following motion:

**Bristol City Council believes:**

1. Together with agency partners, we are working hard to address the causes of youth violence and trying to engage with young people to help them understand the devastating consequences carrying and using knives can have. This council believes that young people are important and recognises the positive contribution that young people make to the city. Bristol is working to support young people to make



more positive choices when it comes to knife crime and youth violence. The impact of knife crime disproportionately impacts the BME communities of Bristol.

2. Knife violence and the impact of violence has increased in recent years. The perception of the danger of knife crime, and fear for one's loved ones has increased. In the year to end September 2022, there was a total of 1,204 incidents involving a sharp object. In that time there were 8 murders that involved a knife, constituting 42% of homicides with the Avon & Somerset area. In addition, there were 164 threats to kill, 12 attempts to kill, 33 rapes, and 597 serious assaults with a knife. [1]

3. Injuries from knife violence increases in times of economic crisis and desperation. In January 2023, a man died in Castle Park due to knife violence, In February 2023, a woman was injured in a knife incident in Filton. One is one too many, and Bristol believes the victims of knife crime should be zero and that zero is possible.

4. The causes of knife crime are complex but rooted in poverty and fostered by school exclusion. The solutions require cross agency working and flexible approaches.

**Bristol City Council notes:**

1. The Safer Approach Strategy of 2021
2. The Drug and Alcohol Strategy for Bristol 2021-2025 2021
3. Bleed kits may be added to defibrillation units to provide public access in emergency situations.
4. That our city centre public realm must be felt safe for all, with increased visibility and safety measures.
5. That there are several areas of known hotspots in the city centre, where street furniture such as Bus stop advertisements create blind spots from view.
6. That there are some great initiatives across our city run by people with lived experience, who are working to help our young people to avoid being groomed into causes of knife crime. However, some of these projects are unable to access formal routes of funding.
7. That the route of many young people into the causes of knife crime starts with school exclusions, often due to unsupported needs.
8. That the requirement to save in energy costs should not be to the detriment of personal security.

**Bristol City Council resolves to:**

1. Assign more funding to the Safer Approach Strategy of 2021





2. Assign more funding to the Drug and Alcohol Strategy for Bristol 2021-2025
3. Work with stake holders to increase coverage of Bleed Kits and training on the use of them into night-time economy venues across the city.
4. Request that the improvement plans for Castle Park are implemented as soon as the plans are finalised and fully consulted upon.
5. Work together with relevant stakeholders to remove the causes of blind spots.
6. Explore other routes of funding for grass roots projects tackling knife crime.
7. Produce a strategy to tackle the negative views held by many of what it means to be neurodivergent so that all our young people can access the support they require.
8. Ensure street lighting and CCTV is installed, replaced & functioning in areas such as Lawrence Hill, Queens Square, Redcliffe & other known hotspots.
9. Work together with local councillors, communities, police teams and the licensing team to identify licenced premises which fuel anti-social behaviours at the root of knife carrying and review the licence compliance.
10. Request the Mayor and relevant Cabinet member to report back to Council on progress on these actions in March 2024.

The motion was seconded by Councillor Ani Stafford-Townsend.

**Councillor Ellie King then moved the following amendment:**

‘That the motion be amended to read as follows:

**Bristol City Council believes:**

1. Together with agency partners, we are working hard to address the causes of youth violence and trying to engage with young people to help them understand the devastating consequences carrying and using knives can have. This council believes that young people are important and recognises the positive contribution that young people make to the city. Bristol is working to support young people to make more positive choices when it comes to knife crime and youth violence. The impact of knife crime disproportionately impacts the BME communities of Bristol.
2. Knife violence and the impact of violence has increased in recent years. The perception of the danger of knife crime, and fear for one’s loved ones has increased. In the year to end September 2022, there was a total of 1,204 incidents involving a sharp object. In that time there were 8 murders that involved a knife,



constituting 42% of homicides with the Avon & Somerset area. In addition, there were 164 threats to kill, 12 attempts to kill, 33 rapes, and 597 serious assaults with a knife. [1]

3. Injuries from knife violence increases in times of economic crisis and desperation. In January 2023, a man died in Castle Park due to knife violence, In February 2023, a woman was injured in a knife incident in Filton. One is one too many, and Bristol believes the victims of knife crime should be zero and that zero is possible.

4. The causes of knife crime are complex and multifaceted, and drivers can include the needs of the individual, their relationships, their wider community, their environment, societal factors including social media influence, and educational factors - including school exclusions. All these risks are often compounded by poverty and economic circumstances and disproportionately affect black and minoritized communities. The solutions require cross agency working and flexible approaches.

#### **Bristol City Council notes:**

1. The Safer Options approach, Keeping Bristol Safe Partnership, the Youth summit on Violence Reduction, Child Safeguarding Practice Review, Drugs in School Pathway, Education Inclusion Project, Community Guardianship, Safer Streets, the Belonging Strategy, safeguarding webinars for VCSE partners and disproportionality webinars for schools, as well as other projects, as part of the administration's work to tackle youth violence.

2. Bleed kits may be added to defibrillation units to provide public access in emergency situations.

3. That our city's public realm must be felt safe for all, with increased visibility and safety measures. The council is currently replacing streetlamps with LED bulbs, which improve visibility and can have the brightness increased when needed.

4. There are hotspots of concern in the city, where multi-agency interventions are needed to improve the safety of the environment

5. That there are some great initiatives across our city run by people with lived experience, who are working to help our young people to avoid being groomed into causes of knife crime. However, some of these projects are unable to access formal routes of funding.

6. The risk factors at the root of knife crime are complex. A contextual safeguarding approach is essential to tackling serious violence systemically and strategically.

#### **Bristol City Council resolves to:**

As part of the budget planning process for the next municipal year, call on councillors to assign more funding to the authorities' early intervention and preventative measures, and continue to seek government grants to complement these strategies in the meantime.



1. Work with stake holders to increase coverage of Bleed Kits and training on the use of them into night-time economy venues across the city.
2. Request that the improvement plans for Castle Park are implemented as soon as the plans are finalised and fully consulted upon.
3. Work to produce a joint strategic needs assessment to define serious violence in Bristol. This assessment will form an evidence-led basis for the creation of both a local strategy and an Avon and Somerset-wide strategy, to tackle knife crime and other forms of serious violent crime.
4. Explore other routes of funding for grass roots projects tackling knife crime.
5. Work with city partners to tackle all the root causes of knife crime – such as by increasing support for at risk young people in the education system; engaging with community groups to improve their capacity to prevent serious violence; and improving the sharing of intelligence and information between agencies.
6. Invest £655,000 over the next two years to upgrade CCTV on council housing across the city and to also ensure street lighting and CCTV is installed, replaced & functioning in areas that are identified through the evidence-based joint strategic needs assessment.
7. Continue to work with the Bristol Nights Board and the wider Night Time Economy on preventive measures, noting the success of the harm reduction training, the Bristol Rules Campaign, anti-drink spiking kits, and the Women’s Safety Charter
8. Request the Keeping Bristol Safe Partnership feed into the Local Plan consultation, as a means to design blind spots and other factors relating to serious violence out of Bristol’s built environment.
9. Request the Mayor and relevant Cabinet member to report back to Council on progress on these actions in March 2024.

The amendment was seconded by Councillor Marley Bennet.

**Following debate, upon being put to the vote, the amendment was CARRIED (35 For, 20 Against, 0 Abstentions).**

The Lord Mayor then invited Councillor Makawi, as mover of the original motion to speak.

**Following final remarks, upon being put to the vote, the amended motion was CARRIED (54 For, 1 against, 0 abstentions) and it was**

**RESOLVED:**



**Bristol City Council believes:**

- 1. Together with agency partners, we are working hard to address the causes of youth violence and trying to engage with young people to help them understand the devastating consequences carrying and using knives can have. This council believes that young people are important and recognises the positive contribution that young people make to the city. Bristol is working to support young people to make more positive choices when it comes to knife crime and youth violence. The impact of knife crime disproportionately impacts the BME communities of Bristol.**
- 2. Knife violence and the impact of violence has increased in recent years. The perception of the danger of knife crime, and fear for one's loved ones has increased. In the year to end September 2022, there was a total of 1,204 incidents involving a sharp object. In that time there were 8 murders that involved a knife, constituting 42% of homicides with the Avon & Somerset area. In addition, there were 164 threats to kill, 12 attempts to kill, 33 rapes, and 597 serious assaults with a knife. [1]**
- 3. Injuries from knife violence increases in times of economic crisis and desperation. In January 2023, a man died in Castle Park due to knife violence, In February 2023, a woman was injured in a knife incident in Filton. One is one too many, and Bristol believes the victims of knife crime should be zero and that zero is possible.**
- 4. The causes of knife crime are complex and multifaceted, and drivers can include the needs of the individual, their relationships, their wider community, their environment, societal factors including social media influence, and educational factors - including school exclusions. All these risks are often compounded by poverty and economic circumstances and disproportionately affect black and minoritized communities. The solutions require cross agency working and flexible approaches.**

**Bristol City Council notes:**

- 1. The Safer Options approach, Keeping Bristol Safe Partnership, the Youth summit on Violence Reduction, Child Safeguarding Practice Review, Drugs in School Pathway, Education Inclusion Project, Community Guardianship, Safer Streets, the Belonging Strategy, safeguarding webinars for VCSE partners and disproportionality webinars for schools, as well as other projects, as part of the administration's work to tackle youth violence.**
- 2. Bleed kits may be added to defibrillation units to provide public access in emergency situations.**
- 3. That our city's public realm must be felt safe for all, with increased visibility and safety measures. The council is currently replacing streetlamps with LED bulbs, which improve visibility and can have the brightness increased when needed.**
- 4. There are hotspots of concern in the city, where multi-agency interventions are needed to improve the safety of the environment**



5. That there are some great initiatives across our city run by people with lived experience, who are working to help our young people to avoid being groomed into causes of knife crime. However, some of these projects are unable to access formal routes of funding.

6. The risk factors at the root of knife crime are complex. A contextual safeguarding approach is essential to tackling serious violence systemically and strategically.

**Bristol City Council resolves to:**

As part of the budget planning process for the next municipal year, call on councillors to assign more funding to the authorities' early intervention and preventative measures, and continue to seek government grants to complement these strategies in the meantime.

1. Work with stake holders to increase coverage of Bleed Kits and training on the use of them into night-time economy venues across the city.
2. Request that the improvement plans for Castle Park are implemented as soon as the plans are finalised and fully consulted upon.
3. Work to produce a joint strategic needs assessment to define serious violence in Bristol. This assessment will form an evidence-led basis for the creation of both a local strategy and an Avon and Somerset-wide strategy, to tackle knife crime and other forms of serious violent crime.
4. Explore other routes of funding for grass roots projects tackling knife crime.
5. Work with city partners to tackle all the root causes of knife crime – such as by increasing support for at risk young people in the education system; engaging with community groups to improve their capacity to prevent serious violence; and improving the sharing of intelligence and information between agencies.
6. Invest £655,000 over the next two years to upgrade CCTV on council housing across the city and to also ensure street lighting and CCTV is installed, replaced & functioning in areas that are identified through the evidence-based joint strategic needs assessment.
7. Continue to work with the Bristol Nights Board and the wider Night Time Economy on preventive measures, noting the success of the harm reduction training, the Bristol Rules Campaign, anti-drink spiking kits, and the Women's Safety Charter
8. Request the Keeping Bristol Safe Partnership feed into the Local Plan consultation, as a means to design blind spots and other factors relating to serious violence out of Bristol's built environment.
9. Request the Mayor and relevant Cabinet member to report back to Council on progress on these actions in March 2024.



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#### SILVER MOTION (CONSERVATIVE) CHANGES TO DISTRICT CAR PARKS

Councillor Jonathan Hucker moved the following motion:

“This Council very much regrets the decision to introduce changes in the terms and conditions for the use of the City’s district car parks and, as stated in the Cabinet report on this issue, to sell four additional sites deemed to have ‘low occupancy’ and appropriate for disposal. These proposals were not subject to any prior public consultation.

All identified car parks provide an important role in support of local shops and small businesses. Many serve vital public amenities such as GP surgeries, pharmacies, churches, and community centres.

Council believes such a move is misconceived, based on a flawed premise and methodology, whilst ignoring the needs and social benefits of retaining some free provision in our suburbs. The exclusion of local input from local people and their elected representatives dictates that it should be revisited, reviewed and reversed.

Accordingly, the Mayor is called upon to:

- (i) Listen to and acknowledge the strength of opposition to these ideas
- (ii) Commit to conducting full consultation prior to any introduction
- (iii) Work with local Councillors and communities to explore possible compromise solutions prior to implementation
- (iv) To pause the sell-off of the four secondary car parks to evaluate their impact on local high streets and then consult on those plans as well”

Councillor Sharon Scott seconded the motion.

#### **Councillor Ed Plowden then moved the following amendment:**

‘That the motion be amended to read as follows:

#### SILVER MOTION (CONSERVATIVE) CHANGES TO DISTRICT CAR PARKS

This Council notes the decision to introduce changes in the terms and conditions for the use of the City’s district car parks and, as stated in the Cabinet report on this issue, to sell four additional sites deemed to have ‘low occupancy’ and appropriate for disposal.

Council notes these proposals were not subject to specific prior public consultation.



Council notes that transport of all types plays a vital role in support of local shops and small businesses, many of which are within a 15 minute walk or cycle of the local community they serve.

Council notes that many older and disabled people currently rely on their private cars to access vital public amenities such as local shops GP surgeries, pharmacies, churches, and community centres.

However, this Council also notes that the Citizens Assembly top recommendation is that parking should be progressively reduced through the City as a key tool in tackling the Climate Emergency.

This Council believes parking is part of a market in mobility and needs to be used as a tool as part of a balanced transport policy and that the often-promised parking strategy for the City is much needed and severely overdue.

This Council believes that this would allow the input from local people and their elected representatives at a strategic level to determine the needs of parking in all areas of the City.

Council believes that a full consultation involving older and disabled people and non-users of these car parks should be undertaken, and that it should include consulting on alternative uses of the land proposed to be sold.

Accordingly, the Mayor is called upon to:

- (i) Listen to and acknowledge opposition to these ideas
- (ii) Commit to conducting consultation prior to the introduction of parking fees
- (iii) Work with local Councillors and communities to explore possible compromise solutions prior to implementation

The amendment was seconded by Councillor Heather Mack.

**Following debate, upon being put to the vote, the amendment was REJECTED (20 For, 34 Against, 0 Abstentions).**

The Lord Mayor then invited Councillor Hucker, as mover of the original motion to speak.

**Following final remarks, upon being put to the vote, the original motion was REJECTED (19 For, 35 against, 0 abstentions).**

Meeting ended at 9.15 pm

**CHAIR** \_\_\_\_\_







# Full Council

9 May 2023



**Report of:** Tim O’Gara, Director – Legal & Democratic Services

**Title:** **Dates and Times of Full Council meetings 2023-24**

**Ward:** Citywide

## **Recommendation**

To approve the dates and times of Full Council meetings in 2023-2024

## **Summary**

To approve the dates and times of Full Council meetings in 2023-2024

## **The significant issues in the report are:**

Not applicable.



**Policy**

1. Not applicable

**Consultation**

2. **Internal**  
Party Group Whips  
The Lord Mayor
3. **External**  
Not applicable

**Context**

4. Not applicable

**Proposal**

5. The proposed Full Council meeting times / dates are:
  - 6pm, Tuesday 11 July 2023
  - 6pm, Tuesday 12 September 2023
  - 6pm, Tuesday 14 November 2023
  - 2pm, Tuesday 12 December 2023
  - 2pm, Tuesday 9 January 2024
  - 2pm, Tuesday 20 February 2024 (budget Council meeting)
  - 2pm, Wednesday 28 February 2024 (reserve, additional budget meeting, if required)
  - 6pm, Tuesday 12 March 2024

**Other Options Considered**

Not applicable.

**Risk Assessment**

Not applicable.

**Public Sector Equality Duties**

Not applicable.

**Legal and Resource Implications**

Not applicable.

**Appendices:**

None.

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

**Background Papers:** None

# Full Council

9 May 2023



**Report of:** Tim O’Gara, Director – Legal and Democratic Services

**Title:** **Establishment of Committees 2023-24**

**Ward:** Citywide

## Recommendation

1. To approve the composition of Committees for the 2023-24 municipal year (full recommendations are set out in detail at the end of the report).

## Summary

As per above recommendation.

## The significant issues in the report are:

As set out in the main report.



## Policy

1. The Full Council must appoint at least one Overview and Scrutiny Committee and such other committees as it considers appropriate to deal with the matters which are neither reserved to the Full Council nor are executive functions.

## Consultation

2. **Internal**  
Party Group Whips
3. **External**  
Not applicable

## Context

4. See 1. above.

## Proposal: Establishment of committees

### a. Arrangements for Overview and Scrutiny:

5. The following Overview and Scrutiny bodies are proposed for establishment by Full Council in 2023-24:
  - Overview and Scrutiny Management Board
  - People Scrutiny Commission (Health Sub Committee of the People Scrutiny Commission)
  - Growth and Regeneration Scrutiny Commission
  - Communities Scrutiny Commission
  - Resources Scrutiny Commission

As the Overview and Scrutiny Management Board oversees the scrutiny work programme, its membership includes the Chairs of the Commissions.

6. Joint bodies: the Full Council is asked to note that the following joint bodies (meetings of which also involve representatives of other relevant authorities) will be continuing:
  - Joint Health Scrutiny Committee (meets as and when required)
  - Joint Health Overview and Scrutiny Committee for the purpose of jointly scrutinising the Bristol, North Somerset and South Gloucestershire Sustainability and Transformation Partnerships (STP)
  - West of England Combined Authority Overview and Scrutiny Committee (“The WECA Overview and Scrutiny Committee”)
  - Joint Overview and Scrutiny Arrangement comprising of the Constituent Councils of the West of England Combined Authority, the Mayor and North Somerset Council (“The Joint Overview and Scrutiny Arrangement”).

- West of England Combined Authority Audit Committee (“The WECA Audit Committee”)

**b. Regulatory Committees:**

7. The Full Council is recommended to establish four Regulatory Committees as follows:
  - Development Control Committee A
  - Development Control Committee B
  - Public Safety and Protection Committee
  - Public Rights of Way and Greens Committee

**c. Appeals Committee**

8. The Full Council is asked to establish an Appeals Committee.

**d. Other Non-executive Committees:**

9. The Full Council is asked to consider the appointment of other non-executive committees.
10. It is proposed that the Full Council should approve the establishment of the following committees:
  - Audit Committee
  - Human Resources Committee
  - Selection Committee
  - Area Committees 1 to 6
  - Committee Model Working Group

**f. Statutory Committees**

11. The **Licensing Committee** is established as a standing committee and does not have to be re-appointed. Any vacancies must be filled by the Full Council – this task is non-delegable, i.e. only Full Council can decide who will serve on the committee. Members continue to serve on the Committee until they either resign or are removed by the Full Council. The appointment of Members is a licensing function and as such equalities law applies to it, and the Full Council should fill vacancies having due regard to equalities tests. The Full Council will be asked to fill any current vacancies on the Licensing Committee in a further report to this meeting.
12. The **Health and Wellbeing Board** is a statutory function under Section 194 of the Health and Social Care Act 2012. This Board is continuing and therefore the annual re-establishment is not required.

**Other Options Considered**

Not applicable.

### **Risk Assessment**

Not applicable.

### **Public Sector Equality Duties**

Not applicable.

### **Legal and Resource Implications**

#### **Legal**

As per paragraph 1. above, the Full Council must appoint at least one Overview and Scrutiny Committee and such other committees as it considers appropriate to deal with the matters which are neither reserved to the Full Council nor are executive functions.

(Legal advice provided by Tim O’Gara, Director – Legal and Democratic Services)

#### **Financial**

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

Not applicable

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

Not applicable

#### **Land**

Not applicable

#### **Human Resources**

Not applicable

### **RECOMMENDATIONS:**

#### **1. That the following committees be established;**

##### **a. Overview and Scrutiny bodies:**

- **Overview and Scrutiny Management Board**
- **People Scrutiny Commission (Health Sub Committee of the People Scrutiny Commission)**
- **Growth and Regeneration Scrutiny Commission**
- **Communities Scrutiny Commission**
- **Resources Scrutiny Commission**

#### **Joint bodies:**

- **Joint Health Scrutiny Committee**
  - **Joint Health Overview and Scrutiny Committee for the purpose of jointly scrutinising the Bristol, North Somerset and South Gloucestershire Sustainability and Transformation Partnerships (STP)**
  - **West of England Combined Authority Overview and Scrutiny Committee (“The WECA Overview and Scrutiny Committee”)**
  - **Joint Overview and Scrutiny Arrangement comprising of the Constituent Councils of the West of England Combined Authority, the Mayor and North Somerset Council (“The Joint Overview and Scrutiny Arrangement”)**
  - **West of England Combined Authority Audit Committee (“The WECA Overview and Scrutiny Committee”)**
- b. Regulatory Committees:**
- **Development Control Committee A**
  - **Development Control Committee B**
  - **Public Safety and Protection Committee**
  - **Public Rights of Way and Greens Committee**
- c. Appeals Committee**
- d. Other (non-executive) Committees:**
- **Audit Committee**
  - **Human Resources Committee**
  - **Selection Committee**
  - **Area Committees 1 to 6**
  - **Committee Model Working Group**
- e. Statutory Committees:**
- **To note the position in relation to the Licensing Committee.**
  - **To note that the Health and Wellbeing Board does not need to be formally re-established as it remains extant.**

**Appendices:**

Appendix A – List of Area Committees

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

**Background Papers:** None

## APPENDIX A

### Area Committees (Community Infrastructure Levy (CIL) Committees)

There is an Area CIL/s.106 Committee for each of the following 6 Areas (each to be known as an “Area Committee”):

- Avonmouth and Lawrence Weston, Westbury-on-Trym and Henleaze, Stoke Bishop, Clifton, Clifton Down, Hotwells and Harbourside (Area 1);
- Henbury and Brentry, Southmead, Horfield, Bishopston and Ashley Down, Redland and Cotham (Area 2);
- Lockleaze, Eastville, Frome Vale and Hillfields (Area 3);
- Ashley, Central, Lawrence Hill, Easton, St George West, St George Central and St George Troopers Hill (Area 4);
- Bedminster, Southville, Windmill Hill, Knowle, Brislington East and Brislington West (Area 5);
- Bishopsworth, Hartcliffe and Withywood, Filwood, Hengrove and Whitchurch Park and Stockwood (Area 6).

The councillors elected to serve those wards are members of the corresponding Area Committee.

To the Councillors in each Area Committee the Mayor has delegated executive decisions in relation to the following:

- The expenditure of the local element of CIL monies raised within the area
- Devolved s.106 monies where there is a decision to be made in relation to what and where the monies should be spent (as opposed to when the funds have already been earmarked for a specific project as part of the agreement)



# Full Council

9 May 2023



**Report of:** Tim O’Gara, Director – Legal and Democratic Services

**Title:** **Allocation of Committee Seats and Appointment of Members to Serve on Committees**

**Ward:** Citywide

## **Recommendation**

1. To review and approve the allocation of seats on committees in accordance with the statutory requirements concerning political balance and to approve the appointment of Members (and substitutes) to serve on committees (full recommendations set out at the end of this report).
2. To appoint Chairs to the Committees/Commissions as proposed.

## **Summary**

As per above recommendation.

## **The significant issues in the report are:**

As set out in the main report.



## Policy

1. Not applicable

## Consultation

2. **Internal**  
Party Group Whips
3. **External**  
Not applicable

## Context

4. See proposal below.

## Background / Proposal

5. Under Section 15 of the Local Government and Housing Act 1989 and the Local Government (Committees and Political Groups) regulations, the Full Council has a duty to review the representation of different political groups at its annual meeting in respect of bodies to which the section applies (for example, the section applies to the Council's ordinary committees and Scrutiny Commissions). The section does not apply to the statutory Licensing Committee or the Health and Wellbeing Board and so the political balance rules are not applied to these. Section 15 of the Act provides that, in performing this duty, the Council has a duty to make only such determinations as give effect **so far as reasonably practicable** to the following principles:
  - a. That not all the seats on the body are allocated to the same political group.
  - b. That the majority of the seats on the body are allocated to a particular political group if the number of persons belonging to that group is a majority of the authority's membership.
  - c. Subject to a. and b. above, that the number of seats on the ordinary committees of a relevant authority which are allocated to each political group bears the same proportion to the total of all the seats on the ordinary committees of the authority as is borne by the number of Members of that group to the membership of the authority; and
  - d. Subject to a. to c. above, that the number of seats on the body which are allocated to each political group bears the same proportion to the number of all the seats on that body as is borne by the numbers of that group to the membership of the authority.
6. The current councillor membership of political groups represented on the City Council is set out below and the names of the councillors in each group are set out in Appendix A to this report:

Green group	25 Members
Labour group	24 Members
Conservative group	14 Members
Liberal Democrat group	5 Members
Knowle Community Party	2 Members

7. For the purposes of calculating the entitlement of each political group to seats on committees, it is proposed that the following be included:
- Development Control Committee A
  - Development Control Committee B
  - Overview and Scrutiny Management Board
  - People Scrutiny Commission
  - Health Scrutiny Commission
  - Growth and Regeneration Scrutiny Commission
  - Communities Scrutiny Commission
  - Resources Scrutiny Commission
  - Public Safety and Protection Committee
  - Public Rights of Way and Greens Committee
  - Audit Committee
  - Human Resources Committee
  - Selection Committee
8. Alternative arrangements for appointments to these committees can be approved provided no Member of the Council votes against.
9. Subject to the Full Council appointing the committees as per agenda item 11, and agreeing the sizes of committees described below, the total number of seats on these committees available is 115.
10. The number of Council Members for each political group expressed as a percentage of the total Councillor membership of political groups on the City Council (70) is as follows:

Green	25 Members (% of 70) = 35.71 %
Labour	24 Members (% of 70) = 34.29 %
Conservative	14 Members (% of 70) = 20 %
Liberal Democrat	5 Members (% of 70) = 7.14 %
Knowle Community Party	2 Members (% of 70) = 2.86%

Following discussion with the Party Group Whips, the following committee sizes are proposed:

	LAB	GREEN	CON	LD	KCP
<b>10 Member Committee:</b>					
Overview and Scrutiny Management Board	3	4	2	1	
<b>9 Member Committees:</b>					
Development Control Committee A	3	3	2	1	
Development Control Committee B	3	3	2	1	
People Scrutiny Commission	3	3	2	1	
Health Scrutiny Commission	3	3	2	1	
Growth and Regeneration Scrutiny Commission	3	3	2	1	

Communities Scrutiny Commission	3	3	2		1
Resources Scrutiny Commission	3	3	2		1
Public Safety and Protection Committee	3	3	2	1	
Public Rights of Way and Greens Committee	3	3	2	1	
Audit Committee	3	3	2	1	
Human Resources Committee	3	3	2	1	
<b>6 Member Committee:</b>					
Selection Committee	2	2	1	1	
<b>TOTAL = 115 seats, breaking down as</b>	<b>38</b>	<b>39</b>	<b>25</b>	<b>11</b>	<b>2</b>
	<b>LAB</b>	<b>GREEN</b>	<b>CON</b>	<b>LD</b>	<b>KCP</b>
The % which this distribution gives each party:	33.04%	33.91%	21.74%	9.57%	1.74%
As compared with the entitlement %	34.29%	35.71%	20%	7.14%	2.86%

11. These totals reflect, as far as is reasonably practicable, the aggregate entitlement of the political groups to committee seats.

**Appointments to which political balance do not apply:**

**12. Licensing Committee:**

- The Licensing Committee is established under Section 6 of the Licensing Act 2003 and is a standing committee. Any vacancies must be filled by the Full Council – this task is non-delegable, i.e. only Full Council can decide who will serve on the Committee.
- Members continue to serve on the Committee until they either resign or are removed by the Full Council.
- The appointment of Members is a licensing function and, as such, equalities law applies to it, and the Full Council should fill vacancies having due regard to equalities tests and considerations.
- The Council must have a licensing committee of between 10-15 members. As one of the largest licensing authorities in the country, Bristol has established a 15 Member Committee.
- The list of Members proposed to serve on the committee for 2023-2024 will be confirmed at the annual meeting and published as Appendix B to this report.
- The Full Council is asked to enquire if there have been any resignations from the Committee since the date of publication of this report, and having done so, to invite nominations to fill any vacancies. In confirming appointments to the Committee, the Full Council is asked to take full account of equalities duties and considerations, and to note that the political balance rules do not apply.
- Any vacancies that subsequently arise will need to be referred to the next meeting of the Full Council to ensure they are filled promptly, and to ensure that the Council retains the 15 Member Committee it has previously resolved to establish.

13. **Appeals Committee:** The Full Council is asked to determine the membership of the Appeals Committee. It is proposed that, as in previous years, membership of the Appeals Committee should comprise any 3 Members of the Council subject to them having first received the necessary training and not having been involved in the original decision which is the subject of an appeal.

**14. Joint Scrutiny and other bodies:** The following is proposed:

- **Joint Health Scrutiny Committee** (3 members from Bristol, one from each of the largest 3 political groups).
- **Joint Health Overview and Scrutiny Committee for the purpose of jointly scrutinising the Bristol, North Somerset and South Gloucestershire Sustainability and Transformation Partnership** 7 members from Bristol (2 Labour; 2 Green; 2 Conservative; 1 Liberal Democrat).
- **West of England Combined Authority Overview and Scrutiny Committee (“The WECA Overview and Scrutiny Committee”)**; 6 members from Bristol (2 Labour; 1 Green; 2 Conservative; 1 Liberal Democrat)
- **Joint Overview and Scrutiny Arrangement** comprising of the Constituent Councils of the West of England Combined Authority, the Mayor and North Somerset Council (“The Joint Overview and Scrutiny Arrangement”) 6 members from Bristol (2 Labour; 1 Green; 2 Conservative; 1 Liberal Democrat)
- **West of England Combined Authority Audit;** 6 members from Bristol (2 Labour; 1 Green; 2 Conservative; 1 Liberal Democrat)

**15. Health and Wellbeing Board:** The membership of the Health and Wellbeing Board is prescribed in section 194 of the 2012 Act, as follows:

- a. At least one councillor from the authority nominated by the elected Mayor. The elected Mayor may themselves be a member of the board instead of or in addition to the person(s) they nominate.
- b. The director of adult social services for the local authority.
- c. The director of children’s services for the local authority.
- d. The director of public health for the local authority.
- e. A representative of the local Healthwatch organisation for the area of the local authority.
- f. A representative of each relevant clinical commissioning group.
- g. Such other persons, or representatives of such other persons, as the local authority thinks appropriate.

**Chair Allocation**

- 16.** Full Council has the option to appoint Chairs and Vice Chairs to committees/Commissions. These are listed at Appendix C.

**Substitutes**

- 17.** In addition to deciding the allocation of seats to political groups, the Full Council is also required to decide substitution arrangements.

**Other Options Considered**

Not applicable.

**Risk Assessment**

Not applicable.

## **Public Sector Equality Duties**

Not applicable.

## **Legal and Resource Implications**

### **Legal**

As indicated in the report, in determining the allocation of committee seats and the appointment of Members to serve on Committees, the Full Council must comply with the requirements of Section 15 of the Local Government and Housing Act 1989 and the Local Government (Committee and Political Groups) regulations.

(Legal advice provided by Tim O’Gara, Director – Legal and Democratic Services)

### **Financial**

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

Not applicable.

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

Not applicable.

### **Land**

Not applicable.

### **Personnel**

Not applicable.

## **RECOMMENDATION:**

**Full Council is recommended to:**

- 1. Approve the allocation of committee seats as set out above.**
- 2. Enquire if there have been any resignations from the Licensing Committee since the date of publication of this report and having done so invite nominations to fill all of the vacancies on the Committee. In confirming appointments to the Committee, the Full Council is asked to take full account of equalities duties and considerations, and to note that the political balance rules do not apply.**
- 3. Agree that all Members of Council be appointed to serve on an Appeals Committee comprising of any 3 Members of Council, subject to them having first received the necessary training and not having been involved in the original decision which is the subject of an appeal.**
- 4. Agree that the Council be represented (as per paragraph 14) on the following joint bodies:**

- **Joint Health Scrutiny Committee**
  - **Joint Health Overview and Scrutiny Committee for the purpose of jointly scrutinising the Bristol, North Somerset and South Gloucestershire Sustainability and Transformation Partnership**
  - **West of England Combined Authority Overview and Scrutiny Committee**
  - **Joint Overview and Scrutiny Arrangement comprising of the Constituent Councils of the West of England Combined Authority, the Mayor and North Somerset Council (“The Joint Overview and Scrutiny Arrangement”**
  - **West of England Combined Authority Audit**
5. **To note the position in relation to the membership of the Health and Wellbeing Board as per paragraph 15 of the report.**
6. **To agree that named members will be provided for the Committee memberships by the party group Whips (to be sent to the Monitoring Officer). If named substitutes are not also provided, then any Councillor of the relevant group may attend a meeting as a substitute, other than in the case of:**
- **a Development Control Committee, where the substitute must be a member of another Development Control Committee (and be appropriately trained).**
  - **any scrutiny commission, where the substitute may not be a member of the executive.**

**Appendices:**

Appendix A – Councillor membership of political groups

Appendix B – Chair Allocations for Committee/Commissions

Appendix C – Licensing Committee Membership

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

**Background Papers:** None

**Councillor membership of political groups**

**Labour Group (24)**

Councillor Don Alexander  
Councillor Amal Ahmed Ali  
Councillor Kerry Bailes  
Councillor Nicola Beech  
Councillor Marley Bennett  
Councillor Mark Bradshaw  
Councillor Fabian Breckels  
Councillor Craig Cheney  
Councillor Amirah Cole  
Councillor Asher Craig  
Councillor Kye Dudd  
Councillor Paul Goggin  
Councillor Zoe Goodman  
Councillor Helen Holland  
Councillor Katja Hornchen  
Councillor Philippa Hulme  
Councillor Farah Hussain  
Councillor Christopher Jackson  
Councillor Hibaq Jama  
Councillor Ellie King  
Councillor Brenda Massey  
Councillor Steve Pearce  
Councillor Thomas Renhard  
Councillor Timothy Rippington



**Green Group (25)**

Councillor Jenny Bartle  
Councillor Carla Denyer  
Councillor Tony Dyer  
Councillor Emma Edwards  
Councillor Jude English  
Councillor Lily Fitzgibbon  
Councillor Tessa Fitzjohn  
Councillor Martin Fodor  
Councillor Lorraine Francis  
Councillor Katy Grant  
Councillor Fi Hance  
Councillor Tom Hathway  
Councillor Heather Mack  
Councillor Mohamed Makawi  
Councillor Tom McAllister  
Councillor Yassin Mohamud  
Councillor Paula O'Rourke  
Councillor Barry Parsons  
Councillor Ed Plowden  
Councillor Guy Poultney  
Councillor Ani Stafford-Townsend  
Councillor Lisa Stone  
Councillor Christine Townsend  
Councillor David Wilcox  
Councillor Tim Wye

**Conservative Group (14)**

Councillor Lesley Alexander

Councillor Richard Eddy

Councillor John Geater

Councillor Geoff Gollop

Councillor John Goulandris

Councillor Jonathan Hucker

Councillor Henry Michallat

Councillor Graham Morris

Councillor Kevin Quartley

Councillor James Scott

Councillor Sharon Scott

Councillor Steve Smith

Councillor Mark Weston

Councillor Chris Windows

**Liberal Democrat Group (5)**

Councillor Andrew Brown

Councillor Jos Clark

Councillor Sarah Classick

Councillor Tim Kent

Councillor Andrew Varney

**Knowle Community Party (2)**

Councillor Chris Davies

Councillor Gary Hopkins

## Committee Chairs and Vice Chairs

<b>Committee</b>	<b>Chair</b>	<b>Vice Chair</b>
Overview and Scrutiny Management Board	Cllr Tony Dyer	Cllr Mark Bradshaw
Resources Scrutiny Commission	Cllr Geoffrey Gollop	Cllr Heather Mack
Communities Scrutiny Commission	Cllr Martin Fodor	Cllr Henry Michallat
People Scrutiny Commission	Cllr Christine Townsend	Cllr Sarah Classick
Health Sub Committee of the People Scrutiny Commission	Cllr Steve Smith	Cllr Jos Clark
Growth & Regeneration Scrutiny Commission	Cllr David Wilcox	Cllr Andrew Varney
Development Control Committee A	Cllr Richard Eddy	Cllr Philippa Hulme
Development Control Committee B	Cllr Ani Stafford-Townsend	Cllr Chris Windows
Public Safety & Protection Committee	tbd	Cllr Amal Ali
Public Rights of Way and Greens Committee	Cllr Tessa Fitzjohn	Cllr John Goulandris
Licensing Committee	Cllr Marley Bennett	Cllr Christine Townsend
Human Resources Committee	Cllr Lorraine Francis	Cllr Farah Hussain
Audit Committee	Cllr Andrew Brown	Cllr Tony Dyer

**Licensing Committee Membership**

1. Cllr Marley Bennett (Chair)
2. Cllr Christine Townsend (Vice Chair)
3. Cllr Amal Ali
4. Cllr Andrew Brown
5. Cllr Chris Davies
6. Cllr Richard Eddy
7. Cllr Emma Edwards
8. Cllr Katy Grant
9. Cllr Fi Hance
10. Cllr Jonathan Hucker
11. Cllr Philippa Hulme
12. Cllr Brenda Massey
13. Cllr Steve Pearce
14. Cllr Guy Poultney
15. Cllr Chris Windows

# Full Council

9 May 2023



**Report of:** The Overview and Scrutiny Management Board

**Title:** Scrutiny Annual Report 22/23

## Recommendation

That Members note the Scrutiny Annual Report 22/23.

## Summary

It is considered best practice for Members to submit an annual report to Full Council to highlight work completed during the municipal year and make suggestions for the future approach to Scrutiny, including any work programme topics.

The attached report has been prepared by the Overview and Scrutiny Management Board.

## The significant issues in the report are:

As set out in the report.

*Appendix A – Scrutiny Annual Report 22/23*



**Foreword from the Chair, Councillor Tony Dyer**

I write this foreword at a time when Bristol City Council is preparing to move to a Committee Model system of governance, with effect from May 2024. Cross party Councillors have been working on the recommendations for how these arrangements will operate, but we know following a recent decision of Full Council that Scrutiny will no longer exist in its current form. Instead, the functions will take place in the new Policy Committees, and I think it's important to take a moment to reflect on how we can ensure scrutiny activities continue to operate well in the future.

Scrutiny is at its very best when utilising the power of cross-party collaboration, both when considering decisions and working on policy development. I believe that these areas can be enhanced in the Committee system, and Councillors both now and in the future have collective responsibility to make sure the things that have worked well are retained in the new model. This report sets out the work that Scrutiny has undertaken in the last year, including where we have demonstrated best practice, and I hope that my Councillor colleagues will find this a useful reference point when considering the future approach.

Another area where I believe we need to turn our attention is regarding public engagement in our democratic decision making. Scrutiny has made some good progress by providing a vital interface for the public to engage with cross party Councillors, but there is more work to be done to improve the diversity of those who engage. I'm very pleased to hear that colleagues on the Committee Model Working Group have highlighted this as one of their top priorities and I feel optimistic that the plans they've set out to bring improvements will be successful.

Turning to resources, I think it's important to acknowledge that as we move to the Committee Model with scrutiny likely to be more tightly integrated into the committee structure itself, it is important that we properly assess the likely support needs and capacity to enable effective scrutiny under the incoming governance structure.

One of the ways in which Bristol City Council traditionally performs well is in taking a joined-up approach and I would like to take this opportunity to thank Mayor Rees and his Cabinet, plus our senior officers, led by Stephen Peacock as Chief Executive, for their ongoing support to Scrutiny. Of course my sincere thanks also go to my Scrutiny Councillor colleagues for their diligence and dedication when conducting their duties and in particular I would like to show gratitude to my fellow Scrutiny Chairs and the OSMB Vice Chair; Councillors Mark Bradshaw, Geoff Gollop, Tim Kent, Graham Morris, Barry Parsons (in a role that's recently been passed to Martin Fodor) and David Wilcox for the additional contributions they've made to managing the Scrutiny function so successfully.

Whilst we know that change is coming, we have another Municipal Year of the current model to use effectively, and my fellow scrutiny Councillors and I are looking forward to planning our work programme for 23/24 at our annual workshop in June. With so many challenges facing our residents and the city of Bristol, we will all want to ensure that we're working together to achieve the best outcomes and I have every assurance that we will continue to strive for this both in 23/24 and beyond.

*Councillor Tony Dyer, April 2023.*

## **Key Figures**

- Number of formal scrutiny meetings – 23
- Meetings of the OSMB Lead Members - 9
- Task and Finish Groups - 5 (including multiple meetings for each)
- Reports and Statements to Full Council and Cabinet – 4

## **Scrutiny Work Programme 2022/23 – Key Highlights**

### **Overview and Scrutiny Management Board (OSMB)**

OSMB's main functions are to conduct oversight of the Scrutiny Work Programme and review matters that are cross cutting and/or of significant interest city wide. Main areas of focus this year have included:

- Conducting an inquiry day on Liveable Neighbourhoods, which has contributed to the design of a handbook for future schemes. Furthermore, the day produced recommendations about key considerations such as the approach to community engagement, ways to secure health and wellbeing improvements, and possible funding mechanisms.
- Carrying out the annual review of the Council's Companies' Business Plans. This was an in-depth process conducted over two sessions.
- Scrutinising the approach to City Leap.
- Receiving an update on delivery of the One City Plan.
- Reviewing the Forward Plan of Cabinet decisions to identify any matters that may benefit from scrutiny and feeding in cross party comments to Cabinet as appropriate.
- Maintaining strategic oversight of the Council's reports on performance and risk with a view to highlighting potential issues and identifying where additional review may be beneficial.
- Monitoring progress around all scrutiny activities to ensure resources are being used effectively and concentrate on the areas where Members can add the most value.
- Providing a vital interface for the public to raise issues of concern relating to work across the whole Council.

OSMB will also be considering the Council's Corporate Business Plans and Performance Framework for 23/24 at a meeting on 18<sup>th</sup> April 23, following a successful workshop in March 23 where the drafts were considered in detail and feedback provided.

### **Climate Change Working Group – reporting to OSMB**

The role of the Climate Change Working Group has been to examine key opportunities, risks and issues affecting the Council's current and potential future climate action. This has included considering potential future actions, opportunities for cross-party collaboration

and areas where advocacy and pressure for national action is needed and will include considering recommended actions for the short term (1-2 years) or longer term (3-8 years), in the context of meeting the city's carbon neutrality and resilience ambition.

Between December 2022 and March 2023, the Working Group has engaged in three 'deep dive' sessions focused on reviewing:

- Available citywide data on carbon emissions, the role of partnerships and the Council's work with partners.
- Home retrofitting, related skills and decarbonisation of the residential/civic space.
- The Council's climate communications and engagement/outreach work and initiatives.

The Working Group will be formulating comments and identifying some specific recommendations, mindful that given the net zero context, some issues flagged will also in reality need to be addressed through the new committee governance system that will operate from May 2024.

### **Communities Scrutiny Commission**

The role of the Communities Scrutiny Commission is the overview and scrutiny of matters that affect Bristol's neighbourhoods including housing; waste and recycling; sport and leisure; parks; libraries; and citizens' services. Crime and disorder, including the statutory scrutiny function, also falls within this remit. Unlike other Scrutiny Commissions, the Communities Scrutiny Commission is not assigned to a single Directorate and examines cross cutting issues.

The key areas of focus taken forward through the 2022/23 Communities Scrutiny Commission work programme have included:

- In October 2022 the progress of the development of the Parks and Green Spaces Strategy and Allotment Strategy was considered, which led to additional consultation on the proposals. Commission Members were also invited to comment on the ongoing review of the Housing Allocation Scheme and the proposals that were open to citywide engagement at that time.
- In November 2022 Commission Members were invited to provide a steer on the scope for inclusive co-design of tenant participation and comment on the options for tackling resource challenges. Reports were also received demonstrating the progress against the Ecological Emergency Action Plan, and the development of a Tree Strategy. These items were considered in tandem due to the crossover involved, and Members welcomed the opportunity to note the progress made following the recommendations of the Tree Strategy Scrutiny working group from 2021/22.
- In February 2023 a 'deep dive' item on Waste Improvement, including the outcome of a project to improve the storage of commercial waste, non-standard collections, and a flats recycling project, with Members welcoming the progress that has been made.
- In February 2023 the Communities Scrutiny Commission fulfilled its statutory obligation to scrutinise the arrangements for the local Community Safety Partnership



(CSP) by receiving a report at a Commission meeting from the Keeping Bristol Safe Partnership (KBSP).

- In 2022-23 the proposed changes to the 2023-24 budget impacted the scheduling of several items scheduled for Scrutiny. The Communities Scrutiny Commission took a flexible approach where required to ensure that where items were impacted these could be scrutinised in an appropriate timeline and with sufficient information to make informed suggestions.

### **People Scrutiny Commission**

The Council's adult care, child and family support, safeguarding and education and skills provision fall under the remit of this Commission. The Health Sub-Committee of the People Scrutiny Commission carries out the statutory health scrutiny role.

The key areas of focus taken forward through the 2022/23 People scrutiny work programme have included:

- At its September 2022 meeting, the Commission discussed and formally endorsed the in-depth report and recommendations produced by the People Working Group on Inclusion in Mainstream Education. The report included a range of proposed actions to improve the approach to inclusion across the city's education settings. The report has been discussed with the city's education leaders, including the Bristol Learning City Excellence in Schools group and People scrutiny leads will continue to maintain a focus on monitoring progress on the implementation of the key actions.
- The Commission has maintained oversight of adult social care transformation and reviewed specific updates on the approach being taken to improve in-house services, increase the supply of specialised and supported housing, and support people to live independently in their own tenancies.
- The Commission has also, via a standing item of business, maintained close monitoring of the Council's performance in relation to Education, Health and Care needs assessments and the timeliness of EHC plans. This will be an area of ongoing attention in 2023/24.
- Other areas of progress reviewed by the Commission included:
  - New and planned school places in Temple Quarter and Knowle, as well as some specialist settings.
  - Action being taken to tackle disproportionality in the youth justice system.
  - The Learning Disability and Autism programme.
- The Commission is planning an inquiry day scheduled for 7 June 2023, which will be focused on transitional support for children with Special Educational Needs and Disability (aged 16-18) in terms of employment opportunities/developing skills/continuing their education as they move on from school settings and reviewing how the Council is meeting its Care Act duties and responsibilities for this age group.

### **Health Scrutiny Committee (sub-committee of the People Scrutiny Commission)**

The role of the Health Scrutiny Committee is to undertake scrutiny of local health service provision in accordance with Section 7 of the Health and Social Care Act 2001, the Health

and Social Care Act 2012 and Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013.

The key areas of focus taken forward through the 2022/23 Health scrutiny work programme have included:

- In late spring/early summer 2022, the Committee focused on reviewing NHS Trusts' and health providers' Quality Accounts for 2021-22. The Committee also received an in-depth briefing on NHS structures and governance, tying in with the 1 July 22 formal launch of the Integrated Care System/Partnership/Board for Bristol, North Somerset and South Gloucestershire (BNSSG).
- At its October 2022 meeting, the Committee discussed and reviewed updates:
  - From BNSSG ICB colleagues on how the Community Mental Health Framework is being delivered across all 6 locality partnerships within the BNSSG geographical area.
  - From BNSSG ICB/primary care colleagues on the situation and context in relation to residents' access to GP services and the underlying factors/pressures in this area.
- At its December 2022 meeting, the Committee discussed and reviewed progress updates:
  - From BNSSG ICB partners on the local NHS winter resilience framework and winter response.
  - From Avon and Wiltshire Mental Health Partnership NHS Trust colleagues on progress in child and adolescent mental health services.
  - From Sirona Care and Health colleagues on the development of their early help offer through offering interventions that have a focus on prevention, early intervention and reducing inequalities.
- At its March 2023 meeting, the Committee discussed and reviewed progress updates:
  - From NHS England South West colleagues on access to NHS dental services for children and adults in Bristol.
  - From University of Bristol dental school colleagues on the aims and objectives of the new purpose-built University of Bristol dental school, due to open later in 2023 and the related opportunities for community engagement, widening participation and outreach, and for taking research into the community.
  - From BNSSG ICB colleagues on the development of a system-wide Integrated Care Strategy.
  - On the 'whole systems' approach to supporting children's healthy weight.

### **Growth & Regeneration Scrutiny Commission**

The role of this Commission is the overview and scrutiny of matters relating to the Growth and Regeneration Directorate including strategic city planning, development management, and city design, innovation and sustainability.

The key areas of focus taken forward through the 2022/23 Growth and Regeneration scrutiny work programme have included:

- At its September 2022 meeting, the Commission discussed and reviewed:

- The Planning Enforcement function within Development Management, including its operational set up, staffing levels and performance.
- A detailed update on the Temple Quarter Regeneration Programme.
- At its January 2023 meeting, the Commission discussed and reviewed progress updates on:
  - The West of England Local Cycling and Walking Infrastructure Plan.
  - The placemaking approach being taken for the Frome Gateway Regeneration Framework.
  - The progress of Project 1000 (the Council’s plan to meet the Mayoral ambition of delivering 1,000 affordable homes a year by 2024) a year on from its adoption in February 2022.
  - The City Centre & High Streets recovery and renewal programme.
- At its March 2023 meeting, the Commission discussed and reviewed progress updates on:
  - The Bristol Local Flood Risk Management Strategy 2023
  - The Strategic Transport & City Region Sustainable Transport Settlement projects, together with updates around the Arena mitigations, and the Zero Emissions Transport City programme
  - The Western Harbour regeneration project.

### **Resources Scrutiny Commission and Finance Task Group**

The role of the Resources Scrutiny Commission is overview and scrutiny in respect of policies, decisions and performance relating to the Resources Directorate, including legal, finance, HR, ICT, policy and strategy, and procurement and commercialisation. The Resources Scrutiny Commission chose to hold a combination of informal (non-public) and formal public meetings during 2022/23; the informal meetings were held through meetings of the Finance Task Group.

The key areas of focus taken forward through the 2022/23 Resources scrutiny work programme have included:

- The principal focus of the work taken forward was a comprehensive approach to budget scrutiny. Through a robust process, eleven informal meetings of the Finance Task Group were held between June 2022 and January 2023 to ensure that scrutiny members had access to comprehensive information and an opportunity to comment and input throughout the run-up to the setting of the 2023/24 budget. Four extensive formal budget sessions of the Resources Scrutiny Commission were also held in public, with the joint involvement of the service-specific Scrutiny Commissions and the first two sessions held in late November 2022 were focused on scrutinising the administration’s budget consultation proposals. The second two sessions held in late January and early February 2023 were focused on commenting in detail on the Mayor’s final 2023/24 budget proposals, ahead of the February Full Council budget-setting meeting. The Resources Scrutiny Commission published a detailed summary of their comments in advance of the Budget Council meeting.
- At a separate public meeting held in December 2022, the Resources Scrutiny Commission reviewed reports/updates on:
  - The 2022/23 Collection Fund surplus/deficit report.
  - The Council’s debt position and write-offs, and the ethical approach/steps being taken to address the position.

- The Finance Task Group will be engaging through Spring 2023 in a review of the Council Tax Reduction Scheme, in anticipation of a revised scheme coming into place for 2024/25.

# Annual Council

9 May 2023



**Report of:** Committee Model Working Group

**Title:** Committee Model Working Group – Recommendations to Full Council

**Ward:** Citywide

**Member Presenting Report:** Cllr Jenny Bartle  
Chair of the Committee Model Working Group

## Recommendation

That Full Council approves the matters set out in paragraph 5 of this report.

## Summary

This report sets out a number of recommendations from the Committee Model Working Group which require Full Council approval as part of the preparations for the Committee Model of governance.

## The significant issues in the report are:

This report sets out the matters considered by the Committee Model Working Group at its meetings on 31 March 2023 and 28 April 2023 relating to the structure and responsibilities of the Committees and roles and responsibilities, which require the approval of Full Council.

Full Council is asked to approve the matters set out in paragraph 5 and appendices B and C of this report.



## Policy

1. The Committee Model Working Group was established by Full Council to develop the proposals for the Committee Model of governance. At its meeting on 27 January 2023, the Working Group agreed to refer matters periodically to Full Council for approval. This is the second report from the Committee Model Working Group and it sets out a number of recommendations from the Working Group that require the approval of Full Council.

## Consultation

2. **Internal**  
The recommendations in this report have been considered by the Committee Model Working Group.
3. **External**  
Not applicable

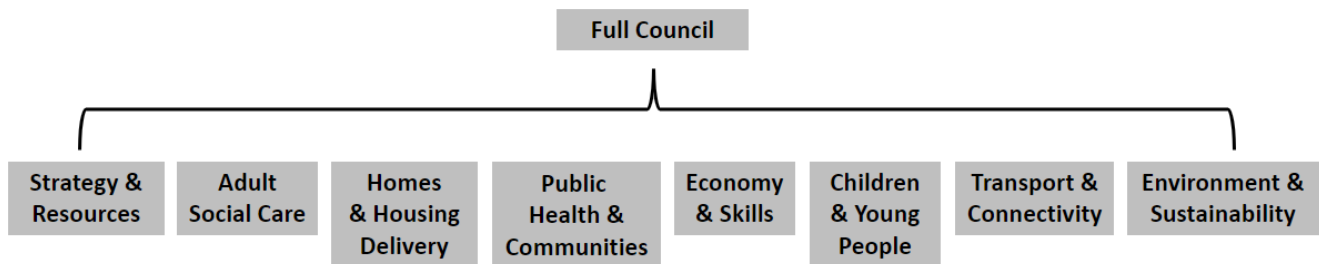
## Context

4. At its meeting on 31 March 2023, the Working Group considered the structure of Committees under the Committee Model of governance. Subsequently, at its meeting on 28 April 2023, the Working Group considered the responsibilities of Committees and the roles and responsibilities of all Councillors under the Committee Model of governance as well as specific roles and responsibilities, such as the Leader of the Council, Party Group Leaders and Chairs of Committees. The Working Group has made a number of recommendations arising from these meetings which require the approval of Full Council.

## Recommendations from the Committee Model Working Group

5. The Working Group recommends that the following matters arising from the meetings on 31 March 2023 and 28 April 2023 should be incorporated into the Committee Model of governance:
  - 5.1. The functions and responsibilities of Full Council will be as set out in Appendix A.
  - 5.2. The functions and responsibilities of the Regulatory Committees will remain largely unchanged.
  - 5.3. There will be 8 Policy Committees and they will be broadly aligned to the Corporate Strategy themes, as follows.

Adult Social Care Committee  
Homes and Housing Delivery Committee  
Public Health and Communities Committee  
Economy and Skills Committee  
Strategy and Resources Committee  
Children and Young People Committee  
Transport and Connectivity Committee  
Environment and Sustainability Committee



- 5.4. The responsibilities of each of the Policy Committees will be as set out in Appendix B. This is an Indicative allocation, which may need further refinement prior to May 2024.
- 5.5. Policy committees will be able to delegate to sub-committees and officers.
- 5.6. There will be a standing Finance Sub-Committee established to consider budget development, which will report to the Strategy and Resources Policy Committee.
- 5.7. A standing Health Sub Committee will also be established, reporting to the Public Health and Communities Policy Committee.
- 5.8. Regular performance, risk and budget monitoring reports will be taken to each Policy Committee, with oversight being the responsibility of the Strategy and Resources Committee.
- 5.9. The roles and responsibilities of Councillors will be as set out in Appendix C.
- 5.10. The Chairs and Vice Chairs of Policy Committees and Regulatory Committees will be appointed by Full Council.
- 6. Full Council is asked to approve the matters in paragraph 5 above.

**Appendices:**

- Appendix A – functions and responsibilities of Full Council
- Appendix B – structure and responsibilities of Committees.
- Appendix C – roles and responsibilities of Councillors.

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

**Background Papers:**

None

### Appendix A – Functions and responsibilities of Full Council

Legally, there are a number of functions which must be discharged by Full Council, and these are set out in Regulation 3 of the Local Authorities (Committee System) (England) Regulations 2012.

- a. The approval or adoption of the following plans or strategies:
  - i. Annual Library Plan
  - ii. Crime and disorder reduction strategy
  - iii. Development Plan documents
  - iv. Licensing Authority Policy Statement
  - v. Local Transport Plan
  - vi. Plans and alterations that together comprise the Development Plan
  - vii. Sustainable Community Strategy
  - viii. Youth justice plan;
- b. Approval or adoption of a plan or strategy for the control of the local authority's borrowing, investments, or capital expenditure, or for determining the authority's minimum revenue provision;
- c. Approval (where required) of the submission of any plan or strategy (whether in draft or not) referred to in (a) or (b) above to the Secretary of State or any Minister of the Crown for approval;
- d. Making, amending or revoking a Members' Allowances Scheme (to include basic, attendance and special responsibility allowances);
- e. Determination of any allowance to be paid to the Chair or Vice-Chair of the Council (allowances to the Lord Mayor/Deputy Lord Mayor);
- f. Determination of any basic, attendance or special responsibility allowances under an approved Members' Allowances Scheme;
- g. Making a request to the Local Government Boundary Commission for England for single-member electoral areas;
- h. Passing a resolution to change a scheme for elections (whole council, elections by halves or elections by thirds);
- i. Making an order giving effect to recommendations made in a community governance review;
- j. To permit co-opted members of an overview and scrutiny committee to vote at an overview and scrutiny committee.

There are also a number of other responsibilities that custom, and practice would indicate should also be discharged by Full Council and these are currently set out in Part 3 of the Council's Constitution:

- a. Approval of the annual budget and setting the Council Tax;



- b. Approval of the Treasury Management Strategy;
- c. Approval of the Council's non-statutory plan for the delivery of the Council's policies and strategies (known as the "Corporate Plan");
- d. Approval of the Council's Constitution;
- e. Approval of the Council's Annual Pay Policy Statement;
- f. Establishment of and appointment to committees, including chairs of committees;
- g. Appointment of the Leader and Deputy Leader of the Council;
- h. Appointment of the Lord Mayor and Deputy Lord Mayor;
- i. Appointment of the Head of Paid Service, Monitoring Officer, Chief Finance Officer, Returning Officer and Electoral Registration Officer;
- j. Adoption of the scheme of delegation to officers.

Any other business that is currently dealt with by Full Council will continue to be dealt with by Full Council.

## The proposed remit of each Policy Committee

Policy Committee	Remit
Adult Social Care Committee	<ul style="list-style-type: none"> <li>- Adult Social Care</li> <li>- Safeguarding Adults (including safeguarding boards)</li> <li>- Age Friendly City</li> <li>- Better Lives Programme</li> <li>- Family or Friend Carers</li> <li>- Ethical Care Council</li> <li>- Adaptable homes and Intergenerational housing</li> <li>- Integrated Care System</li> <li>- Departmental performance, budget and risk</li> </ul>
Homes and Housing Delivery Committee	<ul style="list-style-type: none"> <li>- Housing delivery and Innovation</li> <li>- Social housing &amp; support services</li> <li>- Landlord services</li> <li>- Homelessness</li> <li>- Home-choice</li> <li>- Self builds</li> <li>- Estate renewal</li> <li>- Private rented sector</li> <li>- Living Rent City</li> <li>- Housing Strategy &amp; Project 1000</li> <li>- Retro fit sustainability of homes - carbon and waste</li> <li>- Modern methods of construction</li> <li>- Departmental performance, budget and risk</li> </ul>
Public Health and Communities Committee	<ul style="list-style-type: none"> <li>- Public Health including Mental Health Services and Health Partnerships</li> <li>- Preventative Services</li> <li>- Sport and Leisure</li> <li>- Commissioning (Health)</li> <li>- Domestic violence and abuse</li> <li>- Community Safety, Community Cohesion and Safer Bristol Partnership</li> <li>- Community Engagement and development</li> <li>- Transferred community assets</li> <li>- Community Safety, Community Cohesion and Safer Bristol Partnership</li> <li>- VCS and Community initiatives</li> <li>- Libraries</li> <li>- Parks and Green Spaces</li> <li>- Events and Carnivals</li> <li>- Public protection and environmental health</li> </ul>

	<ul style="list-style-type: none"> <li>- Local decision making</li> <li>- Departmental performance, budget and risk</li> </ul>
Economy and Skills Committee	<ul style="list-style-type: none"> <li>- Development of regional planning Strategy (including SDS)</li> <li>- Cross border responsibility for joint spatial planning</li> <li>- Delivery of renewed Local Plan</li> <li>- City resilience (ink; delivery of city resilience strategy) and contingency</li> <li>- Flooding and flood strategy</li> <li>- Development management</li> <li>- Civil Contingency Planning - planning and control</li> <li>- Apprenticeships, training and work experience</li> <li>- Lifelong learning</li> <li>- City Economy</li> <li>- City Policy, Strategic Planning and Communications, Council Plan</li> <li>- University Development &amp; Student Accommodation</li> <li>- Major development schemes</li> <li>- Land and property allocated for housing development</li> <li>- Departmental performance, budget and risk</li> </ul>
Strategy and Resources Committee	<ul style="list-style-type: none"> <li>- Finance and Budgets (including corporate finance)</li> <li>- Legal and statutory services</li> <li>- Corporate services</li> <li>- Performance</li> <li>- Council owned Companies and Innovation</li> <li>- Culture</li> <li>- Council's assets and Property Board</li> <li>- Commercialisation</li> <li>- External Relations</li> <li>- Devolution</li> <li>- City Office and Bristol One City Plan</li> <li>- UN Sustainable Development Goals</li> <li>- City Funds</li> <li>- Equalities</li> <li>- Democratic Engagement</li> <li>- Equality Commissions and Women's Safe City</li> <li>- Departmental performance, budget and risk</li> </ul>

Children and Young People Committee	<ul style="list-style-type: none"> <li>- Children’s Social Care</li> <li>- Corporate Parenting, Fostering and Adoption</li> <li>- Children &amp; families support services</li> <li>- Youth Services</li> <li>- Children’s Centres &amp; Pre-School</li> <li>- Safeguarding Children (including safeguarding boards)</li> <li>- Schools and Partnerships</li> <li>- Further education</li> <li>- Family &amp; Child Friendly City</li> <li>- Educational Catch up plan - NEETs</li> <li>- Diversification of teaching work force</li> <li>- New schools and school places</li> <li>- School exclusions</li> <li>- School streets project</li> <li>- SEND</li> <li>- PHSE</li> <li>- Departmental performance, budget and risk</li> </ul>
Transport and Connectivity Committee	<ul style="list-style-type: none"> <li>- Transport Policy</li> <li>- Transport Maintenance</li> <li>- Major Transport Projects</li> <li>- Local Joint Transport Plan</li> <li>- The Harbour</li> <li>- Major Projects</li> <li>- Capital Programme (delivery)</li> <li>- Departmental performance, budget and risk</li> </ul>
Environment and Sustainability Committee	<ul style="list-style-type: none"> <li>- Climate Emergency Strategy delivery</li> <li>- Ecological Emergency Strategy delivery</li> <li>- Waste and Recycling Strategy delivery</li> <li>- Clean Streets Campaign and street cleansing</li> <li>- Energy, Heat Networks and City Leap</li> <li>- Carbon neutrality &amp; Green New Deal</li> <li>- Air Quality and Clean Air Plan</li> <li>- Departmental performance, budget and risk</li> </ul>

## **Roles and Responsibilities of Councillors**

This appendix sets out in detail the roles and responsibilities of Councillors generally, as well as specific roles and responsibilities. It is not an exhaustive list for each role and other duties may also be required.

### **1. Roles And Functions of All Councillors**

Councillors will participate constructively in the good government of the local authority area in the interests of all residents. They will contribute actively to the formation and review of the Authority's policies, budget, strategies, plans and service delivery.

Councillors will deal with constituents' enquiries and representations and will effectively represent the interests of the Ward for which they were elected and the views of constituents.

#### **Duties and responsibilities**

1. To fulfil the statutory and locally determined requirements of an elected Member of a Local Authority.
2. To participate effectively as a member of any meeting to which the Councillor is appointed, for example by regular attendance at meetings, ensuring that they are adequately briefed and prepared for the meeting, and examine and challenge issues as appropriate.
3. To participate in the activities of an outside body to which the Councillor is appointed and to provide update reports on the work of the relevant body to Bristol City Council as required.
4. To act as community champion for their ward and promote community cohesion. This will include being consulted about ward matters and participating in local decision-making arrangements. In addition, all Councillors should provide a voice and advice for local individuals and interest groups in their dealings with the Council and, where appropriate, to advise them on the pursuit of complaints.
5. To develop and maintain a working knowledge of the Authority's services, management arrangements, powers/duties and constraints and to develop good working relationships with relevant Officers of the Authority.
6. To contribute constructively to open government and democratic participation by encouraging community engagement in the governance of the area.
7. To keep up to date with all developments affecting the Local authority area and the Council including Government policies and prospective legislation.
8. To promote and uphold high standards of ethical conduct by the Council's Members and officers.
9. To uphold the public sector equalities duties set out in the Equalities Act 2010.

### **2. Lord Mayor**

The role and function of the Lord Mayor is set out in Article 7 of the Council's Constitution. In addition, the Lord Mayor will have the following duties and responsibilities:

## **Duties and Responsibilities**

1. To chair meetings of the Council and Downs Committee ensuring among other things that all points of view have a fair opportunity to be heard, that procedure rules are applied and observed, and that debate is guided towards clear and relevant decisions.
2. To represent the Council in the Local authority area and elsewhere on occasions where a civic representative is invited or otherwise required.
3. To participate in events, receptions, programmes and activities designed to recognise and encourage civic awareness in the community, where appropriate.
4. To attend and chair briefings for Council meetings, involving Leaders and Whips of the political groups and to be proactive in making proposals for the effective conduct of the agenda.
5. To host Council events of a non-party-political nature as required.
6. To promote good relationships between Councillors, between political groups and between Councillors and Officers.
7. To ensure that the Deputy Lord Mayor is kept informed of all relevant civic matters during their period of office.

### **3. Deputy Lord Mayor of Bristol**

The Deputy Lord Mayor will support the Lord Mayor in their role and in their absence undertake the duties within the role profile for the Lord Mayor.

### **4. Chair of a Regulatory Committee**

When the Council operates a Committee System, it will be necessary for the Council to establish Committees and for those Committees to elect a Chair and a Vice-chair. It is also necessary for each political group that is represented on a Committee to appoint a lead Member.

#### **Role and Responsibilities of the Chair of a Regulatory Committee**

1. Lead the work of the Committee and make sure it carries out its business effectively and efficiently, lawfully and within its terms of reference.
2. Chair meetings of the Committee impartially and in such a way as to facilitate open discussion, obtain valid contributions from members and produce sound decisions.
3. Assist the public and press in terms of their rights of access.
4. Ensure respectful engagement between the Committee, its officers, guests and the public and maintain ethical conduct throughout the meeting.
5. Lead an agenda setting meeting for the Committee in association with the Vice-Chair and Party Group Leads on the Committee.
6. Act as consultee and spokesperson for their Committee in instances of exercise of delegated authority by an officer, where that delegation is subject to being in consultation with the Chair of the Committee or where otherwise requested by a Chief Officer.
7. Have a working knowledge of the functions, policies, practices, procedures, services and budgets of the Committee which they chair.
8. Lead in the development of the work of the Committee which they chair in association with the Vice-Chair and Group Spokespersons, including the agenda management process, also taking into account the wider vision, such as corporate, cross-service and partnership issues.

9. Lead in the consideration and review of service delivery, policy development and in the implementation of policies approved by the Council where these relate to the Committee which they chair.
10. Be the Council's lead spokesperson in respect of the Committee's activities and act in liaison with the Leader and Deputy Leader in matters of Council policy.
11. Establish effective working relationships with the Party Group Leads on the Committee and with other Committee Chairs and the Leader and Deputy Leader of the Council.
12. Establish effective working relationships with the Chief Officers, and other key officers.
13. Represent and pursue the interests of the Committee which they chair in the community and at regional and national levels.
14. Ensure that meetings of the Committee which they chair are properly conducted and reports of proceedings are forwarded on as necessary, for example to full Council.

## **5. Role and Responsibilities of the Vice-chair of a Regulatory Committee**

The Vice Chair of a Committee will:

1. Have a working knowledge of the functions, policies, practices, procedures, services and budgets of the Committee.
2. Assist the Chair in carrying out their role and responsibilities as set out at above.
3. Undertake the responsibilities of the Chair in their absence.
4. Attend agenda setting meetings with the Chair and the Party Group Leads on the Committee.

## **6. Chair of a Policy Committee**

As the Council operates a Committee System, it is necessary for the Council to establish Committees. Full Council will appoint Chairs and a Vice-chairs of all Committees. It is also necessary for each political group that is represented on a Committee to have a Party Group Lead for that Committee.

### **Role and Responsibilities of the Chair of a Policy Committee**

*Responsibilities specific to the Policy Committee Chairs:*

1. Attend regular Policy Committee Chairs' briefings, in conjunction with the Vice Chair.
2. Provide political direction to officers, including on any urgent matters, in consultation with the Vice Chair and/or Party Leads as appropriate.
3. Sit on any relevant any outside bodies that relate to the Policy Committee's work area.
4. Act as the primary spokesperson for media inquiries relating to the Policy Committee's remit.
5. Liaise with key partners and stakeholders as appropriate (note, this may require a significant time commitment).
6. Understand and communicate policy and Council positions to residents and other stakeholders.
7. Recognise and contribute to issues which cut across portfolios or are issues of collective responsibility.
8. Work with other Policy Committee Chairs to lead policy and project development.
9. Represent and pursue the interests of the Committee which they chair in the community and at regional and national levels.

*Generic Chairs' Responsibilities:*

1. Lead the work of the Committee and make sure it carries out its business effectively and efficiently, lawfully and within its terms of reference.
2. Chair meetings of the Committee impartially and in such a way as to facilitate open discussion, obtain valid contributions from members and produce sound decisions.
3. Assist the public and press in terms of their rights of access.
4. Ensure respectful engagement between the Committee, its officers, guests and the public and maintain ethical conduct throughout the meeting.
5. Lead an agenda setting meeting for the Committee in association with the Vice-Chair and Party Group Leads on the Committee.
6. Act as consultee and spokesperson for their Committee in instances of exercise of delegated authority by an officer, where that delegation is subject to being in consultation with the Chair of the Committee or where otherwise requested by a Chief Officer.
7. Have a working knowledge of the functions, policies, practices, procedures, services and budgets of the Committee which they chair.
8. Lead in the development of the work of the Committee which they chair in association with the Vice-Chair and Group Spokespersons, including the agenda management process, also taking into account the wider vision, such as corporate, cross-service and partnership issues.
9. Lead in the consideration and review of service delivery, policy development and in the implementation of policies approved by the Council where these relate to the Committee which they chair.
10. Be the Council's lead spokesperson in respect of the Committee's activities and act in liaison with the Leader and Deputy Leader in matters of Council policy.
11. Establish effective working relationships with the Party Group Leads on the Committee and with other Committee Chairs and the Leader and Deputy Leader of the Council.
12. Establish effective working relationships with the Chief Officers, and other key officers.
13. Ensure that meetings of the Committee which they chair are properly conducted and reports of proceedings are forwarded on as necessary, for example to full Council.

## **7. Role and Responsibilities of the Vice-chair of a Regulatory Committee**

### *Responsibilities specific to the Vice Chair of a Policy Committee*

1. To attend regular briefings with the Chair of the Policy Committee.

### *Generic Vice Chair Responsibilities*

The Vice Chair of a Committee will:

1. Assist the Chair in carrying out their role and responsibilities as set out at above.
2. Have a working knowledge of the functions, policies, practices, procedures, services and budgets of the Committee.
3. Undertake the responsibilities of the Policy Committee Chair in their absence.
4. Attend agenda setting meetings with the Chair and the Party Group Leads on the Committee.



## **8. Role and Responsibilities of Party Group Leads on Committees**

Party Group Leads on a Committee will:

1. Have a working knowledge of the functions, policies, practices, procedures, services and budgets of the Committee.
2. Assist the Chair and the Vice-chair in the development of the work of the Committee.
3. Attend agenda setting meetings with the Chair and the Vice-chair of the Committee.

## **9. Leader of the Council**

When the Council operates a Committee System, no formal legal powers and duties are vested in the Leader or Deputy Leader under the Local Government Act 1972 or the Local Government Act 2000. In practice, however, all local authorities need to appoint a Councillor to hold the most significant elected Member role within the Council, to be seen as the political head of the Council and to provide a focal point for political leadership and strategic direction, both within the Authority but also to outside organisations, partners, governmental bodies and the community at large.

### **Role and Responsibilities of the Leader of the Council**

The Leader of the Council will:

1. Be the political (rather than ceremonial) leader of the Council, for the benefit of all the Local authority area's communities - its residents, taxpayers, businesses, public bodies and other public authorities.
2. Represent and pursue the interests of the Council in the community and at international, national and regional levels.
3. Be the key contact for outside organisations (including Central Government, Local Authority Associations and Council partners), and internally for the Council's Chief Officers.
4. Be the representative voice of the Council, for example, in its dealings with Central Government, other Local Authorities and their Associations, and positively promote the Council as a whole to the media.
5. Promote the long-term financial, business and economic stability of the Council and the Local authority area.
6. Meet regularly to progress the Council's objectives with Committee Chairs, the Chief Officers, Group Leaders, partner organisations, stakeholders, community representatives, government representatives, local Members of Parliament, etc.
7. To chair meetings of the Strategy and Resources Policy Committee.
8. Promote high standards of corporate governance and ethical conduct throughout the Council including working with all political groups to seek to achieve, where possible, cross party co-operation.
9. Promote and maintain professional working relationships and mutual respect between all Members and officers.
10. Work across the Council, particularly with the Chairs and Vice-Chairs of its Committees and Sub-Committees, and to be responsible for the development and implementation of the Council's strategic vision for the future, policy framework, budgets and other strategies.

## **Role and Responsibilities of the Deputy Leader**

The Deputy Leader will:

1. Assist the Leader of the Council in representing the Council to its residents, stakeholders, and partners and in providing political leadership for the Council and the Local authority area.
2. Assist the Leader in carrying out the key responsibilities associated with the role of Leader (as set out above).
3. Work with the Leader and Committee Chairs on budget and policy development.
4. Undertake the responsibilities of the Leader in their absence.

## **10. Political Group Leaders**

Political groups, and the leader (and any deputy group leader) of a political group, have a formal role under the provisions of the Local Government and Housing Act 1989 and The Local Government (Committees and Political Groups) Regulations 1990 in respect of political balance of Committees and appointments of the Council.

### **Role and responsibilities of Political Group Leaders**

1. To provide the leadership of a political group.
2. To be the principal political spokesperson for the political group.
3. To nominate members of their Group to serve on Committees, Working Groups, outside bodies, etc.
4. To be a representative voice in dealings with government agencies, local authority associations etc.
5. To encourage the highest standards of conduct by members of the group and to work with the Monitoring Officer to resolve complaints informally where appropriate.
6. To appoint group spokespersons and allocate other responsibilities to group members as appropriate.
7. To assist in ensuring appropriate levels of attendance are maintained by group members.
8. To encourage a culture of learning and development among members, including the active participation of group members in briefings, seminars and other learning and development processes.
9. To maintain effective liaison with the other group leaders, including being a member of an informal Group Leaders' meeting, attending Group Leaders' briefings and so forth.
10. To establish and maintain effective working relationships with the Chief Officers and other senior officers and to meet regularly with them in order to keep fully apprised of relevant service issues.

## **11. Political Group Whip**

Political Groups rely on a Political Group Whip to support the Political Group Leader in the effective management of the political group and its relationship with other political groups on the Council.

### **Role and Responsibilities of a Political Group Whip**

1. To support the Political Group Leader in the effective management of the political group.

2. To contribute to the effective management of Council business.
3. To support Council officers in co-ordinating logistical matters for Council meetings and other events.
4. Support the Political Group Leader to encourage the highest standards of conduct by members of the group and to work with the Monitoring Officer to resolve complaints informally where appropriate.
5. To provide pastoral support to members of the political group and to raise confidentially any well-being matters with Council officers.
6. To attend regular Whips meetings.