

Cabinet Agenda



Date: Tuesday, 6 June 2023

Time: 4.00 pm

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

Distribution:

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

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Issued by: Amy Rodwell, Democratic Services

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

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

Date: Friday, 26 May 2023



Agenda

PART A - Standard items of business:

1. Welcome and Safety Information

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

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

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

2. Public Forum

Up to one hour is allowed for this item

(Pages 6 - 8)

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

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

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



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

Questions (must be about matters on the agenda):

- A question may be asked by a member of the public or a member of Council, provided they give notice in writing or by e-mail (and include their name and address) no later than 3 clear working days before the day of the meeting.
- Questions must identify the member of the Cabinet to whom they are put.
- A maximum of 2 written questions per person can be asked. At the meeting, a maximum of 2 supplementary questions may be asked. A supplementary question must arise directly out of the original question or reply.
- Replies to questions will be given verbally at the meeting. If a reply cannot be given at the meeting (including due to lack of time) or if written confirmation of the verbal reply is requested by the questioner, a written reply will be provided within 10 working days of the meeting.
- The deadline for receipt of questions for the 6 June Cabinet is 5.00 pm on Wednesday 31st May. These should be sent, in writing or by e-mail to: Democratic Services, City Hall, College Green, Bristol BS1 5TR.
Democratic Services e-mail: democratic.services@bristol.gov.uk

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

3. Apologies for Absence

4. Declarations of Interest

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

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



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

(subject to a maximum of three items)

6. Reports from scrutiny commission

7. Chair's Business

To note any announcements from the Chair

PART B - Key Decisions

8. MetroWest Phase 2 and Ashley Down Rail Station

(Pages 9 - 68)

9. Bristol Active Travel Fund tranche 4 bid

(Pages 69 - 103)

10. Residents Parking Scheme Policy Review

(Pages 104 - 110)

11. Housing Revenue Account (HRA) Stock Condition Surveys

(Pages 111 - 118)

12. Southmead Regeneration

(Pages 119 - 173)

13. Refurbishment Works to Existing “New Cut River” Bridges, and Future Feasibility Studies to Manage Other Assets

(Pages 174 - 195)

14. Kingsweston Lane Footbridge

(Pages 196 - 226)

15. Commuted Sums Policy

(Pages 227 - 263)

16. Children’s Care and Support Services Framework

(Pages 264 - 268)



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17. **Ofsted Improvement Plan 2023-25**
(Pages 269 - 280)
 18. **SEND Accelerated Progress Plan**
(Pages 281 - 299)
 19. **Home Improvement Agency contract extension**
(Pages 300 - 304)
 20. **Electricity sleeving and supply extensions**
(Pages 305 - 318)
 21. **Increase in Littering Fixed-Penalty-Notice Rate and Household Duty of Care**
(Pages 319 - 335)
 22. **Temporary Accommodation Project: Funding and Planning Strategy**
(Pages 336 - 359)
 23. **Property Programme funding and emerging plans**
(Pages 360 - 391)
 24. **Our Families Programme (Children & Education Transformation)**
(Pages 392 - 424)
 25. **Adult Social Care Transformation Programme funding and emerging plans**
(Pages 425 - 452)
 26. **Financial Update Report - June 2023**
(Pages 453 - 457)



Public Information Sheet

Inspection of Papers - Local Government (Access to Information) Act 1985

You can find papers for all our meetings on our website at www.bristol.gov.uk.

Public meetings

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

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

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

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

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

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

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

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

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

Other formats and languages and assistance for those with hearing impairment

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

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



Public Forum

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

The following requirements apply:

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

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

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

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

During the meeting:

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



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

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

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Decision Pathway – Report

PURPOSE: Key decision

MEETING: Cabinet

DATE: 06 June 2023

TITLE	MetroWest Phase 2 and Ashley Down Rail Station	
Ward(s)	The MetroWest Phase 2 project has a Citywide impact. Highway works and improvements impact Bishopston & Ashley Down and Lockleaze wards	
Author: Melanie Bufton	Job title: Principal Transport Planner	
Cabinet lead: Cllr Donald Alexander, Cabinet Member for Transport	Executive Director lead: John Smith, Interim Executive Director, Growth & Regeneration	
Proposal origin: City Partner		
Decision maker: Cabinet Member Decision forum: Cabinet		
Purpose of Report: <ol style="list-style-type: none"> To provide an update on the MetroWest Phase 2 programme and specifically Ashley Down Rail Station. To include updates on progress, governance, delivery model and costs. To seek approval to increase the funding allocation to the programme from Bristol’s Economic Development Fund. To request approval for delegation of authority to the Executive Director of Growth & Regeneration, in consultation with the Cabinet Member for Transport to approve the final scheme design, and the delivery of the approved scheme and associated landscaping based on the draft scheme designs set out in Appendices A1 and A2. To request approval for delegation of authority to the Executive Director of Growth & Regeneration, in consultation with the Cabinet Member for Transport and The Director of Legal and Democratic Services to enter into a grant agreement to deliver the approved scheme and associated landscaping, if required. 		
Evidence Base: <ol style="list-style-type: none"> MetroWest is a programme of rail enhancements across the West of England including the reopening of former passenger rail lines, the delivery of new stations and enhancements to cross-Bristol services. The programme seeks to increase both the capacity and accessibility of the local rail network. MetroWest Phase 2 consists of a new rail station at Ashley Down and two new rail stations on a re-opened Henbury Line (North Filton for Brabazon and Henbury). The Henbury Line is currently freight-only; this project will enable passenger services to use the line. The project also includes enhanced rail frequencies between Bristol and Gloucester from hourly to half-hourly. Key benefits of the MetroWest Phase 2 programme include; £2 return on every £1 spent, 1.3m passengers expected to use the new services each year, journey time savings, reduction of private car use leading to over 500 tons of CO2 saved each year, support new housing delivery. Bristol City Council’s Cabinet was last updated on progress of the project in June 2019, following completion of the Outline Business Case. Since then, the project has progressed with Ashley Down station moving into construction in March 2023. In 2019, it was anticipated that the City Council would enter into a joint promotion agreement with South Gloucestershire Council and the West of England Combined Authority (the Combined Authority). Since then, a change in governance 		

arrangements has meant that the Combined Authority is now the sole promoter of the scheme, with the City Council and South Gloucestershire Council being key project partners. This has significantly reduced the financial risk to the City Council.

4. The anticipated final cost of the programme was estimated at Outline Business Case stage to be £54.163m (as reported to Cabinet in June 2019). The current anticipated final cost of the programme is now £72.613m, an increase of £18.45m. Key reasons for this increase in costs include:
 - Market prices are greater than those previously estimated, largely due to increasing underlying inflation and material cost increases.
 - Re-design of Ashley Down Station to widen the platforms by approximately 0.5m
 - Re-design of Henbury Station car park and access to reflect emerging flood risk information shared by the Environment Agency (EA).
 - Re-design of Ashley Down and North Filton Stations footbridges to reflect feedback received during the planning consent processes.
 - An increase in biodiversity offsetting requirements for Henbury Station
 - Increased provision for risk and contingency based on an updated project quantitative cost risk assessment.
5. During the detailed design phases for the programme, the opportunity was identified to accelerate the construction of Ashley Down Station as detailed design for this station had progressed more quickly than for North Filton and Henbury stations. Accelerating the scheme allows the project to utilise a 16-day track closure planned for June 2023 which will save the project £2m+ compared with using typical closures of the railway to complete construction works.
6. The opportunity to deliver the programme in stages, as well as work undertaken during the detailed design phases, has informed a revised programme for the scheme, with Ashley Down station expected to open in 2024. North Filton and Henbury stations will be delivered as a second phase, for completion in 2026.
7. For Ashley Down, the detailed design and construction of the new station and associated rail infrastructure will be delivered by Network Rail and their supply chain. Bristol City Council are designing and constructing the station gateway area to Ashley Down Station, to integrate the station entrance to the highway with an improved public realm. The proposed scheme, which has been developed with input from public engagement and stakeholder feedback, will include an Equality Act compliant accessible path, accessible parking bays, integration to the local highway and Concorde Way path shown in Appendix A1. A draft landscape plan has been prepared showing how the station gateway area will be landscaped, including tree planting (Appendix A2).
8. Due to Ashley Down Station's proximity to the Concorde Way path, and the revised design that includes wider platforms, Concorde Way has unfortunately had to be closed during construction. A diversionary route has been provided via Boiling Wells Lane and Muller Road. Improvements were made to Boiling Wells Lane to make it suitable as a diversion route.
9. The wider platforms, required to meet industry accessibility standards, will unfortunately result in a permanent width reduction to Concorde Way alongside the length of the station platforms. This width reduction ranges from 731mm to 904mm, leaving an effective path width ranging from 2.063m to 2.273m (actual path width estimated to range between 3.063m to 3.273m). However, the actual measurement cannot be confirmed until built as there is a tolerance of 100mm.
10. Following completion of a Road Safety Audit (RSA), measures have been identified to help reduce potential conflict along this section of the path. BCC and the CA will work together to mitigate the impacts of this narrowing as identified in the RSA. The CA commits to supporting BCC in the process of requesting funding through the CA decision pathways for a feasibility study. This feasibility study

would investigate improvements to Concorde Way in the vicinity of the station in line with BCC's aspiration to improve the Concorde Way route as set out in the West of England Local Cycling and Walking Infrastructure Plan 2020-2036.

11. Officers will be progressing engagement and feasibility work along Concorde Way in 2023/24 with the aim of improving provision along this key walking and cycling corridor. This will include work to determine what improvement can be made to the Concorde Way between Muller Road and Mina Road passing the station and allotments.
12. The Combined Authority has identified a revised funding package to meet the increased programme cost of £72.613m:

Funding Sources:	Current approved funding (£M's)	Proposed new funding allocation (£M's)	Additional funding required (£M's)
Local Growth Fund (LGF)	£3.2	£3.2	£0
Local contribution – North Somerset Council	£0	£0.3	£0.3
Economic Development Fund (EDF) – South Gloucestershire Council	£27.375	£34.477	£7.102
Economic Development Fund (EDF) – Bristol City Council	£7.3	£9.194	£1.894
Economic Development Fund (EDF) – North Somerset Council	£1.825	£1.995	£0.17
Local authority public match revenue	£1.1	£1.1	£0m
Investment Fund (IF) / Transforming Cities Fund (TCF)	£11.063	£19.908	£8.845
Section 106 (Public Match Capital)	£2.3	£2.3	£0
Great Western Railways	£0	£0.139	£0.139
Total	£54.163	£72.613	£18.45

13. The above revised funding package will require the City Council to increase its Economic Development Fund contribution from £7.30m to £9.194m; an increase of £1.894m. The West of England Joint Committee approved the Full Business Case for MetroWest Phase 2 in January 2023. This approval included the award of £13.811m from the Economic Development Fund for stage 1 of the programme (Ashley Down Station) and the allocation of a further £31.855m for the remainder of the project, in line with the current anticipated final cost.
14. BCC's work to support development and delivery of Ashley Down station is agreed and funded by the CA. Construction of the access improvement works as shown in Appendix A, including landscaping, will be contracted via a Grant Funding agreement between BCC and the CA.
15. Project risks have been considered and separate risk registers have been prepared for Ashley Down, Henbury and North Filton. The risk registers in Appendix D were completed in November 2022 and have subsequently been refreshed. The updated versions will be reviewed and taken into account by officers when they are available.

Cabinet Member / Officer Recommendations:

That Cabinet:

1. Approves an increase to Bristol's Economic Development Fund allocation to MetroWest Phase 2 of £1.894m subject to a report being brought back Cabinet to provide an update on the latest EDF profile that highlights funding that has been released to enable this work to be fully funded.

2. Note the additional funding of £1.894m is to be released from the £17.5m that Cabinet previously agreed to be held in abeyance towards the Temple Island (TI) enabling project.
3. Authorises the Executive Director of Growth & Regeneration, in consultation with the Cabinet Member for Transport to take all steps required to approve the final scheme design and deliver the approved scheme and associated landscaping based on the draft scheme designs set out in Appendices A1 and A2.
4. Authorises the Executive Director of Growth & Regeneration, in consultation with the Cabinet Member for Transport and the Director of Legal and Democratic Services to take all steps required to agree and enter into a grant agreement and spend the funding (including procuring and awarding contracts over the key decision threshold) to deliver the approved scheme and associated landscaping as outlined in this report.
5. Notes the progress on the MetroWest Phase 2 programme including the revised costs and programme, updated design information and changes to governance as outlined in this report.

Corporate Strategy alignment:

The MetroWest Phase 2 project is proposing three new stations at Henbury, North Filton and Ashley Down and enhanced rail frequencies. This will improve rail connectivity for Bristol’s residents.

This directly aligns with the key Corporate Strategy theme of ‘Well Connected’; improving links between people and jobs. The scheme will also increase passenger numbers using public transport and, as part of a wider transport strategy, encourage active travel and promote wellbeing.

City Benefits:

The MetroWest Project will enhance the local rail network which will improve cross-city connectivity and also widen access to the national rail network.

New stations and services provided by MetroWest will be designed to meet all statutory accessibility standards. By providing proposed access improvements and two parking bays designated for Blue Badge holders at Ashley Down, we are ensuring rail services are inclusive and that future passengers are able to access rail services from the proposed new station.

Consultation Details:

1. Public engagement took place in 2021, where members of the public were informed of the station design and feedback was sought for the access improvements design.
2. Consultation through the planning process as part of the 2021 Prior Approval Submission for Permitted Development.
3. **MetroWest Phase 2:**
A Stakeholder Management and Engagement Plan has been produced for MetroWest Phase 2. The purpose of the plan is to set out how the project intends to engage with stakeholders and the public during the project. The Plan is intended to be a ‘live’ document which will be reviewed as the scheme progresses.
4. **Highway works and improvements consultation undertaken:**
 - i) QA Stage 3 internal consultation
 - ii) Ongoing engagement with Network Rail
 - iii) TMT
 - iv) Cabinet Member for Transport

Background Documents:

1. June 2019 Bristol City Council Cabinet Approval
<https://democracy.bristol.gov.uk/documents/g3684/Decisions%2018th-Jun-2019%2016.00%20Cabinet.pdf?T=2>
2. January 2023 West of England Joint Committee Decision
[Decisions 27th-Jan-2023 15.00 West of England Joint Committee.pdf \(moderngov.co.uk\)](https://www.moderngov.co.uk/decisions/27th-Jan-2023-15.00-West-of-England-Joint-Committee.pdf)

Revenue Cost	£0	Source of Revenue Funding	N/A
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Capital Cost	£72.613	Source of Capital Funding	<ul style="list-style-type: none"> Local Growth Fund (LGF) £3.2 Economic Development Fund (EDF) £45.666 Local authority public match £1.1 North Somerset Council – local authority contribution £0.3 Investment Fund (IF) / Transforming Cities Fund (TCF) £19.908 Section 106 (Public Match Capital) £2.3 Great Western Railways e.g. grant/prudential borrowing etc. £0.139
One off cost <input checked="" type="checkbox"/>	Ongoing cost <input checked="" type="checkbox"/>	Saving Proposal <input type="checkbox"/>	Income generation proposal <input type="checkbox"/>

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

1. Finance Advice:

This report asks Cabinet to note the increased cost of this project. The latest estimates show that the project will now cost £72.613m, £18.45m more than the last approved estimate.

COSTING	(£M's)
Original Cost Estimate	£54.163
Revised Cost Estimate	£72.613
Change	£18.450

This increase costs are due to number of factors:

- Inflation;
- Widening the platforms by approximately 0.5m for Ashley Down Station;
- Re-design of Henbury Station car park and access;
- Re-design of Ashley Down and North Filton Stations footbridges;
- More biodiversity offsetting requirements for Henbury Station; and
- Increased provision for risk and contingency

This increase in funding is to be met by the following

Additional Funding Required	(£M's)
Local contribution – North Somerset Council	£0.300
Economic Development Fund (EDF) – South Gloucestershire Council	£7.102
Economic Development Fund (EDF) – Bristol City Council	£1.894
Economic Development Fund (EDF) – North Somerset Council	£0.170
Investment Fund (IF) / Transforming Cities Fund (TCF)	£8.845
Great Western Railways	£0.139
Total	£18.450

The report specifically seeks the approval of Cabinet for an increase of Bristol's Economic Development Fund allocation to MetroWest Phase 2 of £1.89m.

The Funding is to be released from the £17.5m that Cabinet previously agreed to be held in abeyance towards the Temple Island (TI) enabling project for which £32m is already approved. The £1.89m will become available from 28/29 onwards in line with the current EDF funding profile, however, WECA will need to cashflow projects (as

necessary) until that point or the Council will need to review and reprofile existing EDF schemes to release the £1.89m required.

Recent assessment of the progress of the TI project suggests that a proportion of this funding that was held in abeyance could be released to support the MetroWest project. Confirmation of the total amount of the £17.5m that could be released will be presented to Cabinet as part of the next Temple Quarter update that is due in September 2023, and will address the issue of profiling as necessary.

WECA has also written to provide some assurance that it will seek for opportunities to replenish the EDF pot, should such opportunities present themselves over the life of the project.

WECA are in the process of drafting an MOU that addresses how financial risk will be managed moving forward. G&R Exec Director is of the view that there will be no future liability that should fall to Bristol.

This would bring the total funding contributed by the council for this project as follows:

Funding Sources:	Amount (£M's)
Economic Development Fund (EDF)	£9.194
Local authority public match revenue	£0.250
Total	£9.444

Finance Business Partner: Kayode Olagundoye, Interim Finance Business Partner, Growth and Regeneration, 23 May 2023

2. Legal Advice:

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

Legal Team Leader:

Husinara Jones, Team Manager/Solicitor 16 May 2023

3. Implications on IT:

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

IT Team Leader: Alex Simpson – Senior Solution Architect 31 March 2023

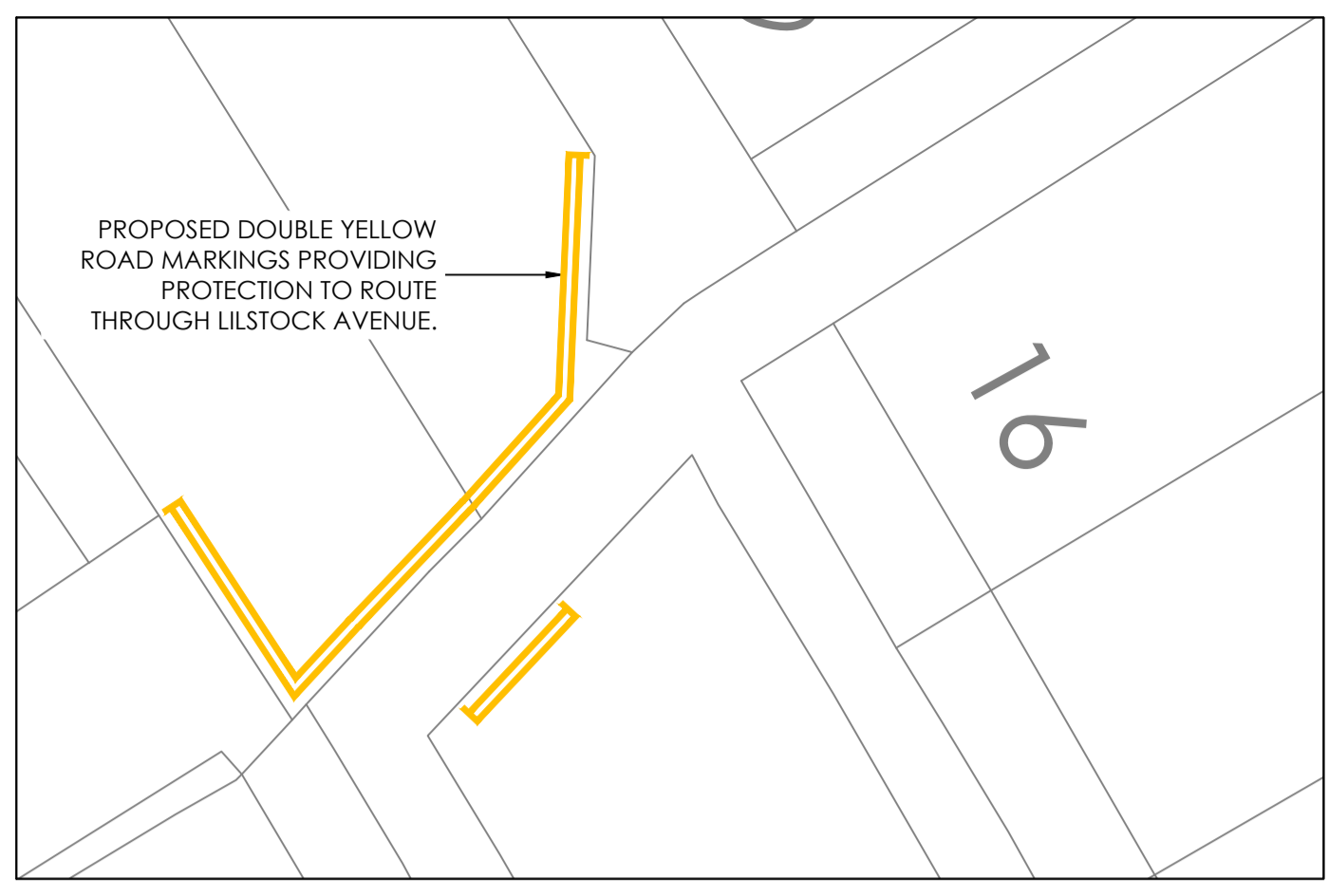
4. HR Advice: There are no HR implications evident

HR Partner: Celia Williams, HR Business Partner, Growth and Regeneration 3 May 2023

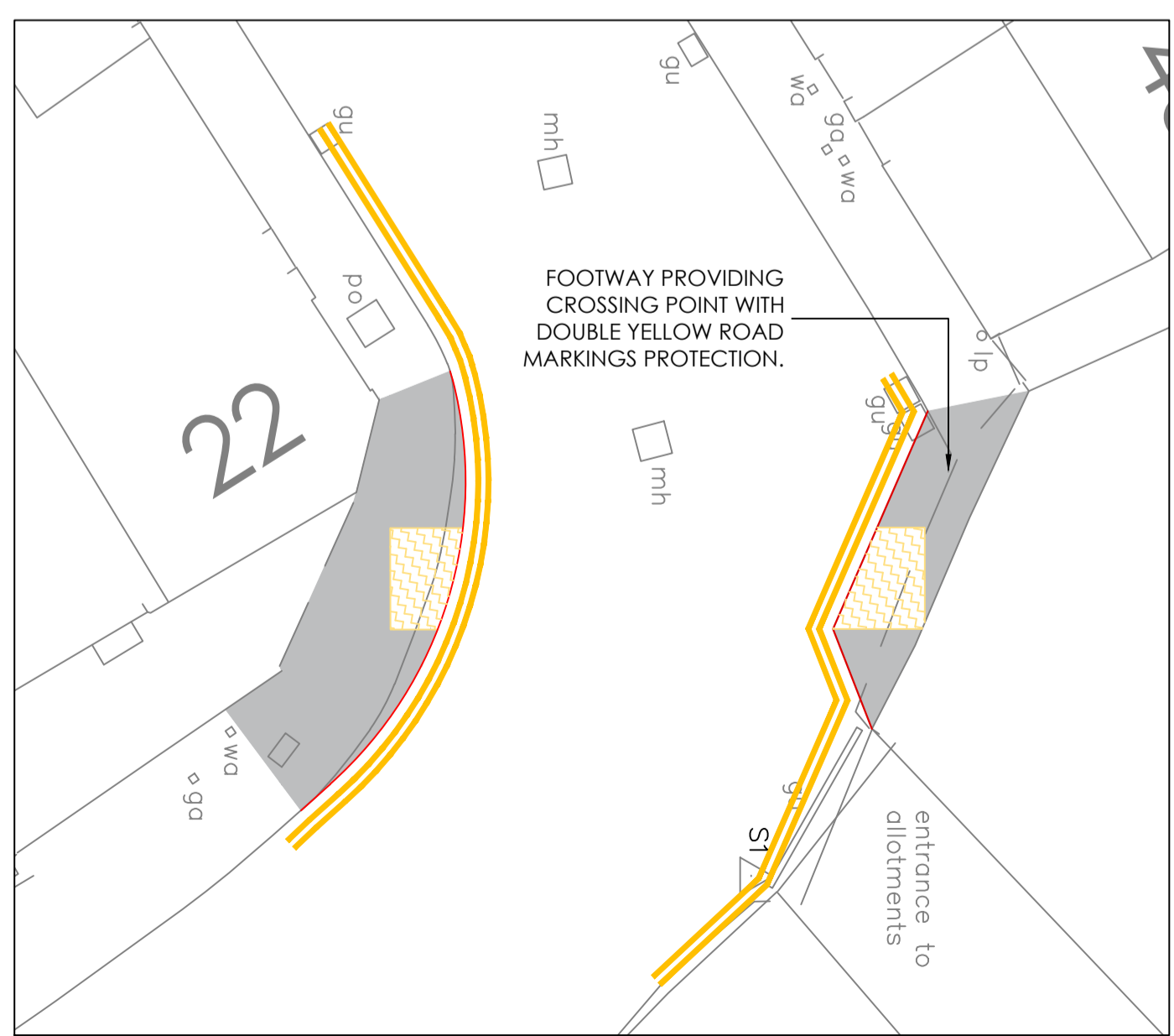
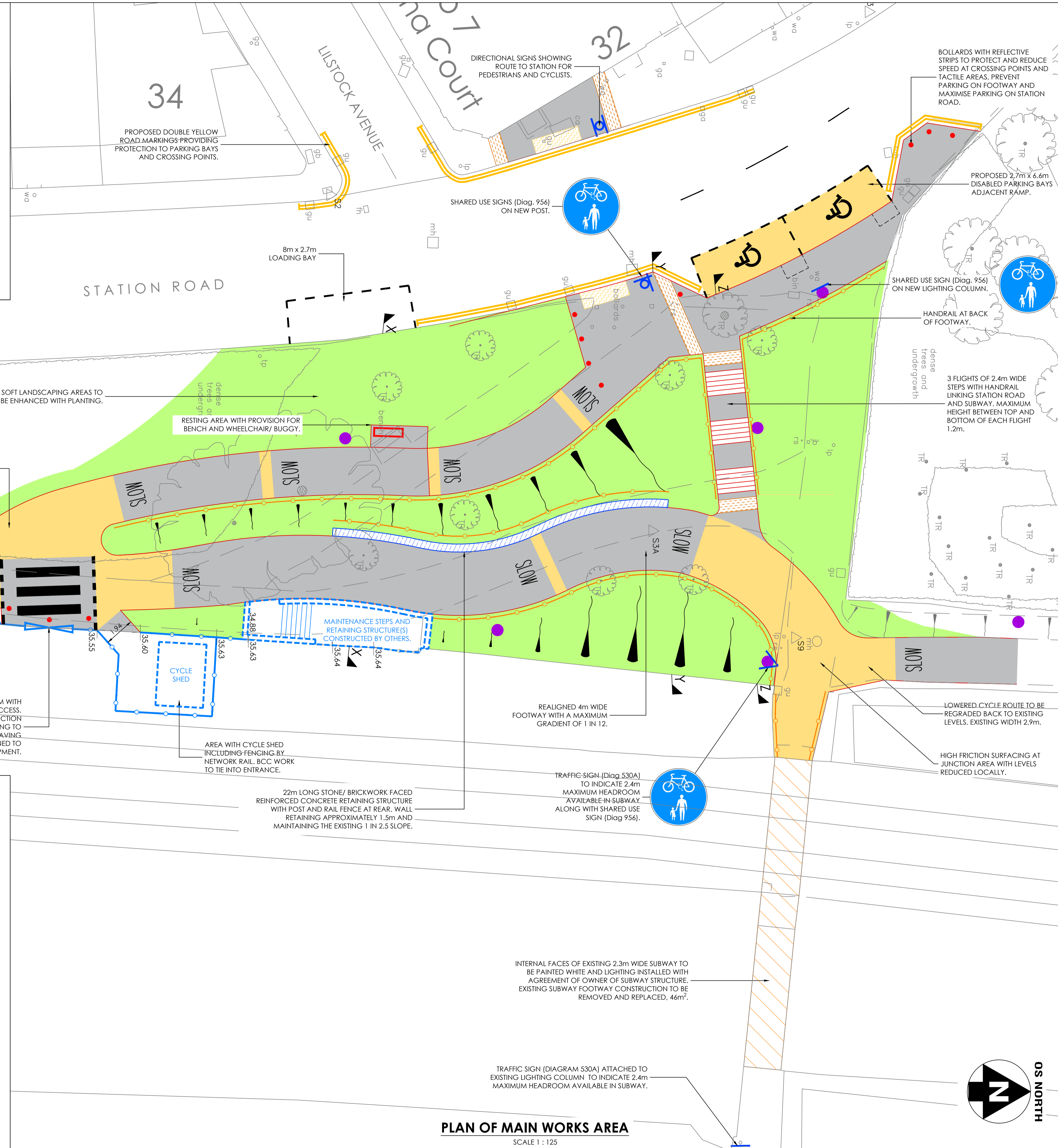
EDM Sign-off	John Smith, Interim Executive Director Growth and Regeneration	5 April 2023
Cabinet Member sign-off	Cllr Donald Alexander, Cabinet Member for Transport	6 April 2023
For Key Decisions - Mayor's Office sign-off	Mayor's Office	5 May 2023

Appendix A – Further essential background / detail on the proposal	YES
Appendix B – Details of consultation carried out - internal and external	NO
Appendix C – Summary of any engagement with scrutiny	NO

Appendix D – Risk assessment	YES
Appendix E – Equalities screening / impact assessment of proposal	YES
Appendix F – Eco-impact screening/ impact assessment of proposal	YES
Appendix G – Financial Advice	NO
Appendix H – Legal Advice	NO
Appendix I – Exempt Information	NO
Appendix J – HR advice	NO
Appendix K – ICT	NO
Appendix L – Procurement	NO



AREA AT 16 LILSTOCK AVENUE
SCALE 1 : 125



AREA AT 22 STATION ROAD
SCALE 1 : 125

PLAN OF MAIN WORKS AREA
SCALE 1 : 125

- KEY**
- PROPOSED BOLLARD.
 - PROPOSED LIGHTING COLUMN.

CITY DESIGN
ENGINEERING
DESIGN
PO Box 3176, Bristol, BS3 9FS

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Rev.	Date	Description	By

PROJECT
ASHLEY DOWN STATION
PUBLIC REALM WORKS

TITLE
GENERAL ARRANGEMENT

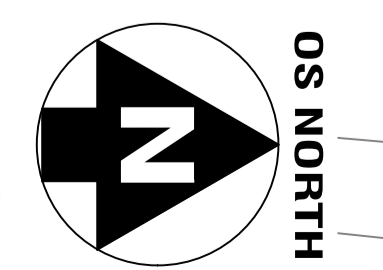
Client
STRATEGIC CITY TRANSPORT

MELANIE BUFTON

Drawn by JNW	Checked by
Date Drawn APRIL 2023	Date Issued
Status CONSTRUCTION	Issued by

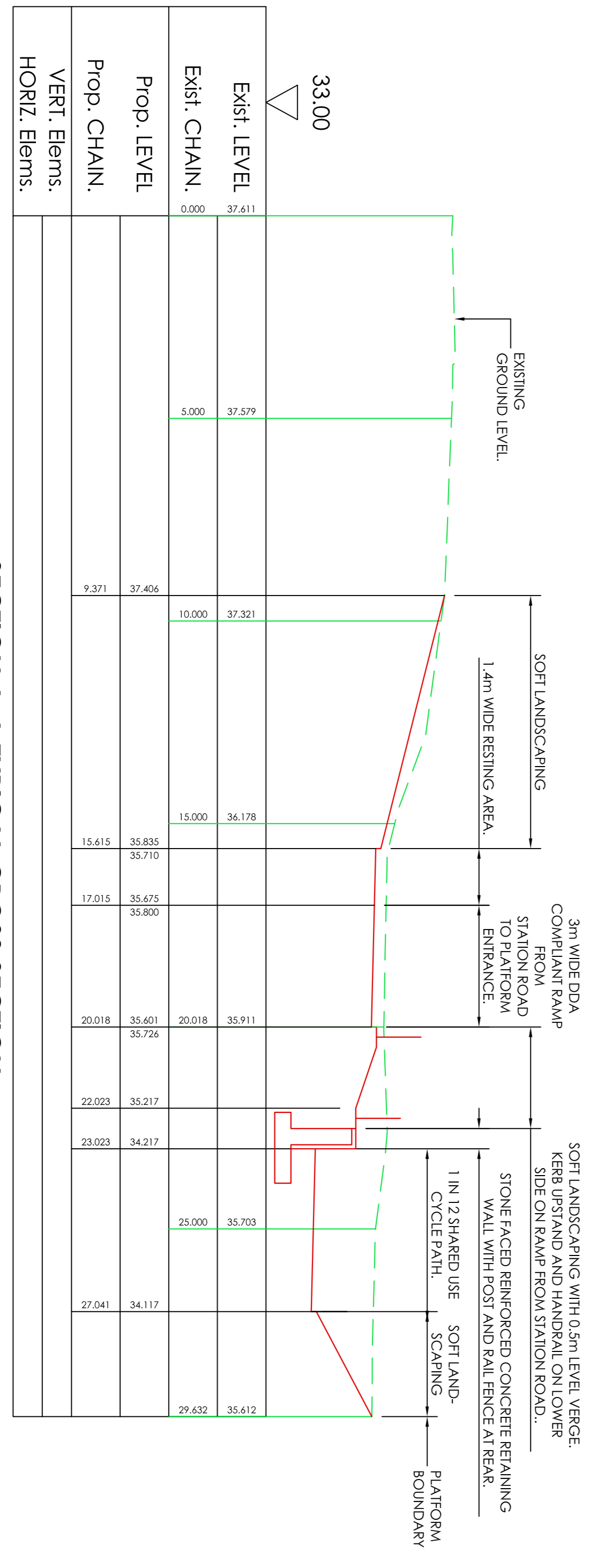
Scale:
1 : 125 @ A1

Project Number E17052	Drawing - 1100 -	Revision
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PLAN OF PROPOSED LAYOUT
SCALE 1 : 200



SECTION A-A TYPICAL CROSS SECTION
SCALE 1 : 100

- TREE RECOMMENDED FOR REMOVAL
- PROPOSED BOLLARD
- EXISTING LIGHTING COLUMN
- PROPOSED TREE
QUERCUS ROBUR, BETULA PENDULA, SORBUS AUICUPARIA, PRUNUS PADUS
- MEADOW GRASS: IE. EMORSGATE E.M4 MIX
- SLDS RAINGARDEN PLANTING SWALE
- NATIVE SPRING BULBS
NARCISSUS, GALANTHUS, HYACINTHOIDES, CROCUS
- NATIVE FLOWERING SHRUBS
RUBIA FUDOSA, ALDOVA RUGOSA, RUBIA ALBOVA, ALDOVA RUGOSA, EUONYMUS EUROPAEUS
- BIRD & BAT BOXES IN SUITABLE LOCATIONS AS ADVISED BY ECOLOGIST

Rev.	Description:	Date:
A	Tree planting updated with Arb report, lighting plans	11-11-20
B	Tree planting updated	22-12-20
C	Plan updated to show information on Access Plan	13-4-202
D	Tree planting locations updated	17-2-202
E	Property boundary and tree planting locations updated	24-4-21

City Design Group Place Shaping Team Urban Design and Conservation Team	
Client: Strategic City Transport	
Project Title: Ashley Down Station	
Drawing Title: Landscape Plan	
Information Status: OUTLINE	
Drawn: LE	Checked: VW
Date: 9.07.2	
Project No: E17052 - 001	Scale: 1:200@A
Dwg No: 0001	Revision:

MetroWest 2 - Ashley Down

Client cost risk exposure for MW2 project (Advisory)

Network Rail OP Reference: 173483

Version: 1.0

Publication Date: 23/11/2022

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Author: Orla Dunn, Risk and Value Manager, Network Rail	
Authorised by: Clare Zubovic', Sponsor, Network Rail	
Authorised by: Paul Trow-Smith, Principal Risk & Value Manager, Network Rail	
Accepted by: David Jarman, Rail Programme Manager, West of England Combined Authority	

Workshop details

Date of workshop: 22 September 2022, via MS Teams. **Attendees:**

Name	Role	Organisation
Alex White	Junior Project Manager - Rail	West of England Combined Authority
Clare Zubovic'	Sponsor	Network Rail
David Jarman	Rail Programme Manager	West of England Combined Authority
Jason Porter	Project Manager	West of England Combined Authority
Mark Radford	Scheme Project Manager	Network Rail
Orla Dunn	Risk and Value Manager	Network Rail

The objectives of the workshop were to:

- Review the client risk register;
- Identify additional risks to the achievement of the project objectives;
- Provide an output to advise the client on their cost risk exposure for the project.

This report relates solely to WECA-owned risks and excludes risks owned by Network Rail (NR). NR risks are modelled and reported separately.

Each risk was analysed to understand the probability of occurrence and the impact of the risk on the project outcome. The information was provided by the client and has not been verified by NR prior to modelling.

Evaluation was conducted using Monte Carlo analysis, using @Risk software and 10,000 simulations.

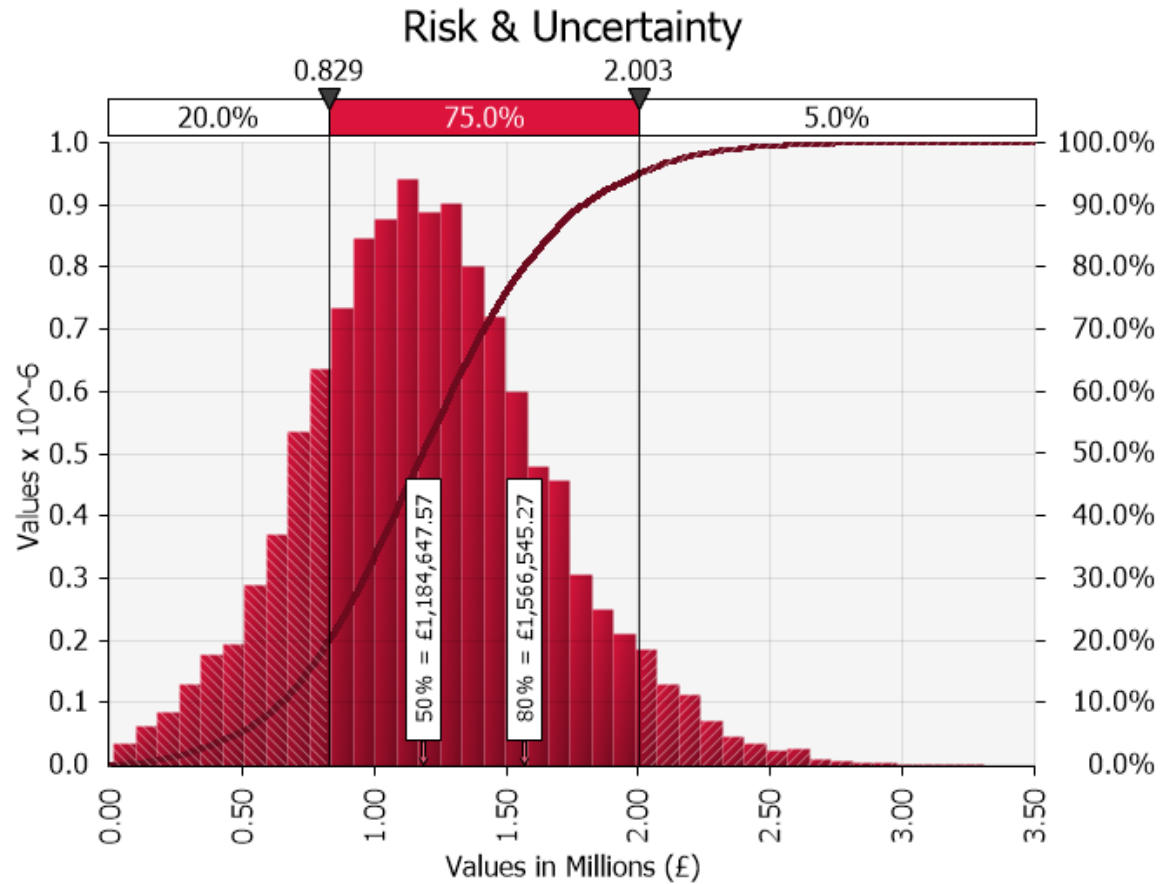
This report is provided to the client on an advisory basis.

Recommendations

- 1) The client holds responsibility for some key exclusions and risks, including the integration of NR's project plans with those of the developer at Henbury. It is recommended that key assumptions and risks are regularly reported within integration meetings to ensure early visibility and support in preventing those risks impacting the project, as far as is reasonably practicable.
- 2) For most of the last 20 years, inflation has been about 2% (source: www.bankofengland.co.uk). As of 15 November 2022, inflation is 10.1%. The Bank of England expect inflation in the UK to fall sharply from the middle of next year, but uncertainty and the impact on prices of goods and services remains uncertain. It is recommended that the client reviews inflation risks regularly.

Client cost risk exposure (Advisory) – Ashley Down

Results	P20	P50	Mean	P80	P90
Exposure	£829,385	£1,184,648	£1,204,681	£1,566,545	£1,793,011

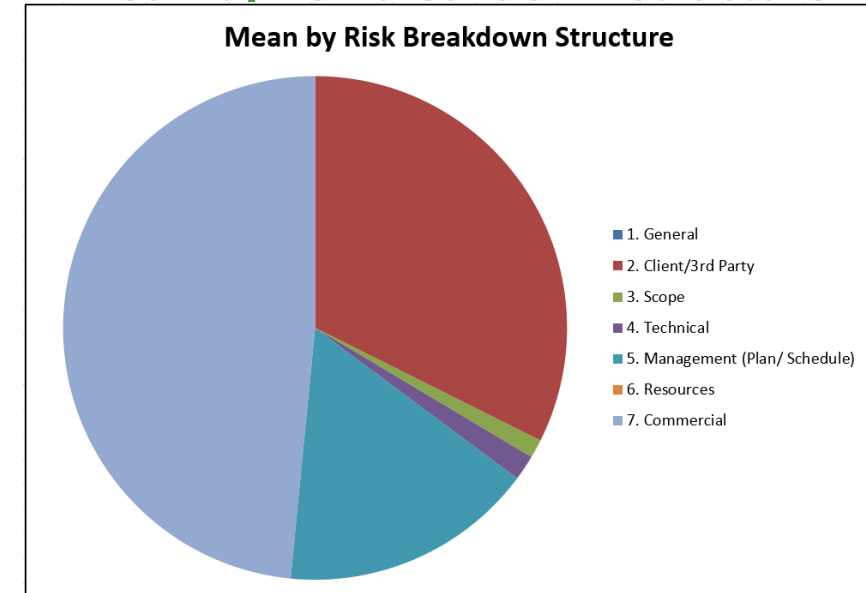


Client cost risk exposure (Advisory) – Ashley Down

Risk mean by probability grouping

Probability	Number of Risks	Mean exposure
Issues (100%)	0	£0
91% to 99%	0	£0
81% to 90%	1	£496,544
71% to 80%	0	£0
61% to 70%	0	£0
51% to 60%	2	£98,445
41% to 50%	0	£0
31% to 40%	4	£276,682
21% to 30%	3	£32,123
11% to 20%	9	£281,933
0% to 10%	9	£18,955
Totals	28	£1,204,681

Mean by risk breakdown structure



Risk Breakdown Structure	Mean exposure
1. General	£0
2. Client/3rd Party	£389,961
3. Scope	£14,462
4. Technical	£19,505
5. Management (Plan/ Schedule)	£197,122
6. Resources	£0
7. Commercial	£583,631
Total	£1,204,681

Client cost risk exposure (Advisory) – Ashley Down

Top 10 threats by cost (estimated mean value)

Rank	Risk ID	Risk Title	Mean
1	541600	ASHLEY DOWN - Materials price increases. (Contractor priced at September market rates. WECA to hold the inflation risk.)	£495,833
2	541597	ASHLEY DOWN - Current planning restriction enforced resulting from section 61 requirements	£106,667
3	541601	ASHLEY DOWN - Availability of NR Plant / Long lead supply items for blockade. (NR will make reasonable endeavours to secure in line with known lead times)	£90,000
4	541322	ASHLEY DOWN - Station site work delay relating to Sustrans agreements	£83,333
5	541276	ASHLEY DOWN - Bristol City Council (BCC) cannot implement diversionary route in time for Network Rail site mobilisation	£78,000
6	541588	ASHLEY DOWN - Adverse weather (Greater than 1 in 10-year event)	£60,000
7	541595	ASHLEY DOWN - Changes to requirements resulting from local planning authority (LPA) feedback	£54,000
8	541326	ASHLEY DOWN - Higher than anticipated inflationary pressures. (Excludes station contractor materials prices - see risk 541600.)	£50,000
9	541325	ASHLEY DOWN - Delay to Public Right of Way (PRoW) application approval by BCC PRoW team	£35,667
10	541594	ASHLEY DOWN - Network Rail underestimate the cost impact of the platform widening. (Based on current design, priced by contractor September 2022).	£33,667

Client assumptions – Ashley Down

The following client assumptions underpin the risk register.

Assumption ID	Ashley Down Station - assumptions	Aligned to risk ID or retained?
AD1	Funding / Full Business Case approval is received by the end of January 2023.	Retained as an assumption.
AD2	Unhindered access for the contractor in the 16-day blockade in June 2023.	NR risk.
AD3	A 52hr disruptive possession is agreed by train and freight operators prior to the 16-day blockade.	Retained as an assumption.
AD4	11 No. 14hr non disruptive possessions are agreed by train and freight operators between July-September 2023.	Retained as an assumption.
AD5	No working time restrictions imposed on the construction works.	541597
AD6	Bristol City Council designing and delivering the Public Realm works and PROW diversionary route works.	541325
AD7	<u>Sustrans</u> agree to transfer the necessary land (of Concorde Way) to Network Rail and Bristol City Council to support the works.	541322
AD8	Bristol City Council and <u>Sustrans</u> agree a Freehold agreement to enable the public realm construction works.	541323

Client assumptions – Ashley Down

The following client assumptions underpin the risk register.

Assumption ID	Ashley Down Station - assumptions	Aligned to risk ID or retained?
AD9	No ecological, environmental, archaeological or contaminated land issues exist that could impact the proposed programme of works.	541332 (ecology), 541536 (environmental). Remainder retained as an assumption.
AD10	Land access licences agreed to support compound and material storage requirements.	523837, 541567
AD11	The gabion wall structure behind Concorde Way does not fail catastrophically as a result of a structural issue unrelated to the project.	Retained as an assumption.
AD12	Updates to Network Rail's GRIP 5 design (to reflect the platform widening) is signed off and design remains as per currently proposed in principle.	541594
AD13	DfT agree a deviation with Network Rail for the platform width non-compliance around the footbridge.	Retained as an assumption.
AD14	The project is able to positively respond to all planning conditions.	541595, 541580
AD15	Critical resources (materials and personnel) are available to support key activities (e.g. signalling commissioning).	NR risk

Client assumptions – Ashley Down

The following client assumptions underpin the risk register.

Assumption ID	General assumptions	Aligned to risk ID or retained?
Gen1	Future station operating costs (post opening) are to be funded by GWR/DfT rather than the project.	Retained as an assumption.
Gen2	The operation of the new rail services will be funded by DfT after the first 3 years.	Retained as an assumption.
Gen3	The transition from Network Rail / GWR to Great British Railways does not impact the project.	Retained as an assumption.
Gen4	The supply chain has the capacity and capability to deliver in line with the proposed programmes of work.	Retained as an assumption.
Gen5	Inflation is assumed at 11 % for 2022/23 and 23/24 and 4 % for future years after that.	541326, 541600

Client risk register – Ashley Down

Risk ID	Risk Title	% Probability	Minimum	Most likely	Maximum	Estimated mean value
541600	ASHLEY DOWN - Materials price increases. (Contractor priced at September market rates. WECA to hold the inflation risk.)	85%	£250,000	£500,000	£1,000,000	£495,833
541597	ASHLEY DOWN - Current planning restriction enforced resulting from section 61 requirements	20%	£100,000	£500,000	£1,000,000	£106,667
541601	ASHLEY DOWN - Availability of NR Plant / Long lead supply items for blockade. (NR will make reasonable endeavours to secure in line with known lead times)	60%	£50,000	£100,000	£300,000	£90,000
541322	ASHLEY DOWN - Station site work delay relating to Sustrans agreements	40%	£25,000	£100,000	£500,000	£83,333
541276	ASHLEY DOWN - Bristol City Council (BCC) cannot implement diversionary route in time for Network Rail site mobilisation	40%	£5,000	£80,000	£500,000	£78,000
541588	ASHLEY DOWN - Adverse weather (Greater than 1 in 10-year event)	40%	£20,000	£30,000	£400,000	£60,000
541595	ASHLEY DOWN - Changes to requirements resulting from local planning authority (LPA) feedback	40%	£5,000	£100,000	£300,000	£54,000
541326	ASHLEY DOWN - Higher than anticipated inflationary pressures. (Excludes station contractor materials prices - see risk 541600.)	20%	£50,000	£200,000	£500,000	£50,000
541325	ASHLEY DOWN - Delay to Public Right of Way (PRoW) application approval by BCC PRoW team	20%	£5,000	£30,000	£500,000	£35,667
541594	ASHLEY DOWN - Network Rail underestimate the cost impact of the platform widening. (Based on current design, priced by contractor September 2022).	20%	£5,000	£100,000	£400,000	£33,667
541332	ASHLEY DOWN - Unforeseen ecological issue (Assuming appropriate and timely surveys conducted by Network Rail)	15%	£2,000	£50,000	£500,000	£27,600
541552	ASHLEY DOWN - Unforeseen ground obstructions (excluding buried services)	30%	£5,000	£40,000	£150,000	£19,500
541323	ASHLEY DOWN - Delay to BCC freehold with Sustrans	20%	£15,000	£25,000	£150,000	£12,667

Client risk register – Ashley Down

Risk ID	Risk Title	% Probability	Minimum	Most likely	Maximum	Estimated mean value
523837	ASHLEY DOWN - Conflict between BCC public realm and Network Rail station site construction programmes	25%	£5,000	£20,000	£100,000	£10,417
541596	ASHLEY DOWN - Additional works required for right of way diversion (Muller Road)	60%	£2,000	£10,000	£30,000	£8,400
541580	ASHLEY DOWN - Delay due to need to discharge WECA/BCC specific planning conditions	20%	£5,000	£30,000	£80,000	£7,667
541536	ASHLEY DOWN - Unforeseen environmental issue (e.g. Japanese knotweed/ Himalayan Balsam) (Assuming appropriate and timely site surveys have been conducted by Network Rail)	20%	£2,000	£20,000	£75,000	£6,467
541567	ASHLEY DOWN - Delay to WECA/BCC land agreements	10%	£20,000	£40,000	£80,000	£4,667
541301	ASHLEY DOWN - Change in WECA governance/assurance requirements	5%	£500	£10,000	£250,000	£4,342
541524	ASHLEY DOWN - Failure to agree land-take with Sustrans for cycle parking entrance area	5%	£5,000	£5,000	£200,000	£3,500
541604	ASHLEY DOWN - Incorrect OPEX provision for GWR	5%	£20,000	£85,000	£85,000	£3,167
541574	ASHLEY DOWN - Higher cost of BCC/WECA temporary land agreements	30%	£2,000	£5,000	£15,000	£2,200
541559	ASHLEY DOWN - potential road closures needed for utilities works	5%	£1,000	£20,000	£75,000	£1,600
541591	ASHLEY DOWN - Infrastructure damage (related to BCC works)	15%	£500	£5,000	£10,000	£775
541575	ASHLEY DOWN - Unexploded ordnance identified on site	1%	£6,000	£25,000	£200,000	£770
523839	ASHLEY DOWN - Land and noise claims	5%	£500	£1,000	£20,000	£358
541309	ASHLEY DOWN - Legal fees are higher than expected	5%	£1,000	£5,000	£15,000	£350
541557	ASHLEY DOWN - Direct action by protestors related to the works	2%	£500	£1,000	£15,000	£110

MetroWest 2 – Henbury only

Client cost risk exposure for MW2 project (Henbury) (Advisory)

Network Rail OP Reference: 139797

Version: 1.0

Publication Date: 23/11/2022

Page 29

Author: Orla Dunn, Risk and Value Manager, Network Rail	
Authorised by: Clare Zubovic', Sponsor, Network Rail	
Authorised by: Paul Trow-Smith, Principal Risk & Value Manager, Network Rail	
Accepted by: David Jarman, Rail Programme Manager, West of England Combined Authority	



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OFFICIAL SENSITIVE - COMMERCIAL

Workshop details

Date of workshop: 22 September 2022, via MS Teams. **Attendees:**

Name	Role	Organisation
Alex White	Junior Project Manager - Rail	West of England Combined Authority
David Jarman	Rail Programme Manager	West of England Combined Authority
Jason Porter	Project Manager	West of England Combined Authority
Clare Zubovic	Sponsor	Network Rail
Mark Radford	Project Manager	Network Rail
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Recommendations

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Recommendations

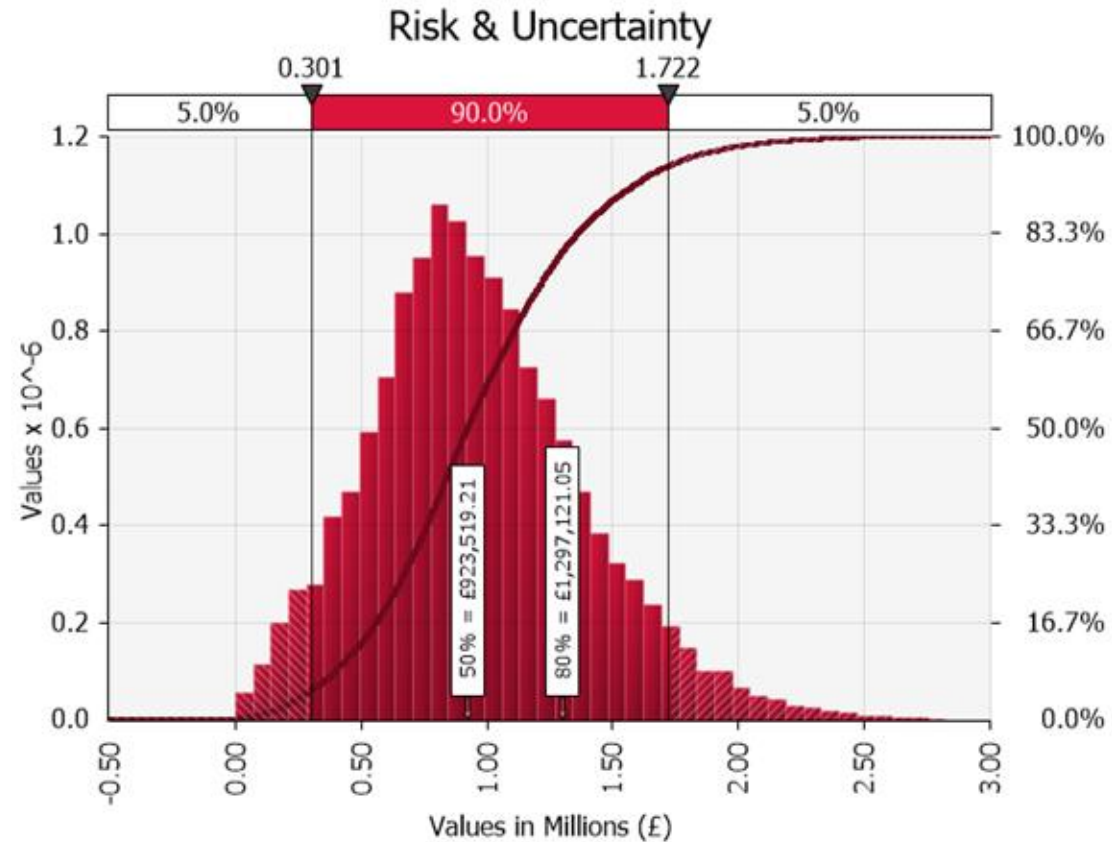
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OFFICIAL SENSITIVE - COMMERCIAL

Client cost risk exposure (Advisory) - Henbury

Results	P20	P50	Mean	P80	P90
Exposure	£610,397	£923,519	£961,814	£1,297,121	£1,528,788



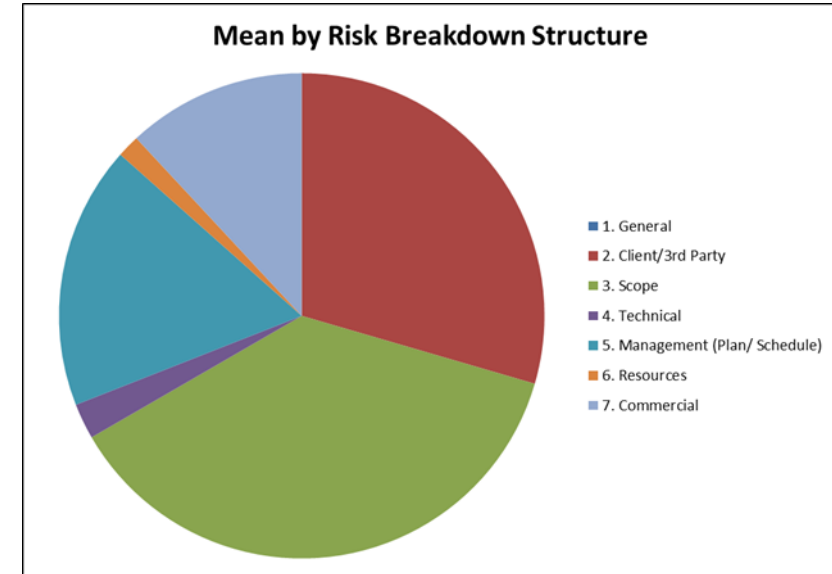
Client cost risk exposure (Advisory) - Henbury

Risk mean by probability grouping



Probability	Number of Risks	Mean exposure
Issues	0	£0
90% to 100%	0	£0
80% to 90%	0	£0
70% to 80%	1	£351,034
60% to 70%	0	£0
50% to 60%	1	£122,533
40% to 50%	2	£99,412
30% to 40%	1	£22,819
20% to 30%	4	£111,183
10% to 20%	4	£193,419
0% to 10%	14	£61,415
Totals	27	£961,814

Mean by risk breakdown structure



Risk Breakdown Structure	Mean exposure
1. General	£0
2. Client/3rd Party	£283,926
3. Scope	£357,133
4. Technical	£22,819
5. Management (Plan/ Schedule)	£168,774
6. Resources	£14,462
7. Commercial	£114,700
Total	£961,814

Client cost risk exposure (Advisory) - Henbury

Top 10 threats by cost (estimated mean value)

Rank	Risk ID	Title	Mean
1	541569	HENBURY - Requirement to achieve 10 % Biodiversity Net Gain	£351,034
2	541329	HENBURY - Unforeseen planning conditions	£122,533
3	541327	HENBURY - Higher than anticipated inflationary pressures	£102,474
4	523835	HENBURY - Planning application refusal	£59,052
5	541587	HENBURY – Adverse weather (greater than 1 in 10-year event)	£53,331
6	SGC033	HENBURY - Additional requirements due to integration of station and development designs	£46,081
7	541589	HENBURY – Persimmon delay impacting NR's works	£44,935
8	541592	HENBURY – Archaeological/heritage artifacts found	£43,741
9	541278	HENBURY –Adjacent landowners' operations/works impact the site works (Persimmon)	£23,168
10	541553	HENBURY – Unforeseen ground obstructions	£22,819

Client assumptions – Henbury

The following Client assumptions underpin the risk register.

Assumption ID	Henbury Station - assumptions	Aligned to risk ID or retained?
NFH1	North Filton and Henbury Stations will open at the same time.	Need to open together or North Filton first, otherwise a turnback at N Filton will be required. Exclusion.
NFH2	Network Rail will procure North Filton and Henbury Stations as a package for detailed design and construction.	Retained as an assumption.
NFH9	Henbury Station – The project does not need to achieve 10 % net positive biodiversity.	541569
NFH10	Henbury Station – Changes to the Persimmon development designs do not adversely impact the station design/estimate.	541589
NFH11	Henbury Station – Detailed designs for the station and Persimmon development can be successful integrated.	SGC033
NFH12	Henbury and North Filton Stations – Planning approvals are returned within typical timescales.	541589, 541579
NFH13	Henbury and North Filton Stations – Persimmon and YTL grant necessary land access for station construction works (as per current agreement in principle).	541278
NFH14	Henbury and North Filton Stations – The station construction works can be successfully integrated with the construction of Persimmon and YTL developments (as per current agreement in principle).	541278

Client assumptions – Henbury

The following Client assumptions underpin the risk register.

Assumption ID	Henbury Stations - assumptions	Aligned to risk ID or retained?
NFH15	Henbury and North Filton Stations – Persimmon and YTL access works are completed to a suitable standard to enable the stations to be opened on time.	541278
NFH16	Henbury and North Filton Stations – Sufficient possession access can be secured by Network Rail to support the efficient delivery of both stations and associated rail systems works.	NR risk
NFH17	Henbury and North Filton Stations - Critical resources (materials and personnel) are available to support key activities (e.g. signalling commissioning).	NR risk
NFH18	Henbury and North Filton Stations - Station car parks will be taken into Network Rail ownership and Great Western Railway will be responsible for their operation.	Retained as an assumption.
NFH19	Henbury and North Filton Stations - No working time restrictions imposed on the construction works.	541598
NFH20	Section 106 agreements with Persimmon / YTL are agreed in required timescales based on the latest station layout, designs/red line drawings.	541573

Client assumptions - Henbury

The following Client assumptions underpin the risk register.

Assumption ID	General assumptions	Aligned to risk ID or retained
Gen1	Future station operating costs (post-opening) are to be funded by GWR/DfT rather than the project.	Retained as an assumption.
Gen2	The operation of the new rail services will be funded by DfT after the first 3 years.	Retained as an assumption.
Gen3	The transition from Network Rail / GWR to Great British Railways does not impact the project.	Retained as an assumption.
Gen4	The supply chain has the capacity and capability to deliver in line with the proposed programmes of work.	Retained as an assumption.
Gen5	Inflation is assumed at 11 % for 2022/23 and 23/24 and 4 % for future years after that.	541327

Client Risk Register – Henbury

ID	Record Title	% Probability	Minimum	Most likely	Maximum	Estimated mean value
541569	HENBURY - Requirement to achieve 10 % Biodiversity Net Gain	75	£250,000	£400,000	£750,000	£350,000
541329	HENBURY - Unforeseen planning conditions	60	£15,000	£100,000	£500,000	£123,000
541327	HENBURY - Higher than anticipated inflationary pressures	20	£100,000	£400,000	£1,000,000	£100,000
523835	HENBURY - planning application refusal	15	£50,000	£150,000	£1,000,000	£60,000
541587	HENBURY - Adverse weather (Greater than 1 in 10-year event)	50	£20,000	£50,000	£250,000	£53,333
SGC033	HENBURY - Additional requirements due to integration of station and development designs	50	£25,000	£50,000	£200,000	£45,833
541589	HENBURY - Persimmon delay impacting NR's works	25	£20,000	£120,000	£400,000	£45,000
541592	HENBURY - Archaeological / heritage artifacts found	25	£2,000	£75,000	£450,000	£43,917
541278	HENBURY - Adjacent landowners' operations/works impact the site works (Persimmon)	15	£10,000	£50,000	£400,000	£23,000
541553	HENBURY - Unforeseen ground obstructions	35	£5,000	£40,000	£150,000	£22,750
541280	HENBURY - Car park location not acceptable (ecological mitigation works)	5	£25,000	£400,000	£500,000	£15,417
SGC005	HENBURY - Unforeseen ecological issue - protected species	10	£2,000	£50,000	£400,000	£15,067
541321	HENBURY - Materials not available within timescales or at additional cost (WECA elements)	25	£5,000	£50,000	£120,000	£14,583

Client Risk Register – Henbury

ID	Record Title	% Probability	Minimum	Most likely	Maximum	Estimated mean value
541331	HENBURY - Material price increases (not related to inflation)	20	£5,000	£50,000	£75,000	£8,667
541548	HENBURY - Contaminated land (including asbestos)	25	£2,000	£20,000	£75,000	£8,083
541565	HENBURY - Higher costs associated with Section 106 agreement with Persimmon	10	£5,000	£40,000	£150,000	£6,500
541598	HENBURY - Current planning restriction enforced resulting from section 61 requirements	10	£10,000	£40,000	£100,000	£5,000
541299	HENBURY - Change in WECA governance/assurance requirements	5	£500	£10,000	£250,000	£4,342
541573	HENBURY - Section 106 agreement not agreed in time with Persimmon	5	£2,000	£50,000	£200,000	£4,200
541602	HENBURY - Incorrect OPEX provision for GWR	5	£20,000	£85,000	£85,000	£3,167
541544	HENBURY - Unforeseen environmental issue (e.g. Japanese knotweed/ Himalayan Balsam)	10	£2,000	£20,000	£40,000	£2,067
541560	HENBURY - potential road closures needed for utilities works	5	£1,000	£20,000	£75,000	£1,600
541579	HENBURY - Delay due to need to discharge WECA specific planning conditions	5	£5,000	£15,000	£60,000	£1,333
541590	HENBURY - Archaeological issue identified	2	£5,000	£20,000	£120,000	£967
541577	HENBURY - Unexploded ordnance identified on site	1	£6,000	£25,000	£200,000	£770
SGC021	HENBURY - Direct action by protestors related to the works	2	£500	£10,000	£75,000	£570
523886	HENBURY - Legal fees are higher than expected	5	£1,000	£5,000	£15,000	£350

MetroWest 2 – North Filton only

Client cost risk exposure for MW2 project (North Filton) (Advisory)

Network Rail OP Reference: 139797

Version: 1.0

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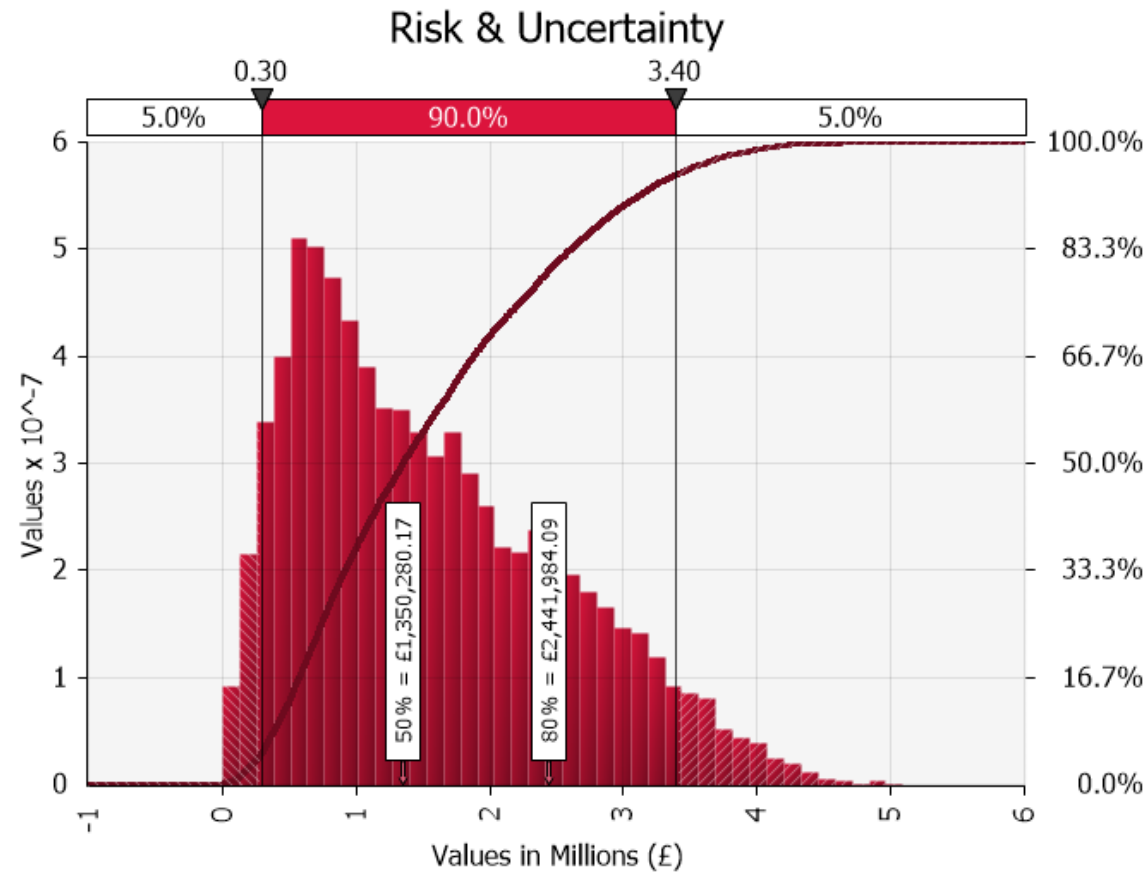
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- 1) The client holds responsibility for some key exclusions and risks, including the integration of NR's project plans with those of the developer at Henbury. It is recommended that key assumptions and risks are regularly reported within integration meetings to ensure early visibility and support in preventing those risks impacting the project, as far as is reasonably practicable.
- 2) For most of the last 20 years, inflation has been about 2% (source: www.bankofengland.co.uk). As of 15 November 2022, inflation is 10.1%. The Bank of England expect inflation in the UK to fall sharply from the middle of next year, but uncertainty and the impact on prices of goods and services remains uncertain. It is recommended that the client reviews inflation risks regularly.

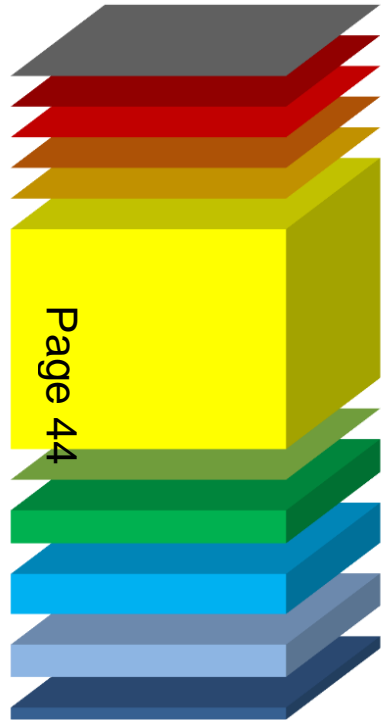
Client cost risk exposure (Advisory) – North Filton

Results	P20	P50	Mean	P80	P90
Exposure	£642,009	£1,350,280	£1,546,919	£2,441,984	£2,994,709



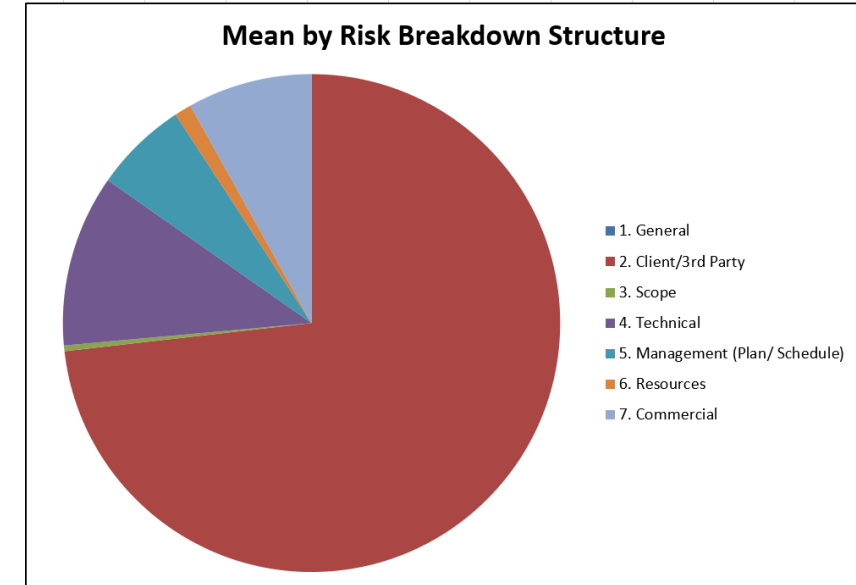
Client cost risk exposure (Advisory) – North Filton

Risk mean by probability grouping



Probability	Number of Risks	Mean exposure
Issues (100%)	0	£0
91% to 99%	0	£0
81% to 90%	0	£0
71% to 80%	0	£0
61% to 70%	0	£0
51% to 60%	2	£1,009,013
41% to 50%	0	£0
31% to 40%	2	£151,118
21% to 30%	6	£183,606
11% to 20%	4	£148,129
0% to 10%	15	£55,054
Totals	29	£1,546,919

Mean by risk breakdown structure



Risk Breakdown Structure	Mean exposure
1. General	£0
2. Client/3rd Party	£1,132,238
3. Scope	£5,691
4. Technical	£172,701
5. Management (Plan/ Schedule)	£93,852
6. Resources	£17,115
7. Commercial	£125,323
Total	£1,546,919

Client cost risk exposure (Advisory) – North Filton

Top 10 threats by cost (estimated mean value)

Rank	Risk ID	Risk title	Mean
1	541279	NORTH FILTON - Additional requirements resulting from the new Brabazon Arena	£849,538
2	541571	NORTH FILTON - New NR fire standard may lead to change in design	£159,475
3	541328	NORTH FILTON - Higher than anticipated inflationary pressure	£99,714
4	SGC031	NORTH FILTON - Unforeseen planning conditions	£87,934
5	541586	NORTH FILTON - Adverse weather (Greater than 1 in 10-year event)	£63,184
6	541584	NORTH FILTON - YTL costs higher than budgeted	£62,645
7	541277	NORTH FILTON - Adjacent landowners' operations/works impact the site works (YTL/Airbus)	£50,967
8	541568	NORTH FILTON - Delay/lack of progress achieved on YTL design work	£29,710
9	541330	NORTH FILTON - Material price increases (not related to inflation)	£22,071
10	541566	NORTH FILTON - Higher costs associated with Section 106 agreement with YTL	£17,662

Client assumptions – North Filton

The following Client assumptions underpin the risk register.

Assumption ID	North Filton Station - assumptions	Aligned to risk ID or retained?
NFH1	North Filton and Henbury Stations will open at the same time.	Need to open together or North Filton first, otherwise a turnback at N Filton will be required. Exclusion.
NFH2	Network Rail will procure North Filton and Henbury Stations as a package for detailed design and construction.	Retained as an assumption.
NFH3	North Filton Station - No requirement to accelerate the station works to align with the arena opening.	Retained as an assumption.
NFH4	North Filton Station – No requirement to enhance the current design for emergency / fire refuge areas on the Southern side due to standards changes.	541571
NFH5	North Filton Station – The current station design is suitable to meet the additional demand/patronage associated with the arena with crowd control for events managed in the public realm area.	541279
NFH6	North Filton Station – Design and construction of the public realm and permanent / temporary car parks will be undertaken by YTL.	Retained as an assumption.

Client assumptions – North Filton

The following Client assumptions underpin the risk register.

Assumption ID	North Filton Station - assumptions	Aligned to risk ID or retained?
NFH7	North Filton Station - Changes to the YTL development designs do not adversely impact the station design/estimate.	Retained as an assumption.
NFH8	North Filton Station – The public realm and temporary car park works are completed to a suitable standard to enable the station to open on time.	541583
NFH12	Henbury and North Filton Stations – Planning approvals are returned within typical timescales.	523834, 541585
NFH13	Henbury and North Filton Stations – Persimmon and YTL grant necessary land access for station construction works (as per current agreement in principle).	541277
NFH14	Henbury and North Filton Stations – The station construction works can be successfully integrated with the construction of Persimmon and YTL developments (as per current agreement in principle).	541277
NFH15	Henbury and North Filton Stations – Persimmon and YTL access works are completed to a suitable standard to enable the stations to be opened on time.	541277

Client assumptions – North Filton

The following Client assumptions underpin the risk register.

Assumption ID	General assumptions	Aligned to risk ID or retained?
Gen1	Future station operating costs (post opening) are to be funded by GWR/DfT rather than the project.	Retained as an assumption.
Gen2	The operation of the new rail services will be funded by DfT after the first 3 years.	Retained as an assumption.
Gen3	The transition from Network Rail / GWR to Great British Railways does not impact the project.	Retained as an assumption.
Gen4	The supply chain has the capacity and capability to deliver in line with the proposed programmes of work.	Retained as an assumption.
Gen5	Inflation is assumed at 11 % for 2022/23 and 23/24 and 4 % for future years after that.	541328

Client Risk Register – North Filton

ID	Record Title	% Probability	Minimum	Most likely	Maximum	Estimated mean value
541279	NORTH FILTON - Additional requirements resulting from the new Brabazon Arena	60	£50,000	£650,000	£3,500,000	£840,000
541571	NORTH FILTON - New NR fire standard may lead to change in design	60	£50,000	£250,000	£500,000	£160,000
541328	NORTH FILTON - Higher than anticipated inflationary pressure	20	£100,000	£400,000	£1,000,000	£100,000
SGC031	NORTH FILTON - Unforeseen planning conditions	40	£15,000	£150,000	£500,000	£88,667
541586	NORTH FILTON - Adverse weather (Greater than 1 in 10-year event)	40	£20,000	£50,000	£400,000	£62,667
541584	NORTH FILTON - YTL costs higher than budgeted	25	£50,000	£200,000	£500,000	£62,500
541277	NORTH FILTON - Adjacent landowners' operations/works impact the site works (YTL/Airbus)	30	£10,000	£100,000	£400,000	£51,000
541568	NORTH FILTON - Delay/lack of progress achieved on YTL design work	25	£2,000	£100,000	£250,000	£29,333
541330	NORTH FILTON - Material price increases (not related to inflation)	20	£5,000	£75,000	£250,000	£22,000
541566	NORTH FILTON - Higher costs associated with Section 106 agreement with YTL	10	£5,000	£40,000	£500,000	£18,167
523883	NORTH FILTON - Materials not available within timescales or at additional cost (WECA elements)	25	£5,000	£40,000	£160,000	£17,083
541582	NORTH FILTON - Unforeseen costs associated with GWR car park operation	25	£10,000	£50,000	£100,000	£13,333
541554	NORTH FILTON - Unforeseen ground obstructions	20	£5,000	£40,000	£150,000	£13,000
541333	NORTH FILTON - Unforeseen ecological issue - protected species	15	£2,000	£50,000	£200,000	£12,600

Client Risk Register – North Filton



ID	Record Title	% Probability	Minimum	Most likely	Maximum	Estimated mean value
541549	NORTH FILTON - Contaminated land (including asbestos)	30	£2,000	£20,000	£75,000	£9,700
523834	NORTH FILTON - planning application refusal	5	£10,000	£75,000	£250,000	£5,583
541583	NORTH FILTON - Temporary car park not ready (by YTL) for station opening	2	£80,000	£160,000	£480,000	£4,800
541300	NORTH FILTON - Change in WECA governance/assurance requirements	5	£500	£10,000	£250,000	£4,342
541572	NORTH FILTON - Section 106 agreement not agreed in time with YTL	5	£2,000	£50,000	£200,000	£4,200
541578	NORTH FILTON - Construction works impacted by YTL arena events	5	£6,000	£25,000	£200,000	£3,850
541546	NORTH FILTON - Unforeseen environmental issue (e.g. Japanese knotweed/ Himalayan Balsam)	10	£2,000	£20,000	£75,000	£3,233
541603	NORTH FILTON - Incorrect OPEX provision for GWR	5	£20,000	£85,000	£85,000	£3,167
541593	NORTH FILTON - Archaeological /heritage artifacts found	10	£2,000	£20,000	£60,000	£2,733
541585	NORTH FILTON - Delay due to need to discharge WECA specific planning conditions	5	£5,000	£20,000	£75,000	£1,667
541561	NORTH FILTON - potential road closures needed for utilities works	5	£1,000	£20,000	£75,000	£1,600
541576	NORTH FILTON - Unexploded ordnance identified on site	3	£6,000	£25,000	£100,000	£1,310
541599	NORTH FILTON - Current planning restriction enforced resulting from section 61 requirements	2	£10	£40	£100,000	£667
541555	NORTH FILTON - Direct action by protestors related to the works	2	£500	£20,000	£60,000	£537
541307	NORTH FILTON - Legal fees are higher than expected	5	£1,000	£5,000	£15,000	£350



Title: MetroWest Phase 2 and Ashley Down Rail Station	
<input checked="" type="checkbox"/> Policy <input checked="" type="checkbox"/> Strategy <input type="checkbox"/> Function <input type="checkbox"/> Service <input checked="" type="checkbox"/> Other [please state] <i>Project Delivery which supports BCC Policy and Strategy</i>	<input type="checkbox"/> New <input checked="" type="checkbox"/> Already exists / review <input type="checkbox"/> Changing
Directorate: Growth & Regeneration	Lead Officer name: Melanie Bufton
Service Area: Transport	Lead Officer role: Principal Transport Planner

Step 1: What do we want to do?

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

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

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

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

MetroWest is a programme of rail enhancements across the West of England including the reopening of former passenger rail lines, the delivery of three new stations at Ashley Down, Henbury and North Filton and enhancements to cross-Bristol services.

The programme seeks to increase both the capacity and accessibility of the local rail network. The West of England Combined Authority is the sole promoter of this programme with Bristol City Council being a key partner.

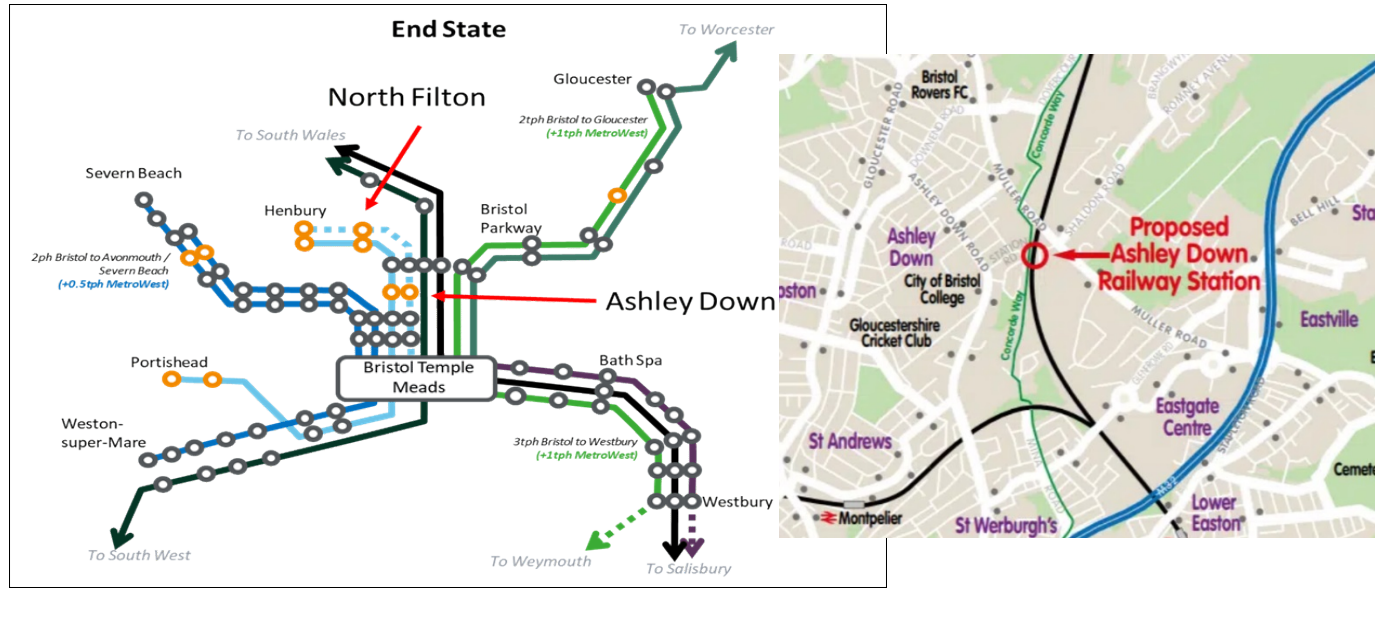
Delivery of the new Ashley Down rail station within Bristol is part of this programme, which will help encourage sustainable travel, reduce private car use leading to over 500 tons of CO2 saved each year and support new housing delivery.

The new station is proposed to be located on the site of the historic former Ashley Hill Station adjacent to Station Road. Station Road is of a steep gradient which could impact on several equalities groups in terms of accessing the station and our proposal includes two Disabled parking spaces and improvements to the highway on Station Road to improve accessibility. Blister paving and tactile paving have been used to help support visually impaired members of our community. An accessible Equality Act compliant path will lead to the station entrance from the Disabled parking spaces with a resting bench midway. At the station entrance/exit, bollards are proposed to be installed to provide a buffer before exiting the station.

Bristol City Council are delivering the new improved access to the station entrance from the highway (Station Road). Lighting and landscape plans have been prepared to compliment the access improvements and improve the public realm area. The dates for commencement of the access improvement works are not yet confirmed as they are dependent on progress of the construction of the new station, in particular progress made during a 16 day blockade planned in June 2023. Duration of the access improvement works can be confirmed once the works have been tendered and a contractor is on board to develop a programme. A review of this proposal will be submitted when these timescales and works have been confirmed.

Network Rail designed the station and their contractor began construction in March 2023. The station is expected to open in 2024.

An EqIA was submitted with a previous Report that went to Cabinet in June 2019 and this is the second EqIA in the process. The West of England Combined Authority is the sole promoter of the scheme and a Diversity Impact Assessment in relation to Ashley Down Station has also been prepared.



1.2 Who will the proposal have the potential to affect?

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

1.3 Will the proposal have an equality impact?

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

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

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

Yes No [please select]

The construction and operation stage impacts on several equalities groups including Disabled and older people in terms of physical accessibility.

Through further stakeholder engagement, comments and recommendations will be considered to revise any further EqIA.

Step 2: What information do we have?

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

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

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

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

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

Data / Evidence Source [Include a reference where known]	Summary of what this tells us																																					
<p><i>Census 2021</i></p> <p>2021 Census Profile for areas in England and Wales - Nomis (nomisweb.co.uk)</p>	<p>Data tells us that those affected by proposals would reflect the general population of Bristol and include visitors and commuters from further afield. The proportion of those affected would reflect demographic %.</p> <p>2021 Census data extract:</p> <table border="1" data-bbox="592 1274 1497 2107"> <thead> <tr> <th></th> <th>Demographics in Bristol %</th> </tr> </thead> <tbody> <tr> <td>Aged 4 years and under</td> <td>5.5</td> </tr> <tr> <td>5-9</td> <td>5.7</td> </tr> <tr> <td>10-15</td> <td>6.4</td> </tr> <tr> <td>16-19</td> <td>5.3</td> </tr> <tr> <td>20-24</td> <td>10.1</td> </tr> <tr> <td>25-34</td> <td>18.7</td> </tr> <tr> <td>35-49</td> <td>20.3</td> </tr> <tr> <td>50-64</td> <td>15.2</td> </tr> <tr> <td>65-74</td> <td>7.0</td> </tr> <tr> <td>75-84</td> <td>4.1</td> </tr> <tr> <td>85 and over</td> <td>1.8</td> </tr> <tr> <td>Men</td> <td>49.60%</td> </tr> <tr> <td>Women</td> <td>50.40%</td> </tr> <tr> <td>Disabled people under the Equality Act</td> <td>17.2%</td> </tr> <tr> <td>White</td> <td>81.1%</td> </tr> <tr> <td>Black, Asian or multiple groups</td> <td>17%</td> </tr> <tr> <td>Car or van availability: No cars or vans in household</td> <td>26.2</td> </tr> </tbody> </table>			Demographics in Bristol %	Aged 4 years and under	5.5	5-9	5.7	10-15	6.4	16-19	5.3	20-24	10.1	25-34	18.7	35-49	20.3	50-64	15.2	65-74	7.0	75-84	4.1	85 and over	1.8	Men	49.60%	Women	50.40%	Disabled people under the Equality Act	17.2%	White	81.1%	Black, Asian or multiple groups	17%	Car or van availability: No cars or vans in household	26.2
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Never married and never registered a civil partnership	52.8%
Households where no people have English/Welsh in Wales as a main language	5.7%
Travel to work as driver or passenger in a car or van	36.2%

Office of Rail and Road
[Home | ORR Data Portal](#)

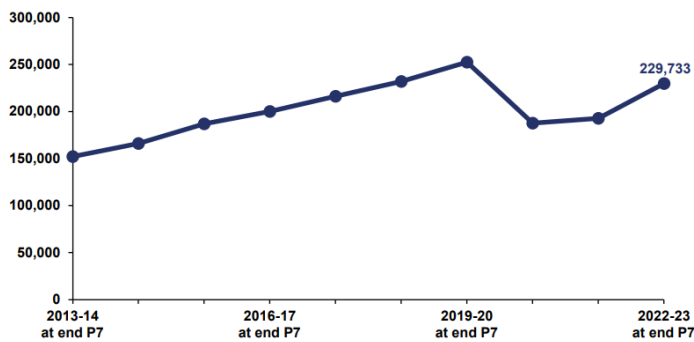
The following data is collected (data collected 2013-14 to 2022-23) by ORR (Office of Rail and Road) for Disabled People’s Protection Policies (DPPP) compliance monitoring:

1. The number of passengers that have a Disabled Persons Railcard (DPRC), which enables Disabled passengers to get a discount of a third off adult rail fares for travel on the National Rail network in Great Britain.

There were 229,733 Disabled Persons Railcards (DPRC) in circulation in rail periods 5 to 7 (July to October 2022), an increase of 19.2% compared with the same rail periods in the previous year. This reflects the increase in passenger journeys as rail usage recovers from the pandemic.

Figure 1.1 The number of DPRC in circulation has increased

DPRC in circulation at the end of rail period 7 since 2013, Great Britain, (Table 4310)



2. The number of booked passenger assists and passenger bookings for assists on the GB rail network. Bookings are made through the National Passenger Assistance Booking System managed by the Rail Delivery Group (RDG). It does not include unbooked assistance such as turn up and go.

There were 356,500 passenger assists requested during rail periods 5 to 7 (July to October 2022) up 44.8% on the same rail periods in the previous year. This data tells us that the number of rail users that have a Disabled Persons Railcard or booked passenger assists are increasing. By providing access improvements to the new rail station these users are increasingly likely to be affected.

	<p>Figure 1.1 Passenger assists and bookings have increased</p> <p>Number of passenger assists and bookings, Great Britain, rail periods 5 to 7 since 2013 (Table 4210)</p> <p>Note: There is a series break in Period 7 2020 due to a change in data supplier to RDG.</p>
<p>National Travel Survey, Department for Transport https://www.gov.uk/government/statistical-data-sets/nts03-modal-comparisons#mode-by-age-and-gender</p>	<p>National Travel Survey 2021 statistics identifies males made 12 trips per person per year each compared to females making 10 trips per person per year and that most rail users are commuters to either work or education. 2020 and 2021 Disclaimer: Due to changes in the methodology of data collection, changes in travel behaviour and a reduction of data collected during 2020 and 2021, as a result of the coronavirus (COVID-19) pandemic, care should be taken when interpreting this data and comparing to other years, due to the small sample sizes. This data indicates that as males make more trips per person and that most rail users are commuters these groups are most likely to be affected by the proposals.</p>
<p>Population Projections: The population of Bristol - Population of Bristol</p>	<p>Bristol is projected to see an overall population increase of 15% between 2018 and 2043. The biggest single increase when broken down into age range is Age 75+, which is projected to be 40%. This data tells us that as the biggest single increase is expected to be in the 75+ age group, access improvements proposed will increasingly affect this age group.</p>

Quality of Life Survey: [Quality of life in Bristol](#)

Feedback from the 2020/21 Bristol Quality of Life survey showed that people from the most deprived areas in Bristol are less satisfied across a range of indicators (including, Health & Wellbeing, Crime & Safety, Education & Skills, Sustainability & Environment) compared with the cities average.

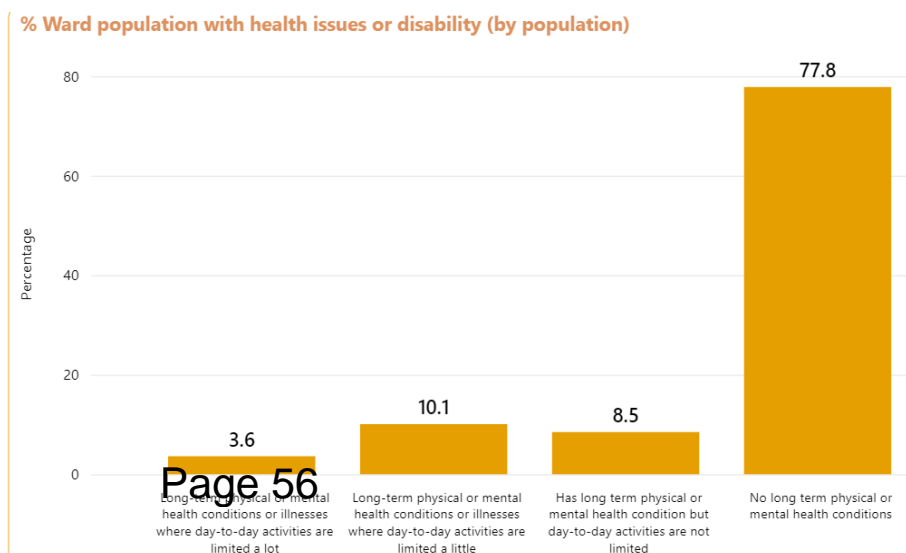
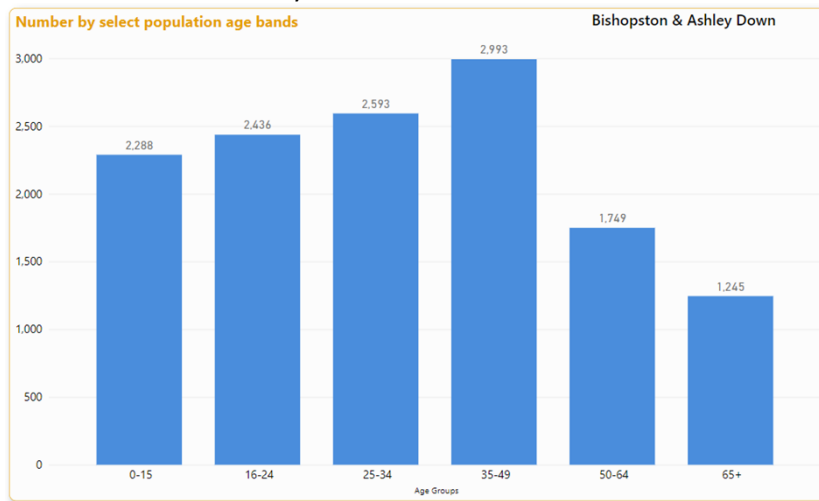
The project can directly or indirectly impact positively on 7 of out of the top 10 issues raised (not including Council Services or Waste and Street Cleanliness, Democracy and Governance) and the scheme does propose to improve the public realm in the vicinity of the station entrance with a landscape plan prepared to compliment the new improved access design.

Category 2020	Sub-Category 2020	Issues Raised	2020 Ranking	2019 Ranking	2018 Ranking
Transport	Reduce congestion / less cars	612	1	2	2
Transport	Improve buses and/or public transport	456	2	1	1
Environment	Air / noise pollution	393	3	3	3
Transport	Improve cycling infrastructure / facilities	308	4	5	9
Council Services	Democracy and Governance	293	5	8	5
Waste and street cleanliness	Litter and/or street cleanliness	261	6	4	4
Community & Living	Local community and facilities	210	7	18	19
Transport	Improve traffic management	198	8	12	8
Transport	Parking	134	9	7	11
Environment	Parks and green spaces	129	10	14	17

Census 2021
[Microsoft Power BI](#)

Ashley Down Rail station lies within the Bishopston and Ashley Down ward within Bristol, with Henbury and North Filton stations both being in South Gloucestershire.

Population (all persons) of Bishopston & Ashley Down by age bands and by health issues or disability is as follows:



<p>Census 2021 Microsoft Power BI</p> <p><i>Inequalities in Mobility and Access in the UK Transport System, March 2019, Government Office for Science.</i> Future of mobility: inequalities in mobility and access in the UK Transport System (publishing.service.gov.uk)</p>	<p>Data tells us that 18.4% of households in the Bishopston & Ashley Down ward have no access to a car. Direct rail links connecting Ashley Down to Bristol will increase the community’s connectivity, in particular for those that have no access to a car, to the wider train network and employment opportunities at London, Wales, the Midlands and the South West of England.</p> <p>Nationally, data identifies that the lowest income households have higher levels of non-car ownership, 40% still have no car access – female heads of house, children, young and older people, black and minority ethnic (BME) and Disabled people are concentrated in this quintile. In addition, there are considerable affordability issues with car ownership for many low-income households.</p>
<p>Additional comments:</p>	

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

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

2.3 Are there any gaps in the evidence base?

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

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

<p>There are no comprehensive statistics on rail usage by equalities community. (National Travel Survey statistics is a sample of the general population and not only users of rail.)</p> <p>Data is not collected on all passengers who use rail services nationally or locally, and many travellers purchase tickets on line without providing equality monitoring data.</p> <p>A number of Railcards are available, eg 16-25, Two Together, Family & Friends, Senior, Disabled Persons or 26-30 Railcard which entitle the holder to reduced rail fares and therefore it is likely that a proportion of these groups use rail services.</p> <p>There are gaps in overall diversity data at a local and national level for some characteristics e.g. gender reassignment – especially where this has not historically been included in statutory reporting e.g. for sexual orientation. As council we rarely monitor marriage and civil partnership. There is a corporate approach to diversity monitoring for service users and our workforce, however the quality of available evidence across various council service areas is variable. No robust data on gender identity exists. Gaps in data will exist as it becomes out of date or is limited through self-reporting.</p>

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

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

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

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

Early in the design process, the project team engaged with relevant local equalities organisations to help inform design proposals. The project team engaged with Bristol Physical Access Chain (BPAC) on several occasions throughout 2019-2021 on the access improvements design. Including a site visit in October 2019 with BPAC auditors. BPAC's input was received in April 2021 as part of the public engagement exercise that was undertaken on the access improvement design. The feedback informed the access improvement design to maximise positive impacts for equalities groups. BPAC is now known as WECIL's Access and Inclusion Team.

Engagement with Network Rail's Built Environment Accessibility Panel (BEAP) who are an independent panel of Disabled people, older people and access experts to make sure Network Rail buildings are accessible and inclusive.

Public engagement took place to seek input on the access improvement proposals. Public engagement was undertaken by BCC's Transport Engagement Team who engaged with key stakeholders, including equalities groups, walking groups, cycling groups etc, businesses and the community.

Meetings to discuss the project and provide an update have taken place online with local residents, which included provision of BSL interpreters to ensure meetings were inclusive.

Consultation took place as part of the planning process and further consultation will take place as part of the statutory requirements through the Traffic Regulation Orders process. As part of this, many groups will be consulted again, and further notifications of changes will be provided in the area.

2.5 How will engagement with stakeholders continue?

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

A Stakeholder and Engagement Strategy has been prepared for MetroWest Phase 2 and for the new Ashley Down Station with input from Communications Teams from Bristol City Council, West of England Combined Authority, Network Rail, Great Western Railway. This is a living document and is updated as appropriate throughout the project.

Further engagement with key stakeholders and the community is expected to take place throughout the construction phase to provide updates on project progress as set out in the Stakeholder and Engagement Strategy.

Statutory Consultation will form part of the Traffic Regulation Order process and will be an opportunity to feedback on proposals covered by the Order.

Step 3: Who might the proposal impact?

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

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

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

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

GENERAL COMMENTS (highlight any potential issues that might impact all or many groups)	
The construction and operation stage could impact on several equalities groups including Disabled and older people in terms of physical accessibility.	
There is also potential for conflict with passengers and other pedestrians or cyclists due to the proposed accessible path leading to the station entrance crossing Concorde Way. Concorde Way is a well-used strategic walking and cycling route. To reduce the occurrence of conflict, signage and physical measures are proposed with best practice examples and community feedback sought to input into designs.	
PROTECTED CHARACTERISTICS	
Age: Young People	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	The route via Concorde Way is potentially a route used by pupils from nearby schools and interaction with other pedestrians and cyclists may have a negative impact. An increase in users of paths in and around the station entrance could increase the possibility of conflict amongst users as they will all need to share the same space. Younger people households have higher levels of non-car ownership and are often concentrated in this statistic.
Mitigations:	The design and accompanying landscape plan seeks to improve visibility where the path intersects with the proposed new alignment of the path with signage and physical measures reducing conflict of users of the path. The scheme proposes to improve the public realm providing a better environment for people walking and cycling in the station gateway area as well as providing alternative transport options.
Age: Older People	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Older people may be impacted because the topography of the station gateway area may be difficult to negotiate, especially for those with mobility impairments or access issues. Older people households have higher levels of non-car ownership and are often concentrated in this statistic.
Mitigations:	A new Equality Act compliant path with handrail and resting bench midway will be provided linking Station Road to the new station entrance. Two new Disabled parking bays with handrail adjacent to them will be provided on Station Road leading to the station entrance via the Equality Act compliant path. The existing steep stepped ramp is proposed to be replaced by level steps with handrail which will be easier for members of our community to negotiate. The scheme proposes to improve the public realm providing a better environment for people walking and cycling in the station gateway area as well as providing alternative transport options.
Disability	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Potential impacts:	<p>For Ashley Down Station there may be negative impacts for passengers using wheelchairs accessing the proposed new station from Muller Road via Station Lane. This is because when exiting the subway which connects Station Lane with Station Road, the gradient of the path leading to the proposed new station entrance, although it is being improved, still has a steep gradient of 1 in 12. Passengers using wheelchairs and / or have mobility issues may need to access the proposed new station via Station Road or Concorde Way, which may not be the shortest route.</p> <p>The steep gradient of Station Road may be difficult to negotiate for passengers using wheelchairs or for those with mobility impairments. Disabled people households have higher levels of non-car ownership and are often concentrated in this statistic.</p> <p>A potential impact resulting from new signage in the area is that these changes could cause confusion.</p>
Mitigations:	<p>The existing subway surface is uneven and to help mitigate this we propose to resurface the subway so that it is no longer uneven, and on exiting the subway the gradients will be reduced as much as topography will allow.</p> <p>Two new disabled parking bays with handrail adjacent to them will be provided on Station Road leading to the station entrance via the Equality Act compliant path, also with handrail and a resting bench midway.</p> <p>The scheme proposes to improve the public realm providing a better environment for people walking and cycling in the station gateway area as well as providing alternative transport options.</p> <p>To help all users access the station all new signage will be in accordance with TSRGD (Traffic Signs Regulations and General Directions) and associated Traffic Signs Manuals. Blister paving and tactile paving have been used to help support visually impaired members of our community access the station.</p>
Sex	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<p>Feelings of personal safety and security are a recognised barrier to women using public transport. Female heads of house have higher levels of non-car ownership and are often concentrated in this statistic.</p>
Mitigations:	<p>The accompanying landscape plan has been designed to improve perception of safety and new lighting that is sensitive to the existing habitat and ecology is planned to illuminate the paths. Better lighting in the station gateway area and a landscaping design that improves surveillance will help alleviate negative feelings of personal safety and security when accessing the station.</p> <p>The scheme proposes to improve the public realm providing a better environment for people walking and cycling in the station gateway area as well as providing alternative transport options.</p>
Sexual orientation	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	As with religious and faith and other protected characteristic groups, safety and security – and perceptions of safety and security – when using public spaces, and public transport is a key issue for LGBTQIA+ people.
Mitigations:	The accompanying landscape plan has been designed to improve perception of safety and new lighting that is sensitive to the existing habitat and ecology is planned to illuminate the paths.
Pregnancy / Maternity	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	For Ashley Down Station there may be negative impacts for passengers using prams/buggies accessing the proposed new station from Muller Road via Station Lane. This is because the subway connecting Station Lane with Station Road has an uneven surface, and when exiting the subway the gradient of the path leading to the proposed

	new station entrance has a steep gradient of 1 in 12. Passengers using prams/buggies may need to access the proposed new station via Station Road or Concorde Way, which may not be the shortest route.
Mitigations:	To help mitigate this we propose to resurface the subway so that it is no longer uneven, and on exiting the subway the gradients will be reduced as much as topography will allow.
Gender reassignment	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	May negatively impact feelings of personal safety and security.
Mitigations:	The accompanying landscape plan has been designed to improve perception of safety and new lighting that is sensitive to the existing habitat and ecology is planned to illuminate the paths.
Race	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	People from a Black, Asian and minority ethnic background households have higher levels of non-car ownership and are often concentrated in this statistic.
Mitigations:	The scheme proposes to improve the public realm providing a better environment for people walking and cycling in the station gateway area.
Religion or Belief	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Marriage & civil partnership	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
OTHER RELEVANT CHARACTERISTICS	
Socio-Economic (deprivation)	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Lower income households have higher levels of non-car ownership and are often concentrated in this statistic.
Mitigations:	The scheme proposes to improve the public realm providing a better environment for people walking and cycling in the station gateway area.
Carers	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Carers may need to help wheelchair users, visually or mobility impaired passengers to the station entrance.
Mitigations:	To help mitigate this, the subway surface will be improved so that it is no longer uneven, and on exiting the subway the gradient will be reduced as much as topography will allow. Two new Disabled parking bays with handrail adjacent to them will be provided on Station Road leading to the station entrance via the Equality Act compliant path, also with handrail which will help provide support and a resting bench midway. Blister paving and tactile paving have been used to help support visually impaired members of our community.
Other groups [Please add additional rows below to detail the impact for other relevant groups as appropriate e.g. Asylums and Refugees; Looked after Children / Care Leavers; Homelessness]	
Potential impacts:	
Mitigations:	

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

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

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

- The scheme proposes a new Equality Act compliant path with handrail and a resting bench midway.
- Two new Disabled parking bays with handrail adjacent to them will be provided on Station Road leading to the station entrance via the Equality Act compliant path.
- Blister paving and tactile paving have been used to support visually impaired members of our community.
- Bollards are proposed to be installed at the station entrance/exit to provide a buffer before leaving the station.
- Due to topography and the site being constrained it was not possible for all paths in the station gateway area to be Equality Act compliant, however the gradients have been greatly reduced to improve access.
- The existing steep stepped ramp is proposed to be replaced by level steps with handrail which will be easier for members of our community to negotiate.
- The design and accompanying landscape plan seeks to improve visibility where the path intersects with the proposed new alignment of the path with signage and physical measures reducing conflict of users of the path.
- The accompanying landscape plan has been designed to improve perception of safety and new lighting that is sensitive to the existing habitat and ecology is planned to illuminate the paths.
- The scheme proposes to improve the public realm providing a better environment for people walking and cycling in the station gateway area.

Step 4: Impact

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

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

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

Summary of significant negative impacts and how they can be mitigated or justified:
Any possible negative impact and the mitigation is set out in section 3.1.
Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:
New rail infrastructure to be designed in accordance with rail accessibility technical standards and comply with the Equality Act. These benefits can be further improved when considered in the context of the wider transport network with improved interchange opportunities and better connected communities. This will in turn provide better access to employment, education and health facilities for all members of our community.

4.2 Action Plan

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

Improvement / action required	Responsible Officer	Timescale
Ensure opportunities to engage with equalities groups and underrepresented groups are maximised through regular review of the Stakeholder Engagement / Communications plans.	BCC and WECA project teams.	Ongoing until project complete.
For any future EqIA iterations, comments and recommendations received through stakeholder engagement will be considered to revise the EqIA if required.	BCC and WECA project teams	If required

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

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

Survey data will be processed by WECA and fed back in a report to BCC.

Step 5: Review

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

Equality and Inclusion Team Review: <i>Reviewed by Equality and Inclusion Team</i>	Director Sign-Off: 
Date: 18.05.2023	Date: 18.5.2023

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

Eco Impact Checklist

Title of report: MetroWest Phase 2 Ashley Down Station Update				
Report author: Melanie Bufton				
Anticipated date of key decision: 06/06/2023				
Summary of proposals:				
<ol style="list-style-type: none"> 1. To provide an update on the MetroWest Phase 2 programme and specifically Ashley Down Rail Station. To include updates on progress, governance, delivery model and costs. 2. To seek approval to increase the funding allocation to the programme from Bristol's Economic Development Fund. 3. To request approval for delegation of authority to the Executive Director of Growth & Regeneration, in consultation with the Cabinet Member for Transport to approve the final scheme design, and the delivery of the approved scheme and associated landscaping based on the draft scheme designs set out in Appendices A1 and A2. 4. To request approval for delegation of authority to the Executive Director of Growth & Regeneration, in consultation with the Cabinet Member for Transport and The Director of Legal and Democratic Services to enter into a grant agreement to deliver the approved scheme and associated landscaping, if required. 				
That Cabinet:				
<ol style="list-style-type: none"> 1. Approves an increase to Bristol's Economic Development Fund allocation to MetroWest Phase 2 of £1.89m. 2. Authorises the Executive Director of Growth & Regeneration, in consultation with the Cabinet Member for Transport to take all steps required to approve the final scheme design, and deliver the approved scheme and associated landscaping based on the draft scheme designs set out in Appendices A1 and A2. 3. Authorises the Executive Director of Growth & Regeneration, in consultation with the Cabinet Member for Transport and the Director of Legal and Democratic Services to take all steps required to agree and enter into a grant agreement to deliver the approved scheme and associated landscaping, if required. 4. Notes the following as outlined in this report:- <ol style="list-style-type: none"> i. progress on the MetroWest Phase 2 programme, including Ashley Down Rail Station and the latest design for proposed improvements to facilitate access to the station. ii. the changes to the governance for MetroWest Phase 2. iii. the revised costs and programme for MetroWest Phase 2. iv. the width reduction in Concorde Way to leave an effective path width ranging from 2.063m to 2.273m, noting there is a tolerance of 100mm 				
Will the proposal impact on...	Yes/No	+ive or -ive	If Yes...	
			Briefly describe impact	Briefly describe Mitigation measures
Emission of Climate Changing Gases?	Y	+ive	Enhancements to the rail network contribute to a reduction in	Enhancement of the local rail network off sets negative air quality impacts of increased train

			<p>emissions through increased sustainable travel choices. Some negative impacts of increased diesel train frequency.</p> <p>Ashley Down Station proposals do not include any public car parking. Two accessible blue badge parking bays are proposed, with no net gain in total car parking).</p>	<p>frequencies.</p> <p>There is an opportunity here to look at installation of electric car charging points as part of parking spaces where car parks are built, encouraging alternative more sustainable travel.</p>
Bristol's resilience to the effects of climate change?	Y	+/- -ive	Flood risk and water contamination possible	<p>During planning and design processes assess flood risk to planned construction areas. This has been considered in the Environmental appraisal prepared in 2015 for Network Rail and subsequent Action Plan 2018 (link to Appraisal https://s3-eu-west-1.amazonaws.com/travelwest/wp-content/uploads/2015/07/8-grip2-app-g-environmental-appraisals.pdf) This will also be considered in the EIA which will need to be produced as part of the planning process.</p>
Consumption of non-renewable resources?	Y	-ive	Construction of new infrastructure consumes materials and fuels	<p>Aim to minimise the use of non-renewable materials. Construction Management plan to be agreed. Look to appoint local contractors where possible to reduce travel impacts. Fuel efficient machinery will be considered and this is mentioned in the Environmental appraisal.</p>

Production, recycling or disposal of waste	Y	-ive	Waste will be produced through infrastructure and engineering works	Ensure that waste is disposed of according to the waste hierarchy and waste legislation. The contractor will be required to create a waste management plan and this to be approved. This is considered in the 2015 Environmental appraisal and will be considered in the EIA which will need to be produced as part of the planning process.
The appearance of the city?	Y	+ive	Enhancements to the rail network contribute to wider travel choices and less reliance on the private car.	Enhancement of the local rail network.
		-ive	The wider platforms, required to meet industry accessibility standards, will unfortunately result in a permanent width reduction to Concorde Way alongside the length of the station platforms.	Following completion of a Road Safety Audit, measures have been identified to help reduce potential conflict along this section of the path. Bristol City Council and the Combined Authority will work together to mitigate the impacts of this narrowing.
Pollution to land, water, or air?	Y	+ive	Enhancements to the rail network contribute to a reduction in emissions through increased sustainable travel choices. Some negative impacts of increased diesel train frequency.	Enhancement of the local rail network off sets negative air quality impacts of increased train frequencies.
		+ive	Proposed improvement to cycle infrastructure around	Encourages use of sustainable transport, Officers will be

			the proposed Ashley Down station to reduce conflicts between users and interchange with the station.	progressing engagement and feasibility work along Concorde Way in 2023/24 with the aim of improving provision along this key walking and cycling corridor. This will include work to determine what improvement can be made to the Concorde Way between Muller Road and Mina Road passing the station and allotments.
		-ive	Potential that construction area will disturb contaminated land.	This is considered in the 2015 Environmental appraisal and will be considered in the EIA which will need to be produced as part of the planning process.
		-ive	Construction works will temporarily affect local air quality; some works will be within the air quality management area. Noise will be emitted during construction	Mitigation measures will be covered in EIA, and is considered in the Environmental Appraisal
Wildlife and habitats?	Y	-ive	Development of infrastructure has the potential to harm wildlife and habitats during construction.	Ecology surveys to be completed. This will inform construction timing, methodology and mitigation measures. Likely to be considered in EIA which will need to be produced as part of the planning process and considered in the Environmental Appraisal.
		-ive	Removal of some trees planned.	
		+ive	Installation of bug	

			and bat boxes planned, as advised by an ecologist. Installation of native planting including flowering shrub hedge and spring bulbs planned.	
Consulted with:				
Summary of impacts and Mitigation - <u>to go into the main Cabinet/ Council Report</u>				
<p>The will be significant short term negative impacts through construction works. There will be long term positive impacts through improving sustainable transport provision and thus encouraging sustainable transport. Negative impacts will be mitigated through areas such as waste management plans and the planning process, including the creation of EIA as part of the planning process.</p> <p>The overall impacts of this proposal is mixed but with a long term positive impact.</p>				
Checklist completed by:				
Name:		Melanie Bufton		
Dept.:		City Transport		
Extension:		36815		
Date:		03/04/2023		
Verified by Environmental Performance Team		Nicola Hares – Environmental Project Manager		



Decision Pathway – Report

PURPOSE: Key decision

MEETING: Cabinet

DATE: 06 June 2023

TITLE	Bristol Active Travel Fund tranche 4 bid		
Ward(s)	Citywide		
Author: Juliet Gardner	Job title: Transport Policy, Bidding and Strategic Projects Officer		
Cabinet lead: Councillor Don Alexander, Cabinet Member for Transport	Executive Director lead: John Smith, Interim Executive Director Growth and Regeneration		
Proposal origin: BCC Staff			
Decision maker: Cabinet Member Decision forum: Cabinet			
<p>Purpose of Report: To acknowledge the successful submission of the Bristol element of the Active Travel Fund Tranche 4 (ATF4) bid, by the West of England Combined Authority (WECA), to the Department for Transport (DfT) which was submitted in February 2023.</p> <ol style="list-style-type: none"> 1. The successful bid requires Cabinet to accept the funding amount of up to £2,526,204 to begin to deliver one and further develop four Bristol schemes. 2. Additionally, the bid includes a figure of up to £915,599 which will be used to deliver cycle hangars across the region. It is unclear what the split will be between the local authorities in the region at this stage. 3. It is proposed that part of the funding be used to deliver the Old City & King Street construction scheme to be completed by March 2024 (in line with the funding terms). 4. It is proposed that the remaining funding be used to develop the ATF4 development schemes further, prior to reporting back to Cabinet before committing capital funds. 			
<p>Evidence Base:</p> <p>Background Recognising that the city faces several transport, health, and environmental challenges, one of the priorities of the council is identify funding for schemes that help reduce congestion, improve health outcomes, and contribute to our objective of being net carbon zero by 2030. Walking and cycling initiatives are one of the most effective means of meeting these goals offering several benefits beyond safer and more reliable transport connections.</p> <p>Context</p> <ol style="list-style-type: none"> 1. The Department for Transport (DfT) announced a funding competition in January 2023 that sought to support improving walking and cycling infrastructure across the country which was titled ‘Active Travel Fund (ATF) Tranche 4’. 2. The bid was submitted on the 24 February 2023 by WECA. 3. The value of the Bristol element of the bid has a maximum value of £3,441,803 (£2,526,204 + £915,599, as highlighted above). 4. The bid includes schemes at various stages of maturity. There is one ‘construction ready’ scheme and four ‘development’ schemes. 5. The construction scheme, Old City & King Street, is required to be delivered by March 2024. 6. The development schemes are Filwood Quietway, Deanery Road, Old Market quietway and Malago Greenway, 			

which are required to be developed to construction readiness by March 2024.

7. The four development schemes are priority routes for investment and LCWIP schemes. All proposals will prioritise active travel to make walking, cycling, and wheeling a safe and accessible alternative to private vehicle travel on these routes.
8. The invitation to bid from the DfT can be found in Appendix A.

Bid strategy for walking and cycling infrastructure

1. In line with the adopted LCWIP and strategic links.
2. Shortlisted schemes were assessed and scored against pre-agreed criteria with the UA's and WECA.
3. Schemes will include improved provision for pedestrians and cyclists, at crossing environments and will look for separation from motor traffic for pedestrians as well as safe, segregated routes for cyclists.
4. The Council's bid for these schemes is £3,441,803 of which £1,655,463 will be for the Old City & King Street, £870,740 for the four development schemes, and up to £915,599 for the Cycle Hangar programme.
5. These improvements are part of our longer-term strategy looking at significant investment into the walking and cycle network as outlined in our adopted Local Walking and Cycling Infrastructure Plan.
6. Within the Old City & King Street scheme cost, £236,000 has been applied to the total cost for 10 years with inflation applied.
7. It is anticipated that the necessary works and services to deliver on the above projects will be commissioned through the Councils Highway Asset Management and Associated Works Framework. Although other routes may be appropriate. Individual contracts may exceed £0.5m.

Cabinet Member / Officer Recommendations:

That Cabinet:

1. Approve acceptance of funds for the successful ATF4 schemes to move towards the next stages of scheme development and delivery as outlined in this report.
2. Authorise, the Executive Director for Growth and Regeneration, in consultation with the Cabinet Member for Transport, the s151 officer, and the Director Legal and Democratic Services to take all steps required to accept and spend the funding including to procure and award all necessary contracts, which may be above the key decision threshold, to deliver the schemes as outlined in this report at a cost of up to £3,441,803.

Corporate Strategy alignment:

1. Promoting active travel in the city helps us to meet several different health, economic and social challenges, but this proposal relates specifically to the 'key commitment 1' under the "well connected" theme which states: Improve physical and geographical connectivity; tackling congestion and progressing towards a mass transit system.

City Benefits:

1. Encouraging more of our residents to walk and cycle will improve health outcomes and air quality and reduce carbon emissions associated with transport. Protected cycle infrastructure will disproportionately benefit children, women and black and minority ethnic cyclists who typically cite safety as the biggest barrier to cycling. Similarly, improved crossing points and a better-quality walking environment will provide the largest benefit to those citizens with physical, visual, and neurological disabilities.
2. Bristol has been successful in receiving funding for all the schemes bid for, and in addition has received a higher amount for the cycle hangars programme.
3. The Old City & King Street pedestrianisation scheme is a Mayoral priority and successful funding will allow for the scheme's implementation. The scheme will include infrastructure which provides improved safety, accessibility, air quality, attractive public realm, and improvements for active travel.
4. By securing funding to deliver the Old City & King Street scheme within the Active Travel Fund, it has freed up funding in the CRSTS pot to deliver other transport projects.
5. The cycle hangar programme will benefit people in the city who do not have access to safe, secure cycle storage, which is a known barrier that often impacts the take-up and retention of cycling.
6. This latest round of funding from the successful Active Travel Fund Tranche 4 bid will allow for the four 'development' schemes to be progressed up to March 2024 and be able to bid for further funding to deliver.

Consultation Details:

- The ATF4 bid proposals build upon existing engagement and consultation with residents, traders, and businesses, undertaken as part of the LCWIP development and delivery. All schemes will be subject to further engagement and consultation before delivery.

Background Documents:

- [Active Travel Fund 4 Guidance](#)

Revenue Cost	£0	Source of Revenue Funding	N/A
Capital Cost	£3,441,803.00	Source of Capital Funding	Department for Transport capital grant
One off cost <input type="checkbox"/>	Ongoing cost <input type="checkbox"/>	Saving Proposal <input type="checkbox"/>	Income generation proposal <input checked="" type="checkbox"/>

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

1. Finance Advice:

The reports seek cabinets approval to accept and spend funding of up to £3.442m from the Department for Transport (DfT) via the West of England Combined Authority (WECA), for the Bristol Active Travel Fund Tranche 4 (ATF4) project.

The Bristol Active Travel Fund Tranche 4 (ATF4) project will involve the construction of pedestrian, public realm and cycling improvements. This will take place in 5 separate locations. These 5 schemes are in different stages of readiness: Old City & King Street, are in the construction stage with a delivery date of March 2024. Whereas Filwood Quietway, Deanery Road, Old Market Quietway and Malago Greenway are in the development stage and required to be developed to construction readiness state by March 2024.

The costing associated with each element of the scheme has been developed using current prices for both internal and external costs. They allow for reasonable contingencies for both price and general changes to the estimates. The costs are summarised in the table below.

Scheme Name	Type of Scheme	Cost
Old City & King Street	Construction	£1.655
Filwood Quietway	Development	£0.142
Deanery Road	Development	£0.262
Old Market Quietway	Development	£0.259
Malago Greenway	Development	£0.208
Sub Total		£2.526

In addition to the costs outlined above, the bid includes a figure up to £915,599 which would be used to deliver cycle hangars across the region. It is uncertain at present how this will be allocated across the local authorities in the region. Once the allocation for this authority is known any expenditure must be incurred after consultation with the S151 Officer so that the necessary due diligence and appropriate assurances can be provided.

These costs will be funded in its entirety by the DfT administered by WECA and will cover all associated costs of each of these schemes to the stages proposed in the bid. There are no requirements to match fund as consequently neither the council's revenue nor capital budgets will be affected by this project. Any additional costs pressures will need to be covered from the funding awarded, including where necessary reducing scope or volume of work to stay within the awarded funded envelope.

Finance Business Partner: Kayode Olagundoye, Interim Finance Business Partner, Growth and Regeneration, 22 May 2023

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

procurement process and the resulting contractual arrangements.		
Legal Team Leader: Husinara Jones, Team Manager/Solicitor, 16 May 2023		
3. Implications on IT: No implications on IT in regard to this activity.		
IT Team Leader: Alex Simpson, Senior Solution Architect, 2 March 2023		
4. HR Advice: There are no HR implications evident		
HR Partner: Celia Williams, HR Business Partner, 3 April 2023		
EDM Sign-off	Stephen Peacock, Executive Director Growth and Regeneration	1 March 2023
Cabinet Member sign-off	Cllr Donald Alexander; Cabinet Member for Transport	16 March 2023
For Key Decisions - Mayor's Office sign-off	Mayor's Office	3 April 2023

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



Active
Travel
England

West Offices (City of York Council)
Station Rise,
York
YO1 6GA

Email:

contact@activetravelengland.gov.uk

10th January 2023

Dear Sir/Madam,

Active Travel Fund 4: Local Authority Funding for 22/23

This letter invites your authority to submit bids for Active Travel Fund 4, a capital funding opportunity to support uptake of active travel for everyday trips. Funding will be made available in the 2022/2023 financial year, to support delivery of infrastructure that enables walking, wheeling and cycling. This funding is part of the Government's £2 billion commitment set out in [Gear Change](#) to deliver a step change in the provision of active travel and better streets for everyone.

Bids must be submitted by **19:00, 24 February**. Combined Authorities are expected to produce a single bid on behalf of their constituent authorities. Bids will be assessed in line with the following criteria, which will guide final allocations to authorities:

- i. Compliance with the ATF4 funding principles outlined in 1-6 below;
- ii. Design quality and safety as defined by the Active Travel England design tools (attached);
- iii. Value for Money as defined by ATF4 Value for Money guidance (attached);
- iv. Deliverability based on evidence of robust consultation and construction scheduling;
- v. Propensity to convert short journeys to walking, wheeling and cycling based on analysis of available data; and
- vi. Targeting areas with poor health outcomes and with high levels of deprivation, as defined by the Index of Multiple Deprivation and Healthy Life Expectancy.

Active Travel England will provide indicative funding allocations to all eligible authorities. You are encouraged to bid for more than this allocation (to a maximum of 300% the initial allocation) and identify pipeline schemes that can be taken into consideration and inform future funding rounds. Exceptionally strong bids may be eligible to attract funding above the indicative allocation.

Your bid should be split into schemes that are at either "construction" or "development" stages, as detailed in the attached guidance; a small amount of resource funding will be offered alongside capital to support scheme management and development. This funding opportunity follows on from the review of the self-assessment your authority submitted to us in summer 2022. The results of this assessment, which have been communicated to your authority, should be used to guide the type and scale of bids.

UNDER EMBARGO – DO NOT SHARE OUTSIDE YOUR ORGANISATION

To qualify for funding, authorities must commit to the following principles when submitting their bids:

1. Active Travel England will fund schemes that have the potential to increase walking, wheeling and cycling trips. All schemes must comply with Manual for Streets, LTN 1/20, and the DfT Inclusive Mobility Guidance. Authorities will be required to **show that their designs consider a range of users**. For example, in response to research indicating women often do not feel safe walking, wheeling or cycling; we expect to see schemes that take this into account and ensure women feel safer and more confident using active travel modes. We will consider any scheme that reflects the desired outcomes of Gear Change. Examples include a town/city centre placemaking scheme, protected cycle track/junction, a rural path, a network of quiet routes to schools or other popular destinations, or other proposals such as addressing a collection of existing smaller design issues on your network.
2. All authorities are to **undertake network planning to inform prioritisation of schemes**, in the form of [Local Cycling and Walking Infrastructure Plans \(LCWIPs\)](#) or similar local strategies. This helps to ensure that schemes are integral to long term investment plans and are driven by local demand. Consistent with previous correspondence on this matter, LCWIPs should be supported by your authority at the very highest levels of leadership; developed in consultation with local communities; and integrated with your local transport plans, as well as wider plans for public health, economic development, and carbon reduction. We also wish to see that your plans for active travel are suitably integrated with other modes such as bus, rail or other public transport services.

Active Travel England recognises that authorities may consider alternative local strategies to the LCWIP process appropriate to the development of a coherent and effective network plan (for example in rural areas). Active Travel England can consider alternative approaches to network development should your authority feel this is appropriate.

3. All schemes **must be developed in consultation with local communities** in line with your existing responsibilities (for example the Public Sector Equality Duty and Road Traffic Regulation Act). The Transport Secretary's letter of October 2020 (attached) should also inform your approach. Consultation should be appropriate for each intervention. For example, despite often costing more, major junction works may require little consultation unless specific movements are being banned. Conversely, while costing considerably less, traffic management interventions in residential areas may prove controversial and require more intensive engagement. Active Travel England can provide further advice on proportionate levels of engagement and best practice in consultation where required.
4. All schemes **must be supported by local authority leaders**, who will need to provide written confirmation of the authority's commitment to constructing / developing the schemes within the specified timeframe.
5. All schemes **must have appropriate design review and assurance**, to be managed by Active Travel England. We will offer support throughout the design of all schemes in this programme. We offer guidance on best practice, case studies / evidence, and technical feedback via the design review process. Tools such as the Route Check Tool have been provided to highlight all the critical design issues that

UNDER EMBARGO – DO NOT SHARE OUTSIDE YOUR ORGANISATION

we routinely check for. These issues are intended to promote a formal design conversation that you must commit to engaging with Active Travel England to be eligible for this funding. Our Inspection Team is a service to be drawn upon to help you achieve your goals and ensure the quality and safety of schemes delivered from government investment.

6. **You must commit to the change control process** to enable ATE to track and approve alterations to timelines, cost increases, infrastructure assets being changed, or realignment taking place on schemes in your bid.

The bidding proforma should be completed via an online survey (link to be provided separately). Further information on the bidding proforma is attached to this letter, along with a copy and a guidance note to assist with its completion.

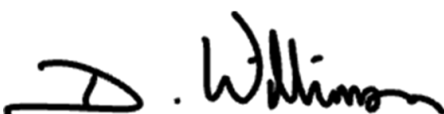
Authorities are also expected to assess and confirm, through their section 151 officer, the value for money of their schemes. For all schemes costing £750,000 or more, Active Travel England will require you to undertake a value for money assessment using the Active Mode Appraisal Tool (AMAT) where AMAT can provide a reasonable assessment of value for money. For interventions not appraised using AMAT, evidence should be provided that demonstrates cost effectiveness. Accompanying this letter, we have sent you detailed value for money guidance to help assess your schemes and we will provide briefing sessions to help your officials develop this evidence.

Active Travel England expects schemes to be monitored, including providing specified monitoring data at defined milestones, and participating in evaluation programmes if requested. Authorities are also expected to sketch and upload geographic data representing proposed schemes, further details and instructional videos how to do this have been provided.

Funding from this bid can be used to support any scheme that will increase the number of trips made by those walking, wheeling, or cycling; Active Travel England encourages the development of innovative approaches and can work with authorities to maximise the success of chosen interventions. The funding can also be used to develop designs for future pipeline schemes planned for delivery up to 2025, particularly if they require extensive engagement, are expensive, involve land negotiation, or are complex.

We recognise that for some authorities these timescales for bidding will appear challenging. It is our role to drive ambition and delivery of better outcomes for people in England by promoting walking, wheeling, and cycling. Authorities should consider resubmitting previous bids or proposals if they are still viable, even if they were not prioritised for funding in earlier rounds. We also encourage authorities to focus on deliverable interventions that align with the ATF4 funding principles outlined earlier in this letter.

Yours,



Danny Williams

Chief Executive, Active Travel England

Equality Impact Assessment [version 2.9]



Title: Active Travel Fund tranche 4	
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input checked="" type="checkbox"/> Service <input type="checkbox"/> Other [please state]	<input checked="" type="checkbox"/> New <input type="checkbox"/> Already exists / review <input type="checkbox"/> Changing
Directorate: Growth & Regeneration	Lead Officer name: Juliet Gardner
Service Area: City Transport, Economy Of Place	Lead Officer role: Bidding Officer

Step 1: What do we want to do?

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

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

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

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

The Active Travel Fund tranche 4 was announced by the Department for Transport (DfT) in January 2023 that sought to improve walking and cycling infrastructure. This bid from the West of England Combined Authority, included Bristol's bid to improve a number of walking and cycling routes in the city.

The need to ensure inclusivity among schemes is both mandated in the Equalities Act 2010 which places a duty on local authorities to comply with the Public Sector Equality Duty which includes making reasonable adjustments to ensure the existing built environment to ensure the designs of new infrastructure is accessible for all. To meet the requirements of the Equalities Act 2010, the highway authorities within the region have a well established track record in ensuring schemes are developed, assessed and built to consider needs of protected groups, creating schemes which are inclusive for all.

The schemes that are included in the bid cover a number of wards (namely; Central, Lawrence Hill, Hotwells & Harbourside, Windmill Hill, and Filwood) and will improve accessibility and safety for walking and cycling. In total, six schemes will affect Bristol, five of them are route or area improvements, and the sixth is a regional Cycle Hangar programme to provide safe, secure cycle storage for residents. The five Bristol specific schemes include one construction project and four development projects. They are as follows:

- The Old City & King Street
- Filwood Quietway
- Deanery Road
- Old Market quietway
- Malago Greenway

The area of focus for the Old City & King Street includes (see blue area on the map on page 3):
The Old City area is the historic city core of Bristol and is characterised by many small establishments.

The proposal is laid out in greater detail in a separate design document, but the principles behind the scheme were clear: to create a pedestrian-priority area in the Old City with vehicle access limited (except cycle users) to specified times of day for deliveries or other access needs.

There was an impact on many vehicle users, including disabled users, requiring changes to be put in place around the pedestrianisation area including further provision for disabled users and careful use of delivery schedules. However, the proposal was designed to significantly improve safety for non-motorised users, as well as the key benefit of enabling safe use of the area with space for social distancing.

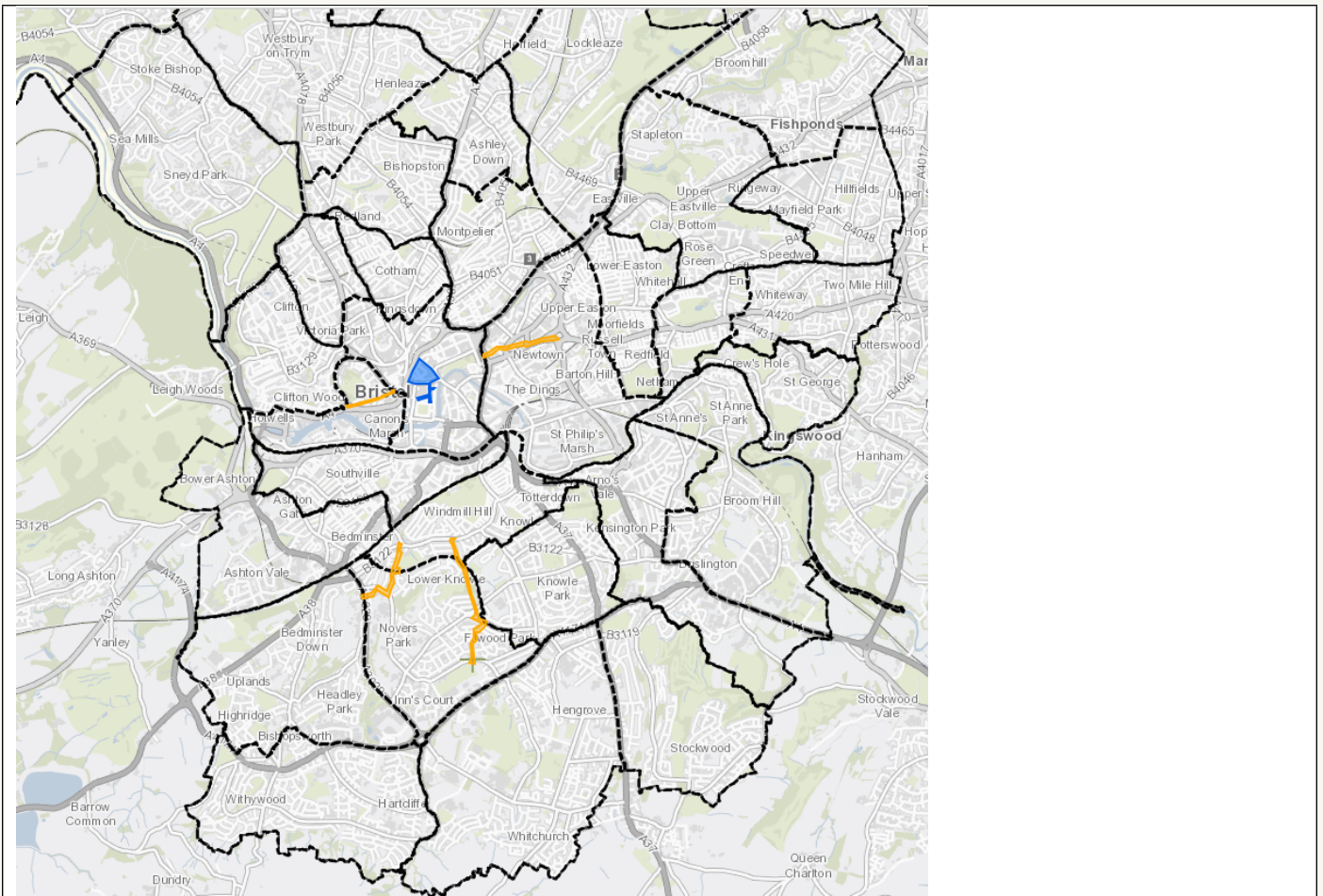
King Street is an important commercial street with limited numbers of residents, with a high percentage of hospitality organisations. The proposal includes the suspension of parking bays and the pedestrianisation of the area between King William Avenue and Queen Charlotte St.

The proposals did manage access to the area for delivery vehicles and Disabled users and stimulated the need to review local provision, facilities and the experience of place on a door to door journey for Disabled users. Making changes that increase availability of space for pedestrians was designed to have a significant positive impact both on safety and the commercial viability of the area.

The four remaining schemes in Bristol are from the Local Cycling and Walking Infrastructure Plan (LCWIP) and look to implement infrastructure such as segregated cycle paths and improved crossings. As part of the LCWIP process, equalities groups were consulted and considered when developing the proposed network. At the detailed stage all schemes will be designed and built to adhere with DfT's LTN1/20 design guidance which itself caters for inclusivity.

Throughout construction, accessibility requirements will be maintained through adhering to relevant guidance such as that included within TfL's Temporary Traffic Management Handbook and through ensuring that all contractors follow procedures for installing safe and accessible diversion routes where required.

The LCWIP schemes cover the following areas of the city, as outlined in orange:



The cycle hangars programme will provide secure bike storage for residents and it is anticipated that there will be an increase in cycling levels around the chosen the site locations. This will contribute to the modal shift targets in Bristol to shift travel behaviour to more sustainable and active modes. This will help achieve the regional target ‘To encourage an increase in journeys made by low carbon and sustainable modes of transport’. These cycle hangars will be strategically chosen using set criteria such as proximity to the cycle network, areas of deprivation and demand. These locations are yet to be decided and will be a regionally led programme by WECA. The EQIA is a live document and any necessary changes will be made when we hear back from the funding body with the decision.

1.2 Who will the proposal have the potential to affect?

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

1.3 Will the proposal have an equality impact?

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

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

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

Yes **No**

[please select]

Designs

A reduction in both parking spaces outside shops and in local centres could affect access for Disabled people to services. It could also affect access for pregnant people and older people, who are more likely to rely upon a private car to access shops and services. These conditions can have a knock-on effect on walking distances and the requirement for provision to break up journeys (seating/resting places). Providing well designed, conveniently located disabled parking within the immediate zone of influence, will be crucial.

Reduction in carriageway allocation and road closures at peak hours could reduce access and lengthen journey times for the same groups who rely on cars. Altered street configuration could create issues for Disabled people's access along footways and familiarity with surroundings. We will seek to provide strict design criteria for pavement licencing to ensure that pavements remain a safe and uninterrupted space for people to use.

We are acutely aware of the challenges faced by those with visual impairments already due to the historic surface course of some sections of the Old City whilst some of the gradients can be strenuous for those with mobility issues (although no streets exceed 1 in 8 gradient for handrails/mobility aids). Wayfinding and legibility for navigating the Old City, including St Nick's Market may also be challenging but is being addressed through upgrades to signage, mapping and orientation aids.

We are aware of how changes to the public realm and carriageway may be interpreted differently by the visually and hearing impaired and the implications of low noise vehicles (scooters/electric vehicles) can have on compromising the perception of safety. Furthermore, the absence of specialist support services within the immediacy of the Old City will not improve the experience of place for certain users and may even deter access to the area before a journey has commenced.

The improvements to the LCWIP routes will intend to improve walking and cycling facilities along these routes. Infrastructure such as upgrading crossing points, introducing segregated cycle paths, raised tables and wayfinding. These improvements shouldn't negatively affect anyone, although removal of parking for road space reallocation may impact those who rely on motor vehicles.

With regard to the cycle hangars programme, we are aware of existing disparities and barriers to cycle use for Bristol citizens on the basis of their characteristics and circumstances. There may be some minor issues around who can access the hangars but this project intends to provide equal and fair access to a new resource.

Engagement & Communication

We are also aware of the barriers to engagement in the process of consulting on the scheme if businesses, residents and visitors are digitally illiterate. Only 47.8% of people in Bristol aged 65+ say they are comfortable using digital services, compared to 81.8% overall. We need to use a range of communication channels and combine conventional engagement methods, such as telephone interviews, radio and print, with virtual platforms and interactive tools, such as online interactive maps and surveys, to reach a representative audience. This is particularly true of engaging with market traders during any consultation activity.

It is vital that all communications are in plain English and that Easy Read versions are available (or on request if appropriate). People who do not speak English as a main language will require local updates and information in plain English, and alternative languages/formats to address the risk of misinformation being spread e.g., through social media. This is being met through the location, language and design of tangible communications within the public realm.

Black and Minority Ethnic-led small businesses may lack information about the support available to them from the government particularly taxi drivers, restaurants, cafes and hotels. Equally, those from more deprived parts of the city may not necessarily be engaged in the scheme or feel they can contribute in a meaningful way on balance. The Central Ward also has a transient, youthful community so a diverse range of communication techniques will be necessary to engage with such groups.

Step 2: What information do we have?

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

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

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

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

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

Data / Evidence Source [Include a reference where known]	Summary of what this tells us																																																																		
<i>Population Projections: The population of Bristol - Population of Bristol</i>	Bristol is projected to see an overall population increase of 15% between 2018 and 2043. The biggest single increase when broken down into age range is Age 75+, which is projected to be 40%. Engagement undertaken to inform the various schemes types of interventions will need to ensure targeted action to reach people within this group, to help ensure appropriate solutions are delivered.																																																																		
<i>Quality of Life Survey: Quality of life in Bristol</i>	<p>Feedback from the 2020/21 Bristol Quality of Life survey showed that:</p> <ul style="list-style-type: none"> • People from the most deprived areas of Bristol are 30% less satisfied with their local areas as a place to live, compared to the cities average. • Rates of people whose day-to-day life is affected by fear of crime is double in the most deprived areas of the city, compared to the cities average. • People from the most deprived areas of Bristol are 25% less satisfied with parks and open spaces in their local area, compared to the cities average. • 30% less people from the most deprived areas of Bristol feel they belong to their neighbourhood, compared to the cities average. • People from the most deprived areas of Bristol are 20% less satisfied with life, compared to the cities average. <p>These results show that people from the most deprived areas in Bristol are less satisfied across a range of indicators (including, Health & Wellbeing, Crime & Safety, Education & Skills, Sustainability & Environment) compared with the cities average.</p> <p>The proposed schemes have a range of objectives, across health and wellbeing, access to goods and services (including education and employment), and greater equity (e.g., air quality, transport, crime) with which they will need to be measured against, with reference to the results of the QoL survey.</p> <table border="1" data-bbox="512 1424 1458 1809"> <thead> <tr> <th>Category 2020</th> <th>Sub-Category 2020</th> <th>Issues Raised</th> <th>2020 Ranking</th> <th>2019 Ranking</th> <th>2018 Ranking</th> </tr> </thead> <tbody> <tr> <td>Transport</td> <td>Reduce congestion / less cars</td> <td>612</td> <td>1</td> <td>2</td> <td>2</td> </tr> <tr> <td>Transport</td> <td>Improve buses and/or public transport</td> <td>456</td> <td>2</td> <td>1</td> <td>1</td> </tr> <tr> <td>Environment</td> <td>Air / noise pollution</td> <td>393</td> <td>3</td> <td>3</td> <td>3</td> </tr> <tr> <td>Transport</td> <td>Improve cycling infrastructure / facilities</td> <td>308</td> <td>4</td> <td>5</td> <td>9</td> </tr> <tr> <td>Council Services</td> <td>Democracy and Governance</td> <td>293</td> <td>5</td> <td>8</td> <td>5</td> </tr> <tr> <td>Waste and street cleanliness</td> <td>Litter and/or street cleanliness</td> <td>261</td> <td>6</td> <td>4</td> <td>4</td> </tr> <tr> <td>Community & Living</td> <td>Local community and facilities</td> <td>210</td> <td>7</td> <td>18</td> <td>19</td> </tr> <tr> <td>Transport</td> <td>Improve traffic management</td> <td>198</td> <td>8</td> <td>12</td> <td>8</td> </tr> <tr> <td>Transport</td> <td>Parking</td> <td>134</td> <td>9</td> <td>7</td> <td>11</td> </tr> <tr> <td>Environment</td> <td>Parks and green spaces</td> <td>129</td> <td>10</td> <td>14</td> <td>17</td> </tr> </tbody> </table> <p>Of the top 10 issues raised within the Quality of Life survey categories, the schemes have the ability to directly or indirectly impact positively on 8, not including Council Services or Waste and Street Cleanliness, although some aspects of the proposed schemes may still link to these</p>	Category 2020	Sub-Category 2020	Issues Raised	2020 Ranking	2019 Ranking	2018 Ranking	Transport	Reduce congestion / less cars	612	1	2	2	Transport	Improve buses and/or public transport	456	2	1	1	Environment	Air / noise pollution	393	3	3	3	Transport	Improve cycling infrastructure / facilities	308	4	5	9	Council Services	Democracy and Governance	293	5	8	5	Waste and street cleanliness	Litter and/or street cleanliness	261	6	4	4	Community & Living	Local community and facilities	210	7	18	19	Transport	Improve traffic management	198	8	12	8	Transport	Parking	134	9	7	11	Environment	Parks and green spaces	129	10	14	17
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<p><i>Quality of Life in Bristol</i></p> <p>Microsoft Power BI</p>	<p>Protected Characteristic Groups would be impacted by changes to access in and around the Old City and King Street as plans for pedestrianisation and timed closures continue to be pursued. This not only refers to access and mobility, but challenges with interpreting or receiving information (a critical indicator for informing the engagement process for the project). Some of the key stats regarding the Central ward are as follows:</p> <ul style="list-style-type: none"> - 12.3% of residents noted transport issues stop them getting involved in their community (just above city average of 10.2%) - 16.3% of residents ride a bicycle once a week, much lower than the city average of 26.9% - 83.1% of residents are in 'good health' across the Central Ward; slightly below the city average.
<p><i>Bristol City Council. Your City Our Future report.</i></p>	<p>From this report a number of broad statements can be made in relation to the experiences of equalities groups. There was some positive feedback on the changes that had taken place as a result of the pandemic, including:</p> <ul style="list-style-type: none"> • Increased levels of walking and cycling, less traffic and better air quality and the positive changes to people's mental health. • Flexibility with working and travel arrangements and the balance between work and leisure. • Under the theme of inclusion and fairness, sustained funding to support vulnerable or disadvantaged groups ranked in the top third of subjects/priorities for the future in Bristol • Actions to make streets, buildings and transport more accessible for all ranked similarly, but higher amongst the most deprived deciles.
<p>Additional comments:</p>	

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

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

2.3 Are there any gaps in the evidence base?

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

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

The data is largely quantitative and relates to a ward profile or city-wide scale; not necessarily the lived experiences of people who associate with a Protected Characteristic who visit, live and work in the respective area.

The need to plug the knowledge gap was recognised early in the project programme as described in the following section. The gaps in knowledge could be filled by having direct contact with Disabled people led groups alongside seeking feedback directly from organisations and individuals on their experience of the measures implemented and their thoughts on longer term proposals for permanent pedestrianisation.

Whilst it is a challenge to engage with all our citizens and we know that there are some groups with seldom heard voices with whom we can do a better job at engaging with, recent surveys do capture a credible snapshot of feeling on several key issues Bristol continues to face. Results from the Quality of Life, Your City Our Future (related to the Covid-19 pandemic and subsequent lockdowns) and Bristol Citizens Assembly, highlighted many of the imbalances and feelings of inequality across the city and made recommendations for change.

As schemes progress (and pending the outcomes of the submitted bid), we will need to ensure ongoing engagement is meaningful with communities and representative groups for people who could be impacted by any proposed changes. As projects develop, we will continue to work with the Transport Engagement Team, following the process set out below in Section 2.5.

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

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

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

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

Engagement has been captured through ongoing feedback from representatives of relevant local equalities organisations (including BPAC, WECIL, Bristol Walking Alliance, Bristol Older Peoples Forum) – including those with an understanding of the needs of Disabled and older people in Bristol. We have recently received a detailed accessibility audit from WECIL for the area that has complemented previous auditing work undertaken for the St Nick's market to help inform design proposals.

General meetings have taken place with other key stakeholders, including discussion with organisations based in the Old City and King St, residents and visitors whilst we have gathered public feedback and continuously monitored implemented measures, including their impact upon specific protected groups. This feedback has been used to quickly and reactively modify measures, reduce the disproportionate negative impacts of changes to the public realm and parking, and maximise positive impacts for groups with protected characteristics.

Consultation will take place at a minimum as part of our statutory requirements through the Traffic Regulation Orders process. As part of this, many groups will be consulted again, and further notifications of changes will be provided in the area. Extra due diligence has taken place at this early stage to offset any objections arising to the proposals during the statutory process and to ensure we can deliver an inclusive scheme.

Citizens Assembly

The Assembly

In January 2020 Bristol began a significant trial in deliberative democracy by running the city's first Citizens' Assembly. The transport theme posed the question:

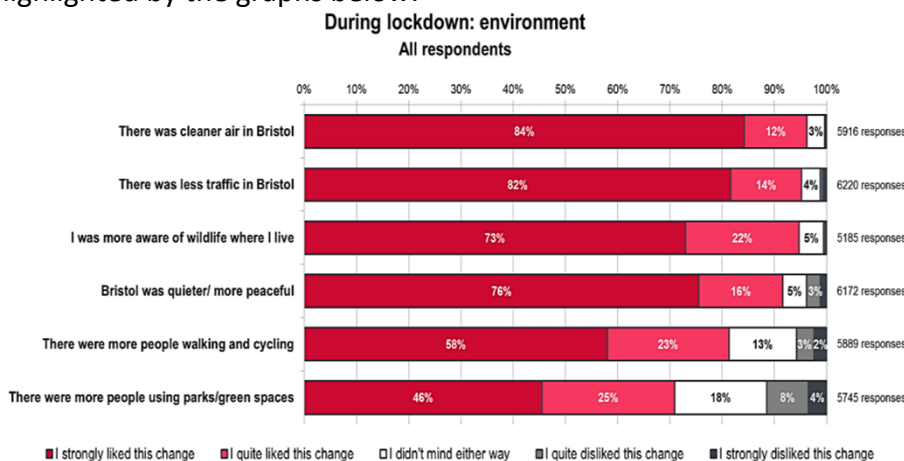
What changes should we make to our neighbourhoods to make how we travel easier, healthier and better for the environment

The recommendations of the assembly demonstrate the appetite for transformative neighbourhood improvements with over 90% of the panel supporting the following recommendations:

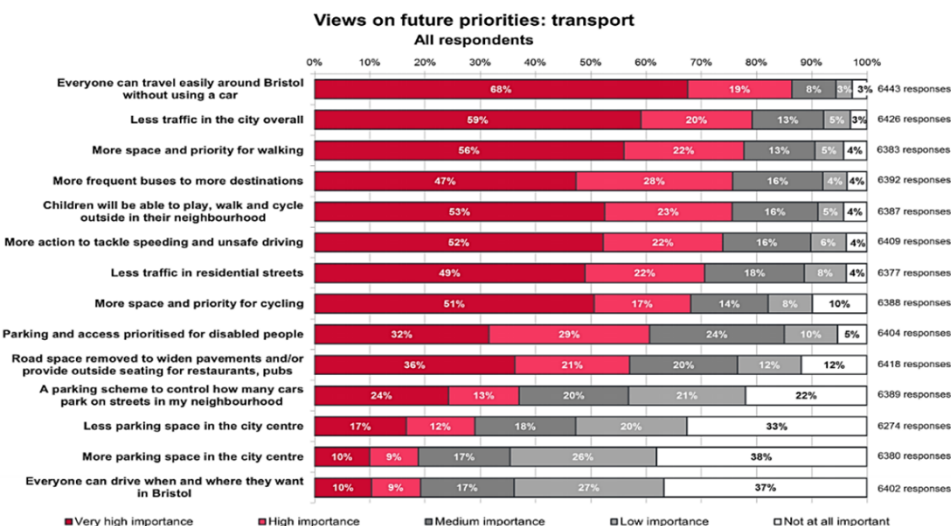
- *Fundamentally reimagine the places we live so that they are people centred (i.e. create liveable neighbourhoods)*
- *Developing a pilot program to showcase what could be achieved if a citywide approach to being carbon neutral was taken received*
- *Empower local communities in the decision-making process to deliver the services and activities that they want to promote healthy lifestyle choices*

'Your City our Future' Survey

Between August and September 2020, 6,535 Bristolians responded to a survey which sought to understand their experiences of Bristol before and during lockdown as well as their hopes for the future. The responses suggest strong support for more 'liveable' and multi-functional neighbourhoods as highlighted by the graphs below:



In terms of future priorities:



2.5 How will engagement with stakeholders continue?

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

Effective engagement is about providing a platform for the community to help shape their local area, whether they are connected by geographic location, special interest, or affiliation to identify and address issues affecting their well-being.

The overall purpose of engaging (in the context of this EqIA) is to understand the barriers faced by people in accessing a range of amenities (e.g., employment, education, healthcare), the impacts caused by transport, and to find out how they can be addressed to ensure that all stakeholders (residents, local groups, businesses, and educational institutions) are able to access goods and services in an equitable and sustainable way.

All proposals prioritise active and sustainable travel options, and interventions are intended to make them the preferred choice of travel for those who can travel in these ways. For each individual scheme, we will engage and work with groups representing people with protected characteristics and disabilities to ensure we understand the issues faced by people in the existing environments and how the types of interventions proposed throughout the development process would impact these groups.

To ensure the engagement process with stakeholders is inclusive, schemes will include the following:

- Engagement materials in multiple languages and in accessible formats on request, such as easy read versions, braille, large print, and audio including both on and offline versions.
- Engagement events at a variety of times, days, and locations and both online and offline (e.g., virtual meetings and in person).
- One point of contact – transport.engagement@bristol.gov.uk and 0117 9036449.
- Dedicated officers who will work with under-represented groups.

Step 3: Who might the proposal impact?

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

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

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

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

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

Bristol and its citizens face many challenges of the next decade such as, inequalities, a shortage of affordable housing, the Climate Emergency and Ecological devastation. The One-City Strategy sets several goals on how these challenges can be met with the urgency that is required. Sustainable and

active travel play a key role in creating a healthier city that unlocks the potential of its communities whilst ensuring that people are not left behind with economic growth and regeneration. Sustainable and Active Travel requires significant investment in infrastructure to re-allocate road space and provide conditions that encourage people to make short journeys by sustainable modes where appropriate. This level of change will impact citizens in across the city in different ways. It is essential that less heard voices and communities with protected characteristics are involved in helping to re-design the city and transport network so that Bristol can meet its climate and ecological targets whilst working as well as it can do for those who may have particular transport needs.

The programme of work varies in its approach to delivering sustainable and active travel improvements. These can broadly be split into the following approaches which could be installed:

- Protected cycle tracks on streets with a high vehicle flow
- Point closures (modal filters) in neighbourhoods to reduce through traffic and create an environment that makes short trips by walking and cycling safer and attractive
- Protected traffic signal junctions to increase priority and safety for people walking and cycling, often considered to be the most vulnerable road users.
- Changes to vehicle priority, such as pedestrianisation, timed closures to vehicles (school streets) or one-ways with contra flow cycling.

The prevalent theme that connects these potential interventions is that it will change and influence how people move around the city and access services. As such the changes are likely to impact all people across the city, including those with protected characteristics. However, the changes also present significant opportunities to address inequalities and improve inclusion.

PROTECTED CHARACTERISTICS

Age: Children	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> • Almost one third of children are in poverty, a greater proportion than for any other age group. This increases to nearly 50% for lone-parent families. [1] • The availability and affordability of transport can contribute to children’s access to important resources. [3] • Active travel presents an opportunity to promote health and wellbeing among children. This is particularly important for children who are more likely to develop childhood obesity due to other characteristics, including deprivation and Black, Asian and minority ethnic background. [3] • The effects of air pollution are particularly significant for the health of children. [3] • Children from a lower socio-economic background are also more likely to be exposed to high levels of pollution due to living in densely populated urban areas. [3]
Mitigations:	See general comments above
Age: Young People	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> • Identified as a group at risk of transport poverty [1] • From the age of 16 onwards, the bus becomes an important tool in enabling young people to access employment and training. [1] • Vehicle ownership tends to be low among younger age groups partly due to the costs of learning to drive, as well as maintaining a vehicle and the associated insurance costs, making this group increasingly reliant on public transport. [3]

	<ul style="list-style-type: none"> • Transport affordability and availability are key challenges for younger people relying on public transport to access work, education, and other activities. [3] • Safety and personal security are also important aspects of the mobility experience for younger people. Younger people are more likely to be involved in crime on public transport; as both perpetrators and victims of low-level disorder and anti-social behaviour. [3] • Fear of antisocial behaviour on the part of younger people (rightly or wrongly), and lack of perceived safety when using public transport can deter young people from using public transport
Mitigations:	See general comments above
Age: Older People	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> • Identified as a group at higher risk of transport poverty [1] • Identified as a group at risk of poverty [1] • Access to appropriate forms of transport can help older people avail themselves of goods, services, employment and other activities, with public transport playing a crucial role in remaining connected and maintain independency when older people are unable to drive [3] • Older people are more likely to be Disabled or have a long-term health problem that can affect their ability to use transport, including: mobility impairments, hearing impairments and cognitive impairments. [3] • Older people with a who are Disabled or have a long-term health condition might also be more reliant on staff on public transport to help enable them to undertake a journey. [3] • Older people can also struggle with elements such as finding accurate and up to date pre-travel information, including timetables, the availability of accessible infrastructure (such as Disabled parking), and information about ticketing and staff availability when using public transport. [3] • Evidence also suggests that older people are not as likely as younger people to be users of new technology and many choose to use familiar technology, such as TV or radio, to access information. [3] • There is evidence that older people are less likely to feel confident in using digital services required to undertake travel such as touch-screen ticket machines, while also being less likely to use smartphones for transport planning purposes (69% versus 82% in younger people). [3] • Research also suggested that uptake of shared mobility services is lower amongst older people and disabled people. This is related to barriers such as the lack of on-demand accessible options, unfamiliarity with the technology needed to book services and inability to use digital payment on a smartphone, and not being comfortable with unfamiliar ride hailing drivers. [3] • Volunteer transportation systems can more easily serve older and disabled people due to higher client engagement, lower costs and higher user familiarity with the service providers. [3]

	<ul style="list-style-type: none"> • Older people in the 80 to 90 age groups tend disproportionately to be women living alone. • Ageing is linked with a reduction in car usage and driving, often caused by the worsening of physical conditions, increased stress associated with driving, car maintenance costs and less need to drive for full time work, as well as forced cessation of driving due to old age. [3] • Older people become more reliant on taxis and lifts from family and friends as a transport mode, providing a supplement to the publicly accessible fixed-route bus and rail system. [3] • Research from Age UK has found that an improved provision of active transport (including walking and cycling) could disproportionately benefit older people. Increased provision of active transport is likely to improve the amount of physical activity, which is linked to better cognitive performance, better mental health outcomes and reduce overall morbidity and mortality. [3] • Currently only 8% of men and 3% of women over the age of 65 in the UK cycle, a much lower proportion compared to both the general population in the UK and those over the age of 65 in European countries. [3] • A reduction in both parking spaces outside shops and in local centres could affect access on older people, who are more likely to rely upon a private car to access shops and services.
Mitigations:	<ul style="list-style-type: none"> • Well designed and conveniently located Disabled parking within the immediate zone of influence will be implemented. Appropriately designed walking and cycling infrastructure to comply with national guidance following LTN1/20 to encourage all ages and abilities.
Disability	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> • Undertaking an analysis of current transport trends among Disabled people it is important to note that Disabled people are not a homogenous group, their needs and abilities can vary greatly depending on the nature and severity of their Disability. [3] • Families that include a Disabled person have always been at greater risk of poverty (JRF 2017: 25) [1] • Disabled people face a range of challenges in relation to mobility and various modes of transportation. [3] • Primarily, key obstacles relate to a lack of accessible infrastructure, at stops, stations and other locations, as well as in use of vehicles themselves. [3] • Where people are unable to rely on public transport either due to structural barriers or because of geographical location, they are likely to increasingly rely on more expensive services such as taxis and private hire vehicles (PHVs) – affecting the affordability of travel. [3] • Accessible and inclusive information relating to routes and tickets is also a key challenge. Adequate information, alongside staff presence and assistance can help to make Disabled passengers feel safer when travelling, as well as making journeys easier and more stress-free. [3]

	<ul style="list-style-type: none"> • Active travel modes for Disabled people are reliant on well marked shared spaces and clear pedestrian routes, where these are present, modes such as walking and cycling can have both mental and physical health benefits for Disabled people. [3] • Appropriate transport provision enables Disabled people to participate in their community, maintain social networks, and access employment, education, healthcare and other services. [3] • The unemployment rate in the UK for Disabled people was 6.7% in 2019, despite this rate having reduced, it is still nearly double the national unemployment rate. Evidence shows that difficulty in accessing transport is the second most common barrier to work among disabled people. [3] • While disabled people tend to travel less than non-Disabled people, many are nonetheless reliant on public transport. There can be large variances in a person's travel patterns depending on their Disability and its severity. For example, according to DfT's 'Disabled people's travel behaviour and attitudes to travel' report, having a learning or physical Disability correlates strongly to travel by bus. Around 60% of Disabled people have no access to a car and use the bus around 20% more than their non-Disabled counterparts. [3] • Disabled people are more likely to report negative and problematic journey experiences, alongside limited awareness of viable alternatives. For some disabled people, the attitude of staff and other passengers, as well as the unpredictability of public transport (both timings and capacity), prevents them from using public transport. For neurodiverse people, a lack of routine or unexpected events can become overwhelming, leading to high levels of stress and anxiety. [3] • A reduction in both parking spaces outside shops and in local centres could affect access on Disabled people, who are more likely to rely upon a private car to access shops and services. • Altered street configuration could create issues for Disabled people's access along footways and familiarity with surroundings. • People with visual impairments may find it difficult to navigate the Old City area. • Low noise vehicles (scooters/electric vehicles) could have implications on the visually and hearing impaired and can thus compromise the perception of safety.
Mitigations:	<ul style="list-style-type: none"> • Well designed and conveniently located Disabled parking within the immediate zone of influence will be implemented. • Provide strict design criteria for pavement licencing to ensure that pavements remain a safe and uninterrupted space for people to use. • Wayfinding and legibility for navigating the Old City, including St Nick's Market is being addressed through upgrades to signage, mapping and orientation aids. • Suitable active travel infrastructure with appropriate lining, surfacing etc.

Sex	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<p>Women</p> <ul style="list-style-type: none"> • Identified as a group at risk of transport poverty [1] • A lack of adequate public transport creates barriers to women accessing employment and educational opportunities. This is related to their patterns of participation in the labour market. [1] • Since women are more likely to be in part-time work and exercise caring responsibilities that may require them to make multiple short journeys during a day, their transportation needs are not adequately met by the majority of transport services that are designed following a “hub and spoke model”. [1] • Having less access to private means of transport such as bicycles, motorcycles and cars, women are inclined to take work closer to home, often in the informal sector, which may limit their opportunities for finding better paid or higher skilled positions. This may be exacerbated by a limited availability of part-time work or work that fits around school hours. [1] • Kamruzzaman and Hine (2012) highlighted that an understanding of access to activity spaces can shed light on the gendered dynamics of social exclusion. For example, women had more transport constraints than men, as childcare constraints meant they were less likely to take longer journeys. They were also less likely to travel at night or on weekends due to perceptions of safety, stemming from a lack of transport during these periods. [1] • Less women across the UK hold a driving license compared to men (67% versus 77%). Women also tend to not have access to a car, particularly during the day as they either cannot afford one, or the family car is being used by a partner. [3] • Caring responsibilities also tend to disproportionately fall to women and often require making multiple short journeys during a day – for example, to drop off children at school, visit family members and shop for food – which creates an additional challenge if private transport is not available. In such cases public transport services may not sufficiently interconnected, requiring journeys with several changes and a long commuting time. [3] • When involved in a road accident, women are also more likely to fall casualties than men. [3] • While fewer women tend to have access to private transport, women make greater use of taxis and PHVs in comparison to men, increasing with older age. This is despite challenges around costs and affordability as well as personal safety when using a PHV or taxi as passengers can feel vulnerable and concerned due to travelling with strangers [3] • Feelings of personal safety and security are thus a recognised barrier to women using public transport. [3] • Research evidences that gender inequality in cycling is common, with low levels of cycling among women compared to men. This could be due

	<p>to cultural factors that remain in place despite an increase in the promotion of active travel. Promoting gender equality and normalising cycling culturally could benefit women in increasing the numbers of those cycling regularly [3]</p> <p>Men</p> <ul style="list-style-type: none"> • Even though men tend to undertake fewer trips per year when travelling, they tend to travel further distances. Private vehicle use and ownership is also higher amongst men, with evidence showing differences in driving habits, as well as a higher propensity to be employed in sectors that require driving, such as freight and logistics and public transport. [3] • Men are in fact more likely to be involved in road traffic accidents across all transport modes this is also due to their higher propensity to use certain transport modes. [3] • Younger men are also more likely to be road casualties [3] • With pedestrians, female pedestrians account for just over half of journeys made by foot (52%), but men make up the majority of pedestrian casualties (57%). [3] • Younger men aged 16-19 are also more likely to be victims of crime on the public transport network compared to men of all other age groups [3]
Mitigations:	See general comments above
Sexual orientation	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> • As with religious and faith and other protected characteristic groups, safety and security – and perceptions of safety and security – when using public spaces, and public transport is a key issue for LGBTQIA+ people [3]. • Improvements in all aspects of transport safety, including transport infrastructure that ensures journeys can be undertaken in a safe, reliable and efficient manner, would improve feelings of personal safety and present a beneficial opportunity to all vulnerable groups when travelling, including LGBTQIA+ people [3]
Mitigations:	See general comments above
Pregnancy / Maternity	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> • A reduction in both parking spaces outside shops and in local centres could affect access on pregnant women, who are more likely to rely upon a private car to access shops and services. • Evidence also suggests that, when private transport is available, parents with young children might chose it as a preferred transport method due to its convenience and perceived safety [3] • Similar to disabled people, and older people, the accessibility and design of physical spaces can also affect pregnant people and parents’ ability to travel freely with small children, especially if using pushchairs. [3] • Exposure to poor air quality and pollutants can also affect foetal development and cause low birth weights, premature births at well as

	stillbirth and miscarriage, as well as having long-lasting effects on the health of babies. [3]
Mitigations:	<ul style="list-style-type: none"> Well designed and conveniently located disabled parking within the immediate zone of influence will be implemented.
Gender reassignment	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> Measures that would improve feelings of safety and thus confidence in travel would present an opportunity for this group; including infrastructure measures such as CCTV at public transport infrastructure and on transport services, and the improved visibility of staff in areas where people feel particularly vulnerable, again, including public transport. The training of transport staff to ensure that they are able to offer appropriate support to transgender passengers would further support greater confidence in travel by this group. [3]
Mitigations:	See general comments above
Race	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> Black and Minority Ethnic-led small businesses may lack information about the support available to them from the government particularly taxi drivers, restaurants, cafes and hotels. Equally, those from more deprived parts of the city may not necessarily be engaged in the scheme or feel they can contribute in a meaningful way on balance. Black, Asian, and minority ethnic households consistently have the highest rates of poverty, and White British households have the lowest [1] Adults from Asian, Black or other ethnic groups took substantially fewer trips per person in 2017 than those from white or mixed groups. [1] There is some disparity when looking at figures for people from a Black, Asian and minority ethnic background in relation to walking and cycling. DfT walking and cycling statistics suggest that people from a mixed ethnicity background were most likely to walk for travel once a week [3] In terms of cycling, DfT data suggests that Black and Asian adults are least likely to cycle [3] It has been highlighted in research that people from a Black, Asian and minority ethnic background fear racial attacks when using public transport, thus potentially causing a barrier to their use of transport networks. [3] Higher level of air pollution exposure is linked to the high proportion of Black, Asian and minority ethnic communities living in densely populated urban areas where air pollution is highest. [3]
Mitigations:	<ul style="list-style-type: none"> We are proactively using inclusive, non-online methods of communication to ensure the widest possible group of people can benefit from information as well as the consultation and feedback process. This will be reflected in a consultation material and the production of hard copy, attractive and legible brochures detailing the proposal for distribution. This will form part of a doorstop engagement process.

Religion or Belief	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> • Safety, and perceptions of safety, are particularly important for a number of groups when using the pedestrian environment and public transport. This includes people from particular religious or faith communities, for whom concern about hate crime is a particular issue. [3] • In some cases, older generations may not have English as a first language, while younger generations may have a large number of children. Barriers faced for people with multiple children include cost, journey planning and ease. [3] • The geographical distribution of faith schools means that younger people at these schools may have to travel further distances to access a particular school. [3]
Mitigations:	See general comments above
Marriage & civil partnership	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	There is no current evidence to suggest that this protected characteristic group might experience transport differently today. [3]
Mitigations:	
OTHER RELEVANT CHARACTERISTICS	
Socio-Economic (deprivation)	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> • Income was found to be one of the defining aspects of socio-economic inequality. Transport costs and affordability are central to the impact of transport on inequality. If transport is too expensive, then people are not able to make the journeys they need to get into work or move into education and training that could improve their prospects [1] • Key vehicles for addressing poverty include welfare and public support, education, cost of living interventions, employment, and social support (e.g. health and social care services, family relationships (Joseph Rowntree Foundation 2016)). [1] • Membership of specific demographic groups can predict risk of poverty [1] • Access to work is greatly improved by more accessible and affordable public transport opportunities. Transport is important in obtaining a job, keeping a job, or getting a better job. Improving provision for cycling can also have a positive impact on employment opportunities. [1] • Cycling is regarded as a good way to widen travel horizons for disadvantaged individuals. [1] • Support in paying for transport is a way in which cities can support people living in poverty to access and maintain work. [1] • Affordability of public transport is one of the key barriers for people living on low incomes, such as people who are unemployed, in insecure or low paid work, and people who live in deprived areas. [2]

- People living in deprived areas are significantly more likely to use **buses** than other groups of people, and bus travel therefore accounts for a **larger percentage of their income**. [2]
- Evidence from the Joseph Rowntree Foundation also highlights that residents in low-income neighbourhood often find commuting options constrained by unaffordable or unreliable public transport, especially when combined with the prospect of **low-paid or unsecure employment**. Low income jobs such as cleaning or security roles may require **early starts or late finishes** when **public transport is not available**. Furthermore, **peripheral sites of employment**, such as retail, commercial and industrial parks are hard to access using the public transport system, making people living in low-income neighbourhoods **more reliant on private transport**. [3]
- Lower income households have higher **levels of non-car ownership** – **female heads of house, children, younger and older** people, people from a **Black, Asian and minority ethnic background** and **Disabled** people are often concentrated in this statistic. [3]
- There are geographical inequalities in the provision of transport and as a result differences in access to employment, healthcare, education, and other amenities occur. Often these are located in areas that already have good transport links or are due to have new transport hubs opening nearby. However, residential areas may have a wider scale of provision compared to areas of employment. The lower level of car ownership, combined with limited public transport services in many peripheral social housing estates, exacerbates issues around access to services, education and employment. [3]
- Evidence suggests that people living in deprived areas face **unequal access to certain modes** of transport. Research has found that only a **small number of deprived areas** are served by the **rail** network, instead mostly being accessible by local buses. Where there are train stations, they are often perceived as **rundown** and **secluded**, leading to feelings of fear about using them. [3]
- People living in deprived neighbourhoods are significantly **more likely to feel unsafe** and believe that crime is a significant problem in the areas that they are living. [3]
- A 2018 study into **pedestrian safety** revealed that **children who live in deprived areas** are at a greater risk of being involved in a **road related accident** (as both a **passenger** and a **pedestrian**) when compared to other children. Children living in the **most deprived** quintile are **six times as likely to be involved in an accident** than those living in the least deprived quintile. Rates of **Killed or Seriously Injured casualties** in relation to miles walked for people in the most deprived quintile is over **double** that of those living in the least deprived (0.58 and 0.28 casualties per million miles walked). [3]

	<ul style="list-style-type: none"> • There is major disparity between people living in deprived areas and communities in more affluent areas regarding the exposure of individuals to polluted air [3] • Increasing promotion and provision of active transport directly benefits people who reside in deprived areas by improving the local air quality and improving their health and wellbeing. For example, obesity rates for children are highest amongst those in deprived areas. [3] • Public transport has the potential to increase access to employment and education, in return creating economic prosperity. However, this is based on ensuring that transport networks connect more deprived areas to centres of employment and education [3] • Ensuring feelings of safety are increased will encourage more people to participate in active travel modes and use public transport that is available. Safety can be improved by the provision of quality lighting, clear sightlines and where appropriate surveillance. Furthermore, concerns around road safety can be reduced through appropriate education, signs and road markings amongst other things. [3]
Mitigations:	See general comments above
Carers	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> • As with Age, Disability and Pregnancy and Maternity – policies which aim to change or limit driving or parking can have a disproportionate impact on people who are reliant on having their own transport to provide care for someone else. • Being a carer can be a huge barrier to accessing services and maintaining employment. Studies show around 65% of adults have provided unpaid care for a loved one, that women have a 50% likelihood of being an unpaid carer by the age of 46 (by age 57 for men), and that young carers are often hidden and may not recognise themselves as carers.
Mitigations:	See general comments above
Other groups [Please add additional rows below to detail the impact for other relevant groups as appropriate e.g. Asylums and Refugees; Looked after Children / Care Leavers; Homelessness]	
Digitally illiterate	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> • Unable to sufficiently engage.
Mitigations:	<ul style="list-style-type: none"> • Use a range of communication channels and combine conventional engagement methods, such as telephone interviews, radio and print, with virtual platforms and interactive tools, such as online interactive maps and surveys, to reach a representative audience.
English not first language	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> • Unable to sufficiently engage.
Mitigations:	<ul style="list-style-type: none"> • All communications are in plain English and that Easy Read versions are available (or on request if appropriate). People who do not speak English as a main language will require local updates and information in plain English, and alternative languages/formats to address the risk of misinformation being spread e.g., through social media. This is being met through the location, language and design of tangible communications within the public realm.

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

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

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

Moving forwards and transitioning to a permanent scheme, our holistic approach to supporting access and travel seeks to improve physical infrastructure and top up the local service offer for people visiting and living in the area.

The existing situation for wheelchair users in the Old City area is particularly difficult, with narrow footpaths and uneven surfaces. Pedestrianised streets will provide opportunity for wheelchair users to safely use the road as an alternative if desired. This activity is already happening due to obstacles on footpaths, leading to the mixing of vehicles, wheelchairs, buggies and pedestrians in a small, contested space.

Low-car or zero-car streets also make crossing the road far easier for those who are less mobile or with hearing and visual impairments. By creating better and safer active-travel alternatives to private car travel for lower-income groups and elderly persons, positive financial impacts will be realised for these groups.

Negative health impacts from air pollution also disproportionately affect young and elderly persons, lower-income groups, Black and Minority Ethnic populations, and pregnant and nursing women. Measures to re-allocate carriageway space to active travel and away from cars will reduce air pollution and benefit these groups.

Our aim is to provide an extended Shopmobility service with a satellite facility (drop off/collect) based out of St Nick's Market to provide protected characteristic groups with mobility aids and information to enhance their experience of place. This proposal dovetails investment being made by the markets team to enhance signage and wayfinding and create a more inclusive Old City.

Whilst we recognise that providing Disabled parking provision towards the west of the Old City is required, our approach seeks to promote and support alternative transport arrangements, namely Community Transport, to provide door to door journeys. The Old City is well served by bus stops and taxi bays which can be used by accessible vehicles and will provide more direct access to the area than by using private vehicles.

Other parts of Bristol Streetspace that have similar aims – such as the pedestrianisation of King St will have a combined cumulative effect on improvements to air quality. The pedestrianisation of the Old City and King Street are taking place concurrently with the introduction of the Clean Air Zone (CAZ) and the emergence of cycle logistics and freight consolidation; all of which will mitigate the impact of air quality issues on deprived communities across the city (who are disproportionately impacted).

Our plans to support public realm improvements through several 'focal point' designs aim to create inclusive areas with seating, a good surface course and legible signage. These designs are also

focused around key gateways and help improve permeability and connectivity through the area for all audiences whilst encouraging play.

Furthermore, the LCWIP proposals objectives are all focused on creating more equitable environments and providing safer, more accessible, and healthier transport options for all, with the infrastructure delivered helping to support improved health outcomes. Infrastructure proposals will all be required to be in line with latest government guidance (e.g., LTN 1/20) which sets minimum requirements around accessibility to ensure people using mobility aids, such as walking frames, adapted bikes, or blue badge holders, are not discriminated against because of the environment's characteristics. Through ongoing engagement (and the co-design process), issues and options to improve the accessibility and safety of scheme areas will be assessed and developed with input from a range of key stakeholders. As part of our early engagement work, Officers will engage with these groups locally to ensure participation in the process is possible from the start.

The availability of cycle hangars in Bristol, will help enable more people to own and securely store a cycle helping address this barrier. This is likely to boost cycling levels for people who currently don't have a secure space to lock their cycle. It's also an opportunity for people to own a cycle who previously didn't, which in turn, will boost uptake on the cycle network. This is a potential for modal shift and will contribute to city goals and targets to increase active and sustainable modes in Bristol.

Step 4: Impact

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

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

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

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

The EqIA process has helped to identify potential impacts in the areas of the city where we will be implementing measures, and the need for planned monitoring and subsequent adjustment of measures in line with feedback from equalities stakeholders and citizens.

More specifically, the EqIA process has informed our ongoing need for improved provision for disabled users within and around the Old City and King St and the key need to present information in ways less-online people can access. This continues to be especially pertinent as we enter the statutory process of formalising a TRO and developing public realm designs.

For the LCWIP schemes, there is the potential for some schemes to require the removal or relocation of vehicle parking. In areas where disabled parking bays are located and may be subject to change, we will engage with the relevant groups to assess the impact and develop options which mitigate any negative impact with these groups.

For cycle hangars, the procurement process of this project will look to filter out options that are more suitable to offer to people with protected characteristics. However, due to the nature of the hangar, it may require some physical effort and cause discomfort to some people which may discourage them from using it. For example, someone who has mobility needs or is pregnant, may not be able to use the

hangar. This project will look to seek opportunities to address any impacts during the monitoring stage to ensure we learn and mitigate these in the future.

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

Based on the assessment and feedback, we have increased and amended the location of disabled parking locations on the periphery of the scheme and increased the number of seating/resting places. In addition, we are ensuring via engagement with the hospitality sector that pavements are kept clear as far as possible.

An advisory disabled bay has been installed on Queen Charlotte Street (close to the Old Vic theatre) and a further bay in this area will be included as part of permanent proposals. Five new advisory disabled bays are being installed around the Old City perimeter, with 4 on High Street and 1 on Bridge Street. Further advisory bays have been drawn up for inclusion on Broad Street (3 in total) and Baldwin Street (2 in total) although the deadline to change the COVID TTRO has passed and the process itself takes 12 weeks to complete based on current lead times. With the exception of the bays on Baldwin Street, which have been earmarked for inclusion in the permanent TRO.

The LCWIP schemes will look to boost numbers of people walking and cycling in some deprived areas of the city, where levels of walking and cycling are low compared to the Bristol average. Therefore, there is an opportunity to gather evidence on how targeted interventions in areas which suffer from poor health could be replicated across Bristol in the future.

The cycle hangar programme intends to provide secure storage and offer alternative transport options (i.e. cycling) for people which can address imbalances around access to services and everyday living. This should make it more equitable to cycle in these areas.

The cycle hangars will be installed in more deprived areas of Bristol therefore they should be *“Removing or minimising disadvantages suffered by people due to their protected characteristics¹”*.

A number of barriers to cycling such as a lack of cycling parking and subscription fees will be addressed by this project therefore relates to: *“Taking steps to meet the needs of people from protected groups where these are different from the needs of other people²”*.

Cycling statistics in Bristol show that more deprived households may not cycle as much as other groups (see below). This project will therefore be *“Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low³”*.

The 2021 Walking and Cycling Index present statistics across Bristol that shows that people in lower socio-economic groups are less likely to cycle. ‘Socio-economic group is a classification based on occupation maintained by the Market Research Society. Groups A and B are professional and managerial. Groups D and E are semi-skilled and unskilled manual occupations, homemakers and people not in employment’. Proportion of residents who cycle at least once a week: 33% of AB, 26% of C1, 22% of C2, 20% of DE (9% in 2019)⁴. These statistics highlight that people in groups A, B and C have higher rates of cycling.

¹ [Public Sector Equality Duty | Equality and Human Rights Commission \(equalityhumanrights.com\)](https://www.equalityhumanrights.com)

² Ibid.

³ Ibid.

⁴ [Walking and Cycling Index 2021: Bristol \(sustrans.org.uk\)](https://www.sustrans.org.uk)

4.2 Action Plan

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

Improvement / action required	Responsible Officer	Timescale
Depending on whether the Active Travel Fund bid is successful and how much money Bristol receives, the schemes will follow appropriate guidance from Active Travel England. BCC will commence engagement with stakeholders and design infrastructure in line with relevant accessibility guidance.	Project team(s)	Commencing April 2023

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

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

Strong continuous feedback mechanisms have been put in place with organisations within the Old City to enable the impact to be measured and improvement and mitigation efforts to occur as soon as possible. Business surveys will also help to capture the views of people using the area on their experiences of pedestrianisation and the improvements that could be offered through a permanent scheme.

For other walking and cycling schemes, the monitoring and evaluation of schemes post-implementation is crucial for data-led evidence to test their success against the original objectives. This is known as 'legacy' and whilst evidence is gathered on changing travel behaviours, traffic collisions, air quality improvements etc, evidence is also collected to assess positive and negative impacts of the interventions on people with protected characteristics.

Evaluation approaches can involve:

- **Community surveys:** Community surveys carried out in cohorts to capture public feedback and for monitoring travel behaviour and social impacts.
- **Secondary data collation:** Collation of information from existing datasets that are collected at regular intervals to report on progress against objectives.

Evaluating schemes against their objectives can be done using both quantitative and qualitative methods. If, for example, one objective of a scheme is to 'Improve residents' physical and mental health and wellbeing', monitoring could be done through community surveys, before and after audits (e.g., Healthy Streets indicators) or the 'Quality of Life' survey. This approach describes a minimum level of monitoring and evaluation to be carried out for each scheme that is necessary to evidence their success against their intended objectives.

There is a need for flexibility in the evaluation approach given the varying context for each of the outlined schemes. Each varies according to existing place-making and travel behaviour, relevant stakeholder groups, community engagement feedback received from project inception, and differing interventions. Where relevant to a specific scheme area, the monitoring and evaluation approach should consider additional or varying monitoring and evaluation. This could include:

- Adaptations to community surveys to capture evaluative feedback on themes identified from the community engagement within a scheme area (to ensure there is an appropriate feedback loop on

issues important to the local community and which captures a representative evidence base from people with protected characteristics).

- Widening community surveys within a scheme area to include a broader range of public feedback and/or include specific stakeholder groups (if there is under-representation from people with protected characteristics).
- Additional qualitative monitoring, including focus groups with specific stakeholder, disability, or community groups, or to capture more in-depth evidence from participants of surveys.
- Expanding data collection to include a wider study area if there remains an under-representation of people with protected characteristics).
- Additional monitoring tools e.g., parking surveys (pedestrians, cyclists, and cars) to understand the varying groups of people travelling to and through the scheme areas.


Where temporary materials are used to trial interventions (generally when an Experimental Traffic Regulation Order is in place, which can span 6-18 months), changes can be made based on stakeholder feedback to help mitigate any unintended consequences of the trial. To allow for meaningful evidence to be gathered and changes to be made during trials data gathering should be done:

- Before any scheme delivery has occurred. Baseline community survey should be undertaken and count data to form an understanding of the current situation.
- Post implementation - once measures are installed on a temporary basis, a first iteration of comparative data should be undertaken and the carrying out of community surveys, traffic counts etc.
- Once adaptations have been made during the trial period and a permanent scheme is delivered, a second iteration of comparative data should be undertaken and the carrying out of community surveys and traffic counts.

For cycle hangar monitoring, user information will be collected, data such as; who uses the hangar, frequency of use, demand etc. can feed into wider cycling data for BCC.

Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the [Equality and Inclusion Team](#) before requesting sign off from your Director⁵.

<p>Equality and Inclusion Team Review: <i>Reviewed by Equality and Inclusion Team</i></p>	<p>Director Sign-Off:</p> 
<p>Date: 20/3/2023</p>	<p>Date: 21.3.2023</p>

⁵ Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.

Eco Impact Checklist

Title of report: Active Travel Fund tranche 4				
Report author: Juliet Gardner				
Anticipated date of key decision: 6 June 2023				
Summary of proposals: This report seeks retrospective approval from Cabinet to accept the funding from DfT via WECA for the submission of the Active Travel Fund tranche 4 bid that was submitted in February. The maximum amount the Council could receive is £2,968,204.				
Will the proposal impact on...	Yes/No	+ive or -ive	If Yes...	
			Briefly describe impact	Briefly describe Mitigation measures
Emission of Climate Changing Gases?	Yes	+ive	There will be carbon emissions associated with the implementation phase of the sustainable transport infrastructure, however the works will be relatively small and make use of existing road surfaces via road space reallocation wherever possible.	The schemes support active and sustainable transport infrastructure and will encourage modal shift to decrease private vehicle usage.
Bristol's resilience to the effects of climate change?	Yes	+ive	The scheme is likely to result in less vehicle trips and miles, and therefore less vehicle emissions around the schemes due to improved infrastructure.	
Consumption of non-renewable resources?	Yes	-ive	Decarbonising the transport network will lead to reduced consumption of fossil fuels, however it will also require the consumption of various non-renewable resources through the delivery of improved active and sustainable transport infrastructure.	Increased circular use of resources when delivering proposed changes to infrastructure is required to mitigate against consumption of non-renewable resources. However, this is limited to the ability of BCC's Framework contractors to do so.
Production, recycling, or disposal of waste	Yes	unkno wn	The schemes will improve walking and cycling infrastructure by building new cycle paths and improvements such	In building the schemes, the contractor will adhere to agreements set out in the contract

			as dropped kerbs and tactile paving to help pedestrian accessibility.	regarding waste management. For the Old City & King Street project, the project team will engage with BCC's internal Service and Waste Teams, as well as key local stakeholders to help best understand how to support recycling (and other service) schemes where possible.
The appearance of the city?	Yes	+ive	The schemes intend to result in greater levels of cycling and walking infrastructure largely via road space reallocation. The Old City and King Street scheme specifically will limit vehicles in the area and will pedestrianise this area to make it more pleasant for people using the area.	
Pollution to land, water, or air?	No		N/A	
Wildlife and habitats?	Potential			The council has committed to managing at least 30% of the land within Bristol for the benefit of wildlife by 2030. Where schemes may go through parks, relevant stakeholders will be consulted with to ensure ecology and biodiversity are not impacted or harmed, opportunities for enhancement are realised, and that biodiversity net gain is achieved.

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

The significant impacts of this proposal are associated with the implementation / construction of sustainable transport infrastructure. However, these impacts are expected to be relatively small due to the approach of adjusting the existing road network wherever possible rather than undertaking extensive resurfacing. Extending and improving the active travel network within the city is necessary to support large scale modal shift and achieve our 2030 net zero goals.

The proposals include the following measures to mitigate the impacts, circular use of resources wherever possible, consultation with relevant stakeholders regarding possible impacts on biodiversity seeking to enhance opportunities and mitigate negative impacts achieving biodiversity net gain through these works.

The net effects of the proposals are expected to be positive.

Checklist completed by:

Name:	Juliet Gardner
Dept.:	Sustainable Transport
Extension:	
Date:	08.03.2023
Verified by Environmental Performance Team	Daniel Shelton 08.03.2023

Decision Pathway – Report

PURPOSE: Key decision

MEETING: Cabinet

DATE: 06 June 2023

TITLE	Residents Parking Scheme Policy Review		
Ward(s)	All central area wards with RPS schemes and City Centre CPZ		
Author: Adam Crowther	Job title: Head of City Transport		
Cabinet lead: Cllr Donald Alexander, Cabinet Member for Transport	Executive Director lead: John Smith, Interim Executive Director Growth and Regeneration		
Proposal origin: BCC Staff			
Decision maker: Cabinet Member			
Decision forum: Cabinet			
Purpose of Report:	<ol style="list-style-type: none"> 1. To set out proposed changes to certain residents parking scheme (RPS) tariff levels to better reflect current local and national policy 2. To seek approval for further reviews of other policy elements of Resident Parking Zone (RPZ) areas 3. To seek approval for testing the strategic impact of RPZ schemes 		
Evidence Base:			
Policy Context:	<ol style="list-style-type: none"> 1. Adopted in 2019 by Bristol, WECA and our neighbouring local authorities the Joint Local Transport Plan references parking management and provides policy justification for the proposal. Some of the key passages include: <ul style="list-style-type: none"> • <i>“We have already flagged that we need to change the way we travel. This will mean managing demand and in turn this will mean new charges and restrictions. Tough measures that will need to be considered are: Management of parking provision – on street, off street, residential and business parking.”</i> • <i>“Through the development of local parking strategies, we will continue to manage parking to control future traffic demand, including policies for on-street parking, off-street parking and residential parking schemes where appropriate. The design and location of new developments and at workplaces, as well as the numbers of spaces, will help to manage demand and reduce the dependency on the private car. All day parking will be controlled in a way to discourage users who could transfer to lower carbon travel choices.”</i> 2. Resident Parking Schemes (RPS) plays a part in influencing these policy goals both directly and indirectly. The RPS was intended to reduce commuter trips and encourage the use of sustainable modes. There is however some concern that in doing so RPS can undervalue the cost of allocating road space to parking and encourage more local trips by enabling easier parking. Alongside the transport policies above, the council is also committed to wider policies designed to mitigate the impacts of climate change. Bristol’s One City Ecological and Climate Emergency Strategies both set out the need to reconsider how we best use road space to mitigate the impact of climate change and biodiversity loss. The proposals in this report seek to enable some of the requirements of these strategies particularly in relation to responding to flood and heat events driven 		

by climate change as well as seeking to reduce carbon emissions.

Current Context:

3. RPS permit charges are varied based on the vehicle and location with some changes based on location. For the first permit, band A vehicles currently cost £0, Band B £28, Bands C to K £56, Bands L and M £84. This grading offers a discount to lower emission vehicles. Second vehicles cost £112 and third vehicles £224. Reduced prices apply in Easton and St Phillips. Permit prices were recently approved to increase by inflation. For the Controlled Parking Zone (CPZ) there is a flat fee of £50 but a limited number of permits.

Specific Proposals:

- Remove reductions provided to low emissions vehicles, currently free below 100g CO2 and half price between 101 and 110g CO2. Justification related to existing government policy change to remove many of the reductions offered to lower emissions vehicles through VED due to fairness and a gradual move to lower emissions vehicles and also the fact that a parking space is not directly related to vehicle emissions so the link is tenuous at best.
- Double cost of second permits, from £112 to £224, and multiply third permits by 2.5 times from £224 to £560. Justification relates to use of space, most RPS areas are older housing with limited parking space and high density. Second and third vehicles place an increased impact on other users and this needs to be better reflected in the permit cost. Road space is becoming increasingly valuable as the city adapts to climate change. Space is needed for street trees, SUDS, electric vehicle charge points, cycle hangars and other features. The costs of second and third permits need to better reflect the impact these vehicles have on available space.
- Increase CPZ permit fee from £50 to £250. Fees for CPZ permits do not currently reflect the value of on street parking spaces in the city centre which is at an increasing premium with the rapidly increasing number of residents and the need to adapt the city centre to better serve the needs of people and respond to the changes required to our streets by the climate and ecological emergencies.
- Appendix A sets out the numbers of each type of permit and potential revenue impacts of the proposed changes.

Further policy changes to be considered and return to cabinet by no later than October 2023:

a) Eligibility of permit holders

Determining whether the current eligibility list is fit for purpose. The eligibility criteria currently vary across the existing RPS and CPZ areas.

b) Number of visitors permitted

Review the current allowance for free and paid for visitors permits. The number people can apply for varies across the RPS although the price per visitor permit is consistent.

c) Multiple vehicles

Reviewing the number of vehicles each type of residential property is able to have a permit for, pricing covered above. The review would cover business and customer permits.

d) Review zoning for general parking within RPS areas and size of areas

Review the size of RPS areas and whether adjustment would better serve residents, businesses and visitors.

e) Length of operating hours

Currently there are various hours of operation across all of the RPS areas and CPZ e.g., in Southville there are regular calls to extend the hours of operation to manage parking associated with Ashton Gate Stadium. Regular complaints are received throughout the city that when citizens return home from work in the evening that there are no parking spaces.

f) Parking restrictions during the day

Review of the type of bays across the RPS e.g. a mix of permit holders only, pay and display and shared use bays. In addition to local residents, there are a number of additional daily users such as blue badge holders; health and trader/business permit holders who can park in any RPS. With the increase in home working there are generally fewer empty bays in the daytime than before.

Evidence for modal shift from the introduction of RPZs

1. RPZs intend to promote modal shift by removing the opportunity for extended commuter parking in the central area and inner-city neighbourhoods. Prioritising parking for residents may however have the effect of encouraging more short, local trips by car as those residents can be more confident of a parking space when they return home. This issue could be addressed by improving walking, cycling and bus infrastructure within neighbourhood areas and reducing the attractiveness of making short trips by car through treatments such as modal filters or – in a more holistic sense – Liveable Neighbourhoods.
2. Understanding the impact that RPZs have on mode shift is challenging. This is largely because there have been several other factors that have influenced the uptake of sustainable modes of transport in the city over the past decade. For instance, in a similar period to our RPZ programme the city was also delivering 20mph and the Local Sustainable Transport Fund, as well as seeing steady growth in bus and cycle numbers through historic investment in major programmes such as the Greater Bristol Bus Network and Cycling Ambition Fund.
3. It is difficult to test the effectiveness of RPZ schemes due to these issues, however it may be possible to assess impact by removing parking controls in the regional model WERTM. This could provide a differential in terms of delay on the network, number of trips by sustainable transport etc, that could give some indication as to the impacts of RPS on the network.

Cabinet Member / Officer Recommendations:

That Cabinet:

1. Approves issuing a Notice of Variation to the existing permit tariff schedule to implement the specific proposed changes to tariffs for low emissions vehicles, second and third permits and CPZ permits as outlined in this report and appendix A?.
2. Authorises the Director Economy of Place in consultation with the Cabinet member Transport to take all steps required to implement the changes.
3. Approves investigation of further policy changes as set out in the report to come back to cabinet in October 2023.
4. Approve the approach, using regional modelling, to assessing the impacts of RPZ schemes

Corporate Strategy alignment:

1. Transport and Connectivity – Safe and Active Travel, Connectivity. Proposals will help to prioritise more road space for sustainable modes through infrastructure like cycle hangars as well as better reflecting the cost of parking
2. Environment and Sustainability – Climate Resilience, Ecological Recovery, Carbon Neutral. Both through encouraging sustainable transport use and through enabling reallocation of road space to climate resilience measures like street trees and SUDS features

City Benefits:

1. Enhance ability to adapt to climate change through reallocation of road space
2. Increased desirability of sustainable transport modes

Consultation Details:

1. **Internal and Member consultation undertaken via the Cabinet approval process**

2. No formal consultation required for Notice of Variation for altering tariff prices
3. Consultation required for other RPS policy changes to be carried out as required

Background Documents:

JLTP - [Joint Local Transport Plan - Combined Authority \(westofengland-ca.gov.uk\)](http://westofengland-ca.gov.uk)

Bristol Transport Strategy - [Bristol Transport Strategy](#)

Bristol One City Strategies - [One City Strategies - Bristol One City](#)

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

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

1. Finance Advice:

This report seeks Cabinet’s approval of the proposed changes to the residents parking permit tariffs. The following changes are being proposed:

- Remove reductions provided to low emissions vehicles, currently free below 100g CO2 and half price between 101 and 110g CO2.
- Double cost of second permits, from £112 to £224, and third permits from £224 to £560.
- Increase CPZ permit fee from £50 to £250.

It has been estimated that the proposed changes could potentially generate the following additional income in a full year (subject to the degree of behavioural changes).

DETAIL	£'M
Remove reductions for low emission vehicles	0.111
Increase costs of 2nd & 3 rd permits	0.299
Increase CPZ permit fee	0.070
Total	0.480

This is based on the following assumptions to the number of users resulting from the proposed change.

- 5%, reduction in the number of low emission users
- 25% reduction in the number of 2nd permits issued
- 37.5% reduction in the number of 3rd permits issued

It is unlikely that the full year effect of these changes will be achieved in 2023/24 due to the following reasons:

- a. It is anticipated that implementation of the new tariffs will occur from the Summer of 2023;
- b. Savings will only be realised as new permits are reissued and the extra charges are levied on the renewed permit;
- c. As permits are issued at different times, these extra charges will apply at different points in the financial year and it will take until the end of the year for all permits to be reissued; and
- d. Not all permits will be renewed.

As a result of the above factors and assuming that permits are renewed uniformly from the date the new policy is

expected to be introduced, it has been calculated that only £0.149m of the £0.480m estimated full year saving will be achieved in 2023/24.

The 2023/24 approved budget assumes additional income of £0.400m being delivered from 23/24 onwards, therefore, the service will be expected to find alternative mitigating measures to offset this shortfall of c£0.251m during this financial year.

Finance Business Partner: Kayode Olagundoye, Interim Finance Business Partner, **Growth & Regeneration, 23rd May 2023**

2. Legal Advice: Notice to vary charges must be published in a local newspaper at least 21 days before the new charges come into force and copies of the notice must be displayed in the relevant parking place until such time as the new tariff comes into force.

Any consultation required for any other RPS changes must be carried out at a formative stage, give sufficient reasons for any proposal to permit intelligent consideration and allow sufficient time for consideration and response. The consultation responses must be conscientiously taken into account when finalising the decision. There must be clear evidence that the decision maker has considered the consultation responses, or a summary of them, before making their decision on the proposed changes to the RPS policy.

Legal Team Leader: Joanne Mansfield, Team Manager - Property Planning and Transport Team 24 April 2023

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

IT Team Leader: Alex Simpson, Senior Solution Architect, 29 April 2023

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

HR Partner: Celia Williams, HR Business Partner 19 April 2023

EDM Sign-off	John Smith, Interim Executive Director Growth and Regeneration	29 March 2023
Cabinet Member sign-off	Cllr Donald Alexander, Cabinet Member for Transport	6 April 2023
For Key Decisions - Mayor's Office sign-off	Mayor's Office	5 May 2023

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

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

Appendix A Approximate Annual Permit Volumes*

RPS Area	RPS reference code	1st permit 12 Month	1st permit 3 Month	2nd permit 12 month	2nd permit 3 Month	3rd permit 12 month	3rd permit 3 Month
Central Parking Zone	CPZ			N/A		N/A	
Easton & St Philips	ES	862	115	113	41	2	9
Bedminster East	BE	305	74	32	26	3	1
Bower Ashton	BA	21	4	4	1	0	0
Clifton East	CE	1,612	280	338	146	45	34
Clifton Village	CV	2,063	267	442	151	45	40
Cliftonwood & Hotwells	CH	1,166	169	255	87	26	23
Cotham	CM	1,155	208	210	108	23	20
Cotham North	CN	1,398	215	293	97	31	24
Cheswick Village	CK	47	16	8	3	1	0
Edward Road & Chatsworth Road	EC	61	11	7	4	0	0
Kingsdown	KN	1,024	182	175	84	19	21
Montpelier	MR	805	123	147	73	8	16
Redcliffe	RE	169	36	19	11	1	4
Redland	RD	596	65	120	32	11	12
Southville	SE	1,869	264	430	160	27	31
Spike Island	SI	111	15	8	7	0	1
St Pauls	SP	585	136	70	60	3	1
Approximate Annual Transactions**		13,849	2,180	2,671	1,091	245	237

Gross total income Net income with
behaviour change

Remove low emission discount	£ 116,653	£ 110,820	Assumes 5% reduction in permits
2nd permit doubled	£ 328,221.00	£ 246,165.75	Assumes 25% reduction in permits
3rd permit x2.5	£ 85,168.75	£ 53,230.47	Assumes 37.5% reduction in permits
CPZ £250	£ 70,000.0	£ 70,000.0	No reductions assumed
Total		£ 480,216	

Decision Pathway – Report

PURPOSE: Key decision

MEETING: Cabinet

DATE: 06 June 2023

TITLE	HRA Stock Condition Surveys		
Ward(s)	Citywide		
Author: Sarah Spicer	Job title: Business Innovation Manager		
Cabinet lead: Councillor Tom Renhard, Cabinet Member for Housing Delivery and Homes	Executive Director lead: John Smith, Interim Executive Director Growth and Regeneration		
Proposal origin: Councillor			
Decision maker: Cabinet Member			
Decision forum: Cabinet			
Purpose of Report:			
<ol style="list-style-type: none"> 1. To seek approval to procure services to carry out an enhanced stock condition survey programme on Housing Revenue (HRA) housing stock. 2. 1+1 year contract (one year with option to extend the contract for a second year) for a value of up to £1m per year to complete surveys on 40% of stock per year. Spend to be split across three financial years (2023 – 2026). 			
Evidence Base:			
<ol style="list-style-type: none"> 1. Bristol City Council manages almost 27,000 units of social rented accommodation. We have a rolling programme, aiming to complete 5000 stock condition surveys per year to ensure properties are surveyed every 5 years. Since 2020 our performance levels have been significantly under due to: <ul style="list-style-type: none"> • Limitation accessing properties due to Covid-19 restrictions. • Difficulties recruiting and retaining staff to complete the work. 2. The information collected at the time of the inspections helps us to forecast, plan and deliver our Housing Investment Plan, shaped to ensure we are compliant with a range of legislation and regulation (Decent Homes Standard, Housing Health and Safety Rating System, The Homes (Fitness for Human Habitation) Act 2018). It also allows us to report day to day repairs and any safeguarding issues to relevant departments. 3. Stock condition surveys are an important tool to identify and resolves issues for individual homes and for predicting future investment needs. By inspecting 40% of stock per year we will be dealing with the backlog of inspections, improving our data and proactively taking action to identify and tackle damp and mould within our stock. We are also ensuring that all homes are comprehensively surveyed, as visits to carry out responsive repairs or maintenance would not involve whole property inspections. 4. We propose completing stock condition surveys on 40% of our housing stock over a 12-month period, to bring the programme back on track. We expect the new programme to commence in Autumn 2023. We plan to: <ul style="list-style-type: none"> • Target properties that have either not been surveyed previously, or not for an extended period (5years plus) • Procure an external property consultant firm/s to undertake the surveys • Secure a 1+1 year contract, to allow the option of extending the contract for a second year subject to satisfactory contractor performance. Performance and delivery will be evaluated at the end of year 1. • The aim is to ensure internal capacity and expertise to continue the programme of house condition inspections once the external contract is ended. 5. The cost of surveying 40% of the HRA stock is estimated in the region of £800k-£1m. There is budget provision from the additional 'Investment in communal areas, blocks and estates' provision approved by 			

Cabinet January 2023.

6. Should the decision be taken to extend the contract for a second year, the contract total would be up to the value of £2m.

Cabinet Member / Officer Recommendations:

That Cabinet:

1. Authorises the Executive Director for Growth and Regeneration in consultation with the Cabinet Member for Housing Delivery and Homes to procure and award the contract(s) necessary for the implementation of HRA stock condition surveys for 1 + 1 year at a cost of up to £1m per year, in-line with the procurement routes and maximum budget envelopes outlined in this report.
2. Authorises the Executive Director for Growth and Regeneration to invoke any subsequent extensions/variations specifically defined in the contract(s) being awarded, up to the maximum budget envelope outlined in this report.

Corporate Strategy alignment:

Fair and inclusive: Management of council homes is pivotal in providing residents with safe warm, secure and affordable accommodation

Wellbeing: Additional funding for energy efficiency and reducing carbon emissions supports the city's response to the climate emergency and ambitious carbon reduction targets

City Benefits:

Fourteen percent of housing in Bristol is owned and managed by Bristol City Council, therefore holding comprehensive information regarding the stock condition provides valuable insight and intelligence. Every year tens of millions are invested into maintain and improving council homes (£69.8m in 2023/24). The surveys ensure that investment helps to safeguard the value of HRA assets and positively impact on the well-being of residents.

Consultation Details:

Housing Management Board, 26 Jan 2023. Proposal supported to utilise a percentage of the budget set aside for 'Improving communal areas, blocks and estates' to carry out stock condition surveys as part of a wider action plan to ensure we identify and tackle damp and mould.

Background Documents:

Housing Revenue Account (HRA) Budget Proposals 2023/24 – Cabinet 24 January 2023 ([Public Pack](#)) [Housing Revenue Account \(HRA\) Budget Proposals 2023/24 Agenda Supplement for Cabinet, 24/01/2023 16:00 \(bristol.gov.uk\)](#)

Revenue Cost	Up to the value of £2m over three financial years starting 2023/24 Up to £467k for 2023/24	Source of Revenue Funding	Housing Revenue Account
Capital Cost		Source of Capital Funding	
One off cost <input checked="" type="checkbox"/>	Ongoing cost <input type="checkbox"/>	Saving Proposal <input type="checkbox"/>	Income generation proposal <input type="checkbox"/>

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

1. Finance Advice:

The report seeks approval to procure services to carry out an enhanced stock condition survey programme on the Council's Housing Revenue Account (HRA) stock. The estimated cost could be in the region of £2 million. The exact timing of the expenditure will be dependent on the final arrangements with the successful company, but it is expected the spending will take place over three financial years, with £267k forecasted in 2023/24.

There is budget provision from the additional 'Investment in communal areas, blocks and estates' funds approved by Cabinet January 2023 which will need to be reallocated to HRA revenue expenditure.

The results of the survey will need to be compared to the spending programme included in the current HRA business plan and an assessment made of how the stock survey expenditure requirements can be delivered.

Finance Business Partner: Archa Campbell, Finance Manager, 4 May 2023		
2. Legal Advice: The procurement process must be conducted in line with the 2015 Procurement Regulations and the Councils own procurement rules. Legal services will advise and assist officers with regard to the conduct of the procurement process and the resulting contractual arrangements.		
Legal Team Leader: Husinara Jones, Team Manager/Solicitor 24 March 2023		
3. Implications on IT: I can see no implications on IT in regard to this activity		
IT Team Leader: Alex Simpson – Senior Solution Architect, 27 Mar 2023		
4. HR Advice: There are no HR implications evident.		
HR Partner: Celia Williams, HR Business Partner, 20 April 2023		
EDM Sign-off	John Smith, Interim Executive Director Growth and Regeneration	05 April 2023
Cabinet Member sign-off	Councillor Tom Renhard, Cabinet Member for Housing Delivery and Homes	11 April 2023
For Key Decisions - Mayor's Office sign-off	Mayor's Office	5 May 2023

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

Equality Impact Assessment [version 2.12]



Title: Stock Condition Surveys	
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input checked="" type="checkbox"/> Function <input type="checkbox"/> Service <input type="checkbox"/> Other [please state]	<input type="checkbox"/> New <input type="checkbox"/> Already exists / review <input checked="" type="checkbox"/> Changing
Directorate: G&R	Lead Officer name: Sarah Spicer
Service Area: Housing and Landlord Services	Lead Officer role: Business Innovation Manager

Step 1: What do we want to do?

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

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

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

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

The Landlord Service carries out stock condition inspections on 20% of its stock annually. The data collected is used to inform the Housing Investment Plan (HIP). The HIP is our programme of responsive repairs, maintenance, and improvement programmes for our HRA stock (council housing). Bristol City Council is a social landlord for over 28,000 homes (rented and leaseholders).

This services has historically been delivered 'in house' by trained Bristol City Council staff. However, inspections have fallen behind due to difficulty accessing homes during Covid restrictions and issues recruiting and retaining staff. Therefore we are commissioning an external organisation to provide this service. This will allow us to carry out inspections on 40% of the stock in one year, with an optional contract extension built in to extend for a second year (allowing for 80% of the stock to be inspected in 2 years).

1.2 Who will the proposal have the potential to affect?

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

1.3 Will the proposal have an equality impact?

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

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

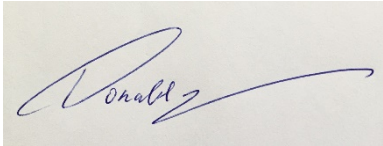
If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
------------------------------	--

No equalities impact identified - There are no workforce impacts as 4 of the 5 'in house' House Condition Inspector roles are vacant. The 5 th will remain in post supporting the programme.

Step 5: Review

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

Equality and Inclusion Team Review: <i>Reviewed by Equality and Inclusion Team</i>	Director Sign-Off: Donald Graham, Director Housing and Landlord Services 
Date: 14/4/2023	Date: 18/04/2023

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

Eco Impact Checklist

Title of report: HRA Stock Condition Surveys				
Report author: Sarah Spicer				
Anticipated date of key decision: 6 th June 2023				
Summary of proposals: Procure services to carry out an enhanced stock condition survey programme on HRA housing stock				
Will the proposal impact on...	Yes/No	+ive or -ive	If Yes...	
			Briefly describe impact	Briefly describe Mitigation measures
Emission of Climate Changing Gases?	Yes	+	Enhancing our stock condition data will help us to better target repairs and maintenance of existing heating systems, maximising boiler efficiencies and therefore minimising harmful emissions. It will also ensure we're able to target fabric improvements at the right properties, facilitating the switch away from gas heating to renewable systems.	
		-	Although the net impact on emissions will be positive, we are likely to see some near-term emissions because House Condition Inspectors will travel by car (likely to be petrol/diesel).	We will look to minimise emissions from car journeys by grouping work as closely as possible in single geographical locations rather than having HCIs make unnecessary journeys around the city.
Bristol's resilience to the effects of climate change?	Yes	+	Enhanced stock condition data will help us to better plan long term programmes or work to improve our homes. This includes targeting measures to mitigate the impact of climate change	n/a

			such as insulation, ventilation and other cooling measures.	
Consumption of non-renewable resources?	Yes	+	Enhancing our stock condition data will help us to better target repairs and maintenance of existing heating systems, maximising boiler efficiencies and therefore minimising harmful emissions. It will also ensure we're able to target fabric improvements at the right properties, facilitating the switch away from gas heating to renewable systems, as well as identifying opportunities to maximise deployment of rooftop solar.	n/a
Production, recycling or disposal of waste	No	n/a	n/a	n/a
The appearance of the city?	Yes	+	Enhancing our stock condition data will improve our ability to target improvements at those houses and flats most in need of repair. Ensuring walls, roofs, windows, doors and external/communal areas do not fall into disrepair across all ~27000 BCC homes will improve the overall appearance of the city.	
Pollution to land, water, or air?	No	n/a	n/a	n/a
Wildlife and habitats?	No	n/a	n/a	n/a

Consulted with:

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

The significant impacts of this proposal are positive. In addition to our ongoing duties to repair and maintain BCC homes to a good standard, we are undertaking a long-term programme of work to improve energy efficiency across our housing stock – with a target for all homes to reach at least EPC C by 2030. Having in-depth and up-to-date data covering the condition of our housing stock is fundamental to achieving long-term energy efficiency and decarbonisation goals, reducing the emission which result from heat and power in BCC homes.

The proposals include the following measures to mitigate the impact. We will ensure car journeys are kept to a minimum by ensuring the work of HCIs is grouped geographically such that unnecessary journeys are avoided.

The net effects of the proposals are positive.

Checklist completed by:

Name:	Sam Robinson
Dept.:	Homes and Landlord Services
Extension:	07738 003203
Date:	03/05/2023
Verified by Environmental Performance Team	Daniel Shelton 03/05/2023

Decision Pathway

PURPOSE: Key decision

MEETING: Cabinet

DATE: 6th June 2023



TITLE	Southmead Regeneration	
Ward(s)	Southmead	
Authors: Mohammed Al-Bayatti and Tim Midwood	Job titles: Housing Development Manager and Senior Housing Development Manager	
Cabinet lead: Cllr Renhard, Cabinet Member Housing Delivery and Homes	Executive Director lead: John Smith, Interim Executive Director Growth and Regeneration	
Proposal origin: <i>Other</i>		
Decision maker: Cabinet Member Decision forum: <i>Cabinet</i>		
Purpose of Report: <ol style="list-style-type: none"> 1. This report seeks Cabinet approval and authorisation of an additional sum of up to £620k (in addition to £7m previous cabinet decision in February 2021) from Strategic Community Infrastructure Levy for non-residential elements of the revised Glencoyne Square Scheme and authorisation to implement key aspects of the scheme. 2. It also notes progress with, and amendments to, the 'Southmead Masterplan'. 		
Evidence Base: <p>In 2018 an ambitious community-led 'Southmead Masterplan' was developed to guide regeneration in Southmead. The Masterplan shows the spatial redevelopment of a range of central Southmead sites to support improved public service provision, local amenity, regeneration, and the delivery of new homes. A copy of the Masterplan showing spatial plans can be found at: https://www.southmead.org/wp-content/uploads/2018/10/FV_18061_U01_002_Masterplan-Report_181010.pdf.</p> <p>The overall aims of the masterplan are to:</p> <ul style="list-style-type: none"> • Provide high quality floor space and open space for community, health and commercial use. • Deliver 240-330 new homes in central Southmead, with a mix of new affordable and market housing options, including smaller homes to enable downsizing and reduce under-occupation. • Enable a sustainable income for Southmead Development Trust to deliver its charitable objectives. • Provide appropriate anchor supermarket provision. • Improve the sense of place and public realm within the Arnside area. <p>Implementation of the Southmead Masterplan is being undertaken over several phases. It will enhance development densities, protect retail provision, provide a sustainable future for the local centre, and improve the accessibility and efficiency of local services.</p> <p>In 2019 Bristol City Council (BCC) received a £3.6m Housing Infrastructure Fund (HIF) funding award from Homes England to support the delivery of the Masterplan, including site acquisition, public realm works, and sustainable drainage improvements.</p>		

Significant progress against the Masterplan has been made by the Council working in partnership with the Arnside and Glencoyne Regeneration Project Group (AGRP) and Southmead Development Trust (SDT):

- Public realm and sustainable urban drainage (SuDs) improvements to Arnside have been completed and opened to the public in May 2022. These sustainable drainage improvements will mitigate the impact of building homes identified in the Southmead Masterplan.
- The White Hall site has been purchased by Bristol City Council for re-development with the former building now demolished.
- Planning permission has been granted for the first major new housing scheme on Glencoyne Square, for 120 new homes and the scheme has subsequently been enlarged and re-designed to improve viability with an additional level of HIF funding made available toward pre-development costs and enabling work.
- The Youth Centre has been returned to Bristol City Council, and local youth services have been consolidated and improved on the Ranch Adventure Playground (not HIF funded).
- The Library has been relocated temporarily to Southmead House (not HIF funded).

To date, circa £2.2m of HIF funding has been spent, with a further £290k contributed by the Wessex Water, and BCC Flood and City Design Teams for SuDs and public realm Arnside improvements.

Southmead Masterplan Changes to note

Southmead Masterplan is an aspirational document put in place following widescale community consultation but is not an adopted Supplementary Planning Document (SDP) in planning terms. The Masterplan set out some strategic objectives and site proposals for central Southmead which have evolved over time due to land assembly options and spatial or physical constraints. Cabinet is asked to note the following changes to the proposed individual site plans within the Masterplan:

- The re-location of Southmead Health Centre to the new development on Glencoyne Square is not progressing as the Council was unable to enter into an agreement with NHS Partners because of unavailability of sufficient match funding from the NHS. Provision will be maintained at the existing site and enhanced through the inclusion of a new health and wellbeing hub on Glencoyne Square.
- The location of a play area in the central new park is not possible due to residential proximity and extant tree cover limiting actual space available.
- Aldi are no longer expanding their store at the current time although it is expected that the store will be refurbished, and Aldi will remain on site.
- The non-residential ground floor space on Glencoyne Square has been redesigned.

Glencoyne Square:

At the centre of the regeneration project is the community-led housing project at Glencoyne Square. BCC have agreed to sell open space at Glencoyne Square to the Southmead Development Trust (SDT) for £1 (the Market Value as at the exchange of option agreement in March 2022) to facilitate the first phase of delivery of new homes and community 'hub' facilities. BCC Development Control Committee resolved to grant permission for a scheme at Glencoyne Square for up to 120 homes, a new health centre, library, live workspace and community space in May 2020. In February 2021, Cabinet agreed to fund up to £7m in non-residential space through Strategic CIL, which will support the wider delivery of affordable housing, community space and the wider regeneration of Southmead. This included investment into a new shared health centre and library alongside further community enterprise space, and temporary relocation costs for Southmead Library. The previous cabinet paper can be found at: [Southmead Regeneration \(bristol.gov.uk\)](https://www.bristol.gov.uk/southmead-regeneration).

Following cabinet approval in February 2021, viability issues became more significant on the residential part of the Glencoyne scheme, and the council was unable to enter into an agreement with NHS partners for a new health centre provided within the non-residential part of Glencoyne scheme because of unavailability of sufficient match funding from NHS Partners. Also, there were viability issue around the housing part of the scheme due to the number of dwellings, scheme design and construction methods. In response to this, a new planning application has been developed by SDT to address these issues and is currently awaiting determination. SDT are resolving a number of minor items with the view to the scheme being taken to committee in June 2023. The new scheme is expected to

provide up to 187 homes, of which approximately 66% will be affordable, alongside a new shared library, advice and learning hub, community enterprise space and a health and well-being hub. The provision of non-residential uses at ground floor has been maintained in the new application to meet planning requirements and the principles of the community-led Southmead Masterplan. Key differences to the previous scheme include:

- An increase in the number of dwellings from 120 to 187, whilst maintaining a similar building footprint through some height increase and a more efficient design.
- A smaller health and well-being hub will be included in the plans with the current health centre remaining at its existing location. This will see an increase in overall health and wellbeing provision.
- The library is proposed to share space with learning and training spaces, run by SDT, with a shared reception funded by income through the wider uses across the site. This will enable the provision of library service as previously envisaged.

BCC are seeking to renew the cabinet authorisation for capital funding from Strategic CIL to fund non-residential space at Glencoyne Square to support an 'enterprise, learning, health and well-being hub' at Glencoyne Square and enable the delivery of affordable housing alongside the community space. A significant area of public realm is also proposed containing a redesigned public park and a central spine with a cycle route.

In addition to the CIL funding, BCC has negotiated grant funding to SDT as part of the existing HIF £3.6m to be used directly to support the pre-development infrastructure and planning and predevelopment costs at Glencoyne Square development.

The report seeks Cabinet approval of additional CIL funding of £620K to deliver the project, the required contribution increasing from £7.0m (approved by Cabinet in February 2021) to £7.62m. The revision represents the costs of covering the relocation of the library and the funding gap emerging from Aldi's decision not to progress with the expansion of its store. SDT have undertaken, and have given written assurance, that they would provide £175K through fundraising towards the project as well as fund any gaps that may arise from cost overruns. SDT advised that the Glencoyne Square scheme will facilitate £83m of social and economic value over the first eight years. This figure has been calculated through assessing the scheme using the TOMs, HACT, and New Homes Bonus model. Following the 8-year period each year has the potential to continue generating c£29m of social value measured through the HACT model.

Committed sums are to cover the cost of future maintenance of highways and other assets to be adopted by the authority as a result of the Glencoyne Square development.

SDT has asked for an appropriate portion of the CIL fund towards pre-development fees and costs, subject to keeping within the budget outlined in the report.

Southmead Library, Southmead Youth Centre:

The Southmead Masterplan proposed the relocation of Southmead Library to a shared premises at Glencoyne Square, providing an enhanced service offer. BCC has co-ordinated the temporary relocation of Southmead Library to Southmead House. The library is now open, with re-location costs funded through cabinet authorisation of £7m Strategic CIL from Feb 2021.

The Southmead Youth Centre building was leased to Southmead Development Trust in 2014 for a period of 15 years. As part of the works to mitigate the impact of the youth centre's closure to allow the ALDI expansion, BCC has contributed grant funding to support improvements to The Ranch Adventure Playground. All youth services have now been moved to alternative locations in Southmead and the full renovation of the Ranch Adventure Playground has been completed by Southmead Development Trust utilising the grant funding and its own funding sources.

The anchor supermarket operator, Aldi, has recently declined to expand their store and instead is expected to refurbish the facility within the existing store footprint. Until there is greater clarity on the future reuse of the library and youth centre site the former Youth Centre has been granted for use on a license to an existing occupier, Gracie Barra Jiu Jitsu Club.

Next Steps:

- It is expected that a Registered Provider partner will be selected to work in partnership with Southmead Development Trust to help deliver the new scheme and provide management services for the whole scheme with SDT owning, managing and running the ground floor spaces.
- A decision on the current planning application is anticipated in June 2023.
- Start on site of the main residential development is expected in 2024, with completion by 2026, subject to viability.
- CIL spend has already covered the temporary relocation of the library and will commence with predevelopment design and procurement work in 2023 required as part of the overall scheme costs.

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

1. Note the progress towards and delivery of the Southmead Masterplan and the amendments to individual sites within the Masterplan area.
2. Note previous Cabinet approval on 25 February 2021 to allocate capital investment of up to £7m from Strategic Community Infrastructure Levy for non-residential elements of the revised Glencoyne Square Scheme.
3. Approve an additional sum of up to £620k from Strategic Community Infrastructure Levy for non-residential elements of the revised Glencoyne Square Scheme to support the additional cost increase.
4. Authorise the Executive Director Growth & Regeneration, (in consultation with the S151 Officer, Cabinet Member for Finance, Governance & Performance, and Cabinet Member for Housing Delivery and Homes to:
(i) Use Strategic CIL funds up to £7.62m to deliver the non-residential elements of the Glencoyne Square scheme, supporting the non-residential development including], public realm, commuted sums, library relocations, and delivery of advice learning, Library and training hub and new Health, and Well-Being Hub at Glencoyne Square by SDT;
(ii) To negotiate and agree all remaining further property and financial transactions, and to procure all necessary contracts (goods, services, grants and works) contract which may be above key decision threshold, required to deliver the CIL funded works subject to keeping within the budget outlined in the report:
(iii) take all steps required to negotiate terms for the total CIL funding drawdown and spend.

Corporate Strategy alignment:

Bristol's Corporate Strategy 2018–2023 includes a strong focus upon working with city partners to secure objectives, to build a better Bristol, to develop people and places and to improve outcomes whilst empowering communities and reducing the need for council services. The proposed Southmead Regeneration plans support increased housing provision in line with BCC Housing Targets within the context of strong place-making which creates a healthy, inclusive and sustainable area for local people and directly addresses the Corporate Strategy themes of: Empowering and Caring, Fair and Inclusive, Well Connected, and Wellbeing.

City Benefits:

The transformation of Southmead, including the provision of new homes, an improved town centre and a healthy and inclusive local community environment will contribute to city-wide targets for housing and for developing economic and social opportunity and environmental sustainability.

The co-location of new high-quality homes, the wellbeing hub and improved open space will contribute to the new Integrated Care Board Mission for BNSSG "Healthier Together by Working Together" though improving outcomes in population health and tackling inequalities.

Through co-locating the services within the new hub with the Southmead Library, footfall, opening hours and social impact will increase. This will deliver against Bristol City Council Libraries Strategy which supports innovation and reform in the libraries service "By 2024 we will have a library service that is shaped by local communities and delivered in partnership with Bristol's residents...By sharing space and looking for new partnerships with organisations including business start-up hubs, we can explore ways to grow the role of libraries and make better use of these valuable assets"

Consultation Details:

The Southmead Masterplan has been the subject of extensive community-led consultation within Southmead led by Southmead Development Trust.

Pre planning application consultation for planning application in April 2022 – only 4 objections and 14 comments of support received to the proposed scheme which was submitted for planning in June 2022, and is currently awaiting determination.

Background Documents: Southmead Masterplan: https://www.southmead.org/wp-content/uploads/2018/10/FV_18061_U01_002_Masterplan-Report_181010.pdf

Glencoyne Square Planning Application 2022: [22/03309/F | Development of site for up to 187 residential units and a mix of non-residential uses falling within Use Classes E, F1 and F2, together with associated external works and public realm, including a new park layout, cycle routes and central spine. | Open Space Glencoyne Square Bristol BS10 6DE](#)

Revenue Cost	n/a	Source of Revenue Funding	n/a
Capital Cost	Up to £7.62m	Source of Capital Funding	Strategic Community Infrastructure Levy (CIL)
One off cost <input checked="" type="checkbox"/>	Ongoing cost <input type="checkbox"/>	Saving Proposal <input type="checkbox"/>	Income generation proposal <input type="checkbox"/>

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

1. Finance Advice:

This report seeks a refresh of the previous commitment given by the Cabinet to fund the non-residential aspects of the Southmead Masterplan. Cabinet approved the original plan in February 2021 when authority was given to invest £7.0million of Strategic Community Infrastructure Levy (SCIL) resources in the Glencoyne Square Scheme. However, since then, the project costs have been revised to circa, £7.8m, of which the Council’s share has increased to £7.62m. The project costs include a contingency provision in accordance with the Council’s usual policy.

The report also seeks Cabinet approval of additional CIL funding of £620K to deliver the project, the required contribution increasing from £7.0m to £7.62m. The revision represents the increase in costs of covering the relocations of the library (£245k) and the funding gap emerging from Aldi’s decision not to progress with the expansion of its store (£375K). Funding is available from the Community Infrastructure Levy asset to cover this additional investment.

Southmead Development Trust (SDT) have undertaken, and have given written assurance, that they would provide £175K towards the project as well as fund any gaps that may arise from cost overruns. The Trust’s latest financial statements show a bank balance in excess of £1.3m and unrestricted reserves of £3.5m. The organisation has been successful in many fund-raising ventures.

Work undertaken by the Environmental Performance and Growth and Regeneration Teams has shown the project has the potential to deliver substantial economic and social value over many years. Particularly, the Glencoyne Square scheme will facilitate £83m of social and economic value during the first eight years, after which, each year has the potential to continue generating c£29million of social value. These figures have been calculated by assessing the scheme using the TOMs, HACT, and New Homes Bonus models.

The social and economic value will be achieved through increasing affordable homes, creating employment, reducing crime & anti-social behaviour and sustainability measures as the scheme is being built to the highest standards of energy and transport sustainability. Furthermore, the scheme has been designed with mental and physical wellbeing at its heart which includes access to non-clinical health provider space, a fitness and wellbeing studio, training, and workshop.

Finance Team: Michael Jarrett and Archa Campbell Finance Business Partner – 11 May 2023

2. Legal Advice: Any contracts for the purchase of services, goods and/or works in relation to the project, including

professional services, will need to comply with the council's procurement rules and the Public Contracts Regulations 2015 (PCR2015). Legal advice should be taken on the procurement of and terms of any contract with any external contractors to deliver the project.

The Council is under a duty by virtue of S123 of the Local Government Act 1972 to achieve best value for its assets and any disposal should ordinarily be at the best price reasonably obtainable. The duty to seek best consideration is subject to certain exceptions, most notably section 3 of the Local Government Act 2000 providing the Council with well-being powers to accept a disposal at undervalue within the £2 million threshold, where the authority considers the disposal will help it to secure the promotion or improvement of the economic, social or environmental well-being of its citizens.

The Council's power to acquire property by agreement and at market value falls within the Local Government Act 1972 for the purpose of any of its functions or for the benefit, improvement, or development of the area.

Legal Team Leader: Eric Andrews, Team Manager: Commercial and Governance Lawyer, Legal Services, 18 May 2023

3. Implications on ICT: There will be some business-as-usual work for IT but apart from that I can see no implications on IT in regard to this activity.

ICT Team Leader: Alex Simpson – Senior Solution Architect, 25 May 2023

4. HR Advice: There are no HR implications evident

HR Partner: Celia Williams, HR Business Partner, 25 May 2023

G&R EDM Sign-off	John Smith, Interim Executive Director Growth and Regeneration	23 May 2023
Housing Delivery Board Sign-off	Stephen Peacock, Executive Director Growth and Regeneration	24 November 2022
Cabinet Member sign-off	Cllr Renhard, Cabinet Member for Housing Delivery and Homes	14 March 2023 and 16 May 2023
For Key Decisions - Mayor's Office sign-off	Mayor's Office	5 May 2023

Appendix A – 1) Information summary of Glencoyne Hub for Enterprise, Learning and Wellbeing Business Case, 2) Information summary of Social and Economic Value report	YES
Appendix B – Details of consultation carried out - internal and external	NO
Appendix C – Summary of any engagement with scrutiny	NO
Appendix D – Risk assessment	YES
Appendix E – Equalities screening / impact assessment of proposal	YES
Appendix F – Eco-impact screening/ impact assessment of proposal	YES
Appendix G – Financial Advice	NO
Appendix H – Legal Advice	NO
Appendix I – Exempt Information: a) Comparison table between the previous & the current scheme, b) Southmead Development Trust fundraising track record letter, c) Glencoyne Hub for Enterprise, Learning and Wellbeing Business Case, d) Social and Economic Value report	YES
Appendix J – HR advice	NO
Appendix K – ICT	NO



Glencoyne Hub for Enterprise, Learning and Wellbeing – Business Case

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“We had a dream to make a better future for Southmead. It’s been 5 years of meeting once a month, with a desire, a burning ambition to do something.”

Deana Perry, Lifelong Southmead Resident

“The Community is clearly in the driving seat”

Sue Manns MBE, President of the Royal Town Planning Institute

Introduction and Vision

The Glencoyne Square Regeneration Project is one of the biggest community-led housing schemes in the UK and the first housing scheme to be brought forward as part of the Southmead Master Plan.

The Masterplan sets out a collaborative vision to transform the economy, environment, community and housing provision within the Arnside district centre, the heart of one of the most deprived areas of the City with high levels of social and economic need. The Glencoyne scheme will bring significant added footfall and vitality to the district centre and be a catalyst for the rest of the Southmead Regeneration Masterplan.

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In 2020 Bristol City Council voted unanimously to approve the Glencoyne scheme which received highly commended at the National Planning Awards for Community and Place making. In February 2021 the BCC Cabinet approved up to £7m of CIL funding for the community infrastructure elements of the Glencoyne scheme.

The Glencoyne Hub

The Glencoyne scheme will provide a northern extension to Arnside, creating a new 'hub' for community uses with housing above. This will be in the form of two 'perimeter' blocks (an east and west side) with upgraded open space sitting at the northern end of an extended high street. The Hub will be a place where local business can grow and the community can connect and access learning, health, and wellbeing services. It will benefit the estimated 600 new residents, the 12,700 strong local community of Southmead along with people across North Bristol.

Overall, the new scheme and Hub will deliver over £83m of social value.

Background: The story so far of the Glencoyne Housing Scheme and Southmead Masterplan.

Since summer 2018, driven by the outcomes from the 2015 Community Plan, SDT has worked on behalf of the Southmead Community and in partnership with Bristol City Council to take forward the regeneration and development of the centre of Southmead.

Local residents and stakeholders were widely consulted to shape proposals which resulted in the preparation of a wider Masterplan which was presented to the Community in September 2018.

The original development proposals for the Glencoyne Scheme included 120 residential units (85% affordable), a relocated health centre and library, live-work accommodation and other potential uses including community space, together with an improved open space.

It became clear in mid 2021 that there were significant issues due to the viability of the health centre and overall scheme costs. These have been addressed in a revised planning application submitted in June 2022 that will bring the number of new homes up to 187 (64% affordable), with a reduced community infrastructure footprint to include the new library, Glencoyne Hub and improved open space.



Figure 1: Overall scheme showing 187 homes, extended Arnside with non-residential uses on the ground floor and improved public realm and park (final submitted scheme may vary slightly).



Figure 2 Illustrative view from park towards Arnside



Figure 3 Illustrative view through extended Arnside showing east and west ground floor hub

The Glencoyne Hub for Learning, Enterprise and Wellbeing – Activities, Services and Benefits

The Glencoyne Hub will provide a brand-new offer specifically tailored to meet the demands of businesses, employers, young people and the community.

The Hub will comprise:

- A library co-located within an employment and training hub containing small business work space, training and drop in advice provision
- Health and wellbeing provision including a fitness and wellbeing studio
- A pedestrianized open air high street extension zone to provide outdoor enterprise space (outdoor seating and a space for local markets) along with quality public realm.



The hub will fill key gaps in provision in Arnside District Centre, which currently benefits from some thriving retail, but lacks any local business or wellbeing space. This will be essential as younger people move into the new apartments in central Southmead and the subsequent new developments.

Figure 4: Aims of the Southmead Masterplan :

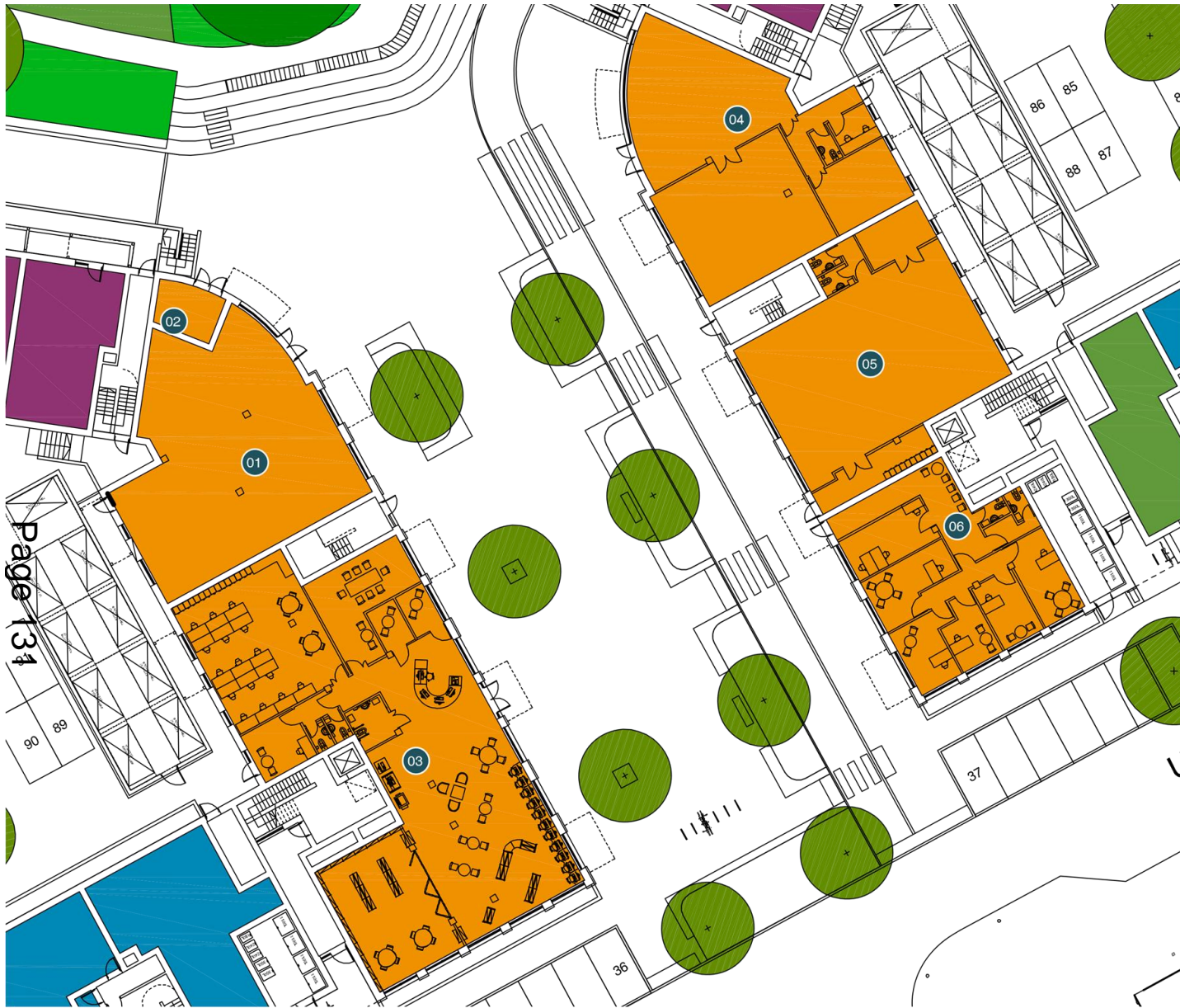
The Hub will be run by Southmead Development Trust, a strong local community business with a growing annual turnover and a skilled and experienced staff team. The Trust currently successfully manages local non-residential space at the Greenway Centre and a number of thriving enterprises including a Gym and Café. The Trust will ensure that the Hub is run professionally and maintained to a high standard, complying with all relevant health and safety and safeguarding policies.

The enterprise will use the same model as the Greenway Centre, providing a number of services from the same space with a shared entrance and reception.

Below is a ground floor plan of the hub, followed by a more detailed diagram of internal layout.



Figure 5: Overall community infrastructure elements of the hub, comprising park, public realm, Community Enterprise Space (Space 01), Library, Training and Advice Hub (Space 02), Health and Wellbeing Hub (Space 03, 04, 05) . See Figure 6 below for detail of internal layouts.



West Block Schedule		Areas
01	Community Enterprise Space	184sqm GIA
02	Community Storage	12sqm GIA
03	Training, Library & Advice Hub	363sqm GIA
	Co-working Space	118sqm NIA
	Co-working Area	75sqm NIA
	Training Room	31sqm NIA
	One to One Training Rooms	12sqm NIA
	Library	205sqm NIA
	General Space (incl. Shared Reception)	150sqm NIA
	Children's Library	55sqm NIA
	Shared	30sqm NIA
	Shared Corridor	5sqm NIA
	Staff Room	13sqm NIA
	Private WC	5sqm NIA
	Public WC	7sqm NIA
Overall West Block GIA		566sqm
East Block Schedule		Areas
04	Health & Wellbeing Hub - Space 1	199sqm GIA
	Shop/Workshop	76sqm NIA
	Training Area	76sqm NIA
	Storage	23sqm NIA
	Office	7sqm NIA
	WC/Lobby	13sqm NIA
05	Health & Wellbeing Hub - Space 2	191sqm GIA
	Hall/Meeting Space/Community/Fitness	151sqm NIA
	Entrance Lobby	16sqm NIA
	WCs/Lobby	9sqm NIA
	Storage	12sqm NIA
06	Health & Wellbeing Hub - Space 3	141sqm GIA
	Entrance/Waiting Area	26sqm NIA
	Office/Reception	17sqm NIA
	Consulting Room 1	18sqm NIA
	Consulting Room 2	15sqm NIA
	Consulting Room 3	11sqm NIA
	Consulting Room 4	13sqm NIA
	Consulting Room 5	17sqm NIA
	WCs/Kitchenette/Lobby	16sqm NIA
Overall East Block GIA		539sqm

Note:
Internal layouts are illustrative.
Column positions are indicative.

Figure 6 Detailed layout of internal ground floor uses of the Glencoyne Hub

Social and Economic Value

Overall, the social value generated by the scheme as a whole is estimated to be over £83m over the first 5 years. The figures has been calculated using HACT and TOMs metrics to establish the overall value of the housing delivered, the non-residential space and the proposed uses and the impact of the services being offered. The Social Value of the Glencoyne scheme is calculated through its impact on the following outcomes:

Focusing specifically on reducing poverty and inequality, we will:		
1		Support the creation, sustainability and growth of local micro, small and medium-sized enterprises
2		Support the creation and retention of high-quality, sustainable jobs for local people which pay at least the living wage
3		Support local people with opportunities for life-long learning, skills development and experiences of work
Focusing specifically on enhancing community economic and social wellbeing, we will:		
4		Support the creation, sustainability and growth of local community groups, voluntary groups and social enterprises
5		Promote the involvement of local people and organisations in active citizenship such as volunteering and foster caring
6		Promote the mental and physical health and well-being of local people
7		Support the creation of high quality, affordable and sustainable homes and inclusive public spaces
Focusing specifically on increasing the city's resilience and environmental sustainability, we will:		
8		Reduce air pollution and greenhouse gases (both direct emissions and those embodied in any supplies and services)
9		Reduce and reuse waste, particularly waste that is harmful and/or sent to landfill
10		Support Bristol becoming a more ecologically resilient and biodiverse city

Strategic fit

The enterprise space will contribute to key city priorities as set out in all BCC documents and the City Plan, including: provide employment and training pathways for young people, increase levels of self-employment and business start-ups, reduce unemployment, increase access to local, affordable, flexible working space, create healthy work environments, reduce digital exclusion.

Planning Policy

The 187 home Glencoyne scheme, Arnside Master Plan and associated high street design are set as planning policy within the Bristol Local Plan review. The scheme follows all planning policies set within it such as BCS12 and DM5 relating to protection of community facilities and DM7, DM9 and BCS7 relating to local centres and retailing. DM9, for example, states that “Development in Local Centre frontages will be expected to maintain or provide active ground floor uses”.

North and West Bristol Integrated Care Partnership

Integrated care systems (ICSs) are partnerships that bring together providers and commissioners of NHS services with local authorities and other local partners to collectively plan health and care services to meet the needs of their population. The central aim of ICS is to integrate care across different organisations and settings, joining up hospital and community-based services, physical and mental health, and health and social care.

SDT are the community and voluntary sector partner sitting on the Leadership Board of the North and West Bristol ICP. The Glencoyne Hub will play a key role in achieving greater integration of health and community services; improving population health and reducing inequalities; and helping the NHS to support social and economic development.

Libraries

Innovation and community involvement in libraries is a national and local policy. In 2018 a National Government Report concluded that “Protecting frontline library services requires radical thinking” (Libraries Deliver: Ambition for Public Libraries in England 2016 to 2021). The hub will deliver against Bristol City Council Libraries Strategy which supports innovation and reform in the libraries service:

“By 2024 we will have a library service that is shaped by local communities and delivered in partnership with Bristol’s residents...By sharing space and looking for new partnerships with organisations including business start-up hubs, we can explore ways to grow the role of libraries and make better use of these valuable assets”

Management and maintenance

The building will be run by Southmead Development Trust (SDT), a charity that works with local people and businesses in order to support the community of Southmead. SDT have been actively working in Southmead for over 20 years and run the Greenway Centre which is a community hub, health and wellbeing Centre, Business Centre and Playing Fields. The Greenway Centre site is 9 acres, comprising a 1950s school building, an annex built in the 1990s and some new business units. SDT have an existing experienced and confident site management and maintenance team who will lead on the running of the Hub.



Feasibility, research and consultation work completed to develop this hub business case

The Hub proposals have been developed through co-production with the local community and following a wide range of local studies, consultations and involvement exercises.

The Hub delivers against priorities in the Southmead Community Plan (written following involvement of all key stakeholders and over 900 in depth community interviews). Priorities within the plan include: Sustain youth and play services, create more affordable small business space, create an employability and training hub for residents, improve skill levels, establish new businesses in Southmead.

A resident led steering group has led this project, identifying objectives and outcomes from the local community plan. The group includes council officers, councillors and stakeholders and has been meeting monthly for five years to steer the project, providing a local voice. They've been motivated since the Community Plan was published to see improvements to Arnside Road and develop appropriate housing options for local people.



Further involvement, consultation and survey work completed to date and providing evidence and insight that has shaped these proposals includes:

- A community survey, drop in event and exhibition in April-May 2022 to identify gaps and demand for new provision within The Hub
- A full community building audit, undertaken in partnership with an external consultancy (Vivid Regeneration).
- Library Consultations in 2017 and 2019 provided feedback from local residents about what was needed in the library. Most frequent asks were accessible public toilets with baby changing facilities, improved accessibility, space for an advice worker to meet people, access to IT facilities with support, connections with youth work and space for children and young people, extended opening hours and a source of community information.
- Over 40 local engagement events and more than 2000 individual conversations to feed into the Masterplan.

Appendix: Social and Economic Value

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Glencoyne Hub for Enterprise, Learning and Wellbeing.

February 2023



Glencoyne Square Mixed Tenure Scheme



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Contents

- Our aims, focus and measures for social and economic value

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Social value generation through the life of the scheme and beyond

- The application and assumptions of TOMs and HACT

Social and Economic Value: Our Aims

Focusing specifically on reducing poverty and inequality, we will:

- 1 Support the creation, sustainability and growth of local micro, small and medium-sized enterprises
- 2 Support the creation and retention of high-quality, sustainable jobs for local people which pay at least the living wage
- 3 Support local people with opportunities for life-long learning, skills development and experiences of work

Focusing specifically on enhancing community economic and social wellbeing, we will:

- Page 139
- 4 Support the creation, sustainability and growth of local community groups, voluntary groups and social enterprises
 - 5 Promote the involvement of local people and organisations in active citizenship
 - 6 Promote the mental and physical health and well-being of local people
 - 7 Support the creation of high quality, affordable and sustainable homes and inclusive public spaces

Focusing specifically on increasing the city's resilience and environmental sustainability, we will:

- 8 Reduce air pollution and greenhouse gases (both direct emissions and those embodied in any supplies and services)
- 9 Reduce and reuse waste, particularly waste that is harmful and/or sent to landfill
- 10 Support Bristol becoming a more ecologically resilient and biodiverse city

Social and Economic Value: Our Measures

The **social value** generated by the scheme is estimated to be over **£83m over the first 8 years** (3 years construction and the 5 years following).

The figures are calculated using TOMs and HACT metrics to establish the overall value.

TOMs is the UK's nationally recognised methodology for generating value within procurement. Using the power of local supply chains, local recruitment and wellbeing of the climate through contract expectations.

HACT is a methodology developed for Housing and now widely used in the third sector and local government settings. It's a measurement of the benefits that services bring to people and communities. Based on national research it calculates the benefit to people and allocates fiscal evidence of change people experience, as well as savings to the treasury. This model can continue to measure impact for each year the scheme exists.

Assessing the scheme using the TOMs, HACT, Social Return on Investment and New Homes Bonus, shows it will generate a projected £83 million in social and economic value in the first 8 years.

HACT: £43.5m

TOMs £23.2m

BBRC £4.6m

SROI: £11m

New Homes Bonus: £1m

Total: £83.3m

Southmead Regeneration Risk Register

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

Ref	Risk Description	Key Causes	Key Consequence	Status Open / Closed	Strategic Theme	Risk Category	Risk Owner	Key Mitigations	Direction of travel	Current Risk Level			Monetary Impact of Risk £k	Risk Tolerance				Notes
										Likelihood	Impact	Risk Rating		Likelihood	Impact	Risk Rating	Date	
A	Development sites acquisition	There is potential that sites may not be able to be acquired from existing landowners	Inability to deliver masterplan and HIF funding terms	closed		External	MA	Offers being made, and specialist advice sought on NHS site	Worsened	3	4	12				0	11/05/2023	Unfortunately it was not possible to acquire NHS site
B	Viability of Glencoyne Square	Inflation in project costs may impact overall viability of scheme	Inability to deliver masterplan and HIF funding terms	Open		External	MA	Appraisal of costs / income & BCC financial support	Worsened	3	5	15				0	11/05/2023	
C	Loss of anchor supermarket	Inability to secure expansion site or retailer decision	Loss of key anchor retailer in district centre	Open		External	MA	Youth Centre site acquisition & library relocation	Worsened	2	5	10				0	11/05/2023	Aldi are no longer expanding their store at the current time although it is expected that the store will be refurbished, and Aldi will remain on site
D	Failure to obtain statutory consents for development	Issues pertaining to planning permission for developments around	Inability to deliver masterplan and HIF funding terms	Open		Internal / External	MA	Engagement with local community	Unchanged	1	5	5				0	11/05/2023	

Equality Impact Assessment [version 2.12]



Title: Southmead Regeneration	
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input type="checkbox"/> Service <input checked="" type="checkbox"/> Other [Regeneration project]	<input type="checkbox"/> New <input type="checkbox"/> Already exists / review <input checked="" type="checkbox"/> Changing
Directorate: Growth & Regeneration/Housing Delivery Team	Lead Officer name: Tim Midwood & Mohammed Al-Bayatti
Service Area: Housing Delivery Team	Lead Officer role: Senior Housing Development manager & Housing Development manager

Step 1: What do we want to do?

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

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

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

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

In February 2021, Cabinet agreed to fund up to £7m in non-residential space through Strategic Community Infrastructure Levy, to support community space and the wider regeneration of Southmead, with investment into a new shared health centre and library alongside further community enterprise space, and temporary relocation costs for Southmead Library.

Whilst the fund has previously been approved and earmarked for use on Glencoyne Square, there have been key differences to the previous scheme, in the new application to meet planning requirements:

- An increase in the number of dwellings from 120 to 187, whilst maintaining a similar building footprint through some height increase and more efficient design
- Replacing the health centre with a smaller health and well-being hub, resulting in providing additional new homes, it is expected that the current health centre will remain on site providing health care.
- The library is proposed to share space with learning and training spaces, run by Southmead Development Trust, with a shared reception funded by income through the wider uses across the site. This will enable the provision of library service as previously envisaged with the Health Centre proposal

Bristol City Council are seeking to renew the cabinet authorisation for capital funding from Strategic Community Infrastructure Levy and ask for additional Community Infrastructure Levy £620k to fund non-residential space at Glencoyne Square to support an 'enterprise, learning, health and well-being hub' at Glencoyne Square and enable the delivery of affordable housing alongside the community space. A significant area of public realm is also proposed containing a redesigned public park and a central spine with a cycle route

1. To support the delivery of new homes and regeneration in Southmead in accordance with the spatial principles of the Southmead Masterplan.
 2. To authorise Executive Director Growth and Regeneration to negotiate with third parties and enter into, and proceed to completion of, contracts and transfers to secure the delivery of new homes and regeneration in Southmead within the budget envelope detailed in the report.
 3. Authorise the Executive Director - Growth & Regeneration, (in consultation with the S151 Officer, Cabinet Member for Housing and Cabinet Member for Finance, Governance and Performance) to; use Strategic Community Infrastructure Levy funds up to £7.62m, to support the development and library relocation costs £0.517m, fund shared library and advice and learning hub, community enterprise space and a health and well-being hub development costs of up to £5.19m, Public realm and commuted sum £1.34m and contingency of £0.7m. Southmead Development Trust is expected to provide funding £0.166m through fundraising towards the scheme cost.
- Anticipated work to start on site in 2024 (subject to full planning consent).

1.2 Who will the proposal have the potential to affect?

<input type="checkbox"/> Bristol City Council workforce	<input checked="" type="checkbox"/> Service users	<input checked="" type="checkbox"/> The wider community
<input type="checkbox"/> Commissioned services	<input checked="" type="checkbox"/> City partners / Stakeholder organisations	
Additional comments: Proposals are geographically targeted within Southmead Ward and therefore Southmead residents, present and future, will be most affected.		
Proposals include regeneration and housing delivery investment in Southmead working in partnership with local communities to bring forward development.		

1.3 Will the proposal have an equality impact?

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

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

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

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

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

Please use this section to demonstrate an understanding of who could be affected by the proposal. Include general population data where appropriate, and information about people who will be affected with particular reference to protected and other relevant characteristics: [How we measure equality and diversity \(bristol.gov.uk\)](https://www.bristol.gov.uk/equality-diversity)

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

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

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

Data / Evidence Source [Include a reference where known]	Summary of what this tells us
2021 Census , ONS	<p>The Southmead population has a higher proportion of people with long term physical or mental health conditions or illnesses where day-to-day activities are limited than the Bristol average (21.3% compared to 17.2)</p> <p>A considerable proportion of Southmead residents have long-term physical or mental health conditions where day-to-day activities are limited. Designs of the wellbeing hub and community hub will therefore consider accessibility requirements and consult with those individuals who have these conditions within the local community. The health and wellbeing hub will directly target those within the community with these conditions, working to improve the physical and mental health of local residents.</p>
2021 Census , ONS	<p>The Southmead population includes people within all age groups, including more people 65+ than the Bristol average and more within the 15-19 age bracket.</p> <p>Due to the population of Southmead including those in older age groups and younger age groups, the project must consider the needs of these individuals. Therefore, the development will consider accessibility to the new facilities and ensure both young people and older people are involved in engagement activities to ensure that their views are heard and implemented into the wellbeing hub / community hub design and delivery. The facilities themselves will provide more wellbeing facilities and infrastructure that supports these groups</p>
2021 Census , ONS	<p>23.7% of the Southmead population are within Black, Asian and minority ethnic groups, compared to the Bristol average of 18.9%.</p> <p>The engagement activities which take place throughout the project will encourage participation from all ethnic groups, to ensure that all views are heard and implemented within the design and delivery of the wellbeing and community hubs. The hubs themselves will be public spaces which are open for all and will ultimately house community events which bring those from a variety of demographic groups together, in order to incite community cohesion.</p>

2021 [Census](#), ONS

The Southmead population includes a broadly even split of male and females across all ages brackets.

The wellbeing hub and community hub will need to equally serve both male and females and not discriminate. The engagement activities which take place throughout the project will encourage participation from all genders. The hubs themselves will be public spaces which are open for all.

The Bristol average of relative low income child poverty is 21.8% and Southmead’s average is higher at 29.5%.

LSOA	% England Rank	England Deprivation Decile	England Rank out of 32,844 (where 1 is most deprived)
Fonthill	14.2%	England decile 2	4,677
Lake Road	42.7%	England decile 5	14,010
Southmead Central	19%	England decile 1 - Most Deprived	613
Southmead East	22.6%	England decile 3	7,419
Southmead North	15.2%	England decile 2	4,996
Southmead West	16.3%	England decile 2	5,368
Trymside	7.6%	England decile 1 - Most Deprived	2,480

Also, two areas within the Southmead ward (as evidenced above) fall into the top decile across England for deprivation.

Investment to develop the area is therefore clearly needed to provide facilities for those who need it most.

Quality of Life data is from the 2021-22 survey, [Healthy Lifestyles](#)


67.5% of Southmead residents are satisfied with their local area, compared to the Bristol average of 75.2% who are satisfied with their local area.

Residents within Southmead are less satisfied with their local area than the average resident in Bristol. Therefore, action must be taken to increase these satisfaction levels in Southmead so that they are more equitable with the rest of Bristol. By creating a Wellbeing / Health Centre and a Community Hub, this project will bring more local community facilities to the area. These will be public facilities that can be enjoyed by all and will create a greater sense of community.

Quality of Life data is from the 2021-22 survey, [Healthy Lifestyles](#)

18.6% of Southmead residents stated that their poor health stops them from getting involved in the community compared to the Bristol average of 10.8%.

Poor health in residents disproportionately impacts residents’ ability to get involved in the community in Southmead compared with the rest of Bristol. The new health and wellbeing hub which is proposed in Southmead will directly tackle the poor health of local residents by working to improve health and wellbeing. Alongside this, the new Community Hub will provide facilities which will enable more people to be involved within the community.

<p>Quality of Life data is from the 2021-22 survey, Healthy Lifestyles</p>	<p>55% of Southmead residents believe its convenient and pleasant to walk in their neighbourhood, compared to the Bristol average of 68.2%.</p> <p>Southmead residents find their neighbourhood to be less convenient and pleasant to walk around than the Bristol average. The project will introduce high quality new buildings and landscaping to the street scene within the local area, making the neighbourhood attractive and creating a sense of place in which individuals will like to walk around.</p>
<p>Quality of Life data is from the 2021-22 survey, Healthy Lifestyles</p>	<p>48.2% of Southmead residents are satisfied with libraries compared with the Bristol average of 52.9%.</p> <p>There is lower satisfaction with libraries within Southmead residents compared to the Bristol average. Therefore, the project proposes to provide additional community facilities, including new Library which will improve the offering of library facilities for local residents</p>
<p>Additional comments: attached the Statement of Community Involvement which sets out details of how people have been consulted, their responses and how the proposals have been influenced by stakeholders. For further information, see section 2.4 below.</p> <div style="display: flex; align-items: center;">  <p>Statement of Community Involvement</p> </div>	

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

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

2.3 Are there any gaps in the evidence base?

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

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

There are gaps in overall diversity data at a local and national level for some characteristics e.g. gender reassignment – especially where this has not historically been included in statutory reporting e.g. for sexual orientation. As council we rarely monitor marriage and civil partnership. There is a corporate approach to diversity monitoring for service users and our workforce, however the quality of available evidence across various council service areas is variable. No robust data on gender identity exists. Gaps in data will exist as it becomes out of date or is limited through self-reporting.

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

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

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

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

The Southmead Development Trust have agreed to lead on community involvement for these regeneration proposals and are well placed to do so. Full public consultation has taken place prior to the submission of the Glencoyne Square planning application, and will occur for all subsequent major developments being submitted as part of the wider masterplan. Local residents will have the opportunity to view and comment on the proposed layouts at consultation events.

As a community-led development project, community engagement and governance has been the catalyst for Southmead Regeneration, and critical to the success of Phase One -Glencoyne Square. This Community Involvement statement explains how the community have been engaged in :

1. Developing proposals for the regeneration of the wider area
2. Detailed proposals for the development of Glencoyne Square which secured planning in January 2021
3. The revised planning application for Glencoyne Square, submitted into planning in June 2022

The Statement forms part of the planning applications and sets out details of how people have been consulted, their responses and how the proposals have been influenced by stakeholders.

The Southmead Community Plan, which led to the Southmead Masterplan, includes exploration and development of key priorities for Southmead in nine key areas such as Housing, Health, and Crime. Over 950 households engaged in this consultation process, led by a team of local volunteers through door knocking, conversations with residents, meetings, workshops, events, news articles, displays, leaflets, etc.

The development of the amended application at Glencoyne Square has involved extensive community consultation to the scheme within the revised application submitted in June 2022, consultation with residents is tailored to address particular issues with the current housing stock in Southmead, notably that there are a low number of smaller properties for existing residents who want to stay in the area to downsize into.

Project group was set up for the Arnside and Glencoyne Regeneration Project , made up of community stakeholders, activists, Bristol City Council officers, Southmead Development Trust trustees and staff. Their mandate was to oversee the development of a vision for the regeneration of the centre of Southmead and it continues to meet on a monthly basis.

Community Plan Action Group: It was decided that SDT would continue to co-ordinate and oversee the Community Plan. In order to ensure ongoing resident and partner involvement, and an open and accountable structure, the Community Plan Action Group (comprised of residents and local voluntary groups) was set up and ran between 2015 -2017.

2.5 How will engagement with stakeholders continue?

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

The Arnside and Glencoyne Regeneration Project, made up of community stakeholders, activists, BCC officers, Southmead Development Trust trustees and staff. Their mandate was to oversee the development of a vision for the regeneration of the centre of Southmead and continues to meet on a monthly basis.

Step 3: Who might the proposal impact?

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

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

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

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

GENERAL COMMENTS (highlight any potential issues that might impact all or many groups)	
From the current data available we know there are existing inequalities for people in Southmead which this proposal seeks to address. In particular children and young people, older people and Disabled people are likely to be impacted by the physical redevelopment of sites and loss of public open space including play-space. It is therefore important to ensure a robust consultation process to allow for all members of the community to comment on the emerging design proposals that will be submitted for planning.	
PROTECTED CHARACTERISTICS	
Age: Young People	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	The physical redevelopment of sites will result in loss of public open space including play-space for the time specified previously. ,.
Mitigations:	<ul style="list-style-type: none"> - Young people will be actively engaged throughout the design and development process, to ensure that new infrastructure at the wellbeing and community hub suit their needs. - The new development is also providing community space and Library for young people and also upgrading play area for children within the area.
Age: Older People	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> - The development of Glencoyne Square will result in physical loss of public space and older people not being able to utilise space facilities - The construction / redevelopment work may cause changes to people's routes to local facilities which may cause an issue for those with mobility issues
Mitigations:	<ul style="list-style-type: none"> - Older people will be actively engaged throughout the design development process, to ensure that new infrastructure at the wellbeing and community hub suit their needs - There will be additional provisions within the wellbeing hub which will offer additional local support to older people and services that do not already exist - Any organisation contracted to undertake the construction and development side of the project will abide by their duties under the Equality Act 2010 to provide accessible alternatives for travel around the site
Disability	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> - Development projects are likely to take place on off-street development sites including some parking spaces which would have an impact on car parking for availability for Disabled people - The construction / redevelopment work may cause changes to people's routes to local facilities which may cause an issue for those with mobility issues

	<ul style="list-style-type: none"> - The construction / redevelopment work may cause changes to people's routes to local facilities which may cause confusion for Disabled people with Learning Difficulties and people with visual impairments - Disabled people may have difficulty with engaging in the consultation of the project if the terms used aren't accessible
Mitigations:	<ul style="list-style-type: none"> - New parking spaces have been provided within the main area as part of Arnside public realm project completed in 2022. This will help to ensure the new developments are accessible to Disabled people - The Health and wellbeing Hub will be accessible and designed in consultation with Disabled people to ensure their accessibility requirements are reflected in the scheme design. There will also be accessible communications around the proposed development, to ensure all are kept informed. - Any organisation contracted to undertake the construction and development side of the project will abide by their duties under the Equality Act 2010 to provide accessible alternatives for travel around the site
Sex	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Sexual orientation	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Pregnancy / Maternity	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> - The construction / redevelopment work may cause changes to people's routes to local facilities which may cause an issue for those with pushchairs or young children
Mitigations:	<ul style="list-style-type: none"> - Any organisation contracted to undertake the construction and development side of the project will abide by their duties under the Equality Act 2010 to provide accessible alternatives for travel around the site
Gender reassignment	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Race	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Religion or Belief	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Marriage & civil partnership	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
OTHER RELEVANT CHARACTERISTICS	
Socio-Economic (deprivation)	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> - Lack of investment in this area would continue a cycle already seen in this ward which disadvantages those who need it most
Mitigations:	<ul style="list-style-type: none"> - Investment into this area is needed to address the needs of those who need it most
Carers	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Other groups [Please add additional rows below to detail the impact for any other relevant groups as appropriate e.g. asylum seekers and refugees; care experienced; homelessness; armed forces personnel and veterans]	
Potential impacts:	

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

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

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

The proposal to facilitate the construction of some 200 new homes, including affordable homes is expected to positively impact upon citizens with protected characteristics. A wider choice of new homes constructed to modern environmental and access standards will be provided constructed in accordance with Bristol Development Framework Core Strategy and Building Regulations requirements.

Implementation of public realm improvements can be expected to benefit citizens on the basis of their protected characteristics and increase accessibility for Disabled people.

Step 4: Impact

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

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

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

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

The assessment has raised the issue of how residents could be affected by the project on the basis of their protected characteristics.

It has highlighted that residents and representative groups should be communicated with earlier, using a variety of methods and at key stages.

It also highlights that local partners working with the city council must adhere to Equalities Policies and understand that they will be required to adapt their communication practices depending on the equalities group.

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

The proposal to facilitate the construction of some 200 new homes, including affordable homes is expected to positively impact upon citizens with protected characteristics. A wider choice of new homes constructed to modern environmental and access standards will be provided constructed in accordance with Bristol Development Framework Core Strategy and Building Regulations requirements.

Implementation of public realm improvements can be expected to benefit citizens on the basis of their protected characteristics and increase accessibility for disabled people.

4.2 Action Plan

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

Improvement / action required	Responsible Officer	Timescale
Tailor communication methods and needs	Southmead Development Trust	2023- 2026
Southmead Development Trust to be able to confidently engage with local residents, with a particular focus on those with protected characteristics, and discuss resident comments and concerns	Southmead Development Trust	2023-2026

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

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

Lessons Learned Log will be compiled as the project progresses, noting down areas that could have been dealt with differently/better.
 Number of respondents to consultation event and how the demographics of respondents compare to the current demographics.

Step 5: Review

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

Equality and Inclusion Team Review: <i>Reviewed by Equality and Inclusion Team</i>	Director Sign-Off: Donald Graham, Director Homes and Landlord Services.
Date: 26.05.2023	Date: 30.05.2023

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

Eco Impact Checklist

Title of report: Southmead Regeneration				
Report author: Mohammed Al-Bayatti				
Anticipated date of key decision: May 11 th 2023				
Summary of proposals: Delivery of 200 new homes in the locality of Glencoyne Square. Relocation of the health centre with a smaller health and wellbeing hub and shared learning and training space within the library. The proposals feature a number of changes since the 2021 cabinet approval.				
Will the proposal impact on...	Yes/No	+ive or -ive	If Yes...	
			Briefly describe impact	Briefly describe Mitigation measures
Emission of Climate Changing Gases?	Yes	-ive	Housing and commercial development: is expected to generate short-term emissions through the use of energy, transport fuel and materials during construction works and more long term emissions from the new homes that will be delivered.	All building works will meet planning policy guidance for sustainability and energy. At Glencoyne Square, a fabric first approach has been used to minimise energy demands at source through good fabric, but also through efficient services design. Although it sits outside the heat priority area, the heat hierarchy has been considered and wider energy policy including the 20% renewable energy target have been applied.
		+ive	HIF investment in infrastructure: Drainage and public realm improvements will generate emissions during construction.	Public realm and pedestrian improvements expected to support walking and cycling and subsequently expected to slightly reduce dependence upon cars and associated emissions.
Bristol's resilience to the effects of climate change?	Yes	+ive	Additional households will be accommodated in Southmead. All developments will be subject to Planning	New developments will be constructed in accordance with Core Strategy policy BSC13. HIF funding will support appropriate SuDs

			<p>Consents. Glencoyne Square and areas to the South are known to be a flood risk.</p> <p>New developments may:</p> <ul style="list-style-type: none"> - Be at risk of flooding. - Increase the flood plain making surrounding buildings more vulnerable to flooding. - Place additional demand on the mains drainage system. - Increase water runoff by creating more impermeable surfaces or removing trees. - Be designed to cope with extreme weather including heat wave and warmer weather. - Increase water consumption associated with the area. 	<p>provision. Major developments will be subject to BREEAM for Communities. The current predicted score indicates that a BREEAM Excellent rating is achievable on the Glencoyne Square project.</p> <p>Ensure housing development design and infrastructure can deal with extreme weather events through integrating into project briefs across the masterplan area.</p>
Consumption of non-renewable resources?	Yes	-ive	<p>Short-term use of fossil fuels and other non-renewable materials through the use of energy, vehicle fuel and materials during construction works.</p> <p>Long term consumption of fossil fuels for occupying and travelling to and from dwellings. This includes energy and heat provision to houses.</p>	<p>Developments will at least meet Building Regulations requirements. There will be some onsite energy generation (solar panels) At Glencoyne Square, there should be a 20% renewable energy provision as per the energy and sustainability strategy.</p> <p>New dwellings will benefit from proximity to local services.</p> <p>Heating systems will be</p>

				installed according to the heat hierarchy policy. At Glencoyne Square, part of the heating requirements will be fulfilled by ground source heat pumps.
Production, recycling or disposal of waste	Yes	-ive	<p>Waste will arise from construction works.</p> <p>Waste will arise from the normal occupation of the homes.</p>	<p>Construction contractors will be obliged to a prepare site waste management plan in an approved format, which will detail how waste will be minimised, and recycling promoted.</p> <p>It is anticipated that homes will be designed to provide adequate off footpath recycling facilities, waste management storage and access for pick up by council contractors.</p>
The appearance of the city?	Yes	+ive	New homes will alter the appearance of the city.	Good 'placemaking' is key to Southmead regeneration. Local community aspirations are being taken into account, and have informed the design and appearance of the development at Glencoyne Square at all stages. It is anticipated that the next phases will follow a similar structured approach to community involvement. All developments will be subject to usual consultation and statutory Planning controls, with extensive input from the City Design Group.
Pollution to land, water, or air?	Yes	-ive	Construction works will involve the use and storage of	Planning Consents will be expected to require the use of a Construction

			<p>materials that could contaminate land, watercourses and surface water drains, if accidentally released.</p> <p>Works are likely to create dust and noise.</p> <p>Construction works may create new sewage discharges.</p> <p>Diffuse pollution will be created from runoff from new roads and vehicular parking areas created by the development.</p> <p>Site may have been contaminated by previous activity.</p> <p>New dwellings will impact upon traffic flows and noise levels in the surrounding area.</p> <p>Any increases in traffic resultant from the dwellings will impact on local air quality.</p>	<p>Management Plan, to be approved by the planning authority. This plan should mitigate for all of the issues noted in relation to construction activity and the production of pollution.</p> <p>The development scheme at Glencoyne Square includes dedicated cycle storage and will be delivered alongside cycleway improvements alongside Arnside. This will reduce the number of journeys taken by car by new and existing residents in Southmead.</p>
Wildlife and habitats?	Yes	-ive	<p>Development and densification expected to lead to the loss of open space, albeit space with relatively low ecological value.</p> <p>Materials, such as bricks and timber, can have a detrimental effect on</p>	<p>Development sites will be subject to ecological impact assessments prior to development. Appropriate avoidance/mitigation measures will be considered and implemented on a site-by-site basis.</p> <p>Compliance with biodiversity net gain will</p>

		<p>wildlife and habitats if not carefully sourced.</p>	<p>be verified through the planning process.</p> <p>At Glencoyne Square, the arboricultural impact assessment identified that number of new trees required to be planted to mitigate for the impact of the loss of trees due to new construction. The same approach will continue to be used across other developments at Southmead.</p> <p>Procure sustainably sourced materials and encourage contractors to do the same.</p>
<p>Consulted with: n/a</p>			
<p>Summary of impacts and Mitigation - <u>to go into the main Cabinet/ Council Report</u></p>			
<p>The significant impacts of this proposal mainly related to the proposed development of some 200 new homes and investment into improved public realm.</p> <p>The proposals include the following measures to mitigate the impacts: Sustainable Urban Drainage (SUDs) provision. The impacts and mitigation of individual housing development sites will be considered on a site-by-site basis.</p> <p>The net environmental effects of the proposals will increase greenhouse gas emissions and waste production from construction and from more homes being lived in, but benefits include efficient housing design, cycling infrastructure, the provision of SUDs to reduce flood risk and the improvement of the local area from the placemaking design work associated with this project. Biodiversity impacts may be beneficial, depending on the precise measures taken, but the loss of existing trees will be minimised.</p>			
<p>Checklist completed by:</p>			
Name:		Mohammed Al-Bayatti	
Dept.:		Growth & Regeneration	
Extension:		n/a	
Date:		11/05/2023	
Verified by Environmental Performance Team		Giles Liddell, Project Manager - Environmental	

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

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Decision Pathway – Report

PURPOSE: Key decision

MEETING: Cabinet

DATE: 06 June 2023

TITLE	Refurbishment Works to Existing “New Cut River” Bridges, and Future Feasibility Studies to Manage Other Assets		
Ward(s)	Various affected: Central, Hotwells & Harbourside, Bedminster, Southville, Lawrence Hill, Brislington East and Saint Georges West		
Author: Chris Dooley	Job title: Bridges and Highway Structures Manager		
Cabinet lead: Mayor Rees	Executive Director lead: John Smith, Interim Executive Director Growth and Regeneration		
Proposal origin: BCC Staff			
Decision maker: Cabinet Member			
Decision forum: Cabinet			
Purpose of Report:	<ol style="list-style-type: none"> 1. To seek approval to accept and spend CRSTS funding on the existing New Cut Bridges during the next 5 years. 2. To seek approval to proceed to programme, plan and procure these proposed Capital Programme of Works over the next four years, using the CRSTS Challenge Funding grant mechanism. 		
Evidence Base:	<ol style="list-style-type: none"> 1. Bristol City Council’s ongoing statutory bridge inspection regime and the recent overall Harbour Asset Study of overbridges along the New Cut have identified serious areas of concern which need repair. The condition inspections were done by BCC inspectors, external procured specialist inspection and testing consultancies as well as using other technological tools such a drone and GIS techniques. These bridges have been identified from west to east along the flow route of the old excavated navigable tidal river channel route known as the “New Cut” as described follows: <ul style="list-style-type: none"> • Vauxhall Footbridge (57137) • Gaol Ferry Footbridge (57153) • Bedminster New Bridge (57067)* *Twin Bridges used in a roundabout configuration • Langton Street (Banana), Footbridge (57151) • Bath New Bridge (57069)* *Twin Bridges used in a roundabout configuration • Sparke Evans Footbridge (67106) 2. Repair work has already commenced on Gaol Ferry Footbridge. Capital costs are forecasted to be approximately £1.50m. The funding was previously approved in a cabinet report in May 2022. 3. Feasibility and inspection work has commenced on Sparke Evans Footbridge in May 2023, and these works are forecasted to be in the region of £1.50m - £2.00m. To undergo the repair works, this Footbridge will be closed to the public and a full condition assessment and then a full structural refurbishment will be undertaken by Council Framework Contractors. 4. The proposal is to spend the CRSTS Capital funding, using the following Asset Management and Risk Management prioritised maintenance approach: <ul style="list-style-type: none"> • Gaol Ferry Footbridge (already commenced on site). £1.50m • Sparke Evans Footbridge (due to commence in 2023). £2.0m • New Brislington Bridge (feasibility Studies). £0.50m 		

- Saint Phillips Causeway (feasibility Studies). **£0.50m**
- Remaining New Cut Bridges – Langton Street (Banana) footbridge, Vauxhall footbridge, Bedminster New Bridge, Bath New Bridge.
(Full Refurbishment Works over four years). **£11.50m**

5. There is also a requirement to do further condition assessment, work prioritisation and costing proposals for two major assets other than the eight New Cut bridges listed in above.

6. These additional strategically important structural assets are as follows:

- Saint Phillips Causeway (67033 - Spine Road): This is a 1km long elevated Viaduct structure which a recent Principal Inspection has identified now needs a major structural refurbishment and it is proposed to spend half a million pounds (£0.50m) in doing further feasibility studies, costings and a detailed design package to allow the Authority to fully prioritise the works required and procure these works out to external market and ultimate execution of these strategic maintenance works on site.
- New Brislington Bridge (67103): The overbridge is in very poor condition with significant major concrete defects. The vertical bridge hangers are also at risk from vehicle impact due to their slender nature and lack of Vehicle Restraint System (VRS) protection. In the short term in order to provide a short-term solution to be identified and implemented:
 - a) Installation of temporary VRS to protect the vertical concrete hangers, this restriction was completed in March 2023.
 - b) Place the bridge under a full monitoring regime in accordance with CS470, (Adopted Monitoring Protocol).

7. The outcome of the two feasibility studies for the above assets, is to enable the authority to progress significant refurbishment or replace, in relation to New Brislington Bridge, in future bids to the Department of Transport (DfE).

Cabinet Member / Officer Recommendations:

That cabinet:

1. Authorise the Executive Director Growth and Regeneration in consultation with the Mayor, to take all steps required to accept and spend the grant of up to £16m from the City Region Sustainable Transport Settlement (CRSTS) challenge fund grant on a capital programme of works to refurbish and repair all 6 key bridges over the cut during the next 4 years including procuring and awarding contracts which may be above the key decision threshold, in-line with the procurement routes and maximum budget envelopes and as outlined in this report.
2. Authorise the Executive Director Growth and Regeneration to take all steps required to spend the CRSTS Capital funding, using the following Asset Management and Risk Management prioritised maintenance approach:
 - Gaol Ferry Footbridge (already commenced). **£1.50m**
 - Sparke Evan Footbridge (due to commence in 2023). **£2.0m**
 - New Brislington Bridge (Ongoing Condition and feasibility Studies). **£0.50m**
 - Saint Phillips Causeway (Ongoing Condition and feasibility Studies). **£0.50m**
 - Remaining New Cut Bridges: Langton Street (Banana) footbridge, Vauxhall footbridge, Bedminster New over Bridge, Bath New over Bridge.
(Full Refurbishment Works over 4 years). **£11.50m**
3. Authorise the Executive Director Growth and Regeneration to make any amendments to the Asset Management and Risk Management prioritised maintenance approach allocations within the overall budget envelope.

Corporate Strategy alignment:

The corporate strategy objectives of this specific project would be fulfilment of some of the corporate strategic themes with regards to Theme 6, Transport and Connectivity and business as usual functions. The project will specifically meet the Physical infrastructure strategy to:

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

The scheme will also fulfil the Council's main overall statutory duties, as Highway Authority and will benefit the local community.

City Benefits:

Refurbishment works, monitoring and further feasibility studies will allow these bridges to continue to operate in an effective manner, meeting the Council's statutory duty to maintain the public highway. It would also address the concerns of Corporate Council Insurers, regarding providing related corporate insurance cover for the operational performance aspect of these strategic highway bridge assets.

VRS concrete barrier installation along with further monitoring and feasibility studies, will reduce the impact and further significance of future Bridge strike impacts by HGV's on these assets. These Capital Works will also reduce risk of increased repair costs and operational costs due to attendance and additional mitigation measures, should there be significant delay in undertaking refurbishment work. Significant investment in updating the operational aspects of the bridge will produce overall future savings and performance reliability, as well as a reduction in staff resources currently needed in engaging in specialist inspection and further reactive short-term measures.

Consultation Details:

As each Project is planned and programmed, there will be the normal full engagement with all relevant stakeholders and other local community groups to explain why these critical works are required and to update them in relation to any Project Specific issues that may impact on these stakeholders. Similarly, all transport stakeholders will be kept well informed and updated through the life of these projects, as well as ensuring the appropriate comms are published well in advance of each Project and also that all Ward Councillors and Members of Parliament are also informed and updated.

Background Documents:

Cabinet report 5 April 2022 [Cabinet report - City Regions Sustainable Transport Settlement CRSTS Funding 2022-2026 006.pdf \(bristol.gov.uk\)](#)

Appendix B. of this paper for copy of WECA approved Maintenance Challenge Fund Letter.

Revenue Cost	N/A	Source of Revenue Funding	
Capital Cost Refurbishment Works	£16m	Source of Capital Funding	Capital Funding Bid: City Region Sustainable Transport Settlement (CRSTS) Challenge Fund Grant
One off cost <input checked="" type="checkbox"/>	Ongoing cost <input checked="" type="checkbox"/>	Saving Proposal <input type="checkbox"/>	Income generation proposal <input type="checkbox"/>

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

1. The Council has been successful in obtaining Capital grant funding of up to £16m from West of England

Combined Authority (WECA). The grant is in-relation to CRSTS Maintenance Challenge Fund for work on New Cut Bridges.

2. This report is seeking approval to accept and spend the WECA Capital grant on a series of bridge projects along the New Cut route in the City.
3. The grant funding covers up to five years of capital expenditure on these projects and needs to be completed by March 2027. Table 1 outlines the profile of the grant funding:
4. Table 1:

Financial year	Maximum Grant
2022/23	£1,500,000
2023/24	£3,500,000
2024/25	£3,500,000
2025/26	£3,500,000
2026/27	£4,000,000

5. Cabinet in May 2022 approved £1.50m of the £16.00m to be spent on Gaol Ferry Footbridge, and work has since commenced on that. As part of this approval, work will commence on Sparke Evan Footbridge, expecting to use £2.00m of the grant funding.
6. Table 2 overleaf how a breakdown of the spending plan for the £16.00m CRSTS funding that Cabinet is asked to approve:

Project Site	Design Costs	Project Management Costs	Construction Costs & Contingency	Project Total Expenditure	Level of Risk
Gaol Ferry Footbridge	£40,000	£130,000	£1,330,000	£1,500,000	Low
Sparke Evans Footbridge	£50,000	£180,000	£1,770,000	£2,000,000	Medium
New Brislington Overbridge	£350,000	£45,000	£105,000	£500,000	Medium
Saint Phillips Causeway	£350,000	£45,000	£105,000	£500,000	Low
Bath New Bridge	£37,500	£30,000	£1,800,000	£1,867,500	High
Langton St. bridge (Banana Bridge)	£150,000	£55,000	£3,150,000	£3,355,000	High
Bedminster New Bridge	£37,500	£30,000	£1,800,000	£1,867,500	High
Vauxhall Bridge	£150,000	£60,000	£4,200,000	£4,410,000	High
Full Total	£1,165,000	£575,000	£14,260,000	£16,000,000	

Table 2:

7. It should be noted that in addition to the 6 planned New Cut bridges refurbishment, £1.00m will be spent to do further condition assessment, work prioritisation and costing proposals for two major assets, Saint Phillips Causeway and New Brislington Bridge – both assets require feasibility studies, expected to use £0.50m each of the grant funding – it is expected that this work can enable the authority to progress future bids to the Department of Transport (DfE) to refurbish these assets.
8. Further investigation needs to be undertaken to firm up the estimates. As the service develops plans and firms up the design costings for each of the Capital project works, they need to ensure the Executive Director meeting is briefed on the outcomes to ensure that the projects can still progress as assumed and that contingencies remain adequate. This is in addition to the financial reviews and discussions that are scheduled with Finance, including at all the grant claim stages of the project.
9. The Capital expenditure is fully grant funded from WECA, so should not present a financial risk or pressure on BCC.
10. Like all major capital projects, there is the risk that the initial work identifies issues that result in higher costs than estimated, which will reduce the funds available for other maintenance and general transport works needed. Comprehensive project planning is required to ensure procurement, cost and time management of the capital programme remains on schedule, as any potential increases would need to be found from funding within the Highways capital programme.

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

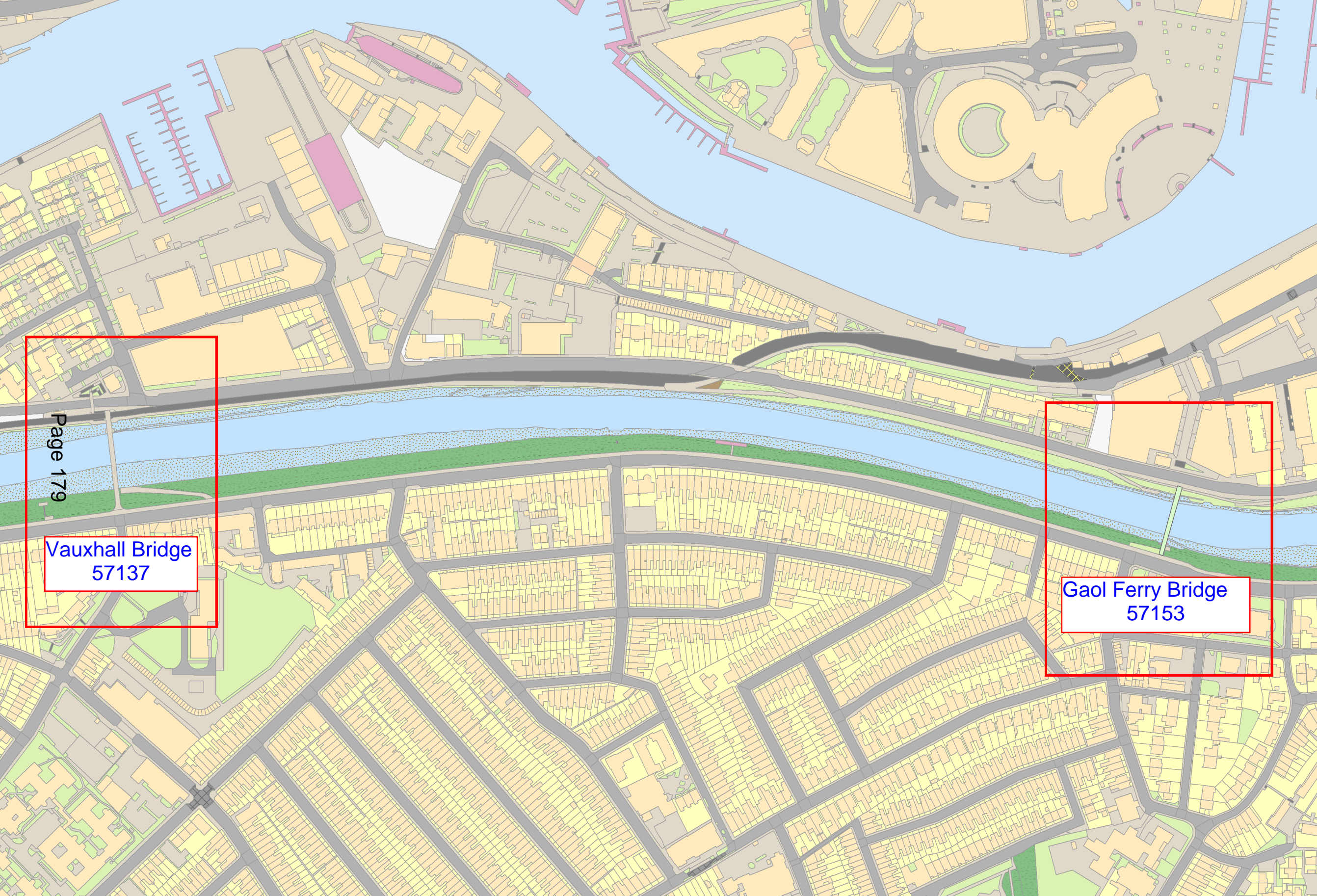
2. Legal Advice: The procurement process must be conducted in line with the 2015 Procurement Regulations and the

Councils own procurement rules. Legal services will advise and assist officers regarding the conduct of the procurement process and the resulting contractual arrangements.		
Legal Team Leader: Husinara Jones, Team Manager/Solicitor, 22 March 2023		
3. Implications on IT: I can see no implications on IT regarding this activity.		
IT Team Leader: Alex Simpson (Senior Solution Architect), 22 March 2023		
4. HR Advice: I can see no implications on HR regarding this activity.		
HR Partner: Celia Williams, HR Business Partner, 9 May 2023		
EDM Sign-off	John Smith, Interim Executive Director Growth and Regeneration	29 March 2023
Cabinet Member sign-off	Clr Donald Alexander, Cabinet Member for Transport	13 April 2023
For Key Decisions - Mayor's Office sign-off	Mayor's Office	5 May 2023

Appendix A – Further essential background / detail on the proposal Location Plans of all Highway Bridges Referred to in this Paper	YES
Appendix B – Approved Maintenance Challenge Fund Letter	YES
Appendix C – Summary of any engagement with scrutiny	NO
Appendix D – Risk assessment	NO
Appendix E – Equalities screening / impact assessment of proposal	YES
Appendix F – Eco-impact screening/ impact assessment of proposal	YES
Appendix G – Financial Advice	NO
Appendix H – Legal Advice	NO
Appendix I – Exempt Information	NO
Appendix J – HR advice	NO
Appendix K – ICT	NO
Appendix L – Procurement	NO

Vauxhall Bridge
57137

Gaul Ferry Bridge
57153



Bedminster
Old Bridge
57066

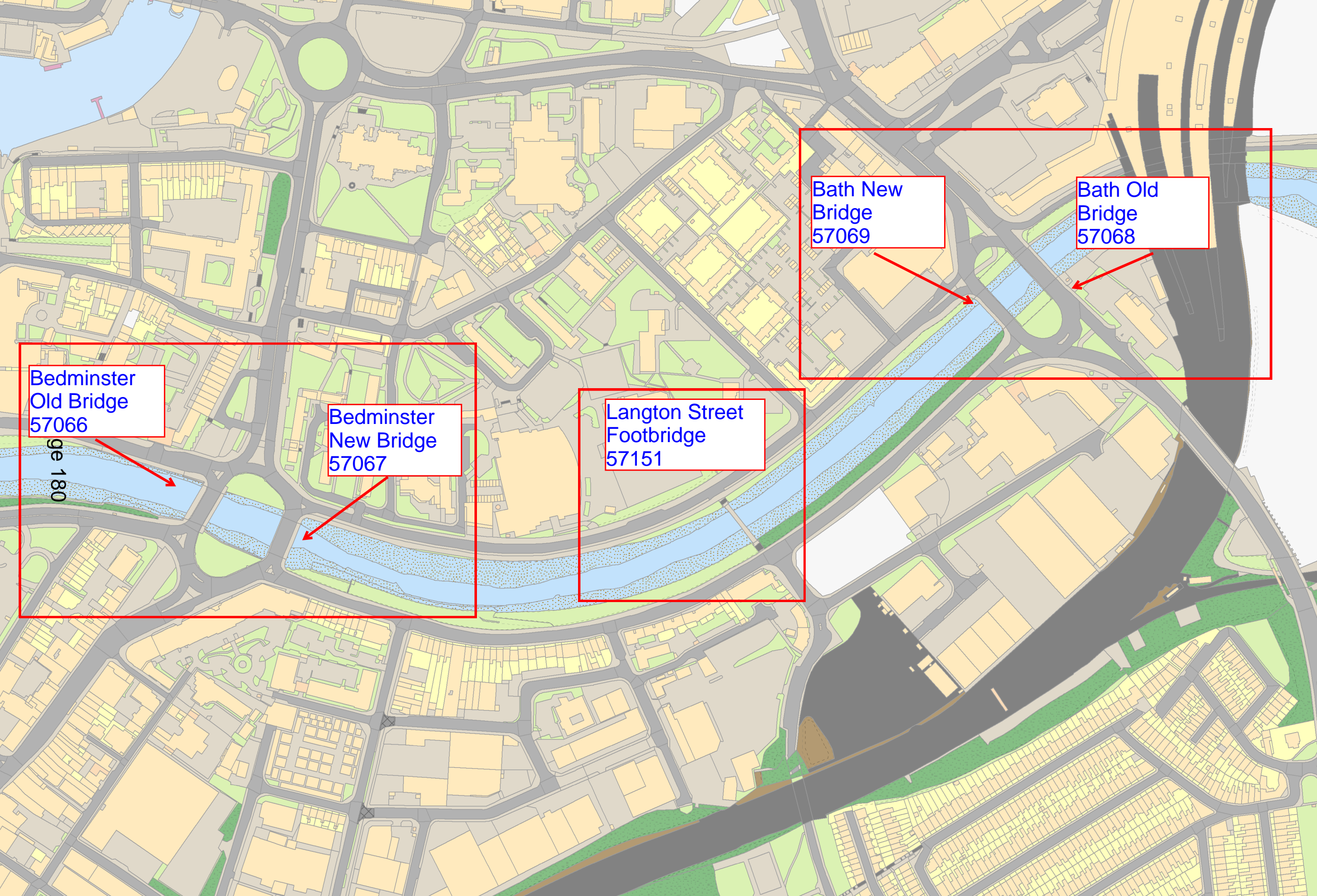
Bedminster
New Bridge
57067

Langton Street
Footbridge
57151

Bath New
Bridge
57069

Bath Old
Bridge
57068

ge 180



Marsh Viaduct (St Philips Causeway) 67033

New Brislington Bridge 67103

Evans Park Footbridge 67106

Maintenance Challenge Fund - New Cut Bridges

West of England Combined Authority (Us, We, Our)

and

Bristol City Council (Grant Recipient, You, Your)

and sets out the terms and conditions on which Grant is made available.

Grant.

1. This Grant is offered in accordance with the terms of the City Region Sustainable Transport Settlement.
 - a. The Grant offered is capital grant.
 - b. The maximum sum of Grant available under this offer is £16,000,000 capital. We will not pay Grant in excess of this sum which will be paid in arrears.
 - c. The Grant must be used to deliver the MCC BCC New Cut Bridges scheme.
 - d. All eligible expenditure claimed under this offer must be incurred and defrayed before 31st March 2027.
 - e. Eligible expenditure is defined as that required to deliver the MCF BCC New Cut Bridges scheme. The costs must be appropriate, eligible and provide value for money.

How to Claim.

2. We will make payments to you quarterly and in arrears of Eligible Expenditure. By the 30th July, 30th October, 30th of January and 30th April in any financial year in which Grant is to be claimed, Your Accountable Officer should supply Us with a Claim and Statement of Use of Funds (substantially in the form given at Annex A).
3. Unless otherwise agreed, the final Claim and Statement of Use of Funds in each financial year for which Grant is claimed should be accompanied by an Auditor's Report substantially in the form of Annex B. The Auditor's Report can be provided by a suitable internal audit team or external auditor including any independent auditor retained by the Grant Recipient.
4. The table below gives the maximum value of Grant that, unless otherwise agreed at the discretion of the Accountable Body, will be paid against Eligible Costs incurred in any defined financial year.

Financial Year	Maximum value of Grant that will be paid
2022/23	£1,500,000
2023/24	£3,500,000
2024/25	£3,500,000
2025/26	£3,500,000
2026/27	£4,000,000

- a. The Claims should be submitted electronically to the email address claims@westofengland-ca.gov.uk
- b. Unless requested to do so You do not need to supply a paper form.
- c. We will use reasonable endeavours to ensure that you receive payment within 30 days of the receipt of a valid claim.

Reporting and Monitoring.

5. You will comply with the monitoring and evaluation requirements of the City Region Sustainable Transport Settlement. This will include the submission of a quarterly report in a format agreed by Us on progress with the project against the milestones set out below together with actual and forecast spend on a quarterly basis.

Milestone	Date of Achievement
Construction completion:	
Gaol Ferry Bridge	March 2022
Vauxhall Bridge	January 2025
Banana Bridge	July 2025
Bedminster Old Bridge	July 2025
Bedminster New Bridge	July 2026
Spark Evans Footbridge	March 2027
Detailed design and contract preparation completion:	
New Brislington Bridge/Netham Lock	May 2026
St Philips Causeway	May 2026

Media and Publicity.

6. Any Media or Publicity sought in relation to this grant by the recipient will require prior approval by Combined Authority.

Recovery and Withholding of grant.

7. Our intention is that the Grant will be paid to the Grant Recipient in full. However, without prejudice to Our other rights and remedies, We may at Our discretion withhold or suspend payment of the Grant and/or require repayment of all or part of the Grant if:
 - i. The Grant Recipient uses the Grant for purposes other than those for which they have been awarded;
 - ii. The delivery of the Project is not complete by 31st March 2027;
 - iii. We consider that the Recipient has not made satisfactory progress with the delivery of the Project;

- iv. The Grant Recipient is, in the reasonable opinion of Us, delivering the Project in a negligent manner;
 - v. The Grant Recipient obtains duplicate funding from a third party for the Project;
 - vi. The Grant Recipient obtains funding from a third party which, in the reasonable opinion of Us, undertakes activities that are likely to bring the reputation of the Project or the Combined Authority into disrepute;
 - vii. The Grant Recipient provides the Combined Authority with materially misleading or inaccurate information;
 - viii. The Grant Recipient commits or committed a Prohibited Act;
 - x. Any provision of this Grant Offer Letter is or becomes, for any reason, invalid, unlawful, unenforceable, terminated, disputed or ceases to be effective or to have full force and effect unless an alternative wording can be agreed between the parties (acting reasonably) that render the letter not invalid, unlawful, unenforceable, terminated, disputed or ceases to be effective or to have full force and effect.
 - xi. Any member of the governing body, employee or volunteer of the Grant Recipient has (a) acted dishonestly or negligently at any time and directly or indirectly to the detriment of the Project or (b) taken any actions which, in the reasonable opinion of Us, bring or are likely to bring Our name or reputation into disrepute;
 - xv. The Grant Recipient fails to comply with any of the terms and conditions set out in this Grant Offer Letter and fails to rectify any such failure within 30 days of receiving written notice detailing the failure.
8. You shall make any payments due to Us without any deduction whether by way of set-off, counterclaim, discount, abatement or otherwise.

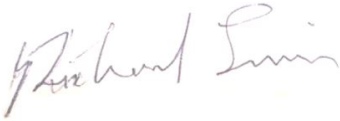
Compliance

9. The Grant Recipient shall (and shall procure that any staff involved in connection with the activities in connection with the Project shall) comply with any notification requirements under the General Data Protection Regulation (GDPR - Regulation (EU) 2016/679) and both parties to this Grant Offer Letter will duly observe all their obligations under the GDPR which arise in connection with the Grant Offer Letter.
10. The Grant Recipient shall comply with all relevant legislation of England & Wales to carry out this project.

Acceptance.

- A. To accept this offer of Grant on the terms and conditions set out in this Grant offer letter, please sign and date in the section below and return a copy to us by **Friday 16th December 2022**, retaining another for your records.

Signed on behalf of the Combined Authority:



Richard Ennis
Director of Investment and Corporate Services (Section 73 Officer)

Signed on behalf of Bristol City Council:

I have read this Grant offer letter and accept the offer of Grant on the terms and conditions set out.

.....

NAME:

POSITION:

DATE:

ANNEX A

Claim Letter to be made on *Your Corporate Headed Paper*

West of England Combined Authority
3 Rivergate
Temple Quay
Bristol
BS1 6ER

Your Ref:
Our Ref:
Date:

Dear Sirs,

Scheme Name & Reference No (Claim Period) Claim Letter.

Further to our Grant offer letter dated xx/xx/xxxx I submit this Claim letter in order to claim our Grant for the period (*Quarter month – to month*) and for the amount stated in the below table:

Grant Claim Amount	£xxxxx
---------------------------	---------------

In claiming this Grant I confirm that all terms and conditions of the Grant have been and continue to be met.

Yours faithfully

NAME
Accountable Officer (*or other appropriate job title*).

ANNEX B - Auditors Report

The Auditors report should be written on headed paper, dated and addressed to You and the Accountable Body. The report should be substantially in the following form but please add any other relevant detail or wording that is required to describe the audit process and its findings. The aim of the Audit is to ensure that the Grant Recipient has complied with the terms and conditions of this grant offer letter.

1. We have examined the enclosed Claims and Statement of Use of Funds from [the applicant] for the period from [date] to [date]. These claims have been prepared by and are the sole responsibility of the applicants Accountable Officer.
2. We have carried out a high level of assurance assignment by selecting a representative sample of expenditure items accounting for at least 10% of the grant funding claimed as reported in the Claim and Statement of Use of Funds submitted by the applicant for the previous year and performed the following tests:
 - a. [Name of Accountant] has selected a random sample of eligible expenditure incurred, as reported on the Claims, and traced them to invoices or other supporting documentation and evidence of payment to check that they have been properly incurred in accordance with the terms and conditions of the applicants Grant Offer Letter;
 - b. [Name of Accountant] confirms the arithmetical accuracy of the schedules relating to the Claims and agreed them to the appropriate supporting documentation. [Name of Accountant] has also checked whether the grant claimed by the applicant has been calculated in accordance with the terms and conditions of the Applicants Grant Offer Letter including that the Claims have been submitted in support of eligible expenditure.
 - c. [Name of Accountant] confirms that other sources of project funding excluding this offer of Local Growth Fund have been secured and incurred or defrayed by the applicant on the project as per their Claims.
 - d. [Name of Accountant] confirms the applicant has maintained adequate records to enable us to report on this claim and has made available all evidence that was used to prepare to Claims made in the period [date] to [date].

Statement of any errors and reservations/exceptions.

3. <These, if any, should be clearly stated here in bullet points.>

Based on the examination as above and subject to the possible financial effect of any reservations or qualifications set out in paragraph 3, [Name of Accountant] report that based on the findings, in [Name of Accountant's firm] opinion the Claims for grant payment meet the conditions of the applicants Grant Offer Letter dated [date].

Our report is prepared solely for the confidential use of the applicant and the West of England Combined Authority or any UK central government department and solely for the purpose of verifying the grant claimed.

It may not be relied upon by the applicant or the West of England Combined Authority or any UK central government department for any other purpose whatsoever. Our report must not be recited or referred to in whole or in part in any other published document without our written permission except where disclosure is required as a result of a statutory obligation. Our report must not be made available, copied or recited to any other party without our express written permission in every case except that the applicant or the West of England Combined Authority or any UK central government department may disclose the report where it has a statutory obligation to do so. Other than to the applicant and West of England Combined Authority or any UK central government department [Name of Accountant] do not have any duty to any other party to whom this report may be disclosed.

The engagement to report on the grant claim is separate from, and unrelated to, the audit of the annual financial statements of the applicant and that the report relates only to the matters specified and that it does not extend to the grant recipient's annual financial statements taken as a whole.

Name and signature of the reporting accountant.

Date of the report.

Name for enquiries

Equality Impact Assessment [version 2.9]



Title: Refurbishment Works to Existing “New Cut River” Bridges, and Future Feasibility Studies to Manage Other Assets	
<input type="checkbox"/> Policy <input checked="" type="checkbox"/> Strategy <input type="checkbox"/> Function <input checked="" type="checkbox"/> Service <input type="checkbox"/> Other [please state]	<input checked="" type="checkbox"/> New <input type="checkbox"/> Already exists / review <input type="checkbox"/> Changing
Directorate: Growth and Regeneration	Lead Officer name: Chris Dooley
Service Area: Highways and Transportation	Lead Officer role: Structures Manager

Step 1: What do we want to do?

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

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

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

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

Evidence Based:

Ongoing statutory Bridge Inspections as well as the recent overall Harbour Asset Study has now identified serious areas of condition concern regarding the following Structures River Road and Pedestrian overbridges along the New Cut in Bristol. These inspections were done by BCC Inspectors, external procured Specialist Inspection and Testing Consultancies as well as using other technological tools such a Drone and GIS techniques. These Bridges have been identified from West to East along the flow route of the old excavated navigable tidal river channel route now known as the “New Cut” river as described follows:

- Vauxhall Footbridge (57137)
- Gaol Ferry Footbridge (57153)
- Bedminster New Bridge (57067)* Twin Bridges used in a roundabout configuration
- Langton Street Footbridge (57151)
- Bath New Bridge (57069)* Twin Bridges used in a roundabout configuration
- Sparke Evans Footbridge (67106)

Work has already commenced on Gaol Ferry Footbridge in August 2022 and these works are due to be completed hopefully in September 2023. Capital costs are forecasted to be approximately £1.50m. The funding was previously approved in cabinet report in May 2022.

Work is now programmed to commence on Sparke Evans Footbridge in early May 2023, and these works are forecasted to be in the region of £1.50m - £2.0m. Again, this bridge will be fully closed to the public and a full condition assessment and then a full refurbishment will be undertaken by Framework Contractors.

The proposal is to spend the CRSTS Capital funding, using the following Asset Management and Risk Management prioritised maintenance approach:

- | | |
|---|---------------|
| • Gaol Ferry Footbridge (already commenced on site). | £1.50m |
| • Sparke Evan Footbridge (due to commence in 2023). | £2.0m |
| • New Brislington Bridge (feasibility Studies). | £0.50m |
| • Saint Phillips Causeway (feasibility Studies). | £0.50m |
| • Remaining New Cut Bridges - Banana bridge, Vauxhall Bridge, Bedminster New Bridge, Bath New Bridge. | |
| • (Full Refurbishment Works over 4 years) | £11.5m |

There is also a requirement to do further condition assessment, work prioritisation and costing proposals for two major assets other than the eight New Cut bridges identified in the Paper.

These additional strategically important structural assets are as follows:

- Saint Phillips Causeway (67033 - Spine Road): This is a 1km long elevated Viaduct structure which a recent Principal Inspection has identified now needs a major structural refurbishment and it is proposed to spend half a million pounds (£0.5m) in doing further feasibility studies, costings and a detailed design package to allow the Authority to fully prioritise the works required and procure these works out to external market and ultimate execution of these strategic maintenance works on site.
- New Brislington Bridge (67103): The bridge is in very poor condition with significant major concrete defects. The vertical bridge hangers are also at risk from vehicle impact due to their slender nature and lack of Vehicle Restraint System (VRS) protection. In the short term in order to provide a short-term solution to be identified and implemented:
 - a) Install temporary VRS to protect the hangers as a matter of urgency, this is due to commence in March 2023.
 - b) Place the bridge under a full monitoring regime in accordance with CS470, (Adopted Monitoring Protocol).

The outcome of the two feasibility studies for the above assets, is to enable the authority to progress significant refurbishment or replace, in relation to New Brislington Bridge, in future bids to the Department of Transport (DfE). This EqIA is to progress to the enabling and investigation stages at which stage when decisions are being made further EqIA will be submitted.

1.2 Who will the proposal have the potential to affect?

<input checked="" type="checkbox"/> Bristol City Council workforce	<input checked="" type="checkbox"/> Service users	<input checked="" type="checkbox"/> The wider community
<input type="checkbox"/> Commissioned services	<input checked="" type="checkbox"/> City partners / Stakeholder organisations	
Additional comments: All as this is a statutory duty which currently is not being done properly, due to lack of staff resources.		

1.3 Will the proposal have an equality impact?

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

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

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

Yes **No** [please select]


We have not currently identified any Project specific overall encompassing Equality Impact from the this proposal as the current Project stage is such that each specific structure as described within the overall Project will have to have a Structure Site specific Project Equality Impact assessment undertaken, purely based on the ultimate design requirements, which have yet to be fully designed and detailed. Each specific Project would be as follows:

- | | |
|---|---------------|
| • Gaol Ferry Footbridge (Exists, already commenced on site). | £1.50m |
| • Sparke Evan Footbridge (due to commence in 2023). | £2.0m |
| • New Brislington Bridge (feasibility Studies). | £0.50m |
| • Saint Phillips Causeway (feasibility Studies). | £0.50m |
| • Remaining New Cut Bridges - Banana bridge, Vauxhall Bridge, Bedminster New Bridge, Bath New Bridge. | |
| • (Full Refurbishment Works over 4 years). | £11.5m |

As this Project is at an early Project enabling and investigation stage there is no generic overarching Project Impact Assessment as currently there are too many variables yet to be detailed and decisions made on how we are to progress.

Step 5: Review

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

Equality and Inclusion Team Review: <i>Reviewed by Equality and Inclusion Team</i> <i>Megan Belcher</i>	Director Sign-Off:  Director Management of Place
Date: 10 May 2023	Date: 10 May 2023

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

Eco Impact Checklist

Title of report: Refurbishment Work to Existing New Cut River Bridges and Further Feasibility Studies.				
Report author: Chris Dooley - Bridges and Highways Structures Manager				
Anticipated date of key decision : 06/06/2023v				
Summary of proposals:				
Closure of bridge to undertake Works, provide agreed diversion route				
Will the proposal impact on...	Yes/No	+ive or -ive	If Yes...	
			Briefly describe impact	Briefly describe Mitigation measures
Emission of Climate Changing Gases?	Yes	-ive	Construction of new materials particularly any new steel required, Use of suitable portable electric tools	Extending the lifetime of the footbridge supports active travel for citizens. Use efficient plant
Bristol's resilience to the effects of climate change?	Yes	+ive	Refurbishing the asset will make it more resilient to instances of extreme heat/cold.	
Consumption of non-renewable resources?	Yes	-ive / +ive	Suitable Specialist tools, plant, pads and appropriate materials will be required	Use sparingly, take away from site and recycle wherever possible.
Production, recycling or disposal of waste	Yes	-ive	Removed corroded steel, concrete and all other composites	All waste to be disposed of according to waste hierarchy
The appearance of the city?	Yes	-ive / +ive	Busy diversion routes and/or closures Once completed the refurbishment will improve the appearance and lifespan of the assets	Early notification and PR to be done.
Pollution to land, water, or air?	Yes	-ive	Possible Debris in river. Potential for spills of liquid fuels, oils or paints.	Enclosed scaffolding to catch all debris and taken away from site. Particular care to be given by contractors when dealing with elements that have flaking paint. Particular care to be taken when using any equipment or materials that require liquids. Spill kits and procedures to be prepared

				and available on site.
Wildlife and habitats?	Yes	-ive	Noise of compressor	Use muffler on plant
Consulted with:				
<u>Summary of impacts and Mitigation - to go into the main Cabinet/ Council Report</u>				
The significant impacts of this proposal are...				
Overbridges and Footbridge closures, production of new steel and other materials, busier footways on diversion, noise during works, possible debris or liquids falling into river				
The proposals include the following measures to mitigate the impacts...Enclosed scaffold, low emission Plant and mufflers, noise reduced plant, spill procedures and kits ready on site, site waste management plans for disposal of materials				
The net effects of the proposals are...Neutral to the Environment, extending the lifetime of the footbridge supports active travel options for Bristol residents.				
Checklist completed by:				
Name:			Chris Dooley	
Dept.:			Highways and Transportation	
Extension:			23188	
Date:			02/05/2023	
Verified by Environmental Performance Team			Daniel Shelton 06/04/2022	

Decision Pathway – Report

PURPOSE: Key decision

MEETING: Cabinet

DATE: 06 June 2023

TITLE	Kingsweston Lane Footbridge		
Ward(s)	Avonmouth and Lawrence Weston		
Author: Chris Dooley	Job title: Bridges and Highways Structures Manager		
Cabinet lead: Mayor Rees	Executive Director lead: John Smith, Interim Executive Director Growth and Regeneration		
Proposal origin: BCC Staff			
Decision maker: Cabinet Member			
Decision forum: Cabinet			
Purpose of Report:			
<ol style="list-style-type: none"> 1. To update Cabinet on the successful decision on the revised Planning and Listed Building applications for Kingsweston Lane footbridge and to seek approval to proceed with the Project. 2. To seek approval to spend the required Capital Funding of £1.00m as set out in the budget, to enable commencement of this project at the earliest required programme date, in late 2023. 			
Introduction			
<ol style="list-style-type: none"> 1. Kingsweston Lane footbridge is a “Grade 2” Listed cast iron structure constructed circa 1800. The footbridge carries a PROW (BCC/ 70/10) footpath linking Blaise Castle Estate to Kingsweston Fields. The bridge spans over Kingweston Road (B4057). 2. The bridge is frequently impacted by HGV’s and ultimately sustained substantial impact bridge strike damage in late November 2015, whereupon it was closed to pedestrians with a temporary “at grade” crossing provided on Kingsweston Road. Since the initial bridge emergency closure, the remaining elements of this now unstable structure are being temporarily supported on a structural design supporting scaffolding arrangement. This arrangement is structurally visually inspected and monitored by the Bridges Team monthly. 3. The annual estimated ongoing cost of this support mechanism and structural inspections (routine & reactive) is in the region of approximately £15K per annum as well as other ongoing Traffic Management inspections and reactive repair costs. The PROW has also been closed to pedestrians, currently via a temporary TRO extended (by the Secretary of State) to 2025. 			
Key Background Information to date			
<ol style="list-style-type: none"> 4. Initial Investigations are now complete, and reports issued to BCC Highways, giving recommended priced options. The only viable recommended option is to raise the footbridge by 1.075m. The estimated cost for these works is estimated to be in the region of just under £1m, including utility diversions and construction of new facilitation steps, which have now been given Listed Approval to proceed. 5. Continuing routine inspection and maintenance of supporting scaffolding and temporary pedestrian crossing 			

is annually costing the Council approximately around **£15K**.

6. BCC Highways worked further with the BCC urban design team to address all the planning concerns to allow for a successful planning application resubmission, facilitating the bridge being dismantled and reinstated at the new raised elevated level, with new landscaped aligned approach steps in keeping with the urban surroundings Parks estate.
7. A Highways budget was allocated for the necessary works required to facilitate the successful resubmission of any revised planning/listed building application. This required further working landscape modelling and visualisations and graphics completed by BCC Urban Design Teams in collaboration with BCC Highways.
8. The estimated timescales for commencement on site of this Project is currently planned to be late 2023 with an estimated completion date of December 2024, subject to successful procurement and award of Contract.
9. Whilst from a strategic Highway priority need perspective, this Bridge would be generally considered to be of low priority, the Authority recognises that this footbridge is very important asset to the local community and walkers and thus has decided that this Project should proceed on this basis and thus has sought to provide the Capital funding required to refurbish the footbridge, reinstate and re-open the Public Right of Way.

Cabinet Member / Officer Recommendations

That cabinet:

1. Approve the commencement of the refurbishment works on Kingweston Lane Footbridge in accordance with the Planning Permission and Listed Building Consent and as outlined in this report noting the project will be initiated in late 2023 with an estimated completion date of December 2024 subject to contractor availability.
2. Authorises the Executive Director Growth and Regeneration in consultation with the mayor to take all steps required to procure and award the contract(s) necessary for the implementation of this project in-line with the procurement routes and maximum budget envelopes outlined in this report.
3. Authorises the Executive Director for Growth and Regeneration in consultation with the mayor, to invoke any subsequent extensions/variatioins or amendments specifically defined in the contract(s) being awarded, up to the maximum budget envelope outlined in this report.

Corporate Strategy alignment:

Kingsweston Lane Footbridge Reinstallation Raising and Overall Bridge Refurbishments

The corporate strategy objectives of this specific project would be fulfilment of some of the corporate strategic themes with regard to, Theme, Transport and Connectivity, and business as usual functions. The project will specifically meet the physical infrastructure strategy to:

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

The scheme will also fulfil the Council's main overall statutory duties, as Local Highway Authority and will benefit the local community.

City Benefits:

Refurbishment works will allow the bridge to continue to operate in an effective manner, meeting the Council's statutory duty, obligations to this Listed Structure. It would also address the concerns of Corporate Council Insurers, in regard to providing related corporate insurance cover for the operational performance aspect of the bridge. It will reduce the risk of future Bridge strike impacts by HGV's when this footbridge is raised to a higher elevation and refurbished, which is currently affecting the operation of the surrounding pedestrian PROW highway network. It will reduce risk of increased repair costs and operational costs due to attendance and additional mitigation measures, should there be significant delay in undertaking refurbishment work. Significant investment in updating the operational aspects of the bridge will produce overall future savings and performance reliability, as well as a reduction in staff resources currently needed to ensure bridge lift. It also re-established the old route re-establishing the PROW.

Consultation Details:

Both original and revised planning applications went out to usual statutory planning consultees prior to gaining required revised Approvals required in the full Planning process, including all stakeholders, Historic England. Over the full history of this closure the Authority have kept in contact and have consulted with all the Local Community interest groups, Ward Councillors, Member for Parliament and other interested pressure groups.

Background Documents:

Planning application and decision see:

[22/02249/FB | Removal and reinstatement of Kingsweston Road Footbridge. Footway Bridge Over Kings Weston Road Bristol](#)

[Listed Building consent application and decision: 22/01149/LA | Proposed works include the removal and reinstatement of Kingsweston Footbridge. | Footway Bridge Over Kings Weston Road Bristol](#)

Revenue Cost		Source of Revenue Funding	
Capital Cost	£1,000,000	Source of Capital Funding	Capital Receipts / Prudential Borrowing
One off cost <input checked="" type="checkbox"/>	Ongoing cost <input type="checkbox"/>	Saving Proposal <input type="checkbox"/>	Income generation proposal <input type="checkbox"/>

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

The report is seeking approval to spend up to £1m of Capital funding on the Grade 2 listed Kingsweston Lane Footbridge for reinstallation, raising and overall bridge refurbishments.

The capital funding was part of the Mayoral amendments proposals to the capital programme in the 2022-23 budget setting process, and sits under the capital programme, Highways Infrastructure Bridge Investments (PL09 – P15680-1000). Table 1 show a breakdown of the spending plan for the project:

Table 1

Capital Project	Design Costs	Project Management Costs	Construction Costs & Contingency	Total Cost	Level of Risk
Kingsweston Lane Footbridge	£100,000	£50,000	£850,000	£1,000,000	Low

Due to the nature of the bridge being Grade 2 listed – planning permission has caused delays to the refurbishment project, resulting in the funding being carried forward to 2023-24.

The £15k annual structure support and inspection costs are currently being funded from the Highways revenue budget. It is worth noting that bridges are selected after going through a weighting of various selection criteria ranging from risk ratings, preventative measures, conditions surveys, complaints and defects etc.

Further investigation needs to be undertaken to firm up the estimates. As the service develops plans and firms up the design costings for each of the Capital project works, they need to ensure the Executive Director meeting is briefed on the outcomes to ensure that the projects can still progress as assumed and that contingencies remain adequate. This is in addition to the financial reviews and discussions that are scheduled with Finance, including at all the grant claim stages of the project.

Like all major capital projects, there is the risk that the initial work identifies issues that result in higher costs than estimated, which will reduce the funds available for other maintenance and general transport works needed. Comprehensive project planning is required to ensure procurement, cost and time management of the capital programme remains on schedule and within the budget envelope. Any potential increases would need to be found from funding within the Highways capital programme.

Finance Business Partner: Kayode Olagundoye, Interim Finance Business Partner, Growth and Regeneration,
Date: 11 May 2023

2. Legal Advice:

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

Planning permission and Listed Building Consent, granted on 3 January 2023, allow for the proposed elevation works to take place. The Planning Permission is subject to three pre-commencement conditions that must be discharged before the works can commence. Failure to discharge these conditions will mean the development will not be lawful.

Both the planning permission and listed building consent are subject to a 3 year limit. Failure to implement the consents within those time periods will mean the consents expire.

The related PROW is also currently subject to a temporary Traffic Regulation Order (TTRO) prohibiting public access. The TTRO has been extended by authority of the Secretary of State. The extension has been granted until 2025. Although a further extension can be sought from the Secretary of State, there is no guarantee it will be granted. If refused, no further TTRO can be made for a period of 3 months (unless the SoS allows otherwise). Other statutory powers will therefore need to be considered to stop public access until the works are carried out. These could be more onerous (i.e. permanent TRO) and/or may not be suitable (the applicable qualifying 'tests' to use these powers may not apply).

Legal Team Leader: Husinara Jones, Team Manager/Solicitor, 16 May 2023

3. Implications on IT: I can see no implications on IT regarding this activity.

IT Team Leader: Alex Simpson Senior Solution Architect 22 May 2023

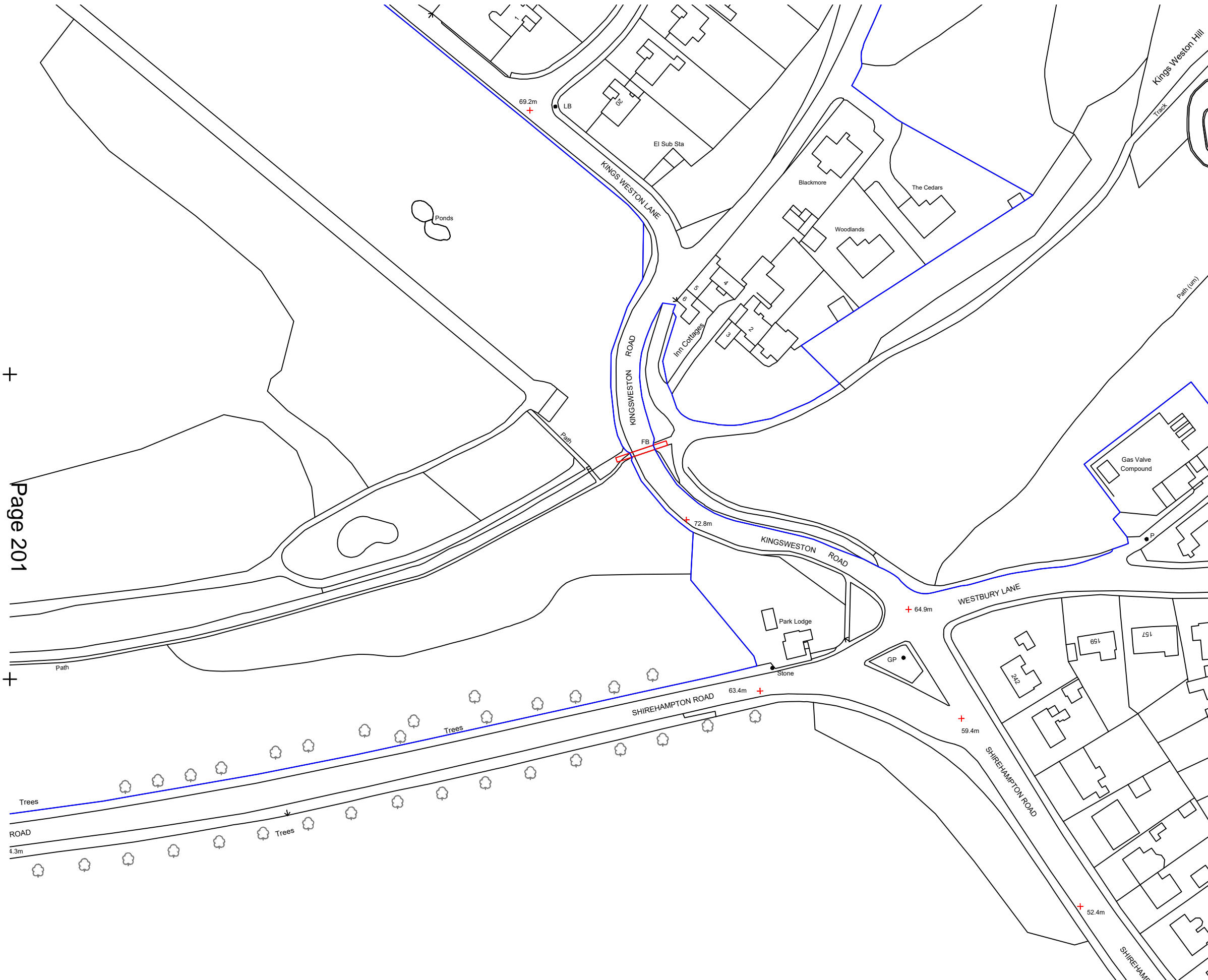
4. HR Advice: There are no HR implications evident

HR Partner: Celia Williams, HR Business Partner, 9 May 2023

EDM Sign-off	John Smith, Interim Executive Director Growth and Regeneration	29 March 2023
Cabinet Member sign-off	Donald Alexander, Cabinet Member for Transport	6 April 2023
For Key Decisions - Mayor's Office sign-off	Mayor's Office	5 May 2023

Appendix A – Site Location Plan	YES
Appendix B – Revised Approved Planning Applications Documents	YES
Appendix C – Summary of any engagement with scrutiny	NO
Appendix D – Risk assessment	NO
Appendix E – Equalities screening / impact assessment of proposal	YES
Appendix F – Eco-impact screening/ impact assessment of proposal	YES
Appendix G – Financial Advice	NO
Appendix H – Legal Advice	NO
Appendix I – Exempt Information	NO

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



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A Updates after Check by RG 13.12.21

Rev	Description	Date
A	Updates after Check by RG	13.12.21

Client
CDG

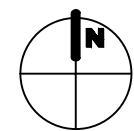
Project Title
Kings Weston Footbridge

Drawing Title
Location Plan

Information Status
Planning Application

Project / Dwg No.	Revision	Scale
20/005-0001	T1	1:1250@A3
Date	Drawn	Checked
30.11.21	CD	RG

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SCALE BAR 1:1250



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NOTICE OF DECISION

Town and Country Planning Act 1990 (as amended) Planning (Listed Buildings and Conservation Areas) Act 1990

Decision :	GRANTED subject to condition(s)
Application no:	22/01149/LA
Type of application:	Listed Building Consent (Alter/Extend)
Site address:	Footway Bridge Over, Kings Weston Road, Bristol.
Description of development:	Proposed works include the removal and reinstatement of Kingsweston Footbridge.
Applicant:	Bristol City Council
Committee/delegation date:	21.12.22
Date of Notice:	03.01.23

Important: Compliance with conditions

- Please read the conditions and understand their requirements and restrictions
- Some conditions may relate to a specific element of work, and require details to be submitted and approved before any work on that element commences.
- Some conditions will require action before you start the development and it is imperative that you seek to have these discharged before any work commences.
- If you fail to comply with the conditions this may result in a breach of planning control and this may lead to enforcement action.
- Failure to comply with conditions may also result in the development not being lawful.

DECISION: GRANTED subject to condition(s)

Condition(s)

Time limit for commencement of development

1. Listed Building Consent or Conservation Area Consent

The development hereby permitted shall begin before the expiration of three years from the date of this permission.

Reason: As required by Section 18 of the Planning (Listed Buildings and Conservation Areas) Act 1990, as amended by Section 51 of the Planning and Compulsory Act 2004.

List of approved plans

2. List of approved plans and drawings

The development shall conform in all aspects with the plans and details shown in the application as listed below, unless variations are agreed by the Local Planning Authority in order to discharge other conditions attached to this decision.

20/005-0001A Site location plan, received 7 March 2022
20/005-0002 T1 A Existing site plan, received 7 March 2022
20/005-0003 T1 B Proposed site plan, received 7 March 2022
20/005-0004 T1 A Existing elevations, received 7 March 2022
20/005-0005 T1 B Proposed elevations, received 7 March 2022
20/005-0006 T1 A Step & handrail details, received 7 March 2022
673846.CT.71.01.008 P1 Bridge removal, received 7 March 2022
Arboricultural impact assessment with tree protection plan, received 7 March 2022
Method statement, received 7 March 2022
Design, access & heritage statement, received 7 March 2022
Heritage statement & impact assessment, received 7 March 2022

Reason: For the avoidance of doubt.

Advice(s)

1. Reference should be paid to the Conditions attached to Planning Permission 22/02249/FB.

Article 35 Statement

In dealing with the application we have worked with the applicant in a positive and pro-active manner and have implemented the requirement in the National Planning Policy Framework (2019) paragraph 38.

It is important that you read the following “Additional information”

Additional information for application no 22/01149/LA

Planning permission – important provisos

1. If planning permission has been granted, please note that your Notice of Decision refers only to consideration of your proposal under the Town and Country Planning Acts. It is not a building regulations approval and does not mean that you can disregard other Acts or Regulations, or avoid any other legal obligations. Some of these obligations, of particular relevance to your proposal are referred to elsewhere in this note.
2. It must be stressed that the information included on this Notice of Decision may not include all your legal obligations, and it does not grant you rights to carry out works on or over land, or to access land that is not within your control or ownership.

Compliance with the approved plans and conditions

3. The development hereby approved must be implemented in accordance with the approved plans and any conditions set out in the Notice. Some of the conditions may specify that works are to be carried out, and/or details submitted and approved before all or a part of the development is started. These will appear in the 'Pre Commencement Conditions' section of the Notice.
4. If work on implementing this permission is started without these requirements being fully met, the development may be unauthorised and the permission invalidated, and could lead to enforcement proceedings or in some cases to prosecution.

Variations

5. Where listed building consent has been granted subject to conditions, you may apply to vary or remove a condition under Section 19 of the Planning (Listed Buildings and Conservation Areas) Act 1990. An application must be made using the standard application form.

Conditions compliance

6. Requests for confirmation of compliance with conditions associated with that permission should be made in writing or by using the application form 'Approval of Details Reserved by Conditions'.
7. A request may be for confirmation that one or more conditions imposed on the same permission have been complied with. We aim to respond within 8 weeks of receipt of the request.
8. The web page www.bristol.gov.uk/planning-and-building-regulations/planning-conditions provides further guidance on this process.

DETAILS OF DECISION ON AN APPLICATION (PART 2)

Application No: 22/01149/LA

Right of Appeal

10. Applicants have a right of appeal against the requirements of any conditions attached to this approval. Appeals can be made online at: <https://www.gov.uk/planning-inspectorate>

If you are unable to access the online appeal form, please contact the Planning Inspectorate to obtain a paper copy of the appeal form on tel: 0303 444 5000. If you intend to submit an appeal that you would like examined by inquiry then you must notify us (development.management@bristol.gov.uk) and the Planning Inspectorate (inquiryappeals@planninginspectorate.gov.uk) at least 10 days before submitting the appeal. Further details are on GOV.UK.

You are allowed six months from the date of this notice of decision in which to lodge an appeal.

Complaints

11. Only planning matters can be considered at an Appeal. If you think that the Council did not properly consider your application, you can make a complaint under the council's complaints procedures, details can be found on the website www.bristol.gov.uk/complaints-and-feedback or by calling 0117 9223000.

Kings Weston Footbridge Design and Access Statement

Planning and Listed Building Application

Document properties	Detail or description
Version	1.0
Date created	22 December 2021
Approved by	
Approved on	
Classification	Planning
Author	Placeshaping Team

Figure 1: Document properties

[A link where you can download the latest version of the document](#)

Published on ADD Date



Introduction

The purpose of this planning and listed building application is to secure the repair and reinstatement of the iron footbridge at Kings Weston, and to remove the future risk of vehicle traffic damage to the listed structure.

The Grade II listed footbridge crosses the B4054 Kings Weston Road cutting to provide a footpath link between the heritage estates of Kings Weston and Blaise.



In November 2015 the bridge was struck and damaged by a HGV lorry. It has since been fenced off and out of use for users of both estates.

This design and access statement sets out a proposal to repair and reinstate the bridge. Due to the risk of repeated collision damage in the future it is proposed to raise the height of the bridge by 1m during reinstatement.

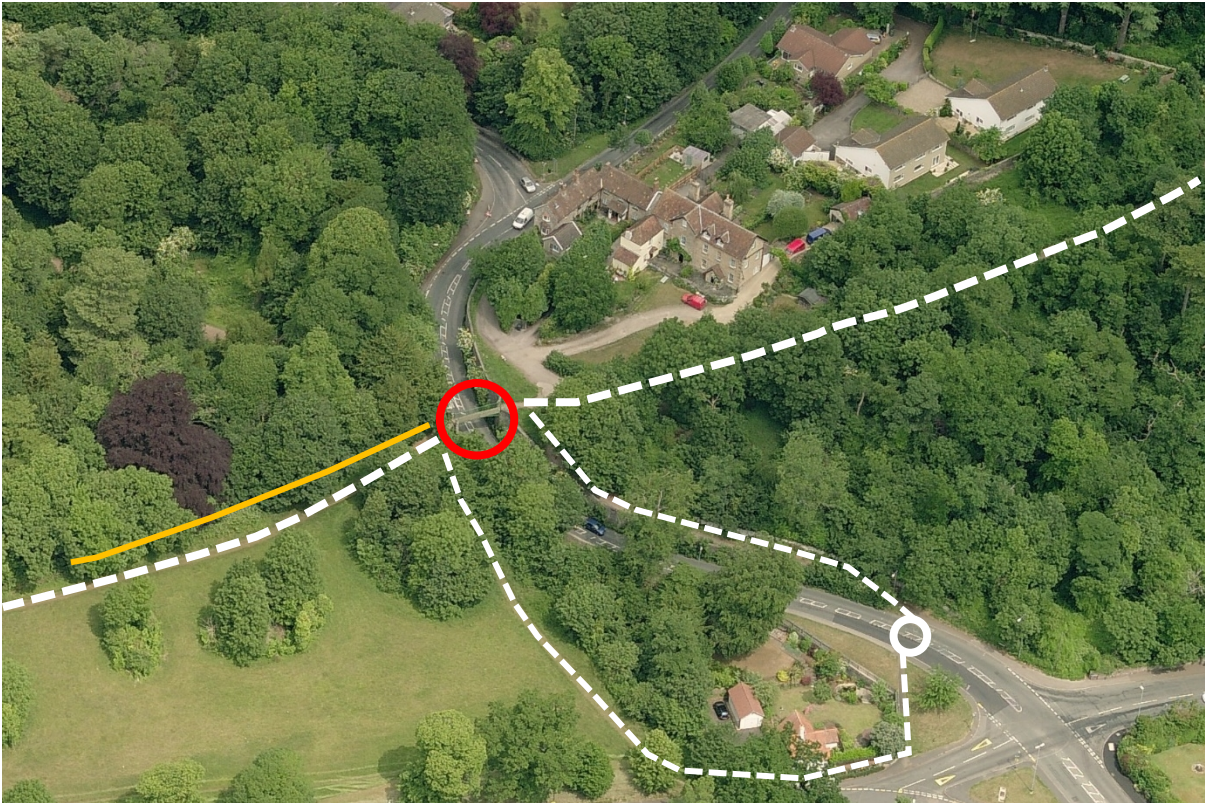
The Kings Weston Footbridge is a Grade 2 listed structure from circa 1820. The bridge is located at 354458E, 177255N and spans over Kings Weston Road (B4057), northwest of Bristol and south east of Avonmouth. It is an 8.0m long cast iron arch bridge and is intended for

pedestrian use. In 2015 the bridge was struck by an HGV, resulting in a section of the bottom rib on the north-east side being damaged. The bridge was closed to the public and a scaffold was erected to support the bridge. In 2017, BCC commissioned CH2M to conduct a Principal Inspection Report and identify a solution to prevent future structure strikes. In April 2018, the bridge was again struck by an HGV, destroying both spandrels on the western side of the bridge and detaching the south-eastern spandrel from the abutment.

Existing Context



Aerial photograph showing the location of the bridge (highlighted circle) within the wider setting of Kingsweston Estate



Aerial photograph showing the bridge (red circle), paths (white dashed lines) and listed terrace wall (yellow line).

The bridge is a Grade II listed structure, located within the Grade II registered park of Kings Weston House, and the Kingsweston and Trym Valley Conservation Area. Immediately adjacent to the west end of the bridge is the grade II listed 18th century viewing terrace and retaining wall.

The bridge forms part of the designated Public Right of Way between Shirehampton Road car park and the boundary of the Blaise Castle Estate. The footpaths on the west side of the bridge are informal unmade paths running through meadow grassland, one of which descends directly down to Shirehampton Road and an alternative dropped-kerb informal road crossing.

On the eastern side the footpath follows a stone track east past the listed Inn Cottages before climbing to the summit of Kingsweston Hill. A tarmac path follows the road and descends to meet the dropped kerb road crossing on Kings Weston Road.

The Proposal

The damaged bridge will be dismantled, in accordance with the provisional method statement, to enable repair off-site. Following conservation repairs the bridge will be reassembled on site, in the same location, but raised at a height of 1m above its current elevation.

ADD HEADROOM.

New additions will include stone steps constructed on both sides of the bridge to provide pedestrian access. These will be faced in coursed pennant stone matching the adjacent parapet walls, with pennant stone treads. New high-quality handrail railings will be mounted at each side for safety. These will be painted a dark grey colour to appear distinct and secondary to the green coloured iron bridge as the principal historic asset.

The new abutment foundations required to support the bridge will be set behind the face of the road cutting, and faced with coursed, hewn pennant stone matching the adjacent wall facings within the road cutting.

The mature yew tree located on the 18th century terrace wall at the west end of the bridge will be protected during the works and crown lifted in accordance with the Arboricultural Impact Assessment.



Above: View of existing bridge prior to safety scaffolding



Above: Photomontage view of bridge raised by 1m with new guard railings (dark grey) and steps at eastern and western ends.



Above: View of existing bridge prior to safety scaffolding



Above: Photomontage view west towards the raised bridge showing the proposed steps and railings.

Issues of Harm

The significance of the bridge within its setting and the wider Kings Weston Estate landscape has been assessed – REF HERITAGE STATEMENT

As a Grade II listed structure, the dismantling and reinstatement of the bridge at 1m above its existing elevation, as proposed, inevitably represents a degree of harm; both to historic fabric and the presentation of the bridge within its setting.

However, by following the conservation methodology for dismantling and repair, and ensuring that the new steps and railings are of a high-quality design using sympathetic materials, the effect can be minimised to less than substantial harm.

In weighing this less than substantial harm against the public benefits, the proposal has been carefully designed, both to secure the long-term protection of the bridge against future vehicle damage, and to ensure it remains in use for the public for many more decades into the future.

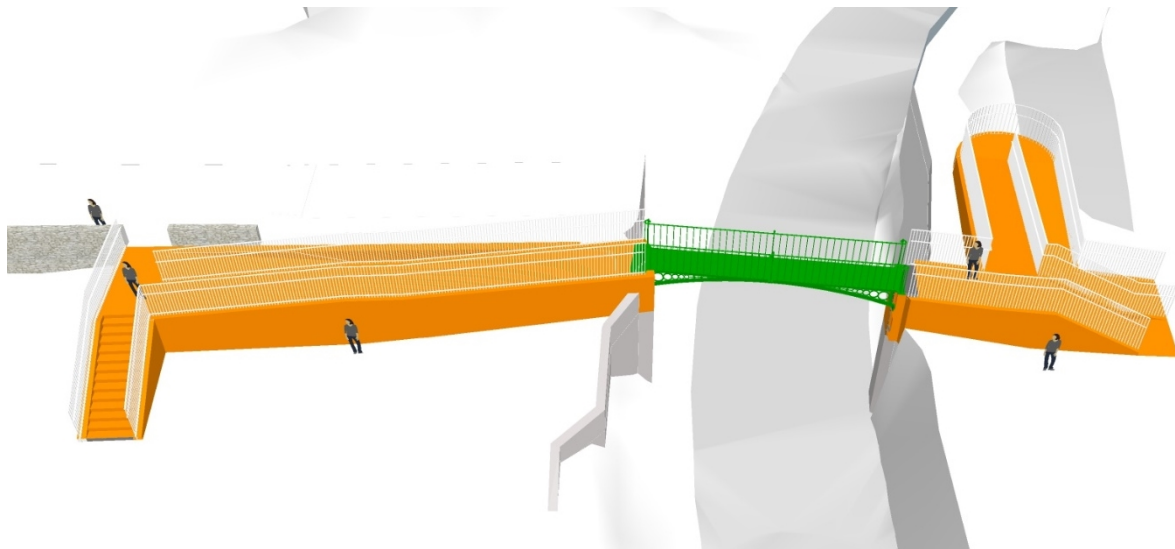
ADD Undertaking/ s106 agreement to ensure reinstatement of bridge following dismantling.

Issues of Access

At its original elevation the bridge offers level access on both sides but, as a connecting point between the Kingsweston and Blaise estates, access to the bridge location is significantly limited by the ridgeline topography, the unmade, rough path surfaces, and the significant distances from the visitor car parks at Shirehampton Road (460m), Kingsweston House (305m) and Blaise (2150m). However, both heritage estates are large-scale landscapes and offer wider paths networks for all users to experience and enjoy.

During stakeholder consultation with Bristol Physical Access Chain, the designers were encouraged to look at the feasibility of constructing access ramps at either end of the bridge. Due to the falling ground levels leading away from the bridge, any ramps at minimum acceptable gradients of 1:12 would require a substantial ramp structure some 30m in length on the western side.

Given the issues of cost, construction and substantial harm to both the registered landscape and the listed 18th century terrace, and when there is limited accessibility to the bridge location within the surrounding landscape, such ramp structures do not represent reasonable adjustments to secure level access.



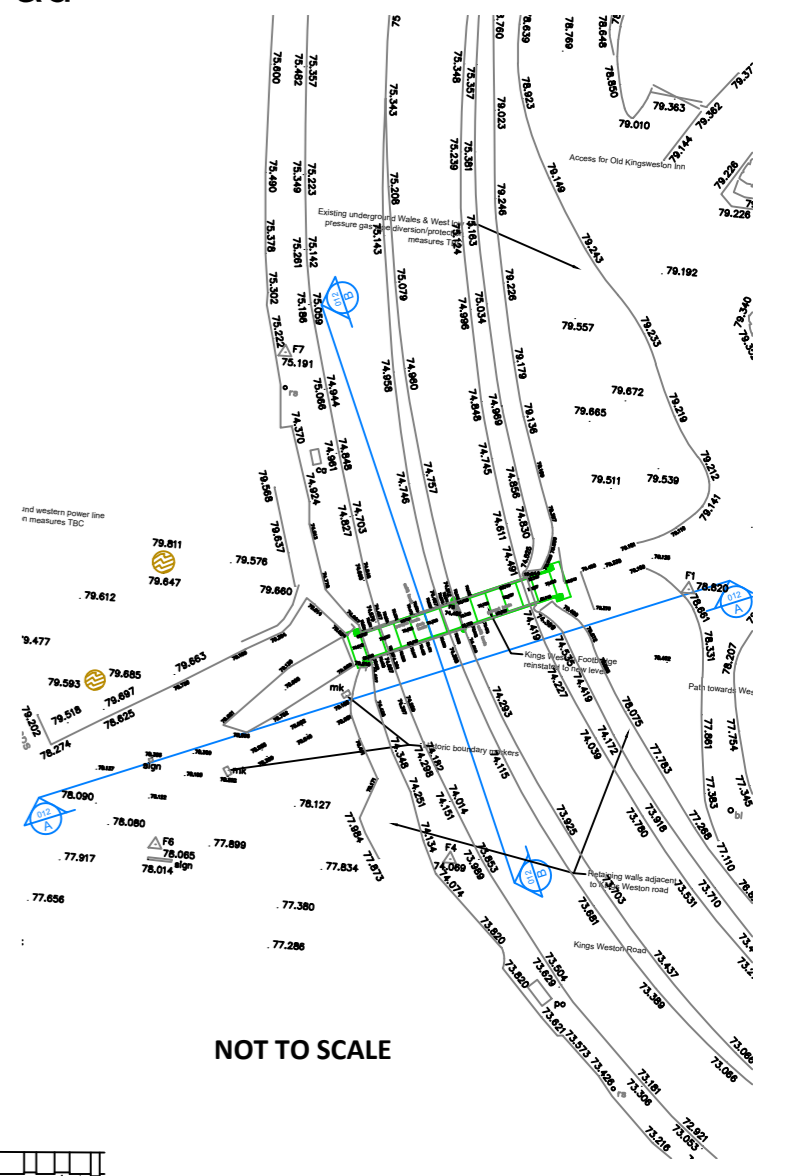
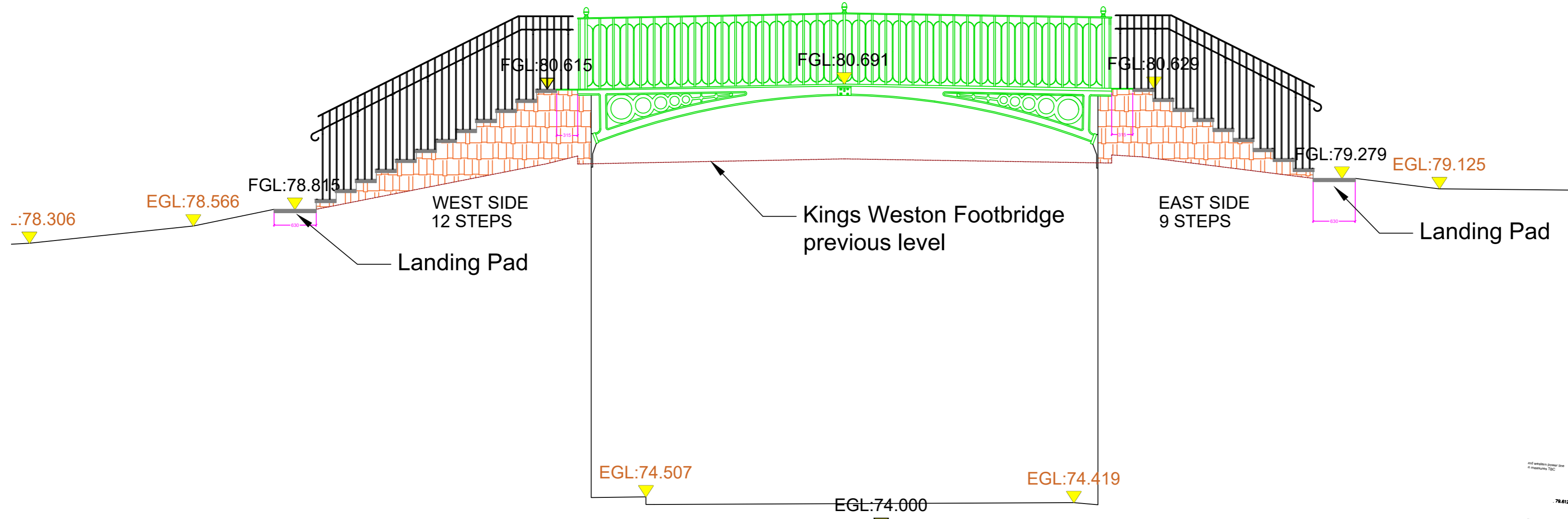
Above: Schematic aerial image showing bridge with extent of ramp structures required to facilitate level access

Alternatives Design Options Considered

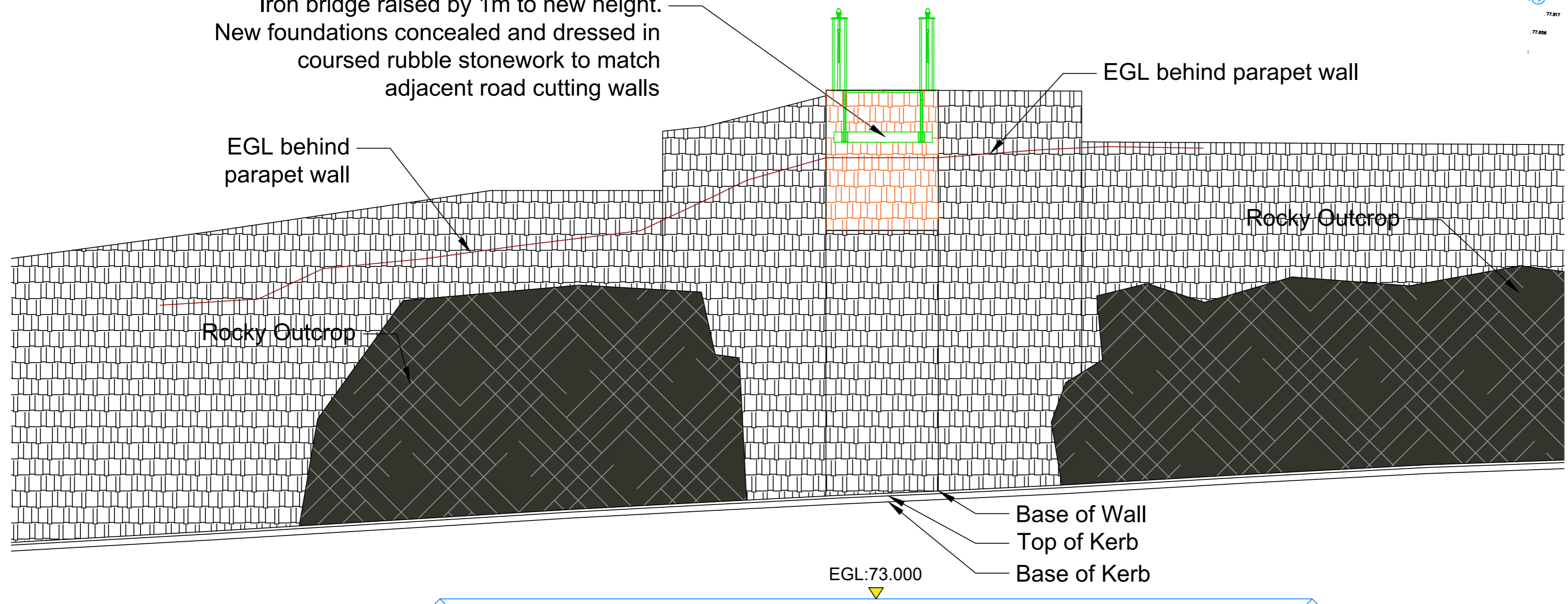
In developing this proposal to repair and raise the bridge, the following options have been considered but are not considered viable solutions for the following reasons:

	Alternative options considered	Reason discounted
1.	Permanent removal of the bridge	The bridge is a listed structure with considerable heritage significance and public interest in its reinstatement. Removal would extinguish an existing PROW.
2.	Reinstate repaired bridge at existing height. Narrow carriageway to direct vehicles under the centre of the bridge arch.	Vulnerability to future damage.

3.	Reinstate repaired bridge at existing height. Lower the carriageway to increase the headroom.	Cost
4.	Reinstate repaired bridge at existing height. Install highway warning signs in advance of the bridge.	Vulnerability to future damage.
5.	Reinstate repaired bridge at existing height. Install vehicle height restrictors in advance of the bridge.	Vulnerability to future damage
6.	Reinstate repaired bridge at existing height Installed elevated crash protection adjacent to the bridge.	Harm
7.	Reinstate repaired bridge at 1m higher with ramped access to both sides.	Cost and harm



Iron bridge raised by 1m to new height.
New foundations concealed and dressed in
coursed rubble stonework to match
adjacent road cutting walls



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A Updates after Check by RG 13.12.21

Rev Description Date

Client
CDG

Project Title
Kings Weston Footbridge

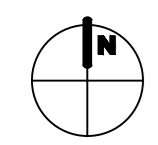
Drawing Title
Elevations - Proposed

Information Status
Planning Application

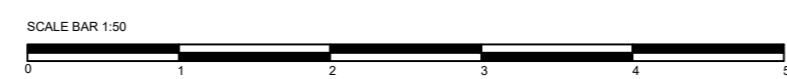
Project / Dwg No.	Revision	Scale
20/005-0005	T1	1:50 @A2
Date	Drawn	Checked
30.11.21	CD	RG

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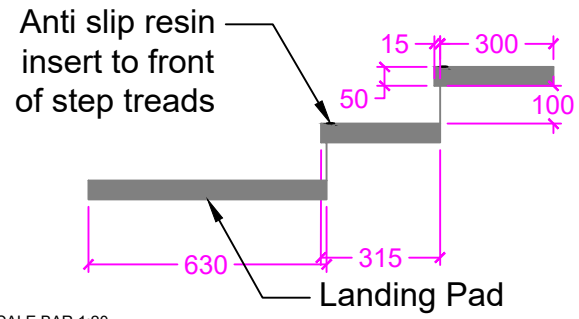
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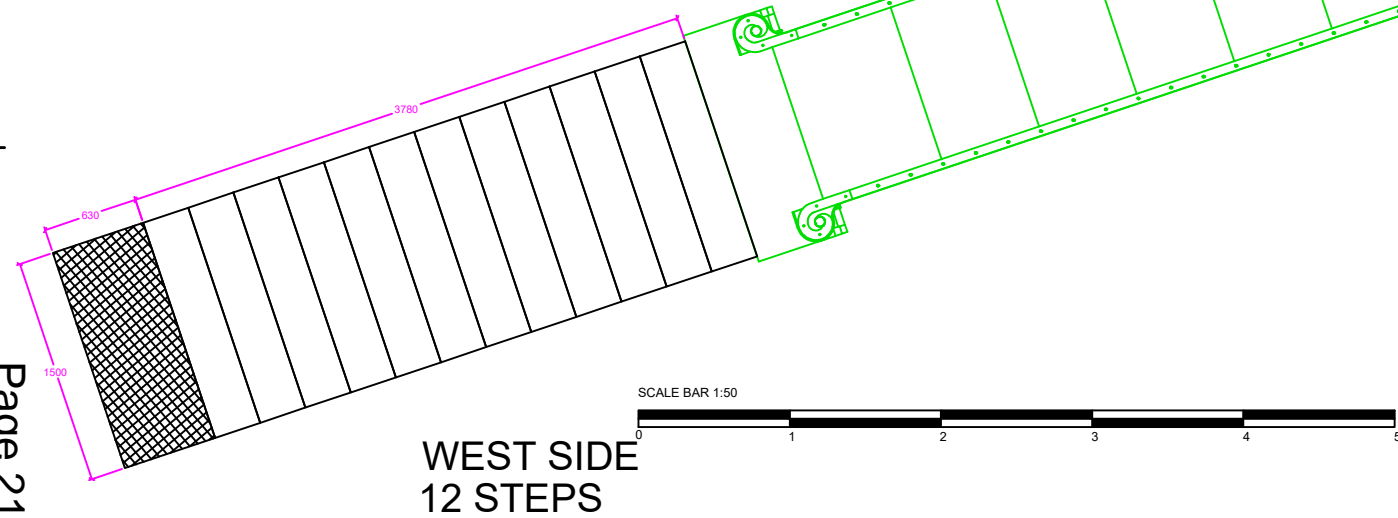
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Typical Step Detail



EAST SIDE
9 STEPS



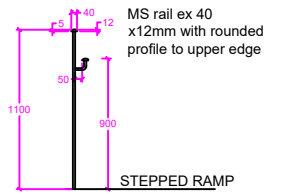
Handrail and Top-rail to have domed profile 40mm (w) x 12mm (h). Ensure any joints between sections/lengths of handrail are smooth and flush. Handrail to finish with a 50mm radius turn at the bottom of the steps. All endings to be rounded.

Handrail to be set at 900mm above stepped ramp and mechanically fixed to every 5th spindle. Top-rail to be set at 1100mm above stepped ramp.

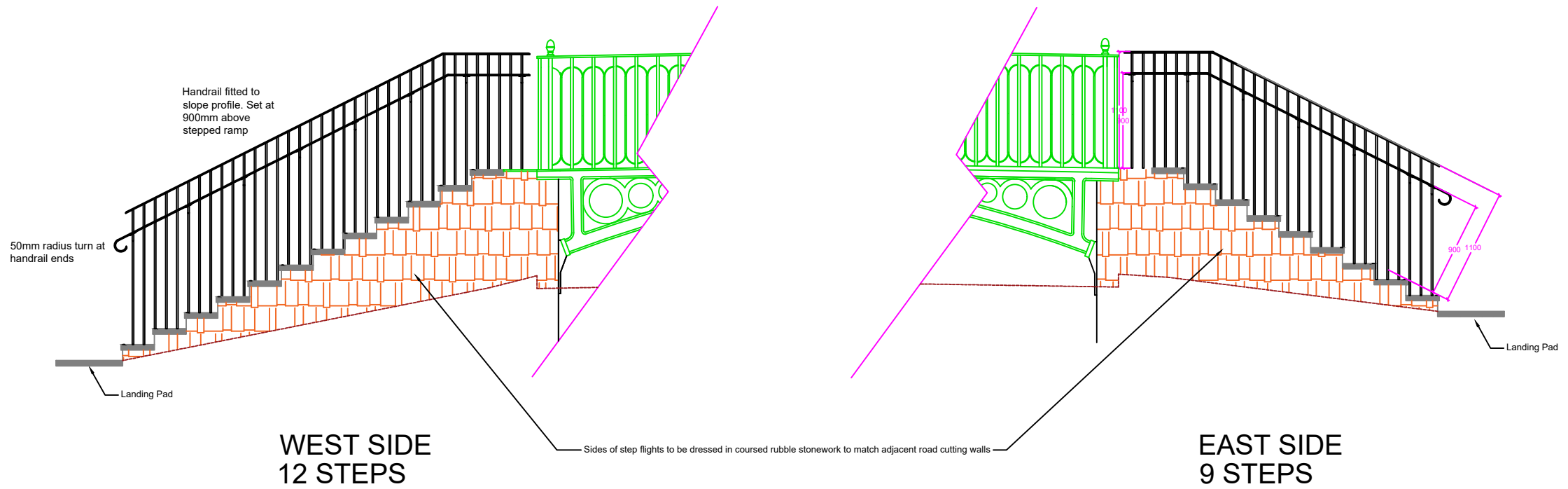
Spindles to be solid square 15mmx15mm and set 120mm centers. Spindles to be resin bonded into pre-cut holes in steps.

All metalwork to be hot dip galvanized as Z11 and painted as specification NBS M60 (Black RAL 9005).

Steps to be 315mmx50mm dressed pennant stone with die-cut channel for anti-slip bar and holes to receive spindles. Top face to have R10 slip resistance minimum. Nosing to protrude 15mm.



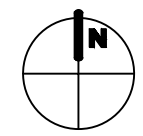
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A	Updates after Check by RG	13.12.21
Rev	Description	Date
Client CDG		
Project Title Kings Weston Footbridge		
Drawing Title Step and Handrail Details		
Information Status Planning Application		
Project / Dwg No. 20/005-0006	Revision T1	Scale As Indicated@A3
Date 30.11.21	Drawn CD	Checked RG

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Equality Impact Assessment [version 2.9]



Kingsweston Lane Footbridge	
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input checked="" type="checkbox"/> Service <input type="checkbox"/> Other [please state]	<input checked="" type="checkbox"/> New <input checked="" type="checkbox"/> Already exists / review <input type="checkbox"/> Changing
Directorate: Growth and Regeneration	Lead Officer name: Chris Dooley
Service Area: Highways and Transportation	Lead Officer role: Structures Manager

Step 1: What do we want to do?

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

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

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

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

Kingsweston Lane footbridge is a “Grade 2” Listed cast iron structure constructed circa 1800. The footbridge carries a Public Right of Way - PROW (BCC/ 70/10) footpath linking Blaise Castle Estate to Kingsweston Fields. The bridge spans over Kingweston Road (B4057).
 The bridge is frequently impacted by HGV’s and ultimately sustained substantial impact bridge strike damage in late November 2015, whereupon it was closed to pedestrians with a temporary “at grade” crossing provided on Kingsweston Road. Since the initial bridge emergency closure, the remaining elements of this now unstable structure are being temporarily supported on a structural design supporting scaffolding arrangement. This arrangement is structurally visually inspected and monitored by the Bridges Team monthly.
 The annual estimated ongoing cost of this support mechanism and structural inspections (routine & reactive) is in the region of approximately **£15K** per annum as well as other ongoing Traffic Management inspections and reactive repair costs.

Key Background Information to date

1. Initial Investigations are now completed and Reports issued to BCC Highways, giving recommended priced options. The only viable recommended option is to raise the footbridge by **1.075m**. The estimated cost for these works is estimated to be in the region of just under£1m, including utility diversions and construction of new facilitation steps, which have now been given Listed Approval to proceed.
2. Original Listed planning Consent submission to remove the bridge only was rejected by BCC Planning.
3. The Listed Consent as submitted also applied for this permission to dismantle the bridge was also rejected.
4. Continuing routine inspection and maintenance of supporting scaffolding and temporary pedestrian crossing is annually costing the Council approximately around **£15K**.
5. BCC Highways worked further with the BCC urban design team to address all the planning concerns to allow a for successful planning application resubmission, facilitating the bridge being dismantled and reinstated at the new raised elevated level, with new landscaped aligned approach steps in keeping with the urban surroundings Parks estate

A Highways budget was allocated for the necessary works required to facilitate the successful resubmission of any revised planning application. This required further working landscape modelling and visualisations and graphics completed by BCC Urban Design Teams in collaboration with BCC Highways.

Refurbishment works will allow the bridge to continue to operate in an effective manner, meeting the Council's statutory duty, obligations to this Listed Structure. It would also address the concerns of Corporate Council Insurers, in regard to providing related corporate insurance cover for the operational performance aspect of the bridge.

It will reduce the risk of future Bridge strike impacts by HGV,s when this footbridge is raised to a higher elevation and refurbished, which is currently affecting the operation of the surrounding pedestrian PROW highway network. It will reduce risk of increased repair costs and operational costs due to attendance and additional mitigation measures, should there be significant delay in undertaking refurbishment work. Significant investment in updating the operational aspects of the bridge will produce overall future savings and performance reliability, as well as a reduction in staff resources currently needed to ensure bridge lift. It also re-established the old route re-establishing the PROW.

1.2 Who will the proposal have the potential to affect?

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

1.3 Will the proposal have an equality impact?

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

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

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

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	[please select]
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The proposed refurbishment and elevation works to this Footbridge are generally urgent and would be statutory in relation to ensuring the safety of the public as users of the footbridge and the raising of its elevation will reduce the occurrence of impact from HGV's.

The ongoing and existing diversion route is clearly signed well in advance of the footbridge closure and full advance notices and clear communications has been put out in the public domain prior to the footbridge closure in late in 2019. The diversion route and signage is regularly inspected and monitored on a regime based basis.

Step 2: What information do we have?

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

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

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

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

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

Data / Evidence Source [Include a reference where known]	None available
Consultation with BCC Network Management	Diversion route chosen is only sensible route and has been approved by BCC Traffic Safety and BCC Network Management.
Additional comments:	

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

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

2.3 Are there any gaps in the evidence base?

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

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

There are gaps in overall diversity data at a local and national level for some characteristics e.g. gender reassignment – especially where this has not historically been included in statutory reporting e.g. for sexual orientation. As council we rarely monitor marriage and civil partnership. There is a corporate approach to diversity monitoring for service users and our workforce, however the quality of available evidence across various council service areas is variable. No robust data on gender identity exists. Gaps in data will exist as it becomes out of date or is limited through self-reporting.

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

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

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

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

There will be full advance notification signage at key node points. There will also be clear public notification given in the local Press and to all the identified stakeholders to give prior advance notice of the proposed works, what exactly is being done and also why it is being done. The wording of this narrative will be agreed in good time with our Comms and PR colleagues.

We are intending to gain the views of any local interested groups including schools and other organisation to gain local consensus agreement as to the proposed possible new painting colour scheme for the footbridge to have this decision made in the local realm. This can be done by using either options questionnaires on site or to consult with the local schools or interested groups.

We will also liaise with local equalities led groups such as WECIL, Bristol Disability Equality Forum, The Care Forum and Bristol Older Peoples Forum to cascade messaging about the proposed detour to their membership and wider networks.

2.5 How will engagement with stakeholders continue?

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

Through usual channels such as the Council Website , Site meeting with local groups, Project Manager to monitor ICASE and Fixmystreet queries and complaints on a weekly basis. Site Notices will also give contacts for BCC and Contractor to deal with any site-specific issues and problems to allow these to be dealt with at source.

Step 3: Who might the proposal impact?

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

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

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

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

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

The alternative route will be well-lit, frequently used and visible so we do not think there should be any reduction in real or perceived safety for groups who are more likely to experience harassment and antisocial behaviour.

Any problems or concerns can be dealt with through usual channels, Site meeting with local groups, Project Manager to monitor ICASE and Fixmystreet queries and complaints on a weekly basis. Site Notices will also give contacts for BCC and Contractor to deal with any site-specific issues and problems to allow these to be dealt with at source.

PROTECTED CHARACTERISTICS

Age: Young People

Does your analysis indicate a disproportionate impact? Yes No

Potential impacts:

The longer diversion route is likely to disproportionately impact younger citizens because of their higher representation in the locality, but is the only safe option available

Mitigations:	Monitor situation as work progresses and take proportionate reasonable action as required
Age: Older People	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Some older people (whether or not they are have an impairment) may be disproportionately impacted by the diversions due to slower walking speeds and mobility impairments. Older people who are less comfortable using digital services may require other / traditional communication channels to advise them of works.
Mitigations:	Monitor situation as work progresses and take proportionate action as required
Disability	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Longer diversion route may have a disproportionate impact on Disabled people including people with visual impairments or Deaf people, neurodiverse people and people with other 'hidden' impairments as well as mobility impairments.
Mitigations:	Monitor situation as work progresses and take proportionate action as required. Ensure communication about work is in a range of accessible and easy to understand formats.
Sex	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Sexual orientation	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	No
Mitigations:	No
Pregnancy / Maternity	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Longer diversion route will have a disproportionate impact on people who are pregnant with limited mobility, and families with babies and young children.
Mitigations:	Monitor situation as work progresses and take proportionate action as required
Gender reassignment	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	No
Mitigations:	No
Race	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	No
Mitigations:	No
Religion or Belief	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	No
Mitigations:	No
Marriage & civil partnership	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	No
Mitigations:	No
OTHER RELEVANT CHARACTERISTICS	
Socio-Economic (deprivation)	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	no
Mitigations:	no
Carers	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Longer diversion route is likely to have a disproportionate impact on carers
Mitigations:	As above re accessible communications and other mitigations
Other groups [Please add additional rows below to detail the impact for other relevant groups as appropriate e.g. Asylums and Refugees; Looked after Children / Care Leavers; Homelessness]	
Potential impacts:	No
Mitigations:	No

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

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

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

Benefits could be by close consultation with local interest groups positive benefits could be fostered to build up good relations with all local interested parties to aid for good relations during works.

Step 4: Impact

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

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

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

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

Although there is likely to be disproportionate impact for some groups the proposal is justified on the basis of operational need. The diversion route is reasonable, but with good prior notifications, appropriate advance warning and diversion route direction and information signage as well as good prior PR and comms most people will be well aware of these works and will know of the proposed diversion route and can make plans to change their journeys accordingly.

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

Good positive engagement with local groups will help the work go smoothly and hopefully will help to mitigate the negative impact the closure of this footbridge will cause.

4.2 Action Plan

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

Improvement / action required	Responsible Officer	Timescale
Agree Diversion route and diversion and information signage required	Daniel Redmond	Sept/Oct 2023
Agree COMMS and PR Release with Mayors Office	Daniel Redmond	Sept/Oct 2023
Local Group engagement, including schools and FRANC	Daniel Redmond	Sept/Oct 2023


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

Weekly Audit by Project Manger (Daniel Redmond) of ICASE and Fixmy Street complaints and ensuring appropriate and proportionate action is taken to mitigate as fare as is reasonably possible.

Step 5: Review

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

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

Equality and Inclusion Team Review: <i>Reviewed by Equality and Inclusion Team</i> <i>Megan Belcher</i>	Director Sign-Off:  Director Management of Place
Date: 10/05/2023	Date: 11/05/2023

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

Eco Impact Checklist

Title of report: Kingsweston Lane Footbridge full Refurbishment in late 2023				
Report author: Chris Dooley - Bridges and Highways Structures Manager				
Anticipated date of key decision : 6 June 2023				
Summary of proposals:				
Closure of bridge to undertake Works, provide agreed diversion route				
Will the proposal impact on...	Yes/No	+ive or -ive	If Yes...	
			Briefly describe impact	Briefly describe Mitigation measures
Emission of Climate Changing Gases?	Yes	-ive	Construction of new materials particularly any steel casting required, Use of portable electric tools	Extending the lifetime of the footbridge supports active travel for citizens. Use efficient plant where possible.
Bristol's resilience to the effects of climate change?	Yes	+ive	Refurbishing and raising the height the footbridge will make it more resilient to instances of extreme heat and reduce the risk of impact by HGV's	Increasing height of footbridge by 1.10m thereby reducing risk of impact by HGV,s
Consumption of non-renewable resources?	Yes	-ive / +ive	Specialist tools, pads and materials will be required	Use sparingly, take away from site and recycle wherever possible.
Production, recycling or disposal of waste	Yes	-ive	Removed corroded steel, wood and other composites	All waste to be disposed of according to waste hierarchy
The appearance of the city?	Yes	-ive / +ive	Existing and already in place on the existing diversion route Once completed the refurbishment will improve the appearance of the bridge and reinstate.	Early notification and PR has already been done.
Pollution to land, water, or air?	Yes	-ive	Possible Debris on falling on the Highway . Potential for spills of liquid fuels, oils or	Enclosed scaffolding to catch all debris and taken away from site. Particular care to be given by contractors when dealing with elements that have flaking paint. Particular care to be taken when using any equipment

			paints.	or materials that require liquids. Spill kits and procedures to be prepared and available on site.
Wildlife and habitats?	Yes	-ive	Noise of compressor	Use muffler on plant
Consulted with:				
Summary of impacts and Mitigation - <u>to go into the main Cabinet/ Council Report</u>				
<p>The significant impacts of this proposal are...</p> <p>Footbridge closure already in place, production of new steel and other materials, busier footways on the existing diversion route, noise during works, possible debris or liquids falling onto highway.</p> <p>The proposals include the following measures to mitigate the impacts...Enclosed scaffold, low emission Plant and mufflers, noise reduced plant, spill procedures and kits ready on site, site waste management plans for disposal of materials</p> <p>The net effects of the proposals are...Neutral to the Environment, extending the lifetime of the footbridge supports active travel options for Bristol residents.</p>				
Checklist completed by:				
Name:			Chris Dooley	
Dept.:			Highways and Transportation	
Extension:			23188	
Date:			02/05/2023	
Verified by Environmental Performance Team			Daniel Shelton	

Decision Pathway – Report

PURPOSE: Key decision

MEETING: Cabinet

DATE: 06 June 2023

TITLE	Commuted Sums Policy		
Ward(s)	Citywide		
Author: Nick Pates	Job title: Area Highways Maintenance Team Manager		
Cabinet lead: Cllr Donald Alexander, Cabinet Member for Transport	Executive Director lead: John Smith, Interim Executive Director Growth and Regeneration		
Proposal origin: BCC Staff			
Decision maker: Cabinet Member			
Decision forum: Cabinet			
Purpose of Report:			
To seek approval to introduce a Commuted Sums policy to levy capital payments for the ongoing maintenance of assets.			
Evidence Base:			
<ol style="list-style-type: none"> 1. Commuted sums can be defined as “A payment of a capital sum by an individual, authority or company to the highway authority, local authority or other body, as a contribution towards the future maintenance of an asset to be adopted or transferred” (County Surveyors’ Society (CSS)¹, 2008 2. The policy sets out the standards by which Bristol City Council (BCC) should approve materials used in the creation and maintenance of adoptable highway assets and identifies those materials for which Commuted Sums for future maintenance activities can be collected. 3. It is intended to provide a transparent and consistent approach to the levying of Commuted Sums so that increased clarity for developers is provided, by enabling Commuted Sum requirements to be considered at an early stage of the development process. 4. The policy should allow greater innovation and a more varied palette of materials as limits the risk of maintenance of the unknown. 5. BCC already levies Commuted Sums for some developments but lacks a policy setting this out. 6. The policy is in line with ADEPT guidance and has been developed after benchmarking other Local Authorities. 7. Commuted Sums to be applied to all non-approved materials and assets identified within the policy 8. A discount rate is applied to all sums collected, which is in keeping with Adept guidance and other local authorities 9. Commuted Sums to be considered on a case-by-case basis and the Transport and Highways Operational 			

Board (THOB) should be the escalation forum for challenges to the application of commuted sums.

10. Example Commuted Sums costs:

- Pigmented HRA for a 2km long, 3m wide cycle track - £28,533
- Rainwater Garden (144m²), 20yr design life. £15,984 installation cost. 20year maintenance and replacement cost - £49,915
- Small Signal Junction. £157k installation cost. 20year maintenance and one-off replacement costs - £136,083

Cabinet Member / Officer Recommendations:

That Cabinet

1. Approve the Commuted Sums Policy as set out in Appendix A.
2. Authorise the Executive Director Growth and Regeneration in consultation with the Cabinet Member Transport to take all steps required to implement the policy and make minor amendments as required.
3. Note that officers will continue to consider whether commuted sums can be applied to grant funded projects.

Corporate Strategy alignment:

- Supports delivering a resilient city that works towards decarbonisation in which assets are maintained sustainably.

City Benefits:

1. Ensures assets are fit for purpose
2. Reduces revenue burden
3. Clarity for developers
4. Supports innovation

Consultation Details: N/A

Background Documents: [ADEPT Bridges Commuted Sums Guidance 2017 \(amended\)](#) | [ADEPT \(adeptnet.org.uk\)](#)

Revenue Cost	£0	Source of Revenue Funding	
Capital Cost	£0	Source of Capital Funding	
One off cost <input type="checkbox"/>	Ongoing cost <input type="checkbox"/>	Saving Proposal <input type="checkbox"/>	Income generation proposal <input checked="" type="checkbox"/>

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

1. Finance Advice:

The report is seeking to introduce a Commuted Sums Policy to provide a transparent and consistent approach to charging a contribution to developers towards the future maintenance of all non-approved materials and assets identified within the policy.

There are no associated costs to introducing the policy within BCC, it will ensure the income contributions from developers are more consistent and they will continue to be considered on a case-by-case basis.

Commuted Sums are levied on some developments, but this policy would standardise much of the process, adding clarity for developers at an earlier stage in the process.

The BCC Commuted Sums Policy is in line with industry guidance and from benchmarking other local authorities. The Association of Directors of Environment, Economy, Planning and Transport (ADEPT) have produced guidance notes setting out best practice for the application of commuted sums, including understanding whole life costs to ensure undue burdens are not placed on maintenance budgets and the public purse, which has shaped the BCC Policy.

The BCC Policy calculates the commuted sums objectively and as fairly as possible, so all future costs over the given timescale are discounted to the net present value (NPV). This reflects the genuine present-day value of predicted future costs which they are designed to service. At the design stage, the materials used, need careful consideration to ensure they provide a balance of being suitable and the financial burden of the future maintenance and replacement costs to BCC.

Clarity is being sort and consideration is required on whether commuted sums can be applied to grant funded projects – once the position is understood this will need communicating to the Service.

Finance Business Partner: Kayode Olagundoye. Interim Finance Business Partner, Growth & Regeneration, 19 May 2023

2. Legal Advice: Section 38(6) Highways Act 1980 provides the highway authority with power to request commuted sums when adopting a new highway. Case law (Redrow Homes Ltd v Knowsley MBC [2014] EWCA Civ 1433) has confirmed that this statutory provision can include the requirement to pay commuted sums as part of a s.38 highways agreement.

Section 278(3) Highways Act 1980 provides the highway authority with power to request commuted sums when allowing works to take place on the existing highway.

To comply with general public law principles, any commuted sum payments sought should be reasonable i.e. sufficient to cover the anticipated cost to the Council, and transparent in its calculation.

Legal Team Leader: Joanne Mansfield 22 May 2023

3. Implications on IT: No implications on IT to this activity

IT Team Leader: Alex Simpson – Senior Solution Architect 17 April 2023

4. HR Advice: There are no HR implications evident

HR Partner: Celia Williams, HR Business Partner 5 April 2023

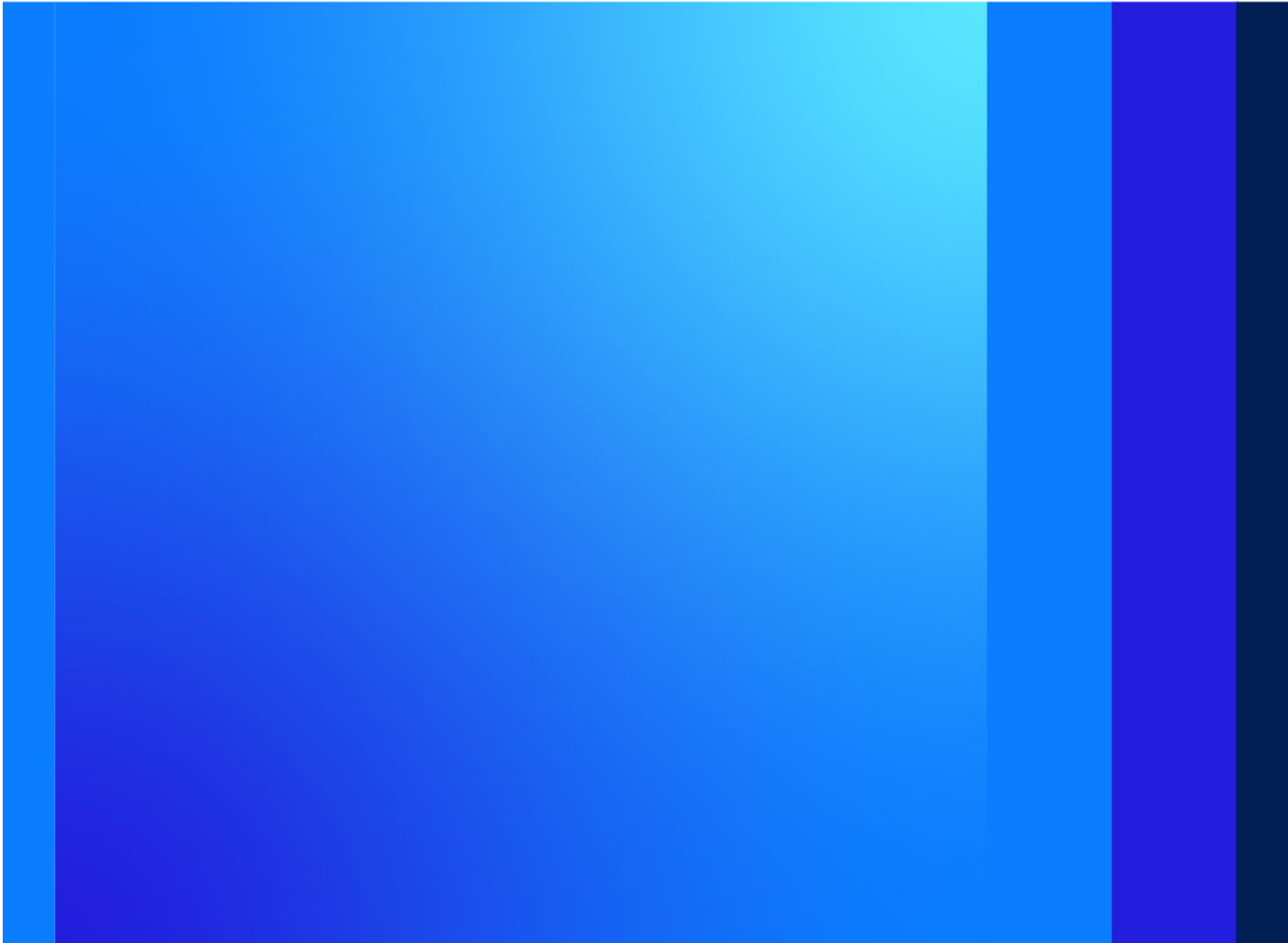
EDM Sign-off	John Smith, Interim Executive Director Growth and Regeneration	12 April 2023
Cabinet Member sign-off	Cllr Donald Alexander, Cabinet Member for Transport	13 April 2023
For Key Decisions - Mayor's Office sign-off	Mayor's Office	5 May 2023

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

Appendix I – Exempt Information	NO
Appendix J – HR advice	NO
Appendix K – ICT	NO
Appendix L – Procurement	NO

Commuted Sums Policy

Final Report
Bristol City Council



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- B. TDM Approved Pallett of Materials
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1. Introduction

1.1 Purpose of the document

This document sets out the standards by which Bristol City Council (BCC) should approve materials used in the maintenance of adoptable highway assets and identifies those materials for which they can collect Commuted Sums for future maintenance activities.

It is intended to provide a transparent and consistent approach to the levying of Commuted Sums so that increased clarity for developers is provided, by enabling Commuted Sum requirements to be considered at an early stage.

It is acknowledged that there is not a 'one size fits all solution' when it comes to which materials/detail to use for different features, so it is accepted that developers will in some cases wish to use non-standard materials. Where these non-standard, or 'enhanced' materials are intended to be used, there will as a result be an increased maintenance burden on BCC for which a Commuted Sum will need to be collected.

1.2 What are Commuted Sums?

Commuted sums can be defined as:

"A payment of a capital sum by an individual, authority or company to the highway authority, local authority or other body, as a contribution towards the future maintenance of an asset to be adopted or transferred" (County Surveyors' Society (CSS)¹, 2008).

The payment of a Commuted Sum will form part of the final certificate, and once issues will have the effect of relieving a developer or owner of an asset of any future maintenance responsibility for the adopted assets. As a result, any obligations and associated risks will then lie with the adopting party to maintain the asset. Payments of Commuted Sums are often not restricted to a single payment and can take the form of a series of payments where relevant agreements are in place. It is also noted that the use by the adopting authority Commuted Sums is not limited to maintenance and can include inspection, repair and relocation of an asset.

The typical procedure followed for charging Commuted Sums is shown in Figure 1. This demonstrates the steps between the initial discussions with developers and local authorities and the issue of a final certificate.

1.3 Background

BCC, as the Highway Authority, has a statutory responsibility for the maintenance and management of adopted highways in Bristol. As well as highway surfacing, this responsibility also includes the structure and fabric of the highway.

When BCC enters into a Section 278 or a Section 38 Agreement (both explained in Chapter 2) with a developer, and the terms of the Agreement have been complied with, BCC then assumes the full responsibility for the maintenance of the highway assets constructed, which can entail potential liability in the event of any failure to meet the requirements of this statutory duty.

Whilst BCC has collected Commuted Sums previously, discussions have historically taken place with developers at different stages of the process. The purpose of this new policy is to provide a means of identifying which assets are defined as 'standard' and, as such, will not attract Commuted Sums, and which assets are classed as 'enhanced' or 'non-standard' and will generate a requirement for Commuted Sum payment for future maintenance.

¹ Former name of the Association of Directors of Environment, Economy, Planning and Transport (ADEPT).

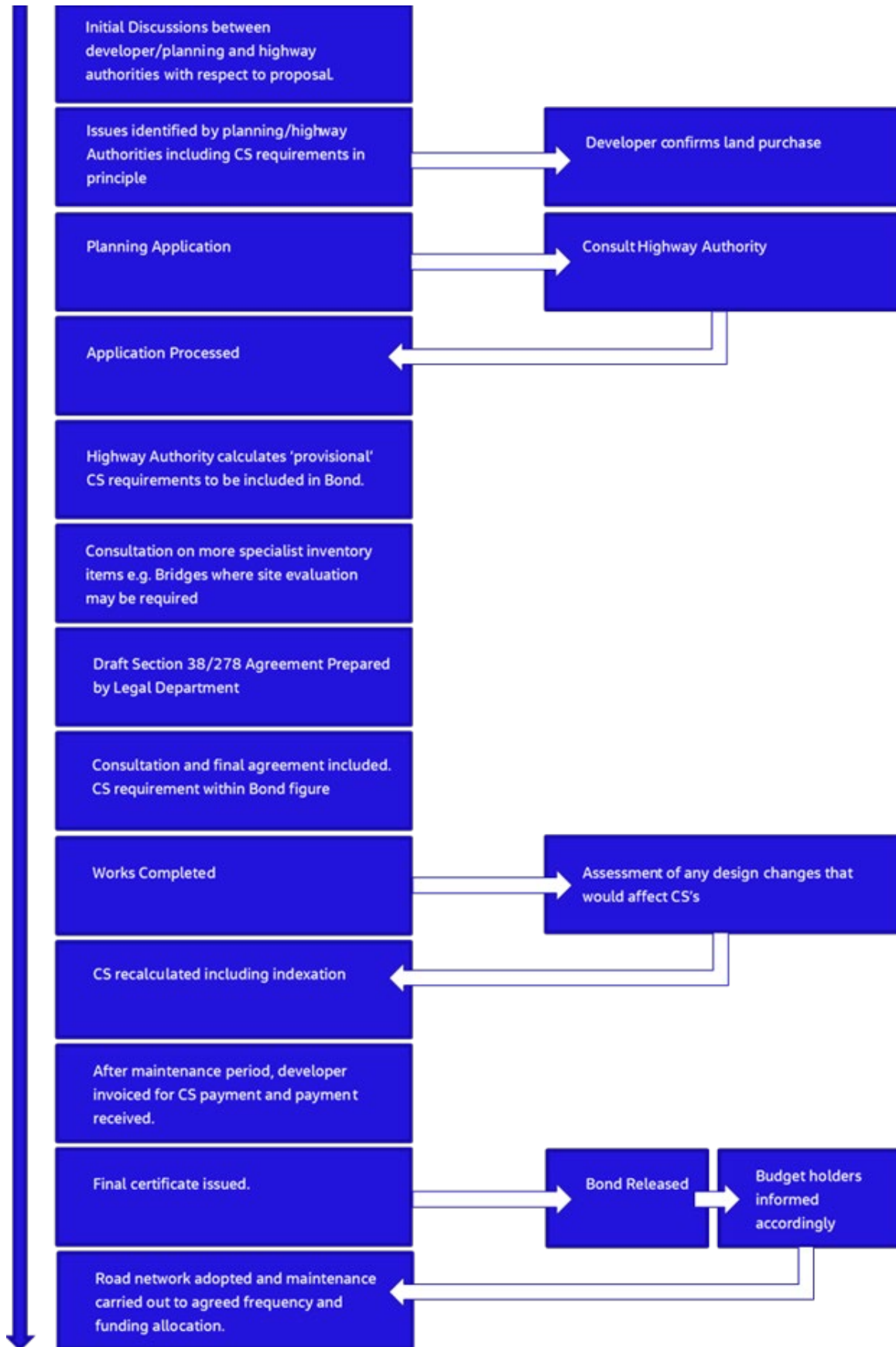


Figure 1 - Commuted Sum procedure

2. Legislation and Policy Framework

2.1 Introduction

This chapter sets out current policy and legislation that are relevant in relation to the adoption and future maintenance of assets, Commuted Sums and the suitability of the materials used. This document is intended to be read alongside the legislation and other documents reviewed in this chapter.

2.2 The Highway

It is important to identify what is meant by 'the Highway'.

For the purposes of adoption, the highway includes all surfacing, bridges, tunnels, drainage, lighting and all objects legitimately located in or on the highway with the permission of the highway authority. The highway should be marked clearly or have agreed and recorded boundaries. Within those boundaries, all elements for which the highway authority will assume liability can be included in the S38 or S278 agreement.

There are several ways in which assets can be adopted by the highway authority. These are set out in the following sections.

2.3 Section 38 Highways Act 1980

Section 38 of the Highways Act 1980 is often the mechanism by which assets are adopted by the highway authority. When planning consent has been granted for a new development, developers may ask the highway authority to 'adopt' new roads that have been constructed as part of the development, along with associated infrastructure. This adoption means the highway authority agrees to undertake maintenance of the road from an agreed date at the public expense.

The Section 38 Agreement may contain:

- Details of the relevant planning permission.
- Drawings indicating the extent of the area to be adopted.
- Provision for land dedication.
- Technical drawings of the works.
- A programme for the works and for the adoption
- Provision for inspection and certification of the works.
- Agreement regarding the adoption, or not, of supporting structures.

There will be fees associated with the agreement, covering the cost of checking designs, preparing the agreement, and inspecting the works, in addition to the securing of Commuted Sums for the ongoing maintenance of items not essential for highway purposes. There may also be a requirement for a bond from the developer, to cover the highway authority against the possibility that the developer fails to properly complete the works, for example if they become insolvent.

The works as identified in the agreement must be constructed to a design and standard agreed by the highway authority. The developer will be responsible for carrying out the works at their own expense, and for all maintenance costs until adoption.

There will generally be a 12-month maintenance period between the completion of the works and the ultimate adoption of the roads. If the development is phased, then adoption will generally take place after the final phase is completed. This is because the roads may in the meantime continue to be used as a means of access by construction traffic.

2.4 Section 278 Highways Act 1980

Section 278 of the Highways Act 1980 effectively allows a developer to carry out works on the public highway. This is generally necessary where planning permission has been granted for a development that requires improvements to, or changes to, public highways.

Section 278 Agreements often include provisions generally seen within Section 38 Agreements, which allow developers to carry out works to a public highway. This may be necessary, for example, to provide access to a new site or to improve access to an existing site.

The agreement between the highway authority and the developer is called a Section 278 Agreement, and it may allow for items such as:

- Roundabouts.
- Priority junctions.
- Junctions with traffic lights.
- Right turn lanes.
- Improved facilities for pedestrians and cyclists.
- Improvements to existing junctions
- Traffic calming measures.

The details of the agreements will vary, but details such as the following, where applicable, will include:

- Details of the relevant planning permission.
- The agreed design.
- Details of any bond required.
- Details of who will design and manage the works.
- The programme for the works.
- Provision for inspection and certification of the works.
- Costs.

In addition to the works themselves, the developer may be required to pay costs associated with:

- The drafting, negotiation and completion of the agreement.
- Agreeing the scheme for the works.
- Permissions associated with the works.
- Land acquisition associated with the works.

Commuted Sums Policy

- Administrative expenses incurred by the highway authority.
- Maintenance of the works (Commuted Sums).

If the developer is carrying out the works, there may be a requirement for a bond to cover the highway authority against the possibility that the developer fails to properly complete the works, for example if they become insolvent as with Section 38. The bond will be released incrementally until a twelve-month maintenance period has elapsed after the works are complete.

The planning application associated with the development will generally establish the principles of the works required. The highway authority cannot then refuse to enter into an agreement for the developer to undertake the approved works, as long as the works meet the appropriate standards.

If the developer fails to make agreed payments, or if the works are not carried out in accordance with the agreement, the highway authority is empowered to close the access to the site.

The procedure necessary to reach agreement can be time consuming and protracted, and so it is desirable to enter into discussion with the highway authority as early in the project as possible.

2.5 ADEPT Bridges Commuted Sums Guidance 2017 (amended)

The Association of Directors of Environment, Economy, Planning and Transport (ADEPT), previously the County Surveyors' Society (CSS), have produced guidance notes on Commuted Sums. This guide sets out best practice approach for the application of Commuted Sums including understanding whole life costs to ensure undue burdens are not placed on maintenance budgets and the public purse. However, it stresses that Commuted Sums should be applied in a reasonable manner that does not stifle innovation and is fair to all parties. The general principles of this document have shaped this BCC policy.

2.5.1 Scope for use

In a highway context, ADEPT guidance outlines that there are typically two situations in which a local authority may wish to charge Commuted Sums:

- a) Adoption of an item/asset as public highway under Section 38 or Section 278 of the Highways Act 1980.
- b) Transfer of an item/asset from another public body or from private ownership to the highway authority.

ADEPT also outlines that policies regarding Commuted Sums often vary between local authorities, for example in some instances developers are charged routinely for the adoption of new infrastructure and in others Commuted Sums are requested as a single payment.

However, where a Commuted Sum payment is offered, the highway authority may still resist adoption of a particular proposal where it would be inappropriate for it to do so. This is commonly when the proposal is not acceptable in principle, including on highway safety grounds, e.g. street art or where materials are of an unacceptable specification.

2.5.2 Overriding Principles

ADEPT outlines the following key principles that are typically applied when exercising the provisions that relate to Commuted Sums, these include:

- Commuted Sums are equally applicable to Section 38 and 278 agreements.
- Commuted Sums are not appropriate for newly constructed infrastructure where there are other sources of funding to cover on-going maintenance.
- Commuted Sums are payable for “extra over” costs which are deemed by the local authority to place an extra burden on the maintenance budget.

- All assets should be treated on the same basis for Commuted Sum calculation purposes.
- All new works carried out as part of a Section 278 Agreement are appropriate for application of Commuted Sums.
- There is no requirement to calculate any degree of benefit to the local authority in respect to Commuted Sums for Section 278 works.
- Commuted sums are not applicable to additional works that only provide aesthetic value rather than design reasons.
- Where Section 38 works are deemed as “standard” construction, Commuted Sums are not generally applicable.
- The provision of “standard” street lighting within section 38 works will not generally be subject to Commuted Sums.
- Commuted Sums should be calculated objectively and as fairly as possible to reflect the genuine present-day value of predicted future costs which they are designed to service.

2.5.3 What’s included for charging

It is not practical or feasible for Bristol City Council to document these in advance for all material products that might feasibly be permitted on its network (both now and in the future). Instead, the developer should work with contractors and suppliers to generate the required inputs for calculation. These will then be subject to negotiation and agreement with Bristol City Council.

Table 1 below demonstrates asset categories as identified by ADEPT for which it is appropriate for developers to pay a Commuted Sum. It is noted that this list is not exhaustive and Commuted Sums are not limited to these assets alone.

1) Asset Type	2) Asset Group
Carriageway Surfacing	SMA, Negative Texture Surfacing (Thin Surface Course), Asphalt Concrete, Surface dressing, High friction surfacing, Pigmented, Block paving, Modular paving.
Carriageway Ancillaries	Kerbs, road markings, road studs, combined drainage kerbs, specialist road markings
Footways, cycleways, paved verges (including PROW)	Pigmented (binder, aggregates or chippings), block paving, modular paving, tactile paving, unbound surfacing, footway ancillaries.
Fences and Barriers	Safety barriers, amenity fencing.
Structures	Bridges, major structures, miscellaneous structures, tunnels.
Street Lighting	Architectural, high mast, wall mounted lighting, decorative lit bollards, subway/bridge lighting.
Street Furniture	All
Verges and landscaped areas	All
Traffic/pedestrian management	Traffic signals, pedestrian signals, illuminated traffic signs, non-illuminated traffic signs, illuminated pedestrian signs, non-illuminated pedestrian signs, illuminated bollards, heritage pedestrian signs, finger posts, gateway signs, information signs, variable message signs, rotating plank signs, traffic calming, hydraulic bollard systems, CCTV.
Drainage	SUDS, positive drainage, soakaways.

1) Asset Type	2) Asset Group
Public Open Space	Specialist activity areas, play areas, public amenity areas, public art.
Miscellaneous	Pay and display / parking ticket machines.

Table 1 - Asset Categories as examples as identified by ADEPT

2.6 Manual for Streets - Department for Transport

The Manual for Streets document provides guidance on the planning, design, provision and approval of new streets, and modifications to existing ones. It aims to increase the quality of life through good design which creates more people-oriented streets. Although the detailed guidance in the document applies mainly to residential streets, the overall design principles apply to all streets within urban areas.

One of the main approaches recommended by the document is:

“encouraging innovation with a flexible approach to street layouts and the use of locally distinctive, durable and maintainable materials and street furniture”

Within the document there is a section entitled Materials, Adoption and Maintenance. The aims of the guidance within this section are to:

- Encourage authorities to adopt a palette of materials which allow for more creative design.
- Show how planting can be included in a street environment.
- Advise on foul water and surface water drainage systems, including the use of sustainable urban drainage systems (SUDS).
- Provide guidance on accommodating utilities, etc., and planning for maintenance in the long term.
- Advise on highway adoption procedures and requirements.

It recommends that all materials meet the following requirements:

- easy to maintain;
- safe for purpose;
- durable;
- sustainable (including the manufacturing process and energy use); and
- appropriate to the local character.

2.7 Local Planning Policy

2.7.1 Bristol Development Framework Core Strategy adopted June 2011

Policy BCS11 states that:

“Development and infrastructure provision will be coordinated to ensure that growth in the city is supported by the provision of infrastructure, services and facilities needed to maintain and improve quality of life and respond to the needs of the local economy.

Development will provide, or contribute towards the provision of:

- *Measures to directly mitigate its impact, either geographically or functionally, which will be secured through the use of planning obligations; and*
- *Infrastructure, facilities and services required to support growth, which will be secured through a Community Infrastructure Levy (CIL) for Bristol.*

Planning obligations may be sought from any development, irrespective of size, that has an impact requiring mitigation. Contributions through CIL will be required in accordance with the appropriate regulations.”

Commuted sums are indicated as a possible requirement for the maintenance of facilities provided in connection with this policy. There are however a number of policies relating to quality of design and encouraging innovation and the use of high-quality materials. It is this balance that this, Commuted Sums policy seeks to address, between the benefits of superior development both in looks and materials to the city of Bristol, and the financial burden of maintenance and replacement to BCC.

2.7.2 Bristol Local Plan - Site Allocations and Development Management Policies Local Plan adopted July 2014

No specific policies are mentioned within this document in relation to the requirement of Commuted Sums. There are however a number of Design Policies that would potentially require enhanced materials in order to fulfil their requirements in terms of high-quality design.

2.8 Bristol City Council Planning Obligations SPD 2013

This document sets out BCC’s approach to planning obligations and states the types of obligation that the Council may seek to secure from development.

The section of the document relating to index-linking states that where commuted maintenance payments are required that the payment will be index-linked from the point at which maintenance costs are agreed.

The document makes specific mention to Commuted Sums in relation to a number of types of assets.

2.8.1 Traffic Signals:

“If the Highway Infrastructure Works include the provision of new or upgraded traffic signals, a commuted maintenance payment will be required, which will be payable upon the issue of Certificate 1 (Certificate of Substantial Completion).

Payment covers for 20 years plus a one-off replacement cost, after which the signals will be maintained at the City Council’s expense.”

2.8.2 Landscaping Scheme undertaken by the Developer:

The developer will be required to design and implement any landscaping scheme, having submitted it to BCC and secured BCC’s approval beforehand. Once in an adoptable condition, it will be transferred to BCC and upon this transfer a Commuted Sum will be payable to cover the first 15 years of maintaining the landscaping scheme. Where landscaping includes trees, BCC will undertake the tree-related design and implementation and the costs payable by the developer will be in accordance with the tree section outlined in the SPD and summarised in section 2.8.4 below.

2.8.3 Public Realm

The SPD requires public realm to be designed and constructed by the developer as agreed with BCC, and upon transfer to BCC a Commuted Sum should be paid to cover 15 years maintenance.

2.8.4 Trees

The document requires tree planting, either to mitigate the impact of development or as replacement planting. Where tree planting is directly into open ground, the payment is less than in hard standing as the latter requires an engineered tree pit.

The “open ground” figure will apply in the following circumstances:

- Where development results in the loss of Council owned trees in open ground.
- Where development results in the loss of trees on the development site and is unable to provide replacement tree planting on site.

In both these cases the Council will provide replacement tree planting in the nearest appropriate area of open space.

The “hard standing” figure will apply in the following circumstances:

- Where development results in the loss of Council owned trees in areas of hard standing.
- Where new tree planting in hard standing is required to mitigate the impact of development (for example street trees required as part of highway improvements).

2.9 West of England Sustainable Drainage Developer Guide 2015

This document was prepared by BCC, and is supported by the Environment Agency, the Lower Severn Internal Drainage Board and Wessex Water. It sets out the vision for sustainable drainage (SuDS) to be more than a number of drainage techniques, and rather be a sustainable way to drain a site with consideration to water quantity and quality, biodiversity and amenity.

Commuted Sums are mentioned specifically in relation to permeable paving. It states that this is not a preferred option for BCC and other SuDs techniques are preferred. It states that if BCC were to consider adopting permeable paving systems, this will need to be at the head of any drainage system and will require the agreement of Commuted Sums with BCC for both ongoing maintenance costs and full replacement value.

The document includes information on SuDS ownership and maintenance. It specifically makes mention of Commuted Sums in the following contexts:

“In the Lower Severn Internal Drainage Board areas of Avonmouth and Severnside, subject to IDB consent, by agreement and following either payment of a Commuted Sum or ongoing infrastructure charge, a developer may build (or contribute to) SuDS that the IDB subsequently owns and/or maintains.”

“SuDS serving the public highway may also be adopted as part of a publicly maintainable highway constructed in line with guidelines, following agreement between developer and Bristol City Council using a model agreement and Commuted Sum, under a Section 38 Agreement of the Highways Act 1980.”

2.10 Sourcing of Materials

BCC encourages the use of locally sourced good quality materials.

2.11 Equality Act 2010

The Equality Act came into force in October 2010, acting as a consolidation of different statutes that had previously covered different types of discrimination. Under the Act, people are protected from discrimination in many situations such as education, employment, exercise of public functions, goods, services, facilities and transport, with reference to nine protected characteristics, which include race, age, disability, sexual orientation and gender reassignment.

In relation to this legislation it is important to ensure that the choice of materials or location of assets considers the rights of all, including those with mobility impairments and specific needs.

2.12 BCC Equality and Inclusion Policy and Strategy 2018-2023

BCC's Equality policy and strategy sets out our commitment to equality and diversity, and under the policy the Council will:

- tackle equalities issues;
- aim to eliminate discrimination;
- create good relationships between communities in Bristol; and
- ensure those from different backgrounds have similar life opportunities.

As with the Equality Act, it is important to ensure that specification of materials avoids discrimination against those with protected characteristics or those identified in the Council's own policy..

3. Approved Materials

3.1 What are Approved Materials?

Approved materials are set out in the Adoptable highway material palette **Appendices**. These materials have been used within Bristol previously and their performance and lifecycle is well known, therefore can be included within maintenance schedules with both the timing and cost of maintenance being predictably known.

They are split by type of asset, e.g. carriageway, footway, kerbs and channels. Within the asset type, they are listed in relation to their appropriateness to particular locations, residential streets, high streets, city centre and Conservation Areas. City Centre standard materials can generally be used elsewhere within Bristol but may require the payment of a Commuted Sum.

In some circumstances, the ongoing maintenance costs of these approved or standard materials would attract a discounted Commuted Sum payment from the developer. This would be dependent on the scheme and through negotiation with the local authority. This is subject to the use of the materials is carried out in the correct manner, in terms of procurement, installation and appropriateness within the development.

'Standard' construction definitions will typically include:

- Carriageway surfaced in flexible construction to the normal standard of the highway authority
- Footway surfaced in asphaltic materials and paving to the normal standard of the highway authority
- Gully drainage and connections (not associated with adoptable surface water sewers)
- Standard street lighting layouts, columns and lanterns included within the authority's lighting policy
- Highway signing, or other features associated with safe design
- Precast concrete and granite kerbing,

4. Enhanced Materials

4.1 What are Enhanced Materials?

Enhanced Materials are non-standard, which can be defined as all construction types or materials that are not included in the definition of 'standard' construction. This therefore includes any materials not designed, specified or constructed in accordance with relevant published standards and industry best practice, that will have future maintenance implications. These implications must be assessed, and consequently a Commuted Sum will be determined.

5. Commuted Sum Calculation Formula

Commuted Sums is set out below. Here we apply a nominal risk-free rate to generate a future nominal (outturn) cost. This is best represented in the following formula:

$$CS = \sum_{y=0}^n FV_y / (1 + DR)^y$$

Where:

CS = Commuted Sums

FV = Future Nominal Value of the sum of reconstruction, maintenance, refurbishment

DR = Nominal risk-free rate of return

y = year

n = appraisal period

Appendices

Appendix A: Commuted Sum Calculations

Commuted Sums Calculations and Benchmarking

How are Commuted Sums currently being calculated?

There are a number of variations on the formulae used to calculate Commuted Sums, depending on whether the formula is to calculate ongoing maintenance, reconstruction or eventual replacement of an asset/item. The essential feature is that the Commuted Sum paid is discounted to allow for the fact that it will be earning interest, which will make up part of the maintenance payment when it is required.

Commuted Sum calculations are based on various timescales depending on the asset/item under consideration and can include an interval between periodic maintenance years. Determination of Commuted Sums therefore require all future costs over the given timescale to be discounted to the net present value (theoretical sum that should be invested now to provide funds in the future), commonly these costs are then discounted at a rate of 2.2%.

Below is an example, followed by ADEPT, that comprises of three elements which are determined separately:

SUM A – To provide costs of reconstruction

SUM B – To meet the costs of predictable maintenance

SUM C – To provide costs of refurbishment

Each of the abovementioned elements are explained in greater detail below and the total Commuted Sum is a summation of SUM A, SUM B and SUM C.

SUM A – Costs of Reconstruction

Depending on the design life of the asset being considered, all reconstructions from the date of ownership must be taken into account. ADEPT outlines that for each planned reconstruction the Net Present Value (NPV) of the reconstruction cost must be calculated using the below formula.

$$Sum A = \frac{\text{Cost of Reconstruction at current prices}}{1} \times \frac{1}{(1 + d)^y}$$

Where:

d is the discount rate (commonly 2.2%); and,

y is the number of years from ownership.

SUM B – Costs of Predictable Maintenance

This calculation must consider average maintenance costs and anticipated intervals at which they are likely to be necessary for a range of structural types and elements. This calculation and its elements are detailed below:

$$\text{Commuted Sum} = \frac{\sum Mp}{\left(1 + \frac{D}{100}\right)^T}$$

Where:

Estimated periodic maintenance costs (Mp);

Discount rate (D) of 2.2%; and,

A time limit for commutation (years) (T).

Maintenance unit costs (Mp) are based on contract rates current at the time of calculation and the frequency of treatment or intervals of replacement, based on planned frequencies or historic information.

There is often a case for the time limit for commutation (T) to align with the expected life of the development. A time period of 60 years is often used as the default period for calculating Commuted Sums for future maintenance, with the exception of highway structures when a 120-year period will often apply, in accordance with the standard design life requirement.

SUM C – Costs of Early Refurbishment Work

An additional allowance is required if any elements of a structure are in poor condition. If refurbishment is not required immediately but will be necessary within a few years, then the cost must be discounted in a similar manner to reconstruction costs and the cost of early refurbishment work will need to be included in the Commuted Sum.

Benchmarking

The table below demonstrates the findings of a benchmarking exercise conducted to understand how alternative councils determine Commuted Sums. This exercise investigated formulas used and when Commuted Sums are applied. This benchmarking has been conducted considering how councils apply Commuted Sums to materials being used/proposed within the highway boundary.

Commuted Sums Policy

Table How other Local Authorities calculate Commuted Sums

Authority	Are they charging?	What for?	What approaches?
Gloucestershire	Commuted sums are charged based on the difference between the discounted maintenance costs for the Enhanced material compared to the Standard alternative. The difference is the amount due as a Commuted Sum.	Pigmented Hot Rolled Asphalt; Enhanced Stone Mastic Asphalt; Exposed Gravel; Unbound Gravel; Natural Stone Slabs; Natural Stone Setts; Resin Bonded; Resin Bound; Premium concrete products with alternative shapes, dimensions, colours or textures; and, Clay pavers.	$Mp/(1+D)^{nt}$ Mp = Estimated periodic maintenance cost (£) T = Interval between periodic maintenance (years) D = Discount rate (%) Tmax = Time limit for commutation Where n is the number of maintenance events and nT does not exceed Tmax.
Oxfordshire	Commuted sums are applied for standard and non-standard materials, with standard materials attracting lower Commuted Sums than non-standard.	Commuted sums are calculated based on anything 'over and above' the Standard Highway Corridor funding from Central Government. Used for all Section 278 and 38 Commuted Sums within Oxfordshire.	Formula Used to Calculate Present Value: $Mp/(Dr)^T$ Mp = Maintenance/ Replacement Cost based on current contract rates. $Dr = (1+D/100)$ D = Effective Annual Interest Rate of 2.2 T = Time Period of 30 years for all assets apart from highway structures, which will be calculated using 120 years
Hampshire	Hampshire County Council will require developers to pay a Commuted Sum towards maintenance of items that have a higher maintenance cost compared with conventional materials or items or would not be required for the development.	Unusual paving, surfacing and HFS.	$Mp/(1+D/100)^T$ Mp = Estimated periodic maintenance cost T years from now D = Discount rate (effective annual interest rate) (%) T = Time period before expenditure will be incurred (years)

Authority	Are they charging?	What for?	What approaches?
Nottinghamshire	Use of alternative materials should be supported by a Commuted Sum to meet the additional costs in maintaining and replacing non-standard assets. Traditional or agreed surfacing and kerbing will not normally have to pay a Commuted Sum.	Crushed rock aggregate from specific non-local source; Pea gravel aggregate; Crushed gravel aggregate; Stone Mastic Asphalt; Hot or cold applied coloured surfacing; Coloured binder, aggregate or chippings; Hot-applied, polymer-modified, synthetic bitumen-based compound; Tegula	$Mp/(1+D/100)^T$ Mp = Estimated periodic maintenance cost D = Discount rate (effective annual interest rate) (%) T = Time period before expenditure will be incurred (years)
Leicestershire	Any alternative materials used should not place a burden on the existing budget. Where it is agreed in principle to use alternative materials and features, a Commuted Sum to cover any additional maintenance costs will be required.	Crushed rock aggregate from specific non-local source; Pea gravel aggregate; Crushed gravel aggregate; Stone Mastic Asphalt; Hot or cold applied coloured surfacing; Coloured binder, aggregate or chippings; Hot-applied, polymer-modified, synthetic bitumen-based compound; Tegula	$Mp/(1+D/100)^T$ Mp = Estimated periodic maintenance cost D = Discount rate (effective annual interest rate) (%) T = Time period before expenditure will be incurred (years)
Rhondda Cynon Taff	Commuted sums will be required for the future maintenance of highways that use approved alternative materials over and above standard highway construction materials.	Alternative materials to those typified as standard. RCT outlines standard materials as flexible asphalt, concrete, block paving and pre-cast concrete kerbs, edgings and gullies.	$Mp/(1+D/100)^T$ Mp = Estimated periodic maintenance cost based on current rates D = Periodic Discount rate (effective annual interest rate) (%) T = Time period before expenditure will be incurred or cyclical period (years)

Commuted Sums Policy

Authority	Are they charging?	What for?	What approaches?
Somerset	Commuted sums are applied to additional carriageway over and above minimum requirements; 'extra over' items; alternative materials; and SuDS.	CS are applied following the use of any materials (e.g. surfacing materials), which whilst being approved will result in maintenance or replacement costs over and above the authority's 'standard' highway construction. CS are also applied to proprietary or coloured surfacing materials specified for aesthetic reasons only such as coloured high friction surfacing.	$Mp/(1+D/100)^T$ Mp = Estimated periodic maintenance cost T years from now D = Discount rate (effective annual interest rate) (%) T = Time period before expenditure will be incurred (years)
Wolverhampton	Any alternative materials should not place a burden on the council's budget. So, where a alternative materials and features are agreed in principle, the council will normally require payment of a Commuted Sum to cover any additional maintenance costs.	Additional areas and features, and non-standard features on new adoptable highways and alterations to existing highways.	$Mp/(1+D/100)^T$ Mp = Estimated periodic maintenance cost T years from now D = Discount rate (effective annual interest rate) (%) T = Time period before expenditure will be incurred (years)

Toolkit

In this case, an estimated periodic maintenance cost (Mp) is calculated by determining the difference in maintenance costs between pigmented and standard hot rolled asphalt. This is then applied to the Commuted Sum formula below and discounted for the design life of this material (40 years).

$$\text{Commuted Sum} = \frac{\sum Mp}{\left(1 + \frac{D}{100}\right)^T}$$

Commuted Sums Calculation			
Site:			
Asset Type:	Materials		
Item:	Pigmented Hot Rolled Asphalt		
Data Entry			
Mp	Estimated Periodic Maintenance Cost (£)	£0.18	
T	Interval between periodic maintenance (years)	1	
D	Discount Rate (%)	2.2	
Tmax	Time limit for commutation (years)	40	
Commuted Sum			
Total Commuted Sum Due:		4.76	commuted sum per m ²
Calculation			
Event No.	nt	Present Value	
1	1	0.18	
2	2	0.17	
3	3	0.17	
4	4	0.16	
5	5	0.16	
6	6	0.16	
7	7	0.15	
8	8	0.15	
9	9	0.15	
10	10	0.14	
11	11	0.14	
12	12	0.14	
13	13	0.14	
14	14	0.13	
15	15	0.13	
16	16	0.13	
17	17	0.12	
18	18	0.12	
19	19	0.12	
20	20	0.12	
21	21	0.11	
22	22	0.11	
23	23	0.11	
24	24	0.11	
25	25	0.10	
26	26	0.10	
27	27	0.10	
28	28	0.10	
29	29	0.10	
30	30	0.09	
31	31	0.09	
32	32	0.09	
33	33	0.09	
34	34	0.09	
35	35	0.08	
36	36	0.08	
37	37	0.08	
38	38	0.08	
39	39	0.08	
40	40	0.08	

Appendix B: Considerations for Commuted Sum Calculations

Discount rate

The calculation needs to be discounted, to allow for the time value of money. Effective Annual Interest Rate (EAR) can be used to evaluate interest payable on a loan, debt or assessing the earnings from an investment. EAR is adjusted for compounding interest over a time period and is an important tool that allows the evaluation of the real return on an investment or real interest rate on a loan.

The recommended discount rate (effective annual interest rate) is 2.2%, and is worked out as follows:

$$D = ((1.045/1.0225) - 1) \times 100$$
$$= 2.2\%$$

where 1.045 is the interest rate (4.5% based on long-term neutral base rate), 1.0225 is the inflation rate (2.25% based on RPI-X that is RPI excluding mortgage payments). This formula ensures that both the interest earned on the commuted sum, and the effect of inflation in increasing the cash sums eventually required, are taken into account.

This rate is liable to change based upon variations in the RPI-X

Time period (T)

When the life of a development is 60 years or more, it is recommended that a period of 60 years be used as the default period for calculating commuted sums for future maintenance. The period of 60 years is conventionally used as the life of housing and highways assets. 60 years for commuted sums represents a reasonable compromise between covering future costs and the uncertainties over whether they will be required in the future.

- Commuted sums will need to include for replacement of assets with a shorter life than that expected for the development.

The potential exceptions to the use of this time period are:

- Where assets have been constructed to serve a development that is intended to have less than 60 years life. In such situations it is reasonable to use the expected life of the development as the period for which commuted sums for future maintenance should be sought
- Where commuted sums for maintenance of assets adopted under S278 cover a period of, say, 15 or 30 years until major repair/refurbishment, this period should continue to be used
- Where a highway authority or other body is adopting a substantial asset (e.g. a bridge) which forms part of a public network (particularly where it is part of the strategic network) rather than serving a development. Where the need for the asset is long-term, it is reasonable to seek commuted sums covering replacement of the asset, provided that there is a strong likelihood that it will be needed for a period longer than 60 years.

Appendix C: Typical Asset Categories for which Commuted Sums may be sought

Carriageway Surfacing

- Hot Rolled Asphalt
- Negative Texture Surfacing
(Thin Surface Course)
- Asphalt Concrete
(Bituminous macadam)
- Surface dressing
- High friction surfacing
- Pigmented
- Block paving
- Modular paving

Carriageway Ancillaries

- Kerbs
 - Bull-nose/full batter/half batter/Granite/Safety kerb/Bus stop kerbs
- Road markings
 - Line/text/symbol/numeral etc.
- Road studs

Footways, cycleways& paved verges(incl PROW)

- Pigmented (binder, aggregates or chippings)
- Block paving Paved visibility splays
- Modular paving
- Tactile paving
- Unbound surfacing

Footway ancillaries

- Vehicle crossovers
- Kerbs
- Markings
- Edgings
- Stiles and gates

Fences & barriers

- Safety barriers
- Steel safety barriers
- Concrete safety barriers
- Pedestrian guardrail
- Parapets

Amenity Fencing

- Knee-rail fencing
- Boundary fencing
- Noise fencing

Structures Bridges

- Subways
- Major Structures
 - Culverts
 - Retaining walls
 - Head walls
 - Sign/signal gantries and cantilever road signs
- Miscellaneous Structures Fords and causeways
- Cattle grids
- Tunnels

Commuted Sums Policy

Street lighting

- Columns
- Architectural
- Foundation
- High mast Lantern
- Wall mounted lighting
- Control gear, switching, cabling,
- Decorative lit bollards feeder pillars etc.
- Subway/bridge lighting

Street Furniture

- Bus shelters (where these are highway authority assets)
- Bus stop poles and flags
- Seating
- Litter bins
- Dog bins
- Bollards
- Marker posts
- Street name plates
- Cycle racks
- Benches
- Hanging baskets
- Planters
- Raised beds
- Tree pit grating
- Tree supports/protection

Verges and landscaped areas

- Earthworks Embankments
 - Structural earthworks
 - Cuttings
 - Reinforced earth
- Vegetation
 - Grass
 - Trees
 - Plants
 - Shrubs
 - Hedges

Traffic signals and Pedestrian signals (incl Signal, column, foundation, control equipment, bulbs, cables)

- Illuminated traffic signs
- Non-illuminated traffic signs
- Illuminated pedestrian signs
- Non-illuminated pedestrian signs
- Illuminated bollards
- Heritage pedestrian signs
- Finger posts
- Gateway signs
- Information signs
- Variable message signs
- Rotating plank signs

Traffic calming

- Speed bumps/humps
- Side road entry cushions/tables
- Chicanes
- Speed cameras
- Traffic island
- Pedestrian refuge

Rumble strips
Hydraulic bollard systems
CCTV

Drainage

SUDS, Drainage, Soakaways
Petrol interceptors
Pumping stations
Gullies
Pipework/connections
Channels
Access chambers
Ponds
Combined kerb drainage units
Grips
Hydro-brakes
Storage chambers/tanks
Balancing ponds
Ditches
Reed beds
Control valves
Catchpits
Swales
Infiltration Trenches
Filtration trenches
Permeable Paving
Infiltration blankets
Storage blankets
Dry detention Basins
Wet detention basins
Tidal flaps, suburb

Public Open Spaces

Specialist activity areas
Bowling greens
Tennis courts
Athletics tracks
Pitches
Allotments
Play areas
Community gardens
Playing fields
Equipped play space
Informal recreational areas
Public amenity areas
Landscaping
Public art
Street art

Miscellaneous

Pay and display / parking
ticket machines

Commuted Sums Risk Register

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

Ref	Risk Description	Key Causes	Key Consequence	Status Open / Closed	Strategic Theme	Risk Category	Risk Owner	Key Mitigations	Direction of travel	Current Risk Level			Monetary Impact of Risk £k	Risk Tolerance			
										Likelihood	Impact	Risk Rating		Likelihood	Impact	Risk Rating	Date
1	Policy is not adopted	Policy is not acceptable to administration	Commuted sums could still be levied by likley at the end of the development process potentially resulting in	open			NP	Engagement with all parties to ensure the policy is fit for purpose		1	1	1		1	1	1	2.05.23
2	Policy results in development not being financially sustainable	The sums levied results in developments not being financially viable,	Fewer developments or a reduction in affordable homes	open			NP	through negotiation with developers , amend the amounts sought or consider a change in materials or		2	2	4		2	2	4	2.05.23
												0				0	
												0				0	
												0				0	

Equality Impact Assessment [version 2.9]



Title: Commuted Sums Policy	
<input checked="" type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input type="checkbox"/> Service <input type="checkbox"/> Other [please state]	<input checked="" type="checkbox"/> New <input type="checkbox"/> Already exists / review <input type="checkbox"/> Changing
Directorate: Growth and Regeneration	Lead Officer name: Nick Pates
Service Area: Highways and Traffic	Lead Officer role: Highways Maintenance Team Manager

Step 1: What do we want to do?

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

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

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

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

The Commuted Sums policy sets out the standards by which Bristol City Council (BCC) should seek payments from developers for the maintenance of new materials and assets (such as traffic signals, street lighting and kerbs) to be used on the public highway (the roads and pavements maintained at public expense).

The policy is in line with national guidance (Adept) and formalises an existing process, providing greater clarity to developers and service users. The policy ensures that either approved materials are used or if bespoke, that these are adequately funded to ensure their ongoing maintenance, ensuring that the adopted highway is fit and safe for purpose.

The approved list of materials that can be used is published in the Transport Development guide Palette of Materials which is provided to developers and is soon to be published. Deviation from this palette would require engineering assessment and could attract a commuted sum. Shropshire Council defines a Commuted Sum as “A payment of a capital sum by an individual, authority or company to the highway authority, local authority, or other body, as a contribution towards the future maintenance of the asset to be adopted, or transferred”. This will ensure that the ongoing maintenance of bespoke materials is fully paid for and allows the authority to ensure their upkeep.

The EQIA is to officially formalise this policy.

Shropshire Council : [CSS Doc 09 v2:Layout 1 \(sefton.gov.uk\)](http://sefton.gov.uk)

1.2 Who will the proposal have the potential to affect?

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

1.3 Will the proposal have an equality impact?

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

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

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

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

The policy is in line with national guidance (Adept) and formalises an existing process, providing greater clarity to developers and service users. The policy ensures that either approved materials are used or if bespoke, that these are adequately funded to ensure their ongoing maintenance.

Step 5: Review

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

Equality and Inclusion Team Review: <i>Reviewed by Equality and Inclusion Team</i>	Director Sign-Off: P Mellor
Date: 22.05.2023	Date: 24 May 2023

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

Eco Impact Checklist

Title of report: Commuted Sums Policy				
Report author: Nick Pates				
Anticipated date of key decision 6th June				
Summary of proposals: Approval of a Commuted Sums Policy to levy capital payments for the ongoing maintenance of assets				
Will the proposal impact on...	Yes/No	+ive or -ive	If Yes...	
			Briefly describe impact	Briefly describe Mitigation measures
Emission of Climate Changing Gases?	No			
Bristol's resilience to the effects of climate change?	Yes	+ive	Encourage use of sustainable drainage systems (SUDS).	No mitigation needed, or relevant enhancement of beneficial impacts.
Consumption of non-renewable resources?	No			
Production, recycling or disposal of waste	No			
The appearance of the city?	Yes	+ive	Encourage use of higher quality materials in developments.	No mitigation needed, or relevant enhancement of beneficial impacts.
Pollution to land, water, or air?	No			
Wildlife and habitats?	No			
Consulted with:				
Summary of impacts and Mitigation - <u>to go into the main Cabinet/ Council Report</u>				
<p>The significant environmental impacts of this proposal are that some of the monies to be sought from developers to ensure that the authority can maintain new or bespoke highway assets will be used for assets to improve stormwater management.</p> <p>The net environmental effects of the proposals are likely to be beneficial in encouraging and adequately maintaining bespoke or certain types of asset, such as SUDS. It is possible that the highway space freed through the careful management of residential parking permits reducing vehicle number would allow a number of creative uses for this funding.</p>				
Checklist completed by:				
Name:			Nick Pates	
Dept.:			Highways	
Extension:				

Date:	18/05/2023
Verified by Environmental Performance Team	Giles Liddell, Project Manager - Environmental

Decision Pathway – Report

PURPOSE: Key decision

MEETING: Cabinet

DATE: 06 June 2023

TITLE	Children’s Care and Support Services Framework		
Ward(s)	All		
Author: Gail Rogers	Job title: Head of Service Children’s Commissioning		
Cabinet lead: Cllr Asher Craig – Cabinet Member for Children, Education and Equalities	Executive Director lead: Abi Gbago Executive Director Children and Education		
Proposal origin: BCC Staff			
Decision maker: Cabinet Member			
Decision forum: Cabinet			
Purpose of Report:			
To approve the tender and award of a Children’s Care and Support Services Framework, in order to provide personalised care and support for children, in the family home, in care placements or within short breaks services for disabled children, where existing contractual arrangements are unable to do so.			
Evidence Base:			
<ol style="list-style-type: none"> 1. In the past year the Council has experienced high demand for specialist support and care (often nurse-led) for children and young people, often in emergency situations. This includes support delivered in the home, in care placements and in short breaks services for disabled children. 2. Urgent and specialist services are used for a small number of children and young people with complex and sometimes challenging needs and behaviours, that can include mental health problems, autism, trauma and attachment disorders and learning difficulties. 3. Without using these specialist services these children would otherwise be at risk of entering care (if not already in care), suffering a placement breakdown, or being admitted into Tier 4 mental health facilities. These services support in stabilising the home environment or placement in both the short and long term. This can aide with giving an opportunity to further assess the needs of the child to ensure any future placement is best matched to their individual needs. 4. Providers of this type of support are often (but not limited to) staffing agencies who specialise in the provision of registered nurses, including mental health nurses, healthcare assistants and other care/support staff at very short notice in order to create specialist packages of care for children with complex needs, either in the home or in placements elsewhere. 5. No existing framework agreement or dynamic purchasing system (DPS) is available at present to enable the Council to purchase the type of care that meets the needs of these vulnerable children due to the specialist services required and the short notice periods given. As such we are currently spot purchasing this support, in contravention of the procurement rules. 6. This proposal is to establish a framework for the provision of urgent and specialist support for three years, with the potential to extend for a further 2 years. There is no guaranteed spend under a framework arrangement, but the estimated spend by Bristol City Council over the maximum life of the framework (5 years) will be £12.3m based on 2022/23 spend and forecasting. Spend will be managed within approved budget limits for each service area using the framework. 7. The framework contract will include the option to call off block arrangements to secure support services over a longer period of time. Block contracting often offers better value for money and framework providers will be assessed on both quality and price when making block call offs. 			

8. We will procure this framework on behalf of North Somerset and South Gloucestershire Councils. Adding in their estimated annual spend takes the maximum total contract value to £28m.
9. It is proposed that there will be two lots under the contract:
 - Lot 1: Personalised Care and Support for children with complex health needs
 - Lot 2 : Trauma-informed therapeutic work to support mental health needs and help regulate behaviours
- 9 In procuring this framework we will have a compliant means of responding to need, and reduce the level of risk involved in this area of spend through improved monitoring and quality assurance. This should also increase value for money through a more strategic approach to the market not based on multiple waivers or informal, ad hoc spend.

Cabinet Member / Officer Recommendations

That Cabinet:

1. Authorises the Executive Director Children and Education in consultation with Cabinet Member for Children, Families and Equalities to take all steps required to procure and award the contract(s) necessary for the implementation of the Children’s Care and Support Services framework including block call off arrangements, in-line with the procurement routes and maximum budget envelope of £28.6m (£12.3m BCC Spend) across five years, to be managed within approved budget limits for each service area using the framework.
2. Authorises Executive Director Children and Education to invoke any subsequent extensions/variatio ns specifically defined in the contract(s) being awarded, up to the maximum budget envelope.
3. Authorises the Executive Director Children and Education in consultation with Cabinet Member for Children, Families and Equalities to take all steps required to enter into an inter-authority agreement with users of the Framework including North Somerset and South Gloucestershire Councils.

Corporate Strategy alignment:

1. CYP1 Child Friendly City – Children and young people will be cared for and supported in the City they have grown up in and will be supported to overcome adverse childhood experiences.

City Benefits:

1. Meet the needs of children in care, children in need and children with disabilities in line with the Children Act 1989 and the Equalities Act 2010.

Consultation Details:

1. This report has been developed in consultation with relevant internal staff members including children’s services and procurement.

Background Documents:

[Children Act 1989 Part III Support for Children and Families provided by Local Authorities](#)

Revenue Cost	£12.3m BCC spend	Source of Revenue Funding	Children’s Placement Budget, Disabled Children’s Service Budget, Area Social Work Teams Budget.
Capital Cost	N/A	Source of Capital Funding	N/A
One off cost <input type="checkbox"/>	Ongoing cost <input checked="" type="checkbox"/>	Saving Proposal <input type="checkbox"/>	Income generation proposal <input type="checkbox"/>

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

1. Finance Advice: The proposed framework has no guaranteed minimum spend. The framework should however provide a platform for consistent negotiation and pricing for services. The estimated BCC spend over the 5 year term, based on 2022/23 spend levels, is £12.3m should be managed within approved budget limits.

Finance Business Partner: Andrew Osei – Finance Business Partner 25 April 2023.

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

Legal Team Leader: Husinara Jones, Team Manager/Solicitor 17 April 2023		
3. Implications on IT: I can see no implications on IT in regard to this activity.		
IT Team Leader: Alex Simpson – Senior Solution Architect 17 April 2023		
4. HR Advice: The report is seeking approval for the tender and award of a Children’s Care and Support Services Framework and there are no significant HR implications arising from this report.		
HR Partner: Lorna Laing, HR Business Partner 24 April 2023		
EDM Sign-off	Abi Gbago Executive Director Children and Education	26 April 2023
Cabinet Member sign-off	Cllr Asher Craig – Cabinet Member for Children, Education and Equalities	26 April 2023
For Key Decisions - Mayor’s Office sign-off	Mayor’s Office	6 May 2023

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

Equality Impact Assessment [version 2.12]



Title: Children's Care and Support Framework	
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input checked="" type="checkbox"/> Service <input type="checkbox"/> Other [please state]	<input checked="" type="checkbox"/> New <input type="checkbox"/> Already exists / review <input type="checkbox"/> Changing
Directorate: Children, Families and Safer Communities	Lead Officer name: Hannah Gillett
Service Area: Strategic Commissioning	Lead Officer role: Senior Commissioning Manager

Step 1: What do we want to do?

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

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

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

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

To procure a framework for the purchasing of children's social care and support services / agency.

There is high demand for specialist support and care (often nurse-led) for children and young people, often in emergency situations. This includes support delivered in the home, in care placements and in short breaks services for disabled children. Urgent and specialist services are used for a small number of children and young people with complex and sometimes challenging needs and behaviours, that can include mental health problems, autism, trauma and attachment disorders and learning difficulties.

Without using these specialist services these children would otherwise be at risk of entering care (if not already in care), suffering a placement breakdown, or being admitted into Tier 4 mental health facilities. These services support in stabilising the home environment or placement in both the short and long term. This can aide with giving an opportunity to further assess the needs of the child to ensure any future placement is best matched to their individual needs.

Providers of this type of support are often (but not limited to) staffing agencies who specialise in the provision of registered nurses, including mental health nurses, healthcare assistants and other care/support staff at very short notice in order to create specialist packages of care for children with complex needs, either in the home or in placements elsewhere.

Currently No existing framework agreement or dynamic purchasing system (DPS) is available at present to enable the Council to purchase the type of care that meets the needs of these vulnerable children due to the specialist services required and the short notice periods given. As such we are currently spot purchasing this support, in contravention of the procurement rules.

In procuring this framework we will have a compliant means of responding to need, and reduce the level of risk involved in this area of spend through improved monitoring and quality assurance. This should also increase

value for money through a more strategic approach to the market not based on multiple waivers or informal, ad hoc spend.

1.2 Who will the proposal have the potential to affect?

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

1.3 Will the proposal have an equality impact?

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

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

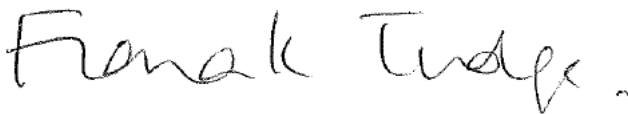
If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	[please select]
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This proposal is simply a means by which to ensure that our spend on care and support agencies is compliant with procurement regulations. There will be no change to the type or amount of this support we purchase. To join the DPS/Framework providers will need to demonstrate that as an organisation they have sound policy and understanding of Equality Act 2010 and Public Sector Equality Duty; that equality of opportunity is integral to their workforce and employment practice; and that services are adapted to meet the diverse needs of service users based on their protected characteristics.

Step 5: Review

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

Equality and Inclusion Team Review: <i>Reviewed by Equality and Inclusion Team</i>	Director Sign-Off: 
Date: 22/5/2023	Date: 23 rd May 2023

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

Decision Pathway – Report

PURPOSE: Key decision

MEETING: Cabinet

DATE: 06 June 2023

TITLE	Children’s Services (Ofsted) Improvement Plan 2023-25		
Ward(s)	Citywide		
Author: Fiona Tudge	Job title: Director Children, Families and Safer Communities		
Cabinet lead: Cllr Asher Craig	Executive Director lead: Abi Gbago, Executive Director for Children and Education (DCS)		
Proposal origin: BCC Staff			
Decision maker: Cabinet Member			
Decision forum: Cabinet			
Purpose of Report:			
<p>Following the full standard ILACS inspection in January 2023, Ofsted have requested an action plan that responds to inspection findings within the Bristol report to be provided by 23 June 2023.</p> <p>In response to this, a new Children’s Improvement Plan has been prepared for the period 2023 – 2025. The previous improvement plan has reached the end of its lifespan and requires a reset in the context of newly identified improvement priorities and the transformation programme for children and education.</p> <p>This report describes the development of plan and provides a draft plan that gives Cabinet members the opportunity to assure itself that the plan responds effectively to areas for improvement raised by Ofsted and other existing key improvement priorities.</p>			
1. Scope			
<p>The plan articulates key improvement activity across children’s social care and early help services that fall within the ILACS Inspection Framework. Improvements for SEND services will remain out of scope and will be included in the local area SEND Partnership Plan.</p> <p>A draft plan showing areas for improvement and key actions is provided at Appendix A.1.</p>			
2. Purpose			
<p>The main purpose of the plan is to deliver Ofsted recommendations and the required improvements from inspection findings. Due to the comprehensive framework and inspection process, this covers most known areas for improvement in scope. A review of the following has also been undertaken for completeness:</p> <ul style="list-style-type: none"> • Key outstanding recommendations from peer reviews • Outstanding key improvements that carried forward from previous improvement plan • Delivery of key service plan changes • Anything else from quality assurance / performance / feedback we need to address that meets plan inclusion criteria (below) <p>To ensure available resources are used in the best way, improvement work will be focussed on priorities that:</p> <ul style="list-style-type: none"> • Pose a significant risk to children’s outcomes • Address system-wide and leadership challenges 			

- Require additional resources, capacity or partnership activity to deliver the required change

3. Strategic Fit

The plan reflects the strategic intent of [Belonging Strategy Vision](#) which also underpins the Council’s Corporate Strategy and key improvement areas identified in Service Delivery Plans for 2023/24.

The plan will be able to stand alone, so it can be published and shared with Ofsted and will enable accountability for delivery of the necessary improvements across children’s services. The plan has been created alongside the Children and Education Transformation Programme and has consistent aims. Some elements of the plan will be delivered via the programme and are clearly identified. These include some workforce initiatives to better recruit and retain social workers and work to improve sufficiency of homes for children in our care.

4. Timescale

The plan will cover the financial years 2023/24 and 2024/25 with a refresh process at the end of year 1. This will allow for more meaningful actions and measurement over the year and the opportunity to ensure the plan remains purposeful in year 2.

5. Development of the plan and priority areas for improvement

The draft plan, provided at Appendix A.1, shows key areas for improvement, actions and timescales under the four themes from the Ofsted ILACS inspection framework. These themes reflect a child’s journey through our services and the leadership and system-wide arrangements necessary to deliver good services and outcomes for children. The themes are shown below with priority activity included within the plan:

Theme 1: Improving the experiences and progress of children who need help and protection

- Further development of Multi-Agency Safeguarding Hub (MASH) arrangements with key partners to ensure more timely decision-making for children
- New operating protocol, in line with our practice model and threshold document, to ensure consistency of practice in relation to triage and decision making for children
- Joint work with health to improve timeliness of Initial Health Assessments for our children in care
- Oversight arrangements and workforce development to improve assessments and support to children living in private fostering arrangements
- Work with partners to improve the timeliness and consistency of child protection strategy meetings when children may be at risk of significant harm

Theme 2: Improving the experiences and progress of children in care

- Service redesign to identify transition needs of young people through timely assessments under the Care Act framework
- Further development of the specialist service and targeted education support for children seeking asylum
- Guidance and training to improve the quality and timeliness of life story work for children in care

Theme 3: Improving the experiences and progress of care leavers

- Delivery of phase 2 of regional care leaver offer to create an equitable offer
- Improving the housing offer for care leavers, including an out of custody pathway

Theme 4: Improving the impact of leadership on our work children and families

- Initiative to recruit and retain social workers, including bursary scheme and international social work scheme
- Working with health partners to secure improved health offer for children in care and care leavers, including mental health offer

- Develop joint processes across Children and Education services to oversee the welfare and safety of children who are missing education and who are electively home educated
- Enhancing performance management arrangements to enable better leadership oversight
- Improved oversight arrangements for children in care living in unregistered provision
- Further development of the way we identify and support children experiencing extrafamilial harm

6. Improvement partnership arrangements

Following a second *Requires Improvement* judgement under the ILACs inspection framework the Council has now formally engaged with Newton Europe, the DfE improvement delivery partner, as part of an Enhanced Diagnostic Programme to support us in identifying and developing parts of the children's system that will deliver greatest benefit. Any relevant focussed improvement work arising from this will be incorporated into the plan following the diagnostic phase in June 2023.

The Council has also partnered with Islington Council as part of DfE funded Sector Led Improvement Partnership arrangements. Islington will provide support with implementation of agreed areas for improvement, including the redesign of services for adolescents and improving performance management and quality assurance arrangements. They will also share best practice and act as a critical friend throughout our improvement journey.

7. Delivering the Plan

The majority of the plan will be delivered within services and existing budgets as part of agreed service-level activity and practice development. Any key dependencies and programmes for delivery that have been agreed outside of existing service budget and capacity are identified within the plan. This is mainly via the Children and Education Transformation Programme and DfE-funded projects such as the development of two new in-house children's homes for children with more complex needs.

8. Working across the organisation and with partners

The inspection report identifies areas for improvement around the effectiveness of some of our joint working with our health and the police partners. Within the plan there are strategic actions to ensure more effective local authority engagement and influence within partnership and commissioning arrangements, and more specific work with partners to focus on known areas for improvement, including the development of our Multi-Agency Safeguarding Hub (MASH) arrangements and securing a better health offer for our children in care and care leavers.

While recognising that corporate and political support for children's services is improving, the report says this could be strengthened to drive improvement at a quicker pace. Report findings also highlight where we can work more effectively across our organisation to secure the best outcomes for children. Examples include the housing pathway for care leavers, ensuring the welfare of children not attending school, and performance management arrangements to enable more effective leadership oversight.

Planning work has been undertaken across the Council and with partners to develop joint plans to secure the necessary changes in these areas. We are also strengthening our Corporate Parenting arrangements, via Local Government Association (LGA) support, which will further strengthen organisational ownership for improving children's outcomes, particularly for our children in care and care leavers.

9. Role of the Transformation Board and monitoring arrangements

The newly formed Children and Education Transformation Board will oversee implementation of the plan and will monitor it regularly by exception to ensure sufficient progress and impact is being made.

All the actions are at a consistent level to ensure progress can be monitored over time alongside key success measures and milestones. The monitoring of actions, milestones and Key Performance Indicators will be via a dashboard which will routinely be brought to Board meetings.

Progress, risks and issues against delivery of the plan will be reported by exception to Corporate Leadership Board and Lead Member via the Transformation Board. Progress will also be reported to Ofsted and DfE as required, including Ofsted annual conversation meetings.

The Policy, Improvement and Partnerships Team will support monitoring and reporting arrangements for the improvement plan.

10. Progress to date

While we are required to submit a finalised improvement plan to Ofsted by 23 June 2023, activity is underway to address key areas for improvement. Practice developments in the way we oversee children in unregulated placements and in private fostering arrangements are now being embedded and we have improved joint processes with health to secure more timely provision of initial health assessments for children in care.

Progress with some transformational work is also supporting improvement, including the progression of the DfE funding children’s homes for children with complex needs. Strengthened joint governance arrangements have now also seen an impact in prioritising our care leavers within local authority housing pathways.

The draft plan will be discussed at Bristol’s Annual Conversation with Ofsted on 12 June 2023. This will enable any final feedback to be incorporated in advance of final submission.

Recommendations:

That Cabinet:

1. Approve the Children’s Services Improvement Plan 2023-25 at Appendix A prior to submission to Ofsted on 23 June 2023.

Corporate Strategy alignment:

The improvement plan will perform a critical role in delivering corporate strategy commitments under the theme for *Children and young people: A city where every child belongs and every child gets the best start in life, whatever circumstances they were born into.*

City Benefits:

The plan will drive improvement in services and outcomes for children and families in Bristol.

Consultation Details:

The content has been discussed with Lead Member, relevant service areas, partners, and an update will be provided to Ofsted. Our improvement partners, Newton Europe and Islington Council will also support its implementation.

Background Documents:

- [ILACS Inspection Framework](#)
- [Bristol Children’s Services Inspection Report – Jan 2023](#)

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

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

1. Finance Advice: Paragraph 6 sets out that most of the plan is delivered within services and will need to be within existing approved budgets. Programmes funded through Transformation or DfE funding will separately need to keep within the approved allocated funding.

Finance Business Partner: Andrew Osei, Finance Business Partner 22 May 2023.

2. Legal Advice: HMI has carried out a standard inspection of BCC Children’s Services pursuant to s136(2) of the Education and Inspections Act 2006 (“EIA”). On completing an inspection under s136, the Chief Inspector must make a written report on the matters which were the subject of the inspection (s137(1)) and within 70 working days of receiving that report, a local authority must publish a written statement of action which they propose to take in light

of the report (EIA Regs 2007). Whilst inspectors will offer constructive criticism of the plan (via the DCS or their nominee), it is ultimately for the local authority to satisfy itself that the action plan is fit for purpose. The report and plan comply with the Council's legal obligations in that regard.

The Council must comply with its statutory responsibilities for safeguarding and promoting the welfare of children within its area and its duty to co-operate with its relevant partners in furtherance of such responsibilities. The Improvement Plan includes actions to strengthen compliance with statutory duties in respect of private fostering, children seeking asylum, and care leavers in particular.

Legal Team Leader: Caroline Harris, Team Manager – Child Protection Team 24 May 2023

3. Implications on IT: IT are supportive and available to aid in progressing relevant work and can be engaged through the existing work request process.

IT Team Leader: Alex Simpson, Senior Solution Architect 28 April 2023

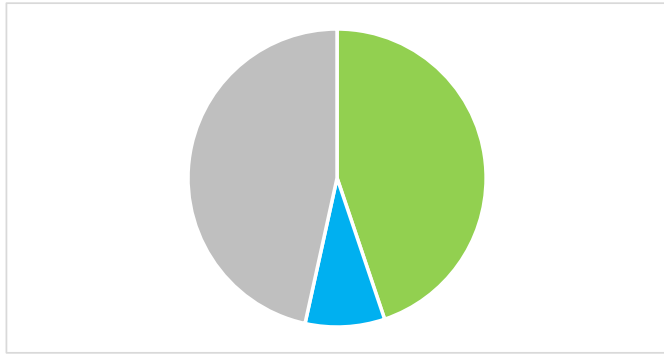
4. HR Advice: The report is for Cabinet to note the new Children's Services Improvement plan following the full standard ILACs inspection, which is to be provided by 23 June 2023. There are no specific HR issues arising from the report, however as and when the action plan is implemented there may be an impact on employees. If this is the case, then we would review the impact on employee at that time.

HR Partner: Lorna Laing, HR Business Partner 24 May 2023

EDM Sign-off	Abi Gbago, Executive Director Children's and Education	17 May 2023
Cabinet Member sign-off	Cllr Asher Craig, Cabinet Member for Children, Education and Equalities	17 May 2023
For Key Decisions - Mayor's Office sign-off	Mayor's Office	26 May 2023

Appendix A – Further essential background / detail on the proposal A.1 - Children's Services Improvement Plan 23-25 DRAFT	YES
Appendix B – Details of consultation carried out - internal and external	NO
Appendix C – Summary of any engagement with scrutiny	NO
Appendix D – Risk assessment	NO
Appendix E – Equalities screening / impact assessment of proposal	NO
Appendix F – Eco-impact screening/ impact assessment of proposal	NO
Appendix G – Financial Advice	NO
Appendix H – Legal Advice	NO
Appendix I – Exempt Information	NO
Appendix J – HR advice	NO
Appendix K – ICT	NO
Appendix L – Procurement	NO

Children's Services Improvement Plan 2023 - 2025 Dashboard

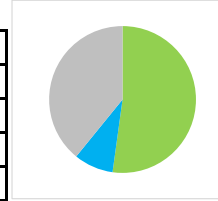


Improvement Plan 2023-25

Red	0	Overdue / risk preventing delivery to time and / or quality
Amber	0	Issues impacting on timescale for delivery
Green	26	On track for delivery
Blue	5	Completed
Grey	27	Not started, baseline being set

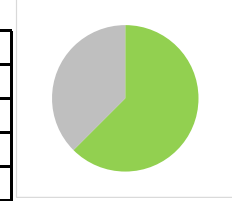
1. Help and Protection

Red	0
Amber	0
Green	12
Blue	2
Grey	9



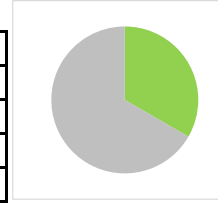
2. Children in Care

Red	0
Amber	0
Green	5
Blue	0
Grey	3



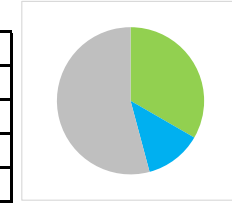
3. Care Leavers

Red	0
Amber	0
Green	1
Blue	0
Grey	2



4. Leadership

Red	0
Amber	0
Green	8
Blue	3
Grey	13



Children's Services Improvement Plan 2023 - 2025

Ref	Area for Improvement	Source	Actions	link / dependency	Owner	success measure / outcome	by when	RAG
Theme 1: Improving the experiences and progress of children who need help and protection								
1.01	The timeliness and consistency of threshold decisions to ensure children receive timely and proportionate support. (ILACS Key Area for Improvement)	ILACS	Develop an operating protocol, in line with our practice model and threshold document, to ensure consistency of practice in relation to triage and decision making from contact to referral and assessment. To include review of the role of the First Assessment Service Social Work pod in the pathway.	Islington SLIP	Tara Parsons	Quality Assurance and audits show children supported at correct thresholds and receiving timely support. Reduction in repeat referrals and NFA referrals. Improved timeliness measures for children - visits, assessments, plans and reviews	Oct-23	Grey
			Launch and embed new threshold document - launch April 2023, develop training plan, develop QAF / oversight process to understand implementation across FAS, Area Team and, FIF	KBSP plan	Tara Parsons	Reduction in NFA contacts by partners Audit identifies that threshold decision making across the service is consistent	Oct-23	Green
			Work with Asylum team to develop their capacity and capabilities to undertake s17 assessments for families with NRPF to ensure compliance with case law		Becky Lewis/Anne Farmer	New Social Work post for children with NRPF is established across the asylum team and children's social care All children with NRPF have a current s17 assessment	Oct-23	Green
1.02	The timeliness and consistency of child protection strategy meetings when children may be at risk of significant harm (ILACS Key Area for Improvement)	ILACS	KBSP to commission multi-agency independent system analysis to inform a multi-agency system model including review of partners resources for	link to operating protocol work	Becky Lewis	System analysis undertaken May 23. Secured partnership commitment to joint working model for child protection aligned to	Jul-23	Grey
			Agree the remit for strategy discussions at First Assessment Service, expecting majority of strategy meetings are held and coordinated in area social work teams		Tara Parsons	Quality Assurance demonstrates improved timeliness and consistency of Strategy Discussions	Nov-23	Grey
1.03	The consistency and effectiveness of assessments and support to children living in private fostering arrangements. (ILACS Key Area for Improvement)	ILACS	Private fostering awareness raising campaign through delivery of Children and Families Practice Week		James Beardall / Tara Parsons / Becky Lewis	Promotion of new Private Fostering Materials across the service leads to increased workforce confidence Number of private fostering contacts increase	Jun-23	Green
			Review private fostering practice procedure, including joint working		Tara Parsons/Amanda Braund	Quality Assurance arrangements incorporate private fostering considerations	Jun-23	Green
			Introduce revised management oversight arrangements for children moving into private fostering arrangements		Tara Parsons	Quality Assurance demonstrates good quality assessments for children in private fostering arrangements	Jun-23	Green
			Review business support systems and processes for private fostering checks	Transformation	Amanda Braund	Corporate business support arrangements support efficient processes	Oct-23	Grey
1.04	The timeliness of initial health assessments for children coming into care. (ILACS Key Area for Improvement)	ILACS	Develop and agree IHA process, including notification and inputting information on LCS		Katrina Murphy / Maria Finalayson	Joint IHA process agreed and in place	Jun-23	Green
			Update CSCA manual and training alongside review of CSCA capacity		Katrina Murphy / Maria Finalayson		Jul-23	Grey
			Provide LCS access to CIC nurses		Katrina Murphy / Maria Finalayson		complete	Blue

Ref	Area for Improvement	Source	Actions	link / dependency	Owner	success measure / outcome	by when	RAG
			Initiate monthly oversight meetings with BCC and Sirona to monitor performance of process		Katrina Murphy / Maria Finalyson	Embedded and effective oversight arrangements	in place	Blue
			Through Corporate Parenting Panel, ensure appropriate allocation and management of health resource		James Beardall	All children receive a health assessment within statutory timescales (KPI)	Mar-24	Grey
Improving our Front Door								
1.05	Development of MASH (working with police, health and key partners), to ensure timely decision making	ILACS	Implement MASH development plan, including : - partnership agreement for resourcing - processing of ambers in timescale through MASH - operating model (co-location, in person, roles etc) - application of public task processing basis as part of National ISA pilot (this will impact whole service - particularly FIF) - Review of DIRM arrangements	KBSP plan	Tara Parsons	More decisions for children being made via MASH. Improved timeliness for Amber contacts	Dec-23	Green
1.06	Communication and understanding of consent with families	ILACS	National pilot site for implementing national information sharing agreement with focus on public task processing basis		Becky Lewis/Sophie Gowns	Adoption of the new National Information sharing agreement Revision of LCS to enable clearer recording of data processing implemented	Nov-23	Green
1.07	The response to children aged 16 and 17 who are homeless, including assessments of immediate vulnerability and joint housing assessments.	ILACS	Embed joint protocol, including joint assessment and resource allocation. Recommissioning housing pathway (inc. homelessness pathway for young people)	Transformation	Gail Rogers / Jane Houben	Clear pathway for young people which professionals can follow. Young people's housing pathway is re-commissioned with new service in place.	Oct-24	Green
Improving our Early Help services								
1.08	Early help support driving progress at a sufficient pace all children	ILACS	Improve consistency of quality of assessment enabling swifter triage process	Islington SLIIP	Kirsten Carr/ Tara Parsons	Consistent appropriate allocations to FIF, simplified triage process	Oct-23	Grey
			Develop further evidence-based approaches and consistent early help practice models in Families in Focus and family hubs	Family hubs	Kirsten Carr	Continued development of practice leading to progress against planned outcomes and swifter escalation when needed.	Mar-24	Grey
1.09	Timeliness / recognition for children experiencing neglect	ILACS	Review consistency and application of Graded Care Profile for Neglect 2 (GCP2) in FIF service	Threshold development work	Becky Lewis/Kirsten Carr	GCP2 is used consistently across the service to inform threshold decision making in FIF and support intervention and outcome monitoring	Mar-24	Green
Improving our Area Children's Social Care Services								
1.10	Timeliness of CIN Plan Reviews	ILACS	Focus on timeless and quality for CIN through regular practice conversations and improved performance monitoring	Workforce sufficiency	Tara Parsons	Improved CIN Review Timeliness seen in performance connections	Sep-23	Grey
1.11	Ensuring CP Plans are timebound and measurable	ILACS	Workforce development focus for CP Conference Service and monitored through quarterly quality assurance arrangements		Becky Lewis	Child Protection Next Steps are audited and found to be consistently good (70% and above)	Mar-24	Green
1.12	Personalisation of PLO letter	ILACS	PLO letter exemplars to be developed by Practice Development Social Workers and included in procedures manual		Becky Lewis	PLO letters used in service are accessible, clear and aligned to systemic practice model so families understand what is expected of them including collaborative approach	Dec-23	Green

Theme 2: Improving the experiences and progress of children in care

Ref	Area for Improvement	Source	Actions	link / dependency	Owner	success measure / outcome	by when	RAG
2.01	Timely assessment interventions under the Care Act to ascertain eligibility trajectories for young people and children in care, as they transition into adulthood.		Commission Internal Audit of children's pathway to adult services		James Beardall	Audit report provides improved understanding of existing pathway and recommendations for improvement	Jun-23	Green
			Restructure of (Pathway to Independence and Preparing for Adulthood Teams) into Young Adults Transitions Service (YATS) to create additional capacity, increase efficiency, tackle backlogs and identify transition needs of young people through timely assessments under the Care Act framework.	Transformation	Claudine Mignott	New team operational, with roles and responsibilities clearly established.	Jun-23	Green
			Develop and pilot a new pathway supportive of the child in care experience and the need to identify eligible Care Act needs early during transition, through a transitional Safeguarding lens.	Transformation	Claudine Mignott	Children in care who require it, can access a timely assessment to ascertain eligible care needs. KPI - % Care Act Assessments in place for eligible children in care when they reach 18 yrs.	Jul-23	Grey
2.02	Further development of the children seeking asylum seeker service	ILACS	Implement the plan for increased capacity of the specialist children seeking asylum team to enable allocation on arrival		James Beardall	New team in place/operational and children receiving 'good' service	Mar-24	Grey
2.03	Improve timeliness of PEPs and targeted help for education for children seeking asylum	ILACS	EPEP now active for tracking 3 PEPs per year. Increased Virtual School SLT oversight for timeliness of initial PEP for all children new to care with children seeking asylum identified and highlighted. Progress of PEP completion reviewed weekly via EPEP system and any children seeking asylum at risk of a delayed PEP identified and escalated to social care, virtual school advocate and education setting.		James Gregory / Zoe Heywood	Every child seeking asylum has an up to date and timely PEP with appropriate support identified in the action plan.	Sep-23	Green
2.04	Oversight and decision making for children's permanence	ILACS	Deliver a task and finish Permanency Project to refresh practice and update policy		James Beardall / Tara Parsons	Project team established and project scoped (April 23). Project actions delivered (Oct 23). Permanency strategy and practice guidance refreshed and oversight arrangements embedded	Oct-23	Grey
2.05	Quality and timeliness of life story work for children in care	ILACS	Life Story Strategy developed to include practice guidance, training offer, workforce offer, and support for foster carers		James Beardall	As they grow up children understand their history and feel they know about the significant people in their lives.	Apr-24	Green
			Include Life Story training as part of workforce development offer and role out to all social workers	Workforce development funding through L&D	Becky Lewis	Proportion of staff trained in evidence-based interventions supporting life story work is increased to 75%	May-24	Green
Theme 3: Improving the experiences and progress of care leavers								
3.01	Equitable offer for care leavers living outside Bristol	ILACS	Project to deliver phase 2 of regional care leaver offer to create equitable regional offer		James Beardall	Care experienced young people receive a fair and comparable offer where ever they live in the South West.	Mar-24	Green

Ref	Area for Improvement	Source	Actions	link / dependency	Owner	success measure / outcome	by when	RAG
3.02	Housing offer for care leavers - inc. out of custody pathway	ILACS	Include out of custody pathway within recommissioning housing pathway, SHAP funding	Transformation	Gail Rogers / Carmel Brogan	Young People have identified housing provision on release from custody	Oct-24	Grey
			With Housing Board, develop provision to meet demand, including new build and options with registered landlords	Transformation	Gail Rogers / Carmel Brogan	Increase in % conversion to HSR for care leavers No young people over 18yrs remain in Children's commissioned provision paid for from CSC budget	Sep-24	Grey
Theme 4: Improving the impact of leadership on our work children and families								
4.01	The effectiveness of some aspects of joint working with partner agencies, in particular health and the police. (ILACS Key Area for Improvement)	ILACS	Carry out governance review to ensure effective LA engagement and influence within partnership and commissioning arrangements	Transformation	Graham Wilkie / Gail Rogers		Oct-23	Grey
			Via Corporate Parenting Panel and ICB, work with health partners to secure statutory duties, including IHA, CL mental health offer, CAMHS offer etc	Transformation	James Beardall / Gail Rogers		Dec-23	Grey
			Via LGA, jointly review KBSP executive capacity and commitment to safeguarding	Transformation	Becky Lewis	Safeguarding partnership governance supports joint decision making and leadership with new MOU in place	Jul-23	Green
4.02	Mental health offer for care leavers	ILACS	Partnership review of the mental health offer for children in care and care leavers including a quality review of the CCHP contract		Gail Rogers	Provision map with existing mental health offer and assessed quality of that offer. Work with ICB/AWP to improve the mental health offer for children in care and care leavers	Mar-24	Grey
4.03	Joint Investigative work incl. ABE training	ILACS	Establish multi-agency ABE protocol for area social work teams and police		Becky Lewis	Increase in social workers attending ABEs. Increase in social workers involvement in placement for ABEs.	May-24	Green
4.04	Welfare and safety of children who are CME and EHE, including information sharing and joint processes across Children and Education services	ILACS	Develop joint working protocols across children and education services for vulnerable children who are EHE and CME, including use of shared data and workforce development	Transformation	Vanessa Davies / Tara Parsons		Mar-24	Grey
			Deliver Virtual School Extended Duties action plan - introducing better joint process, workforce development, and partnerships with schools to improve attendance and outcomes for children with a social worker or with Early Help	Transformation	Fiona Tudge / Reena Bhogal Welsh		Apr-24	Grey
			Integration of education resources across children's and education services to have a coherent model for engaging with schools in localities about our most vulnerable children	Transformation	Fiona Tudge / Reena Bhogal Welsh		Oct-23	Grey
4.05	The reliability and effectiveness of performance management and quality assurance arrangements (ILACS Key Area for Improvement)	ILACS	<i>This area for improvement is responded to via actions 4.06 - 4.08</i>					
4.06	Oversight and data for children at risk of EFH, including missing process and oversight	ILACS	Ensure children at risk of EFH are flagged on the system – via data quality QA exercise	Islington SLIP	Kirsten Carr / Tara Parsons		Jun-23	Grey

Ref	Area for Improvement	Source	Actions	link / dependency	Owner	success measure / outcome	by when	RAG
			Agree strategic oversight arrangements, including reporting, for high risk children for leadership team		Kirsten Carr		Jun-23	Grey
			Develop single identification process for children experiencing EFH rationalising existing resources across the partnership. Embed this within new exploitation strategic partnership triage and assessment process.	Transformation	Kirsten Carr			Grey
4.07	Performance management arrangements for leadership oversight	ILACS / CSIP c/f	Develop divisional and service level performance scorecards and reporting arrangements	Islington SLIP	Guy Collings	Review existing arrangements and identify new or amended requirements Draft (with service) and implement new dashboards	Aug-23	Green
			Develop suite of data reports to enable understanding and oversight of the system and improved demand modelling,	Power BI development /Transformation	Guy Collings	Go live of itelligent-i insight work packages x8 Take up of insight packages by service Evidenced use of insight to improve outcomes/performance	Oct-23	Green
			Agree corporate data and performance offer to support effective oversight and performance management arrangements	Islington SLIP	Guy Collings	Resource linked SLA in place	Jun-23	Grey
4.08	Oversight of children in unregistered provision	ILACS	Practice direction for oversight of children in unregistered provision strengthening visiting and oversight expectations – agreed and issued and published on procedures manual		James Beardall	No Children are living in unregistered homes	in place	Blue
			Weekly director’s oversight meeting with HoS, inc. provision plan for child, and visiting frequency / timeliness		Fiona Tudge		in place	Blue
			Develop and implement Commissioning Team procedure for quality assurance of unregistered provision – including experience of child. Oversight arrangements for this		Gail Rogers	QA and voice of child to take place in line with practice direction for every child in unregistered provision	Oct-23	Grey
4.09	Recruitment and Retention of social workers	ILACS / CSIP c/f / Transformation	Pilot International Social Work Programme	Transformation	Becky Lewis	15 International social workers recruited and on	Apr-24	Green
			Pilot Bursary Scheme to retain social workers	Transformation	Becky Lewis	8 student social workers supported into the organisation and retained in practice	Apr-23	Blue
			Review pay and reward for social workers to ensure conditions are competitive with the regional market	Transformation	Becky Lewis	Increase in applications for social work role Reduction in turnover of social work posts	Apr-24	Green
4.10	Quality of supervision / mgt oversight	ILACS	Address management capacity in new operating model to implement standardised expectation of span of control/line-management numbers	Transformation	Fiona Tudge		Apr-24	Grey
			Review supervision and management oversight policy and consider implementation of standardised management oversight/recording form on LCS/EHM	Transformation - management capacity	Becky Lewis	Percentage of children with management oversight graded G or O is >75%	Jan-24	Green

Ref	Area for Improvement	Source	Actions	link / dependency	Owner	success measure / outcome	by when	RAG
4.11	Corporate Parenting arrangements	LGA Peer challenge	Deliver LGA recommendations - key deliverables, Revised CPP arrangements, agreed directorate and key partner offers for CIC and care leavers and foster carers		James Beardall	Corporate Parenting is more visibly seen in the Council's 'DNA' through systems leadership and enhanced offers across the city. Cross Directorate Service Plans include Corporate Parenting actions and offers	Jan-24	Green
4.12	Voice of children	CSIP c/f	Review co-production, engagement and participation arrangements to improve strategic understanding of experiences of children and service design	Transformation	Fiona Tudge/Becky Lewis		Apr-24	Grey



Decision Pathway – Report

PURPOSE: Key decision

MEETING: Cabinet

DATE: 06 June 2023

TITLE	SEND Accelerated Progress Plan		
Ward(s)	All wards		
Author: Reena Bhogal-Welsh	Job title: Direction Education and Skills		
Cabinet lead: Cllr Asher Craig Deputy Mayor with responsibility for Children’s Services, Education and Equalities	Executive Director lead: Abi Gbago, Executive Director Children and Education (DCS)		
Proposal origin: Other			
Decision maker: Cabinet Member Decision forum: Cabinet			
<p>Purpose of Report:</p> <p>The Ofsted and CQC SEND local area inspection revisit in October 2022, found that Bristol had not made sufficient progress in the previously identified area of significant weakness around the difficult relationship with parents and carers.</p> <p>This report presents the Accelerated Progress Plan required by the Department for Education, which sets out how the Bristol local area partners aims to address this area of weakness and how Bristol’s local area SEND governance can assure itself that progress is being made at a sufficient pace and delivering the necessary impact.</p>			
<p>Evidence Base:</p> <p>1. Background</p> <p>Between 3 and 7 of October 2022 Ofsted and the Care Quality Commission reinspected Bristol to understand whether sufficient progress had been made in addressing each of the five areas of significant weakness that were identified in the 2019 SEND local area inspection. The revisit report found that the local area had made sufficient progress in addressing four of the five areas. It also told us that the difficult relationships with parents and carers found at the last inspection had continued and that this still affected the quality of co-production that takes place between area leaders and parent and carers.</p> <p>The Accelerated Progress Plan (APP), provided at Appendix A.1, sets out how we aim to address this area of weakness and how Bristol’s local area SEND governance can assure itself and the Department for Education (DfE) that progress is being made at a sufficient pace and delivering the necessary impact.</p> <p>On May 5 2023 DfE concluded that the Plan sets out how Bristol will tackle the remaining area of weakness identified during the revisit and deemed it fit for purpose.</p> <p>2. Accelerated Progress Plan</p> <p>The Plan has been developed with key local area partners and has been informed by working with parents and carers and using their feedback. The Plan links to the Bristol’s Belonging in Education priorities and underpins Bristol’s SEND strategy to support and empower disabled children and young people and those with special educational needs to reach their full potential and have healthy, independent, and fulfilling lives.</p> <p>Parents and carers tell us that improving trust and relationships across the local area goes hand in hand with</p>			

developing SEND services and improving local area responses to statutory timeframes and expectations. The APP responds to this and is delivered across four key objectives:

1. Formalised strategic parent carer forum (PCF) arrangements

To have formal strategic parent carer forum arrangements in place that represent the diverse communities of Bristol. The parent carer forum will be working in collaboration with local area partners with agreed ways of working and incorporated into formal local area SEND governance.

2. Co-production and communication with parents and carers

There will be clear shared approaches to co-production, participation, engagement, and collaboration with parents and carers across the local area.

All future policy and service changes will give the opportunity for children and young people with SEND and parent carer representatives to be part of the process.

3. listening to and working with parents to improve SEND services and the experiences of parents, carers and children

The views and experiences of parents and carers are understood and, alongside available business intelligence, are used to improve the quality of SEND services

4. Workforce and culture

Local area partners have embedded ways of working and continuous improvement arrangements that prioritise relationships with children with SEND and their families.

The Plan sets out high priority actions local area partners will undertake over the next 12 months under each of these objectives and how progress will be measures and the impact of changes understood.

The Plan will be published on Bristol's local offer website and a easy read version made available.

3. Governance and monitoring

Improvement identified in this action plan will be delivered with operational oversight by the SEND Partnership Group. The SEND Improvement Board will monitor and will be accountable for overall progress, supported by additional oversight from DfE and NHSE SEND improvement advisors

Key performance measures and relevant qualitative information that will be used to understand progress are identified in the plan. The Plan also sets out the ambition for the Parent Carer Forum to become an integral part of local area SEND governance arrangements, empowered to support the collation and reporting of some of this information and to support co-production of key elements within the Plan.

The Department for Education will formally monitor progress over the life of the Plan to judge whether sufficient progress is being made.

4. Progress

While the Plan was in its development phase work has been ongoing to improve our relationships with parents and carers and how we co-produce better services for children with SEND.

Bristol Parent Carers have now been formally approved by DfE to provide the parent carer forum function for Bristol and are being adopted with the SEND local area governance accordingly. This will be crucial in supporting and enhancing delivery of the Plan, including how we better plan our engagement and co-design with families, how we improve communication, and how improve parent and carers' experiences of our services. An area of initial focus is how we improve the complaints processes to include parents and cares to enable better resolution and oversight from area partners.

Cabinet Member / Officer Recommendations:

That Cabinet:

- 1) Approve the SEND Accelerated Progress Plan as set out in Appendix A1.

Corporate Strategy alignment:

The Accelerated Progress Plan will perform a critical role in delivering corporate strategy commitments under the theme for Children and young people: A city where every child belongs and every child gets the best start in life, whatever circumstances they were born into.

The strategy sets out commitment to continue our improvement journey around our SEND provision and to co-design appropriate support with children and families to meet their needs. We want to create the right conditions that will enable more young people with SEND and from disadvantaged backgrounds to enter further education, employment, or training.

City Benefits:

The plan will drive improvement in services and outcomes for children and families in Bristol and support our commitment to value diversity and reduce educational inequality at all stages of education and ensure high quality specialist provision is effectively targeted.

Consultation Details:

The content has been discussed with Lead Member, relevant service areas, partners, parents and carer groups and an update will be provided to the DfE.

Background Documents:

[Local Area SEND Inspection Revisit Report Bristol October 2022](#)

[Local Area SEND Inspection October 2019](#)

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

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

1. Finance Advice: The report does not present any direct financial implications. Actions from the plan will be assessed individually for financial impact as they arise and need to be managed from within approved budgets.

Finance Business Partner: Andrew Osei, Finance Business Partner 22 May 2023.

2. Legal Advice: The report and Plan comply with the Council's legal duties. Ofsted and the CQC carried out the joint inspection pursuant to section 20(1)(a) of the Children Act 2004. Inspectors assess the extent to which local area partners are complying with relevant legal duties relating to arrangements for children and young people with SEND. Regulations require that where the Chief Inspector determines that a written statement of proposed action should be made, the principal authority must make that statement within 70 working days of receiving the report. The authority must send the written statement to the Chief Inspector of Schools, to any other person or body who conducted the review, and to the Secretary of State. The principal authority and all the persons or bodies who cooperated with the principal authority in making the written statement must publish it on their website and supply a copy to a member of the public, on demand, for a reasonable charge.

Legal Team Leader: Nancy Rollason, Head of Legal Services 18 May 2023		
3. Implications on IT: I can see no implications on IT in regards to this activity.		
IT Team Leader: Gavin Arbuckle Head of Service IT Operations 19 May 2023		
4. HR Advice: The report is requesting that Cabinet note the SEND Accelerated Progress Plan in response to insufficient progress made against the five areas of significant weakness. There are no significant HR implications arising from this report for Bristol City Council employees.		
HR Partner: Lorna Laing, 17 May 2023		
EDM Sign-off	Abi Gbago, Executive Director Children’s and Education	17 May 2023
Cabinet Member sign-off	Cllr Asher Craig Deputy Mayor with responsibility for Children’s Services, Education and Equalities	17 May 2023
For Key Decisions - Mayor’s Office sign-off	Mayor’s Office	26 May 2023

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



Bristol Local Area Accelerated Progress Plan

Time to Reset Relationships

Accelerated Progress Plan for an Area following the judgement by Ofsted/CQC that sufficient progress had not been made against the weaknesses outlined by the Inspection

Name of Local Area	Bristol
Date of inspection	30 September to 4 October 2019
Date of the revisit report	18 November 2022
Accountable Officers from the LA and ICB	Abi Gbago, Executive Director Children and Education (DCS), Bristol City Council Lisa Manson, Director of Performance and Delivery and named Director for SEND, NHS Bristol, North Somerset, and South Gloucestershire Integrated Care Board
DFE and NHSE Advisors	Mark Tucker and Keith Thompson

Version 3, April 2023

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Introduction and purpose of the plan

Between 30 September and 4 October 2019, Ofsted and the Care Quality Commission (CQC) jointly inspected the effectiveness of Bristol's approach to implementing the special educational needs and disability (SEND) reforms as set out in the Children and Families Act 2014. The specific focus was on how effectively the local area identified the needs of children and young people with SEND, assessed and met those needs, and improved their education, health, and care outcomes. As a result of the [inspection findings](#), Inspectors determined that a Written Statement of Action was required to address five areas of significant weakness:

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

Between 3 and 7 of October 2022 Ofsted and the Care Quality Commission reinspected Bristol to understand whether sufficient progress had been made in addressing each of the five areas of significant weakness. The [revisit report](#) found that the local area had made sufficient progress in addressing four of the five areas. It also told us that the difficult relationships with parents and carers found at the last inspection had continued and that this still affected the quality of co-production that takes place between area leaders and parent and carers.

This Accelerated Progress Plan sets out how we aim to address this area of weakness and how Bristol's local area SEND governance can assure itself and the Department for Education that progress is being made at a sufficient pace and delivering the necessary impact.

We will also continue to make progress in all five areas identified in 2019 as requiring improvement.

We continue to be passionate about improvements in this area and we are ambitious about what can be achieved for our children and young people.

What We Are Aiming to Achieve

We are ambitious and want to reset relationships with our parents and carers.

BCC and BNSSG ICB and our local area partners are jointly responsible for delivering this plan.

This plan sets out:

- Our vision for improvement and the values that will drive the required change
- The governance structure to provide strategic oversight of improvements
- The high priority actions we will take to address the weaknesses identified by inspectors and to work towards continuous improvement
- How we will measure progress and understand the impact of changes we are making

Improvement identified in this action plan will be delivered with operational oversight by the SEND Partnership Group. The SEND Improvement Board will monitor and will be accountable for overall progress.

The plan has been informed by three focus groups with parents and carers. A total number of 24 parents and carers attended the 3 focus groups alongside colleagues from education, health, and care. Feedback from Bristol parent carers and quotes from our children and young people are included in the plan.

This action-oriented plan links to the Bristol' Belonging in Education priorities:

1. Building trusting relationships
2. Learning from one another
3. Creating an effective structure.

Parents and carers tell us that improving trust and relationships across the local area goes hand in hand with developing SEND services and improving local area responses to statutory time frames and expectations. There has been significant improvement in SEND services, and we will continue to improve and monitor progress in our statutory processes.

2023 is the time to reset relationships in Bristol and, together, deliver better outcomes for our children and young people.

Bristol's SEND Strategy: Our Vision and Values

We will support and empower disabled children and young people and those with special educational needs to reach their full potential and have healthy, independent, and fulfilling lives.

Our values underpin the work we do across the local area:

Inclusion and Independence – belonging and involvement

All children, including those with SEND, have the right to influence the decisions that contribute to creating a city they want to live, study and play in. Children and young people will have opportunities to make decisions that benefit their health and happiness and be supported to live and work independently.

Respect – value, regard, and reliability

We believe in treating children and young people and their parents and carers, with value and respect. We will ensure children and young people with SEND are provided with services that have regard for their views and wishes. Furthermore, we will work to ensure services are reliable in their delivery of provision and support.

Care – protection, safeguarding and support

All children and young people are entitled to feel safe, protected and supported. We will work together to ensure safeguarding is robust and that children and young people with SEND are safe from fear of harm or the threat of harm.

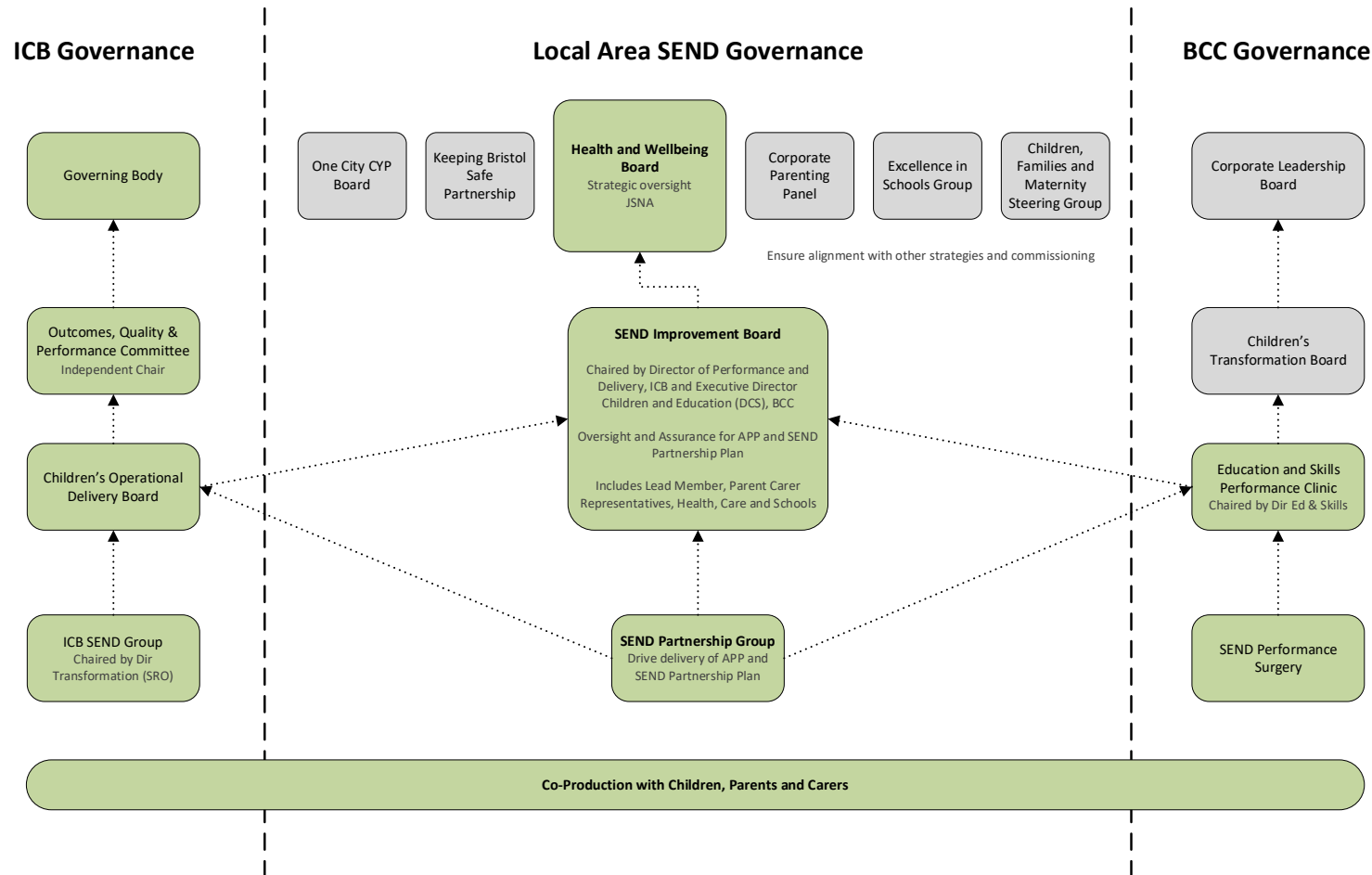
Equality – fairness, accessibility, and opportunity

Children and young people with SEND have the right to access opportunities without discrimination or prejudice. We believe in the rights afforded to children and young people with SEND through the Equality Act 2010 and the UN Convention on the Rights of the Child.

Governance

Bristol will continue to use the established governance arrangements used to drive the Written Statement of Action arising from the 2019 SEND Inspection. The SEND Partnership Group (SPG) is responsible for driving the actions set out in this Accelerated Progress Plan (APP) and the SEND Strategic Partnership Plan, and for establishing task and finish groups as necessary to focus on specific areas of work.

Accountability for progress and impact of the APP is through reporting to the bi-monthly, multi-agency SEND Improvement Board and via Bristol City Council (BCC) and NHS Bristol, North Somerset, and South Gloucestershire Integrated Care Board (ICB) governance.



Accelerated Progress Plan to address the area of weakness where sufficient progress has not been made following the reinspection

Area of weakness: The fractured relationships with parents and carers, lack of co-production and variable engagement and collaboration. It is time to reset relationships in Bristol.

1. Objective – Formalised strategic parent carer forum (PCF) arrangements		
To have formal strategic parent carer forum arrangements in place that represent the diverse communities of Bristol. The parent carer forum will be working in collaboration with local area partners with agreed ways of working and incorporated into formal local area SEND governance		
Action	By when	Lead officer
1.1 Secure application and approval for DfE funded PCF	3 months	Director Education and Skills, BCC
1.2 New PCF formalised to represent diverse parent carer groups and seldom heard voices within PCF arrangements, using established mechanisms such as Community of Groups	6 months	Director Education and Skills, BCC
1.3 Local area commitment to support PCF arrangements – to enable different communities to come together and connect local area SEND governance	3 months	Director Education and Skills, BCC
1.4 Develop and agree Memorandum of Understanding to enable effective joint working and include resolution process	3 months	Director Education and Skills, BCC
1.5 Agree local area governance to ensure PCF have access to local area leadership, and to ensure they are key part of SEND local area governance (including membership of SEND Improvement Board and SEND partnership Group)	3 months	Policy, Improvement and Partnerships Manager, BCC
Success criteria and milestones	Measurement	
<ul style="list-style-type: none"> • PCF arrangements are formalised and part of local area governance with Terms of Reference and Memorandum of Understanding in place • Attendance of PCF members at SEND Improvement Board and SEND Partnership Group • PCF and partners satisfied with arrangements 	Milestone Key Performance Indicator (KPI) Qualitative Information (QI)	

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2. Objective – Co-production and communication with parents and carers		
<p>There will be clear shared approaches to co-production, participation, engagement, and collaboration with parents and carers across the local area.</p> <p>All future policy and service changes will give the opportunity for children and young people with SEND and parent carer representatives to be part of the process.</p>		
Action	By when	Lead officer
2.1 Develop and agree documented approach to co-production, participation, engagement, and collaboration. Agree and publish a co-production charter.	3 months	Performance & delivery Manager, ICB Director Education and skills, BCC
2.2 With PCF, develop a shared annual local area co-production, engagement, and comms plan.	3 months	Co-production and Engagement Manager, BCC
2.3 Review and co-produce new communication approach for EHCP process to improve parent / carer experience. To include agreed points of contact and review of guidance / letters / comms.	6 months	Head of Statutory SEND Service, BCC
2.4 Develop local area response for parents / carers of children who are waiting for EHC NA, to access resources and support within local offer.	6 months	Head of Statutory SEND Service, Service Manager Specialist Services, Disabled Children, BCC, Performance & delivery Manager, ICB
2.5 Scheduled bi-monthly keeping in touch meeting with ICB SEND lead, Sirona lead and PCF Chairs	Immediate	Performance & Delivery Manager, ICB
2.6 Review local offer and provision of information to ensure it is up to date and accessible by all parents and carers – to consider use of videos and access to translated formats	9 months	Senior External Communications Officer, BCC
Success criteria and milestones	Measurement	
<ul style="list-style-type: none"> • Co-production charter and co-production and engagement plan in place • Parents and carers report satisfaction with EHC process, co-production and engagement arrangements, and local offer • Average wait time for EHC Needs Assessment • Parent and carer satisfaction with SEND services • Attendance of PCF members at BNSSG SEND Health KIT meetings 	<p>Milestone</p> <p>QI</p> <p>KPI</p> <p>QI</p> <p>KPI</p>	

3. Objective – listening to and working with parents to improve SEND services and the experiences of parents, carers and children		
The views and experiences of parents and carers are understood and, alongside available business intelligence, are used to improve the quality of SEND services		
Action	By when	Lead officer
3.1 Enhance local area EHC quality assurance framework to incorporate the views and experiences of children and their parents and carers. To include case studies shared with SEND IB and SPG to understand what is working well and what needs to change.	9 months	Director Education and skills, BCC, Performance & delivery Manager, ICB
3.2 Clearly define reporting process of QAF for EHCPs to SEND IB and SPG	9 months	Head of Service Statutory SEND, BCC
3.3 Tribunal and complaints intelligence shared at SPG and SEND IB	3 months	Policy, Improvement and Partnerships Manager, BCC
3.4 EHC process information shared at SPG and SEND IB, including wait times and quality assurance findings	3 months	Policy, Improvement and Partnerships Manager, BCC
3.5 PCF to lead on reporting parent and carer experiences of local area SEND services to SEND IB and SPG, via agreed annual forward plan	6 months	Co-production and Engagement Manager, BCC
3.6 Business intelligence that helps us understand the experiences of children with SEND and their families are shared with parents and carers	6 months	Director Education and skills, BCC
Success criteria and milestones	Measurement	
<ul style="list-style-type: none"> Enhanced QAF and reporting mechanisms in place Improved feedback loops and intelligence reporting showing impact on how we deliver services PCF and Board members report effective working of quality assurance and feedback arrangements A reduction in complaints and appeals to tribunals, evidencing greater involvement in services which are responsive and co-produced 	Milestone	
	QI	
	QI	
	KPI	

4. Workforce and culture		
Local area partners have embedded ways of working and continuous improvement arrangements that prioritise relationships with children with SEND and their families.		
Action	By when	Lead officer
4.1 Co-produce shared behavioural professional principles for local area for working with families and carers (using principles developed via DfE pilot for Systemic Practice and Murmuration principles)	3 months	Service Manager Disabled Children and Specialist Service, BCC
4.2 Review existing local area workforce development plans against quality assurance findings and parent / carer feedback to ensure consistency of approach and to deliver required culture change. (Workforce development plans for schools, SPG, ICB and children’s social care.	6 months	Directors Health, Education, and Children’s Social Care
4.3 Roll out induction and training resources (available on local offer) that include parent / carer expectations for successful joint working (e.g. Murmuration principles)	9 months	Directors Health, Education, and Children’s Social Care
4.4 Incorporate co-production and learning from QA into service plans and individual performance plans	12 months	Directors Health, Education, and Children’s Social Care
Success criteria and milestones	Measurement	
<ul style="list-style-type: none"> Professional principles for working with families co-produced and workforce development plans in place Families report improved satisfaction and confidence via their interactions with local area services 	Milestone	QI

Impact Scorecard for Key Performance Indicators

Ref	KPI title	Definition	Baseline	3 months	6 months	12 months	Notes
1	PCF Attendance rate at SEND IB and SEND Partnership Group	Attendance of PCF reps as a percentage of 12 possible meetings across the year	To commence April 2023	Target > 60%	Target > 70%	Target > 80%	Cumulative target
2	% attendance of PCF members at BNSSG SEND Health KIT meetings	Attendance of PCF reps as a percentage of possible meetings across the year		Target > 90%	Target > 90%	Target > 90%	Chair or PCF representative
3	Appeal rate to the SEND Tribunal Based on total appealable decisions	National measure (next published in June 23). Appeal rate represents the number of appeals lodged in a calendar year as a percentage of all instances where an appeal would be possible.	1.04 (Bristol 2021) 1.84 (England average 2021) 1.84 (Stat Neighbour average 2021)	Target < 1.00	Target < 1.00	Target < 1.00	Target to maintain good relative performance – currently above National average, ranked 56/152 (2021) In-year data may differ slightly as DfE data includes tribunals in which the LA are not included, such as disability discrimination cases against an establishment.
4	Average current waiting time for live EHC Needs Assessments that have been open for more than 20 weeks	Average number of weeks LIVE EHC Needs Assessment open <i>(Denominator all EHC Need Assessments open more than 20 weeks)</i>	36 weeks (February 2023) 38 weeks (September 2022)	Target 35 weeks	Target 33 weeks	Target 30 weeks	
5	Proportion (%) parents and carers that felt they were treated fairly during the EHCNA process	Proportion of respondents to EHCNA survey that said they were treated fairly or very fairly.	81.5% parents and carers felt they were treated fairly (2021/22)	Target > 85%	Target > 85%	Target > 85%	Using the EHCP process online survey, which gives the opportunity for people to feedback on their experiences during and following a EHC Needs Assessment

Qualitative Information and Data Agenda

The SEND Improvement Board will receive the identified qualitative information (QI) and business intelligence to understand the impact of changes arising from delivery of the plan and to assure itself that progress is made at a sufficient pace. As the Parent Carer Forum becomes established and an integral part of local area SEND governance arrangements it will be able to support the collation and reporting of some of this information.

Types of QI that will be received by the Board include:

- Periodic surveys of parents and carers
- Case studies detailing experiences of the child and family
- Findings from focus groups on specific areas of interest
- Quality assurance framework for EHCPs, including feedback from parents and carers
- Informal and incidental feedback routes
- Parental satisfaction with EHC process via online surveys
- Improved use of business intelligence reported to SEND Improvement Board B, e.g. regular reporting to understand complaints, mediation and tribunal data

Risk Register

The following risks are identified which will impact on improving the fractured relationships with parents and carers, and the lack of co-production, variable engagement and collaboration. This register will be kept live and held by the SEND Improvement Board.

Date	Risk	Likelihood (1-3) / Impact (1-3)	Mitigation	Likelihood (1-3) / Impact (1-3) Post-mitigation	Progress following action
January 2023	Inability to sign the DfE MOU to establish the forum funding stream.	2 x 3 = 6	Work with contact and Genuine Partnerships to develop a clear understanding of both parties' requirements for an application to be supported.	1 x 3 = 3	
April 2023	Demand for EHCNA and impact on timeliness for children and their families	3 x 2 = 6	Regular monitoring of progress, improving early identification and assessment, and investment in preventative services.	2 x 2 = 4	

Supporting statement for the Accelerated Progress Plan

Factors accounting for insufficient progress	How we are addressing these
<p>At the time of the inspection, there was no formal co-production arrangement in place.</p>	<ul style="list-style-type: none"> - Parent/ carer representation on key strategic boards has been secured whilst a formal co-production arrangement is being organised. Attendance at these meetings is funded. - The APP outlines a timeline for re-establishing the formal parent/ carer co-production forum with an expectation it is in place by September 2023 - Our Community of Groups (meetings with a range of representative groups) continues to ensure diverse voices in terms of SEND, ethnicity and community are heard in the Local Area.
<p>Some parents and carers continue to lack trust in the system and feel that leaders are not acting in the best interests of their children.</p>	<p>In addition to above:</p> <ul style="list-style-type: none"> - The APP identifies ways in which we can improve transparency in terms of decision making and data reporting. - Further work to promote the Local Offer website and signpost parents and carers to the appropriate support and guidance is planned. - Workforce development and improving the partnership working with schools and settings continues to ensure we are building capacity to meet the needs of children and young people with SEND.

How we will keep partners, including families aware of our progress:

We will continue to develop the publication of our data and information related to our progress on the Local Offer website. Our Community of Groups, representing a range of needs and communities will continue to meet regularly to discuss progress and ensure ongoing feedback on the experiences of parents and carers. Parent/ carer representation is now funded for key strategic meetings and the Accelerated Progress Plan also identifies the timeline for securing a formal co-production forum in the coming months which will also support regular communication. We asked our parents and carers at the focus groups this question, and they said through the “usual structures” rather than creating new systems just for this plan.

What support and challenge we feel we think will be most helpful over the coming months:

Throughout the period of the Plan, we would particularly welcome support from the DfE with the scrutiny and evaluation of our APP. We will also:

- continue to engage with Contact to support us with our parent/ carer co-production work.
- work with Genuine Partnerships to support us in repairing and developing our relationship with parents/ carers.
- seek support from the South West Regional Parent Carer Forum as we develop our new formal co-production arrangement.

Decision Pathway – Report

PURPOSE: Key decision

MEETING: Cabinet

DATE: 06 June 2023

TITLE	Extension of the Home Improvement Agency contract by 12 months		
Ward(s)	Citywide		
Author: Catherine Martin	Job title: Transformation and Commissioning Lead		
Cabinet lead: Councillor Helen Holland, Cabinet Member for Adult Social Care and the Integrated Care System	Executive Director lead: Hugh Evans, Executive Director Adults and Communities		
Proposal origin: BCC Staff			
Decision maker: Cabinet Member Decision forum: Cabinet			
Purpose of Report: Approve and authorise the variation to the Home Improvement Agency to include a further 12-month extension of a value of up to £887,419, this is to allow for a full re-commissioning process to be achieved			
Evidence Base: <ol style="list-style-type: none"> 1. The Home Improvement Agency service is delivered by WE Care, an industrial and provident society based in Bristol and working across the West of England. It provides critical services across Bristol and B&NES involving a total of over 16,000 interventions per year including handyman services, technical housing projects, support home from hospital discharge services, home independence and advice and guidance. 2. The Home Improvement Agency has been commissioned deliver the following outcomes <ul style="list-style-type: none"> • to help residents of Bristol to remain in their own homes either existing or alternative that better meets their needs, • to help residents to maximise their independence and improve their wellbeing • that Bristol residents using the service feel safer, warmer and healthier • to meet the anticipated need for home improvement and adaptation services • to avoid medical and/or social care which is the result of unsuitable or unsafe housing • to increase the number and success of hospital discharge and to prevent readmission 3. WE care was awarded the Home Improvement Agency contract in 2018 with the contract commencing on 01/10/2018 and which is due to end on 31/03/2022 at an annual cost to the Local Authority of £887,419. Within the contract there is provision for the Authority to extend the contract up to 2 years in total. The original decision to re-commission the Home Improvement Agency service was taken by the Health and Wellbeing Board in 2016 - that decision was to procure the service and award the contract but did not refer to the enactment of contract extensions. This report seeks permission to vary the existing contract by adding a further 12 months onto the contract period, the value of this extension is £887,419 and is below 50% of the original contract value. This extension is required in order to re-commission the contract via competitive tender in 2024/25. 			

4. The service was commissioned in 2017 and has been performing in line with and in some areas exceeding the Key Performance Indicators as set out in the contract. WE Care have provided to date a service that is well regarded. As an organisation they have been prepared to adapt to changing needs and are supportive and integral to the hospital discharge to assess process. They have a good reputation with the public and with professionals (such as equipment prescribers). WE Care have engaged successfully with stakeholders in engagement with the local voluntary sector such as Age UK.
5. WE Care have taken on additional projects through the delivery of the contract. They have continued to deliver the Making Space project that enables people to declutter, clean and repair their homes - there is considerable demand for this support service in the City.
6. WE Care have adapted to the Coronavirus pandemic and managed their finances effectively. They continued to support the wider health and social care system and out of hospital discharge through the pandemic and have now seen demand for the service return to pre-pandemic levels.

Cabinet Member / Officer Recommendations:

That Cabinet:

1. Authorise the Executive Director of Adult Social Care in consultation with the Cabinet Member Adult Social Care to take all steps required to vary the Home Improvement Agency contract to include a 12-month extension period of the value of £887,419 until 31/03/2025 to be met from the existing Adult Social care budget.

Corporate Strategy alignment:

This proposal aligns with the 'Health, Care and Wellbeing and Homes and Communities' strategic aims in the corporate strategy. Working with partners to empower communities and individuals, increase independence via accessible housing and support those who need it.

City Benefits:

- to help residents of Bristol to remain in their own homes either existing or alternative that better meets their needs
- to help Bristol residents to maximise their independence and improve their wellbeing
- Bristol residents feel safer, warmer and healthier

Consultation Details:

None

Background Documents:

Original Key decision [6 - Key decision - Commissioning HIA and community equipment services.pdf \(modern.gov.co.uk\)](#)

Revenue Cost	£ 887,419	Source of Revenue Funding	General Fund
Capital Cost	£ 0	Source of Capital Funding	N/A
One off cost <input type="checkbox"/>	Ongoing cost <input checked="" type="checkbox"/>	Saving Proposal <input type="checkbox"/>	Income generation proposal <input type="checkbox"/>

Required information to be completed by Financial/Legal/ICT/ HR partners:		
1. Finance Advice: If the contract was extended for a further 12 months there would be no adverse financial implications and the cost is estimated to be in the region of c£887,000. This would be met from within exiting ASC resources. The continuation of the present arrangements will secure continuity of service whilst the procurement progresses and will allow time for refreshed commissioning intentions, to be factored into the procurement process as necessary.		
Finance Business Partner: Denise Hunt, Finance Business Partner, 24 April 2023		
2. Legal Advice: The variation of the contract to include an additional 12 months is line with the 2015 Procurement Regulations and the Councils own procurement rules. Legal services will advise and assist officers with regard to the contractual arrangements for the variation.		
Legal Team Leader: Husinara Jones, Team Manager/Solicitor, 11 April 2023		
3. Implications on IT: There are no implications on IT in regard to this activity.		
IT Team Leader: Alex Simpson, Senior Solution Architect, 18 April 2023		
4. HR Advice: The report is seeking approval to extend the Home Improvement Agency contract for a further 12 months . This report does not have any significant HR implications for Bristol City Council employees as a result of this request.		
HR Partner: Lorna Laing, 12 April 2023		
EDM Sign-off	Hugh Evans, Executive Director Adults and Communities	26 April 2023
Cabinet Member sign-off	Councillor Helen Holland, Cabinet Member for Adult Social Care and the Integrated Care System	3 May 2023
For Key Decisions - Mayor's Office sign-off	Mayor's Office	5 May 2023

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

Equality Impact Assessment [version 2.12]



Title: Extension to Home Improvement Agency Contract	
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input checked="" type="checkbox"/> Service <input type="checkbox"/> Other [please state]	<input type="checkbox"/> New <input checked="" type="checkbox"/> Already exists / review <input type="checkbox"/> Changing
Directorate: Adults and Communities	Lead Officer name: Catherine Martin
Service Area: Adult Social Care	Lead Officer role: Transformation and Commissioning Lead

Step 1: What do we want to do?

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

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

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

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

The proposal is to approve and authorise the extension of the Home Improvement Agency contract that is delivered by WE Care. This service supported older Disabled people to remain in their own home via a handyperson service, technical housing projects, support to return home from hospital to a safe environment and information, advice and guidance for the home.

1.2 Who will the proposal have the potential to affect?

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

1.3 Will the proposal have an equality impact?

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

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


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

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	[please select]
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We have not identified any equality impact from the proposal to extend the existing Home Improvement Agency contract with WE Care for a further 1 year. In this contract and the service specification there is requirement for the service to be delivered in line with the Councils duties under the Equalities Act.

Step 5: Review

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

Equality and Inclusion Team Review: <i>Reviewed by Equality and Inclusion Team</i>	Director Sign-Off: 
Date: 14/4/2023	Date: 24/5/2023

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

Decision Pathway – Report

PURPOSE: Key decision

MEETING: Cabinet

DATE: 06 June 2023

TITLE	Electricity sleeving and supply extensions		
Ward(s)	Citywide		
Author: David Gray	Job title: Energy Supply Manager		
Cabinet lead: Cllr Kye Dudd, Cabinet Member for Climate, Ecology, Waste and Energy	Executive Director lead: John Smith, Interim Executive Director Growth & Regeneration		
Proposal origin: BCC Staff			
Decision maker: Cabinet Member			
Decision forum: Cabinet			
Purpose of Report:			
<ol style="list-style-type: none"> 1. To seek approval to extend Bristol City Council (BCC) electricity sleeving and supply contracts for up to 18 months whilst development work takes place to set up the previously approved Sleeved Pool supply mechanism in conjunction with Bristol City Leap (BCL). 			
Evidence Base:			
<ol style="list-style-type: none"> 1. All BCC electricity sleeving and supply contracts expire at the end of September 2023. 2. The current ‘sleeving’ arrangement uses BCC’s own renewable generation assets (wind turbines and solar farm) to meet around one third of current BCC electricity demand using low-cost zero-carbon electricity. This arrangement has saved an estimated 2,021 tonnes of CO₂ emissions since August 2022 (compared with a conventional grid supply contract). 3. In order to increase the amount of BCC electricity demand met from sleeving, additional local renewable energy generation is required. This is intended to be provided through the ‘Sleeved Pool’ mechanism, linking local renewable energy generation and BCC demand through a virtual pool, as approved at the February 2021 Cabinet. This mechanism is now being developed in conjunction with the newly appointed City Leap Partner. 4. The detailed timetable for delivering the Sleeved Pool mechanism is being developed. Discussions with the City Leap Partner have indicated that the structures and processes required to operate the proposed ‘Sleeved Pool’ supply mechanism will not be in place by the time the current supply arrangements expire, due to procurement and operational issues that need to be resolved. 5. Arrangements need to be put in place to maintain an electricity supply for BCC from the end of September 2023 until the Sleeved Pool mechanism is available. Further approval will be sought before joining the Sleeved Pool when this becomes available. 6. An options appraisal has considered a range options for maintaining the BCC electricity supply in the interim (Appendix A). The recommended option is for a 12+6 month extension to the current sleeving arrangement, in anticipation of the Sleeved Pool becoming available from October 2024, with an option for six months contingency. 7. It is also recommended that the small electricity (NHH) and streetlighting (UMS) contracts should be extended by 18 months, in anticipation of joining the Sleeved Pool arrangement once sufficient additional generation becomes available from April 2025. 8. BCC’s current sleeving and supply arrangements are managed through the Laser Public Sector Buying Organisation. Laser and their appointed supplier (TotalEnergies) have indicated that they would be willing to extend the current arrangements. 9. The current sleeving arrangement was intended as an interim measure, to bridge the gap until the Sleeved 			

Pool could be developed. It has a number of limitations, especially in that it is limited to BCC's own renewable energy generation, has complex billing arrangements, and BCC is exposed to market prices for the grid top-up element (c15%). Laser and TotalEnergies have indicated that some changes could be made to the current arrangement if a longer extension (min 12 months) is agreed. This would allow some additional generation to be incorporated, and thus an increase in the extent of BCC electricity demand met from sleeving, as well as a review of the pricing mechanism to lock down the currently variable monthly prices.

Cabinet Member / Officer Recommendations:

That Cabinet:

1. Authorises the Executive Director Growth & Regeneration, in consultation with the Cabinet Member for Climate, Ecology, Waste and Energy, to take all steps required to extend and vary the electricity sleeving and supply arrangements for up to 18 months (up to March 2025), in-line with the procurement routes and maximum budget envelopes outlined in this report.
2. Authorises the Executive Director Growth & Regeneration to invoke any subsequent extensions/variations specifically defined in the contract(s) being awarded, up to the maximum budget envelope outlined in this report.

Corporate Strategy alignment:

1. These initiatives support the transition to the draft Corporate Strategy Priority ENV1 Carbon Neutrality and links to the Priority ED06 Estate Review in helping to reduce energy demand across the Council's own estate and decarbonising essential residual energy supplies

City Benefits:

These initiatives contribute to delivering One City Goals:

1. Goal 81 - Bristol City Council is carbon neutral for direct energy and transport emissions
2. Goal 115 - 30% of all electricity consumed in the city is generated from local, renewable sources with communities actively engaged and included

Consultation Details:

None

Background Documents:

1. [February 2021 Cabinet](#) – Carbon Reduction Projects (Item 8) – approval for the Sleeving approach
2. [January 2022 Cabinet](#) – Future Energy Supply (Item 18) – move to Flexible procurement for gas
3. [May 2022 Cabinet](#) – Electricity Contract Procurement and Renewals (Item 17) – move to Flexible procurement for smaller electricity supplies and setting up interim Sleeving arrangements for larger electricity sites

Revenue Cost	Up to £18.3M over 18 months Gross spend before revenue income Up to £15.4M over 18 months Net of anticipated revenue income	Source of Revenue Funding	Energy Utility Purchase
Capital Cost	£0	Source of Capital Funding	n/a
One off cost <input type="checkbox"/>	Ongoing cost <input checked="" type="checkbox"/>	Saving Proposal <input type="checkbox"/>	Income generation proposal <input type="checkbox"/>

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

1. Finance Advice: The report is seeking Cabinet approval to extend the existing Electricity contracts for up to 18

months to allow time to develop a new “sleeving pool” with the Council City Leap partners and come back to Cabinet with an option to Join such pool – provided the original aims and objectives can be clearly achieved.

The current contract arrangements include a “sleeving arrangement” using Council own generated energy to offset some of the energy consumed based on a “Market reflective rate” for all the larger energy consuming site, as well as variable rates for the smaller sites as well as the Street lighting contracts. Similar variable contracts were setup for the Councils Gas supplies and will still be within contract at the time of this extension.

The contracts cover both the Councils Core energy requirements for its corporate building as well as the supplies for HRA, schools and other services that are recharged as they are either traded services or ring-fenced services with their own budget and funding allocations. Table 1 below outlines the cost implications of extending these contracts:

Table 1

	Based on MTFP	Based on Contract extension	Variance	
Electricity				
Values From Detailed Model	Total £k	Total £k		
BCC - Corporate Buildings	3,953	3,512	-	441
HRA	3,217	2,714	-	503
Schools	1,684	1,465	-	219
Client	317	16	-	301
GF- other	-	635		635
BHN Heat Network	-	648		648
not found	11			
	9,182	8,990	-	180
Street Lighting	3,103	2,003	-	1,100
Total Electricity - All	12,285	10,994	-	1,280
Total Electricity - Council GF Only	7,056	5,515	-	1,541
Gas	Total £k	Total £k		
BCC - Corporate Buildings	1,755	1,645	-	110
HRA	3,332	2,821	-	511
Schools	1,497	1,161	-	336
Client	109	3	-	106
GF- other	-	130		130
BHN Heat Network	-	2,093		2,093
	6,693	7,853		1,160
Total Energy - Council GF Only	8,811	7,160	-	1,651

The table above indicates that this extension will not have any adverse financial implications on the current approved budget (including inflation provisions held centrally). This is partly due to the falling prices of energy since the MTFP as well as the current street lighting LED programme which is significantly impacting on the energy consumption.

The contract extension will allow the Council to fix the price of the energy generated to that of the energy consumed, thus creating a nil cost for the first 14m kWh per annum. This will limit the Council exposure to price fluctuations. The extension also allows the council to introduce additional energy generated from new sites (I.e., Hawkfield business site) that have gone live after the original sleeving contract was signed. This should further help to reduce overall Energy costs for the Council. These benefits have not been included in the table above as they are dependent on variable that will only be known at the point of contract agreements being finalised.

Finance Business Partner: Kayode Olagundoye, Interim Finance Business Partner, Growth and Regeneration, 23 May 2023.

2. Legal Advice: Legal services will advise and assist officers with regard to the extension of the current contracts and the resulting contractual arrangements.

Legal Team Leader: Husinara Jones, Team Manager/Solicitor 11 April 2023

3. Implications on IT: I can see no implications on IT in regard to this activity.		
IT Team Leader: Alex Simpson, Senior Solution Architect, 18 April 2023		
4. HR Advice: Having read the report, I can confirm that there are no HR issues evident in these proposals.		
HR Partner: Chris Hather, HR Consultancy Manager - Growth and Regeneration, 5 April 2023		
EDM Sign-off	John Smith, Interim Executive Director Growth and Regeneration	12 April 2023
Cabinet Member sign-off	Cllr Kye Dudd, Cabinet Member for Climate, Ecology, Waste and Energy	24 April 2023
For Key Decisions - Mayor's Office sign-off	Mayor's Office	5 May 2023

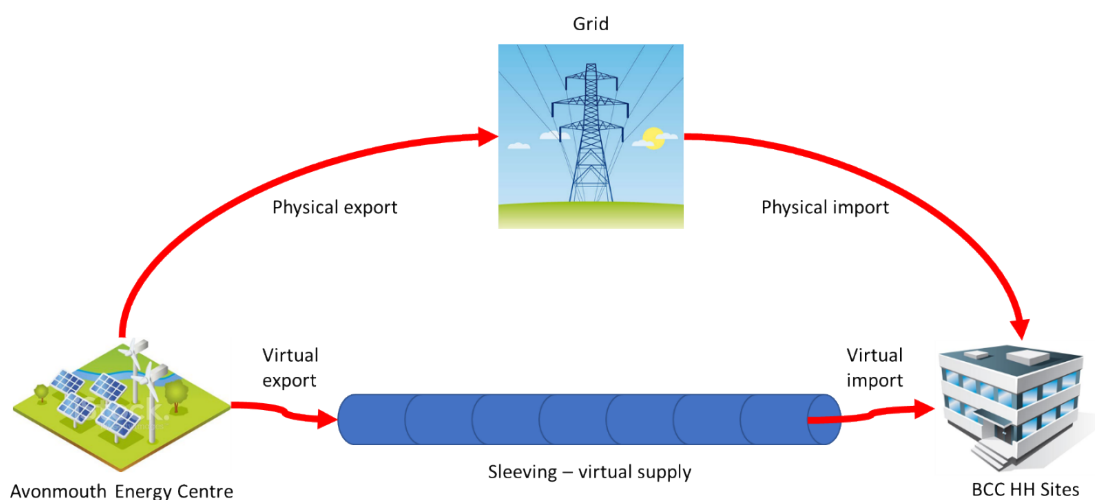
Appendix A – Further essential background / detail on the proposal	YES
Appendix B – Details of consultation carried out - internal and external	NO
Appendix C – Summary of any engagement with scrutiny	NO
Appendix D – Risk assessment	YES
Appendix E – Equalities screening / impact assessment of proposal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

Electricity sleeving and supply extensions – Appendix A

Background

Prior to April 2022, BCC gas and electricity supplies were contracted on a fixed price basis. With the increased volatility of the energy market, this approach exposed the Council to the risk of significant price changes on contract renewal, and a risk of locking in Council energy supplies at extraordinarily high prices. The former Energy Service¹ recommended changes to the procurement strategy for gas and electricity, moving to flexible procurement for most supplies, whereby the price is set by multiple purchasing decisions, rather than the market price on a single day.

The Energy Service had also been developing proposals to ‘sleeve’ electricity from early 2021. Sleeving involves the virtual supply of zero-carbon electricity from renewable energy systems to certain specified sites. These are not directly connected to the renewable energy system, instead each unit of power exported from the renewable energy system is deemed to be the same as one entering a nominated building. Although the electricity is physically routed via the grid, a virtual ‘sleeved’ supply can be set up so that demand at each site is matched to generation:



Initially the proposal was to sleeve electricity from the Council’s own renewable generation assets to BCC sites, with the intention of looking to expand this to a wider pool of local renewable energy generation. Attempts to tender for an operator of the sleeving arrangement in early 2022 were severely impacted by the unprecedented turmoil in the energy markets at the time, so a compromise arrangement was agreed with the [Laser](#) Public Sector Buying Organisation. Laser were at that point also providing flexible contracts for BCC gas and small electricity supplies. The compromise agreement enabled sleeving between the Council’s renewable energy generation assets and its largest electricity using sites (172 ‘Half-Hourly’ sites²), using Laser’s Framework Power Purchase Agreement (Sleeved PPA).

The Sleeved PPA operates as a pair of linked contracts, one covering the import of electricity to BCC sites and the other covering the export of electricity from BCC’s renewable generation assets³. Both import and export prices track monthly market average prices, with the intent of achieving a cost neutral electricity supply (bought and sold at the same price). Differences in demand and generation timing mean that a completely cost neutral supply has not been possible, but the Council has benefitted from electricity being supplied at a low price. Based on average generation it was anticipated that there would be a small shortfall between electricity our assets are generating and demand from Council sites (c.15%) and the Sleeved PPA provides for a top-up from the grid to cover this gap. The Sleeved PPA was intended as an interim bridging arrangement until a wider Sleeved Pool model could be developed, in conjunction with the City Leap Partner once they were appointed.

Electricity at our lower demand sites and the Council’s streetlighting are provided through separate contracts with Laser/nPower.

¹ Energy supply responsibilities of the former Energy Service have now been absorbed in to the BCC City Leap Client Function within the Property Assets & Infrastructure Directorate.

² Profile Class 00 sites, ie sites with more than 100kW demand that are required to be measured in half-hourly intervals for grid settlement purposes

³ Two 2.5MW onshore wind turbines and a 1.8MW solar farm, located at the Avonmouth Energy Centre.

The current contracting position for BCC electricity supplies is:

- Large electricity (half-hourly supplies) – Sleeved PPA (Laser/TotalEnergies)
- Small electricity (non-half-hourly supplies) – Laser/nPower Flexible procurement (Purchase in Advance)⁴
- Streetlighting (unmetered supply) – Laser/nPower Flexible procurement (Purchase in Advance)

These contracts all expire on 30th September 2023.

Options

In order to maintain an electricity supply to BCC sites at competitive rates, new contracts are required to be in place with effect from October 2023⁵. The following four approaches have been considered:

End the Sleeving arrangement. If the Council does not renew or extend the Sleeved PPA after it expires, the sleeving arrangements would end. Instead, the Council would revert to a standard electricity supply arrangement, initially from the [Laser Electricity flexible framework](#), which runs to September 2024 (12 months extension⁶), and then re-tender for a new supply after that. This would mean that all of BCC's electricity supply would be on a Flexible procurement basis. This option would still reduce BCC exposure to market prices (due to the flexible procurement), but would compromise on delivering a low-cost low-carbon⁷ electricity supply. This would also involve setting up an export-only PPA for the sale of electricity still being generated by the Council's renewable assets. An export-only arrangement would achieve a lower price, so would reduce the income from these assets. A move away from sleeving would significantly reduce support for the City Leap Smart Local Energy System, degrading City-wide decarbonisation KPIs. BCC is already gaining a positive reputation for its innovative supply arrangements, and abandoning the sleeved pool arrangements now would cause significant reputational damage. This option is not recommended.

6 month extension of existing Sleeved PPA. Early discussions with the newly appointed City Leap Partner have indicated that a full Sleeved Pool arrangement (which would allow significantly more generation and significantly more demand to be accommodated) cannot be set up before the current supply contracts end, so an extension to all the current BCC contracts would be required. This option would have gone for the shortest viable extension, but it is not thought likely that the Sleeved Pool arrangement can be delivered by April 24, so this approach is not viable.

Extend Sleeved PPA by 12-18 months with a limited expansion. The current sleeving arrangement has allowed BCC to introduce a degree of sleeving, but does have some limitations. Discussions with Laser and their appointed supplier have indicated that some changes could be made to the current Sleeved PPA arrangement if a longer extension was being considered. In particular, there could be scope for additional generation to be included in the sleeving, which in turn would allow limited additional BCC electricity demand to be met from other local zero-carbon electricity generation. This depends on when additional generation might be available to incorporate into the sleeving arrangement. BCC has been in discussion with local renewable energy groups, and options are also being considered with City Leap to expand BCC's Avonmouth energy centre, with additional solar generation installed there. A modified Sleeved PPA with some additional generation from these sources could allow additional targeted elements of the Council's electricity supply to be moved from current arrangements to the Sleeved PPA, increasing demand met by zero carbon electricity.

Extend Sleeved PPA by 18 months with full expansion. The current Sleeved PPA arrangement only incorporates the larger (half-hourly) BCC electricity supplies. With sufficient additional generation, larger elements of the Council's electricity demand could be incorporated, but these have different metering arrangements. During the Council's tenders for a sleeving arrangement certain suppliers expressed doubt over whether unmetered supplies (Streetlighting) and small sites (non-Half-Hourly) could be incorporated in to sleeving. Laser's own supplier (TotalEnergies) is comfortable with incorporating unmetered supplies (streetlighting), but would require a minimum of a 12 month contract in order to include BCC's streetlighting supply. But to meet additional demand from

⁴ A 'Purchase in Advance' strategy spreads the purchase of electricity required over the 12 months preceding a supply period. The price is effectively fixed at the contract start, but the risk has been spread over multiple purchasing decisions.

⁵ If no action at all is taken, BCC supplies would move on to considerably more expensive 'deemed' rates.

⁶ This would include a 12-month extension of the Import contract in the linked Sleeving contracts

⁷ The Laser contracts are not 100% grid renewable supplies – this would need to be addressed in any re-tender

streetlighting, significant additional generation would also be required⁸, which is thought unlikely to be available until April 2025 (so would require a contract term ending March 2025).

Cost envelopes

The value of the proposed contracts comprises two elements, the gross cost charged to the Council for the imported electricity supply, and the net cost after taking in to account the value of export sales.

For the three viable options, these would be:

Option	Gross Cost	Net Cost	Comments
End sleeving, revert to conventional contracting	£17.4M	£15.8M	For comparison
18-month extension all contracts	£18.3M	£15.4M	
12-month extension for sleeving, 18-month extension for remaining contracts	£15.1M	£13.2M	Preferred option ⁹

Recommended option

Overall, the recommended approach is to extend the current sleeving arrangement with Laser/TotalEnergies by 12 months (plus an option for six month contingency), with some improvements to the workings of this arrangement and a limited increase in generation and demand, in anticipation of the Sleeved Pool being available by October 2024. The contract value for this option would be £15M gross, £13M net of export sales. However, the Decision Pathway paper is requesting £18M gross/£15M net to include approval for six months contingency on the sleeving contract, should this be required.

It is anticipated that the initial Sleeved Pool would not have sufficient generation when it first goes live to accommodate all BCC electricity requirements, so the remaining contracts (streetlighting and NHH smaller sites) should be extended by 18 months, in anticipation of joining the Sleeved Pool from April 2025. This approach is also considered less risky as it will allow the novel arrangements of the Sleeved Pool to be limited to an initially small number of sites (<200), allowing the processes to bed down before the generation and demand sides are expanded.

Sleeved Pool

The intention is that any extension would be followed by a migration to the Sleeved Pool. This mechanism, which is now being developed in conjunction with the City Leap Partner, would create a virtual pool of locally generated zero-carbon electricity. BCC's own generation, along with City Leap, community groups, and other local generators, would supply electricity in to this pool, at an agreed export price. BCC and (in time) other customers would then draw electricity from the pool at an agreed Pool price. Current discussions centre on the contractual mechanisms required to set up the Pool, and in mapping out the available generation including new City Leap generation.

⁸ Streetlighting electricity demand is falling as a result of energy efficiency initiatives under way, but is still a significant part of BCC demand

⁹ Note that this does not include costs for the HH sites from Oct 24 – Mar 25, this would be included in a separate approval to migrate these sites to the Sleeved Pool

Contract Timelines (subject to agreement, subject to contract)

Group	Summer 23 (Apr 23 – Sept 23) <i>(already contracted)</i>	Winter 23 (Oct 23 – Mar 24)	Summer 24 (Apr 24 – Sept 24)	Winter 24 (Oct 24 - Mar 25)	Summer 25 (Apr 25 – Sept 25)
Large (HH)	<i>Laser/TotalEnergies Sleeved PPA</i>	Modified Laser/TotalEnergies Sleeved PPA (12 months) Some additional generation & demand		Sleeved Pool (Oct 24)	
Small (NHH)	<i>Laser/nPower Flex</i>	<i>Laser/nPower Flex 18-month extension. EVCP & larger NHH migrated to Sleeved PPA</i>			Sleeved Pool (Apr 25)
Streetlighting (UMS)	<i>Laser/nPower Flex</i>	<i>Laser/nPower Flex 18-month extension</i>			
Clients	<i>Sleeved PPA/Laser Flex/AFRS</i>	Sleeved PPA/Laser Flex 18-month extension AFRS incorporation? (tbc)			
Generation	<i>BCC only</i>	BCC renewables, Community solar			BCC renewables, Community wind and solar systems, City Leap CHP & new renewables

Electricity sleeving and supply extensions Risk Register

Negative Risks that offer a threat to Electricity sleeving and supply extensions and its Aims (Aim - Reduce Level of Risk)

Ref	Risk Description	Key Causes	Key Consequence	Status Open / Closed	Strategic Theme	Risk Category	Risk Owner	Key Mitigations	Direction of travel	Current Risk Level			Monetary Impact of Risk £k	Risk Tolerance			
										Likelihood	Impact	Risk Rating		Likelihood	Impact	Risk Rating	Date
1	Deemed rates	Existing contracts expire before replacement arrangements are put in place	Significant increase (x2) in rates charged until new contracts are put in place	Open		Financial Loss / Gain	Energy Supply	Seek early renewal of supply arrangements to remove or minimise risk of going on to deemed rates	Down	2	3	6	£1M per month (additional cost)	1	3	3	May-23
2	Transition rates	Renewal of contracts does not integrate with flexible procurement buying cycle	Need for an interim transition rate for first buying cycle	Open		Financial Loss / Gain	Energy Supply	An earlier agreement with framework provider will minimise impact of transition rate	Level	4	1	4	Within 5% of flexible rate expected	4	1	4	May-23
3	Sleeving Streetlighting	Proposal to remove HRA/Schools from sleeving and substitute Streetlighting	Unmetered supplies are untested in sleeving, premature transfer could complicate supply arrangements. Some savings for GF, at expense of extra cost for HRA/Schools, some of which will be passed on to Council tenants	Open		Financial Loss / Gain and Reputation	Energy Supply	Postpone transfer of Streetlighting to sleeving until all the technical issues have been properly addressed	Up	2	3	6	Within +/-5% of contract value	1	3	3	May-23
												0				0	
												0				0	

Equality Impact Assessment [version 2.12]



Title: Electricity sleeving and supply extensions	
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input checked="" type="checkbox"/> Service <input type="checkbox"/> Other [please state]	<input type="checkbox"/> New <input checked="" type="checkbox"/> Already exists / review <input type="checkbox"/> Changing
Directorate: Property Assets & Infrastructure	Lead Officer name: David Gray
Service Area: City Leap Client	Lead Officer role: Energy Supply Manager

Step 1: What do we want to do?

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

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

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

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

<p>To seek approval to extend Bristol City Council (BCC) electricity sleeving and supply contracts for up to 18 months whilst development work takes place to set up the previously approved Sleeved Pool supply mechanism in conjunction with Bristol City Leap (BCL).</p> <p>Current BCC electricity supply contracts run out at the end of September 2023. The current arrangement is a mixture of conventional supply contracts, and a ‘sleeving’ arrangement that allows BCC to (virtually) route electricity the Council generates from its own wind turbines and solar farm to nominated BCC buildings. There are plans to increase the amount of BCC electricity demand met from sleeving (currently 36%), working with the newly appointed City Leap partner. However, these new arrangements will not now be in place by the time the current contracts expire, so arrangements need to be put in place to maintain an electricity supply to the BCC estate. The proposal is to extend, and where possible expand, the sleeving arrangements, and to extend the conventional supply contracts for the remainder of the estate.</p>
--

1.2 Who will the proposal have the potential to affect?

<input type="checkbox"/> Bristol City Council workforce	<input type="checkbox"/> Service users	<input checked="" type="checkbox"/> The wider community
<input type="checkbox"/> Commissioned services	<input type="checkbox"/> City partners / Stakeholder organisations	
Additional comments: No direct impact on any group, contributes towards wider decarbonisation targets		

1.3 Will the proposal have an equality impact?

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

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

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

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	[please select]
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Although complex, this is essentially a commodity supply contract for an essential service necessary to maintain the BCC estate. It has no direct bearing on any group, it helps towards wider decarbonisation targets.

Step 5: Review

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

Equality and Inclusion Team Review: <i>Reviewed by Equality and Inclusion Team</i>	Director Sign-Off:  Peter Anderson Director, Property Assets & Infrastructure
Date: 13/4/2023	Date: 09/05/2023

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

Eco Impact Checklist

Title of report: Electricity sleeving and supply extensions				
Report author: David Gray				
Anticipated date of key decision 6th June 2023				
Summary of proposals: to extend Bristol City Council (BCC) electricity sleeving and supply contracts for up to 18 months whilst development work takes place to set up the previously approved Sleeved Pool supply mechanism in conjunction with Bristol City Leap (BCL).				
Will the proposal impact on...	Yes/ No	+ive or -ive	If Yes...	
			Briefly describe impact	Briefly describe Mitigation measures
Emission of Climate Changing Gases?	Yes	+ive	<p>The current supply arrangements enable 36% of BCC electricity demand to be met from zero-carbon electricity, supplied from BCC's own wind turbines and solar farm, which includes BCC directly surrendering its own REGOs.</p> <p>Since demand will not always match supply, the balance of BCC demand will be met from other grid supplies. In the current arrangements, these are not 100% renewable (contractually). The latest supplier fuel mix disclosures are not yet available, 21/22 data indicates a 40% - 50% renewable component, but this is expected to increase.</p>	<p>Depending on the length and extent of extensions adopted, it is intended to move at least 4%, and potentially up to 30% more of BCC electricity demand in to the current sleeving arrangement, increasing the proportion of BCC electricity supply met from zero-carbon sources. BCL are looking to add further solar generation on suitable council-owned land and rooftops, as well as land and rooftops owned by third parties.</p>
Bristol's resilience to the effects of climate change?	Yes	+ive	The expansion of local renewable generation	

			contributes to more evenly distributed electricity generation, which will be collectively more resilient to the impacts of climate change than a small number of large power stations.	
Consumption of non-renewable resources?	No			
Production, recycling or disposal of waste	No			
The appearance of the city?	No		Future solar projects that contribute to the sleeving pool may affect the appearance of the city, but this is outside of the scope of this decision.	
Pollution to land, water, or air?	No			
Wildlife and habitats?	No		Future solar projects on land that contribute to the sleeving pool may affect the biodiversity of habitats either favourably or unfavourably, but this is outside of the scope of this decision.	

Consulted with:

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

The significant impacts of this proposal are to maintain reductions in carbon emissions related to BCC's electricity demand by meeting a proportion of this requirement using BCC's own wind turbines and solar farm.

BCC's own generation is not sufficient to meet all BCC electricity demand. Proposals are in development to significantly expand the pool of available generation. In the short term, the extensions proposed to current arrangement include options to increase the amount of BCC electricity demand met by 'sleeving', if this can be accompanied by increases in the amount of local generation that could be made available to meet BCC requirements.

The net environmental effects of the proposals are likely to be beneficial in reducing demand for electricity generated from fossil fuels. This will achieve a fully renewable electricity supply for the council by 2025/26, which is slightly less rapidly than previously planned.

Checklist completed by:

Name:	David Gray
Dept.:	City Leap Client Function
Extension:	07584 771121
Date:	10 th May 2023
Verified by Environmental Performance Team	Giles Liddell, Project Manager - Environmental

Decision Pathway – Report

PURPOSE: Key decision

MEETING: Cabinet

DATE: 06 June 2023

TITLE	Increase in Littering Fixed-Penalty-Notice Rate and Household Duty of Care
Ward(s)	City Wide
Author: Christopher Swinscoe / Kurt James	Job title: Neighbourhood Enforcement Team Leader/Neighbourhood Enforcement and Street Scene Manager
Cabinet lead: Cllr Dudd, Cabinet Member for Climate, Ecology, Energy and Waste	Executive Director lead: John Smith, Interim Executive Director Growth and Regeneration
Proposal origin: BCC Staff	
Decision maker: Cabinet Member Decision forum: Cabinet	
<p>Purpose of Report: To seek approval to:</p> <ol style="list-style-type: none"> 1. Increase the full Fixed-Penalty-Notice rate for littering to £150, which is the maximum permitted under the legislation, and increase the early payment rate to £75. 2. Increase the Fixed-Penalty-Notice rate for Household Duty of Care to £400 which is the maximum permitted under the legislation. 	
<p>Evidence Base:</p> <ol style="list-style-type: none"> 1. The mayor has made a pledge that Bristol will be measurably cleaner, and the Clean Streets plan which underpins the pledge is designed to change the behaviour of people in Bristol to reduce litter, dog fouling, fly tipping, graffiti, and other environmental crimes, which will be done through: <ol style="list-style-type: none"> a. Sending a clear message about expected behaviour. b. Cleaning the city, and c. Delivering a robust approach to enforcement. 2. Although the cleanliness of the city has improved in many parts as measured by our independent Local Environmental Quality scoring, more work still needs to be done particularly in relation to behaviour change. 3. Bristol’s Quality of Life Survey 2022 tells us the percentage of people who think street litter is a problem remains unchanged (82%) but is slightly improved (93%) in the most deprived areas. 4. Environmental issues are often a key topic for resident groups and cause people to contact their ward councillors. 5. Environmental crime has a significant, wholly detrimental, impact on the wellbeing of people of Bristol and visitors to the city. 6. The cost of environmental crime to the city is high. In 21/22 there were 10,196 reports of fly tipping to Bristol Waste Company (BWC). Each fly tip therefore costing approximately £50 to remove and enforce, so increasing the penalty rates for certain offences sends a clear message. <p>Changes to fixed penalty rates</p>	

7. The Environmental Offences (Fixed Penalties) (England) Regulations 2017 came into effect on 1 April 2018 increasing rates for fixed penalties payable in respect of certain environmental offences. The change in legislation automatically increased the rates of some fixed penalty notices from 1 April 2018 to a default level set by the legislation.
8. The Domestic Duty of Care Fixed Penalty S34 (2A) Environmental Protection Act came into force on 7 January 2019. This enables local authorities to issue a fixed penalty notice to a person who has failed to comply with the duty relating to the transfer of household waste. The range of the penalty is £150-£400, with the default rate set at £200. with the rate to be reviewed in 12-18 months once it had been more widely publicised.
9. On 7 May 2019 Bristol City Council Cabinet agreed to set its fixed penalty notice rates at the maximum for all offences except littering, which was set at £100 with an early payment rate of £65, and the household duty of care which was kept at the default rate of £200. It was further agreed that the household duty of care rate be reviewed 12-18 months after this decision had been made.
10. This review did not happen within this timeframe due to the Covid pandemic.
11. To support our need to deter more people from committing environmental offences, it is proposed to:
 - a. Increase the full littering fixed penalty rate to £150 and increase the early payment rate to £65.
 - b. Increase the household duty of care fixed penalty rate to £400. There is no early payment rate for this offence.

Offences

12. A littering offence is to throw down, drop or otherwise deposit, and then to leave, litter under section 87 of the 1990 Act. The offence, as extended by section 18 of the Clean Neighbourhoods and Environment Act 2005, applies to all places that are open to the air, including private land and land covered by water. Certain discarded smoking-related materials, such as cigarette ends, and discarded chewing gum and the remains of other products designed for chewing, are specifically stated to be items of litter, though litter can include a deposit up to a single black bag of waste.
13. Householder Duty of Care requires householders to take all reasonable measures available to them in the circumstances to ensure that they only transfer household waste produced on their property to an authorised person. This reduces the chance of waste ending up in the hands of those who would fly-tip it. You can ask the person or business you transfer your waste to or who arranges the transfer for evidence of their authorisation, such as a copy of their permit or proof of their exemption registration. You should also use the public register you can check registration on the [Environment Agency's public register](#) or by calling 03708 506 506

Enforcement

14. Since 2017 Bristol City Council has issued over 30,000 fixed penalty notices for environmental offences such as littering, fly tipping or dog control, and 2,500 people have been taken to court for non-payment.
15. The council has run several publicity campaigns to discourage environmental offences on social media, buses, billboards, street bins and bins in city parks, and on electronic bus stop signs.
16. Any returns generated from fixed penalty notices fund environmental improvements as part of the clean street's strategy and in agreement with the Executive Member.

Cabinet Member / Officer Recommendations: That Cabinet:

1. Approve the increase in the full Fixed-Penalty-Notice rate for littering to £150, which is the maximum permitted under the legislation, and the increase in the early payment rate to £75.
2. Approve the increase in the Fixed-Penalty-Notice rate for Household Duty of Care to £400 which is the maximum permitted under the legislation.
3. Authorise the Executive Director Growth and Regeneration to take all steps required to implement the increases.

Corporate Strategy alignment:

1. ENV 3 A Cleaner, low-waste city

- Create a cleaner city and become a national leader in reducing waste.
- The Clean Streets Campaign will be a focus to help us improve the cleanliness of the city and focus our resources on the areas of highest need.
- Satisfaction was lower in more deprived parts of the city, and the proportion of residents who thought street litter was a problem remains high city-wide (82%).
- Creating a pleasant environment – building on the aspirations of our Clean Streets programme – remains important to us, but waste is not only about cleanliness and improving the appearance of the city.

City Benefits:

1. Improving the environment contributes to improving the mental health and wellbeing of residents reducing demand for mental health services and increase emotional wellbeing.
2. Evidence from the annual Quality of Life survey noted above indicates that equalities groups and people living in more deprived parts of the city currently tend to be more adversely affected by street scene issues than the population in general. These findings are supported by more general research by groups such as Keep Britain Tidy who have also noted that deprived areas tend to suffer the most from poor local environmental quality and that those living in more deprived areas are less likely to feel satisfied with the appearance of their local area than those living in more affluent areas.

Consultation Details

1. Informal consultation has taken place with the following:
 - a. Mayor briefings – regular updates on enforcement and its impact. The mayor continues to show support for this approach to environmental enforcement.
 - b. Cabinet member briefings – regular updates on enforcement pilot and its impact. The Cabinet Member with responsibility for Climate, Ecology, Waste and Energy, and the mayor continue to show support for environmental enforcement and its expansion into more areas of Bristol and other environmental crime types.
2. Officer briefings – Property, Assets, and Infrastructure DMT (Divisional Management Team), and regular updates on enforcement, its impact, and the future scope of enforcement.

Background Documents:

1. [Agenda item 11, Cabinet Report 7th May 2019: The Environmental Offences \(Fixed Penalties\) \(England\) Regulations 2017: Increase in Fixed Penalty Rates](#)
2. [The Environmental Offences \(Fixed Penalties\) \(England\) Regulations 2017](#)
3. [The Domestic Duty of Care Fixed Penalty S34 \(2A\) Environmental Protection Act](#)
4. [Clean Streets Enforcement Campaign \(bristol.gov.uk\)](#)
5. [Code of Practice - Waste Duty of Care](#)

Revenue Cost	£nil	Source of Revenue Funding	n/a
Capital Cost	£nil	Source of Capital Funding	n/a
One off cost <input type="checkbox"/>	Ongoing cost <input type="checkbox"/>	Saving Proposal <input type="checkbox"/>	Income generation proposal <input type="checkbox"/>

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

1. Finance Advice: The report requests the approval of Cabinet to increase the Fixed-Penalty-Notice rate for littering to £150 and to increase the Fixed-Penalty-Notice rate for Household Duty of Care to £400. Both proposed new rates are set at the maximum level permitted under the relevant legislation.

The objective of the rate increase is to have a deterrent effect on anti-social behaviour rather than to raise additional

income. However, the £10 increase in the discounted rate, is estimated to result in an extra £50k if current levels of offences persist. Any additional funds raise will be attributed to the Cross-cutting savings targets current held withing corporate services.

The cost of implementing these changes will be met from within exiting budgets as a result there are no new financial implications for the Council.

Finance Business Partner: Kayode Olagundoye, Interim Finance Business Partner, Growth & Regeneration, 25 May 2023

2. Legal Advice: The Environmental Offences (Fixed Penalties) (England) Regulations 2017 enable the Council to specify the amount of a fixed penalty subject to prescribed minimum and maximum amounts in respect of a number of environmental offences.

It is within the discretion of the Council not to discount the penalty in the event of early repayment for certain offences, where legislation affords this power.

It is within the discretion of the Council to fix the fixed penalty amounts for certain offences within the prescribed minimum and maximum amounts. Where no such amount is fixed by Councils, some penalties are subject to a default amount as set out in the legislation.

Regard should be had to the Regulators Code prior to deciding on the penalties to be imposed.

The maximum prescribed penalty permitted for littering offences is £150. It is within the Council’s discretion to accept an early, lesser amount as payment (at not less than £50) resulting in liability being discharged.

The maximum prescribed penalty permitted for household duty of care offences is £400. There is no early payment rate for this offence.

Failure by an individual to discharge liability through the payment of any fixed penalty notice served, may result in prosecution proceedings being commenced.

Legal Team Leader: Kate Burnham-Davis, Team Leader Legal Services. 16 May 2023

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

IT Team Leader: Alex Simpson – Senior Solution Architect. 29 March 2023

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

HR Partner: Celia Williams, HR Business Partner – Growth and Regeneration. 28 March 2023

EDM Sign-off	John Smith, Interim Executive Director Growth and Regeneration	5 April 2023
Cabinet Member sign-off	Cllr Dudd, Cabinet Member for Climate, Ecology, Energy and Waste	17 April 2023
For Key Decisions - Mayor’s Office sign-off	Mayor’s Office	5 May 2023

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

Appendix E – Equalities screening / impact assessment of proposal	YES
Appendix F – Eco-impact screening/ impact assessment of proposal	YES
Appendix G – Financial Advice	NO
Appendix H – Legal Advice	NO
Appendix I – Exempt Information	No
Appendix J – HR advice	NO
Appendix K – ICT	NO
Appendix L – Procurement	NO

Equality Impact Assessment [version 2.12]



Title: The Environmental Offences (Fixed Penalties) (England) Regulations 2017: Increase in Littering Fixed-Penalty-Notice Rate and Household Duty of Care	
<input checked="" type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input type="checkbox"/> Service <input type="checkbox"/> Other [please state]	<input type="checkbox"/> New <input type="checkbox"/> Already exists / review <input checked="" type="checkbox"/> Changing
Directorate: Property, Assets, and Infrastructure	Lead Officer name: Kurt James
Service Area: Neighbourhood Enforcement and Street Scene	Lead Officer role: Neighbourhood Enforcement and Street Scene Manager

Step 1: What do we want to do?

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

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

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

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

The aim of the paper is to seek approval to:

1. Increase the Fixed-Penalty-Notice rate for littering to £150, which is the maximum permitted under the legislation
2. Increase the Fixed-Penalty-Notice rate for Household Duty of Care to £400 which is the maximum permitted under the legislation

The primary aim of the Clean Streets Plan is to transform the behaviour of Bristol's residents and visitors to reduce litter, dog fouling, fly tipping, graffiti, and other environmental crimes, ultimately enhancing the city's cleanliness and quality of life. By employing clear messaging, proactive city clean-up, and a zero-tolerance enforcement approach, we aim to address the concerns raised by the Bristol Quality of Life Survey and mitigate the significant negative impacts of environmental crime on the wellbeing of the local community. Furthermore, we will use revenue generated from Fixed-Penalty-Notices to fund additional environmental improvements, contributing to a cleaner and more sustainable Bristol.

1.2 Who will the proposal have the potential to affect?

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

1.3 Will the proposal have an equality impact?

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

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

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

Yes **No** [please select]

This proposal is designed to improve quality of life.

Step 2: What information do we have?

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

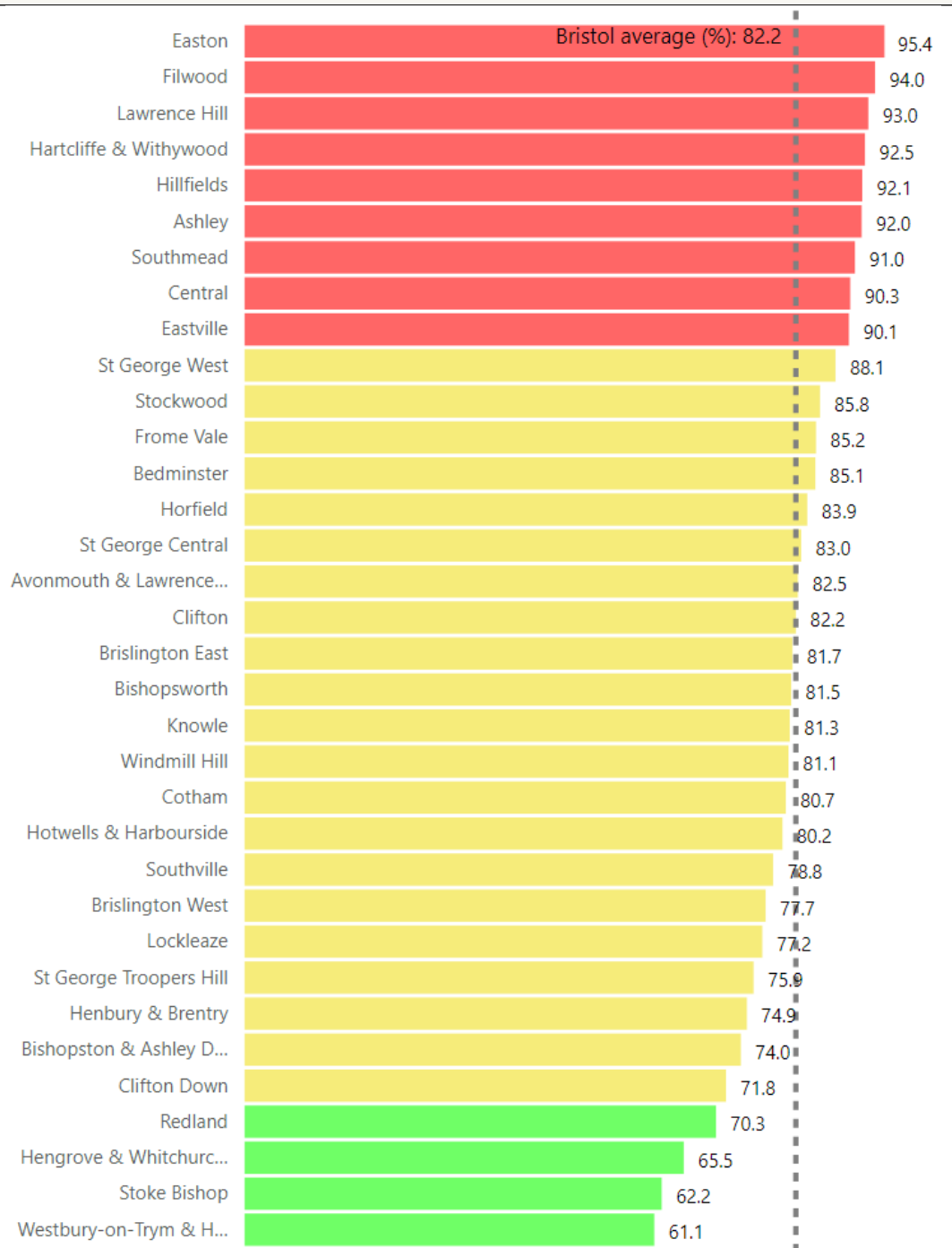
Please use this section to demonstrate an understanding of who could be affected by the proposal. Include general population data where appropriate, and information about people who will be affected with particular reference to protected and other relevant characteristics: [How we measure equality and diversity \(bristol.gov.uk\)](http://bristol.gov.uk)

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

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

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

Data / Evidence Source [Include a reference where known]	Summary of what this tells us
Quality of Life Survey Bristol Quality of Life survey 2022/23	This data tells us that the proportion of residents who think street litter is a problem remains unchanged (82%) but is slightly improved (93%) in the most deprived areas. The decrease is in data from deprived areas, but the percentage remains very high therefore the intervention is needed. The wards of Easton, Filwood, Lawrence Hill, Hartcliffe and Withywood, Hillfields, Ashley, Southmead, Central and Eastville have the highest dissatisfaction levels. Further analysis of the data shows that all groups with protected characteristics gave responses broadly in line with the city average.



The table on the percentage of people who find it difficult to manage financially tells us that the rising cost of living is impacting many groups.

Quality of Life Indicator	% who find it difficult to manage financially
16 to 24 years	18.5
50 years and older	7.8
65 years and older	5.4
Female	10.0
Male	10.0
Disabled	25.7
Asian /Asian British	19.7
Black/Black British	27.0
Mixed/Multiple Ethnicity	20

White British	7.9
White Minority Ethnic	14.7
Lesbian Gay or Bisexual	14.4
No Religion or Faith	9.1
Christian Religion	9.6
Other Religions	19.5
Carer	15.7
Full Time Carer	21.2
Part Time Carer	13.5
Single Parent	23.0
Two Parent	9.4
Parent (all)	11.0
No Qualifications	13.7
Non-Degree Qualified	14.2
Degree Qualified	8.2
Rented (Council)	25.9
Rented (HA)	21.3
Rented (Private)	19.2
Owner Occupier	5.5
Most Deprived 10%	17.5
Bristol Average	10.2

Data on who has received fixed penalty notices by ethnicity, sex, and age 2019-2023

This data tells us that no group with protected characteristics as measured by the service is overrepresented in the data.

Ethnicity	Percentage
W1 British	66.93%
Z1 - Other	22.57%
W9 Any other White background	3.24%
O9 Any other ethnic group	1.72%
O1 Chinese	1.10%
A1 Indian	0.74%
A9 Any other Asian background	0.57%
M9 Any other mixed background	0.54%
W2 Irish	0.49%
B9 Any other Black background	0.40%
A2 Pakistani	0.32%
A3 Bangladeshi	0.31%
B2 African	0.25%
White	0.21%
M3 White and Asian	0.19%
M1 White and Black Caribbean	0.13%
B1 Caribbean	0.12%
M2 White and Black African	0.10%
Black or Black British	0.02%
Asian or British Asian	0.02%
ZZ - Other	0.01%
Chinese or other Ethnic Group	0.01%
Mixed	0.01%
Total	100.00%

	<table> <thead> <tr> <th>Sex</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Male</td> <td>51.89%</td> </tr> <tr> <td>Female</td> <td>41.96%</td> </tr> <tr> <td>Other</td> <td>3.70%</td> </tr> <tr> <td>Not Confirmed</td> <td>2.45%</td> </tr> <tr> <td>Total</td> <td>100.00%</td> </tr> </tbody> </table> <table> <thead> <tr> <th>AGE</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>66 and Over</td> <td>1.10%</td> </tr> <tr> <td>Under 18</td> <td>4.18%</td> </tr> <tr> <td>56 - 65 yrs</td> <td>4.59%</td> </tr> <tr> <td>Not Confirmed</td> <td>7.43%</td> </tr> <tr> <td>46 - 55 yrs</td> <td>9.48%</td> </tr> <tr> <td>36 - 45 yrs</td> <td>13.73%</td> </tr> <tr> <td>26 - 35 yrs</td> <td>24.35%</td> </tr> <tr> <td>18 - 25 yrs</td> <td>35.14%</td> </tr> <tr> <td>Total</td> <td>100.00%</td> </tr> </tbody> </table>	Sex	Percentage	Male	51.89%	Female	41.96%	Other	3.70%	Not Confirmed	2.45%	Total	100.00%	AGE	Percentage	66 and Over	1.10%	Under 18	4.18%	56 - 65 yrs	4.59%	Not Confirmed	7.43%	46 - 55 yrs	9.48%	36 - 45 yrs	13.73%	26 - 35 yrs	24.35%	18 - 25 yrs	35.14%	Total	100.00%
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<p>JSNA</p> <p>JSNA Health and Wellbeing Profile 2022/23 - Crime</p>	<p>Nuisance incidents (e.g., rowdy, or inconsiderate neighbours) accounted for 86.9% (9,800) of reported ASB. Personal ASB incidents (e.g., vandalism, begging, street drinking) account for 9.7% of incidents and Environmental ASB incidents (e.g., littering, rubbish dumping) account for 3.1% of incidents (Figure 5). Figure 5: ASB incidents in Bristol by financial year. Source: Avon and Somerset Within Bristol, the highest level of reported ASB incidents was in Central ward which accounted for 17.4% (1,959) of all incidents. Lawrence Hill (737) and Hartcliffe and Withywood (616) had the next highest number of incidents whilst the lowest number of incidents were recorded in St George Troopers Hill (72), Redland (97) and Bishopston and Ashley Down (104).</p>																																
<p>Additional comments:</p> <p>None</p>																																	

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

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

2.3 Are there any gaps in the evidence base?

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

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

There are gaps in overall diversity data at a local and national level for some characteristics e.g., gender reassignment – especially where this has not historically been included in statutory reporting e.g., for sexual orientation. As a council we rarely monitor marriage and civil partnership. There is a corporate approach to diversity monitoring for service users and our workforce. The quality of available evidence across various

council service areas is variable. No robust data on gender identity exists. Gaps in data will exist as it becomes out of date or is limited through self-reporting.

In terms of data around fixed penalties, we collect this equalities data at the point of issuing a fixed penalty and officers are not contracted to collect other data which might be difficult to do in these circumstances.

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

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

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

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

We have maintained a high media profile with articles in Bristol Post, Bristol 24/7, local magazines and other relevant local media.

There is a rolling and regular behaviour change twitter message programme being sent out by Bristol City Council and Bristol Waste Company (BWC).

We are working with Bristol University and the University of the West of England to improve the management of student waste issues.

We purchased hundreds of litter pickers and branded high visibility vests which are managed by Bristol Waste Company (BWC) and used by thousands of residents every year for community clean ups. We also organise the Great Bristol Spring Clean and Autumn Litter Blitz which have hundreds of participants every year.

We deliver monthly Council Neighbourhood Enforcement Team campaigns to address littering, fly posting, and fly tipping across the city.

2.5 How will engagement with stakeholders continue?

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

We will continue to deliver publicity campaigns and activities to encourage behaviour change across the city.

Step 3: Who might the proposal impact?

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

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

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

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

GENERAL COMMENTS (highlight any potential issues that might impact all or many groups)	
Although direct impact has not been identified, it will impact people differently based on financial circumstances indirectly which has been explored below.	
PROTECTED CHARACTERISTICS	
Age: Young People	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> Young people aged 18 or over might not be aware of the law and therefore may run the risk of being fined for committing environmental crime. Young people are often under-represented in engagement and consultation in Bristol and are less satisfied than average with the way the council runs things. Young adults are most likely to have lost work or seen their income drop because of COVID-19 and the cost of living crisis Young people are over-represented in both the % who find it difficult to manage financially and Data on who has received fixed penalty notices by ethnicity, sex, and age 2019-2023 so there may be an indirect impact via the increase in Littering Fixed-Penalty-Notice Rate
Mitigations:	<ul style="list-style-type: none"> Fixed penalty notices will not be issued to anyone under the age of 18. We will continue to monitor the data we collect to ensure that no group with protected characteristics as measured by the service is overrepresented in the data. We will communicate information about changes to fixed penalty notice rates and expected behaviours through the council website and its social media channels.
Age: Older People	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> Older people are over-represented in the % who find it difficult to manage financially.
Mitigations:	<ul style="list-style-type: none"> We will continue to monitor the data we collect to ensure that no group with protected characteristics as measured by the service is overrepresented in the data. We will communicate information about changes to fixed penalty notice rates and expected behaviours through the council website and its social media channels.
Disability	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> Disabled people are over-represented in the % who find it difficult to manage financially.
Mitigations:	<ul style="list-style-type: none"> We will continue to monitor the data on service delivery to ensure that no group with protected characteristics as measured by the service is overrepresented in the data. We will communicate information about changes to fixed penalty notice rates and expected behaviours through the council website and its social media channels, in line with the council accessibility statement.
Sex	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Sexual orientation	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Pregnancy / Maternity	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Gender reassignment	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Race	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Potential impacts:	<ul style="list-style-type: none"> • People from Asian/Asian British, Black/Black British, Mixed/Multiple Ethnicity backgrounds are over-represented in the % who find it difficult to manage financially.
Mitigations:	<ul style="list-style-type: none"> • We will continue to monitor the data we collect to ensure that no group with protected characteristics as measured by the service is overrepresented in the data. • We will communicate information about changes to fixed penalty notice rates and expected behaviours through the council website and its social media channels, in line with the council accessibility statement.
Religion or Belief	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Marriage & civil partnership	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
OTHER RELEVANT CHARACTERISTICS	
Socio-Economic (deprivation)	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> • People measured as being the most deprived are over-represented in the % who find it difficult to manage financially
Mitigations:	<ul style="list-style-type: none"> • We will communicate information about and changes to fixed penalty notice rates and expected behaviours through the council website and its social media channels.
Carers	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Other groups [Please add additional rows below to detail the impact for any other relevant groups as appropriate e.g., asylum seekers and refugees; care experienced; homelessness; armed forces personnel and veterans]	
Potential impacts:	<ul style="list-style-type: none"> • There may be a lack of knowledge and awareness of the law and therefore may run the risk of being fined for committing environmental crime.
Mitigations:	<ul style="list-style-type: none"> • We will continue to monitor the data we collect to ensure that no group with protected characteristics as measured by the service is overrepresented in the data.

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

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

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

Advance equality of opportunity between people who share a protected characteristic and people who do not share it – i.e., access to better environmental quality for those who are over-represented in areas with higher littering rates.

Foster good relations between people who share a protected characteristic and people who do not share it.

Step 4: Impact

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

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

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

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

Raising the fixed penalty notice rates will not have a negative equality impact, but if there is a perception that equalities communities are disproportionately impacted through enforcement, we keep data on who has been issued with fixed penalty notices can be shared as an aggregate. The Quality of Life survey includes feedback on the percentage of people who find it difficult to manage financially, and people will be negatively impacted if they are fined for committing an environmental crime.

As a mitigation we will do more to communicate the impact of environmental crime and what happens if you are caught committing a crime. Whilst we do not think the increase in fine is discriminatory, it could have an indirect impact on the groups explored above.

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

Raising the fixed penalty notice rates will not have a negative equality impact as this proposal is designed to deter people from committing littering offences or breaching their Household Duty of Care, with the additional benefit that areas would be made measurably cleaner with less littering offences and fly tipping

4.2 Action Plan

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

Improvement / action required	Responsible Officer	Timescale
Review the impact of the proposal on equalities communities.	Kurt James	31 March 2024

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

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

We keep data on the age, sex and race/ethnicity issued with fixed penalty notices. The findings from the review will be shared at the first available cabinet member briefing after 31st March 2024.


Step 5: Review

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

Equality and Inclusion Team Review:

Director Sign-Off:

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

<i>Reviewed by Equality and Inclusion Team</i>	 Director, Property, Assets and Infrastructure
Date: 15.05.2023	Date: 16.05.2023

Eco Impact Checklist

Title of report: The Environmental Offences (Fixed Penalties) (England) Regulations 2017: Increase in Littering Fixed-Penalty-Notice Rate and Household Duty of Care				
Report author: Chris Swinscoe/Kurt James				
Anticipated date of key decision: 6 June 2023				
Summary of proposals:				
To seek approval to:				
<ol style="list-style-type: none"> 1. Increase the Fixed-Penalty-Notice rate for littering to £150, which is the maximum permitted under the legislation 2. Increase the Fixed-Penalty-Notice rate for Household Duty of Care to £400 which is the maximum permitted under the legislation 				
Will the proposal impact on...	Yes/No	+ive or -ive	If Yes...	
			Briefly describe impact	Briefly describe Mitigation measures
Emission of Climate Changing Gases?	Y	+ive	Less litter, fly tipping etc has potential to reduce waste going to landfill and reduce emissions	See summary
Bristol's resilience to the effects of climate change?	Y	+ive	Less litter, fly tipping etc has potential to reduce waste going to landfill and reduce emissions	
Consumption of non-renewable resources?	Y	+ive	Less litter, fly tipping etc has potential to reduce waste going to landfill and reduce emissions	
Production, recycling or disposal of waste	Y	+ive	Less litter, fly tipping etc has potential to reduce waste going to landfill and reduce emissions	
The appearance of the city?	Y	+ive	Less litter, fly tipping etc has potential to reduce waste going to landfill and reduce emissions	Improving the environment contributes to improving the mental health and wellbeing of residents reducing demand for mental health services and increase emotional wellbeing.

Pollution to land, water, or air?	Y	+ive	Less litter, fly tipping etc has potential to reduce waste going to landfill and reduce emissions	Any returns generated from fixed penalty notices fund environmental improvements as part of the clean street's strategy and in agreement with the Executive Member.
Wildlife and habitats?	Y	+ive	Less litter, fly tipping etc has potential to reduce waste going to landfill and reduce emissions	

Consulted with:

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

The significant impacts of this proposal are to deter people from littering and fly tipping in Bristol through increasing the fixed penalty that would be payable if they are caught doing so.

This proposal is part of the Clean Streets plan to make Bristol's streets cleaner through measures taken to encourage behaviour change.

The measures include education and community engagement, targeted action on street scene hotspots in the city and increased enforcement action.

The realisation of the proposals outlined in this plan would reduce environmental impact across a range of areas, such as the appearance of the city, pollution to land and water and wildlife and habitats.

The net effects of the proposals are positive.

Checklist completed by:

Name:	Kurt James
Dept.:	Growth and Regeneration
Extension:	
Date:	28/03/2023
Verified by Environmental Performance Team	Nicola Hares – Environmental Project Manager – 02/05/2023

Decision Pathway – Report

PURPOSE: Key decision

MEETING: Cabinet

DATE: 06 June 2023

TITLE	Temporary Accommodation Project	
Ward(s)	All wards in Bristol	
Author: Donald Graham	Job title: Director Homes and Landlord Services	
Cabinet lead: Cllr Craig Cheney, Deputy Mayor and Cabinet Member for Finance, Governance and Performance	Executive Director lead: John Smith, Interim Exec Director G&R	
Proposal origin: BCC Staff		
Decision maker: Mayor Decision forum: Cabinet		
Purpose of Report:		
<ol style="list-style-type: none"> 1. The report seeks approval to spend of up to £21.4m, to support the delivery of the four major transformation programmes. Within the £21.4m value, £7.4m has been previously agreed and specifically earmarked to the relevant programme or service areas in the 23/24 budget and up to £14.0m will be designated from within corporate held resources for 2023/24 and beyond. The delivery cost associated to the Temporary Accommodation Transformation programme amounts to £0.8m of which £0.5m is specifically earmarked and £0.3m is new and requested from the corporately held resource 2. It provides an overview of the Temporary Accommodation transformation programme approach and objectives for 2023/24. 3. It seeks approval for the recommissioning of the Emergency Accommodation Framework. 		
Evidence Base:		
<ol style="list-style-type: none"> 1. Transformation Management Office <ol style="list-style-type: none"> 1.1. A transformation consulting partner will be procured to provide assurance and support delivery across the portfolio of four transformation programmes: Property Programme, Temporary Accommodation and Homelessness Programme, Children’s & Education Transformation Programme and Adult Social Care Transformation Programme. The Transformation Management Office will oversee the entire programme delivery to build confidence in benefit realisation, provide resilience and support interdependence across 		

the programmes.

2. Programme objectives and outcome

- 2.1. The national demand for Temporary Accommodation (TA) has increased significantly. Nationally, there are currently 101,300 households in TA. This includes 127,220 children. In 2010, there were only 49,580 households in TA. In Bristol, demand has continued to grow and has increased 87% since Covid. The council has a legal obligation to house people who are legally homeless and vulnerable. Due to a lack of affordable housing, much of that accommodation is secured via expensive spot purchased accommodation from the private rental sector. The council claims some of the cost back via Housing Benefit, but this is capped by central government, linked to Local Housing Allowance (LHA) rates set in 2011, so the amount that the council pays above the cap results in a loss to the council, known as subsidy loss.
- 2.2. The annual TA subsidy loss for 2023/24 is estimated to total around £11.1m, generating an ongoing budget pressure of £5m, with a risk that demand will increase. There's a need for more supported housing delivered by Registered Providers, where there is no subsidy loss. It is important to note that the council still pays for the support costs which cannot be covered by Housing Benefits (support costs are significantly less than the full subsidy loss we face from private rented properties).
- 2.3. Our project goal is to reduce the Housing Benefit subsidy loss which is the main cost to the council from Temporary Accommodation, by providing more Council-owned TA, and increasing the amount of supported exempt accommodation available.
- 2.4. Our key outcomes are:
 - Cashable savings of £2.76m, of which £1.9m is committed for delivery in 23/24
 - A more stable portfolio of TA, so that costs can be more easily controlled
 - More supported housing.
 - Medium term plan to significantly reduce subsidy loss for TA

3. Programme governance

- 3.1. The Temporary Accommodation Programme will have a programme board which will closely monitor the work of the programme, and seek assurance that milestones are being met, the benefits of delivery are being realised, and that improved outcomes and cashable savings are being delivered. This board will be developed in the context of the new Transformation Management Office which will report to the Council's Corporate Leadership Board.

4. Programme scope and approach

- 4.1. Doing nothing is not an option. The consequence of doing nothing would be that TA would continue to overspend and be unable to balance the subsidy loss budget, having a detrimental impact on the overall

council budget.

4.2. The scope and approach of the programme was agreed as part of the budget report approved by Full Council on 21st February 2023. We have since developed an implementation plan for the project. This report seeks approval and authorisation to spend resource to enable programme implementation.

4.3. The Temporary Accommodation Programme is made up of the following workstreams:

- supported exempt accommodation
- conversions of properties on the Council's disposal list
- delivery of permanent new build and demountable homes.
- general needs housing for use as Temporary Accommodation.

5. Emergency Accommodation Framework

5.1 In addition to the above work streams which make up the TA Programme the council needs to recommission its Emergency Accommodation Framework, as it will expire in February 2024. This framework is where we secure properties on a spot and block basis with private providers of emergency TA.

5.2 We intend to make some changes to the existing framework, to better meet our needs for emergency accommodation. These changes will include the addition of some controls around standards and safeguarding, and pricing controls that will reduce the cost to the council of emergency accommodation. In 2022/23, the council spent £18m through the current Emergency Accommodation framework. For the updated framework, we are working within a budget envelope of £16m per year, and we anticipate that as we grow our TA through the TA project work streams, the spend on the Emergency Accommodation Framework should reduce year on year. This cost reduction will help us to mitigate budget pressures from subsidy loss that would otherwise put our committed cashable savings at risk.

5.3 The proposed amendments to the current framework include:

- Changes to who can use the framework – the framework is currently jointly commissioned with South Gloucestershire, but we are considering other arrangements including having a separate lot that South Gloucestershire will manage, or a Bristol only framework. The framework will serve clients of other BCC services - Children's services, Adult Social Care, and No Recourse to Public Funds (NRPF – the Asylum team) as well as Housing.
- Better controls over pricing, including fixed price per size of property, annual inflationary uplift built into the contract, and BCC no longer responsible for recovering service charges from the clients.
- Landlords will be required to meet high standards – including responsibility for repairs and maintenance, safeguarding and DBS checks, gas and electricity safety certification, and inspections to be carried out by BCC prior to use of the properties.
- Providers will be commissioned to provide housing management, and there will be requirements for better accessibility and availability to clients.

6. Project financials:

6.1. Savings target:

6.2. The project needs to deliver cashable savings of £1.9m in 23/24 and £821k in 24/25. The service has been carrying an ongoing budget pressure of £5m, so to reduce this we will need to aim for a higher target in terms of cost avoidance, to enable us to deliver our committed cashable savings in 23/24.

7. Cost of Project:

7.1. Development costs (funded by the capital HRA budget) have previously been approved.

7.2. The below table shows the costs required to deliver the project.

Roles	Funding	23/24	24/25	25/26
Housing Options - TA Project				
Team Manager	Revenue	£33,738*		
Part Funding Housing Officer	Revenue	£6,375**		
Part Funding Housing Officer	Revenue	£6,375**		
Strategy and Enabling Team				
Enabling Officer	Revenue	£30,544		
Transformation Lead/ PMO				
Transformation Lead Team	Revenue	£200,135		
Senior Project Manager	Revenue	£78,350**		
Business Analyst 58 Days	Revenue	£15,776		
Subject Matter Expert 57 Days over 8 Months	Revenue	£20,805		
Commissioning Manager	Revenue	£44,802**		
Finance BP or Finance Manager	Revenue	£36,000	£18,000	
Development roles	Capital HRA funded	341,000	341,000	341,000
Total		813,900	359,000	341,000
Whole Project Spend		£1,513,900		
Capital HRA Approved		£1,023,000		
Change Reserve Approved		£195,000		
Amount for Approval		£295,900		

*7 months of cost for 23/24

** 9 months of cost for 23/24

Councillor Craig Cheney / Officer Recommendations:

That Cabinet provide the following collective approval across the four transformation projects: Property Programme, Temporary Accommodation and Homelessness Programme, Children's & Education Transformation Programme and Adult Social Care Transformation Programme to:

1. Approve spend of up to £21.4m (for the four corporate transformation programmes), of which £14.0m will be designated from within corporate held resources as outlined in the finance commentary.
2. Authorise the Chief Executive in consultation with the Director of Finance and Deputy Mayor for Finance, Governance and Performance to take all steps required to procure and award a contract for a transformation consulting partner (which may be above the key decision threshold and subject to an urgent decision with a retrospective report to Cabinet) to provide oversight and assurance and support delivery across the portfolio of four transformation programmes.

Cabinet recommendation specific to the Temporary Accommodation Programme:

That Cabinet:

3. Approves spend of up to £0.8m, to support the delivery of the Temporary Accommodation Program of which £0.3m will be the initial drawdown from the £14m and £0.5m is funded through other sources.
4. Notes the project's objectives, approach and timeline as outlined in this report.
5. Approves the spend for 23/24 for the project and notes the funding sources identified as outlined in this report.
6. Authorises the Executive Director – Growth and Regeneration in consultation with Cabinet member with responsibility for Housing Delivery and Homes and the Director of Finance (S151 Officer) to spend up to £300k or as required within the overall transformation programmes budget approved with the agreement of CLB, to deliver the Temporary Accommodation project including procuring and awarding contracts above the key decision threshold, as outlined in this report.
7. Authorises Executive Director – Growth and Regeneration in consultation with Cabinet member with responsibility for Housing Delivery and Homes and the Director of Finance (S151 Officer) to take all steps required to recommission the Emergency Accommodation Framework including to invoke any subsequent extensions/variations required as outlined in this report.

Corporate Strategy alignment:

1. Development and Delivery Principle: specifically, ED05 Good Governance

2. HC2 - Low or zero carbon homes: new builds and refurbishments will increase the number of low carbon homes.
3. HC3 - Homelessness: Cost effective Temporary Accommodation for people who are homeless will increase.

City Benefits:

This project and the associated recommendations will benefit the city in the following ways:

1. Reduction in subsidy loss will enable a balanced budget, contributing to the financial sustainability of the council
2. An increase in supported housing from Registered Providers will mean that more people are placed in accommodation that meets their support needs
3. More suitable temporary and emergency accommodation for those who need it, with less reliance on the use of hotels
4. Conversions of properties on the council's disposal list will contribute to social value by providing housing to those in need, rather than selling to private landlords

Consultation Details:
Not applicable

Background Documents:

[A. Budget Report.pdf \(bristol.gov.uk\)](#) 23/24 Budget Report to Full Council

[Temporary Accommodation Partnership](#) Agreement to partner with the hospital trusts to provide temporary accommodation

[Flexible-level supported homelessness accommodation service \(Temporary Accommodation Services\)](#) Agreement to proceed with accommodation frameworks for supported housing provided by RPs 04/10/2022

[Block Contracts for Temporary Accommodation](#) Agreement to award block contracts for the provision of emergency temporary accommodation 14/12/2021

Revenue Cost	£300k total revenue spend for programme	Source of Revenue Funding	Funding Source	
			General Fund Reserves	1.0
			Release of accelerated payment of pensions	1.0
			Release of service budgets as a result of	2.0

			increased external income	
			Flexible use of Capital Receipts*	10.0
			Total	14.0
Capital Cost	£1.02m	Source of Capital Funding	HRA Capital funding	
One off cost <input checked="" type="checkbox"/>	Ongoing cost <input type="checkbox"/>	Saving Proposal <input type="checkbox"/>	Income generation proposal <input type="checkbox"/>	

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

1. Finance Advice

This report seeks the approval of spend up to £14m, in addition to specifically funded elements of the programmes amounting to £7.4m, to support the delivery of the major transformation programmes: Property Programme, Temporary Accommodation and Homelessness Programme, Children’s & Education Transformation Programme and Adult Social Care Transformation Programme. This is with the overall aim to contain service need within a sustainable envelope whilst achieving the savings targets required.

This paper specifically addresses the Temporary Accommodation Project, which has a recurrent savings delivery target of £2.7m plus additional cost avoidance to significantly reduce subsidy loss.

The programme outlines costs to deliver of £1.5m based on current assessment, however as the work develops this could be subject to change within the bounds of the overall funding.

There is £1.2m confirmed specific funding identified against this programme, which is funded through a combination of specific grants, reserves and capital allocations, which leaves a residual of £300k to be funded through corporate initiatives.

Where business cases require development these will be progressed in line with the delegations outlined in this report, with the expectation that they are managed within the envelop of funding identified for the overall transformation programme.

Overall the first phase of the work on the top-4 programmes are expected to cost a total of £18.3m, which includes a transformation management office to oversee the entire programme delivery, with £7.4m of funding specifically aligned earmarked funding streams to those programmes. The remaining £11m and further works from latter phases for 2023/24 and beyond is to be managed through a combination of funds totalling £14m as follows:

Funding Source	£m
General Fund Reserves	1.0
Release of accelerated payment of pensions	1.0
Release of service budgets as a result of increased external income	2.0
Flexible use of Capital Receipts*	10.0
Total	14.0

* Flexible use of capital receipts remains subject to availability and requires disposals to meet the overall target of £36m to fund both the capital programme and the transformation £10m in the table above.

Delivery of the savings targets attached to this programme are critical to enable delivery against the budget as set by Council in February 2023, rigorous monitoring of savings, costs to deliver and achievement of capital receipts will therefore be required.

Finance Business Partner: Sarah Chokiewicz, Head of Financial Management deputy Section 151 Officer, 25 May 2023

2. Legal Advice: The framework for emergency accommodation is exempt from the Public Contracts Regulations by virtue of Regulation 10(1)(a) and it not therefore necessary to run a PCR-compliant procurement process or to comply with the council's own procurement rules. It is nonetheless advantageous to run an open process in order to attract as many suppliers as possible to the frameworks with a view to securing best value for the council both in terms of the cost and quality of accommodation.		
Legal Team Leader: Husinara Jones, Team Manager/Solicitor 26 May 2023		
3. Implications on IT: I can see no implications on IT in regard to this activity.		
IT Team Leader: Alex Simpson – Senior Solutions Architect, 25 May 2023		
4. HR Advice: There are no HR implications evident		
HR Partner: Celia Williams, HR Business Partner 22 May 2023		
EDM Sign-off	Donald Graham, Director Homes and Landlord Services	30/05/2023
Cabinet Member sign-off	Cllr Craig Cheney	30/05/2023
For Key Decisions - Mayor's Office sign-off	Mayor's Office	30/05/2023

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

Equality Impact Assessment [version 2.10]



Title: Temporary Accommodation Project: Funding and Planning Strategy	
<input checked="" type="checkbox"/> Strategy / Function	<input type="checkbox"/> New <input checked="" type="checkbox"/> Already exists / review <input type="checkbox"/> Changing
Directorate: Growth & Regeneration	Lead Officer name: Paul Sylvester
Service Area: Housing & Landlord Services	Lead Officer role: Head of Housing Options

Step 1: What do we want to do?

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

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

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

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

This EQIA relates to a Cabinet report which provides an overview of the Temporary Accommodation project and seeks to gain necessary approvals for spend and delegations; as well as seeking approval for the recommissioning of an Emergency Accommodation Framework.

Temporary Accommodation (TA) demand has continued to grow and has increased 87% since Covid. The council has a legal obligation to house people who are legally homeless and vulnerable. Due to a lack of affordable housing much of that accommodation is secured via expensive spot purchased accommodation from the private rental sector. The council claims some of the cost back from Housing Benefit, but this is capped, so the amount that the council pays above the cap results in a loss to the council, known as subsidy loss.

The annual TA subsidy loss for 2023/24 is estimated to total around £11.1m, generating a budget pressure of £5m, with a risk that demand will increase. There's a lack of supported housing, for which the council can claim the full cost, though the council still pays for the support element (significantly less than the full subsidy loss).

Our project goal is to reduce the Housing Benefit subsidy loss which is the main cost to the council from Temporary Accommodation, by providing more Council-owned TA, and increasing the amount of supported exempt accommodation available.

Our key outcomes are:

- Cashable savings of £2.76m, of which £1.9m is committed for delivery in 23/24
- A more stable portfolio of TA, so that costs can be more easily controlled
- More supported housing.
- Medium term plan to significantly reduce subsidy loss for TA

The Temporary Accommodation key work stream objectives are:

- Temporarily allocating a small proportion of general needs housing to Temporary Accommodation (TA)
- Increasing supply of supported exempt accommodation from Registered Providers (RPs) by creating two procurement frameworks for RPs, as well as actively enabling and supporting the delivery of TA by RPs
- An optimisation of the existing HRA new build programme and additional capital funding for an accelerated delivery pipeline (including conversion opportunities from the council's disposal list, accelerated new builds, and MMC new build). We would aim to move existing council tenants who are looking to downsize or upgrade into the new build properties, allowing the older HRA General Needs housing that they vacate to be freed up for TA.
- Refurbishment by General Fund of 24 hospital trust properties for use as TA.

Additionally, we are recommissioning our Emergency Accommodation Framework, which is our framework for purchasing spot and block contracts from private landlords, to use as emergency accommodation. The framework will be updated to include the following:

- Changes to who can use the framework – the framework is currently jointly commissioned with South Gloucestershire, but we are considering other arrangements including having a separate lot that South Gloucestershire will manage, or a Bristol only framework. The framework will serve clients of other BCC services - Children's services, Adult Social Care, and No Recourse to Public Funds (NRPF – the Asylum team) as well as Housing.
- Better controls over pricing including fixed price per size of property, annual inflationary uplift built into the contract, and BCC no longer responsible for recovering service charges from the clients – this will be the provider's responsibility
- Landlords will be required to meet high standards – including responsibility for repairs and maintenance, safeguarding and DBS checks, gas and electricity safety certification, and inspections to be carried out by BCC prior to use of the properties
- Providers will be commissioned to provide housing-related support, and there will be requirements for better accessibility and availability to clients

The proposal links into the following elements of our Corporate Strategy:

Development and Delivery Principle: specifically, ED05 Good Governance

HC1 - Housing supply: This proposal will reduce availability of general needs housing as it will be used for Temporary Accommodation, however more supported accommodation will be delivered.

HC2 - Low or zero carbon homes: New builds and refurbishments will increase the number of low carbon homes.

HC3 - Homelessness: Cost effective Temporary Accommodation for people who are homeless will increase.

Housing Revenue Capital Strategy:

The investment programme is driven by the 30-year HRA Business Plan which is reflected in a rolling 5–10-year outlook based on stock condition and planned projects. Temporary Accommodation will be prioritised and delivered through the investment programme.

a. Who will the proposal have the potential to affect?

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

b. Will the proposal have an equality impact?

Yes **No** [please select]

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

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

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

Step 2: What information do we have?

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

Please use this section to demonstrate an understanding of who could be affected by the proposal. Include general population data where appropriate, and information about people who will be affected with particular reference to protected and other relevant characteristics: [How we measure equality and diversity \(bristol.gov.uk\)](http://bristol.gov.uk)

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

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

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

Data / Evidence Source [Include a reference where known]	Summary of what this tells us
Census 2021 Bristol Census Data Profiles: Power BI Bristol Census Dashboard Power BI	The Census details the demographic profile of Bristol – including differences by protected and other relevant characteristics and circumstances such as deprivation, and housing tenure etc.

<p>The population of Bristol</p> <p>Bristol Key Facts 2022</p>	<p>Updated annually. The report brings together statistics on the current estimated population of Bristol, recent trends in population, future projections and looks at the key characteristics of the people living in Bristol.</p>																								
<p>Ward profile data (bristol.gov.uk)</p>	<p>The Ward Profiles provide a range of datasets, including population, life expectancy, health and education disparities etc. for each of Bristol's electoral wards.</p>																								
<p>Quality of Life Survey 2022/23</p>	<p>The Quality of Life (QoL) survey is an annual randomised sample survey of the Bristol population, mailed to 33,000 households (with online & paper options), and some additional targeting to boost numbers from low responding groups. In brief, the most recent QoL survey indicated that inequality and deprivation continue to affect people's experience in almost every element measured by the survey.</p> <p>The Quality of Life Data Dashboard 2022/23 highlights those indicators, wards and equality and demographic groups which are better or worse than the Bristol average.</p> <p>For example there are significant disparities in the extent to which Bristol citizens are satisfied with the state of repair and cost of heating their home on the basis of their protected and other relevant characteristics and circumstances.</p> <p>Indicator</p> <table border="1" data-bbox="587 1095 1509 2098"> <thead> <tr> <th data-bbox="587 1095 967 1216">Indicator</th> <th data-bbox="967 1095 1509 1216">% satisfied with the cost of heating their home</th> </tr> </thead> <tbody> <tr> <td data-bbox="587 1216 967 1290">Bristol Average</td> <td data-bbox="967 1216 1509 1290">21.6</td> </tr> <tr> <td data-bbox="587 1290 967 1364">Most Deprived 10%</td> <td data-bbox="967 1290 1509 1364">23.8</td> </tr> <tr> <td data-bbox="587 1364 967 1438">16 to 24 years</td> <td data-bbox="967 1364 1509 1438">13.9</td> </tr> <tr> <td data-bbox="587 1438 967 1512">50 years and older</td> <td data-bbox="967 1438 1509 1512">27.5</td> </tr> <tr> <td data-bbox="587 1512 967 1585">65 years and older</td> <td data-bbox="967 1512 1509 1585">32.4</td> </tr> <tr> <td data-bbox="587 1585 967 1659">Disabled</td> <td data-bbox="967 1585 1509 1659">21.3</td> </tr> <tr> <td data-bbox="587 1659 967 1769">Black, Asian and minoritised ethnic</td> <td data-bbox="967 1659 1509 1769">17.8</td> </tr> <tr> <td data-bbox="587 1769 967 1843">Asian/Asian British</td> <td data-bbox="967 1769 1509 1843">17.6</td> </tr> <tr> <td data-bbox="587 1843 967 1917">Black/Black British</td> <td data-bbox="967 1843 1509 1917">19.3</td> </tr> <tr> <td data-bbox="587 1917 967 2027">Mixed/Multiple ethnic groups</td> <td data-bbox="967 1917 1509 2027">18.6</td> </tr> <tr> <td data-bbox="587 2027 967 2098">White</td> <td data-bbox="967 2027 1509 2098">22.1</td> </tr> </tbody> </table>	Indicator	% satisfied with the cost of heating their home	Bristol Average	21.6	Most Deprived 10%	23.8	16 to 24 years	13.9	50 years and older	27.5	65 years and older	32.4	Disabled	21.3	Black, Asian and minoritised ethnic	17.8	Asian/Asian British	17.6	Black/Black British	19.3	Mixed/Multiple ethnic groups	18.6	White	22.1
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White	22.1																								

White British	22.5
White Minority Ethnic	18.6
Female	21.4
Male	21.7
Christian	26.7
Other religion	18.5
No religion or faith	19.4
LGB+	19.0
No qualifications	30.4
Degree qualification	19.7
Non degree qualifications	23.7
Full-time Carers	19.2
Part-time carer	20.6
All Carers	20.2
Owner Occupier	21.8
Rented from housing association	29.7
Rented from private landlord	17.9
Rented from the council	28.0
Single parent household	20.7
Two parent household	15.1
All Parents	15.8

Quality of Life Survey 2022-23

Indicator	% satisfied with the state of repair of their home
Bristol Average	75.4
Most Deprived 10%	64.8
16 to 24 years	67.4

50 years and older	77.9
65 years and older	81.4
Disabled	65.4
Black, Asian and minoritised ethnic	65.3
Asian/Asian British	71.5
Black/Black British	61.4
Mixed/Multiple ethnic groups	60.9
White	76.6
White British	78.0
White Minority Ethnic	66.3
Female	75.1
Male	75.8
Christian	77.2
Other religion	62.3
No religion or faith	76.3
LGB+	68.0
No qualifications	74.0
Degree qualification	77.0
Non degree qualifications	71.8
Full-time Carers	64.5
Part-time carer	73.8
All Carers	71.2
Owner Occupier	80.9
Rented from housing association	55.8
Rented from private landlord	65.7

Rented from the council	57.9
Single parent household	57.6
Two parent household	79.3
All Parents	76.7
Quality of Life Survey 2022-23	

Joint Strategic Needs Assessment (JSNA)

The Joint Strategic Needs Assessment reports on the health and wellbeing needs of the people of Bristol. It brings together detailed information on local health and wellbeing needs and looks ahead at emerging challenges and projected future needs. The JSNA is used to provide a comprehensive picture of the health and wellbeing needs of Bristol (now and in the future); to inform decisions about how we design, commission and deliver services, and also about how the urban environment is planned and managed; to improve and protect health and wellbeing outcomes across the city while reducing health inequalities; and to provide partner organisations with information on the changing health and wellbeing needs of Bristol, at a local level, to support better service delivery.

Bristol One City: Cost of Living Crisis – Bristol’s One City approach to supporting citizens and communities (Oct 2022)

Cost of Living Risk Index (arcgis.com)

The rising cost of living is not impacting on everyone equally. People who are already experiencing inequity and poverty will be disproportionately impacted:

- **People on the lowest incomes** - will have less available income but also pay more for the same services. For example, people unable to pay their bills by Direct Debit and those borrowing money are subject to higher costs and interest rates. This is what anti-poverty campaign group Fair by Design has referred to as a Poverty Premium
- **Households with pre-payment energy meters** - households with pre-payment meters often pay above-average costs for their fuel. They will face a significant rise in their monthly bills in autumn and winter with increased energy usage as they do not benefit from the “smoothing” effect of Direct Debits, which spread usage costs evenly across the year
- **Parents and young families** – parents of young children are more likely to seek credit and alternative support as they are less able, on average, to afford an unexpected expense. Single parents will be disproportionately affected; and one in four single parents find it difficult to manage financially.
- **Disabled people** – just under half of all people in poverty in the UK are Disabled people or someone living with a Disabled person. Disabled people have higher living costs, and tend to pay more for their heating, travel, food/diet, prescription payments, and specialist equipment. It is estimated that UK households that include Disabled children pay on average £600 more for their energy bills than an average household

	<ul style="list-style-type: none"> • Black and Minoritised people – A higher proportion of Black and minoritised ethnic groups reported finding it difficult to manage financially. The Social Metrics Commission found that almost half of people living in a family in the UK where the head of the household is Black are in poverty. Age UK report that poverty among older Black and minoritised ethnic groups is twice as high as for white pensioners • People in rented accommodation – it is estimated that 69% of low-income private renters in England will be forced to go without food and heating at least one day per week to meet rising housing and living cost. Almost three in ten homes in Bristol are privately rented • Underserved populations - It is likely that populations that are not typically well represented in data and research are likely to also face increased risk from rising cost of living. For example, refugees and asylum seekers, people experiencing homelessness, and Gypsy/Roma/Traveller groups. • Cost of Living Risk Index (October 2022) identified Lawrence Hill, Hartcliffe & Withywood, Filwood, Lockleaze, Ashley, Southmead, Easton, Avonmouth & Lawrence Weston, Hillfields and Eastville as neighbourhoods in Bristol more at risk of the impact of the cost of living crisis.
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Housing Support Register	Case specific database for at risk and vulnerable citywide Homelessness prevention placements
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Housing Register Data diversity monitoring (<i>all households who have applied for social housing in Bristol</i>)	Under 18	0.2%
	18-25	11.6%
	26-35	29.7%
	36-45	26.2%
	46-55	15.8%
	56-65	10.1%
	66-75	4.2%
	Over 75	2.3%
	Female	58.3%
	Male	41.5%
	Prefer not to say	0.3%
	Asian or Asian British	5.4%
	Black or Black British	16.3%
	Mixed / multiple ethnicity	5.5%
	White British	60.0%
	White Other	8.1%
	Other Ethnic Background	2.4%
	Disabled person	44.2%
	LGBQ+	6.4%
	Christian	25.5%
Other faith group	18.5%	
No religion	37.8%	
Trans	0.4%	
Pregnant	1.8%	

Abritas	Case specific database for citywide Homelessness Prevention Service to capture those assessed under the Homelessness Reduction Act - linked to gov.uk HCLIC
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National Statistics (Department of Levelling up Housing and Communities)	National Homelessness Data from quarterly returns by local government through H-CLIC returns
Homelessness Trends	Quarterly report on citywide homeless trends
Rough Sleeping Snapshot	Citywide monthly and annual street count reported to gov.uk
Bristol Key Facts 2022 - July 2022 update	<ul style="list-style-type: none"> – As of May 2022, there were 207,140 homes in Bristol. – Bristol City Council (BCC) is working towards ensuring that 2,000 homes are built in Bristol each year, with 1000 of those being affordable – During 2020/21, 1,589 new homes were built in Bristol. Just over 3,500 student units had been completed between 2006 and 2021. – Over 3,800 affordable dwellings (net) have been completed since 2006 – 90% of all dwellings completed in 2020/21 were on previously developed land 56. – As of 1st April 2021, there were over 13,400 planning permissions for new dwellings – Bristol City Council has 26,885 Council Homes under its control (April 2020) – Homelessness The impact of the Pandemic and the ‘Everyone In’ scheme has had a tangible effect on the levels of people sleeping rough in the city for the last two years. The city received significant funding through the Rough Sleeper Initiative Funding in line with the governments aims to end rough sleeping by 2024. Continued high levels of government funding and an increase in the supply of affordable housing in the city will be needed to achieve this – There is a direct correlation between the success of the ‘Everybody in’ funding initiatives and high levels of placements as people are moved into the emergency temporary accommodation pipeline 58. – Homelessness in the city continues to disproportionately affect certain communities, particularly single households, young people and minoritised ethnic people (particularly Black/Black British). – Bristol Household tenure: 53% Owner occupied, 29% Private Rented, 18% Social Rented 60. – Average house prices: Bristol: £333,000 England & Wales: £287,000 (January 2022) – Average house prices in Bristol have increased by £161,000 over the last ten years, an increase of 93%. This compares with an increase of 67% for England and Wales over the same period. – In 2021 Bristol had a ‘housing affordability ratio’ of 9.71, which means that the average house price is almost 10 times higher than average earnings. This is higher than the England average of 8.96, and the highest of all of the English Core Cities (who all have ratios lower than the national average).

Housing Register data	Over representation of Black and minoritised ethnic people – 37.7% of households on the Housing register Over representation of Disabled people – 44.2% of households on the Housing Register identify as having a disability or long term health condition
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2.2 Do you currently monitor relevant activity by the following protected characteristics?

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

2.3 Are there any gaps in the evidence base?

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

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

Although our corporate approach is to collect diversity monitoring for all relevant characteristics, there are gaps in the available local diversity data for some characteristics, especially where this has not always historically been included in census and statutory reporting e.g. for sexual orientation.

We also know there are some under-reporting gaps in our workforce diversity information - where personal and confidential information is voluntarily requested from staff.

Data collected for the homelessness review in 2017 indicated that there were gaps in existing ethnicity data, with ethnicity not always stated or recorded. The recording of data has improved, and the data shows that Black, Asian and minority ethnic homelessness applicants are over-represented compared to their relative proportion in the Bristol Community as a whole.

We also know that there are gaps in our data relating to sexual orientation with 13.4% of households on the Housing Register preferring not to say.

In general, we acknowledge that there are gaps in our knowledge about the future demands on homelessness services as it affects a range of equalities groups and will be looking to improve the range of equalities data we gather, both as a local authority and through the homelessness services we commission.

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

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

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

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

We launched a public consultation on our budget proposals between Friday 11 November and Friday 23 December. This consultation set out all the savings proposals we had identified to produce a balanced budget in the context of reduced available funding and increasing financial pressures.

2.5 How will engagement with stakeholders continue?

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

A Temporary Accommodation Action Group (TAAG) is being established with representation from the wider homelessness sector, providers and clients. This will be a forum where progress against initiatives will be discussed, and feedback gathered.

For the new build and conversions work streams, there is a consultation and engagement plan which will be followed for each site, as follows:

1. The project team will keep residents, local businesses and other stakeholders informed during the development of these sites. The objectives of the Communication Plan are:
 - a. Ensuring stakeholders are fully informed of proposed changes to their neighbourhood.
 - b. Offering a channel and space to communicate directly with the project team through the development & construction process.
2. Through the duration of the project, the project team will lead on public consultation & member engagement on the development of the site. Once planning has been submitted, the LPA will lead on formal consultation for planning purposes.

Who we will communicate with

The stakeholder list for each site will be agreed with the LPA to ensure all statutory consultees are communicated with ahead of planning submission. This will consider:

- Affected residents and non-residential properties - these are people living or working in the immediate vicinity of the site or those who will be affected at any stage of the project duration. This assessment is made on a project-by-project basis. This could include neighbouring residents and residents bordering the site.
- Local community groups - groups in the locality which have an interest in the site
- Ward councillors within the affected ward
- Statutory consultees – through the planning process we will consult with statutory consultees such as transport, fire and waste.

Step 3: Who might the proposal impact?

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

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

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

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

GENERAL COMMENTS (highlight any potential issues that might impact all or many groups)	
<p>The main impact we anticipate is for households on the Housing Register with a home choice application who are bidding on social housing properties. The initiative which looks to convert some general needs council housing into Temporary Accommodation will reduce the availability of properties for households to bid on, leading to longer average waiting times to be rehoused. Whilst overall there will be fewer properties available for long term housing, Black / Black British people and Disabled people who are overrepresented in Housing Register diversity data are also overrepresented in homelessness prevention accommodation and waiting lists, so we do not anticipate a disproportionately negative impact from the reallocation of general needs housing into Temporary Accommodation on this basis.</p> <p>For any conversion of properties from the council disposal list, and refurbishment of hospital trust properties we will ensure there is a wide range of property/locations (and property details are accurately recorded) with a suitable proportion of accessible and adaptable properties, and sufficient properties for larger families. We will also ensure that accommodation is culturally appropriate and near to support networks. Individual conversion schemes will be subject to separate equality analysis and will be centred around the specific needs of the homelessness client cohort.</p> <p>For new units of modular homes on council land we are aware that in some instances accommodation may not always have ground floor access or be fully accessible for Disabled people with mobility impairments. However, whilst not suitable for all we will ensure as above there is a sufficient range of more accessible accommodation and always use client needs as a basis to determine placement.</p> <p>The recommissioning of Emergency Accommodation may have a negative impact for clients as they will need to pay their energy bills. Whilst this is partially mitigated by being introduced at a time when we anticipate energy bills will be reducing overall in cost, we know that the cost of energy impacts people differently, as well as particularly for low-income households. Some research indicates that Disabled people pay on average £600 more for their energy bills than an average household, and the Quality of Life shows significant differences in the extent to which people are satisfied with the cost of heating their home, depending on their characteristics and other circumstances (see Evidence section above).</p> <p>We are also aware of other existing structural inequalities and particular considerations, issues, and disparities for people in Bristol based on their characteristics, summarised below, which we will take into account.</p>	

PROTECTED CHARACTERISTICS	
Age: Young People	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> • Single households and younger people overrepresented in Bristol homelessness (linked to mortality rates) • Young people are often under-represented in engagement and consultation in Bristol and are less satisfied than average with the way the council runs things. • Children and young people from the most deprived areas of Bristol have the poorest outcomes in health and education in terms of health, education and future employment etc. • Young people in Bristol are more likely to: <ul style="list-style-type: none"> ○ have poor emotional health and wellbeing ○ find inaccessible public transport prevents them from leaving their home when they want to ○ 4.9% of 16-17 year olds are “not in education, employment or training” (NEET)

	<ul style="list-style-type: none"> Young adults are most likely to have lost work or seen their income drop because of COVID-19 and the cost of living crisis
Mitigations:	See general comments above
Age: Older People	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> Bristol Ageing Better estimated at least 11,000 older people are experiencing isolation in the city. We must factor aging and the needs of older people into long term budgeting and service design
Mitigations:	See general comments above
Disability	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> 44.2% of applicants on the Housing Register are from a household with a Disabled person or someone with a long term health condition. The impact will depend on the scale of the temporary reduction in supply of affordable housing
Mitigations:	<ul style="list-style-type: none"> Properties that are accessible for Disabled clients with physical impairments will, on the whole, not be converted into Temporary Accommodation unless it meets the needs of homeless clients who are Disabled people.
Sex	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> 58.3% of all applicants for social housing in Bristol are female In recent years there has been higher levels of women in local homelessness presentation (18-20%) Nationally 27% of women experience domestic abuse in their lifetimes. The rate of recorded domestic abuse incidents in Bristol has shown a significant rise over the last two years and 74% of victims were female. A higher proportion of boys have physical impairments and more boys than girls have diagnosed mental health disorders and learning difficulties.
Mitigations:	See general comments above
Sexual orientation	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> Lesbian, gay and bisexual people are statistically more vulnerable to verbal and physical abuse 1 in 5 Lesbian, Gay, Bisexual and Trans (LGBT+) staff have been the target of negative comments or conduct from work colleagues in the last year because they're LGBT+. One in four lesbian and bisexual women have experienced domestic abuse in a relationship, one third of them were abused by a man. Almost half of all gay and bisexual men have experienced at least one incident of domestic abuse from either a family member or a partner since the age of 16.
Mitigations:	See general comments above
Pregnancy / Maternity	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> The Equality Act 2010 applies to those who are pregnant or have given birth in the past 26 weeks, as well as making provisions to protect rights for breastfeeding. Ensure there is equality of opportunity for services in relation to pregnancy and maternity. This includes e.g. providing physical access when using prams and pushchairs, and availability of toilets and baby-changing facilities etc. , and flexible working patterns and service times for childcare arrangements Women from minoritised ethnic backgrounds are more likely to experience complications at birth
Mitigations:	See general comments above
Gender reassignment	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> As sexual orientation above trans people are statistically more vulnerable to verbal and physical abuse. Trans people regularly face prejudice and discrimination because of the way in which they transgress many of the norms of our culture and society.

	<ul style="list-style-type: none"> 1 in 8 trans people (12%) in the workplace have been physically attacked by customers or colleagues in the last year because they were trans
Mitigations:	See general comments above
Race	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> 37.7% of households on the Housing Register are from Black and minoritised ethnic backgrounds
Mitigations:	See general comments above
Religion or Belief	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Marriage & civil partnership	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
OTHER RELEVANT CHARACTERISTICS	
Socio-Economic (deprivation)	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> Bristol has 41 areas in the most deprived 10% in England, including 3 in the most deprived 1%. The greatest levels of deprivation are in Hartcliffe & Withywood, Filwood and Lawrence Hill. In Bristol 15% of residents - 70,800 people - live in the 10% most deprived areas in England, including 19,000 children and 7,800 older people.
Mitigations:	See general comments above
Carers	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> Being a carer can be a huge barrier to accessing services and maintaining employment Studies show around 65% of adults have provided unpaid care for a loved one. Women have a 50% likelihood of being an unpaid carer by the age of 46 (by age 57 for men) Young carers are often hidden and may not recognise themselves as carers.
Mitigations:	See general comments above

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

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

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

The scale of the potential gap in our core funding means that there is very limited opportunity to bring genuine additional benefit to equalities groups in the circumstances. However we have considered as far as possible the need to: eliminate discrimination, harassment, victimisation and any other conduct prohibited under the Equality Act 2010; advance equality of opportunity between people from different groups; and foster good relations between people from different groups.

We anticipate a positive impact from increasing the supply of supported exempt accommodation delivered by Registered Providers, because most temporary accommodation is currently unsupported, and this will promote a higher standard of overall support for service users.

The recommissioning of Emergency Accommodation will have a positive impact in terms of better quality homes with housing management support, and better safeguarding and access for clients.

Step 4: Impact

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

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

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

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

There will be a temporary reduction in supply of affordable housing for non-homeless clients as we create an in-house portfolio of Temporary Accommodation.
The scale of the impact will be mitigated by limiting the number of properties that are converted into Temporary Accommodation, whilst achieving the necessary reduction in expenditure.
Properties that are accessible for Disabled people with physical impairments will generally not be converted into Temporary Accommodation. We anticipate that the impact will be felt over a period of 3 years.
The recommissioning of the Emergency Accommodation Framework will result in clients having to pay their gas and electricity bills. To mitigate the impact, we are introducing this at a time when energy bills are likely to be reducing in cost.

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

Changing some of the Temporary Accommodation provision from private organisations to in-house or delivered by Registered providers will improve standards.
Bringing on-line additional Temporary Accommodation with support will have a positive impact on clients with support needs
The recommissioning of the Emergency Accommodation framework will include higher standards for landlords to meet, so the standards of emergency accommodation will be better for those that need it and will have a positive impact on clients.

4.2 Action Plan

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

Improvement / action required	Responsible Officer	Timescale
We are in the process of conducting further detailed needs analysis to inform implementation of this proposal	Paul Sylvester	2023-24 / ongoing
We will continue to update EqlAs for in scope projects as appropriate	Paul Sylvester	2023-24 / ongoing

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

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

We'll know we have been successful when we have saved £1.9m cashable savings in 23/24, and £821k cashable savings in 24/25 due to a reduction in subsidy loss.
There will be more supported accommodation available than currently.
There will be a significant reduction in budget pressures that are caused by subsidy loss.

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

Equality and Inclusion Team Review: <i>Reviewed by Equality and Inclusion Team</i>	Director Sign-Off: <i>Donald Graham</i>
Date: 19/5/2023	Date:

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

Decision Pathway Report

PURPOSE: Key decision

MEETING: Cabinet

DATE: 06 June 2023

TITLE	Property Programme Funding Requirements and Emerging Plans		
Ward(s)	Citywide		
Author: Pete Anderson	Job title: Director - Property, Assets, and Infrastructure		
Cabinet lead: Cllr Craig Cheney - Deputy Mayor with responsibility for Finance, Governance & Performance	Executive Director lead: John Smith Interim Executive Director Growth & Regeneration		
Proposal origin: BCC Staff			
Decision maker: Cabinet Member			
Decision forum: Cabinet			
Purpose of Report:			
<p>1. The report seeks approval to spend of up to £21.4m, to support the delivery of the four major transformation programmes. Within the £21.4m value, £7.4m has been previously agreed and specifically earmarked to the relevant programme or service areas in the 23/24 budget and up to £14.0m will be designated from within corporate held resources for 2023/24 and beyond.</p> <p>The delivery cost associated to the Property Programme amounts to £6.04m of which £0.7m is specifically earmarked and £5.34m is new and requested from the corporately held resource.</p> <p>2. The report also updates Cabinet on progress of the Property Programme including savings and capital receipts and seeks approval to allocate funding and provide delegated authority to enable continued activity to achieve targets in 23/24.</p>			
Evidence Base:			
1. Transformation Management Office			
<p>1.1 A transformation consulting partner will be procured to provide assurance and support delivery across the portfolio of four transformation programmes: Property Programme, Temporary Accommodation and Homelessness Programme, Children’s & Education Transformation Programme and Adult Social Care Transformation Programme. The Transformation Management Office will oversee the entire programme delivery</p>			

to build confidence in benefit realisation, provide resilience and support interdependence across the programmes.

2. Programme objectives and outcomes

2.1 The programme is required to deliver £4m of revenue savings and £36m of capital receipts in 23/24.

2.2 It aims to achieve the above by progressing the following workstreams:

- Estate review and disposals
- Office Rationalisation
- Temple Street Refurbishment and Commercial let
- Corporate Catering review
- Corporate Landlord function
- Asset Management System

2.3 Estate Review and Disposals

A review of the operational, development and investment estates to ensure that we are retaining the correct property assets for the correct purposes, while releasing suitable properties to the disposals process to contribute to the revenue savings and capital receipts targets. Properties that do not have an operational necessity or a sufficient financial yield will be released. The programme will seek to invest in the retained office estate, where business cases stack up, to ensure the estate is fit for purpose for the use by BCC staff or achieves appropriate commercial yield.

2.4 Office Rationalisation

This project involves moving BCC staff who are currently based in the areas of Temple Street which are scheduled to be vacated into City Hall. It will also involve the refurbishment of three locality offices which are going to be retained and the decommissioning of vacated offices so that revenue savings and capital receipts can be achieved

2.5 Temple Street Refurbishment Commercial Let

Upgrading the building's entrance, reception and other key shared areas to bring 100 Temple Street in line with commercial market standards for multi tenanted office space, including addressing accessibility requirements. Agreeing and entering new commercial lease contract/s for the North Wing and 3rd Floor South.

2.6 Corporate Catering

Develop a model and associated specification to tender for consistent contracting arrangements across all catering operations. As part of this work, Parks' cafes operations will transition to a new contracted arrangement which is consistent with other council café services. This activity will include engagement and consultation with internal staff in line with HR processes. The corporate landlord function will lead this work which will involve the centralisation of associated budgets.

2.7 Corporate Landlord Function

Complete the implementation of the approved Corporate Landlord function to enable better management and utilisation of assets across the retained estate. This will involve the centralisation of budgets, a review of operations and third-party contracts.

2.8 Asset management System

The procurement and implementation of an asset management system that enables the efficient management of all BCC assets.

3. Approach

The work above will require specialist expertise and additional capacity to enable successful delivery at the pace required. Resourcing will be on a hybrid team with core staff supplemented by specialist consultancy support. The Property Programme will have a programme board which will closely monitor the work of the programme, and seek assurance that milestones are being met, the benefits of delivery are being realised, and that improved outcomes and cashable savings are being delivered. This board will be developed in the context of the new Transformation Management Office which will report to the Council's Corporate Leadership Board.

4. Programme timeline

4.1 Q1 23/24:

- Long list of potential disposals identified
- Roll-out of enhanced process for the disposal of surplus property assets
- Appointment of partner(s) to support estate review and disposals work
- Outline Business Case 100 Temple Street

4.2 Q2 23/24:

- Review of the investment estate completed, and partners procured to support the disposal of surplus assets
- Bristol City Council staff complete move to City Hall
- Enter into a commercial lease agreement for the use of space vacated at 100 Temple Street
- Updated list of properties for disposal to September Cabinet

4.3 Q3 23/24

- Construction work at 100 Temple Street and occupation by new tenants

4.4 Q4 23/24

- Procurement completed for Asset Management System

4.5 24/25

- Construction work completed at 100 Temple Street
- Refurbishment of retained locality offices

5. Programme Financials

5.1 Of the target £4m revenue savings approx. £0.8m has been secured to date with £3.2m to find. It is expected that the remaining in year savings will primarily be achieved by reductions to ongoing estate costs and increased rental income, for example from 100 Temple Street.

5.2 The estimated revenue cost of the Council's operational asset base is approx. £12m p.a. (excluding schools and academies, Housing Revenue Account assets and Highways assets). Further work is required to establish the breakdown of costs per site and the proportion of these costs that can be delivered as cashable savings in 23/24.

5.3 Progress towards the capital receipts target will be made as sites are agreed for disposals and confirmed market valuations are in place.

5.4 The total estimated costs of the programme for 23/24 are £2.1m of revenue and £3.9m of capital as set out in table 1. We estimate a further £3m will be required in 24/25 to continue the process of estate rationalisation.

Table 1

	Q1 23/24	Q2 23/24	Q3 23/24	Q4 23/24	TOTAL Projected 23/24
A - Disposals and Estate changes	£ 194	£ 463	£ 604	£ 3,507	£ 4,768
Capital	£ 25	£ 204	£ 395	£ 3,268	£ 3,892
Revenue	£ 169	£ 259	£ 209	£ 239	£ 876
B. Corporate Landlord Service and Function	£ 157	£ 258	£ 280	£ 223	£ 918
Revenue	£ 157	£ 258	£ 280	£ 223	£ 918
All	£ 64	£ 97	£ 97	£ 97	£ 355
Revenue	£ 64	£ 97	£ 97	£ 97	£ 355
Grand Total	£ 415	£ 818	£ 981	£ 3,827	£ 6,041

5.5 Confidence in the delivery costs of all projects will be improved with the completion of full business cases for the projects within scope

5.6 Of the £6.04m costs expected to be required in 23/24 funding of £0.7m has already been allocated to the programme and a further £5.34m is to be funded from the £14m of transformation funding identified (details outlined in finance comments).

Funding Source	What will this fund	Funding Contribution to Programme (23/24 only)
Change Reserve	Programme resources	0.20m

Asset Management Plan Reserve/Corporate Landlord	Asset Management system work	0.50m
New funding for approval – see finance comments	Remaining resources and Investments currently unfunded – combination of capital and revenue spend	5.34m
Total		£6.04m

Cabinet Member / Officer Recommendations:

That Cabinet provide the following collective approval across the four transformation programmes: Property Programme, Temporary Accommodation and Homelessness Programme, Children's & Education Transformation Programme and Adult Social Care Transformation Programme to:

1. Approve spend of up to £21.4m (for the four corporate transformation programmes), of which £14.0m will be designated from within corporate held resources as outlined in the finance commentary.
2. Authorise the Chief Executive in consultation with the Director of Finance and Deputy Mayor for Finance, Governance and Performance to take all steps required to procure and award a contract for a transformation consulting partner (which may be above the key decision threshold and subject to an urgent decision with a retrospective report to Cabinet) to provide oversight and assurance and support delivery across the portfolio of four transformation programmes.

Cabinet recommendations specific to the Property Programme:

That Cabinet:

3. Note the Property Programme's financial objectives include £36m capital receipts and £4m revenue savings in 23/24.
4. Note the total anticipated costs of the Property Programme for 23/24 of £6.04m of which £0.7m is already funded through reserves.
5. Approves spend of up to £6.04m to support the delivery of the Property Programme of which £5.34m will be the initial drawdown from the £14m and £0.7m is contained within earmarked funding.
6. Authorise the Executive Director - Growth & Regeneration in consultation with the s.151 Officer and Deputy Mayor with responsibility for Finance, Governance and Performance to take all steps required to procure and award of contracts (which may be above the key decision threshold) for refurbishment works at the retained locality offices on approval of the project's business case.
7. Authorise the Executive Director - Growth & Regeneration in consultation with the Council's s.151 Officer and Deputy Mayor with responsibility for Finance, Governance and Performance to take all steps required to procure and award of contracts including any key decisions for refurbishment works at 100 Temple Street following on approval of the project's business case.
8. Note that commercial lease/s will be agreed for office space vacated at 100 Temple in accordance with the requirements to secure best consideration, as defined by S123 of the Local Government Act 1972

9. Authorise the Executive Director - Growth and Regeneration in consultation with the Council's s.151 Officer and Deputy Mayor with responsibility for Finance, Governance and Performance to spend up to the remaining budget to deliver the programme's objectives including procuring and awarding contracts over the key decision threshold, subject to individual project's business case approval as outlined in this report.
10. Approves the centralised approach to food/café/catering provision including virement and centralisation of associated contracts and budgets.
11. Authorises Executive Director – Growth & Regeneration in consultation with Cabinet member for responsibility for Finance, Governance & Performance, and the Director of Finance (S151 Officer) to take all steps required to extend (or recontract) for all/any café/catering/food supplies contracts within the provision of existing budgets in short term whilst strategic review and procurement is underway to maintain stability.
12. Authorises the Executive Director – Growth & Regeneration and the Director of Finance (S151 Officer) in consultation with Cabinet member for responsibility for Finance, Governance & Performance to approve the business cases related to the catering contracts and changes to service delivery models.
13. Authorises the Executive Director – Growth & Regeneration consultation with Cabinet member for responsibility for Finance, Governance & Performance, and Director of Finance (S151 Officer) to take all steps required to implement a centralised approach to food/café/catering provision including procuring and awarding contracts over the key decision threshold before end of the FY 23/24 (subject to presentation and approval of business case).
14. Notes that a further report will be brought back to Cabinet for information by no later than October 2023 to (a) inform Cabinet of details of the contracts extended or direct awarded (in relation to decision 11), and (b) inform Cabinet of the plans and scope of the proposal (in relation to decision 12 and 13).
15. Authorises the Executive Director: Growth & Regeneration , in consultation with the Deputy Mayor for Finance, Governance and Performance, Director: Finance and Director: Legal & Democratic Services to take all steps required to negotiate the terms of and enter into all necessary legal agreements to move to a partnership model for the delivery of parks cafes, which may include the transfer of employees to third party provider(s).

Corporate Strategy alignment:

Theme 7: Effective Development Organisation From city government to city governance: creating a focused council

that empowers individuals, communities, and partners to flourish and lead.

Estate Review, Disposals, & Investment in Retained Assets

- ED06 Estate Review: Review our operational estate to ensure we have the right amount and right quality of workspaces. Make sure they are carbon neutral by 2025, as well as climate resilient. Explore the potential for a greater presence in neighbourhoods alongside partners

Corporate Landlord Function

- ED02 One Council: Make it easier to get things done as 'One Council' by adopting more consistent standardised and well-communicated procedures and processes, with corporate support services that are the right size for the needs of the organisation.

City Benefits:

Estate Review, Disposals, & Investment in Retained Assets

A smaller and more efficient office, depot, operational, and investment estate where we have the right amount and right quality of properties to serve the required purpose, while disposing of properties that are deemed surplus to requirements to achieve financial benefits for the organisation.

Corporate Landlord Function

A centralised 'One Council' approach to the management of property assets will help to maximise the use and efficiency of running the properties that we retain. A better understanding of the office, depot, operational, and investment estates so that we can make better informed decisions on the use / disposal of property assets.

Consultation Details:

N/A

Background Documents:

Generic:

- [Corporate Strategy 2022-27 \(bristol.gov.uk\)](https://www.bristol.gov.uk/corporate-strategy-2022-27)
- [Feb 2023 -Full Council - 23/24 budget setting savings](#)

Property/Disposals Specific

- March 2020 – Cabinet - Property Strategy
- Jan 2023 – Cabinet – Disposal of surplus assets
- July 2022 – Cabinet Disposal of surplus assets

Catering specific:

- Jan 2023 – Cabinet – Meals Services and Supplies
- Aug 2022 -OED – Museum sites 12 month extension
- July 2022 – Cabinet – Events and Conference Catering Contracts
- May 2022 – Cabinet - Conferencing, Events and Catering contract for Museum Sites
- May 2019 – Cabinet – Cross Council catering and concession contracts
- March 2018 – Good food standards for procurement of food and catering services

Revenue Cost	£2.8m total <i>(of which £2.1m expected in 23/24)</i>	Source of Revenue Funding	- Change Reserve - Asset Management Plan Reserve/Corporate Landlord - Drawdown from the £14m transformation funding identified (redirected corporately held resource)
Capital Cost	£6.2m <i>(of which £3.9m expected in 23/24)</i>	Source of Capital Funding	Drawdown from the £14m transformation funding identified (redirected corporately held resource)
One off cost <input checked="" type="checkbox"/>	Ongoing cost <input checked="" type="checkbox"/>	Saving Proposal <input checked="" type="checkbox"/>	Income generation proposal <input checked="" type="checkbox"/>

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

1. Finance Advice:

This report seeks the approval of spend up to £14m, in addition to specifically funded elements of the programmes amounting to £7.4m, to support the delivery of the major transformation programmes: Property Programme, Temporary Accommodation and Homelessness Programme, Children’s & Education Transformation Programme and Adult Social Care Transformation Programme. This is with the overall aim to contain service need within a sustainable envelope whilst achieving the savings targets required.

This paper specifically addresses the Property transformation programme, which has a remaining recurrent savings delivery target of £3.2m.

The programme outlines total costs to deliver of £9.032m with costs for 2023/24 being £6.041m based on current assessment, however as the work develops this could be subject to change within the bounds of the overall funding.

Against the total estimated £9.032m costs, there is £0.8m confirmed specific funding identified against this programme, which is funded through reserves, which leaves a residual of £8.2m to be funded through corporate initiatives. The Division will also be exploring opportunities to reprioritise existing R&M works to accelerate this transformation programme.

Where business cases require development, these will be progressed in line with the delegations outlined in this report, with the expectation that they are managed within the envelop of funding identified for the overall transformation programme.

The first phase of the work on the top-4 programmes are expected to cost a total of £18.3m, which includes the transformation management office to oversee the entire programme delivery, with £7.4m of funding specifically aligned earmarked funding streams to those programmes. The remaining £11m and further works from latter phases for 2023/24 and beyond is to be managed through a combination of funds totalling £14m as follows:

Funding Source	£m
General Fund Reserves	1
Release of accelerated payment of pensions	1
Release of service budgets as a result of increased external income	2
Flexible use of Capital Receipts*	10
Total	14

** Flexible use of capital receipts remains subject to availability and requires disposals to meet the overall target of £36m to fund both the capital programme and the transformation £10m in the table above.*

Delivery of the savings targets attached to this programme are critical to enable delivery against the budget as set by Council in February 2023, rigorous monitoring of benefit realisation, cashable savings, costs to deliver and achievement of capital receipts will therefore be required. The Delivery plan must be ambitious and should both prioritise and accelerate this programme as much as possible.

Finance Business Partner: Kayode Olagundoye, Interim Finance Business Partner, Growth and Regeneration, 25th May 2023

2. Legal Advice:

The Council is under a duty by virtue of S123 of the Local Government Act 1972 to achieve best value for its assets and any disposal should be at the best price reasonably obtainable. Exposure to the open market to secure a buyer is the best method of securing a buyer. If a buyer is found without such exposure to the open market the Council

should seek an independent valuation to ensure it complies with its duty under S123 of the 1972 Act.

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

Legal Team Leader: Andrew Jones and Husinara Jones – Team Managers (Property Planning and Transport and Commercial and Governance Team) 22/05/2023.

3. Implications on IT: There are likely to be several IT related impacts and activities throughout this programme. IT will support where possible and look forward to being engaged at the earliest convenience of the programme to support forecasting of any works required including cancellation/cessation of BCC connectivity to buildings being disposed of and supporting any new changes as we repurpose other buildings. The network replacement project is already working closely with this programme to avoid unnecessary spend on networking that will not be required in the future which is a positive as it may also result in future savings to BCC

IT Team Leader: Gavin Arbuckle, Head of Service Operations IT, 19/05/2023

4. HR Advice: Changes to contracted workplace locations will take place in line with The Bristol Contract and in light of discussions with representatives of recognised trade unions and the Council’s staff-led groups. Workplace adjustments for Disabled colleagues will be continued or put in place as appropriate.

Transferring the provision of catering services to other employers may engage TUPE Regulations, depending on the nature of the new provision. The impact of a transfer(s) on the BCC workforce will depend on the timing of the transfer and the number of vacant positions at the point of transfer. Where BCC employees are in scope for transfer, consultation will take place in line with legal requirements, and terms and conditions of employment will be protected.

HR Partner: James Brereton, Head of HR, 24/05/2023

EDM Sign-off	John Smith	26/05/2023
Cabinet Member sign-off	Councillor Craig Cheney - Deputy Mayor with responsibility for Finance Governance & Performance	24/05/2023
For Key Decisions - Mayor’s Office sign-off	Mayor’s Office	25/05/2023

Appendix A – Further essential background / detail on the proposal	NO
Appendix B – Details of consultation carried out - internal and external	NO

Appendix C – Summary of any engagement with scrutiny	NO
Appendix D – Risk assessment	NO
Appendix E – Equalities screening / impact assessment of proposal	YES
Appendix F – Eco-impact screening/ impact assessment of proposal	YES
Appendix G – Financial Advice	NO
Appendix H – Legal Advice	NO
Appendix I – Exempt Information	NO
Appendix J – HR advice	NO
Appendix K – ICT	NO
Appendix L – Procurement	NO

Equality Impact Assessment [version 2.12]



Title: Property Programme	
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input checked="" type="checkbox"/> Service <input type="checkbox"/> Other [please state]	<input type="checkbox"/> New <input type="checkbox"/> Already exists / review <input checked="" type="checkbox"/> Changing
Directorate: Growth & Regeneration	Lead Officer name: John Smith
Service Area: Corporate Landlord	Lead Officer role: Executive Director – Growth & Regeneration

Step 1: What do we want to do?

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

Programme objectives and outcomes:

- Deliver £4m of revenue savings by the end of 2023/24
- Deliver £71m of capital receipts by the end of 2028/29
- Complete a review of the office, depot, operational, and investment estates to ensure that we are retaining the correct property assets for the correct purposes, while releasing suitable properties to the disposals process to contribute to the revenue savings and capital receipts targets. Ensuring properties that do not have an operational necessity or return a sufficient financial yield are released to help ease financial pressures
- Invest in the retained office estate to ensure it is fit for purpose for the use by BCC staff (or a commercial lease in the case of 100 Temple Street)
- Develop a Corporate Landlord function, along with the supporting technology, that centrally manages and maximises the utilisation of and income from the assets retained in the office, depot, operational, and investment estates
- Conduct a review of corporate catering and events contracts to ascertain if the organisation would be better served with a single centralised contract

1.2 Who will the proposal have the potential to affect?

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

1.3 Will the proposal have an equality impact?

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

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

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

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

The review of the office, depot, operational, and investment estates (to ensure that we are retaining the correct property assets for the correct purposes) will result in suitable properties being released to the disposals process. The disposal of these properties has the potential to have an equality impact to service users and the wider community, although it will vary significantly between individual properties.

Changes to the office estates could potentially have an equality impact on affected staff, as per the creation of the Corporate Landlord function and Corporate Catering Review.

Step 2: What information do we have?

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

Data / Evidence Source [Include a reference where known]	Summary of what this tells us																																								
<u>Census 2021</u>	The Census details the demographic profile of Bristol																																								
<u>The population of Bristol</u>	Updated annually. The report brings together statistics on the current estimated population of Bristol, recent trends in population, future projections and looks at the key characteristics of the people living in Bristol.																																								
<u>New wards: data profiles</u>	The Ward Profiles provide a range of datasets, including Population, Life Expectancy, health and education disparities etc. for each of Bristol's electoral wards.																																								
<u>Quality of Life Survey</u>	The Quality of Life (QoL) survey is an annual randomised sample survey of the Bristol population, mailed to 33,000 households (with online & paper options), and some additional targeting to boost numbers from low responding groups.																																								
<u>HR Analytics: Power BI Reports (sharepoint.com)</u>	<p>The Workforce Diversity Report shows Bristol City Council Workforce Diversity statistics for Headcount, Sickness, Starters and Leavers data. The report is updated once a month with data as at the end of the previous month. It excludes data for Locally Managed Schools/Nurseries, Councillors, Casual, Seasonal and External Agency employees. The report is based on the sensitive information that staff add to Employee Self Service on iTrent (ESS).</p> <table border="1"> <thead> <tr> <th>Sensitive Information Category</th> <th>Headcount</th> <th>BCC Headcount %</th> <th>Bristol population (16-64) %</th> </tr> </thead> <tbody> <tr> <td>16 - 29</td> <td>679</td> <td>10.9%</td> <td>39%</td> </tr> <tr> <td>30 - 39</td> <td>1310</td> <td>21.0%</td> <td>24%</td> </tr> <tr> <td>40 - 49</td> <td>1495</td> <td>24.0%</td> <td>16%</td> </tr> <tr> <td>50 - 64</td> <td>2520</td> <td>40.4%</td> <td>21%</td> </tr> <tr> <td>65 +</td> <td>218</td> <td>3.5%</td> <td>-</td> </tr> <tr> <td>Disabled</td> <td>562</td> <td>9.0%</td> <td>12%</td> </tr> <tr> <td>Not Disabled</td> <td>4287</td> <td>68.8%</td> <td>88%</td> </tr> <tr> <td>Prefer not to state Disability</td> <td>192</td> <td>3.1%</td> <td>-</td> </tr> <tr> <td>Unknown Disability</td> <td>1192</td> <td>19.1%</td> <td>-</td> </tr> </tbody> </table>	Sensitive Information Category	Headcount	BCC Headcount %	Bristol population (16-64) %	16 - 29	679	10.9%	39%	30 - 39	1310	21.0%	24%	40 - 49	1495	24.0%	16%	50 - 64	2520	40.4%	21%	65 +	218	3.5%	-	Disabled	562	9.0%	12%	Not Disabled	4287	68.8%	88%	Prefer not to state Disability	192	3.1%	-	Unknown Disability	1192	19.1%	-
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Asian or Asian British	174	2.8%	6.6%
Black or Black British	335	5.4%	5.9%
Mixed Ethnicity	219	3.5%	4.5%
Other Ethnic Groups	30	0.5%	1.9%
White	4957	79.5%	81.1%
Prefer not to state Ethnicity	95	1.5%	-
Unknown Ethnicity	423	6.8%	-
Female	3741	60.0%	49%
Male	2446	39.2%	51%
I use another term	13	0.2%	-
Prefer not to say	33	0.5%	-
Civil Partnership	17	0.3%	-
Declared Partnership	18	0.3%	-
Divorced	80	1.3%	-
Married	971	15.6%	-
Partner	383	6.1%	-
Single	720	11.6%	-
Widowed	10	0.2%	-
Prefer not to state Marital Status	116	1.9%	-
Unknown Marital Status	3918	62.9%	-
Christian	1666	26.7%	32.2%
Other religion or belief	395	6.3%	9.7%
No religion or belief	2592	41.6%	37.4%
Prefer not to state Religion	1107	17.8%	8.12%
Unknown Religion	473	7.6%	-
LGB+	377	6.0%	6.1%
Heterosexual	4381	70.3%	-
Prefer not to state Sexual Orientation	1044	16.7%	-
Unknown Sexual Orientation	431	6.9%	-
Trans Person	9	0.1%	0.83%
Not Trans Person	2525	40.5%	-
Prefer not to state Trans	64	1.0%	-
Unknown Trans	3635	58.3%	-

Staff Survey report

We run an annual employee survey to understand the organisation's culture and how our workforce feel about different aspects of their employment – including workforce environment and wellbeing.

Overall, our 2022 results show a continued trend of improvement in how colleagues experience working for Bristol City Council as 65.5% of answers were positive and 10.2% were negative.

Though the results are largely positive, we know that the challenges of Covid-19 measures and the cost of living crisis are likely to have had a significant impact on some of the results we have seen, as for many

colleagues the pandemic will have dominated their experience of the last two years.

When looking only at the answers from Disabled colleagues, across all themes there are a lower percentage of positive responses and a greater percentage of negative responses than the organisation-wide results.

Additional comments:

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

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

2.3 Are there any gaps in the evidence base?

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

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

Although our corporate approach is to collect diversity monitoring for all relevant characteristics, there are gaps in the available local diversity data for some characteristics, especially where this has not always historically been included in census and statutory reporting e.g., for sexual orientation. We also know there are some under-reporting gaps in our workforce diversity information - where personal and confidential information is voluntarily requested from staff.

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

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

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

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

A rationalisation of the BCC estate was part of the public Budget Consultation, which ran from 11th Nov 2022 to 23rd Dec 2022.

We have undertaken engagement sessions with staff led groups to review and finalise design principles in relation to office working. We also have consulted with all directors and their management teams.

2.5 How will engagement with stakeholders continue?

Explain how you will continue to engage with stakeholders throughout the course of planning and delivery. Please describe where more engagement and consultation is required and set out how you intend to undertake it. Include

any targeted work to seek the views of under-represented groups. If you do not intend to undertake it, please set out your justification. You can ask the Equality and Inclusion Team for help in targeting particular groups.

We will proactively involve the Council's staff led groups, Trades Union Representatives, and key external equalities stakeholders in further development, co-production, and implementation of any specific proposals regarding changes or closures to the use of Council accommodation.

All future engagement with staff impacted by office moves will be done in line with our Management of Change policy.

Step 3: Who might the proposal impact?

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

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

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

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

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

Reducing office accommodation is likely to have a disproportionate impact on some employees including those who are more reliant on car parking or public transport (Age, Disability, Pregnancy/Maternity). We will provide and support access to funding for workplace adaptations and aids to enable Disabled colleagues to obtain and retain their employment; promote flexible working patterns wherever possible to maximise opportunities for people with caring responsibilities; and continue to provide a multi-faith space at our main working site City Hall.

Increased pressure on building spaces may have a disproportionate impact on a) employees with additional access requirements; b) the capacity of citizen/neighbourhood focused teams to host face to face meetings with community representatives; c) the capacity to host free-of-charge events on behalf of equality led community organisations. We will further consider ways to mitigate / prioritise this.

Where proposals are likely to impact on our workforce, we will follow the 'Management of Change' guidance for internal consultation and seek advice from diversity consultants in the Equality and Inclusion Team to mitigate risks of discrimination. For proposals which are likely to impact external workforce teams e.g., in commissioned services, we will consider any likely disproportionate impacts of transfer arrangements etc.

Where proposals relate to changing work locations or conditions, we will also consider the impact on those who may be more reliant on car parking or public transport; provide and support access to funding for workplace adaptations and aids to enable disabled employees to obtain and retain their employment; and promote flexible working patterns wherever possible to maximise opportunities for people with caring responsibilities and those from faith groups etc.

The review of corporate catering and events contracts to ascertain if the organisation would be better served with a single centralised contract will be subject to a separate equality impact assessment process to consider any specific issues and disparities for particular groups, prior to any further decision making.

Officers can confirm that any properties from the wider operational or investment estate, not subject to their own individual EQIA, have been carefully considered to ensure that there are no significant equalities impacts. Where community or vulnerable groups have been in occupation, and relevant stakeholders have been consulted to develop suitable mitigations to resolve negative impacts.

We can confirm that all of the properties names on the Planned Disposals List attached in Appendix A have been considered on an individual basis to ensure that there are no significant equalities impacts.

PROTECTED CHARACTERISTICS

Age: Young People	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> • Workforce efficiencies and changes may have a disproportionate impact on younger employees who are more likely to be employed on fixed term contracts and a large proportion of under 35's are leaving after the end of a fixed term contract. The impact of increased working from home can make it harder for younger and newer employees to be fully part of pre-existing teams. • Young people are often under-represented in engagement and consultation and in Bristol are less satisfied than average with the way the council runs things.
Mitigations:	<ul style="list-style-type: none"> • We will further consider the needs of younger employees and the potential impact of reduced accommodation including liaison and co-design with the Young Professionals Network staff led group.
Age: Older People	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> • Workforce efficiencies and changes may have a disproportionate impact on older employees especially if they are closer to retirement age – see general comments above re. mitigating risks of discrimination. • Older people in Bristol are: <ul style="list-style-type: none"> ○ Less likely to be comfortable using digital services ○ more reliant on public and community transport ○ more likely to be an unpaid carer
Mitigations:	<ul style="list-style-type: none"> • See general comments above
Disability	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> • Disabled people have lower car ownership levels but those who do are likely to be dependent on having their own transport • Disabled people are less likely to find local public transport accessible or satisfactory. • As buildings become busier, they become louder which can have a disproportionate impact on people with hearing loss; wheelchair users; and people with neurodiverse conditions and sensory sensitivities. • Workforce efficiencies and changes may have a disproportionate impact on Disabled colleagues unless emerging accessibility issues are adequately mitigated through ongoing equality impact assessment and liaison with the Disabled Colleagues Network prior to implementation.
Mitigations:	<ul style="list-style-type: none"> • We will further consider the needs Disabled employees and the potential impact of reduced accommodation including liaison and co-design with Disabled Colleagues Network staff led group.
Sex	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> • Women still bear most caring responsibilities for both children and older relatives so are likely to be disproportionately impacted by changes to travel and commuting or other working arrangements.
Mitigations:	<ul style="list-style-type: none"> • Workforce efficiencies and changes will have a disproportionate impact on women as 60% of employees, however there is wide variance in the proportion of female and male employees between teams. Female employees are much more likely to work part time which is likely to be because of unpaid caring responsibilities for children and older adults. This can be partly mitigated through the Council's Flexible Working Policy, and we are committed to helping all employees achieve a balance between their working life and other priorities such as parental and caring responsibilities etc.
Sexual orientation	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> • The proportion of LBG employees in the Council workforce is steadily increasing. 10% of new starters say they are lesbian, gay or bisexual in confidential diversity monitoring.

	<ul style="list-style-type: none"> Lesbian, gay and bisexual people are statistically more vulnerable to verbal and physical abuse
Mitigations:	<ul style="list-style-type: none"> Workforce efficiencies and changes may have a disproportionate impact on sexual orientation if relocated lesbian, gay and bisexual staff have concerns about discrimination in their new setting. The Council is committed to promoting an inclusive working environment and challenging discriminatory behaviour.
Pregnancy / Maternity	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> In the workplace we need to ensure equal access to recruitment, personal development, promotion and retention for employees who are pregnant or on maternity leave (including briefing and updates for any workforce changes) Ensure there is equality of opportunity for services in relation to pregnancy and maternity. This includes e.g. providing physical access when using prams and pushchairs, and availability of toilets and baby-changing facilities etc. , and flexible working patterns and service times for childcare arrangements
Mitigations:	<ul style="list-style-type: none"> See general comments above
Gender reassignment	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> As sexual orientation above Trans people are statistically more vulnerable to verbal and physical abuse. Trans people regularly face prejudice and discrimination because of the way in which they transgress many of the norms of our culture and society. 1 in 8 Trans people (12%) in the workplace have been physically attacked by customers or colleagues in the last year because they were Trans
Mitigations:	<ul style="list-style-type: none"> Workforce efficiencies and changes may have a disproportionate impact on relocated trans employees if they have concerns about discrimination in their new setting. The Council is committed to promoting an inclusive working environment and challenging discriminatory behaviour.
Race	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> Re. capacity to work from home: Black, Asian and minority ethnic households are less likely to own their home and more likely to living in overcrowded housing and intergenerational households. Bangladeshi and Pakistani groups are more likely to live in multi-family households. Black people in the UK are less likely to hold a driving licence and more likely to rely on public transport.
Mitigations:	<ul style="list-style-type: none"> Workforce efficiencies and changes may have a disproportionate impact on Black, Asian and minoritised ethnic employees who proportionally under-represented on higher salary bands, and statistically more likely to raise formal grievances and be subject to disciplinaries. This should be mitigated through engagement and codesign with the EmBRACE staff led group and consideration of specific race equality actions as part of further development of proposals
Religion or Belief	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> Council workforce efficiencies and changes may have a disproportionate impact on some faith groups as the category "Other religion or belief" is disproportionately represented at the lowest salary bracket of Council employees who are more likely to currently work in satellite locations.
Mitigations:	<ul style="list-style-type: none"> Continue to promote flexible working patterns wherever possible to accommodate faith holidays and prayer requirements etc. Having a designated multi-faith room in main buildings will make workplaces more accessible and friendly for people from faith groups where regular prayer is required.
Marriage & civil partnership	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	

OTHER RELEVANT CHARACTERISTICS	
Socio-Economic (deprivation)	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> Proposed workforce efficiencies and changes may have a disproportionate impact on lower paid employees and those on fixed term contracts (who are also more likely to be in the protected characteristic groups considered above).
Mitigations:	<ul style="list-style-type: none"> See general comments above
Carers	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> Whilst the increasing move towards hybrid working is beneficial for some employees with caring responsibilities, proposed workforce efficiencies and changes can have a disproportionate impact if there are significant alterations made to travel requirements or working patterns. We will promote flexible working patterns and consider the needs of those who may be more dependent on vehicle use as part of any Management of Change Process. Carers are more likely to be dependent of having their own transport, and find public transport less accessible and satisfactory
Mitigations:	<ul style="list-style-type: none"> See general comments above
Other groups [Please add additional rows below to detail the impact for any other relevant groups as appropriate e.g. asylum seekers and refugees; care experienced; homelessness; armed forces personnel and veterans]	
Potential impacts:	
Mitigations:	

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

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

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

- The disposal of property assets deemed surplus to requirements of will provide revenue savings and capital receipts, which can then be used to protect front line services supporting the more vulnerable members of our community
- There is an opportunity to advance equality of opportunity through co-design of detailed proposals with staff-led groups and equalities stakeholders

Step 4: Impact

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

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

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

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

Reducing office accommodation is likely to have a disproportionate impact on some employees including those who are more reliant on car parking or public transport (Age, Disability, Pregnancy/Maternity). We will work with staff-led groups and equalities stakeholders to ensure that more detailed proposals are as accessible and inclusive as possible. We will provide and support access to funding for workplace adaptations and aids to enable disabled employees to obtain and retain their employment; promote flexible working patterns wherever possible to

maximise opportunities for people with caring responsibilities; and continue to provide multi-faith spaces at our main working sites.

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

- There is an opportunity to advance equality of opportunity through co-design of detailed proposals with staff-led groups and equalities stakeholders.
- The disposal of property assets deemed surplus to requirements of will provide revenue savings and capital receipts, which can then be used to protect front line services supporting the more vulnerable members of our community

4.2 Action Plan

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

Improvement / action required	Responsible Officer	Timescale
Engagement and co-design of detailed proposals with staff led groups and equalities stakeholders	David Martin	Q1 2023-24 – Ongoing
Consider office/space layouts; hybrid meeting tech; sufficient toilets/changing rooms; disabled parking bays; multi-faith spaces etc. at sites.	David Martin	Q1 2023-24 – Ongoing
Seek individual views on impacts of changing work locations as part of Management of Change process.	David Martin	Q1 2023-24 – Ongoing
Support reasonable adjustments and access to funding for workplace adaptations and aids	David Martin	Q1 2023-24 – Ongoing
Access audits – emerging issues recorded and mitigated through ongoing EqIA	David Martin	Q1 2023-24 – Ongoing
Promote flexible working arrangements wherever possible	David Martin	Q1 2023-24 – Ongoing
Consider social-value in cost/benefit analysis	David Martin	Q1 2023-24 – Ongoing

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

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

- Annual staff satisfaction survey and pulse surveys
- Existing workforce KPIs


Step 5: Review

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

Equality and Inclusion Team Review:

Director Sign-Off:

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

<p><i>Reviewed by Equality and Inclusion Team</i></p>	 <p>Peter Anderson Director, Property, Assets and Infrastructure</p>
<p>Date: 22/5/2023</p>	<p>Date: 24/05/2023</p>

Equality Impact Assessment [version 2.12]



Title: Corporate Catering Review	
<input type="checkbox"/> Policy <input checked="" type="checkbox"/> Strategy <input checked="" type="checkbox"/> Function <input type="checkbox"/> Service <input type="checkbox"/> Other [please state]	<input type="checkbox"/> New <input checked="" type="checkbox"/> Already exists / review <input type="checkbox"/> Changing
Directorate: Growth and Regeneration	Lead Officer name: Ellen Hitchins
Service Area: Property and Infrastructure	Lead Officer role: Workplace Support Manager

Step 1: What do we want to do?

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

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

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

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

To seek approval to conduct a review to assess the feasibility of developing and implementing a centralised, cross-council approach to cafes, catering and food supplies (which could include moving to a partnership model), and delegate approvals to procure and implement the required contracts to support this activity if this approach is found to be viable.

1.2 Who will the proposal have the potential to affect?

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

1.3 Will the proposal have an equality impact?

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

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

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


<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	[please select]
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No significant negative impacts have been identified from this current proposal which is limited in scope to seeking approval to begin the review process and to extend current contracts for a limited time period.

As part of the project and prior to implementation a full Equality Impact Assessment will be undertaken to consider potential impacts for e.g. any BCC employees, as well as for providers and service users, and to ensure that any future solution meets the diverse cultural and culinary needs of the customer base who will be using the services provided. For this we will need to know the equality groups who use the venues and up to date customer satisfaction surveys.

Step 5: Review

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

Equality and Inclusion Team Review: <i>Reviewed by Equality and Inclusion Team</i>	Director Sign-Off:  Director, Property, Assets and Infrastructure
Date: 14/4/2023	Date: 14/04/23

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

Eco Impact Checklist

Title of report: Property Programme				
Report author: Steve Matthews / Lois Woodcock				
Anticipated date of key decision June 2023				
Summary of proposals: <ul style="list-style-type: none"> • Complete a review of the office, depot, operational, and investment estates to ensure that we are retaining the correct property assets for the correct purposes, while releasing suitable properties to the disposals process to contribute to the revenue savings and capital receipts targets. Ensuring properties that do not have an operational necessity or return a sufficient financial yield are released to help ease financial pressures • Invest in the retained office estate to ensure it is fit for purpose for the use by BCC staff (or a commercial lease in the case of 100 Temple Street) • Develop a Corporate Landlord function, along with the supporting technology, that centrally manages and maximises the utilisation of and income from the assets retained in the office, depot, operational, and investment estates • Conduct a review of corporate catering and events contracts to ascertain if the organisation would be better served with a single centralised contract. 				
Will the proposal impact on...	Yes/No	+ive or -ive	If Yes...	
			Briefly describe impact	Briefly describe Mitigation measures
Emission of Climate Changing Gases?	Yes	+ive and -ive	<p>It is hoped that disposals will enable assets to be put to productive use by third parties and that the energy efficiency of the buildings will be improved as part of any works carried out to enable re-use.</p> <p>Any construction, redevelopment, or decarbonisation works will create emissions in the short term, which should be outweighed by greater future efficiencies.</p> <p>Decisions on the number and types and uses of the buildings to be retained will determine the scale</p>	<p>No mitigation measures proposed for assets being sold in the short term, since any impacts and mitigation will be the responsibility of the new owners of the assets and will result from their decisions.</p> <p>Buyers of the properties will be encouraged to engage in the One City Strategy and Bristol One City Climate Change Ask.</p> <p>Assets being retained will be identified as quickly as possible to allow decarbonisation works to begin promptly.</p> <p>Decisions on the disposal or retention of green and blue spaces will be made with reference to ecological emergency and climate adaptation</p>

			<p>of the challenge of decarbonising the estate, in line with the council's ambition to become carbon neutral. The time taken to reach those decisions will also affect how quickly decarbonisation works can begin on a large scale to best leverage the investments from Bristol City Leap and other sources.</p> <p>Scopes 1 and 2 emissions from the operational estate in 2021/22 are estimated at 7.6kg CO2e/M2 for electricity use and 20.3kg CO2e/M2 of active floor area. These are estimates only, due incomplete floor area data.</p>	<p>plans and strategies, since land is a limited commodity that can be leveraged as greenhouse gas sinks, generate renewable power to displace fossil fuel generation and assist with controlling the temperature of the city in a warming climate.</p>
Bristol's resilience to the effects of climate change?	No			
Consumption of non-renewable resources?	Yes	Likely -ive	Any construction or redevelopment works may consume non-renewable resources.	<p>No mitigation measures proposed for disposals, since any impacts and mitigation will be the responsibility of the new owners of the assets and will result from their decisions.</p> <p>Decarbonisation works with retained assets will minimise the consumption of non-renewable resources through careful material selection.</p>
Production, recycling or disposal of waste	Yes	Likely -ive	Any construction or redevelopment works	No mitigation measures proposed for disposals,

			will generate waste.	<p>since any impacts and mitigation will be the responsibility of the new owners of the assets and will result from their decisions.</p> <p>Decarbonisation works with retained assets will minimise the amount of waste through site reuse and waste management plans.</p>
The appearance of the city?	Yes	Likely +ive	The bringing back into use of vacant buildings will improve the appearance of the city.	Decarbonisation works with retained assets will be designed with reference to maintaining the character of the city.
Pollution to land, water, or air?	Yes	Likely -ive	Any construction or redevelopment works may cause pollution.	<p>No mitigation measures proposed for disposals, since any impacts and mitigation will be the responsibility of the new owners of the assets and will result from their decisions.</p> <p>Decarbonisation works with retained assets will use pollution prevention plans to prevent or mitigate any potential for pollution from works.</p>
Wildlife and habitats?	Yes	Likely +ive	The land around these buildings may be altered to provide biodiversity net gain.	<p>No mitigation measures proposed for disposals, since any impacts and mitigation will be the responsibility of the new owners of the assets and will result from their decisions.</p> <p>Decarbonisation works with retained assets will seek to maximise biodiversity net gain, climate adaptation and atmospheric carbon removal.</p>

Consulted with:

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

Decisions made on the future uses or disposals of assets will have no direct environmental impacts. However, these decisions and the speed at which they are made will have a very significant impact on how rapidly the council, in partnership with Bristol City Leap, can leverage investment to achieve a carbon neutral retained estate and how quickly third parties carry out works to bring disposals back into productive use. Electricity and gas emissions were estimated at 27.9kg of greenhouse gases per square metre of energy-using floor area for the operational estate in 2020/21.

Mitigation will encourage third parties who acquire assets to minimise the emissions, waste and pollution and maximise biodiversity net gain associated with works to improve and decarbonise these properties. The same will be ensured for decarbonisation works on retained assets. Decisions on assets will be made as quickly as possible to expedite the decarbonisation of the retained estate and will base any decisions on land disposals on ecological emergency and climate adaptation plans and strategies.

The direct environmental effects of the proposal are neutral, but the indirect impacts will be very significant, by allowing works to go ahead that will create more emissions in the short term, but will result in a better-utilised carbon neutral retained estate in the medium term.

Checklist completed by:

Name:	Steve Matthews & Lois Woodcock
Dept.:	Property
Extension:	
Date:	17/05/2023
Verified by Environmental Performance Team	Giles Liddell, Project Manager - Environmental

Eco Impact Checklist

Title of report: Corporate Catering review				
Report author: Ellen Hitchins				
Anticipated date of key decision 2 May 2023				
Summary of proposals: To seek approval to the principle of a centralised, cross-council approach to cafes, catering and food supplies (which could include moving to a partnership model), and delegate approvals to procure and implement the required contracts to support this ambition.				
Will the proposal impact on...	Yes/ No	+ive or -ive	If Yes...	
			Briefly describe impact	Briefly describe Mitigation measures
Emission of Climate Changing Gases?	Yes	-ive	There will be emissions arising from the production, supply and preparation of food.	<p>Part of the existing and future contracts are in line with BCC's Good Food Catering Procurement which sets out various requirements that reduce carbon emissions such as lowering food miles, reducing meat, and championing local producers wherever possible.</p> <p>The proposed project team will consider the provision of low carbon food provision (locally sourced and plant based as primary criteria) within the assessment phase of the existing contract arrangements. The findings of this will be used as a baseline for improvement in the new contract arrangements.</p> <p>During the development of tender specifications, the project team will ensure that emphasis is placed on the need for applicants to ensure that the sourcing of produce and the food offering at</p>

				<p>each concession is primarily of low carbon options; the primary criteria for this being locally sourced and plant-based produce (aiming for at least 85% of provision to meet these criteria is recommended).</p> <p>Specifications should also include that where animal-based products are offered there is a preference for lower carbon choices such as chicken over beef.</p>
Bristol's resilience to the effects of climate change?	No			
Consumption of non-renewable resources?	No			
Production, recycling or disposal of waste			<p>There will be waste associated with delivery of catering via the proposed contract.</p>	<p>Recycling and plastic free initiatives are currently in place.</p> <p>Part of the existing and future contracts are in line with BCC's Good Food Catering Procurement which requires that an annually reviewed clear plan for reducing and minimising the environmental impact of food waste and associated waste from food packaging/disposables must be implemented and communicated to the public. These aspects will be retained as a minimum requirement under the new contract and tender specifications will include preferential scoring for providers that can ensure that no disposable plastics are used at any concession</p>

				<p>and that proactive waste reduction plans are included in the bids.</p> <p>Cafes are also registered refill points to help reduce plastic from water consumption, this provision will be retained and further promoted via specifications in the new contract tender.</p>
The appearance of the city?	Yes	+ive	Specifications in the new contract should result in reduced occurrence of litter in public spaces.	
Pollution to land, water, or air?	Yes	+ive	Specifications in the new contract should result in reduced occurrence of litter in public spaces.	
Wildlife and habitats?	Yes	+ive	Specifications in the new contract should result in reduced occurrence of litter in public spaces.	
Consulted with:				
Summary of impacts and Mitigation - <u>to go into the main Cabinet/ Council Report</u>				
<p>The significant impact of this proposal is the opportunity it provides to achieve improved environmental outcomes associated with the provision of food and drinks in council locations throughout the city. The opportunities are primarily around reducing carbon associated with provision of food by specifying that locally sourced and plant-based produce makes up the majority of the offering in all council owned concessions (aiming for at least 85% of provision/offering to meet these criteria is recommended). Furthermore there is an opportunity to significantly drive down the production of waste and end the use of single use plastics at these concessions, again through the design of tender specification.</p> <p>The proposals will ensure that the criteria above form part of the tender specification writing and scoring criteria.</p> <p>The net effects of the proposals will be positive if the mitigation measure detailed above are followed.</p>				
Checklist completed by:Ellen Hitchins				
Name:			Ellen Hitchins	

Dept.:	Property and Infrastructure
Extension:	
Date:	14/4/2023
Verified by Environmental Performance Team	Daniel Shelton 17.04.2023

Decision Pathway – Report

PURPOSE: Key decision

MEETING: Cabinet

DATE: 06 June 2023

TITLE	Our Families Programme (Children and Education)		
Ward(s)	All wards		
Author: Vanessa Wilson	Job title: Children and Education Transformation Director		
Cabinet lead: Cllr Craig Cheney - Deputy Mayor - City Economy, Finance and Performance	Executive Director lead: Abi Gbago - Executive Director Children & Education		
Proposal origin: BCC Staff			
Decision maker: Cabinet Member			
Decision forum: Cabinet			
Purpose of Report:			
<ol style="list-style-type: none"> 1. The report seeks approval to spend of up to £21.4m, to support the delivery of the four major transformation programmes. Within the £21.4m value, £7.4m has been previously agreed and specifically earmarked to the relevant programme or service areas in the 23/24 budget and up to £14.0m will be designated from within corporate held resources for 2023/24 and beyond. The delivery cost associated to the Our Families Programme to £4.78m of which £3.04m is specifically earmarked and £1.74m is new and requested from the corporately held resource. 2. Furthermore, to provide an overview of Our Families programme approach, objectives and delegate authorisation for further decision-making to procure and implement the required contracts to support the programme within the agreed scope, allocated budget, and within approved schemes of delegation. 			
Evidence Base:			
<ol style="list-style-type: none"> 1. Transformation Management Office <ol style="list-style-type: none"> 1.1 A transformation consulting partner will be procured to provide assurance and support delivery across the portfolio of four transformation programmes: Property Programme, Temporary Accommodation and Homelessness Programme, Children’s & Education Transformation Programme and Adult Social Care Transformation Programme. The Transformation Management Office will oversee the entire programme delivery to build confidence in benefit realisation, provide resilience and support interdependence across the programmes. 2. Programme objectives and outcomes <ol style="list-style-type: none"> 2.1 Children and Education services are operating in a complex and challenging environment, balancing the tension between delivering essential improvements and savings delivery. The urgency of change correlates to the current improvements required now and in the long-term, the financial position, performance across the directorate and the increasing demands on services. 2.2 Our Families Programme will design effective services with, and for, children, young people and families; and efficiency of delivery will improve as a result through a whole system change. There is a systemic relationship 			

between the programme areas because greater stability will not be achieved by focusing on one area alone.

2.3 The principles that underpin our delivery of change are:

- **Child focused:** ensuring that children, young persons and their families are at the heart of assessment and planning to deliver better outcomes;
- **Diverse:** ensuring that we recognise that every child, young person and their families have differing needs, and we seek to act fairly in a judgement we make;
- **Responsible:** working in an open collaborative way with families and partner agencies to find solutions to manage their differing needs and difficulties;
- **Enterprising:** creating the environment that promotes and encourages to be more commercial through stronger partnerships with our partners, agencies, communities, voluntary community sectors in a collaborative way to create solutions to deliver better outcomes at a lower cost;
- **Sustainable:** ensuring we work within our financial boundaries through a more strategic approach in our commissioning and delivery model. We want to redesign Children and Education to bring overall costs in line with the agreed budget by 2027/28. Current forecasts indicate a revenue base budget pressure in 23/24 of £4.395m on a £101m budget, in addition to the Medium Term Financial Plan (MTFP) savings of £2.687m. Dedicated Schools Grant (DSG) deficit carried forward to 23/24 of £39.7m.

2.4 By addressing the challenges through improvements, we can achieve more ideal outcomes and impact for our children, young people and families, whilst reducing our cost of services and avoiding future costs through various opportunities. Our programme will achieve this through a relentless focus on:

- understanding what 'good' looks like;
- understanding our pathway for children, young people, families and lifelong learning;
- understanding the impact and cost of everything we do;
- developing effective and dynamic relationships and using these to co-construct solutions;
- assessment, challenging what we do, research, analysis of the impact, decision making and risk management.

3. Programme scope and approach

3.1 The programme brings together all change activity within Children, Families, Safer Communities, Education and Skills. This includes work currently underway, which will be restructured into the programme to ensure strategic alignment and a single view of benefits, risks and issues. The scope being:

- **Directorate wide:** operating model; workforce talent management; demand management and early intervention and prevention, commissioning and partnerships; quality, improvement and performance; equality, diversity and inclusion; digital and technology;
- **Revenue specific projects:** Children's Services (Ofsted) Improvement Plan; Children's Enhanced Diagnostic; Home to School Travel; Family Hubs; ContrOCC; Transitions; Young People Supported Housing Provision; Single Commissioning Hub;
- **DSG specific projects:** DSG Deficit Mitigation Plan; Delivering Better Value in SEND; High Needs Block Recovery Plan; Belonging with SEND; Alternative Learning Provision Commissioning Framework, in addition Maintained Nursery Schools and Statutory SEND.

3.2 DSG workstream focuses on strengthening relationships between the schools, families, children, and the wider system creating fair, transparent, consistent and financially sustainable processes and commissioning. Furthermore, reduce the reliance on and placements in independent non-maintained schools (including out of authority) by increasing the availability and suitability of local provision. This will be underpinned by robust assurance and accountability through the Bristol Schools Forum, with an oversight through Our Families Programme governance. Should note:

- The High Needs Block Recovery Plan (with indicative mitigation proposals) endorsed by Bristol Schools

Forum;

- 6-week engagement process for proposed mitigations with school and family SEND stakeholders undertaken in 2022 and the analysis of engagement presented to Bristol Schools Forum in March 2023;
- Cabinet approval to apply and spend for Delivering Better Value in SEND granted in February 2023;
- The Specialist Provision is on track to deliver Mayoral Pledge by September 2024.

3.3 It is an opportunity for forward thinking and strengthening our multi-agency working and co-production, specifically the way we work and plans we prepare for children, young people and families. It also prepares the way for joint decision-making and actions around key initiatives such as Locality Working, Family Hubs, Early Help etc.

3.4 The programme is to review, develop and transform services and the way we work, ensuring we use our resources (human and financial) wisely on those things that will deliver the best outcomes for children, young people and families. It is not limited to operations, but includes everyone working in Children and Education, and as such will be identified as in scope of the programme with staff suitably engaged in helping to drive the programme forward. For this reason, work-streams will be set up to lead on the coordinated activities necessary to achieve the outcomes of this programme. Work-stream leads have the special opportunity to bring people together from across the services (including services outside of Children and Education) to share responsibility of implementing the Transformation Programme.

3.5 The programme seeks to undertake a whole system change:

Ref	We will know we have succeeded when...	High Level Outcomes
1	Delivered sustainable, long-term improvements to our services, including improved governance, quality assurance, compliance, practice and performance	<ol style="list-style-type: none"> 1. Culturally, children and young people are at the centre of everything we do; 2. Children’s Services Ofsted inspection moved from Requires Improvement to Good; 3. Strengthened our whole system work with the health system which impacts on SEND, Family Hubs and high-cost placements; 4. Consistent application of practice standards all cases evidence high quality assessments, plans and recording; 5. Early help services enable issues and problems to be identified as they emerge so that families receive the right support at the right time rather than after a crisis has occurred; 6. Improved performance visibility and management that provides members and senior officers with the right information at the right time to ensure effective decision making.
2	Secured better value for money through a balanced budget by addressing the drivers for the increase in spend and future-proofed the service against increasing demand	<ol style="list-style-type: none"> 1. Balanced budget, through reduction in internal and external delivery costs; 2. Delivered savings both in MTFP and additional savings identified through the programme; 3. Maximised our income opportunities; 4. Delivered sufficiency of high-quality placements within the local area, thus securing better outcomes for our children in their own communities; fewer children and young people are placed out of area; 5. Stopped doing things that do not contribute to our outcomes and priorities

3	Resources are deployed efficiently and effectively, with decisions on service development informed by insight, quality and cost analysis	<ol style="list-style-type: none"> 1. Resource is aligned to demand and priorities; 2. Business improvements and financial efficiencies are delivered through extended integration, reduction of duplication, streamlined systems and reporting; 3. Unit costs are reduced, and effective contract management is in place to ensure BCC gets what it pays for; 4. Being able to predict and measure impacts and interventions. Acting on real evidence not assumptions; 5. Using data, technology and analytics to prepare for the future.
4	Developed more effective working relationships with key stakeholders and partners	<ol style="list-style-type: none"> 1. Children and Education agendas fully embedded in the DNA of the council and in the approach of our city leadership; 2. Improved partnership response to incorporate emerging risks including child criminal exploitation and mental health; 3. Integrated collaborative service delivery with improved outcomes; 4. Strengthened data and insight sharing between Children, Education, Adult Social Care, Housing and Public Health in order to strengthen decision making and earlier intervention; 5. Collaborative working with our partners to better plan, predict and prevent events that affect our communities; 6. Equity of investment between partners to deliver improved outcomes
5	Strengthened the capacity and capability of our workforce - developing the workforce to deliver a children/young persons centred approach	<ol style="list-style-type: none"> 1. Bristol is an employer of choice and is where supportive leadership and outstanding work delivers satisfaction for our staff and our children/young persons and our wider relationships with partners and our communities; 2. Talent management framework providing a focus for investment in people to enable the best outcomes for the Children and Education services; 3. Strengthened our recruitment and retention of our workforce through a talent management framework - alternative models and approaches such as apprenticeships, international recruitment, social work academy; 4. Collaboration across organisational boundaries (internally and externally) in order to provide better services.

3.6 The change journey will be one of:

1. **Responding** – Delivery of our essential improvements and recommendations (Now)
2. **Strengthening** - Designing and developing a stronger strategic approach
3. **Embedding** - Delivering the approach and adapting it based on learning

3.7 There are three angles from which we are approaching the challenge:

1. DEMAND – tackling the number of children, young people and families that need our support and reducing the level of that need
2. SUPPLY – how we organise our resources and commission to respond to that demand and, within that
3. WORKFORCE – how we organise and support our staff to deliver the most effective and timely response to families.

3.8 In some areas of the programme, we have already identified and commenced delivery of the level of change anticipated, such as DSG workstream, Family Hubs, Home to School Travel, recruitment and retention initiatives etc.

3.9 The improvements needed to transform our services are not ‘business as usual’ and cannot be effectively delivered without additional funding for both resource and investment.

4. Programme timeline and critical milestones

4.1 The following is an indicative timeline of key milestones which will be refined over 2023/24 (enhance diagnostic recommendations, demand management review) and governed by Our Families Programme Board and Children and Education directorate:

	Milestone	Due Date
M1	MTFP Primary (23/24) interventions delivered	31/03/24 (ongoing)
M2	MTFP Secondary interventions delivered	31/03/25 (ongoing)
M3	Children’s Services (Ofsted) Improvement Action Plan signed off by Ofsted	30/06/23
M4	DBV Delivery Partner commissioned	30/06/23
M5	Family Hubs (x3) gone live	30/06/23
M6	High Needs Block recovery plan for noting by Cabinet	04/07/23
M7	Revenue Phase 2 programme savings validated	30/09/23
M8	Home to School Travel Options paper to Cabinet re own fleet	03/10/23
M9	Home to School Travel Policy (24/25) approved by Cabinet	05/12/23
M10	Review of SEND Statutory and Non-Statutory Element 3 Funding	05/12/23
M11	Employment and Skills Strategy	06/02/24
M12	New operating model Children and Education implemented	31/03/24
M13	Talent management framework implemented	31/03/24
M14	Single Commissioning Hub implemented	31/03/24
M15	Young People Supported Housing Pathway delivered	31/03/24 (ongoing)

M16	ASC /CSC Transitions model implemented	31/03/24 (ongoing)
M17	Revenue Phase 2 programme interventions delivered	31/03/28
M18	DSG Deficit Mitigations delivered	31/03/29

5. Programme financials

Savings target:

General Fund savings in scope of programme

5.1 23/24 pressures: £7.22m of which £2.687m MTFP savings and the remaining £4.395m pressure is currently unmitigated at this stage.

5.2 23/24 Confidence levels are:

5.2.1 Current confidence in delivery MTFP savings of £2.687m is **HIGH (80%)** based on the traction that has been made across the various projects/interventions.

Saving Description		2023/24 £000's
Foster Carer Recruitment and Retention	Third party	173
Social worker retention and recruitment	Third party	0
Bristol Children's Homes	Third party	300
Early Help in communities, including Children's Centres & Family Hubs	Staffing/ Third Party	300
Early Years: Family Information Website		15
Targeted Commissioning	Third Party	200
Short Breaks	Third Party	
Pooled Budgets	Third Party	100
Family Network	Staffing	0
Priority Intervention	Third Party	60
Home to School Travel	Transport/Third party	368
Total of New MTFP Savings		1,516
Review special guardianship order arrangements		461
Reduce spend by securing better value from services commissioned for Children and Young People		300
Review Early Help and Family Hub offer		200
Reduce contractual value of the council's commissioned youth services		200
Reduce spend on commissioning of external safeguarding reviewers		10
Previous MTFP Savings Impacting Current MTFP Savings		1,171
TOTAL MTFP SAVINGS 23/24		2,687

5.2.2 Current confidence in delivery of the budget pressure of £4.395m is **LOW (15%)** until will have completed our financial diagnostics, deep dives and proof of concepts to validate any additional opportunities.

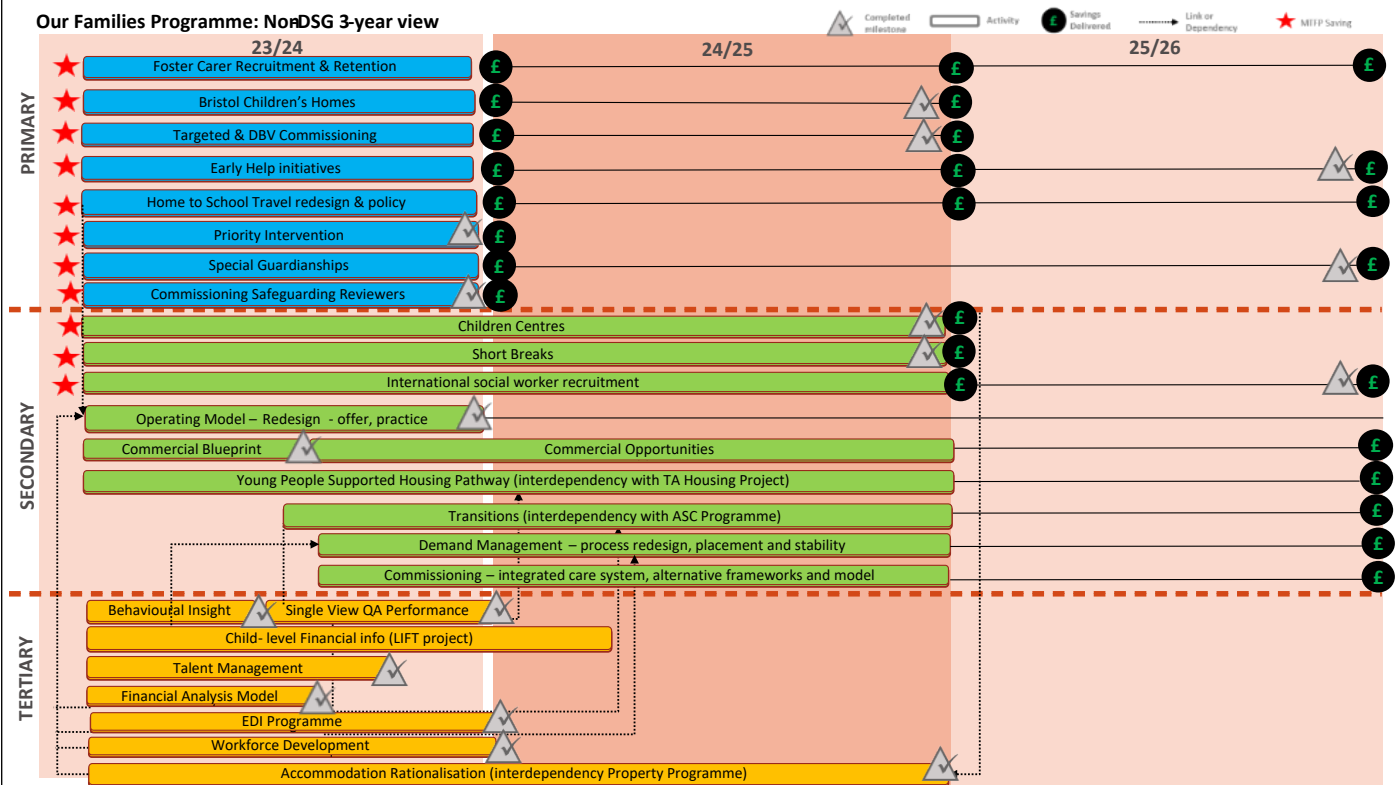
5.2.3 Initial opportunities in the pipeline: reduce costs on placement and provision of accommodation: transitions, supported housing young people pathway and dual registered provision for unaccompanied asylum seekers.

5.3 24/25 current confidence in delivery MTFP savings of £4.796m is **MEDIUM (75%)** based on the traction that has been made across the various projects/interventions at this point of time.

5.4 25/26 current confidence in delivery MTFP savings of £1.139m is **MEDIUM (75%)** based on the traction that has been made across the various projects/interventions at this point of time.

No General Fund services pressures outside of this programme.

5.5 Plan of delivery and benefits:



DSG deficit in scope of programme

5.6 The main financial challenge continues to be the High Needs block, which has an in-year overspend of £15.3m (cumulative deficit of £39.7m) resulting from increases in EHCP assessments and need; this is offset by an underspend of £0.9m in the Schools' block and £0.1m overspend on the other blocks. *If we don't mitigate the in-year deficits the cumulative deficit predicted position of £128m by 27/28.*

No DSG service pressures outside of this programme.

Cost of programme (with confidence levels):

5.7 The overall revenue investment needed to deliver the transformation programme for the next 3 years is **£10.567M of which £5.129m is already funded (grant, change reserve and previously approved corporate budget) and £5.438M is currently unfunded.**

5.7.1 Funded costs relate to Family Hubs (£3.5m), Home to School Travel (£0.8m), ContrOCC (£0.483m) and resource/investment costs for April, May and June 2023 (£0.346m).

5.7.2 Within the £5.438m unfunded is £1m associated to transitional costs.

5.8 The approval for early release of investment in the sum of £0.8m for Home to School Travel (HTST) was agreed by Delivery Executive on 27 January 2023 following a review of HTST during October to December 2022 to enable key areas of work to proceed pending Cabinet approval of the full investment. The early work includes:

- Commissioning a delivery partner to support the rapid redesign of HTST service, process redesign and new ways of working;

- A change in post-16 policy for 24/25 and the introduction of Independent Travel Training (ITT) for all applicable children from age 11+ ;
- Develop options for local transport delivery model, including development of our in-house vehicles;
- A technology appraisal and research into the current technology used by the team for various parts of the process and to consider other technology options that may provide a more suitable functionality to the HTST team, parents and carer and escort's needs, whilst optimising efficiencies throughout the service, improved and more accurate invoice and streamlining processes.

5.9 The approval of Change Reserve to implement a children and education finance module (ControOCC) integrated with the case management systems, improving financial view of a child was agreed by Corporate Leadership Board in June 2022.

5.10 The approval to spend the £3.5m for Family Hubs programme was granted by Cabinet on 6th September 2022. Department of Health and Social Care/Department for Education Family Hubs and Start for Life programme 2022-25 to improve family services through a single access point/ and front door to a range of universal and early help services - including co-located physical, virtual and outreach services. Providing an offer that meets the diverse needs of children and young people and their families across the 0-19 (up to 25) age range, recognising that a creative approach and collaborative work with families, children and young people is needed to make sure the offer is meaningful and connects with the wider development of our community-based services, including services for young people.

5.11 A breakdown of 23/24 General Fund Revenue costs

	Q1 £m	Q2 £m	Q3 £m	Q4 £m	TOTAL £m	Confidence
Resource	0.211	0.320	0.268	0.238	1.037	95% (High)
Investment	2.640	0.485	0.190	0.179	3.494	95% (High)
Transitional	-	-	-	0.250	0.250	95% (High)
TOTAL	2.851	0.805	0.458	0.667	4.781	
New Funding for approval	0.31	0.650	0.427	0.636	1.744	
Funded	2.820	0.155	0.031	0.031	3.037	

Funded – already approved:

- Family Hubs – Grant
- Home to School Travel – Corporate Budget
- ControOCC (financial payment system) – Change Reserve
- Resource/investment costs for April, May and June – Change Reserve

5.12 A breakdown of 3-year total General Fund Revenue costs:

	2023/2024 £m	2024/2025 £m	2025/2026 £m	TOTAL £m
Resource	1.037	1.055	0.398	2.490
Investment	3.494	2.851	0.732	7.077
Transitional	0.250	0.750	-	1.000
TOTAL	£4.781M	£4.656M	£1.130	10.567
Unfunded (£1.744M for approval)	1.744	2.564	1.130	5.438
Funded	3.037	2.092	-	5.129
Confidence	95% (High)	85% (High)	75% (Medium)	

5.13 A breakdown of DSG costs:

Spend	£,000
Belonging to SEND	928
DDM Programme costs	696
DBV in SEND	770
HNB Recovery Plan	152
Total Spend	2,546

- A1 Specialist Provision
- A2 Capital Investment in Existing Specialist Settings
- A3 Expansion of Supported Living (Project Rainbow)
- B1 Review of HNB Element 3 Non-Statutory 'top-up' funding
- B2 Needs Matrix for Non-Statutory 'top-up' Funding Application
- C4 Belonging with SEND Programme
- C5 Workforce Development Plan and Delivery
- C6 School Improvement Offer for SEND
- D2 Therapies Framework
- D3 ALP Commissioning Framework
- E1 Specialist Place Funding
- F1 Review of 18 to 25 EHCP top-up Funding
- A1B2 Review of Post-16 Out of Authority
- G2 Alternative Learning Provision

Total Funding:	3,528
Forecast Spend:	2,546
<i>Variance still to be planned (ring fenced to HNB)</i>	<i>982</i>

5.14 An outline of unfunded resources and investment across General Fund and DSG

Resources	Investment
<ul style="list-style-type: none"> • Programme Director • Strategic Programme Manager • Business analysts • Finance analyst • Programme Accountant • Programme Manager • Project support • HR support additional • Subject Matter Expert consultancy – Home to School Travel policy, Behavioural Insights and SEND EHCP process • Care Leaver apprentices • Contingency for backfill • Senior Project Manager • Business Change coordinator • Contingency for urgent change • Data and Insight Business Partner • Data analyst • Communication and engagement support • Delivery Partner x2 – Home to School Travel and Delivering Better Value • Digital delivery partner • Fleet capital Project Manager 	<ul style="list-style-type: none"> • Pilot for safer families • Domestic abuse practitioners • Transitional costs for staff • One off market supplement payment to hard-to-recruit front-line social worker roles • International Social Worker recruitment scheme • Social Worker bursaries • Apprenticeships scheme - Social Workers

Funding sources for 23/24:

5.15 A breakdown of General Fund Revenue sources 2023/24

General Fund Revenue Source	Description	Value of Fund
Grant	Family Hubs	£3.5m
Change Reserve	ControOCC	£0.483m
Change Reserve	Programme resource April/May/June 2023	£0.346m
Approved Corporate Budget	Home to School Travel	£0.8m
New funding for approval – see finance comments	Resources and Investments currently unfunded	£1.744m

4.16 A breakdown of DSG Funding Sources

	Funding Sources	£,000
DDMPFS-01	DSG HNB CF 2022-23	928
DDMPFS-02	DSG HNB 2023-24	1,600
DDMPFS-03	DBV in SEND	1,000
	Total Funding Source	3,528

Cabinet Member / Officer Recommendations:

That Cabinet provide the following collective approval across the four transformation programmes: Property Programme, Temporary Accommodation and Homelessness Programme, Children’s & Education Transformation Programme and Adult Social Care Transformation Programme to:

1. Approve spend of up to £21.4m (for the four corporate transformation programmes), of which £14.0m will be designated from within corporate held resources as outlined in the finance commentary.
2. Authorise the Chief Executive in consultation with the Director of Finance and Deputy Mayor for Finance, Governance and Performance to take all steps required to procure and award a contract for a transformation consulting partner (which may be above the key decision threshold and subject to an urgent decision with a retrospective report to Cabinet) to provide oversight and assurance and support delivery across the portfolio of four transformation programmes.

Cabinet recommendations specific to the Our Families Programme:

That Cabinet:

3. Endorses Our Families programme approach, objectives, investment and saving priorities as set out in this report;
4. Approves of spend up to £4.78m to support the delivery of the Our Families Programme of which £1.74m will be initial drawdown from the £14m and £3.04m will be fund from other resources.
5. Authorises the Executive Director for Children and Education in consultation with the Cabinet Member Children, Education and Equalities to take all steps required to procure and award the contracts (which may be above the key decision threshold) to support the programme within the agreed scope, allocated budget and approved schemes of delegation as outlined in this report;
6. Authorises the Executive Director of Children and Education to invoke any subsequent extensions/variations specifically defined any contract(s) being awarded, up to the maximum budget envelope;
7. Authorises the Head of Strategic Procurement & Supplier Relations to approve appropriate procurement routes to market where these are not yet fully defined in this report, or if changes to procurement routes are subsequently required;
8. Note the total revenue costs of the Children’s & Education (Our Families) programme for 23/24 of £4.781m

of which £3.037m is already funded through grants and change reserve for Family Hubs, ControOCC, Home to School Travel;

9. Notes the total costs of DSG deficit mitigations of £2.6M to date, grant fund of £3.5m;
10. Notes the ambition of Our Families programme to deliver DSG deficit mitigations, MTFP savings and stretch savings to mitigate against budget pressures;
11. Notes that we will be consulting in September 2023 for 6-weeks on the options generated from the procured partner within DSG workstream 2 of the Delivering Better Value project;
12. Notes that a further report will be brought to Cabinet (for information) in July 2023 on the High Needs Block Recovery Plan;
13. Notes that further report will be brought to Cabinet in December 2023 regards to the Review of SEND Statutory and Non-Statutory Element 3 Funding;
14. Notes that further report will be brought to Cabinet in December 2023 to seek approval for proposed changes in post-16 policy for 24/25 and the introduction of Independent Travel Training (ITT) for all applicable children from age 11+ following public consultation between August and September 2023.

Corporate Strategy alignment:

Theme 1: of the Corporate Strategy 2022-27 is Children and Young People with the top-level aim of achieving “**a city where every child belongs and every child gets the best start in life, whatever circumstances they were born in to**”.

Our Families Programme seeks to deliver against the following priorities in the theme:

Child friendly city

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

Supported to thrive

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

Intergenerational equality

Lead city-wide approaches to tackling the root causes of structural inequality, breaking cycles of disadvantage, poverty, and trauma across generations to improve health and life opportunities.

This is supported by the Belonging Strategy. The over-arching vision of the strategy is supported by four pillars which will deliver on the intentions of the Bristol One City Plan, the Bristol Corporate Parenting Strategy, the Bristol Children’s Charter and the Bristol Equality Charter

The Four Pillars are:

- Belonging from the Beginning
- Belonging in Families
- Belonging in Education
- Belonging in the Community

The programme contributes to the **Health and Wellbeing Strategy** working with communities, children, young people and families, schools, early years which in turn impacts on strengthening our demand management.

Furthermore, the programme contributes to the Children’s Services (Ofsted) improvement action plan.

We also want every adult in Bristol to care passionately about children and young people and express that through relationships, community, and business life.

This vision and the supporting strategies and plan that underpin it are testament to the ambition, commitment and drive of the Council’s Political Leadership who have approved and endorsed them.

Our members demonstrate leadership through the various governance and partnership bodies on which they serve,

actively supporting and encouraging our staff, local partners and wider stakeholders to help us in the delivery of our continuous improvement and the growth and development of our city as one where young people thrive and are included.

City Benefits:

The premise of the programme will design effective services with, and for, children, young people, and families; and efficiency of delivery will improve as a result through a whole system change. This change will deliver improved outcomes and inclusion for all, for our children, young people, and families whilst in return deliver financial sustainability for the future.

Consultation Details:

There has been an extended period of engagement with staff, partners and stakeholders across the organisation and will be continued during the lifecycle of the programme.

As the programme progresses, we will be seeking further views of those affected by workforce change proposals with reference to their protected characteristics, as well as other factors such as whether staff members have dependent children or caring responsibilities. We will also seek the views of groups that champion the rights of people from protected groups. These include our internal Staff-led groups, Trade Unions and Community and Voluntary organisations.

Formal consultation with staff is planned in the Autumn 2023 with regards to any proposed changes to the operating model for Children and Education. An EQIA will be completed as part of the management of change process.

Planned engagement beyond the organisation has started, for example parent/carers forum, City Leap, and will continue where relevant such as policy change, alternative delivery model or offer. The proposals of our programme formed part of the budget discussions with the Mayor, Cabinet and the council’s senior leadership team and subsequently were included in the Budget Consultation 23/24. Formal public consultation will take place between August and September 2023 in relation to Home to School Travel post-16 policy for 24/25 and the introduction of Independent Travel Training (ITT) for all applicable children from age 11+.

1. Programme transformation board: 19/04/23; 24/05/23
2. Lead Cabinet member: 19/04/23; 15/05/23; 24/05/23
3. CLB: 18/04/23; 02/05/23; 09/05/23; 16/05/23

Once the additional savings to manage the 23/24 pressure are confirmed and validated EQIAs will then be completed.

Background Documents:

1. [Our Belonging Strategy](#)
2. [Bristol Children Charter](#)
3. [Belonging in Education](#)
4. [Belonging in Families](#)
5. [Belonging in the Community](#)
6. [Public Pack Equalities Impact Assessments for 23/24 Budget Agenda](#)

Revenue Cost	2023/24 £4.781 of which £1.744 is unfunded. 2023/24-27 £10.567m of which	Source of Revenue Funding	£3.5m - Grant Funding (Family Hubs) Change Reserve – (ControOCC) Corporate Budget (Home to School Travel) Further fundings as set out in finance comments below
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	£5.129m is funded. The remaining £5.438m is unfunded		
Capital Cost	£0 (at this stage)	Source of Capital Funding	NA
One off cost <input checked="" type="checkbox"/>	Ongoing cost <input checked="" type="checkbox"/>	Saving Proposal <input checked="" type="checkbox"/>	Income generation proposal <input type="checkbox"/>

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

1. Finance Advice:

This report seeks the approval of spend up to £14m, in addition to specifically funded elements of the programmes amounting to £7.4m, to support the delivery of the major transformation programmes: Property Programme, Temporary Accommodation and Homelessness Programme, Children’s & Education Transformation Programme and Adult Social Care Transformation Programme. This is with the overall aim to contain service need within a sustainable envelope whilst achieving the savings targets required.

This paper specifically addresses the Children & Education (Our Families) transformation programme, which has a recurrent savings delivery target of £2.831m (including saving carried forward from previous years).

The programme outlines costs to deliver of £4.781 based on current assessment, however as the work develops this could be subject to change within the bounds of the overall funding.

There is £3.037m confirmed specific funding identified against this programme, which is funded through a combination of specific grants, reserves and capital allocations, which leaves a residual of £1.744m to be funded through corporate initiatives.

Where business cases require development these will be progressed in line with the delegations outlined in this report, with the expectation that they are managed within the envelop of funding identified for the overall transformation programme.

Overall the first phase of the work on the top-4 programmes are expected to cost a total of £18.3m, which includes a transformation management office to oversee the entire programme delivery, with £7.4m of funding specifically aligned earmarked funding streams to those programmes. The remaining £11m and further works from latter phases for 2023/24 and beyond is to be managed through a combination of funds totalling £14m as follows:

Funding Source	£m
General Fund Reserves	1.0
Release of accelerated payment of pensions	1.0
Release of service budgets as a result of increased external income	2.0
Flexible use of Capital Receipts*	10.0
Total	14.0

** Flexible use of capital receipts remains subject to availability and requires disposals to meet the overall target of £36m to fund both the capital programme and the transformation £10m in the table above.*

Delivery of the savings targets attached to this programme are critical to enable delivery against the budget as set by Council in February 2023, rigorous monitoring of savings, costs to deliver and achievement of capital receipts will therefore be required.

Finance Business Partner: Andrew Osei, Finance Business Partner 24 May 2023

2. Legal Advice: The procurement process must be conducted in line with the 2015 Procurement Regulations and the

Councils own procurement rules. Legal services will advise and assist officers with regard to the conduct of the procurement process and the resulting contractual arrangements.

Once consultation has taken place, the consultation responses must be conscientiously taken into account by Cabinet when taking its decision to consider and approve the proposals as outlined in the report. The leading cases on consultation provide that: -

- Consultation should occur when proposals are at a formative stage;
- Consultations should give sufficient reasons for any proposal to permit intelligent consideration;
- Consultations should allow adequate time for consideration and response;

There must be clear evidence that the decision maker has considered the consultation responses, or a summary of them, before taking its decision.

Legal Team Leader: Husinara Jones, Team Manager/Solicitor 16 May 2023

3. Implications on IT: IT will provide architectural and technical professional services, working in collaboration with BCC Change Services, Business SME's, BCC Data Insights teams, delivery partners and suppliers to:

- I. Provide overall EA architectural governance.
- II. Deploy ContrOCC (Childrens) solution.
- III. Identify and evaluate 'public facing' digital solutions that align with BCC Digital strategy
- IV. Identify and evaluate a replacement Home to School transport solution.
- V. Identify and evaluate options for a Commissioning solution.
- VI. Identify and facilitate financial integrations

IT Team Leader: Dave Morton, Senior Solution Architect 18 May 2023

4. HR Advice: The report is seeking endorsement for the Our Families programme approach, objectives, investment and saving priorities and the proposed programme will be far-reaching across the directorate. There will be significant workforce implications once the new operating model is designed, it will then need full consultation with staff and their representatives on the specific implications for our employees. All appropriate Bristol City Council policies will be applied and we will ensure redeployment is sought for all employees at risk of redundancy where possible to retain the skills and knowledge within the council.

HR Partner: Lorna Laing, HR Business Partner 16 May 2023

EDM Sign-off	Abi Gbago, Executive Director Children's and Education	15 May 2023
Cabinet Member sign-off	Cllr Craig Cheney Deputy Mayor City Economy, Finance and Performance	24 May 2023
For Key Decisions - Mayor's Office sign-off	Mayor's Office	25 May 2023

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

Appendix I – Exempt Information	NO
Appendix J – HR advice	NO
Appendix K – ICT	NO
Appendix L – Procurement	NO



Title: Our Families Programme	
<input checked="" type="checkbox"/> Policy <input checked="" type="checkbox"/> Strategy <input checked="" type="checkbox"/> Function <input checked="" type="checkbox"/> Service <input type="checkbox"/> Other [please state]	<input checked="" type="checkbox"/> New <input type="checkbox"/> Already exists / review <input type="checkbox"/> Changing
Directorate: Children and Education	Lead Officer name: Vanessa Wilson
Service Area: All Services	Lead Officer role: Children and Education Transformation Director

Step 1: What do we want to do?

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

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

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

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

Our Families Programme will design effective services with, and for, children and families; and efficiency of delivery will improve as a result through a whole system change.

The programme is to review, develop and change services and the way we work ensuring we use our resources (human and financial) wisely on those things that will deliver the best outcomes for children, young people and families. It is not limited to service operations but includes everyone working in Children and Education and as such will be identified as in scope of the programme with staff suitably engaged in helping to drive the programme forward.

Our intended aims:

- Deliver sustainable, long-term improvements to our services, including improved governance, quality assurance, compliance, practice and performance
- Secure better value for money through a balanced budget by addressing the drivers for the increase in spend and future-proofed the service against increasing demand
- Resources are deployed efficiently and effectively, with decisions on service development informed by insight, quality and cost analysis
- Developed more effective working relationships with our service users, schools, key stakeholders and partners
- Strengthened the capacity and capability of our workforce, developing the workforce to deliver a service that puts children, young people and families at the centre of everything we do

The principles that underpin our delivery of change being:

- Child focused: ensuring that children, young persons, and their families are at the heart of assessment and planning to deliver better outcomes

- **Diverse:** ensuring that we recognise that every child, young persons, and their families have differing needs, and we seek to act fairly in a decision we make taking into consideration equality, diversity and inclusion
- **Responsible:** working in an open systemic way with families and partner agencies to find solutions to manage their differing needs and difficulties
- **Enterprising:** creating the environment that promotes and encourages to be more commercial through stronger partnerships with our partners, agencies, communities, VCS in a systemic way to create solutions to deliver better outcomes at a lower cost
- **Sustainable:** ensuring we work within our financial boundaries through a more strategic approach in our commissioning and delivery model.

This Equality Impact Assessment relates to the overall Our Families programme approach, objectives, investment and saving priorities. Some in-scope projects already have separate EqIAs which will continue to be updated on an ongoing basis. Other strands such as proposed changes in post-16 policy for 2024-25 and the introduction of Independent Travel Training (ITT) for all applicable children from age 11+ will be subject to separate decision making and consideration of equalities impacts following public consultation.

1.2 Who will the proposal have the potential to affect?

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

1.3 Will the proposal have an equality impact?

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

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

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

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

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

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

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

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

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

Data/Evidence Source [Include a reference where known]	Summary of what this tells us																														
Census 2021 Bristol Census Data Profiles: Power BI Bristol Census Dashboard Power BI	The Census details the demographic profile of Bristol – including differences by protected and other relevant characteristics and circumstances such as deprivation, and housing tenure etc.																														
The population of Bristol Bristol Key Facts 2022	Updated annually. The report brings together statistics on the current estimated population of Bristol, recent trends in population, future projections and looks at the key characteristics of the people living in Bristol.																														
Ward profile data (bristol.gov.uk)	The Ward Profiles provide a range of data sets, including population, life expectancy, health and education disparities etc. for each of Bristol’s electoral wards.																														
Bristol Quality of Life Survey	<p>The Quality of Life (QoL) survey is an annual randomised sample survey of the Bristol population. In brief, the most recent QoL survey indicated that inequality and deprivation continue to affect people’s experience in almost every element measured by the survey.</p> <p>The Quality of Life data dashboard highlights those indicators, wards and equality and demographic groups which are better or worse than the Bristol average. For example there are significant disparities based on people’s characteristics and circumstances in the extent to which they find it difficult to manage financially:</p> <table border="1" data-bbox="459 1424 1473 2112"> <thead> <tr> <th data-bbox="467 1424 911 1469">Indicator</th> <th data-bbox="919 1424 1465 1469">% who find it difficult to manage financially</th> </tr> </thead> <tbody> <tr> <td data-bbox="467 1473 911 1518">Bristol Average</td> <td data-bbox="919 1473 1465 1518">10.2</td> </tr> <tr> <td data-bbox="467 1523 911 1563">Most Deprived 10%</td> <td data-bbox="919 1523 1465 1563">17.5</td> </tr> <tr> <td data-bbox="467 1568 911 1608">16 to 24 years</td> <td data-bbox="919 1568 1465 1608">18.5</td> </tr> <tr> <td data-bbox="467 1612 911 1653">50 years and older</td> <td data-bbox="919 1612 1465 1653">7.8</td> </tr> <tr> <td data-bbox="467 1657 911 1697">65 years and older</td> <td data-bbox="919 1657 1465 1697">5.4</td> </tr> <tr> <td data-bbox="467 1702 911 1742">Disabled</td> <td data-bbox="919 1702 1465 1742">25.7</td> </tr> <tr> <td data-bbox="467 1747 911 1787">Black, Asian and minoritised ethnic</td> <td data-bbox="919 1747 1465 1787">22.3</td> </tr> <tr> <td data-bbox="467 1792 911 1832">Asian/Asian British</td> <td data-bbox="919 1792 1465 1832">19.7</td> </tr> <tr> <td data-bbox="467 1836 911 1877">Black/Black British</td> <td data-bbox="919 1836 1465 1877">27.0</td> </tr> <tr> <td data-bbox="467 1881 911 1921">Mixed/Multiple ethnic groups</td> <td data-bbox="919 1881 1465 1921">20.0</td> </tr> <tr> <td data-bbox="467 1926 911 1966">White</td> <td data-bbox="919 1926 1465 1966">8.7</td> </tr> <tr> <td data-bbox="467 1971 911 2011">White British</td> <td data-bbox="919 1971 1465 2011">7.9</td> </tr> <tr> <td data-bbox="467 2016 911 2056">White Minority Ethnic</td> <td data-bbox="919 2016 1465 2056">14.7</td> </tr> <tr> <td data-bbox="467 2060 911 2112">Female</td> <td data-bbox="919 2060 1465 2112">10.0</td> </tr> </tbody> </table>	Indicator	% who find it difficult to manage financially	Bristol Average	10.2	Most Deprived 10%	17.5	16 to 24 years	18.5	50 years and older	7.8	65 years and older	5.4	Disabled	25.7	Black, Asian and minoritised ethnic	22.3	Asian/Asian British	19.7	Black/Black British	27.0	Mixed/Multiple ethnic groups	20.0	White	8.7	White British	7.9	White Minority Ethnic	14.7	Female	10.0
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Male	10.3
Christian	9.6
Other religion	19.5
No religion or faith	9.1
LGB+	14.4
No qualifications	13.7
Degree qualification	8.2
Non degree qualifications	14.2
Full-time Carers	21.2
Part-time carer	13.5
All Carers	15.7
Owner Occupier	5.5
Rented from housing association	21.3
Rented from private landlord	19.2
Rented from the council	25.9
Single parent household	23.0
Two parent household	9.4
All Parents	11.0

Quality of Life Survey 2022-23

Joint Strategic Needs Assessment (JSNA)

JSNA Health and Wellbeing Profile 2022/23 Children’s Social Care

The Joint Strategic Needs Assessment reports on the health and wellbeing needs of the people of Bristol. It brings together detailed information on local health and wellbeing needs and looks ahead at emerging challenges and projected future needs. The JSNA is used to provide a comprehensive picture of the health and wellbeing needs of Bristol (now and in the future); inform decisions about how we design, commission and deliver services, and also about how the urban environment is planned and managed; improve and protect health and wellbeing outcomes across the city while reducing health inequalities; and provide partner organisations with information on the changing health and wellbeing needs of Bristol, at a local level, to support better service delivery.

Children may become involved with Social Care for a variety of reasons, but the proportion who have a primary category of abuse and neglect, especially among looked after children, is considerably higher than those who have other primary categories.

HR Analytics: Power BI reports (sharepoint.com) [internal link only]

The Workforce Diversity Report shows statistics for Headcount, Sickness, Starters and Leavers data. The report is updated once a month with data as at the end of the previous month. It excludes data for locally managed schools/nurseries, councillors, casual, seasonal and external agency employees. The report is based on the sensitive information that staff add to Employee Self Service on iTrent (ESS).

Summary of Children Services and Education and Skills division workforce diversity data 31 March 2023:

	Children's Services	Education and Skills	BCC Headcount %	Bristol population (16-64) %
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16 - 29	17.4%	6.9%	10.9%	39%
30 - 39	30.4%	18.9%	21.0%	24%
40 - 49	25.6%	23.6%	24.0%	16%
50 - 64	25.0%	45.6%	40.4%	21%
65 +	1.5%	5.0%	3.5%	-
Disabled	7.0%	6.1%	9.0%	12%
Not Disabled	63.8%	57.6%	68.8%	88%
Prefer not to state Disability	2.4%	5.3%	3.1%	-
Unknown Disability	26.8%	31.0%	19.1%	-
Asian or Asian British	1.8%	2.1%	2.8%	6.6%
Black or Black British	5.0%	6.6%	5.4%	5.9%
Mixed Ethnicity	4.6%	2.1%	3.5%	4.5%
Other Ethnic Groups	0.6%	0.2%	0.5%	1.9%
White	79.1%	69.3%	79.5%	81.1%
Prefer not to state Ethnicity	0.9%	1.8%	1.5%	-
Unknown Ethnicity	7.9%	18.0%	6.8%	-
Female	80.4%	80.1%	60.0%	49%
Male	19.2%	19.3%	39.2%	51%
I use another term	0.2%	0.5%	0.2%	-
Prefer not to say	0.1%	0.2%	0.5%	-
Civil Partnership	0.1%	0.5%	0.3%	-
Declared Partnership	0.2%	0.2%	0.3%	-
Divorced	1.1%	1.3%	1.3%	-
Married	15.5%	17.7%	15.6%	-
Partner	8.8%	6.6%	6.1%	-
Single	15.4%	8.8%	11.6%	-
Widowed	0.1%	0.2%	0.2%	-
Prefer not to state Marital Status	2.0%	1.0%	1.9%	-
Unknown Marital Status	56.7%	63.9%	62.9%	-
Christian	22.4%	24.1%	26.7%	32.2%
Other religion or belief	5.6%	7.4%	6.3%	9.7%
No religion or belief	49.2%	32.4%	41.6%	37.4%
Prefer not to state Religion	13.6%	18.1%	17.8%	8.12%

Unknown Religion	9.1%	18.0%	7.6%	-
LGB+	8.4%	4.5%	6.0%	6.1%
Heterosexual	69.6%	61.8%	70.3%	-
Prefer not to state Sexual Orientation	13.9%	16.5%	16.7%	-
Unknown Sexual Orientation	8.1%	17.2%	6.9%	-
Trans Person	-	-	0.1%	0.83%
Not Trans Person	-	-	40.5%	-
Prefer not to state Trans	-	-	1.0%	-
Unknown Trans	54.8%	65.3%	58.3%	-

Bristol One City: Cost of Living Crisis – Bristol’s One City approach to supporting citizens and communities (Oct 2022)

Cost of Living Risk Index (arcgis.com)

The rising cost of living is not impacting on everyone equally. People who are already experiencing inequity and poverty will be disproportionately impacted:

- **People on the lowest incomes** - will have less available income but also pay more for the same services. For example, people unable to pay their bills by Direct Debit and those borrowing money are subject to higher costs and interest rates. This is what anti-poverty campaign group Fair by Design has referred to as a Poverty Premium
- **Households with pre-payment energy meters** - households with pre-payment meters often pay above-average costs for their fuel. They will face a significant rise in their monthly bills in autumn and winter with increased energy usage as they do not benefit from the “smoothing” effect of Direct Debits, which spread usage costs evenly across the year
- **Parents and young families** – parents of young children are more likely to seek credit and alternative support as they are less able, on average, to afford an unexpected expense. Single parents will be disproportionately affected; and one in four single parents find it difficult to manage financially (28.6%).
- **Disabled people** – just under half of all people in poverty in the UK are Disabled people or someone living with a Disabled person. Disabled people have higher living costs, and tend to pay more for their heating, travel, food/diet, prescription payments, and specialist equipment. It is estimated that UK households that include Disabled children pay on average £600 more for their energy bills than an average household
- **Black and minoritised ethnic people** – A higher proportion of Black and minoritised ethnic groups reported finding it difficult to manage financially (14.9%). The Social Metrics Commission found that almost half of people living in a family in the UK where the head of the household is Black are in poverty. Age UK report that poverty among older Black and minoritised ethnic groups is twice as high as for White pensioners
- **People in rented accommodation** – it is estimated that 69% of low-income private renters in England will be forced to go without food and heating at least one day per week to meet rising housing and living cost. Almost three in ten homes in Bristol are privately rented

	<ul style="list-style-type: none"> • Underserved populations - It is likely that populations that are not typically well represented in data and research are likely to also face increased risk from rising cost of living. For example, refugees and asylum seekers, people experiencing homelessness, and Gypsy/Roma/Traveller groups. • Cost of Living Risk Index (October 2022) identified Lawrence Hill, Hartcliffe & Withywood, Filwood, Lockleaze, Ashley, Southmead, Easton, Avonmouth & Lawrence Weston, Hillfields and Eastville as neighbourhoods in Bristol more at risk of the impact of the cost of living crisis.
School Census Data	Insight into the numbers/proportion of young people in Bristol, including those with an Education, Health and Care Plan (EHCP) in different educational settings by characteristic.
Additional comments:	

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

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

2.3 Are there any gaps in the evidence base?

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

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

Although our corporate approach is to collect diversity monitoring for all relevant characteristics, there are gaps in the available local diversity data for some characteristics, especially where this has not always historically been included in census and statutory reporting e.g. for sexual orientation.

We acknowledge that there are gaps in our knowledge about the future demands on children and education services as it affects a range of equalities groups and will be looking to improve the range of equalities data we gather, both as a local authority and through the services we commission.

Workforce diversity data is available but is not 100% accurate as some staff have opted not to share or data is unknown, especially around Disability. Due to data protection diversity information is redacted at a smaller team level.

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

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

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

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

Elements of the programme are associated to the budget proposals 23/24. Public consultation was undertaken between Friday 11 November and Friday 23 December. The consultation set out all the savings proposals we had identified to produce a balanced budget in the context of reduced available funding and increasing financial pressures. The budget consultation responses were considered when developing our final proposals that was put to the Cabinet and a meeting of Full Council for approval in March 23.

Following the setting of the overall budget envelope there has been extensive engagement, consultation and co-design with affected communities on particular proposals within our programme which will inform future decision making prior to implementation.

Engagement on DSG Mitigation Plan was undertaken during September 22 and the responses of that engagement were presented to the Schools Forum. The responses were considered when developing our final proposals.

Workforce engagement has commenced through workshops, all staff meetings, task groups, service meetings and will continue during the lifecycle of the programme.

2.5 How will engagement with stakeholders continue?

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

Consultation activities will be targeted at a workstream level and will include:

- Staff consultation (e.g. for in-house services transformation)
- Provider engagement and consultation in relation to commissioning activity
- Co-design with partners
- Consultation with Trade Unions

Additionally, a cross cutting theme will lead on engagement of children, young people, and their families.

Representative groups of service users will be invited to share their views on services they have received. These views will be used to shape interventions within the programme and will help to ensure that changes to services will deliver improved outcomes for service users.

There will be engagement, consultation and co-design with affected communities on particular proposals which will inform future decision making prior to implementation. Our approach to public engagement and consultation will proactively target under-represented respondents to increase the participation of people from equality groups and their local representative organisations. This will help to ensure that our services and actions are informed by the views and needs of all our citizens.

Each team within the directorate will have a Change Champion. They will form the staff reference group and will also contribute to the programme. They will also be expected to communicate programme developments back to their peers within their teams. This will help to embed changes and potential new ways of working into the directorate.

Step 3: Who might the proposal impact?

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

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

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

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

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

Potential service user impacts:

Young People

- Proposals to review services in order to improve efficiency, align payments and make savings in commissioned services for children and young people may reduce the focus on providing accessible and flexible services unless revised specifications have an explicit equality and inclusion focus. In addition to the direct impact of our proposals there may be a disproportionate cumulative impact for children and young people from various budget proposals where there are existing disparities in access and inclusion related to e.g. accommodation, digital services etc

Disabled people

- Where proposals will explicitly address the needs of Disabled people we should consider whether any savings proposals, which aim to reduce or introduce new charges for services particularly benefiting Disabled people, might reduce our public sector equality duty to advance equality of opportunity.
- Where there are proposals to make general savings and efficiencies to services and better use of technology, we must ensure that our capacity to make anticipatory and responsive reasonable adjustments for Disabled people is not reduced. We will ensure that those who require resources in alternative formats or who need phone or face-to-face support can still access it. We will involve Disabled users in testing new technology to make sure accessibility features are effective.

Accommodation

- Where proposals aim to reduce our accommodation costs for young people, care leavers and seek alternative accommodation through housing pathway and repurposing existing properties (including sites not previously being used for accommodation) we need to ensure that homes are safe, accessible/adaptable, culturally appropriate and near support networks, with a sufficient range of properties to meet differing needs including for our young people, care leavers and unaccompanied asylum seeking children and leaving care. This is also true of proposals to increase in-house Children's Home Provision. We must also ensure that we have sufficient officer capacity to quality assure agreements with third parties helping us achieve this

Quality of Life

- We will ensure that service redesign is informed by meaningful consultation, comprehensive needs analysis and equality impact assessment that includes consideration of the changing landscape of external specialist provision.
- For savings proposals which aim to streamline third party spend by working with a smaller range of providers or a single strategic partner we will ensure that commissioning arrangements promote the delivery of inclusive, accessible and culturally competent services to meet the diverse needs of Bristol's citizens, and that specialist provision is retained where needed.

Significant Financial Pressures

- Children and Education services are operating in a complex and challenging environment, balancing the tension between delivering essential improvements and savings delivery. The urgency of change correlates to the current improvements required now and in the long-term, the financial position, performance across the directorate and the increasing demands on services.
- The consequence of doing nothing would mean non-delivery of improvements and efficiency of delivery to mitigate the pressures long-term which would have a detrimental impact on the overall council budget.
- We are in a significant period of financial pressure, with significant challenging in being able to meet all our statutory duties within a balanced budget. As a local authority these responsibilities include ensuring, so far as reasonably practicable, sufficient provision of specific services within the area to meet the needs of our duty of care for children's services and education.
- In developing our proposals to mitigate our pressures and bring in a balanced budget we will prioritise statutory over discretionary services. However, some approaches such as the dedicated school grant extension are not sustainable as long-term solutions.

Income Generation

- Where we have proposals to charge clients, partners or citizens for goods or services, we may do so at the kind of market rates that you'd expect from a private business and reducing subsidies by other taxpayers.
- We may seek to secure more grants and external funding for services and activities, and collect debts which are owed to us ethically, but more effectively. Increasing business-to-business charges for goods/services may have a disproportionate impact on small businesses and the local voluntary and community sector for minoritised ethnic led organisations, and for those who support equalities groups.
- We will consider the impact of users on a case-by-case basis, promote initiatives which address lack of equity, and provide discretionary concessions for external equalities-led stakeholder organisations where appropriate.

Digital transformation

- There are proposals which aim to make more use of digital technology to help remove or reduce costs.
- Through more use of digital technology, we can be more efficient and effective, whilst improving outcomes by targeting services to those who need them and addressing digital exclusion - those who can't access digital services or find using them difficult or unaffordable.
- Some groups in Bristol are much less likely to feel comfortable using digital technology, including disabled people, carers, those living in Council accommodation and in the most deprived areas of the city.
- We will continue to invest in making our digital services more accessible and ensure there are always alternatives for those that need them. The council is using innovative ideas to address

digital exclusion and the efficiencies gained through prioritising digital services can be used to provide better face to face or alternative services.

The Dedicated Schools Grant

- The Dedicated Schools Grant comes from UK government and can only be used to pay for schools and education services for children and young people in Bristol. The Early Years Block within this is used to fund free nursery and pre-school hours for three and four-year olds and for two-year-olds from households with low incomes. The High Needs Block is dedicated funding for children and young people with special educational needs and disabilities (SEND) or for those who need alternative provision, such as Pupil Referral.
- There is an increasing demand for Education, Health and Care Plans and special educational needs provision. The provisional uplift applied to the High Needs Block is 5% but based on the historic deficits and current trends, this will not be sufficient for the funding needs within the High Needs Block.
- A Mitigation Plan has been developed that includes a range of deficit mitigation measures and identifies further work required to ensure sustainability in education funding.

Information Poverty

- Some citizens and service users in Bristol experience additional inequality because of barriers to accessing and understanding information about the help and resources available to them. As well as the issues identified above with digital information, this can be because of language barriers (including for British Sign Language users), because of learning difficulties and/or neurodivergence, because of poorly developed information infrastructure, or simply because information is not available or well communicated.
- Where our proposals lead to significant changes to delivery we need to ensure that we communicate information about this in a range of inclusive and accessible formats, making sure that communication is clear, concise and unambiguous; and setting out timescales to give sufficient advance notice.

Potential workforce impacts:

Whilst at this stage we do not yet have detailed workforce change proposals as these are subject to further review and recommendations, we are aware that workforce changes can disproportionately affect employees with particular protected characteristics, and therefore we will seek to mitigate impacts through for example:

- Any subsequent proposals for service changes which may affect our workforce will be subject to their own Equality Impact Assessments to consider detailed issues for employees on the basis of their protected and other relevant characteristics, and to mitigate the risk of indirect discrimination which may arise from changes affecting workers with particular characteristics e.g. because they are over-represented in affected teams.
- The Council's Managing Change Policy will apply. The policy sets out expectations regarding consultation, who should have priority consideration for vacancies, redeployment to other roles across the Council and pay protection.
- Tight controls on the engagement, extension and conversion of agency and fixed term workers
- Review of funded vacant positions – where those that can be left unfilled either for a period or permanently are be frozen/deleted as appropriate and others will be used as opportunities for those in redeployment.
- ongoing implementation of the Succession Planning Policy which has enabled managers to apply to leave the council on a voluntary basis. This has reduced the cost of the Council's management structure and opened up development opportunities for other Council staff.

- A range of support will be made available alongside any workforce changes, including well-being support for all colleagues, job search support for those at risk of redundancy (whether voluntary or compulsory)
- Workforce efficiencies and changes may have a disproportionate impact on younger employees who are more likely to be employed on fixed term contracts and a large proportion of under 35's are leaving after the end of a fixed term contract. The impact of increased working from home can make it harder for younger and newer employees to be fully part of pre-existing teams – this will be mitigated where possible through positive action initiatives and ongoing liaison with the Young Professionals Network staff led group. Our proposals include the pilot of a bursary scheme to improve long term retention of social work students; social worker academy and Care Leaver apprenticeships as part of our future operating model improving the impact of our entry to social work and other service routes.
- Pro-active matching of redeployees (for those at risk of redundancy or medical redeployment) to Suitable Alternative Employment and support and development plans for those redeployed to other jobs.
- Workforce efficiencies and changes may have a disproportionate impact on Disabled colleagues unless emerging accessibility issues are adequately mitigated through ongoing equality impact assessment and liaison with e.g. the Disabled Colleagues Network prior to implementation

PROTECTED CHARACTERISTICS

Age: Young People	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> • Young people are often under-represented in engagement and consultation in Bristol and are less satisfied than average with the way the council runs things. • Children and young people in Bristol are considerably more ethnically diverse than the overall population of Bristol. • Children and young people from the most deprived areas of Bristol have the poorest outcomes in health and education in terms of health, education and future employment etc. • Young people in Bristol are more likely to: <ul style="list-style-type: none"> - have poor emotional health and wellbeing - find inaccessible public transport prevents them from leaving their home when they want to • 4.9% of 16-17 year olds are “not in education, employment or training” (NEET) • Young adults are most likely to have lost work or seen their income drop because of COVID-19 and the cost of living crisis • Young people are significantly under-represented in our workforce
Mitigations:	See general comments
Age: Older People	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> • Older people in Bristol are: <ul style="list-style-type: none"> - less likely to be comfortable using digital services - more reliant on public and community transport - more likely to be an unpaid carer - more likely to help out or volunteer in their community - less likely to have formal qualifications • Bristol Ageing Better estimated at least 11,000 older people are experiencing isolation in the city. • We must factor aging and the needs of older people into long term budgeting and service design

Mitigations:	See general comments
Disability	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> • Overall 17.2% of Bristol's population have a long-term physical or mental health condition or illness and day-to-day activities are limited, with big differences by age e.g. 6.1% of 0-15 year olds, and 38.5% of 65+ year olds. There are more Disabled women than men living in Bristol. • In March 2022, the Council's Disability pay gap was 2.99% • Disabled people are less likely to be employed in a managerial or professional occupation • 65.0% of Disabled people with one health condition were in employment in 2021/2022. This proportion continues to increase (from 57.4% in 2013/2014) and is 10.7 percentage points higher than the rate for all disabled people. Employment rates decline as the number of health conditions increases • On average, between 2014 and 2021, Disabled workers moved out of work at nearly twice the rate (8.9%) of non-Disabled workers (5.1%). Workless disabled people moved into work at nearly one-third of the rate (9.7%) of workless non-disabled people (26.8%). • Disability increases with age: 4.1% of all children, for the working age population it increases to 12.3% and for people aged 65 and over it increases to 55.9%. • Disabled people on average have lower qualification levels than the population as a whole. • Disabled people should be empowered to make independent living choices and have a say in access to service provision.
Mitigations:	See general comments above
Sex	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> • Service data shows differences by sex in representation and outcomes, which we will take into consideration in any proposed service changes • Bristol female preventable mortality rates are significantly higher than the England rates • Nationally 27% of women experience domestic abuse in their lifetimes. The rate of recorded domestic abuse incidents in Bristol has shown a significant rise over the last two years and 74% of victims were female. • Women still bear the majority of caring responsibilities for both children and older relatives. • Women are more likely to be excluded from conversations which affect decision making due to lack of representation in boards / organisational leadership. • Men and boy's health is in general poorer than that of women and girl's • Services and workplace requirements may not take into consideration the impact of women's reproductive life course including menstruation, avoiding pregnancy, pregnancy, childbirth, breastfeeding, and menopause. • Workforce: In March 2022 the Council's mean average pay for men was 4.41% higher than that of women. Women still bear the majority of caring responsibilities for both children and older relatives.
Mitigations:	See general comments above
Sexual orientation	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

Potential impacts:	<ul style="list-style-type: none"> Proposals to make savings in externally commissioned services may reduce the focus on providing LGBTQ+ friendly services unless revised specifications have an explicit equality and inclusion focus. Workforce efficiencies and changes may have a disproportionate impact on sexual orientation if relocated lesbian, gay and bisexual staff have concerns about discrimination in their new setting.
Mitigations:	See general comments above. The Council is committed to promoting an inclusive working environment and challenging discriminatory behaviour.
Pregnancy / Maternity	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> In the workplace we need to ensure equal access to recruitment, personal development, promotion and retention for employees who are pregnant or on maternity leave (including briefing and updates for any workforce changes)
Mitigations:	See general comments above
Gender reassignment	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> Newly available Census data shows that 0.83% of the overall city population has a gender identity that is different from their sex recorded at birth, with a significantly higher proportion of non-binary people in Bristol than nationally. People aged 16 to 24 years were the most likely age group to have said that their gender identity was different from their sex registered at birth (around 1 in 100 young people). This difference is even more notable among those who identified as non-binary, of whom more than four in five were aged between 16 and 34 years (84.98%). Proposals to make savings in externally commissioned services may reduce the focus on providing trans inclusive services unless revised specifications have an explicit equality and inclusion focus. Workforce efficiencies and changes may have a disproportionate impact on relocated trans employees if they have concerns about discrimination in their new setting. Trans people are statistically more vulnerable to verbal and physical abuse. 1 in 8 trans people (12%) in the workplace have been physically attacked by customers or colleagues in the last year because they were trans
Mitigations:	See general comments above. The Council is committed to promoting an inclusive working environment and challenging discriminatory behaviour
Race	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> Some groups of children are disproportionately represented in the SEND data. Black Caribbean school community had higher levels of SEN. Both the Gypsy/Roma and Travellers of Irish Heritage (25%) are above average for SEN, but overall number of students is low, and a higher proportion of White and Black Caribbean mixed heritage students have SEN. Overall outcomes for these 4 groups in education are below those of their peers. The higher proportion of SEN support is likely to have a significant higher impact on the life chances of these children.
Mitigations:	See general comments above
Religion or Belief	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> There are at least 45 religions represented in Bristol. The most recent Census data shows that 6.7% of people in Bristol are Muslim, and Islam is the second religion in Bristol after Christianity.

	<ul style="list-style-type: none"> Budget proposals should take into account differing needs because of people's religion and belief (for example different requirements around diet, life events, and holidays). Having a designated multi-faith room can make environments such as workplaces and shopping centres is more accessible and friendly for people from faith groups where regular prayer is required. Council workforce efficiencies and changes may have a disproportionate impact on some faith groups as the category "Other religion or belief" is disproportionately represented at the lowest salary bracket of Council employees.
Mitigations:	See general comments above. We will continue to promote flexible working patterns wherever possible to accommodate faith holidays and prayer requirements etc.
Marriage & civil partnership	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
OTHER RELEVANT CHARACTERISTICS	
Socio-Economic (deprivation)	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> Bristol has 41 areas in the most deprived 10% in England, including 3 in the most deprived 1%. The greatest levels of deprivation are in Hartcliffe & Withywood, Filwood and Lawrence Hill. In Bristol 15% of residents - 70,800 people - live in the 10% most deprived areas in England, including 19,000 children and 7,800 older people 15,400 children under 16 (17.9%) live in relative low-income families in Bristol, significantly below the national average of 19.1%. 27.9% of Bristol's pupils (17,645 children) are Disadvantaged.
Mitigations:	See general comments above
Carers	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> Being a carer can be a huge barrier to accessing services and maintaining employment We need to consider the timing/availability of services, events etc. to allow flexibility for carers. Studies show around 65% of adults have provided unpaid care for a loved one. Women have a 50% likelihood of being an unpaid carer by the age of 46 (by age 57 for men) Young carers are often hidden and may not recognise themselves as carers_
Mitigations:	See general comments above
Care Leavers	
Potential impacts:	<p>Current total number of Care Leavers 744.</p> <ul style="list-style-type: none"> Gender: 58% are male and 42% are female Age: 17yrs – 1%; 18 to 21yrs – 53%; 22 to 25yrs – 46% Living Status: In Bristol - 75%; Out of Area - 25% Unaccompanied Asylum Seeker Children: 19% Ethnicity: White – 59%; Black – 13%; Asian – 2%; Mixed – 11%; Other – 15%
Mitigations:	See general comments above

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

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

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

The scale of the potential gap in our core funding means that there is limited opportunity to bring genuine additional benefit to equalities groups in the circumstances. However, we have considered as far as possible the need to: eliminate discrimination, harassment, victimisation, and any other conduct prohibited under the Equality Act 2010; advance equality of opportunity between people from different groups; and foster good relations between people from different groups.

Our proposals are aligned to our Corporate Strategy and supported by the Belonging Strategy which will deliver on the intentions of the Bristol One City Plan, the Bristol Corporate Parenting Strategy, the Bristol Children's Charter and the Bristol Equality Charter. Although we have limited resources our future focus will be on achieving those priorities we have identified, including tackling poverty and intergenerational inequality.

To mitigate some of the issues the programme has a dedicated workstream focused on Equality, Diversity and Inclusion focused on strengthening equality and inclusion and of promoting dignity, respect and a sense of belonging for our children, young people, families and workforce of all ethnicities, cultures and races.

A number of other mitigations will be put in place to minimise the impact to children, young people and families, in particular those as set out in section 3.1

Step 4: Impact

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

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

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

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

- Any reduction to services will potentially lead to an increase in family breakdowns and more Disabled children and young people entering care. The risk will be mitigated by:
 - Exploring alternative funding streams
 - Ensuring mainstream services are accessible.
 - Recommissioning the service in partnership with families exploring lower cost early intervention measures to reduce reliance on specialist services.
- Children and Education service users are more likely to be disproportionately impacted based on Disability and younger age, as well as other protected characteristics which may be over-represented in particular cohorts. It is therefore essential that we assess people individually, in a trauma informed way and ensure that children, young people and families do not experience any negative impact of any reduction in support that is based on protected characteristics. We can address this

through ensuring that we work alongside people when we undertake assessments and arrange support, taking an approach which considers their particular circumstances and how their support needs to address this. All decisions regarding funding will be made on a person-centred basis, informed by a proper understanding of the specific needs of an individual.

- At this stage prior to a decision the main potential negative impact for the workforce will be the short-term / longer term impacts of potential change management for some individuals. We will mitigate the impact through formal staff consultations, further 1-2-1's where necessary, and continuing discussions throughout the transition.
- We will ensure communications for both service users and workforce about any changes are inclusive and accessible. We will closely monitor any impact on individual teams of any reduced capacity through our monthly Quality Improvement Performance meetings, and take necessary action because of this (e.g. moving vacancies/ posts to support a team if they are adversely impacted through reduced staff numbers).

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

- Delivery of the essential improvement as outlined in the recommendations of Ofsted Inspection to take us from 'Requiring Improvement' to 'Good', ensuring we provide a good service to all our children, young people and families, in particular to minoritised groups, care leavers and Disabled children.
- At this stage (prior to any decision) we anticipate there will be potential financial savings for the Council, which is important at a time when the service budgets are under significant pressure, as well as a chance to explore alternative future models of delivery in collaboration with our key stakeholders and partners to provide a more seamless service delivery.
- By considering our workforce and ensuring we maintain morale under a challenging financial climate, there is an opportunity to have greater focus on ensuring that we are supporting people with particular protected characteristics in the workplace. As it is the business of Children and Education service to ensure that vulnerable children, young people and families who experience discrimination are protected and safe, this is also reflected in the way we support our workforce.
- Strengthening equality, diversity and inclusion and of promoting dignity, respect and a sense of belonging for our workforce, children, young people and families.
- Work is underway to increase the extent to which we routinely consider the needs of Care Experienced young adults alongside the Equality Act protected characteristics in all our decision making as well as addressing issues relating to:
 - recruitment and retention of the workforce, including opportunities for young people to come into social care work
 - inconsistency of pay grades for our workforce, including pay gap in comparison to our neighbouring authorities
 - equality, diversity and inclusion for both our service users and workforce
- We will also closely monitor any impact on individual teams of any reduced capacity through our monthly Quality Improvement Performance meetings and take necessary action as a result of this (e.g. moving vacancies/ posts to support a team if they are adversely impacted through reduced staff numbers).

4.2 Action Plan

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

Improvement / action required	Responsible Officer	Timescale
All relevant EqIAs will be published on the Council's website		
EQIA to be completed during engagement/consultation during the lifecycle of the programme	Vanessa Wilson	March 2026
We are in the process of conducting further detailed needs analysis to inform implementation of our proposals	Vanessa Wilson	September 2023
Consideration of service user concerns raised through any engagement or consultation around proposals or changes to policies to mitigate against any inequalities	Reena Bhogal-Welsh and Fiona Tudge	March 2026
Consideration of staff concerns raised through consultation, as well as emphasising the need for managers to ensure a safe & welcoming working environment for Black and minoritised ethnic employees	Vanessa Wilson	Autumn 2023

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

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

Service User Proposals: We will monitor the service data annually to determine whether people are being disproportionately affected by the changes.

Workforce proposals:

Representation levels across the workforce will be monitored monthly via the HR Dashboard

Step 5: Review

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

<p>Equality and Inclusion Team Review: <i>Reviewed by Equality and Inclusion Team</i></p>	<p>Director Sign-Off:  Vanessa Wilson Children and Education Transformation Director</p>
Date: 18/5/2023	Date: 18/5/2023

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

Decision Pathway – Report

PURPOSE: Key decision

MEETING: Cabinet

DATE: 06 June 2023

TITLE	Adult Social Care Transformation Programme		
Ward(s)	All wards		
Author: Hugh Evans	Job title: Executive Director Adults and Communities / Chief Executive		
Cabinet lead: Cllr Craig Cheney, Deputy Mayor- City Economy, Finance and Performance	Executive Director lead: Hugh Evans		
Proposal origin: BCC Staff			
Decision maker: Cabinet Member			
Decision forum: Cabinet			
Purpose of Report:			
<p>1. The report seeks approval to spend of up to £21.4m, to support the delivery of the four major transformation programmes. Within the £21.4m value, £7.4m has been previously agreed and specifically earmarked to the relevant programme or service areas in the 23/24 budget and up to £14.0m will be designated from within corporate held resources for 2023/24 and beyond.</p> <p>The delivery cost associated to the Adult Social Care Transformation programme amounts to £2.4m of which £1.142m is specifically earmarked and £1.258m is new and requested from the corporately held resource.</p> <p>2. The report also updates Cabinet on the progress of the Adult Social Care Transformation Programme, provides an overview of the programme approach and objectives for 2023/24 and delegates authorisation for further decision making to procure and implement contracts to support the programme within the agreed scope, allocated budget and within approved schemes of delegation.</p>			
Evidence Base:			
1. Transformation Management Office			
<p>1.1 A transformation consulting partner will be procured to provide assurance and support delivery across the portfolio of four transformation programmes: Property Programme, Temporary Accommodation and Homelessness Programme, Children’s & Education Transformation Programme and Adult Social Care Transformation Programme. The Transformation Management Office will oversee the entire programme delivery to build confidence in benefit realisation, provide resilience and support interdependence across the programmes.</p>			
2. Programme objectives and outcomes			
<p>2.1. Bristol City Council’s (the council) Adult Social Care (ASC) Transformation Programme has the primary goal of ensuring that people get the right help at the right time to promote and maintain their independence and to reduce or delay the need for long term support.</p> <p>2.2. Like many local authorities in England, the council faces financial challenges in responding to post pandemic</p>			

need, inflation and the cost of living crisis. The council must deliver the planned savings and contain spend in line with the budget as approved by Full Council February 2023. As the cost of ASC comprises c.46% of the council's General Fund spend, its imperative that Adult Social Care develops a sustainable model of care that builds upon community assets and improves outcomes, within a sustainable budget.

- 2.3. The council spent 11.5% more than the average local authority on adult social care in 2021/22 (source: Use of Resources report compiled by Partners in Care & Health (PCH)).
- 2.4. At present c.5,400 people receive long term ASC support from the council. In 22/23 the outturn budget position was £177.9m and the approved budget for 2023-24 is £169.8m. Around half of ASC service users are people of working age (under 65), and over one fifth have learning disability as their primary reason for support. Over the last five years, the total number of people receiving long term care and support services has remained stable, however the proportion of people of working age (under 65) receiving longer term support has increased.
- 2.5. There remains significant budget pressure in the financial context of 2023/24. The most notable part of this is a projected overspend on core ASC purchasing budgets: primarily committed to services from external providers of care and support for Bristol's most vulnerable citizens. The unit costs for these services have increased significantly in the last twelve months due to inflationary and other pressures around the cost of living. Due to this, alongside the ambition to improve outcomes by improving services, costs will need to be contained within the funds available.
- 2.6. The ASC Transformation Programme has been underway for two years. Some improvements to systems and activity have been made in this time, but the imperative to make the approved cashable cost efficiencies means that effort must be increased to deliver at greater scale and with increased pace. Due to this, the programme is being reset, and significant additional resourcing is proposed to enable this work to progress.

3. Programme Scope and approach

- 3.1. The ASC Transformation Programme brings together all change activity within the ASC division, and building upon the progress and learning so far, will ensure strategic alignment and a single view of the benefits, risks and issues.
- 3.2. The programme will review, develop and transform the way we work to maximise the use of resources to achieve outcomes for those who draw upon ASC services. Workstreams have been designed to coordinate the activities necessary across ASC and with partners to jointly implement the Transformation Programme objectives.
- 3.3. Given the significant scale of the financial and improvement challenge, the council will procure a delivery partner to provide additional delivery capacity, increase confidence in the delivery of plans in progress and identify, evidence, and then deliver additional opportunities to achieve the planned in-year savings. In summary this partner will evaluate the range of ongoing transformational work and provide capacity and capability to drive forward transformation in the following areas.

3.3.1. Managing demand

- Better systems of assessment and care management decision-making practice to ensure optimal outcomes for new and reviewed cases.
- Scrutinizing long-term committed spend, with a programme of best value reviews to ensure optimal delivery against need.
- Where appropriate reducing the number of people in institutional care in favour of community based alternatives.
- Affirming the council's duties under the Care Act (2014) through a clear Fair and Affordable Care Policy. The policy draws on the statutory guidance within the Care Act (2014) which states that a Local Authority may take into reasonable consideration its own finances and budgetary position and ensure

funding available is sufficient to meet the needs of the entire local population. This means making sure that the services that are arranged represent best value.

- Earlier intervention and more effective working with children’s services, the NHS and the wider system.

3.3.2. Managing supply

- Establishing a single commissioning framework to make contracting with third party organisations for the delivery of care and support simpler, more flexible, more innovative, and drive better value. This proposal will return to Cabinet for approval in September.
- Developing a new model of care to develop the capacity and quality of care and support that is co-produced, locally-delivered, innovative, sustainably cost-effective, integrated across the health and care system, and targeted to meet the requirements of those that have highest-level needs.

3.3.3. Workforce

- Organising available staff and resources to address the social care workforce crisis, concentrating on recruitment and retention.
- Reviewing operating model and organisational culture to support staff to optimise working practice and deliver more effective responses, first time, for those who draw on adult social care services.

3.3.4. Continue the review and redesign of directly provided in-house services

- Business cases and / or options appraisals for remaining in-house services to be completed.
- Proposals for changes to individual in-house services will be subject to full public consultation and return to Cabinet later in the year.

3.3.5. Review fees and charges to ensure total cost recovery, comparable rates and minimise debt by reviewing systems and processes.

2.3 The council continues to play a lead role in the ongoing work to integrate NHS and social care systems. People are living longer with multiple, complex, long-term conditions, and often require long term support from many different services and professionals. This can result in fragmented care from services which are not effectively co-ordinated and create duplication and inefficiency. To better meet the needs of the population the different parts of the NHS and social care must work in a much more joined up way. The ASC Transformation programme will continue to explore opportunities for joint planning, delivery, and commissioning of services with the NHS.

2.4 The Care Quality Commission has consolidated its assessment frameworks for health and care systems, and as a product of this, a new assurance framework has been introduced for Adult Social Care functions within local authorities. The power to inspect local authorities and Integrated Care Systems under this single assessment framework became live in April 2023. The council must prepare for a potential inspection at any time from September 2023.

2.5 Bristol’s journey of transformation in ASC must be delivered within the approved budget, developing a sustainable model of care that also builds upon community assets and improves outcomes. The intention is to procure and work with a third party delivery partner to build capability and inject pace and capacity to accelerate the work.

3 Programme timeline and critical milestones

3.1 The following is an indicative timeline of key milestones which will be refined over 2023/24 and governed by the ASC Transformation Programme Board

Milestone	Quarter
Cabinet decision to close East Bristol Intermediate Care Centre (EBICC)	Q1 - Complete

Award Delivery Partner contract	Q1
Delivery Partner commence work	Q1
Cabinet approval for Single Commissioning Framework	Q2
Financial Benefit release from EBICC commences	Q2
Cabinet decision to redesign Concord Lodge	Q2
Financial Benefit release from Concord Lodge	Q3
Redesign Bristol Community Links	Q3
All cases in ASC reviewed within last 12 months	Q4

3.2 The ASC Transformation Programme has a programme board chaired by the Executive Director, and members include the Cabinet Lead for Adult Social Care and the Integrated Care System, the S151 officer, and key stakeholders. The board will closely monitor the work of the programme, and seek assurance that milestones are being met, the benefits of delivery are being realised, and that improved outcomes and cashable savings are being delivered. This board will be developed in the context of the new Transformation Management Office which will report to the Council's Corporate Leadership Board.

4 Programme Financials

4.1 Planned savings and efficiencies

4.1.1 The Budget approved by Council set out a significant savings target for ASC to be delivered in 2023/24. This is cumulated to a value of £10.863m with a further £4m savings required to be delivered on a recurrent basis by 2026/27.

4.1.2 The savings target comprises ASC savings, corporate cross cutting savings, transitional costs required for transformation, and savings carried forward from 2022/23 still to be delivered. The programme is tracking and monitoring the delivery of financial and non-financial benefits, reporting on a regular basis to its board.

4.1.3 Savings are summarised as follows.

Description	23/24	24/25	25/26	26/27	27/28	TOTAL
	£000	£000	£000	£000	£000	£000
2023/24 Budget Savings	-6,445	-2,995	-550	-468	0	-10,458
Cross cutting savings	-517	0	0	0	0	-517
Savings cfwd 22/23 still to be delivered	-2,413	0	0	0	0	-2,328
Transitional costs e.g., redundancy	-1,488	0	0	0	0	-1,488
TOTAL	-10,863	-2,995	-550	-468	0	-14,791

4.1.4 In addition to the savings targets set out above ASC has underlying cost pressures flowing from 2022/23 which have been carried forward into 2023/24.

4.2 Cost of programme delivery

4.2.1 To deliver programme benefits, investment is needed to deliver the projects and activity which will drive the transformation to ensure that business as usual can be maintained and enhanced. The overall investment required for 2023/24 is £2.4m.

4.2.2 An outline of the resources required is outlined below and due to ongoing procurements and commercial sensitivity the actual breakdown of costs within the £2.4m identified will be provided in the subsequent ASC transformation update reports to be provided:

- Programme Manager
- Business Analysts
- Programme Accountant
- Project Managers
- Project Support
- HR support
- Data and Insight Analyst
- Data Engineer
- Communication and engagement support
- Delivery Partner

Cabinet Member / Officer Recommendations:

That Cabinet provide the following collective approval across the four transformation programmes: Property Programme, Temporary Accommodation and Homelessness Programme, Children’s & Education Transformation Programme and Adult Social Care Transformation Programme to:

1. Approve spend of up to £21.4m (for the four corporate transformation programmes), of which £14.0m will be designated from within corporate held resources as outlined in the finance commentary.
2. Authorise the Chief Executive in consultation with the Director of Finance and Deputy Mayor for Finance, Governance and Performance to take all steps required to procure and award a contract for a transformation consulting partner (which may be above the key decision threshold and subject to an urgent decision with a retrospective report to Cabinet) to provide oversight and assurance and support delivery across the portfolio of four transformation programmes.

Cabinet recommendations specific to the Adult Social Care Transformation Programme

That Cabinet:

3. Notes the progress on preparations for assessment against the Care Quality Commission Assurance Framework as outlined in this report.
4. Approves commencement of public consultation on the draft Fair and Affordable Care Policy (Appendix A) which will return to Cabinet for decision in September.
5. Approves spend of up to £2.4m to support the delivery of the Adult Social care transformation programmes, of which £1.258m , will be the initial draw down from the £14.0m and £1.142m is contained within earmarked service resource.
6. Authorises the Executive Director Adults and Communities in consultation with the Cabinet Member for Adult Social Care and Integrated Care Systems to procure and award contract(s) (which may be above the key decision threshold and subject to an urgent decision with a retrospective report to Cabinet) for the implementation of a Delivery Partner to co-deliver programme objectives.

Corporate Strategy alignment:

1. Good Governance (ED05): The Programme aims to ensure Bristol City Council Adult Social Care is financially competent and resilient, offering good value for money by taking safe but proportionate approaches to risk, performance, project, and contract management.
2. Health, Care and Wellbeing (HCW1): The Programme aims to ensure that provision of care and support contributes to Bristol City Council’s priority to support people to be as resilient and independent as possible, developing their assets to live fulfilling lives.

City Benefits:

1. The premise of the programme is to deliver Adult Social Care within budget as part of a financially stable corporate position, whilst developing a sustainable model of care that builds upon community assets and improves outcomes.
2. The provision of good quality, inclusive care and support services that meet people’s identified needs, will contribute to equality of opportunity in supporting older and disabled people to live independently.
3. The ‘model of care delivery’ for Bristol will be revitalised, to
 - Develop local service and housing capacity to enable people to receive the care and support they need in their own homes/communities.
 - Maximise the benefit of generalist, community-level services to allow people to live meaningful lives in their localities and avoid institutional services.
 - Build upon the rich and diverse assets of the city and help develop individual and community resilience.

Consultation Details:

1. The Fair and Affordable Care Policy is due to go out to public consultation and will return to cabinet for decision later this year.

Background Documents:

1. 23/24 Budget Report to Full Council [A. Budget Report.pdf \(bristol.gov.uk\)](#)

Revenue Cost	£ 2.4m cost of programme delivery	Source of Revenue Funding	Funded to £1.142m through a combination of specific grants, reserves. £1.258m redirected corporately held resource
Capital Cost		Source of Capital Funding	
One off cost <input checked="" type="checkbox"/>	Ongoing cost <input type="checkbox"/>	Saving Proposal <input checked="" type="checkbox"/>	Income generation proposal <input type="checkbox"/>

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

This report seeks the approval of spend up to £14m, in addition to specifically funded elements of the programmes amounting to £7.4m, to support the delivery of the major transformation programmes: Property Programme, Temporary Accommodation and Homelessness Programme, Children’s & Education Transformation Programme and Adult Social Care Transformation Programme. This is with the overall aim, to contain service need within a sustainable envelope, whilst achieving the savings targets required.

This paper specifically addresses the Adult Social Care Transformation Programme, which has a recurrent savings delivery target of c.£10.9m for 2023/24, rising to c.£14.8m by 2026/27.

The programme outlines costs to deliver of £2.4m based on current assessment, however as the work develops this could be subject to change within the bounds of the overall funding.

There is £1.142m confirmed specific funding identified against this programme, which is funded through a combination of specific grants, reserves and capital allocations, which leaves a residual of £1.258m to be funded through corporate initiatives.

Where business cases require development, these will be progressed in line with the delegations outlined in this report, with the expectation that they are managed within the envelop of funding identified for the overall transformation programme.

Overall, the first phase of the work on the top-4 programmes are expected to cost a total of £18.3m, which includes transformation management office to oversee the entire programme delivery, with £7.4m of funding specifically aligned earmarked funding streams to those programmes. The remaining £11m and further works from latter phases for 2023/24 and beyond is to be managed through a combination of funds totalling £14m as follows:

Funding Source	£m
General Fund Reserves	1.0
Release of accelerated payment of pensions	1.0
Release of service budgets as a result of increased external income	2.0
Flexible use of Capital Receipts*	10.0
Total	14.0

* Flexible use of capital receipts remains subject to availability and requires disposals to meet the overall target of £36m to fund both the capital programme and the transformation £10m in the table above.

Delivery of the savings targets attached to this programme are critical to enable delivery against the budget as set by Council in February 2023, rigorous monitoring of benefit realisation, cashable savings, costs to deliver and achievement of capital receipts will therefore be required.

Finance Business Partner: Sarah Chodkiewicz / Denise Hunt 24th May 2023

2. Legal Advice:

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

The Council must comply with the requirements of the Care Act (2014) in relation to assessment of needs and provision of care. The manner in which assessed needs are met can take into account the budgetary limitations which a local authority faces.

Where consultation takes place, the responses must be conscientiously taken into account in finalising the decision.

The leading cases on consultation provide that: -

- Consultation should occur when proposals are at a formative stage;
- Consultations should give sufficient reasons for any proposal to permit intelligent consideration;
- Consultations should allow adequate time for consideration and response;

There must be clear evidence that the decision maker has considered the consultation responses, or a summary of them, before taking its decision.

Legal Team Leader: Kate Meller and Husinara Jones Team Managers, 25 May 2023

3. Implications on IT:

Whilst there appears no direct impact on IT with this report, we are ready to support where required integration with the strategic partner when identified in accordance with our existing controls and platforms.

IT Team Leader: Gavin Arbuckle, Head of Service Operations, IT 19 May 2023

4. HR Advice: The Adult Social Care Transformation Programme will have significant HR implications for Bristol City Council employees. Currently we are working on the closure of East Bristol Intermediate Care Service which has been subject to a full consultation process. All proposals which have an impact on the workforce will be subject to individual support and consultation with employees and their representatives. We will seek to minimise compulsory redundancies by redeploying employees where possible to retain their skills, knowledge, and experience. All relevant Bristol City Council policies and procedures will be adhered to.

HR Partner: Lorna Laing, HR Business Partner, Adults and Communities, Children & Education 19 May 2023

EDM Sign-off	Hugh Evans	23 May 2023
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Cabinet Member sign-off	Cllr Craig Cheney	24 May 2023
For Key Decisions - Mayor's Office sign-off	Mayor's Office	30 May 2023

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

Appendix A1

Bristol City Council Fair and Affordable Care Policy (draft)

v.8.1

5 May 2023

Recognition & acknowledgements

This policy was drawn from the Devon County Council Fair and Affordable Care policy, and subsequently co-productively developed and amended with the Bristol City Council Adult Social Care Equalities Forum

1. Introduction

- 1.1 Bristol City Council recognises that sometimes adults need support to live independently. Support can come in many different forms, and people can access this themselves or with the help of the council. The council promotes adults' independence, choice and ability to make decisions about the care and support they receive.
- 1.2 The Care Act (2014) and its Statutory Guidance sets out the duties of local authorities to offer an assessment to anyone who appears to have needs for care and support. This is normally called a Care Act Assessment. Councils are required to ensure that any eligible needs that are identified in the assessment are met.
- 1.3 Bristol City Council is committed to working with individuals to promote choice and control of how those needs are met. The views of the person should be at the centre of decision making. This might include arranging an advocate if the person is entitled to one.
- 1.4 The Care Act Statutory Guidance also states that when deciding how to meet people's eligible needs, councils must also ensure that there are sufficient resources to meet the needs of all citizens who might need care and support. This means making sure that the services that are arranged represent 'best value' for the local authority.
- 1.5 The rest of this paper will describe how Bristol City Council Adult Social Care will provide services whilst striving to ensure that there is sufficient resource for the whole of the local population.

2. Which people does this policy cover?

- 2.1 This policy covers anyone who lives in Bristol who is over 18 and has needs that Bristol City Council has to meet, as outlined by the Care Act (2014).
- 2.2 This policy will cover any situation where Adult Social Care must consider what support is needed to meet an individual's eligible needs.
- 2.3 This policy will cover both new assessments and reviews. This will also include cases where people have direct payments.

2.4 This policy will cover young people who are moving from children services to adult services.

2.5 This policy does not cover people who get services through NHS Continuing Health Care.

3. The policy - What will the council do?

3.1 To get a service from Adult Social Care, a person must be 'eligible'. To decide whether someone is eligible, councils use national 'eligibility criteria', which are set out in the Care Act (2014). In order to have eligible needs an individual must

- have a 'physical or mental impairment',
- be unable to complete a number of outcomes (such as wash, dress, maintain their home), and
- being unable to achieve these outcomes will result in a significant impact on the persons wellbeing.

More details of eligibility criteria can be found in Care Act Statutory Guidance. (See Appendix - Chapter 6 of Care and Support Statutory Guidance)

3.2 Adult Social Care has to offer an assessment to anyone who has the appearance of care and support needs. If the person meets the eligibility criteria, Adult Social Care must try and meet all the needs that are agreed with the person.

3.3 Adult Social Care will help people to think about what they can do for themselves, and what support may be there from their family, friends and within the area that they live.

3.4 Adult Social Care's primary aim for any support provided will be to enable people to live independently in their own homes and communities for as long as they can and to prevent or delay reliance on higher level institutional services for as long as possible.

3.5 When carrying out an assessment or reassessment for a citizen, Adult Social Care will make sure that an advocate is offered to anyone who is eligible for this support. This might include a Care Act advocate, or an Independent Mental Capacity Advocate (IMCA). There are also other advocacy services available for individuals who wish to complain about adult social care services. (Refer to appendix)

3.6 Adult Social Care will always try to come to an agreement with the individual about how their needs and outcomes will be met.

3.7 Because of the statutory guidance, Adult Social Care also has to ensure that services are 'best value'. This means that in most cases Adult Social Care will provide services to meet eligible needs that are the most cost effective. In some cases this might mean that the service offered by the council will not be the one preferred by the individual with eligible needs. (Refer to appendix.)

3.8 In many cases we recognise that the most cost-effective way to meet a person's care needs is to support them to remain at home with appropriate support. Where the citizen expresses a preference to remain at home, the council will aim to support them to do so utilising cost-effective measures such as

- A Direct Payment to recruit a personal assistant (PA) instead of a commissioned home care service.

- Specialist equipment (like a ceiling track hoist) which reduces the number of carers needed to help someone get washed or dressed.
- Specialist technology (such as a wrist sensor or care line), which reduces the number and/or length of care visits someone might require throughout the day or night.

3.8 However, where a care package to remain at home would substantially exceed the affordability of residential care, the Council will need to consider other cost-effective alternatives which might include:

- Offering a residential or nursing home placement that accepts the local authority rate (also referred to as 'the Bristol rate') rather than in a home where fees are more expensive.
- Offering accommodation-based support such as supported living accommodation, extra care housing or a residential care home as an alternative to providing 24-hour care in the home.

3.9 This is not a blanket policy and although exceptions are likely to be rare, each person's situation will be looked at individually. There is no rule that sets an upper limit on the level of a personal budget.

3.10 Adult Social Care must demonstrate how the proposed service will meet the individual's needs and promote their wellbeing. They also need to ensure that any offer to meet needs would not impact on the individual's Human Rights, as set out in the Human Rights Act (1998).

3.11 If the individual is not in agreement with the Adult Social Care proposal, they can ask for the decision to be reviewed using the council's statutory complaints process. (See appendix).

3.12 If an agreement between the individual and Adult Social Care cannot be found, the council can offer a personal budget in the form of a direct payment up to the amount of the cost-effective option that has been identified. The individual can then use this budget flexibly to meet their needs, or they (or a family member or friend) might choose to use their own money to pay the difference to enable them to commission their preferred service. This is sometimes referred to as a 'top up'.

4. Looking at this policy again

4.1 It is very important that this policy does not unfairly affect people. Bristol City Council will review this policy at least once a year. When it is looked at, the reviewers will talk to groups and individuals who are affected by the policy.

5. Appendix

Advocacy - [Complaints Procedure Advocacy - The Care Forum - Advocacy](#)

Department for Communities and Local Government – Revised Best Value Statutory guidance
[Title \(publishing.service.gov.uk\)](#)

Care and Support statutory guidance-
[Care and support statutory guidance - GOV.UK \(www.gov.uk\)](#)

Complaints process- Adult Social Care Statutory Complaint process
[Adult social care \(bristol.gov.uk\)](#)

[Home - Local Government and Social Care Ombudsman](#)

Equality Impact Assessment [version 2.12]



Title: Adult Social Care Transformation Programme	
<input checked="" type="checkbox"/> Policy <input checked="" type="checkbox"/> Strategy <input checked="" type="checkbox"/> Function <input checked="" type="checkbox"/> Service <input type="checkbox"/> Other [please state]	<input type="checkbox"/> New <input checked="" type="checkbox"/> Already exists / review <input type="checkbox"/> Changing
Directorate: People	Lead Officer name: Sarah Evens
Service Area: Adult Social Care	Lead Officer role: Programme Manager

Step 1: What do we want to do?

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

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

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

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

Introduction

The Adult Social Care (ASC) division is responsible for providing a wide range of activities to help people who are older, or living with a disability or mental illness, live independently and stay well and safe. This may include 'personal care' such as help with washing, dressing, and getting out of bed and wider support to stay active and engaged in their communities. Support may be provided in people's own homes, or in day centres, in care homes and nursing homes. People may need support to retain or regain their skills and confidence, or support to engage in work, training, education, or volunteering. Support is also provided for family carers, or by providing aids and adaptations, technology to enable independent living or providing information and advice.

Most care and support is commissioned to external providers; however a small number of in-house services remain. Like many authorities Bristol City Council currently faces significant financial pressures, exacerbated due to:

- Bristol is the fastest growing city in England and Wales (+10.3% according to 2021 Census data) which has increased the need for services
- The COVID-19 pandemic has accelerated the already increasing demand for social care services, especially in the context of people of working age with mental ill-health.
- At the same time the average cost of care services has increased due to the cost-of-living crisis, shortfalls in service supply, and workforce challenges.

The aim of the ASC transformation programme is to deliver adult social care within budget, as part of a financially stable corporate position, whilst developing a model of care that builds upon community assets and improves outcomes.

The aims of the programme are as follows:

- Develop sufficient, local and affordable provision to meet a full range of care and support needs
- People-centred processes which enable which enable individuals to easily access appropriate support as their needs increase or decrease
- Move to integrated, whole system solutions whenever possible
- Establish a new delivery model for Adult Social Care which also achieves corporate objectives for organisation change
- Deliver the ASC savings requirements set out in the Medium-Term Financial Plan, and establishing business practices which enable financial stability and control
- Procure a delivery partner, to increase pace and confidence of delivery, and to identify, develop and deliver further opportunities for in year savings against the purchasing budget.

How the ASC Transformation Programme will achieve this:

The programme is made up of several workstreams, that seek to change either processes and ways of working or how we deliver services. Activities are focused on reviewing and redesigning in-house service delivery, managing demand and supply, and improving the operating model. Given the scale of the change required to achieve a balanced budget, there is a strong likelihood that activities will impact all service users, and all ASC staff.

Purpose of this EQIA

Due to the far-reaching impact of this programme, this proposal seeks to identify impacted groups, consider how they could be impacted and put in place mitigations for consideration. It is anticipated that this impact assessment will be reviewed throughout the lifetime of the programme, and that where an impact on individuals is anticipated as a result to changes to in-house services, further consultation and a separate equality impact assessments will be carried out.

By clearly outlining all stakeholders that have the potential to be impacted, this EQIA hopes to identify robust mitigations. As the projects within the ASC Transformation programme progress, the programme and the service will continue to carry out meaningful consultation and update the EQIA in instances of scope change or emerging issues.

Specific Proposals now being considered by Cabinet:

- Notes the progress of the Adult Social Care Transformation Programme.
- Notes the refreshed programme vision, approach, and objectives, considering this year's additional budget challenge.
- Notes the proposed Fair and Affordable Care Policy which will be subject to public consultation.
- Notes the progress on preparations for assessment against the Care Quality Commission 'assurance framework.'
- Authorises Executive Director Adults and Communities, in consultation with the Cabinet Member for Adult Social Care and Integrated Care Systems to spend to procure and award contracts which may be above the key decision threshold and approve the financial allocation to support the delivery of the programme for 2023/24.
- Authorises the Executive Director Adults and Communities in consultation with the Cabinet Member for Adult Social Care and Integrated Care Systems to procure and award the contract(s) necessary for the implementation of a Strategic Partner to co-deliver programme objectives, in-line with the procurement routes and maximum budget envelopes outlined in the report.

1.2 Who will the proposal have the potential to affect?

<input checked="" type="checkbox"/> Bristol City Council workforce	<input checked="" type="checkbox"/> Service users	<input checked="" type="checkbox"/> The wider community
<input checked="" type="checkbox"/> Commissioned services	<input checked="" type="checkbox"/> City partners / Stakeholder organisations	
Additional comments: Due to the nature and scope of the programme, it is anticipated that the programme will have the potential to affect all staff within the ASC team, all ASC service users, as well as potentially the wider community.		

1.3 Will the proposal have an equality impact?

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

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

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

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

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

Please use this section to demonstrate an understanding of who could be affected by the proposal. Include general population data where appropriate, and information about people who will be affected with particular reference to protected and other relevant characteristics: [How we measure equality and diversity \(bristol.gov.uk\)](http://bristol.gov.uk)

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

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

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

Data / Evidence Source [Include a reference where known]	Summary of what this tells us
HR Analytics: Power BI reports (sharepoint.com) Internal link only	In the Bristol City Council's Adult Social Care division overall: <ul style="list-style-type: none"> • Women are overrepresented (around 4 in 5 employees) • Black/Black British employees are well represented but other minoritised ethnic groups are somewhat underrepresented. • Younger employees are underrepresented, and staff aged 40+ are overrepresented

	Adult Social Care%	BCC Headcount %	Bristol population (16-64) %
16 - 29	7.3%	10.9%	39%
30 - 39	16.5%	21.0%	24%
40 - 49	24.0%	24.0%	16%
50 - 64	47.0%	40.4%	21%
65 +	5.1%	3.5%	-
Disabled	11.4%	9.0%	12%
Not Disabled	70.7%	68.8%	88%
Prefer not to state Disability	2.0%	3.1%	-
Unknown Disability	15.9%	19.1%	-
Asian or Asian British	2.9%	2.8%	6.6%
Black or Black British	8.6%	5.4%	5.9%
Mixed Ethnicity	3.7%	3.5%	4.5%
Other Ethnic Groups	1.0%	0.5%	1.9%
White	79.3%	79.5%	81.1%
Prefer not to state Ethnicity	1.2%	1.5%	-
Unknown Ethnicity	3.3%	6.8%	-
Female	79.8%	60.0%	49%
Male	19.8%	39.2%	51%
I use another term	0.1%	0.2%	-
Prefer not to say	0.3%	0.5%	-
Civil Partnership	0.3%	0.3%	-
Declared Partnership	0.3%	0.3%	-
Divorced	1.6%	1.3%	-
Married	13.6%	15.6%	-
Partner	5.2%	6.1%	-
Single	11.2%	11.6%	-
Widowed	0.2%	0.2%	-
Prefer not to state Marital Status	1.8%	1.9%	-
Unknown Marital Status	65.6%	62.9%	-
Christian	27.4%	26.7%	32.2%
Other religion or belief	7.2%	6.3%	9.7%
No religion or belief	40.3%	41.6%	37.4%
Prefer not to state Religion	20.5%	17.8%	8.12%
Unknown Religion	4.7%	7.6%	-
LGB+	6.0%	6.0%	6.1%
Heterosexual	69.6%	70.3%	-

	Prefer not to state Sexual Orientation	20.3%	16.7%	-
	Unknown Sexual Orientation	4.0%	6.9%	-
	Trans Person	0.2%	0.1%	0.83%
	Not Trans Person	-	40.5%	-
	Prefer not to state Trans	-	1.0%	-
	Unknown Trans	-	58.3%	-
Bristol citizens How life has changed in Bristol: Census 2021 (ons.gov.uk)	<p>Between the last two censuses (held in 2011 and 2021), the population of Bristol increased by 10.3%, from just over 428,200 in 2011 to around 472,500 in 2021.</p> <p>In 2021, 4.5% of Bristol residents (aged five years and over) reported providing up to 19 hours of unpaid care each week and 1 in 50 people (1.7%) reported providing between 20 and 49 hours of unpaid care each week, compared with 1.5% in 2011.</p> <p>Approx 10.7% of the Bristol adult population self-identify as Disabled, and 17.2% of all Bristol residents (19.5% of adults 16+) could be considered to be a Disabled person under the Equalities Act.</p> <p>Nearly a quarter of people living in Hartcliffe and Withywood could be considered a Disabled person under the Equality Act - 11.7% of residents day to day activities are limited a lot and 12.1% activities are limited a little. Other wards where more than 1 in 5 residents could be considered Disabled under the Equality Act include Filwood (22.3%), Southmead (21.3%) and Frome Vale (20.7%).</p> <p>38.5% of Older People, 16% of people of working age and 6.1% of children up to 15 years have long-term physical or mental health conditions or illnesses (ONS Census 2021).</p> <p>The following table depicts a full ethnic group breakdown of Bristol from the ONS Census carried out in 2021.</p>			

Source: ONS Census 2021

Full ethnic group breakdown		Broad ethnic groups		White British/ White Ethnic Minority/BAME		White British/Ethnic Minority			
Total population	100%	Total	100%	Total	100%	Total	100%		
White: British	71.6%	White	81.1%	White British (WB)	71.6%	White British	71.6%		
White: Irish	0.9%			White Ethnic Minority (WEM)	9.5%			Ethnic Minority	28.4%
White: Gypsy or Irish Traveller	0.1%								
White: Roma	0.2%								
White: Other White	8.3%								
Mixed: White/Black Caribbean	1.2%			Mixed	4.5%				
Mixed: White/Black African	0.6%								
Mixed: White/Asian	1.6%								
Mixed: Other Mixed	1.1%								
Asian: Indian	0.6%	Asian	6.6%						
Asian: Pakistani	1.2%								
Asian: Bangladeshi	1.8%								
Asian: Chinese	1.9%								
Asian: Other Asian	1.2%								
Black: African	3.8%	Black	5.9%						
Black: Caribbean	1.4%								
Black: Other Black	0.6%								
Other: Arab	0.5%	Other	1.9%						
Any other ethnic group	1.4%								

Service users - locality

Different localities will have different social care priorities and may present different barriers to people accessing the right level of care. Inner City East has the most ethnically diverse service user group a higher proportion of the population describing themselves as Black, Asian or other ethnic minority groups, compared to North West, and South.

Service user - demographics

- A higher proportion of our service users are female (55%), which is likely because of higher life expectancy for women.
- 18.9% of the Bristol population overall belongs to a Black or minoritised ethnic group, compared to 9.4% of overall ASC service users. This difference is partly because a high proportion of service users are older people, who are less ethnically diverse than the overall population due to demographic changes. Likewise, our younger service users are more ethnically diverse as a cohort, which is reflective of the wider Bristol population.

Service users – type of care
Power BI data 18 May 2023

- We currently have 5,270 tier three service users, of which 1,418 are Residential and Nursing service users. We have 131 tier two reablement service users within Adult Social Care (ASC) in Bristol, 1,392 are Homecare service users, and 878 are service users currently receiving ongoing Direct Payments. In scope ASC service users also include e.g. recipients of Supported Living / Accommodation packages; and funded ECH packages.

Additional comments:

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

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

2.3 Are there any gaps in the evidence base?

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

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

Whilst we carry out diversity monitoring for staff and service users (and require 3rd party providers to do so), we know there are significant gaps and underreporting, especially for characteristics which have not historically been required for statutory reporting.

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

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

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

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

ASC currently engages with staff regularly in several different ways. Staff briefings take place regularly that include all staff from Care Management, and from Commissioning and which provide an opportunity to provide updates and obtain feedback.

ASC has ongoing engagement with communities and groups that could be affected, such as staff, service users, commissioned providers as well as community groups.

Healthwatch Bristol have a statutory duty to hear the voices and experiences of social care service users, and with shaping future commissioning processes. They have been commissioned to do a specific piece of work, by capturing the view and experiences of people using Health and Adult Social Care services. In particular, they will be focusing on individual service users who are entering care direct for the first time, social work assessments, general view of people's experiences of social care, and view and thoughts around future commissioning models. People involved will be asked if they want to continue their involvement, and the outcome of the engagement led by Healthwatch Bristol will be that a database will be set up of service users that are happy to be contacted and consulted with in the future.

There is another one-off project in which ASC is reaching out to community led organisations such as the Disability Equalities Forum, Independent Mental Health Network and Bristol Older People's Forum. Due to short timescales, eight focus groups have been set up and they are being remunerated in exchange for their attendance and providing their views and opinions. The information from that will be reported on and used within ASC in relation

to gaps and areas for improvement, creating a continuous feedback loop. Where specific areas of interest are discussed, these will also feed into the team service plans.

In the community and voluntary sector, there are several meetings in place which provide ASC with the opportunity to discuss project and ideas such as the single framework. For example, there is:

- The ASC Equalities Forum which is represented by a range of organisations and represents all protected characteristics. Within this forum, the single framework is a recurrent standing item, as well as the consultation on the new policy.
- The Make It Local Partnership meeting, which voluntary and community organisations, also known as 'anchor organisations' attend. These organisations are pivotal in the community and places where people go to for help. This meeting is a useful sounding board for ideas and discussions around how the voluntary sector can work with ASC.

These forums are useful places for ASC to consult with key organisations on some of their initiatives.

There are also several forums in place to engage and collaborate with our providers. Every other month there is the main provider forum, to which all providers are invited. There is also the Provider Partnership meeting for providers that hold a large market share. In both meetings, ASC work with Care and Support West to engage with and influence providers. ASC can input into the agenda and add its initiatives and projects as regular items.

Targeted engagement is also undertaken with specific providers groups. For example, there is currently targeted engagement taking place with ASC advocacy and supported living providers regarding a future service specification.

On the Health side, there is the Integrated Care Board, which is space well attended by Health providers, GP's and the voluntary sector.

2.5 How will engagement with stakeholders continue?

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

The ASC service and transformation programme intend to continue using the channels outlined above to maintain engagement with relevant stakeholders. There is an ongoing piece of work in the pipeline due in July 2023, to co-produce a policy with the Chair of Disability Equality Commission. The outcome of this will be the co-production of a policy with service users, with a view of developing processes and policy that will feed into enabling us to improve ongoing engagement and coproduction moving forward.

Public consultations for the Single Framework Project are in the pipeline, and it is expected that there will be a consultation before the summer holiday. As the single framework covers a large proportion of ASC services, it will be split into stages, and surveys, promotional material and events will be used to maintain engagement and reach a wide audience.

Where specific services and staff groups may be affected by proposals for change, there will be targeted communication, separate consultation exercises undertaken with staff and their representatives, and decisions will return to cabinet along with separate Equality Impact Assessments.

On staff engagement, going forward the ASC transformation Programme will be providing email updates, opportunities for staff briefings, and targeted engagement opportunities around specific initiatives and projects.

Step 3: Who might the proposal impact?

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

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

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

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

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

Potential service impacts

A change to the operating model may reduce staff capacity and could lead to delays responding to service users. Reviewing processes could result in services being delivered in a different ways, and changing the way services are delivered could have an impact on individuals.

Our Fair and Affordable Care Policy approach will be subject to further consultation and ongoing separate Equality Impact Assessment. This will ensure that the following aims are appropriate, equitable, and do not lead to direct or indirect discriminatory practice:

- to improve governance of assessment and care management processes
- to fully meet service users' needs
- Improving scrutiny of systems and allowing people to progress

Through more use of digital technology, we can be more efficient and effective, whilst improving outcomes by targeting services to those who need them and addressing digital exclusion - those who can't access digital services or find using them difficult or unaffordable. Some groups in Bristol are much less likely to feel comfortable using digital technology, including Disabled people, carers, those living in Council accommodation and in the most deprived areas of the city. We will continue to invest in making our digital services more accessible and ensure there are always alternatives for those that need them. The council is using innovative ideas to address digital exclusion, and the efficiencies gained through prioritising digital services can be used to provide better face to face or alternative services. Technology Enabled Care in ASC is also considered in a separate EQIA.

Some citizens and service users in Bristol experience additional inequality because of barriers to accessing and understanding information about the help and resources available to them. As well as the issues identified above with digital information, this can be because of language barriers (including for British Sign Language users), because of learning difficulties and/or neurodivergence, because of poorly developed information infrastructure, or simply because information is not available or well communicated. Where our proposals lead to significant changes to delivery, we need to ensure that we communicate information about this in a range of inclusive and accessible formats, making sure that communication is clear, concise and unambiguous; and setting out timescales to give sufficient advance notice.

Debt is detrimental to people's health and wellbeing. Debt recovery has been taking place, recouping resources for the council. This is in line with our ethical approach as set out in the Corporate Debt Management policy, which is subject to a separate EQIA.

Regarding the appointment of a Strategic Partner, it is key to note that any recommendations made by the Strategic Partner will be subject to scrutiny and consideration by Council leadership before implementation. This is in line with our Public Sector Equality Duty, which requires decision making to have due regard to the potential equality impact of decisions for people, on the basis that this duty is non-delegable. Final decisions will therefore remain with the Local Authority as Public Body.

Potential workforce impacts

Whilst at this stage we do not yet have detailed workforce change proposals as these are subject to further review and recommendations, we are aware that workforce changes can disproportionately affect employees with particular protected characteristics, and therefore we will seek to mitigate impacts through for example:

- Any subsequent proposals for service changes will be subject to their own Equality Impact Assessments to consider detailed issues for employees based on their protected and other relevant characteristics. Mitigations will be in place for any risks identified regarding indirect discrimination which may arise from changes affecting workers with particular characteristics e.g. because they are over-represented in affected teams.
- The Council's Managing Change Policy will apply. The policy sets out expectations regarding consultation, who should have priority consideration for vacancies, redeployment to other roles across the Council and pay protection.
- Tight controls on the engagement, extension and conversion of agency and fixed term workers
- Review of funded vacant positions – where those that can be left unfilled either for a period or permanently are to be frozen/deleted as appropriate and others will be used as opportunities for those in redeployment.
- Ongoing implementation of the Succession Planning Policy which has enabled managers to apply to leave the council on a voluntary basis. This has reduced the cost of the Council's management structure and opened up development opportunities for other Council staff.
- A range of support will be made available alongside any workforce changes, including well-being support for all colleagues, job search support for those at risk of redundancy (whether voluntary or compulsory)
- Although more employees in ASC are older, workforce efficiencies and changes may have a disproportionate impact on younger employees who are more likely to be employed on fixed term contracts and a large proportion of under 35's are leaving after the end of a fixed term contract. The impact of increased working from home can make it harder for younger and newer employees to be fully part of pre-existing teams – this will be mitigated where possible through positive action initiatives and ongoing liaison with the Young Professionals Network staff led group. Our proposals include the pilot of a bursary scheme to improve long term retention of social work students; social worker academy and Care Leaver apprenticeships as part of our future operating model improving the impact of our entry to social work and other service routes.
- Pro-active matching of redeployees (for those at risk of redundancy or medical redeployment) to Suitable Alternative Employment and support and development plans for those redeployed to other jobs.
- Workforce efficiencies and changes may have a disproportionate impact on Disabled colleagues unless emerging accessibility issues are mitigated through ongoing equality impact assessment and liaison with e.g. the Disabled Colleagues Network prior to implementation

PROTECTED CHARACTERISTICS	
Age: Young People	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> • Although the majority of ASC service users are older people, there are significant numbers of younger adults who receive services and there is a potential that their specific needs may not always be addressed, especially as they are likely to be more diverse in terms of ethnicity, sexual orientation, gender identity etc. • Young people are often under-represented in engagement and consultation in Bristol and are less satisfied than average with the way the council runs things. • Children and young people from the most deprived areas of Bristol have the poorest outcomes in health and education in terms of health, education and future employment etc. • Young people in Bristol are more likely to: <ul style="list-style-type: none"> - have poor emotional health and wellbeing - find inaccessible public transport prevents them from leaving their home when they want to • 4.9% of 16-17 year olds are “not in education, employment or training” (NEET) • Young adults are most likely to have lost work or seen their income drop because of COVID-19 and the cost of living crisis • High proportion of younger people moving from children’s to adult social care. • Young people are significantly under-represented in our workforce
Mitigations:	See general comments
Age: Older People	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> • Proposals will have a significant impact on older people due to higher levels of representation as service users • Older people in Bristol are: <ul style="list-style-type: none"> - less likely to be comfortable using digital services - more reliant on public and community transport - more likely to be an unpaid carer - more likely to help out or volunteer in their community - less likely to have formal qualifications • Bristol Ageing Better estimated at least 11,000 older people are experiencing isolation in the city. • We must factor aging and the needs of older people into long term budgeting and service design
Mitigations:	See general comments
Disability	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> • Proposals will have a significant impact on Disabled people due to high levels of representation as service users • Overall 17.2% of Bristol’s population have a long-term physical or mental health conditions or illnesses and day-to-day activities are limited, with big differences by age e.g. 6.1% of 0-15 year olds, and 38.5% of 65+ year olds. There are more Disabled women than men living in Bristol. • In March 2022, the Council’s disability pay gap was 2.99% • Disabled people are less likely to be employed in a managerial or professional occupation

	<ul style="list-style-type: none"> 65.0% of disabled people with one health condition were in employment in 2021/2022. This proportion continues to increase (from 57.4% in 2013/2014) and is 10.7 percentage points higher than the rate for all disabled people. Employment rates decline as the number of health conditions increases On average, between 2014 and 2021, Disabled workers moved out of work at nearly twice the rate (8.9%) of non-disabled workers (5.1%). Workless disabled people moved into work at nearly one-third of the rate (9.7%) of workless non-disabled people (26.8%) One in five Disabled adults faces extra costs of over £1,000 a month even after they have received welfare payments designed to meet those costs¹.
Mitigations:	<ul style="list-style-type: none"> Disabled people should be empowered to make independent living choices and have a say in access to service provision. Where there are proposals to make general savings and efficiencies to services and better use of technology, we must ensure that our capacity to make anticipatory and responsive reasonable adjustments for Disabled people is not reduced. We will ensure that those who require resources in alternative formats or who need phone or face-to-face support can still access it. We will involve Disabled users in testing new technology to make sure accessibility features are effective.
Sex	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> Women are somewhat overrepresented in ASC services, reflective of longer life expectancy for older people Bristol female preventable mortality rates are significantly higher than the England rates Nationally 27% of women experience domestic abuse in their lifetimes. The rate of recorded domestic abuse incidents in Bristol has shown a significant rise over the last two years and 74% of victims were female. Women still bear the majority of caring responsibilities for both children and older relatives. Women are more likely to be excluded from conversations which affect decision making due to lack of representation in boards / organisational leadership. Men and boy's health is in general poorer than that of women and girl's Male life expectancy at birth in Bristol is around four years less than for females. Services and workplace requirements may not take into consideration the impact of women's reproductive life course including menstruation, avoiding pregnancy, pregnancy, childbirth, breastfeeding, and menopause. On average men in Bristol live 18 years in poor health, women live 22 years in poor health Men in Bristol are more likely than women to have unhealthy lifestyle behaviours including being overweight and obese, smoking, alcohol and substance misuse There are differences between men and women in health practices and the way they use health services
Mitigations:	See general comments above

Sexual orientation	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> Proposals to make savings in externally commissioned services may reduce the focus on providing LGBTQ+ friendly services unless revised specifications have an explicit equality and inclusion focus. Workforce efficiencies and changes may have a disproportionate impact on sexual orientation if relocated lesbian, gay and bisexual staff have concerns about discrimination in their new setting.
Mitigations:	See general comments above. The Council is committed to promoting an inclusive working environment and challenging discriminatory behaviour.
Pregnancy / Maternity	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> In the workplace we need to ensure equal access to recruitment, personal development, promotion and retention for employees who are pregnant or on parental leave (including briefing and updates for any workforce changes)
Mitigations:	See general comments above
Gender reassignment	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> Newly available Census data shows that 0.83% (about 1 in 120) of the overall city population has a gender identity that is different from their sex recorded at birth, with a significantly higher proportion of non-binary people in Bristol than nationally. Older trans people may have different needs and experience unique barriers to accessing equitable services. In the 2021 Census the proportion of people who identified as trans decreased with each successive age group. Proposals to make savings in externally commissioned services may reduce the focus on providing trans inclusive services unless revised specifications have an explicit equality and inclusion focus. Workforce efficiencies and changes may have a disproportionate impact on relocated trans employees if they have concerns about discrimination in their new setting. Trans people are statistically more vulnerable to verbal and physical abuse. 1 in 8 trans people (12%) in the workplace have been physically attacked by customers or colleagues in the last year because they were trans
Mitigations:	See general comments above. The Council is committed to promoting an inclusive working environment and challenging discriminatory behaviour.
Race	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Without an explicit focus on addressing race inequality in service redesign the cumulative impact of ASC transformation programme proposals may have a disproportionate for Black and racially minoritised communities and colleagues because of existing structural inequality and disparities in terms of health, housing, education, employment etc.
Mitigations:	<ul style="list-style-type: none"> The ASC Transformation Programme is taking place in the context of wider multi-agency race equity work with ASC colleagues as key partners. The ASC service area equality action plan includes specific actions to address workforce disparities for Black and minoritised ethnic employees.
Religion or Belief	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

Potential impacts:	<ul style="list-style-type: none"> • There are at least 45 religions represented in Bristol. The most recent Census data shows that 6.7% of people in Bristol are Muslim, and Islam is the second religion in Bristol after Christianity. • Budget proposals should take into account differing needs because of people's religion and belief (for example different requirements around diet, life events, and holidays). • Having a designated multi-faith room can make environments such as workplaces and shopping centres is more accessible and friendly for people from faith groups where regular prayer is required. • Council workforce efficiencies and changes may have a disproportionate impact on some faith groups as the category "Other religion or belief" is disproportionately represented at the lowest salary bracket of Council employees.
Mitigations:	See general comments above. We will continue to promote flexible working patterns wherever possible to accommodate faith holidays and prayer requirements etc.
Marriage & civil partnership	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	No significant issues identified at this stage
Mitigations:	
OTHER RELEVANT CHARACTERISTICS	
Socio-Economic (deprivation)	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> • Bristol has forty-one areas in the most deprived 10% in England, including three in the most deprived 1%. The greatest levels of deprivation are in Hartcliffe & Withywood, Filwood and Lawrence Hill. In Bristol 15% of residents - 70,800 people - live in the 10% most deprived areas in England, including 19,000 children and 7,800 older people
Mitigations:	See general comments above
Carers	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> • Being a carer can be a huge barrier to accessing services and maintaining employment • We need to consider the timing/availability of services, events etc. to allow flexibility for carers. • Studies show around 65% of adults have provided unpaid care for a loved one. • Women have a 50% likelihood of being an unpaid carer by the age of 46 (by age 57 for men) • Young carers are often hidden and may not recognise themselves as carers.
Mitigations:	See general comments above
Other groups [Please add additional rows below to detail the impact for any other relevant groups as appropriate e.g. asylum seekers and refugees; care experienced; homelessness; armed forces personnel and veterans]	
Potential impacts:	
Mitigations:	

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

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

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

The premise of the programme is to deliver Adult Social Care within budget as part of a financially stable corporate position, whilst developing a sustainable model of care that builds upon community assets and improves outcomes.

The provision of good quality, inclusive care and support services that meet people's identified needs, will contribute to equality of opportunity in supporting older and disabled people to live independently

The 'model of care delivery' for Bristol will be revitalised, to

- Develop local service and housing capacity to enable people to receive the care and support they need in their own homes/communities.
- Maximise the benefit of generalist, community-level services to allow people to live meaningful lives in their localities and avoid institutional services
- Build upon the rich and diverse assets of the city and help develop individual and community resilience

Step 4: Impact

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

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

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

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

We should be able to make the required savings without having significant negative impacts, as long as we continue with good practice in relation to fair selection and recruitment processes and support our existing staff with reasonable adjustments.

However, we will monitor our equalities data to ensure that there is no disproportionate impact on any group with protected characteristics, we will also closely monitor any impact on individual teams of any reduced capacity through monthly Quality Improvement Performance meetings and take necessary action.

We will continue to meet our Care Act Duty to provide care and support to service users. Where we identify instances where specific proposals may affect services users, separate equality impact assessments will be carried out.

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

Considering our workforce and ensuring we maintain morale under a challenging financial climate is an opportunity to have greater focus on ensuring that we are supporting people with particular protected characteristics in the workplace. As it is the business of Adult Social Care to ensure that vulnerable people who experience discrimination are protected and safe, this is also reflected in the way we support our staff.

At this stage prior to a decision there are potential financial savings for the Council, which is important at a time when the service budgets are under significant pressure, as well as a chance to explore alternative future uses for our assets, better ways to delivery services, and improved partnerships, which could benefit other services or offer efficiencies across the ASC portfolio.

4.2 Action Plan

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

Improvement / action required	Responsible Officer	Timescale
Frequent engagement with the ASC Equalities forum to both get feedback & insight into proposed changes, and also to gain further insight into the barriers & issues faced by different equalities groups.	Delivery Leads	Ongoing
Frequent engagement (quarterly agenda item + ad hoc) with service users through the Service User Group forum to get feedback on proposed ideas/changes	Delivery Leads	Ongoing
Frequent engagement with ASC Staff through staff engagement channels to get feedback on proposed ideas/changes	Service Managers / Delivery Leads	Ongoing
Equality Impact Assessment for individual ASC proposals as required	Delivery Leads	As required, 2023-2024

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

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

Regular engagement is maintained with affected groups, ASC is informed on potential risks and issues and mitigations are in place, with robust equality impact assessment where required.

Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the [Equality and Inclusion Team](#) before requesting sign off from your Director².

Equality and Inclusion Team Review: <i>Reviewed by Equality and Inclusion Team</i>	Director Sign-Off:
Date: 19/5/2023	Date:

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

Decision Pathway – Report

PURPOSE: Key decision

MEETING: Cabinet

MEETING DATE: 6 June 2023

TITLE	Financial Update Report – June 2023		
Ward(s)	N/a		
Author: Gemma Prince	Job title: Finance Business Partner – Planning and Reporting		
Cabinet Lead: Cllr Craig Cheney – Deputy Mayor and Cabinet Member for Finance, Governance and Performance	Director Lead: Denise Murray – Director of Finance		
Proposal origin: Other			
Decision maker: Cabinet Member			
Decision forum: Cabinet			
Purpose of Report:			
<p>Period 1 is not part of the financial monitoring calendar. Consequently, there are no known reportable changes to the budgeted financial position.</p> <p>The first formal reporting month of 2023/24 will be that at the close of May, Period 2. This will constitute Quarter 1.</p> <p>This report instead serves as a mechanism to request that Cabinet notes the urgent key decision to submit three bids for Low Carbon Skills Fund Phase 4 funding.</p>			
Evidence Base:			
<p>This report covers:</p> <ol style="list-style-type: none"> Urgent Key Decision #030 – Low Carbon Skills Fund Phase 4 - for the City Leap Client Function team to submit three applications to the Low Carbon Skills Fund Phase 4 on 26th April totalling £890,000. This decision was taken by Denise Murray (Director of Finance / S151 Officer) and Cllr Craig Cheney (Deputy Mayor with responsibility for City Economy, Finance and Performance). The decision paper, which includes further details, is attached in Appendix A1. 			
Cabinet Member / Officer Recommendations:			
<p>That Cabinet:</p> <ol style="list-style-type: none"> Notes the urgent key decision taken. 			
Corporate Strategy alignment:			
<p>This report fits with the council’s corporate strategy 2022-2027 of good governance; making sure that we are financially competent and resilient, offering good value for money (page 58).</p>			
City Benefits:			
<p>Cross priority report that covers whole of Council’s business</p>			
Consultation Details: N/a			
Background Documents: N/a			

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

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

1. Finance Advice: The resource and financial implications are set out in the report.		
Finance Business Partner: Jemma Prince, Finance Business Partner - Planning and Reporting, 18 May 2023		
2. Legal Advice: There are no specific legal issues arising from the decision noted in the report.		
Legal Team Leader: Nancy Rollason, Head of Legal Service, 18 May 2023		
3. Implications on IT: I can see no implications on IT in regards to the decision sought in this report.		
IT Team Leader: Gavin Arbuckle, Head of Service Operations, 23 May 2023		
4. HR Advice: There are no HR implications arising from the report recommendation.		
HR Partner: James Brereton, Head of Human Resources, 22 May 2023		
EDM Sign-off	Denise Murray	25 May 2023
Cabinet Member sign-off	CLlr Craig Cheney	25 May 2023
For Key Decisions - Mayor's Office sign-off	Mayor's Office	25 May 2023

Appendix A – Further essential background (A1)	YES
Appendix B – Details of consultation carried out - internal and external	NO
Appendix C – Summary of any engagement with scrutiny	NO
Appendix D – Risk assessment	NO
Appendix E – Equalities screening / impact assessment of proposal	NO
Appendix F – Eco-impact screening/ impact assessment of proposal	NO
Appendix G – Financial Advice	NO
Appendix H – Legal Advice	NO
Appendix I – Exempt Information	NO
Appendix J – HR advice	NO
Appendix K – ICT	NO
Appendix L – Procurement	NO

Finance Urgent Key Decision



Decision of: Denise Murray, Section 151 Officer

With advice from: Kayode Olagundoye, Business Partner

Directorate: Growth & Regeneration

Decision no: 030

Subject: Exceptional Approval – Low Carbon Skills Fund, Phase 4

Key decision: yes

Reason Low Carbon Skills Fund Grant Phase 4 was announced 28th March, with a deadline of 26th April for submission rendering the City Leap Client Function team unable to follow the Cabinet approval process.

Background

LCSF provides grants to boost decarbonisation skills and unlock decarbonisation in the public sector. The Department for Energy Security and Net Zero has made available up to £17 million of funding for Phase 4.

The funding available through LCSF is to be used for surveys and feasibility studies across identified properties in order to assess the opportunities for works to support decarbonisation of the energy supply.

The properties identified for the bids below reflect Bristol City Council's 2025 carbon neutrality targets across the corporate estate and have been selected based on carbon-output. Properties can be substituted after receipt of the grant if those currently included are selected for disposal at a later date. BCC have no obligation as grant recipients to maintain ownership of any property included in the funding application for any length of time after spend of funds in line with LCSF's terms and conditions. The heat decarbonisation plans and detailed design work funded by any successful grant application are expected to be delivered through Ameresco Limited, Bristol City Council's strategic partner for delivery of low carbon energy infrastructure projects.

The Grant enables us to apply for funding across three different value ranges:

- 34% of funding for projects up to £100,000.
- 38% of funding for projects between £100,001 - £500,000
- 28% of funding for projects between £500,001 - £1,000,000

The applications for submission are as follows:

Value range	Submission	Value of the bid
Up to £100,000	17 schools to create heat decarbonisation plans	£85,000
£100,000 - £500,00	7 properties within the Corporate Estate priority list with heat decarbonisation plans, to be developed to detailed design	£245,000

£500,000 - £1,000,000	The top 27 Corporate Estate priority properties to create heat decarbonisation plans and detailed designs	£560,000
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Decision

Approval of an Urgent Key Decision for the City Leap Client Function team to submit three applications as detailed in table above to the Low Carbon Skills Fund, Phase 4 on 26th April totalling £890,000.

Financial implications

100% grant funding opportunity, with no match-funding obligations.

A 17% contingency is also included in the applications.

Bristol City Council are at no risk of any future financial obligation associated with this grant submission.

Legal powers and implications

This is to approve the submission of the bid. There is no obligation to accept and spend the bid at this stage. If the bid is successful, the City Leap Concession Agreement, requires Bristol City Council to offer Ameresco first right of refusal on all decarbonisation works undertaken by Bristol City Council. Ameresco have provided estimates which have informed the LCSF4 submission based on previous work undertaken as part of LCSF3 and current market prices. Approval for acceptance and draw down will be brought back to Cabinet in due course.

Climate change and environmental implications

If successful, LCSF4 funding will be spent to support decarbonisation of BCC’s corporate estate in line with the net 2025 targets for carbon neutrality, the Corporate Strategy 2022-27, the One City Plan and the Mayor’s Climate Emergency Action Plan.

A subsequent grant funding opportunity, the Public Sector Decarbonisation Scheme (PSDS), will be announced in Autumn to allow for public bodies to apply for additional funding in order to undertake and implement the decarbonisation works identified within the feasibility studies funded by LCSF4.

Consultation

- Bristol City Leap, joint venture company
- Bristol City Leap Property Decarbonisation Sub-Working Group including representation from: City Leap Client Function Team; Property; Sustainable City and Climate Change team; Energy Supply team; Bristol City Leap
- John Smith, Executive Director of Growth & Regeneration
- Denise Murray, Director of Finance and Section 151 Officer
- Kayode Olagundoye, Finance Business Partner
- Cllr. Craig Cheney, Designated Deputy Mayor with responsibility for Finance, Governance and Performance.

Risk management

Ameresco, our strategic delivery partner, will hold risk of delivery, including any over-spend.

Equality implications

Have you undertaken an Equality Impact Assessment? no

Corporate implications

If successful, LCSF4 funding will be spent to support decarbonisation of BCC's corporate estate in line with the net 2025 targets for carbon neutrality, the Corporate Strategy 2022-27, the One City Plan and the Mayor's Climate Emergency Action Plan.

Signatories

S151 Officer and / or Head of Paid Service

Name: Denise Murray

Title: Director of Finance/S151 Officer

Signed: 

Date: 25/04/2023

Consultee

Name: Councillor Craig Cheney

Title: Deputy Mayor Finance, Governance and Performance

Signed: 

Date: 17/04/23

Note: if an electronic signature is used, an email from the relevant certifier confirming consultation and allowing use of electronic signature must be attached. If a consultation is undertaken verbally the Director must record date and time of the conversation and any agreement/concerns raised by the consultee.