

Cabinet Agenda



Date: Tuesday, 4 July 2023

Time: 4.00 pm

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

Distribution:

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

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Issued by: Amy Rodwell, Democratic Services

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

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

Date: Monday, 26 June 2023



Agenda

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 4th July

Cabinet is 12 noon on Monday 3rd July. 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 4th July Cabinet is 5.00 pm on Wednesday 28th June . 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

(Pages 9 - 22)

7. Chair's Business

To note any announcements from the Chair

PART B - Key Decisions

8. Bristol City Docks - Harbour Revision Order

To follow

9. Bristol Community Safety Partnership - Joint local Police & Crime Plan / Community Safety Partnership Plan 2023-26

(Pages 23 - 55)

10. Net Zero Investment Co-innovation Lab

(Pages 56 - 74)

11. Hackney Carriage Fare Review

(Pages 75 - 93)

12. Western Harbour Master Plan and Infrastructure Delivery Plan

(Pages 94 - 119)

13. Substance use treatment services re-procurement

(Pages 120 - 135)

14. Bristol's Targeted Smoking Cessation Service

(Pages 136 - 151)

15. Land Charges cost increases

(Pages 152 - 166)

16. Council Tax Reduction



- (Pages 167 - 191)
17. **Contract for the Transport of Deceased on Behalf of HM Senior Coroner for Avon**
- (Pages 192 - 206)
18. **Business Improvement Districts**
- (Pages 207 - 227)
19. **Low Carbon Skills Fund, Phase 4 grant funding**
- (Pages 228 - 240)
20. **Environmental Enforcement Concession Service**
- (Pages 241 - 261)
21. **Parks and Green Spaces – Concessions Contracts**
- (Pages 262 - 274)
22. **Estate Rationalisation – Surplus Asset Disposals**
- (Pages 275 - 289)
23. **Health Determinants Research Collaboration bid (National Institute for Health Research)**
- EQIA to follow
- (Pages 290 - 294)
24. **Finance Outturn Report (P2/Q1/MTFP)**
- To follow

PART C - Non-Key Decisions

25. **Annual Report of Write Offs**
- (Pages 295 - 299)
26. **Q1 Corporate Risk Report**
- (Pages 300 - 346)
27. **Q4 Quarterly Performance Progress Report – Q4 2022/23**
- (Pages 347 - 430)



Public Information Sheet

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

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

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

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

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

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

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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.

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Report from the Finance Task Group on the draft 4 July Cabinet report – Council Tax Reduction Scheme for 2024/25

Introduction

1. The cross-party Finance Task Group (with representation across all the political groups) has met on four occasions between April and June 2023. Members have been briefed in detail on the options under consideration by the administration for reviewing the Council Tax Reduction Scheme (CTRS) for 2024/25 and on the proposals for the required public consultation that will take place over the summer. The detailed notes of our discussions are enclosed as an appendix.

2. We would particularly like to thank Finance officers for the time they have taken in preparing briefing material and attending our meetings, and for their efforts and openness in responding to our questions and requests for further detail. Members are also grateful that the draft Cabinet report was shared at a point that has allowed appropriate time for the preparation of this scrutiny report in advance of the decision to be considered by the Cabinet on 4 July.

Context and general comments about the CTRS review

3. The comments set out in this report are the collective views of the Finance Task Group. Our comments take account of the background and context to this Cabinet report. Members recognise that there were and remain varied views across the Council's political groups about the proposal to save at least £3m through this review of the CTRS. The Finance Task Group does not collectively 'support' the proposal to review the CTRS for 2024/25; however, it is recognised that through the agreement of the Council's budget at the Full Council meeting in February 2023, the proposal effectively became Council policy, which is now being taken forward by the administration. We have been consulted and accordingly our role has specifically been to interrogate and formulate comments on the administration's detailed proposals for public consultation. The Group will give further comments on the options after considering the results of the public consultation.

4. The Group is very mindful of the importance of minimising impacts of any scheme changes on the city's most vulnerable residents and on those low-income households who are most likely to be disadvantaged financially by changes to the scheme.

5. We also recognise, as highlighted in the Cabinet report, the context of the budgetary pressures faced as a result of the reduction of funding being made available to local authorities by the government (which has been highlighted and raised with the government on a cross-party basis via the Local Government Association). We also note that Bristol has, until now, remained one of a few local authorities to have kept its level of support through the CTRS at the pre-2013 levels. The scheme has been regularly reviewed in the past with the conclusion on each occasion that changes would not be beneficial.

6. We particularly highlight our concern that whilst the proposals aim to deliver a significant saving of at least £3m, significant additional costs will be incurred in delivering this saving. At this point, there are a number of areas of uncertainty in terms of the scale of the additional administrative costs involved, the impact any scheme changes may have and in mitigating the risks around additional costs. In particular, there can be no certainty around the future Council Tax collection rate that will be achievable in practice given that the proposals will inevitably impact on low-income households, many of whom may struggle with the additional financial burden of meeting their Council Tax obligations following this review. We feel it is inevitable, also taking account of the experience of other local authorities, that the future collection rate will represent a very significant challenge for the Council. If the decision is taken to implement a revised CTRS following the consultation, it will be crucial to track the delivery of savings and to closely monitor additional costs and the collection rate, bearing in mind that this will be an ongoing key issue for members who will form the new Council governance that will take effect from May 2024.

7. The timing of the review is also concerning; it is important to be mindful of the context of the ongoing impact on residents, particularly for low-income households, of the national economic situation, as shown for example by continued high inflation and rent levels, and recent increases in interest rates that have taken place since the setting of the Council budget in February.

8. Another important issue to consider is the local economic impact/multiplier effect that is likely to be felt, especially in the most economically deprived wards of the city through the diversion of household funds from those with low disposable incomes from the local economy into Council Tax contributions as a result of scheme changes.

Specific comments on the consultation

9. As indicated above, as our briefings have progressed, members have appreciated the open approach taken by officers in responding to our questions and requests for further detail. We feel that our views have been listened to and taken into account. For example, we note that the consultation will now seek views about a range of particular scheme features as well as the main scheme options and therefore seems to be a wider consultation than was initially envisaged.

10. It will be essential for the administration to seek as many consultation responses as possible from those vulnerable people and low-income households most likely to be impacted by the proposals. This will require targeted communications to try to reach and engage people across the city's communities to maximise feedback from those most likely to be adversely affected.

11. The detail around the scheme options and features that are being consulted on is necessarily complex. This is likely to present real challenges to engaging with those most likely to be impacted by scheme changes. As part of the consultation, it will be essential to present information from the perspective/lens of those who will be affected directly by the proposals. This could include illustrative examples of what options will mean to individuals

in terms of 'personal cash'/ weekly income and the use of example case studies/scenarios as this may help to guide individuals in assessing options (and in responding to the consultation) from their perspective.

12. We welcome an assurance from officers that the specific consultation materials will be shared and reviewed with the Finance Task Group so that we have a full opportunity to 'sense check' the detail before the consultation goes live. We intend to report back further following this further work.

Concluding comment

13. As indicated above, Finance Task Group members are grateful that the draft Cabinet report was shared with us to allow appropriate time for the preparation of this scrutiny report in advance of the publication of the 4 July Cabinet agenda papers. In addition to reviewing the consultation materials prior to the consultation launch, Members are very keen to be kept fully informed about consultation responses and related analysis. The Resources Scrutiny Commission will meet in public in the early autumn to review the consultation outcomes and to formulate a further detailed scrutiny submission ahead of the administration's consideration of a final decision on a revised scheme.

Councillor Geoff Gollop

Chair (and on behalf of) Finance Task Group
23 June 2023

Finance Task Group membership:

Councillor Geoff Gollop, Chair
Councillor Heather Mack, Vice-Chair
Councillor Mark Bradshaw
Councillor Andrew Brown
Councillor Martin Fodor
Councillor Zoe Goodman
Councillor John Goulandris
Councillor Gary Hopkins
Councillor Mohamed Makawi
Councillor Tim Rippington

Appendix:

Notes of Finance Task Group meetings held on 19 April, 3 May and 23 May 2023

NOTES

FINANCE TASK GROUP – 19 APRIL 2023

Attendance:

Councillors: Cllr Gollop (Chair), Cllr Brown, Cllr Fodor, Cllr Goulandris, Cllr Goodman, Cllr Hopkins, Cllr McAllister (substitute for Cllr Mack), Cllr Rippington

Apologies: Cllr Bradshaw, Cllr Mack

Officers: Graham Clapp, Matthew Kendall, Ian McIntyre, Jane Hadley, Ian Hird

1. Apologies: apologies were received from Cllr Bradshaw and Cllr Mack.

2. Council Tax Reduction Scheme (CTRS) 2024/25

Members noted that the slide deck to be worked through at this session had been pre-circulated, setting the following agenda:

- Introduction and key questions
- Timescales
- Background
- National picture and other council schemes
- Illustrative options
- Wider impacts
- Vulnerable groups and protection
- Alternative schemes
- Collection rates
- Next steps

Main points raised / noted:

1. Slide 3 – Objectives of the Group

In response to opening comments from the Chair, the following was agreed in relation to clarifying the Group's objectives:

The Group notes that:

- a. The administration has agreed to modify the CTRS for 2024/25, to reduce the net costs to the Council by at least £3million.
- b. There were/remain varied views about this proposal across the Council's political groups; however, it is recognised that at the Council budget meeting in February 2023, more councillors voted for this proposal than against; therefore, the proposal effectively became Council policy with effect from the Council budget meeting.
- c. The Group essentially sees its role as examining proposals in detail with a particular focus on minimising impacts on the city's most vulnerable residents and those who are most likely to be disadvantaged financially by changes to the scheme.

2. Slides 11-24 – covering 2024/25 illustrative options ('As is'; 10% minimum payment for all working age households; 20% minimum payment for all minimum age households), plus associated impact mapping, detail on household level impact and vulnerable group protection:

a. Whilst noting that the options presented were illustrative, the Group should have the opportunity to assess a range of further modelled/nuanced/tapered options as well. Setting flat rate minimum payment options that apply to all may not achieve the objective of ensuring that the 'most help' is given to those who most need it. The Group will need to consider a wide range of scenarios in assessing which ones will be the most appropriate to take forward for public consultation, bearing in mind the objective is to achieve savings of at least £3m whilst minimising impacts on the most vulnerable residents.

b. In response to questions, it was noted that:

- whilst the current £16k capital 'limit/cut-off' could be adjusted, this in itself would not generate significant savings (further detail could be provided on this point).

- the other precepting authorities (fire and police authorities) did not contribute to CTRS administration costs.

c. In response to points raised around savings, it was noted that significant efficiencies have already been implemented. Whilst increased administrative costs are likely to be unavoidable in adjusting the CTRS, the changes made should seek to minimise additional cost – for example, it would be useful to avoid an increase in time-consuming activities such as multiple/repeated billing to low income households who are subject to monthly but relatively small variations in their income levels. It was noted that some authorities, in relation to banded schemes, have chosen to ignore small changes in income.

3. Slides 25-35: covering alternative (banded) schemes, collection rates:

a. Debt advice: In response to a question, it was noted that if individuals contact the Council, they will be informed of/directed to debt advice options.

b. Further issues were raised on anticipated administration costs, including the issue of whether there was an indication about the level of collection rate that would be required under a revised scheme for the authority to 'break even' in relation to increased administration costs. It was noted that further refinement of costs and in-depth analysis will need to take place as options are developed in detail.

c. It was noted that in Sheffield, an initial collection rate of 65% for working age CTR recipients had improved over a number of years to approx. 75%. In adjusting Bristol's scheme, it will be critical to closely monitor collection rates, noting that it would not be possible to fully assess savings until the end of the 2024/25 financial year.

d. It was suggested that in examining the range of potential scheme models/options, members will focus on identifying what are likely to be the 'least worst' options in terms of impact on vulnerable people and low income households.

e. In examining potential options, it will be helpful to work through case studies/examples to assist members in assessing impacts. It was noted that a consultation model/tool was available which will assist in assessing different scenarios.

Meeting conclusion - response to key questions posed in slide 4:

1. Do you have any alternatives or changes to the illustrative options that you would like to see explored further?

Member response: The illustrative options as presented are noted. Members will wish to consider a wide range of potential scheme models/options; members' focus will be on identifying what are likely to be the 'least worst' options in terms of impact on vulnerable people and low income households, with careful assessment also needed on the estimated additional administrative costs.

2. Are there any other perceived impacts that changing the scheme will have that you would like to see explored further?

Member response: As per above, further background data on options will be required to enable impacts to be assessed.

3. What are the options that you would like to progress to public consultation?

Member response: It is not possible to identify firm options at this stage. Recognising the complexities involved, it is likely that a number of meetings of the Group will be required to work through scenarios and assess options.

It is recognised that officers will reflect on the points raised at this session; a further meeting will then be convened at the earliest opportunity with a view to confirming the approach/next steps, in anticipation that a number of meetings of the Group are likely to be required.

NOTES

FINANCE TASK GROUP – 3 MAY 2023

Attendance:

Councillors: Cllr Gollop (Chair), Cllr Mack, Cllr Bradshaw, Cllr Fodor, Cllr Goulandris, Cllr Goodman, Cllr Hopkins, Cllr Rippington, Cllr Clark (substitute for Cllr Brown), Cllr McAllister (substitute for Cllr Makawi)

Apologies: Cllr Brown

Officers: Graham Clapp, Matthew Kendall, Ian McIntyre, Jane Hadley, Ian Hird

1. Apologies: apologies were received from Cllr Brown.

2. Council Tax Reduction Scheme (CTRS) 2024/25

Members noted that the slide deck to be worked through at this session had been pre-circulated, setting the following agenda:

- Objectives / key questions
- Timescales update
- Background (reminder and update)
- Options and appraisals
- Detail of additional features
- Collection rates
- Next steps

Main points raised / noted:

1. Objectives of the Group (slide 3):

As per the discussion at their first meeting, the Group noted/were reminded of the following context:

- There were/remain varied views about the proposal to modify the CTRS for 2024/25 across the Council's political groups; however, it was recognised that at the Council budget meeting in February 2023, more councillors voted for this proposal than against; therefore, the proposal effectively became Council policy with effect from the Council budget meeting.
- The administration had accordingly agreed to modify the CTRS for 2024/25, to reduce the net costs to the Council by at least £3million.
- Officers were working to a timetable in line with the intention of the administration to take a decision at the 4 July Cabinet on the consultation options.

2. Three potential scheme options were presented, together with the related option appraisals (slides 7-21):

- Option 1: Standard scheme, with tolerances, e.g. to ignore small changes in income (e.g. £15 per week change in income, £3 in CTR entitlement) which would reduce the volume of re-billing for those with fluctuating incomes.
- Options 2a and 2b: Banded Scheme options.

In relation to both of the banded scheme options, in terms of households with children, it was noted that both schemes would have a disproportionate impact on households with children where the applicant, partner or both were working (over 80% of these households would lose more than £10 per week). In terms of households where someone had a disability, the modelling indicated that 25% of those who would lose more than £10 per week were identified as meeting a definition of vulnerability due to disability.

3. In discussion, it was noted that officers' preferred option at this point from a technical/administrative perspective was Option 1 (Standard scheme with the application of tolerances), perhaps with a delayed review period of up to 6 months, noting that this option had the following advantages:

- Applicants would already be familiar with the means testing process.
- The standard scheme was more straightforward to develop and administer compared to other options.
- This option was fairer and based more on people's need.
- This option avoided the creation of 'cliff edges' in entitlement for small income changes.
- Larger families and disabled people would not be disproportionately affected.

4. It was noted that the Banded Scheme options did generally have the advantages of being easier to communicate than the standard scheme and would provide stability in terms of applicants paying a set amount each month. However, banded schemes presented a number of potential disadvantages, including:

- A higher scheme development/modelling cost.
- Potential for unsatisfactory 'outlier' outcomes when compared with means tested CTR entitlement.
- Creating 'cliff edges' in entitlement when people moved between income bands.
- The scheme could be less fair as it could not fully account for individual household circumstances.
- Disabled people and households with dependants could be disproportionately affected.
- Any administrative saving could be eroded by applications for discretionary support.

5. It was noted that a very wide range of scenarios at household level could be modelled. The pre-circulated information on nine household level examples/scenarios (referred to also at slide 22) was noted. It was suggested that it would be useful to also show the amount that applicants were expected to pay under each example. It was noted that due to the sheer number of potential scenarios that could be applied, it was not easy to compare options and their implications visually via a graph.

Officers commented that whilst some local authorities had opted for banded schemes, most authorities facing these circumstances had continued to operate a standard scheme on the basis that, in overall terms, it was often seen as the fairest option. Under a banded scheme, administration also became more complex as more bands were added.

6. Details on options for protecting vulnerable groups were outlined (slides 25-28). Via an online 'in-meeting' poll, members responded to the following question: Would you like to protect any 'vulnerable' group (noting additional cost to those not protected) and if so which one(s)?

The responses submitted at this point by members in terms of vulnerable groups who should be protected were as follows:

- People with disabilities.
- Households with young children, especially those with low incomes.
- Those most severely impacted as a proportion of their income.

It was noted that the above should be regarded as initial feedback only as members would wish to give further detailed consideration to these issues (see 'conclusions' section below).

7. It was noted (slides 30-34) that there were a number of additional optional features that could potentially be added into either a standard scheme or banded scheme consultation option, including:

- a. Abolishing the 'second adult' rebate (a discount for people with a second adult on a low income but who did not qualify for CTR themselves).
- b. Reducing the capital limit from £16k to £6k.
- c. A minimum award of £3 per week.
- d. A flat rate reduction.
- e. Increase the backdating of awards.
- f. Introducing an advertised additional support scheme.

Initial member feedback through an 'in-meeting' on-line poll indicated a degree of potential support for including some additional features, especially in relation to introducing an advertised additional support scheme. It was again noted, however, that this should be regarded as initial feedback as members would wish to give further detailed consideration to these matters. It was noted that an advertised additional scheme would, for example, incur additional costs (estimated at approx. £375k).

8. The anticipated additional costs (slide 37) were noted. It was noted that further work would need to take place to clarify/interrogate some aspects (e.g. the estimated £356k cost of additional customer service centre/service point staff). It was anticipated that some costs may to an extent be 'upfront' costs to account for 2024/25 'year one' introduction costs, some of which may reduce once the revised scheme has been operational for a period.

9. Members suggested that it would be important to take into account the views of groups dealing with vulnerable people.

10. It was suggested that another important issue to consider was the local economic impact/multiplier effect that would be felt in the most economically deprived wards of the city through the implementation of this £3m budget saving.

Meeting conclusion / next steps:

1. It was noted that officers will continue their work in preparing a report for the 4 July Cabinet in line with the intention of the administration to take a decision at that meeting on CTRS consultation options.

2. Given the complexities around this matter, members indicated that they wished to take time to reflect carefully on all the detailed information as presented at this meeting and at their previous meeting held on 19 April. It was agreed that an informal, online meeting of the Resources Scrutiny Commission should be scheduled for 2-3 weeks' time to enable members to have an open discussion on the proposals/options, and to begin to formulate comments. It would be helpful for a finance officer(s) to attend this session, if possible, to respond to questions/clarify points of detail.

It was suggested that any further member questions on factual matters should be submitted by a suitable deadline, e.g. 3 working days in advance of the informal meeting, with a proviso that members try to avoid submitting an unmanageable number of advance questions, mindful of officer time.

3. A formal public meeting of the Resources Scrutiny Commission should also be arranged ahead of the 4 July Cabinet meeting so that members have an opportunity to express their views in a public setting following the publication of the Cabinet report, and to enable members' comments to be formalised in advance of the Cabinet meeting. *

4. It was suggested that it would also be appropriate for the Resources Scrutiny Commission to review the results/outcomes of the consultation in due course.

** Note: subsequently, it was agreed at the 6 June scrutiny work programme workshop that rather than hold a public meeting of the Resources Scrutiny Commission ahead of the 4 July Cabinet, the Commission would instead meet in public in the early autumn to review the consultation outcomes and to formulate a further detailed scrutiny submission at that point ahead of the administration's consideration of a final decision on a revised scheme.*

NOTES – FINANCE TASK GROUP

1.00 - 3.00 pm, Tuesday 23 May 2023

Attendance:

Councillors: Cllr Gollop (Chair), Cllr Mack, Cllr Bradshaw, Cllr Fodor, Cllr Goodman, Cllr Hopkins, Cllr Rippington, Cllr McAllister (substitute for Cllr Makawi)

Cabinet member: Cllr Cheney

Apologies: Cllr Goulandris

Officers: Denise Murray, Graham Clapp, Matthew Kendall, Ian McIntyre, Ian Hird

DISCUSSION ON THE REVIEW OF THE LOCAL COUNCIL TAX REDUCTION SCHEME (CTRS)

A. Introduction / scene setting

1. Denise Murray presented a slide deck (enclosed as Appendix 1) setting out:

- The medium-term budget overview.

- A summary of the 2023/24 budget baseline, plus an update on the context of emerging pressures around inflation, pay awards and delivery of savings. Given this context, it was noted that as a result of the Full Council's agreement to revise the CTRS as part of the Council budget approved in February, a £3m saving was required to be delivered in 2024/25. If this saving was not ultimately delivered, it would be necessary to secure savings from elsewhere across the organisation in order to deliver a balanced budget, noting the wider context that approx. 70% of the Council's spend now related to the Children's & Education and Adult & Communities directorates, whose budgets were also the subject of very significant savings targets.

- An illustrative example of how the consultation on options for revising the scheme could potentially be shaped.

2. It was noted that the report to be submitted to the Cabinet on 4 July was to determine the consultation content; a range of options and questions could be included as part of the consultation.

B. Points/questions raised in discussion:

1. The Chair referred to the example banded option (as circulated prior to the meeting) which officers had worked through at his request, noting that the results of this exercise reflected the complexities involved in reviewing the scheme. In order to achieve the £3m budget saving, members needed to consider the principles and issues around whether it

was more appropriate to require all or a high percentage of those households affected to make a financial contribution, or whether to require a smaller percentage of those affected to pay a higher level of contribution.

2. It was noted that clarification had now been given around a wider range of options and questions being potentially included as part of the consultation. For example, in addition to seeking views on scheme options (e.g. changing the scheme to reduce entitlements by a standard percentage or banded percentage options; or changing the scheme so that entitlements were based on bands of income), it was also now suggested that consultation could additionally take place in terms of seeking views about particular scheme features such as:

- whether to reduce the capital 'cut-off' limit.
- providing protection within the scheme for particular vulnerable groups.
- providing additional support for vulnerable groups through a discretionary fund outside of the CTRS.

3. It was noted that the outcomes from the consultation would be reported back to the Resources Scrutiny Commission in advance of the ultimate decision on a revised CTRS.

4. An equalities impact assessment would be carried out to assess option impacts.

5. In terms of the consultation, it was suggested that it would be particularly important to try to seek as many responses as possible from those vulnerable groups most likely to be impacted by the proposals. It was noted that the intention was to ensure targeted communications to try to reach vulnerable groups; it would also be possible to apply an appropriate degree of weighting (for example, in relation to demography and other relevant factors) in assessing consultation responses, recognising that some vulnerable people may not respond to the consultation.

6. In terms of the possible scheme options, it would be helpful, as part of the consultation, to present information from the perspective/lens of those who will be affected directly by the proposals. This should include illustrative examples of what options will mean to individuals in terms of 'personal cash' / weekly income. It was noted that a Council Tax Reduction Scheme calculator ('Entitled to' calculator) could be made available to help individuals assess the personal financial impact of the options presented. It was noted that no personal data would be required or stored as a result of an individual's interaction with the calculator. The importance of including example case studies/scenarios was stressed as this would help to guide individuals in using the calculator and in assessing options from their perspective.

7. A question was raised about potentially using some of Bristol's household support fund allocation as discretionary funding (i.e. outside of the CTRS) to support vulnerable groups. It was noted, however that the future of this funding was uncertain. A question was also raised about whether surplus future Clean Air Zone income could be utilised; on this point, it was noted that it was anticipated that CAZ income would support the CRSTS programme.

8. The Chair commented that it should be recognised that there were differences of opinion across the Council's political groups on this issue. This might impact on the ability of the Resources Scrutiny Commission to reach a full consensus on aspects of the proposals. The Conservative group view, for example, was that the £3m cost of this saving should be spread across all those households affected, with all those affected making at least a small financial contribution whilst also seeking higher contributions from some through a banded scheme. The example banded scheme that had been worked through in advance of the meeting (see para. 1 above) revealed though the complexities involved, particularly in terms of the difficulty of avoiding 'cliff edge' impacts for some households.

9. Cllr Mack suggested that requiring even a small financial contribution could have a significant impact on the most vulnerable households. She also questioned whether the administrative cost of collecting small amounts of money was viable/cost effective. It was noted that at this point, it would only be possible to estimate these costs. It would be crucial for collection to be as efficient as possible.

10. There was a discussion about whether a 'no change' option should be included notwithstanding the February 2023 Full Council budget decision. It was noted that if such an option was included, it needed to be made clear that non-achievement (or partial non-achievement) of the required £3m saving meant that these savings must be identified elsewhere in Council budgets and would impact therefore on Council services in other areas.

11. On a more general issue, it was suggested that clarity should be sought on the budget setting process for the 2024/25 budget, i.e. whether the budget would be prepared in line with the current constitutional/Mayoral budget preparation rules/guidance or whether a wider, cross-party budget development process was planned given the committee model governance arrangements that will take effect from May 2024.

Concluding points /actions:

1. It was noted that officers will be continuing their work in developing consultation options with a view to the administration taking a decision on the options to take forward at the 4 July Cabinet meeting. It was suggested that, if possible, it would be helpful for Resources scrutiny members to be further engaged through the draft report being shared with members prior to publication.

2. As per the discussion at the 3 May meeting of the Finance Task Group, a formal public meeting of the Resources Scrutiny Commission would be held on 3 July ahead of the Cabinet meeting so that members have an opportunity to express their views in a public setting following the publication of the Cabinet report, and to enable members' comments to be formalised in advance of the Cabinet meeting.* It was noted that, given the different political group perspectives around this issue, the Resources Scrutiny Commission may not be able to reach full consensus on certain aspects of the consultation proposals.

3. The notes of this meeting would be circulated as an 'aide memoire' for members. Members were also encouraged to send in any written comments in advance of the 3 July

meeting that they would like to see included in the Commission's statement to the 4 July Cabinet.

** Note: subsequently, it was agreed at the 6 June scrutiny work programme workshop that rather than hold a public meeting of the Resources Scrutiny Commission on 3 July, the Commission would instead meet in public in the early autumn to review the consultation outcomes and to formulate a further detailed scrutiny submission at that point ahead of the administration's consideration of a final decision on a revised scheme.*



Decision Pathway – Report

PURPOSE: Key decision

MEETING: Cabinet

DATE: 04 July 2023

TITLE	Bristol Community Safety Partnership - Joint local Police & Crime Plan / Community Safety Partnership Plan	
Ward(s)	City Wide	
Author: Clare Sims	Job title: Safer Communities Manager	
Cabinet lead: Cllr Ellie King Cabinet Member for Public Health and Communities	Executive Director lead: Abi Gbago Executive Director Children and Education	
Proposal origin: BCC Staff		
Decision maker: Cabinet Member Decision forum: Cabinet		
Purpose of Report: For Cabinet to approve the Community Safety Partnership Plan on behalf of Bristol City Council as one of the five statutory Community Safety partners.		
Evidence Base: <ol style="list-style-type: none"> Under Section 17 of the 1998 Crime & Disorder Act, there is a duty on responsible authorities to do all it reasonably can in their area to protect communities and prevent crime, to prevent the misuse of drugs, alcohol and other substances in its area and prevent reoffending. The specific responsible authorities include Local Authorities, Police, Fire & Rescue Service, Probation Service & the Integrated Care Board (ICB). The Local Authority holds a further duty to facilitate Crime & Disorder Partnerships. That is, to bring the above specified authorities together in a Partnership which are widely referred to as Community Safety Partnerships (CSPs). In Bristol, the current arrangements bring both the Children’s and Adult’s Safeguarding Boards together along with the Bristol Community Safety Partnership, under the Keeping Bristol Safe Partnership (KBSP) Arrangements. The KBSP Executive Board tasks the Keeping Communities Safe Group (KCSG) to undertake a Strategic Community Safety Needs Assessment, identify Community Safety Priorities for Bristol and produce a Community Safety Partnership Plan. The Office of Police & Crime Commissioner (OPCC) also has a statutory responsibility to formulate a Force Area Plan. The OPCC’s current Police and Crime Plan 2021 - 2025 OPCC for Avon and Somerset sets out the aims for the police to reduce crime and disorder, outlines information on allocation of police funding and provides reporting on progress. Bristol City Council, Avon and Somerset Constabulary, the wider Community Safety Partnership and the Avon and Somerset OPCC have worked closely to ensure that our local plan is aligned to that of the OPCC force wide plan. Together we have produced this one Joint Bristol Community Safety Plan. This is a high-level plan with the individual priorities being largely driven by the relevant partnership sub-group 		

who in turn will hold a more detailed delivery plan, implement the actions and report into the Keeping Communities Safe group at regular intervals – outlining progress and any barriers to overcome.

7. The Chair of the Keeping Communities Safe Group will report into the KBSP Executive Board at regular intervals and BCC Officers will report to the Communities Scrutiny Commission annually to ensure that the Partnership is delivering on its duty to protect communities and prevent crime.

8. This plan has been developed over a 12-month period – informed by a Strategic Needs Assessment (to include the JSNA and Quality of Life Questionnaire). Extensive partner and stakeholder collaboration has taken place to include specialist input/conversations and wider consultation is currently underway as part of the KBSP consultation (KBSP Business Team). Lead elected members have also been consulted and have in turn contributed to the development of this plan.

Cabinet Member / Officer Recommendations:

That Cabinet:

Approve the Joint local Police & Crime Plan / Community Safety Partnership Plan 2023-26 as set out in Appendix A1.

Corporate Strategy alignment:

1. Protect vulnerable children from exploitation and harm.
2. Provides a social care and safeguarding provision – which does focus on help & early intervention.
3. Enables people to support their community.

City Benefits:

The Bristol Community Safety Partnership Plan will enable Bristol City Council and its Community Safety Partners to collaborate more effectively in order to meet their statutory duties to prevent crime and disorder in the City. The combined Community Safety Partnership Plan/Local Joint police & Crime Plan will provide a clear partnership plan to tackle crime, support victims, and make Bristol a safer place to live for all of its citizens.

Consultation Details:

1. As stated above, significant collaboration has taken place between the City’s extensive Community Safety Partners to include BCC Officers, Elected members, the OPCC, Avon & Somerset Constabulary, Probation Services, Fire & Rescue, Health and Education partners.
2. A strategic Needs Assessment provided partners with data and insights to underpin decision making in the identification of the priorities and objectives that sit under them. This SNA included police crime data, key partner data, findings from the Joint Strategic Needs Assessment and the Quality-of-Life Survey.
3. The KBSP Business Unit is currently undertaking a wider public consultation to inform the KBSP Strategic Plan (23-25) and incorporates consultation relating to Community Safety and Crime Prevention to further inform how this plan is shaped in forthcoming years.
4. The draft plan was also taken to the BCC Community Scrutiny Commission in March 23.

Background Documents:

[Police and Crime Plan 2021 - 2025 | OPCC for Avon and Somerset](#) is a key document that was considered when developing the Bristol Community Safety plan.

See Appendix A2 for Bristol Community Safety Strategic Needs Assessment Summary (October 2021)

Revenue Cost	£0	Source of Revenue Funding	n/a
Capital Cost	£0	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. Any actions and changes resulting from the implementation of the plan will be assessed individually for financial impact as they arise.		
Finance Business Partner: Andrew Osei - Finance Business Partner 22 June 2023.		
2. Legal Advice: The Community Safety Partnership Plan complies with the Council's requirements under the Crime and Disorder Act 1998 to establish partnerships between police, local authorities, fire and rescue authorities, probation service, and clinical commissioning group and to formulate and implement a strategy for the reduction of crime and disorder in its area with the partner authorities.		
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 Solution Architect, Bristol City Council - Policy, Strategy and Digital 18 April 2023.		
4. HR Advice: There are no significant HR implications arising from this report for Bristol City Council employees aside from the need to effectively communicate with teams/individuals involved in delivering the relevant services.		
HR Partner: Debbie Hunt, HR People Manager 21 April 2023		
EDM Sign-off	Abi Gbago, Executive Director Children's and Education	17 May 2023
Cabinet Member sign-off	Cllr Ellie King, Cabinet Member for Public Health, Communities	17 May 2023
For Key Decisions - Mayor's Office sign-off	Mayor's Office	5 June 2023

Appendix A – Further essential background / detail on the proposal A1 – Final Draft - Bristol Community Safety Partnership Plan / Local Joint police & Crime Plan 2023 - 2026 A2 – Strategic Needs Assessment Summary September 2021	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

Logos

**Bristol Community Safety Plan
Local Joint Police & Crime Plan
2023-2026**

**Bristol City Council,
Avon & Somerset Constabulary,
Avon Fire and Rescue,
National Probation Service
and
NHS Bristol, North Somerset and South Gloucestershire Integrated
Care Board (ICB)**

**Jointly produced with Avon & Somerset Office of Police and Crime
Commissioner – fulfilling the Partnerships' duty to have due regard
to the Area Police & Crime Plan**

Introduction and context:

Under section 17 of the 1998 Crime & Disorder Act, there is a duty on responsible authorities to do all it reasonably can in their area to protect communities and prevent crime, to prevent the misuse of drugs, alcohol and other substances in its area and prevent reoffending. The specific responsible authorities include Local Authorities, Police, Fire & Rescue Service, Probation Service & the Integrated Care Board (ICB).

The Local Authority holds a further duty to facilitate Crime & Disorder Partnerships. That is, to bring the above specified authorities together in a Partnership which are widely referred to as Community Safety Partnerships (CSPs). Here in Bristol, we have a longstanding Community Safety Partnership, formerly known as 'Safer Bristol'. In September 2019, Bristol moved to an integrated single Safeguarding and Community Safety Board, currently referred to as the Keeping Bristol Safe Partnership (KBSP) Executive Board. The KBSP Executive Board discharges duties that were formerly held by the Bristol Adults Safeguarding Board, the Bristol Children's Safeguarding Board and the Bristol Community Safety Partnership. The KBSP Executive Board is currently chaired by an Independent Chair.

The KBSP Executive Board (Bristol Community Safety Partnership) tasks the Keeping Communities Safe Group (KCSG) to undertake a Strategic Community Safety Needs Assessment, identify Community Safety Priorities for Bristol and produce a Community Safety Partnership Plan. At the time of publishing this Community Safety Plan, the Keeping Communities Safe Group is chaired by Bristol's Neighbourhood Policing Superintendent – Mark Runacres.

As well as representatives from each of the Responsible Authorities, the KCS Group is made up of a number of additional statutory, non-statutory and voluntary organisations, to include the Office of Police and Crime commissioner (OPCC) who come together to protect vulnerable people, prevent crime and build strong, resilient communities.

The OPCC also has a statutory responsibility to formulate a Force Area Plan. The OPCC's current [Police and Crime Plan 2021 - 2025 | OPCC for Avon and Somerset](#) sets out the aims for the police to reduce crime and disorder, outlines information on allocation of police funding and provides reporting on progress.

Bristol City Council, Avon and Somerset Constabulary, the wider Community Safety partnership and the Avon and Somerset OPCC have worked closely to ensure that our local plan is aligned to that of the OPCC force wide plan. Together we have produced this one Joint Bristol Community Safety Plan.

Our Approach:

This Joint Bristol Community Safety Plan sets out how all partners will work together to make Bristol a safer place for our residents and our visitors. This three-year plan outlines the Partnerships' shared vision, our collective priorities and our intended actions that we believe will bring about the best outcomes for the individuals, families and communities within Bristol. The Avon & Somerset OPCC has worked closely with Bristol City Council, Avon & Somerset Constabulary and our wider community safety partners, to prepare this joint plan. Significant consideration and care has been taken to ensure its alignment with the numerous other strategic plans that steer our work in the city, to include the [One City Plan - Bristol One City, #WeAreBristol](#), the [Bristol's Belonging Strategy for Children and Young People](#), the [Drug and Alcohol Strategy for Bristol](#).

The formulation of this three-year plan has relied on an analysis of data we hold in respect of recorded crime and anti-social behaviour in Bristol and has also been informed by the [Bristol Joint Strategic Needs Assessment \(JSNA\)](#), the [Quality of Life in Bristol Survey 21-22](#) and key partner local knowledge and insights.

This joint local Bristol Community Safety Plan currently feeds into a 'rolling' Keeping Bristol Safe Strategic Business Plan that is held by the KBSP Business Team.

Going forward, this plan will be reviewed annually following a strategic needs assessment, which will include lived experience contributions via the KBSP Participation, Engagement and Communication group. We aim to be responsive, and if deemed appropriate and evidenced by the strategic assessment, the priorities set out within this plan may well be reviewed within the three-year period.

As stated above, the Bristol Community Safety Partnership is embedded within the broader KBSP and has oversight of a number of Partnership Boards and sub-groups. The KBSP is continually evolving and the intersectionality between the groups enable effective partnership working and delivery against our objectives. Some of the key crime reduction and community safety groups within the Bristol Partnership are as follows:

- Bristol Prevent Partnership Board
- Bristol Strategic Partnership Against Hate Crime (SPAHC)
- Bristol Preventing Serious Violence Group
- Drug and Alcohol Strategy Group (incorporating the Combatting Drugs Partnership)
- Bristol Domestic Abuse and Sexual Violence Strategic Group
 - Bristol Domestic Abuse and Sexual Violence Operational Group
 - KBSP DHR & SAR Sub group
 - Bristol Culturally harmful practices group
 - Bristol DA & SV perpetrator strategy group
- Bristol Youth Justice Partnership Board
- Contextual Safeguarding Steering Group
- Safer Options Locality Meetings
- Bristol Modern Slavery Partnership Group

- Bristol ASB Partnership Group

Each of these groups will hold a detailed action plan and will report into the KCS group. Annually, the KCS Delivery Group produces a Community Safety Report that is taken to the KBSP Executive and to the BCC Communities Scrutiny Panel.

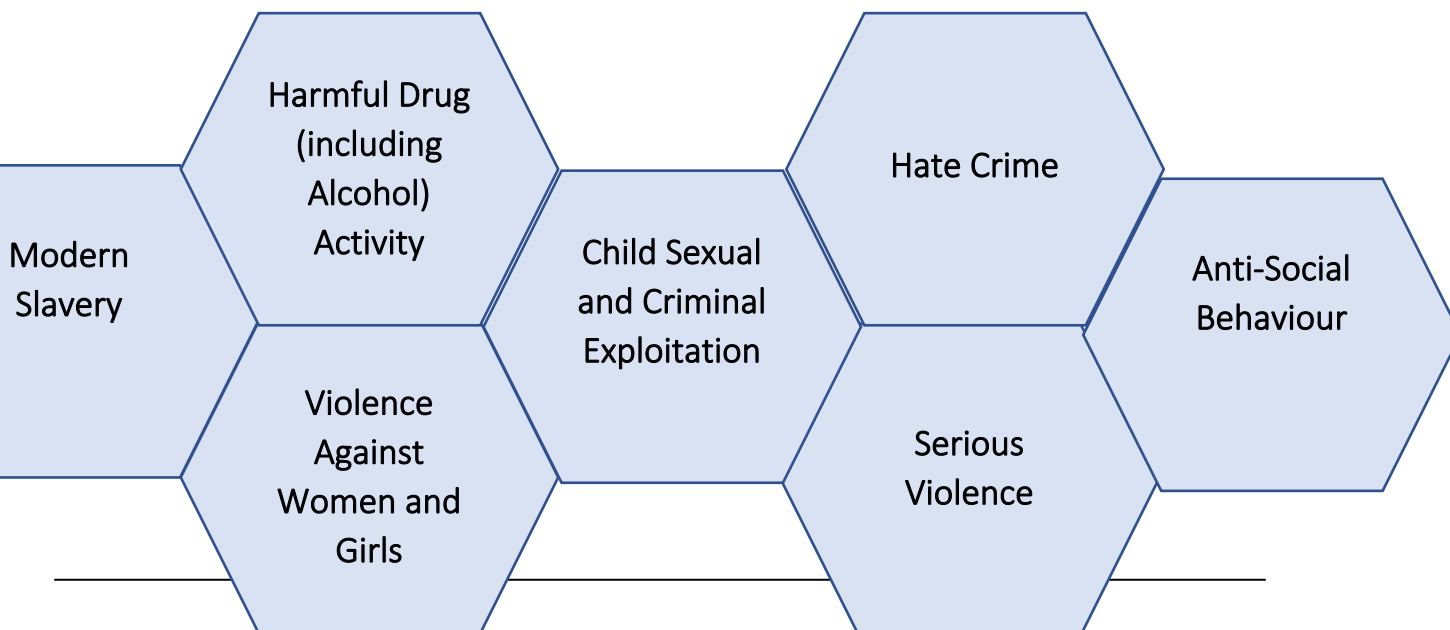
In addition to the seven identified priorities outlined below, the Community Safety Partnership will continue to work together to fulfil all of its statutory duties and endeavour to address the other crime types and harmful behaviours that are present in our city. Examples include: countering terrorism, safeguarding individuals at risk of radicalisation, reducing reoffending, addressing acquisitive crime and tackling serious and organised crime groups.

In Bristol, we aim to take a pragmatic approach to achieve our vision and focus our resources and our collaborative working practices on the seven priority thematic areas. This plan outlines how our partners will work together at a local level.

Our Vision

To ensure that the Community Safety Partnership and its members are able to work in collaboration to contribute proactively and reactively to improving the safety of our communities

Our Seven Thematic Priorities



Our aims:

- ✓ We aim to prevent crimes
- ✓ We aim to reduce the number and severity of incidents
- ✓ We aim to increase reporting of crimes and harmful behaviours
- ✓ We aim to improve support for victims
- ✓ We aim to improve protection of victims
- ✓ We aim to facilitate an improvement in the detection, prosecution and conviction of offenders
- ✓ We aim to reduce reoffending
- ✓ We aim to utilise early intervention to facilitate positive changes in harmful behaviours
- ✓ We aim to understand and address the root causes underlying crime and anti-social behaviour

We will achieve these aims by:

- By working together, collaborating and pooling resources
- By listening to our citizens and our communities
- By being innovative and trying new ways of working
- By adopting a trauma informed approach
- By taking a proactive and evidence led approach
- By adopting both individual and a place-based approaches
- By adopting a public health approach to bring about long-term change
- By working together to tackle social inequalities and implementing the recommendations from the 'Identifying Disproportionality in the A&S CJS Review 2022'.

Our long-term plan:

This is a 3-year plan and we may be asking ourselves what about the long term?

This plan encompasses a number of aims and objectives that facilitate longer-term changes. It does this by improving how we interact with and educate our young people and their carers/trusted adults. We will enable our communities to bring about changes that will see benefits for the people of our city now and also in the future – in five, twenty, thirty years' time.

We acknowledge that this plan will not be perfect from the onset, but it will be the springboard from which partners will commit to, collaborate and work with our communities, in order to reduce crime, disorder and victimisation in Bristol.

As stated above, this plan will be considered for review on an annual basis as required.

1. Preventing and Reducing Harmful Drug (to include alcohol) activity and improve our support for those affected by harmful drug use.

We recognise there can be complex reasons why people become addicted to substances and we want to support them in recovery.

Drug use, including alcohol use, often serve as drivers for a number of harmful behaviours that impact on individuals and communities. This includes acquisitive offending, violent offending and anti-social behaviour. The supply of illegal drugs within the city perpetuates all the above and serves to fuel serious organised crime, county lines activity, exploitation and serious violence. Supporting the night time economy where applicable to take a harm reduction approach to drug and alcohol use is a key priority. In addition to the above, we also endeavour to impact positively on the health harms associated with drug use.

As a partnership, we want to tackle all of the above and align our activity to the [Drug and Alcohol Strategy for Bristol 2021-2025](#) and the National Strategy, [From harm to hope: A 10-year drugs plan to cut crime and save lives - GOV.UK \(www.gov.uk\)](#). Bristol has recently set up a Drug and Alcohol Strategy Group (which incorporates the Combatting Drugs Partnership) to drive this work forward. Bristol's local plan remains committed to focusing on high harm and high-risk drug use and associated crimes and remains firmly committed to early prevention and diversionary tactics. This plan outlines how partners will work together at a local level.

We will:

1. Ensure that treatment and support services are effective and can successfully take referrals
2. Raise awareness of the harms caused by drug use, including alcohol
3. Undertake targeted enforcement and disruption of those who cause the most harm

How will we do this?

- Monitor the city's commissioned drug and alcohol support services, collaborate to trouble shoot any obstacles to effective delivery and support any initiatives to improve these services
- We will collaborate across the city to ensure that key public health and crime reduction messaging is effective and delivers on outcomes – focusing on our young people
- We will oversee and support the continued partnerships across criminal justice and public health brought together under the ADDER programme in Bristol, in order to reduce drugs harms and improve diversionary pathways towards treatment in the city
- We will work together to disrupt and pursue those who supply harmful drugs in the city including supporting the Avon & Somerset proactive partnership operation to tackle drug-related issues.
- We will continue to work with our night time economy partners and stakeholders to make Bristol at night a safer place for all who use it
- We will look to safeguard those at risk of exploitation from drug supply and those effected by substance misuse

Who will lead on delivering and monitoring this priority?

- Drug and Alcohol Strategy Group (incorporating the Combatting Drugs Partnership)

How will we measure success?

- ❖ Analysis of commissioned services referral and outcome data
- ❖ Qualitative and quantitative data from health partners
- ❖ Local police crime data – arrests, seizures, OCG disruptions
- ❖ Lived experience contributions
- ❖ The combatting drugs partnership dashboard (to be provided by the home office/Office for Health Improvement and Disparities)

2. Preventing and Reducing Anti-Social Behaviour

Anti-Social Behaviour (ASB) can be defined as ‘...behaviour which causes, or is likely to cause, harassment, alarm or distress to any person, or behaviour capable of causing nuisance or annoyance or behaviour that has a detrimental effect on communities that is unreasonable and persistent’ (Anti-Social Behaviour Crime and Policing Act 2014-section 2). It can include behaviours which do not meet a crime threshold, right through to the commission of very serious offences. ASB continues to cause significant harm to individuals, families and communities within Bristol. We know that some areas and some communities suffer more so than others and we also know that ASB is significantly underreported. We are determined to make sure that the tools available to those seeking to tackle ASB are effectively deployed and partners are working together to tackle this problem as referenced in the Governments’ [Beating Crime Plan 2021](#).

We will:

1. Reduce the number of repeat incidents of neighbourhood, street and city centre ASB
2. Be proactive in the prevention of ASB particularly where it impacts on the vulnerable.
3. Continue to improve Bristol’s ASB Partnership response to tackling ASB

How will we do this?

- By adopting and implementing the five Home Office [Anti-Social Behaviour Principles](#) into our partnership arrangements to tackle ASB with a particular focus on:
 - Encouraging reporting of ASB
 - Agencies and practitioners working across boundaries to identify, assess and tackle ASB and its underlying causes. Referral pathways will be clearly set out between services and published locally. This will include pathways for the community trigger and health services
- Working across partnership boundaries to identify some of the root causes of ASB and work innovatively in order to mitigate these
- Continue the development of a data led approach to monitoring ASB trends, patterns and hotspots in order to better respond and problem solve as well as proactively identifying areas for development and help us work through any obstacles to effective partnership working
- Adopt a trauma informed way of working with both victims and perpetrators of ASB
- Adopt a strategic approach to identify areas and/or communities with early indicators of rising ASB and facilitate pro-active multi-agency problem solving practices
- Collaborate on and deliver an effective ‘tackling ASB’ communications campaign

Who is going to lead on this?

- ❖ The Bristol ASB Partnership

How will we measure success?

- Police crime data
- ASB dashboard
- Satisfaction Surveys
- Bristol Improvement District (BID) feedback
- QoL questionnaire
- Lived experience contributions

3. Preventing and Reducing Serious Violence

This crime type has devastating effects on victims, their families and communities. Nationally, drivers of serious violence can include the drug supply market, evolving gang cultures and the increase in the use of weapons. We identify that Bristol is also facing these concerns. Serious violence associated with domestic abuse and sexual violence is addressed in priority 4.

Bristol City is in receipt of Home Office Violence Reduction Unit Funding and is delivering interventions focusing on prevention work with our young people through our Safer Options Hub. The Partnership has a 10-year strategy for reducing serious violence and maintains an annual problem profile. This has enabled the Partnership to drill down to establish what the key drivers of these harms are for our city.

The Community Safety Partnership will continue to maintain oversight of this plan through the Bristol Serious Violence Prevention Board and the Avon and Somerset VRU Strategic Partnership Group. We will seek opportunities to strengthen the delivery of targeted interventions and build our understanding and approaches to targeting serious violence which occurs in the older adult populations. The Serious Violence Duty will ensure that public bodies work together to share data and knowledge to allow us to target interventions to prevent serious violence in our city. As a Partnership, we will work together to identify the serious violence crime types that prevail in the city, along with the causes of that violence and then prepare and implement a strategy for preventing and reducing serious violence in Bristol. For further detail relating to the Partnerships' Safer Options programme, to include the Safeguarding Children and Young people in our Communities Strategy please go to:

www.bristolsafeguarding.org/saferoptions.

We will:

1. Reduce serious violence, particularly targeting hotspot locations
2. Reduce child exploitation as the context for serious violence
3. Reduce the number of young people carrying knives
4. Comply with the Serious Violence Duty

How will we do this?

- By funding preventative programmes designed to work with young people on the periphery of serious violence and/or exploitation
- Establish diversionary programmes at teachable moments to divert young people from crime and violence
- Improve education inclusion for young people at risk to reduce escalation of serious violence
- Engage community groups to build capacity and increase communities' resilience to prevent serious violence
- Train services in conflict resolution evidence-based interventions
- Work with other specified authorities to produce and implement a Serious Violence Strategy for Bristol
- Ensure that Criminal Justice and ASB interventions are effectively utilised alongside the above approaches

Who is going to lead on this?

- ❖ The Bristol Preventing Serious Violence Group

How will we measure success?

- Safer Options monitoring
- Think Family Database and Safer Options application
- Peer influences evaluation of services and young people engagement
- Police crime data

4. Preventing and Reducing Violence Against Women and Girls and improve our support for those affected by these crimes

Domestic abuse, sexual violence, sexual harassment, stalking, female genital mutilation, forced marriage and honour-based violence continue to harm our women, girls and communities in Bristol and we are determined to tackle these crimes.

The [Bristol One City Plan](#) sets out a clear goal for Bristol: that by 2050 “Bristol will be a city free from domestic abuse and gender inequality.” Additionally, in the Summer of 2020, with the support of Mayor Rees, we launched the [Bristol Mayoral Commission on Domestic Abuse](#). Whose aims were to ensure that we have a clear pathway for people who are affected by domestic abuse to follow, to reinforce the message that ‘You Are Not Alone’ and that your city will support you, and finally, to commit as a city to ending domestic and sexual violence and abuse. The Report includes 5 principles and 35 recommendations that the city are taking forward.

Bristol has recently commissioned Next Link and partners to deliver an exciting, innovative and collaborative service for victims and survivors of domestic abuse in the city. This Partnership aims to work with these providers to ensure that services are as effective as they can be and that they continue to grow and be responsive to the needs of the women and girls it serves. We also aim to secure funding as future opportunities arise to continue to strengthen the Safety for Women at Night agenda in Bristol and its night time economy.

Bristol’s local [Domestic Abuse Safe Accommodation Strategy 2021-2024](#) has also been developed. This was informed by the following needs assessment [Bristol City Council Domestic Abuse Needs Assessment 2022](#). Our planned partnership work will closely align with the Governments’ [Tackling Violence Against Women and Girls Strategy 2021](#) and the Governments’ [Tackling Domestic Abuse Plan 2022](#).

We will:

1. Reduce violence against women and girls
2. Ensure that our response to those affected by domestic abuse and sexual violence in Bristol is continuously improving
3. Bring about long-term cultural change whereby violence against women and girls in our city is not tolerated and actively challenged.

How will we do this?

- Monitor and support Bristol’s commissioned domestic abuse support services
- Monitor and support Bristol’s therapeutic sexual violence services
- Expect a commitment by CSP Partners to appropriately train all frontline staff to respond effectively to those affected by domestic abuse
- Commission an evidence-based effective perpetrator intervention programme for Bristol
- Bring funding into the city to further develop our partnership approach to tackling violence against women and girls in the night team economy to include anti-harassment, drink spiking and safer public spaces
- Strengthen our partnership arrangements to tackle culturally harmful behaviours committed against women and girls in Bristol

- Support our schools, colleges and universities to raise awareness, to bring about equality, tackle misogyny and create zero tolerance for all forms of violence against women and girls
- Work alongside key criminal justice partners to lobby and bring about improved rates of sexual offence prosecutions and convictions
- Carry out targeted work with children, young people and families

Who is going to lead on this?

- ❖ The Domestic Abuse and Sexual Violence Delivery Group

How will we measure success?

- Police crime data
- Multi-Agency Risk Assessment Conference (MARAC) delivery and output data
- By listening to lived experience forums
- Health data
- Commissioned service performance monitoring
- Reduction in the number of domestic homicides
- Successful implementation of Domestic Homicide Review recommendations and a reduction in repeat recommendations.

5. Reduce and Prevent Child Sexual Exploitation and Child Criminal Exploitation

Reducing child exploitation is a priority for Bristol's Children and Families Services and the KBSP Children's Business and Performance Group. There has been growing awareness nationally and locally about the extent to which children are exploited and the harm this type of abuse causes. Initially, attention focused on child sexual exploitation as a series of high-profile cases, including 'Operation Brooke' occurred in Bristol. Such cases highlighted sexual exploitation of children by groups and networks, which had often gone unrecognised, been ignored or been poorly dealt with by statutory agencies who were more attuned to addressing intra-familial abuse and neglect. Subsequently, attention shifted towards criminal exploitation, including the phenomenon of 'county lines' drug dealing, and serious violence and knife crime associated with street gangs. Increasingly, safeguarding partnerships and agencies, including 'Keeping Bristol Safe', have recognised the importance of 'Contextual Safeguarding', which prompts a wider understanding of the risks and harms which children face, including those which happen in community settings like parks, on public transport, within schools and inside the online world.

As a Community Safety Partnership we will seek out opportunities to strengthen the identification of perpetrators of exploitation and the approaches to disruption and prosecution to contribute to improving the safeguarding of children in the city. Through the Child Exploitation Project and Safer Options, we will work together to share data and knowledge to allow us to target interventions to prevent exploitation in our city.

We will:

1. Reduce incidents and severity of both child sexual exploitation and child criminal exploitation – reducing chances of becoming victims of crime
2. We will work to reduce the number of first-time entrants into the youth justice system
3. Ensure that our safeguarding responses to reduce risk and vulnerability are effective
4. Target perpetrators and strengthen our community response to tackling these crimes

How will we do this?

- Continue to redesign our specialist exploitation victim support service for 10–25-year-olds
- Improve the response to missing children in Bristol with improved information sharing through the Data Accelerator Project and the Contextual Safeguarding Next Steps Community Securing Safety Project
- Improve our understanding of the link between school exclusions and exploitation of children and young people and in turn attune our responses to improve outcomes for our young people
- We will drive forward an increased awareness and recognition of child victims through training workforces, supporting our education providers and by undertaking greater community engagement throughout our city
- We will place young people at the heart of the solutions
- We will continue to build and strengthen relationship with our communities and our trusted and specialist grass root organisations to strengthen their role as part of the solution to child victimisation and child criminalisation
- We will work with partners to identify, disrupt and prosecute those who seek to harm and exploit our children and young people through Operation Topaz

Who is going to lead on this?

- ❖ Bristol Child Exploitation Project
- ❖ Contextual Safeguarding Steering Group

How will we measure success?

- Police crime data
- Child Exploitation Think Family Application
- Prosecution and disruption data
- Contextual safeguarding embedded research

6. Preventing and Reducing incidents of Hate Crime and improve our support for victims

Hate Incidents can significantly impact on and harm those experiencing it. Being targeted because of personal or perceived characteristics can affect the individual freedom of individuals, most often resulting with victims of crimes feeling even more vulnerable and isolated. We recognise the significant harms caused by hate crimes in our city and our vision is to work together to stop these harms and make Bristol a welcoming and inclusive place for all.

Bristol has a longstanding and strong partnership set up to tackle hate crime in the city called the Strategic Partnership Against Hate Crime (SPAHC). The work undertaken by the SPAHC is intrinsically linked to the [Bristol One City Plan](#), the [Refugee and Asylum Seeker Strategy 2019](#) and the [Bristol Equality Charter](#).

We will:

1. Prevent hate crime and reduce incidents of hate crime in the city
2. Increase the reporting of hate crime incidents
3. Improve the Partnerships' support for victims of hate crime
4. Improve the Partnership's operational response to hate crime incidents
5. Build our understanding of hate crime incidents and subsequently develop and implement innovative responses

How will we do this?

1. Educating our communities and challenging attitudes that underpin hate, focusing on early intervention. Improve awareness of hate crimes and strengthen our communities' resilience to challenge all types of hate crime – to create a zero tolerance city
2. By building victim confidence and supporting local partnerships to come forward and report hate crimes
3. By supporting the Partnership's hate crime response services (to include BHCDS, A&S Police and Bristol City Council) to continually review and performance monitor their services with a view to improve their services for victims and their prosecution of offenders.
4. Improve our data set, our analysis and our understanding of the drivers of hate crime and how these can be addressed and continue to apply the learning of serious case reviews.
5. Delivering coordinated partnership responses to reported incidents so that victims are served and interventions are constructive and effective.

Who is going to lead on this?

- ❖ The Bristol Strategic Partnership Against Hate Crime Group (SPAHC)

How will we measure success?

- Police crime data / hate crime dashboard
- Education providers data
- Workforce data
- Bristol Hate Crime & Discrimination Services (BHC&DS) data
- Lived Experience data

7. Preventing and reducing Modern Slavery in Bristol and Improving our Support for Victims

Bristol Community Safety Partners are committed to the implementation of the Modern Slavery Act 2015 and to eliminating practices and conditions which may foster modern slavery. In 2021 Bristol City Council published their first Modern Slavery Transparency Statement, their planned actions to address all potential modern slavery risks and put in place steps to ensure that these harms do not occur in their own business and supply chains.

In order to deliver the actions underpinning the Council's Transparency Statement a Modern Slavery Task group was established in August 2022. Their work has already achieved the development and commencement of adult victim's pathways, the identification of over 230 dedicated front-line staff in key service areas as Modern Slavery First Responders and a commitment to make awareness training mandatory for the council workforce and elected members. Strengthening the Partnership approach to tackling Modern Slavery is considered crucial in order to address these abhorrent crimes.

As set out in our Corporate Strategy 2018/2023 we want Bristol to be an inclusive city of Sanctuary where everyone feels safe and that they belong. This recognises the skills, experiences, and the positive social and economic contributions everyone can make. Critical to the inclusive and sustainable growth of our city, is the eradication of exploitation in all its forms and through working with our partners to enable this.

The Council along with other partners are currently active in the Avon and Somerset Anti-Slavery Partnership - a multi-agency partnership dedicated to supporting and enabling the discovery of, and response to incidents of modern slavery in a multi-agency and collaborative way. We recognise the benefits of strengthening our partnership to tackle modern slavery locally and strive to take this work forward.

We will:

1. Work in partnership to increase the identification, protection and provision of support for victims of modern slavery and human trafficking.
2. We will work collaboratively with our partners to disrupt and target offenders and to bring perpetrators to justice, especially those linked to serious and organised crime.
3. Reduce the risk of vulnerable people being pulled into modern slavery and exploited

How will we do this?

- Set up and drive forward a new Bristol partnership to tackle modern slavery by working together to improve responses and support for modern slavery victims and to bring more perpetrators to justice.
- Promote and facilitate modern slavery awareness training with our partners and their workforces, to include understanding our duty to consider making a referral and/or the duty to notify, as well as spotting the signs and knowing what actions to take.
- Build an improved picture of the extent of modern slavery and hot spots in the city by extending sharing of information and data through our partnership in order to target and work collaboratively to disrupt organised crime.
- Raise awareness of supply chains within other organisations and share good practice.

- Undertake a mapping exercise on high-risk industries and hotspots in order to identify collaborative working opportunities with partners to disrupt perpetrators and to support victims.
- Create a partnership communications and training plan to raise awareness within our key front-line workforces, our communities, and our businesses in the city.
- Use a range of methods to reach and empower those at risk of modern slavery through existing partnership networks and our local communities.

Who is going to lead on this?

- ❖ The Bristol Modern Slavery Partnership

How will we measure success?

- Police crime data
- Increase in National Referral Mechanism referrals
- Increase Duty to Notify data
- Workforce numbers participating in training
- Lived Experience data



Bristol Community Safety Strategic Assessment Summary



September 2021

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1. Introduction

This document summarises content from each theme included within the Bristol Community Safety Strategic Assessment, authored by the Safer Communities team at Bristol City Council. The full document containing further detail is currently in draft and may be shared upon request.

2. Acquisitive Crime

Acquisitive Crime includes the following neighbourhood crime types considered by the Crime Survey for England & Wales (CSEW) and the Police:

- Residential Burglary
- Robbery (Theft involving violence or the threat of violence)
- Theft from the person
- Vehicle-related theft

National Context and Data

Statistics from the Ministry of Justice show that neighbourhood crime types have the highest levels of reoffending across all offence types. Integrated Offender Management (IOM) was introduced in 2009 and updated in 2020. It introduced new measures including Extended Community Sentence Treatment Requirements and Acquisitive Criminals Location Monitoring.

The CSEW 2019/20 reported on long term trends in theft offences. Following a short-term rising trend, overall theft offences have decreased by 12% in 2019/20, returning to similar levels seen in the year ending March 2017. Police recorded offences show burglary offences have continued a long-term decline. Police recorded robbery increased for the fifth consecutive year. Theft offences have also increased by 10% in 2019/20.

Local Data and activity

Locally, Avon & Somerset Police introduced Operation Remedy in 2019. One of the three priority areas tackled includes Residential Burglary. A six-month review since its launch in 2019 found a 9% decrease in residential burglaries, and an increase from 4.3% to 7.7% in positive outcomes.

Acquisitive Crime offences decreased by 6% in 2019/20 compared with 2018/19. Vehicle-related theft accounted for 62% of offences. Residential Burglary offences decreased by 20%- this may have been impacted by the introduction of Operation Remedy in April 2019.

Central Ward is highest across all crime categories. Vehicle related offences in Lawrence Hill increased by 10% in 2019/20. Drilling down into this category, theft from motor vehicle offences increased by 56% and 75% in Central and Lawrence Hill wards respectively.

Bristol City Council was awarded £398k as part of the government's Safer Streets Fund, which is targeted towards measures proven to cut crime, including neighbourhood crime. The LSOA

targeted in Bristol for this funding is 023F, which comprises St Pauls, Portland Square and Ashley.

3. Prevent

Prevent is part of the UK's counter-terrorism strategy, CONTEST. Its aim is to stop people becoming terrorists or supporting terrorism.

National Context and Data

The Prevent strategy was published in 2011. The objectives are to:

- "1. Tackle the causes of radicalisation and respond to the ideological challenge of terrorism.*
- 2. Safeguard and support those most at risk of radicalisation through early intervention, identifying them and offering support.*
- 3. Enable those who have already engaged in terrorism to disengage and rehabilitate."*

Early intervention (Objective 2) is delivered through the Prevent Duty, introduced through the Counter-Terrorism and Security Act 2015. This placed a duty on certain bodies to have "due regard to the need to prevent people from being drawn into terrorism". These bodies include frontline workers from local authorities, health, education and social care.

If an individual is referred into Prevent and assessed to be vulnerable to radicalisation, they may be offered support through the Channel programme. This is a multi-agency programme where a Channel Panel (chaired by the local authority and including representatives from different areas such as health, education and police) consider the case which may lead to adoption into Channel where interventions can be provided to reduce the risk of radicalisation.

The number of referrals in England & Wales increased by 10% in 2019/20, compared to the record low in the previous year. 2017/18 saw a significant increase in referrals, likely owing to referrals following the attack on Westminster in March 2017 and the Manchester attack in May 2017.

In 2019/20, 77% of referrals were not deemed suitable for Channel consideration and exited the process. Of the 23% considered for Channel support, the majority (60%) were deemed to have non-radicalisation-related vulnerabilities. Ultimately only 11% of all referrals were adopted as a Channel Case. Although the proportion of adopted cases is small, both the number of referrals considered for Channel support and adopted Channel Cases have continued to increase every year since 2016/17.

In the past two years, there have been balanced proportions between referrals for right-wing and Islamist radicalisation (accounting for 22% and 24% respectively in 2019/20). Overall Prevent referrals for concerns relating to Islamist extremism increased by 6% in the latest year. For the second consecutive year, more adopted cases were for individuals referred for concerns

related to right-wing extremism (43%) than Islamist extremism (30%). There has been a 20% increase in adopted cases for the former category since the previous year.

At this present time, Bristol is not a Home Office identified priority area and therefore a non-funded area. Our Prevent Duty continues to be delivered by Partners and overseen by the Building the Bridge Prevent Board.

4. Drugs & Alcohol

National Context and Data

The following context is extracted from the Drug and Alcohol Strategy for Bristol 2020-2024:

“The Government’s UK Drug Strategy (2017) has the overall aim to reduce illicit and other harmful drug use and increase the rate of individuals recovering from their dependence. This aim is delivered through measures focused on the priorities of: Reducing Demand, Restricting Supply, Building Recovery, and Global Action.”

Nationally, drug treatment services have lost more than £212m (-27%) of publicly funding between 2013/14 and 2018/19.

National data shows:

- 4,393 deaths related to drug poisoning were registered in England & Wales in 2019, the highest number since the data time series began in 1993
- The rate has also increased, from 46.6 deaths per million people in 2012 to 76.7 deaths per million people in 2019
- 175,000 drug offences recorded by the police in England and Wales. This is 13% higher than 2018/19
- 7,565 deaths registered in the UK that related to alcohol-specific causes in 2019, the second highest since the data time series began in 2001

Local Data and activity

“Bristol’s Health and Wellbeing Strategy 2020-2025 identifies substance use as a priority area; this drug and alcohol strategy is included in its forward plan. Partnership working, both through the One City approach and Healthier Together, is highlighted as a vital means to ‘grow positive health’, ‘prevent disease occurring’, ‘protect from harms to health’, and ‘reduce inequalities in health’.”

As per the Bristol Joint Strategic Needs Assessment (JSNA) on Substance Misuse and the JSNA on Alcohol:

- Bristol has an estimated 4,940 opiate and/or crack users (2016/17 prevalence data). Bristol has the second largest estimated rate of opiate and/or crack users (per 1,000

population) of the English core cities and the largest proportion of very high complexity clients

- 3,156 hospital stays in Bristol due to alcohol-related harm in 2017/18, a rate of 810 persons per 100,000 population. This remains significantly worse than the national average (630 per 100,000)

Police Data shows:

- 1400 drug-related offences were recorded by Avon & Somerset Police in Bristol in 2019/20. This represents an 23% increase when compared to 2018/19 (1138 offences).

5. Anti-Social Behaviour (ASB)

Anti-social behaviour includes (but not an exhaustive list): violence or threats of violence and actual assault, intimidation, and harassment, hate crime or behaviour, drug related offences, noise and other neighbour nuisance, local environmental quality issues such as fly-tipping, vandalism and graffiti, illegal or immoral use of residential premises and aggressive and threatening language and behaviour.

National Context and Data

The Anti-Social Behaviour, Crime and Policing Act 2014 condensed pre-existing ASB tools and powers. It introduced two measures designed to give victims and communities a say in the way that complaints of anti-social behaviour are dealt with:

- ASB Case Review/Community Trigger
- Community Remedy

National Police recorded ASB incidents report 1,304,769 total incidents in 2019/20. This represents a decrease of 6% since 2018/19.

Local Data and activity

The Street Intervention Service (SIS) was developed as a Bristol City Council policy to address street-based anti-social behaviour (S-ASB) in the city centre through a multi-agency approach. An analysis of the SIS cohort found:

- the total number of unique offenders within the SIS cohort has reduced by 17% in 2019/20
- the overall number of recorded occurrences with victims from the SIS cohort has reduced by 31%.

In Spring 2010, Her Majesty's Inspectorate of Constabulary (HMIC) carried out a review to find out how the police can best tackle anti-social behaviour (ASB). Avon & Somerset Police were reviewed, and the findings released in 2012. Findings include:

- Significant progress since 2010 in the way it understands and deals with ASB problems
- Investment in specialist ASB coordinators, multi-agency work with local authorities and staff being regularly briefed about ASB issues

- Inconsistencies in how the constabulary manages calls from members of the public who are not assessed as high risk, but who are repeat ASB victims
- The constabulary does not always identify repeat and vulnerable callers at the first point of contact.

Total ASB incidents in Bristol have reduced by 7% in 2019/20 compared to the previous year, with reductions in all three categories of incident: Environmental (-47%), Nuisance (-4%) and Personal (-20%)

Despite an overall decreasing trend in the number of ASB incidents in Bristol, there are areas where ASB is still an issue. Some of the most deprived areas are most affected. Ilminster Avenue West (Knowle Ward), East Hillfields and Burnbush (Hillfields Ward) are all ranked within the 10% most deprived LSOAs in England and have experienced an increase in ASB in 2019/20.

6. Modern Slavery

Modern slavery is defined as ‘the recruitment, movement, harbouring or receiving of children, women or men through the use of force, coercion, abuse of vulnerability, deception or other means for the purpose of exploitation’.

National Context and Data

The National Referral Mechanism (NRM) was introduced to meet the UK's obligation under the European Convention on Action against Trafficking. The NRM is a framework for identifying victims of human trafficking and ensuring they receive the appropriate protection and support.

In March 2015, The Modern Slavery Act 2015 received Royal Assent and became law. The act contained several provisions, including consolidating offences into a single act, and including life sentences as punishment for crimes.

Multiple estimates of the potential number of victims of modern slavery in the UK exist, each with differing methodologies. The latest, by the Centre for Social Justice estimated in 2020 that there could be at least 100,000 potential victims in the UK.

ONS data on Offences and NRM referrals show:

- In the year to March 2016, 909 modern slavery crimes were recorded in England and Wales. This figure increased to 5,144 offences in the year ending March 2019
- The number of referrals to the NRM has increased from 710 in the year ending December 2010 to 6,985 in the year ending December 2018.

Unseen Modern Slavery and Exploitation Helpline- National Data shows:

- The Helpline received 1784 Modern Slavery-related calls in 2017, its first full year in operation. In 2020 it received 2459 calls- this represents an increase of 6% compared to 2019 (2316)
- In 2020, the Helpline indicated a total of 3,481 potential victims from 80 different nationalities. 1,674 potential exploiters from 60 different nationalities were indicated.

Local Data and activity

“The Avon and Somerset Anti-Slavery Partnership began in 2009, initiated by Unseen in partnership with Avon and Somerset Constabulary and Bristol City Council. It is a multi-agency partnership dedicated to supporting and enabling the discovery of, and response to incidents of modern slavery in a multi-agency and collaborative way, within the Avon and Somerset police force area.” (Reference: Avon and Somerset- Anti Slavery Partnership)

53 Modern Slavery Offences were recorded in Bristol in 2019/20, an increase of 39% since 2018/19 (38 offences) and the highest number recorded since the modern slavery crime category was introduced in 2015.

34% of offences in 2019/20 related to Criminal activity. This category also saw the largest increase. This may be due to the introduction of Operation Remedy by Avon and Somerset Police in April 2019.

Tackling modern slavery is everyone’s business. However, despite the efforts in the UK, including our KBSP organisations to tackle the modern slavery, measuring the prevalence in Bristol has been challenging and potentially underestimated as in the rest of the UK. Currently, the figures recorded by the Police are the main source of data for modern slavery in Bristol.

As part of the needs assessment, we have attempted to collate available data where BCC frontline staff have received modern slavery referrals and capture when NRM referrals have been made. Unfortunately, we do not currently have mechanisms in place to record these centrally as a result NRM referrals are lower than we would expect. Also, the Duty To Notify figures across the region are also lower than expected. Therefore, as above, we do not know the true picture of the harm caused by modern slavery in Bristol.

7. Violence against Women and Girls

Violence against women includes (but is not limited to): Domestic Abuse, Sexual Violence, Sexual Harassment, including stalking, Female Genital Mutilation (FGM), Honour based violence, Forced and Child Marriages, including dowry-related violence.

National Context and Data

In March 2016, the Home Office published a refreshed cross-government strategy for tackling violence against women and girls: Ending Violence against Women and Girls (VAWG) 2016-2020.

A new statutory duty was introduced in 2019 for local authorities to conduct robust local needs assessments and develop strategies to support victims and their children within safe accommodation.

In July 2020, the UK’s House of Commons passed the Domestic Abuse Bill. The bill will have many significant implications. This includes the creation of a statutory definition of domestic abuse, the establishment of a Domestic Abuse Commissioner and the provision for a new Domestic Abuse Protection Notice and Domestic Abuse Protection Order.

The CSEW showed that an estimated 2.3 million adults aged 16 to 74 years experienced domestic abuse in 2019/20, a slight but nonsignificant decrease from the previous year. The

police recorded 758,941 domestic abuse-related crimes in England and Wales (excluding Greater Manchester Police), an increase of 9% from the previous year.

Local Data and activity

In January 2019 Bristol published its first ever One City Plan. Within this, specific reference is made to DVA and sexual violence.

Bristol's current 'Violence and Abuse: a strategy against violence and abuse against women and girls and domestic and sexual violence against men 2015-20' strategy covers the following eight strands; domestic violence and abuse, sexual violence and abuse, sexual harassment, street sex work, off-street sex work and sexual entertainment venues, female genital mutilation (FGM), forced marriage and human trafficking/modern slavery.

In Bristol, 12086 domestic abuse flagged offences and incidents were recorded by Avon & Somerset Police in 2019/20. This represents an 11% increase when compared to 2018/19. A system change implemented by Avon & Somerset Police in June 2019 has automated the domestic violence flag. As a result, the number of domestic violence flagged offences has increased since this date and impacts the total recorded for 2019/20. Physical Assault (Assault with/without injury) accounted for 47% of all domestic flagged offences in 2019/20, a decrease of 4% from the previous year.

In total, 3568 domestic abuse-flagged offences were recorded in the six months prior to the Coronavirus lockdown in Bristol, compared to 3814 offences in the six months since lockdown. 1908 repeat domestic abuse-flagged offences were recorded between April and October 2020 (which includes the lockdown). 'Repeat' offences are defined here as multiple offences committed against the same victim within 12 months of the latest offence. This is an increase of 28% compared to the same period in 2019. The number of 21-30 year old offenders increased by 32%, while the number of 51-60 year old victims increased by 51%.

In 2019/20, there were 1026 sexual offences recorded in Bristol by Avon & Somerset Police, compared with 1019 in 2018/19. Exposure and voyeurism offences have increased by 60%. 28% of all adult victims were aged 18-24 in 2019/20. 28% of all offenders were aged 31-40. 84% of all adult victims were female in 2019/20.

8. Hate Crime

Hate crime is defined as 'any criminal offence which is perceived, by the victim or any other person, to be motivated by hostility or prejudice towards someone based on a personal characteristic.' (Reference: Hate Crime, England and Wales, 2019/20). There are five centrally monitored strands of hate crime: race/ethnicity, religion/beliefs, sexual orientation, disability and transgender identity.

National Context and Data

The government set out a plan to tackle hate crime in 2012 (*Challenge It, Report It, Stop It*) Action was set out under three core principles: Preventing hate crime, increasing reporting and access to support and improving the operational response to hate crimes.

An updated strategy was published in 2016 (*Action Against Hate*), which set out the government's plans to deal with hate crime until May 2020. The publication coincided with a sharp rise in reports of hate crime following the EU referendum.

Nationally, there were 105,090 hate crimes recorded by the police in England and Wales in 2019/20 (excludes Greater Manchester Police), an increase of eight per cent compared with 2018/19 (97,446 offences). While increases in hate crime over the last five years have been mainly driven by improvements in crime recording by the police, there have been spikes in hate crime following certain events such as the EU Referendum and the terrorist attacks in 2017.

Based on combined data from the 2011/12 and 2012/13 CSEW, there were an estimated 278,000 hate crimes on average per year for the five monitored strands. Assuming this average is applicable for 2019/20, approximately only 40% of offences were reported to the police. Therefore, the true extent of hate crime cannot be judged solely using police data, as it is widely recognised that many victims do not report hate crime to the police.

Local Data and activity

Bristol's One City Plan includes several objectives relating to Hate Crime, including the ambition for communities to be free from prejudice and hate crime by 2047.

A draft hate crime assessment has been produced by Bristol City Council, and this summarises the context of hate crime services in Bristol as follows:

"Bristol City Council has an extensive hate crime service. In July 2017 an enhanced partnership was formed building on the existing hate crime service- Bristol Hate Crime and Discrimination Service (BHCDs). The partners of the current service are: Stand Against Racism & Inequality (SARI), Off the Record (OTR), Brandon Trust, Bristol Mind, Bristol Law Centre and Resolve West. Bristol City Council funds the service for four years from the Bristol Impact fund. Current grant funding is due to end on 31st March 2025.

1823 Hate flagged offences were recorded in Bristol in 2019/20, an increase of 4% compared with 2018/19 (1753 offences). Racially motivated hate accounted for 74% of all offences in 2019/20, followed by Sexual Orientation (11%) and Disability (9%). Public Order Offences accounted for approximately 60% of all hate flagged offences in both financial years.

9. Serious Youth Violence and Child Criminal Exploitation (CCE)

In this Needs Assessment, Serious Youth Violence refers to gang violence and street conflict where the Offender age range is 11-25 years old. This includes Actual and Grievous Bodily Harm (ABH/GBH), Offences involving the use or possession of a weapon with intent (such as a knife or gun) and Homicides.

Child Criminal Exploitation (CCE) occurs where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity in exchange for something the victim needs or wants, for the financial or other advantage of the perpetrator or facilitator and/or through violence or the threat of violence.

National Context and Data

The government published 'Ending Gang and Youth Violence: Community Engagement' in 2014.

In April 2018, the UK Government introduced a Serious Violence Strategy in response to increases in knife crime, gun crime and homicide across England. As part of the Serious Violence Strategy, a Serious Violence Fund was announced. This included funding to establish or develop Violence Reduction Units (VRUs).

The following is extracted from the CSEW on Violent Crime for the year ending March 2020:

"Over the last two decades the CSEW has shown long-term reductions in estimates of violent crime. The total number of incidents has decreased 72% from a peak of 4.5 million incidents in 1995 to 1.2 million incidents in the year ending March 2020"

Despite this overall decreasing trend, the CSEW states that police recorded crime provides a better measure of higher harm but less common types of violence than the CSEW, such as those involving a knife or sharp instrument. The overall CSEW for the year ending March 2020 confirms the increase in knife crime as follows:

*"Figures for the year ending March 2020 showed a 6% rise in offences involving knives or sharp instruments recorded by the police in the latest year to 46,265.... **the latest year was 51% higher than when comparable recording began in 2011 and is the highest on record.**"*

Local Data and activity

Bristol's One City Plan 2019 prioritised Street Conflict, with a goal to 'Actively identify those most at risk of being drawn into gang violence and knife crime, and work to offer safe routes out of gang behaviour'.

812 Serious Youth Violence Police recorded Offences were recorded in 2019/20 in Bristol, an 8% decrease compared to 2018/19 (880 offences). Despite this recent decrease, the latest total is 8% higher when compared with 2016/17 (752 offences). ABH accounted for 77% of all offences in 2019/20. Knife Crime Offences have seen the biggest increase (45%) since 2016/17. 62% of young offenders were aged 19 and under in 2019/20 (up from 55% in the previous year).

10. Child Sexual Exploitation (CSE)

CSE is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. (Reference: dFE Child sexual exploitation guidance).

National Context and Data

Following an inquiry into CSE in Rotherham in 2014, the government set out key actions to be taken to deliver a step change in its response to CSE. This included a new whistleblowing national portal for child abuse related reports, a new national taskforce, and a centre of expertise to support areas that are struggling and increased funding to organisations which support those who have experienced sexual abuse.

There is no source providing the current prevalence of CSE nationally. CSE is categorised as a form of Child Sexual Abuse. The CSEW provides the best available indicator by measuring the prevalence of adults who experienced sexual abuse before the age of 16 years. This includes sexual abuse perpetrated by adults or children. In the year ending March 2019, the CSEW estimated that 7.5% of adults aged 18 to 74 years experienced sexual abuse before the age of 16 years (3.1 million people).

Local Data and activity

Criminal investigations into CSE in Bristol between 2012 and 2014 resulted in the conviction of thirteen men for the systemic sexual abuse of vulnerable children (Operation Brooke). The Brooke Serious Case Review was subsequently carried out and published in 2016. This was commissioned by the Bristol Safeguarding Children Board (BSCB) along with a Local Safeguarding Children Board (LSCB) from another undisclosed area.

Following guidance set out in *Working Together to Safeguard Children*, BSCB was replaced by the Keeping Bristol Safe Partnership (KBSP). The latter published a CSE Strategy in 2015, detailing a multi-agency response to CSE. Following the Brooke SCR, Avon & Somerset Police launched Operation Topaz in 2016. This involves a specialist perpetrator disruption team working to protect the highest risk CSE victims by developing opportunities to disrupt suspects.

The CSE model is built by Insight Bristol- a multi-agency integrated analytics hub- and with Avon & Somerset Police. The model draws on data from several areas within the police and local authority systems. The most prevalent risk factors are Person Reported Missing (52% of cohort), Child Persistently Absent (12%), Mental Health Concern (7%) and Child in Need (7%).

Locally, 204 allegations of contact child sexual exploitation were recorded in 2018. In 2018/19 there were a total of 108 children with active flags identifying that they were at risk of CSE - a 30% reduction from 2017/18. DfE statistics show that in 2018/19, there were 175 assessments carried out by Bristol City Council which identified sexual exploitation as a factor contributing to concerns about the child.

11. Conclusion

Multiple themes have been identified as priority areas from this Needs Assessment. Drugs and Alcohol offences have increased and there is a high rate of opiate/crack users in Bristol. ASB incidents have continued to increase at a local level in specific LSOAs. Domestic Violence and Hate Crime also require attention in light of increases to offences since the beginning of the pandemic. And finally, due to an increase in knife crime offences, Serious Youth Violence and

CCE should also be prioritised. Modern Slavery also presents as requiring attention due to the need for awareness raising and an improved recording system. Evidently this Needs Assessment has been compiled using primarily police data and therefore partners will provide further critical information that will shape our priority setting.

Decision Pathway – Report

PURPOSE: Key decision

MEETING: Cabinet

DATE: 04 July 2023

TITLE	Net Zero Investment Co-innovation Lab		
Ward(s)	Citywide		
Author: Alex Ivory	Job title: Climate Change Team Manager		
Cabinet lead: Councillor Kye 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			
Purpose of Report:			
To seek approval for Bristol City Council in its role as lead partner to accept Euro 1.5m (approx. £1.3m) funding from the European Union Horizon Europe NetZeroCities Pilot Cities Programme to establish a series of innovative financial mechanisms to help achieve the city’s climate change goals and implement the project.			
Evidence Base:			
<ol style="list-style-type: none"> 1. Bristol City Council is playing its part in the One City Climate Strategy, published 2020. This includes working with partners to help achieve the goals of the strategy. This strategy identifies the need for additional finance to supplement that already planned through Bristol City Leap and the need for new innovative mechanisms. 2. Seeking funding to develop innovative finance mechanisms is an action (no. 58) set out in the current Bristol City Council Climate Emergency Action Plan. 3. Bristol City Council’s Capital Strategy 2023/24 -2032/33 sets out that council can explore net-zero carbon initiatives funded through Community Municipal Investments or Retail Bonds, up to £2m, and that the council will work closely with partners to facilitate community investments in zero carbon initiatives. The Net Zero Investment Co-innovation Lab proposal includes reference to a product which could be a municipal or other bond. 4. The proposal seeks to: <ul style="list-style-type: none"> ○ co-create a Net Zero Investment Co-Innovation Lab with a vision and mission to better understand the challenges and barriers to green financing and investment. The Lab aims to research, test and pilot 3-6 financial levers building on the 6 existing Community Climate Action Plans and the One City Climate Strategy ○ create a Citizen Community Climate Investment Scheme enabling citizens, business and communities to invest in their projects to reduce emissions and to generate a return. ○ create a Net Zero Venture Fund to enable outcome driven finance, environmental, social and governance (ESG) funds and philanthropists to invest in transitional projects that unlock entangled problems and generate a return. ○ develop a proposal for a Carbon Multiplier Fund to invest funding from the new development allowable solutions scheme and enable Bristol businesses to offset their emissions in a credible way. ○ create a multiplier effect either as a part revolving fund or in combination with the other elements of this project to make unviable projects viable. ○ create a Bristol Climate Finance Advisory Group to guide the project and develop other ideas that the Investment Lab can research, test and pilot. We will share the learning from this project with other UK 			

and European cities.

5. The project supports Bristol's pioneering work on funding innovative projects in housing refurbishment and new build, in net zero transport, and sustainable energy infrastructure. Bristol represents the UK's major cities on the new national Local Net Zero Forum established to improve national and local collaboration and contributes to its finance workstream.
6. The project is part of Bristol City Council's wider suite of initiatives aimed at financing decarbonisation of the council and the city as set out in our Bristol City Council Climate Emergency Action Plan. Complementary initiatives include the council's participation in Bristol City Leap and the council's lead role in the Bristol Mission Net Zero feasibility study funded by Innovate UK.
7. The project will integrate lessons and insights from Bristol City Leap and will share these with other cities.

Cabinet Member/Officer Recommendations:

That Cabinet:

1. Note that this project partnership which includes Bristol City Council in the role of lead partner has been successful in securing Euro 1.5 m (approx. £1.3m) funding from the European Union Horizon Europe NetZeroCities Pilot Cities Programme to establish a series of innovative financial mechanisms to help achieve the city's climate change goals and implement the project.
2. Authorise the Executive Director of Growth and Regeneration in consultation with the Cabinet Member for Climate, Ecology, Energy and Waste; and S151 Officer, to accept the totality of this funding as lead partner and take all steps required to enter into contract with the funders to accept and spend the funding (including disbursing the funding to project partners and procuring and awarding contracts over £500k) to implement the project as set out in the proposals to the NetZeroCities Pilot Cities Programme and to make any amendments to the project as necessary for successful delivery.
3. Note officers will closely monitor the progress of the work delivered by partners and regularly take to G&R EDM regular (quarterly) progress reports which include spending details for all aspects of the project.

Corporate Strategy Alignment:

The programme is focused on achieving the priority of ENV1 Carbon Neutral.

City Benefits:

1. The Net Zero Investment Co-Innovation Lab will build upon Bristol's experiences in creating the City Leap Energy Partnership to research, pilot, deliver and evaluate 3-6 financial levers, including:
 - A Citizen Community Climate Investment Scheme enabling citizens, business and communities to invest in their projects to reduce emissions and to generate a return.
 - A Net Zero Venture Fund to enable outcome driven finance, environmental, social and governance (ESG) funds and philanthropists to invest in transitional projects that unlock entangled problems and generate a return.
 - A Carbon Multiplier Fund to invest funding from the new development allowable solutions scheme, and to enable Bristol businesses to offset their emissions in a credible way.
2. It is expected that these activities will lead to a reduction in the city's carbon emissions and an increase in jobs in low carbon projects invested in by the funds created.

Consultation Details:

1. The project has been developed in partnership with partner organisations Abundance Investment, Bristol & Bath Regional Capital and Bristol Green Capital Partnership. Abundance is a limited company regulated by the Financial Conduct Authority who bring expertise in the creation of Community Municipal Investment Schemes, as a form of crowdfunding to raise funds for place-based carbon reduction products.
2. Stakeholders include The Community Leadership Panel on Climate and the Just Transition (CLP) representing six Bristol communities that have Climate Action Plans.
3. Organisations will be engaged for academic scrutiny and to advise on the range of pilot activities with the Bristol Advisory Committee on Climate Change and the proposed Bristol Climate Finance Advisory Group.

Background Documents:

- The [One City Climate Strategy](#)

- [BCC Climate Emergency Action Plan](#)
- Full funding bid to the European Commission NetZeroCities Pilot Cities Programme

Revenue Cost	New Costs Up to €1.5m (approx. £1.3m)	Source of Revenue Funding	NetZeroCities Pilot Cities Programme
Capital Cost	£ N/A	Source of Capital Funding	N/A
One off cost <input checked="" type="checkbox"/>	Ongoing cost <input type="checkbox"/>	Saving Proposal <input type="checkbox"/>	Income generation proposal <input type="checkbox"/>

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

1. Finance Advice:

The report seeks approval from Cabinet to accept the funding of €1.5m (approx. £1.3m) from the European Commission NetZeroCities Pilot Cities Programme for the delivery of innovative climate finance tools in Bristol within a period of 2 years. The funding covers various aspects of setting up this innovative project with an aim to establish structure that enable subsequent roll-out to a wider customer base.

Cabinet approved the submission of the initial bid at the November 2022 Cabinet.

The grant award/conditions do not require match-funding from the Council and the funds created by the Project will individually secure money from investors. The Council will be required to deliver the expected outputs and will ensure that this responsibility and risk is transferred to all delivery partners.

All sub-contractors will operate on a fixed price contract thus removing the risk of cost overrun from the Council. As a result, there will be no adverse financial impact on council budgets in accepting this funding. The Climate Change Team will be responsible for ensuring that all aspects of this pilot project stay within budget.

Table 1 below show a summarised spending plan of the EUR 1.5m that will be delegated (subject to Cabinet approval):

Table 1 – Project Budget by Partner

Partner	Planned	Indirect costs*
Bristol City Council	€ 452,032.00	€ 87,925.50
Abundance	€ 168,500.00	€ 42,125.00
Bath & Bristol Regional Capital	€ 487,811.25	€ 90,487.39
Bristol Green Capital Partnership	€ 136,204.69	€ 34,051.17
Total	€ 1,244,547.94	€ 254,589.06

A detail breakdown of the cost estimates for all aspects of the project has been provided, including the work to be delivered by partners.

To ensure this project is successful, it is important that Officers within the Climate Change Team closely monitor the progress of the work delivered by partners and regularly bring back to G&R EDM regular (quarterly) progress reports which include spending details for all aspects of the project.

Finance Business Partner: Kayode Olagundoye, Interim Finance Business Partner for Growth and Regeneration 19 June 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.
Legal Team Leader: Husinara Jones, Team Manager/Solicitor 24 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 25 May 2023
4. HR Advice: The project will involve existing BCC staff and their costs will be met fully from the project. There will be no need to recruit additional staff. Any changes in staff roles will be agreed with the individuals involved.
HR Partner: Celia Williams, HR Business Partner 25 May 2023

EDM Sign-off	John Smith, Interim Executive Director Growth and Regeneration	3 June 2023
Cabinet Member sign-off	Councillor Kye Dudd, Cabinet Member for Climate, Ecology, Energy and Waste	15 June 2023
For Key Decisions - Mayor's Office sign-off	Mayor's Office	5 June 2023

Appendix A – Further essential background / detail on the proposal	YES
Project Summary	
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 impact assessment of proposal	YES
Appendix F – Eco impact assessment of proposal	YES
Appendix G – Financial advice	NO
Appendix H – Legal advice	NO
Appendix I – Exempt information	NO
Appendix J – HR advice	NO
Appendix K – ICT	NO
Appendix L – Procurement	NO

Appendix A1: Net Zero Investment Co-Innovation Lab - Project Summary

Key information:

Project Funders: Horizon Europe 2020 Fund – Pilot Cities Programme

Responsible Service: Economy of Place, Sustainable City and Climate Change Service

Start/Finish Date: July 2023 - June 2025

Budget: €1.5m (approx. £1.3m when budgeted) total value

Sub-contractors (project partners): Bristol City Council (Lead), Bristol & Bath Regional Capital, Bristol Green Capital Partnership and Abundance Investment.

Project objectives:

- Co-create with project partners a Net Zero Investment Co-Innovation Lab with the mission to understand barriers to investment in net zero carbon projects e.g. entangled problems and traditional expectations for return on investment.
- To identify, pilot, deliver and evaluate 3-6 financial levers which will address investment constraints.
- Integrate learnings and insights from Bristol City Leap programme.
- Creation of a Citizen Community Climate Investment Scheme enabling citizens, business and communities to invest in their projects to reduce emissions and to generate a return.
- Creation of a Net Zero Venture Fund to enable outcome driven finance, environmental, social and governance (ESG) funds and philanthropists to invest in transitional projects that unlock entangled problems and generate a return.
- Build a proposal for a Carbon Multiplier Fund to invest funding from the new development allowable solutions scheme, and to enable Bristol businesses to offset their emissions in a credible way.
- Create the conditions for a multiplier effect either as a part revolving fund or in combination with the other elements of this project to generate viable projects.
- Create a Bristol Climate Finance Advisory Group to guide the project and help develop other ideas that the Investment Lab can explore.
- Share the learning from this project with other UK and European cities.

Project summary:

Bristol's goal to be climate neutral by 2030 offers an estimated £10.6 billion of investment opportunities for private finance. Existing entangled problems and traditional risk-return valuations hinder investment. Therefore, this project would develop an innovative systemic approach to create and combine alternative financial levers to untangle those problems.

The rapid transition of the city towards climate neutrality may be disruptive for citizens, communities and businesses and risks unfairly impacting our most marginalised and vulnerable citizens, while benefitting others. Therefore, we propose to co-create and co-innovate the design and deployment of these financial levers with our citizens, building on the 6 existing Community Climate Action Plans and the One City Climate Strategy. The project will enable our citizens to lead and own these solutions, investments and disruption to ensure a Just Transition.

The creation of a Citizen Community Climate Investment Scheme enabling citizens, business and communities to invest in their projects to reduce emissions and to generate a return. The creation of a Net Zero Venture Fund to enable outcome driven finance, environmental, social and governance funds and philanthropists to invest in transitional projects that unlock entangled problems and generate a return.

The proposal for a Carbon Multiplier Fund to invest funding from the new development allowable solutions scheme, and to enable Bristol businesses to offset their emissions in a credible way. Creating a multiplier effect either as a part revolving fund or in combination with the other elements of this project to make unviable projects viable. We will create a Bristol Climate Finance Advisory Group.

The project is a partnership between Bristol City Council, Bristol & Bath Regional Capital, Bristol Green Capital Partnership and Abundance Investment.

- Abundance is a limited company regulated by the Financial Conduct Authority who bring expertise in the creation of Community Municipal Investment Schemes and have delivered previous schemes with local authorities.
- Bristol and Bath Regional Capital is a Community Interest Company (CIC) and the appointed representative of the social Investment Market CIC which is regulated by the Financial Conduct Authority. They bring proven expertise in impact investment and asset management.
- The Bristol Green Capital Partnership is a CIC and partnership organisation of over 1000 member organisations who have committed to working towards a zero carbon, socially just Bristol where all our communities and nature thrive.

The project will include other key Bristol organisations working in this space including the Community Leadership Panel on Climate and the Just Transition representing 6 Bristol communities that have Climate Action Plans. Selected organisations will advise on pilot activities with the Bristol Advisory Committee on Climate Change and the proposed Bristol Climate Finance Advisory Group and provide academic scrutiny and peer review.

The following Bristol City Council Services are expected to participate in the pilot activities:

- a. Sustainable City and Climate Change will be the lead service accountable for the project, undertaking overall project management and delivery.
- b. Economic Development will advise on the development of the Net Zero Venture Fund and Carbon Multiplier Fund.
- c. Land Use Planning is responsible for operation of the Allowable Solutions aspect of the Carbon Multiplier Fund and will be involved in the design of the scheme.
- d. City Leap Energy Partnership Client Team will share learning from Bristol City Leap and ensure integration and complementarity with the Lab.
- e. Transport Team will liaise with the Lab on potential projects and funding opportunities to integrate with the Lab.
- f. Corporate Finance is responsible for council funding including the Citizen Community Climate Investment Scheme and providing advice to all projects.
- g. Internal Audit will provide assurance of governance processes and ensure appropriate auditing arrangements are in place for each of the funds.

Project plan:

- WP1 Establishment of a Net Zero Investment Co-Innovation Lab
- WP2 Transfer of City Leap Energy Partnership as a model
- WP3 Establishment of a Citizen Community Climate Investment Scheme
- WP4 Establishment of a NetZero Venture Fund
- WP5 Establishment of a Carbon Multiplier Fund
- WP6 Business engagement in Carbon Multiplier Fund
- WP7 Integration of Community Climate Action plans
- WP8 Establishment of an innovation pipeline for new work packages
- WP9 Monitoring, Evaluation and Dissemination of Learnings
- WP10 Future financing / financial sustainability

Key outcomes/benefits:

The Net Zero Investment Co-Innovation Lab will build upon Bristol's experiences in creating the City Leap Energy Partnership, to research, pilot, deliver and evaluate 3-6 financial levers, including:

- A Citizen Community Climate Investment Scheme enabling citizens, business and communities to invest in their projects to reduce emissions and to generate a return.
- A Net Zero Venture Fund to enable outcome driven finance, ESG funds and philanthropists to invest in transitional projects that unlock entangled problems and generate a return.
- A Carbon Multiplier Fund to invest funding from the new development allowable solutions scheme, and to enable Bristol businesses to offset their emissions in a credible way.

It is expected that these will lead to a reduction in the city's carbon emissions and an increase in jobs in low carbon projects invested in by the funds created.

Equality Impact Assessment [version 2.12]



Title: Net Zero Investment Co-innovation Lab	
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input type="checkbox"/> Service <input checked="" 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: Alex Ivory
Service Area: Sustainable City and Climate Change	Lead Officer role: Climate Change 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 \(EqIA\) \(sharepoint.com\)](https://sharepoint.com).

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

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

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

The Net Zero Investment Co-innovation Lab is a European-funded collaborative initiative with Bristol City Council (Lead), Abundance Ltd, Bristol and Bath Regional Capital (B&BRC) and Bristol Green Capital Partnership (BGCP) to co-create a Net Zero Investment Co-Innovation Lab with the mission to understand barriers to investment in net zero carbon projects (e.g. entangled problems and traditional expectations for return on investment) and identify, pilot, deliver and evaluate 3-6 financial levers which will address investment constraints.

The City of Bristol is a leader in UK climate action. In 2018, Bristol was the first Local Authority to declare a climate emergency and has a goal to reach carbon neutrality by 2030. Building on this momentum the project will work with Bristol organisations such as Community Leadership Panel on Climate and the Just Transition (CLP) to ensure the inclusion of local communities in the Innovation lab, and that the project benefits (including access to and returns on investment, reduced carbon emissions and an accelerated transition to net zero) accrue to Bristol’s participating communities and could be replicated in other cities in the UK, Europe and beyond.

The Innovation lab aims to develop investment products which are affordable, high quality and inspire confidence. New approaches will be applied to develop climate friendly investment products which benefit local communities and contribute to the transition to net zero. Community engagement will be central to ensure that the lab delivers green investment opportunities which directly benefit Bristol’s communities as well as contribute to mitigating climate change impacts.

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 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 project is an innovation project to develop green investment products which benefit local communities, reduce carbon, and whose benefits will extend to vulnerable and marginalised communities.

The work is being undertaken in the context of achieving a Just Transition to carbon neutrality in the city. That is to say, the work will be conducted such that the costs and benefits of the transition will be equally shared and not fall on one community to the exclusion of others. The project is not expected to adversely affect any protected characteristic group.

An element of the project will aim to make environmentally sustainable investment opportunities available to Bristol communities who don't currently invest or who currently invest in traditional investment options. The work is funded by the Horizon Europe programme supported by Net Zero Cities and aligned to the 100 Climate Neutral and Smart Cities Mission. It will generate insights and leanings which will benefit the participating cities in that Mission as well as a wider cohort of cities following the progress of this Mission.

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
Quality of Life in Bristol Survey	The Quality of Life (QoL) survey is an annual randomised sample survey of the Bristol population, mailed to 33,000 households with some additional targeting to boost numbers from low responding groups. The survey included questions

on attitudes towards climate change, copied below, as well as financial circumstances, and diversity.

It's expected that Bristol's projects addressing the climate crisis, including this one, will increase community awareness and encourage engagement which should be reflected in enhanced results in the climate change category.

Indicator	% concerned about climate change
Sum of Statistic	
	Total
Bristol Average	86.6
Most Deprived 10%	80.3
16 to 24 years	92.6
50 years and older	83.7
65 years and older	83.9
Disabled	81.2
Black, Asian and minoritised ethnic	77.8
Asian/Asian British	71.9
Black/Black British	69.6
Mixed/Multiple ethnic groups	86.9
White	87.9
White British	88.5
White Minority Ethnic	83.7
Female	91.1
Male	82.1
Christian	83.3
Other religion	85.8
No religion or faith	89.6
LGB+	93.3
No qualifications	71.8
Degree qualification	90.4
Non degree qualifications	81.1
Full-time Carers	83.1
Part-time carer	86.3
All Carers	85.4
Owner Occupier	87.9
Rented from housing association	78.8
Rented from private landlord	86.7
Rented from the council	76.5
Single parent household	78.4
Two parent household	87.2
All Parents	86.1

Quality of Life Survey 2022-23

Additional comments:

This Quality of Life Survey is the only current monitoring used by the Service similar to the monitoring referred to section 2.2 below.

The project survey design is still in development but will aim to monitor social and economic demographic beneficiaries of the project if required and approved in agreement with the funder.

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

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

2.3 Are there any gaps in the evidence base?

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

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

As stated in 2.1, the project survey design is still in development but will aim to monitor social and economic demographic beneficiaries of the project if required and approved in agreement with the funder.

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.

Project partner BGCP carries out community engagement through their Community Climate Action Plan project and related Community Leadership Panel on Climate and the Just Transition which informed project development. As part of the proposed project activities, community groups and individuals would be contacted by project partners to assess their attitudes towards green investment and to ensure they would be able to engage with and benefit from the project.

2.5 How will engagement with stakeholders continue?

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

As above, as part of the proposed project activities, community groups and individuals would be contacted by project partners to assess their attitudes towards green investment and to ensure they would be able to engage with and benefit from the project.

Local communities would be provided with information about new green investment opportunities and encouraged to engage with new opportunities and benefit from new investment opportunities.

Community engagement is expected to continue post project and the benefits will be scaled to other UK and European cities.

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)

We have not identified any significant equality impact at this stage. The project is not expected to adversely affect any protected characteristic group.

The project aims to provide access to new green investment opportunities to poorer and unrepresented communities and individuals which may result in a positive impact (as indicated in 1.3) but it is unclear whether this will be a significant impact. Monitoring and evaluation methods are being developed to measure the impacts on underrepresented and low-income communities.

As stated in 1.3, above, this is an innovation project to develop green investment products which benefit local communities and businesses, reduce carbon, and whose benefits will extend to vulnerable and marginalised communities. An element of the project will aim to make environmentally sustainable investment opportunities available to Bristol communities and businesses who don't currently invest or who currently invest in traditional investment options.

The Net Zero Investment Co-Innovation Lab is a less direct approach to reducing emissions that is focused on creating the levers for understanding complexity and enabling others to reduce emissions and to tackle the barriers to investment in zero carbon initiatives. It promises to deliver a Citizen Community Climate Investment Scheme enabling citizens, business and communities to invest in their projects to reduce emissions and to generate a return.

The project will develop

- A Citizen Community Climate Investment Scheme enabling citizens, business and communities to invest in their projects to reduce emissions and to generate a return.
- A Net Zero Venture Fund to enable outcome driven finance, environmental, social and governance (ESG) funds and philanthropists to invest in transitional projects that unlock entangled problems and generate a return.
- A Carbon Multiplier Fund to invest funding from the new development allowable solutions scheme, and to enable Bristol businesses to offset their emissions in a credible way.

It is expected that these will lead to a reduction in the city's carbon emissions and an increase in jobs in low carbon projects invested in by the funds created.

The project aligns with the One City Climate Strategy and the City Leap Energy Partnership which identified a need for a €10.6bn investment in the city. Increased investment in carbon neutral initiatives will generate new business and employment opportunities for local SMEs, businesses and individuals and will rapidly accelerate Bristol's journey to being Climate Neutral. The changes will be disruptive for Bristol but its communities and citizens will be at the heart of the decision making and the city's commitment to a Just Transition aims to ensure that project benefits and opportunities accrue to Bristol's marginalised and vulnerable communities. The pilot will make resources available to a wide range of Bristol businesses and organisations and contribute to a wider levelling up agenda.

<p>Our partners, <u>Abundance Investment</u>, <u>Bristol & Bath Regional Capital (BBRC)</u> and <u>Bristol Green Capital Partnership (BGCP)</u> share investment principles which include transparency, inclusivity, and funding ethically and environmentally progressive projects. BBRC and BGCP are community interest companies (CIC) which support social enterprises to work for community benefits. BGCP's members include Bristol City Council, Avon Wildlife Trust, Business West, Centre for Sustainable Energy, Resource Futures, Sustrans, Triodos Bank, University of Bristol and University of the West of England.</p>	
PROTECTED CHARACTERISTICS	
Age: Young People	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Age: Older People	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Disability	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Sex	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Sexual orientation	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Pregnancy / Maternity	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	
Mitigations:	
Gender reassignment	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Race	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Religion or Belief	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Marriage & civil partnership	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
OTHER RELEVANT CHARACTERISTICS	
Socio-Economic (deprivation)	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Carers	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Other groups [Please add additional rows below to detail the impact for 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 project aims to provide access to new green investment opportunities to poorer and unrepresented communities and individuals, including people who share a protected characteristic and those who don't. Monitoring and evaluation methods are being developed to measure the impacts on underrepresented and low-income communities.

Step 4: Impact

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

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

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

Summary of significant negative impacts and how they can be mitigated or justified:
No significant negative equality impacts identified at this stage
Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:
Opportunity to increase diversity in a green investment 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
Review partner methodologies	TBC	Short-term
Review Monitoring & Evaluation of impacts	TBC	Short-term
Evaluate post project impacts	TBC	Long-term

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.

Monitoring and evaluation of impacts, including benefits and beneficiaries, is being developed and will be reviewed by BCC as lead partner.

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: John Smith, Director, Economy of Place
Date: 5/6/2023	Date: 20/6/2023

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: Net Zero Investment Co-innovation Lab				
Report author: Alex Ivory				
Anticipated date of key decision: 4 July 2023				
Summary of proposals: To accept a grant of €1.5m (£1.3m) from the Horizon 2020 to co-create a Net Zero Investment Co-Innovation Lab with the mission to understand barriers to investment in net zero carbon projects and to develop 3-6 financial levers which will address investment constraints.				
Will the proposal impact on...	Yes/No	+ive or -ive	If Yes...	
			Briefly describe impact	Briefly describe Mitigation measures
Emission of Climate Changing Gases?	Yes	+ive	The project will contribute to the reduction of climate changing gases by encouraging the uptake of investment products which are based on a portfolio of zero carbon products and services.	The project will develop and evaluate green investment products which increasingly displace traditional investments based on fossil fuel-based product and services.
Bristol's resilience to the effects of climate change?	Yes	+ive	The project will develop products which are available to Bristol communities and will promote the environmental, climate and social benefits of green investments.	The project will make available climate friendly investment opportunities to communities who do not currently invest or who invest in traditional products.
Consumption of non-renewable resources?	Yes	-ive	The project is largely a desk-based research project and will not consume significant non-renewable resources.	Green investment products developed in the lab will potentially displace investment in non-renewable resources.
Production, recycling or disposal of waste	Yes	-ive	There will be no significant waste for disposal.	Care will be taken to reduce the project's travel carbon footprint.
The appearance of the city?	No			
Pollution to land, water, or air?	Yes	+ive	There will be no significant waste for	Green investment products developed in

			disposal.	the lab will potentially displace investment in polluting technologies and services.
Wildlife and habitats?	Yes	+ive	Pro-nature investment products will include projects which support nature and habitat conservation	The project will develop and evaluate green investment products which favour nature and habitat conservation projects
Consulted with: Giles Liddell, Environmental Performance Project Manager				
Summary of impacts and Mitigation - <u>to go into the main Cabinet/ Council Report</u>				

The environmental impacts are expected to be significantly beneficial (particularly for greenhouse gas emissions reduction and climate resilience). The scale of the benefits will depend on how much investment this project attracts is impossible to predict, but could be on a large scale.

Further details:

Bristol's goal to be climate neutral by 2030 offers an estimated £10.6 billion of investment opportunities for private finance. Traditional investment strategies and risk-return expectations have hindered investment in innovative, low carbon investment opportunities. This project aims to develop an innovative systemic approach to create alternative financial levers to address these barriers and untangle existing constraints. It aims to target project benefits and opportunities towards Bristol's communities and businesses, including disadvantaged groups.

The Net Zero Investment Co-innovation Lab is a European funded collaborative initiative with Bristol City Council (Lead), Bristol and Bath Regional Capital (B&BRC), Bristol Green Capital Partnership (BGCP) and Abundance Investment to co-create a Net Zero Investment Co-Innovation Lab. Its mission is to understand the barriers to investment in net zero carbon projects (e.g. entangled problems and traditional expectations for return on investment) and identify, pilot, deliver and evaluate 3-6 financial levers which will address investment constraints.

The project will encourage and promote green investments which displace investment in traditional investment products and aims to develop and make available innovative investment vehicles based on zero carbon products and services which reduce carbon emissions, mitigate climate change impacts, and to promote nature and habitat conservation. By demonstration and shared experience, the project's benefits are expected to extend far wider than participating communities and being a European collaboration comprising 100+ cities the positive impacts are expected Europe wide.

The project plans to establish the following funds:

- Citizen Community Climate Investment Scheme enabling citizens, business and communities to invest in their projects to reduce emissions and to generate a return
- NetZero Venture Fund to enable outcome driven finance, environmental, social and governance (ESG) funds
- Carbon Multiplier Fund to invest funding from the new development allowable solutions scheme, and to enable Bristol businesses to offset their emissions creating a multiplier effect either as a part revolving fund or in combination with the other elements of this project to create viable projects advised by Bristol Climate Finance Advisory Group.
-

The project will build on the six existing Community Climate Action Plans and the One City Climate Strategy for a Just Transition to net zero and will work closely with the Bristol LEAP partnership and share and benefit from learnings and insights.

The net effects of the proposals are positive.

Checklist completed by:

Name:	Peter Dempsey
Dept.:	Change Services Project Manager as allocated to the Climate Change Team

Extension:	N/A
Date:	08.06.2023
Verified by Environmental Performance Project Manager	Giles Liddell 08.06.2023

Decision Pathway – Report

PURPOSE: Key decision

MEETING: Cabinet

DATE: 04 July 2023

TITLE	Hackney Carriage Fare Review																															
Ward(s)	City-wide																															
Author: Dan Feeney	Job title: Interim Head of Culture & Creative Industries																															
Cabinet lead: Cllr Donald Alexander, Cabinet Member for Transport	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: To seek approval for a revised table of fares for Hackney Carriage Vehicles.																																
Evidence Base:																																
<ol style="list-style-type: none"> 1. The ability of the Council to set fares lies with the Council’s Executive and can assist with the delivery of an efficient public transport system. 2. The Council must apply this power reasonably as the fixing of a market price for fares within the city boundary has a direct impact on the ability for a hackney driver to make a living. 3. The authority to fix fares for Hackney Carriages operating in the council boundary is derived from S.65 of the Local Government (Miscellaneous Provisions) Act 1976. 4. It is one of the few areas of taxi licensing decision making that does not fall to the Public Safety and Protection Committee. 5. The last fare review took effect in August 2022 with increases ranging between 5.8% to 9.5% based upon a mile journey. 6. Due to the cost of living crisis, trade representatives submitted a request for a new revised table of fares to take effect (subject to agreement and necessary legal processes) from March 2023, however, due to the proximity of the last increase (August 2022) the decision was taken that no change was necessary at this time. 7. As part of our ongoing commitment to the trade, representatives were instead invited to submit a new proposal in Spring 2023. 8. This has been received and proposes fare increases across all tariffs, with the exception of tariff 5 (public holidays) which will remain frozen. The increases are detailed in the table below and based upon a 3-mile journey will see increases ranging from between 5.4% to 9.8%. 9. In addition to the fare increases, across the various tariffs, a further request has been made to increase the cost of carrying additional passengers from 30p/passenger to 50p/ passenger. 10. These increases are being justified on the basis of general cost of living rises and associated costs the trade are so sensitive to such as increased vehicle prices, parts, fuel and other general increases. 11. Proposed changes to the tariff: 																																
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">Tariff Rate</th> <th colspan="3">1 Mile Journey</th> <th colspan="3">3 Mile Journey</th> </tr> <tr> <th>Current Cost</th> <th>Proposed cost & % change</th> <th></th> <th>Current cost</th> <th>Proposed cost & % change</th> <th></th> </tr> </thead> <tbody> <tr> <td>1- Day Rate</td> <td>£4.80</td> <td>£5.10</td> <td>6.25%</td> <td>£9.20</td> <td>£10.10</td> <td>9.8%</td> </tr> <tr> <td>2- Night Rate</td> <td>£5.70</td> <td>£5.90</td> <td>3.5%</td> <td>£10.70</td> <td>£11.30</td> <td>5.6%</td> </tr> </tbody> </table>						Tariff Rate	1 Mile Journey			3 Mile Journey			Current Cost	Proposed cost & % change		Current cost	Proposed cost & % change		1- Day Rate	£4.80	£5.10	6.25%	£9.20	£10.10	9.8%	2- Night Rate	£5.70	£5.90	3.5%	£10.70	£11.30	5.6%
Tariff Rate	1 Mile Journey			3 Mile Journey																												
	Current Cost	Proposed cost & % change		Current cost	Proposed cost & % change																											
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2- Night Rate	£5.70	£5.90	3.5%	£10.70	£11.30	5.6%																										

3- Weekend Day rate	£5.40	£5.70	5.5%	£9.80	£10.70	9.2%
4- Weekend night rate	£5.80	£6.00	3.4%	£11.00	£11.60	5.4%
5- Public holidays	£6.40	Freeze		£13.00	Freeze	
6- Xmas & New Year	£7.40	£7.70	4%	£14.00	£14.90	6.4%

12. To assist Cabinet inform their decision, detailed below is comparative core city data (where available) of the two most common tariffs (accurate as of Spring 2023).

Tariff 1: Day Rate Comparisons		
Local Authority	1 Mile	3 Mile
	Current & (Proposed)	Current & (Proposed)
Bristol	£4.80 (£5.10)	£9.20 (£10.10)
Cardiff	£5.27	£9.41
Nottingham	£6.08	£10.48
Leeds	£5.90	£10.50
Manchester	£4.49	£9.33
Sheffield	£4.80	£8.40
Birmingham	£4.78	£8.62

Tariff 2: Night Rate Comparisons		
Local Authority	1 Mile	3 Mile
	Current & (Proposed)	Current & (Proposed)
Bristol	£5.70 (£5.90)	£10.70 (£11.30)
Cardiff	£5.51	£10.19
Nottingham	£6.27	£11.07
Leeds	£6.70	£11.30
Manchester	£6.09	£12.73
Sheffield	£5.00	£8.60
Birmingham	£5.44	£9.52

13. Once a decision is made to vary the table of fares the legislation requires the Council to allow a period of at least 14 days in which objections can be made. If no objections to the variation are made or are withdrawn, the variations to the table of fares will come into operation. Any objections which are received and are not withdrawn, should be considered and a new date set for the table of fares to come into force within two months, either with or without modifications.

Cabinet Member / Officer Recommendations:

That Cabinet

1. Approve the revised table of fares in respect of Hackney Carriage Vehicles.
2. Note the statutory objection process as outlined in this report.

3. Authorise the Executive Director for Growth & Regeneration in consultation with the Cabinet Member for Transport, in the event objections are received and not withdrawn, to consider the objections and decide when the table of fares should come into force and whether this should be with or without modifications.

Corporate Strategy alignment:

A thriving taxi industry provides cross-cutting contributions to the corporate strategy, As part of the public transport solution, increased use of the taxi's has a positive contribution towards carbon neutrality and reducing the effects of poor air quality. A balanced fare structure helps provide economic equality and growth for drivers and the wider Bristol economy.

City Benefits:

Taxi's form an important part of the local public transport infrastructure. A taxi fare structure that provides a reasonable standard of living for drivers will help improve the relationship with the council. Faced with increased competition from app based booking providers, this is recognised as a difficult balance to maintain as any increase to the tariff may reduce their competitiveness within the marketplace.

Consultation Details:

No consultation. If agreed, the statutory process is triggered which includes the need for statutory consultation.

Background Documents:

Proposal submitted by the Bristol Blue Licence Taxi Association- see appendix A.

[Local Government \(Miscellaneous Provisions\) Act 1976 \(legislation.gov.uk\)](https://legislation.gov.uk/ukpga/1976/10)

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 is requesting approval to increase the Hackney Carriage Fare Tariff in line with the Council's committed to reviewing fares on annual basis to ensure that Fares are sufficient to cover cost increases brought about by various costs pressure including the escalating costs of living, fuel and other transport related costs.

The last annual review of the fare tariffs took place in August 2022 and resulted in increased prices. This Spring 2023 review has also resulted in fare increases of between 5.4% to 9.8% depending on the tariff (see table above).

The increase is justifiable given the current economic climate, increase vehicle running costs (fuel, repairs, tax and insurance costs) and with the Consumer Price Index (CPI) for March 2023 running at 10.1% (*CPI has increased above 10% since August 2022, when the last fare tariff review occurred*). However, care needs to be taken to balance the needs of drivers to earn a living and customers who rely on the service. The table of tariffs is proposing a range of inflation changes from a freeze on Bank Holidays, up-to 9.8% for a 3-mile journey day rate. Given current UK inflation rates, these proposed percentage increases seem reasonable.

There is no significant direct financial implication to Bristol City Council in the report proposals (as the Taxi owners will benefit from any fare increase). There will be minor communication costs that will be funded by Licensing Service revenue budget.

Finance Business Partner: Kayode Olagundoye, Interim Finance Business Partner, Growth & Regeneration, 4 May 2023

2. Legal Advice:

The proposals set out in the report are lawful. The fixing of fares is governed by section 65 of the Local Government (Miscellaneous Provisions) Act 1976 and provides that the Council may fix or vary a table of fares as well for a time as

distance, and all other charges in connection with the hire of a hackney carriage vehicle. There is no legal requirement to consult upon the table of fares prior to it being varied although in the present case, a detailed non-statutory consultation was undertaken with members of the trade in conjunction with the relevant executive member.

Once a decision is made to vary the table of fares the legislation requires the Council to publicise the table in at least one local newspaper allowing a period **of at least 14 days** in which objections may be made. Consideration should be given to extending this statutory timescale.

If no objection to the variation is duly made within the objection period (the “Specified Period”) or if all objections so made are withdrawn, the variations to the table of fares shall automatically come into operation on the Specified Period or the date of withdrawal of the objection(s), whichever date is the later.

in the event objections are received and not withdrawn the Council must consciously consider them and set a further date upon which the table of fares shall come into force, with or without modifications, within two months of the Specified Period.

The “decision” sought from Cabinet is to approve the proposed variation to the table of fares but due to the tight timescales involved in bringing a report back to Cabinet, in the event objections are received and not withdrawn, consideration should be given to the Mayor delegating authority to the Executive Director for Growth & Regeneration in consultation with the Executive Member for Transport to consciously consider the objections and decide when the table of fares should come into force with or without modifications.

Legal Team Leader: Kate Burnham Davies, Team Manager - Litigation, Regulatory and Community Team 13 June 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 28 April 2023

4. HR Advice: There are no HR implications evident

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

EDM Sign-off	John Smith, Interim Executive Director Growth and Regeneration	10 May 2023
Cabinet Member sign-off	Cllr Donald Alexander, Cabinet Member for Transport Mayor’s Office	20 April 2023 18 May 2023
For Key Decisions - Mayor’s Office sign-off	Mayor’s Office	5 June 2023

Appendix A – Further essential background / detail on the proposal Proposed Fare Submission Spring 2023	YES
Appendix B – Details of consultation carried out - internal and external	NO
Appendix C – Summary of any engagement with scrutiny	NO
Appendix D – Risk assessment	NO
Appendix E – Equalities screening / impact assessment of proposal	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

01/03/2023 PROPOSED HACKNEY CARRIAGE TABLE OF MAXIMUM FARES

Fares For Distance And Time	TARIFF 1 Day Rate Monday to Friday 06.00 to 21.00	TARIFF 2 Night Rate Monday to Thursday 21.00 to 06.00 & Friday 21.00 to 00.00	TARIFF 3 Weekend Day Rate Saturday & Sunday 06.00 to 21.00	TARIFF 4 Weekend Night Rate Saturday 00:01 to 06.00 Saturday & Sunday 21.00 to 06.00	TARIFF 5 Bank/Public Holiday Rate (excluding when tariff 6 applies) from 00.01 to 06.00 the following day	TARIFF 6 Christmas and New Year Rate From 21:00 hours On 24/12 to 06.00 On 27/12, from 21.00 on 31/12 to 06.00 on 2/1
Initial Hiring	£2.80 for the first 140.80 yds (134.1 mtrs) or part thereof	£3.40 or the first 130.37 yds (119.21 mtrs) or part thereof	£3.40 or the first 140.80 yds (134.1 mtrs) or part thereof	£3.40 or the first 125.71 yds (114.94 mtrs) or part thereof	£3.40 for the first 160 yds (146.3 mtrs) or part thereof	£4.40 for the first 146.66 yds (134.1 mtrs) or part thereof
Plus approx per mile (not including waiting time)	£2.50	£2.70	£2.50	£2.80	£3.30	£3.60
By taximeter units of	20p for every subsequent 140.80 yds (134.1 mtrs) or part thereof	20p for every subsequent 130.37 yds (119.21 mtrs) or part thereof	20p for every subsequent 140.80 yds (134.1 mtrs) or part thereof	20p for every subsequent 125.71 yds (114.94 mtrs) or part thereof	30p for every subsequent 160 yds (146.3 mtrs) or part thereof	30p for every subsequent 146.66 yds (134.1 mtrs) or part thereof
Waiting time	20p per 36 secs (£20/hour)	20p Per 31 secs (£23.20/hour)	20p Per 31 secs (£23.20/hour)	20p Per 28.7 secs (£25.10/hour)	30p Per 43 secs (£25.10/hour)	30p Per 43 secs (£25.10/hour)

EXTRAS

Extra Charges (excluding spoilage or fouling charge) limited to a maximum of	£6.00
Every hiring commencing at Temple Meads Rail Station (unless pre-booked)	20p
Every adult after the first one and not including children under 14	50p
Every /medium holdall/rucksack/suitcase	20p
Every large/heavy holdall/rucksack/suitcase/pram/pushchair	30p
Every fold up bicycle	£1.00
Every Other Bicycle	£2.00
Every Caged animal	£1.00
Every Uncaged animal (except for assistance dogs)	£2.00
Item of Bulk or weight	By negotiation
Spoilage or fouling of the vehicle	£100

Assistance dogs, Wheelchairs and any assistance aid used by a disabled passenger carried free of charge

Bristol Blue Licensed Taxi Association

Proposal for tariff change 01/03/2023

Tariff 1 Day Rate Monday to Friday 06:00 to 21:00

8.57% increase. 60 pence on average 2 mile trip.

Flag fall £2.80

(no change)

Plus £2.50 per mile.

(currently £2.20)

Waiting Time £20.00 per hour

(no change)

Tariff 2 Night Rate Monday to Friday 21:00 to 06:00

4.88% increase. 40 pence on average 2 mile trip.

Flag fall £3.40

(no change)

Plus £2.70 per mile.

(currently £2.50)

Waiting time. £23.20 per hour.

(no change)

Tariff 3 Weekend Day Rate Saturday & Sunday 06:00 to 21:00

7.89% increase. 60 pence on average 2 mile trip.

Flag fall £3.40

(no change)

Plus £2.50 per mile.

(currently £2.20)

Waiting Time £23.20 per hour

(no change)

Tariff 4 Weekend Night Rate Saturday 00:01 to 06.00

Saturday & Sunday 21:00 to 06:00

4.76% increase. 40 pence on average 2 mile trip.

Flag fall £3.40

(no change)

£2.80 per mile.

(currently £2.60)

Waiting Time. £25.10 per hour.

(no change)

TARIFF 5 Bank/Public Holiday Rate (excluding when tariff 6 applies)

from 00.01 to 06.00 the following day

Flag fall £3.40

(No change)

Plus £3.30 per mile.

(No change)

Waiting Time. £25.10 per hour.

(No change)

TARIFF 6 Christmas and New Year Rate From 21:00 hours On 24/12 to 06.00 On 27/12

from 21.00 on 31/12 to 06.00 on 2/1

5.61% increase. 60 pence on average 2 mile trip.

Flag fall £4.40

(No change)

Plus £3.60 per mile.

(currentlty £3.30)

Waiting Time. £25.10 per hour.

(No change)



01/03/2023 PROPOSED FARE INCREASE COMPARISON

WEEK DAYS Rate 1									WEEKEND DAYS Rate 3			
JOB LENGTH	CURRENT RATE	PROPOSED RATE	% Inc.	Price Inc.	CURRENT RATE	PROPOSED RATE	% Inc.	Price Inc.				
	£2.80 Start	£2.80 Start			£3.40 Start	£3.40 Start						
	20p per 160 yds	20p per 140.80 yds			20p per 160 yds	20p per 140.80 yds						
	£2.20 per mile	£2.50 per mile			£2.20 per mile	£2.50 per mile						
1 mile	4.80	5.10	6.25%	0.30	5.40	5.70	5.56%	0.30				
2 miles	7.00	7.60	8.57%	0.60	7.60	8.20	7.89%	0.60				
3 miles	9.20	10.10	9.78%	0.90	9.80	10.70	9.18%	0.90				
4 miles	11.40	12.60	10.53%	1.20	12.00	13.20	10.00%	1.20				
5 miles	13.60	15.10	11.03%	1.50	14.20	15.70	10.56%	1.50				
6 miles	15.80	17.60	11.39%	1.80	16.40	18.20	10.98%	1.80				
7 miles	18.00	20.10	11.67%	2.10	18.60	20.70	11.29%	2.10				
WEEK NIGHTS Rate 2				WEEKEND NIGHTS Rate 4								
JOB LENGTH	CURRENT RATE	PROPOSED RATE	% Inc.	Price Inc.	CURRENT RATE	PROPOSED RATE	% Inc.	Price Inc.				
	£3.40 Start	£3.40 Start			£3.40 Start	£3.40 Start						
	20p per 140.8 yds	20p per 130.37 yds			20p per 135.38 yds	20p per 125.71 yds						
	2.50 per mile	2.70 per mile			2.60 per mile	2.80 per mile						
1 mile	5.70	5.90	3.51%	0.20	5.80	6.00	3.45%	0.20				
2 miles	8.20	8.60	4.88%	0.40	8.40	8.80	4.76%	0.40				
3 miles	10.70	11.30	5.61%	0.60	11.00	11.60	5.45%	0.60				
4 miles	13.20	14.00	6.06%	0.80	13.60	14.40	5.88%	0.80				
5 miles	15.70	16.70	6.37%	1.00	16.20	17.20	6.17%	1.00				
6 miles	18.20	19.40	6.59%	1.20	18.80	20.00	6.38%	1.20				
7 miles	20.70	22.10	6.76%	1.40	21.40	22.80	6.54%	1.40				
Bank Holidays Rate 5				XMAS/NEW Year Rate 6								
JOB LENGTH	CURRENT RATE	PROPOSED RATE	% Inc.	Price Inc.	CURRENT RATE	PROPOSED RATE	% Inc.	Price Inc.				
	£3.40 Start	£3.40 Start			£4.40 Start	£4.40 Start						
	30p per 160 yds	30p per 160 yds			30p per 160 yds	30p per 146.66 yds						
	3.30 per mile	3.30 per mile			3.30 per mile	3.60 per mile						
1 mile	6.40	6.40	0.00%	0.00	7.40	7.70	4.05%	0.30				
2 miles	9.70	9.70	0.00%	0.00	10.70	11.30	5.61%	0.60				
3 miles	13.00	13.00	0.00%	0.00	14.00	14.90	6.43%	0.90				
4 miles	16.30	16.30	0.00%	0.00	17.30	18.50	6.94%	1.20				
5 miles	19.60	19.60	0.00%	0.00	20.60	22.10	7.28%	1.50				
6 miles	22.90	22.90	0.00%	0.00	23.90	25.70	7.53%	1.80				
7 miles	26.20	26.20	0.00%	0.00	27.20	29.30	7.72%	2.10				

Fare Proposal Into Yardages
Monday to Friday 06.00 to 21.00

01/03/2023

TARIFF 1 Day Rate

Yards →	140.80	282	422	563	704	845	986	1126	1267	1408	1549	1690	1760	
Fare →	2.80	3.00	3.20	3.40	3.60	3.80	4.00	4.20	4.40	4.60	4.80	5.00	5.10	1 mile
Yards →	1830	1971	2112	2253	2394	2534	2675	2816	2957	3098	3238	3379	3520	
Fare →	5.20	5.40	5.60	5.80	6.00	6.20	6.40	6.60	6.80	7.00	7.20	7.40	7.60	2 mile
Yards →	3661	3802	3942	4083	4224	4365	4506	4646	4787	4928	5069	5210	5280	
Fare →	7.80	8.00	8.20	8.40	8.60	8.80	9.00	9.20	9.40	9.60	9.80	10.00	10.10	3 mile

Meter Fare Initial Hire £2.80 (140.80 yds)+£2.30 (20p x 11.5 Drops) 1 Mile = £5.10	2 Miles=	£7.60	5 Miles=	£15.10	8 Miles=	£22.60
Plus approx per mile £2.50	3 Miles=	£10.10	6 Miles=	£17.60	9 Miles=	£25.10
Waiting Time: 20p x 36 Sec = £20.00/hour	4 Miles=	£12.60	7 Miles=	£20.10	10 Miles=	£27.60

TARIFF 2 Night Rate

Monday to Friday 21.00 to 06.00

Yards →	130.37	261	391	521	652	782	913	1043	1173	1304	1434	1564	1695	1760	
Fare →	3.40	3.60	3.80	4.00	4.20	4.40	4.60	4.80	5.00	5.20	5.40	5.60	5.80	5.90	1 mile
Yards →	1825	1956	2086	2216	2347	2477	2607	2738	2868	2999	3129	3259	3390	3520	
Fare →	6.00	6.20	6.40	6.60	6.80	7.00	7.20	7.40	7.60	7.80	8.00	8.20	8.40	8.60	2 mile
Yards →	3650	3781	3911	4041	4172	4302	4433	4563	4693	4824	4954	5084	5215	5280	
Fare →	8.80	9.00	9.20	9.40	9.60	9.80	10.00	10.20	10.40	10.60	10.80	11.00	11.20	11.30	3 mile

Meter Fare Initial Hire £3.40 (130.37 yds)+£2.50 (20p x 12.5 Drops) 1 Mile = £5.90	2 Miles=	£8.60	5 Miles=	£16.70	8 Miles=	£24.80
Plus approx per mile £2.70	3 Miles=	£11.30	6 Miles=	£19.40	9 Miles=	£27.50
Waiting Time: 20p x 31 Sec = £23.20/hour	4 Miles=	£14.00	7 Miles=	£22.10	10 Miles=	£30.20

TARIFF 3 Weekend Day Rate

Saturday & Sunday 06.00 to 21.00

Yards →	140.80	282	422	563	704	845	986	1126	1267	1408	1549	1690	1760	
Fare →	3.40	3.60	3.80	4.00	4.20	4.40	4.60	4.80	5.00	5.20	5.40	5.60	5.70	1 mile
Yards →	1830	1971	2112	2253	2394	2534	2675	2816	2957	3098	3238	3379	3520	
Fare →	5.80	6.00	6.20	6.40	6.60	6.80	7.00	7.20	7.40	7.60	7.80	8.00	8.20	2 mile
Yards →	3661	3802	3942	4083	4224	4365	4506	4646	4787	4928	5069	5210	5280	
Fare →	8.40	8.60	8.80	9.00	9.20	9.40	9.60	9.80	10.00	10.20	10.40	10.60	10.70	3 mile

Meter Fare Initial Hire £3.40 (140.80 yds)+£2.30 (20p x 11.5 Drops) 1 Mile = £5.70	2 Miles=	£8.20	5 Miles=	£15.70	8 Miles=	£23.20
Plus approx per mile £2.50	3 Miles=	£10.70	6 Miles=	£18.20	9 Miles=	£25.70
Waiting Time: 20p x 31 Sec = £23.20/hour	4 Miles=	£13.20	7 Miles=	£20.70	10 Miles=	£28.20

TARIFF 4 Weekend Night Rate Saturday 00:01 to 06.00 Saturday & Sunday 21.00 to 06.00

Yards →	125.714	251	377	503	629	754	880	1006	1131	1257	1383	1509	1634	1760	
Fare →	3.40	3.60	3.80	4.00	4.20	4.40	4.60	4.80	5.00	5.20	5.40	5.60	5.80	6.00	1 mile
Yards →	1886	2011	2137	2263	2389	2514	2640	2766	2891	3017	3143	3269	3394	3520	
Fare →	6.20	6.40	6.60	6.80	7.00	7.20	7.40	7.60	7.80	8.00	8.20	8.40	8.60	8.80	2 mile
Yards →	3646	3771	3897	4023	4149	4274	4400	4526	4651	4777	4903	5029	5154	5280	
Fare →	9.00	9.20	9.40	9.60	9.80	10.00	10.20	10.40	10.60	10.80	11.00	11.20	11.40	11.60	3 mile

Meter Fare Initial Hire £3.40 (125.71 yds)+£2.60 (20p x 13 Drops) 1 Mile = £6.00	2 Miles=	£8.80	5 Miles=	£17.20	8 Miles=	£25.60
Plus approx per mile £2.80	3 Miles=	£11.60	6 Miles=	£20.00	9 Miles=	£28.40
Waiting Time: 20p x 28.7 Sec = £25.10/hour	4 Miles=	£14.40	7 Miles=	£22.80	10 Miles=	£31.20

TARIFF 5 Bank Holiday Rate 00.01hrs to 06.00 the following day

Yards →	160	320	480	640	800	960	1120	1280	1440	1600	1760	
Fare →	3.40	3.70	4.00	4.30	4.60	4.90	5.20	5.50	5.80	6.10	6.40	1 mile
Yards →	1920	2080	2240	2400	2560	2720	2880	3040	3200	3360	3520	
Fare →	6.70	7.00	7.30	7.60	7.90	8.20	8.50	8.80	9.10	9.40	9.70	2 mile
Yards →	3680	3840	4000	4160	4320	4480	4640	4800	4960	5120	5280	
Fare →	10.00	10.30	10.60	10.90	11.20	11.50	11.80	12.10	12.40	12.70	13.00	3 mile

Meter Fare Initial Hire £3.40 (160 yds) + £3.00 (30p x10 Drops) 1 Mile = £6.40	2 Miles=	£9.70	5 Miles=	£19.60	8 Miles=	£29.50
Plus approx per mile £3.30	3 Miles=	£13.00	6 Miles=	£22.90	9 Miles=	£32.80
Waiting Time: 20p x 28.7 Sec = £25.10/hour	4 Miles=	£16.30	7 Miles=	£26.20	10 Miles=	£36.10

**TARIFF 6 Christmas and New Year Rate
From 21:00 hours on 24/12 to 06:00 On 27/12, from 21:00 on31/12 to 06:00 On 2/1**

Yards →	146.666	293	440	587	733	880	1027	1173	1320	1467	1613	1760	
Fare →	4.40	4.70	5.00	5.30	5.60	5.90	6.20	6.50	6.80	7.10	7.40	7.70	1 mile
Yards →	1907	2053	2200	2347	2493	2640	2787	2933	3080	3227	3373	3520	
Fare →	8.00	8.30	8.60	8.90	9.20	9.50	9.80	10.10	10.40	10.70	11.00	11.30	2 mile
Yards →	3667	3813	3960	4107	4253	4400	4547	4693	4840	4987	5133	5280	
Fare →	11.60	11.90	12.20	12.50	12.80	13.10	13.40	13.70	14.00	14.30	14.60	14.90	3 mile

Meter Fare Initial Hire £4.40 (146.66 yds) + £3.30 (30p x11 Drops) 1 Mile = £7.70	2 Miles=	£11.30	5 Miles=	£22.10	8 Miles=	£32.90
Plus approx per mile £3.60	3 Miles=	£14.90	6 Miles=	£25.70	9 Miles=	£36.50
Waiting Time: 20p x 28.7 Sec = £25.10/hour	4 Miles=	£18.50	7 Miles=	£29.30	10 Miles=	£40.10

Equality Impact Assessment [version 2.9]



Title: Hackney Carriage Fare Review May 2023	
<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 checked="" type="checkbox"/> Already exists / review <input type="checkbox"/> Changing
Directorate: Growth and Regeneration	Lead Officer name: Jonathan Martin
Service Area: Culture and Creative Industries	Lead Officer role: Licensing and Trading Standards Manager

Step 1: What do we want to do?

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

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

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

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

To review the fare tariff for Hackney Carriages within the council's administrative district. The fares within the council's administrative area may be set by the council and reviewed to alter them as set out in section 65 of the Local Government (Miscellaneous Provisions) Act 1976.

The last fare review took effect in August 2022 with increases ranging between 5.8% to 9.5% based upon a mile journey. Prior to this review it was set in October 2018.

Work was undertaken in subsequent years in consideration of a fare review, however, whilst it remains the council's responsibility to set fares, the process of review has historically commenced with the consideration of a submission presented by the hackney carriage trade. As such the trade representatives requested that the fares were **NOT** increased and have remained static since 2018, until the last review implemented in August 2022.

Due to the cost of living crisis, trade representatives submitted a request for a new revised table of fares, to take effect (subject to agreement and necessary legal processes) to take effect from March 2023, however, due to the proximity of the last increase (August 2022) the decision was taken that no change was necessary and to invite a revised submission in Spring 2023. This submission has now been received and proposes a number of changes to the existing tariff as detailed below:

Tariff Rate	1 Mile Journey			3 Mile Journey		
	Current Cost	Proposed cost & % change		Current cost	Proposed cost & % change	
1- Day Rate	£4.80	£5.10	6.25%	£9.20	£10.10	9.8%
2- Night Rate	£5.70	£5.90	3.5%	£10.70	£11.30	5.6%
3- Weekend day rate	£5.40	£5.70	5.5%	£9.80	£10.70	9.2%

4- Weekend night rate	£5.80	£6.00	3.4%	£11.00	£11.60	5.4%
5- Public holidays	£6.40	Freeze		£13.00	Freeze	
6- Xmas & New Year	£7.40	£7.70	4%	£14.00	£14.90	6.4%

In addition to the fare increases, across the various tariffs, a further request has been made to increase the cost of carrying additional passengers from 30p/passenger to 50p/ passenger.

The Hackney Carriage trade is recognised as a key component of the wider public transport system within Bristol and provides transport to a wide range of the public and increased use of the taxi's has a positive contribution towards carbon neutrality and reducing the effects of poor air quality. A balanced fare structure helps provide economic equality and growth for drivers and the wider Bristol economy.

Taxis form an important part of the local public transport infrastructure. A taxi fare structure that provides a reasonable standard of living for drivers will help improve the relationship with the council. Faced with increased competition from app based booking providers, this is recognised as a difficult balance to maintain as any increase to the tariff may reduce their competitiveness within the marketplace. These increases are being justified on the basis of cost of living rises and associated costs the trade are so sensitive to such as increased vehicle prices, parts, fuel and general increase in costs that we are all experiencing.

1.2 Who will the proposal have the potential to affect?

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

1.3 Will the proposal have an equality impact?

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

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

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

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

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

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

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

Outline whether there is any over or under representation of equality groups within relevant services - don't forget to benchmark to the local population where appropriate. Links to available data and reports are here [Data, statistics](#)

and intelligence (sharepoint.com). See also: [Bristol Open Data \(Quality of Life, Census etc.\)](#); [Joint Strategic Needs Assessment \(JSNA\)](#); [Ward Statistical Profiles](#).

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

Data / Evidence Source [Include a reference where known]	Summary of what this tells us
Based on the demographics of the City of Bristol the majority of citizens which are potential taxi customers:	<ul style="list-style-type: none"> 78% are White British compared to 80% the national average 17% have a Limiting Long-term Illness or Disability which is slightly lower than the national average of 18% <p>50% are women which is slightly lower than the national average of 51%</p>
Disability	<ul style="list-style-type: none"> There are over 14.6 million Disabled people in the UK¹. 9% of children are Disabled. 21% of working age adults are Disabled 42% of pension age adults are Disabled Taxis and minicabs are vital for many Disabled and older people and for some the only accessible transport mode (Beuret, 1995). In Bristol 17% of people identify themselves as having a disability that affects their day today activities. Of these 12% are of working age (16-64)².
Licence holders	<ul style="list-style-type: none"> In Bristol there are currently 361 licensed hackney carriage vehicles, 757 private hire vehicles, 524 hackney carriage drivers and 882 private hire drivers. Anecdotally the majority of Bristol taxi drivers are male, and a large proportion of taxi drivers are from Black, Asian and minority ethnic backgrounds, and Muslim.

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

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

2.3 Are there any gaps in the evidence base?

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

¹ Source: [Family Resources Survey \(2020 to 2021\)](#)

² Source: [Bristol Open Data](#)

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

We have tried to carry out a diversity survey by circulating to the taxi trade. Currently we have received 38 responses. Therefore the statistics may not be representative of the taxi trade. However the responses show of the respondents:

Age

11% of respondents were under 24 years old
38% of respondents were between 25-49 years old
26% of respondents were between 50-64 years old

Disability

87% of respondents do not consider themselves to be a Disabled person
11% of respondents consider themselves to be a Disabled person
3% of respondents preferred not to say

Sex

97% of respondents are male
3% of respondents are female

Ethnic background

15% respondents identified themselves as English/Welsh/Scottish/Northern Irish/Irish/British
2% of respondents identified themselves as Gypsy or Roma
9% of respondents identified themselves as East European
2% of respondents identified themselves as any other White Background
2% of respondents identified themselves as Indian
19% of respondents identified themselves as Pakistani
6% of respondents identified themselves as Bangladeshi
8% of respondents identified themselves as any other Asian background
8% of respondents identified themselves as White and Black African
2% of respondents identified themselves as White and Asian
2% of respondents identified themselves as Any other mixed background
6% of respondents identified themselves as African
11% of respondents identified themselves as Somali
4% of respondents identified themselves as Arab

Sexual orientation

58% of respondents identified their sexuality as Heterosexual/straight
3% of respondents identified their sexuality as bisexual
8% of respondents identified their sexuality as Other

Religious beliefs

21% of respondents identified their religious belief as Christian
68% of respondents identified their religious belief as Muslim

Pregnancy and maternity

97% responded they were not pregnant or had given birth in the last 26 weeks
3% responded that they were pregnant or had given birth in the last 26 weeks

Refugee

95% responded that they did not consider themselves to be a refugee
5% responded that they consider themselves to be a refugee

English as first language

39% responded that English was their first language

61% responded that English is not their first language

There is no data on gender reassignment.

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

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

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

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

The proposal for review was brought forward by representatives of the taxi trade. Statutory consultation is also required for any fare revision, and the proposals must be advertised in a newspaper and at the council's offices giving a minimum of 14 days for comment. Any person can comment on this proposal. Comments are accepted in writing and by email. Alternative formats of the proposal would be available on request.

Any comments received must then be considered before the tariff can be implemented, or an alternative tariff proposed. The tariff must then be displayed in every Bristol City Council licensed Hackney Carriage.

The information will be available in different languages and in different formats, such as Easy Read, audio CD, braille, British Sign Language or large print or accessible PDF on request.

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 council has committed to an annual review of fares, and this will continue to be considered on a yearly basis maintaining communication with the Hackney Carriage trade. If another review is undertaken it will be subject to the same consultation process as above.

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)

All: Most sectors of the community utilise taxis as part of the public transport scheme, and an increase in costs of the fare may impact how often they can use this transport, or make it unaffordable in some instances. Conversely if an increase is not undertaken then the cost of living for hackney carriage drivers may become unaffordable, forcing them to leave the trade and resulting in a decrease in availability of taxis for the public, and so it is considered that the benefits of a fare increase outweigh the potential risks.

The last fare review took effect in August 2022 with increases ranging between 5.8% to 9.5% based upon a mile journey. Prior to this review it was set in October 2018. Trade representatives requested that the fares were **NOT** increased and have remained static since 2018, until the last review implemented in August 2022.

PROTECTED CHARACTERISTICS

Age: Young People	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Age: Older People	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Taxis and minicabs are vital for many older people and for some the only accessible transport mode (Beuret, 1995). Taxi fares may become unaffordable to older people.
Mitigations:	If an increase is not undertaken then the cost of living for hackney carriage drivers may become unaffordable, forcing them to leave the trade and resulting in a decrease in availability of taxis for the public, and so it is considered that the benefits of a fare increase outweigh the potential risks.
Disability	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Taxis and minicabs are vital for many Disabled people and for some the only accessible transport mode (Beuret, 1995). Taxi fares may become unaffordable to Disabled people.
Mitigations:	If an increase is not undertaken then the cost of living for hackney carriage drivers may become unaffordable, forcing them to leave the trade and resulting in a decrease in availability of taxis for the public, and so it is considered that the benefits of a fare increase outweigh the potential risks.
Sex	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	It is key for women in particular to have safe modes of transportation particularly after dark, to reduce and prevent risks of violence against them, and taxis are part of this transport offer. Women are affected by the cost of living crisis more than men ³ , as well as being worse off because of the gender pay gap, which in the South West is 16.6% with women paid 83p for every £1 earned by male counterparts. Taxi fares may become unaffordable to some women.
Mitigations:	If an increase is not undertaken then the cost of living for hackney carriage drivers may become unaffordable, forcing them to leave the trade and resulting in a decrease in availability of taxis for the public, and so it is considered that the benefits of a fare increase outweigh the potential risks. Other forms of public transport are also available such as buses and private hire vehicles, and steps are in place to ensure that they are safe for women, such as good lighting at bus stops, regular buses, and the ability to share journey information with others.
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"/>

³ [Cost Of Living Crisis Affecting Women More | workingmums.co.uk](https://www.workingmums.co.uk)

[The gendered impact of the cost-of-living crisis - Womens Budget Group \(wbg.org.uk\)](https://www.wbg.org.uk)

[Women are bearing the brunt of the cost of living crisis | World Economic Forum \(weforum.org\)](https://www.weforum.org)

[The cost of living - Women's Aid \(womensaid.org.uk\)](https://www.womensaid.org.uk)

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:	The majority of taxi drivers are from Black, Asian and Minority Ethnic backgrounds. If a fare increase is not undertaken then there is a risk that the cost of living may become unaffordable for them, forcing them to leave the Hackney Carriage trade and reducing availability of taxis.
Mitigations:	If a fare increase is undertaken it will ensure that fares remain in line with the cost of living, and help prevent the loss of drivers on this basis.
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:	Taxi fares may become unaffordable to those on low incomes.
Mitigations:	If a fare increase is not undertaken then there is a risk that the cost of living may become unaffordable for taxi drivers, forcing them to leave the Hackney Carriage trade and reducing availability of taxis.
Carers	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Other groups [Please add additional rows below to detail the impact for other relevant groups as appropriate e.g. Asylums and Refugees; Looked after Children / Care Leavers; Homelessness]	
Potential impacts:	
Mitigations:	

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

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

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

The majority of licensed drivers are from Black, Asian and Minority Ethnic groups, and so a fare increase will benefit them ensuring the fares are financially viable and allow them to remain within the trade. This in turn will benefit all groups by ensuring continued availability of Hackney Carriages to support the public transport scheme.

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 potential impact of increased costs to the customer can be justified by ensuring the financial viability of fares for Hackney Carriage drivers, ensuring that there is retention of the trade and therefore continued availability of Hackney Carriages within the public transport scheme.
Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:
The majority of licensed drivers are from Black, Asian and Minority Ethnic groups, and so a fare increase will benefit them by ensuring the fares are financially viable and allow them to remain within the trade. This in turn will benefit all groups by ensuring continued availability of Hackney Carriages to support the public transport scheme.

4.2 Action Plan

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

Improvement / action required	Responsible Officer	Timescale
Refer proposal to executive director for sign off	Jonathan Martin	TBD
Consult on proposal in line with statutory requirements	Jonathan Martin	TBD
Analyse results of consultation	Jonathan Martin	TBD


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

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

The proposal will be reviewed on a yearly basis considering the cost of living and consumer price index against the tariff. There will be ongoing communication with the trade in relation to review of the fares.
--

Step 5: Review

The Equality and Inclusion Team need at least five working days to comment and feedback on your EqIA. EqIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the [Equality and Inclusion Team](#) before requesting sign off from your Director⁴.

Equality and Inclusion Team Review: <i>Reviewed by Equality and Inclusion Team</i>	Director Sign-Off:  Patsy Mellor, Director Management of Place
Date: 14/06/2023	Date: 19/06/2023

⁴ Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.

Decision Pathway – Report

PURPOSE: Key decision

MEETING: Cabinet

DATE: 04 July 2023

TITLE	Western Harbour Master Plan and Infrastructure Delivery Plan Funding		
Ward(s)	Harbourside and Hotwells. Due to the size of the project, it also will have an impact on the adjacent wards of Southville, Bedminster & Clifton. The wider city has been engaged with the project through the Harbour Hopes campaign.		
Author: Abigail Stratford	Job title: Head of Regeneration		
Cabinet lead: Mayor	Executive Director lead: John Smith, Interim Executive Director Growth and Regeneration		
Proposal origin: Mayor			
Decision maker: Mayor Decision forum: Cabinet			
Purpose of Report:			
<ol style="list-style-type: none"> 1. To seek approval, to enter into a grant funding agreement for the awarded amount of £2.56m, and thereafter drawdown and spend up to £2.56m to enable the completion of a masterplan and Infrastructure Delivery Plan for Western Harbour 2. To note the process for establishing a new community working group to work with the project team on the development of the masterplan and Infrastructure Delivery Plan. 3. To authorise Executive Director to procure and award contracts necessary to complete the masterplan and Infrastructure Delivery Plan. 			
Evidence Base:			
<ol style="list-style-type: none"> 1. Western Harbour is an area of Growth and Regeneration Area within the Local Plan Review. The area sits at the western-most end of Bristol’s Floating Harbour, as a gateway between city and countryside. To the north, the boundary follows Hotwells Road, Dowry Place and Oldfield Place, and includes the elevated flyover system. The central area includes the part of Spike Island west of Avon Crescent, Cumberland Basin and the Plimsoll Swing Bridge. To the south of the New Cut the boundary follows Brunel Way and Jessop Underpass and Coronation Road. 2. Western Harbour is an area loved by many – the regeneration of the area will look to balance local and city aspirations with the need to address some of the biggest challenges facing Bristol. <ul style="list-style-type: none"> • There is a need to update or replace the Cumberland Basin road system, a local and regional significantly important transport route. As the infrastructure of this road has become older, maintenance has become increasingly costly and the replacement of large parts of the system will be necessary in the near future. The Western Harbour project is an opportunity to make wider changes to improve the area at the same time. • There is a need to provide new homes for Bristol. There were around 16,000 people on the Bristol City Council housing waiting list in 2021 and demand for housing in the city is steadily rising. Western Harbour is a way of meeting this need in a sustainable location. It is within easy reach of both the centre of Bristol and the green of Ashton Court by foot or by bike. By building in central locations like this, we can support more sustainable travel options, as well as building homes close to jobs, public spaces and leisure activities. • Much of Western Harbour is brownfield, previously developed land. At the moment, 49% of the land is currently taken up by roads, parking and other hard surfaces – by building the new homes we need 			

here, we can protect greenspaces around the city, helping us to respond to the climate and ecological emergencies while still providing the homes the city desperately needs.

- There is a need to respond and address the Bristol River Avon Flood Strategy in Western Harbour to protect the city (existing and new developments) from risk of flooding.
3. In July 2022, Cabinet endorsed the Western Harbour Vision. Inspired by community feedback, the vision is a result of an extensive programme of public engagement carried out in the second half of 2021 and a six-week consultation that was open to the public in March 2022. It sets out key commitments that will guide the transformation of Western Harbour as it changes in the future and underpin a masterplan for the area.
 4. In January 2023 the Council submitted a funding application to West of England Combined Authority (WECA) to secure up to £5.6m to deliver the next stage of the project which includes
 - Masterplan, setting out the parameters for future development and;
 - Outline Business Case for an Infrastructure Delivery Plan that will support the renewal and or replacement of the ageing road network.
 5. Following feedback from WECA the council has revised its ask seeking funding for the first phase of work required to progress the Western Harbour Project which will be to deliver a masterplan for the area. On 16th June 2023 WECA Committee approved the funding application of £2.56m. Approval is therefore sought to accept, draw down and use the £2.56m grant to:
 - a. Deliver RIBA Stage 2 Masterplan
 - b. Deliver an Infrastructure delivery plan that will define the strategic requirements of the Cumberland Basin Road network
 6. The project aims to address the requirement to renew and/or replace elements of the highway network serving strategic traffic routing through the city whilst using the opportunity – as expressed through the endorsed vision for the area and aspirations in the Local Plan Review - to address some of the city's biggest challenges – the housing crisis, and climate and ecological emergencies. Through further community consultation and engagement, the masterplan and infrastructure delivery plan will determine the future layout, height and massing and mix of uses.
 7. The funding application has assumed costs for internal staff as well as external consultancy support. Any new posts would be recruited in line with council processes and external support procured in line with the Council's procurement regulations. It is anticipated that a further application to WECA or other funders to fund an Outline Business Case for the infrastructure solution will be required following the completion of the masterplan.

Community Engagement:

1. The Council is committed to make sure the voice of communities are heard throughout the project. To facilitate this, a new community working group will be established. The community working group* would refresh and replace the Western Harbour Advisory Group (WHAG) and would create a communication channel between Bristol City Council's project team and the city. The group would:
 - a. Have an advisory and steering role, towards decisions to be made by the project board and Cabinet
 - b. Ensure city wide representation
 - c. Create positive sentiment in overcoming the challenges of the project
 - d. Be a diverse cohort of people to help understand a wide range of experiences
2. The process for recruiting for the new group is set out in Appendix A.
3. *The name of the group will be decided at an early meeting.
4. The project team will set up a separate briefing process for ward members.

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 enter into the grant funding agreement and to accept, draw down and spend the £2.56 m grant to develop a masterplan and an Infrastructure Delivery Plan for Western Harbour in accordance with Western Harbour Vision.

2. Authorises Executive Director for Growth and Regeneration in consultation with the Mayor to procure and award the contract(s) (which may be over £500k) necessary for the implementation of the Western Harbour Masterplan and Infrastructure Delivery Plan and future Outline Business Case
3. Authorises the Executive Director of Growth & Regeneration, in consultation with the Deputy Mayor for Finance Governance and Performance and the Section 151 Officer, to work with Homes England and/or WECA to explore, apply for, secure and spend any secured grant funding (including agreeing grant terms and conditions), as future funding to progress the delivery strategy and Outline Business Case for Western Harbour up to the value of £5m.
4. Cabinet notes the establishment of a community working group as set out in Appendix A.

Corporate Strategy alignment:

1. Regeneration – the vision takes a place based approach to regeneration, and through the extensive engagement to date with the city it sets out the commitments for the area. The masterplan will identify the area and city’s infrastructure, housing and employment needs and will promote high quality developments, public realm and place making.
2. Environmental sustainability – the vision sets out the commitment for the future development to be net zero in operation, supporting the city’s priority to decarbonise the city, support the recovery of nature and lead a just transition to a low carbon future. The future masterplan will set out how we will achieve this.
3. Homes and communities: creating the opportunity and facilitating the delivery of new homes and thriving communities and setting the commitment of achieving 50% affordable housing in the Western Harbour area.
4. Community Participation – the vision has been developed following an extensive community engagement process. Throughout the master planning process, the community will have an opportunity to engage and discuss proposals as they are developed.
5. Transport and Connectivity – the future masterplan will address how Western Harbour is connected into the city and beyond and address the infrastructure needs.

City Benefits:

1. Western Harbour sets out to deliver new homes (50% affordable)
2. The Western Harbour masterplan will identify the infrastructure requirements that will have an impact on the city and region.
3. The masterplan process will include significant opportunities for engagement and consultation.

Consultation Details:

Community engagement and consultation led to the development of the vision for Western Harbour – details of this can be found on the Harbour Hopes [website](#).

Background Documents:

5 November 2019 – Western Harbour Cabinet Report

<https://democracy.bristol.gov.uk/ieListDocuments.aspx?CId=135&MId=3689>

12 July 2022 – Western Harbour Cabinet Report

[ModernGov - bristol.gov.uk](https://moderngov.bristol.gov.uk)

22 March 2023 – Western Harbour update – G&R Scrutiny

[ModernGov - bristol.gov.uk](https://moderngov.bristol.gov.uk)

16 June 2023 – WECA Committee meeting report [Item 09 - Investment Fund Programme.pdf \(moderngov.co.uk\)](#)

Revenue Cost	£2.56m	Source of Revenue Funding	WECA Grant
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Capital Cost	£0	Source of Capital Funding	n/a
One off cost <input checked="" type="checkbox"/>	Ongoing cost <input type="checkbox"/>	Saving Proposal <input type="checkbox"/>	Income generation proposal <input type="checkbox"/>

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

1. Finance Advice:

This report seeks Cabinet’s approval to seek funds totalling £2.56m and then to enter into any resulting grant funding agreement as well as to accept, draw down and spend this grant to develop a masterplan and an Infrastructure Delivery Plan for Western Harbour.

The plans outlined in this report will cost £2.56m and this is summarised in the table below.

PROJECT COSTS SUMMARY	
Programme Alignment & Community Engagement	640,500
Place Focused Costs	819,000
Highway Renewal Focus Costs	1,101,000
TOTAL	2,560,500

Although these costs are based on the latest available estimates, they include significant inflation and contingency levels to reflect the current volatility in prices as well as the potential for future unforeseen changes. These costs will be funded, if approved and funding is secured, by an external grant from WECA and therefore will not have any impact on the council’s revenue budget.

The results of this first phase of work needs to be reported back to G&R EDM and approval to progress phase 2 will require G&R Exec Director in consultation with S151 officer sign-off as the value is over £500k. It will also require Finance due diligence at the time as the current costing for phase 2 will need to be revalidated closer to the time of execution.

Finance Business Partner: Kayode Olagundoye, Finance Business Partner - Growth and Regeneration – 22 June 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 13 June 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 2 March 2023

4. HR Advice: The grant application assumed the inclusion of funding for the salary costs of the internal project team as well as consultancy support. Recruitment should follow the Council’s processes, to ensure there is sufficient internal resource to undertake the project in the timescales set out.

HR Partner: Celia Williams, HR Business Partner, 23 June 2023

EDM Sign-off	John Smith, Interim Executive Director Growth and Regeneration	5 June 2023
Cabinet Member sign-off	Mayor’s Office	25 May 2023
For Key Decisions - Mayor’s Office sign-off	Mayor’s Office	5 June 2023

Appendix A – Further essential background / detail on the proposal A1 – Outline of the Community Working Group – process for recruitment, programme etc	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

Appendix A

Refresh of the Western Harbour Advisory Group

Following public engagement about the emerging Western Harbour project, in October 2019 a city wide advisory group was formed to help create objectives for the proposed future redevelopment of Western Harbour. The role of the group is to help shape the Western Harbour alongside the wider community at the early stage.

As agreed by the Advisory Group, the Terms of Reference, agenda, attendees and notes from the meetings are published [here](#). The group supported and guided the engagement work and the subsequent adoption of the Western Harbour vision. Now the project has secured funding for the master planning phase, there is an opportunity to refresh the group and refocus around the challenges of the next project phase.

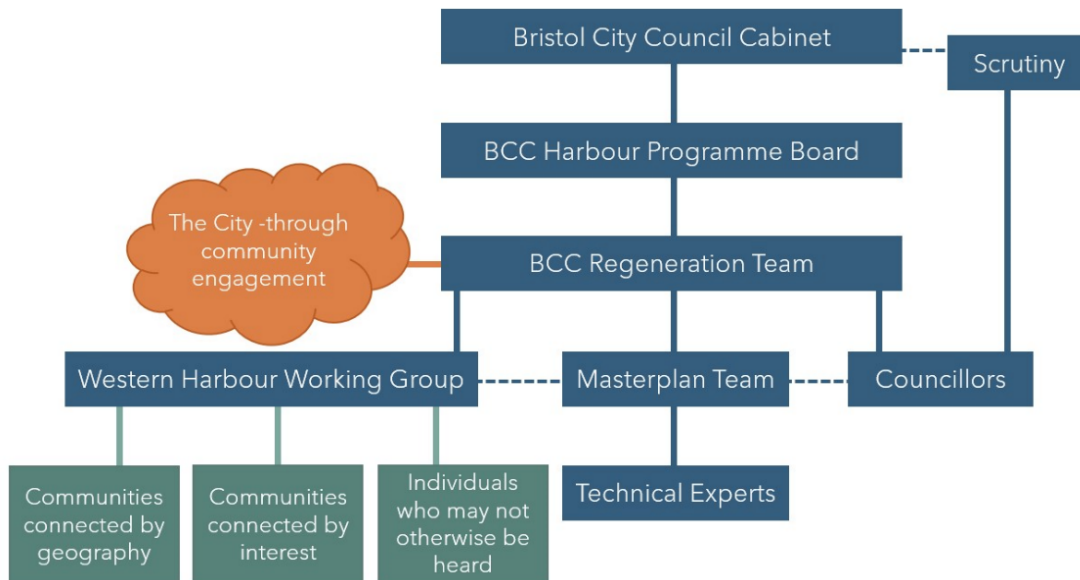
New Ambitions for the group:

- Create a communication channel between BCC and the city by setting up an effective two-way platform with a group reflecting different interests, as distilled from the vision for Western Harbour
- Provide an advisory and steering role towards decisions to be made by the Project Board and Cabinet. The Project will learn from insights of the group
- Create positive sentiment in overcoming the challenges surrounding the project
- Adopt a transparent process to recruit a diverse cohort to help us understand a wide range of experiences

The role of the members will be to:

- Champion, inspire and challenge different elements of the vision
- Proactively bring ideas and insight to the table
- Give a steer on the overall direction of the project
- Be a sounding board for the project as it goes forwards
- Show willing to learn about the area and the existing community, the reasons for the project, and the considerations affecting it and emerging issues through master planning process
- Share information with the wider community

The group will sit within the following organisational structure:



Recruitment of Group

- BCC will recruit members for the group with interests that roughly cover the four values, as distilled from commitments made in the 2022 vision for Western Harbour – Culture, Community, Environment and Economy.
- An open application process will aim for 16 members in total, with approximately four people per theme.
- John Savage will remain as chair.
- A series of information sessions will tell people about the group and encourage people to nominate others to apply
- Once open there will be at least a month to respond and opportunities to ask questions (via email and drop-in sessions with the team) before applying via an online form.
- Beyond BCC’s usual channels, applications will be promoted through leaders and champions of diverse Bristol groups and networks, inviting people from across all protected characteristics. A target participant profile has been developed based on citywide demographic data. The diversity of the group will be similar to that of Bristol as a whole.
 - Young people (16-24)
 - Older people (55+)
 - Women
 - Disabled people
 - Members of the LGBT+ community
 - People from Black, Asian or minority ethnic backgrounds

Equality Impact Assessment [version 2.12]



Title: Western Harbour Masterplan	
<input type="checkbox"/> Policy <input checked="" type="checkbox"/> Strategy <input 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: Economy of Place	Lead Officer name: Emily Price
Service Area: Regeneration	Lead Officer role: Project 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.

Purpose of the proposal and why it is needed:

To accompany the Cabinet Report submitted on 4th July 2023. The purpose of this report is:

- To seek approval, to enter into a grant funding agreement for the awarded amount of £2.6m, and thereafter drawdown and spend up to £2.6m to enable the completion of a masterplan and Infrastructure Delivery Plan for Western Harbour
- To note the process for establishing a new community working group to work with the project team on the development of the masterplan and Infrastructure Delivery Plan.
- To authorise Executive Director to procure and award contracts necessary to complete the masterplan and Infrastructure Delivery Plan.

Who it is aimed at:

The proposal is aimed at the city (who will own the masterplan and Infrastructure Delivery Plan for Western Harbour alongside BCC), and the council as the key landowner in the area.

Intended aims / outcomes:

To secure the funding required to progress the masterplan for Western Harbour:

The project aims to address the requirement to renew and/or replace elements of the highway network serving strategic traffic routing through the city whilst using the opportunity – as expressed through the endorsed vision for the area and aspirations in the Local Plan Review - to address some of the city's biggest challenges – the housing crisis; and climate and ecological emergencies. Through further community consultation and engagement, the masterplan will determine the future layout, height and massing and mix of uses. This process will inform the Local Plan Review.

To establish a process for recruiting a community group that will work with the project team during the master planning.

Key actions:

The technical work that will be undertaken as part of the project will include four mutually informing workstreams:

- Deliver RIBA Stage 2 Masterplan (a RIBA Stage 2 masterplan is a long-term planning document that will provide a conceptual layout to guide the future of the area);
- Deliver an Infrastructure delivery plan that will define the strategic requirements of the Cumberland Basin Road network;
- Community and stakeholder engagement and consultation; and
- Programme coordination with adjacent and interdependent schemes, e.g. the Bristol Avon Flood Strategy as well as the Harbour Authority.

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:		
<p>The project will affect a wide range of stakeholders:</p> <ul style="list-style-type: none"> • A small number of landowners as well as developers and investors • Businesses and other lease holders • The wider community including residents and community groups / organisations • Creative and cultural organisations and providers • City partners and stakeholder organisations • BCC services and future BCC commissioned services (as we seek to develop detailed designs / deliver specific elements such as green space or transport improvements) • Service users (e.g. where regeneration proposals may change service provision) 		

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
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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
Data around who will be affected locally by any proposed road changes and masterplanning proposals.	
<p>Population Pinpoint Plus (bcc.lan)</p> <p>Project area Within the Western Harbour project area itself there are 8 residential properties. Two are in private ownership and 6 are council houses.</p> <p>Local surrounds LSOA areas within a 0.5k area around the site have relatively low population density at around 5000 people per kilometre.</p>	<p>Changes to the road network and any masterplanning will impact a small number of residents who live in the project area itself. There is a moderately low density, but significant population around the edges of the project boundary who will also be affected</p>
<p>People using the Cumberland Basin Road network BCC Transport data from – internal communication with Transport team</p> <p>Every day, on average 303 busses, 8,552 trucks/lorries, 499 motorbikes and 33,585 cars drive over the Plimsol Swing Bridge.</p>	<p>Changes to the road network will affect a significant number of people who drive through the area, including public, commercial and private traffic.</p>
<p>Housing data</p> <p>Council housing need <i>BCC Internal figures</i> There are 16,000 people on the Bristol City Council’s house waiting list.</p> <p>House prices House prices in Bristol - sold prices and estimates - Zoopla The average price of a residential property in Bristol is currently just under £400,000</p> <p>Rental prices Home.co.uk: Bristol Market Rent Summary The median rent for a room in Bristol is £700pcm, £1,450pcm for a flat and £1,898pcm for a house.</p>	<p>Masterplanning will need to consider the housing crisis in Bristol, including the availability of affordable housing.</p> <p>Satisfaction with price and accommodation generally differs amongst different groups. Improvements with Bristol’s housing situation generally are likely to help some people, e.g. young people in particular.</p>
<p>% Satisfied with the cost of their rent or mortgage payments June 2022 - Bristol Quality of Life Survey Microsoft Power BI</p> <p>Those aged 16-24, White minority ethnic people, LGB+ and those renting from a private landlord are significantly less likely to be satisfied with the cost of their rent or mortgage payments than the Bristol average.</p>	
<p>% Satisfied with the state of repair of their home June 2022 - Bristol Quality of Life Survey Microsoft Power BI</p>	

<p>The 10% most deprived, Black, Asian and Minority Ethnic people, Disabled people, those aged 16-24, single parents, LGB+, and renters are significantly less likely to be satisfied with the state of repair of their home vs the Bristol average</p>	
<p>% satisfied overall with their current accommodation</p> <p>June 2022 - Bristol Quality of Life Survey Microsoft Power BI</p> <p>Those in the 10% most deprived decile, Black, Asian and minority ethnic, Disabled people, those aged 16-24, single parents, LBG+, those who rent and full-time carers are less likely to be satisfied with their current accommodation than the Bristol average.</p>	
<p>Data relevant to engagement. Note that the project will need to ensure a balance of local and city wide voices are heard, this section will consider both.</p>	
<p>Age 2021 Census Data for the three wards contained in the Western Harbour boundary: Hotwells and Harbourside, Bedminster, and Southville and Bristol as a whole Census Maps - Census 2021 data interactive, ONS</p> <p>The population of the three wards has far more people aged 20 – 39 than the Bristol average. This is highest in Hotwells and Harbourside. 50% of people within the wards are aged 20 – 39 years old and 23.4% are aged between 20 and 24.</p> <p>Bedminster and Southville have slightly more children under the age of 14 than the Bristol average, Hotwells and Harbourside has slightly less.</p> <p>There are slightly fewer people aged 55+ in the three wards than the Bristol Average.</p>	<p>The engagement will need to ensure that it engages with people of a range of ages both locally and city-wide.</p>
<p>Sex / Gender identity / Sexual orientation</p>	
<p>Sex 2021 Census Data for the three wards contained in the Western Harbour boundary: Hotwells and Harbourside, Bedminster, and Southville and Bristol as a whole Census Maps - Census 2021 data interactive, ONS</p> <p>The division between males and females in the area is roughly equal (49.1% female, 50.9% male)</p>	<p>The engagement will need to ensure that both men and women, those of differing gender identity from sex at birth, and different sexual orientations are engaged, aiming for a proportionate number of interactions in both local and city-wide engagement.</p>
<p>Gender identity 2021 Census Data for Bristol as a whole Microsoft Power BI</p> <p>0.8% of the population (16+) have a gender identity different from the sex that was registered at birth.</p>	
<p>Sexual orientation 2021 Census Data for Bristol as a whole Microsoft Power BI</p> <p>6.1% of the population (16+) are LGB+</p>	
<p>Ethnicity, birth country, English proficiency</p>	
<p>Ethnicity</p>	<p>The engagement will need to ensure</p>

<p>2021 Census Data for the three wards contained in the Western Harbour boundary: Hotwells and Harbourside, Bedminster, and Southville Microsoft Power BI</p> <p>Hotwells and Harbourside has more people from White Minority Ethnicities (14.2%), Asian/Asian British ethnicities (13%), and fewer Black/Black British ethnicities (3.4%) than the Bristol average.</p> <p>Southville has slightly more people from White Minority Ethnicities (12%) than the Bristol average.</p> <p>Bedminster has a far lower % total of all Black, Asian and Minority Ethnic groups than the Bristol average.</p>	<p>that it engages with people of a range of ethnicities both locally and in city-wide engagement.</p> <p>Different spoken languages should be taken into consideration. It is expected that this is likely to be needed to a greater degree at a city-wide level than at a local level.</p>
<p>Proficiency in English</p>	
<p>2021 Census Data for the three wards contained in the Western Harbour boundary: Hotwells and Harbourside, Bedminster, and Southville Census Maps - Census 2021 data interactive, ONS</p> <p>For most people in the three wards, English is their first language, though this is less than the Bristol average in Hotwells and Harbourside. Despite this there are more people than average who speak English very well. 0.9% of people in the three wards either cannot speak English well or at all.</p>	
<p>Religion</p>	
<p>Religion 2021 Census Data for the three wards contained in the Western Harbour boundary: Hotwells and Harbourside, Bedminster, and Southville Census Maps - Census 2021 data interactive, ONS</p> <p>More people with no religion live in Southville and Bedminster, and fewer in Hotwells and Harbourside than the Bristol average.</p> <p>There are more Christians in Bedminster, and more Buddhists, Hindus and Muslims in Harbourside and Hotwells than the Bristol average.</p>	<p>The engagement will need to ensure that it engages with people of different religions both locally and in city-wide engagement using culturally appropriate methods</p>
<p>Health and disability</p>	
<p>General health 2021 Census Data for the three wards contained in the Western Harbour boundary: Hotwells and Harbourside, Bedminster, and Southville Census Maps - Census 2021 data interactive, ONS</p> <p>More people in all three wards are in 'very good health' than the Bristol average. Slightly more people in Bedminster are in 'bad health' than the Bristol average.</p>	<p>The engagement will need to ensure that it engages with people in different states of health, as well as Disabled people both locally and in city-wide engagement using a variety of appropriate methods for engaging with this community</p>
<p>Disability 2021 Census Data for the three wards contained in the Western Harbour boundary: Hotwells and Harbourside, Bedminster, and Southville Census Maps - Census 2021 data interactive, ONS</p> <p>Fewer people are Disabled (under the Equality Act) in the three wards than in Bristol as a whole.</p>	
<p>Deprivation</p>	

<p>Household deprivation 2021 Census Data for the three wards contained in the Western Harbour boundary: Hotwells and Harbourside, Bedminster, and Southville Census Maps - Census 2021 data interactive, ONS</p> <p>Most households in the area experience less deprivation than that of Bristol as a whole. However, there are pockets of deprivation near to the project area.</p>	<p>The engagement will need to ensure that it engages with people experiencing deprivation both locally and in city-wide engagement.</p>
<p>Central Heating 2021 Census Data for the three wards contained in the Western Harbour boundary: Hotwells and Harbourside, Bedminster, and Southville Census Maps - Census 2021 data interactive, ONS</p> <p>Slightly more households in Harbourside and Hotwells do not have central heating than the Bristol average.</p>	
<p>% Households which have experienced moderate to severe food insecurity June 2022 - Bristol Quality of Life Survey Microsoft Power BI</p> <p>Fewer people in the three wards have experienced food insecurity than the Bristol Average. (Hotwells and Harbourside: 2.5%, Southville: 2.5%, Bedminster: 1.9%, Bristol average: 4.6%)</p> <p>Those in the 10% most deprived decile, Black, Asian and minority ethnic, Disabled people, single parents, LGB+, renters and those with non degree qualifications are more likely to have experienced moderate to severe food insecurity.</p>	
<p>% Households that used a 'food bank' in the last 12 months June 2022 - Bristol Quality of Life Survey Microsoft Power BI</p> <p>Fewer people in the three wards have used a food bank in the last 12 months than the Bristol Average. (Hotwells and Harbourside: 0%, Southville: 0%, Bedminster: 1.2%, Bristol average: 1.8%)</p>	
<p>Council Housing locations Pinpoint Pinpoint Plus (bcc.lan)</p> <p>Council houses are currently allocated based on a 'banding' system. This prioritises those who may have experienced overcrowding, health affected by their current housing, harassment, hardship, unsanitary or unsatisfactory housing.</p> <p>Within a short radius of the site there are clusters of council housing on a number of streets, especially to the immediate North and East of the site. 6 of the 8 homes within the project area itself are Council owned.</p>	
<p>Carers</p>	
<p>Provision of unpaid care 2021 Census Data for the three wards contained in the Western Harbour boundary: Hotwells and Harbourside, Bedminster, and Southville Census Maps - Census 2021 data interactive, ONS</p>	<p>The engagement will need to ensure that it does not leave out carers in both local and in city-wide engagement.</p>

<p>Similar numbers / slightly fewer people provide unpaid care in the three wards than the Bristol average.</p>	
<p>% Whose caring responsibilities prevent them from leaving their home when they want to June 2022 - Bristol Quality of Life Survey Microsoft Power BI</p> <p>Fewer people in Hotwells and Harbourside but slightly more people in Southville and Bedminster report that caring responsibilities prevent them from leaving their home when they want to. (Hotwells and Harbourside: 1.7%, Southville: 3.7%, Bedminster: 3.7%, Bristol average: 3.2%)</p>	
<p>Economic Groups</p>	
<p>Students 2021 Census Data for the three wards contained in the Western Harbour boundary: Hotwells and Harbourside, Bedminster, and Southville Census Maps - Census 2021 data interactive, ONS</p> <p>28.4% of people aged over 16 in Hotwells and Harbourside are students, this is significantly higher than the Bristol average.</p>	<p>The engagement will need to ensure that it does not leave out students, especially in local engagement.</p>
<p>Socio-economic Classification (NS-SeC) 2021 Census Data for the three wards contained in the Western Harbour boundary: Hotwells and Harbourside, Bedminster, and Southville Census Maps - Census 2021 data interactive, ONS</p> <p>There are more people in L1, L2 and L3 (Higher managerial, administrative and professional occupations) and L4, L5 and L6 (Lower managerial, administrative and professional occupations) in the three wards than the Bristol average.</p>	
<p>Transport and accessibility</p>	
<p>% for whom transport issues stop them from getting involved in their community June 2022 - Bristol Quality of Life Survey Microsoft Power BI</p> <p>Black, Asian and minority ethnic, Disabled people, those aged 16-24 and also those 65 and older, as well as LGB+ people, those who rent across the board those with no qualifications and full-time carers were more likely to face transport problems which stopped them from getting involved in their community.</p>	<p>The engagement should be mindful that a lack of transport may hinder people from coming to engagement events.</p>
<p>Getting information</p>	
<p>% Comfortable using digital services June 2022 - Bristol Quality of Life Survey Microsoft Power BI</p> <p>More people in Southville and Bedminster were uncomfortable using digital services than the Bristol average, with fewer people in Hotwells and Harbourside reporting being uncomfortable with them. (Hotwells and Harbourside: 3%, Southville: 7.3%, Bedminster: 8.4%, Bristol average: 7%)</p> <p>The 10% most deprived, white British people, disabled people and those aged 50 and older as well as those renting from the council or</p>	<p>The engagement should be mindful that a lack of comfort using digital services and a lack of access to the internet may hinder people from either online engagement or finding out about to engagement events.</p>

<p>from a housing association, as well as those with no /non degree qualifications, and carers are far more uncomfortable using digital services than the Bristol average.</p>	
<p>% Who have access to the internet at home June 2022 - Bristol Quality of Life Survey Microsoft Power BI</p> <p>More people in all three wards reported having access to the internet at home than the Bristol Average. (Hotwells and Harbourside: 98.9%, Southville: 98.9%, Bedminster: 97%, Bristol average: 96.1%)</p> <p>The 10% most deprived, disabled people, those over 50 years old, Christian people, and those renting from the council or from a housing association, as well as those with no qualifications were less likely than the Bristol average to have internet at home.</p>	
<p>% Who lack the information to get involved in their community June 2022 - Bristol Quality of Life Survey Microsoft Power BI</p> <p>Black, Asian and minority ethnic people, those aged 16-24 years, those with no religion/faith and those renting from a private landlord were less likely to have the information they need to get involved in their community.</p>	
<p>Other</p>	
<p>% Who lack the time to get involved in their community June 2022 - Bristol Quality of Life Survey Microsoft Power BI</p> <p>White minority ethnic people, those with no religion or faith, parents, LGB+ and those with degree qualifications were less likely to be have the time to get involved.</p>	<p>There are several other factors that may affect participation, including lack of time, a feeling of not belonging to a neighbourhood leading to people not getting involved with local projects.</p>
<p>% who feel they belong to their neighbourhood June 2022 - Bristol Quality of Life Survey Microsoft Power BI</p> <p>Those aged 16-24, Disabled people, the 10% most deprived, white minority ethnic, LGB+, those renting from either a housing association or private landlord, as well as full time carers are significantly less likely to feel as though they belonged in their neighbourhood.</p>	
<p>Additional comments</p>	

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

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

2.3 Are there any gaps in the evidence base?

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

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

The Harbour Hopes Engagement monitored a range of protected characteristics to assess who had accessed the engagement and consultation. This was done through:

- Requesting information from people who submitted comments through the Participatr project website
- Collecting Equalities Monitoring Forms in face-to-face engagement events

These forms were optional. While the resultant data was fairly accurate when collected at engagement events where participants were proactively encouraged to fill in the forms, for other less supervised engagements (such as commenting on the website or attendees at the exhibition) the small proportion of those who filled in the forms meant that the data had limited reliability. Experience from this will be learnt from in future consultation / engagement exercises to try and increase the number of responses to allow for a more accurate picture of who participated.

There are also 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. As council we rarely monitor marriage and civil partnership. Pregnancy and Maternity questions were included on the aforementioned monitoring forms so this is why this has been selected. 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.

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.

In July 2022, Cabinet endorsed the Western Harbour Vision. Inspired by community feedback, the vision is a result of an extensive programme of public engagement carried out in the second half of 2021 and a six-week consultation that was open to the public in March 2022. It sets out key commitments that will guide the transformation of Western Harbour as it changes in the future and underpin a masterplan for the area. The engagement for this is laid out in the Equality Impact Assessment form for the Cabinet Report for July 2022 [Appendix E - Equality Impact Assessment Form FINAL.pdf](#)

The proposal since then has been to establish the strategic outline case for the masterplan etc and to secure funding for the next stage. This stage of work has not included community engagement.

We are committed to making sure the voice of communities are heard. As part of the Cabinet decision, The Western Harbour Advisory Group will be re-formed and the recruitment of a new group will focus on communities of interest (in particular those of culture, community, environment and economy) (see Appendix A of the Cabinet report). This new community working group will create a communication channel between Bristol City Council's project team and the city. The group will:

- Champion, inspire and challenge different elements of the vision
- Proactively bring ideas and insight to the table
- Give a steer on the overall direction of the project
- Be a sounding board for the project as it goes forwards

- Show willing to learn about the area and the existing community, the reasons for the project, and the considerations affecting it and emerging issues through masterplanning process
- Share information with the wider community

Funding secured for the masterplan includes a budget for community engagement and consultation. The details of this will be updated in the EQIA on an ongoing basis.

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.

Subject to Cabinet decision, the project will:

- Reform the Community Working Group for the project, a convening of individuals from organisations representing four themes distilled from the Vision for Western Harbour and representing both a local and city-wide focus. This will meet around 6 times a year. Their role will be to champion, inspire and challenge different elements of the vision, proactively bring ideas and insight to the table, give a steer to the project team on the overall direction of the project, be a sounding board for the project as it goes forwards and to share information with the wider community and bring community perspectives, ideas and questions to the project team. There is a target participant profile in terms of diversity to ensure a range of voices are heard.
- Carry out other community engagement throughout the masterplanning process. This will take into account this EQIA to ensure that voices that are representative of the area are included.

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)

The proposal to cabinet does not have any adverse impacts on people based on their protected or other relevant characteristics.

Engagement

It is recognised that masterplan engagement will need to fully understand any adverse effects on people based on their protected characteristics. Many issues that may keep people from engagement are cross-cutting.

Therefore, engagement will need to consider the following:

Inaccessibility of public transport is more likely to affect Black Asian and Minority Ethnic groups as well as young people, older people, Disabled people, those looking after children and those who experience deprivation. This is exacerbated by these groups also being less likely to hold a driving license.

Some people may be more reliant on travelling by car, e.g. older people, pregnant women and those in maternity, carers, Disabled people etc.

Caring responsibilities may affect parents with young children and also those caring for a friend or relative, meaning that they cannot make it to in person engagement events.

Older people and Disabled people may be less comfortable using digital media meaning that they are likely to miss engagement if all comms and engagement are online.

Several groups, e.g those where English is not the first language or neurodivergent people, may find professional terminology confusing or may have no, or a limited understanding of engagement materials in English. Easy Read versions may help neurodivergent people and in cases where a person’s English is not completely fluent.

An increase in the number of hate crimes year on year and a negative perception of safety of an area (especially after dark) is cross cutting across several groups, including race or ethnicity, religion or beliefs, sexual orientation, disability, and transgender identity. This may make it less likely for some groups to come to physical engagement events if there is a perceived safety risk.

Some may find it harder to make their views heard in an engagement setting, meaning that they are not as able to contribute as fully as others.

Despite potentially being comfortable online, some groups nevertheless report lacking the information to get involved with their community. This in particular affects BAME people, young people and private renters.

PROTECTED CHARACTERISTICS

Age: Young People	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	The Western Harbour masterplan should facilitate positive outcomes for all age groups through the identification of age-specific needs in line with demographic projections, including a general provision of age-appropriate housing, social infrastructure and more accessible public spaces and services. Particular age groups could be marginalised from the engagement and consultation process if a range of methods are not used or made accessible in various ways, particularly young people. There are a number of known uses within or near the project area which cater to the specific needs of young people e.g. local schools and the water sports activity centres, and Life Skills in B Bond.
Mitigations:	To be inputted at a later date.
Age: Older People	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	The Western Harbour masterplan should facilitate positive outcomes for all age groups through the identification of age-specific needs in line with demographic projections, including a general provision of age-appropriate housing, social infrastructure as well as more accessible public spaces and services. Particular age groups could be marginalised from the engagement and consultation process if a range of methods are not used or made accessible in various ways e.g. if all sessions are delivered online. There are also potential issues in terms of the location in which an engagement session is held in terms of mobility and audio access for example.
Mitigations:	To be inputted at a later date.
Disability	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	The masterplan will facilitate regeneration of the area which will provide a general uplift in terms of physical accessibility (buildings and public realm design; services).

	<p>Disability led groups could be marginalised from the engagement and consultation process if accessibility is not built in when designing the Comms & Engagement Plan and engagement material.</p> <p>Those with visual/hearing impairments may find it difficult to engage if provisions such as sign language interpreters / braille forms / hearing loops aren't provided.</p> <p>Disabled people with Learning Difficulties may find it difficult to engage if easy read versions of information aren't provided in advance. Disabled people with physical impairments or those with chronic health conditions may find it difficult to engage in engagement locations that aren't accessible by a lift or have a changing space available.</p> <p>See 'general' section for other impacts.</p>
Mitigations:	To be inputted at a later date.
Sex	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	See 'general' section for impacts.
Mitigations:	<p>To be inputted at a later date.</p> <p>We are keen that future engagement involves groups represented on the Bristol Women's Safety Task Group</p>
Sexual orientation	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	See 'general' section for impacts
Mitigations:	<p>To be inputted at a later date.</p> <p>We are keen to work with representatives from this group, such as Bristol Pride</p>
Pregnancy / Maternity	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	<p>The HPSS will facilitate regeneration of the area which will provide a general uplift in terms of physical accessibility e.g. for parents with prams.</p> <p>See 'general' section for impacts. They could also be marginalised in terms of childcare availability and cost.</p>
Mitigations:	To be inputted at a later date.
Gender reassignment	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	See 'general' section for impacts.
Mitigations:	To be inputted at a later date.
Race	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	<p>Regeneration can support the socio-economic prospects of all races. The Western Harbour masterplan has the potential to make a positive impact across the area.</p> <p>People with different races/ethnicities could be marginalised from the engagement and consultation process if a range of methods are not used or made accessible in various ways. This includes culturally appropriate language and settings, also translated versions provided ahead of time and the attendance of translators if needed.</p>
Mitigations:	To be inputted at a later date
Religion or Belief	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	See 'general' section for other impacts.
Mitigations:	To be inputted at a later date.
Marriage & civil partnership	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	This project is not anticipated to have any specific impact on this group.
Mitigations:	n/a
OTHER RELEVANT CHARACTERISTICS	
Socio-Economic (deprivation)	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Potential impacts:	Although there is less socio-economic deprivation in the wards surrounding the Western Harbour regeneration area as a whole, there are pockets of deprivation shown in some LSOAs surrounding the project area. The project will aim to ensure that those who do experience deprivation are included in the engagement so that any improvements to the area can be directed towards their lives as well. See 'general' section for other impacts.
Mitigations:	To be inputted at a later date.
Carers	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	See 'general' section for other impacts.
Mitigations:	To be inputted at a later date.
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:	n/a
Mitigations:	n/a

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 masterplan will be based on the vision for Western Harbour which was a result of a large programme of engagement in 2021/22.

The vision sets out a number of commitments that will have a positive benefit for people. The masterplan will consider how changes could benefit people with protected characteristics in particular. The vision commits to the creating an area which:

- Creates connections
- Reduces local traffic
- Provides Quality Homes
- Feels Safe
- Supports Enterprise
- Supports Community
- Creates Inclusive places
- Is welcome to all

(For more details of the vision see, the [Vision for Western Harbour](#))

It is intended that regeneration will provide a general uplift in the built and natural environment (housing, infrastructure, public spaces, connections) and services for local people and businesses which will secure holistic socioeconomic and environmental benefits for all, including those with protected characteristics.

Harnessing the power of good urban design and place-making

It is well understood that good urban design and place-making is essential to support and encourage overall quality of life including active and sustainable lifestyles, mental health, wellbeing and community cohesion, public safety, public enjoyment and satisfaction, and access to services and employment. These are cross-cutting outcomes which would benefit all residents and users of the area, but perhaps particularly those with protected characteristics who are more likely to rely on public transport systems and feel limited by accessibility in the built environment.

Social integration and community cohesion

Regeneration of the site is intended to achieve a balance of meeting the needs of existing local communities, while also making a strategic contribution to the city's housing needs and improvements to strategic infrastructure. The future delivery of the masterplan could see an influx of new residents and businesses from elsewhere. Exploring and designing in means of facilitating social integration and community cohesion will be an important part of regeneration proposals.

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 will help to develop the engagement strategy for the masterplan to ensure we hear from a wide range of voices locally and from across the city. The action plan below will be used as a guide to ensure that groups are not left out if at all possible.

The EQIA will also inform the development of the masterplan itself.

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

The comms associated with the Western Harbour engagement are an opportunity to ensure that different groups are represented positively.

If the engagement/masterplan truly takes on the issues faced by diversity groups, it will have the potential to shape an area which all feel welcome to live and visit.

The regeneration programme should result in a general uplift in the built and natural environment which will have a knock-on impact on overall quality of life, accessibility and public health outcomes. Opportunities to maximise these outcomes will be explored through the masterplan.

Regeneration and investment in public spaces and services has the potential to foster greater social integration and community cohesion.

Note that the Western Harbour masterplan will be a high-level document. The detail of elements of the ultimate regeneration area that come through in subsequent engagement, informed by this EQIA will come through in later stages, e.g. in individual planning applications.

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:		
Creation of Community Working Group (subject to Cabinet approval)	Project lead	Autumn 23
Beyond our usual channels, applications will be promoted through leaders and champions of diverse Bristol groups and networks, inviting people from across all protected characteristics		

Improvement / action required	Responsible Officer	Timescale
<p>participant profile has been developed based on citywide demographic data. We will aim for diversity similar to that of Bristol as a whole.</p>		
<p>To ensure that our approach to engagement does not have adverse impacts on people based on their protected or other relevant characteristics, we will endeavour to:</p> <ul style="list-style-type: none"> - Hold engagement events in publicly accessible and safe locations, that are well sign-posted, have good transport options, and disabled parking. We will consider arranging engagement events with underrepresented groups at locations that are convenient for them to ensure wide participation. - Engage with people who live in and in the area around the project area as well as future residents / visitors – we will monitor equalities data throughout the project to enable targeted engagement to be delivered to groups that emerge as being under-represented. - Provide a variety of ways to engage in the process, including face-to-face (workshops, exhibitions and walkabouts) and online (surveys, interactive map, ideas boards, workshops) – recognising that for many people, caring responsibilities, mobility issues and affordability of travel, make some engagement methods preferable to others. Digital methods should be tested for compatibility with assistive technology such as screen readers and text to speech software. - Provide materials that are jargon-free and in plain English where possible. Additionally, alternative versions such as Easy Read or language translations will be provided where it is felt that this is appropriate / on demand. - Ensure that engagement sessions are designed with people with children, or other caring responsibilities in mind. - The project should facilitate the actual and perceived public safety of participants in the design of engagement activities and in the Western Harbour Masterplan generally. - Facilitate engagement to ensure that all are heard. This may involve techniques designed to encourage respectful listening and discussion (e.g. having ‘rules of order’ in any engagement) or providing a range of engagement methods to facilitate people engaging in a medium they feel comfortable in e.g. small group discussions over larger discussions, written or pictorial engagement over oral. Some groups may appreciate the provision of questions in advance so that they can prepare answers. 	Project lead	Autumn 23 – Spring 25
Masterplan:		
Share this EQIA with BCC Project Team and consultants for input and comment	To be inputted at a later date	To be inputted at a later date

Improvement / action required	Responsible Officer	Timescale
Review feedback from the vision engagement and consultation regarding how best to continue to engage the community, write plan to take recommendations forward	To be inputted at a later date	To be inputted at a later date
Maintain and strengthen links developed through this project with community organisations including equalities groups	To be inputted at a later date	To be inputted at a later date


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.

Further iterations of the IMD and Bristol Quality of Life Survey can be used to assess the impact of regeneration. This includes a number of social integration indicators including ‘% who agree people from different backgrounds get on well together in their neighbourhood’.

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: 05.06.2023	Date: 8 June 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.

Appendix F Eco Impact Checklist

Title of report: Western Harbour				
Report author: Emily Price				
Anticipated date of key decision July 2023				
Summary of proposals: To accept grant of £2.56m from WECA to progress the Western Harbour masterplan and transport feasibility and note the establishment of a working group to support the project.				
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		All future development will increase CO2 emissions through construction and operation.	<p>The vision sets out the commitment for the future development to be net zero in operation</p> <p>The vision promotes Western Harbour as a sustainable location for living and working. The vision includes commitments to reduce local traffic and improve pedestrian connections.</p> <p>The vision includes a commitment to 'Run on Green Energy'.</p> <p>All future schemes will be required to submit a sustainability statement as part a planning application, setting out how the developments will comply with applicable policies BCS13 – BCS15, relating to energy efficiency and the use of decentralised, renewable and low-carbon energy supply systems.</p>
Bristol's resilience to the effects of climate change?	Yes		The vision will inform a masterplan for the area - much of Western Harbour is within Flood Zone 3.	The vision includes a commitment to 'Integrate Resilience' and refers to creating a resilient flood defence system which is

				sensitive to the heritage assets and landscape design.
Consumption of non-renewable resources?	Yes		Future development will call on resources.	Future planning applications will need to demonstrate efficient use of materials and non-renewable resources during the construction phase and seek to re-use materials from the development site itself wherever possible.
Production, recycling or disposal of waste	Yes		The vision will inform a masterplan which will need to demonstrate how any development will deal with waste.	Future planning applications will need to demonstrate the approach to waste and recycling in line with planning policy.
The appearance of the city?	Yes		The vision will inform a masterplan that will set out the future layout and appearance of this part of the city.	The vision includes various commitments that will mitigate this impact including 'Celebrate Heritage', 'Have Character', 'Provide Quality Homes'.
Pollution to land, water, or air?	Yes		The vision will inform a masterplan for the area.	Future planning applications will need to demonstrate the approach to waste and recycling in line with planning policy. Future planning applications will also need to demonstrate appropriate controls to ensure that pollution does not occur, particularly to water courses given the location of the development sites.
Wildlife and habitats?	Yes		The vision will inform a masterplan for the area.	The vision includes commitments to 'Nurture Ecology' and will seek to ensure that biodiversity net gain is achieved

				overall.
Consulted with:				
Summary of impacts and Mitigation - <u>to go into the main Cabinet/ Council Report</u>				
<p>The significant impacts of this proposal will be detailed at the masterplan stage and future planning stages. The funding and scope of work refer to the vision for Western Harbour which has already been endorsed and sets out the city's high level aspirations and commitments for the future regeneration of Western Harbour.</p> <p>The vision includes commitments which mitigate the potential impact of the future development. Further details will emerge at the masterplanning stage – the approval of the grant will enable this work to take place.</p> <p>The net effects of the proposals will emerge at masterplanning stage but the scheme will help to support resilience to the impacts of climate change through increased flood storage and infrastructure and better connections to encourage active transport modes, helping reduce CO2 and NO2 emissions in the medium-long term by reducing reliance on private car use. It is hoped there will be ecological benefits in line with BCCs strategic commitment to ensure biodiversity net gain, although it is not possible to quantify the net impact on biodiversity of the overall scheme at this stage.</p>				
Checklist completed by:				
Name:		Emily Price		
Dept.:		Regeneration		
Extension:				
Date:		25/5/23		
Verified by Environmental Performance Team		Daniel Shelton 26/05/23		



Decision Pathway – Report

PURPOSE: [Key decision](#)

MEETING: [Cabinet](#)

DATE: 04 July 2023

TITLE	Substance use treatment services re-procurement		
Ward(s)	City wide		
Author: Leonie Roberts	Job title: Consultant in Public Health		
Cabinet lead: Councillor Ellie King Member for Public Health and Communities	Executive Director lead: Hugh Evans, Executive Director Adults & Communities		
Proposal origin: BCC Staff			
Decision maker: Cabinet Member Decision forum: Cabinet			
Purpose of Report: To seek approval to extend the current substance use treatment services and procure and award a new contract from 1 st April 2025. To seek approval to receive any supplementary funding and to procure, extend, or vary contracts as required in line with conditions of the funding and in line with Bristol City Council procurement rules			
Evidence Base: <ol style="list-style-type: none"> Local Authorities are responsible for commissioning substance use treatment services as part of their mandated public health responsibilities Bristol City Council commissions a range of inpatient and community substance use early engagement, treatment, and support services, currently provided by Recovery Orientated Alcohol and Drugs Service (ROADS) and targeted youth service The service was commissioned in 2018 on a 5 years, plus 2 years, plus 2 years contract, and contract extensions were enacted from February 2023 to January 2025. The first extension was invoked. In addition, Bristol City Council has received several supplementary funding grants from 2021 A new national strategy From Harm to Hope, was launched in 2021. This sets out a 10-year plan to cut crime and save lives by reducing the supply and demand for drugs and delivering a high-quality treatment and recovery system. The current supplementary grants consist of Housing Support Grant, Supplementary Funding, Inpatient, and Rough Sleeper Drug and Alcohol Treatment grant. The National Strategy aligns with Bristol's existing commitments and ambitions, which are set out in the Bristol Alcohol and Drug Strategy published in 2021. To deliver the requirements of the national strategy and our local ambitions relies on having a high quality and effective prevention, treatment, recovery and harm reduction services and programmes. A health needs assessment was completed in May 2023 which highlighted significant unmet health needs, the need to increase the numbers of people in treatment and changes in alcohol and other drug use over time Subject to the outcome of further engagement and consultation, it is intended that Early Intervention services for children and young people will be in scope for this service. Specialist treatment services for children and young people will be out of scope for the new model of service, 			

This new service will include prevention and early intervention elements for children and young people and will be closely aligned with the young people's specialist treatment services.

12. Children and young people's substance use services have been commissioned separately since 2004. It is proposed that the new service will be all-age substance use service to allow for a more comprehensive, holistic and integrated approach. This will enable prevention, early intervention, continuity of care and personalised treatment across different age groups.
13. The new specification will be informed by evidence, service user and family experience, and extensive engagement

Cabinet Member / Officer Recommendations:

That Cabinet:

1. Authorises the Executive Director Adults and Communities to extend the current substance use treatment and service provision contracts to 31st March 2025 at a cost of £9,042,826 pro rata in accordance with the terms of the contract.
2. Authorises the Executive Director Adults and Communities to extend the current substance use treatment recording database contract to 30th June 2025 to allow for data migration and service reconfiguration, at a cost of £25,000 pro rata in accordance with the terms of the contract.
3. Authorises the Executive Director of Adults and Communities and Director of Public Health in consultation with Cabinet Member for Public Health and Communities to take all steps required to procure and award the contract (which may be over the key decision threshold) for Bristol's prevention and early intervention service for children and young people and specialist drug and alcohol services for adults in line with the procurement routes and maximum budget envelopes outlined in this report.
4. Authorises the Executive Director of Adults and Communities and the Director of Public Health in consultation with Cabinet Member for Public Health and Communities to take all steps required to extend or vary the contracts in accordance with the maximum budget envelopes outlined in this report.
5. Authorises the Executive Director of Adults and Communities and the Director of Public Health in consultation with Cabinet Member for Public Health and Communities to accept and spend supplementary funding up to £6.4million to support the delivery of the contract for specialist drug and alcohol services for adults and prevention and early intervention for children and young people.

Corporate Strategy alignment:

Wellbeing theme of the Corporate Strategy describes the need to embed health in all policies to improve physical & mental health and wellbeing, reduce inequalities and the demand for acute services. It recognises that Public Health is a statutory requirement of local authorities and the need to commission Public Health services to improve the health & wellbeing of our residents. The provision of substance use services is essential to achieve these aims

City Benefits:

Substance use treatment services can have a significant positive impact on the City of Bristol, both in terms of improving health and well-being of its citizens, reducing inequalities, promoting social value and sustainability.

1. Substance use treatment services can help address health inequalities by providing equitable access to care for marginalised communities who may be disproportionately affected by substance use.
2. Substance use treatment services can promote social value by reducing the harm associated with alcohol and other drugs
3. Substance use treatment services can promote sustainability by reducing the social and economic costs of the harms from alcohol and other drugs.

Consultation Details:

There was widespread consultation in the development of the Drug and Alcohol Strategy. The Needs Assessment was also informed by staff working in the services, service user feedback and wider partner engagement. Engagement and consultation will be a key part of the procurement process.

Background Documents:

[Drugs and Alcohol Strategy 2021 \(bristol.gov.uk\)](https://bristol.gov.uk)

Revenue Cost	£9,042,826	Source of Revenue Funding	Public Health Grant; this is recurring annual costs which is based on current contract values and/or budget (for activity contracts budget is included)
Revenue Cost	£6,421,098	Source of Revenue Funding	This is the estimated additional grants that we are due to receive for 2024/25; this will be subject to grant confirmation. And is not yet confirmed for 2024/25
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: This report seeks authority to extend the current substance use treatment and service provision contracts to 31st March 2025 at a cost of c£9m. This is fully funded from Public Health Grant and there are no additional financial implications to the Council.

In addition, the report also seeks approval to accept and spend supplementary substance misuse funding up to £6.4million, to support the delivery of the contract for specialist drug and alcohol services for adults and prevention and early intervention for children and young people. This supplementary funding for 2024/25 is subject to confirmation and whilst indicative amounts have been notified to councils, final confirmation is not yet known. Eligibility for supplemental funding is dependent on maintaining investment in drug and alcohol treatment from the Public Health Grant in line with the outturn expenditure reported in 2020/21.

Finance Business Partner: Denise Hunt, Finance Business Partner 16 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 9 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 Solutions Architect 10 May 2023

4. HR Advice: The report is seeking approval to extend the current substance use treatment services and procure and award a new contract from 1st April 2025. This report does not have any significant HR implications arising for Bristol City Council employees.

HR Partner: Lorna Laing 15 May 2023

EDM Sign-off	Hugh Evans, Executive Director Adults and Communities	17 May 2023
Cabinet Member sign-off	Cllr Ellie King Cabinet Member for Public Health and Communities	25 May 2023
For Key Decisions - Mayor's Office sign-off	Mayor's Office	13 June 2023

Appendix A – Further essential background / detail on the proposal	NO
Appendix B – Details of consultation carried out - internal and external Consultations will be carried out as part of the procurement process.	NO

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

Equality Impact Assessment [version 2.9]



Title: Alcohol and other drug treatment services re-procurement	
<input type="checkbox"/> Policy <input 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 checked="" type="checkbox"/> Changing
Directorate: Public Health	Lead Officer name: Leonie Roberts
Service Area: Adults and Communities	Lead Officer role: Consultant in Public Health

Step 1: What do we want to do?

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

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

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

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

We are seeking Cabinet authorisation for the procurement of our treatment services system for alcohol and other drug use. This became a Local Authority responsibility in 2013. Our current contracts were issued in 2018 on a 5+2+2 year basis. The paper seeks authorisation as follows:

1. Authorises the Executive Director Adults and Communities to extend the current substance use treatment and service provision contracts to 31st March 2025 at a cost of £9,042,826 pro rata in accordance with the terms of the contract.
2. Authorises the Executive Director of Adults and Communities and Director of Public Health in consultation with Cabinet Member for Public Health and Communities to take all steps required to procure and award the contract (which may be over the key decision threshold) for Bristol's prevention and early intervention service for children and young people, specialist drug and alcohol services for adults in line with the procurement routes and maximum budget envelopes outlined in this report.
3. Authorises the Executive Director of Adults and Communities and the Director of Public Health in consultation with Cabinet Member for Public Health and Communities to take all steps required to extend or vary the contracts in accordance with the maximum budget envelopes outlined in this report.
4. Authorises the Executive Director of Adults and Communities and the Director of Public Health in consultation with Cabinet Member for Public Health and Communities to accept and spend supplementary funding up to £6.4million to support the delivery of the contract for specialist drug and alcohol services for adults and prevention and early intervention for children and young people.

1.2 Who will the proposal have the potential to affect?

<input type="checkbox"/> Bristol City Council workforce	<input checked="" type="checkbox"/> Service users	<input checked="" type="checkbox"/> The wider community
<input checked="" type="checkbox"/> Commissioned services	<input checked="" type="checkbox"/> City partners / Stakeholder organisations	
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
From harm to hope: A 10-year drugs plan to cut crime and save lives - GOV.UK (www.gov.uk)	Home Office policy paper setting out a 10-year plan to cut crime and save lives by reducing the supply and demand for drugs and delivering a high-quality treatment and recovery system.
Drug and Alcohol Strategy for Bristol 2021-2025.pdf (bristol.gov.uk)	This strategy sets out our city-wide vision for drug and alcohol services, and the priorities we are focusing on.
Combatting Drugs Partnership Bristol Health Needs Assessment	Provides the main evidence base for our Drug and Alcohol Strategy, and will be updated to inform future re-commissioning.

Original ROADS Substance Misuse Commissioning Strategy <u>5b - Appendix A - Commissioning Strategy.pdf (bristol.gov.uk)</u>	This document outlines the development of the existing model for substance use provision.
NDTMS diversity reporting	<p>Existing NDTMS reporting provides insight into differences in levels of representation for adults presenting to treatment in Bristol, including that:</p> <ul style="list-style-type: none"> • 80% of new presentations are White British (80% for England treatment) • 50% of new presentation have no religion or faith group • 82% of new presentations are heterosexual (85% for England) • 51% of new presentations are no Disabled people (64% for England) and 22% have not disclosed this • 69% of adults in treatment are male and 31% are female (similar to 71% and 29% for England) • 52% of new presentations are unemployed compared to 48% for England
NDTMS Regional estimates of unmet need	This data is calculated by comparing the number of people in types of treatment by the prevalence estimate for the relevant area.
ROADS profiles of client and primary substance	This is based on information that is collected by ROADS providers at assessment and throughout treatment using Theseus case management system. If a client presents with more than one substance the provider is responsible for clinically deciding which substance is primary.
<u>Hard Edges: Mapping Severe and Multiple Disadvantage in England – Lankelly Chase</u>	<p>Key headlines reveal:</p> <ul style="list-style-type: none"> • There is a huge overlap between the offender, substance misusing and homeless populations. For example, <i>two thirds</i> of people using homeless services are also either in the criminal justice system or in drug treatment in the same year. • Local authorities which report the highest rates of people facing severe and multiple disadvantage are mainly in the North of England, seaside towns and certain central London boroughs. However, even in the richest areas, there is no part of England that is untouched by the issue of severe and multiple disadvantage. • People found in homelessness, drug treatment and criminal justice systems are predominantly White men aged 25-44

	<ul style="list-style-type: none"> As children, many experienced trauma and neglect, poverty, family breakdown and disrupted education. As adults, many suffer alarming levels of loneliness, isolation, unemployment, poverty and mental ill-health. All of these experiences are considerably worse for those in overlapping populations. The majority are in contact with or are living with children.
Additional comments:	

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

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

2.3 Are there any gaps in the evidence base?

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

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

<ul style="list-style-type: none"> Gender reassignment is currently recordable under free text but does not exist as a defined option within the database, which is limited to recording Sex as Male/Female/Not Known/Not specified. We have recently completed a health needs assessment but there are still gaps in our understanding. These areas continue to be addressed for adults and also for children and Young People.
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2.4 How have you involved communities and groups that could be affected?

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

<p>Step 1 We have consulted very widely with other organisations, their staff and their service users to inform the Combatting Drugs Partnership Health Needs Assessment. This included questions on the health needs of</p>
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service users, their experiences of treatment within ROADS including access and waiting times and satisfaction with services.

Step 2

We are currently planning soft market testing prior to authorisation to procure and are committed to full consultation as part of our formal procurement process. A vision and values paper will be socialised within groups of key stakeholders to start to test out our Commissioning approach and build consensus between partners.

A formal engagement process will commence when the Prior Information Notice (PIN) has been published.

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.

Step 3

We will be seeking views of under-represented groups in the development of our service model. We will develop equalities profiles of service users by protected characteristic to ensure the service will meet their needs.

Step 4

We will consult on the proposed service model as part of a formal consultation exercise during the commissioning process. Our aim is to provide a starting point that describes what we know now, so that we can gather views on improving approaches within treatment provision, ensuring services are rebalanced to reduce unmet need, provide equality of access, and respond to new trends in substances used.

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)

Length of existing contracts

Contracts were issued in 2018 on a 5+2+2 year basis. This means that the initial contract length was five year, with an option to extend contracts for two years, plus a further two years as appropriate. We are proposing to recommission new services to begin in April 2025, which will mean that we do not use the final two-year extension option.

There will be an inevitable degree of uncertainty and disruption caused by the recommissioning process for both service users and the workforce of commissioned services which, unless properly mitigated, may have a disproportionate impact for our most vulnerable clients, and for workers living in low-income households, or experiencing other forms of structural inequality because of their protected characteristics.

However this proposal is reasonable and proportionate because our analysis shows there are structural issues within existing services which impact on service user outcomes that can only be resolved through recommissioning, and which should not be delayed unnecessarily.

Short extension of existing contracts

We have not identified any negative impact for staff or service users from the proposal to extend existing contracts for a short period so that recommissioning can be aligned with the beginning of a new financial year.

Inclusion of services for children and young people in recommissioning

At this stage we have not identified any negative impact from the proposal to recommission prevention and early intervention services for children and young people alongside adult services. The aim is that this will lead to increased continuity of care and personalised treatment across different age groups. However, we acknowledge there is a need to ensure recommissioned service are age-appropriate and fully meet the differing needs of children and young people.

Additionally at this early stage prior to beginning recommissioning, we are aware of a wide range of existing issues and disparities for people in relation to alcohol and drug use, based on their protected and other relevant characteristics and circumstances (highlighted below), which we will aim to address and mitigate as an ongoing priority throughout the recommissioning process and ongoing contract management.

We will ensure that recommissioned services are accessible, inclusive and committed to meeting the needs of a diverse range of service users. Performance indicators for redesigned services will include measures specifically relating to addressing differences in levels of representation and outcomes for service users based on their protected characteristics, which will be reviewed systematically throughout the contract lifecycle.

PROTECTED CHARACTERISTICS

Age: Young People	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> • Unlike previous procurement exercises, the treatment system is intended to be commissioned for all ages to enable early intervention, continuity of care and personalised treatment across different age groups. • The majority of current adult ROADS treatment service users are between the ages of 30 and 55, and there are fewer young adults. <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 have poor emotional health and wellbeing

Mitigations:	<ul style="list-style-type: none"> • See general comments above – we will ensure recommissioned services are age appropriate and meet the developmental and cultural needs of young people.
Age: Older People	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> • The move towards digital services and voice-call services can be a barrier to treatment for older service users. • An over-emphasised focus on prevention may potentially stigmatise or shift focus away from an aging cohort of people in need of treatment. • Rates of hospital admissions for alcohol related conditions ('narrow' definition) in people aged 65+ are higher in Bristol than for South West Region and England. • Bristol Ageing Better estimated at least 11,000 older people are experiencing isolation in the city.
Mitigations:	<ul style="list-style-type: none"> • We need to ensure redesigned services meet the needs of older service users and an aging cohort of drug users. • We will ensure recommissioned services provide a range of options for initial contact and assessment etc. so service users are not compelled to use digital/voice-call options if these are not accessible or inclusive for them.
Disability	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> • Problematic or dependent alcohol or other drug use is not itself recognised as an impairment under the Equality Act 2010 (Disability), or under the Mental Capacity Act. The Equality Act 2010 defines Disability as a physical or mental impairment that has a substantial and long-term negative effect on a person's ability to do daily activities. • The move towards digital services and voice-call services can be a barrier to treatment for Disabled service users. • Of those children who responded to the Bristol Pupil Voice survey 2019, 26% of those who identify as having a 'disability or long-term illness' consumed alcohol in the last month (compared to a 19% average); and 19% reported ever taking illegal drugs (compared to a 12% average for all pupils)
Mitigations:	<ul style="list-style-type: none"> • Separately from the requirements of reporting requirements etc. Bristol City Council is committed to the <u>Social Model of Disability</u> which recognises the right to self-identify as a Disabled person and that people are Disabled by barriers in society such as lack of physical access and lack of accessible communication, not by their impairment (including mental, physical, sensory, health conditions, learning difficulties among others). • We will ensure recommissioned services provide a range of options for initial contact and assessment etc. so service users are not compelled to use digital/voice-call options if these are not accessible or inclusive for them. • We need to provide sufficient resource and flexibility for services to meet the legal duty to make anticipatory and responsive reasonable adjustments for disabled people including: <ul style="list-style-type: none"> ○ changing the way things are done e.g. opening / working times; ○ changes to overcome barriers created by the physical features of premises. ○ providing auxiliary aids e.g. extra equipment or a different or additional service. • The reasonable adjustments duty is 'anticipatory' so we must think in advance and ongoing about what Disabled people might reasonably need.
Sex	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

Potential impacts:	<ul style="list-style-type: none"> • There are significant differences in level of representation and outcomes for male and female service users • Women can experience greater stigma when accessing services, strengthened by the risk of referral to social services etc. • Women’s groups have previously identified a lack of aftercare support from current services, especially in relation to mental health and family support. • Nationally 27% of women experience domestic abuse in their lifetimes and there is a recognised link between substance misuse and sexual violence. • Services 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 • A higher proportion of boys have physical impairments and more boys than girls have diagnosed mental health disorders and learning difficulties. • Men in Bristol are more likely than women to have unhealthy lifestyle behaviours including being overweight and obese, smoking, alcohol and substance misuse
Mitigations:	Service redesign will take into consideration the differing needs of female and male service users.
Sexual orientation	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> • Lesbian, gay and bisexual people are statistically more vulnerable to verbal and physical abuse • 1 in 5 Lesbian, Gay, Bisexual and Trans staff have been the target of negative comments or conduct from work colleagues in the last year because they’re LGBTQ+. • More than a third of LGBTQ+ staff have hidden or disguised that they’re LGBT at work in the last year because they were afraid of discrimination. • 1 in 10 Black and minoritised ethnic LGBTQ+ staff have similarly been physically attacked because of their sexual orientation and /or gender identity, compared to 3% of White LGBTQ+ staff • 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. • Research shows LGBTQ+ people face widespread discrimination in healthcare settings and one in seven LGBT people avoid seeking healthcare for fear of discrimination from staff • The Stonewall LGBT in Britain - Health Report shows LGBT people are at greater risk of marginalisation during health crises, and those with multiple marginalised identities can struggle even more. In communications we should signpost and refer where possible to mutual aid and community support networks². • Research has shown that LGBTQ+ people are more likely to be living with long-term health conditions, are more likely to smoke, and have higher rates of drug and alcohol use.

	<ul style="list-style-type: none"> • Half of LGBTQ+ people experienced depression in the last year • 14% of LGBTQ+ people have avoided treatment for fear of discrimination because they are LGBTQ+.
Mitigations:	<ul style="list-style-type: none"> • We will improve our understanding of the alcohol and other drug treatment needs of Bristol's LGBTQ+ community and how to reduce barriers to accessing services is an aim of the procurement consultation.
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"> • Drug and alcohol use are significant risk factors during pregnancy. • Women who use drugs are more likely to attend antenatal care late and/or conceal their drug issue due to fear or professionals' reactions, or fear of the child being taken away. • However, pregnancy may be an important opportunity for change, and increase motivation for recovery. • Lack of childcare is a significant barrier to attending support group and treatment appointments.
Mitigations:	We will ensure recommissioned services have proactive approaches to working with and supporting pregnant service users and those with young dependent children.
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"> • 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%). • Stonewall research indicates that Trans people face widespread discrimination in healthcare settings; may avoid seeking healthcare for fear of discrimination from staff; and are likely to have a higher prevalence of drug and alcohol use. • There are operational issues to do with how trans and gender-diverse service users update their records, how sex and gender are recorded on our systems, and how this is reported to NDTMS etc.
Mitigations:	<ul style="list-style-type: none"> • We will consult both our existing service provider, the wider market, and NDTMS on the options for recording gender reassignment on our recording database. • We will improve our understanding of the alcohol and other drug treatment needs of Bristol's LGBTQ+ community and how to reduce barriers to accessing services is an aim of the procurement consultation.
Race	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> • We are aware of disparities in levels of representation and outcomes for service users on the basis of their ethnicity. • There may be cultural barriers to accessing and benefiting from commissioned services. • Language barriers are important - some communities in Bristol may not be currently served by a named service worker with language skills, or through sessions which are culturally sensitive. • Given the sensitivity of issues, use of community translators is often not appropriate.

	<ul style="list-style-type: none"> Some service users are concerned that disclosing drug use may negatively affect immigration status.
Mitigations:	<ul style="list-style-type: none"> It is essential that services are culturally responsive and create an inclusive treatment environment. We will ensure this is a priority in recommissioned service specifications and ongoing quality assurance.
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. Service users who have experienced hostility on the basis of their religion e.g. islamophobia may not feel comfortable accessing support services unless these are explicitly welcoming and inclusive to people of faith. The acknowledgement of an individual's problematic substance use can be a significant barrier if their faith forbids use of alcohol and other drugs.
Mitigations:	<ul style="list-style-type: none"> It is essential that services are culturally responsive and create an inclusive treatment environment. We will ensure this is a priority in recommissioned service specifications and ongoing quality assurance.
Marriage & civil partnership	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
OTHER RELEVANT CHARACTERISTICS	
Socio-Economic (deprivation)	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> Drug and alcohol use tend to be significantly more prevalent in areas of socio-economic deprivation. 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:	<ul style="list-style-type: none"> Recommissioning will be informed by further analysis of differences in representation and outcome based on socio-economic deprivation, including at a place based locality level.
Carers	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	<ul style="list-style-type: none"> Being a carer can be a huge barrier to accessing services 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:	<ul style="list-style-type: none"> We will ensure recommissioned services consider the timing/availability of services, events etc. to allow flexibility for carers.
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:	<ul style="list-style-type: none"> • We know that alcohol and other drug use can be a cause as well as a consequence of homelessness. • This includes a higher incidence of problematic substance use in people who are homeless who may have complex mental health needs and experience severe multiple disadvantage. • These experiences may include (but are not limited to) long-term experiences of poverty, deprivation, trauma, abuse and neglect. Many also face racism, sexism and homophobia. • The housing of young people with no permanent residence, for example within hostels, has the potential to further expose them to substance misuse.
Mitigations:	<ul style="list-style-type: none"> • We know that stable accommodation contributes enormously to successful treatment outcomes and that being street homeless is one of the hardest positions from which to access services.

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

This proposal is to authorise the process to reprocure services from 1st April 2025. Our commitment is to reduce inequalities of access by protected characteristic.

Step 4: Impact

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

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

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

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

We have not identified any significant negative impacts from the proposals at this stage. Whilst we have identified existing structural issues and disparities the impacts of recommissioned services cannot be measured or estimated until proposals for change are made. This is intended to happen during the consultation as part of the procurement process and we will update our EQIA throughout the commissioning cycle.

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

The proposal will facilitate the recommissioning of services where there is a significant opportunity to advance equality of opportunity for equalities groups in Bristol.

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
Service model is developed which is inclusive and reflects the diversity of the Bristol population	Leonie Roberts	June-December 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.

We will update our EQIA to evidence progress during this period

Step 5: Review

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

<p>Equality and Inclusion Team Review: <i>Reviewed by Equality and Inclusion Team</i></p>	<p>Director Sign-Off: </p>
Date: 23/5/2023	Date: 26/6/2023

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: 04 July 2023

TITLE	Bristol’s Targeted Smoking Cessation Service		
Ward(s)	City wide		
Author: Jennifer Davies	Job title: Senior Public Health Specialist, Tobacco Control Lead.		
Cabinet lead: Councillor Ellie King Member for Public Health and Communities	Executive Director lead: Hugh Evans, Executive Director Adults and Communities		
Proposal origin: BCC Staff			
Decision maker: Cabinet Member Decision forum: Cabinet			
Purpose of Report:			
<p>To seek approval to procure and award a new contract for a Targeted Smoking Cessation Service for Bristol residents who are at the highest risk of ill health, disability, and inequalities caused by smoking. The current contract will cease on 31st March 2024, at the end of the first of two possible one-year contract extension periods.</p>			
Evidence Base:			
<ol style="list-style-type: none"> 1. Smoking is a leading cause of preventable disease, disability, and premature death¹. It is the biggest cause of Cancer in the world and causes 72% of lung cancer cases in the UK². Amongst pregnant women, smoking during pregnancy is the leading modifiable risk factor for poor birth outcomes, including stillbirth, miscarriage, and pre-term birth³. Maternal smoking after birth has been linked with a threefold increase in the risk of sudden infant death². 2. Tackling tobacco dependence has a significant positive impact on health inequalities. Reported life expectancy for smokers is at least ten years shorter than for non—smokers, with a disproportionate impact on those from poorer backgrounds—where smoking prevalence is higher—as well as people suffering from mental health conditions⁴. 3. In Bristol, our overall smoking prevalence figures of 16.4% hides a significant variation between differing communities. Despite efforts to reduce these inequalities, Bristol Quality of Life survey data⁵ shows that in some Bristol wards 31% of households have at least one smoker (Hartcliffe and Withywood), whilst in others this figure is just 4% (Stoke Bishop). 4. Addressing the variation in tobacco addiction across Bristol by commissioning a robust high-quality service to take a person-centred and community-focussed approach to working with our target population groups, will significantly improve health and wellbeing outcomes for some of our most vulnerable residents. 5. The new contract will offer flexible provision to the following high priority groups: pregnant women and those with young families, people from high smoking prevalence wards (typically strongly associated with 			

wards with the highest deprivation), people from racialised communities, people referred via NHS health check or Serious Mental Illness physical examinations, and people with long term conditions. The service will adapt its targeted approach in response to changing population needs and changing healthcare provision.

6. The ongoing development of the national Treating Tobacco Dependency (TTD) programme⁶ within the NHS (maternity, inpatients, and community mental health services) means that local authority community smoking cessation services must be delivered collaboratively alongside these new services; avoiding duplication of delivery but ensuring our highest risk residents continue to receive an intervention.
7. Local Authorities continue to await a new National Tobacco Control Plan, which is now overdue. Recent announcements from the UK Department for Health and Social Care⁷ have indicated new national opportunities to engage pregnant women in smoking cessation; to support people to switch to vaping with free vape kits, and possible action around young people and disposable vapes.
8. Community smoking cessation services are required to be flexible and adaptive, working collaboratively with commissioners to effectively prioritise resources as the tobacco control landscape evolves. This approach will enable people from Bristol's most vulnerable and deprived communities to receive a high-quality robust smoking cessation intervention, whilst ensuring efficient use of public funds.

Cabinet Member / Officer Recommendations:

That Cabinet:

1. Authorises the Executive Director for Adults and Communities in consultation with the Director of Public Health and the Cabinet Member with responsibility for Public Health, Communities and Bristol One City, to commission a new targeted smoking cessation service from 1st April 2024 at a cost of up to £200,000 per annum for up to 5 years.
2. Authorises the Executive Director for Adults and Communities in consultation with the Director of Public Health and the Cabinet Member with responsibility for Public Health and Communities City to invoke any subsequent extensions/variations specifically defined in the contract(s) being awarded, up to the maximum budget envelope outlined in this report.
3. Delegates authority to 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.

Corporate Strategy alignment:

1. Theme 4 (wellbeing) of the Bristol City Council Corporate Strategy 2022-2027 describes an ambition to tackling health inequalities, focusing on preventative and early intervention approaches that are person-centred and rooted in communities. Tobacco addiction remains the single biggest cause of premature death in Bristol, the largest lifestyle driver of inequalities in health and the leading modifiable risk factor for poor pregnancy outcomes.
2. The One City Plan contains ambitions to give children the best start in life, to help residents live long and healthy lives, and reduce health inequalities. The evidence base for smoking cessation interventions directly supporting each of these goals is robust and substantial.

City Benefits:

This proposal ensures the provision of high-quality targeted smoking cessation services focussing upon the communities in Bristol who are at the highest risk of poor health outcomes and health inequalities in Bristol. The service will work cooperatively and flexibly in response to smoking cessation developments within the NHS and utilise an approach which will provide best value for the taxpayer and the best service for the population.

Consultation Details:

Engagement with priority groups will be undertaken as part of the Tobacco Control Health Needs Assessment at the beginning of the commissioning process. Feedback from which will be used to inform the design of the new targeted smoking cessation service and the wider Tobacco Control Action Plan. This will aim to understand the views of our target population groups, current service users and relevant professionals and stakeholders as well as understanding what is currently working well and what (if any) barriers to engagement with services currently exist.

Background Documents:

- 1 [Health Policy - ASH](#)
- 2 [Facts at a Glance - ASH](#)
- 3 [Smoking, Pregnancy and Fertility - ASH](#)
- 4 [Smoking and mental health | RCP London](#)
- 5 [Quality of life in Bristol](#)
- 6 [NHS Long Term Plan » Online version of the NHS Long Term Plan](#)
- 7 [Smokers urged to swap cigarettes for vapes in world first scheme - GOV.UK \(www.gov.uk\)](#)

Revenue Cost	£1,000,000	Source of Revenue Funding	Public Health Grant
Capital Cost	£0	Source of Capital Funding	N/A
One off cost <input type="checkbox"/>	Ongoing cost <input checked="" type="checkbox"/>	Saving Proposal <input type="checkbox"/>	Income generation proposal <input type="checkbox"/>

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

1. Finance Advice: This report seeks authority to commission a new targeted support service to stop smoking from 1st April 2024, to a value of up to £200,000 per annum for a term of up to 5 years. This will cost a be funded from the Public Health Grant and there will be no additional costs to the Council.

Finance Business Partner: Denise Hunt, Finance Business Partner, 14 June 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 14 June 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 4 May 2023

4. HR Advice: The report is seeking authorisation stop the current smoking cessation services and to commission new targeted services. There are no significant HR implications arising from this report.

HR Partner: Lorna Laing, HR Business Partner 3 May 2023.

EDM Sign-off	Hugh Evans Executive Director Adults and Communities	17 May 2023
Cabinet Member sign-off	Cllr Ellie King Cabinet Member for Public Health and Communities	25 May 2023
For Key Decisions - Mayor's Office sign-off	Mayor's Office	5 June 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: Bristol's Targeted Smoking Cessation Service - Commissioning	
<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: Adults, Children, Education and Public Health	Lead Officer name: Jennifer Davies
Service Area: Public Health	Lead Officer role: Tobacco Control Lead and Senior Public Health Specialist

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 proposal is to allow the existing contract for provision of smoking cessation services to cease on 31st March 2024; and to endorse the commissioning of a Targeted Smoking Cessation Service for Bristol residents who are at the highest risk of ill health, disability, and poverty caused by smoking.

The new contract will offer flexible provision to the following high priority groups: pregnant women and those with young families, people from high smoking prevalence wards (typically strongly associated with wards with the highest deprivation), people from Black, Asian and Minoritised Ethnic communities, people referred via NHS health check or Serious Mental Illness physical examinations, and people with long term conditions. The service will adapt its targeted approach in response to changing population needs and changing healthcare provision. Smoking during pregnancy has lifelong negative impacts upon the health of the child, such as an increased risk of several respiratory conditions, learning difficulties, attention/hyperactivity problems, obesity, diabetes, and complications of ear nose and throat health. In Bristol, 8.6% of pregnant women are smoking at time of delivery, which is similar to the England average of 9.1%. This equates to 393 women in 2022/23.

Anyone who has contact with the provider who does not fall into an eligible category will be signposted to free online NHS resources and/or over-the-counter medication or licenced electronic cigarettes, to support their quit attempt.

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 checked="" type="checkbox"/> City partners / Stakeholder organisations	
Additional comments: City partners/stakeholders will be impacted where they currently refer or signpost to the smoking cessation service i.e. NHS Trusts, primary care.		

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 \(sharepoint.com\)](https://www.bristol.gov.uk/data-statistics-intelligence). 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
Beyond the Data: Understanding the Impact of COVID-19 on BAME Communities (publishing.service.gov.uk)	COVID-19 did not create health inequalities, but rather the pandemic exposed and exacerbated longstanding inequalities affecting Black, Asian and Minoritised Ethnic groups in the UK. Smoking is associated with economic disadvantage, as well as Covid 19 incidence and severity.
Tobacco and Ethnic Minorities - ASH	Nationally, there is a higher smoking prevalence amongst men of mixed ethnicity (22%) than men of white ethnicity (17%). Men are overall more likely to smoke than women, but there is also a higher prevalence of smoking among women of mixed ethnicity (19%) compared to white women (14%).
Health inequalities and smoking - ASH	Smoking is the single largest driver of health inequalities in England. Smoking is far more common among people with lower incomes. The more disadvantaged someone is, the more likely they are to smoke and to suffer from smoking-related disease and premature death.

Deprivation and the impact on smoking prevalence, England and Wales - Office for National Statistics	Smoking is far more common amongst people from more deprived communities, with 33% of all smoking adults belonging to the two most deprived population deciles in 2021; compared to 10% belonging to the least deprived population deciles.
Young people and smoking - ASH	The proportion of children who have ever smoked continues to decline. School based education interventions and taxation remain the most popular methods of preventing initiation of smoking.
Bristol Pupil Voice Survey Results	Approximately 2% of secondary school students in Bristol have smoked a cigarette in the previous 7 days (2022).
Overview: NHS Long Term Plan tobacco commitments - ASH	Outlines the NHS ambitions to deliver NHS smoking cessation interventions within maternity, inpatient and mental health settings.
Quality of life in Bristol	The wards in Bristol with the highest prevalence of resident smokers are Hartcliffe and Withywood (31%) and Lawrence Hill (26%).
Pregnant women smokers - Local Maternity Data set	Smoking at Time of Delivery is 8.6%, similar to the England average of 9.1%.
Current provider performance reports (not publicly available)	People from Black, Asian and Minoritised Ethnic communities are underrepresented within the service compared to what could reasonably be expected, based upon prevalence data.
Director of Public Health Report 2021 (bristol.gov.uk)	Gender impact on premature death from cardiovascular disease.
<p>Additional comments:</p> <p>Commissioners have previously funded additional work, in response to inequalities highlighted by Covid, to engage people from Black, Asian and Minoritised Ethnic communities who are currently underrepresented in service. We have been able to evidence some success in reaching people from Black, Asian and Minoritised Ethnic communities and increasing uptake of the service within these groups. There remains room for improvement and the new service will include a focus on ensuring acceptability and accessibility of the service for people from Black, Asian and Minoritised Ethnic communities.</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 checked="" 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.

Our understanding of the evidence base is restricted on both a national and local level by the quality of the equalities data available. For example, current local smoking cessation data does not have a straightforward way of collecting up-to-date and accurate gender identity data sets, given the age of the software in use and technical possibilities concerned. Within the data collected there are additional gaps, for example – most but not all ethnicities are listed within tick box methods of data collection. In some instances, particularly concerned

pregnant women, some data characteristics may not be shared as numbers are so small as to be potentially identifiable. Both providers and commissioners must maintain an awareness of the limitations of the data collection methods in use and continue to make the service as accessible and equitable as possible as well as being led by ongoing feedback from service users and stakeholders.

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.

Will undertake health needs assessment including a survey with service users, stakeholders, staff, to understand how current service is received and how it could be improved – particularly focussing upon how to improve engagement with priority groups.

Existing needs analysis will be utilised wherever applicable, to build upon survey results i.e. People Power engagement, Lawrence Hill art research, Maternity Equity Audit 2022, Beezeebodeez Healthy Weight pilot; and feedback will be used to inform the commissioning of the new service.

New provider will be encouraged to work closely with BCC Communities team to maximise opportunities to work with our target populations and design an intervention which works for them.

Provider will be required to engage with communities for both design of interventions and also evaluation of service delivery.

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.

Smoking cessation interventions are required by NICE guidance to follow a set format consisting of nicotine replacement medication and behavioural support, with use of vape devices on request, for a period of 12 weeks. Target population groups for delivery of this intervention are identified as those at highest risk of experiencing poor health outcomes as a result of smoking. The service will be supported to make informed decisions around prioritising specific groups, responding to changes in NHS provision.

A survey will be undertaken as part of the health needs assessment, focussing upon barriers and facilitator to engagement with the service for priority groups. Outcomes of this will inform the service specification.

Once the contract is awarded the provider will be required to work very closely with these identified communities to build upon existing community assets, and support and motivate these groups of people to take action to improve their health and stop smoking. This will require ongoing engagement with priority groups, likely in the form of focus groups, surveys, service user feedback etc (this will form part of the providers bid). The service will build upon knowledge gained from community focussed work undertaken with priority groups elsewhere within the Bristol public health team, particularly the Black, Asian and Minoritised Ethnic communities work undertaken by BeezeeBodeez around healthy weight.

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 \(EqIA\) \(sharepoint.com\)](http://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)	
Wherever the service comes into contact with a person who is smoking but who does not meet the eligibility criteria for access to treatment, they will receive a brief intervention in smoking cessation and be signposted to free online NHS smoking cessation resources and interventions to support nicotine detoxification i.e. licenced nicotine replacement therapy, or electronic cigarettes.	
PROTECTED CHARACTERISTICS	
Age: Young People	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Service is available to anyone aged 13 or over as per national protocols however they tend to be unattractive to young people. It is unlikely that a smoking addicted young person will want to reach out to a smoking cessation service.
Mitigations:	Additional work will be undertaken to support young people who want to stop smoking, such as Healthy Schools, training and education for Health Visitors and School Nurses, the establishment of a Children and Young Peoples Illegal Tobacco Action Group to facilitate wider multidisciplinary working that is likely to be more effective at tackling smoking amongst young people.
Age: Older People	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	It is possible that older adults could be less inclined or less confident to engage with the service digitally or via telephone. Older adults may be less likely to encounter any promotion from the service that is digital or online.
Mitigations:	The service will offer face to face interventions for anyone who prefers this, including older adults. The service will develop strong working relationships with primary care services to ensure that those in contact with older adults who meet the requirements for service eligibility can be referred (if they are less likely to call or go online to self refer).
Disability	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	People with long term conditions and/or disability are more likely to be targeted by the service for both promotional purposes and to receive interventions from health professionals which lead to referral to the service. Given the association between smoking prevalence and deprivation, people who are disabled and/or have long term health issues and may experience higher levels of deprivation are more likely to access the service and to be a recipient of any promotional activity. All promotion and engagement will be undertaken in a sensitive non judgmental manner and will remain entirely optional. The provider will be required to ensure that the service is entirely accessible to people with disabilities and that reasonable adjustments are made, in line with BCC contract conditions as a minimum.
Mitigations:	
Sex	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Potential impacts:	As there is a generally higher smoking prevalence amongst men than women, men may be more likely to be targeted by the service for both promotional purposes and to receive interventions from health professionals which lead to referral to the service. Smoking is one of the many risk factors for cardiovascular disease. Premature death from cardiovascular disease disproportionately affects men at both a local and national level. All promotion and engagement will be undertaken in a sensitive non-judgmental manner and will remain entirely optional.
Mitigations:	
Sexual orientation	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	People who identify as lesbian, gay, bisexual or other non-heterosexual sexualities are statistically more likely to smoke compared to heterosexual people. The service commissioned is targeted and not universal, therefore not all LGB+ people will be eligible for a service.
Mitigations:	People of any sexual orientation must be made welcome and safe within the service. The service will be asked to explore opportunities to ensure that they are inclusive employers and to ensure they visibly make LGB+ people feel welcome i.e. environmental cues. For LGB+ people not eligible for the service, they can be signposted to free online NHS resources and/or over-the-counter medication to support their quit attempt.
Pregnancy / Maternity	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Pregnant women are the priority target population for the service, and they will represent a significant proportion of the service user population. Women will be receiving an intervention as part of their medical care within NHS maternity services or they can self-refer to the service. Smoking during pregnancy has lifelong negative impacts upon the health of the child, such as an increased risk of several respiratory conditions, learning difficulties, attention/hyperactivity problems, obesity, diabetes, and complications of ear nose and throat health.
Mitigations:	Participation in smoking cessation interventions is voluntary and informed consent is obtained. Women are able to withdraw consent and remove themselves from treatment at any time with impunity. The service works closely with maternity services to ensure that all interventions are delivered in a sensitive and compassionate, non-judgmental manner. All service staff to receive specialist training in supporting pregnant women to stop smoking.
Gender reassignment	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	People who have undergone gender reassignment are statistically more likely to smoke compared to cisgender people. The service commissioned is targeted and not universal, therefore not all transgender people will be eligible for a service. People of any gender must be made welcome and safe within the service. The service will be asked to explore opportunities to ensure that they are inclusive employers and to ensure they visibly make transgender people feel welcome i.e. environmental cues. For transgender not eligible for the service, they can be signposted to free online NHS resources and/or over-the-counter medication to support their quit attempt.
Mitigations:	
Race	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	There is a higher smoking prevalence amongst men and women from mixed ethnicities compared to white ethnicities. This means that smoking harms are also more likely amongst people from mixed ethnic backgrounds. The service may at times target provision towards geographical locations and/or community assets that are frequented by people from Black, Asian and Minoritised Ethnic community backgrounds.
Mitigations:	The service will build upon the existing evidence base and work closely with other community assets to engage with people in a positive, respectful and culturally sensitive manner. Engagement will be undertaken to understand how this can be done, both as part of service design and a part of ongoing service delivery.

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:	Smoking is far more common among people with lower incomes. The more disadvantaged someone is, the more likely they are to smoke and to suffer from smoking-related disease and premature death. The service may apply the theory of proportionate universalism and target more intensive promotion and engagement activities within areas of higher deprivation in Bristol, as these areas are likely to have a higher proportion of people smoking, who want help to stop smoking, and would benefit their health significantly by stopping smoking.
Mitigations:	Community based work will be undertaken along with existing community assets to ensure that any targeted engagement is done in a sensitive and appropriate manner. Engagement with the service will remain voluntary.
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:	

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 service will advance equality of opportunity between people who share a protected characteristic and those who don't, as it will work to remove the single largest determinant of health inequalities – smoking. Improved health outcomes are associated with improved quality of life, educational attainment, employment etc. REF

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:
<p>Young people are unlikely to choose to access support to stop smoking services for help to stop smoking. Young people aged 13+ will be offered a sensitive and appropriately tailored intervention wherever required. Additional tobacco control work is already undertaken by Public Health and will continue to ensure that other more acceptable and affective avenues of support are provided to young people.</p> <p>The service will mainly be delivered digitally which could negatively impact some older people, for this reason the service will continue to offer face to face or telephone support to anyone who would prefer this method of communication.</p> <p>People who identify as lesbian, gay, bisexual, or other sexuality, or who have undergone gender reassignment, are statistically more likely to smoke compared to heterosexual and/or cisgender people. The service will ensure it offers an LGBT+ friendly service provision wherever people meet the eligibility criteria and will display environmental cues indicating a safe space.</p> <p>Pregnant women will be a priority population for the service due to the very significant risk of harm that smoking presents to the mother, the unborn child, and the child after birth. The service will collaborate with maternity services to engage women in a sensitive and non-judgmental manner and all treatment will remain optional. All service staff to receive specialist training in supporting pregnant women to stop smoking.</p> <p>People from mixed ethnic backgrounds have been demonstrated as more likely to smoke than people from white backgrounds. For this reason, the service may at times target provision towards geographical locations and/or community assets that are frequented by people from these ethnic backgrounds. The service will build upon the existing evidence base and work closely with other community assets to engage with people in a positive, respectful, and culturally sensitive manner.</p> <p>The service may at times target geographical locations based upon there being higher levels of deprivation, which is strongly associated with higher levels of smoking. Men with long term conditions exacerbated by smoking may be more likely to receive an intervention from the service given that men are more likely to smoke than women. Community based work will be undertaken along with existing community assets to ensure that this work is done in a sensitive and appropriate manner. Engagement with the service will remain voluntary.</p>
Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:
<p>The service will advance equality of opportunity between people who share a protected characteristic and those who don't, as it will work to remove the single largest determinant of health inequalities – smoking.</p>

4.2 Action Plan

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

Improvement / action required	Responsible Officer	Timescale
<p>Service specification to include instruction for:</p> <ul style="list-style-type: none"> • Face to face service provision available upon request by service user. • Close working with maternity services to support pregnant women appropriately • Staff trained in supporting pregnant women (NCSCCT package) • Service to work in a community asset-based manner, focussing on collaboration with community groups who represent our priority populations 	Jennifer Davies	September 2023

Improvement / action required	Responsible Officer	Timescale
Service to explore opportunities to sign up to a visible support scheme or similar, with approval from commissioners, and ensure LGB+ people feel welcome to both work in and receive a service from the provider.	Jennifer Davies/Service Provider	April 2024 and ongoing
Service to work collaboratively with community assets to co-produce elements of service delivery in order to maximise engagement with underrepresented groups i.e. people from Black, Asian and Minoritised Ethnic communities.	Jennifer Davies/Service Provider	April 2024 and 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.

Key performance indicators will be designed to understand how well the service is engaging with and supporting people with protected characteristics including what their treatment outcomes may look like compared to those without protected characteristics. This will be reported quarterly to commissioners and the provider and commissioner will work together, drawing upon other national and local resources as needed to improve service provision.

Step 5: Review

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

Equality and Inclusion Team Review: Duncan Fleming	Director Sign-Off: Christina Gray 
Date: 10 th May 2023	Date: 11 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: Bristol's Targeted Smoking Cessation Service				
Report author: Jennifer Davies				
Anticipated date of key decision: 4 th July 2023				
Summary of proposals: Requesting approval to recommission a targeted smoking cessation service for Bristol residents. This service will be flexible to adapt to changes in provision from the NHS. The service will provide evidence based smoking cessation interventions to specific groups of Bristol residents who are at the highest risk of health inequalities caused by nicotine addiction.				
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	Smoking emits around 14g of lifecycle emissions per cigarette (Source: World Health Organization Tobacco: Poisoning the Planet, 2022). With 18% of Bristol residents smoking an average of ten cigarettes per day, that equates to almost 4,350 tonnes of emissions from smoking per year in Bristol. There will be some emissions from any travel involved in running the service.	Helping people to stop smoking reduces demand for the product, which reduces emissions. An average of 1,000 people give up smoking each year, although there may be other factors besides the service involved. Assuming that the service is an important factor in giving up smoking, the reduction in lifecycle smoking-related emissions in Bristol is 51 tonnes per year. Assuming that the emissions from operating this mostly telephone-based service do not exceed 51 tonnes per year. The emissions (for working in an office or from home) averages between 0.55-1 tonne per year and there is almost no travel associated with this service, although there will be some lifecycle emissions related to medication or vaping equipment provided. Even with this, it is safe to assume that there is a net reduction in citywide greenhouse gas emissions from this service.

Bristol's resilience to the effects of climate change?	No			N/A
Consumption of non-renewable resources?	Yes	+ive	Global tobacco production depletes water and land resources. Helping people to stop smoking reduces demand for the product.	N/A
Production, recycling or disposal of waste	Yes	+ive	Smoking in Bristol creates 32 tonnes of waste annually, of which 13 tonnes is street litter. Helping people stop smoking reduces the amount of cigarettes that can be discarded as litter. The use of medication within the service will generate some landfill waste.	Service users will be advised on safe disposal of used medication and of any electronic vaping devices that may be used. Helping people to stop smoking reduces demand for the product, which reduces smoking-related waste.
The appearance of the city?	Yes	+ive	Smoking in Bristol creates 32 tonnes of waste annually, of which 13 tonnes is street litter. Helping people stop smoking reduces the amount of cigarettes that can be discarded as litter.	Helping people to stop smoking reduces demand for the product, which reduces smoking-related waste.
Pollution to land, water, or air?	Yes	+ive	Cigarette filters contain microplastics and make up the second-highest form of plastic pollution worldwide. Discarded cigarettes leach toxic chemicals into soil and waterways. Helping people stop smoking reduces the amount of cigarettes that can be discarded as litter.	Helping people to stop smoking reduces demand for the product, which reduces microplastic pollution.
Wildlife and habitats?	Yes	+ive	Cigarette filters contain	Helping people to stop

		microplastics and make up the second-highest form of plastic pollution worldwide. Discarded cigarettes leach toxic chemicals into soil and waterways. Helping people stop smoking reduces the amount of cigarettes that can be discarded as litter.	smoking reduces demand for the product, which reduces microplastic pollution.
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Consulted with:

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

The significant impacts of this proposal are that by recommissioning smoking cessation services, fewer people in Bristol will continue to smoke cigarettes and this will reduce greenhouse gas emissions, household and street waste in Bristol, and the environmental impact of discarded products particularly upon waterways, streets and parks. These benefits may be offset to some extent by any travel-related emissions and any emissions and waste associated nicotine replacement medication and vaping.

The proposals include the following measures to mitigate the impacts- service users will be advised of safe disposal of nicotine replacement therapy medication and of any electronic vaping devices that may have been used.

The net environmental impacts of the proposals will be a likely reduction of citywide greenhouse emissions of at least 40 tonnes, due to a reduction in smoking. Smoking related litter and its ecological impact will also reduce.

Checklist completed by:

Name:	Jennifer Davies
Dept.:	
Extension:	
Date:	10/05/2023
Verified by Environmental Performance Team	Giles Liddell, Project Manager - Environmental

Decision Pathway – Report Land Charges fees

PURPOSE: Key decision

MEETING: Cabinet

DATE: 04 July 2023

TITLE	Land Charges fees	
Ward(s)	Whole city	
Author:	Yvonne Dawes	Job title: Head of Statutory Registration
Cabinet lead: Cllr Craig Cheney, Deputy Mayor - City Economy, Finance and Performance	Executive Director lead: Stephen Peacock, Chief Executive	
Proposal origin: BCC Staff		
Decision maker: Mayor Decision forum: Cabinet		
Purpose of Report:		
<ol style="list-style-type: none"> 1. To note the transfer of Bristol’s Land Search Register fees to the HM Land Registry in July 2023 2. To approve Con 29 residential fees increase from £52 to £75 and commercial properties from £73 to £101 (excluding VAT). 		
Evidence Base:		
<ol style="list-style-type: none"> 1. Every local authority maintains a Local Land Charges (LLC) register. At the end of July 2023 in accordance with the Infrastructure Act 2015, Bristol City Council will transfer their LLC data to HM Land Registry (HMLR). Bristol City Council will continue to maintain the LLC register with the income paid to the HMLR. 2. Purchasers of properties undertake local authority searches that consists of two elements, Local Land Charge (LLC1) for all charges registered against a property, and Conveyancing (Con 29) a set of standard enquiries that reveal information that could affect future use or development of the property or impose financial burdens. The Con 29 search fee will continue to be paid to Bristol City Council. 3. Bristol City Council provides this service alongside private sector in a competitive market, and has a significant market share due to confidence in expertise provided and efficiency of service. 4. Local Land Charge (LLC1) residential search fees are currently £52 and commercial £73. Any future fees will be paid to HM Land Registry (currently set at £15 per search). 5. The Con 29 residential search fees are currently £52 and commercial £73. This proposal is to increase the residential Con 29 search fees from £52 to £75 and the commercial fee from £73 to £101 starting in August 2023. 6. The increase in Con29 fees will enable BCC to meet its overhead costs (staff, overheads, and software) in providing and maintaining an efficient and accurate Con 29 search facility service, including, refining lists of information for Personal Search Agents whilst working towards reducing the overall net cost to the end user. The proposed fees have been benchmarked against other local authorities. 7. Overall, for the purchasers, the combined LLC1 land charges and Con 29 fee will similar before and after the Con 29 fees increase. 		
Cabinet Member / Officer Recommendations:		
That Cabinet:		
<ol style="list-style-type: none"> 1. Note the transfer of LLC1 search functions and fees to the HM Land Registry due to take place in July 2023. 2. Approve the increase to Bristol’s residential Con 29 fees from £52 to £75 and commercial fees from £73 to £101 from 1 August 2023. 3. Authorise the Director Legal and Democratic Services to take all steps required to implement the increase in charges as approved. 		

Corporate Strategy alignment:

1. Effective Development Organisation including the joining-up of activities by partners towards our common goals, with our partner being the national HM Land Registry.
2. Contribute to providing good value for money for services.

City Benefits:

Bristol City Council has signed a co-operation agreement with HM Land Registry (HMLR) to transfer access to Bristol City Council's Local Land Charges Register.

The changes mean:

1. Nationally consistent data which provides clear and accurate search results.
2. Instant online search results with 24/7 access to the data.
3. A £15 national fee for each LLC1 search, providing a reduction and standardisation of fees which currently vary between Local Authorities.
4. Citizens or search agents can undertake this work themselves in a much more accessible route online or choose for the HMLR to carry out the search on their behalf.

Search fees are an extremely small element of the cost of house purchases. By keeping combined pricing broadly compatible it is anticipated that there will be no negative impact on house sales in line with central government ambition for the housing market.

Consultation Details: None

Background Documents:

1. Every local authority in England and Wales is required to maintain a Local Land Charges Register under the Local Land Charges Act of 1975. [Local Land Charges Act 1975 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/1975/111)
2. The Infrastructure Act 2015 created a national, single, centralised digital online LLC register held by the HM Land Registry (HMLR). The responsibility for local land charges searches will be transferred to Land Registry on a phased local authority by local authority basis. [Infrastructure Act 2015 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/2015/12)

Revenue Cost	£0	Source of Revenue Funding	Recharge of services
Capital Cost	£0	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 requests cabinet to note the transfer of Bristol's Land Search Register fees (Local Land Charge-LLC1) to HM Land Registry in July 2023 and approve increase of Conveyancing (Con29) fees from £52 to £75 for Residential Properties and from £73 to £101 for Commercial Properties.

The LLC1 fees had a value to the council of Circa £295,000 per annum and reserves have been earmarked to plug this gap in the service Budget.

The fees /income received from both services was to cover the cost of providing the service and with the loss of LLC1 income, the requested increase in Con29 fees ensures the cost of providing this service is fully covered.

The Council does not have a monopoly over the Con29 service and there is a risk that the increase in fees might result in a reduction in volumes and not having the desired impact. To mitigate this impact the new fees have been benchmarked with other local authorities who provide this service, and the proposed fees appear competitive and would need to be reviewed annually to ensure total income covers cost of service.

Finance Business Partner: Olubunmi Kupoluyi, Finance Business Partner, 16 June 2023

2. Legal Advice: The Council has a statutory duty to keep the local land charges register and to provide a search of the

register (LLC1) on application and subject to a fee (pursuant to the Local Land Charges Act 1975). The proposed transfer of the LLC1 search function from Bristol City Council to the HM Land Registry (HMLR) has been implemented by the Infrastructure Act 2015. Once the transfer of information from the Bristol Local Land Charges Register completes, the Council will no longer be subject to the statutory duty to provide local land charge searches. Any fees charged for this provision will now be payable to HMLR.

The provision of information following a Con29 search request is a discretionary service provided by the Council. In accordance with s.93 of the Local Government Act 2003, the Council can charge for providing this service. This power to charge is subject to the duty, under section 93(3) to secure that, taking one financial year with another, the income from charges for provision of that service does not exceed the cost of provision.

The increase in charges for provision of the CON29 service must therefore not be more than the cost of provision of that service, year on year.

Legal Team Leader: Joanne Mansfield, Team Manager, 3 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 Operations, 7 June 2023

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

HR Partner: Bryn Williams, HR Business Partner, 2 May 2023

EDM Sign-off	Stephen Peacock	10 May 2023
Cabinet Member sign-off	Cllr Craig Cheney	15 May 2023
For Key Decisions - Mayor's Office sign-off	Mayor's Office	13 June 2023

Appendix A – Further essential background / detail on the proposal Use this section to provide more details to expand upon the points made in this 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	NO
Appendix G – Financial Advice	NO
Appendix H – Legal Advice	NO
Appendix I – Exempt Information	No
Appendix J – HR advice	NO
Appendix K – ICT	NO
Appendix L – Procurement	NO



Decision Pathway – Report Land Charges fees Cabinet 4 July 2023

Appendix A – Further essential background / detail on the proposal

LLC1 is a search of the Local Land Charges register for all charges registered against a property, including any financial charges, planning agreements, enforcement notices, aviation, conservation areas, listed buildings, light obstruction notices and, tree preservations etc.

Every local authority maintains a Local Land Charges (LLC) register. Currently, Bristol carries out the LLC1 search. As a result of the Infrastructure Act 2015, a national, single, centralised digital online LLC register has been created and will be held by the HM Land Registry (HMLR). Each local authority has or will transfer their LLC data on a phased basis. Bristol's transfer of LLC information to the central register was interrupted by the Covid 19 pandemic. Bristol is now on schedule to transfer at the end of July 2023.

After transfer to Land Registry, Bristol will continue to maintain the register, and the fee will no longer payable to the Council, instead sent to the HMLR. Bristol will continue sending HMLR registrations and cancellations. The public and search agents will access the LLC1 on-line from the HMLR, who will charge a fee of £15. A fee for a search from the Bristol Local Land Charges Register search (LLC1) is currently £52, payable to Bristol. This will cease when applications pass to the HMLR to issue.

Conveyancing 'Con 29' is a set of standard enquiries recommended by the Law Society to purchasers to reveal vital information that could affect future use or development of the property, or impose financial burdens eg planning history, building control regulations, decisions or anything waiting for approval, proposed road building, transport systems or rights of way.

The carrying out of Con29 searches is a discretionary, not a statutory, requirement of the Council.

Some Con 29 information has price regulation, and these are increased annually by inflation. Bristol will continue to sell Con 29 information direct to the public, solicitors and search agents. The current fee for a residential property is £52, and £73 for a commercial property.

Bristol's current fees for searches are therefore:

- £52 = LLC1; (Both residential/commercial) and
- £52/£73 = Con 29 (residential/commercial)

totalling £104/£125 (ex VAT) for both (residential/commercial) searches, paid for, ultimately, by the public. 80% of Bristol's searches are residential. Both Local Land Charges searches, and Conveyancing enquiries directly connect to the volume of house sales.

Proposed fees for Con 29 searches:

- Residential - £75
- Commercial - £101
- Average (assumption of 80%:20% split (Residential: Commercial) - £80.20

Cost analysis based on 2022/23 volume of 5294 searches:

- Total fee income = £80.20 x 5294 = £424k (to nearest £k)

Cost analysis based on past 5 years 2018/2019 to 2022/23 average volume of 5001 searches:

- Total fee income = £80.20 x 5001 = £401k (to nearest £k)

Annual costs based on 2022/23 salaries etc - £410k

- Staffing cost - £299k (including transactional and managerial staff and IT time)
- Overheads charge - £93k
- Software costs - £18k

The 2022/23 had higher than average demand for searches. The average number of searches for the previous five years was 5001 searches per year. The first two months of 2023/24 has already seen a reduction by 24.6% in search demand from 2022/23.

The increase in Con29 fees enable BCC to meet its overhead costs in providing and maintaining an efficient and accurate Con 29 search facility service, including, refining lists of information for Personal Search Agents whilst working towards reducing the overall net cost to the end user.

- **Market analysis**

This is a competitive market. The public and solicitors can access Con 29 search information direct from Bristol City Council or via a private search agent, so this is a competitive market based on speed and price. Solicitors for the proposed purchaser determine which information is required. Con 29 covers additional searches, and most of the information is publicly available. A couple of optional questions are not public. This element is sold to search agents. It is the information that is freely available in Con 29 that is being considered here.

Although fees cannot exceed the cost of providing the service, Bristol may maximise income by charging a lower fee to maximise volume. However, it may be viewed as 'uncompetitive' if Bristol City Council charge a low rate that would 'distort' the market. Different fee levels may be needed in order to test the market, and adjustments up or down may be required.

Volume is dependent on:

- Buoyancy of the housing market – how large the total market is that Bristol City Council will have a share of.
- Speed of service – turnaround of request to information being provided. BCC's turnaround is under five days which improves Bristol City Council's competitiveness.

- Quality of the search information provided - Bristol City Council provides very accurate information. Bristol City Council offers expertise in providing this information.
- 'Added value' items. Bristol City Council will be providing an additional very detailed accurate map of the locality regarding issues such as adopted highways in relation to the property.
- Price. Search agents will sell services via a national contract with solicitors and their fees are not publicly accessible without directly engaging them. Private national search agents are likely to look at the average of local authority costs when deciding their pricing, rather than a comparison with an individual authority. It is therefore likely that if Bristol increases its cost, this may not impact on its market share.

Benchmarking Con29 fees

Local Authorities provide the searches within a competitive market. Personal Search Agents and their fees are not readily available. However, it is possible to look at Con29/LLC1 fees charged by other core cities and neighbouring authorities. (Figures June 2022).

	CON 29 Residential		
Council	LA fee	VAT	Total Charge
Birmingham	£ 64.32	£ 16.08	£ 80.40
Sheffield	£ 62.50	£ 12.50	£ 75.00
Manchester	£ 63.50	£ 11.00	£ 74.50
Leeds	£ 50.80	£ 10.16	£ 60.96
Nottingham	£ 85.00	£ 17.00	£ 102.00
Cardiff	£ 99.16	£ 19.84	£ 119.00
Lambeth Council (London)	£ 200.00	£ 40.00	£ 240.00
Average	£89.33		£107.41
North Somerset	£ 73.68	£ 18.42	£ 92.10
Bath and North East Somerset	£ 71.60	£ 17.90	£ 89.50
South Gloucestershire	£ 57.90	£ 11.58	£ 69.48
Average of Neighbours	£67.73		£83.69
Bristol	£ 52.00	£ 10.40	£ 62.40

Below is a snippet from Zoopla showing the price range nationally for all house searches. Local Authority element (CON29/LLC1) is one of many searches/costs home solicitors are required to undertake. The national average for Local Authority Search LLC1/Con29 would be circa £150 for residential.

Here's an estimated breakdown for search costs:

Search type	Cost (estimate)
Local Authority search	£50 - £250
Water and Drainage search	£50 - £100
Environmental search	£25 - £60
Flooding search	£20 - £50
Flood risk indicator (copy)	£10
Mining search	£25 - £120
Chancel search	£20 - £90
Title register (copy)	£4 - £8
Title plan (copy)	£4 - £8
Bankruptcy search	£2 per person
Indemnity insurance	£30 - £300

Decision Risk Assessment [Version 1.0]

Title of Report	Land Charges fees
Report Author	Yvonne Dawes
Date of Completion	01-Jun-23
Purpose of this risk assessment	
<p>Risk Management supports good corporate governance which in turn supports effective decision making and improved performance. Applying risk management processes will help strategic decision makers make informed decisions about of policy decisions and service delivery options.</p> <p>Risk is the chance of something happening that will have an impact on achievement of the council's aims or objectives. Risk can be both Positive Opportunities (for example, pursuing a grant or changing a way of working to increase efficiencies) and Negative Threats (such as the risk of financial loss or reputational damage to the council).</p> <p>Risk management is the identification, evaluation, management and review of these opportunities or threats.</p> <p>This risk assessment is intended to:</p> <ul style="list-style-type: none"> • Demonstrate that all significant risks related to the decision have been considered. • Provides evidence that the decision maker has been provided with sufficient information about risks in terms of probability and impact • Explain how the risks will be managed. 	
Guidance	<p>The assessment requires the report author to record 'significant' risks identified in relation to the decision.</p> <ul style="list-style-type: none"> •Section 1 – Threat Risks - Identify and record the threat risks in relation to taking the proposed recommendation(s) (including the risks of implementation), and the risks of not taking the recommended action. •Section 2 – Opportunity Risks - Identify and record the opportunity risks related to taking the proposed recommendation. <p>When identifying risks consider the type of risk – these can be related to finances, reputation, governance, technology, etc In addition, consider the actions and controls that serve to mitigate the risk or increase the opportunity.</p> <p>Please contact riskmanagement@bristol.gov.uk for further support.</p>
Further risk management guidance can be found on the Source	https://bristolcouncil.sharepoint.com/sites/Corporate/SitePages/risk-management.aspx

Threat Risks							Updates automatically				Updates automatically			
Risk Title	Risk Description	Key Causes	Key Consequences	Status Open / Closed	Risk Category	Key Mitigations	Current Risk Level				Monetary Impact of Risk Ek	Council Risk Appetite for the risk type identified	Does the risk exceed the council's risk appetite?	Financial Risk Exposure
							Likelihood	Impact	Risk Rating	Risk Level				
<i>Example - Risk that the decision will lead to a financial loss to the council</i>	<i>EXAMPLE - There is a risk that the council will suffer financial loss if the decision taken is unsuccessful in its aims or objectives</i>	<i>Inflation Workforce capacity Unforeseen cost increases</i>	<i>Financial loss</i>	<i>Open</i>	<i>Financial Loss/Gain</i>	<i>Guidance oTreat – Implementing controls: Contingency plans, Procedures, Monitoring, Detection, Training, Provision of Information, Policies, New Systems. oTolerate – Accept risk without mitigating. Still monitor and consider fall back plans. oTerminate – Avoid the risk by no longer pursuing the objective oTransfer – Share the risk with another party: Insurance, Contractual Transfer, Partnerships, Ventures/Outsourcing Services</i>	<i>4</i>	<i>5</i>	<i>20</i>	<i>High</i>	<i>£100,000</i>	<i>Cautious</i>	<i>Yes</i>	<i>£87,500.00</i>
Risk the housing market is weak, reducing volume of Con 29 sales	Lower demand at price set, would then not cover the cost of service provision	Interest rates & property sale downturn	Financial loss	Open	Financial Loss/Gain	Staying competitive and benchmarking against other local authorities to keep largest mark share possible, by remaining subject matter experts and delivering a fast accurate service.	3	1	3	Minor	£60,000	Cautious	No	£37,500.00
Risk that our fees will be too high, pricing Bristol out of market share	Reducing demand, reduces overall income	Competitive market	Financial loss	Open	Financial Loss/Gain	Staying competitive and benchmarking against other local authorities to keep largest mark share possible, by remaining subject matter experts and delivering a fast accurate service.	2	1	2	Minor	£40,000	Cautious	No	£12,000.00
Bristol loses market share to Private Personal Search Agents	Personal Search agents do the work taking the income instead of BCC	Competitive market	Financial loss	Open	Financial Loss/Gain	Staying competitive and benchmarking against other local authorities to keep largest mark share possible, by remaining subject matter experts and delivering a fast accurate service.	2	1	2	Minor	£40,000	Cautious	No	£12,000.00
Bristol loses market share to Private individuals doing their own searches	Private individuals do the work themselves reducing BCC income	Competitive market & cost of living crisis	Financial loss	Open	Financial Loss/Gain	Staying competitive and benchmarking against other local authorities to keep largest mark share possible, by remaining subject matter experts and delivering a fast accurate service.	1	1	1	Minor	£1,000	Cautious	No	£100.00
Bristol loses market share to Private solicitors doing their own searches	Solicitors do the work instead of BCC reducing BCC income	Competitive market	Financial loss	Open	Financial Loss/Gain	Staying competitive and benchmarking against other local authorities to keep largest mark share possible, by remaining subject matter experts and delivering a fast accurate service.	1	1	1	Minor	£1,000	Cautious	No	£100.00
Fee increase will reduce the reputation of the council	Negative publicity as a result of the price increase to cover the costs	Inflation & cost of living crisis	Reputational	Open	Reputational	Being clear on the reason for the change, in order to continue providing the high standard of service	1	1	1	Minor	£1,000	FALSE	No	£100.00

£61,800.00

Opportunity Risks											Updates Automatically	Updates Automatically
Opportunity Risk Title	Risk Risk Description	Key Causes	Key Consequence	Status Open / Closed	Risk Category	Key Mitigations	Current Risk Level				Monetary Impact of Risk	Financial Opportunity Exposure
							Likelihood	Impact	Risk Rating	Risk Level	£k	
<i>Example - Opportunity that new ways of working causes efficiency cost savings</i>	<i>EXAMPLE - There is an opportunity risk that the successful implementation of the proposed new way of working leads to significant cost savings</i>	<i>Implementation of new way of working</i>	<i>Improved ways of working could lead to efficiencies and cost savings</i>	<i>Open</i>	<i>Financial Loss/Gain</i>	<i>Guidance: Enhance: Seek to increase the likelihood and/or the impact of the opportunity in order to maximise the benefit. Ignore: Minor opportunities can be ignored, by adopting a reactive approach without taking any explicit actions. Share: Find a partner/stakeholder to manage the opportunity, which can maximise the likelihood of it happening and increase the potential benefits Exploit: Find a way to make the opportunity definitely happen. Aggressive measures to ensure the benefits</i>	<i>4</i>	<i>5</i>	<i>20</i>	<i>High</i>	<i>£100,000</i>	<i>£87,500.00</i>
To maintain market share with increased income	The increase in price is to accurately cover the costs of service provision	Withdrawal of LLC1 income which covered some of the costs, but obligations to maintain the register are retained by BCC as set out in Infrastructure Act 2015	Income to reflect cost recovery	Open	Financial Loss/Gain	Staying competitive and benchmarking against other local authorities to keep largest mark share possible, by remaining subject matter experts and delivering a fast accurate service.	4	1	4	Minor	£60,000	£52,500.00

£52,500.00

Threat Risks	
Number of Open Risks	6
CRITICAL	0
HIGH	0
MEDIUM	0
LOW	0
Cost Risk Exposure	£61,800.00
Number of risks exceeding risk appetite	0
Number of risks within risk appetite	6

Opportunity Risks	
Number of Open Risks	1
SIGNIFICANT	0
HIGH	0
MEDIUM	0
LOW	0
Cost Opportunity Exposure	£52,500.00

LIKELIHOOD AND IMPACT RISK RATING SCORING CRITERIA

Likelihood Guidance

Likelihood	Likelihood Ratings 1 to 4			
	1	2	3	4
Description	Might happen on rare occasions.	Will possibly happen, possibly on several occasions.	Will probably happen, possibly at regular intervals.	Likely to happen, possibly frequently.
Numerical Likelihood	Less than 10%	Less than 50%	50% or more	75% or more

Severity of Impact Guidance (Risk to be assessed against all of the Categories, and the highest score used in the matrix).

Impact Category	Impact Levels 1 to 7			
	1	3	5	7
Service provision	Very limited effect (positive or negative) on service provision. Impact can be managed within normal working arrangements.	Noticeable and significant effect (positive or negative) on service provision. Effect may require some additional resource, but manageable in a reasonable time frame.	Severe effect on service provision or a Corporate Strategic Plan priority area. Effect may require considerable /additional resource but will not require a major strategy change.	Extremely severe service disruption. Significant customer opposition. Legal action. Effect could not be managed within a reasonable time frame or by a short-term allocation of resources and may require major strategy changes. The Council risks 'special measures'. Officer / Member forced to resign.
Communities	Minimal impact on community.	Noticeable (positive or negative) impact on the community or a more manageable impact on a smaller number of vulnerable groups / individuals which is not likely to last more than six months.	A more severe but manageable impact (positive or negative) on a significant number of vulnerable groups / individuals which is not likely to last more than twelve months.	A lasting and noticeable impact on a significant number of vulnerable groups / individuals.
Environmental	No effect (positive or negative) on the natural and built environment.	Short term effect (positive or negative) on the natural and or built environment.	Serious local discharge of pollutant or source of community annoyance that requires remedial action.	Lasting effect on the natural and or built environment.
Financial Loss / Gain	Under £0.5m	Between £0.5m - £3m	Between £3m - £5m	More than £5m
Fraud & Corruption Loss	Under £50k	Between £50k - £100k	Between £100k - £1m	More than £1m
Legal	No significant legal implications or action is anticipated.	Tribunal / BCC legal team involvement required (potential for claim).	Criminal prosecution anticipated and / or civil litigation.	Criminal prosecution anticipated and or civil litigation (> 1 person).
Personal Safety	Minor injury to citizens or colleagues.	Significant injury or ill health of citizens or colleagues causing short-term disability / absence from work.	Major injury or ill health of citizens or colleagues may result in. long term disability / absence from work.	Death of citizen(s) or colleague(s). Significant long-term disability / absence from work.
Programme / Project Management <i>(Including developing commercial enterprises)</i>	Minor delays and/or budget overspend but can be brought back on schedule with this project stage. No threat to delivery of the project on time and to budget and no threat to identified benefits / outcomes.	Slippage causes significant delay to delivery of key project milestones, and/or budget overspends. No threat to overall delivery of the project and the identified benefits / outcomes.	Slippage causes significant delay to delivery of key project milestones; and/or major budget overspends. Major threat to delivery of the project on time and to budget, and achievement of one or more benefits / outcomes.	Significant issues threaten delivery of the entire project. Could lead to project being cancelled or put on hold.
		Significant public or partner interest although limited potential for enhancement of, or damage to, reputation.	Serious potential for enhancement of, or damage to, reputation and the willingness of other parties to collaborate or do business with the council.	Highly significant potential for enhancement of, or damage to, reputation and the willingness of other parties to collaborate or do business with the council.

Reputation	Minimal and transient loss of public or partner trust. Contained within the individual service.	Dissatisfaction reported through council complaints procedure but contained within the council. Local MP involvement. Some local media/social media interest.	Dissatisfaction regularly reported through council complaints procedure. Higher levels of local or national interest. Higher levels of local media / social media interest.	Intense local, national and potentially international media attention. Viral social media or online pick-up. Public enquiry or poor external assessor report.
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Equality Impact Assessment [version 2.12]



Title: Land Charges fees	
<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: Resources	Lead Officer name: Niall Gannon
Service Area: Business Support Services	Lead Officer role: Head of Business Support Services

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.

Conveyancing (Con 29) residential searches to increase in cost from £52 to £75 (ex VAT), coinciding with Bristol's Local Land Charge (LLC1) Register fees transferring to the HM Land Registry in July 2023.

Background information:

- Purchasers of properties undertake Local Authority searches that consists of two elements, LLC1 and Con 29.
- Local Land Charge (LLC1) residential search fees are currently £52. This will reduce to £15 on transfer to HM Land Registry in July 2023.
- This proposal is to increase the residential Con 29 search fee from £52 to £75 from August 2023.
- Overall, for the purchasers, the combined land charges and Con 29 fee will similar before and after the Con 29 fees increase.
- Con 29 could be provided to the public from another organisation because Bristol City Council is offering this service in a competitive market.

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	[please select]
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This charge will only apply to people who are purchasing property as the public pay for Local Land Charge searches and conveyancing information as part of property purchases. The cost of these searches is miniscule tens of pounds compared to the cost of property purchase which is hundreds of thousands of pounds.

The net impact on the public is minimal and they can choose to purchase the service elsewhere.

Step 5: Review

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

Equality and Inclusion Team Review: <i>Reviewed by Equality and Inclusion Team</i>	Director Sign-Off: Tim O’Gara
Date: 9/5/2023	Date: 10/5/23

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

Decision Pathway – Report

PURPOSE: Key decision

MEETING: Cabinet

DATE: 04 July 2023

TITLE	Council Tax Reduction (CTR) Scheme for 2024/25	
Ward(s)	All	
Author: Matthew Kendall	Job title: Benefits Technical Manager	
Cabinet lead: Deputy Mayor/Cabinet member for City Economy, Finance and Performance, Cllr Cheney	Executive Director lead: Stephen Peacock (Chief Executive)	
Proposal origin: Other		
Decision maker: Cabinet Member Decision forum: Cabinet		
Purpose of Report:		
<ol style="list-style-type: none"> 1. Provide an update on the Council Tax Reduction (CTR) scheme in Bristol 2. Agree the options for public consultation for the 2024/25 CTR scheme 		
Evidence Base:		
Background		
<p>Since Council Tax Benefit (CTB) was abolished in 2013, local authorities in England are responsible for designing their own Council Tax Reduction (CTR) schemes for those of working age. Pensioners are protected under a scheme prescribed by the government.</p> <p>Despite reduced funding being made available to local authorities by government, Bristol remains one of a few local authorities to keep its level of support at the pre-2013 levels. This is up to 100% of a household’s council tax liability. For nearly three quarters of working age households entitled to CTR, their council tax liability is currently met in full.</p> <p>Most local authorities chose CTR schemes that provides less support than the scheme they were replacing, with some low-income households having to pay council tax for the first time and others seeing their tax liabilities increase. 90% of English councils and all but one other Core City have made some changes to their CTR scheme for working age households with almost all of them reducing support. The most common approach being the introduction of a minimum payment of around 20%.</p> <p>It was agreed by the Full Council Budget meeting on 21 February 2023 that the CTR scheme would be reviewed to achieve a minimum £3million saving, after collection rates and contributions to the precepting authorities are considered. If this saving figure is to be achieved, this would result in a change to Bristol’s current scheme.</p>		
Scheme cost		
<p>Bristol’s CTR scheme as of May 2023 costs £43.4million. The working age scheme costs £30.0million and the pension age scheme costs £13.4million. The cost borne by Bristol City Council is 85% with 15% being borne by the precepting authorities (Avon Fire Authority and the Avon and Somerset Police and Crime Commissioner).</p> <p>Recent trends suggest that the caseload is reducing and is 5% lower than it was 12 months ago (5% reduction in working age households and 3% for pension age households). This would see a fall in expenditure on the scheme if</p>		

council tax were not increased for 2024/25.

It is, however, assumed that council tax will be increased by the maximum of 4.99% for 2024/25. This would create an uplift in the cost of the scheme. The table below shows the forecast cost of the scheme in 2024/25 with sensitivities for current trend as above and a 2.5% increase/decrease in caseload from current levels:

Scheme	Static caseload (£m)	Current trend (£m)	2.5% increase (£m)	2.5% decrease (£m)
Working age	31.6	30.0	32.4	30.8
Pension age	14.1	13.7	14.4	13.7
Total CTR scheme	45.7	43.7	46.8	44.5
Cost difference	0	-2.0	1.1	-1.2

The table below shows the gross saving required from the scheme to achieve a net saving of £3million for 65% and 75% collection rates from working age (WA) CTR recipients.

	£m
Total saving required from scheme for Bristol City Council (noting 15% precept)	3.5
Gross saving from scheme required if collection rate is 75% for WA CTR recipients	4.7
Gross saving from scheme required if collection rate is 65% for WA CTR recipients	5.4
Percentage minimum charge to the WA CTR scheme for 75% collection rate	15%
Percentage minimum charge to the WA CTR scheme for 65% collection rate	17%

The 65% and 75% collection rates are based on intelligence from other core cities, with the lower estimate being more likely in year one of the scheme.

Requirement to consult on changes to the CTR scheme

The Local Government Finance Act 1992 (as amended) requires local authorities consult with precepting authorities, and those likely to have an interest in the operation of the scheme.

Bristol reviews its scheme each year in line with legislation but has only consulted on it twice in the past. Once as part of the introduction of the scheme in April 2013 and again in 2017, when it looked at potential changes to its 2018/19 scheme.

Any consultation would need to take place over the Summer of 2023, as a statutory deadline for a decision on the scheme for 2024/25 is required by the 11 March 2024, but for budget setting purposes and implementation of the scheme, changes must be agreed at Full Council in December 2023.

Recommended options for consultation

The recommended options for consultation are as below. These include some 'main' options, plus some additional 'features' and/or 'protection' that can be added or taken away from these.

Any protection for households with certain characteristics, would mean an increased reduction in support for those unprotected. For example, if workless households with a child under 5 were protected, this would mean any increase in reduction for unprotected households from 10%, 17%, and 20%, to 13%, 19% and 25% respectively, and between £59 to £95 per year, dependent on which option was agreed.

Similarly, if disabled households were protected, this would mean any increased reduction in support for unprotected households from 10%, 17%, and 20%, to 21%, 32% and 41% respectively and between £211 to £460 per year, dependent on which option was agreed.

More detailed explanations of the options and cost/savings implications to the council and households potentially affected are further illustrated in Appendix A1 with wider economic and advice service impacts included in Appendix A2.

Main options.

Option 1: No change to the current scheme*

Option 2: Change the scheme to reduce entitlement by standard percentage (e.g. 10%, 17% and 20%)

Option 3: Change the scheme so that entitlements are based on bands of household income

*This would mean 23,000 households would continue to get the same levels of support as they currently do, but other budgets/public services would be impacted and find the agreed £3m saving elsewhere and in addition to the current savings already outlined by the council.

Features

In addition, there are scheme features which we would like to consult on potentially amending. More detail of impact assessment can be found in Appendix A1.

1. Introducing a minimum payment of £3 per week
2. Abolishing 2nd Adult Discounts
3. Reducing the capital limit to £6,000
4. Introducing disregarded income tolerances changes (standard means tested scheme only)
5. Discretionary fund

Protection (automatic)

Finally, there are possible households that could be protected from option one or two. More detail of impact assessment can be found in Appendix A1.

Examples of these could include disabled households, or those that have a child under 5 and are not in remunerative work. This is not an exhaustive list and others can be included or added to be respondents, if needed.

It is recommended these are the options that Bristol City Council consults on, over the Summer of 2023, for its 2024/25 Council Tax Reduction Scheme.

Cabinet Member / Officer Recommendations:

That the Deputy Mayor/Cabinet member for City Economy, Finance and Performance, Cllr Cheney;

1. Notes the various Council Tax Reduction (CTR) scheme options for 2024/25, in line with the minimum savings target of £3m made at Full Council Budget meeting on 21 February 2023, and implications of these
2. Approve the Summer consultation options for Bristol's 2024/25 Council Tax Reduction (CTR) scheme.

Corporate Strategy alignment:

Any savings will assist to provide a balanced budget in line with the agreed Full Council Budget meeting outcomes on 21 February 2023.

City Benefits:

Continues to support protect households on a low income who are being affected by the increased cost of living, whilst noting at potential lower levels of support for some working age households.

Consultation Details:

1. As above, any changes to the CTR scheme for 2024/25 are subject to consultation with precepting authorities
2. Public consultation also needs to be undertaken with anyone who has an interest in the operation of the scheme
3. Scheme and illustrative options presented to Finance Task Group over several agreed sessions

Background Documents:

Bristol City Council's Council Tax Reduction scheme 2023/24

[COUNCIL TAX REDUCTION SCHEME \(bristol.gov.uk\)](https://www.bristol.gov.uk/council-tax-reduction-scheme)

Previous Bristol City Council cabinet report for 2023/24 scheme

[FINAL - Council Tax Reduction Scheme 2023 24 Cabinet.pdf \(bristol.gov.uk\)](https://www.bristol.gov.uk/council-tax-reduction-scheme-2023-24-cabinet.pdf)

Council Tax collection and low-income Londoners

[Council-Tax-debt-collection-and-low-income-Londoners GLA pub.pdf \(policyinpractice.co.uk\)](https://www.policyinpractice.co.uk/publications/council-tax-debt-collection-and-low-income-londoners)

Budget Council, Full Council - Tuesday, 21 February 2023

[ModernGov - bristol.gov.uk](https://www.bristol.gov.uk/moderngov)

Revenue Cost	Not Applicable	Source of Revenue Funding	Not Applicable
Capital Cost	Not Applicable	Source of Capital Funding	Not Applicable
One off cost <input type="checkbox"/>	Ongoing cost <input type="checkbox"/>	Saving Proposal <input checked="" type="checkbox"/>	Income generation proposal <input type="checkbox"/>

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

1. Finance Advice: This paper provides an update on the Council Tax reduction (CTR) Schemes and seeks approval to consult on proposed CTR options ahead of any changes in 2024/25. The CTR Scheme currently costs £43.4m with 85% borne by the Council and 15% borne by precepting authorities. It was agreed at Full Council budget meeting on 21 February 2023 for the CTR Scheme to be reviewed with the aim of achieving net savings to the council of £3.0m (after collection rates and contribution to precepting authorities are considered).

Various CTR scheme options are presented with sensitivities of caseloads increasing/decreasing by 2.5% and impact on the savings/cost reduction.

It should be noted that the savings figures presented have been based on revised cost for each increase/decrease assumption and are not savings based on current cost. Therefore, for additional analysis is required to compare the savings to current costs to ensure savings cover costs increases and still achieve the £3m target.

Under the Local Government Finance Act, it's legally required for Local authorities to have a balanced Budget (Income covers expenditure). The Council's Medium Term Financial Plan as presented in the 2023/24 Budget currently presents a cumulative funding gap of circa £27m between 2023/24 to 2027/28 which in the short term is being met by one-off contributions from Reserves. The identification and achievement of significant savings is essential to ensure we live within our means and the CTR scheme is one of such savings. Failure to achieve this savings would require identification of other savings to mitigate, with the likely impact being a reduction to other Council services/ Budgets of the same value.

The required consultation costs have been provided for in the 2023/24 Budget.

Finance Business Partner: Olubunmi Kupoluyi, 21 June 2023

2. Legal Advice: Section 13A of the Local Government Finance Act requires each billing authority to have a scheme specifying the reductions to apply to amounts of council tax payable by people whom the authority considers are in

financial need. Schedule 1A of the Act requires each billing authority to consider whether to revise its scheme or to replace it with another scheme every financial year.
The consultation responses must be conscientiously taken into account in finalising the decision. The leading cases on consultation provide that : -

- Consultation should occur when proposals are at a formative stage;
- 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 Cabinet has considered the consultation responses, or a summary of them, before taking its decision.

Legal Team Leader: Husinara Jones, Team Manager/Solicitor 15 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 15 May 2023

4. HR Advice: No HR implications are evident.

HR Partner: Bryn William HR Partner 15 May 2023

EDM Sign-off	Stephen Peacock (Chief Executive)	31 May 2023
Cabinet Member sign-off	Deputy Mayor/Cabinet member for City Economy, Finance and Performance, Cllr Cheney	31 May 2023
For Key Decisions - Mayor's Office sign-off	Mayor's Office	14 June 2023

Appendix A1 - Consultation options: Household and council impact assessment	YES
Appendix A2 - Council Tax Reduction: Wider economic/advice service impacts	
Appendix B – Details of consultation carried out - internal and external	NO
Appendix C – Summary of any engagement with scrutiny	NO
Appendix D – Risk assessment	YES
Appendix E – Equalities screening / impact assessment of proposal	YES
Appendix F – Eco-impact screening/ impact assessment of proposal	YES
Appendix G – Financial Advice	NO
Appendix H – Legal Advice	NO
Appendix I – Exempt Information	NO
Appendix J – HR advice	NO
Appendix K – ICT	NO
Appendix L – Procurement	NO

Appendix A1: Consultation options: Household and council impact assessment

Current scheme caseload

The CTR scheme currently supports almost 33,000 households with the cost of their council tax, of which almost 23,000 are working age. As support is for households who are on low income, the areas of the city with the highest numbers of households receiving CTR are also amongst the most deprived. These areas also have higher numbers of households receiving support from state benefits.

A full equalities impact assessment has been completed which illustrates those households that benefit from the current scheme and would be affected by any changes to it. Changes to the scheme would disproportionately affect households containing people with the following protected characteristics:

- Black, Asian, Minority Ethnic communities
- Disabled people
- Women
- Certain faith groups

Changes must have due regards to any impact on those with protected characteristics and vulnerable households. The council is also required to consider possible transitional protection if entitlement is reduced. Vulnerability is not defined but guidance suggests should local authorities consider the Equality Act 2010.

Proposed main scheme options

The options presented below show a range of savings against the forecast scheme cost in 2024/25. This would involve the withdrawal of support to working age households already on a low income. These are shown in the table below with the same trends and sensitivities as for the current (control) scheme.

The first four examples are for means tested schemes that replicate the allowances, premiums and treatment of capital and income that is used under Bristol's current CTR scheme. The only change is where there is an introduction of a minimum charge that is a percentage of net council tax liability that is taken off before any further assessment takes place.

Option 1: No change to the current scheme

	Static caseload (£m)	Current trend (£m)	2.5% increase	2.5% decrease
Current scheme cost	31.6	30.0	32.4	30.8
Gross saving	0	0	0	0
Gross saving (BCC)	0	0	0	0

This would mean 23,000 households would continue to get the same levels of support as they currently do, but other budgets/public services would be impacted, to find the agreed £3m saving elsewhere.

Option 2a). Standard means tested scheme – 10% minimum payment

	Static caseload (£m)	Current trend (£m)	2.5% increase	2.5% decrease
New scheme cost	28.1	26.7	28.8	27.4
As is scheme cost	31.6	30.0	32.4	30.8
Gross saving	3.5	3.3	3.6	3.4
Gross saving (BCC)	3.0	2.8	3.0	2.9
Net saving (BCC) 75%	2.2	2.1	2.3	2.2
Net saving (BCC) 65%	1.9	1.8	2.0	1.9

This would affect 22,628 households, paying an average of £154.83 in additional council tax per annum (£12.90 per month), with 119 households no longer entitled to CTR. A household currently receiving full CTR in a band B property would be expected to pay £191.51 per annum (£15.96 per month). Other budgets/public services would be impacted, to find the residue of the agreed £3m saving elsewhere.

Option 2b). Standard means tested scheme – 17% minimum payment

	Static caseload (£m)	Current trend (£m)	2.5% increase (£m)	2.5% decrease (£m)
New scheme cost	25.7	24.4	26.3	25.0
As is scheme cost	31.6	30.0	32.4	30.8
Gross saving	5.9	5.6	6.1	5.8
Gross saving (BCC)	5.0	4.8	5.2	4.9
Net saving (BCC) 75%	3.8	3.6	3.9	3.7
Net saving (BCC) 65%	3.2	3.1	3.4	3.2

This would affect 22,628 households, paying an average of £262.31 in additional council tax per annum (£12.90 per month), with 351 households no longer entitled to CTR. A household currently receiving full CTR in a band B property would be expected to pay £325.57 per annum (£27.13 per month)

Option 2c). Standard means tested scheme – 20% minimum payment

	Static caseload (£m)	Current trend (£m)	2.5% increase (£m)	2.5% decrease (£m)
New scheme cost	24.7	23.4	25.3	24.0
Control cost	31.6	30.0	32.4	30.8
Gross saving	6.9	6.6	7.1	6.8
Gross saving (BCC)	5.9	5.6	6.1	5.8
Net saving (BCC) 75%	4.4	4.2	4.6	4.3
Net saving (BCC) 65%	3.9	3.7	3.9	3.8

This would affect 22,628 households, paying an average of £307.98 in additional council tax per annum (£25.67 per month), with around 471 households no longer entitled to CTR. A household currently receiving full CTR in a band B property would be expected to pay £383.02 per annum (£31.92 per month).

Option 3: Banded schemes

Similar levels of savings can be achieved through the introduction of a banded scheme. These vary in complexity in the 70 existing examples in use across various authorities in England. The example below is based on the scheme in place in South Gloucestershire that uses income bands to determine a percentage discount.

Category	Income band (per week)	Percentage discount applied
1	Up to £120.00	80%
2	From £120.01 to £150.00	50%
3	From £150.01 to £200.00	30%
4	From £200.01 to £250.00	20%
5	From £250.01 to £300.00	10%
6	Over £300.00	0%

This model takes earned and unearned income into account but does not include incomes derived from benefits or tax credits (including Universal Credit).

	Static caseload (£m)	Current trend (£m)	2.5% increase (£m)	2.5% decrease (£m)
New scheme cost	25.2	23.9	25.8	24.5
As is scheme cost	31.6	30.0	32.4	30.8
Gross saving	6.4	6.1	6.6	6.3
Gross saving (BCC)	5.5	5.2	5.6	5.4
Net saving (BCC) 75%	4.1	3.9	4.2	4.0
Net saving (BCC) 65%	3.6	3.4	3.7	3.5

20,887 households would lose entitlement, paying an average of £334.88 in additional council tax per annum (£27.91 per month), with around 253 households no longer entitled to CTR. A household currently receiving full CTR in a band B property would be expected to pay £383.02 per annum (£31.92 per month).

1,690 households would gain entitlement when compared to the control scheme, with average gains of £281.65 per annum (£23.47 per month).

Increase in entitlement	Number of households
Under £5.00 per week	903
From £5.00 to £10.00	505
From £10.00 to £15.00	267
More than £15.00	15

1,541 of these households receive UC, with 1,049 responsible for one or more dependent children. 773 of these households fall within bands one and two of the income bands (net earned and/or unearned incomes of up to £150.00 per week). The difference in awards is the result of the work allowances that apply for households with children under UC, meaning that they have higher levels of UC income than those not entitled to the work allowance. This additional income is counted under the standard scheme but disregarded under the banded scheme.

Of the remaining 492 households who receive UC but do not have dependent children, 401 fall within bands one and two of the income bands (net earned and/or unearned incomes of up to £150.00 per week). This is accounted for in the main by households who are entitled to a work

allowance under UC because of having limited capability for work or because they do not get the housing costs element of UC (such as people who own their property).

Options appraisal

The following table summarised the advantages and disadvantages of standard means tested schemes and banded schemes when compared to each other.

Standard means tested scheme (with minimum charge)

Advantages	Disadvantages
<ul style="list-style-type: none"> • Applicants already familiar with means testing process • More straightforward to develop and implement • Does not create 'outliers' (disproportionate increases or decreases in entitlement) • Fairer and based more on need • Does not create cliff edges in entitlement for small income changes • Larger families and disabled people are not disproportionately affected • May result in fewer applications for discretionary support (Section 13A(1)(c) awards) • Supports those in higher council tax bands 	<ul style="list-style-type: none"> • Can result in more frequent rebilling for council tax if there are frequent changes in income (however, this can be addressed by introducing tolerances or review periods into the scheme after the initial means test) • Means test is more complex to communicate than a banded scheme

Banded scheme (with minimum charge)

Advantages	Disadvantages
<ul style="list-style-type: none"> • Reduces amount of rebilling for small changes in entitlement (no real processing saving) • Easier to communicate • Provides stability for applicants to pay a set amount each month 	<ul style="list-style-type: none"> • Higher cost involved in developing scheme (e.g. modelling) • Potential for perverse outcomes ('outliers') when comparing with means tested CTR entitlement • Creates cliff edges in entitlement when moving between income bands • Less fair as cannot account for the household's circumstances fully • Disabled people and households with dependants often disproportionately affected • Any administrative saving could be eroded by applications for discretionary support (Section 13A(1)(c) awards) • Disproportionately affects those in higher council tax bands

Additional features/options

These options are in addition to the large-scale scheme changes shown above.

a) Minimum payment of £3 per week

All households receiving less than £3 per week will no longer be entitled to CTR, resulting in their awards being reduced to zero. This means these households will receive a full council tax bill. The gross saving from this measure would be £42k per annum.

This would affect 503 households based on a 17% minimum payment scheme. The average annual loss per household would be £83.72 (£6.98 per month), plus the minimum payment levied as a percentage of net council tax liability.

b) Abolishing 2nd Adult Discounts

2nd Adult Discounts are paid in respect of low income second adults who live with an applicant who has an income that is otherwise too high to qualify for the main CTR scheme. It effectively acts as a replacement for a Single Adult Discount for the applicant. A percentage discount is applied according to the income of the second adult in bands from 25% to 5%. This provision could be removed from the working age CTR scheme with a gross saving of £58k per annum.

This would affect 200 households. The average annual loss per household would be £289.64 (£24.14 per month).

c) Reducing the capital limit to £6,000

The current CTR scheme has a capital limit of £16,000. This allows households to hold capital up to this value and retain entitlement to CTR (with a small weekly income included in respect of this capital for households who have between £6,000 and £16,000). This limit could be reduced to £6,000 (the point at which capital affected entitlement under the current scheme).

This would affect 171 households if applied to all working age households who are not receiving income replacement benefits (not including UC). The average annual loss would be £1,287.00 (£107.25 per month). A high proportion of these households are in receipt of a disability benefit, premium or band reduction.

d) Tolerances (standard means tested scheme only)

A tolerance that ignores small changes in income can be introduced to the standard means tested scheme. This would reduce the requirement to recalculate entitlement on a regular basis and rebill. This would reduce the administrative burden on revenues teams and provide some stability to applicants receiving CTR, as they will not pay a differing amount every time their income changes slightly. This is most applied to UC as this is where fluctuating income is a more common issue.

This measure replicates the main administrative advantage of introducing a banded scheme whilst retaining the advantage of a means tested assessment at the outset of a CTR award. The most common tolerance used in authorities that have introduced this is +/- £15.00 change in income per week (the equivalent of a £3 change in CTR entitlement). It is anticipated that this would reduce working age changes in circumstances by around 30%.

e) Discretionary Fund

All authorities must consider requests to reduce a council tax liability under section 13A(1)(c) of the Local Government Finance Act 1992 (as amended). There is a requirement to advertise this and outline the procedure for application within the CTR scheme under the prescribed requirements regulations.

As a separate fund could be set aside to make such awards as well as staff to administer this and could be used to target support to households who are unable to pay the additional charge, based on their household income and expenditure. This would come at an additional cost/reduce saving.

Protection (automatic)

Some households can be protected from a reduction in support under the scheme automatically by disapplying the minimum charge and basing the award on 100% of the net council tax liability. This can be based on receipt of certain benefits (such as disability benefits) or certain household characteristics (such as single parents who are not working and with a child under five years old).

However, if a fixed saving is sought from the scheme, any automatic protection of vulnerable groups would result in a higher minimum charge for any households who are not regarded as vulnerable under the scheme.

Households with a child under 5 and not in remunerative work (2,656 households)

	10%	17%	20%
Cost to protect household (£k)	410	633	810
Minimum charge unprotected	13%	19%	25%

Households defined as disabled, by receiving disability premium or war pension in their assessment (10,684 households)

	10%	17%	20%
Cost to protect household (£m)	1.7	2.5	3.3
Minimum charge unprotected	21%	32%	41%

For banded schemes, this approach would necessitate the addition of a separate banded scheme into which protected households are moved, based on a higher percentage discount.

Additional costs of collection and administration

In addition, a further estimate of increased costs of for collection and a discretionary scheme been provided. This could be in the region of £696k per annum scheme, staffing, transaction, and printing/post costs. This has not been included in the calculation above but could be partially recovered through a higher minimum percentage charge.

Appendix A - Council Tax Reduction: Wider economic/advice service impacts

Gross Income and Disposable Income

- According to the [latest data](#) (from 2018), the average gross income (after housing costs) for a person in Withywood was £18,500¹. This is compared to the highest MSOA of Clifton where income was £39,700.
- [Research underlines](#) that lower income households currently spend a higher proportion of their income on council tax. See Appendix A for the proportion of household expenditure per income quartile.
- In the FYE 2022, [median disposable income](#) for the lowest fifth incomes of the UK population decreased by 3.8% to £14,500 (following a decrease of 2% between 2020 and 2021). An average loss of £293.45 in Council Tax Reduction would represent a further 2% loss in this disposable income.
- Households from the lowest fifth incomes with children have a median disposable income of only £12,445.
- The initial loss in disposable income was mainly driven by real-terms salary and benefit value. If [relative earnings](#) continue to decline as expected, then lower income households' spending power will be further reduced.
- **Risk** – Significant reductions in disposable income for the lowest income households (those who benefit from CTR) will drive diminished economic activity.

Non-essential spending

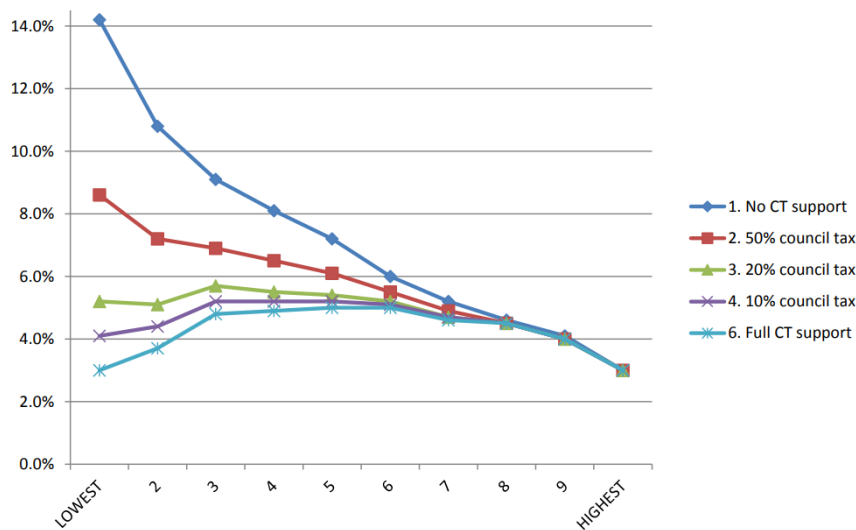
- Overall, the [OBR predict](#) that economic consumption will fall by 2.7% between Q2 of 2022 and Q3 of 2023. A reduction in CTR support would likely lead to less consumption.
- During the first [full year of pandemic](#) (March 2020 – March 2021), average weekly household spending fell by more than £100. For the lowest income households, spending fell by 12.5% in this period.
- For obvious reasons, the greatest reductions in expenditure were on recreation and culture, and restaurants and hotels. It is conceivable that these areas could be hardest hit by household's limited spending power.
- It should be noted that lower income households spend less in these areas, but the [latest data](#) shows that the average two-person household in the lowest income quartile spends 12.7% of their income on recreation.
- According to [latest data available](#), working age adults were responsible for the majority of spending on clothing and footwear (64%), recreation and cultural services (56%) and restaurants and hotels (56.6%).
- While far from a perfect comparison; the reduction in income for lower income households during the pandemic is a demonstrator of the potential impact of increased council tax liability on spending power.

Other economic impacts

- Between 2017 and 2023, the rateable value of retail sector properties in Bristol [fell by 9%](#).
- Business rates currently account for approximately a quarter of council spending power. With decreasing expenditure on retail in Bristol, there are risks of business closures and – with potential decreases in rateable value of retail businesses – diminished income for Bristol City Council.
- In the year up to May 2023, non-domestic vacancy rates in Filwood Broadway rose from 3.7% to 7.4% (note small sample size).

¹ Measured by Medium Super Output Area

Council tax as a proportion of net household income after housing costs by income decile, under different council tax support schemes



Impact on debt levels

The Institute for Fiscal Studies published research in 2019 examining the impact of CTR schemes which introduced a minimum payment. This found reducing a household's CTR entitlement significantly increases the probability that it reports being in arrears on its council tax:

- There is no significant effect on the arrears rates of those already paying Council Tax being required to pay more
- This is entirely driven by households that would, in the absence of cuts, have been entitled to maximum CTS and hence would have had no council tax bill to pay at all

[The impacts of localised council tax support schemes | Institute for Fiscal Studies \(ifs.org.uk\)](#)

In September 2022, the Money Advice Trust published a report finding that 21% of all UK adults were behind on at least one household bill, however this rises to 45% of people who are claiming a means tested benefit being behind on at least one household bill.

[Impossible choices Cost of Living briefing Money Advice Trust.pdf \(moneyadvicetrust.org\)](#)

Impact on advice services

Institute for Fiscal Studies research suggests that “reductions in scheme generosity via minimum payments” are associated with enquiries to advice agencies increasing by 19-20% (relative to having no minimum payment). Data from Citizens Advice showed that ‘these effects are driven primarily by council tax debt queries, which account for the majority of council-tax-related queries’.

This research does also provide ‘evidence that, around two years after introduction, impacts on queries begin to fade. This would be consistent, for example, with people making an enquiry to Citizens Advice when initially affected by the changes but not indefinitely making repeat enquiries thereafter’.

[The impacts of localised council tax support schemes | Institute for Fiscal Studies \(ifs.org.uk\)](#)

The Money and Pensions Service (MaPS) has a statutory duty to provide debt advice in England and is the largest single funder of debt advice services. MaPS grant funding for debt advice has reduced.

In March the Centre for Responsible Credit reported that 'despite the cost-of-living crisis having led to rising demand and increasingly complex casework, MaPS funding for local services has been cut by 9% for the next financial year. In real terms, with the costs of service delivery rising significantly, it is closer to 20%.'

[Citizens Advice reveals debt adviser redundancies are now 'increasingly likely' \(responsible-credit.org.uk\)](https://responsible-credit.org.uk)

Council Tax Reduction scheme 2024/25

Negative Risks that offer a threat to the Council Tax Reduction scheme review 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	Poor quality data/modelling of impact on working age households	Poor quality data/issue with data sources/models	The CTR scheme is less generous than it could have been, thus not minimising impact on low income households or does not achieve the required saving	Open		Legal Service Provision Communities Financial Reputational	Graham Clapp	Modelling checked against current expenditure and caseload level data. Use of NEC's caseload CTR modeller. Use of value ranges to reflect what may happen to the caseload over time	➡	1	3	3	NK			0	
2	Collection rates assumed are an over or underestimate	Lack of usable intelligence from other local authorities	As above	Open		Service Provision Communities Financial Reputational	Graham Clapp	Use of a range of feasible collection rates based on other authorities that have already made changes to their CTR schemes	➡	1	3	3	NK			0	
3	The scheme and/or consultation are subject to legal challenge	Poor quality public consultation, requirements under the Local Government Finance Act 1992 not followed	Potential changes to the scheme are delayed so that they cannot be implemented for 2024/25	Open		Legal Financial Reputational	Graham Clapp	Early engagement with legal services and communications teams to provide advice on legal and consultation requirements	➡	1	1	1	NK			0	
4	Proposals are not technically feasible using current software solutions	Novel approaches that have not been accounted for by software suppliers	The working age CTR scheme is not deliverable without expensive changes to software	Open		Service Provision Communities Financial Reputational	Graham Clapp	Engage with suppliers whilst developing options, gather intelligence from other authorities using the same software that have already changed their schemes	➡	1	1	1	NK			0	
												0				0	

Eco Impact Checklist

Title of report: Council Tax Reduction Scheme for 2024/25				
Report author: Matthew Kendall				
Anticipated date of key decision: 4 th July 2023				
Summary of proposals: To review the working age Council Tax Reduction scheme and decide options upon which to consult. This scheme provides support with the cost of council tax to households who are on a low income.				
Will the proposal impact on...	Yes/No	+ive or -ive	If Yes...	
			Briefly describe impact	Briefly describe Mitigation measures
Emission of Climate Changing Gases?	No			
Bristol's resilience to the effects of climate change?	No			
Consumption of non-renewable resources?	No			
Production, recycling or disposal of waste	No			
The appearance of the city?	No			
Pollution to land, water, or air?	No			
Wildlife and habitats?	No			
Consulted with: Nobody yet. Attended two finance task groups but these proposals do not have any environmental impacts.				
Summary of impacts and Mitigation - <u>to go into the main Cabinet/ Council Report</u>				
The significant impacts of this proposal are...				
The proposals include the following measures to mitigate the impacts...				
The net effects of the proposals are				
Checklist completed by:				
Name:			Ian McIntyre	
Dept.:			Revenues and Benefits	
Extension:			26514	
Date:			9 th May 2023	
Verified by Environmental Performance Team				

Equality Impact Assessment [version 2.9]



Title: Household Support Fund (April 2023 – March 2024)	
<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: Finance	Lead Officer name: Denise Murray
Service Area: Benefits Service	Lead Officer role: Service Director – Finance

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.

Following the Chancellor’s Autumn Budget Statement, it was announced that there will be a fourth round of the Household Support Fund to cover the period from April 2023 to March 2024, with a further £1 billion (£842m for England) being released to councils, to support those most in need with the cost of food, energy and water bills, phone, broadband and clothing and in exceptional cases, housing costs. This funding is for a whole year as opposed to previous versions which have been for six months only. Funding has been confirmed at £8,079,930.

The eligibility criteria are contained in 3.2 of the policy in appendix A but the main areas/changes are as below.

- Any grant should predominately be used to assist households with the costs of; food, gas/electricity, water, phone/broadband, essential household items (e.g. white goods, beds/beddings, clothing, baby/sanitary products) and housing costs (in exceptional circumstance).
- No percentage spend was to be linked to households with children and/or pensioners.
- For the first time, the fund can be used to provide supplementary advice services to award recipients, including debt and benefit advice, but should not be the primary function.
- Part of the fund must also include an application-based support delivered through the scheme is clearly advertised to residents.

Details regarding how any fund may be implemented are contained within 3.3 of the policy in appendix A as well as proposed/agreed spend under section 4, but for 2023/24 has an increased focus on those households with disabilities.

1.2 Who will the proposal have the potential to affect?

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

1.3 Will the proposal have an equality impact?

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

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

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

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

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

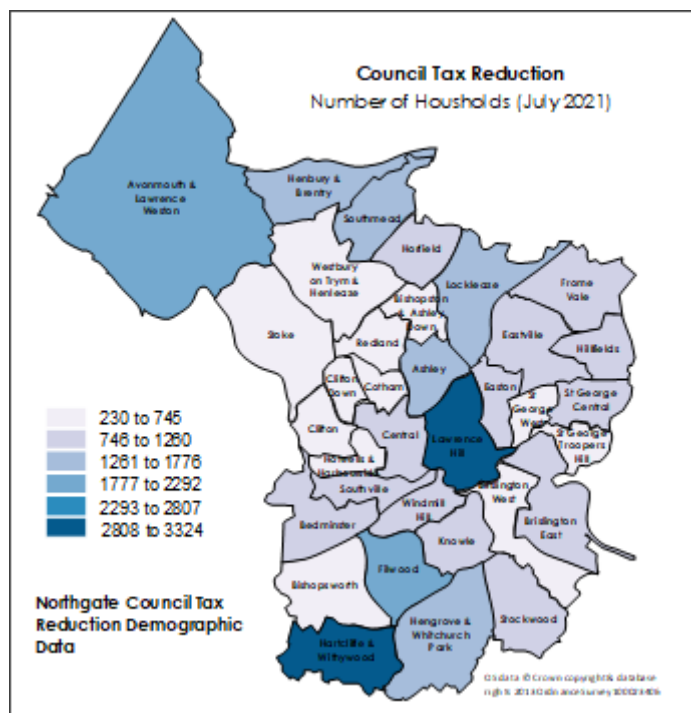
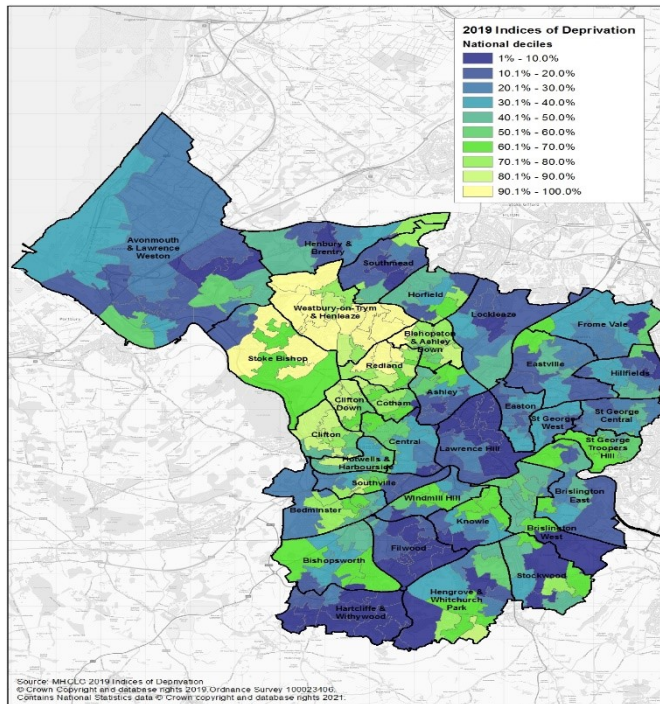
Please use this section to demonstrate an understanding of who could be affected by the proposal. Include general population data where appropriate, and information about people who will be affected with particular reference to protected and other relevant characteristics: <https://www.bristol.gov.uk/people-communities/measuring-equalities-success>.

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

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

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

Data / Evidence Source [Include a reference where known]	Summary of what this tells us
Housing Benefit/Council Tax Reduction data (Single Housing Benefit Extract (SHBE)/CTR demographics) [Northgate HB/CTR database]	The maps show that CTR awards are greater in areas of high deprivation e.g. Lawrence Hill, Hartcliffe and Withywood, Avonmouth and Lawrence Weston, Ashley, Filwood, Lockleaze, Southmead and Brislington East.



Quality of Life June 2022 — Open Data Bristol

The Quality of Life in Bristol survey shows there are significant disparities based on peoples characteristics and circumstances in the extent to which they find it difficult to manage financially:

Quality of Life Indicator	% who find it difficult to manage financially
16 to 24 years	12.5
50 years and older	6.7
65 years and older	3.2
Female	8.6
Male	8.5
Disabled	21.6
Asian /Asian British	9.9
Black/Black British	19.8

	Mixed/Multiple Ethnicity	16.3
	White British	7.8
	White Minority Ethnic	8.4
	Lesbian Gay or Bisexual	12.7
	No Religion or Faith	8.0
	Christian Religion	8.3
	Other Religions	18.2
	Carer	10.7
	Full Time Carer	14.0
	Part Time Carer	9.7
	Single Parent	28.6
	Two Parent	9.6
	Parent (all)	12.0
	No Qualifications	10.0
	Non-Degree Qualified	12.9
	Degree Qualified	6.7
	Rented (Council)	20.3
	Rented (HA)	20.6
	Rented (Private)	14.6
	Owner Occupier	4.6
	Most Deprived 10%	18.8
	Bristol Average	8.7
Additional comments:		

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

<input checked="" type="checkbox"/> Age	<input checked="" type="checkbox"/> Disability	<input type="checkbox"/> Gender Reassignment
<input type="checkbox"/> Marriage and Civil Partnership	<input checked="" 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.

Whilst we have local diversity data for comparison, our existing Housing Benefit (HB) and Council Tax Reduction (CTR) database does not hold data on: religion/belief, sexual orientation, marriage/civil partnership, pregnancy/maternity, gender reassignment or disability (however it does show if a disability related benefit is in payment). This payment provides an indication of who is in receipt of this benefit payment.

Some limited cohort data is held on ethnicity, but this is of poor quality due to the low response rates to equality questions asked on application forms (which we have asked for our supplier to enhance).

We do hold geographical location data for our current claim database, and we have been able to use census and other data to help fill the gaps in data.

We have tried to match with other datasets including the Department for Work and Pensions (DWP) Universal Credit data files extracts, but they only contain information relating to National Insurance numbers, income and number of children.

We also know some Equality groups in the city find it hard to manage and so we will bear this in mind when assessing who the next tranche of funding is allocated to.

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.

Due to the short timeframes, yet again from central government around funding for the Hardship Support Fund (3) October 2022 to March 2023, a full-scale consultation process has not been possible.

However, there has been previous engagement with a multitude of internal stakeholders, including the BCC's Bristol Community Development Team, Food Strategy Board, Community Exchange, and externally Citizens Advice, Feeding Bristol, Centre for Sustainable Energy and AgeUK to explore best possible solutions around the distribution of this grant. This will continue with the remaining part of this grant for 2022/23. (Note this list is not exhaustive).

Feedback from the previous grant exercises of the same fund, found that distribution of free school meals electronic vouchers via schools/educational establishments worked well, with redemption rates being in the high ninety percent. This is compared to the paper vouchers exercise in Winter 2022 to those households on Council Tax Reduction, where redemption rates were on in the low eighty percent. In addition to lower take up, there was a greater assistance needed to redeem the paper vouchers and therefore administrative burden on the council and third sector. Feedback from both exercises, was that the additional monies quite a difference on food/fuel poverty within these households, but we also need to longer term solutions, where possible within the timeframes, and these have been further developed this time round.

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.

Engagement will continue with stakeholders as the proposals go through the council's decision making pathway on the remaining fund as well as working closely with its consultation and engagement team.

Step 3: Who might the proposal impact?

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

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

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

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

GENERAL COMMENTS (highlight any potential issues that might impact all or many groups)	
We have not identified any significant negative impact from the proposal and overall we expect the award of monies through the Hardship Support Grant will have a positive impact on people from protected characteristic groups who find it more difficult to manage financially. We are aware that our allocation process (using HB/CTR data) may mean some groups particularly benefit, whereas other groups may not to the same extent. The main mitigation/justification is that allocation will be based on robust measures and indicators of financial hardship - see below for specific mitigations and comments.	
PROTECTED CHARACTERISTICS	
Age: Young People	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	The proposal is to award a high proportion of available funding to those low income households with children. Therefore this is likely to particularly benefit families with dependent children.
Mitigations:	A large proportion of this grant will also focus on households without children including those facing gas, electricity and utility poverty.
Age: Older People	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	Central govt. have removed specific ringfence for older people.
Mitigations:	Some of the grant will be ring fenced to organisations that assist older people, plus some given to more general funds, that award regardless of age. There will also be a residual amount of funding, deliberately not ring fenced at present, so later decisions can be made to target any group that is later found to be under represented.
Disability	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Possible over representation when compared to Department for Work and Pensions (DWP) official estimates showing 18% of working age adults are Disabled people, whereas in HB/CTR (when using the definition to be households in receipt of DLA, PIP, or the Support Component of ESA are in payment for either the claimant or the partner) shows 25% which is higher than Bristol's working age indicator of 12.4%.
Mitigations:	This overrepresentation is by design within a benefit system to recognise additional costs/expenditure within this group and the fact that not all Disabled people will be in receipt of a disability benefit, it is likely that this figure is an underestimate. The fund will take account of people who may not be in receipt of PIP however may be claiming other in work related benefits.
Sex	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	There is possible overrepresentation and despite that the fact that the amount of single people of working age without children is roughly equal 50%/50% and reflects Bristol's sex split, women make up over 95% of single parent households in our current HB/CTR caseload which is higher than average for the South West of 84.7%
Mitigations:	None
Sexual orientation	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

Potential impacts:	We do not hold any cohort data on sexual orientation however there is no reason to suppose that this protected characteristic would be differently distributed across the working age HB/CTR caseload compared to the wider population.																										
Mitigations:	None																										
Pregnancy / Maternity	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>																										
Potential impacts:	We do not hold any cohort data on pregnancy and maternity however it would be reasonable to assume that this protected characteristic may be overrepresented in our current working age caseload due to the high number of families with children and particularly of female lone parents (see 'sex').																										
Mitigations:	None																										
Gender reassignment	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>																										
Potential impacts:	We do not hold any cohort data on gender reassignment however there is no reason to suppose that this protected characteristic would be differently distributed across income bands or across the working age HB/CTR caseload compared to the wider population.																										
Mitigations:	None																										
Race	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>																										
Potential impacts:	<table border="1"> <thead> <tr> <th>Bristol ethnicity groups</th> <th>472462</th> <th>2021 Census</th> </tr> </thead> <tbody> <tr> <td>Asian or Asian British</td> <td>31271</td> <td>6.6%</td> </tr> <tr> <td>Black or Black British</td> <td>27886</td> <td>5.9%</td> </tr> <tr> <td>Mixed or multiple ethnic groups</td> <td>21120</td> <td>4.5%</td> </tr> <tr> <td>White Other</td> <td>44891</td> <td>9.5%</td> </tr> <tr> <td>White British</td> <td>338251</td> <td>71.6%</td> </tr> <tr> <td>Other ethnic background</td> <td>9043</td> <td>1.9%</td> </tr> <tr> <td>Black Asian and minority ethnic</td> <td></td> <td>18.9%</td> </tr> </tbody> </table> <p>The HB/CTR caseload is estimated to contain 25% of from Black, Asian and minoritised ethnic communities a group which is overrepresented within the caseload and at ward level when compared to the population of Bristol as a whole which is around 19%, (especially those central wards and those to the inner east of the city).</p> <p>Data for HB/CTR caseload regarding European nationals is not available and this area is further complicated by the fact that many European nationals will be excluded by HB/CTR regulations for receiving any support.</p>			Bristol ethnicity groups	472462	2021 Census	Asian or Asian British	31271	6.6%	Black or Black British	27886	5.9%	Mixed or multiple ethnic groups	21120	4.5%	White Other	44891	9.5%	White British	338251	71.6%	Other ethnic background	9043	1.9%	Black Asian and minority ethnic		18.9%
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Mitigations:	There will be further work to look at targeting assistance to those that have No Recourse to Public Funds (e.g. refugees, asylum seekers, those failing to register under EUSS) from the remaining grant.																										
Religion or Belief	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>																										
Potential impacts:	<p>The Quality of Life survey shows people from non-Christian faith groups more likely to find they are finding it hard to financially manage. The information that we hold suggests that Muslims living within Central and East parts of the city are overrepresented within the CTR caseload and those declaring a Christian or no religion on the outskirts of the city.</p> <p>Comparison of mapping of the distribution of CTR recipients suggests a correlation between areas with high proportion of Muslim residents (2021 census) and high CTR demand (central areas) but also high demand in some peripheral areas where there are high proportions of Christians or those with no religion.</p>																										
Mitigations:	None																										
Marriage & civil partnership	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>																										

Potential impacts:	We do not hold any data on marriage and civil partnerships however there is no reason to suppose that this protected characteristic would be differently distributed across income bands or across the working age HB/CTR caseload compared to the wider population.
Mitigations:	None
OTHER RELEVANT CHARACTERISTICS	
Socio-Economic (deprivation)	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	See original map distribution of CTR.
Mitigations:	None
Carers	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	We do not hold any data on carers however there is no reason to suppose that this protected characteristic would be differently distributed across income bands or across the working age HB/CTR caseload compared to the wider population.
Mitigations:	None
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:	There may be other groups that may not qualify for this initial voucher award in other groups and are hard to identify.
Mitigations:	There will also be a residual amount of funding, deliberately not ring fenced at present, so later decisions can be made to target any group that is later found to be under represented.

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

As per section 3.1. the award of monies through the Hardship Support Grant will only have a positive impact of those protected or relevant characteristics, but by using HB/CTR data there may be some groups that disproportionately benefit, where other groups may not.

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 are no significant negative impacts, although it is possible that some equalities groups may not benefit from this fund when compared to others, and other groups benefit more due to higher representation in the Free School Meal cohort. This fund does not take account of equality groups who find it financially hard to manage but whose children are not on Pupil Premium.

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

The Household Support fund will advance equality of opportunity for those protected characteristic groups who are more likely to experience financial hardship, and who also receive Pupil Premium and who are at a disadvantage.

4.2 Action Plan

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

Improvement / action required	Responsible Officer	Timescale
None		

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.

Total grant funding although £8m to Bristol City Council, individual awards are not sums that will have a major impact of those households/take them out of benefit entitlement but will assist for a short term with immediate needs to pay food and utility /clothing bills for the period October 2022 to March 2023.

The impact is to help reduce food /fuel poverty over this period, but this will be difficult to measure as the effect will be relatively short term but will measure against contacts to the Citizen Service Point (CSP) for this type of advice and against applications to the council's Local Crisis and Prevention Fund over the same period, plus feedback from third sector organisations and in particular those commissioned to distribute some of this fund.

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: 3/3/2023	Date: 10/03/2023

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: 04 July 2023

TITLE	Procurement – Transport of Deceased on Behalf of HM Senior Coroner for Avon		
Ward(s)	All		
Author: John Pitchers	Job title: Service Manager: Mortuary and Coroner Support		
Cabinet lead: Cllr. Cheney	Executive Director lead: Stephen Peacock		
Proposal origin: BCC Staff			
Decision maker: Mayor			
Decision forum: Cabinet			
Purpose of Report:			
<ol style="list-style-type: none"> To seek approval for the procurement and award of a contract for the transport of deceased on behalf of HM Senior Coroner for Avon, in accordance with The Public Contracts Regulations 2015. 			
Evidence Base:			
<ol style="list-style-type: none"> Coroners have the responsibility to examine the cause when there is a sudden or unexplained death. Bristol City Council, as lead Avon authority, is responsible under s.15 of the Coroners and Justice Act 2009 for the transport of deceased under the HM Senior Coroner for Avon's jurisdiction from their place of death to Flax Bourton Public and Forensic Mortuary. Currently, the contract is based on a single lot and the proposal is to procure the new contract on the same basis, via a competitive tender process. The proposed contract length is 3+1+1 years. The new contract will replace the current contract that commenced on 1st April 2019 and ends on 31st October 2023. The cost of the new contract will be determined by the bids received during the tender process; however, the incumbent contractor has indicated that the cost-per-transfer will need to rise to allow for inflationary pressures. A soft-market test (SMT) exercise in December 2022 generated two responses from funeral companies other than the incumbent contractor, so the estimated revenue costs below have been calculated based on these three submissions and the three different unit costs. The 2023/24 budget for transport costs is £222k. 			
Cabinet Member / Officer Recommendations:			
That Cabinet:			
<ol style="list-style-type: none"> Authorise the Director: Legal and Democratic Services or Chief Executive, in consultation with the Cabinet Member: City Economy, Finance and Performance, to take all steps required to procure and award the contract for the transport of deceased on behalf of HM Senior Coroner for Avon for 3+1+1 years, in-line with the procurement routes and maximum budgets as outlined in this report. Authorise the Director: Legal and Democratic Services or Chief Executive to invoke any subsequent extensions/variations specifically defined in the contract(s) being awarded, up to the maximum budget envelope. 			

Corporate Strategy alignment:

1. Corporate Strategy 2022–2027. Good Governance. Make sure that we are financially competent and resilient, offering good value for money. Take safe but proportionate approaches to risk, performance, project, and contract management. Enable effective democratic decision-making and scrutiny.

City Benefits:

1. The appointed contractor will be required to engage in socially beneficial activity, such as charity work, and will be required to use lower-emission vehicles. The transport of the deceased in a respectful and dignified manner, by a professional contractor who meets the relevant regulatory requirements is a key benefit to Bristol residents who have suffered a bereavement.

Consultation Details:

1. The proposal has been discussed with the Chief Finance Officers of each of the four local authorities who contribute towards the funding of the Avon Coroner’s Service.

Background Documents:

[Procurement of Contract for Avon and Somerset Coroners - Cabinet 22 Jan 2019](#)

Revenue Cost	See table in exempt Appendix I.	Source of Revenue Funding	Coroner Budget (funded by four authorities on a proportional basis: BaNES: 16.45% South Glos: 24.57 N. Somerset: 18.94% Bristol: 40.04%
Capital Cost	£Nil	Source of Capital Funding	N/A.

One off cost Ongoing cost
 Saving Proposal Income generation proposal

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

Paper seeks permission to procure and award a contract for the transport of deceased on a 3-year term with possible annual extension for 2 further years (3+1+1).

Bristol Council as lead Avon authority incurs this cost and recharges to other authorities with 16.45% charged to BaNES, 24.57% charged to South Gloucestershire, 18.94% charged to North Somerset and Bristol retaining 40.04% of the cost.

Early indication reflects possible increase in the contract price/cost of the service which isn’t currently provided for in the Budget. This cost increase would need to be mitigated through the procurement process with further mitigations and funding to be sorted before the contract is awarded.

The current Budget held for this Service doesn’t currently cover the indicative new costs. The annual cost and shortfall are shown in the table in Appendix I.

Finance Business Partner: Olubunmi Kupoluyi, Resources Finance Business Partner, 9th 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.

Legal Team Leader: Husinara Jones, Team Manager/Solicitor, 3rd 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, 10th May 2023.

4. HR Advice:

There are no HR implications evident.

HR Partner: Bryn Williams, Resources HR Business Partner, 4th May 2023.

EDM Sign-off	Stephen Peacock, Chief Executive	10th May 2023
Cabinet Member sign-off	Cllr. Craig Cheney, Deputy Mayor - City Economy, Finance and Performance	15th May 2023
Mayor's Office sign-off	Mayor's office.	5 June 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 – Exempt Information	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 (I1 – costs & I2 Risk Assessment)	YES
Appendix J – HR advice	NO
Appendix K – ICT	NO
Appendix L – Procurement	NO

Equality Impact Assessment [version 2.9]



Title: Transport of Deceased on Behalf of HM Senior Coroner for Avon	
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input type="checkbox"/> Service <input checked="" type="checkbox"/> Other [contract]	<input type="checkbox"/> New <input checked="" type="checkbox"/> Already exists / review <input type="checkbox"/> Changing
Directorate: Resources	Lead Officer name: John Pitchers
Service Area: Avon Coroner's Service	Lead Officer role: Service 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.

Coroners have the responsibility to examine the cause when there is a sudden or unexplained death. Bristol City Council, as lead Avon authority, is responsible under s.15 of the Coroners and Justice Act 2009 for the transport of deceased under the HM Senior Coroner for Avon's jurisdiction from their place of death to Flax Bourton Public and Forensic Mortuary.

Currently, the contract is based on a single lot and the proposal is to procure the new contract on the same basis, via a competitive tender process. The proposed contract length is 3+1+1 years.

The new contract will replace the current contract that commenced on 1st April 2019 and ends on 31st October 2023.

1.2 Who will the proposal have the potential to affect?

<input type="checkbox"/> Bristol City Council workforce	<input checked="" type="checkbox"/> Service users	<input checked="" type="checkbox"/> The wider community
<input 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 contract is for the transport of deceased under the HM Senior Coroner for Avon’s jurisdiction from their place of death to Flax Bourton Public and Forensic Mortuary by professional funeral staff. There is no wider impact.

Step 5: Review

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

Equality and Inclusion Team Review: <i>Reviewed by Equality and Inclusion Team</i>	Director Sign-Off: Tim O’Gara
Date: 10.05.2023	Date: 7 June 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: Transport of Deceased on Behalf of HM Senior Coroner for Avon

Report author: John Pitchers, Service Manager: Mortuary and Coroner Support

Anticipated date of key decision: 4th July 2023

Summary of proposals:

The procurement and award of a contract for the transport of deceased on behalf of HM Senior Coroner for Avon, in accordance with The Public Contracts Regulations 2015.

The rapid transport of the deceased from place of death to an appropriate mortuary is public health matter.

HM Senior Coroner for Avon's area covers the four unitary authorities of Bath & North East Somerset, Bristol City, North Somerset and South Gloucestershire Councils. The intention is to continue to contract this service for the Avon Coroner.

All HM Coroner referred deaths must to be removed from either the hospital or the community to a mortuary, which in the Avon area is to the public mortuary at Flax Bourton, North Somerset, pending post mortem examination. Occasionally the deceased may need to be moved to another mortuary, e.g. contingency partner in Gloucester or for deceased children to specialist units at Great Ormond Street, London.

The contract service level for the collection of the deceased for transport is ≤90 mins anywhere within the community.

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>There will be greenhouse gas emissions from the vehicles used for transport.</p> <p>The vehicle type and transport mileage is not known for this contract. For reference, the CO2e emissions a large car would produce over 1,000 miles would be (scope 1 + scope 3): Petrol 0.44+0.56t, LPG 0.43+0.48t, CNG 0.38+0.46t, Diesel 0.34+0.42t, Hybrid 0.25+0.31t, Plug hyb 0.11+0.21t, Battery elec 0+0.11t.</p>	<p>Vehicles will use the shortest routes to the given mortuary and try to choose travel times that avoid the heaviest traffic</p> <p>When vehicles are replaced, cleaner vehicles should be chosen. Electric vehicles are likely to be suitable if overall mileage per day is limited. If early replacement is needed to meet Clean Air Zone standards, there is grant funding available.</p> <p>If refrigerated compartments are used in vehicles, replacement systems should use</p>

			2023 government carbon factors used.	refrigerants with a very low global warming potential (GWP).
Bristol's resilience to the effects of climate change?	Yes	-ive	There will be greenhouse gas emissions from the vehicles used for transport.	Vehicles will use the shortest routes to the given mortuary and try to choose travel times that avoid the heaviest traffic When vehicles are replaced, cleaner vehicles should be chosen. If early replacement is needed to meet Clean Air Zone standards, there is grant funding available.
Consumption of non-renewable resources?	Yes	-ive	The vehicles are likely to run mainly on fossil fuels.	Vehicles will use the shortest routes to the given mortuary and try to choose travel times that avoid the heaviest traffic When vehicles are replaced, more fuel-efficient vehicles should be chosen. If early replacement is needed to meet Clean Air Zone standards, there is grant funding available.
Production, recycling or disposal of waste	No		N/A	N/A
The appearance of the city?	No		N/A	N/A
Pollution to land, water, or air?	Yes	-ive	Pollutant emissions from the vehicles used for transport affect local air quality	Vehicles will use the shortest routes to the given mortuary and try to choose travel times that avoid the heaviest traffic Request within the contract that the vehicles used are modern, regularly serviced and ideally not diesel vehicles. Here is a hierarchy of the least to

				<p>most polluting vehicle:</p> <ul style="list-style-type: none"> • Electric Vehicles • Plug in Petrol Hybrid • Petrol hybrid • Gas or petrol • Plug in Diesel Hybrid • Diesel Hybrid • Diesel <p>There are grants available for vehicles not meeting Clean Air Zone requirements.</p>
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Wildlife and habitats?	No		N/A	N/A
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Consulted with:

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

The significant environmental impacts of this proposal are likely to be related to transport: greenhouse gas emissions, other pollutants, contribution to traffic congestion and use of non-renewable fuels. The actual contractor and vehicles to be used are not yet known. Choosing routes and travel times to avoid traffic are key mitigation measures, alongside prioritising cleaner and more efficient replacement vehicles in future (but which are still suitable for the purpose).

The net environmental effects of the proposals are likely to be unchanged from the existing contract: the emissions from vehicles being somewhat harmful. However, the service is essential, the mileage is not expected to be very large.

Checklist completed by:

Name:	John Pitchers
Dept.:	
Extension:	
Date:	22 nd June 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.

Document is Restricted

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

Document is Restricted

Decision Pathway – Report

PURPOSE: Key decision

MEETING: Cabinet

DATE: 04 July 2023

TITLE	Business Improvement Districts		
Ward(s)	Citywide		
Author: Jason Thorne	Job title: Service Manager - City Centre and High Streets		
Cabinet lead: Cllr Cheney, Cabinet Member for City Economy, Finance and Performance	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 provide information on the Business Improvement Districts (BIDs) in Broadmead and Bedminster and to seek the agreement of Cabinet to the proposed BID arrangements (s41 Local Government Act 2003) 2. To seek delegated authority for a number of BID related matters 3. To approve payment of BID levy income to relevant BID companies 4. To note the position of the council as a levy payer within the BIDs, and delegate the voting responsibility to the Chief Executive 			
Evidence Base:			
<ol style="list-style-type: none"> 1. Business Improvement Districts (BIDs) are defined geographical areas where local businesses/other occupiers (including public sector bodies such as local authorities) have voted in a ballot to pay an additional levy on their business rates during the course of a fixed term (no longer than five years). The funds raised from the levy enable the BID to deliver projects and activities that must be additional to those provided by a local authority and that fulfil aims and objectives determined in a business plan, developed through a consultation process with potential levy payers prior to a ballot taking place (the business plan also affords the opportunity to highlight a BID’s achievements in the build up to a ballot). 2. Legislation enabling the formation of BIDs was passed under the Local Government Act 2003, and the Business Improvement Districts (England) Regulations 2004. The council has been involved in BIDs since their inception, with the development of Broadmead BID as one of the country’s original ten pilots. 3. There are currently 5 BIDs in Bristol: Bedminster, Broadmead, Bristol City Centre, Clifton Village and Redcliffe & Temple. Collectively they raise additional income of over £2,300,000 per annum from around 1,900 hereditaments. See Appendix A (annual levy income for each BID may vary to some extent over the course of a BID term due to factors such as newly developed properties in respective BID areas becoming liable to pay the levy). 4. Bedminster and Broadmead BIDs are each going to ballot for a further five year term in September 2023; if successful both will begin their respective new terms on 1 November 2023. Officers within Economic Development (City Centre & High Streets team) and Business Rates team have reviewed the BID renewal proposals for 2023 to 2028 to ensure there are no conflicts with the council’s formal adopted policies; checked the financial arrangements to improve transparency and provide greater assurance; and ensured 			

that the levy rules are fair and deliverable. These two BIDs are summarised below:

Bedminster

5. Bedminster BID was established in 2013 and is administered by Bedminster Town Team Ltd, a not-for-profit company. It has strong links with the local community (as demonstrated by the makeup of its board) and is active in the wider regeneration of the Bedminster area (for instance by engaging with developers through the production of a vision document for East Street). Examples of recent activity include support for Bedminster Lantern Parade, a street food festival and a pilot vacant commercial property grant scheme which provided a model for the council's citywide scheme.
6. Business plan themes: TBC (but not anticipated to differ significantly from current themes, which are: arts/culture, marketing, crime/safety, public realm, collective purchasing)
Number of levy payers: 430 approx
BID income predicted: £143,000 pa
Number of BCC properties/BID levy liability: 4/£1,595 pa

Broadmead

7. Broadmead BID is administered by Visit West, the regional Destination Management Organisation (a key strategic partner of the council, which also administers Bristol City Centre and Redcliffe & Temple BIDs) and began its first term in 2005. Over subsequent terms the BID has developed a strong working relationship with the council, and has delivered a range of high profile projects (recent examples include promotional activity such as summer family trails, the installation of energy efficient festive lights and the engagement of a dedicated retail support ranger).
8. Business plan themes: Clean and Welcoming; Addressing Antisocial Issues and Safety; Marketing and Promotion; and Business Support
Number of levy payers: 270 approx
BID income predicted: £439,000 pa
Number of BCC properties/BID levy liability: None

Local Authority Role and Responsibilities

9. BID regulations, supplemented by technical guidance and best practice documentation, set out the role and responsibilities of councils in relation to BID development, revolving around the holding of ballots and the making of BID arrangements that enable the projects to be delivered, in this case, by the relevant BID bodies, and for the financing of those projects by imposing a levy on the non-domestic ratepayers in the respective BID areas.
10. **BID Development** – providing information to inform feasibility and consultation, producing a baseline statement and agreeing the business plan to ensure there are no conflicts with council policies, thereby ensuring a focus on additionality (activities that public authorities aren't delivering or have a statutory duty to provide).
11. **Ballot** – the council has a statutory duty to hold a BID ballot and cover any costs associated with this (as with normal elections), except where less than 20% of the number of persons entitled to vote in the ballot vote in favour and the proposals were not approved in the ballot, in which case the council may require the BID proposer to pay the costs of arranging and holding the ballot.
12. **Income and expenditure of the BID** – the BID levy is ringfenced for expenditure on the additional services provided in the BID. The council is required to keep a BID Revenue account for each BID into which income, whether by the levy or financial contribution, is credited, and from which expenditure, including the cost of collection and sums paid to the respective BID bodies to undertake the works or services, is debited. Budgets will be adjusted to reflect the levy income being passported back out as expenditure in respect of the BIDs to

the BID bodies.

13. The annual billing period in Bristol runs from 1 November to 31 October, and liable businesses are required to pay their levy in one single payment. Non-payment of the levy will result in recovery action which will be taken in accordance with legislation, the council's financial regulations and relevant policies, including the Corporate Debt Policy.
14. **Voting in the Ballot** – the council is entitled to vote in respective ballots (one vote per property/hereditament), provided it is liable for business rates on properties within a BID boundary it is responsible for. For previous BID ballots the Chief Executive has been the named voter on behalf of the council.
15. **BCC as a Levy Payer** – the council must pay the levy for properties/hereditaments within the BID areas as it applies.
16. **Relationship Management** – through the Economic Development team within the council one point of contact for the BIDs has been established, enabling more cohesive relationship management and cooperation between council teams and BIDs.
17. **BID Boards** – oversee and monitor the strategic direction, financial management and performance of a BID. The Boards are made up of representatives of levy payers and various business sectors. Council officers attend BID Board meetings as observers where invited. Some of the BIDs include ward Councillor representation.

Cabinet Member / Officer Recommendations:

That cabinet:

1. Agree that on receipt of the Bedminster BID and Broadmead BID proposals for the renewal of the proposed BID activity, the Executive Director for Growth and Regeneration in consultation with the Cabinet Member for City Economy, Finance and Performance be given delegated authority to:
 - a) Consider on behalf of the council as billing authority, whether the BID proposals conflict with any formal adopted policy of the council and if they do, give notice of this in accordance with the Business Improvement Districts England Regulations 2004 ("the BID regulations");
 - b) Determine whether the council should support the Bedminster and Broadmead BID proposals by voting yes in the BID ballot. If a no vote is proposed, this will be referred to cabinet for further consideration;
 - c) Formally manage the ballot process in accordance with the BID regulations.
2. Authorise the Chief Executive to exercise voting rights on behalf of the council in BID ballots.
3. Approve expenditure (levy income and financial contributions received) for Bedminster BID of approximately £143,000pa.
4. Approve expenditure (levy income and financial contributions received) for Broadmead BID of approximately £439,000pa.
5. Following a review of procedures, approve levy income and financial contributions received for the Bristol City Centre and Clifton Village BIDs that undertook successful ballots last year and subsequently began respective new terms in November 2022.
6. Authorise the Revenues and Benefits Head of Service to
 - make all decisions related to costs of collection and
 - determine and approve the final levy rules, and
 - agree the terms of Operating Agreements (and signing agreements), and for making any necessary changes as they arise.
7. That subject to a "yes" vote at ballot:
 - a. the council will act as the relevant billing authority and will manage the billing, collection of the levy and financial contributions, and its transfer to Visit West and Bedminster Town Team Ltd;
 - b. the council meet the council's obligations in paying the BID levy, as a non-domestic ratepayer in the BID areas, in accordance with the BID regulations over the life of the BIDs;

c. the council enter into Operating Agreements with both Visit West and Bedminster Town Team Ltd regarding the operation of their respective BIDs.

Corporate Strategy alignment:

1. BIDs help deliver priorities:
 - Our Economy and Skills Priorities – supporting local businesses, high streets and the night time economy
 - Community Participation – we want people to live in well-designed neighbourhoods where local high streets are thriving and supporting local economic wealth

City Benefits:

1. BIDs foster collaborative working amongst businesses, the public sector and other sectors to improve an area for the benefit of businesses, residents and visitors.
2. BIDs are key partners for delivering the One City Economic Recovery and Renewal Strategy and actions being delivered as part of the City Centre & High Streets Recovery and Renewal programme.

Consultation Details:

1. Executive Director, Growth & Regeneration briefed during divisional management team meeting on 18/04/23; paper presented at Growth & Regeneration executive director meeting on 26/04/23; Cabinet Member briefed on 10/05/23

Background Documents:

[The Business Improvement Districts \(England\) Regulations 2004 \(legislation.gov.uk\)](https://www.legislation.gov.uk)

Revenue Cost	<p>£1,595 per annum for levy, subject to successful ballot for Bedminster BID</p> <p>£6,000 estimated one off ballot costs (for Bedminster & Broadmead BIDs)</p>	Source of Revenue Funding	<p>Property (Business Rates related)</p> <p>Economic Development</p>
Capital Cost	£	Source of Capital Funding	
One off cost <input type="checkbox"/> Ongoing cost <input type="checkbox"/>		Saving Proposal <input type="checkbox"/> Income generation proposal <input type="checkbox"/>	

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

1. Finance Advice: This paper provides information/ update on Bristol’s Business Improvement Districts BIDs in Broadmead and Bedminster which are going to ballot to renew for a further 5 years in September 2023 and seeks;

- Agreement of Cabinet for the Proposed BIDs arrangements
- Approve payment of BID levy income to relevant BID companies/administrators
- Note Council’s position as a levy payer within the BIDs and delegate voting authority to chief executive
- Seek delegated authority on BID related matters

The Financial implication of this to the council is £1,595 per year for Levies relating to Council’s properties within the BIDs if the Ballot is successful and estimated one-off Ballot cost of £6,000. There is also non-incremental admin cost associated with Levy collection which have not been identified / quantified in this paper.

The Levy and distribution is to be managed at no detriment to the financial position of the council.

Finance Business Partner: Olu Kupoluyi. Finance Business Partner (Resources) 30 May 2023

2. Legal Advice: Business Improvement Districts are established pursuant to the powers set out in Section 41 Local Government Act 2003. The report sets out the process, and details the decisions required. Government guidance recommends that BID arrangements between the Local Authorities and the potential BID administrators (i.e. the draft Operator Agreement) should be shared with any BID members who have the right to vote on the inception of the BID, i.e. during the balloting period. This would in effect validate the BID arrangements, by way of consent, by

allowing any BID members who are canvassed to have sight of the proposed BID arrangement when determining how to vote.

Legal Team Leader: Eric Andrews, Team Leader – Legal Services, 04 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 – Policy, Strategy and Digital, 21 June 2023

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

HR Partner: Celia Williams, HR Business Partner – Growth and Regeneration, 5 April 2023

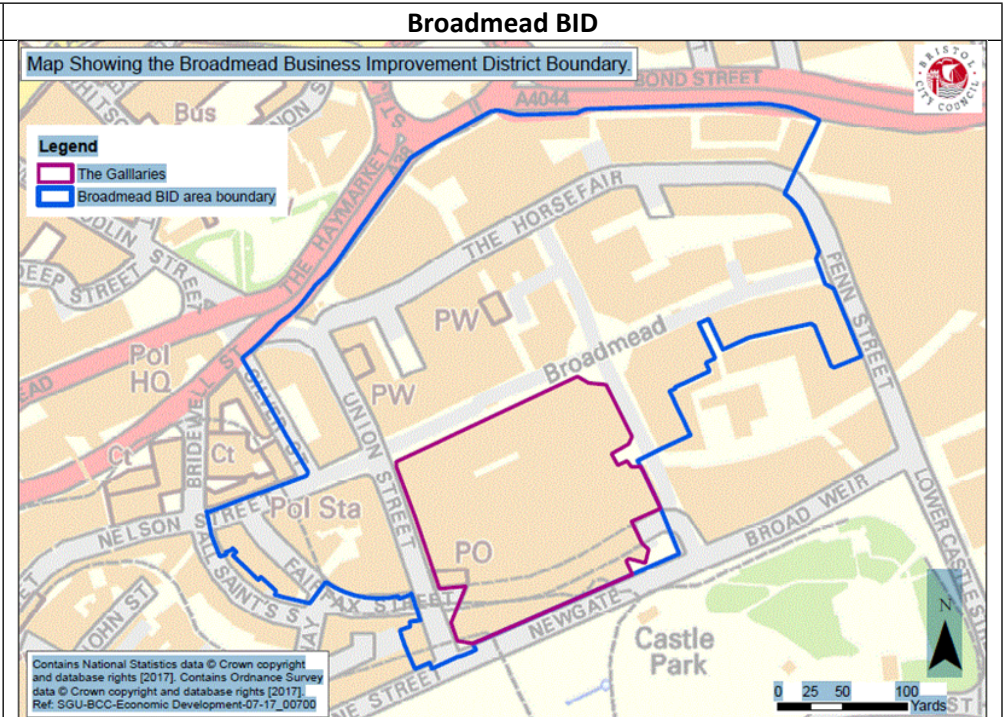
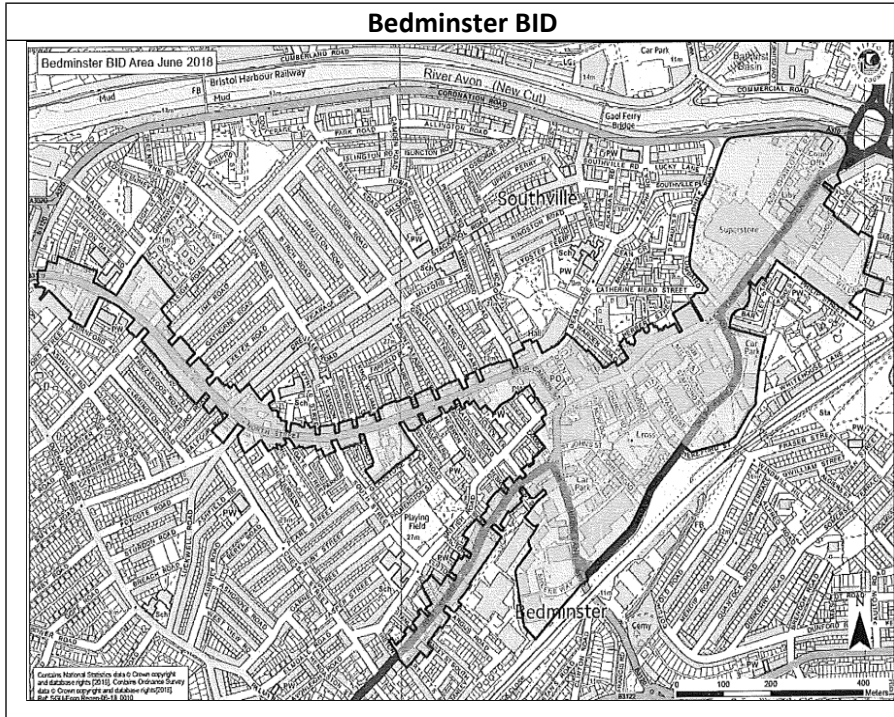
EDM Sign-off	John Smith, Interim Executive Director Growth and Regeneration	26 April 2023
Cabinet Member sign-off	Cllr Craig Cheney, Cabinet Member for City Economy, Finance & Performance	10 May 2023
For Key Decisions - Mayor's Office sign-off	Mayor's Office	5 June 2023

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

BIDs in Bristol: Summary Table

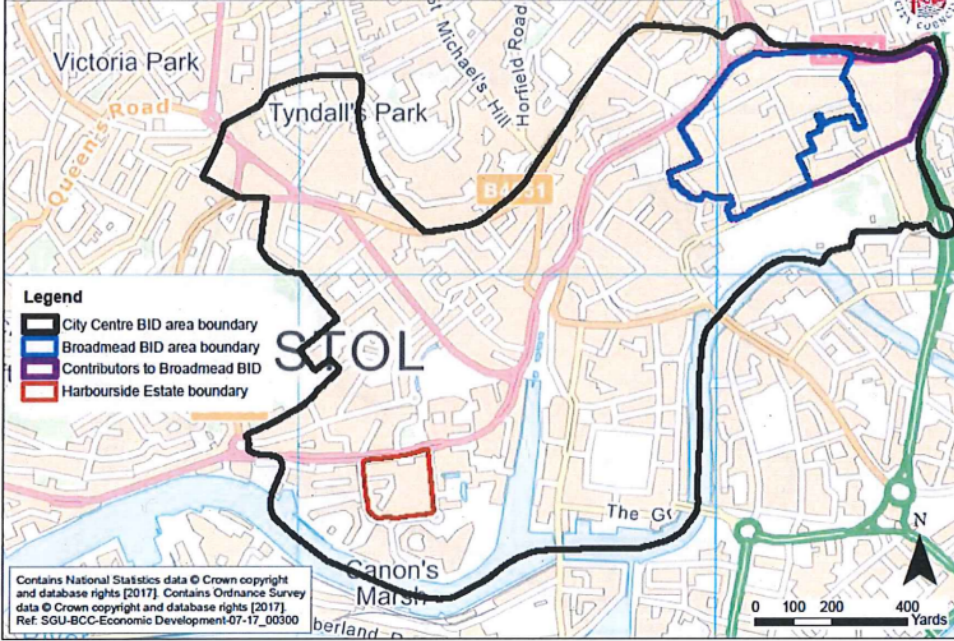
BID	Established	Current BID Term	Scheduled Renewal Date	BID annual Income (approx.)	BID Levy Rules Summary* * Note: Bedminster & Broadmead rules for the proposed new terms beginning 01/11/23 to be confirmed	Number of Properties (approx.)	Main Focus/Activities
Bedminster	2013	3	01/11/2023	£130,000	<u>Multiplier:</u> 2% <u>Exemptions:</u> RV <£5,000; Club/Premises; Superstores; Workshop/Premises <u>Reliefs:</u> Mandatory charity, 75%; no relief when empty	367	Arts, culture, marketing, crime/safety, public realm, transport, collective purchasing
Broadmead	2005	4	01/11/2023	£296,000	<u>Multiplier:</u> 1.5%; 0.75% if located in Galleries <u>Exemptions:</u> RV <£12,000; Mandatory charity; <u>Reliefs:</u> no relief when empty	267	Events, marketing, public realm, business support/training, crime/safety, street cleansing
City Centre	2017	2	01/11/2027	£981,000	<u>Multiplier:</u> 1.5%; 0.75% some Registered Charity usages; 0.75% within Harbourside Managed Public Space <u>Exemptions:</u> Cap of £20,000 on single property; Cap of £40,000 per levy payer; RV <£25,000 exempt unless RV >£11,999 and certain Premises Licence conditions exist <u>Reliefs:</u> no relief when empty	705	Events, marketing, public realm, crime/safety, street cleansing, business support/training
Clifton Village	2012	3	01/11/2027	£82,000	<u>Multiplier:</u> 1.5% <u>Exemptions:</u> RV <£6,000 <u>Reliefs:</u> 75% Mandatory charity; 50% Offices/Surgery; 50% Hotel; 75% Auxiliary Defence; no relief when empty	246	Events, marketing, transport, public realm/street scene, business support/training
Redcliffe & Temple	2021	1	01/11/2025	£830,000	<u>Multiplier:</u> 1.5% <u>Exemptions:</u> RV < £25,000 <u>Reliefs:</u> Cap of £20,000 on single property; Managed Spaces 50% reduction; no relief when empty	322	Events, marketing, crime/safety, sustainability, business support/training/networking

Current BID Boundaries



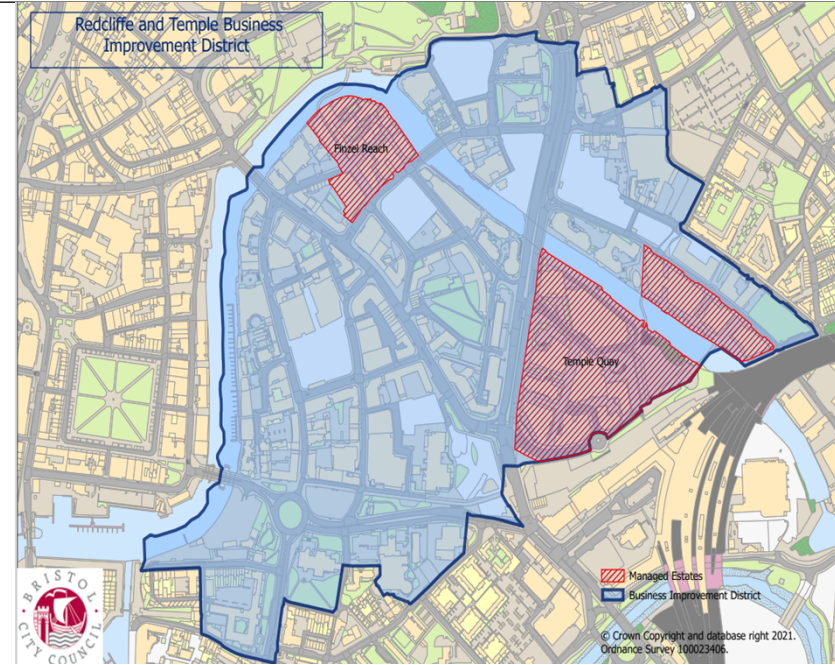
City Centre BID

Map Showing the Proposed City Centre Business Improvement District Boundary.



Redcliffe & Temple BID

Redcliffe and Temple Business Improvement District



Clifton Village BID



BCC Levy Liability: Proposed Bedminster & Broadmead BIDs (2023-2028)

The BCC properties and expected BID levy that will be due for the Bedminster and Broadmead BIDs are:

Bedminster:

<u>Property Address</u>	<u>Expected Levy</u>
Bedminster Library, 4 St Peters Court, Bedminster Parade, BS3 4AQ	£740.00
Malago Road Car Park, Hereford Street, BS3 4NA	£305.00
Little Paradise Car Park, Bedminster, BS3 4EX	£315.00
Sheene Road Car Park, Wesley Street, BS3 4JJ	£235.00
Total Liability	£1,595.00

Broadmead:

There are currently no liable BCC properties in the BID area (as has been the case in previous Broadmead BID terms)

Proposed Bedminster BID 2023-28: Themes

Awaiting information from Bedminster BID (not anticipated to differ significantly from current BID themes)

Proposed Broadmead BID 2023-28: Themes

Awaiting information from Broadmead BID (not anticipated to differ significantly from current BID themes)

Cabinet Paper: Business Improvement Districts (July 2023) Risk Register

Negative Risks that offer a threat to BCC 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
	Bedminster BID: BID fails to gain necessary majority at ballot	Rejection by levy payers entitled to vote in ballot of proposals put forward by BID in its business plan	Loss of funds to implement proposals outlined in business plan	Open	Economy & Skills; Environment & Sustainability; Effective Development Organisation		ED	Coordinate relevant BCC teams to facilitate conditions for BID to successfully promote its proposals	Positive: The BID concept in Bristol is well established			0	£151			0	
	Broadmead BID: BID fails to gain necessary majority at ballot	Rejection by levy payers entitled to vote in ballot of proposals put forward by BID in its business plan	Loss of funds to implement proposals outlined in business plan	Open	Economy & Skills; Environment & Sustainability; Effective Development Organisation		ED	Coordinate relevant BCC teams to facilitate conditions for BID to successfully promote its proposals	Positive: The BID concept in Bristol is well established			0	£419			0	
												0				0	
												0				0	
												0				0	

Equality Impact Assessment [version 2.9]



Title: Business Improvement Districts (BIDs)	
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input checked="" type="checkbox"/> Function <input type="checkbox"/> Service <input type="checkbox"/> Other [please state]	<input checked="" type="checkbox"/> New <input type="checkbox"/> Already exists / review <input type="checkbox"/> Changing
Directorate: Growth & Regeneration	Lead Officer name: Jason Thorne
Service Area: Economic Development	Lead Officer role: Service Manager: City Centre & High Streets

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.

BIDs are defined geographical areas where local businesses/other occupiers (including public sector bodies such as local authorities) have voted in a ballot to pay an additional levy on their business rates during the course of a fixed term (no longer than five years). The funds raised from the levy enable the BID to deliver projects that fulfil aims and objectives determined in a business plan, developed through a consultation process with potential levy payers prior to a ballot taking place. BID activities must be additional to those provided by a local authority.

There are currently 5 BIDs in Bristol: Bedminster, Broadmead, Bristol City Centre, Clifton Village and Redcliffe & Temple. Collectively they raise additional income of over £2,300,000 per annum from around 1,900 properties/hereditaments.

BID Boards – oversee and monitor the strategic direction, financial management and performance of a BID. The boards are made up of representatives of levy payers and various business sectors. Council officers attend BID board meetings as observers where invited. Some of the BIDs include ward Councillor representation.

The Cabinet is recommended to

1. Agree that on receipt of the Bedminster BID and Broadmead BID proposals for the renewal of the proposed BID activity, the Executive Director for Growth and Regeneration in consultation with the Cabinet Member for City Economy, Finance and Performance be given delegated authority to:
 - a. Consider on behalf of the council as billing authority, whether the BID proposals conflict with any formal adopted policy of the council and if they do, give notice of this in accordance with the Business Improvement Districts England Regulations 2004 (“the BID regulations”);
 - b. Determine whether the council should support the Bedminster and Broadmead BID proposals by voting yes in the BID ballot. If a no vote is proposed, this will be referred to cabinet for further consideration;
 - c. Formally manage the ballot process in accordance with the BID regulations.
2. Authorise the Chief Executive to exercise voting rights on behalf of the council in BID ballots.
3. Approve expenditure (levy income received) for Bedminster BID of approximately £151,000pa.
4. Approve expenditure (levy income received) for Broadmead BID of approximately £419,000pa.
5. Authorise the Revenues and Benefits Head of Service to

- make all decisions related to costs of collection and
 - determine and approve the final levy rules, and
 - agree the terms of Operating Agreements (and signing agreements), and for making any necessary changes as they arise.
6. That subject to a “yes” vote at ballot:
- a. the council will act as the relevant billing authority and will manage the billing and collection of the levy, and its transfer to Visit West and Bedminster Town Team Ltd;
 - b. the council meet the council’s obligations in paying the BID levy, as a non-domestic ratepayer in the BID areas, in accordance with the BID regulations over the life of the BIDs;
 - c. the council enter into Operating Agreements with both Visit West and Bedminster Town Team Ltd regarding the operation of their respective BIDs.

1.2 Who will the proposal have the potential to affect?

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

1.3 Will the proposal have an equality impact?

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

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

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

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

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

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

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

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

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

Data / Evidence Source [Include a reference where known]	Summary of what this tells us
Business Improvement Districts: technical guide for local authorities	Gives guidance on the core roles and responsibilities a local authority is required to undertake in relation to BIDs.
Business Improvement Districts – Guidance and Best Practice; Dept. For Communities and Local Government	Whilst BIDs have their own governance arrangement and decision making process they should have a positive relationship with the Local Authority and identify and discuss plans with other local stakeholders.
Census 2021 Equalities Statistics including new Census 2021 data (bristol.gov.uk)	The Census details the demographic profile of Bristol. The first results of the 2021 census have recently been made available, with further data that will inform the city’s demographic profile continuing to be released by the Office for National Statistics (ONS).
The population of Bristol	Updated annually. The report brings together statistics on the current estimated population of Bristol, recent trends in population, future projections and looks at the key characteristics of the people living in Bristol.
New wards: data profiles Ward Profiles Dashboard (Power BI tool)	Ward profiles provide a range of datasets, including population, life expectancy, health and education disparities etc. for each of Bristol’s electoral wards.
Bristol Quality of Life Survey Bristol QoL Survey Dashboard (Power BI tool) Equalities Statistics Bristol LA — Open Data Bristol	The Quality of Life (QoL) survey is an annual randomised sample survey of the Bristol population, mailed to 33,000 households (with online & paper options), and some additional targeting to boost numbers from low responding groups. In brief, the latest QoL survey indicates that inequality and deprivation continue to affect people’s experience in the vast majority of elements measured. The Open Data ‘Equalities View’ tool shows at a glance the disparities for each QoL indicator based on people’s characteristics and circumstances including protected characteristics, caring responsibility, tenancy, education level, and deprivation.
Citizens' Assembly (Outcomes progress report, August 2022)	The citizens’ assembly is composed of 60 randomly selected participants. The group reflects as far as possible the diversity of the population in terms of age, sex, ethnicity, disability, employment status, and geographical location. Bristol Citizens' Assembly was part of a process created by the city of Bristol to gather public input to inform its COVID-19 recovery plan.
Final report on progress to address COVID-19 health inequalities - GOV.UK (www.gov.uk) December 2021	Multiple sources of data and evidence have highlighted the disproportionate impact of COVID-19 on equalities communities, and the impact of measures taken to address this. This final report highlights the government response to the original recommendations and the long lasting ‘take aways’. This highlights the importance of not treating ethnic minorities like a homogenous group and nurturing existing local partnerships and networks for public health programmes. It also gives recommendations around communications, developing and providing materials in multiple languages and working with community partnerships to improve understanding and co-create content for key audiences.
Nomis - Official Labour Market Statistics (nomisweb.co.uk) Business demography, UK - Office for National Statistics (ons.gov.uk) Bristol Key Facts 2022 - July 2022 update	Within the West of England, Bristol is the primary economic centre and prior to COVID-19 nearly half of all the jobs (44.8%) and enterprises (40.1%) were located in Bristol. The employment rate in Bristol is the second highest of the UK core cities and above the national average at 75.4%. Bristol has a relatively high proportion of people employed in managerial, professional and technical roles (58% compared to 50% for Great Britain). While the diverse and high skilled economy of the city has provided protection for some of our key industries and employment, there has been significant impact on key sectors e.g. hospitality, retail and leisure. 12,300 working age residents were unemployed in the 12 months ending December 2020, a rate of 4.6% equal to the UK unemployment rate (model based). In July 2021 16,585 working age residents were claiming out of work benefits, this represents 5.2% of the city’s working age population. The overall claimant count includes 2,890 young people aged 16-24 years (17% of claimants) and 3,175 residents aged 50 years and over (19% of claimants). In 2020 there were 22,780 business units in Bristol (VAT/PAYE registered), 18,560 business units (over 81%) with 0-9 employees and therefore classified as small businesses. Just under 19% of registered

	businesses in 2020 were private sector employers with 10-250 people. Bristol had 91.3 business start-ups per 10,000 working age population in 2019.
<u>Designing a new social reality: research on the impact of covid-19 on Bristol's VCSE sector and what the future should be (BSWN 2020)</u>	Local research has highlighted how long-term underinvestment and lack of equity in funding and procurement has eroded the local voluntary and community sector – in particular for Black and minority ethnic led organisations. 30% of the organisations surveyed stated they operate on an annual budget below £5,000, and an additional 18% operated on below £25,000. 42% of the organisations sampled had no paid staff at all and fully relied on volunteers to deliver their activities and services.
<u>Delivering an inclusive economy post COVID-19 (Bristol Women's Commission)</u>	Our local partners have conducted research into the impact of COVID-19 and women and have provided recommendations on what service providers can do to reduce impact further.

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

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

2.3 Are there any gaps in the evidence base?

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

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

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. However, when they become available, data from the 2021 Census will at least in part help to address some of these gaps. BIDs themselves do not routinely collect diversity data unless part of survey activity.

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.

Our engagement with BIDs is ongoing. This proposal presents an opportunity to develop our relationship further in the context of the issues discussed in this EqIA.

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.

Step 3: Who might the proposal impact?

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

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

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

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

GENERAL COMMENTS (highlight any potential issues that might impact all or many groups)	
Whilst we have not identified any significant negative impact from the proposal we are aware of existing disparities for Bristol citizens in the extent to which they access and value business districts in the city, as well as structural economic factors which have led to wider inequality for minority-led businesses – see above. As an important economic development tool BID's can play a vital role in continued recovery from the pandemic and in addressing inequalities that divide communities. Although many of these factors are out of scope of the current proposal we will aim where possible to work with BID's to assist in and fund approaches which lead to more accessible and inclusive services.	
PROTECTED CHARACTERISTICS	
Age: Young People	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	
Mitigations:	
Age: Older People	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Older people in Bristol are less likely to be comfortable using digital services; more likely to be reliant on motor vehicles, public and community transport; and may experience additional barriers in accessing local businesses due to reduced mobility.
Mitigations:	See general comments above
Disability	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	All businesses have a duty under the Equality Act 2010 to make 'reasonable adjustments' for disabled staff and service users. This applies in situations where a disabled person would otherwise be placed at a substantial disadvantage compared with people who are not disabled, and include: <ul style="list-style-type: none"> • changing the way things are done e.g. opening times; • changes to overcome barriers created by the physical features of premises; • providing auxiliary aids e.g. extra equipment or a different or additional service. People with neurological differences including Dyspraxia, Dyslexia, ADHD, Dyscalculia, Autism, or Tourette Syndrome etc. may require adjustments such as making sure that communication is clear, concise and unambiguous; setting out timescales to give sufficient advance notice; or managing any known issues around anxiety or sensory sensitivities etc.
Mitigations:	See above – BID's can play an important role in promoting equality which we can encourage in our role as a local authority even where we do not have direct control over decision making.
Sex	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	
Mitigations:	
Sexual orientation	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	
Mitigations:	

Pregnancy / Maternity	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	
Mitigations:	
Gender reassignment	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	
Mitigations:	
Race	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	See above evidence of economic inequality on the basis of Race. There is also evidence that increasing charges/business levies etc. may have a disproportionate impact on small businesses and the local voluntary and community sector – in particular for Black and minority ethnic led organisations, and for those who support equalities groups, unless funding from such sources can be distributed in a more equitable way that benefits diverse communities.
Mitigations:	See general comments above
Religion or Belief	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	
Mitigations:	
Marriage & civil partnership	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input 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:	See above regarding Race, Disability & Older People
Mitigations:	See general comments above. The council's relationship with BIDs can be said to epitomise the One City approach in recognising that collaboration across sectors – in this case the city's business community – will help to reduce inequalities in society. For instance the BIDs are aware of the council's commitment to Bristol's status as a Living Wage City.
Carers	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	
Mitigations:	
Other groups [Please add additional rows below to detail the impact for other relevant groups as appropriate e.g. Asylums and Refugees; Looked after Children / Care Leavers; Homelessness]	
Potential impacts:	Homelessness
Mitigations:	Broadmead BID works with Caring in Bristol through the Tap for Bristol initiative to help mitigate the effects of homelessness.

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 broad purpose of the equality duty is to integrate consideration of equality and good relations into the day-to-day business of public authorities. While compliance with the general equality duty is a legal obligation, we fully acknowledge it also makes good business sense which, with the information provided in section 3.1 above, will help in developing our ongoing relationships with BIDs as key actors in the city's business network/infrastructure.

Step 4: Impact

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

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

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

Summary of significant negative impacts and how they can be mitigated or justified:
No significant negative impacts identified. BIDs can play a vital role in addressing existing inequalities that divide communities, and we will, where possible, work with BIDs to fund approaches which lead to more accessible and inclusive services.
Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:
Compliance with the Public Sector Equality Duty makes good business sense and provides a means by which the council can continue to positively influence our ongoing relationship with BIDs and, by extension, the businesses across the city they represent.

4.2 Action Plan

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

Improvement / action required	Responsible Officer	Timescale

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

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

See general comments above. Although many of the factors outlined in this assessment are out of scope of the current proposal we will aim where possible to work with BIDs to identify approaches and support activity that result in more accessible and inclusive services.

Step 5: Review

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

Equality and Inclusion Team Review: <i>Reviewed by Equality and Inclusion Team</i>	Director Sign-Off:
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¹ Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.

JPSmith

Date: 24/4/2023

Date: 19.6.2023

Eco Impact Checklist

Title of report: Business Improvement Districts (BIDs)				
Report author: Jason Thorne				
Anticipated date of key decision: Mayor's forward plan: 05/06/23; Cabinet:04/07/23				
Summary of proposals: To provide information to Cabinet on BIDs in Bristol; to seek delegated authority for a number of BID-related matters				
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	All Bristol BIDs encourage the organisations they support (their levy payers) to reduce emissions, for instance by facilitating the reduction in the number of commercial waste vehicle movements through consolidated collections.	No additional measures required.
Bristol's resilience to the effects of climate change?	Yes	+ive	As key partners, BIDs are well positioned to assist in BCC's messaging about the climate emergency to the businesses they serve.	
Consumption of non-renewable resources?	No			
Production, recycling or disposal of waste	Yes	+ive	Facilitation and promotion of collective commercial waste contracts; active participation in associated awareness raising campaigns	No additional measures required.
The appearance of the city?	Yes	+ive	All BIDs in Bristol are engaged in activities intended to improve the appearance of their respective areas and, by extension, the city as a whole – for example enhanced street cleansing and graffiti	No additional measures required.

			removal (over and above that provided by BCC)	
Pollution to land, water, or air?	Yes	+ive	This proposal is likely to result in a slightly increased budget that would allow more to be achieved.	No additional measures required.
Wildlife and habitats?	Yes	+ive	This proposal is likely to result in a slightly increased budget that would allow more to be achieved.	No additional measures required.
Consulted with: Giles Liddell, Environmental Performance Team, Energy Service				
Summary of impacts and Mitigation - <u>to go into the main Cabinet/ Council Report</u>				
<p>This proposal concerning the administration of BIDs is unlikely to have any significant environmental impacts. It is worth noting that the BIDs already deliver some small-scale projects with environmental benefits and the small budget increase proposed may slightly increase in what they can deliver.</p> <p>The overall environmental impact of this proposal is likely to be neutral.</p>				
Checklist completed by:				
Name:		Declan Murphy		
Dept.:		Economic Development		
Extension:				
Date:		21/04/23		
Verified by Environmental Performance Team		Giles Liddell, Project Manager – Environmental		

Decision Pathway – Report

PURPOSE: Key decision

MEETING: Cabinet

DATE: 04 July 2023

TITLE	Low Carbon Skills Fund, Phase 4 grant funding													
Ward(s)	Citywide													
Author: Helen Reed	Job title: City Leap Client Function Lead													
Cabinet lead: Cllr Kye Dudd - Cabinet Member for Climate, Ecology, Energy and Waste	Executive Director lead: 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"> To seek approval to accept and spend Phase 4 Low Carbon Skills Fund grant funding totalling £890k for the development of heat decarbonisation plans and detailed designs in the council’s corporate estate and schools in order to support the Mayor’s Climate Emergency Action Plan and the Corporate Strategy, if the LCSF4 bid is successful. 														
Evidence Base:														
<ol style="list-style-type: none"> The Low Carbon Skills Fund (LCSF) is the main scheme from central government to support the development of projects that decarbonise heat in the public sector. The Department for Energy Security and Net Zero has made available up to £17m of funding for Phase 4. The scheme offers 100% grant funding for the development of heat decarbonisation plans, or the progression of heat decarbonisation plans into detailed design. The scheme presents no match-funding conditions on the part of council. In April 2023, the council, in partnership with Bristol City Leap, submitted a bid for funding using authority granted by a joint decision of the Executive Director for Growth and Regeneration, the S151 Officer, and the Deputy Mayor – Cabinet Member for Finance, Governance and Performance under the Exceptional Approval Process. Three bids were submitted in total as follows: <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 33%;">Bid Title</th> <th style="width: 33%;">Submission</th> <th style="width: 33%;">Value of the bid</th> </tr> </thead> <tbody> <tr> <td>BCC Schools HDP</td> <td>17 schools to create heat decarbonisation plans</td> <td>£85,000</td> </tr> <tr> <td>BCC Corporate Decarbonisation Programme - Package 1 - Detailed Design</td> <td>7 properties within the Corporate Estate priority list with heat decarbonisation plans, to be developed to detailed design</td> <td>£245,000</td> </tr> <tr> <td>BCC - Top Consumers HDP and Detailed Design</td> <td>The top 27 Corporate Estate priority properties to create heat decarbonisation plans and detailed designs</td> <td>£560,000</td> </tr> </tbody> </table> The grant bid was split in this way to maximise chances of being successful in the grant funding scheme, as there were three separate grant funding pots – Small (34% of £17m available for projects <£100k), Medium 			Bid Title	Submission	Value of the bid	BCC Schools HDP	17 schools to create heat decarbonisation plans	£85,000	BCC Corporate Decarbonisation Programme - Package 1 - Detailed Design	7 properties within the Corporate Estate priority list with heat decarbonisation plans, to be developed to detailed design	£245,000	BCC - Top Consumers HDP and Detailed Design	The top 27 Corporate Estate priority properties to create heat decarbonisation plans and detailed designs	£560,000
Bid Title	Submission	Value of the bid												
BCC Schools HDP	17 schools to create heat decarbonisation plans	£85,000												
BCC Corporate Decarbonisation Programme - Package 1 - Detailed Design	7 properties within the Corporate Estate priority list with heat decarbonisation plans, to be developed to detailed design	£245,000												
BCC - Top Consumers HDP and Detailed Design	The top 27 Corporate Estate priority properties to create heat decarbonisation plans and detailed designs	£560,000												

(38% of £17m available for projects £100k - £500k), and Large (28% of £17m available for projects £500k - £1m). This approach was agreed by the Property Services City Leap Working Group and approved as part of the consultations for the exceptional approval to submit the bids.

4. The buildings included have been identified by the Property Services City Leap Working Group, based on gas-usage data of properties within the Corporate Estate provided by the Sustainable City & Climate Change Service and the Energy Supply Team. This approach focuses on the highest carbon emitters across the BCC Corporate Estate. A list of buildings is available in the appendices. The list is not final and may change depending on the priorities of BCC, changes to the occupation or legal status of the asset, or the technical difficulties associated with the building as survey information develops.
5. The heat decarbonisation plans and detailed designs, funded by the LCSF4 scheme, will inform the development of any connected Public Sector Decarbonisation Scheme Phase 4 bid, which provides grants for public sector organisations to implement energy saving measures based on the detail of these stated plans and designs.
6. It is intended that the development of the heat decarbonisation plans (including to detailed design) funded by LCSF4 will be carried out by the council's City Leap strategic partner, Ameresco (who have been procured to deliver low carbon energy infrastructure for the council), subject to them passing the relevant project approval checks.
7. Should we be successful in our grant application, the award announcement is expected in June 2023, and it is expected that works will start from mid-July 2023.

Cabinet Member / Officer Recommendations:

That Cabinet:

1. Note the submission of three Phase 4 Low Carbon Skills Fund bids to central government for £890k on 26 April 2023 pursuant to the exceptional approval process.
2. Authorise the Executive Director for Growth and Regeneration, in consultation with the Cabinet Member for Climate, Ecology, Energy and Waste, and the Chief Finance Officer to (if the LCSF4 bid is successful):
 - (i) accept and spend and
 - (ii) enter into such grant agreements as may be required to accept and spend up to £890k of grant funding awarded to the council pursuant to phase 4 of the Low Carbon Skills Fund programme to deliver heat decarbonisation plans and detailed design as outlined in this report.
3. Authorise the Executive Director for Growth and Regeneration, in consultation with the Cabinet Member for Climate, Ecology, Energy to
 - i) finalise which properties on the council's estate will be provided with decarbonisation plans and detailed designs, in accordance with any terms of the grant funding arrangements; and ii) procure, agree and enter into any contacts required for the provision of the heat decarbonisation plans and detailed designs to be funded by the Phase 4 Low Carbon Skills Fund grant.

Corporate Strategy alignment:

1. Environment and sustainability: Decarbonise the city, support the recovery of nature and lead a just transition to a low-carbon future.
2. Economy and skills: Economic growth that builds inclusive and resilient communities, decarbonises the city and offers equity of opportunity.
3. Mayor's Climate Emergency Action Plan
4. One City Ecological Emergency Strategy

City Benefits:

1. Reduce the council's and city's carbon footprint contributing to sustainability
2. Support economic resilience and a green recovery in response to the economic impacts of Covid-19
3. Use learnings from the delivery experience to inform the development and design of further energy

- efficiency and heat schemes
4. Support local supply chain growth and job creation in the energy sector
 5. Facilitate actions by city partners and citizens to reduce their carbon footprints
 6. Deliver external funding for investment in the City.

Consultation Details:

1. Property Services City Leap Working Group
2. Headteachers of all schools included in the BCC Schools HDP bid.
3. Chief Finance Officer, Finance Business Partner, Executive Director for Growth & Regeneration, Cabinet Member for Climate, Ecology, Energy and Waste and Designated Deputy Mayor with responsibility for Finance, Governance and Performance as part of the exceptional approval process in order to seek approval to submit, noted in the Finance report of June Cabinet.

Background Documents:

1. Decision Pathway – Report, Cabinet Approval, Financial Update Report – June 2023: [Decision Pathway Report P1 v2.pdf \(bristol.gov.uk\)](https://www.bristol.gov.uk/media/2023/06/Decision-Pathway-Report-P1-v2.pdf)
2. Mayor’s Climate Emergency Action Plan Update: [CEEP Appendix A1 - Update On Mayors Climate Action Plan Final.pdf \(bristol.gov.uk\)](https://www.bristol.gov.uk/media/2023/06/CEEP-Appendix-A1-Update-On-Mayors-Climate-Action-Plan-Final.pdf)
3. Decision Pathway – Report, Cabinet Approval, Establishing the City Leap Energy Partnership: [2022 12 06 Establishing the City Leap Energy Partnership - Cabinet Report - FINAL.pdf \(bristol.gov.uk\)](https://www.bristol.gov.uk/media/2023/12/06/Establishing-the-City-Leap-Energy-Partnership-Cabinet-Report-FINAL.pdf)
4. One City Plan (third iteration): [One City Plan 2021 \(bristolonecity.com\)](https://www.bristolonecity.com)

Revenue Cost	£890k	Source of Revenue Funding	100% LCSF Grant funding
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:

In April 2023, under the Exceptional Approval Process, BCC and the City Leap Partner, submitted a bid to Salix, a public body owned wholly by the Government and administers funds on behalf of the Department for Energy Security and Net Zero.

The bid was for 100% grant funding of £0.890m as part of the Phase 4 Low Carbon Skills Fund (LCSF4) to develop plans and designs to decarbonise heating systems in BCC properties and schools, in support of the government’s climate change emergency and meeting the UK’s net zero carbon target.

If successful, this report is seeking approval to accept and spend grant funding of up to £0.890m, once the awards are announced in late June 2023. The grant funding will allow BCC to develop plans by autumn 2023, in preparation for a grant bid to seek delivery implementation funding at the next stage of the process.

Three grant bid applications were submitted across the three value ranges offered. The bids were costed and developed from prior successful LCSF bids and working with the City Leap delivery partner. BCC will validate the unit costs submitted as part of the implementation bid to demonstrate value for money (VFM).

There are no delivery risks to BCC in relation to the development costs of the plans and designs. The City Leap delivery partner will be obliged to provide the plans for fixed sums under the contract. Any cost overrun will need to be met by the partner. If the heat decarbonisation plans are not delivered, the partner would refund the grant to BCC, and it would be repaid to the grant funder. This risk is considered extremely low but will be mitigated by closely monitoring the delivery of the plans in line with the grant funding terms and conditions.

The City Leap partner will have to follow the terms of the grant funding agreement and manage the timescales to ensure plans and designs are completed and the deadline is not missed to bid for the delivery implementation grant.

The Energy Service working with Property will need to ensure the appropriate buildings are targeted and that they are suitable with regards to the Corporate Landlord Programme and any strategic property disposals.

At the next phase, the delivery of the plans and designs, this will need to follow the same Decision Pathway process, with a report to Cabinet before any delivery bid is submitted, accepted, and spent.

Finance Business Partner: Kayode Olagundoye, interim Finance Business Partner - Growth and Regeneration - 19 June 2023

2. Legal Advice: This report requests authority to accept and spend grant funding of up to £890k (applied for pursuant to the phase 4 of the Low Carbon Skills Fund programme) on heat decarbonisation plans for certain schools and buildings on the council's estate.

The council has the power to carry out these actions pursuant to section 1 of the Localism Act 2011 (referred to as the general power of competence).

Prior to entering in any grant agreements, the client officers must ensure legal advice is sought on the terms and conditions of such grant agreements to ensure these are acceptable and any risks flagged appropriately.

Client officers must also ensure they seek appropriate legal and procurement advice prior to procuring any heat decarbonisation plans. Whenever the council procures goods, works or services (such as provision of heat decarbonisation plans) and the value exceeds certain thresholds, the council will need to comply with either the council's procurement rules and/or the Public Contracts Regulations 2015. Such advice will enable client officers to ensure the applicable procurement obligations are met.

Client officers will also need to ensure appropriate terms and conditions are agreed with the supplier of the decarbonisation plans, again making sure these are acceptable and any risks flagged appropriately.

Legal Team Leader: Sinead Willis, Team Manager: Commercial and Governance 23 May 2023

3. Implications on IT: I can see no implications on IT in this report

IT Team Leader: Gavin Arbuttle, Head of IT Operations 19 May 2023

4. HR Advice: There are no HR implications evident

HR Partner: Celia Williams HR Business Partner 24 May 2023

EDM Sign-off	John Smith, Interim Executive Director Growth and Regeneration	24 May 2023
Cabinet Member sign-off	Cllr Kye Dudd - Cabinet Member for Climate, Ecology, Energy and Waste	5 June 2023
For Key Decisions - Mayor's Office sign-off	Mayor's Office	5 June 2023

Appendix A – Further essential background / detail on the proposal LCSF 4 Property List	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

Properties included in BCC Schools HDP

Ashley Down Primary School (Downend Rd)
Ashley Down Primary School (Brunel Field)
Ashton Gate Primary School
Ashton Gate Primary School (Upton Rd)
Brentry Primary School
Broomhill Junior School
St Barnabas Church Of England Primary
Fair Furlong Primary School
Hannah More Primary School
Chester Park Junior
New Fosseyway School
St Barnabas Church Of England Primary
Speedwell Nursery
Little Hayes & Hillfields Childrens Centre
Recliffe Nursery & Childrens Centre
Rosemary Nursery
Sea Mills Childrens Centre

Properties included in BCC Corporate Decarbonisation Programme Package 1 - Detailed Design

Bristol Community Links - South
City Hall
Bristol Community Links - North
Central Library
Ridingleaze House
Robinson House - Fishponds Library &
Rehousing
Southmead House

Properties included in BCC - Top Consumers HDP and Detailed Design

Belbrook Short Break Unit
Blaise Castle House Museum
South Bristol Cemetery Chapel
Bush Residential Unit - Respite Care
City Museum & Art Gallery
Redfield Lodge - PwD
M Shed
East Bristol Intermediate Care Centre - Rehab

Brislington Transport Dept
Corn Exchange
Wellington Road Depot
Coroners Court & Mortuary - Flax Bourton
North Bristol Intermediate Care Centre -
Rehab
Stoke Lodge - Adult Learning
B Bond Warehouse - Create Centre
Registry Office - Old Council House
Trinity Lodge
Mansion House (Lord Mayor's Office)

Throgmorton House - NHS & Education
Centre
Southmead Children's Centre
Lord Mayor's Chapel
Underfall Yard - Workshop & Docks Supplies

Georgian House
Muller Road Dressing Rooms
Cater Road Depot
Canford Crematorium
Hengrove Park

LCSF4 Risk Register

Negative Risks that offer a threat to Delivery of LCSF4 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
LCSF001	BCC do not complete heat decarbonisation plans and/or detailed designs in-line with the terms of the grant funding.	Lack of capacity within Strategic Partner, Ameresco; Value for Money checks via Project Acceptance Criteria does not reflect grant funding request; survey costs exceed estimates used for the bid.	BCC obligated to repay grant funding to Salix.	Closed	Budgets	Contractual	Executive Director, Growth & Regeneration	City Leap Strategic Partner is obliged to provide the plans for fixed sums under contract. Any overspend, in most circumstances, would need to be met by SP.	v	1	1	1	0	1	1	1	Jun-23
LCSF002	BCC do not complete heat decarbonisation plans prior to the launch of the next round of PSDS grant funding.	Delays in getting the approval to spend or delays in getting access to building, or the provision of enabling materials (e.g. site plans or asbestos reports).	BCC is unable to maximise the potential bid for future capital grants e.g. PSDS	Closed	Project Management	Contractual	Executive Director, Growth & Regeneration	Approvals process has been started prior to confirmation of funding from Salix. Preparatory work to identify enabling materials has already begun.	v	1	1	1	0	1	1	1	Jun-23
												0				0	
												0				0	
												0				0	

Equality Impact Assessment [version 2.9]



Title: Low Carbon Skills Fund, Phase 4 Approval to Spend	
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input checked="" type="checkbox"/> Function <input type="checkbox"/> Service <input type="checkbox"/> Other [please state]	<input checked="" type="checkbox"/> New <input type="checkbox"/> Already exists / review <input type="checkbox"/> Changing
Directorate: Growth & Regeneration	Lead Officer name: Helen Reed
Service Area: City Leap Client Function	Lead Officer role: City Leap Client Function 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 \(EqIA\) \(sharepoint.com\)](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.

To spend awarded 100% grant funding through the Low Carbon Skills Fund, Phase 4, totalling £890,000 to undertake heat decarbonisation plans and detailed designs on properties within BCC's Corporate Estate which have been identified as the highest carbon emitters.

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]
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The output of the Grant funded survey work will be a series of “Heat decarbonisation plans” providing an assessment of the feasibility and cost of installing a variety of energy saving measures. The grant does not cover any capital works or physical changes to sites being surveyed.

The grant funding will only be used to carry out surveys and investigative works on identified properties.

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: 23/05/2023	Date: 23/05/2023

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: Low Carbon Skills Fund, Phase 4 grant funding: approval to spend				
Report author: Helen Reed				
Anticipated date of key decision June 2023				
<p>Summary of proposals: To seek approval to accept and spend Phase 4 Low Carbon Skills Fund grant funding totalling £890k for the development of heat decarbonisation plans and detailed designs in the council's corporate estate and schools in order to support the Mayor's Climate Emergency Action Plan and the Corporate Strategy.</p>				
Will the proposal impact on...	Yes/ No	+ive or -ive	If Yes...	
			Briefly describe impact	Briefly describe Mitigation measures
Emission of Climate Changing Gases?	Yes	+ive and -ive	<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>The LCSF4 grant funding will be used to develop detailed decarbonisation plans and project designs to rapidly reduce the emissions from the council estate, although there will be some additional short term emissions associated with works and the embodied emissions within the materials used.</p>	Measures that maximise emissions reduction will be prioritised in decarbonisation plans, but minimising emissions from works and embodied emissions from materials used will also be considered and included where possible.
Bristol's resilience to the effects of climate change?	Yes	+ive	Decarbonisation plans will include adaptation measures, such as to heatwaves and flooding.	Measures that maximise emissions reduction will be prioritised in decarbonisation plans, but improving climate resilience, such as to heatwaves and flooding

				will also be considered and included where possible.
Consumption of non-renewable resources?	Yes	Likely -ive	Decarbonisation or redevelopment works resulting from these plans may consume non-renewable resources.	Measures that maximise emissions reduction will be prioritised in decarbonisation plans, but minimising the consumption of non-renewable resources will also be considered and included where possible, such as through careful material selection.
Production, recycling or disposal of waste	Yes	Likely -ive	Decarbonisation or redevelopment works resulting from these plans will generate waste.	Decarbonisation plans will minimise the amount of waste associated with works through site reuse and waste management plans.
The appearance of the city?	Yes	Likely +ive	Decarbonisation or redevelopment works resulting from these plans may alter the appearance of the city.	Measures that maximise emissions reduction will be prioritised in decarbonisation plans, but enhancing the appearance of the city will also be considered and included where possible, such as through the careful placement of solar panels.
Pollution to land, water, or air?	Yes	Maybe -ive	Decarbonisation or redevelopment works resulting from these plans may cause pollution.	Decarbonisation plans will prevent or mitigate pollution through works with pollution prevention plans.
Wildlife and habitats?	Yes	Likely +ive	Decarbonisation or redevelopment works resulting from these plans may include limited opportunities to provide biodiversity net gain.	Measures that maximise emissions reduction will be prioritised in decarbonisation plans, but opportunities to incorporate atmospheric carbon removal, biodiversity net gain and climate adaptation measures will also be considered and included

				where possible.
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 likely to be a reduction in emissions from the council's estate. It is likely that installing decarbonisation measures will increase embodied, works and travel, as well as waste and possibly pollution in the short term, but this will be mitigated in plans.</p> <p>Mitigation will be aimed at reducing emissions, pollution, waste from works and enhancing benefits such as biodiversity net gain, climate resilience and appearance will be incorporated wherever possible in decarbonisation plans and designs.</p> <p>The environmental effects of the proposal are likely to be increased scope 3 emissions in the short term, but significantly reduced scope 1 and 2 emissions from the council estate in the medium and long terms.</p>				
Checklist completed by:				
Name:		Helen Reed		
Dept.:		City Leap Client Function		
Extension:				
Date:		19/05/2023		
Verified by Environmental Performance Team		Giles Liddell, Project Manager - Environmental		

Decision Pathway – Report

PURPOSE: Key decision

MEETING: Cabinet

DATE: 04 July 2023

TITLE	Environmental Enforcement Concession Procurement		
Ward(s)	Citywide		
Author: Kurt James	Job title: Neighbourhood Enforcement and Street Scene Manager		
Cabinet lead: Cllr Kye Dudd, Cabinet Member for Climate, Ecology, Waste and Energy and Cllr Craig Cheney, Deputy Mayor with responsibility for Finance, Governance and Performance	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 procure and award the contract for an environmental enforcement concession service. 			
Evidence Base:			
<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 so that incidents of litter, dog fouling, fly tipping, graffiti, and other environmental crimes are reduced. This will be done through: <ul style="list-style-type: none"> • Sending a clear message about expected behaviour. • Cleaning up the city; and • 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 needs to be done to drive behaviour change. 3. Bristol’s Quality of Life Survey 2022 tells us that 82% of Bristolians think street litter is a problem, which is unchanged from the previous year. In neighbourhoods which face the greatest inequality this rises to 93% which is a slight improvement on the previous year. Environmental issues are often a key topic for resident groups and cause people to contact their ward councillors. 4. Firstly, we continue to promote behaviour change communications through council and Bristol Waste Company media channels. We have posters on hundreds of bins in local parks and green spaces, and the council launched the Bristol is Binning Campaign last year. 5. Secondly, Bristol Waste Company is working hard to improve the cleanliness of the city, which is a high priority for the council, and in the last year we have seen a reorganisation of cleansing resources, a focus on tackling graffiti in partnership with our partners, and more work done to remove detritus. Our efforts to improve cleanliness are supported by our tasking of Community Payback and their community service volunteers to clean 			

up areas of the city for two or more days every week, and the hard-working Big Tidy Team that has delivered high quality cleansing in every ward of the city.

6. Improving cleanliness is also something that communities and residents feel passionately about. Over 2022/23 Bristol Waste Company provided litter picking equipment and waste collection support to over 4,300 residents who volunteered their time. We expanded our support for businesses who encourage their staff to volunteer, with teams from businesses such as Lloyds, the Bristol Bears, and Hargreaves and Lansdown, conducting litter picks. The council also helps residents who want to do their bit to remove graffiti from their local areas.
7. The third arm of our strategy has been to deliver robust enforcement, and this last year has seen a 4% reduction in fly tipping and over 550 commercial waste bins removed from the city's streets. Our enforcement efforts have been supported by the council's decision starting in the autumn of 2017, to pilot an Environmental Enforcement Concession Service to patrol, educate, and issue fixed penalty notices for environmental offences. This tougher approach to enforcement delivered high volume litter and waste enforcement through issuing penalty notices which served to extend the capacity and reach of the council's internal enforcement team.

Enforcement Concession background

- Kingdom Environmental Service were awarded the tender to deliver the environmental enforcement concession pilot which ran from 6 November 2017 to 4 February 2019 and delivered some clear successes, including evidence that behaviour around littering was changing in the city.
- The pilot was supported by a high-profile education campaign that encouraged people to dispose of litter responsibly and asked residents to do what they could to prevent littering. Residents, and schools embraced this ask with litter picking becoming a popular activity evidenced by regular community-led clear ups and litter picks in many communities across Bristol.
- Between 6 November 2017 and 4 February 2019, 12,000 fixed penalty notices were issued to people committing environmental crimes in 29 wards of Bristol, with a further 136 people found guilty of littering offences in court.
- The number of fines went down over time, which was expected, and suggested people were changing their behaviour.
- The pilot met its objectives, enabled learning, and provided a bridge to a longer-term enforcement service tender scaled to consider Bristol's enforcement needs and aspirations:
- The council's fixed penalty rates for environmental offences were increased in March 2019 to support the new tougher enforcement approach after the Environmental Offences (Fixed Penalties) (England) Regulations 2017 came into effect on 1 April 2018.
- In 2018 3GS were awarded the tender to deliver the environmental enforcement concession following Cabinets decision to retender the service, with the service starting on 5 February 2019 for a four-year term.
- The new service had several challenges at contract start that impacted performance, which included Brexit and the pandemic:
 - The onset of COVID 19 and the subsequent lockdowns meant the service had to close for long periods.
 - Post pandemic reopening and Brexit created significant recruitment and retention challenges for 3GS due to an abundance of competing job opportunities that has persisted.
- Between 5 February 2019 and 28 February 2023 3GS issued 19,235 fixed penalty notices, with over 90% being for littering offences.
- Since 2017, 2,500 people have been prosecuted in court for littering offences.
- The impact and learning from the two previous contracts are set out in Appendix A.

Proposal

8. It is proposed that a four (4) year agreement is tendered this year at no cost to the council, which has the potential of returns for the Council. The financial value of this agreement to a third-party organisation is estimated at approximately £1,680,000.00.

- Any returns generated from the arrangement and due to the Council will resource environmental improvements as part of the clean street's strategy and in agreement with the Executive Member.
- The service will contribute to a strategic approach to tackling environmental crime hotspots across the city, including media campaigns.
- Get behind and reinforce councillor, community driven and business-led initiatives across the city to improve the local environment with clear routes for referral.

9. Success measures for the third-party contract will include a reduction in litter and fly-tipped waste to support the council's ambition to improve the cleanliness of the city and reduce the amount we spend on the management of waste and tackling environmental crime.

Cabinet Member / Officer Recommendations:

That Cabinet:

1. Approve the procurement of an environmental enforcement concession service as outlined in this report.
2. Authorise the Executive Director for Growth and Regeneration in consultation with the Cabinet Member for Climate, Ecology, Waste and Energy to take all steps required to procure and award the contract for an environmental enforcement concession for a period of four years.

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

Making the streets of Bristol cleaner is one of the key objectives of the 2022-2027 Corporate Strategy.

Improving the environment contributes to improving the mental health and wellbeing of residents reducing demand for mental health services and increase emotional wellbeing.

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:

Informal consultation has taken place with the following:

- a) Mayor briefings – regular updates on the enforcement pilot and its impact. The mayor continues to show support for this approach to environmental enforcement.
- b) Cabinet member briefings – regular updates on the enforcement pilot and its impact. The Cabinet Member with responsibility for Climate, Ecology, Waste and Energy, and the mayor continues to show support for environmental enforcement and its expansion into more areas of Bristol and other environmental crime types.
- c) Bristol Waste Company - regular updates on enforcement performance and its impact, opportunities to support behaviour change and joint working.

- d) The police - regular updates on enforcement and its impact and opportunities for joint working.
- e) Business Improvement Districts - regular updates on enforcement and its impact and to address issues arising from environmental enforcement.
- f) Officer briefings - regular updates on enforcement, its impact, the future scope of enforcement and integration with the BCC Neighbourhood Enforcement Team.

Background Documents:

1. [Enhanced enforcement Decision Pathway 2018 Report V1.1.pdf \(bristol.gov.uk\)](#)
2. [Clean Streets Enforcement Campaign \(bristol.gov.uk\)](#)
3. [Agenda item 11, Cabinet Report 7th May 2019: The Environmental Offences \(Fixed Penalties\) \(England\) Regulations 2017: Increase in Fixed Penalty Rates](#)
4. [The Environmental Offences \(Fixed Penalties\) \(England\) Regulations 2017](#)
5. [The Domestic Duty of Care Fixed Penalty S34 \(2A\) Environmental Protection Act](#)

Revenue Cost	£0.00	Source of Revenue Funding	Insert specific service budget name
Capital Cost	£0.00	Source of Capital Funding	e.g., grant/ prudential borrowing etc.
One off cost <input type="checkbox"/>	Ongoing cost <input type="checkbox"/>	Saving Proposal <input type="checkbox"/>	Income generation proposal <input checked="" type="checkbox"/>

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

1. Finance Advice: This report requests approval to procure a litter enforcement concession with a 4-year contract. It is estimated that over this timeframe this will represent c. £1.68m to a third-party supplier, at no cost to the Council.

The concession has been in operation since November 2017 and has successfully delivered outcomes to the city. Any net revenue from the concession will be used to invest into environmental improvements and associated costs of continuing this Council initiative.

The new concession assumes an increase in the level of enforcement activity to encourage a greater degree of compliance.

Robust contract management processes will need to continue and regular reconciliations of data, so appropriate action to rectify issues can be performed swiftly, ensuring value for money.

Finance Business Partner: Kayode Olagundoye, interim Finance Business Partner - Growth and Regeneration – 19 June 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 13 June 2023

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

IT Team Leader: Alex Simpson – Senior Solution Architect 24 April 2023

4. HR Advice: There are no HR implications evident

HR Partner: Celia Williams, HR Business Partner – Growth and Regeneration 24 April 2023

EDM Sign-off	John Smith, Interim Executive Director Growth and Regeneration	26 April 2023
Cabinet Member sign-off	Cllr Kye Dudd, Cabinet Member for Climate, Ecology, Waste and Energy	10 May 2023
For Key Decisions - Mayor's Office sign-off	Mayor's Office	5 June 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

Appendix A – Background

Environmental Enforcement Concession Pilot 6 November 2017-5 February 2019

1. In autumn of 2017 the council agreed to pilot a new, tougher, approach to enforcement by entering into an agreement with a third party to deliver high volume litter and waste enforcement via fixed penalty notices. Thus, extending the capacity of the City Councils own internal enforcement team.
2. Kingdom Environmental Service were awarded the tender to deliver the environmental enforcement concession. The pilot project started on 6 November 2017 and 4 February 2019 and delivered some clear successes, including evidence that behaviour around littering is changing in the city.
3. The pilot was supported by a high-profile education campaign that encouraged people to dispose of litter responsibly and asked residents to do what they could to prevent littering. Residents, and schools embraced this ask with litter picking becoming a popular activity evidenced by regular community-led clear ups and litter picks in many communities across Bristol.
4. The enhanced enforcement pilot project met its objectives, enabled learning, and provided a bridge to a longer-term enforcement service tender scaled to consider Bristol's enforcement needs and aspirations:
 - a) Between 6 November 2017 and 5 February 2019, 12,000 fixed penalty notices were issued to people committing environmental crimes in Bristol.
 - b) Enforcement operations extended to the weekend
 - c) Fixed Penalty Notices (FPN's) were issued in 29 wards.
 - d) In addition to litter fly posting, dog control orders and commercial waste were targeted for enforcement.
 - e) Between November 2017 and the end of February 2019 BCC received a share of FPN receipts of £110,000 with a FPN payment rate of 80%. The receipts were reinvested in the Clean Streets Campaign and the City Councils own Neighbourhood Enforcement Team which deals with more complex environmental crime.
 - f) Since the start of littering prosecutions in court in April 2018 136 people were found guilty of littering offences and fined a total of £63,997.76, with BCC Legal receiving £27,028.41 in court costs.
 - g) The service provided access to real time performance data using technology significantly better than what BCC currently has access to.
 - h) The number of fines went down over time, which was expected, and suggested people were changing their behaviour.
 - i) Contractual arrangements and effective working relationship have meant we were able contribute to problem resolution and make operational changes in response to requests.
 - j) The pilot operated with 8 staff members, access to two vehicles, an office on the ground floor of City Hall, and a weekend office in the College Street Car Park.
 - k) Delivery was backed by significant amounts of publicity through all media channels, both positive and negative, which, linked to the number of people who were fined meant knowledge of the service within the general population was high.
 - l) BCCs fixed penalty rates for environmental offences were increased in line with new government guidance. The Environmental Offences (Fixed Penalties) (England) Regulations 2017 came into effect on 1 April 2018 and Bristol agreed that for the period beginning 4 April 2018 and ending with 31 March 2019, the early payment rate for these offences was set at the lowest rate of £50.00, and from 1 April 2019, the early payment rate for these offences is recommended to be set at the lowest rate of £65.00. The early payment rate for commercial waste receptacles was also removed.

Environmental Enforcement Concession 5 February 2019 onwards

1. 3GS were awarded the tender to deliver the environmental enforcement concession following BCCs Cabinets decision to retender the service. The service started on 5 February 2019 with a four-year term which included a two-year break clause.
2. Learning from the pilot project was used in the tender process to ensure that the new service was less income focused and able to better support the council's wider enforcement needs.
3. The service had several challenges at contract start which included TUPE issues in the first 9 months, Brexit, and the pandemic:
 - a. The onset of COVID 19 and the subsequent lockdowns meant the service could not be delivered for long periods.
 - b. Reopening and Brexit created significant recruitment and retention challenges for 3GS due to an abundance of competing job opportunities that has persisted.
 - c. Enforcement operations continued to work weekends
4. Between 5 February 2019 and 28 February 2023 3GS issued 19,235 fixed penalty notices, with over 90% being for littering offences.
 - a. Payment rate across this period is 71%.
 - b. Total value of 19,235 FPNs issued over this period was £1,557,000
 - c. Total value of 13,660 FPNs paid over this period was £984,970
 - d. Total potential BCC income £196,994

Learning and considerations for a future service

- We learned from the pilot contract that a concessionary enforcement service needs to be part of a strategic approach where the third-party supplier can complement, support, and extend the councils own enforcement capacity to address priority issues.
- A future service also needed to extend across the city and be part of a strategic approach to reduce the gap between the wards that experience the greatest inequality and the rest (as reflected by the Quality of Life survey).
- Contract arrangements together with multi agency operational delivery and strategic planning would underpin an effective and responsive service for Bristol.
- Within the pilot contract we found that 97% of fines were for dropping cigarette butts with Kingdom.
- Our aim with the second contract was to reduce that number and with 3GS 84.1% of fines were issued for cigarette butts.
- Unfortunately, post-pandemic issues have seen the percentage of fines issued for cigarette litter grow to 95% bringing a contract to date figure of 90%
- This reflects a nationwide, indeed global problem. Contrary to popular belief cigarette filters are not biodegradable but are made of plastic and are full of toxins. If not disposed of responsibly they cause serious environmental problems, harm wildlife, contaminate water supplies and can cause fires. This is a problem that cities all over the world are grappling with and needs to be part of Bristol's strategy. Issuing FPN's to people who litter cigarette butts is an important part of changing the behaviour of smokers so that they dispose of their rubbish responsibly. However, cigarette butts are

not the only littering or waste issue. A future strategy will need to continue to build on the achievements to date and ensure that what we enforce reflects the problems the city is facing.

- The first two contracts helped us to understand better how we can align resources to tackle hot spots. Going forward we will be looking to ensure a contracted service is an integral part of a work group. This will ensure we make best use of available resources.

5. Options appraisal

Three options have been considered:

Do nothing

The momentum gained through the first two contracts in terms of enforcement action and crucially the behaviour changes the city needs would be lost. As would the opportunity to build on this and make a significant impact towards cleaner streets.

Expand the BCC in-house enforcement team

To set up an in-house service with a comparable size and access to similar technology to a contractor would have an annual cost of £730,365k. As well as personnel this service would require significant digital infrastructure which is a recurring cost. Our estimates suggest BCC would not see a return on this investment unless it was able to exceed the performance of the two contracts significantly and consistently.

In addition, the main aim for the local authority is to bring about a change in the way people behave leading to a reduction in environmental crime. This will be demonstrated by a fall in FPN's and a fall in receipts, resulting in costs having to be met by the local authority.

Procure a concession arrangement with a third-party organisation

Procure and enter an arrangement with an external enforcement company. With this option significantly more enforcement could take place in Bristol with any additional sums produced by the arrangement contributing to making environmental improvements as demonstrated in the two contracts.

This is the recommended option.

6. Proposed service

- a) It is proposed that a new 4-year contract valued at £1,680,000.00 (£35k/month*4 years) be tendered and be entered into for delivering on-the-spot Fixed Penalty Notices (FPNs) which would include the employment of patrol officers and the necessary infrastructure to provide environmental enforcement services within Bristol. This contract will be delivered at no cost or risk to the council with an agreed percentage surplus being returned to the council.
- b) The contractor shall issue on behalf of the Council, FPNs for environmental crime which may include, but not be limited to, offences relating to:

Towards a Clean Streets Strategy

- dropping litter on the street or from your vehicle: this includes chewing gum and cigarette butts
- graffiti: this includes painting or damaging a tree or any road signs
- flyposting
- fly tipping
- nuisance parking
- not putting your domestic or [pdfcommercial waste \(pdf, 164 KB\)](#) out properly
- breach of a Community Protection Notice
- breach of [Public Space Protection Orders](#), such as not clearing up your dogs' mess, not keeping your dog under control, taking a dog into an excluded area, such as an enclosed children's play area, drinking in a no-drinking area

c) Proposed performance Indicators:

KPI No	KPI Title	KPI Description
KPI 1	KPI statement and comparisons report:	Report on the following: Comparison of Achieved KPIs and Target KPIs in the measurement period(s) in question and measures to be taken to remedy any deficiency in Achieved KPIs
KPI 2	Patrol Officer authorisation:	The Supplier shall ensure: It informs the Authority in writing, promptly and in any event within forty-eight (48) hours of the Supplier becoming aware of any patrol officer seeking to be authorised by, or any patrol officer whose authorisation is to be revoked by, the Authority; and/or Its patrol officers are duly authorised by the Authority before going out on active patrol
KPI 3	FPNs cancellation:	KPI 3.1 FPNs cancelled due to Supplier/Supplier Personnel error – no more than two and a half percent (2.5%) of FPNs issued per month should be cancelled due to Supplier officer error.
		KPI 3.2 FPNs cancelled due to Supplier/Supplier Personnel error by reason of FPN being issued by an unauthorised patrol officer – no more than two and a half percent (2.5%) of FPNs issued per month should be cancelled due to Supplier officer error.
KPI 4	FPN reminder letters:	Percentage of reminder letters and any other related correspondence generated in the following timescales: -Day 1: FPN issued Day 15: First reminder letter Day 23: Final reminder letter Day 42: Prosecution File preparation
KPI 5	The resource, supply, and deployment of enforcement officers on the street:	Resources requirements: - Twenty-four (24) days per month with a required minimum of two (2) officers on patrol between the hours of 0730 and 1930 on contracted days A minimum of two (2) shifts per month starting at 0600 hours A minimum of two (2 shifts per month working to 23:00)

KPI No	KPI Title	KPI Description
KPI 6	Geographical patrol coverage and spread of environmental crime types	Report on the following: Minimum of twelve (12) days per month with a foot patrol in a ward outside of the Central Ward. Minimum of four (4) operations per month dedicated to addressing environmental crime
KPI 7	Health and Safety reporting	Incidents or dangerous occurrence reports submitted to the Authority's Authorised Representative (i) within forty-eight (48) hours of the incident or dangerous occurrence taking place and/or (ii) in excess of forty-eight (48) hours of the incident or dangerous occurrence taking place.
KPI 8	Communication (including Complaint handling)	All correspondence relating to the performance of the services, including complaints will be dealt with primarily by the provider and responded to within ten (10) days of receipt.

Bristol City Council Fixed Penalty Notice Rates

Offence	Full fine	Reduced rate
Dropping litter in the street or from your vehicle	£100	£65
Dropping chewing gum and cigarette butts	£100	£65
Graffiti	£150	
Fly posting	£150	
Fly tipping	£400	
Nuisance parking: parking two or more cars for sale on the road, non-emergency repairs to a vehicle on the road	£100	
Abandoned vehicle	£200	
Breach of household waste duty of care	£200	
Breach of Community Protection Notice	£100	
Commercial Waste Receptacles	£110	
Fail to produce Waste Transfer Notes	£300	
Fail to produce Waste Carriers Licence	£300	
Public Space Protection Orders (PSPO)	£100	£60

Offence	Full fine	Reduced rate
- Not clearing up your dog's mess		
- Not keeping your dog under control in a public area		
- Taking a dog into a excluded area: enclosed children's play areas		
- Drinking in a no-drinking area		

Equality Impact Assessment [version 2.12]



Title: Environmental Enforcement Concession Procurement	
<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 procure and award the contract for an environmental enforcement concession service.

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?

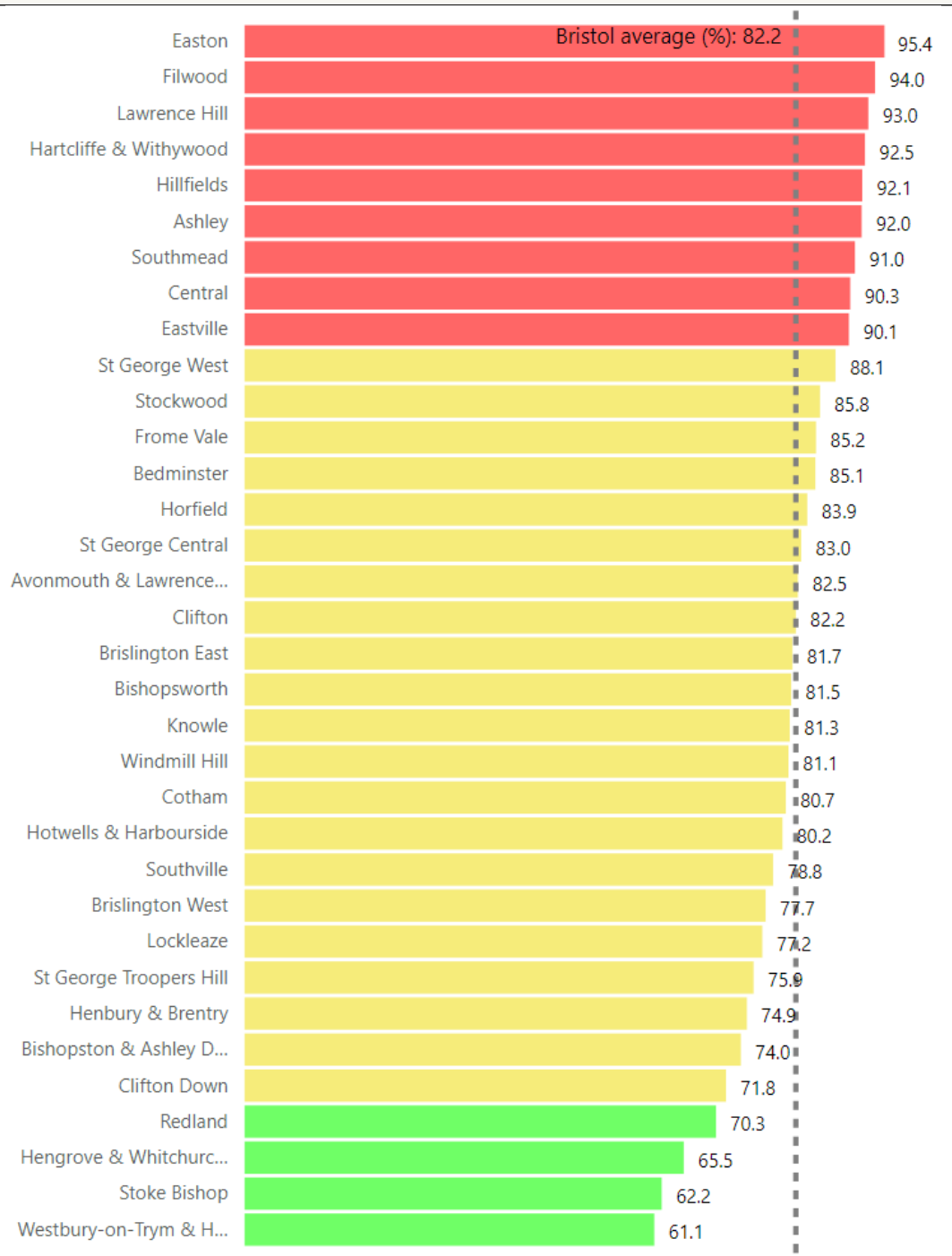
Please use this section to demonstrate an understanding of who could be affected by the proposal. Include general population data where appropriate, and information about people who will be affected with particular reference to protected and other relevant characteristics: [How we measure equality and 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, Hilfields, 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.



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%

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%

JSNA

[JSNA Health and Wellbeing Profile 2022/23 - Crime](#)

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).
Additional comments: None	

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

<input checked="" type="checkbox"/> Age	<input type="checkbox"/> Disability	<input type="checkbox"/> Gender Reassignment
<input type="checkbox"/> Marriage and Civil Partnership	<input type="checkbox"/> Pregnancy/Maternity	<input 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.

<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 a 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> <p>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.</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.

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.

<p>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 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 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 Neighbourhood Enforcement Team campaigns to address littering, fly posting, and fly tipping across the city.</p>
--

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 \(EqIA\) \(sharepoint.com\)](https://sharepoint.com)

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

Consider sub-categories 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)	
Street scene services and street scene enforcement are carried out citywide with no discrimination.	
PROTECTED CHARACTERISTICS	
Age: Young People	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Age: Older People	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Disability	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Sex	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Sexual orientation	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Pregnancy / Maternity	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Gender reassignment	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Race	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Religion or Belief	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	

Mitigations:	
Marriage & civil partnership	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
OTHER RELEVANT CHARACTERISTICS	
Socio-Economic (deprivation)	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Carers	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Other groups [Please add additional rows below to detail the impact for 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

<ol style="list-style-type: none"> 1. 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 2. 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.
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 of people issued with fixed penalty notices. The findings from the review will be shared at the first available cabinet member briefing after 31 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.

<p>Equality and Inclusion Team Review: <i>Reviewed by Equality and Inclusion Team</i></p>	<p>Director Sign-Off:</p>  <p>Peter Anderson Director, Property Assets & Infrastructure</p>
Date: 27/4/2023	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: Environmental Enforcement Concession Procurement				
Report author: Kurt James				
Anticipated date of key decision: 4 July 2023				
Summary of proposals:				
To seek approval to:				
1. Procure and award the contract for an environmental enforcement concession service.				
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	
Pollution to land, water, or air?	Y	+ive	Less litter, fly tipping etc has potential to reduce waste going to landfill and reduce emissions. There is an opportunity to look at how the Service travels as part of the	

			procurement process. Specifying efficient fleet and efficient route planning in the procurement process. Can reference the BCC Healthy and Sustainable Procurement policy as a part of this.	
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 committing environmental crimes such as littering and fly tipping, through procuring an environmental enforcement concession able to deliver robust enforcement in Bristol.

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:	Property, Assets and Infrastructure
Date:	25/04/23
Verified by Environmental Performance Team	Nicola Hares – Environmental Project Manager – 02/05/2023

Decision Pathway – Report

PURPOSE: Key decision

MEETING: Cabinet

DATE: 04 July 2023

TITLE	Parks and Green Spaces – Concessions Contracts		
Ward(s)	Citywide		
Author: Jonathan James	Job title: Head of Service for Natural & Marine Environment		
Cabinet lead: Councillor Ellie King, Cabinet Member for Public Health, Communities and Bristol One City and Councillor Craig Cheney, Deputy Mayor with responsibility for Finance, Governance and Performance	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 commence the procurement process for all concession pitches across parks and the city docks estates for 1 April 2024 – 31 March 2027, valued at £3.3m.			
Evidence Base:			
<ol style="list-style-type: none"> 1. Bristol City Council (BCC) is currently conducting a review of its diverse catering contracts, which are spread across the organization. The objective is to adopt a strategic perspective to determine the potential for cost savings and value for money by means of a corporate contract. However, since these contracts are designed for smaller local operators, this tender falls outside the purview of the broader corporate review. 2. There are currently 25¹ concession pitches let across the city docks and parks estates, bringing in a combined income of c.£164k. Each pitch is let as a separate lot and the concessionaire will put forward a financial bid based on the business plan for their operation. Our evaluation ensures that we are looking for a business that meets the aims and values of the City Council and not just focusing on price. 3. The estimated annual contract value of the concessions is £1.1 million. This evaluation is based on the assumption that the pitch fee provided during the tender process will be calculated as a percentage of the concessionaires' estimated turnover. In accordance with procurement regulations for tendering concessions, the income generated for the concessionaires determines the value of the contract. 4. The current contracts were originally procured in 2018 and let from 1 April 2019. To allow the market to stabilize after the pandemic and the resulting increase in living expenses, the contracts were extended for 12 months in 2022 and 2023. 5. The income generated from these concessions supports the ongoing maintenance and management of the city's parks and harbourside. 6. We are optimistic that the upcoming round of concessions will yield increased income for Parks and the harbourside. Nevertheless, due to existing market challenges, the financial forecasts in the report are based on maintaining the current income levels. As part of the procurement process, a review of minimum pitch fees will be undertaken to ensure the council achieves the best value possible. 7. Concession pitches offer an opportunity to local businesses; members of the local community; and start-ups, 			

¹ This number is variable, and the exact number let may be slightly more or less than this.

as well as more established mobile businesses.

8. Having a concession operating supports other local businesses – they can provide a different offer (e.g., Ice Cream van will support existing café); encourage footfall; provide a presence which deters anti-social behaviour; and provides a service for park users.
9. The evaluation criteria used to select the successful concessionaires will consider the quality of the offer, the proposed business model, where the concessionaires will buy their supplies, how they will fit into the local area/community and their approach to staffing. Bristol now has several concessions operating and providing a successful offer.
10. We have a mixture of coffee/café/ice cream concessions including concessionaires offering food from different cultures e.g., Thai food. We also consider non-food concessions such as flowers and bike repairs.
11. The current intention is to let individual three-year contracts for each concession. The procurement route would be either via a process complying with the Concession Contracts Regulations 2016 or the council's internal procurement rules applicable to concessions, depending on contract value. These contracts may be let via a framework.
12. Should any contract for any concession be terminated early, the intention would be to advertise the following Autumn and let that concession for the remaining duration of the existing three-year contracts that remain in place e.g. If let from 2025 the concessionaire will be offered a 2-year contract.

Cabinet Member / Officer Recommendations:

That Cabinet:

1. Authorises the Executive Director Growth and Regeneration in consultation with the Cabinet Member Public Health, Communities and Bristol One City to take all steps required to procure and award all individual concession contracts from 1 April 2024 – 31 March 2027 in line with the procurement routes outlined in this report and the associated legal commentary.
2. Notes there is the intention to review the operation of food and beverage outlets in parks.
3. 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

Corporate Strategy alignment:

This contract aligned with the themes of the corporate strategy in the following ways:

1. Development and delivery of a quality services with Food and Beverages in line with the Gold Food City award and having the values of the Bristol Eating Better Gold award standards.
2. Environmental sustainability by using the procurement process to maximise our positive environmental impacts and mitigate negative ones.
3. Equality and inclusion by ensuring our Food and beverage offer meets the needs of Bristol's diverse communities.
4. World Class Employment by ensuring our Catering teams delivering the Food and Beverages have the highest levels and standards of employment providing Real Living Wage and ensure the workforce reflects the population.
5. Good governance – we are financially competent and resilient, offering good value for money on the food and beverage offers, whilst maintaining competitive margins to deliver contribution revenue to BCC.
6. Economy and Skills – food and beverage sales in Parks and green spaces are a strand of income generation and provides economic growth from within the service that is inclusive and resilient.

City Benefits:

1. Provides competitively priced parks and green space locations for Food and Beverage options for citizens
2. Tender process ensures a good quality food and beverage offering, all aligning with the Bristol Eating Better Gold Standard, which links into the Gold Food City award- so ensuring all Food & Beverage arrangements align to the public health, social value commitments and policy.
3. Maintains business continuity in across City Docks and Parks and Green spaces estates.
4. The ability to maintain business operations to generate revenue assists BCC to meet financial targets and fund the Parks Service. Concessions pitches operating in parks bring in much needed revenue for the Council

to be re-invested back into the city's parks and green spaces.

5. They offer an opportunity for start-ups and diversification from the events sector. In addition, it supports local operators to build upon their business within their own community.

Consultation Details:

1. We will carry out some market engagement within each of the areas where we have a pitch currently to check this is the right offer for the location.
2. We are in contact with all concession operators and will continue to make sure they are fully informed of the process and how to apply.

Background Documents:

Good food and catering procurement:

<https://bristolintranet.moderngov.co.uk/ieDecisionDetails.aspx?ID=313>

<https://bristolintranet.moderngov.co.uk/ieListDocuments.aspx?CId=135&MID=2563>

Corporate strategy: [Corporate Strategy 2022-27 \(bristol.gov.uk\)](https://bristol.gov.uk/corporate-strategy-2022-27)

Revenue Cost	£	Source of Revenue Funding	Insert specific service budget name
Capital Cost	£	Source of Capital Funding	e.g., grant/ prudential borrowing etc.
One off cost <input type="checkbox"/>	Ongoing cost <input type="checkbox"/>	Saving Proposal <input type="checkbox"/>	Income generation proposal <input checked="" type="checkbox"/>

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

1. Finance Advice:

Parks and City Docks, let around 25 small concession pitches across their estates to a variety of different businesses, which fall outside of the broader corporate catering contract.

The concession pitches generate annual income to the Council of approximately £0.164m for reinvestment into the maintenance and management of the city's parks and harbourside.

The report is seeking approval to re-procure the concession pitches across Parks and City Docks from April 2024 to March 2027 (three financial years). The Parks service have estimated, based on approximate industry values and service experience, that the £0.164m income generated represents around 15% of all the operator's turnover, resulting in an evaluated annual contract value of circa £1.1m, and thus £3.3m across three financial years.

The Parks service must ensure that the tendering process follows procurement rules and legal guidance, whilst maintaining competitive margins to deliver revenue and value for money. Any risk of pitches not being taken-up, will be re-advertised and let for the remaining duration of the contract, but will reduce the revenue for the first year.

It is advised that the evaluation criteria ensures that Price has a minimum 50% weighting.

Finance Business Partner: Kayode Olagundoye, Finance Business Partner - Growth and Regeneration – 21 June 2023.

2. Legal Advice: Whenever the Council procures goods, works, or services, these must be procured in compliance with any applicable procurement regulations and/or the council's procurement rules.

The relevant officers will need to ensure appropriate advice is obtained from the Council's legal team to ensure this obligation is met. If the value of any of the concession contracts is over the relevant threshold, the applicable procurement regulations will be the Concession Contracts Regulations 2016. If the value is under this threshold, it is likely that the council's internal procurement rules in relation to concessions will need to be complied with.

Legal Team Leader: Sinead Willis, Team Manager Commercial and Governance 31 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 – 28 April 2023		
4. HR Advice: There are no internal HR implications related to this project		
HR Partner: Celia Williams HR Business Partner – Growth & Regeneration 25 May 2023		
EDM Sign-off	John Smith, Interim Executive Director Growth and Regeneration	26 April 2023
Cabinet Member sign-off	Councillor Craig Cheney, Deputy Mayor with responsibility for Finance, Governance and Performance	10 May 2023
	Councillor Ellie King, Cabinet Member for Public Health, Communities and Bristol One City	11 May 2023
For Key Decisions - Mayor's Office sign-off	Mayor's Office	5 June 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 2.9]



Title: Parks & Green Spaces and City Docks Estates Concessions Contracts	
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input type="checkbox"/> Service <input checked="" type="checkbox"/> Other [please state]	<input type="checkbox"/> New <input type="checkbox"/> Already exists / review <input checked="" type="checkbox"/> Changing
Directorate: Growth and Regeneration	Lead Officer name: Sharon Radnedge
Service Area: Natural & Marine Environment	Lead Officer role: Parks Commercial Manager

Step 1: What do we want to do?

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

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

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

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

This proposal is seeking to gain approval to commence the procurement process for all concession pitches across parks and the city docks estates for 1st April 2024 – 31st March 2027.

1.2 Who will the proposal have the potential to affect?

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

1.3 Will the proposal have an equality impact?

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

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

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

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

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

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

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

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

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

Data / Evidence Source [Include a reference where known]	Summary of what this tells us
Quality of life in Bristol	<p>Parks is a universal service that all citizens of Bristol have access to. We don't collect data on parks users but we do have good data about the citizens of Bristol and also about satisfaction with local parks through the QoL survey. For example we know that in 2022:</p> <ul style="list-style-type: none"> • 57.4% of respondents are satisfied with children's play areas • 41.9% of respondents are satisfied public land is kept clear of litter and refuse • 73.1% of respondents are satisfied with the quality of parks and green spaces • 56% of respondents visit Bristol's parks and green spaces at least once a week.
Bristol parks and green space strategy	<p>The Council carried out an extensive piece of work for an equalities impact assessment on its parks and green space strategy adopted in 2008. Although this is some years old the findings are still highly relevant to the service area as the motivations for using the service and its level of provision have not significantly changed.</p>
Procurement of concession pitches carried out in 2018	<p>During this tender process we used the Councils proactis system and found that some of the small business owners and start ups, especially those who hadn't worked with us before, found this difficult to use. We put in place drop in training sessions which were well received.</p>

Additional comments: The nature of these contracts mean that they appeal to start-ups, new enterprises, members of the local community and event traders looking to settle into a community. This does generally mean that it is a positive rather than a negative impact, but current traders will need to re-apply for their pitches on a competitive basis so they, and some of the parks/harbourside users, might find this difficult to accept.

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

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

2.3 Are there any gaps in the evidence base?

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

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

There are gaps in the data in terms of understanding exactly who uses parks as we do not collect data about usage of parks by protected characteristics. However, this is information that would be useful for the potential concessionaires to identify their customer base.

Additionally although we collect data from those that apply to be concessionaires we do not have any data on those who might apply or do not complete their application. We do know however that applicants are rarely from outside Bristol and are mostly local people wanting to work in their local community.

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.

Parks Commercial Team are in constant contact with our current concessionaires and are contacted regularly by potential operators. We give consistent and concise information about how a concession pitch is allocated and operated and keep a mailing list so that we give everyone the opportunity to know when a tender is allocated.

We provide regular updates to the Parks Forum – representatives from the parks friends groups and will consult with them prior to any tender being advertised.

The tender may change the concession within the park so providing a different catering offer to the park users, but the concessions will be offered in line with our application process which looks carefully at how the concessionaire is going to serve and fit into the local community, plus how they will meet dietary needs.

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.

Throughout the period leading up to the tender we will work through the Friends groups and Parks Forum to carry out market engagement with the local communities/park users.

We will use social media to advertise the tender and our existing mailing list to maximise the number of people who feel able to apply for pitches.

Step 3: Who might the proposal impact?

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

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

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

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

GENERAL COMMENTS (highlight any potential issues that might impact all or many groups)	
<ul style="list-style-type: none"> Applicants having difficulties navigating the procurement system in order to make an application for a pitch. Park users having a change in concessionaire so having a different catering offer. Current concessionaires not being successfully offered a contract. Lack of knowledge/experience or literacy skills might make using the system and putting in an application difficult. We will put in place a User Guide and drop in sessions to mitigate this. 	
PROTECTED CHARACTERISTICS	
Age: Young People	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Age: Older People	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Disability	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	Engagement with the community and the application process may not be accessible.
Mitigations:	Engagement with the community will be carried out through established groups within the community eg. Friends of groups. Any presentations/documentation explaining the process will be in easy read format with 1-1 verbal or email correspondence offered.
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:	Those who do not have English as their first language may find it difficult to understand the formal/legal documents used as part of the tender process.
Mitigations:	Translators can be booked during the drop-in sessions to talk through the process and translations can be arranged on request.
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 checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Carers	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Other groups [Please add additional rows below to detail the impact for other relevant groups as appropriate e.g. Asylums and Refugees; Looked after Children / Care Leavers; Homelessness]	
Potential impacts:	
Mitigations:	

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

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

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

We offer the opportunity for start ups and small businesses to work on a business model that is affordable and local. Our evaluation asks questions around – employment and local labour; local suppliers; community involvement etc. Many of our pitches are allocated to local people and are owner operated as individual entities.

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:
<ul style="list-style-type: none"> Lack of knowledge or literacy to use the system – we will produce a factsheet to help users navigate the system and also provide some drop in sessions with a third party. These drop in sessions can have translators available on request.
Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:
<ul style="list-style-type: none"> Evaluation is based on quality of the product not price and actively encourages local businesses and start ups to apply

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
Communicate with parks forums/friends groups. Ensure all information is in Easy Read format	Greg Want	throughout
Communicate with current concessionaires	Greg Want	throughout
Create a 'how to' guide which will be sent to all potential applicants. Arrange for this to be translated on request	Greg Want	throughout
Put in place drop in sessions with a third party to help users navigate the system	Greg want	Throughout
Organise translators if need indicated when booking on to the drop in sessions	Greg Want	When drop in sessions are advertised

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.


<p>Applications will be received from a variety of applicants Contact with the mailing address will be minimal and easily answered Existing concessionaires will understand the process and be able to apply</p>
--

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

Reviewed by Equality and Inclusion Team	 Director Management of Place
Date: 22/05/2023	Date: 22/05/2023

Eco Impact Checklist

Title of report: Tender of concession pitches – parks and city docks				
Report author: Sue Long				
Anticipated date of key decision 4th July 2023				
Summary of proposals:				
<p>Re-tendering the individual pitches for concessions across the parks and city docks estates.</p> <p>Concession pitches are vans, trailers, gazebos etc that are driven in each morning and removed from site each evening. They travel along the pathways to reach their designated spot which is a concrete not grass areas. We have updated most of our pitches to have electric points in order to run equipment although there are three pitches with no electric (these are currently let to Euro5 as a minimum).</p> <p>Concessions in parks and the city docks are a welcome addition by visitors and can increase use of these green spaces.</p>				
Will the proposal impact on...	Yes/No	+ive or -ive	If Yes...	
			Briefly describe impact	Briefly describe Mitigation measures
Emission of Climate Changing Gases?	Y		Travel to the concession site daily	Aimed at local businesses
Bristol's resilience to the effects of climate change?	N			
Consumption of non-renewable resources?	N			
Production, recycling or disposal of waste	Y		Sales by concession pitches generate waste, including recyclable materials	Evaluation will investigate individual approaches to waste and recycling prioritising those who have a good waste management plan and in line with BCC's healthy and sustainable procurement policy.
The appearance of the city?	N			
Pollution to land, water, or air?	Y		Most of our pitches have electric hook-ups available, but three currently do not which usually means diesel vans running for cold storage	The minimum standard for pitches without electric hook-ups will be raised to Euro 6 standard. Further investigation will

			power	be carried out with other departments including the events team, and the sustainable city team, to develop plans for expanding the number of electric hook-ups for the remaining pitches.
Wildlife and habitats?	N			
Consulted with: TBC				
Summary of impacts and Mitigation - to go into the main Cabinet/ Council Report				
<p>The significant impacts of this proposal are that although concessions themselves have very little impact on the land, however they do need to be powered. We have invested in many of our pitches to ensure the concessionaire has access to electric, but there are currently 3 pitches where upgrades are yet to be installed. Diesel vans present an air quality issue at these pitches.</p> <p>Concession holders produce waste and recyclable materials.</p> <p>The proposals include the following measures to mitigate the impacts we will continue to carry out investment in electric pillars where possible. In the meantime any running engines will now be required to meet Euro6 standard, in line with the requirements of the clean air zone.</p> <p>As part of the scored criteria we will look carefully at the waste management plan provided in the application form along with the approach to recycling, use of recyclable and reusable materials.</p> <p>The net effects of the proposals will result in a positive improvement over the current situation.</p>				
Checklist completed by:				
Name:			Sue Long	
Dept.:			Growth and regeneration	
Extension:				
Date:				
Verified by Environmental Performance Team			Daniel Shelton 05.04.2023	

Decision Pathway Report

PURPOSE: Key decision

MEETING: Cabinet

DATE: 04 July 2023

TITLE	Estate Rationalisation – Surplus Asset Disposals		
Ward(s)	Citywide		
Author: Pete Anderson	Job title: Director - Property, Assets, and Infrastructure		
Cabinet lead: Councillor Craig Cheney, Deputy Mayor with responsibility for Finance, Governance and 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:			
<ol style="list-style-type: none"> 1. To seek Cabinet approval to the disposal of the BCC assets specified in Appendix A which have been identified by the Estates Strategy Board as being surplus to the Council’s requirements 			
Evidence Base:			
<ol style="list-style-type: none"> 1. In February 2023, Full Council approved the 23/24 budget which included specific proposals to generate £36m in capital receipts and make £4m revenue savings related to the Council’s asset base. 2. In June, a report on the corporate Property Programme for 23/24 was approved by Cabinet which outlined the scope and approach to meeting these financial targets. The report identified the requirement to complete 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. The approach outlined was that any property that does not have an operational necessity or a sufficient financial yield will be released. 3. An Estate Strategy Board, chaired by the Chief Executive, has been set up to oversee this work and is currently the governance route for recommending assets for disposal. However, although current Delegated Powers delegate authority to officers to undertake disposals at full market value, it has been agreed that any recommended disposals will be subject to final approval by Cabinet. 4. Following initial review of the Council’s operational estate, there are a number of assets that are no longer required for service delivery, and which are vacant or could be vacated relatively quickly. The Estate Strategy Board recommends that, subject to Cabinet approval, these should be disposed of to the best financial advantage of the Council as soon as possible. 5. As part of the process to dispose of these assets, the Council will specifically consider any potential to transfer suitable assets from General Fund into Housing Revenue Account (HRA) as additional housing stock prior to disposing on the open market. Appendix A2 lists the assets currently in the HRA development pipeline that are being considered for transfer. 6. Should approval be obtained for these disposals, Legal Services will be requested to carry out Title Searches / 			

clearances on the properties and subject to any transfer potential mentioned at 5 above, they will be placed with agents for sale on the open market.

7. Legal and agency fees of up to 4% will be deducted from the disposal proceeds.
8. If approved for sale on the open market, the assets listed in the attached appendix A1 are estimated to provide a minimum capital receipt in the region of £850k, together with a revenue saving equivalent to premises operating costs which includes Repairs & Maintenance, Business Rates, Utilities and future cost avoidance. In addition to this, the sites in appendix A2 being considered for transfer to the HRA have an estimated total value of between £8 – 9.5m.
9. The proceeds from the sale of all land and buildings (subject to certain statutory limitations) will not be earmarked for use by a specific service but will be pooled and applied to finance future capital investment or, for any other purpose permitted by Regulation.
10. The inclusion of Jacob Wells Baths on this list does not preclude the Community Asset Transfer process (which runs until the end of June) concluding.

Cabinet Member / Officer Recommendations:

That Cabinet

1. Approves the 7 assets listed in Appendix A1 be declared surplus to Council requirements and subject to them not being considered suitable for HRA transfer, or sold to a registered provider, to be disposed of on the open market for the best consideration.
2. Authorises the appropriation of any suitable properties listed in Appendix A2 to the HRA if required.
3. Authorises the Head of Corporate Landlord, in the event the properties listed in Appendix A2 are not required by the HRA, to place the properties with property agents using existing framework contracts.
4. Authorises the Head of Corporate Landlord in consultation with the Deputy Mayor with responsibility for Finance, Governance and Performance in accordance with the Council's scheme of delegations, and S151 Officer, to take all steps required for disposal of the assets whilst ensuring best value is obtained for each property.

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.

- 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

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.

Consultation Details:

In order that the disposal of surplus assets is achieved at the required pace, a revised 'Surplus assets procedure' has been introduced which ensures that Service Directors and Ward Councillors / Lead Members have been informed of the intention to dispose of identified assets prior to them being recommended by Estates Strategy Board.

Background Documents:

Generic:

- [Corporate Strategy 2022-27 \(bristol.gov.uk\)](http://bristol.gov.uk)
- [Feb 2023 -Full Council - 23/24 budget setting savings](#)

Property Programme:

- [\(Public Pack\)Agenda Document for Cabinet, 06/06/2023 16:00 \(bristol.gov.uk\)](#)

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

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

1. Finance Advice:

Capital

Cabinet is requested to approve the disposal of 7 assets which could, subject to market conditions and net cost of sales, generate capital proceeds totalling £0.850m. Allowing for sensitivity of 10% for potential market movement the gross proceeds could be between £0.935m and £0.637m. After allowing about 4% for the net cost of sales, the potential net receipts that could be raised from these disposals is between £0.897m and £0.612m.

It is anticipated that all the capital receipts will be received this year and will contribute to the council's capital receipts target and thus help to fund the council's core capital programme. The council's current capital strategy requires new capital resources to be spend on the financing of spending on live projects, including those carried forward from previous years.

Revenue

The properties proposed for disposal have annual budgeted income of nil and the actual income received of less than £10k. The specific budgeted revenue costs for these properties are also nil. However, there is cost avoidance with disposing of these properties as well as corresponding risk reduction. The Service have confirmed that there are some costs of maintaining some of these properties that are in a state of disrepair. Such Budgets should form part of the Corporate Landlord savings once such buildings are disposed.

Risks

There are inherent risks in maintaining void properties, with costs for managing that risk and financial implications if the risk is not managed. For example, void properties are vulnerable to break-ins and damage, which in turn have financial impact due to cost of rectifying damages and loss on capital value. The inherent risks can be reduced through security and investment, but this comes with corresponding cost. There is also a time dependency, as the risks and potential costs will likely increase the longer we retain these properties. There is no indemnity insurance or warranty on the properties being sold, these will be sold as seen and no further liability expected.

Approval to dispose these assets will enable the team to make progress towards achieving their Capital receipts target.

The appropriation of assets between the General Fund and HRA needs to follow the necessary CIPFA accounting guidelines. This process will need the agreement and sign-off of the S151 Officer.

Finance Business Partner: Kayode Olagundoye, Finance Business Partner - Growth and Regeneration – 21 June 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.
- Any disposal should be at market value and in the absence of competition an independent valuation is required supporting the proposed disposal terms (including price).
- The Council has powers to hold and appropriate land when satisfied it is no longer required for the purpose for which it is held immediately before the appropriation
- Section 19(1) of the HA Part II permits a local housing authority to appropriate for the purposes of this Part any land for the time being vested in the local housing authority or at its disposal.

Legal Team Leader: Andrew Jones, Team Manager – Property Planning and Transport, 12 June 2023

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

IT Team Leader: Alex Simpson – Lead Enterprise Architect, 19 June 2023

4. HR Advice: There are no HR implications evident

HR Partner: Celia Williams, HR Business Partner, Growth and Regeneration, 20 June 2023

EDM Sign-off	John Smith, Interim Executive Director Growth and Regeneration	21 June 2023
Cabinet Member sign-off	Councillor Craig Cheney, Deputy Mayor with responsibility for Finance, Governance and Performance	6 June 2023
For Key Decisions - Mayor's Office sign-off	Mayor's Office	5 June 2023

Appendix A – Further essential background / detail on the proposal Appendix A1 – Assets for Disposal on Open Market Appendix A2 – Assets being considered for transfer to the Housing Revenue Account	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

APPENDIX A – Further Information on Assets Proposed for Disposal

A1: Assets for Disposal on Open Market

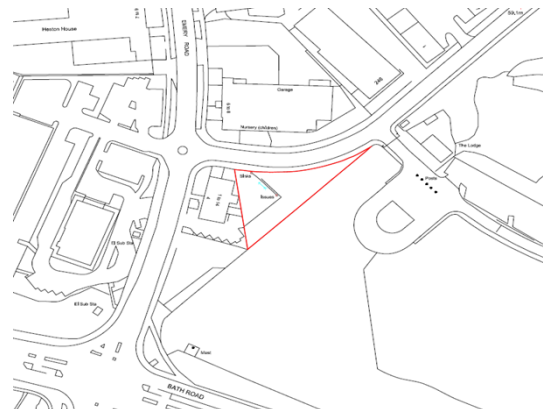
The assets listed below are surplus to the Council's operational requirements and are recommended for disposal – the total estimated value is c£850,000:

1. Land outside St Brendans 6th Form College, Broomhill Road, Brislington *
2. Fern Street - Lock Up Garage, St. Pauls
3. Land at Wade Street, St Jude's
4. Disused Public Toilets, Station Road, Shirehampton
5. Ujima House, Wilder Street, St. Pauls*
6. Former Community Dance Centre, Jacobs Wells Road, Clifton**
7. Land at Silbury Road, Ashton Vale

** Inclusion on this list does not preclude the current conversations about this site; the site is listed to enable next steps and progress*

*** Inclusion on this list does not preclude the Community Asset Transfer process (which runs until the end of June) concluding*

1. Broomhill Road – Land at (adjacent St Brendan's College)



Property Description

The property is situated just north of the A4 Bath Road near the junction of Emery Road and Broomhill Road. Immediately west of the site is Bankside, a new development of fourteen apartments. Immediately east of the property is St Brendan's Sixth Form College, with the area directly behind the site forming part of the campus' car park.

The property comprises an undeveloped public green space, which currently forms part of the verge between Broomhill Road and St Brendan's College, and is situated directly to the south west of the College's main entrance. The site is covered by trees and shrubs, with a stone wall to the rear. The land has been retained for the possible widening of Broomhill Road however is no longer required for this purpose.

St Brendan's College currently benefit from a Licence Agreement permitting the college to manage the land on behalf of the Council, the college wished to manage maintenance of the land with the

objective of reducing antisocial activities at the site and would now like to purchase the land to improve access to the college.

2. Lock Up Garage at Fern Street BS2 9LN



A single garage, approx 17 m2, with full-height, street-facing doors.

The garage is situated between an electricity sub-station (Western Power Distribution/National Grid) and part of the St Paul's Adventure Playground. It is covered by a shared roof that also covers the adjoining two properties.

The garage space has been leased to the Adventure Playground since April 2019. The space has been opened up and joined onto the bicycle workshop space in the Adventure Playground.

It is proposed to sell the garage to the tenant & operator of the Adventure Playground.

3. Land at Wade Street, St Jude's, BS2 9DR



A small, rectangular plot of land of approx 100m2, on the corner of Wade Street and Little George Street, adjacent to the Albaseera Bristol Centre. The land is currently vacant, but previously contained a large advertising billboard. A licence has been granted to the Albaseera Centre, for the use of access/egress from the mosque and for storing pushchairs, bicycles, etc. The Albaseera Centre

has asked the Council to agree to sell them the land, so that it can be used to extend the Centre and create additional capacity. BCC Regeneration officers working on the Frome Gateway Regeneration Programme fully support the proposed sale of this land to the Centre.

4. Ex Public Toilets Shirehampton



Former single storey public toilet of circa 200 sqft with concrete tiled pitched roof, rough cast rendered elevations constructed in the late 1930's with male and female sides. It has been closed for many years and is in poor condition and subject to vandalism.

5. Ujima House 97 – 105 Wilder Street St. Pauls



The site extends to approximately 1224 sq m. Mainly 1950's 2 - storey building with stone build attached 2 storey hall . Another building was included in the original lease (107 Wilder St) but was demolished in August 2014 leaving a cleared site which now appears to be in use for parking as part of an adjoining car repair garage business.

Net Internal Area of the buildings is approx. 8000sq ft arranged on 2 floors with approx. 17 parking spaces to the rear.

On 12 July 1995 Bristol City Council and the Trustees of CEED (then known as G4 Developments Limited) entered into a 125 year full repairing and insuring lease in respect of land and buildings at the above address. The Lease contains user and alienation covenants. Rent reserved is one peppercorn and there are no opportunities for rent review.

Over the years, the parties have engaged in various discussions relating to the management and enforcement of the above-mentioned Lease covenants. From the perspective of the tenant, these restrictions have limited its ability to manage and sustain the long term viability of the asset and continue to be a source of frustration in relation to developing new ways of providing services to the community.

From the perspective of the landlord, the long-term nature of the demise and the difficulties this poses in terms of covenant compliance, day to day management and influence is of equal concern.

The parties agreed to work together towards releasing the site for a development which would benefit the local community in terms of providing homes and /or work units. In order for this to happen the parties commissioned an independent valuation report which advised on respective interests and on the assumption that the asset could be offered to the open market freehold vacant possession. More recently the tenant has been seeking purchase the Council's freehold reversion

It is proposed that the asset is disposed of either jointly on the open market or Council's freehold reversion is sold to the long lessee at an agreed price which reflects the open market value of the Council's interest.

6. Ex Dance Centre, Jacobs Wells Road, BS8 1DX



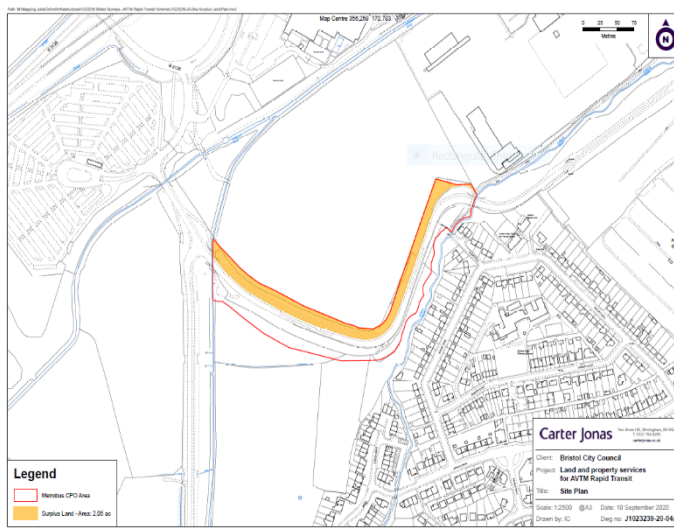
Opened in 1889 as a municipal baths and swimming pool complex, closed in 1977, converted into a community dance centre in 1981.

This is a large, complex building, arranged over several levels, with a very tall chimney at the rear. Approx. 1,600m² footprint, Grade II listed, still contains boarded-over pool, the site is surrounded by residential buildings.

The property was offered on a 35-year CAT lease to a national leisure operator (Cabinet decision Dec 2017, which had an ambitious £8M restoration programme to turn the property into a swimming pool, leisure, fitness, dance, and community facility. Repeated delays caused by the pandemic and the energy crisis caused the scheme to stall. The prospective tenant has now withdrawn its interest and will be handing the site back to BCC imminently.

The building has been closed for 7 years and offers no contribution to service delivery or to the local community. As a listed building it is in danger of being consider “at risk” by English Heritage.

7. Land at Silbury Road



An area of land which comprises approx. 2.05 acres shown in orange on the plan. This relates to a larger area of land acquired by the Council under a Compulsory Purchase Order to facilitate the construction of the Ashton Vale to Temple Meads sustainable transport corridor. This land is now surplus to the requirements of the scheme and the Council is obliged to sell the land back to the original owner.

A2: Assets being considered for transfer to the Housing Revenue Account

The assets listed below are surplus to the Council's operational requirements and are under consideration for transfer to the Housing Revenue Account (HRA). Some of the sites are already in the HRA development pipeline, others are at early stages of site appraisal. The HRA development process is subject to ongoing feasibility assessments and appropriate planning consent being awarded, so the scenario may arise where an asset on this list is ultimately not appropriate for transfer. In this scenario, as the asset has already been declared surplus, the Council will look to dispose of the asset on the open market.

Sites in HRA pipeline (total estimated value between £5 – 6 million):

- Former St Peters Elderly Persons Home, Horfield
- 96-98 West Street, Bedminster
- Marshall Walk (Inns Court), Knowle West
- Former Filwood Cinema, Filwood
- Cameron Centre, Cameron Walk, Lockleaze
- Lockleaze Police Station
- Freshways (Treetops), Knovill Close, Lawrence Weston
- Latimer Close, Brislington
- Sea Mills Community Centre and Library
- Whitehall (Glencoyne Square), Southmead
- 2-16 Filwood Broadway
- Lanercost Road, Southmead
- Sea Mills Children's Centre

Sites being considered for HRA development pipeline (total estimated value between £3 – 3.5 million):

- 1 Downton Road, Filwood
- Redfield House, Verrier Rd, Redfield
- 111 Capgrave Crescent, St Annes
- 148 Rodbourne Road, Horfield
- Ex Community Centre Wordsworth Rd, Horfield
- Horfield Primary School House
- Broomhill School House
- Former Southmead Youth Centre
- Former Southmead Library

Equality Impact Assessment [version 2.12]



Title: Property Programme – Estate Rationalisation and Disposals	
<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?

To enable the Council to deliver £4m of revenue savings and £36m capital receipts by the end of 2023/24, the Corporate Landlord service are completing 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 (where there is no operational necessity or if they do not return a sufficient financial yield).

This proposal is to dispose of a list of identified assets (as specified in Appendix A), either on the open market or to transfer them to the Housing Revenue Account for Housing use where appropriate, to reduce the revenue cost to the Council of holding property and to raise capital receipts to support the Council’s current funding gap. The aim is to consolidate the estate to ensure that assets are fully used or disposed of when no longer required.

1.2 Who will the proposal have the potential to affect?

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

1.3 Will the proposal have an equality impact?

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

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

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

<input type="checkbox"/> Yes	<input checked="" 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 assets 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. However, the scope of this particular proposal does not include any sites that are occupied by tenants or staff who could be impacted as a result of the disposal.

Analysis has been undertaken in reference to the following specific sites identified in this report:


Sea Mills Community Centre - The decision to close Sea Mills Community Centre was made previously by the tenant. This report refers solely to the vacant building, which is not in a safe condition to be re-let or used as a community centre again without a very large investment.

Disused Public Toilets, Shirehampton – the toilets were closed over 10 years and this report refers solely to the disused building which is in poor condition and subject to vandalism

We have not identified any significant potential impacts from this proposal which is limited to the disposal of surplus assets only. Any potential equality impacts arising from changes to existing Council services will be considered separately.

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 of Property, Assets and Infrastructure
Date: 22.06.23	Date: 23.06.23

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: Estate Rationalisation – Surplus Asset Disposals				
Report author: Steve Matthews / Lois Woodcock				
Anticipated date of key decision 04/07/2023				
Summary of proposals: To obtain Cabinet approval to the disposal on the open market of 7 freehold BCC assets which have been initially identified by the Estates Rationalisation Board as being surplus to the Council's requirements.				
Will the proposal impact on...	Yes/ No	+ive or -ive	If Yes...	
			Briefly describe impact	Briefly describe Mitigation measures
Emission of Climate Changing Gases?	Yes	+ive and -ive	It is hoped that sale of the assets will enable them to be put to productive use by third parties and that the energy efficiency of the buildings will be improved as part of any works carried out to enable re-use. Any construction or redevelopment works will create emissions in the short term, which should be outweighed by greater future efficiencies.	<p>Any impacts and mitigation will be the responsibility of the new owners of the assets and will result from their decisions. Future owners will be provided with information about how to manage land and buildings to deliver beneficial climate and ecological outcomes.</p> <p>Potential buyers may be encouraged to engage in the One City Strategy and Bristol One City Climate Change Ask.</p> <p>The disposal sites proposed have either been recently leased, have been vacant for some time, or are plots of land that do not use energy. In all cases, there is no recent data and disposal will not reduce measured emissions on the council estate.</p>
Bristol's resilience to the effects of climate change?	No			Future disposals of green and blue spaces will be made only where it has been indicated by the relevant team that it is not used or needed for:

				<p>Generating heat for a heat network or renewable electricity (Bristol City Leap Client Function)</p> <p>Slowing stormwater runoff, or acting as a flood basin (Highways and Flood Risk Team)</p> <p>Carbon sinks (Parks and Sustainable City Team)</p> <p>Providing shade trees to manage the temperature of buildings and the city in a warming climate (Sustainable City Team).</p>
Consumption of non-renewable resources?	Yes	Likely -ive	Any construction or redevelopment works may consume non-renewable resources.	Any impacts and mitigation will be the responsibility of the new owners of the assets and will result from their decisions. Future owners will be provided with information about how to manage land and buildings to deliver beneficial climate and ecological outcomes.
Production, recycling or disposal of waste	Yes	Likely -ive	Any construction or redevelopment works will generate waste.	Any impacts and mitigation will be the responsibility of the new owners of the assets and will result from their decisions. Future owners will be provided with information about how to manage land and buildings to deliver beneficial climate and ecological outcomes.
The appearance of the city?	Yes	Likely +ive	The bringing back into use of vacant buildings will improve the appearance of the city.	

Pollution to land, water, or air?	Yes	Likely -ive	Any construction or redevelopment works may cause pollution.	Any impacts and mitigation will be the responsibility of the new owners of the assets and will result from their decisions. Future owners will be provided with information about how to manage land and buildings to deliver beneficial climate and ecological outcomes.
Wildlife and habitats?	Yes	Likely +ive	The land around these buildings may be altered to provide biodiversity net gain.	Any impacts and mitigation will be the responsibility of the new owners of the assets and will result from their decisions. Future owners will be provided with information about how to manage land and buildings to deliver beneficial climate and ecological outcomes.

Consulted with:

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

The proposal to dispose of surplus assets will not have any direct environmental impacts, but there may be impacts resulting from works needed to bring them back into use by the new owners. No mitigation measures are proposed, since the nature of the works will not be up to the council. However, the potential buyers will be provided with information about how to manage land and buildings to deliver beneficial climate and ecological outcomes.

The net environmental effects of the proposal are neutral.

Checklist completed by:

Name:	Steve Matthews & Lois Woodcock
Dept.:	Property
Extension:	
Date:	22/06/2023
Verified by Environmental Performance Team	Giles Liddell, Project Manager – Environmental



Decision Pathway – Report

PURPOSE: Key decision

MEETING: Cabinet

DATE: 04 July 2023

TITLE	Health Determinants Research Collaboration bid (National Institute of Health Research)		
Ward(s)	Citywide		
Author: Jo Williams	Job title: Consultant in Public Health		
Cabinet lead: Cllr Ellie King Cabinet Member for Public Health and Communities and Cllr Helen Holland Cabinet Member for Adult Social Care and the Integrated Care System	Executive Director lead: Hugh Evans – Executive Director Adults and Communities		
Proposal origin: BCC Staff			
Decision maker: Cabinet Member Decision forum: Cabinet			
Purpose of Report:			
<ol style="list-style-type: none"> To seek approval for submission of a funding bid to National Institute of Health Research, in collaboration with our city partners, University of Bristol and University of the West of England, for a Health Determinants Research Collaboration. To seek approval to spend the grant, should the bid be successful. 			
Evidence Base:			
<ol style="list-style-type: none"> The National Institute for Health Research (NIHR) wishes to fund a set of innovative research collaborations between local government and the academic sector that focus on improving the wider determinants, or drivers, of health. The proposed collaborations are called Health Determinants Research Collaborations (HDRCs). HDRCs are intended to be a UK-wide initiative led primarily by local government. Ten local authorities were successful in securing funding for a HDRC in 2022, including Plymouth City Council in the South-West Region, and Newcastle City Council from amongst the core cities. Bristol City Council (BCC) joined a collaborative bid across Bristol, North Somerset and South Gloucestershire in 2022, led by South Gloucestershire Council, which was unsuccessful. Feedback indicated that each local authority should bid independently. A second round of funding was advertised in 2023. Bristol City Council submitted an expression of interest in April 2023 and has since been invited to submit a full bid by 26th July 2023. The value of each HDRC contract is up to £5 million over five years. This funding would primarily fund posts to provide a research function. Eligible costs include core staff (e.g., HDRC lead officer’s time dedicated to the collaboration, an HDRC manager role, research practitioner posts, and administrative support); training and development; materials and consumables for core HDRC facilities; communication and dissemination activity costs. This funding cannot be used to fund interventions or council services. The costing will include full costs including support costs. No matched funding from BCC is required. The proposed Bristol HDRC will provide infrastructure to carry out research activities that address the wider 			

drivers of population health and health inequalities, taking a place-based approach. The proposed HDRC will deliver against the “Health, Care and Wellbeing” theme of the Corporate Strategy to “tackle health inequalities to help people stay healthier and happier throughout their lives”, by taking a Health in All policies approach, focusing on the wider determinants of health, ranging from education and skills, transport, planning, housing, and environment and sustainability.

6. The purpose of the proposed HDRC will be to help enable the local authority to become more research-active, using evidence to inform decision making by undertaking research and evaluation relating to council activities, including synthesising and mobilising existing evidence. This will contribute to the council’s corporate strategy aim to “Improve our ethical and inclusive use of research, data, insights and information to become more data-driven and evidence-led when making decisions”.
7. A collaborative approach will include working with our City Partners, University of Bristol and University of West of England, our services (across the whole system, e.g., education, transport, and housing), and with communities, building on our collective strengths. This builds on existing collaborative approaches such as the Bristol City Fellows Programme.
8. This proposal would build on the council’s existing NIHR funded research infrastructure. The Public Health division currently hosts a small, fixed term NIHR-funded research function, comprising 0.1 WTE Consultant in Public Health time and 0.4 WTE University of Bristol embedded researcher post. These two roles lead the research governance process for the Adults and Communities, and Children and Education Directorates, in collaboration with the Integrated Care Board research team. These roles have also enabled the submission of research bids and proposals, have carried out evidence-synthesis activities, and supported the use of evidence in decision making processes. In addition, the council currently also hosts a NIHR-funded embedded researcher in Adult Social Care, and a UK Prevention Research Partnership (UKPRP) funded embedded researcher in Growth and Regeneration.
9. The HDRC funding would enable the expansion and sustainability of the existing council research infrastructure, through longer term funding, additional research roles, and strengthened collaboration with the University of Bristol and University of West of England with a proportion of the funding planned for university employed research roles. The grant will fund research time in existing council posts, in university roles, and a small number of new council roles. As the grant is fixed term for 5 years (with potential for renewal), redundancy costs will be costed into the bid.
10. The Communities and Public Health Division will host the proposed HDRC, within the existing research and evidence function. The Director of Communities and Public Health will be the nominated lead for the grant, with day-to-day leadership by the Consultant of Public Health with lead academic responsibility.
11. The proposed HDRC will create a team within the Communities and Public Health division, that will work across the council to:
 - develop a culture of identifying and using research evidence on wider determinants to improve health outcomes and reduce health inequalities
 - enable training in research activities for the BCC workforce, leaders and community members, through funding staff time, bringing in expertise and communicating external research funding opportunities
 - undertake research activities, including evidence synthesis, evaluation, preparing external research project funding bids
 - support research partnerships and collaborative research projects and help BCC to connect more fully with the local research system in Bristol, e.g., enabling the council research governance process.
 - enable evidence-based decisions, bringing research evidence into policy and practice, through the role of embedded researchers, practice researchers, tools and training that supports this approach
 - enable dissemination of research to support BCC policy and practice, through briefings, research outputs and sharing learning with communities and other local authorities

12. The HDRC will follow the Bristol Equalities Charter to support equality, diversity and inclusion, and will develop the role of communities and the public in shaping research priorities, research activities, and sharing learning.

Cabinet Member / Officer Recommendations:

That Cabinet:

1. Approve the submission of a HDRC bid to NIHR from Bristol City Council, in collaboration with University of Bristol and University of West of England as outlined in this report.
2. Authorise the Director of Communities and Public Health in consultation with the Cabinet member Public Health and Communities to take all steps required to submit the bid and, if successful, to spend the funding including entering into any necessary agreements with the University of Bristol and University of West of England as set out in this report.
3. Note that the funding bid will include a commitment to work with the University of Bristol and University of West of England and will include costing that covers their roles in the collaboration.

Corporate Strategy alignment:

This bid will seek funding for research infrastructure to tackle health inequalities (Theme 4 of Corporate Strategy), through developing the research capacity and capability in the council (Theme 7 Effective Development Organisation) with City Partners, University of Bristol and University of the West of England. The bid will support the council’s aim to “Improve our ethical and inclusive use of research, data, insights and information to become more data-driven and evidence-led when making decisions” (ED04 – Data Driven).

City Benefits:

1. HDRCs aim to focus on what can be done to address the wider drivers of population health and health inequalities, explicitly addressing the needs of disadvantaged groups and areas within the City.
2. The HDRC bid will be in line with the city commitment to equality, diversity and inclusion.
3. Building involvement for communities in research and setting the research agenda.

Consultation Details:

The bid itself does not require consultation, as its aim is to provide research infrastructure. The proposed HDRC team’s activities will include engagement with policy makers, council officers and community leaders to shape research priorities.

Background Documents:

Full details of the National Institute of Health Research Health Determinants Research Collaborations can be found at:

[Call for proposals: NIHR Health Determinants Research Collaborations \(HDRC\) specification document | NIHR \(https://www.nihr.ac.uk/documents/specification-document-call-for-proposals-nihr-health-determinants-research-collaborations-hdrc/32383\)](https://www.nihr.ac.uk/documents/specification-document-call-for-proposals-nihr-health-determinants-research-collaborations-hdrc/32383)

Information about previously awarded HDRCs can be found at: [£50 million awarded to local government to tackle interventions for health inequalities through research | NIHR \(https://www.nihr.ac.uk/news/50-million-awarded-to-local-government-to-tackle-interventions-for-health-inequalities-through-research/31654\)](https://www.nihr.ac.uk/news/50-million-awarded-to-local-government-to-tackle-interventions-for-health-inequalities-through-research/31654)

Revenue Cost	£5,000,000	Source of Revenue Funding	Grant Funding
Capital Cost	N/A	Source of Capital Funding	N/A
One off cost <input checked="" type="checkbox"/>	Ongoing cost <input type="checkbox"/>	Saving Proposal <input type="checkbox"/>	Income generation proposal <input type="checkbox"/>

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

1. Finance Advice: This report seeks approval to submit a funding bid of up to £5m, to the National Institute of

Health Research (NIHR), for a Health Determinants Research collaboration. The report also seeks permission to spend the grant, if successful. The programme will be led by Public Health and will be jointly delivered with a network of Academic and Health Partners.

As set out in the report, the bid will be fully costed including a contribution to support council overhead costs and any partner costs of collaboration. No council match funding is required. As the grant is fixed term for 5 years, redundancy costs (which are expected to be minimal) will be costed into the bid, with a clear expectation of an exit strategy for the council, to ensure no ongoing liability when the grant ends.

Funding and delivery agreements will be put in place with partner organisations to mitigate any risks to the Council, including any assumptions in relation to inflation or pay awards, which can only be met subject to funding being made available from the NIHR.

Finance Business Partner: Denise Hunt 19 June 2023

2. Legal Advice: The submission of the bid for funding does not raise any specific legal implications. Legal advice will be provided in relation to the grant funding agreement and any agreements entered into with the Universities.

Legal Team Leader: Husinara Jones, Team Manager/Solicitor 8 June 2023

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

IT Team Leader: Alex Simpson – Lead Enterprise Architect. 16 June 2023

4. HR Advice: The report is seeking approval for submission of a bid to the National Institute of Health Research and to spend the grant should it be successful. There are no significant HR implications arising from this report for Bristol City Council employees. If the bid for the grant is successful then there will need to be a process to establish the team in collaboration with our city partners. Any selection process will follow Bristol City council’s Recruitment and Selection policy and guidelines.

HR Partner: Lorna Laing 19 June 2023

EDM Sign-off	Hugh Evans Executive Director Adults and Communities	14 June 2023
Cabinet Member sign-off	Cllr Holland Cabinet Member for Adult Social Care and the Integrated Care System Cllr King Cabinet Member for Public Health and Communities	15 June 2023
For Key Decisions - Mayor’s Office sign-off	Mayor’s Office	16 June 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	NO
Appendix F – Eco-impact screening/ impact assessment of proposal	NO
Appendix G – Financial Advice	NO
Appendix H – Legal Advice	NO

Appendix I – Exempt Information	NO
Appendix J – HR advice	NO
Appendix K – ICT	NO
Appendix L – Procurement	NO

Decision Pathway – Report

PURPOSE: For noting

MEETING: Cabinet

DATE: 04 July 2023

TITLE	Written Off Debt		
Ward(s)	All		
Author: Kevin Smith	Job title: Operations Manager, Revenues and Benefits		
Cabinet lead: Cllr Craig Cheney, (Deputy Mayor and Cabinet member for Finance, Governance, Property and Culture)	Executive Director lead: Stephen Peacock, Chief Executive		
Proposal origin: BCC Staff			
Decision maker: For noting Decision forum: Cabinet			
Purpose of Report:			
<ol style="list-style-type: none"> 1. Report for information providing an overview of debts written off across the Council during the fiscal year 2022/23. 			
Evidence Base:			
<ol style="list-style-type: none"> 1. The Council sends invoices, bills and demand notices in respect of various statutory and non-statutory charges. The methods for the billing and recovery of statutory charges are prescribed by statute, whereas those in respect of non-statutory debts are less prescribed. 2. The Council collects income from many streams; some of this activity is governed by legislation while others by sound principles of financial management. The key to economic, efficient and effective income management is the creation and maintenance of a clear framework that sets out the approach, principles and strategy within which all activities will be conducted. 3. It is essential that all monies due are collected effectively by the council and that debt owed to the council is kept to a minimum. This is because the council has both a legal duty and a responsibility to its citizens to ensure that income due is collected promptly. 4. Effective income management processes are critical to the delivery of overall Council service objectives. An efficient income management process contributes to the availability of resources for service provision. Every pound of income that is not collected or takes extra effort to collect leads to one or two potential outcomes, namely: <ul style="list-style-type: none"> • A resource needing to be taken from the overall service budget to compensate for the cost of collection, for example charging order costs; or • Loss of income for the council, which could in the longer-term result in reduced services. 5. The Council has both a legal duty and a responsibility to the people of Bristol to ensure effective income management and that the income due to the council is paid promptly to support the delivery of council services. 6. The Council recognises that where a debt remains unpaid after exhausting all appropriate recovery methods and is deemed to be irrecoverable, or where there are extenuating circumstances, the debt will be 			

recommended for write off. The council will seek to minimise the cost of write offs to Council taxpayers by taking necessary action to recover monies due.

7. The Council will take all reasonable and economical debt recovery action to recover the full debt that is due before consideration is given to writing off a debt. The debt will be subject to the collection and legal procedures as outlined in the Corporate Debt Management Policy ('CDMP'). The degree of enforcement action attempted will be dependent on the amount owed, the type of debt and the customer's personal circumstances where they are known.
8. There will be limited circumstances where it is appropriate to consider writing off the amount(s) owed (or part thereof) to the Council. The reasons may be legislative, may be a directive from the Court or local management (where circumstances dictate). Where a debt is determined as non-recoverable it will be identified as such at the earliest possible opportunity and properly dealt with in accordance with the CDMP.
9. If assets have been lost, stolen or damaged and the loss is not recoverable from insurance or other sources, they may be written off by the Executive Director in conjunction with the Chief Financial Officer as Section 151 Officer or Nominated Deputy.
10. Write offs must be transparent and will only be processed where the invoice has been raised correctly and where there is a justified reason why the debt should no longer be pursued. Negotiations with third parties and reduction of actual value below the amounts incurred (for example insurance) do not take place outside of the financial system.
11. In considering the approval to write off a debt the authorising officer shall consider:
 - The CDMP
 - The interest of the local community
 - The Council's fiduciary duty
 - The rights of the customer and the effect of continued enforcement action
12. Any member of staff, member or contractor who has an interest in any debt must not participate in the decision-making process regarding the write off of the debt and must declare their interest. For the purposes of this policy an interest includes those in the following list, however, the list is not intended to be exhaustive and where a member of staff is unsure whether they have an interest they should seek advice from their line manager or Internal Audit.
 - The debt is owed by a relative, including relatives by marriage
 - The debt is owed by a relative of a current or former partner
 - The debt is owed by a friend or neighbour
 - The debt is owed by an organisation of which you are a member
 - The debt is owed by an organisation of which a relative is a member
 - The debt is owed by a company or individual with whom you have a business relationship
13. This does not preclude members who, in the normal course of discharging their duty to represent their constituents on a wide range of matters, from discussing specific cases subject to the relevant constituent consent.
14. Approved reasons for write off of debts fall into two broad categories, firstly those debts that the Council is unable to collect and secondly those debts that are deemed uneconomic to collect. The following reasons are recognised as valid reasons for the write off of debts, subject to all appropriate action to enforce payment having been attempted.
15. Unable to collect:
 - The customer is deceased and has left no estate

- The customer is subject to a formal insolvency order (in such cases any accruing debt to be written off will only be up to the date of the order)
- The debt has been remitted by the Court
- It would cause the customer hardship to enforce payment, or it is in the interests of the Council or the wider community to write off the debt. This includes the use of the Council's powers under Section 49 of the Local Government Finance Act 1988 in respect of writing off a Non-Domestic Rate on the grounds of hardship when appropriate
- The customer has absconded / gone away and cannot be traced
- The customer is living outside the jurisdiction of the English courts and is unlikely to return
- The Court has refused to make an order in respect of the debt
- The customer has served a prison sentence to discharge the debt
- The debt is an overpayment of Housing or Council Tax Benefit which is deemed to be unrecoverable in accordance with the Housing Benefit General Regulations 1987 and the Department for Work and Pensions overpayment guidance manual
- The age of the debt precludes recovery, or the debt is Statute Barred

16. Uneconomic to recover:

- It is uneconomical to take action to enforce payment if the amount is a small balance (under £10)
- Legal action is unlikely to be cost effective or it is in the Council's interest to agree a negotiated settlement of part of the debt

17. In general, recommendation for debts to be written off will be made only where one of the above categories applies. However, it is recognised that it is difficult to anticipate all potential circumstances where write off may be justified, and that on occasion it may be appropriate to write off a debt for other reasons. Where this is the case a full written report justifying the recommendation must be provided to the S151 Officer, who will make a decision regarding the writing off of the debt.

18. The value of write offs during 2022/3 totalled £8.563m and is split as detailed in the table below:

Write Off Description	Value	Percentage	No.	Percentage
Accounts Receivable	£472,940.46	5.52%	1,480	2.74%
Council Tax	£1,419,041.99	16.56%	7,135	13.19%
National Non-Domestic Rates (NNDR)	£1,783,843.11	20.83%	700	1.29%
Overpaid Housing Benefit (total)	£374,364.31	4.37%	2,263	4.18%
Housing (Including former tenant rent Arrears)	£1,121,831.00	13.10%	1,354	2.50%
Housing (Temporary Accommodation)	NIL	0.00%	NIL	0.00%
Parking Services (Penalty Charge Notices)	£3,391,047.59	39.60%	41,165	76.09%
TOTAL	£8,563,068.46	100.00%¹	54,097	100.00%¹

¹ Subject to rounding

19. The data relating to Parking Services (Penalty Charge Notices) does not include any data relating to the Clean Air Zone (CAZ). A full report on the operation and impact of the CAZ is due to be published in December 2023.

20. All write offs during the fiscal year 2022/23 were made in accordance with the Corporate Debt Management Policy.

21. Work is ongoing to benchmark and profile write offs for future reports.

Cabinet Member / Officer Recommendations:

- That Cabinet note the content of this report.

Corporate Strategy alignment:

1. Theme 7: Effective Development Organisation - Data Driven and Good Governance
Analysis of data enables conclusions to be drawn and trends identified to identify areas of concern or where additional support may be required.

City Benefits:

1. Understanding the reasons for and types of write off ensures focus is maintained on accurate billing and invoicing thus aiming to minimise both the number and value of write offs moving forward which will have a positive impact on the Council's financial position.

Consultation Details:

1. N/A

Background Documents:

1. Corporate Debt Management Policy, approved 18 January 2022 - [Corporate Debt Management Policy](#)
2. Bristol City Council 2022/23 Provisional Outturn Report - [Appendix A1 BCC 2022-23 Provisional Outturn](#)

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: This report presents write offs of debts/receivables for the financial year 2022/23. Recovery of invoiced sums/debt due to the councils is essential to enable the Council to fund its services and any write off is reviewed and considered in line with the Councils policies and usually only approved for write off if debt is unrecoverable and uneconomic to recover. There are other Ethical and Social impact reasons for write offs which are assessed on a case-by-case basis. There are no financial implications noted on this paper as the figures quoted are retrospective. Bad debt provisions aligned with accounting guidelines ensures a prudent estimate is provided for in the accounts

Finance Business Partner: Olu Kupoluyi, 30 May 2023

2. Legal Advice: Any writes offs of monies due to the Council must be in accordance with both the policy and the Financial regulations. The Policy has been appended to this report and it provides a link to the financial regulations. If the decision maker is satisfied on the information provided, that repayment is unlikely to be made, and where continued recovery action is ineffective or not economic, and/or where any possible arrangement will not lead to the debt being settled in realistic and reasonable timescales the debt may be written off and no longer pursued.

Legal Team Leader: Kate Meller, Team Manager - Litigation, Regulatory and Community Team, 24 May 2023

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

IT Team Leader: Gavin Arbuckle, 19 May 2023

4. HR Advice: The are no HR implications arising from this report.

HR Partner: Bryn Williams (HR Business Partner), 18 May 2023

5. Procurement and Contract Manager Advice: Based on the content within this document there appears to be no procurement and contract management support needed.

Procurement Business Partner: Chris Williams, 19 May 2023

EDM Sign-off	Stephen Peacock, Chief Executive	07 Jun 2023
Cabinet Member sign-off	Cllr Craig Cheney, (Deputy Mayor and Cabinet	12 Jun 2023

	member for Finance, Governance, Property and Culture)	
For Key Decisions - Mayor's Office sign-off	Mayor's Office	5 June 2023

Appendix A – Further essential background / detail on the proposal Use this section to provide more details to expand upon the points made in this report.	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)	NO
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

Decision Pathway – Report

PURPOSE: For reference

MEETING: Cabinet

DATE: 04 July 2023

TITLE	Corporate Risk Management Report – Q1 2023/24		
Ward(s)	City wide		
Authors: Risk and Insurance Senior Officers	Job title: Risk and Insurance Senior Officers		
Cabinet lead: Councillor Cheney - Deputy Mayor and Cabinet member for City Economy, Finance and Performance	Executive Director lead: Stephen Peacock - Chief Executive (Head of Paid Service)		
Proposal origin: BCC Staff			
Decision maker: For noting Decision forum: For noting			
Purpose of Report:			
<ol style="list-style-type: none"> 1. The report provides an update on current significant strategic risks to achieving the Council’s objectives as set in the Corporate Strategy 2022-2027 and summarises progress in managing the risks and actions being taken as at Quarter 1 2023-24. 			
Evidence Base:			
Context			
<ol style="list-style-type: none"> 1. The Corporate Risk Report (CRR) is a key document in the council’s approach to the management of risk; it captures strategic risks set out in the Corporate Strategy 2022-2027. It also provides a context through which Directorates construct their own high-level risk assessments and is used to inform decision making about business planning, budget setting, transformation, and service delivery. 2. The CRR provides assurance to management and Members that Bristol City Council’s significant risks have been identified and arrangements are in place to manage those risks within the tolerance levels agreed. It should be noted that ‘risk’ by definition includes both threats and opportunities, which is reflected in the CRR. 3. The Accounts and Audit Regulations 2015 require that the council to have in place effective arrangements for the management of risk. These arrangements are reviewed each year and reported as part of the Annual Governance Statement (AGS). Ensuring that the Service Risk Registers (SRR), Directorate Risk Reports (DRR) and the Corporate Risk Reports (CRR) are soundly based will help the council to ensure it is anticipating and managing key risks to optimise the achievement of the council’s objectives and prioritise actions for managing those risks. 4. The registers and reports are a management tool. They need regular review to ensure that the occurrence of obstacles or events that may put individual’s safety at harm, impact upon service delivery and the council’s reputation are minimised, opportunities are maximised and when risks happen, they are managed effectively to minimise the impact. 5. The CRR summary of risks is attached to this report at Appendix A and is the latest position following a review by managers and Directors. 			
Corporate Risk Report - Summary of Corporate Risks:			
<ol style="list-style-type: none"> 6. Cabinet are asked to note the CRR as a working summary report of the critical and significant risks from the Service Risk Registers as of June 2023. 7. The CRR sets out the critical, significant, and high rated threats and opportunity risks. All other business risks reside on the Service Risk Registers. 			

8. A programme of work has been undertaken to review and revise afresh each CRR risk description and the DMTs risk registers. The scope of this work included where possible the identification of new risks and a fresh look to confirm ongoing risks are current along with the actions to mitigate the risks
9. Members of EDM's reviewed the DRRs in May/June 2023 to form the CRR and the CRR was reviewed by CLB in June 2023. Cabinet are asked to accept the attached CRR as a working summary report of the critical and significant risks from the Service Risk Registers.

10. The Q1 23-24 Corporate Risk Report (CRR) as at June 2023 contained:

Threat Risks	Opportunity Risks	External / Contingency Risks
<ul style="list-style-type: none"> ▪ 2 Critical ▪ 24 High ▪ 3 Medium ▪ 1 Low ▪ 1 Improving ▪ 2 Deteriorating ▪ 1 Escalated from service risk register 	<ul style="list-style-type: none"> ▪ 1 High ▪ 1 Deteriorating 	<ul style="list-style-type: none"> ▪ 1 High ▪ 1 Medium ▪ 1 Low ▪ 2 Improving

11. A summary of risks (Threat and Opportunities) for this reporting period are set out below:

Threat Risks

12. There are two critical threat risks:

- 'CRR13 - Financial Framework and Medium-Term Financial Plan (MTFP)' The risk rating being $4*7 = 28$ critical threat risk. This risk is managed on the Resources Service Risk Register.
- 'CRR55 - Children placed in unregistered provision may be at risk'. This is an escalated threat risk from Children Services. The risk rating being $4*7 = 28$ critical threat risk. (New). We are still exploring the insurance position, waiting for feedback from Zurich Municipal Underwriting Services.

13. There is one improving threat risks within the report:

- 'CRR15 – Possible In-Year Financial Deficit' The risk has a rating of $4*7 = 28$ critical, downgraded during P1 to a rating of $2*7=14$, following setting a balanced budget for the year, and then re-assessed and increased to $3*7=21$ following P2/Q1 forecast financial position now being reported. This risk is managed on the Resources Service Risk Register.

14. There are two deteriorating threat risks within the report:

- 'CRR10 - Safeguarding Adults may be at Risk with Care and support needs.' The risk rating is $7*3 = 21$ High Risk Level, deteriorating from a $5*3 = 15$ High Risk Level.
- 'CRR5 - Business Continuity and Operational Resilience may not be effective'. The risk is $7*2 = 14$ High Risk Level, deteriorating from a $5*2 = 10$ High Risk Level.

Opportunity Risks

15. There is one deteriorating opportunity risks within the report:

- 'OPP1 - Possible Impact of One City Approach' The risk rating is $7*2 = 14$ High Risk Level, deteriorating from a $7*3 = 21$ High Risk Level.

External and Civil Contingency Risks

16. There are two improving external threat risks within the report:

- 'BCCC5 - Cost of Living Crisis may have major impact on Citizens and Communities'. This risk has a risk rating of $4*7 = 28$ Critical threat risk to $3*4 = 12$ Medium threat risk
- BCCC4 - Possible Increase in Winter diseases including COVID-19 and Flu (formerly COVID-19 Population Health). This risk has a risk rating of $3*3 = 9$ Medium threat risk to $1*3 = 3$ Low threat risk

Additional Information:

- For more detail on individual risks and their management, please see the attached Appendix A.

- The closed risks are now reflected within individual risks across the Council’s Service Risk Registers.
- All risks on the CRR have management actions in place.
- It is not possible to eliminate the potential of failure entirely without significant financial and social costs. The challenge is to make every reasonable effort to mitigate and manage risks effectively, and where failure occurs, to learn and improve.
- Risks are escalated to the Corporate Risk Report (CRR) if the risk scores higher than a 20 or if a risk is determined by CLB to remain on the corporate risk report due to monitoring its significance to the councils aims and objective.

Cabinet Member / Officer Recommendations:

That Cabinet

1. Notes the current strategic risks and mitigating actions being taken to reduce to within tolerance.

Corporate Strategy alignment:

Managing risks are an integral element to the achievement of the BCC Corporate Strategy deliverables.

City Benefits:

Risk Management aims to maximise achievement of the council’s aims and objectives by reducing the risks to those achievements and maximising possible opportunities that arise.

Consultation Details: none

Background Documents:

<https://democracy.bristol.gov.uk/documents/s28767/10 Appendix A - BD11378 - Risk Management Assurance Policy Jan 2019.pdf>

Revenue Cost	£	Source of Revenue Funding	Insert specific service budget name
Capital Cost	£	Source of Capital Funding	e.g. grant/ prudential borrowing etc.
One off cost <input type="checkbox"/>	Ongoing cost <input type="checkbox"/>	Saving Proposal <input type="checkbox"/>	Income generation proposal <input type="checkbox"/>

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

1. Finance Advice: The CRR is a live document refreshed regularly following consultation across the organisation, and aims to provide assurance that the council’s main risks have been identified and appropriate mitigations are in place to ensure they are managed within agreed tolerances. This includes, as set out in the annual budget report, measures to ensure appropriate financial provision for these risks is made through the budget planning process. The Council should ensure it has sufficient resource available to implement actions required to bring risks down to a tolerable level. This report highlights a number of critical financially related risks which will need to continue to be addressed and mitigated through planned improvements collectively owned by the leadership, refresh to the financial outlook through the MTFP, continued robust financial monitoring throughout the financial year, as well as the Council maintaining minimum reserves levels in line with the s151 officer review of financial risk in the budget taken in February 2023.

Finance Business Partner: Olu Kupoluyi, Finance Business Partner Resources. 16th June 2023

2. Legal Advice: The Corporate Risk Register enables the Council to monitor and manage identified risks and mitigations to ensure good governance and compliance with its statutory and other duties. Advice will be given separately in relation to any specific legal issues that may arise from the risks identified.

Legal Team Leader: Nancy Rollason, Head of Legal Service. 15th June 2023

3. Implications on IT: The Digital Transformation Team remain committed to undertaking and/or supporting the mitigation activities pertaining to the service risks. We provided identified those LOB systems that pose the greatest risk and made their details available to be incorporated on the risk registers of the area that own them, this includes details inherent in the risk such as; Cyber Security, and IT Resilience whereby ownership and mitigation activity should be led by the responsible service areas and reported individually.

IT Team Leader: IT Team Leader: Gavin Arbuckle, Head of Service Operations. 16th June, 2023

4. HR Advice: No HR implications of the recommendation.		
HR Partner: James Brereton, Head of HR. 19th June 2023		
EDM Sign-off	Resources EDM	14/06/2023
Cabinet Member sign-off	Cllr Cheney, Deputy Mayor and Cabinet member for City Economy, Finance and Performance	13/06/2023
For Key Decisions - Mayor's Office sign-off	Mayor's office	05/06/2023

Appendix A – Further essential background / detail on the proposal Q1 Corporate Risk Report 2023-2024	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

Appendix A – Corporate Risk Register as at June 2023

Threat Risk Performance Summary

Risk	Page Number	Q2 Rating (22/23)	Q2 Matrix (22/23)	Q3 Rating (22/23)	Q3 Matrix (22/23)	Q4 Rating (22/23)	Q4 Matrix (22/23)	Q1 Rating (23/24)	Q1 Matrix (23/24)
CRR13 - Possible Financial Framework and Medium-Term Financial Plan (MTFP) Failure	5	28 ↓		28 █		28 █		28 █	
CRR15 – Possible In-Year Financial Deficit	6	21 █		21 █		28 ↓		15 ↑	
CRR9 - Possible Failure of Safeguarding Vulnerable Children	7	21 █		21 █		21 █		21 █	
CRR48 - We may not be able to meet the affordable housing needs of the City by failing to meet the Project 1000 Delivery targets. (Replaced CRR32)	8	21 █		21 █		21 █		21 █	
CRR12 - Emergency planning measures and resources may be overwhelmed by scope and scale of an emergency or incident faced by the council.	10	21 █		21 █		14 ↑		14 █	
CRR52 - Possible failure to ensure high rise properties meet safety requirements.	11			21 Escalated from service risk registers		21 █		21 █	
CRR51 - ASC may be financial unsustainable due to national and local pressures leads to a failure to deliver statutory duties and budgetary control	12			21 NEW RISK		21 █		21 █	
CRR53 - Increased social worker and occupational therapists vacancies and sickness rates may result in vulnerable adults care being comprised.	13			20 NEW RISK		20 █		20 █	
CRR39 - Adult and Social Care major provider/supplier may fail to deliver as expected	14	20 ↑		20 █		15 ↑		15 █	

Appendix A – Corporate Risk Register as at June 2023



Risk	Page Number	Q2 Rating (22/23)	Q2 Matrix (22/23)	Q3 Rating (22/23)	Q3 Matrix (22/23)	Q4 Rating (22/23)	Q4 Matrix (22/23)	Q1 Rating (23/24)	Q1 Matrix (23/24)
CRR7 - Potential Cyber Security Issues	15	20 		20 		20 		20 	
CRR25 - Possible Suitability of Line of Business (LOB) Systems Issues	16	20 		20 		20 		20 	
CRR40 - Potential Threat of Unplanned Investment in Subsidiary Companies	17	20 		20 		20 		20 	
CRR49 – Potential Impact of Weak Workforce Resilience	18	20 		20 		20 		20 	
CRR41 – Capital Portfolio Delivery May Fail	19	20 		20 		20 		20 	
CRR37 – Homelessness and the subsequent cost of providing suitable affordable accommodation may affect long-term outcomes	20	20 		20 		20 		20 	
CRR43 - Lack of progress for Mass Transit may have on Impact on the city	22	20 		20 		20 		20 	
CRR45 - Potential failure to deliver statutory duty in respect of Children	23	15 		15 		20 		20 	
CRR10 - Safeguarding Adults may be at Risk with Care and support needs.	24	15 		15 		15 		21 	

Appendix A – Corporate Risk Register as at June 2023



Risk	Page Number	Q2 Rating (22/23)	Q2 Matrix (22/23)	Q3 Rating (22/23)	Q3 Matrix (22/23)	Q4 Rating (22/23)	Q4 Matrix (22/23)	Q1 Rating (23/24)	Q1 Matrix (23/24)
CRR6 - Potential threat of Fraud and Corruption	25	15 		15 		15 		15 	
CRR27 – We may fail to Deliver the Capital Transport Programme	27	15 		15 		15 		15 	
CRR5 - Business Continuity and Operational Resilience may not be effective	28	15 		15 		10 		14 	
CRR26 - ICT Resilience May Not Be Effective	29	14 		14 		14 		14 	
CRR29 - Information Security Management System (ISMS) May Not Be Effective	30	10 		10 		10 		10 	
CRR4 – Possible failure to Deliver an effective Corporate Health, Safety and Wellbeing Framework	31	10 		10 		10 		10 	
CRR18 - Possible failure to deliver enough new homes to meet Mayoral and Annual Business Plan targets.	33	10 		10 		10 		15 	
CRR54 - Potential Threat of Financial Sustainability of Nursery Schools	34	15 		15 		21 Escalated		21 	
CRR55 - Children placed in unregistered provision may be at risk (New and Escalated)	35	N/A	N/A	N/A	N/A	N/A	N/A	28 	

Appendix A – Corporate Risk Register as at June 2023

Opportunity Risk Performance Summary

Risk	Page Number	Q2 Rating (22/23)	Q2 Matrix (22/23)	Q3 Rating (22/23)	Q3 Matrix (22/23)	Q4 Rating (22/23)	Q4 Matrix (22/23)	Q1 Rating (23/24)	Q1 Matrix (23/24)
OPP1 - Possible Impact of One City Approach	36	21 		21 		21 		14 	

External and Civil Contingency Risk Summary

Risk	Page Number	Q2 Rating (22/23)	Q2 Matrix (22/23)	Q3 Rating (22/23)	Q3 Matrix (22/23)	Q4 Rating (22/23)	Q4 Matrix (22/23)	Q1 Rating (23/24)	Q1 Matrix (23/24)
BCCCS - Cost of Living Crisis may have major impact on Citizens and Communities	37	28 NEW RISK 		28 		28 		12 	
BCC1 – Flooding May Impact Public Safety	38	15 		15 		15 		15 	
BCCS4 - Possible Increase In Winter diseases including COVID-19 and Flu (formerly COVID-19 Population Health)	39	15 		9 		9 		3 	

Risk Trend Key

Arrow	Description
	The risk rating has improved from the previous quarter, having reduced in its severity.
	The risk rating has deteriorated from the previous quarter, having increased in its severity.
	The risk rating has not changed from the previous quarter.

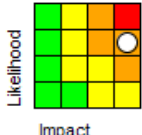
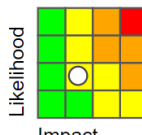
Appendix A – Corporate Risk Register as at June 2023



Threat Risks

Threat Risk	Trend	Current Risk Assessment		Risk Tolerance Level	
<p>Risk Title: CRR13 - Possible Financial Framework and Medium-Term Financial Plan (MTFP) Failure</p> <p>Description: Failure to be able to reasonably estimate and agree the financial 'envelope' available, both annually and in the medium-term and the council is unable to set a balanced budget.</p>	Constant	28 Likelihood = 4 Impact = 7		14 Likelihood = 2 Impact = 7	
<p>Risk Causes: Failure to achieve Business Rates income- appeals/general economic growth/loss of major sites Economic uncertainty impact on locally generated revenues - business rates and housing growth, impacting on council tax, new homes bonus and business rate income. The general economic uncertainty affecting the financial markets, levels of trade & investment Local Government finance settlement from spending review Continued Impact of Covid-19 on key income sources. Inadequate budgeting & budgetary control/Financial Settlements & wider fiscal policy changes:- The potential for new funding formulas such as fair funding, business rates retention to significantly reduce the government funding available to the council alongside possible increase in demand for council services. Embedding of the new national funding formula for schools and High Needs. Political failure to facilitate the setting of a lawful budget. Unable to agree a deliverable programme of propositions that enable the required savings to be achieved. Insufficient reserves to mitigate risks and liabilities and provide resilience. Rising inflation could lead to increased cost. Impact of Adult Social Care reform and sufficient funding available to meet increased cost</p> <p>Risk Consequences: Potential failure to set a legal budget and council tax by the due date, would have a significant adverse impact on the council's ability to provide services and the council's reputation locally and nationally in terms of investor confidence. That the budget is unlikely to reflect council priorities and objectives. That the budget may not adequately resource pressures and increases in demand. That the budget includes savings which are not deliverable. That the council reserves are used for mitigating the medium-term financial plan; running down reserves, avoiding decision and reducing the Council's resilience. Negative impact on front line services. A negative opinion from external audit. Secretary of State intervention.</p> <p>Risk Owner(s): Chief Executive and Director of Finance (S151 Officer).</p> <p>Portfolio Flag: Finance, Governance and Performance</p> <p>Strategic Theme: Our Organisation</p>					
		<p>1. Budget Preparation, Setting and Budget Accountability Framework - BCC manages its financial risks through a range of controls including budget preparation, budget setting and a Budget Accountability Framework. Clear roles and responsibilities for managing, monitoring and forecasting income and expenditure against approved budgets are in place.</p> <p>2. Medium Term Financial Plan – Twice yearly update including sensitivity and scenario based financial modelling on all assumptions including inflation and demand growth</p>	<p>1. Implementation of CIPFA Financial Management Code</p> <p>2. Review of financial outlook assumptions</p> <p>3. Undertake annual financial resilience assessment - Links to CIPFA Action</p> <p>4. Fully refreshed MTFP report to Cabinet in October</p> <p>5. Establishing the Business & Budget Planning Board to oversee development of budget</p> <p>6. Making representation to government departments in relation to: - the likely costs at a local level for the proposed Adult Social Care reforms</p>	<p>June 2023</p> <p>June 2022</p> <p>June 2022</p> <p>September 2022</p> <p>February 2023</p> <p>March 2024</p>	<p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>0%</p>
		<p>Summary of Progress: This is significantly impacted by issues outside of the Council's direct control, which is why this risk remains critical, including the National situation economically and politically, funding arrangements from central government and policy that impacts the Council's MTFP. Internal controls and management of the process is undertaken annually, and sensitivity testing of assumptions and modelling is undertaken, as well as collaboration with peer organisations and influencing through available channels to ensure that the Council continues to manage and mitigate this risk.</p>			

Appendix A – Corporate Risk Register as at June 2023

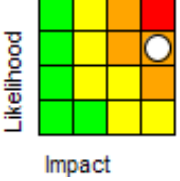
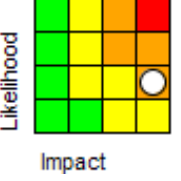
Threat Risk	Trend	Current Risk Assessment			Risk Tolerance Level																					
<p>Risk Title: CRR15 – Possible In-Year Financial Deficit</p> <p>Description: The council’s financial position goes into significant deficit in the current year resulting in reserves (actual or projected) being less than the minimum specified by the council’s reserves policy.</p>	Improving	21 Likelihood = 7 Impact = 3		6 Likelihood = 2 Impact = 3																						
<p>Risk Causes: A failure to appropriately plan and deliver savings. Unscheduled loss of material income streams. Increase in demography, demand and costs for key council services. The inability to generate the minimum anticipated level of capital receipts. Insufficient reserves to facilitate short term mitigations, risks and liabilities. Interest rate volatility impacting on the council’s debt costs. Impairments in our commercial Investments are realised. Response to inadequate SEND inspection in 2019, Increased demand for MCPs, Lack of specialist provision in Bristol, increased compliance to statutory requirements in relation to SEND.</p> <p>Risk Consequences: The council’s financial position goes into significant deficit in the current year resulting in reserves (actual or projected) being less than the minimum specified by the council’s reserves policy.</p>																										
<p>Risk Owner(s): Director of Finance (S151 Officer).</p>	<p>Existing Controls</p> <p>Control</p>		<p>Mitigating Actions</p> <table border="1"> <thead> <tr> <th>Action Title</th> <th>Due Date</th> <th>Progress</th> </tr> </thead> <tbody> <tr> <td>1.DSG - Analysis for Further Mitigations</td> <td>August 2022</td> <td>100%</td> </tr> <tr> <td>2. DSG - Phase 2 Programmes</td> <td>April 2022</td> <td>100%</td> </tr> <tr> <td>3. DSG - Proposal for Phase 3 Educations Transformation Programme</td> <td>August 2022</td> <td>100%</td> </tr> <tr> <td>4. Engagement process for indicative mitigations of the DSG management plan</td> <td>February 2023</td> <td>100%</td> </tr> <tr> <td>5. On-going process to develop, identify and delivery in-year mitigating actions</td> <td>March 2023</td> <td>100%</td> </tr> <tr> <td>6. DfE Deliver Better Programme</td> <td>June 2023</td> <td>50%</td> </tr> </tbody> </table>			Action Title	Due Date	Progress	1.DSG - Analysis for Further Mitigations	August 2022	100%	2. DSG - Phase 2 Programmes	April 2022	100%	3. DSG - Proposal for Phase 3 Educations Transformation Programme	August 2022	100%	4. Engagement process for indicative mitigations of the DSG management plan	February 2023	100%	5. On-going process to develop, identify and delivery in-year mitigating actions	March 2023	100%	6. DfE Deliver Better Programme	June 2023	50%
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<p>Portfolio Flag: Finance, Governance and Performance</p>	<p>Summary of Progress: Latest budget monitoring shows significant risk of overspend and at present mitigations and actions aren't in place to mitigate. Plans will be developed to address this which will seek to reduce this risk next quarter.</p>																									
<p>Strategic Theme: Our Organisation</p>																										

Appendix A – Corporate Risk Register as at June 2023



Threat Risk	Trend	Current Risk Assessment		Risk Tolerance Level	
<p>Risk Title: CRR9 - Possible Failure of Safeguarding Vulnerable Children</p> <p>Description: The council fails to prevent increased risk of harm to children, resulting in harm or death to a vulnerable child.</p>	Constant	21 Likelihood = 3 Impact = 7		7 Likelihood = 1 Impact = 7	
<p>Risk Causes:</p> <ul style="list-style-type: none"> -Demand for services exceeds service capacity and capability. -Inadequate controls result in harm. -Increase in child protection, complex safeguarding risks, criminal exploitation, serious youth violence and gang affiliation. -Hidden harm resulting from periods of lockdown, increased stress in families and service disruption during COVID -Placement failure due to COVID infection across children's home or fostering households. -An increase in demand of 6% evident across care population - specific pressures are clear for teenagers and unaccompanied children requiring our care 					
<p>Risk Owner(s): Executive Director People, Director Children's and Families Services.</p>	Existing Controls		Mitigating Actions		
	Control		Action Title	Due Date	Progress
			Reviewing national serious case reviews on the back of recent high profile child deaths through multiagency safeguarding arrangements	December 2022	100%
			New Quality Assurance Processes – including targeted mentoring and training for social workers	Sept 2022	100%
			Draft revised Threshold Document which is due to be approved by Keeping Bristol Safe Partnership over the next quarter.	March 2023	90%
		Procure a strategic partner to undertake work regarding extra familial harm and with our children who go missing from home or care. (JA – different due date in the system)	April 2023	80%	
		Working with Cornwall as part of Sector Led Improvement to review our place-based leadership arrangements and prevention of care offer.	March 2023	100%	
<p>Portfolio Flag: Children's Services, Education & Equalities</p>	<p>Summary of Progress: Demand continues to increase for services due to; 1. Cost of living crisis and poverty, 2. Increase in children seeking asylum., 3. Increase in children presenting with trauma. And 4. We have increasing numbers of children coming into care and due to increased demand and placement sufficiency we have placed a number of children in unregistered provision.</p>				
<p>Strategic Theme: Our Organisation, Empowering and Caring, Wellbeing.</p>					

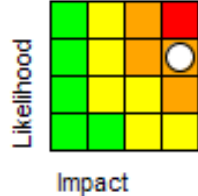
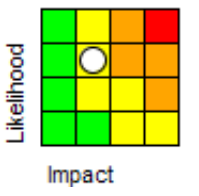
Appendix A – Corporate Risk Register as at June 2023

Threat Risk	Trend	Current Risk Assessment		Risk Tolerance Level		
<p>Risk Title: CRR48 - We may not be able to meet the affordable housing needs of the City by failing to meet the Project 1000 Delivery targets. (Replacing CRR32)</p> <p>Description: Failure of the City to deliver to the Mayoral Target of 1000 affordable homes per year by 2024. Strategies and delivery models designed to further stimulate growth in the housing market and deliver diversity of the housing in the City prove to be ineffective.</p>	Constant	21 Likelihood = 3 Impact = 7		14 Likelihood = 2 Impact = 7		
<p>Risk Causes:</p> <ul style="list-style-type: none"> - Availability of public subsidy from homes England and challenges in meeting their funding viability and value for money assumptions -reduction in the levels of Capital funding the Council has to support affordable housing delivery by third party providers - the complexity and costs associated with the development of brownfield sites, leading to viability challenges for both direct and 3rd party delivery. - Insufficient land available - continued impact of Covid 19 on the delivery programme of developments in the City - Not enough planning applications submitted - Not enough planning permissions granted and delays within the planning process - Inability of the housebuilding industry to deliver at this level to meet need through the planning system - Increased uncertainty in the market due to Brexit - Lack of capacity within the council's delivery system and the local market - Insufficient housing land identified in strategic planning documents <p>Risk Consequences:</p> <ol style="list-style-type: none"> 1. Reputational damage 2. Increased levels of homelessness 3. Increased demand from the private rented sector, (non-affordable), by those in highest need 4. Residualisation of lower value areas of the city 5. Economic deprivation, poorer health and lower educational attainment of households living in poverty in poor housing conditions with limited tenancy sustainability 6. Balance between addressing need for family homes V increased viability of delivering smaller units 						
	Existing Controls		Mitigating Actions			
	Control		Action Title	Due Date	Progress	
	1. Improved our monitoring of affordable housing delivery and pipeline including identification of where HDT can unblock barriers to delivery.		1. Bid for second round funding through OPE BFLR fund to unlock a second CLH site.	July 2022	100%	
	2. Requiring a minimum of 30% affordable housing on land released by the Council.		2. Develop the Housing Delivery Plan 2022-25.	December 2022	100%	
	3. Working collaboratively with Homes England to maximise subsidy in schemes - This provides as much affordable housing as possible. New framework for regular collaboration and review in place, focussing on both BCC direct delivery and RP delivery.		3. Review & amend the Affordable Housing Practice note in 2021/22.	July 2022	100%	
	4. Project 1000 and Housing Delivery Boards - Scrutiny and active decision making / support at a senior and political level to influence and unblock barriers to delivery. Project 1000 leads in place.		4. Revised Affordable Housing Funding Policy 2022-2025	March 2022	100%	
	5. KPI Targets for affordable housing delivery - quarterly reporting of KPI targets through spar.net providing corporate scrutiny on annual delivery against targets					
	6. Revised Affordable Housing Practice Note		5. Secure Homes England Affordable Housing Programme Funding	March 2026	60%	
			6. Develop new practice notes on affordable housing delivery through Build to Rent and First Homes	April 2022	100%	
			7. Plan and establish a monthly Project 1000 working group to oversee all affordable housing development activity, monitor and manage risk and unblock internal barriers to delivery	August 2022	100%	

Appendix A – Corporate Risk Register as at June 2023

<p>Risk Owner(s): Executive Director Growth and Regeneration, Director Development.</p>		<p>8. Develop a new framework of appraisal parameters and agree a clear funding programme approach for HRA delivery</p>	<p>October 2022</p>	<p>100%</p>
		<p>9. Review structure and capacity of current Housing Delivery Team to ensure the team has the ability to meet Project 1000 and HRA Business plan targets for direct delivery</p>	<p>December 2022</p>	<p>100%</p>
		<p>10. Maximise capital funding from Homes England, WECA and DLUHC to address the complexities and additional costs of delivering an affordable housing programme on brownfield sites, including looking at ways of developing a strategic approach with key funding partners to meet infrastructure and abnormal costs.</p>	<p>March 2025</p>	<p>60%</p>
<p>Portfolio Flag: Housing Delivery and Homes</p>	<p>Summary of Progress At the beginning of 2023/24 there is a forecast delivery of circa 728 new affordable homes in the city, many of which are already in development. A significant current risk to delivery has been identified with the capacity in the Planning Team to move sites from application, through decision making and into development in a timely manner, and with wider council departments that support the planning process. This is affecting the Council's direct delivery, that of our third-party providers and market-facing developers.</p>			
<p>Strategic Theme: Fair and Inclusive</p>				

Appendix A – Corporate Risk Register as at June 2023

Threat Risk	Trend	Current Risk Assessment		Risk Tolerance Level		
<p>Risk Title: CRR12 - Emergency planning measures and resources may be overwhelmed by scope and scale of an emergency or incident faced by the council.</p> <p>Description: A Major Incident or emergency which exceeds the response capacity of the council and partner responding organisations leading to mass fatalities, excess deaths, damage to property and infrastructure and an ability to deliver key service to the community. In addition, further consequences could be litigation and reputational damage to the council.</p>	Constant	14 Likelihood = 2 Impact = 7		9 Likelihood = 3 Impact = 3		
<p>Risk Causes:</p> <ul style="list-style-type: none"> -Emergency risks not identified and prepared for. -Lack of trained and available responding staff. -Emergency roles and responsibilities not embedded. <p>Risk Consequences:</p> <p>Increased risk of:</p> <ul style="list-style-type: none"> - Disruption of public services - Disruption of transport networks - Death/injury - Displacement of people 						
	Existing Controls		Mitigating Actions			
	Control		Action Title	Due Date	Progress	
	1.24/7 Operations Centre provides effective monitoring for the city and a co-ordinary role in response and recovery.		1. Emergency training – rest centres, humanitarian assistance and training for Marshals currently running	April 2022	100%	
	2.Corporate Resilience Group, overseeing mitigations of contingencies risks identified on the National Security Risk Assessment and delivery of Category 1 Responder duties		2. Plan and Deliver Corporate exercise	October 2022	100%	
	3.Active participation in the Avon and Somerset Local Resilience Forum and close working with multi-agency partners, including training and exercising		3. Development and sign off of Strategic Crisis Management Plan	May 2022	100%	
	4.Emergency Plans		4. Development and roll out of the Emergency Planning e-learning package	October 2023	60%	
	5.Duty Director rota in place		5. Community Resilience Mapping development	October 2023	75%	
	6.Duty Civil Protection Officer and other duty rotas in place (Highways, Dangerous Structures, Public Health, Social Care, etc)		6. Supporting the review of the ASLRF work programme and Operational Model	May 2022	100%	
	7.BCC emergency plan training and exercising in place		7. Continued support to the Covid response, particularly around testing and vaccinations	June 2022	100%	
	8.Monitoring of severe weather events		8. Coordination of support for Afghan refugee hotels	May 2022	100%	
	9.Close working with Safety Advisory Group for Events					
Risk Owner(s): Executive Director Growth and Regeneration, Director Management of Place.	1.Horizon scanning for emerging risks, including Ukraine war (through CRG, BC Group and LRF)					
Portfolio Flag: City Economy, Finance & Performance	Summary of Progress: Since March 2023 the FTE reduced and due to budget position now have only 2.8 officers and 1 manager, becoming 2.6 due to phased retirement + 1 Manager. This is simply not feasible for the scope of the role, deliverables and then 'On Duty' response. The teams own resilience and business continuity requires further succession and contingency planning. A single incident utilises the whole team to respond who take on various Tactical roles and operational delivery, often on top of a working day – because we don't have enough volunteers or identified staff to support these roles, especially out of hours. Training and exercising and more ownership in managerial roles is required, to meet the demand and populate our command and control structures. We would not be able to respond to concurrent emergencies effectively, if at all. An incident impacts the routine delivery of planning objectives causing delay or cancellation.					
Strategic Theme: Our Organisation, Wellbeing						

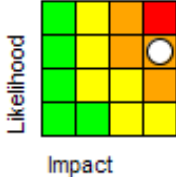
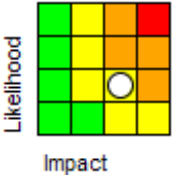
Appendix A – Corporate Risk Register as at June 2023



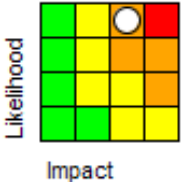
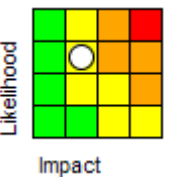
Threat Risk	Trend	Current Risk Assessment		Risk Tolerance Level	
<p>Risk Title: CRR52 - Possible failure to ensure high rise properties meet safety requirements</p> <p>Description: Risk of failing to ensure high rise properties meet safety requirements</p>	Constant	21 Likelihood = 3 Impact = 7		7 Likelihood = 1 Impact = 7	
<p>Risk Causes: Findings from new PAS9980 inspection regime, learning from fires and new regulatory requirements. Difficulty recruiting to new posts and conducting service review resulting in no additional dedicated resources with responsibility for building safety cases and resident engagement.</p>	Existing Controls		Mitigating Actions		
	Control		Action Title	Due Date	Progress
<p>Risk Consequences: Risks to personal safety, reputational and legal (financial and criminal), increased insurance costs</p>	<ul style="list-style-type: none"> Carry out fire risk assessments on all communal areas/assets identified as requiring an FRA on an annual of bi-annual basis depending on level of risk and occupancy (97% complete) Fire Engineer Independent Assessments (IA) on its High-Rise blocks. The IA's included holistic assessments of fire safety equivalent to type 4 intrusive investigations. Separate contractual arrangements for FRA's and remedial works Deliver programme of PAS 9980 appraisals and FRAEW's BCC instructs further assessments as directed from FRA's Carpenters are TRADA trained to ensure fire doors meet required standards Fire risk assessments are carried out by qualified and competent people. Fire safety and awareness training for staff in place Fire safety policy implemented and includes approach to stay put, evacuation etc. Monthly building safety board meetings monitor fire and building safety compliance Our current fire safety consultant for High rise (Building Control) is IFE (Institution of Fire Engineers) accredited. For low rise, our current assessor is FRACS (Fire Risk Assessor's Certification Scheme) qualified. Separate contractual arrangements are held for FRA's and remedial works 		Waking watch implemented in all 38 blocks with EPS cladding	November 2022	100%
			Building new investment into the budget/business plan for 2023/24	March 2023	100%
<p>Risk Owner(s): Executive Director Growth and Regeneration, Director Homes and Landlord Service</p>			Complete a review of business innovation	July 2023	60%
			Complete a review of fire safety policies and processes	Sept 2023	50%
<p>Portfolio Flag: Housing Delivery and Homes</p>	<p>Summary of Progress: Strong links between the compliance with fire safety risk and this risk, relating to the actual safety of buildings. Work in progress to ensure all fire risk assessments are up to date. Work in progress to complete FRAEWs to ensure all risks are known and mitigated. 10-year programme to remove EPS, 5 year programme to install sprinklers and 1 year programme to install full evacuation alarm systems. Progress with business innovation review: Staff consultation over structure and methods of appointment concluded last week, we are implementing the new structure over the coming months. This includes: Evaluating changed and new job paperwork Interviews for ring-fenced staff. Recruiting agency staff to some new/key roles. The interim process is faster than that for permanent recruitment.</p>				
<p>Strategic Theme: Our Organisation, Empowering and Caring, Fair and Inclusive, Well Connected, Wellbeing</p>					

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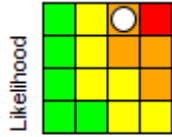
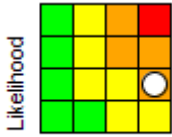
Appendix A – Corporate Risk Register as at June 2023

Threat Risk	Trend	Current Risk Assessment		Risk Tolerance Level		
<p>Risk Title: CRR51 - ASC may be financial unsustainable due to national and local pressures leads to a failure to deliver statutory duties and budgetary control</p> <p>Description: There is a risk that ASC financial unsustainability due to a number of national and local pressures compromises the ability to deliver statutory duties and the independence of people that draw on care and support.</p>	Constant	21 Likelihood = 3 Impact = 7		10 Likelihood = 2 Impact = 5		
<p>Risk Causes:</p> <ul style="list-style-type: none"> -Rising demand in Adult Social Care which must be met under the Care Act. Particularly from complex needs and higher cost requirements in people under 65. These needs are more likely to be met outside of area, be subject to lower personal contributions, and be needed for longer. -Increase of needs due to more health services being delivered in the community without appropriate funding following the patient. -Increased complex needs across our demographics that must be met under the Care Act. -Lack of funds available within budget to meet statutory duties. -Lack of systems in order to ensure effective governance and control of all spend. -Pressure from wider system pressures - for example, delays in hospitals which lead to increased long term cost provision for care. -Non-recurrent funding which limits opportunity for long term investment. <p>Risk Consequences:</p> <ul style="list-style-type: none"> - Overspending on the budget which may impact the wider council. -The consequence of this risk are that appropriate and effective care and support as required under the Care Act may not be possible for all those who require it. The consequence could be felt in the quality or quantity of care and support, or in both. 						
	Existing Controls		Mitigating Actions			
	Control		Action Title	Due Date	Progress	
	<ul style="list-style-type: none"> Established Care Cubed to improve pricing controls - enabling the service to maximise value for money Improved Business Intelligence - Developing advanced tools for analysing and reporting business intelligence and performance information Improved governance process on all spend - Improved case discussion where all spend is approved through tighter governance. Leading integration opportunities with Health - Through establishment of the Integrated Care Board (ICB) BCC are leading implementation of integration opportunities which will maximise vfm e.g. joint commissioning of learning disability and autism team Realignment of ASC Operations - Using new locality teams to work with local providers, community and voluntary sector to maximises care and support provision outside of Council statutory provision. This builds resilience in communities and individuals, and ensure statutory services are focused on the right interventions. Reset the ASC Transformation Programme - Reset the programme to address market provision, workforce challenges, price control, practice and integration 		<ul style="list-style-type: none"> Develop alternative to long term care provision - Increase provision of Technology Enabled Care, Shared Lives and Direct Payments Increase the number of direct payments through reviewing process and practice Increase the take up and opportunity around the use of technology enabled care Management restructure and vacancy management to deliver savings Review of in-house service provision to deliver efficiencies and savings 	<ul style="list-style-type: none"> December 2022 Sept 2023 Sept 2023 July 2023 Sept 2023 	<ul style="list-style-type: none"> 50% 80% 90% 90% 60% 	
<p>Portfolio Flag: Children’s Services, Education & Equalities</p> <p>Portfolio Flag: Adult Social Care & Integrated Care System</p> <p>Strategic Theme: Our Organisation, Empowering and Caring, Wellbeing.</p>	<p>Summary of Progress: The score remains the same due to continued pressure on the ASC care budget but there are mitigations in place to address this through the latest ASC Transformation programme which was agreed at cabinet in June. Going into 23/24 there is around £9m pressure on the care budget which will be addressed through the ASC Transformation programme and are on course to deliver the required savings. A new delivery partner has now been commissioned from People Too to support with programme and savings deliver and help implement the required changes. The revised ASC Transformation programme has tight governance structure and includes: - Review of in-house services - all set to deliver in-year savings with required governance in place.</p>					

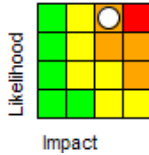
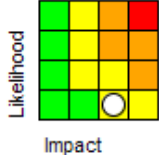
Appendix A – Corporate Risk Register as at June 2023

Threat Risk	Trend	Current Risk Assessment	Risk Tolerance Level			
<p>Risk Title: CRR53 - Increased social worker and occupational therapists' vacancies and sickness rates may result in vulnerable adults care being comprised.</p> <p>Description: Limited staff capacity within operational teams will result in increased waiting times for assessment and review potentially putting vulnerable adults at risk of going without sufficient care and support.</p>	Constant	<p>21 Likelihood = 3 Impact = 7</p> 	<p>9 Likelihood = 3 Impact = 3</p> 			
<p>Risk Causes:</p> <ul style="list-style-type: none"> -Difficulties recruiting and retain experienced social workers and OTs. This is in line with national picture of increasing vacancy rates in statutory adult care social care departments across the country. -These vacancies are not distributed equally with some operational teams having nearly 50% vacant posts. -Sickness absence in operational teams have also increased during this period which is further compounding operational teams' ability to respond to those in most urgent need. -Cost of living crisis is also likely to impact on retention rates of social work staff <p>Risk Consequences:</p> <ul style="list-style-type: none"> As a result of this decreased operational capacity this has seen an increase in numbers of people waiting for assessment and reviews (insert data) -The percentage of individuals who have had an annual review of their care and support needs has also decreased in the last year with less than 50% of individual in receipt of care and support having had a formal review. 				Existing Controls		Mitigating Actions
	Control		Action Title	Due Date	Progress	
	<ul style="list-style-type: none"> • Increase Social Work and OT Apprentice capacity - ASC have doubled the amount of SW and OT apprentices this year increasing to 6 SW Apprentices per year and 2 OT apprentices. • Operational Business Continuity plans duty - All operational teams have internal prioritisation process for workflow and demand. Additionally, they have robust duty systems in place with duty workers present to respond to urgent demands or cases to mitigate against highest risk of harm to citizens and respond in a timely way to those at greatest need. • Recruitment Strategy - Developed new recruitment strategy and implemented rolling recruitment advert. • Developing enhanced Wellbeing offer for operational staff - dedicated additional resource within Adult Workforce L&D to enhance our wellbeing and support offer. 		Review AMHP Market Supplement	January 2023	100%	
			Recruit Non- registered Social Care Practitioners to bolster workforce - Agreed to recruit Social Care Practitioners and OT aides on a fixed term basis to off sent challenges in recruiting registered staff. Cost will be covered by SW vacancies and underspend and can offer some mitigation. Historically we have more success and recruiting and retaining non-registered staff than SW and OT roles.	October 2022	100%	
			Commission Workforce Strategy	September 23	0%	
<p>Risk Owner(s): Executive Director People, Director Adult Social Care.</p> <p>Portfolio Flag: Adult Social Care & Integrated Care System</p> <p>Strategic Theme: Our Organisation, Empowering others and Caring, Fair and Inclusive, Well connected, Wellbeing.</p>			<p>Summary of Progress: Following actions to mitigate this are as follows- -Continue with our Operational Business Continuity meetings to support responding to most pressing needs. - Developing an enhanced wellbeing offer for our recruitment staff. -Recruitment and retention programme including exploring one off retention payments of plans, reviewing skill mix and grade review.</p>			

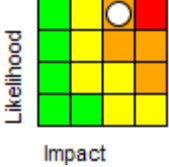
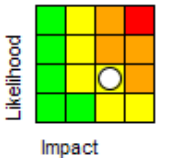
Appendix A – Corporate Risk Register as at June 2023

Threat Risk	Trend	Current Risk Assessment		Risk Tolerance Level																			
<p>Risk Title: CRR39 – Adult and Social Care major provider/supplier may fail to deliver as expected failure</p> <p>Description: Failure or potential degradation of ASC service provision linked to a complex set of internal / external risks causing service interruption or cessation. Failures or closures in the supply chain mean insufficient supply to source adequate appropriate support and meet Care Act needs.</p>	Constant	15 Likelihood = 3 Impact = 5		14 Likelihood = 2 Impact = 7																			
<p>Risk Causes: - Provider goes into liquidation or ceases operations -Provider unable to meet demand due to recruitment / workforce/ or organisational issues. -Factors influencing provider/supplier failure: Increased demand and increased complexity of need of individuals putting further pressure on social care sector. Chronic workforce recruitment and retention problems heightened by pandemic. The social care sector facing a number of other issues – highly competitive job market, covid ‘exhaustion’, rising energy costs, changes to National Living Wage, inflation/ raising costs of supplies, high cost of living in Bristol, significant pressures from two large acute hospitals.</p> <p>Risk Consequences: Citizens (many of whom are very vulnerable) may have services ended or reduced without much notice putting them at risk and causing distress Lack of suitable local provision may mean people moving away from community, support networks Lack of alternative provision should mean not meeting statutory duties under Care Act Pressures on ASC workforce (social work, contracts, brokerage commissioning etc) to review and find alternative provision in timely manner Financial pressures as demand may drive prices up Lack of suitable provision resulting people moving to inappropriate more costly provision (e.g. care home instead of home care)</p> <p>Risk Owner(s): Executive Director People, Director Adult Social Care.</p>							Existing Controls	Mitigating Actions															
		<ul style="list-style-type: none"> Daily review of supply and sustainability issues and x3 week business continuity meetings across operations Twice weekly Operational Business continuity meetings Weekly ASC Business continuity meeting – DMT level Weekly produced Sit Rep with information on Covid Outbreak Management, supply, demand, provider quality Regular information received from D&B Credit ratings to help assess financial risk Each major contract (Home Care, Care Homes, Community Support Services, ECH) has a multi-disciplinary Business Relations team which assess risks to those provisions and plan response whether QA or Commissioning Provider Sustainability Panel is a forum where ASC can assess the financial issues facing individual provider and consider support options Regular meetings with a) key Strategic Providers in the city b) all provider forums and regular dialogue with Care and Support West Care Association Daily assessment of supply - via Brokerage team, Business relationship team and Contracts Strategic Planning and information sharing with CCG, other LAs and other key stakeholders - Great integration across BNSSG and joint problem solving, sharing of information and resources. Provider Failure/Service Interruption Process 	<table border="1"> <thead> <tr> <th>Action Title</th> <th>Due Date</th> <th>Progress</th> </tr> </thead> <tbody> <tr> <td>Review of Provider Financial Sustainability process</td> <td>December 2022</td> <td>100%</td> </tr> <tr> <td>Proud to Care Programme</td> <td>March 2023</td> <td>100%</td> </tr> <tr> <td>Fair Cost of Care exercise</td> <td>October 2022</td> <td>100%</td> </tr> <tr> <td>Cost of Living Work</td> <td>October 2022</td> <td>100%</td> </tr> <tr> <td>Update of Provider Failure Procedure</td> <td>September 2023</td> <td>80%</td> </tr> </tbody> </table>	Action Title	Due Date	Progress	Review of Provider Financial Sustainability process	December 2022	100%	Proud to Care Programme	March 2023	100%	Fair Cost of Care exercise	October 2022	100%	Cost of Living Work	October 2022	100%	Update of Provider Failure Procedure	September 2023	80%		
Action Title	Due Date	Progress																					
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Fair Cost of Care exercise	October 2022	100%																					
Cost of Living Work	October 2022	100%																					
Update of Provider Failure Procedure	September 2023	80%																					
<p>Portfolio Flag: Adult Social Care & Integrated Care System</p> <p>Strategic Theme: Our Organisation, Empowering others and Caring, Fair and Inclusive, Well connected, Wellbeing.</p>	<p>Summary of Progress: There continues to be contract hand backs and planned closures of services. We have requests for support from some local SME and charity organisations.</p>																						

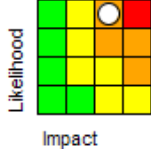
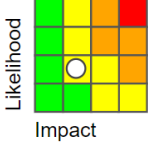
Appendix A – Corporate Risk Register as at June 2023

Threat Risk	Trend	Current Risk Assessment		Risk Tolerance Level	
<p>Risk Title: CRR7 – Potential Cyber Security Issues</p> <p>Description: The Council's risk level in regard to Cyber-security is higher than should be expected.</p>	Constant	20 Likelihood = 4 Impact = 5		5 Likelihood = 1 Impact = 5	
<p>Risk Causes:</p> <ul style="list-style-type: none"> Lack of investment in appropriate technologies. Reliance on in-house expertise, and self-assessments (PSN). Lack of formal approach to risk management (ISO27001). Historic lack of focus. <p>Risk Consequences:</p> <ul style="list-style-type: none"> Information security incidents resulting in loss of personal data or breach of privacy / confidentiality. Safeguarding data breach impacting on safety of vulnerable child or adult. Risk of breaching the regulations and being subject to penalties/fines - Regulations Fines increasing from up to £500,000 to 10-20m Euros of 4% of global turnover, enforced by the Information Commissioners Office on behalf of the European Union. Increased litigation. Reputational damage. <p>Risk Owner(s): Chief Executive, Senior Information Risk Owner (SIRO).</p> <p>Portfolio Flag: Finance, Governance and Performance</p> <p>Strategic Theme: Our Organisation</p>					
	Control		Action Title	Due Date	Progress
	1. Phishing attack exercises - As well as technical controls, the Council continues to carry out regular Phishing attack exercises where we are sending emails to staff to see how users react to this type of Cyber Attack. Anyone clicking on links is directed towards targeted training.		1. Work with ICT colleagues continues and discussions around cementing roles and responsibilities is being undertaken	August 2023	85%
	2. Targeted Training of employees – The Information Governance and ICT team will continue to work together to support the SIRO to develop appropriate targeted training for all Council staff relating to cyber security. developed by IG and ICT Teams				
	3. Technical controls		2. Implement audit actions with oversight by IG Board	August 2023	80%
	4. Security team training				
	Summary of Progress. No change to the score currently. Progress is being made in addressing some large and complex areas of concern, such as the creation of a Security Operations Centre (SOC) & configuration and updates of our Security Incident Event Monitoring (SIEM). Support is being given from 3rd Part SMEs and the DSP.				

Appendix A – Corporate Risk Register as at June 2023

Threat Risk	Trend	Current Risk Assessment		Risk Tolerance Level	
<p>Risk Title: CRR25 – Suitability of Line of Business (LOB) Systems</p> <p>Description: The Council has reliance on legacy software systems which cause a number of risks due to; 1. Supportability from internal IT resource 2. The supportability of the hardware utilised 3. Lack of alignment to strategy and therefore a blocker to Digital Transformation 4. Within an appropriate support contract 5. Legacy data used for current work (GDPR) 6. Lack of Information (Cyber) Security controls 7. High cost where alternative core Council solutions exist</p>	Constant	20 Likelihood = 4 Impact = 5		10 Likelihood = 2 Impact = 5	
<p>Risk Causes: Sovereignty within service areas, and a lack of motivation to change. Cost of transition. Lack of knowledge of which systems are problematic and the impacts of these. Lack of understanding of impact. Lack of ownership from Information Asset Owners. Lack of documentation pertaining to software systems and ownership of strategy. Post avoidance of replacing systems. This is seen as an IT problem, not one for the software system owners.</p>					
<p>Risk Consequences: Lack of resilience and continuity in event of an incident/failure High-cost applications without appropriate support. Inability to improve service delivery through digital transformation. May feed into Information (Cyber) Security risks.</p> <p>Risk Owner(s): Director, Digital Transformation, Senior Information Risk Owner (SIRO) for Cyber Security. Service Areas for BCP/DR.</p>	Existing Controls		Mitigating Actions		
	Control		Action Title	Due Date	Progress
	1. Auditing of all councils Line of Business (LOB systems)		1.Undertake comprehensive review of all software systems and identify potential risks (as per threat risk description). Place all risks into an Operational Risk format. Risks will be scored and any known mitigation noted. This will be presented to CLB for further review and to agree action plan.	December 2022	100%
2. IT Services highlight risks and shortcomings with systems (in an informal manner) to Heads of Service and Senior Leadership		2.Channel Shift Project - Review legacy line of business systems with the view to rationalising and replacing either by building on existing internal platforms such as dynamics or via procurement of new products and better utilisation of functionality.	February 2028	0%	
3. Work with Information Governance perpetuate a Cyber Security or Information Management risk are identified and service areas understand the risks to their services.					
<p>Portfolio Flag: Finance, Governance and Performance</p> <p>Strategic Theme: Our Organisation</p>	<p>Summary of Progress: Still awaiting confirmation from the Risk Team that all LOB applications have ben added to the Risk Registers for their respective owners</p>				

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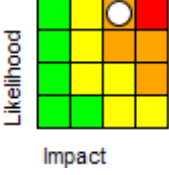
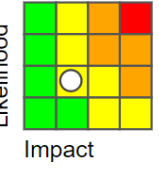
Threat Risk	Trend	Current Risk Assessment		Risk Tolerance Level		
<p>Risk Title: CRR40 – Potential Threat of Unplanned Investment in Subsidiary Companies</p> <p>Description: There is a risk that BCC'S investments in subsidiaries may require greater than anticipated capital investment.</p>	Constant	20 Likelihood = 4 Impact = 5		6 Likelihood = 2 Impact = 3		
<p>Risk Causes: Failure to have effective corporate governance arrangements in place in one or more of the companies. Failure to ensure the right leadership with the right skills across the Companies. Business Failure due to severe economic downturn caused by external factors (incl. Pandemic & Brexit). Service delivery failure as a result of specific market changes (e.g., recycle market, housing market, volatility in gas and electric market prices, delays in pricing of income from customer heat network connections), failure to secure planning etc. Delivery of BE2020 wind up within financial envelope. Legislation changes. Cyber Security - risk that key systems are compromised and that sensitive data is stolen Failure to develop and grow commercial trading activities</p>						
<p>Risk Consequences:</p> <ul style="list-style-type: none"> - Financial Loss - Reputational damage to the council - Impact to service provision provided by subsidiary companies <p>Risk Owner(s): Chief Executive and S151 Officer.</p> <p>Portfolio Flag: Finance, Governance and Performance</p> <p>Strategic Theme: Our Organisation, Empowering and</p>	Existing Controls		Mitigating Actions			
	Control		Action Title	Due Date	Progress	
	1. Audit and Risk Committee - Supports on issues of risk, control and governance		1. Align Risk Management Arrangements Between BCC/BHL	April 2023	100%	
	2. Board Effectiveness Reviews to be annual workforce planning		2.BCC Capital Strategy limits BCC exposure to loans	December 2021	100%	
	3. Continued monitoring of the impact of External issues such as COVID on the business and adaptive approach being proposed for optimising emerging opportunities and mitigating pressures		3.Business Plan for Holding Companies 23/24	March 2023	0%	
	4. Effective engagement with BHL re reserved matter decisions and wider engagement with BCC Client teams to review performance, quality and set clear KPIs		4.Business Plan for Holdings Companies	March 2022	100%	
5. Shareholding Group		5. Capital Programme	March 2022	100%		
6. Weekly progress review provided and regular review of assumptions, cash flow and risks						
	<p>Summary of Progress: High Likelihood the Council might need to support BWC as they continue to highlight financial pressures with the West of England Contract (WOE), ongoing TU negotiations, challenges with the FM contract and the "Paymech" being triggered on the Waste contract. The Strategic Client team are actively working with BWC to mitigate this risk</p>					

Appendix A – Corporate Risk Register as at June 2023

Caring, Fair and Inclusive, Well Connected, Wellbeing					
Threat Risk	Trend	Current Risk Assessment		Risk Tolerance Level	
Risk Title: CRR49 - Potential Impact of Weak Workforce Resilience Description: A lack of workforce resilience or capacity to provide statutory services and achieve strategic aims and objectives	Constant	20 Likelihood = 4 Impact = 5		9 Likelihood = 3 Impact = 3	
Risk Causes: Failure to recruit – particularly in specialist areas where the market is highly competitive COVID-19 impact in labour market and workforce sickness High levels of staff turnover High staff sickness levels Ineffective prioritisation of workloads Risk Consequences: Key services fail – inability to meet service demands Statutory and/ or regulatory obligations are not delivered Strategic priorities and aims are not delivered. The council becomes unfocused, and demand led. Increasing levels of sickness absence Higher staff turnover and loss of talent HSE/Legal action Reputational damage Poor customer satisfaction leading to complaints and requests for compensation	Existing Controls		Mitigating Actions		
	Control		Action Title	Due Date	Progress
	<ul style="list-style-type: none"> Agreements in place with employment businesses for the supply of contingent workforce; agency and statement of works Promotion of apprenticeships and internal progression opportunities Regular and close review of management information (through HR Dashboards and leavers survey) to monitor turnover, staff starters/exits to enable targeted actions to be taken Stress risk assessments, supporting attendance policy, occupational health advice and Employee Assistance Programme are in place to minimise the incidence and length of sickness absence. A refreshed stress risk assessment has been developed through consultation with trade unions and staff led groups and is due for launch in December 22. Support for managers with future workforce planning and succession planning, with bespoke action plans to target diversity and skills gaps Consideration of impact of cost of living and winter pressures, encouraging take up of booster and flu jabs and review the facilities available in the workplace 		Analysis of staff feedback (from surveys and team discussions) to take targeted action to support the resilience and wellbeing of the workforce. This includes the introduction of workshops, e-learning resources, training courses, coaching and advice, in addition to the Employee Assistance Programme Workforce Strategy is currently being refreshed and will have workforce resilience and wellbeing as a primary theme	October 2022 March 2023	100% 75%
Risk Owner(s): Chief Executive, Director of Workforce and Change Portfolio Flag: City Economy, Finance & Performance Strategic Theme: Our Organisation	Summary of Progress: This risk remains as High due to the potential adverse impact on workforce resilience and wellbeing from a number of factors including - service changes as a result of budget reductions; reduction in support service capacity; vacancy controls, lack of capacity in hard to fill roles, and the impact this will have on service resilience. Mitigation includes an enhanced wellbeing support package, including on-line resources, drop-in sessions, specialist advisors offering bespoke workshops for teams, a refreshed approach to stress risk-assessment, and the use of health and wellbeing plans. HR and health and wellbeing colleagues are working with managers to develop bespoke programmes to support their teams through change. Whilst vacancy controls remain in place in order to reduce costs, a dispensation process is still in place for essential or hard				

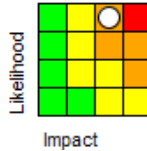
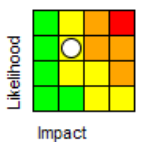
Appendix A – Corporate Risk Register as at June 2023

to fill posts and managers are offered assistance in recruitment and succession planning to fill the roles.

Threat Risk	Trend	Current Risk Assessment		Risk Tolerance Level	
<p>Risk Title: CRR41 – Capital Portfolio Delivery May Fail</p> <p>Description: Capital portfolio is not delivered on time, within budget and does not deliver One City Plan and Corporate Strategy objectives.</p>	Constant	20 Likelihood = 4 Impact = 5		6 Likelihood = 2 Impact = 3	
<p>Risk Causes: Strategic, geographic, social, financial and economic conditions changing over time Oversight of Project Interdependencies not well managed Insufficient in-house resources to progress major projects lead to missed opportunities to leverage third party investment Failure to anticipate and secure investment and resources to deliver enabling works and infrastructure</p> <p>Risk Consequences: The cost is higher than expected The capital portfolio is delivered later than planned The operating and maintenance cost of assets exceeds expectations Benefits not delivered resulting in failure to deliver outcomes to secure strategic objectives</p>					
	Existing Controls		Mitigating Actions		
	Control		Action Title	Due Date	Progress
	Introduction of enhanced highlight and exception reporting at the G&R Board - Change Services PMO have regular Highlight reports submitted to G&R Board from key and/or large capital programmes and projects. This is now ongoing		Deliver workshops on the review and refresh of the capital programme and review of Capital receipting/disposal.	31 August 2022	100%
	Internal/External comms factored in into all resource requests to reduce reputational risks		Collaboration with Sustainable City and Climate Change Service to develop a Bristol Capital Sustainability Standard	October 2022	100%
	Additional headroom in MTFP assumptions to manage inflationary and supply chain issues - Change Services PMO have regular Highlight reports submitted to G&R Board from key and/or large capital programmes and projects. This is now ongoing.		Developing of a new comprehensive delivery framework, lifecycle and standard operating procedure Spring 21 that overlaid with existing BCC governance and Decision Pathway.	October 2022	100%
			Commissioned capital strategic partner	February 2021	100%
<p>Risk Owner(s): Executive Director Growth and Regeneration.</p>					
<p>Portfolio Flag: Mayoral Portfolio and City Economy, Finance & Performance</p>	<p>Summary of Progress: Actions have been completed in previous period but due to organisational change and sector instability further work is required to reduce the risk profile. A Capital Transformation project has been initiated by the Exec director G&R and will create transformational change in capital delivery including financial, governance and structures and assurance capacity. The project is programmed over 1 year and will be monitored as an action on Pentana Risk.</p>				
<p>Strategic Theme: Our Organisation, Empowering</p>					

Appendix A – Corporate Risk Register as at June 2023

and Caring, Fair and Inclusive, Well Connected, Wellbeing

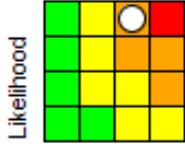
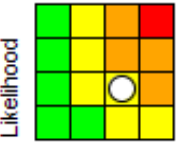
Threat Risk	Trend	Current Risk Assessment		Risk Tolerance Level		
<p>Risk Title: CRR37 - Homelessness and the subsequent cost of providing suitable affordable accommodation may affect long-term outcomes</p> <p>Description: The risk that homelessness and the subsequent cost of providing suitable affordable accommodation to meet needs and achieve effective long-term outcomes increases.</p> <p>Risk Causes: -The ending of the eviction ban -Unemployment and cost of living rising leading to an increase in evictions. -A recent sharp increase in the number of households partly or wholly reliant on welfare benefits [UC claimant households in Bristol have risen from 17,000 in number in April 2020 to 38,000+ in Feb. 2022]. For most welfare benefits recipients, particularly those living in the private rented sector, housing and essential household costs are not met by their benefits entitlements'. -Impact of the pandemic leading to an increase in mental health issues, family relationship breakdown and domestic violence & abuse. -Supply of affordable rented housing reducing -Increasing popularity of Bristol as a city to move to, and associated increased pressure on demand and cost of private rented accommodation</p> <p>Risk Consequences: Increase in homelessness and the number of households in Temporary Accommodation. Expenditure on Temporary Accommodation does not return to pre-pandemic levels and could continue to increase.</p>	<p>Constant</p>	<p>20 Likelihood = 4 Impact = 5</p>		<p>9 Likelihood = 3 Impact = 3</p>		
<p>Existing Controls</p>						
	<p>Control</p>		<p>Action Title</p>	<p>Due Date</p>	<p>Progress</p>	
	<ul style="list-style-type: none"> Joint commissioning of services - Focus on more joint commissioning of services for those homeless households who also face multiple disadvantages - to create a more holistic approach and to improve outcomes. Proposals for commissioning a new framework for supported TA is going to cabinet in October 2022. Effective Commissioning - Recommission our short-term supported housing (Pathways) accommodation & support contracts - to maximise effectiveness of these resources / funding stream and minimise repeat homelessness Effective cost - New supplier contracts - successfully introduced new block contracts for some Temporary Accommodation, reducing the cost of TA to the Council. Planning to bring more block contracts on-line this financial year 		<p>Changing Futures Programme</p> <p>Introduce longer term block contracts for Temporary Accommodation that will reduce the net unit cost of TA to BCC</p> <p>Increase the supply of move on accommodation - RSAP round 5 bid deadline 13th April 2022</p> <p>Cost Effective Accommodation - Initiated a project with the aim of reducing the net unit cost of Temporary Accommodation. Opportunities being explored and prioritised.</p> <p>Homelessness prevention - increase access to private rented - Review our approach to working with the Private rented sector and produce spend to save proposals which will increase access to accommodation and reduce TA use</p>	<p>March 2024</p> <p>July 2022</p> <p>March 2024</p> <p>December 2023</p> <p>December 2022</p>	<p>20%</p> <p>100%</p> <p>60%</p> <p>50%</p> <p>100%</p>	

Appendix A – Corporate Risk Register as at June 2023

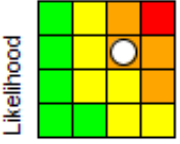
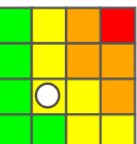


		Homelessness prevention - review client access - Review how the service and the wider homelessness sector works with clients to identify opportunities for more early intervention and prevention of homelessness	September 2023	10%
Risk Owner(s): Executive Director Growth and Regeneration, Director Housing		Submit a bid to Single Homelessness Accommodation Programme (SHAP) to bring on-line additional supported housing	May 2023	50%
Portfolio Flag: Housing Delivery and Homes	<p>Summary of Progress: The number of households presenting to Bristol City Council is continuing to increase. There has been an increase in the number of households living in Temporary Accommodation (TA) 1154 on 30th May 2022 to 1279 on 30th May 2023</p> <p>In the last year the number of families with children living in TA has increased whilst the number of single clients has stayed roughly the same. Family TA is more expensive than that for single clients. This is adding to the financial pressure. There is an underlying pressure of £5m due to Housing Benefit Subsidy loss. With in-year mitigations the forecast pressure for 23/24 is now £1.5m. One of BCC's top priorities is the Temporary Accommodation project and good progress has been made in developing the plan. The goal of the project is to reduce the Housing Benefit subsidy loss which is the main cost to the council from Temporary Accommodation, by providing more Council-owned Temporary Accommodation, and increasing the amount of supported exempt accommodation available.</p> <p>The key work streams are:</p> <ol style="list-style-type: none"> 1. Temporarily allocating a proportion of our General Needs properties for use as TA. This will be achieved gradually, and the properties will revert back to General needs use once we have accumulated sufficient TA and supported housing from our other work streams. 2. Increasing the amount of supported exempt accommodation from Registered Providers, by encouraging them to join our two procurement frameworks for properties for families and singles. 3. a) Bringing in New Build properties that will enable people to move out of existing General needs Housing, freeing up additional units that can be used as TA, and bringing in some new properties that will be specifically aimed at TA (e.g. modular units). b) Conversions of properties that are on the Council's disposal list. c) Development of 'Meanwhile use' properties on development sites, that can be used as TA until the new builds have been completed <p>Together these work streams will create more temporary accommodation and more supported accommodation, which will save money as well as increasing and stabilising the provision available for those in need of temporary and/or supported housing.</p>			
Strategic Theme: Our Organisation, Empowering and Caring, Fair and Inclusive, Well Connected, Wellbeing.				

Appendix A – Corporate Risk Register as at June 2023

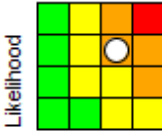
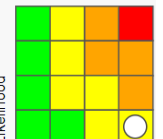
Threat Risk	Trend	Current Risk Assessment		Risk Tolerance Level		
<p>Risk Title: CRR43 - Lack of progress for Mass Transit may have on Impact on the city</p> <p>Description: Failure of regional authorities to agree way forward for development of a Mass Transit system. No sign up to results of feasibility study.</p>	Constant	20 Likelihood = 4 Impact = 5	 <p>Likelihood</p> <p>Impact</p>	10 Likelihood = 2 Impact = 5	 <p>Likelihood</p> <p>Impact</p>	
<p>Risk Causes:</p> <ol style="list-style-type: none"> 1. Resourcing Business Case development 2. Lack of political consensus 3. Viability of Business Case 4. Lack of DfT support 						Existing Controls
<p>Risk Consequences:</p> <ul style="list-style-type: none"> -Reputational impact. -Long term congestion and air pollution increase. -Regional productivity reduced. -Threat to investment across the city. 	Control		Action Title	Due Date	Progress	
	<p>Mass Transit Directors Board - Monthly board in place at regional level to ensure appropriate senior officer engagement with project</p> <p>Regular internal briefings - Regular briefings with senior managers and administration</p>					
<p>Risk Owner(s): Executive Director Growth and Regeneration, Director Economy of Place.</p>						
<p>Portfolio Flag: Transport (Cllr Alexander)</p>	<p>Summary of Progress: No change to risk rating. SOC has been completed and assurance work is ongoing alongside assessment of any potential further options. SOC sign off delayed to October which links to agreeing next steps and funding allocations</p>					
<p>Strategic Theme: Our Organisation, Wellbeing.</p>						

Appendix A – Corporate Risk Register as at June 2023

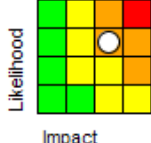
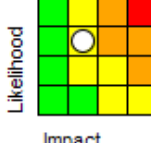
Threat Risk	Trend	Current Risk Assessment		Risk Tolerance Level		
<p>Risk Title: CRR45 - Potential failure to deliver statutory duty in respect of Children</p> <p>Description: Failure to deliver statutory duty in respect of the safeguarding of children resulting in harm or death to a child or other unmitigated risk to the local authority</p>	Constant	20 Likelihood = 4 Impact = 5		6 Likelihood = 2 Impact = 3		
<p>Risk Causes: Staffing failure: recruitment and retention COVID failure: business continuity plans fail due to higher infection/isolation Management failure: failure to oversee and respond in a timely way to child protection concerns, leaving children at risk</p>	Existing Controls		Mitigating Actions			
	Control		Action Title	Due Date	Progress	
	1. Benchmarking salaries with regional levels		Revising recruitment and retention strategy in response to evidence of turnover and vacancies in areas of particular pressure (front door, experienced social workers and frontline managers)	May 2022	100%	
	2. Investing in training and development		Commissioned independent peer review of the statutory safeguarding arrangements to ensure that the council's statutory officers are executing their responsibilities and undertaking due diligence in a legal and appropriate way.	May 2022	100%	
	3. Over-recruiting where required					
	4. Reviewing system pressures and taking action on a weekly basis					
	5. Systemic unit model and integrated locality arrangements		Implement transformation programme of Children's service	October 2023	0%	
	6. Skilled and stable workforce with low use of agency workers - Continued low use of agency workers but turnover and vacancies have risen.					
7. Strong multiagency children's safeguarding partnership under Keeping Bristol Safe arrangements						
8. Scrutiny of statutory safeguarding partners						
<p>Risk Consequences: Harm or death of a child Inspection failure and regulatory action Litigation and reputational damage Other unpredicted costs to the LA</p>						
<p>Risk Owner(s): Executive Director People, Director Children's and Families Services.</p>						
<p>Portfolio Flag: Children's Services, Education & Equalities</p>	<p>Summary of Progress: The Our Families Transformation Programme has identified strands to; Improve recruitment and retention of social workers; Address demand management by focussed work to prevent children coming into care and improve placement sufficiency. Respond to the findings within our Ofsted improvement plan.; Work is being planned across Adults and Children to improve Transitions for our children and</p>					

Appendix A – Corporate Risk Register as at June 2023

Strategic Theme: Our Organisation, Empowering and Caring, Wellbeing.	timeliness of Care Act assessments
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Threat Risk	Trend	Current Risk Assessment		Risk Tolerance Level																							
<p>Risk Title: CRR10 - Safeguarding Adults may be at Risk with Care and support needs.</p> <p>Description: The council fails to ensure adequate safeguarding measures are in place for adults at risk.</p>	<p style="text-align: center; font-size: 24px;">Deteriorating</p>	<p style="text-align: center; font-size: 24px;">21</p> <p style="text-align: center;">Likelihood = 3 Impact = 7</p>		<p style="text-align: center; font-size: 24px;">7</p> <p style="text-align: center;">Likelihood = 1 Impact = 7</p>																							
<p>Risk Causes: Adequacy of controls. Management and operational practices. Demand for services exceeds capacity and capability. Poor information sharing. Lack of capacity or resources to deliver safe practice. Reduction in or lack of supply of commissioned care. Failure to commission safe care for adults at risk. Failure to meet the requirements of the 'Prevent Duty' placed on Local Authorities. Increased destitution in families, impacting on mental ill health, managing increased infection within the population. (COVID19) Increased isolation. (COVID19) Increase identification of self-neglect and complexity. Carer strain / resilience. (COVID19)</p> <p>Risk Consequences: Financial damage Legal liability Death/Injury Reputational damage</p> <p>Risk Owner(s): Executive Director People, Director Adult Social Care.</p> <p>Portfolio Flag: Adult Social Care & Integrated Care System</p>						<p style="text-align: center;">Existing Controls</p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Control</th> <th style="width: 50%;"></th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> Annual report shared with Elected Members to allow for scrutiny of progress of the Keep Bristol Safe Partnership (KBSP). Training for all key staff in the essentials of safeguarding. Twice weekly business continuity meeting around supply of commissioned care and active management of waiting list. Improved Data through PowerBI – capturing safeguarding concerns feeding into monthly management operational meetings Safeguarding Discussion Forum – multi-agency held monthly – sharing information on high risk/complex cases </td> <td></td> </tr> </tbody> </table>	Control		<ul style="list-style-type: none"> Annual report shared with Elected Members to allow for scrutiny of progress of the Keep Bristol Safe Partnership (KBSP). Training for all key staff in the essentials of safeguarding. Twice weekly business continuity meeting around supply of commissioned care and active management of waiting list. Improved Data through PowerBI – capturing safeguarding concerns feeding into monthly management operational meetings Safeguarding Discussion Forum – multi-agency held monthly – sharing information on high risk/complex cases 		<p style="text-align: center;">Mitigating Actions</p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Action Title</th> <th style="width: 15%;">Due Date</th> <th style="width: 35%;">Progress</th> </tr> </thead> <tbody> <tr> <td>Development and delivery of Safeguarding Hub as a priority for the partnership.</td> <td>August 2023</td> <td style="text-align: center;">80%</td> </tr> <tr> <td>Review of Safeguarding Pathways and creation of Standard Operating Procedures and Performance Clinics.</td> <td>December 2022</td> <td style="text-align: center;">100%</td> </tr> <tr> <td>Internal Audit Actions – feeding into existing controls</td> <td>March 2023</td> <td style="text-align: center;">95%</td> </tr> <tr> <td>Developing a Risk Enablement Tool</td> <td>April 2023</td> <td style="text-align: center;">100%</td> </tr> <tr> <td>Develop Self-neglect pathway – providing training, tools to better escalate cases of neglect</td> <td>August 2023</td> <td style="text-align: center;">85%</td> </tr> </tbody> </table>	Action Title	Due Date	Progress	Development and delivery of Safeguarding Hub as a priority for the partnership.	August 2023	80%	Review of Safeguarding Pathways and creation of Standard Operating Procedures and Performance Clinics.	December 2022	100%	Internal Audit Actions – feeding into existing controls	March 2023	95%	Developing a Risk Enablement Tool	April 2023	100%	Develop Self-neglect pathway – providing training, tools to better escalate cases of neglect
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<p>Summary of Progress: Decision was taken as strategic leads that risks related to Safeguarding Adults needed to be increased. This was taken following steady increase in numbers of Safeguarding referrals and a more limited staffing capacity to triage referrals, allocate to investigate and co-ordinate s42 enquiries. Backlog of SA referrals awaiting triage have grown as have the overall number of safeguarding enquiries being</p>																											

Appendix A – Corporate Risk Register as at June 2023

<p>Strategic Theme: Strategy Theme: Our Organisation, Empowering others and Caring, Fair and Inclusive, Well connected, Wellbeing.</p>	<p>held by our locality teams leading to likelihood of severe outcome for adults at risk. We have also seen a number of vulnerable adults who were under safeguarding enquires with risks of serious self-neglect who have died in the past few month. Initial audit of these cases have indicated that lack of staffing capacity limited our ability to impact on services.</p>				
Threat Risk	Trend	Current Risk Assessment		Risk Tolerance Level	
<p>Risk Title: CRR6 - Potential threat of Fraud and Corruption</p> <p>Description: Failure to prevent or detect acts of significant fraud or corruption against the council from either internal or external sources.</p>	<p>Constant</p>	<p>15 Likelihood = 3 Impact = 5</p>		<p>9 Likelihood = 3 Impact = 3</p>	
<p>Risk Causes: Heightened levels of fraud, including cyber fraud, as criminals attempt to exploit the COVID-19 pandemic and current cost of living increases Relaxation of controls in current emergency environment (Covid 19) as payments and support are being dispersed quickly in line with government requirement. Failure of management to implement a sound system of internal control and/or to demonstrate commitment to it at all times. Not keeping up to date with developments, in new areas of fraud. Insufficient risk assessment of new emerging fraud issues. Lack of clear management control of responsibility, authorities and / or delegation Lack of resources to undertake the depth of work required to minimise the risks of fraud /avoidance. This potential cause is highlighted at this time given the potential impact of the current pandemic situation and with staff redeployed to support the emergency response. Under investment in fraud prevention and detection technology and resource.</p>			<p>Existing Controls</p>		<p>Mitigating Actions</p>
<p>Risk Consequences: Losses to fraud under emergency measures is inevitable. Potential increase in financial losses due to increase in scams. Failure to prevent or detect acts of significant fraud or corruption could result in financial loss for the Council. Reputational damage could be suffered if fraud occurs.</p>	<p>Control</p>	<p>Action Title</p>	<p>Due Date</p>	<p>Progress</p>	
<p>Risk Owner(s): Chief Executive and Director of Finance (\$151 Officer).</p>	<ol style="list-style-type: none"> 1. A dedicated Counter Fraud and Investigation team - BCC has a dedicated Counter Fraud and Investigation team with varied skills (investigation, accountancy, audit and data analysis skills). 2. Audits - Internal Audit reviews will sometimes include an assessment of fraud controls. In addition, the Counter Fraud team undertake 'Fraud Prevention reviews or Fraudits'. 3. Continued use of analytic and additional resources to perform payment checks. Pre-payment checking of Covid support grants continue, including bank account validation, Company House checks, duplicate claim checks and IP address checks. 4. National Fraud Initiative (NFI) fraud hub App - The NFI/Cabinet Office Fraud Hub is in use, with a limited number of datasets uploaded. In addition, Appcheck has been rolled out to Housing Options team. 5. On-going improvement plan for Whistle-blowing - Whistle-blowing arrangements have been informally assessed against Protect - benchmarking assessment tool. An improvement plan has been developed and is being implemented. 6. Participation in anti-fraud exercises - BCC takes part in the biennial Cabinet Office National Fraud Initiative exercise, the annual Council Tax Single Persons discount exercise and have been involved in pilot exercises of data matching 	<ol style="list-style-type: none"> 1. Fraud Risk Assessments 2. Improve Whistleblowing process 3. NFI Fraud Hub Implementation 4. Review National Fraud Initiative Data Matching 5. Establish a long term more technologically advanced fraud hub 6. Fraud Prevention Strategy 7. Working with other Councils 	<p>June 2023</p> <p>June 2023</p> <p>October 2022</p> <p>March 2023</p> <p>March 2023</p> <p>March 2024</p> <p>March 2024</p>	<p>15%</p> <p>85%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>0%</p> <p>0%</p>	

Appendix A – Corporate Risk Register as at June 2023

	<p>with HMRC/Covid grants. In addition, BCC Counter Fraud team undertake a planned programme of data analytic work.</p> <ol style="list-style-type: none"> 7. Planned programme of proactive fraud detection and prevention work - BCC Counter Fraud team develop an annual programme of planned work based on known and increasing fraud risks. 8. Whistleblowing procedure - New internal procedure developed. HR advisor assigned to each Whistle-blow. 9. Increased the use of technology and data analytics - Increased use of tools, data analytics and other sources of data to prevent and detect fraud. 	
<p>Portfolio Flag: Finance, Governance and Performance</p>	<p>Summary of Progress: - The risk score remains the same given the level of fraud being reported in the public sector. As fraud is an inherently high risk, the key is ensuring that the controls we have in place are operating effectively. Focus is now on developing and implementing a new fraud prevention strategy that will require additional resource and support across the organisation. In addition, we are exploring opportunities for maximising the use of advanced analytics to prevent, detect and investigate fraud.</p>	
<p>Strategic Theme: Our Organisation</p>		

Appendix A – Corporate Risk Register as at June 2023

Threat Risk	Trend	Current Risk Assessment		Risk Tolerance Level																	
<p>Risk Title: CRR27 – We may fail to Deliver the Capital Transport Programme</p> <p>Description: Management of the overall transport capital programme is key to ensuring we deliver against mayoral priorities in the most cost and time efficient way possible. Failure to do so negatively impacts the council's reputation and finances and makes the council less likely to reduce congestion, air pollution and inequality.</p>	Constant	15 Likelihood = 3 Impact = 5		6 Likelihood = 2 Impact = 3																	
<p>Risk Causes:</p> <ul style="list-style-type: none"> - Overspend on individual schemes leading to uncontrollable cost pressures - Underspend on annual profile - Lack of coordination and programme management across divisions - COVID - 19 - Loss of resource and inability to recruit 			<p>Existing Controls</p> <table border="1"> <thead> <tr> <th>Control</th> <th>Mitigating Actions</th> <th>Due Date</th> <th>Progress</th> </tr> </thead> <tbody> <tr> <td>Biweekly Capital Programme Review Board - Capital Programme review board reviewing timescales and status of the relevant projects.</td> <td>Develop proposals for management of capital programme (working with Transport Planning Team)</td> <td>May 2022</td> <td>100%</td> </tr> <tr> <td>PMO Capital Programme Process Review - Reviewing City Transport capital programme processes to align better with corporate PMO and develop management of the capital programme - led by Arcadis/PMO. Reporting April. Likely to replace 6 month review</td> <td>Strategic partner to complete assessment of capital delivery</td> <td>May 2022</td> <td>100%</td> </tr> <tr> <td>Regular briefings and reporting to senior management and cabinet members.</td> <td>Client Function Review alongside CA proposal - Review client function and how it is delivered to mitigate potential loss of resource and expertise to central PMO</td> <td>September 2022</td> <td>0%</td> </tr> <tr> <td>Biweekly capital programme review board - reviewing timescales and status of the relevant projects.</td> <td>Recruitment of Agency Staff</td> <td>July 2023</td> <td>0%</td> </tr> </tbody> </table>		Control	Mitigating Actions	Due Date	Progress	Biweekly Capital Programme Review Board - Capital Programme review board reviewing timescales and status of the relevant projects.	Develop proposals for management of capital programme (working with Transport Planning Team)	May 2022	100%	PMO Capital Programme Process Review - Reviewing City Transport capital programme processes to align better with corporate PMO and develop management of the capital programme - led by Arcadis/PMO. Reporting April. Likely to replace 6 month review	Strategic partner to complete assessment of capital delivery	May 2022	100%	Regular briefings and reporting to senior management and cabinet members.	Client Function Review alongside CA proposal - Review client function and how it is delivered to mitigate potential loss of resource and expertise to central PMO	September 2022	0%	Biweekly capital programme review board - reviewing timescales and status of the relevant projects.
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<p>Risk Consequences:</p> <ul style="list-style-type: none"> - Financial impact - Failure to progress schemes or delays to schemes impact on productivity of city and aims to reduce congestion, air pollution and inequality - Reputation Impact 																					
<p>Risk Owner(s): Executive Director Growth and Regeneration, Director Economy of Place.</p>																					
<p>Portfolio Flag: Transport (Cllr Alexander)</p>	<p>Summary of Progress:</p>																				

Appendix A – Corporate Risk Register as at June 2023

Strategic Theme: Our Organisation, Wellbeing		Risk remains high due to further loss of resource, difficulty recruiting and issues with civils contracts for delivering highway schemes																																											
Threat Risk	Trend	Current Risk Assessment		Risk Tolerance Level																																									
<p>Risk Title: CRR5 - Business Continuity and Operational Resilience may not be effective</p> <p>Description: If the council has a Business Continuity disruption and is unable to ensure the resilience of key BCC operations and business activities, then the impact of the event maybe increased with a greater impact on people and council Services.</p> <p>Risk Causes:</p> <ul style="list-style-type: none"> - Strikes (People, Fuel). - Loss of key staff (communicable diseases (Covid - illness and self-isolation) and influenza. - Loss of suppliers / supply chain disruption. - Loss of accommodation to deliver key services. - Loss of equipment / infrastructure, including utilities. - Any event which may cause major disruption - e.g. severe weather - Unavailability of IT and/or Telecoms. - Knowledge loss. - Reduced chances of preventing/ responding to incidents due to a lack of forward planning or investment. - Climate change <p>Risk Consequences:</p> <ul style="list-style-type: none"> - Inability to deliver/support front line services. - Service Disruption. - Loss of service. - Transportation disruption. - Additional demand on services. - Stress. - Potential risk to staff and public safety. - Increased financial cost in terms of damage control and insurance costs. - Legal compliance and financial penalty. - Reputational damage. <p>Risk Owner(s): Executive Director Growth and Regeneration Chief Executive, Director Management of Place.</p> <p>Portfolio Flag: City Economy, Finance & Performance</p>	Deteriorating	<p>14</p> <p>Likelihood = 2 Impact = 7</p>	<p>9</p> <p>Likelihood = 3 Impact = 3</p>	<table border="1"> <thead> <tr> <th colspan="2">Existing Controls</th> <th colspan="3">Mitigating Actions</th> </tr> <tr> <th>Control</th> <th></th> <th>Action Title</th> <th>Due Date</th> <th>Progress</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>A number of Policies, procedures and arrangements are in place including duty rotas for key service areas and the Duty Director rota.</td> <td>1. 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<p>Summary of Progress: Rationale of why the risk has deteriorated from 10 to 14. This is related to the current limited levels of resource and further reduction in coming months, staff changes equalling reduced service business continuity, contingency knowledge and experience, capability gaps and thus risk deterioration. Operating this team at 2.8 FTE (becoming 2.6 due to phased retirement) + 1 Manager is simply not feasible for the scope of the role, deliverables and then 'On Duty' response: see CRR12. A paper is being prepared to outline the demand and requirement for an additional x3 F/T FTE due to resource impact and work volume related to CRR12 and CRR5 for business continuity as follows; Business Continuity is a statutory duty for LAs (only) under the Civil Contingencies Act 2004, '(local authorities only) provide advice and assistance to</p>																																													

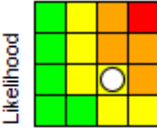
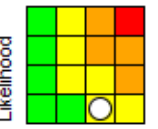
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Appendix A – Corporate Risk Register as at June 2023

Strategic Theme: Our Organisation, Wellbeing.	businesses and voluntary organisations about business continuity management’. We do not currently have the capacity within EPRT to do this beyond our own organisation. There are inconsistencies in the Business Continuity aspects of ProContract. New staff require familiarisation of Corporate Business Continuity Framework and their Business Impact Assessments and Plans are to be regularly trained and exercised, as well as regularly reviewed alongside risk intelligence and any lessons identified or recommendations from debriefs and inquiries. We currently get less than a 50% return on BIAs/BCPs as part of the annual service return. More resource required to support more services in completing their BIA/BCPs and exercising them. Ongoing specific work required for critical services contingency planning, including the support of Emergency, Response and Recovery, particularly re: Duty Officer response and facilitation or response and recovery groups in parallel to maintaining critical services and utility failures, ICT impacts				
Threat Risk	Trend	Current Risk Assessment		Risk Tolerance Level	
Risk Title: CRR26 – ICT Resilience May Not Be Effective Description: The Councils ability to deliver critical and key services in the event of ICT outages, and be able to recover in the event of system and/or data loss.	<p style="text-align: center;">Constant</p>	<p style="text-align: center;">14</p> <p style="text-align: center;">Likelihood = 2 Impact = 7</p>		<p style="text-align: center;">10</p> <p style="text-align: center;">Likelihood = 2 Impact = 5</p>	
Risk Causes: Poor Business Continuity (BCP) planning and understanding of key system architecture. Untested Disaster Recovery (DR) arrangements including data recovery. Untested network reconfiguration to alleviate key location outage. Untested recovery schedules in terms of order and instructions. Lack of resilience available for legacy systems (single points of failure - people and technology). Services undertaking their own IT arrangements outside of the corporate approach.					
Risk Consequences: Inability to deliver services	Control	<ol style="list-style-type: none"> Connection to BCC systems protections - With the majority of staff working from home, connection to our systems is vital and the main route is via VPN. We have tested alternative access which can be used. 2 factor authentication was tested as a back door which allows non-BCC pcs to login to Microsoft office 365. Highlight to service areas vulnerable applications - Highlighting to service areas where applications may be vulnerable and advising on likely timescales for disruption to enable appropriate BC planning. Moved critical systems to the cloud with more effective DR. Resilience workshops for most critical systems - Workshops are in progress to review and improve resilience for our most critical systems including: Adult and children’s social care, Revs and Bens and Housing Supplier run order in the event of multiple system outage - our disaster recovery supplier has a run order in the event of a major outage involving multiple systems. Weekly testing of individual systems restore - The restore of individual systems is tested weekly on a rotational basis 	Action Title	Due Date	Progress
Risk Owner(s): Chief Executive, Director, Digital Transformation, Service Area Leads.			1. Application/system risk log	September 2021	100%
			2. IT Resilience and BCP Phase 2	January 2023	100%
			3. IT Resilience and Business Continuity Project Phase 1	March 2022	100%
			4. Project to move Shared Drives to Cloud	November 2023	50%
		5. Removal of legacy hardware from estate	August 2025	50%	
Portfolio Flag: Finance, Governance and Performance	Summary of Progress: We are reviewing responses to a soft market test for an interim resilience provider whilst awaiting a further review by CLB of the need to				

Appendix A – Corporate Risk Register as at June 2023

Strategic Theme: Our Organisation	re-instantiate the project that is currently on pause in relation to address organisational resilience.
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Threat Risk	Trend	Current Risk Assessment		Risk Tolerance Level		
<p>Risk Title: CRR29 - Information Security Management System (ISMS) May Not Be Effective</p> <p>Description: There is a risk that if the council does not have an Information Security Management System then it will not be able to effectively manage Information Security risks.</p>	Constant	10 Likelihood = 2 Impact = 5	 Likelihood Impact	5 Likelihood = 1 Impact = 5	 Likelihood Impact	
<p>Risk Causes: Ineffective Information Security Management System, inadequate resources to create and maintain an ISMS, management buy in and support to operate an ISMS.</p>						Control
<p>Risk Consequences: Information security incidents resulting in loss of personal data or breach of privacy / confidentiality. Safeguarding data breach impacting on safety of vulnerable child or adult. Risk of breaching the regulations, and being subject to penalties/fines - Regulations Fines increasing from up to £500,000 to 10-20m Euros of 4% of global turnover. Increased litigation. Reputational damage.</p>	<ol style="list-style-type: none"> Guidance and awareness campaigns supported by regular phishing campaigns. Comms and awareness being delivered to raise awareness to colleagues around the risk of Cyber incidents and how good Information Security practices (including adherence to policies) will help minimise the likelihood of these occurring Security Team Training Meta Compliance tool online to track compliance/engagement of policies 	Action Title	Due Date	Progress		
<p>Risk Owner(s): Senior Information Risk Owner (SIRO).</p>		<ol style="list-style-type: none"> Continue roll out of Policies with oversight from ICGB Information Governance Tool Implement Audit Actions with oversight by IG Board 	December 2023	August 2023	85%	
<p>Portfolio Flag: Finance, Governance and Performance</p>	<p>Summary of Progress: No change to risk score at this time. Policy work is being finalised, technical controls to support policies are being implemented. Next step is to embed these across the organisation; however this work will take longer due to recruitment/resourcing challenges.</p>					
<p>Strategic Theme: Our Organisation, Empowering and</p>						

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Appendix A – Corporate Risk Register as at June 2023

Caring, Fair and Inclusive, Well Connected, Wellbeing

Threat Risk	Trend	Current Risk Assessment		Risk Tolerance Level		
<p>Risk Title: CRR4 – Possible failure to Deliver an effective Corporate Health, Safety and Wellbeing Framework.</p> <p>Description: To deliver an effective management framework in place to ensure that the workplace and work environment is free from health and safety hazards. The framework the Council will use to achieve this is based on the Health and Safety Executives guidance Managing for Health and Safety (HSG65) 'Plan, Do Check Act' approach. The framework will apply to all employees who work at the Council whether on a permanent or temporary basis, Schools, contractors agency staff visitors and other parties who have a business relationship with BCC.</p>	Constant	10 Likelihood = 2 Impact = 5		10 Likelihood = 2 Impact = 5		
<p>Risk Causes: If services do not have sufficient staff numbers to carry out work plans in a safe way. Services are not able to order appropriate equipment required for staff safety. Lack of appropriate equipment. Lack of appropriate training. Lack of oversight and control by local management. Lack of information on the potential or known risks. Inadequate contract management arrangements. Lack of effective processes and systems consistently being applied Policies are not kept up to date.</p> <p>Risk Consequences: Risk of injury Staff, visitors, contractors, citizens. Risk of injury to our tenants. Staff put under undue pressure leading to staff taking sick leave, or leaving the organisation. Risk of legal action/penalties against the Council and individual managers, including possibility of Corporate Manslaughter. Impact on the reputation of the City Council. Lack of compliance with Health and Safety policies and safe practices, due to pressures of work or lack of training. Reputational damage</p> <p>Risk Owner(s): Chief Executive and Corporate Leadership Board</p>						
	Control		Action Title	Due Date	Progress	
	1. 5 Year Health and Safety Strategy - The strategy has 5 key themes - Leadership and Commitment, Risk Control, Communication and Engagement. Learning and development and Performance Management		1.Audit of key areas of risk	March 2022	100%	
	2. CDM, Legionella and Asbestos procedures have been revised		2.New Accident Incident Reporting System	March 2022	100%	
	3. CHaSMs Monitoring System Reviewed - CHaSMs completed in November and reported on to EDMs in January. Action plans in place and on the SHAREPOINT. Discussion with internal audit over the future of CHaSMs. Will become a yearly assessment September for Corporate Estate and October for Schools, will be linked to service and financial planning cycles to better embed the process. Work will continue on ensuring SMART action plans and better understanding of operational health and safety risks. The revised CHaSMs is due to be sent out in October 2022.		3.Review Health and Safety Procedures	March 2024	20%	
	4. Fire Safety Management System - Fire Safety		4.Training and Development Programme for Health, Safety and Well-being	March 2024	25%	

Appendix A – Corporate Risk Register as at June 2023



<p>(CLB), Director of Workforce Change.</p>	<p>Management System is in place and has been piloted. Is ready to be published on SOURCE by 30th March 2022. Once published a number of information sessions will take place to ensure managers and key responsible people understand how to implement system.</p> <ol style="list-style-type: none"> 5. Health and Well-being plan - Health and Wellbeing plan in place and being implemented 6. New integrated OH, EAP and Physiotherapy contract - New contract in place for a year. Overall is working well there are some red spots (health surveillance) which is currently being contract managed due to delivery. 7. Reorganising the Corporate Health Safety and Wellbeing Team - New job and paperwork completed with business plan and EIA. Currently out for consultation with staff group and TU. Consultation end on 21st March 2022. Jobs will go to evaluation panel on Tuesday 29th, appointment to internal post during April onwards. The consultation process has been completed any because of Councils financial position this is being revised and will probably be implemented in two parts. 	
<p>Portfolio Flag: Finance, Governance and Performance Strategic Theme: Our Organisation</p>	<p>Summary of Progress: We now have an updated improvement plan alongside the audit action management plan that we will be working to over the next year. CLB is monitoring the audit management plan and this is being reported to them at intervals next reporting is in October where some significant decisions will be taken. The new CHaSMS has been launched and the stress risk assessments have been analysed and reported to the corporate safety committee and the 4 Directorate EDMs. Conversations have started regarding the property risk register.</p>	

Appendix A – Corporate Risk Register as at June 2023



Threat Risk	Trend	Current Risk Assessment		Risk Tolerance Level	
<p>Risk Title: CRR18 - Possible failure to deliver enough new homes to meet Mayoral and Annual Business Plan targets.</p> <p>Description: Failure of the City to deliver to the Mayoral Target of 2000 new homes per year by 2024. Strategies and delivery models designed to further stimulate growth in the housing market and deliver diversity of the housing offer across the city prove to be ineffective and do not attract and retain economically active residents.</p>	Deteriorating	15 Likelihood = 3 Impact = 5		9 Likelihood = 3 Impact = 3	
<p>Risk Causes:</p> <ul style="list-style-type: none"> 1. Not enough planning applications submitted 2. Not enough planning permissions granted 3. Insufficient housing land identified in strategic planning documents 4. Inability of the housebuilding industry to deliver at this level 5. Increased uncertainty in the market due to Brexit and Covid-19. 			Existing Controls		Mitigating Actions
	Control		Action Title	Due Date	Progress
	1. Created a single multi-disciplinary Housing Delivery Team		Secure Homes England Affordable Housing Programme Funding	March 2026	40%
	2. Established a Local Housing Company (Goram Homes).		Revised Affordable Housing Funding Policy 2022-202	April 2022	100%
	3. Introduced the Affordable Housing Practice Note.				
	4. Issued grants to Registered Providers (RPs).				
	5. Manage a targeted grant funding programme to subsidise the delivery of affordable homes.				
	6. Required a minimum of 30% affordable housing on land released by the Council.				
	7. Secured additional grant funding for infrastructure.				
	8. Secured funding from Homes England				
	9. Service Review of Housing Delivery Team				
	10. Worked collaboratively with Homes England				
	11. Strategic City Planning monitor housing completions and future pipeline of consents				
<p>Risk Consequences:</p> <ul style="list-style-type: none"> - Reputational damage - Fail to deliver inclusive growth - Increased housing need / homelessness - Increased cost of housing - Failure to retain economically active residents. - Widening gap on demand - Growth of student accommodation retracting 					
<p>Risk Owner(s): Executive Director Growth and Regeneration, Director Development of Place.</p>					
<p>Portfolio Flag: Housing Delivery and Homes</p>	<p>Summary of Progress: While work on finalising completion data for 22/23 is ongoing, indications suggest the final completion figure is</p>				

Appendix A – Corporate Risk Register as at June 2023

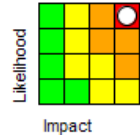
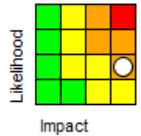
likely to be under Mayoral and Business Plan targets.

Strategic Theme: Fair and Inclusive

Threat Risk	Trend	Current Risk Assessment		Risk Tolerance Level	
<p>Risk Title: CRR54 - Potential Threat of Financial Sustainability of Nursery Schools</p> <p>Description: The impact of Covid and union action on maintained nursery schools and classes will significantly reduce the funding provided to the LA and schools and could impact on sustainability and sufficiency (sufficiency being a statutory responsibility of the service) Ongoing underfunding of nursery schools continue to raise questions about their future.</p>	Constant	<p>21 Likelihood = 3 Impact = 7</p>		<p>6 Likelihood = 3 Impact = 3</p>	
<p>Risk Causes:</p> <ul style="list-style-type: none"> Availability of staff to service early years learning Census data weakened to inform on EY sector funding. Government process change. <p>Risk Consequences:</p> <ol style="list-style-type: none"> Increased financial deficits in maintained nursery schools leading to impact on the DSG and long-term sustainability. Reduction in places across the maintained sector on a permanent basis as schools close unsustainable nursery provision that impacts on the city's sufficiency plan. <p>Risk Owner(s): Executive Director People, Service Director Education and Skills</p>					
<p>Page 337</p>	Existing Controls		Mitigating Actions		
	Control		Action Title	Due Date	Progress
	<ul style="list-style-type: none"> Identification of potential financial impact Review of progress with agreed actions with targeted nursery schools. Published a council position on the strategic need for nursery schools and key areas where action is required to support sustainability. Individual finance visits to four targeted nursery schools with the largest in-year deficits to create action plans to tackle identified issues. Communication with nursery schools to establish Covid impact and impact on pupil numbers Development of a nursery transformation programme in collaboration with LA maintained nursery school headteachers and governors. Context conversations to capture the strengths and strategic importance of nursery schools as well as the financial and operational challenges. 		Developing strategic proposals for nursery schools and the LA in response to the finding of the context conversations.	July 2022	100%
			Continuing with the nursery transformation programme and working with nursery schools to implement action plans that will reduce in-year deficits and move towards sustainable models for the future.	September 2023	45%
			Reviewing the space on each nursery site to evaluate the potential income from hosting co-located services.	July 2022	100%
			Continuing ongoing dialogue the nursery schools to establish the impact of Covid through this financial year.	March 2022	100%
			Establishing impact of provision of eligible 2 year old provision and SEND within nursery schools.	July 2022	100%
			Bringing groups of nursery schools together the develop collaborative and federation models that share resources, leadership, skills and expertise.	September 2023	50%
			Modelling management of change and collaborate and federation models to inform discussions.	September 2023	50%
			Engaging with elected members to review strategic position of nursery schools and how the council can support remodelling and securing future sustainability.	September 2023	45%
		Identifying additional capacity required to support programme of change. Paper being drawn up for Schools Forum to secure additional funding.	September 2023	100%	
Portfolio Flag: Children's Services, Education &		Summary of Progress: 11 out of the 12 LA Maintained Nursery schools are currently carrying an accumulative deficit of approx. £7 million. Deficit			

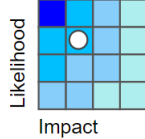
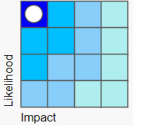
Appendix A – Corporate Risk Register as at June 2023

Equalities	<p>recovery plans have been created by Head Teachers and Governing Boards to demonstrate how they will return to an in-year surplus within 3 years. The Section 151 officer has reviewed the deficit recovery plans and identified which LA Maintained Nursery Schools can be given a licenced deficit. Those that have not been issued with a licenced deficit are working with finance colleagues and officers to establish more ambitious plans to provide financial sustainability for the provisions. Further transformation work is also being reviewed to future proof the provisions moving forward.</p>
<p>Strategic Theme: Our Organisation, Empowering and Caring, Fair and Inclusive, Well Connected, Wellbeing</p>	

Threat Risk	Trend	Current Risk Assessment		Risk Tolerance Level	
<p>Risk Title: CRR55 - Children placed in unregistered provision may be at risk</p> <p>Description: There is a possible high threat risk for the council regarding children placed in unregistered provision which is unlawful.</p>	<p>New & Escalated</p>	<p>28 Likelihood = 4 Impact = 7</p>		<p>14 Likelihood = 2 Impact = 7</p>	
<p>Risk Causes:</p> <ul style="list-style-type: none"> The causes are placement sufficiency and increased numbers of children coming into care. 					
<p>Risk Consequences:</p> <ul style="list-style-type: none"> Unlawful placements Negative Legal Impact Negative Ofsted Impact 	<p>Existing Controls</p>		<p>Mitigating Actions</p>		
	<p>Control</p> <ul style="list-style-type: none"> TBC 	<p>Action Title</p>	<p>Due Date</p>	<p>Progress</p>	
<p>Risk Owner(s): Executive Director People, Service Director Education and Skills</p>		<p>Ensure that permission of placement can only be agreed by DCS.</p>	<p>Sept 2023</p>	<p>50%</p>	
		<p>Explore with Ofsted more creative solutions</p>	<p>Sept 2023</p>	<p>50%</p>	
		<p>Implementation of BCC Families Transformation Programme.</p>	<p>Sept 2023</p>	<p>50%</p>	
		<p>Weekly oversight by Service Director and reporting to CLB.</p>	<p>Sept 2023</p>	<p>50%</p>	
<p>Portfolio Flag: Children's Services, Education & Equalities</p>	<p>Summary of Progress: This threat is high because we have children coming into care with complex needs bind with issues placement sufficiency.</p>				
<p>Strategic Theme: Our Organisation, Empowering and Caring, Fair and Inclusive, Well Connected, Wellbeing</p>					

Appendix A – Corporate Risk Register as at June 2023

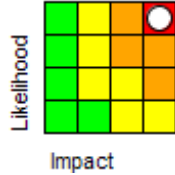
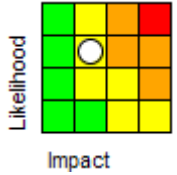
Opportunity Risks

Opportunity Risk	Trend	Current Risk Assessment		Risk Tolerance Level		
<p>Risk Title: OPP1 - Possible Impact of One City Approach</p> <p>Description: The One City Approach will offer a new way to plan strategically with partners as part of a wider city system.</p>	Deteriorating	21 Likelihood = 3 Impact = 7		28 Likelihood = 4 Impact = 7		
<p>Risk Causes: 1. Mayoral aspiration and widespread partner sign-up to principles</p> <p>2. Work to date has produced outline plan and engaged partners in the long-term vision and necessary work to complete the plan</p>						
	Existing Controls		Mitigating Actions			
	Control		Action Title	Due Date	Progress	
	1. V3 One City Plan Produced - We have produced v3 of the One City Plan and produced our second annual report available on the One City Website from 12 June 2021.		1. One City Plan refresh process	March 2023	100%	
			2. Set up Partnership Board	September 2023	80%	
			3. City Office Team Mandate	September 2022	100%	
<p>Risk Consequences:</p> <p>1. The council can plan as part of a wider city system, making stronger plans based on agreed city priorities which already have partner buy-in 2. Potential to make financial and efficiency savings and/ or deliver better services and/or reduced demand for service, reducing costs whilst improving citizen outcomes. Update April 2020: 3. Relationships already built can accelerate communication, collaboration and effective delivery of a coherent plan for the city's recovery from Covid-19</p>						
<p>Risk Owner(s): Director Policy, Strategy and Partnerships.</p>						

Appendix A – Corporate Risk Register as at June 2023

<p>Portfolio Flag: Finance, Governance and Performance</p>	<p>Summary of Progress: Likelihood of realising opportunities has reduced due to the loss of all staff from the City Office and a break in service of circa 6-weeks whilst new team members are recruited. Also, as the Council prepares to move to a Committee System of governance, questions have been raised about the long-term approach to partnership working and whether the One City model should continue. Whilst no specific intention to curtail One City has been put forward, Members will need to consider all options which introduces a level of uncertainty. This has meant recruitment to roles is fixed term only and external funders cannot commit to longer funding terms until they have clarity from BCC about its position on One City. A further report on options is anticipated to be brought to a July meeting of the Committee Member Working Group.</p>
<p>Strategic Theme: Our Organisation</p>	


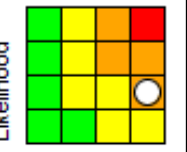
External and Civil Contingency Risks

External and Civil Contingency Risk	Trend	Current Risk Assessment		Risk Tolerance Level		
<p>Risk Title: BCCC5 - Cost of Living Crisis may have major impact on Citizens and Communities</p> <p>Description: Failure of the council and its one-city partners to mitigate against, and provide adequate services to, citizens experiencing increases in living costs including fuel and food leading to increased poverty, inequity and worsening health & wellbeing as a result of the ongoing cost of living crisis.</p>	<p>Improving</p>	<p>12 Likelihood = 4 Impact = 3</p>		<p>9 Likelihood = 3 Impact = 3</p>		
<p>Risk Causes:</p> <ul style="list-style-type: none"> -Supply chains disruption -Global COVID-19 Pandemic -Brexit -War in Ukraine -Leading to rapid inflation <p>Risk Consequences:</p> <ul style="list-style-type: none"> -Destitution - homelessness -Inability for citizens to pay general services and utilities -Increased debt for citizens and the council -Health and well-being deterioration -Inequity deepening -Increased demand on services across the council leading to failure to meet this demand -Community cohesion deteriorates <p>Risk Owner(s): Executive Director People, Director</p>			<p>Existing Controls</p>			<p>Mitigating Actions</p>
	<p>Control</p> <ol style="list-style-type: none"> 1. Baseline / impact assessment to understand potential impact on Bristolians 2. Creation of monitoring framework with 'red flag' indicators 3. Development of civic & community asset map 4. Development of framework for targeted action 5. Data monitoring of key 'red flag' indicators - monitored by the One City and One Council Group 6. Established One Council Group to monitor impact and coordinate action (meeting appx every 3 weeks) 7. Established One City Coordination Group 8. Communication plan in place led by BCC External Communications 9. Bi-weekly meetings of Community Exchange - Meetings with community partners delivering response 		<p>Action Title</p> <ul style="list-style-type: none"> Update baseline assessment following gov announcement 26 May 22 Work with Quartet to ensure COVID recovery /health inequity funding is directed to response and building community resilience Communication plan Establish network of community hubs and 'city offer' by September Cost of Living – assess impact on business Work with Quartet and other funders to deliver grant funding to implement autumn/winter response as agreed Work with Quartet to deliver Social Action Grants Update Impact Assessment Review funding approach with Quartet for 2023 	<p>Due Date</p> <ul style="list-style-type: none"> July 2022 July 2022 July 2022 September 2022 September 2022 September 2022 January 2023 December 2022 February 2023 	<p>Progress</p> <ul style="list-style-type: none"> 100% 100% 100% 100% 100% 100% 100% 100% 100% 	

Appendix A – Corporate Risk Register as at June 2023

Public Health		Planning for 2023 event - Review approach and plan for winter 2023	April 2023	100%	
		Mid-point review - In person workshop with all partners - review what's happened to date, what's gone well/what needs to change	January 2023	100%	
Portfolio Flag: Public Health and Communities	Summary of Progress: This risk is about our ability to respond to the crisis over the winter in particular. We were able to respond as a city drawing on our assets and creating a one city fund. We have a mechanism in place which we know can respond in a crisis. On the 19th of April we agreed with partners to move to a more sustainable way of working and away from 'crisis response' whilst continuing to ensure people have access to immediate support where needed. Our focus now is on building resilience against future pressures through an agreed One City Many Neighbourhoods approach.				
Strategic Theme: Our Organisation, Empowering and Caring, Fair and Inclusive, Well Connected, Wellbeing					
External and Civil Contingency Risk	Trend	Current Risk Assessment		Risk Tolerance Level	
Risk Title: BCCC1 - Flooding May Impact Public Safety	Constant	15 Likelihood = 3 Impact = 5		9 Likelihood = 3 Impact = 3	
Description: There could be a risk of damage to properties and infrastructure as well as risk to public safety from flooding which may be caused by a tidal surge, heavy rainfall and river flood events.					
Risk Causes: -Tidal surge, heavy rainfall, and river flood events -Impact of climate change -Lack of effective flood defences and preparedness for major incidents -Failure of existing flood defences	Existing Controls		Mitigating Actions		
Risk Consequences: -Economic Impacts incl loss of Property -Loss of Life/injury -Reputational Damage	Control		Action Title	Due Date	Progress
	<ol style="list-style-type: none"> Avon and Somerset Local Resilience Forum - The Avon and Somerset Local Resilience Forum (LRF) is a partnership of all the organisations needed to prepare for an emergency in the LRF area. It includes the emergency services, health services, Maritime and Coastal Agency, Environment Agency, volunteer agencies, utility companies, transport providers and the five councils of Bath and North East Somerset, Bristol, North Somerset, Somerset, and South Gloucestershire. Engagement with external partners to develop flood response plans and procedures - Working with emergency services, local authorities, and other agencies to develop flood response plans and procedures, investigating instances of flooding, training specialist staff in swift water rescue techniques, communicating with housing and business developers to incorporate flood protection into new developments. It provides guidance to members of the public about flooding, including flood warnings and what people can do to help themselves. Local Flood Risk Management Strategy - Bristol has in place a local Flood Risk Management Strategy which comprises of 5 key themes and 43 separate actions in line with Environment Agency's national strategy. The Strategy has used outputs from a number of key studies (which 		Avonmouth Village Flood Scheme	June 2027	20%
			Deliver Bristol Avon Flood Strategy	December 2023	25%
			Deliver Local Flood Risk Management Actions	February 2030	25%
			Expression of Interest to participate in the DEFRA Innovation and Resilience programme	June 2021	100%
			Strategic Outline Case for Managing River Avon Flood Risk	June 2021	100%
			Frome Catchment Innovation Programme - Development of a number of measures to mitigate flood risk from the river Frome	March 2027	20%

Appendix A – Corporate Risk Register as at June 2023

Risk Owner(s): Executive Director Growth and Regeneration, Director Economy of Place.	identify the risk of flooding to the city) to structure our response to flood risk management, from emergency management to flood mitigation schemes 4. Regular and Emergency Maintenance and Clearing of Gullies and Culverts – especially in advance of storm warnings 5. Ongoing engagement with Civil Protection unit				
Portfolio Flag: Climate, Ecology, Energy & Waste and Strategic Planning, Resilience and Flood Strategy	Summary of Progress: Overall risk level remains the same. Principal Officer appointed to lead Frome Resilience project which will ease pressure on the team. Work ongoing to revise overall structure and recruit to manager role.				
Strategic Theme: Our Organisation, Empowering and Caring, Fair and Inclusive, Well Connected, Wellbeing.					
External and Civil Contingency Risk	Trend	Current Risk Assessment		Risk Tolerance Level	
Risk Title: BCCC4 – Possible Increase In Winter diseases including COVID-19 and Flu (formerly COVID-19 Population Health) Description: Covid 19 poses multiple risks to population health. Directly from infection; indirectly through social and economic impacts; and through pressures on the health and care system. On 21ST Feb 2022 the Gov announced Living with Covid Strategy which includes withdrawal of population testing and contact tracing. Isolation and other compliance is voluntary. New risks are: • Reduced ability to see infection • Negative impacts on business continuity and health from high levels of circulating infection • Harms to high-risk individuals and risks within high consequence settings • Emergence of harmful new variant	<h1>Improving</h1>	<h1>3</h1> Likelihood = 3 Impact = 1	 <p>Likelihood</p> <p>Impact</p>	<h1>14</h1> Likelihood = 2 Impact = 7	 <p>Likelihood</p> <p>Impact</p>
Risk Causes: Covid 19 poses multiple risks to population health. Directly from infection; indirectly through social and economic impacts; and through pressures on the health and care system. Removal of Covid controls reduces ability to contain infection.	Existing Controls		Mitigating Actions		
	Control		Action Title	Due Date	Progress
	<ol style="list-style-type: none"> Daily Situation Reports – weekly from April 2022 and will be produced in current format until 31st March 2023 Investment in Infection Prevention and Control - Additional recurrent investment has been made in Community Infection Prevention and control. Regional and Health system IPC oversight established Local Outbreak Management and Response Plan - LOMP has been replaced by living with Covid Plan -developed with partners. Mitigations in place include: New Surveillance, Communication, Engagement, Prevention – including 		There are 9 COVID Population Health Sub risks with multiple mitigating Actions		

Appendix A – Corporate Risk Register as at June 2023

	<p>vaccination, Protection – high risk settings and Response and surge preparedness. Weekly Outbreak Management Group replaced by weekly Living With Covid Group. Monthly reports to CLB Gold and regular updates to ELM Regular staff and public bulletins</p>	
<p>Risk Consequences: Infection from Covid, proportion of severe illness, long Covid and deaths. Disruption to work, school, university. Emotional and mental health impacts, for all ages including loneliness. Food poverty.</p>	<p>4. Ongoing Community Engagement and Mental Health Work - Additional investment in MH work through Thrive. £500k from CCG for student MH. One City focus on YP and night-time activities. Additional investment in communities, VCSE - £2m from CCG and additional funds for community vaccine champions.</p>	
<p>Risk Owner(s): Executive Directors & Director of Public Health</p>	<p>5. Priority Programmes focussed on Mental Health, Well-Being and Food Poverty</p> <p>6. Protecting Health Function - Enhanced protecting health function - completed / Green. Weekly reports published – will remain in place but frequency may change - Green</p> <p>7. Weekly Death Management and Vaccine Reports</p>	
<p>Portfolio Flag: Mayor</p>	<p>Summary of Progress: Winter flu season has ended; UK Government have now formally ended the COVID-19 pandemic response. we are now back to business-as-usual approaches. plans are in place to deliver the spring covid-19 booster programme to our vulnerable population. treatment for those to develop covid symptoms who are immunosuppressed remains available. System planning is in progress for next winter - flu / covid vaccination and engagement to support uptake recognising this as a core prevention priority.</p>	
<p>Strategic Theme: Our Organisation, Empowering and Caring, Fair and Inclusive, Well Connected, Wellbeing</p>		



Risk Scoring Matrix

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Appendix A – Corporate Risk Register as at June 2023

		Threat Impact (Negative risks)					Opportunity Impact (Positive Risk)						
Threat Likelihood	Almost certain	4	4 (Low)	12 (Medium)	20 (High)	28 (Critical)	28 (Significant)	20 (High)	12 (Medium)	4 (Low)	4	Almost certain	Opportunity Likelihood
	Likely	3	3 (Low)	9 (Medium)	15 (High)	21 (High)	21 (High)	15 (High)	9 (Medium)	3 (Low)	3	Likely	
	Unlikely	2	2 (Low)	6 (Medium)	10 (Medium)	14 (High)	14 (High)	10 (Medium)	6 (Medium)	2 (Low)	2	Unlikely	
	Rare	1	1 (Low)	3 (Low)	5 (Medium)	7 (Medium)	7 (Medium)	5 (Medium)	3 (Low)	1 (Low)	1	Rare	
			1 Minor	3 Moderate	5 Major	7 Critical	7 Exceptional	5 Significant	3 Modest	1 Slight			

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Threat Level	Opportunity Level	Level of Risk	Actions Required
1-4	1-4	Low	May not need any further action / monitor at the Service level.
5-12	5-12	Medium	Action required, manage and monitor at the Directorate level.
14-21	14-21	High	Must be addressed - if Directorate level consider escalating to the Corporate Risk Report, if Corporate consider escalating to the Cabinet Lead.
28	28	Critical / Significant	Action required - escalate if a Directorate level risk, escalate to the Corporate Level, if Corporate bring to the attention of the Cabinet Lead to confirm action to be taken.

LIKELIHOOD AND IMPACT RISK RATING SCORING

Likelihood Guidance

Likelihood	Likelihood Ratings 1 to 4
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Appendix A – Corporate Risk Register as at June 2023



	1	2	3	4
Description	Might happen on rare occasions.	Will possibly happen, possibly on several occasions.	Will probably happen, possibly at regular intervals.	Likely to happen, possibly frequently.
Numerical Likelihood	Less than 10%	Less than 50%	50% or more	75% or more

Severity of Impact Guidance (Risk to be assessed against all of the Categories, and the highest score used in the matrix).

Impact Category	Impact Levels 1 to 7			
	1	3	5	7
Service provision	Very limited effect (positive or negative) on service provision. Impact can be managed within normal working arrangements.	Noticeable and significant effect (positive or negative) on service provision. Effect may require some additional resource, but manageable in a reasonable time frame.	Severe effect on service provision or a Corporate Strategic Plan priority area. Effect may require considerable /additional resource but will not require a major strategy change.	Extremely severe service disruption. Significant customer opposition. Legal action. Effect could not be managed within a reasonable time frame or by a short-term allocation of resources and may require major strategy changes. The Council risks 'special measures'. Officer / Member forced to resign.
Communities	Minimal impact on community.	Noticeable (positive or negative) impact on the community or a more manageable impact on a smaller number of vulnerable groups / individuals which is not likely to last more than six months.	A more severe but manageable impact (positive or negative) on a significant number of vulnerable groups / individuals which is not likely to last more than twelve months.	A lasting and noticeable impact on a significant number of vulnerable groups / individuals.
Environmental	No effect (positive or negative) on the natural and built environment.	Short term effect (positive or negative) on the natural and or built environment.	Serious local discharge of pollutant or source of community annoyance that requires remedial action.	Lasting effect on the natural and or built environment.
Financial Loss / Gain	Under £0.5m	Between £0.5m - £3m	Between £3m - £5m	More than £5m
Fraud & Corruption Loss	Under £50k	Between £50k - £100k	Between £100k - £1m	More than £1m
Legal	No significant legal implications or action is anticipated.	Tribunal / BCC legal team involvement required (potential for claim).	Criminal prosecution anticipated and / or civil litigation.	Criminal prosecution anticipated and or civil litigation (> 1 person).
Personal Safety	Minor injury to citizens or colleagues.	Significant injury or ill health of citizens or colleagues causing short-term disability / absence from work.	Major injury or ill health of citizens or colleagues may result in. long term disability / absence from work.	Death of citizen(s) or colleague(s). Significant long-term disability / absence from work.
Programme / Project Management <i>(Including developing commercial enterprises)</i>	Minor delays and/or budget overspend but can be brought back on schedule with this project stage. No threat to delivery of the project on time and to budget and no threat to identified benefits / outcomes.	Slippage causes significant delay to delivery of key project milestones, and/or budget overspends. No threat to overall delivery of the project and the identified benefits / outcomes.	Slippage causes significant delay to delivery of key project milestones; and/or major budget overspends. Major threat to delivery of the project on time and to budget, and achievement of one or more benefits / outcomes.	Significant issues threaten delivery of the entire project. Could lead to project being cancelled or put on hold.
Reputation	Minimal and transient loss of public or partner trust. Contained within the individual service.	Significant public or partner interest although limited potential for enhancement of, or damage to, reputation. Dissatisfaction reported through council complaints procedure but contained within the council. Local MP involvement. Some local media/social media interest.	Serious potential for enhancement of, or damage to, reputation and the willingness of other parties to collaborate or do business with the council. Dissatisfaction regularly reported through council complaints procedure. Higher levels of local or national interest. Higher levels of local media / social media interest.	Highly significant potential for enhancement of, or damage to, reputation and the willingness of other parties to collaborate or do business with the council. Intense local, national and potentially international media attention. Viral social media or online pick-up. Public enquiry or poor external assessor report.

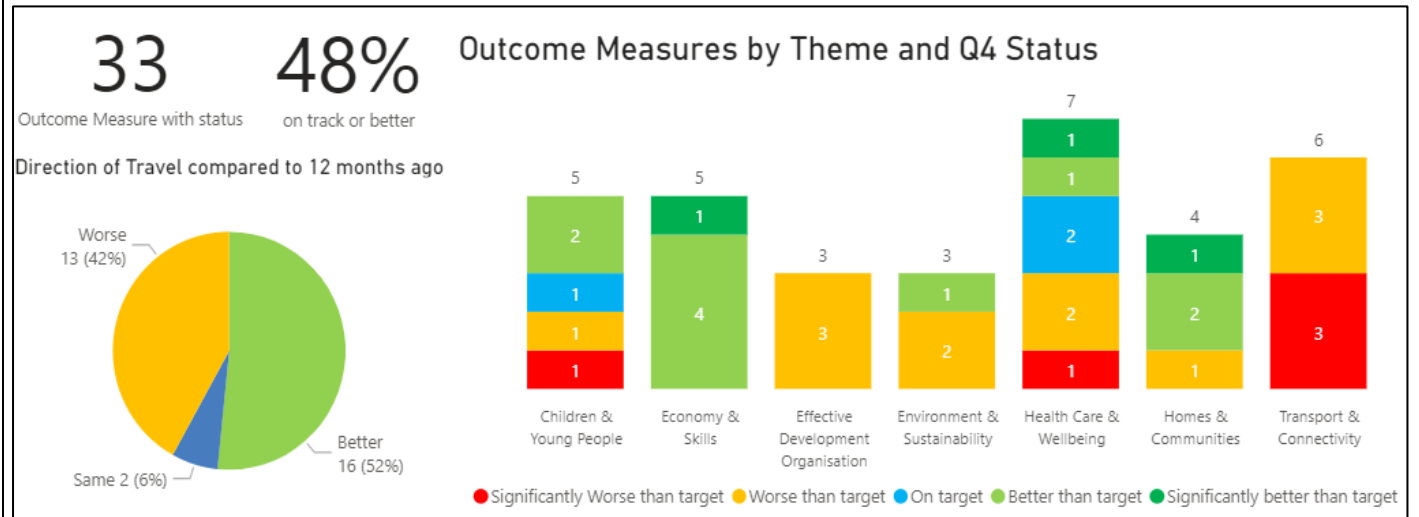
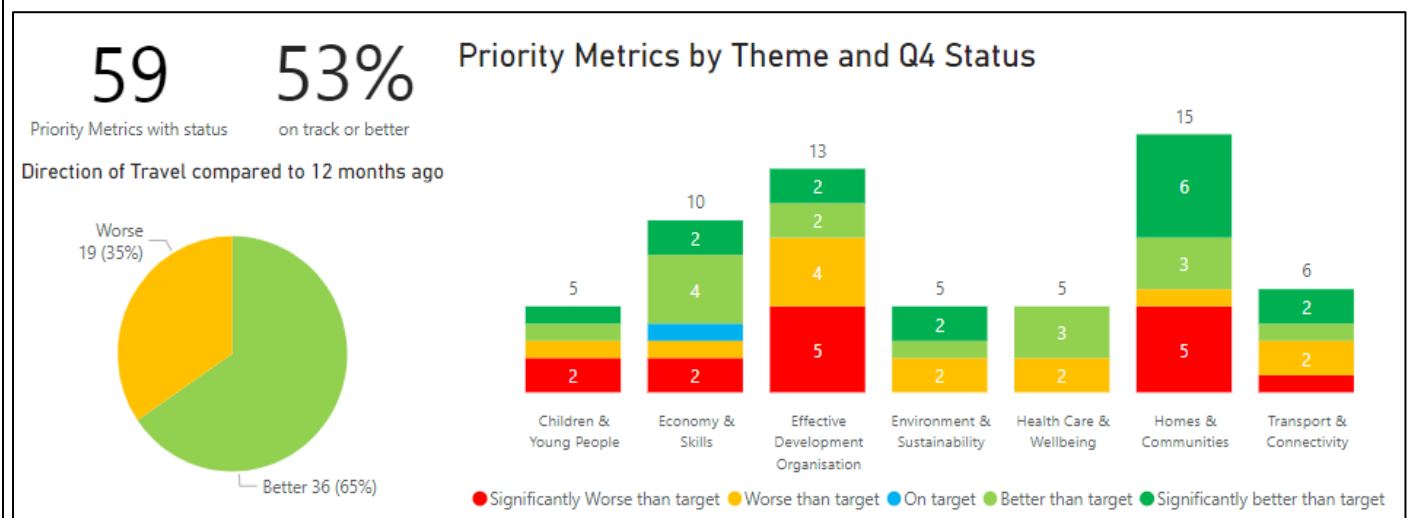
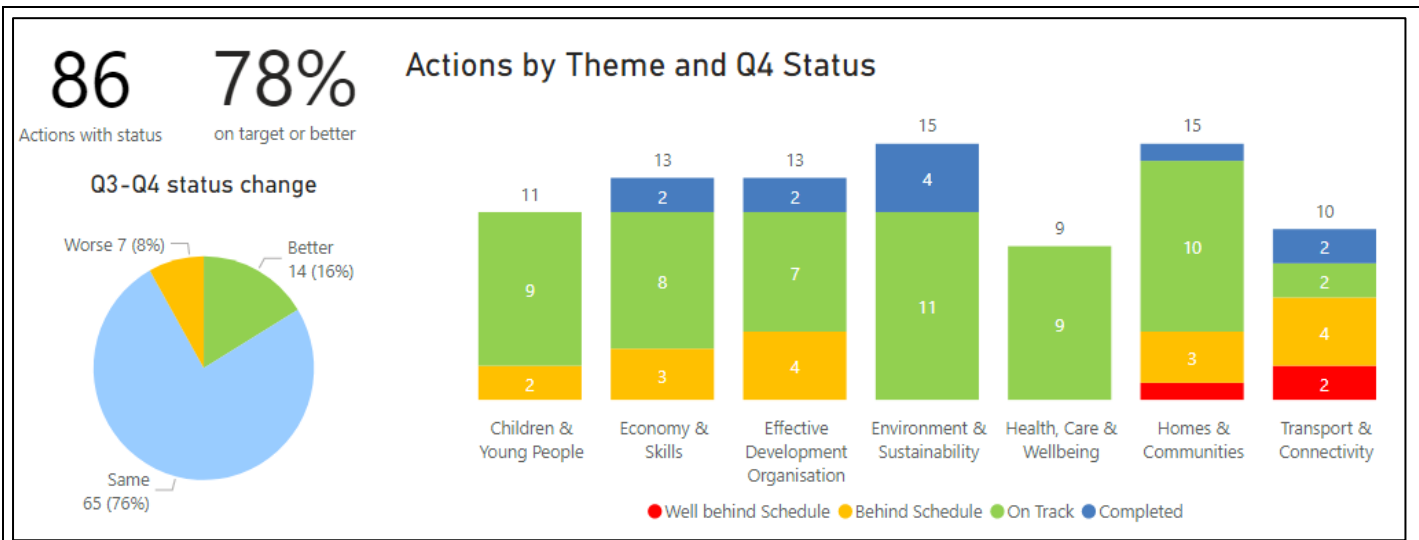
Decision Pathway – Performance Report

PURPOSE: For noting

MEETING: Cabinet

DATE: 04 July 2023

TITLE	Quarterly Performance Progress Report (Q4 - 2022/23)																
Ward(s)	All wards																
Author: Guy Collings	Job title: Head of Insight, Performance & Intelligence																
Cabinet lead: Cllr Cheney, Deputy Mayor - City Economy, Finance and Performance	Executive Director lead: Stephen Peacock, Chief Executive																
Proposal origin: BCC Staff																	
Decision maker: Cabinet Member		Decision forum: Cabinet															
Purpose of Report: For Cabinet to note the outcomes from the Thematic Performance Clinics for Q4 2022/23 and the year-end Performance outturn, and areas for future Performance Improvement support.																	
<p>1/ Evidence Base: This report and appendices provide the relevant Performance Measures from the Business Plan 2022/23, as approved by CLB in Feb and noted by Cabinet in March 2022. Performance reporting is now based on the Bristol City Council (BCC) Corporate Strategy 2022-27. Key points of note:</p> <p>2/ Thematic Performance Clinics (TPCs) - As per the Performance Framework 2022/23, reporting is primarily through new Thematic Performance Clinics (see Corporate Performance Reporting (sharepoint.com)), which focus on overall Performance for each of the 7 Business Plan themes, and address specific Performance Improvement issues for that theme. EDMs are seeing the outcome of the TPC work (hence later EDM report date) plus a summary of EDM metrics</p> <p>3/ Business Plan Actions – for the first time, Performance reporting includes progress of the Business Plan Actions as well as Performance Metrics. This allows much more focus on delivery of the Business Plan Priorities.</p> <p>4/ Business Plan Priority Measures / City Outcomes – The quarterly reports focus on Business Plan Priority Measures (mainly quarterly measures around Corporate Strategy priorities; primarily metrics the council has more direct responsibility over, so used to measure council performance). Where relevant they'll note City Outcomes (annual indicators on the Corporate Strategy themes and overall 'health of the city'; primarily outcome-focused measures that are longer term and slow moving, with long-term targets); these will all be in the Annual report.</p> <p>5/ Impact of Covid-19 – Covid-19 renewal and recovery is embedded into our Business Plan Priorities and is being delivered across all areas of the council. Targets are set to take account of this, including some which may appear counter-intuitive compared to last year's outturn (see 2022/23 Performance Measures and Targets).</p> <p>6/ Performance summary for Q4:</p> <p>Taking the Business Plan Actions, Performance Metrics and City Outcomes available at year-end (Quarter 4):</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #d9e1f2;"> <th style="width: 33%;">Business Plan Actions</th> <th style="width: 33%;">Business Plan Priority Metrics</th> <th style="width: 33%;">City Outcomes (mainly annual metrics)</th> </tr> </thead> <tbody> <tr style="background-color: #d9e1f2;"> <td colspan="3">Current Performance</td> </tr> <tr> <td>78% on track or better (67/86)</td> <td>53% on target or better (31/59) of those with targets</td> <td>48% on target or better (16/33) of those with targets</td> </tr> <tr style="background-color: #d9e1f2;"> <td colspan="3">Direction of Travel</td> </tr> <tr> <td>16% better than Q3 (14/86) 76% same as Q3 (65/86) 8% worse than Q3 (7/86)</td> <td>65% improved compared to 12 months ago (36/55)</td> <td>52% improved & 6% same compared to 12 months ago (18/31)</td> </tr> </tbody> </table>			Business Plan Actions	Business Plan Priority Metrics	City Outcomes (mainly annual metrics)	Current Performance			78% on track or better (67/86)	53% on target or better (31/59) of those with targets	48% on target or better (16/33) of those with targets	Direction of Travel			16% better than Q3 (14/86) 76% same as Q3 (65/86) 8% worse than Q3 (7/86)	65% improved compared to 12 months ago (36/55)	52% improved & 6% same compared to 12 months ago (18/31)
Business Plan Actions	Business Plan Priority Metrics	City Outcomes (mainly annual metrics)															
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Key Points of focus:

Whilst 4 of the Themes report as On Track at year-end (see below), Homes & Communities and Effective Development Organisation Themes remain Behind schedule and Transport & Connectivity is Well behind schedule.

The Transport and Connectivity Theme ended well behind schedule, as the majority of actions and metrics / outcomes here are behind schedule or below target. However, on a positive note all actions in the Environment & Sustainability and Health, Care & Wellbeing Themes ended on track. A few metrics were not able to report year-end data due to processing delays, and will be reported early in 2023-24.

Overall, over three quarters of the Business Plan Actions (78%) are reported as completed or on track at year end, a positive reflection of the work done throughout the year. Around half of Business Plan Priority Metrics (51%) ended on target, slightly above previous quarters (45% - 50%), and 64% of Metrics are doing better than at the same point last year. A similar proportion of City Outcome measures (48%) are on target, reflecting the overall 'health of the city' as opposed to specific Council performance, and 58% of these are improved or the same compared to last year.

Key headlines from the relevant Thematic Performance Clinics are below, and full Thematic reports with a summary for that Theme and progress against all individual metrics and actions are included in Appendix A1.

Theme	Q 1	Q 2	Q 3	Overall Q4 Progress	Points of Focus by Theme
1. Children & Young People	Yellow	Green	Green	On Track	<ul style="list-style-type: none"> • Increase % of Outcomes Achieved through the supporting families programme – This has been outperforming against target since Q2, showing that where we have a targeted outcome set against a family we are doing well to deliver. • Increase % of final EHCPs issued within 20 weeks excluding exception cases – This has been a consistent challenge for Bristol City Council. Numbers of requests for Education, Health & Care Plans (EHCPs) continues to increase meaning there is a growing number of open cases and increasing workloads for the SEND team officers. Timeliness of final plans is improving year on year but whilst there remain overdue cases to address, the 20-week target remains under pressure.
2. Economy & Skills	Green	Green	Green	On Track	<ul style="list-style-type: none"> • BPPM506 – Increase the level of Social Value generated from procurement and other Council expenditure: Over £6M has been achieved this year and is based on the increase in social value verified as having been delivered against individual contractual commitments, compared with a baseline at the beginning of the financial year. • BPPM266 – Increase % of adults with learning difficulties known to social care who are in paid employment: This remains significantly below target. There are queries around the way the data is calculated & presented, and work with Adult Social Care colleagues is ongoing to address this.
3. Environment & Sustainability	Green	Yellow	Yellow	On Track	<ul style="list-style-type: none"> • P-ENV3.2: Work with businesses and commercial waste companies to deliver a cleaner, more sustainable approach to commercial waste. Phase 3 is now complete, with over 550 commercial bins removed from the street and over 80 separate businesses engaged during this part of the process. • A number of ENV Theme metrics are proving difficult to report on, especially re our CO2 / net zero commitments due to data not being available in a timely fashion, or unresolved issues with agreeing definitions.
4. Health, Care & Wellbeing	Green	Green	Green	On Track	<ul style="list-style-type: none"> • This Theme is On Track with all Actions (100%) on schedule or complete and 60% of Priority Metrics and City Outcome Measures on target or better. • BPOM282a/b - Healthy life expectancy for men / women - the years a person can expect to live in good health; it remains a concern with both figures significantly worse than nationally. There is a lot of work underway to promote healthy living, but challenges prevail due to the cost-of-living crisis.
5. Homes & Communities	Yellow	Yellow	Yellow	Behind schedule	<ul style="list-style-type: none"> • BPM353 Homelessness prevention and BPPM352b rough sleeping count are both better than target, but lower numbers of households moving on from Temporary Accommodation due to private rent levels and affordable home availability means BPPM357 number of households in temporary accommodation is significantly worse than target. • BPPM375 Empty council properties and BPPM374a Average relet times

				are both significantly worse than target due to the new contractor contracts not performing as hoped. The council's contractual processes to manage this are being followed, including engaging with alternative, approved contractors, who need time to mobilise.
6. Transport & Connectivity			Well behind schedule	<ul style="list-style-type: none"> This Theme is well behind schedule due to the overall poor performance across its Actions (40% on schedule or done), Priority Metrics (50% on target or better) and City Outcome Measures (0% achieving target). Despite progress in several transport projects (A37/A4018, Portway and A38 south and city centre projects), the complexity and challenge of others including the M32, A4 and mass transit system means discussions with partners to find deliverable solutions are ongoing. Air quality measures are performing below target although particulate matter has improved over the last 3 years. Additional nitrogen dioxide monitoring sites located at busy roadside junctions for Clean Air Zone monitoring programme has led to the overall percentage of compliant monitoring sites reducing.
7. Effective Development Organisation			Behind schedule	<ul style="list-style-type: none"> BPPM516: Increase the percentage of Corporate Freedom of Information (FOI) requests responded to within 20 working days: After a period of improving performance, outturn has dropped. Reduced resources and increased demand on officer time has led to this drop, which is particularly evident in the Adult Social Care and Children & Education Directorates. BPPM522: Reduce the average number of working days lost to sickness: Performance has now worsened for eight consecutive quarters and is at its highest level for 15 years. Cold, Flu and Covid (44%) are the primary reasons for the increase in short-term sickness absence, though Stress (40%) is by far the biggest cause of long-term absence.

Cabinet Member / Officer Recommendations:

- That Cabinet note the Thematic Performance Clinic reports and year-end Performance outturn, and measures to address future performance issues.

Corporate Strategy alignment: All Business Plan Performance metrics and actions are designed to demonstrate our progress towards the Corporate Strategy 2022-27.

City Benefits: Understanding whether BCC is delivering the priority outcomes for the citizens and city as outlined in the annual Business Plan will ensure organisational effort can be focussed on benefit realisation.

Consultation Details: Performance progress has been presented to Divisional Management Team (DMT) and Executive Director Meetings, and through the Thematic Performance Clinics prior to the production of this report.

Background Documents:

- [Corporate Performance Reporting - Home \(sharepoint.com\)](#)
- [BCC Corporate Strategy 2022-27](#)
- [BCC 2022/23 Business Plan](#)
- [BCC 2022/23 Performance Framework](#)
- [2022/23 Performance Measures and Targets](#)

Revenue Cost	£0	Source of Revenue Funding	N/A
Capital Cost	£0	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: There are no specific financial implications as part of the report. Identification and delivery of meeting key performance indicators is a major part of annual service planning including budget setting. Identifying key outcomes and targets should have a significant impact on allocation of resources through annual budget setting

process, similarly availability of resources to delivery outcomes will impact the achievability of targets. Performance information should be viewed alongside services financial information and progress of delivery of key projects.

Finance Business Partner: Sarah Chodkiewicz - 22 May 2023

2. Legal Advice: Reporting performance against the business plan and corporate strategy assists the Council to comply with its duty to make arrangements to secure continuous improvement in the way in which the Council's functions are exercised, having regard to a combination of economy, efficiency and effectiveness. Any specific legal issues arising from this report will be dealt with separately.

Legal Team Leader: Nancy Rollason – 22 May 2023

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

IT Team Leader: Gavin Arbuckle - 22 May 2023

4. HR Advice: There are no HR implications arising from the report recommendation because it is for information.

HR Partner: James Brereton – 22 May 2023

EDM Sign-off	ASC / C&E / G&R EDMs Resources EDM	24 May 2023 31 May 2023
Cabinet Member sign-off	Cllr Cheney CMB	31 May 2023
For Key Decisions - Mayor's Office sign-off	Mayor's Office	05 June 2023

Appendix A – Further essential background / detail on the proposal Appendix A1: All 7 Thematic Performance Clinic reports combined Appendix A2: Short definitions for each Performance metric included on Appendix 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

Thematic Performance Clinic Report

Children & Young People - Qtr 4 (01 Apr '22 – 31 Mar '23)

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

Date: 9 May 2023

Actions	Priority Metrics	Outcome Metrics	Overall Progress
Performance			On schedule
82% on schedule or better (9 of 11)	40% on target or better (2 of 5)	60% on target or better (3 of 5)	
Direction of Travel			
82% same as Q3 (9/11)	80% improved compared to 12 months ago (4/5)	50% improved compared to 12 months ago (1/2)	

The Thematic Performance Clinic met for Quarter 4 (Q4), on 9 May '23. The progress against the relevant actions and metrics listed in the 2022/23 Business Plan for the Children & Young People Theme have been reviewed by the Thematic Lead and this report produced as a position statement at Q4 and intended actions to improve.

1. Theme Actions / Priority Metrics performing well:
<ul style="list-style-type: none"> • BPOM353 - Reduce the percentage of children with excess weight (10-11 year-olds) – This is the highest recorded figure (36.4%) since records started in 2010. However, considering this is the first measure since the Pandemic, the increase was anticipated and is below the National average (37.8%) • BPPM247 - Increase the percentage of Family Outcomes achieved through the Supporting Families programme – Working with families to achieve identified outcomes has improved throughout the year and is now exceeding the 2022/23 target. • CYP2.1 - Deliver a Youth Zone in the south of the city – Work is well underway and planning approvals are anticipated soon for the Youth Zone to be delivered in August 2024 • CYP4.1 - Join up activity and offer employment support and work experience for young people, migrants, refugees, asylum seekers and others experiencing poverty. Continued joined-up working has provided much support and opportunities for many vulnerable young people; including a 6 month maths course that caters for young parents that includes a creche.
2. Theme Actions / Priority Metrics that are of concern:
<ul style="list-style-type: none"> • BPOM201 - Percentage of audited children's social work records rated good or better – Performance as at 31 December '22 (reported with a 3 month data lag) remains significantly worse than target. • BPOM230b KS2 - increase the % of disadvantaged pupils at KS2 achieving the expected standard in RWM - This is provisional data and shows a drop of 10% points, when compared to pre-pandemic data 39% [provisional 2022] 49% [2019 & 2020]. For comparison, the National attainment for this cohort was 43% (provisional 2022) • BPOM231d Key Stage 4: Attainment 8 - Reduce the Points gap between the Disadvantaged and Non-Disadvantaged – This is provisional data and shows a widening of the gap, by 3 points, when compared to pre-pandemic data. The National comparison the gap for Bristol was 19.4 points (provisional 2022) and the England gap was 15.2 points (provisional 2022) • BPPM225e Increase the percentage of Final EHCPs issued within 20 weeks excluding exception cases *– This metric was considered by the Homes & Communities TPC in Q2 and has since been moved to this Theme. In Oct '22 the OFTSED and CQC SEND reinspection took place, it reported that there were sufficient improvements in EHC needs assessment process and timeliness. Performance at Q3 remains below target and it is unlikely that the annual target of 50% will be met.

3. Performance Clinic Focus points (Agenda):
<ul style="list-style-type: none"> ○ Notes / Actions from Q3 Thematic Performance Clinic ○ Children Living in Poverty ○ Increase the percentage of Final EHCPs issued within 20 weeks excluding exception
4. Performance Clinic Recommendations / Actions:
<p>Q4 Actions:</p> <ol style="list-style-type: none"> 1. To continue to deliver existing action plan for low-income families 2. Issues have been identified and the action plan to resolve these needs to be delivered
5. Items for next Thematic Performance Clinic:
<ul style="list-style-type: none"> ○ Education measures ○ Education establishments rated good or better
6. Lead Director Comments:
<p>Children living in poverty (low income families) –</p> <p>In 2021 there were 11,900 children under 16 living in absolute low-income families in Bristol representing 13.9% of all children in the City. Levels of absolute poverty are predicted to rise by 5% points through 2022/23 (Resolution Foundation) leading to an increase to 16,000 or 19% of children. For large households, this is likely to rise to 70%. National and international factor have increased poverty through high fuel costs, and while families have been partially protected through government policies, the impact of interest rate rises, and food inflation is pushing more families into poverty – the time lag in our data makes this hard to evidence. Mitigation through Council action is to reduce the harms caused by poverty. The Our Families Board is moving to change registration of children in poverty away from the measure of Free School Meals as children in poorer areas of the City also have lower attendance rates and therefore do not access free school meals. The Food Equality Strategy and action plan provides a framework through which children should not be in food poverty. Our Family Hubs programme develops evidence-based services to meet need for low-income families in area of highest deprivation and creates strong networks to enable support. The first 3 centres will open in June 23, with 1 in South, in North and in East Central. Alongside this, the work of Supporting Families supports people to get back into paid employment and apprenticeships to prevent enduring family poverty. Holiday activity funding is also rolled out in the holiday period for children entitled to free school meals and includes nutritious food within the offer. The council has introduced welcoming spaces as part of its response to the cost-of-living pressures, and these spaces are located in areas of child poverty.</p> <p>Increase the percentage of Final EHCPs issued within 20 weeks excluding exception cases</p> <p>A discussion took place around a more detailed performance summary of EHCPs (Education, Health and Care Plans) in general to garner a greater understanding of the underlying data including the volume of cases and average time taken to issue when out of timescales. The driving factors that have an impact on this measure were highlighted as staff vacancy issues and time taken to induct new staff. It was highlighted that the current number of live cases is the highest it has been for the past 12 months and that is also having an impact on the timeliness of EHCPs. It was noted that there is a significant backlog of cases and that trying to clear this backlog is having an impact on current performance. Although the performance is below target, progress is being made and will continue to be reviewed in the clinic and discuss and address underlying factors.</p> <p>Fiona Tudge [Children & Families Service]</p>
Date of Thematic Performance Clinic
9 May 2023

2022-2023 Children & Young People Actions & Performance Metrics (Qtr 4 Progress)

Theme 1: Children & Young People

A city where every child belongs and every child gets the best start in life, whatever circumstances they were born in to.

CYP	Code	Title	Directorate	Q 1	Q 2	Q 3	Q4 Status and Performance	Comparison over 12 months	Management Notes
PERFORMANCE METRICS Page 354	BPOM211	Reduce % of children living in poverty (low income families)	C&E - Children Families & Safer Communities				Significantly Worse than target Annual Actual 22% Annual Target 18%	↓	(2022 - 2023) It is likely that poverty rates for children increases because of national and international factors and mitigation to this is to reduce the harms caused by this. Our Family Hubs programme develops evidence based services to meet need for low income families in area of highest deprivation and creates strong networks to enable support. The first 3 centres will open in June 23 with 1 in South in North and in East Central. Holiday activity funding is also rolled out in the holiday period for children on FSM and includes nutritious food within the offer. The council has introduced welcoming
	BPOM215	Reduce incidents of domestic abuse involving children	C&E - Children Families & Safer Communities				No Target Annual Actual 742% Establish Baseline		(2022 - 2023) This quarter has seen the launch of the Children affected by domestic abuse provision in the city run through Next Link. This has significantly increased provision to support children affected by domestic abuse and contribute to the long term recovery and reduction in harm related to domestic abuse. The Safe and Together co-located workers in social care are continuing to deliver services for children. Professionals has reported in this improving the quality of their interventions with children and families affected by domestic abuse and enabled a more domestic abuse informed approach.
	BPOM217	Improve the % of 17 - 18 year old care leavers in EET (statutory return - recorded around birthday)*	C&E - Children Families & Safer Communities				On target Quarter 4 Actual 74% Annual Target 74%	↔	
	BPOM220	Increase the number of new specialist schools places available	C&E - Education & Skills				Worse than target Annual Actual 234 Annual Target 240		(2022 - 2023) A cabinet paper was approved on 6th September with finances to progress with works to increase the number of specialist places available. From phase 1 of the project 24 places are currently in delivery and will be complete by November. A further 12 will be delivered in April 2023. Phase 2 is underway with 20 places delivered already and surveys are currently being procured for each site. Negotiation is underway with schools who will be involved in phase 2. We are targeting 216 additional places in phase 2 which will be delivered between September 2023 and September 2025. This together with other capital projects means we are on target to exceed 450 specialist provision places.
	BPOM230b	KS2 - increase the % of disadvantaged pupils at KS2 achieving the expected standard in RWM	C&E - Education & Skills				No Target Annual Actual 39% Establish Baseline		(2022 - 2023) This data remains provisional. The impact of Covid and the assessment system means it is challenging to make any comparisons with previous data (2019). However performance gaps for disadvantaged pupils continues to be a priority focus for schools and trusts. In Bristol 39% of disadvantaged pupils achieved this target as opposed to 68% of non-disadvantaged. In England the corresponding figures were 43% and 66%.
	BPOM231d	Key Stage 4: Attainment 8 - Reduce the Points gap between the Disadvantaged and Non-Disadvantaged	C&E - Education & Skills				No Target Annual Actual 19.4 points Establish Baseline		(2022 - 2023) In Bristol the average A8 score for disadvantaged pupils was 35 for non-disadvantaged pupils it was 54.4 a gap of 19.4 points. The corresponding England figures were 37.6 and 52.8 with a gap of 15.2 points.

BPOM253	Reduce the percentage of children with excess weight (10-11 year-olds)	A&C - Communities & Public Health				Better than target Annual Actual 36.4% Annual Target 38%		(2022 - 2023) The latest NCMP data for Year 6 children measured in Bristol during the 2021/22 academic year is 36.4%. This is similar to the national average of 37.8% for 2021/22. No Bristol data was available for the previous year in 2020/21 as NCMP was suspended in March 2020 due to the pandemic however the national average for 2020/21 was calculated on a limited sample at a significantly higher rate at 40.9%. Pre-pandemic data for Bristol during the 2019/20 academic year was 33.9%. This again was similar to the national average of 35.2% for 2019/20. Although the current 2021/22 statistic for Bristol certainly suggests that child excess weight has worsened (36.4% is the highest prevalence for year 6 excess weight we've seen since NCMP began) it is not a statistically significant increase over the 2019/20 pre-pandemic figure. The current 2021/22 statistic for Bristol at 36.4% also shows there to be some post pandemic recovery compared to the 2020/21 national average figure of 40.9%.
BPOM263	Improve the % of 16 /17 year olds (Academic Age) meeting their duty to participate in EET (Sept Gua)	C&E - Education & Skills				Better than target Annual Actual 93.9% Annual Target 93%	↑	(2022 - 2023) This annual figure is reported in Qtr 2. The team have worked hard to record Sept G and resolved issues with the system to ensure that the young people's Sept Guarantee has been recorded. Year 11 Sept Guarantee is 98.1% & year 12 is 89.4%. We are still working on this number and making contact with young people to get an update on destinations.

CYP Priority 1: Child friendly city

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

CYP	Code	Title	Directorate	Q	Q	Q	Q4 Status and Performance	Comparison over 12 months	Management Notes
				1	2	3			
Page 355 ACTIONS	P-CYP1.1	Keep children and young people safe in all settings and promote their wellbeing by working closely with the Keeping Bristol Safe Partnership. We will do this by rolling out Trauma-Informed Practice, working with City Partners to reduce violence and building on our knowledge of what works by learning from best practice and peers	C&E - Children, Families Community Safety				On Track		Work through the Trauma Informed practice grant is progressing well. In Adults work has begun with Dignifi to embed a trauma-informed, person centred practice model. A trauma-informed commissioning approach is in development and includes the development of a trauma informed commissioning toolkit, centred on the BNSSG Principles for Trauma Informed Practice. The Bristol Trauma Informed Practice Network has been established and currently has a membership of over 450 multi disciplinary professionals from across the local partnership. BCC facilitate Bristol Trauma Informed Practice Network meetings once quarterly, supported by a brief written bulletin.
	P-CYP1.2	Support and welcome newly arrived children, including refugees and unaccompanied asylum seekers to our city. We will find suitable accommodation, or foster carers within the city and develop clear processes and pathways to ensure every child is safe, nurtured and has timely access to education provision	C&E - Education & Skills				On Track		Work continues to support the placement and educational needs of newly arrived pupils and unaccompanied asylum seekers across the city. Work to enhance the support for these cohorts has been further developed through the inclusion of the Attendance and Belonging Team as part of the assessment process for Schools of Sanctuary. In addition the establishment of the Supporting Refugees and Assylum Seeking Pupils in Schools (SRASPS) group has brought together the LA and different stakeholders including parent groups to help ensure the ongoing needs of pupils and their families is recognised and subsequently met.

	P-CYP1.3	Increase apprenticeships across the City and within the Council targeted towards children and young people in care and care leavers.	Resources - Workforce & Change				On Track		Bristol City Council continue to actively explore opportunities within the council to support young people into early careers through the apprenticeship pathway, creating a range of entry level positions. BCC work with external agencies through projects like Project Bristol, in collaboration with Sixteen, with a greater focus on those in care and care leavers, with a view a to turn the placements in to apprenticeship positions. The Apprenticeship Team communicate with local schools, FE colleges, Sixth Forms and their career leads to ensure opportunities at level 2, 3 and 4 are made accessible to those thinking about their post 16 career choices. The team also ensure information sessions are in place online to support young people with the application process as well as guidance notes with each advert. The BCC recruitment policy ensures when care leavers apply for apprenticeship positions, they are guaranteed an interview if they meet the person specification.
PERFORMANCE METRICS Page 356	BPPM201	Percentage of audited children's social work records rated good or better *	C&E - Children Families & Safer Communities				Significantly Worse than target Quarter 4 Actual 56% Annual Target 70%	↓	
	BPPM203	Increase % of workforce trained to be trauma and adversity champions	C&E - Children Families & Safer Communities				No data Establish Baseline		(2022 - 2023) Bristol has awarded a grant contract to a training provider to deliver a programme of training in trauma informed practice which is open to colleagues across the organisation. This begins on the 27th April with dates available until Spring 2024. This training will be managed via itrent which will improve reporting. This training is not for trauma and adversity 'champions' but will be a programme of training aligned to the current workplan. A multi agency training offer also continues via the Keeping Bristol Safe Partnership.
	BPPM213	Reduce incidents of serious violence involving children and young people	C&E - Children Families & Safer Communities				Significantly better than target Quarter 4 Actual 842 Annual Target 975	↑	(Quarter 1 - 4) Rates of serious violence continue to be lower than the previous years this is benchmarked against demonstrating ongoing positive impact of investment in serious violence prevention strategies and approaches through Safer Options.

CYP Priority 2: Supported to thrive

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

CYP2	Code	Title	Directorate	Q 1	Q 2	Q 3	Q4 Status and Performance	Comparison over 12 months	Management Notes
ACTIONS Page 357	P-CYP2.1	Deliver a Youth Zone in the south of the city which will offer access to more than 20 activities per night, for children and young people including football, boxing and climbing, to creative arts, music, drama and employability training	C&E - Children, Families Community Safety				Behind Schedule		Planning determination has been delayed but is due through delegated decision in June. Risk if planning is not approved in June that build will be delayed beyond the point that BCC can benefit from the £650k government funding as this must be spent on revenue costs before the end of March 2025.
	P-CYP2.2	Provide early help to families through newly formed family hubs, which will be physical and virtual spaces in our communities where children (aged 0–19, up to 25 years old with special educational needs and disabilities) and families can access early help from a variety of agencies	C&E - Children, Families Community Safety				On Track		Funding for Year One (2022/23) of programme received from DfE. City-wide Parent Carer Panel established to co-produce developments. Start for Life offer published on Bristol City Council website. Needs analysis and options appraisal completed and 3 Family Hubs identified to be opened on 28th June 2023: Wellspring Settlement; Southmead and Hartcliffe. Locality partnership delivery groups established to drive local developments.
	P-CYP2.3	Target support to children and young people in need, by reviewing and delivering bespoke Youth Services, Short Breaks for Disabled Children, Home to School Travel and Alternative Learning Provision.	C&E - Children, Families Community Safety				On Track		All routes have now moved to the new DPS and there are new contractors joining all the time which is resulting in greater sufficiency of provision as well as more competitive pricing. Targeted youth services were agreed at Cabinet and co-production has led to youth alliance organisations working together across the locality areas to establish a clear area plan for North, South and East-Central. Young people are due to review these plans in June and notification of funding will be sent to multiple providers ahead of the new services. Short breaks services will commence consultation and co-production in the next quarter. There is also consultation taking place on the proposed Cabinet reductions to this budget. Providers have needed support to pass the specification questions for the ALP framework and this has been intensive in bursts. There is still a small overlap in ALP operating via 2 systems, but this should resolve before the new academic term in September 2023.
PERFORMANCE METRICS	BPPM247	Increase % of Family Outcomes achieved through the Supporting Families programme	C&E - Children Families & Safer Communities				Better than target Quarter 4 Actual 70% Annual Target 65%	↑	(Quarter 4) 21/30

CYP Priority 3: Equity in education

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

CYP3	Code	Title	Directorate	Q 1	Q 2	Q 3	Q4 Status and Performance	Comparison over 12 months	Management Notes
ACTIONS Page 358	P-CYP3.1	Work with partners across the city to ensure that every child benefits from high quality education. Raise standards across Bristol schools, ensure that we meet or exceed the national average for Ofsted ratings that at least 86%* of Bristol schools attain Good or Outstanding ratings, by examining performance data for schools and creating improvement plans to improvements to education outcomes	C&E - Education & Skills				Behind Schedule		
	P-CYP3.2	Tackle high levels of absence and suspensions through the delivery of the Belonging Strategy and improved provision for special educational needs. This will improve outcomes and inclusion across the city's schools and reduce inequality amongst pupils.	C&E - Education & Skills				On Track		Work continues to implement the Department for Education Action Plan to support improvements to attendance related activity. This also supports the implementation of government guidance 'Working Together to Improve School Attendance 2022.' Changes to the Bristol Inclusion and Fair Access Panel and the introduction of inclusion support surgeries has supported schools with multi agency input to help address the needs of pupils at risk of permanent exclusion. The Exclusion Task and Finish Group continues to focus on a reduction in suspensions and exclusions.
	P-CYP3.3	Deliver improvements for children and young people with special educational needs and disabilities (SEND) and care leavers; by working with schools and settings to become more inclusive and increasing the amount and range of specialist provision across Bristol to reduce the number of children with SEND using alternative provision	C&E - Education & Skills				On Track		Progress continues on the delivery of new specialist places for young people with SEND. The Specialist Placement Manager is working to extend and expediate these places for delivery in September 2023 and 2024. The recent SEND action plan, in response to the Green paper on SEND and ALP outlines the ways in which Alternative Provision will be used to support the placement of young people with SEND. We currently have a number of settings with current and planned expertise in supporting young people with SEND and are looking to extend the use of the provisions. Our surgery process will be extended to primary schools as of September 2023 which will also help to triage and support at an earlier point, those with additional needs.
	BPPM225e	Increase the percentage of Final EHCPs issued within 20 weeks excluding exception cases *	C&E - Education & Skills				Significantly Worse than target Quarter 4 Actual 37.9% Annual Target 50%	↑	(Quarter 1 - 4) Between January and December 2022 762 Education Health and Care plans were issued (excluding exception cases and those with a mediation/tribunal prior to the issuing date). Of these 289 were issued within the 20 week timescale. This year there has been an increase in requests for assessment (17.8% increase in 2022 – 1001 requests) which means there are more on-going cases in the system at any one time resulting in increased workloads for Statutory SEND team officers. Processes are in place to monitor the on-going children's assessments that are out of statutory timescales. Whilst there are overdue cases in the system the 20-week target is going to be under pressure. The number of new EHC plans issued in 2022 has increased by 39.5% compared to the same period in 2021. The Department for Education (DfE) Special Educational Needs Survey (SEN2) has in previous years collected aggregated local authority level data on EHC plans but in 2022/23 it changed to a person level submission replicating and extending the aggregated data collection by collecting information relating to each child or young person for whom EHC plans are maintained. This measure is a key performance indicator included in the SEN2 and the change in collection processes may result in some differences to our in house data and the DfE publication as new methodologies and systems are established to collect and aggregate the data. Our timeliness data has been through a robust quality assurance process during the year and we are confident in our methodology.

BPPM244a	Reduce the number of suspensions from Primary Schools	C&E - Education & Skills				No Target Quarter 4 Actual 748 Establish Baseline		(Quarter 4) We are continuing to establish baseline data for suspensions. Please note Quarter 4 does not correspond with the end of the academic year. In line with government published data the overall trend for primary suspension rates has been reducing and the gap between national (England) data has been reducing.
BPPM244b	Reduce the number of suspensions from Secondary Schools	C&E - Education & Skills				No Target Quarter 4 Actual 6,485 Establish Baseline		(Quarter 4) We are continuing to establish baseline data. Please note Quarter 4 does not correspond with the end of the academic year. In line with government published data the overall trend for secondary suspension rates for Bristol have continued to be above national (England) data. Post pandemic the rise in suspensions in Bristol reflects the national pattern of an increase in suspensions at secondary level.
BPPM246	Increase percentage of schools and settings rated 'Good' or better by Ofsted (all phases)	C&E - Education & Skills				Worse than target Quarter 4 Actual 85% Annual Target 86%	↑	

CYP Priority 4: 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.

CYP4	Code	Title	Directorate	Q 1	Q 2	Q 3	Q4 Status and Performance	Comparison over 12 months	Management Notes
ACTIONS	P-CYP4.1	Work with partners to join up activity and offer employment support and work experience for young people not in education, employment or training (NEET), migrants, refugees, asylum seekers and others experiencing poverty. Including, actively support individuals to transition into quality post 16 destinations	C&E - Education & Skills				On Track		Into Learning meeting has been revamped and moved to a new date. Last count we had over 25 practitioners and providers who have shared their current offer and what help and support is needed. We continue to post on this channel on a regular basis and promote the current opportunities for young people across Bristol.
	P-CYP4.3	Invest in our social workers by providing new evidence-based training programmes to ensure that we offer families the best support so children can thrive	C&E - Children, Families Community Safety				On Track		This quarter saw the start of our next cohort of Level 1, Level 2 and Leadership courses with the Centre for Systemic Practice. It also saw the conclusion of the Systemic Practice in SEND pilot course.

Thematic Performance Clinic Report

Economy & Skills - Qtr 4 (01 Jan '23 – 31 Mar '23)

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

Date: 2 May '23

Actions	Priority Metrics	Outcome Metrics	Overall Progress
Performance			On schedule
83% on schedule or better (10/12)	70% on target or better (7/10)	100% on target or better (5/5)	
Direction of Travel			
2 improved since Q3 9 are the same as Q3 2 are worse than Q3	67% improved on 12 months ago (6/9)	100% improved on 12 months ago (5/5)	

The Thematic Performance Clinic met for Quarter 4 (Q4), on 2 May '23. The progress against the relevant actions and metrics listed in the 2022/23 Business Plan for Economy & Skills Theme have been reviewed by the Thematic Lead and this report produced as a position statement at Q4 and intended actions to improve.

1. Theme Actions / Metrics performing well:

- **BPOM269 - No of adults aged 19+ who progress from all employment support activities into employment or better** - Due to successful extensions of our One Front Door and Future Bright programmes (through WECA's funding), alongside starting delivery of our Healthier Together funded Inclusive Career Pathways programmes in Health and Social Care and Parks & Green Spaces sectors.
- **BPPM506 - Increase the level of Social Value generated from procurement and other Council expenditure** – Over £6M has been achieved this year and is based on the increase in social value verified as having been delivered against individual contractual commitments, compared with a baseline at the beginning of financial year.
- **Action PES5.1 - Establish IT hubs and mini-IT suites in deprived communities** – This action has been successfully completed, although ongoing support will continue to be offered. There are now 30 Venues with upgraded digital hardware, including 186 devices having been provided as at the end of March '23, alongside 8,783 citizens engaged with and using the equipment provided.

2. Theme Actions / Metrics that are of concern:

- **BPPM266 - Increase % of adults with learning difficulties known to social care who are in paid employment** remains as 'significantly below target'. There are still concerns around the way the data here is calculated & presented, and work with Adult Social Care colleagues is ongoing to address this problem. *This formed part of the Clinic Agenda (please see below).*
- **P-ES3.3 – Develop new approaches to creating and encouraging economic growth that is both sustainable and inclusive** – Delivery of the first draft plan continues to be behind schedule. Options are being looked at in terms of allocated resources and agreeing a revised milestone plan.
- **BPPM308 - Increase the number of people able to access care & support through the use of Technology Enabled Care** – Although being significantly worse than target at year end, it is envisaged that due to newly recruited staff and equipment now being in place and ready to install, the delivery seen in recent months (which has improved significantly), will be replicated as we move forward into next year.

3. Performance Clinic Focus points (Agenda):

- 2.05pm - Technology Enabled Care
- 2.20pm - Adults with learning difficulties (known to ASC) in paid employment
- 2.45pm – Black, Asian and minority led businesses supported

4. Performance Clinic Notes / Recommendations / Actions:

Item 1 - Increase people access care & support through Technology Enabled Care (BPPM308)

- There was no representative available from Adult Social Care (ASC) to discuss in the Clinic – this will need to be looked at as to how we take this forward.
- It was agreed that although we had not met target there has been progress. For example we no longer have a waiting list, and the Service is also now fully staffed (for first time) with 6 TEC installers, instead of the 2 last year.
 - New ASC process to discuss options as part of case reviews should help
 - From a housing TEC angle, service is now “ready and waiting” – need to get more people referred
 - Focus should now be in getting this process embedded within ASC process
 - Will need to work with ICB (Integrated Care Board) / Sirona Care & Health
 - Housing was reassuring (no waiting list / all good to go now) but work is needed to ensure that TEC is embedded in ASC process

ACTION: Performance Advisor to arrange a separate mtg with the Director of ASC and Christina Gray to identify how to fully embed TEC in ASC Transformation programme

ACTION: Housing to discuss with ASC to promote that Bristol TEC needs to be linked in with ICB programme and ICB Director for Transformation & Digital.

- The Project management Office (PMO) are providing business analysis resource to support development of a new Options forum to consider options in terms of adult care as early as possible - so solution may be partly about ensuring that technology is considered first as part of that forum.
 - CG request that Housing takes this forward. They are already planning to attend these “soft meetings” (so already in process)

Item 2 - Adults with learning difficulties (known to ASC) in paid employment (BPPM266)

- As above, noted there was no representative from ASC to discuss. In future may need to invite a wider range of ASC reps.
- The Head of Service from Learning & Skills said there is a full programme working on this (“We work with everyone”). The challenge is in getting sufficient linkages with ASC
 - “We work with everyone” programme has a team of Navigators who support people with LD into employment – been very successful overall (but not showing in this data)
 - This programme is the main investment in the city towards supporting people with LD
 - Is a concern that ASC do not appear to be sufficiently engaged with “We work”. The programme has raised this with the Director of ASC and with the respective Cabinet Member.
- There are 2 key points to address
 - **1/ Improve Data** – need LAS* data to link with “We work with everyone” and ensure the programme data is included in LAS return. They want to cross reference their list of names with ASC list, as only 30 of the hundreds of “We work” referrals have come from ASC. [*LAS data [Liquidlogic Adult Socialcare]. Data processing is in IPI D&I team.]
 - **2/ Development Work** – need to find new way to work with ASC teams, as they are struggling with capacity – have now agreed that “We work” team will attend the existing 3 ASC Locality Team mtgs
- Need to confirm the definition of “**known to social care**”, as this could be key to why most “We work” clients are not reflected in the LAS data.

ACTION (re point 1): The D&I team to clarify definition / review whether ASC data-set includes “We work with everyone” referrals (and/or flag this with Service)

ACTION (re point 1): Performance Advisor to explore with Learning & Skills re. potential for a new 2023-24 indicator to capture the “We work” data

ACTION (re point 2): Learning and Skills Head of Service to meet with LD lead & Director of ASC to explore caseloads

- 2 distinct groups:
 - Young people (transition) – lot of demand from young people with LD and their parents to progress into employment support – very positive
 - Older adults with LD – very few referrals – Cllr Holland (Cabinet lead for ASC) is frustrated that no new referrals are coming in from the Service for this cohort. Opportunity to link through the Bristol Voices programme to reach this group.

Item 3 – Black, Asian and minority led businesses supported (BPPM103)

- Is a relatively new indicator / Set a high target for this year but have met the target
- Economic Regeneration presented a PowerPoint to outline issues
 - This was a new programme created in 2020 as part of Covid-recovery planning, building on existing programmes
 - Noted the original plan was a time-limited project, and additional funding ceased, but BCC continued with the aspiration
 - The data is based on returns from external providers (inc The Coach House which is no longer funded by BCC, but we support via a pepper-corn rent so still get data)
 - Target: 262 / Final figure: 328 (so well over target)
 - Now have plan to deepen this model to do more – from focus on support for Black, Asian & Minoritized Ethnic group led businesses to now commissioning an expanded model to support businesses led by any of 5 groups: Black, Asian & Minoritized Ethnic / Refugees / Gender other than male / People with disabilities / Young people (18-30)
 - The new service will be commissioned for a 3-year period, commencing Sept 2023. Monitoring will ask for increase on 3 of the 5 groups.

ACTION: A performance advisor to discuss with the Service re potential for a new KPI that looks at the wider definition (of supporting in 3 of 5)

5. Lead Director Comments:

Overall positive progress on actions and targets. Both Adults with learning difficulties (known to ASC) in paid employment (BPPM266) and Increase people access care & support through Technology Enabled Care (BPPM308) need direct engagement by ASC to progress and resolve. These are both ASC enabling programmes. A key action is to revisit the clinic on these to items with the appropriate leaders from ASC.

On **Tech enabled care** there is also an action to ensure links at appropriate level with the ICB Tech Enabled Care Programme.

Black, Asian and minority led businesses supported – the performance clinic ascertained that the current metric is based on Covid related funding. This has kick started business growth in the sector. Ideally this metric should (and will) be changed to better capture inclusive economic growth with the Black, Asian and minoritised business sector more broadly, perhaps working with BSWN to capture this.

Overall well done to all involved.

Christina Gray; Director – Public Health & Communities (Director lead for Economy & Skills)

Date of Thematic Performance Clinic

2 May 2023

2022-2023 Economy & Skills & Performance Metrics (Qtr 4 Progress)

Theme 2: Economy & Skills

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

ES	Code	Title	Directorate	Q1	Q2	Q3	Q4 Status and Performance	Comparison over 12 months	Management Notes
PERFORMANCE METRICS	BPOM041	Improve the overall employment rate of working age population	G&R - Economy of Place				Better than target Quarter 4 Actual 78.5% Annual Target 76%	↑	(Quarter 4) The rate has continued this quarter (to Dec 22) at a very high level and approx 2.5% above the target and 2% higher than the pre-pandemic period (Dec 19) reflecting the increased demand and opportunities for working age Bristol residents during 2022 since the pandemic ended. The Bristol rate is still 1% point lower than the West of England average and 3-6 points lower than rates in South Gloucs and North Somerset. Bath & NES is an outlier with a 4% lower rate than Bristol.
	BPOM105z	Track out of work benefits claimant rate	C&E - Education & Skills				Not calculable Quarter 4 Actual 3.3% Annual Target Not Set		(Quarter 4) The Bristol claimant count has been static for the last five months although recently there has been a slight rise in the 18-24 year old rate which has been offset by a slight decrease in the 50+ rate. Unemployment in the City is still higher than the pre pandemic rate of 2.6%. The Employment Support Team continues to deliver specific targeted interventions to some of the City's most disadvantaged communities.
	BPOM222	Increase the take-up of free early educational entitlement by eligible 2 year olds	C&E - Education & Skills				Better than target Annual Actual 71% Annual Target 66%	↑	(2022 - 2023) There has been an increase in the number of children taking up their offer due to strategies we have implemented. This has significantly narrowed the gap with the national average at 72%. Local intelligence is informing us that there could be issues with available places in the autumn term due to the significant challenges early years settings are facing in relation to staffing recruitment and retention. We will be monitoring this closely.
	BPOM269	No of adults aged 19+ who progress from all employment support activities into employment or better	C&E - Education & Skills				Significantly better than target Quarter 4 Actual 834 Annual Target 705	↑	(Quarter 1 - 4) This year we have successfully extended our One Front Door and Future Bright programmes through WECAS funding and we have commenced delivery of our Healthier Together funded Inclusive Career Pathways programmes in Health and Social Care and Parks & Green Spaces sectors. All programmes are delivering within the funders target thresholds
	BPOM438	Increase the % of people living in deprived areas who have access to the internet at home (QoL)	Resources - Policy Strategy & Digital				Better than target Annual Actual 93% Annual Target 91.5%	↑	(2022 - 2023) It is pleasing to see an increase in those with access to the internet at home. Further analysis of the Quality of Life survey will be presented which will give more detail of type of access (e.g. fixed broadband mobile broadband) as this varies across different parts of the city.
	BPOM505	Percentage of procurement spend with 'Small and Medium sized Enterprises' (SME's)	Resources - Finance				Better than target Annual Actual 56.8% Annual Target 56%	↑	(2022 - 2023) 56.8% of BCC's procured spend in 22/23 was with suppliers identified as Small-Medium size Enterprises (SMEs) with fewer than 250 employees. This percentage is greater than the proportion of UK business's total turnover attributed to SMEs (51.1% from 2022 ONS figures) suggesting that BCC is not disfavoursing SMEs. Note that spend with other public bodies has been excluded from calculations where the transactions are not primarily "procurements" – for example spend with other Councils NHS Trusts Clinical Commissioning Groups Bristol Waste etc as well as Partner bodies such as Bristol LEP City of Bristol College South Glos College etc. Where data on employee numbers was not available Annual Turnover has been used to define SME status instead. The Council's Procurement & Contract Management strategy adopted in April 2023 reaffirms our commitment to spending money with a diverse range of businesses and VCSEs particularly smaller local businesses and sets out actions we will take to achieve this.

ES Priority 1: Regeneration

Enable the growth, development and regeneration of the city in an inclusive, sustainable, healthy and resilient way. Attract investment, develop growth sectors to create and retain decent jobs, and improve access to opportunities afforded by regeneration for disadvantaged areas and groups of people. Work to future-proof the city through sound spatial planning and progress the Temple Quarter Enterprise Zone as one of the UK's largest regeneration projects.

ES1	Code	Title	Directorate	Q1	Q2	Q3	Q4 Status and Performance	Comparison over 12 months	Management Notes
ACTIONS	P-ES1.1	Deliver large-scale investment regeneration projects - to deliver new jobs, homes and improvement in places, such as Temple Quarter Western Harbour, Frome Gateway and Whitehouse Street. To do this we will work with local communities, other teams, city partners, developers, and government utilising a range of design methods and products which will create sustainable, inclusive and healthy communities.	G&R - Economy of Place				On Track		Temple Quarter Infrastructure Projects are progressing to RIBA Stage 2/3. L&G Are progressing their masterplan for Temple Island. Funding bid submitted to WECA to secure funding to progress the next stage of Western Harbour and develop a Masterplan and Infrastructure Delivery Plan. Whitehouse Street Regeneration Framework is under consultation and was approved by Cabinet in March 2023. Spatial frameworks for Frome Gateway and City Centre will be consulted on over the summer and considered by Cabinet in Autumn. The regeneration of Bedminster Green is underway with developments and infrastructure projects on site.
	P-ES1.2	Support the renewal and recovery of the high streets and the city centre by providing advice and guidance, promotions and communications campaigns, landscaping, events and cultural programmes and deliver the city-wide vacant property grants scheme.	G&R - Economy of Place				On Track		Across our City Centre and High Streets service - 807 business have been visited, 303 of these have been supported and 88 referrals have been made to other business support services, including the Growth Hub, YTKO, Living Wage. Our business newsletter is being sent to 2,652 recipients on a weekly basis, we have 23,264 social media followers on Shop Local Bristol (Twitter, Facebook and Instagram). We have been working with businesses to access our vacant commercial property grant scheme and 73 applications have been approved to date. Delivery of City Centre and priority high streets culture and event activities ongoing until Aug 2023.

ES Priority 2: Access to employment

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

ES2	Code	Title	Directorate	Q1	Q2	Q3	Q4 Status and Performance	Comparison over 12 months	Management Notes
ACTIONS	P-ES2.1	Commission a new Employment Land Strategy to shape the Strategic Development Strategy and Local Plan. This will involve working with property, planning and regeneration teams to ensure that the city has the employment space it needs to meet new demands following the impact of COVID-19, changes in the economy, climate and ecological emergencies and competing pressures for land use, such as housing.	G&R - Economy of Place				On Track		Both a property market report and scenario testing for St Philips Marsh have been commissioned and officers are providing supporting information to aid development of these reports. Sites analysis by officers is underway. The potential to carry out a new WOE level analysis of employment land need has been discussed with neighbouring UAs and BCC has agreed to contribute financially to the production of new forecasts.
	P-ES2.2	Support businesses, social enterprises and cultural organisations to become more resilient, sustainable and better placed to win contracts and investment, through provision of advice, guidance, local support, communications and signposting.	G&R - Economy of Place				On Track		The two main enterprise support services for South Bristol and North and East Bristol continued on track and delivering broadly to target and budget. Key outcomes reported for the North & East Bristol programme were (cumulative totals for year 2022-23): 913 entrepreneurs and businesses supported, 23 new business starts registered, 67 new jobs created. For South Bristol: 200 entrepreneurs, businesses and social enterprises supported, 32 new starts, and 6 jobs created. Due to the difficult economic conditions currently job creation is slightly below target. Both projects have been successfully engaging with under-represented groups in enterprise, eg. 21% of clients from Black & Minoritised communities, and 12% have a disability. Delivery partners continue to promote best environmental practices to new and existing business clients, carbon audit and grant support available from WECA and the One City Climate Ask initiative.
	P-ES2.3	Create more jobs and skills training in construction through the new Building Bristol initiative, which ensures all new large developments create green and sustainable opportunities	C&E - Education & Skills				On Track		Building Bristol enters its second year of operation with its first approved development due to break ground Summer 2023. Planning applications in course show positive numbers and so we expect the funding mechanism to start producing some long-term sustainability during next £ year. The partnership approach engendered throughout the scheme is starting to realise good results in terms of trust and challenge/dialogue leading to practical support solutions and good connections with city-wide community and support groups. This enables developers and their partners to plan the achievement of tangible social value supported by BB Board members and ESL staff. The careers lead engagement event was a great success with requests for repeats in near future and ongoing mechanisms for developers to be connected directly with local provision aligned to their plans. As applications are approved we expect to develop meaningful case studies to inform ongoing continuous improvement of the offer to underpin social value.
	BPPM263a	Reduce the % of young people of academic age 16 to 17 years who are NEET & destination unknown	C&E - Education & Skills				Better than target Quarter 4 Actual 4.9% Annual Target 5%	↑	(Quarter 4) Team have worked hard ensuring that young peoples destinations and current status have been updated. There was a push over December to share opportunities of new courses that are starting in Jan such as Level 1 with city of Bristol College and this along with data cleansing last year has ensured that the young peoples records are accurate and correct.

PERFORMANCE METRICS	BPPM265a	Increase the amount of Bristol City Council Apprenticeship Levy spent	Resources - Workforce & Change			Better than target Quarter 4 Actual £1,135,526 Annual Target £1,100,000	↑	(Quarter 1 - 4) Levy spend continues to be affected by subdued numbers on programme and the achievement of spend in excess of target represents a significant increase in levy sharing activity £121k and completions £122k for the year respectively. Total on-programme spend has reduced 19%; however recruitment numbers and fewer completions next term plus a further increased sharing commitment will increase spend next term with early indications that £1.25m is achievable.
	BPPM266	Increase % of adults with learning difficulties known to social care who are in paid employment	C&E - Education & Skills			Significantly Worse than target Quarter 4 Actual 4.8% Annual Target 7%	↓	(Quarter 1 - 4) 49/1023. There is a severe discrepancy in the collection of this data and the reality of the results we are seeing through our WE WORK for Everyone programme. We have recently started attending Team Around the Person meetings with Adult Social Care and hope that this will see an increase in the reported outcomes.
	BPPM268	Increase the number of adults in low pay work & receiving benefits accessing in-work support	C&E - Education & Skills			Better than target Quarter 4 Actual 902 Annual Target 885	↑	(Quarter 1 - 4) Our Future Bright in work support programme continues to deliver a strong performance and has recently been extended for a further two years through a new package of funding from WECA
	BPPM270	Increase experience of work opportunities for priority groups	C&E - Education & Skills			Better than target Quarter 4 Actual 6,757 Annual Target 6,200	↑	(Quarter 1 - 4) There has been an extremely higher number of experiences of work this term (3008) for a number of reasons. This is always the busiest quarter for school delivery - especially because schools are keen to have a wide range of opportunities within National Careers Week and National Apprenticeships Weeks. Alongside this the majority of our contracted work was arranged for this period. We also had 2 new members join the Bristol WORKS team which helped expand out reach. Of this number 628 were experiences of work for young people with special educational needs 49 were for a cohort identified at risk of disengaging and 36 experiences of work were part of a coaching programme for children in care. We also supported 4 people on work experience (3 of whom have special educational needs)

ES Priority 3: Good growth

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

ES3	Code	Title	Directorate	Q 1	Q 2	Q3	Q4 Status and Performance	Comparison over 12 months	Management Notes
ACTIONS	P-ES3.1	Drive sustainability through the council's procurement and commissioning supply chain and processes to help the council promote the voluntary, community and social enterprise sectors and achieve its carbon neutral, climate and ecologically resilient and wildlife rich city by 2030. Deliver training and market awareness to ensure these processes are fully embedded in existing and new contracts.	Resources - Finance				Completed		The Healthy & Sustainable Procurement Policy is now approved and full launched across the Council after a 12month pilot. Sustainability must be included in all tender processes where appropriate. A dedicated Sustainable Procurement Specialist ensures training and support is available internally. Regular communication and feedback from the supply chain is obtained, aswell as scheduled supplier engagement days with Micro/SME's. Work is ongoing on how we measure Carbon across the organisation.
	P-ES3.2	Drive inclusive growth and deliver social value through maximising opportunities for local skills, training and job creation arising from new development through the planning process.	G&R - Economy of Place				On Track		Strategic City Planning tracking implementation of guide with a view to developing approach further through forthcoming Local Plan publication document.
	P-ES3.3	Building on our learning from the pandemic and the needs of the city and its citizens – including pressing environmental and social issues – develop new approaches to creating and encouraging economic growth that is both sustainable and inclusive. Write a plan that describes our needs, aims and how to achieve them alongside our communities, partners and other stakeholders.	G&R - Economy of Place				Behind Schedule		Delivery of the first draft plan continues to be behind schedule. Options are being looked at in terms of allocated resources and agreeing a revised milestone plan.
PERFORMANCE METRICS	BPPM103	Black Asian and minority ethnic-led businesses supported	G&R - Economy of Place				Significantly better than target Quarter 4 Actual 326 Annual Target 262	↓	(April - March) Existing South Bristol and North & East Bristol programmes ended in March 23. Economic Development is planning to commission a new 3 yr inclusive enterprise support programme with new external funding later in 2023.
	BPPM141	Increase the number of organisations in Bristol which are Living Wage accredited	G&R - Economy of Place				On target Quarter 4 Actual 361 Annual Target 361	↑	(Quarter 1 - 4) The Living Wage Foundation reporting area is more accurate as of Jan 2023.
	BPPM506	Increase the level of Social Value generated from procurement and other Council expenditure	Resources - Finance				Significantly better than target Quarter 4 Actual £6,060,299 Annual Target £3,059,000		(Quarter 4) BCC use the national Themes Opportunities & Measure (TOMs) methodology to quantify additional Social value associated with contracts let by the council. The £6061k figure is based on the increase in social value verified as having been delivered against individual contractual commitments compared with a baseline of the beginning of financial year.

ES Priority 4: Childcare

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

ES4	Code	Title	Directorate	Q1	Q2	Q3	Q4 Status and Performance	Comparison over 12 months	Management Notes
ACTIONS	P-ES4.1	Secure Free Early Education Entitlement provision for all eligible children (Eligible 2-Year-Olds and all 3- and 4-Year-olds.	C&E - Education & Skills				Behind Schedule		Cause for concern . Reduced take up of Free Education Entitlement for eligible 2 Year Olds notable, with Early Years team analysis showing only 65% current take up (March '23). Team analysis highlighting that 78% of eligible families have now registered following revised and strengthened strategy to increase take up. However, reduced capacity at nursery settings due to the current workforce recruitment and retention crisis resulting in families/Early Years officers unable to place children. Further exacerbated by hourly rate for 2 Year Olds not meeting costs or being financially viable. Pressure on LA maintained provisions (including 12 maintained Nursery Schools) to reduce 2 Year Old places in view of current sustainability challenges. Able to secure a stronger financial position by increasing 3 and 4 Year Old take up. Early Years workforce Recruitment and Retention Forum established , with identified workstream activity underway. 3 and 4 Year Old take-up currently remains stable at 90%, with continued promotion of offer. Planned strategy to promote maintained Nursery School provision to secure increased paid day care offer alongside free entitlement offer.
	P-ES4.2	Secure sufficient childcare for working parents, or parents in education and training by reviewing latest census data to ensure sufficient places available in each ward and promoting childcare to eligible families for 2,3 and 4 year old provision.	C&E - Education & Skills				On Track		Latest 2022 Childcare Sufficiency Assessment (CSA) indicating that Bristol sufficient in the availability of childcare places for all ages. However, this is a city-wide analysis and dependent on parents/carers being able to access childcare in wards citywide. The CSA provides detailed information at ward level of where increased places are required. St George West, Stoke Bishop and Windmill Hill highlighted for all ages. Sufficiency of eligible 2 Year Old places presenting cause for concern in view of reduced staffing capacity - currently impacted by workforce recruitment and retention crisis and financial viability (2 Year Old hourly rate not meeting costs) Further concern highlighted in view of Chancellor's Spring '23 announcement re expansion of childcare, initially for 2 Year Olds at a universal level. Additional service resource required to model impact of increased demand on sufficiency to determine future need.
PERFORMANCE METRICS	BPPM224	Percentage of Childcare (non-domestic) settings rated good or better by Ofsted	C&E - Education & Skills				Worse than target Quarter 4 Actual 96.4% Annual Target 99%	↓	(Quarter 4) These are published every six months so the data remains the same as the previous quarter's. (Resource to reinstate quarterly updates from Ofsted feed to be requested) Current position (March '23) shows 2 settings judged Inadequate and 3 settings judged as RI. Robust support and monitoring in place to secure rapid improvement through deployment of central SEND team and sector-based Lead Teacher Local Specialist Leader teams. Continued close liaison with regional Ofsted to share information and monitor progress in relation to regulatory and quality aspects of provision.

ES Priority 5: Digital Inclusion

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

ES5	Code	Title	Directorate	Q1	Q2	Q3	Q4 Status and Performance	Comparison over 12 months	Management Notes
ACTIONS	P-ES5.1	Establish IT hubs and mini-IT suites in deprived communities, as part of our Digital Inclusion Plan where residents can have access to digital hardware, data, skills and training.	C&E - Education & Skills				Completed		There are now 30 Venues with upgraded digital hardware. 186 devices have been provided and as at the end of March 8783 citizens had engaged with and used the equipment provided. Feedback from Filwood Community Centre (a venue in the heart of one of the most deprived areas of Bristol): The TV is being used regularly as a teaching aid in the IT Room, for the benefit of the local community to improve their Maths, English and IT skills, and by other organisations who book the room and run courses. The chrome books are used by staff and as back up for larger groups. The laptops that individuals have been given through attending Community Learning courses are an absolute god-send!! A lot of people in this community can't afford to buy their own laptops, and it certainly makes life much easier as nearly everything is online these days. Also people can bring their laptops into the IT Room to use and get help if they need it. Thank you very much!!
	P-ES5.2	Increase access to technology enabled care and maximise the use of digital technology to support people to live independently at home (e.g. use of technology such as falls monitors, medication prompts or digital systems).	A&C - Adult Social Care				Behind Schedule		Delivery of Technology Enabled Care (TEC) was behind target due to delays in recruiting and training new recruits to install equipment until the start of Q3. Staff and equipment now in place and delivery improved significantly in Q3 and Q4, although the final installation number was lower than target. However cost avoidance savings delivered were in excess of £1.6M, well in excess of the £350K annual savings, planned for 2022-23
	P-ES5.3	By 2024, deliver a digital service for Bristol City Council housing residents. Reviewing residents' access to information and services to identify areas for improvement and ensure we have the right IT systems and tools in place to deliver effective services.	G&R - Housing & Landlord Services				On Track		Full Business Case approved by Cabinet Feb 2023. Contract signed for a new single platform housing systems provider. Work focussed on development of an implementation plan and planning data migration.
PERFORMANCE METRICS	BPPM308	Increase number of people able to access care & support through the use of Technology Enabled Care	G&R - Housing & Landlord Services				Significantly Worse than target Quarter 4 Actual 831 Annual Target 1,050	↑	(Quarter 1 - 4) Delivery of Technology Enabled Care (TEC) was behind target due to delays in recruiting and training new recruits to install equipment until the start of Q3. Staff and equipment now in place and delivery improved significantly in Q3 and Q4 although the final installation number was lower than target. However cost avoidance savings delivered were in excess of £1.6M well in excess of the £350K annual savings planned for 2022-23

Thematic Performance Clinic Report Environment & Sustainability – Qtr 4 - (01 Jan '22 – 31 Mar '23)

Report of the Lead Director: Pete Anderson [*Director – Property, Assets & Infrastructure*]

Date: 04 May 2023

Actions	Priority Metrics	Outcome Metrics	Overall Progress
Performance			On schedule
100% on schedule or better (15/15)	60% on target or better (3/5)	33% on target or better (1/3)	
Direction of Travel			
4 improved since Q3 11 are the same as Q3 0 are worse than Q3	100% improved on 12 months ago (4/4)	33% improved on 12 months ago (1/3)	

Overall progress is given as ‘on schedule’ primarily due to all of the 15 Actions listed showing as on schedule or completed. This is a notable improvement from Q3, hence the upgrading of overall progress from ‘behind schedule’. The Thematic Performance Clinic met to review progress against the relevant actions and metrics listed in the 2022/23 Business Plan. In addition to detailed notes, the key findings with summary from lead director, are:

1. Theme Actions / Metrics performing well:
<ul style="list-style-type: none"> • BPPM542: <i>Reduce the residual untreated waste sent to landfill (per household)</i> continues to perform significantly better than target, in no small part due to the Energy Recovery Centre being operational all year. A predicted dip in performance during Q4 Performance due to planned maintenance at the ERC wasn't as severe as predicted, hence the positive result. • BPPM436: <i>Reduce Bristol City Council's use of pesticides</i> ended the year significantly better than target. However the lack of herbicide usage in March (due to the wet weather) means that a higher than projected figure is anticipated for this year (2023/24) in terms of keeping on our 2030 trajectory. One to watch. • Action P-ENV3.2: Work with businesses and commercial waste companies to deliver a cleaner, more sustainable approach to commercial waste across the whole of the city. Phase 3 is now complete, with over 550 commercial bins having been removed from the street alongside 81 businesses being engaged during this part of the process. Phase 4 is currently being worked up before implementation later this year (2023).
2. Theme Actions / Metrics that are of concern:
<ul style="list-style-type: none"> • BPP541: <i>Increase the percentage of household waste sent for reuse, recycling and composting</i> remains seemingly resistant to improvement, having been solidly in the mid-forties percentage range for around the last 12 years. However as mentioned above, the total tonnage of untreated waste sent to landfill in the same period has reduced by well over 90%, so there are good news stories here as well. • BPPM545: <i>Reduce the number of incidents of fly-tipping that are reported and removed</i> ended the year worse than target, although with a reduction in incidents of 1.1%.

3. Performance Clinic Focus points (Agenda):

To discuss/agree the framework required to ensure successful delivery of BCCs 2025 net zero goals. This will include how various service areas and agencies can best work together in terms of governance arrangements.

4. Performance Clinic Notes and Actions:

- A Management Board mechanism is currently being established to act as the go-between in respect to the Strategic Climate & Ecological Emergency Board (SCEEB), who are overseeing the drive towards net zero, and the operational teams who will be tasked with delivery of these goals on the ground.
- The Management Board will be made up of Heads of Service and other senior managers responsible for delivery of the CEE outcomes. They have oversight of the programmes and projects which will deliver the Council's CEE outcomes, and will ensure these are planned, resourced, managed and co-ordinated appropriately and that risks and issues are dealt with, and/or escalated to the SCEEB for consideration and guidance. This should free the SCEEB up to make strategic decisions and not become embroiled in operational ones.
- ACTION - Terms of Reference (TOR) to be established for the Management Board.
- ACTION – linkages with other related Strategies and Action Plans is required. The Management Board to discuss and resolve where this is identified.
- ACTION - there are known issues with related data and its availability at specific times – needs to link through for improved BCC reporting – the Service to resolve with their Performance Advisor.
- ACTION – BCC Scrutiny function to be updated / presented with progress against targets and need to be better involved and informed at an earlier stage, so they are on-board with any current issues or potential consequences around decisions.
- ACTION – improved alignment with current and emerging plans focusing on the 2025 targets, working closely with Bristol City Leap’s business plan delivery and KPIs.

5. Items for next Thematic Performance Clinic:

- Due to the refresh of the BCC Business Plan for 2023/24, issues will be discussed with the Thematic Lead during the Q1 agenda setting process to identify the scope of the next Clinic.

6. Lead Director Comments:

Officers continue to work well together to ensure a strong focus remain on delivery against the priority measures. This includes constant review and regular challenges to our delivery partners e.g. Bristol Waste Company and Bristol City Leap. A good example of this is the positive responses to residents about waste within the annual Quality of Life survey.

Positive performance and direction of travel for the priority metrics. There is no worsening of performance.

Waste performance has improved. This is a gradual trend following Covid. The Council will continue to work proactively with Bristol Waste to improve performance. This will include continual pro-active and reactive communications regarding the management of waste, food waste reduction and recycling.

The recent performance clinic focused on ensuring there is a reliable suite of indicators relating to the 2025 decarbonisation targets for the Council. This will result in an improved quality of data management and regular reporting for the corporate dashboard. These will be overseen by the Strategic Climate & Ecological Emergency Board (SCEEB), responsible for the drive towards Net Zero.

Bristol City Leap was established in January 2023 and the delivery of their decarbonisation plans will be managed through the Council's client team. This will include:

- Ensuring Value for Money
- KPI monitoring
- Effective delivery of the project pipeline that will contribute to the delivery of the Council's and City's decarbonisation targets for 2025 and 2030.

The theme of work will capture the key data, KPIs and trends to ensure there is visibility and accountability.

Pete Anderson – Lead for Environment & Sustainability [Director – Property, Assets & Infrastructure]

Date of Thematic Performance Clinic
4 May 2023

2022-2023 Environment and Sustainability Actions & Performance Metrics (Qtr 4 Progress)

Theme 3: ENVIRONMENT & SUSTAINABILITY

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

ENV	Code	Title	Directorate	Q 1	Q 2	Q 3	Q4 Status and Performance	Comparison over 12 months	Management Notes
PERFORMANCE METRICS Page 373	BPOM330	Increase the percentage of citizens who have created space for nature (QoL)	G&R - Economy of Place				Worse than target Annual Actual 52.6% Annual Target 54%	↓	(2022 - 2023) We have supported a range of communication activities to encourage citizens to create space for nature in partnership with organisations such as the Natural History Consortium and Avon Wildlife Trust. This includes the Festival of Nature in June. Whilst slightly lower than last year there is not yet a clear trend.
	BPOM335z	Increase the city's tree canopy cover	G&R - Management of Place				No Target Annual Actual 16.9% Establish Baseline		(2022 - 2023) Bristol's tree canopy has been measured at 16.9% or 18.8km2 (city land area is 111.6 km2) using data provided by Bluesky from aerial photographs of the city taken in 2020. A Bristol Tree Strategy is due to be published in Autumn 2023. This strategy will define a target to increase tree canopy alongside how to protect and manage existing tree cover. Bristol's tree cover will be re-measured every 3-years using the same method with the next update due to be published in 2024.
	BPOM433	Reduce the total CO2 emissions in Bristol City (k tonnes)	G&R - Economy of Place				Better than target Annual Actual 1295.0 K Tonnes Annual Target 1322.0 K Tonnes	↑	(2022 - 2023) The City Council is undertaking a wide range of actions as set out in the Corporate Strategy and plans for housing energy and transport. One key project is the establishment of the City Leap Energy Partnership which will accelerate the deployment of sustainable energy systems in the city. An example of this is the award winning Water Source Heat Pump in castle park which is providing zero carbon heat for the heat network. We have also been working with communities to help them reduce their carbon emissions through for example a small grant programme which awarded £95k to a range of local projects to reduce emissions and improve nature. We also supported the Bristol Green Capital Partnership and community groups to secure £2.5m from the National Lottery Community Climate Action Programme to help deliver a set of Community Climate Action Plans.
	BPOM435z	Increase the % of Bristol's waterways that have water quality that supports healthy wildlife	G&R - Economy of Place				No data Annual Target Establish Baseline.		(2022 - 2023) A methodology for monitoring this will be developed in 23/24 and targets set when a replacement Ecological Emergency Co-ordinator is in post. Data may be used from the Environment Agency. BCC solely monitors water quality in the Floating Harbour for human health purposes.
	BPOM540	Reduce percentage of people who feel that street litter is a problem in their neighbourhood (QoL)	G&R - Property Assets & Infrastructure				Worse than target Annual Actual 82.2% Annual Target 80%	↓	(2022 - 2023) Work is being undertaken to understand when QoL occurred and identify any influencing factors at the time.

ENV Priority 1: Carbon Neutral

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

ENV1	Code	Title	Directorate	Q 1	Q 2	Q 3	Q4 Status and Performance	Comparison over 12 months	Management Notes
ACTIONS	P-ENV1.1	Launch the City Leap Energy Partnership joint venture. City Leap is an ambitious new approach to partnership between the public and private sector designed to attract £1 billion of new investment into Bristol's energy projects and support the creation of a zero-carbon, smart energy city by 2030.	G&R - Property, Assets & Infrastructure				Completed		City Leap energy partnership went live on 4 Jan 2023.
	P-ENV1.2	Deliver our Climate and Ecological Emergency Programme that will contribute to Bristol City Council specific 2025 climate and ecological goals. This will include delivering projects promoting sustainable food, the pesticide amnesty and supporting community action by offering small financial grants.	G&R - Economy of Place				On Track		The Climate Change and Ecological Emergency Programme has now been in implementation for 2 years with the majority of projects set out in the original business case progressing as planned. An expanded business case and additional funding was approved at the June 2022 Cabinet. New action was unable to start as planned due to recruitment freeze (three posts) and other financial restrictions, but recruitment has now commenced and the programme timetable amended to reflect this. Hence programme is back on this revised track.
	P-ENV1.3	Monitor and report on the delivery of the One City Climate Strategy with partners and support the One City Environment Board, key city networks and initiatives such as the Climate Leaders Group.	G&R - Economy of Place				On Track		The Bristol Advisory Committee will be publishing their Annual assessment of the City's progress in delivery of the One City Climate Strategy. BCC has been successful in securing £4.6m for projects to assist in delivery of the strategy and in setting up the Bristol City Leap partnership to invest £1bn in delivery of the strategy.
PERFORMANCE METRICS	BPPM420a	Reduce the council's direct carbon dioxide equivalent emissions (in tonnes)	G&R - Economy of Place				No data Annual Target 9145 K Tonnes		(2022 - 2023) Source data is now available following the end of the financial year and is currently being processed to produce a final figure. The 2022-23 figure will be reported and explained in the 2023-24 reporting.

ENV Priority 2: Ecological recovery

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

ENV2	Code	Title	Directorate	Q 1	Q 2	Q 3	Q4 Status and Performance	Comparison over 12 months	Management Notes
ACTIONS	P-ENV2.1	As part of our response to the Ecological Emergency, develop planning policies that protect and improve biodiversity within the forthcoming Local Plan, including delivery of 10% increase in biodiversity on development sites.	G&R - Economy of Place				On Track		Strategic City Planning is working up the publication version of the Local Plan which will incorporate policies to provide a policy response to the Ecological Emergency (including Biodiversity Net Gain).
	P-ENV2.2	Create a Bristol Blue/Green Infrastructure Strategy, to ensure that enhancing the natural environment is embedded into planning policy, council projects and new developments. Blue-green infrastructure refers to the use of blue elements, like rivers, canals, ponds, wetlands, floodplains, water treatment facilities, and green elements, such as trees, forests, fields and parks, in urban and land-use planning.	G&R - Economy of Place				On Track		This project forms part of the Climate and Ecological Emergency Programme and has been subject to some delays since the June Cabinet approved funding for the work. Recruitment has now commenced and the programme timetable amended to reflect this. Hence project is back on this revised track.
	P-ENV2.3	Monitor and report on the delivery of the One City Ecological Emergency Strategy with partners and support the One City Environment Board, key networks and initiatives	G&R - Economy of Place				On Track		This project forms part of the Climate and Ecological Emergency Programme and has been subject to some delays due to the recruitment freeze. Recruitment has now commenced and the programme timetable amended to reflect this. Hence project is back on this revised track.
PERFORMANCE METRICS	BPPM336	Increase % of Council's land managed for the benefit of wildlife	G&R - Management of Place				No Target Annual Actual 15% Establish Baseline		(2022 - 2023) Proposed definition of Council land being managed for nature is that the land is either being managed on a conservation maintenance regime (mapped in asset management system); or it has a Habitat Management Plan/Brief which is being actively implemented.
	BPPM436	Reduce Bristol City Council's use of pesticides	G&R - Economy of Place				Significantly better than target Annual Actual 1668 Litres Annual Target 1922 Litres		(2022 - 2023) Consumption in 21/22 was 1773. Target for 22/23 set on basis of use in 20/21 and a trajectory to 2030 target. No herbicide was used this March (2023) due to the wet weather however this is when the first herbicide treatments would have been applied for quite a few sites. This will have resulted in the herbicide figure being lower than it would otherwise have been and means that this first treatment will be included in next year's figure which is likely to mean that it could be significantly higher.

ENV Priority 3: A cleaner, low-waste city

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

ENV3	Code	Title	Directorate	Q 1	Q 2	Q 3	Q4 Status and Performance	Comparison over 12 months	Management Notes
ACTIONS	P-ENV3.1	Trial new way of working with Bristol Waste which will adopt a 'neighbourhood approach' to street cleansing and will provide a focus on local communities, this approach has been successful in the Big Tidy initiative.	G&R - Property, Assets & Infrastructure				Completed		Project complete – no further updates.
	P-ENV3.2	Work with businesses and commercial waste companies to deliver a cleaner, more sustainable approach to commercial waste across the whole of the city. This approach is being trialled in the Old City where commercial bins will be removed from the streets. Discussions are also being held with waste contractors and businesses to see how we can collectively improve the look of the streets.	G&R - Property, Assets & Infrastructure				On Track		Phase 3 is complete with a further 113 commercial bins removed from the streets. 81 business were engaged. The total commercial bins removed is now over 550. Phase 4 is being scoped and longer solutions are being developed to enable a more efficient and less resource intensive approach.
	P-ENV3.3	Improve the ways citizens can report fly tipping, graffiti and other waste & street cleaning issues.	Resources - Policy Strategy & Digital				On Track		The online forms are still due to be reviewed as part of the Channel Shift & CRM workstream under Digital Transformation Programme 2. Incremental changes continue to be made by the in-house team.
ICE METRICS	BPPM541	Increase the percentage of household waste sent for reuse recycling and composting	G&R - Property Assets & Infrastructure				Worse than target Quarter 4 Actual 45% Annual Target 47%	↑	(Quarter 4) The recycling rate has recovered slightly from the drop incurred during the COVID pandemic. BCC will be working with BWC to explore how we can increase recycling rate.
	BPPM542	Reduce the residual untreated waste sent to landfill (per household)	G&R - Property Assets & Infrastructure				Significantly better than target Quarter 4 Actual 39.56 kg Annual Target 80.00 kg	↑	(Quarter 1 - 4) The energy recovery centres were fully operational during 2022/23. This has resulted in greater diversion of household waste from landfill.

PERFORMAN	BPPM544z	Reduce total household waste	G&R - Property Assets & Infrastructure				Better than target Quarter 4 Actual 339.2 kg Annual Target 348.0 kg	↑	(Quarter 4) This small reduction is likely to be a result of the "cost of living crisis" which is making residents reduction their consumption and in turn their waste generation.
	BPPM545z	Reduce the number of incidents of flytipping that are reported and removed	G&R - Property Assets & Infrastructure				Worse than target Quarter 4 Actual 10,181 Annual Target 10,000	↑	(Quarter 1 - 4) Compared to last year there was a 4.35% reduction in the incidents of fly-tipping.

ENV Priority 4: Climate resilience
 Minimise our contribution to future shocks and stresses, and invest in infrastructure and systems that cool the city and help us adapt to the effects of climate change. Do this in ways that provide inclusive, sustainable economic growth.

ENV4	Code	Title	Directorate	Q 1	Q 2	Q 3	Q4 Status and Performance	Comparison over 12 months	Management Notes
ACTIONS	P-ENV4.1	Improve the resilience of the city to the impacts of climate change, for example hotter summers through development of the Local Plan and any related policies.	G&R - Economy of Place				On Track		In addition to the progress of the Local Plan we are developing the Heat Resilience Framework - Keep Bristol Cool.
	P-ENV4.2	Develop and submit an Outline Business case to Department for Environment, Food and Rural Affairs (DEFRA) to release £6m of funding to deliver a suite of projects that aim to increase resilience to flooding in the River Frome catchment through a range of innovative resilience actions including natural flood management, nature based solutions and sustainable drainage systems."	G&R - Economy of Place				Completed		A dedicated resource has just been recruited to the Flood Team to lead on the project.
	P-ENV4.3	Work with regional partners and the Environment Agency to develop the business case to secure funding for major flood mitigation through the River Avon Flood Strategy. This will protect thousands of existing homes, businesses, key transport routes, unlock land for up to 13,000 homes and generate £billions of local benefits. It will also help future-proof the city and avoid business and community disruption.	G&R - Economy of Place				On Track		Development of the build stage one Outline Business Case (OBC) is progressing well despite some minor programme slip due to delays in completing weather dependant topographical survey work. Build stage two OBC work now also underway

ENV Priority 5: Global leadership

Show global leadership in delivering the UN Sustainable Development Goals at a local level and developing best practice across international networks. Work with partners to advocate for a greater voice for cities within national and international decision-making, including the UN, UK100, and C40.

ENV5	Code	Title	Directorate	Q 1	Q 2	Q 3	Q4 Status and Performance	Comparison over 12 months	Management Notes
ACTIONS Page 378	P-ENV5.1	Work with partners and experts from Harvard University to explore how Bristol can reduce food waste and make the best use of excess food, such as to tackle poverty or produce energy.	Resources - Policy Strategy & Digital				Completed		This was completed in Q3.
	P-ENV5.2	Raise the voices of cities at a local, national and international level on climate change and the ecological emergency	Resources - Policy Strategy & Digital				On Track		<ul style="list-style-type: none"> - U7 continues to gain pace, and was formally adopted by the G7 process during the Clintae Ministerial in April 2023. Representatives from UK, Germany, France and Italy have started a side conversation together about influencing their European governments through the U7 process, and we hope to use it as a platform to drive forward climate finance work through 3Ci - Conversations have started with New York, and the UK Mission to the UN in New York, regarding city input to the High Level Political Platform (HPLF) and UN General Assembly (UNGA) in July/Sept 2023 - Through Core Cities, Bristol has a strong presence at the Brussels Urban Summit in June 2023, building on the links with Eurocities SecGen and the UK's confirmed Associate membership of the EU - The importance of culture in city-to-city relationships continue to grow in visibility and impact, eg the current and future UNESCO Ambassadors visited the city in March 2023 - COP - working with the FCDO, 3Ci climate, Core Cities and other partners to drive coordination before COP28, and raising the voice of cities within that particularly on climate finance and the just transition
	P-ENV5.3	Secure investment to support the climate and ecological emergency, and key regeneration sites across the city.	Resources - Policy Strategy & Digital				On Track		Horizon Europe Cities Mission bid for Pilot Projects was successful, winning €1.5m for Bristol. The funding will help establish community-based investment under a new Bristol Net Zero Investment Co-Innovation Lab. This will allow testing of new climate finance mechanisms to accelerate investment in climate action including the potential for community-based investment under a new Bristol Net Zero Investment Co-Innovation Lab. The successful Bristol consortium partners are Bristol City Council, Bristol and Bath Regional Capital, Bristol Green Capital Partnership and Abundance Investment with the bid led and submitted by the Council. This will lead to around €500k to BCC for staff costs to support the project delivery over two years. The team also helped apply for funding to enable the former Youth Mayors to travel to twin city Hannover to join the Youth Mayors for Peace Conference in Summer 2023

Thematic Performance Clinic Report

Health, Care & Wellbeing - Qtr 4 (01 Jan '23 – 31 Mar '23)

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

Date: 2 May '23

Actions	Priority Metrics	Outcome Metrics	Overall Progress
Performance			On schedule
100% on schedule or better (9 of 9)	60% on target or better (3 of 5)	60% on target or better (3 of 5)	
Direction of Travel			
0% better than Q2 (0/9) 100% same as Q1 (9/9) 0% worse than Q1 (0/9)	60% improved compared to 12 months ago (3/5)	43% improved compared to 12 months ago (3/7)	

The Thematic Performance Clinic met for Quarter 4 (Q4), on 2 May '23. The progress against the relevant actions and metrics listed in the 2022/23 Business Plan for the Health, Care & Wellbeing Theme have been reviewed by the Thematic Lead and this report produced as a position statement at Q4 and intended actions to improve.

1. Theme Actions / Priority Metrics performing well:
<ul style="list-style-type: none"> • All of the published actions (100%) for this theme are presently on schedule • 6 of the 10 performance metrics (60%) are better than target
2. Theme Actions / Priority Metrics that are of concern:
<ul style="list-style-type: none"> • BPOM258 Reduce the percentage of households which have experienced moderate or worse food insecurity (QoL) – This is reported annually and was considered at the last TPC, the Food Equality Strategy Action Plan is being presented to the Health & Wellbeing Board later this month. • BPOM282a/b - Healthy life expectancy for men and for women - this remains a concern and was scheduled for discussion at the Q3 Thematic Performance Clinic. This item was presented to the Q4 TPC and an update is included in section 4 below. • BPOM260 - Reduce % of people in the 10% most deprived areas reporting below national avg Mental Wellbeing (QoL) – People’s mental health appears to be deteriorating nationally and locally with the fall-out from the pandemic and the present economic climate being considered as major contributing factors. • BPPM291a & b - Number of service users (aged 18 – 64) & (aged 65+) in Tier 3 (long term care) [Snapshot] – Both metrics are worse than target at year-end, the demand for services increased in the 18-64 age bracket which is often provided longer and more expensive. Many of the new users are requiring Mental Health support.
3. Performance Clinic Focus points (Agenda):
<ul style="list-style-type: none"> • Notes / Actions from Q3 Thematic Performance Clinic <ul style="list-style-type: none"> ○ People in the 10% most deprived areas reporting below national avg Mental Wellbeing ○ Healthy Life Expectancy (Men & Women) ○ Round-up of other actions not covered in previous quarters (all on track) • Next Steps

4. Proposed - Performance Clinic Recommendations / Actions:

Q3 Actions update:

1. The Director of Adult Social Care reminded all managers and officers, who are helping to deliver the objectives of this Theme to attend the Thematic Performance Clinic to help co-ordinate and steer remedial activity in pursuit of achieving the stated ambitions of the Theme
2. The Strategic Intelligence and Performance team has been liaising with the Healthier People and Places team to help develop ways of monitoring progress against the Food Equality Strategy and the underpinning Plan.

Agreed Actions & dates:

3. There were no specific actions from this TPC

5. Items for next Thematic Performance Clinic:

- As next year's priorities and actions have been reviewed and rest for 2023/24, the key agenda points will be agreed via discussion with Thematic Lead Director taking account of progress at Q1.
- Any outstanding actions points from this performance clinic, as shown in section 4 above.

6. Lead Director Comments:

Mental Wellbeing

The measure is derived from the Quality of Life survey and it is noticeable that the self-reported figure has deteriorated both locally and nationally. There are a number of factors that can affect people's mental health that include; the environment, the workplace, housing, education, food, transport, work, as well as family and friends and not least the fall-out from the recent pandemic and present cost-of-living crisis.

- There is a focus on reducing health inequalities in the most disadvantaged groups; we take a place-based approach to supporting mental health wellbeing, in workplaces, communities and schools
- There is continued work with the ICS and system wide partners on the community Mental Health Framework for BNSSG; including work with the locality partnerships.
- Other actions underway is the Thrive at Work programme that helps SMEs, which don't typically have access to HR support in the workplace or health and wellbeing policies, by sharing resources. The Thrive at Night programme is launching soon and this aims to provide training and resources for mental health for the night time economy (38% of all jobs in Bristol are in the night time economy – mainly young people in the hospitality sector - all of whom were directly affected by the Covid pandemic)
- Training on mental health and wellbeing has also been delivered to nearly 100 community organisations that work with the public, as well as commissioning Nilarri and St Paul's Advice Centre to increase access to holistic support around mental health and financial issues for black and minoritized communities.
- The Healthy Schools Programme, Healthy Schools Awards, Essential Award and Specialist awards are all vehicles to promote emotional health and mental wellbeing.

Healthy Life Expectancy (Men & Women)

The first thing to note is that the measure is based on survey results against the average mortality rate; so this represents the age at which men and women will experience the loss of a healthy life and be in a poorer condition until death. Noticeably, women have better health for longer (61.5 years to 59.8 years for men), but have a greater period of poor health, because women tend to live longer. The Bristol figure(s) are considerably lower than the national average and this disparity is also reflected in the deprived areas of Bristol, against the Bristol average. The goal therefore is to increase the number of years that both men & women have a good health.

- There is a lot of work underway to promote healthy living including:
- promoting physical activity, and 5-a-day fruit and veg consumption, along with reducing the alcohol consumption rate and smoking rates (especially during pregnancy).
- The Bristol Eating Better programme focusses on the most deprived areas of Bristol

- The Healthy Schools programme tries to both deliver and educate children about the benefits of a healthy diet.
- The ICB are promoting the prevention of poor health by looking at preventative measures like monitoring high blood, so that people can live a longer life, in good health.
- Also, across the City Council there is now an action to include 'Health' in all policies

It was noted that there are wider determinates that a local authority can have little impact on eg. the cost of living

The Thematic Performance Clinic was well attended, and information was shared in a meaningful way. At the time of the Clinic a number of updates were missing, but verbal updates and subsequent comments added to the attached report gives a fuller picture of how things are progressing. In brief:

- The emerging Single Framework for providing Adult Social Care home care support is already having an impact on the way services are commissioned and provided. There is still work to be done around coproduction of services with providers and service users (a number of whom have agreed to be part of a workshop to further improve services). The new commissioning model for supported living and extra care housing will be operational in April '24. As part of next year's Business Plan, there will be a continued focus around collaboration with communities to foster community action and help create the conditions for a strong and sustainable community and voluntary sector, with a particular focus on those experiencing the greatest inequity. This work will contribute to achieving the goals of the VCSE sector strategic plan that considered the future of the city's VCSE sector beyond the pandemic. It was also noted that the Integrated Care Board are already doing work around this area and there are opportunities for alignment, including access to some health funding, by match funding.
- The Integrated Care Strategy is being developed and a report is planned to be presented to Cabinet in June '23. Additionally, this is also the date that our Cabinet Member for Adult Social Care will become the Chair of the ICB; evidencing the drive that Bristol has ensure collaborative & joined-up working across all health, care and wellbeing services. This is supported by the 3 new Locality partnerships that are presently setting out their priorities to deliver a service that is based on the population needs.
- The 'My Team Around Me' Programme aims to provide stability for some of the most vulnerable citizens. There is strong buy in from commissioning lead for systems thinking training and have key commissioners from Probation, public health, housing and social care attending the Collaborate 'Commissioning for Communities' training with local practice development sessions planned. Work on the Multiple Disadvantage Needs Analysis and Strategy is furthering the shared understanding and will be presented at the Health and Wellbeing Board in May 2024.

Next Steps:

The measures of success and actions set out in the Business Plan have been reviewed and targets reset; progress against these revised actions and targets will be considered at the 1st Thematic Performance Clinic of 2023/24.

It was noted that the present Director of Adult Social Care will not be at the next Clinic and will be replaced by the new Director. Everyone thanked Stephen for his genuine and generous support and direction over the years.

Overall progress against this Theme is '**On Schedule**'

Stephen Beet [Adult Social Care]

Date of Thematic Performance Clinic

2 May 2023

2022-2023 Health, Care & Wellbeing & Performance Metrics (Qtr 4 Progress)

Theme 4: Health, Care & Wellbeing

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

HCW	Code	Title	Directorate	Q 1	Q 2	Q 3	Q4 Status and Performance	Comparison over 12 months	Management Notes
PERFORMANCE METRICS	BPOM258	Reduce the percentage of households which have experienced moderate or worse food insecurity (QoL)	A&C - Communities & Public Health				Significantly Worse than target Annual Actual 8.1% Annual Target 7%	↓	(2022 - 2023) The draft Food Equality Strategy Action plan is nearing it's final draft form. It was presented to the Stakeholder group in a face to face workshop on 30th March 2023 where comments and amendments were sought. A Steering group meeting is planned for 18th April where progress will be presented. The final draft will go for a peer review until the end of April. It will be presented to senior management meetings including Cabinet Members briefing and the Health and Wellbeing Board for information during May 2023. It's launch is planned end of June during Food Justice Fortnight.
	BPOM259	% of households in the most deprived areas using a food bank or charity in the last year (QoL)	A&C - Communities & Public Health				Significantly better than target Annual Actual 4.1% Annual Target 7%	↑	(2022 - 2023) The draft Food Equality Strategy Action plan is nearing it's final draft form. It was presented to the Stakeholder group in a face to face workshop on 30th March 2023 where comments and amendments were sought. A Steering group meeting is planned for 18th April where progress will be presented. The final draft will go for a peer review until the end of April. It will be presented to senior management meetings including Cabinet Members briefing and the Health and Wellbeing Board for information during May 2023. It's launch is planned end of June during Food Justice Fortnight.
	BPOM260	Reduce % of people in the 10% most deprived areas of Bristol reporting poor mental wellbeing (QoL)	A&C - Communities & Public Health				Worse than target Annual Actual 34.2% Annual Target 32%	↓	(2022 - 2023) Self-reported mental wellbeing continues to deteriorate locally and nationally with ongoing pressures relating to Covid and flu' the cost of living crisis and more. The national average benchmark score has been adjusted recently which makes it difficult to make comparisons between reporting periods. So for this reason we will continue to use the previous score in calculations. And in future the national average benchmark will not be used in order to avoid confusing comparisons. The Thrive at Work West of England programme continues to be promoted to support the SME workforce. The Thrive at Night programme has been launched to support the mental health and wellbeing of the Night Time Economy workforce (approx. 30% of the workforce in Bristol). Thrive Bristol training has been delivered to nearly 100 community organisations over the last year with 90%+ attendees reporting increased knowledge skills and confidence in supporting people around their mental wellbeing. Areas of deprivation are prioritised. Training is being arranged for Job Centres advice services and employment support services. A wellbeing offer has been developed for Welcoming Spaces as part of the One City cost of living response targeting areas of the city where people are at higher risk of cost of living pressures.
	BPOM281a	Prevent increase in life expectancy gap between men living in deprived & wealthy areas of Bristol	A&C - Communities & Public Health				No data Annual Target 9.9 years		(2022 - 2023) New data for the period 2019-21 will not be published until later in 2023. Following Census 2021 and the publication of the first results (Population and household estimates England and Wales: Census 2021) the Office for National Statistics (ONS) is now carrying out reconciliation and rebasing of the mid-year population estimates (MYE) it produces. This process happens every 10 years following the census and will affect all indicators which use MYE as their denominators. Single year data for 2021 is available for some indicators but is not comparable with historical data at this stage.
	BPOM281b	Prevent increase in life expectancy gap between women living in deprived & wealthy areas of Bristol	A&C - Communities & Public Health				No data Annual Target 6.9 years		(2022 - 2023) New data for the period 2019-21 will not be published until later in 2023. Following Census 2021 and the publication of the first results (Population and household estimates England and Wales: Census 2021) the Office for National Statistics (ONS) is now carrying out reconciliation and rebasing of the mid-year population estimates (MYE) it produces. This process happens every 10 years following the census and will affect all indicators which use MYE as their denominators. Single year data for 2021 is available for some indicators but is not comparable with historical data at this stage.

BPOM282a	Improve healthy life expectancy for men	A&C - Communities & Public Health				On target Annual Actual 59.8 years Annual Target 59.8 years	↓	(2022 - 2023) At local level values for male healthy life expectancy fluctuates considerably compared to England due to the smaller numbers. This is reflected in relatively large confidence intervals. However Bristol has had significantly worse than England (and the South West) in recent years and addressing inequality in men's health is a priority
BPOM282b	Improve healthy life expectancy for women	A&C - Communities & Public Health				On target Annual Actual 61.5 years Annual Target 61.5 years	↓	(2022 - 2023) Female healthy life expectancy has remained relatively stable but overall is worse than England and with considerable disparities. A 10 year UK Women's Health Strategy was published in August 2022. The national strategy sets out a 6 point plan for women's health. A JSNA women's health report was produced for Bristol and presented to the HWBB in the autumn '22.
BPOM283	Reduce the Suicide Rate per 100000 population	A&C - Communities & Public Health				Better than target Annual Actual 12 Annual Target 12	↑	(2022 - 2023) Suicide is the second biggest cause of years of life loss after heart disease. The rate of death by suicide in Bristol is 11.8 which is statistically similar to England. More deaths by suicide are men. Please see the annual Suicide Prevention report and revised action plan on the council web site for more detail about local suicide prevention work. https://www.bristol.gov.uk/council-and-mayor/policies-plans-and-strategies/social-care-and-health/suicide-prevention
BPOM295	Percentage of adult social care service users who feel that they have control over their daily life	A&C - Adult Social Care				Worse than target Annual Actual 77.6% Annual Target 78%	↑	(2022 - 2023) We have made a slight improvement on last year's performance (77.2%) but unfortunately have just missed out on achieving on our target of 78%. Understanding what would help people to feel more in control of their lives is important so we are looking at how to achieve more engagement and co-production when we are commissioning services.

HCW Priority 1: Transforming care

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

HCW	Code	Title	Directorate	Q 1	Q 2	Q 3	Q4 Status and Performance	Comparison over 12 months	Management Notes
P-HCW1.1		Support people to live independently at home through commissioning a transformative model of Home Care Support that is responsive to needs of citizens. The focus will be on creating more flexible, community based, local home care that will promote wellbeing and independence.	A&C - Adult Social Care				On Track		The Adult Commissioning Team continue to recommission home care services via the development and tender of a Single Framework for adult social care. Home Care services will be a 'Lot' under the Single Framework and work continues at pace to meet the August 2023 deadline for tender of the Framework. Analysis of the current home care services, needs of the city, equality impact and gaps in supply have been completed. Engagement is planned with internal and external stakeholders for May 2023. Work with the West of England Academic Health Science Network and Procomp Global Solutions to test innovative route optimisation technology has informed strategic optimisation of the home care market and principles for improved workforce wellbeing and retention. A pilot of the Procomp tech is being expanded to include more Bristol home care providers. This quarter, supply of home care has been strong with the lowest waiting list numbers ever recorded since the waiting list has been introduced. Quality of the service remains good. A strategic decision has been made to focus efforts on retaining this good level of supply and quality in the recommissioning process. The home care service model will be improved with the learning and best practice mentioned above, but will largely stay the same. The new single framework specification and contract will provide opportunity to make iterative, coproductive and transformative changes to the service model in the future - 2024/25.

ACTIONS	P-HCW1.2	Through co-design with service users, families and care providers; develop and re-commission extra-care housing, and supported living services that help people to live independently within their communities.	A&C - Adult Social Care			On Track		Adult commissioning team are recommissioning extra care housing and supported living via the Single Framework for adult social care. The single framework for adult social care will encompass the majority of third party spend and is scheduled to be tendered Summer 23. The single framework will set out BCC's vision for adult social care commissioned services, including themes around place based services and the promotion of wellbeing and belonging. Engagement with service users and people with lived experience is currently taking place in partnership with Healthwatch Bristol. The insights from this will inform the future service specifications where services need to be improved and transformed. Engagement will also take place with key city partners such as BNSSG ICB and VCSE organisations. The new commissioning model for supported living and ECH will be operational April 24.
	P-HCW1.3	Drive new partnerships with NHS, VCSE and Local Authorities to develop and implement the Bristol, North Somerset, and South Gloucestershire Integrated Care System which aims to foster partnership, collaboration and joined up working across health, care, and wellbeing systems.	A&C - Adult Social Care			On Track		BCC continues to play an active role within the Integrated Care System supporting the development of the Integrated Care Strategy and ICB five year operational plan. In July the Cabinet Member with responsibility for Adult Social Care and Integrated Care System will chair the Integrated Care Partnership. Each of the three Locality Partnerships in Bristol have now developed a set of priorities and delivery plans that focus on the needs and inequalities within the areas. They also continue their work on implementing the integrated mental health models and Ageing Well priorities.
Page 384	BPPM290a	Reduce the percentage of contacts to Adult Social Care (aged 18-64) starting Tier 3 services	A&C - Adult Social Care			No Target Quarter 4 Actual 3% Establish Baseline		(Quarter 4) 86 New Service Users aged under 65 and 2881 persons aged under 65 with a contact in the three months up to 31 Mar 2023. Numbers stable with 86 compared with 83 last quarter. Continued trend of being down from peak of May 22 of 3.53%. This means on average 28.6 clients a month aged 18-64 came into a BCC Tier 3 long term care service. We now have a full year's data on this KPI. We will see next quarter if numbers into long term care rise as they did this time last year to see if there is a seasonal trend coming out of winter escalation. Caveat on data. this is a conservative estimate of demand management in adult social care as this is just looking at the contacts that come into our call centre as we are not yet able to accurately capture the number of contacts that come through the hospital discharge to access service. But it does capture all new clients regardless of their route in and so allows us the better understand the amount of demand on the service and the level of demand management already in place.
	BPPM290b	Reduce the percentage of contacts to Adult Social Care (aged 65+) starting Tier 3 services	A&C - Adult Social Care			No Target Quarter 4 Actual 7.3% Establish Baseline		(Quarter 4) 225 New Service Users aged 65+ and 3090 persons aged 65+ with a contact in the three months up to 31 Mar 2023 Very stable moving ever so slightly downwards each quarter from the start of last year. We now have a full year's data on this KPI. We will see next quarter if numbers into long term care rise as they did this time last year to see if there is a seasonal trend coming out of winter escalation. Caveat on data. this is a conservative estimate of demand management in adult social care as this is just looking at the contacts that come into our call centre as we are not yet able to accurately capture the number of contacts that come through the hospital discharge to access service. But it does capture all new clients regardless of their route in and so allows us the better understand the amount of demand on the service and the level of demand management already in place.

BPPM291a	Number of service users (aged 18-64) in Tier 3 (long term care) [Snapshot]	A&C - Adult Social Care			Worse than target Quarter 4 Actual 2,609 Annual Target 2,541	↓	(Quarter 4) This remains our most challenged indicator. Long term support for 18-64 year olds has grow by 22 service users this year so is fairly stable but still above our target. Recent 2021 census information shows Bristol city as having a higher number of residents with a disability and high numbers of people with a learning disability. The current figures still show the growth in service users with mental health as their primary support reason post Covid. For these reason we are seeing demographic pressures on this KPI. Growth is slow but consistent just a few additional service users have a big impact on the budget given the complexity of need and the unit cost of services to support residents with MH and LD. Senior managers have put in place tighter sign off controls to make sure and be satisfied that all alternatives to Tier 3 long term care have been considered by the social worker holding the case at the request of the chief executive. New 'Support Outcome Forums' are being set up earlier in the support planning process to make sure all options for community based solutions have are being explored.
BPPM291b	Number of service users (aged 65+) in Tier 3 (long term care) [Snapshot]	A&C - Adult Social Care			Worse than target Quarter 4 Actual 2,612 Annual Target 2,580	↓	(Quarter 4) This KPI has moved by just 17 service users all year. and we have 17 less service users than we started the year and less service users than we had when this KPI started in 2020/21. However we are missing the target set for this year by 32 as we want to see a small decrease and continue the trend of the past few years. Pressure from the two hospital to discharge very early in a patients recovery period is meaning greater use of step down beds in care homes. A recent Local Government Association audit suggests these pathways are not always providing the best outcomes and such early discharge is restricting the opportunity to get patients out through Pathway 1 back into their own home with only short term targeted support. This pressure in the system has a knock on impact on the number of over 65s in long term support.
BPPM292a	% of service users (aged 18-64) receiving Tier 3 (long term care) at home or tenancy [snapshot]	A&C - Adult Social Care			Better than target Quarter 4 Actual 83.7% Annual Target 83.7%	↑	(Quarter 4) 2609 Service Users aged 18-64 of whom 424 in Residential or Nursing service on 31 Mar 2023 This % supported at home has been remarkably consistent throughout the year. Increasingly we are looking to find supported accommodation alternatives to traditional residential homes for people with learning disabilities but the market will require long term investment and support to be able to increase this percentage consistently over the next 3-5 years. A new joint team for learning disability and autism is being recruited to now funded by health partners for two years with a focus on supporting step down from long stay hospital for the most complex cases. This additional commissioning capacity can support wider system work on further developing the provider market offering more support to people in their own home or tenancy.
BPPM292b	% of service users (aged 65+) receiving Tier 3 (long term care) at home or tenancy [snapshot]	A&C - Adult Social Care			Better than target Quarter 4 Actual 62.2% Annual Target 61%	↑	(Quarter 4) 2612 Service Users aged 65+ of whom 988 in Residential or Nursing service on 31 Mar 2023 The numbers of service users over 65 supported in their own home shows a small increase but only back to the levels seen in 2020. Since the KPI started over the past 3 years the % has over moved by 2% each way showing a very consistent profile of support in care homes verses support in a community setting. Opportunities to improve this figure further will be challenging given the hospital pressure to use step down beds that through the 'Pathway 3' (assessment bed) discharge pathway often result in the need for permanent residential and nursing placements.
BPPM294	Increase % of BCC regulated CQC Care Service providers where provision is rated 'Good or Better'	A&C - Adult Social Care			Better than target Quarter 4 Actual 97.4% Annual Target 91%	↑	(Quarter 4) The actual position of 97.4% is a very positive message for quality of local care provision across Bristol. The city continues to be a top performer on quality of care based on the CQC ratings against a lower national average. BCC took up the opportunity offered by the CQC to review 3 of our 6 providers that require improvement quickly where we think there is the potential to improve their rating. The impact of this work is evidenced in this very high rating of providers rated good or better.

HCW Priority 2: Mental health and wellbeing

Alongside partners, increase mental health support and training to help tackle the causes of poor mental health and wellbeing such as adverse childhood experiences and trauma. Co-develop community and cultural assets that reduce inequalities and help build resilience. Make sure there is better integration across local mental health systems, with improved services and outcomes

HCW2	Code	Title	Directorate	Q 1	Q 2	Q 3	Q4 Status and Performance	Comparison over 12 months	Management Notes
ACTIONS Page 386	P-HCW2.1	Improve outcomes for adults experiencing multiple disadvantages by testing a more joined-up, person-centred approach with a range of organisations in local areas through the Changing Futures Programme	A&C - Adult Social Care				On Track		<p>"My Team Around Me" (MTAM) continues to gain momentum with 56 people who are typically some of our most vulnerable citizens, now receiving co-ordinated, person centred support. The concept continues to embed, a MTAM introduction video has been created and disseminated and we have created a review tool to measure implementation of the approach and aid reflect and learn for practitioners.</p> <p>We are seeing a real appetite for reflective practice and trauma informed approaches and are delivering cross team reflective practice sessions and cross sector manager learning. The positive outcomes for people are being documented, examples include evictions that have been avoided, addressing unconscious racial bias and a joint safety and risk planning tool and approach that is now being piloted across partners.</p> <p>We have seen strong buy in from commissioning lead for systems thinking training and have key commissioners from Probation, public health, housing and social care attending the Collaborate 'Commissioning for Communities' training with local practice development sessions planned. Our work on the Multiple Disadvantage Needs Analysis and Strategy is furthering our shared understanding of MD in Bristol and will be presented at the Health and Wellbeing Board in May 2024.</p>
	P-HCW2.2	Improve outcomes for adults with mental health needs by developing the Community Mental Health Framework. This will provide more joined up and easier to access support within local communities that are flexible to the needs of individuals and help prevent as well as support people with mental health needs	A&C - Adult Social Care				On Track		<p>Bristol City Council continues to work in partnership with AWP, Sirona, ICB VCSE partners and social care providers s part of locality partnership board. Progress with Community Rehab pilot is ongoing and we have successfully recruited a social worker role on a secondment with Second Step within integrated mental health services. The SW will continue to undertake responsibilities of Care Act within an Multidisciplinary approach this will allow better outcomes for service users and ensure better partnership working. We will take this learning and apply this to future SW recruitment in a new Integrated Personalised Care Teams in Bristol will inform future options for closer integrated Social Care and health partners to deliver better outcomes for people with Serious Mental illness.</p> <p>Strategic commissioners are working with Mental Health social care providers to develop an improved offer to support individuals with mental health needs and more robust provision of supported living providers</p>
	P-HCW2.3	Better mental health and wellbeing through the delivery of Thrive Bristol which is a ten-year programme focusing on how different parts of our city – such as our communities, our places of education and work, and our homes - can keep us mentally healthy	A&C - Communities & Public Health				On Track		<p>Thrive Bristol training has been delivered to nearly 100 community organisations over the last year, with 90%+ attendees reporting increased knowledge, skills and confidence in supporting people around their mental wellbeing. Training is being arranged for Job Centres, advice services, and employment support services. A wellbeing offer has been developed for Welcoming Spaces as part of the One City cost of living response. The Thrive at Work West of England programme continues to be promoted to support the small and medium enterprise workforce. The Thrive at Night programme has been launched to support the mental health and wellbeing of the Night Time Economy workforce (approx.. 30% of the workforce in Bristol).</p>

HCW Priority 3: Poverty

Tackle the root causes of poverty, reducing the impact of social and economic disadvantage on the health of different groups of people. Take action to help 10,000 households in Bristol suffering from food insecurity, including access to culturally diverse, nutritional food and building on the success of being a Gold Sustainable Food City.

HCW3	Code	Title	Directorate	Q 1	Q 2	Q 3	Q4 Status and Performance	Comparison over 12 months	Management Notes
ACTIONS	P-HCW3.1	Deliver the Fuel Poverty Action Plan and provide guidance and advice through a food and fuel poverty resource and information hub	A&C - Communities & Public Health				On Track		<p>Work to implement the Fuel Poverty Action Plan continues:</p> <ul style="list-style-type: none"> - In January project management support from the Centre for Sustainable Energy started and the No Cold Homes steering group restarted - A health and fuel poverty sub-group has been set up and work continues to embed fuel poverty awareness across health settings - Delivery of actions continues and a full progress report will be produced in the next quarter
	P-HCW3.2	Through adopting the One City Food Equality strategy we will invest in solutions that create fair and affordable access to food, create a system for monitoring food inequality and implement a communications strategy which will provide information about services which can support people experiencing food or financial hardship	A&C - Communities & Public Health				On Track		<p>The draft Food Equality Strategy Action plan is nearing it's final draft form. It was presented to the Stakeholder group in a face to face workshop on 30th March 2023, where comments and amendments were sought. A Steering group meeting is planned for 18th April where progress will be presented. The final draft will go for a peer review until the end of April. It will be presented to senior management meetings, including Cabinet Members briefing and the Health and Wellbeing Board for information during May 2023. It's launch is planned end of June during Food Justice Fortnight.</p>
	P-HCW3.3	Provide emergency payments to reduce food and fuel poverty and housing costs through the Local Crisis Prevention fund and other schemes such as Free School Meals Holiday vouchers and Discretionary Housing payment	Resources - Finance				On Track		<p>C&CI team given approval to begin process on closing the Wildlife Photographer of the Year exhibition at end of May 23.</p>

Thematic Performance Clinic Report

Homes & Communities Qtr 4 (01 Jan '23 – 31 March '23)

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

Date: 4 May 2023

Actions	Priority Metrics	Outcome Metrics	Overall Progress
Performance			Behind schedule
73% on track or better (11/15)	60% on target or better (9/15)	75% on target or better (3/4)	
Direction of Travel			
13% better than Q3 (2/15) 80% same as Q3 (12/15) 7% worse than Q3 (1/15)	47% improved compared to 12 months ago (7/15)	100% improved compared to 12 months ago (3/3)	

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

1. Theme Actions / Priority Metrics performing well:
<ul style="list-style-type: none"> BPPM352b The rough sleeping count for Q4 is better than target (48 rough sleepers compared to a target of 50) for the first time in the reporting year. HC3.3 The Health Needs Analysis of the homeless population has been published and the audit of deaths of people experiencing homelessness has been completed. Community Participation – all four indicators continue to be significantly better than target. BPPM307 Independent living through home adaptations has delivered significantly above target and HC4.2, improving the transitions between childhood and adulthood for children and young people with special educational needs and disabilities has had increased and more specific Technology Enabled Care (TEC) for young people delivered, including laptops via the Bristol City Council laptop scheme which has contributed to reducing online poverty for young people and enabling independence.
2. Theme Actions / Priority Metrics that are of concern:
<ul style="list-style-type: none"> BPPM375 Empty council properties and BPPM374a Average relet times are both significantly worse than target. BPPM357 Reduce the number of households in temporary accommodation is significantly worse than target despite the BPPM353 number of households prevented from homelessness being significantly above target. BPPM425 Increase the number of affordable homes delivered in Bristol is now significantly behind target.
3. Performance Clinic Focus points (Agenda):
<p>Key agenda points agreed via discussion with Lead Director / plus any other points raised at the clinic:</p> <p>Priority Metrics</p> <ul style="list-style-type: none"> BPPM374a and BPPM375 Update on voids and re-let times and new contracting performance given Q4 performance is worse than Q3 Priority Metric BPPM357 Temporary Accommodation – general update and overview of action plan elements Action HC3.2 Flats or bedrooms in shared houses for homeless people to move into when they are ready to live independently – Behind Schedule after being On Track for Q1 and 2 Priority Metric BPPM425 and Action HC1.2 Affordable Homes – narrative over the year going from Green to Red, HRA delivery pipeline
4. Proposed - Performance Clinic Recommendations / Actions:
Q3 Actions update:

- ACTION Documentation to formalise the package available for new Adult Social Care tenants to be produced. Q4 update - 21 Adult Social Care tenants re-housed in 2022/23. Carpets will now be fitted in all allocations and Adult Social Care are going to assist in finding furniture through charities. **ACTION** Theme Lead to raise furnished tenancies offer at CRB and Cabinet.
- ACTION consideration to be given to how the pipeline of new affordable dwellings can be evidenced and tracked to provide context to the numbers of affordable dwellings being delivered each quarter. **COMPLETE** – A new City Outcome measure was agreed for the 2023-24 Business Plan (Total number of starts-on-site of affordable housing units, specialist or supported homes for the City).

Clinic Discussion:

Empty Council properties and Re-let times It was hoped that the new contract for void work would show improvements in re-let and empty property numbers by Q4. Unfortunately, the contracts are not performing as hoped. The council's contractual processes to manage this are being followed, including engaging with alternative, approved contractors, who need time to mobilise. Review of the action plan has identified the need for additional technical officers to administer the projects however, there is a shortage of qualified surveyors. Career progression and apprenticeships for qualification will be looked at but are not a quick solution. Exit interviews with tenants are now being carried out prior to the tenancy end to identify work required and kitchen and bathrooms will now be repaired to the required standard rather than replaced, which should improve turn-around times. **ACTION** Head of Housing Repairs and Maintenance to regularly update H&LS Director.

Move-On and Temporary Accommodation (TA) Homelessness prevention work is performing well, however, over the last three years there have been 900 fewer HomeChoice Bristol lettings because lower numbers of households are moving on from TA due to private rent levels and affordable home availability. With need increasing it means there is a continuing upward trend of the number of households in TA. 120 additional TA units were provided in 2022-23. Focus is on reducing spend (particularly on the most expensive private TA), rather than numbers.

New Council Affordable Housing delivery (AH) Both new build and conversion schemes stalled in Q4 due to labour and supply chain issues, however, four new build schemes are nearing completion meaning 2023-24 numbers will be better. The council recruitment freeze has impacted on capacity to process planning applications, meaning that timely, statutory stakeholder input and planning decisions are delayed. Monthly meetings are being held between housing, planning and highways to keep the planning process moving for HRA led sites. There is a balancing act between accelerating housing delivery and the level of HRA debt that is acceptable, especially given the market availability of properties for acquisition. Four approaches are being considered for increasing the number of affordable homes – acquisition, conversion, new builds and new build acquisition. **ACTION** identify and record the specific actions the council can take to resolve issues affecting affordable home delivery and the factors that are outside of the council's ability to mitigate.

5. Items for next Thematic Performance Clinic:

- Monitoring of **Average relet times** BPPM374a
- Affordable housing numbers – starts and completions BPPM425

6. Lead Director Comments:

The contrasting performance across the Homes and Communities Theme continues in Q4. Many areas are performing well including community engagement and participation, homelessness prevention and support for independence through home adaptations. However, a range of factors from not being able to recruit to professional roles (including surveyors and planners) to contractor performance and supply chain issues are severely impacting on the time it is taking to complete work on council houses for re-let and the delivery of new temporary accommodation and affordable homes. The plans for areas within the council's control which are underperforming are being closely monitored and reviewed. Contractual processes for managing underperformance are being followed.

Donald Graham [Director Housing and Landlord Services]

Date of Thematic Performance Clinic

4 May 2023

2022-2023 Homes and Communities Actions & Performance Metrics (Qtr 4 Progress)

Theme 5: Homes and communities

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

HC	Code	Title	Directorate	Q 1	Q 2	Q 3	Q4 Status and Performance	Comparison over 12 months	Management Notes
PERFORMANCE METRICS Page 390	BPOM249	Reduce Anti-Social Behaviour incidents reported	C&E - Children Families & Safer Communities				No Target Annual Actual 20,441 Annual Target Not Set	↑	(2022 - 2023) This is the first time we are using this outcome measure. To provide some comparison the figure for 2021/22 was 24448. This indicates a 4007 reduction in ASB incidents reported. One likely reason for this is due to Police ASB calls being followed up and recategorised as crimes. It is also worth noting that these figures include ASB cases recorded by BCCs H&LS and ASB Team who record 'cases' (which may have multiple incidents). The above points are indicative of complexities with this metric and as a result it is likely to be reviewed for next year.
	BPOM251	Reduce the percentage of people whose day to day life is affected by fear of crime (QoL)	C&E - Children Families & Safer Communities				Better than target Annual Actual 17% Annual Target 18%	↑	(2022 - 2023) It is promising that we have met this target. However we recognise and anticipate a potential increase in crime and fear of crime possibly linked to cost of living crisis. As a result work continues to ensure that there are adequate operational responses to crime and we are moving to take a more pro-active data-led approach to identifying community safety issues and trying to put interventions in place to mitigate these risks.
	BPOM312	Increase % respondents who volunteer or help out in their community at least 3 times a year (QoL)	A&C - Communities & Public Health				Better than target Annual Actual 47.1% Annual Target 46%	↑	(2022 - 2023) This is a welcome improvement on last year which reflects a year when community life has been returning spaces are open welcoming people in and volunteers are a crucial part of this. Can Do Bristol has been very effective in reaching people willing to help with the cost of living crisis with an increased membership of 3000 this year. We are not quite back to pre COVID levels which reflects the impact of COVID and the cost of living.
	BPOM411	Increase the percentage of people who take part in cultural activities at least once a month (QoL)	G&R - Management of Place				Worse than target Annual Actual 31.9% Annual Target 35%	↔	(2022 - 2023) There is still a sector wide reduction in people taking part in theatre dance community events festivals cinema and music since the pandemic as peoples preferences and behaviour have changed as a result. Cultural organisations across the city are experiencing similar trends. Reduction in funding for our cultural partners has also meant there is less opportunity for people to take part. The figures appear to have now stabilised since the pandemic.
	BPOM430a	Increase the number of new homes delivered in Bristol	G&R - Economy of Place				Significantly better than target Annual Actual 2,563 Annual Target 1,500	↑	(2022 - 2023) The 2563 reported completions for 21/22 showed a significant upturn on 20/21 and recent years. The Residential Development Survey is in progress we expect an out turn figure for 22/23 by Autumn 23. A new five year housing land supply statement is also being prepared to identify the pipeline of consents.

HC Priority 1: Housing supply

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

HC1	Code	Title	Directorate	Q 1	Q 2	Q 3	Q4 Status and Performance	Comparison over 12 months	Management Notes
SNOWHILL Page 391	P-HC1.1	Review access to housing for people with social care needs to live independently in their communities by improving the lettings process and enabling them to be eligible for band one priority on housing waiting lists. Continue to deliver outcomes of the Better Lives at Home programme which is a partnership between adult social care and housing to develop more accessible housing for people with care and social care needs in the community.	A&C - Adult Social Care				On Track		A total of 24 Adult Social Care clients stepped down into general needs housing between September 2022 and March 2023. This resulted in a significant and reoccurring saving being realised. The Community Supported Accommodation process is part of Business As Usual and now established, has been embedded as an alternative pathway available to be explored by practitioners. A revised allocation of general needs housing has been agreed and ASC remain on track to meet this target. We are developing units of specialised supported housing (SSH) in partnership with a local Registered Provider using the SSH legal framework - these will be designed to meet the needs of autistic people and to support people coming out of hospital and long stay institutions.
	P-HC1.2	Support the delivery of 1,000 low and zero carbon, affordable homes by 2024 by investing £12m this year and providing development expertise to partners.	G&R - Housing & Landlord Services				Well behind Schedule		Q4 monitoring of Affordable Housing (AH) completions has been completed and has shown a significant level of out of year slippage in the programme across all forms of AH delivery. Availability of labour, contractor and sub-contractors entering administration, unforeseen requirements around utility connections, developer defects, conveyancing, funding, issues with material supply chain, and availability of second-hand market homes for acquisition have all caused delays in delivery this year. These are external factors that reflect the current state of the construction industry and housing market and are outside of the Providers' and the Council's hands to manage. Despite delays, there is still a sizeable amount of new delivery being worked on, with over 1,800 homes on-site and many other new developments in the pipeline.
	P-HC1.3	Improve how council and social housing is allocated and let in Bristol to make the process more user friendly and makes best use of housing supply from our existing stock to ensure that priority is given to those most in need in the city.	G&R - Housing & Landlord Services				On Track		Reports finalised and published on 28th March to go to cabinet on 4th April. Arrangements for implementation have been put in place.
	BPPM310	Increase the number of private sector dwellings returned into occupation	G&R - Housing & Landlord Services				Better than target Quarter 4 Actual 399 Annual Target 375	↑	(Quarter 1 - 4) Focused action on long term empty properties has resulted in nearly 400 properties being brought back into use in 2022-23.
	BPPM350z	Number of households on the BCC Housing Waiting list	G&R - Housing & Landlord Services				Not calculable Quarter 4 Actual 20,041 Annual Target Not Set		(Quarter 4) The number of households on the BCC housing waiting list is increasing due to high level of new applications driven by affordability challenges with private renting and home ownership and the cost of living crisis

BPPM374a	Reduce average relet times (all properties)	G&R - Housing & Landlord Services				Significantly Worse than target Quarter 4 Actual 99 days Annual Target 50 days		(Quarter 4) Marginal increase in duration of time taken to complete voids. Contract mobilised with external contractor support however external contractors have been on hold for 2 week periods due to capacity and internal issues we have approached the 2nd contractor on the list they need 2 weeks to mobilise which causes further delays in reducing the void times KPIs still not in effect. Recruitment of surveyors has led to the back log of voids internal surveyors at capacity meaning we have issues with getting to site and specifying the work this leads to delays with our internal staff not being able to carry out the work as surveyor lead times are high. recruitment process and agency drives have failed looking to upskill internal workforce to accommodate the shortfall in the market at present this will lead to increased times until staff are fully operational.
BPPM375	Reduce the number of empty council properties	G&R - Housing & Landlord Services				Significantly Worse than target Quarter 4 Actual 351 Annual Target 150		(Quarter 4) Target worsening despite implementation of new contractor framework and new working practices amongst service. Contractor performance has not be at expected levels on both quality and timeliness. Improvement plans are underway. Furthermore internal changes to working practices to remove duplication has had unintended consequences of further delays. As a result the service is reverted back to a previous iteration whilst further evaluation of structure improvements are undertaken The relet action plan hosts multiple sub tasks to improve this metric including review relet and TA standard improve pre tenancy exit interviews improve waste clearance repair instead of replace. All of which will have a positive impact on times and financial pressures over the coming year.
BPPM425	Increase the number of affordable homes delivered in Bristol	G&R - Housing & Landlord Services				Significantly Worse than target Quarter 4 Actual 309 Annual Target 500		(Quarter 1 - 4) Q4 monitoring of Affordable Housing (AH) completions has been completed and has shown a significant level of out of year slippage in the programme across all forms of AH delivery. Availability of labour contractor and sub-contractors entering administration unforeseen requirements around utility connections developer defects conveyancing funding issues with material supply chain and availability of second-hand market homes for acquisition have all caused delays in delivery this year. These are external factors that reflect the current state of the construction industry and housing market and are outside of the Providers' and the Council's hands to manage. Despite delays there is still a sizeable amount of new delivery being worked on with over 1800 homes on-site and many other new developments in the pipeline. The previously reported Q1 figured has been revised from 26 to 31 and Q3 figure from 167 to 166 following updates from providers.

HC Priority 2: Low and zero carbon homes

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

HC2	Code	Title	Directorate	Q 1	Q 2	Q 3	Q4 Status and Performance	Comparison over 12 months	Management Notes
ACTIONS	P-HC2.1	Develop the Local Plan and related planning policies to create requirement for Zero Carbon Housing, to help meet our goal of Bristol being carbon neutral by 2030.	G&R - Economy of Place				On Track		Strategic City Planning is working up the publication version of the Local Plan which will incorporate policies to create Zero Carbon Housing and help meet the goal of Bristol being carbon neutral by 2030.
	P-HC2.2	Invest £97m between 2022-2030 into Council-owned homes for energy efficiency and carbon retrofitting measures. The funds will be spent on measures such as wall insulation schemes and a programme of solar panel installations. This will ensure all homes reach a minimum EPC of C by 2030.	G&R - Housing & Landlord Services				On Track		Confirmation received from the Department of Business, Energy and Industrial Strategy that the Social Housing Decarbonisation Fund bid was successful and will be awarded £~9m in grant funding. Work in hand to scale up the programme accordingly for delivery in 2023/24 and 2024/25
	P-HC2.3	Increase the use of Modern Method of Construction (MMC) and other innovative technologies to deliver new, sustainable and low carbon homes on council owned land. Working with Goram Homes, Modern Methods of Construction will be used to help to transform Hengrove Park into a high-quality, sustainable neighbourhood and public park.	G&R - Housing & Landlord Services				On Track		Following the successfully obtaining Planning Consents have now been achieved on all of the sites identified in the Innovate UK Modern Methods of Construction (MMC) project, we are now draing up the building contracts and the schemes will all start on site tin 2023/24. All projects within the HRA new build programme (40+) will be delivered on a fabric first approach and will be designed and constructed using renewable heating source, being GSHP (Ground Source Heat Pumps) or ASHP (Air Source Heat Pumps), or connected to existing heating networks, and will include PV (Photovoltaic) and future proofing for overheating.
PERFORMANCE METRICS	BPPM377c	Reduce the number of Council homes with an EPC rating of D or lower	G&R - Housing & Landlord Services				Significantly Worse than target Quarter 4 Actual 27.6% Annual Target 22.5%	↑	(Quarter 4) Very marginal increase in target however significant improvements will be realised in the next year as a result of; Improved governance to planned works which will result in more work being delivered on time and City leap relationship now active and support for additional project delivery and Social housing decarbonisation funding grant of 9m deliver between 2023-2025 will see this metric improve.
	BPPM414	Improve energy efficiency from home installations	G&R - Property Assets & Infrastructure				Worse than target Quarter 4 Actual 234 Annual Target 260	↓	(Quarter 1 - 4) Installations have not been as high as we expected. The process for delivery on the current scheme is very slow. We expect installation of measures to increase as the City Leap JV becomes imbedded and our contractor base increases.

HC Priority 3: Homelessness

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

HC3	Code	Title	Directorate	Q 1	Q 2	Q 3	Q4 Status and Performance	Comparison over 12 months	Management Notes
ACTIONS	P-HC3.1	Develop new, as well as retaining existing successful, employment and skills programmes for rough sleepers and those at risk of becoming homeless	C&E - Education & Skills				On Track		Total number of citizens reached by end of Mar 2023: 8,783 (engaged or used services)
	P-HC3.2	With partners, we will increase the amount of flats or bedrooms in shared houses for homeless people to move into when they are ready to live independently	G&R - Housing & Landlord Services				Behind Schedule		68 of these units have been delivered. One unit has been withdrawn from this programme due to delays. The total now to be delivered is 149. More units are schedule for delivery throughout '23-'24 and there continues to be regular contact with all local providers on these schemes.
	P-HC3.3	Review the current needs of the homeless population and conduct an audit of homeless deaths in the city. By working with key partner agencies, such as Golden Key we will be better able to target services to meet needs.	G&R - Housing & Landlord Services				Completed		The Health Needs Analysis has been completed and published. The audit of deaths of people experiencing homelessness has been completed.
PERFORMANCE METRICS	BPPM352b	Reduce the number of people sleeping rough on a single night in Bristol - BCC quarterly Count	G&R - Housing & Landlord Services				Better than target Quarter 4 Actual 48 Annual Target 50	↓	(Quarter 4) In Q4 we had a count of 48 within target demonstrating the effectiveness of the services in place despite 900 people coming onto the streets in 2022-23 (an increase of 34%). It is anticipated that there will be an increase of people coming onto the streets in 2023-24 as a result of the Cost of living crisis and fast track immigration decisions from the Home Office as a result of backlogs.
	BPPM353	Increase the number of households where homelessness is prevented	G&R - Housing & Landlord Services				Significantly better than target Quarter 4 Actual 1,536 Annual Target 1,300	↑	(Quarter 1 - 4) Prevention figures include prevented cases who we owed a Part 7 homelessness duty. It also includes successful prevention work within WRAMAS (Welfare Rights and Money Advice Service) tenancy support services and Youth MAPS (Youth homelessness hub).
	BPPM357	Reduce the number of households in temporary accommodation	G&R - Housing & Landlord Services				Significantly Worse than target Quarter 4 Actual 1,252 Annual Target 1,100	↓	(March) The number of households in Temporary Accommodation has increased from the beginning of the year despite our efforts in preventing homelessness which is mirroring a national trend. A number of factors are contributing to this rise including lower availability of social housing an expensive private rented and home ownership market and the cost of living crisis
	BPPM358a	Number of households moved on into settled accommodation	G&R - Housing & Landlord Services				Better than target Quarter 4 Actual 1,085 Annual Target 1,050	↑	(Quarter 4) Increased focus on move on into social housing and private rented has brought us back in line with target

HC Priority 4: Disability

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

HC4	Code	Title	Directorate	Q 1	Q 2	Q 3	Q4 Status and Performance	Comparison over 12 months	Management Notes
P	P-HC4.1	Increase the recruitment and progression for people with disabilities through a range of specialist and targeted activities such as Accelerated Learning Centres and increasing the recruitment of inclusive apprenticeships.	C&E - Education & Skills				On Track		Devices: 186
	P-HC4.2	Improve transition between childhood and adulthood for children and young people with special educational needs and disabilities	A&C - Adult Social Care				Behind Schedule		<p>Demand and complexity of need that we are seeing has increased so, to ensure that we are best placed to provide the best service within the resources that we have, we are undertaking a review of our existing teams and developing a new Young Adults Transition Service to strengthen the working relationship between the Pathway to Independence team and the 18-25 team allowing a smoother transfer of young people. This is a positive and exciting development to create a stronger service for young people across Bristol. We are also collating a larger number of feedback responses from young people and their families/carers to aid our development of our service.</p> <p>There has been an update of information available for families and professionals to enable self-directed support and increased knowledge of Transitional Pathway. The Pathway to Independence team is developing skills to support with self-assessments and Care Act assessments to ensure that needs are captured earlier and appropriate advice and information is available to young people, their families and carers at the most appropriate time. We have recruited an Occupational Therapist to compliment the service we can provide in the Young Adults Transitions Service to support with assessment of need to enhance the opportunity for meaningful outcomes for young people/adults.</p> <p>An embedded part of the service is the link professional role with other teams and looking to strengthen a 'super connector' approach, bringing the right people together to resolves blockages and delays in transitional planning. This has proved very successful increasing the focus on long term aims and smarter objectives.</p> <p>Technology Enabled Care usage for under 18s has increased and is developing to offer more specific TEC for younger people. The provision of Laptops via the Bristol City Council laptop scheme has been very successful and contributes to reducing online poverty for young people and enabling independence.</p>

	P-HC4.3	Review the existing adult social care services that BCC currently deliver in-house services to ensure they are delivered in the most efficient way to meet the needs of citizens. This includes either developing services to be more efficient or transferring the delivery to other provider partners who have greater expertise and can deliver better outcomes .	A&C - Adult Social Care				On Track		<p>Full council approved a balanced budget on 21st February 2023. Work on Bristol Community Links continues to progress circa £800k of savings in 2023 / 2024 has been achieved of the £1.5m total saving target. A timeframe continues to be developed to ensure that there is a suitable period for consultation on the proposed options. The consultation period remains pivotal and work with key stakeholders continues to ensure consistent messaging will be undertaken. The Community Meals review is completed and is now progressing the actions identified during the review towards the goal of cost neutrality. The service continues to meet regularly with colleagues from Public Health and reports to the PH Board on use of the Innovation Fund. This supports our initiatives in regards to marketing the service and plans to in reach into diverse communities to promote access to nutritious food in line with the Food Equality Strategy.</p> <p>Work on rebranding and marketing has been delayed due to capacity in our External communications team. This is an essential next step in promoting and growing the service.</p> <p>Over the next 12-18 months the service will be working on the procurement of; a meals service ICT platform, frozen meals and delivery vehicles.</p> <p>On 21 February 2023, Bristol's Full Council approved a number of measures that would achieve a balanced budget. One of these measures was a proposal to review the service provided at Concord Lodge.</p> <p>The council does not have a statutory duty to provide the type of service it currently offers at Concord Lodge, and already commissions care and support from a range of different providers for most adults with complex needs (including the type of service offered at Concord Lodge) and will continue to do so. This means that anyone who uses the services currently provided by Concord Lodge will continue to have access to the care and support they need.</p> <p>The savings to be achieved through a review of Concord Lodge are £450,000. This means we cannot continue to operate the service in the way we do currently. To explore and support this change, we are currently consulting for six weeks on the future of Concord Lodge. The consultation is now open and will close at midnight on Wednesday 24 May 2023.</p>
PERFORMANCE METRICS	BPPM307	Increase the number of people enabled to live independently through home adaptations	G&R - Housing & Landlord Services				Significantly better than target Quarter 4 Actual 4,058 Annual Target 3,400	↑	(Quarter 1 - 4) There has been a considerable increase in the delivery of aids adaptations and Technology Enabled Care (TEC) in 2022-23 as a result of the expansion of the TEC service and large of range of products being installed.

HC Priority 5: Community participation

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

HC5	Code	Title	Directorate	Q 1	Q 2	Q 3	Q4 Status and Performance	Comparison over 12 months	Management Notes
ACTIONS	P-HC5.1	Look to transfer some sports facilities to community organisations where there is appetite for the community to run and manage them	G&R - Management of Place				Behind Schedule		Recruitment to the Community Engagement and Support Officer role is ongoing with interviews on 14th and 18th April. Nicholas Wanderers have submitted a draft business case for facilities at Dundry Park for consideration by the CAT Group and the allocation of capital funds. They are seeking planning permission for asset enhancements and have other funding in place. The recruitment of the Community Engagement and Support Officer has taken longer to recruit to than expected which has delayed the project going forward.
	P-HC5.2	Improve equality of access to information about the council's decision-making processes, voter registration and standing for public office by delivering a research project on the barriers preventing citizens from engaging in the democratic process.	Resources - Legal and Democratic Services				On Track		This action continues to proceed as planned. The CMWG have now agreed the next phases of their Communications and Engagement Strategy, which will be delivered over the coming months.
	P-HC5.3	Maintain a responsive, accessible, and sustainable network of libraries working with communities and partners for the good of local communities and the city as a whole.	G&R - Management of Place				On Track		Q4 - still challenging due to the recruitment controls and increasing vacancies. Library closures increasing with public and councillor concerns being raised. Recruitment to commence from April 2023
PERFORMANCE METRICS	BPPM194	Numbers of citizens participating in community clean-ups per quarter	G&R - Property Assets & Infrastructure				Significantly better than target Quarter 4 Actual 4,306 Annual Target 3,500	↓	(Quarter 4) The number of people involved in litter picking and keeping their community clean continues to hold up.
	BPPM311	Maintain the levels of engagement with community development work	A&C - Communities & Public Health				Significantly better than target Quarter 4 Actual 11,494 Annual Target 8,000	↑	(Quarter 1 - 4) in Q4 we have delivered 2694 community conversations where we engaged with local residents in social action conversations purposeful conversations on vaccine uptake new developments in Tempe Quarter cost of living and also local conversations such as welcome spaces . We have facilitated connection people to people supported people taking actions and connection to opportunities as result of the conversations.
	BPPM410	Increase the number of visitors to Bristol Museums Galleries and Archives	G&R - Management of Place				Significantly better than target Quarter 4 Actual 708,451 Annual Target 550,000	↑	(Quarter 1 - 4) M Shed and BMAG were the only sites open for the final quarter of 22/23 and the visitor numbers are recorded using the people counters.
	BPPM537	Ratio of consultation response rate for the most and least deprived 20% of Bristol citizens	Resources - Policy Strategy & Digital				Significantly better than target Quarter 4 Actual 1.18 Annual Target 1.5	↓	(Quarter 4) The Q4 value is well within the 2022/23 target of 1.5 and remains close to the ultimate target of 1 (i.e. parity in response rates from areas of high and low deprivation). The 2022/23 Q4 value is slightly worse (higher) than the values for the previous four quarters which included a survey with an atypically high response rate from the most deprived 20% of the city.

Thematic Performance Clinic Report Transport & Connectivity Qtr 4 (01 Jan '23 – 31 March '23)

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

Date: 4 May 2023

Actions	Priority Metrics	Outcome Metrics	Overall Progress
Performance			Well behind schedule
40% on schedule or better (4/10)	50% on target or better (3/6)	0% on target or better (0/6)	
Direction of Travel			
30% better than Q3 (3/10) 60% same as Q3 (6/10) 10% worse than Q3 (1/10)	83% improved compared to 12 months ago (5/6)	33% improved compared to 12 months ago (2/6)	

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

1. Theme Actions / Metrics performing well:
<ul style="list-style-type: none"> • BPPM170 Satisfaction with the condition of road surfaces (National Highways & Transport Satisfaction Survey) is above target (40% compared to a target of 35%) and is in the top quartile of the country. • BPPM118 The percentage of principal roads where maintenance should be considered is better than target (9% compared to a target of 10%). • TC4.3 the project to replace existing street lights with LED lighting and a new management system to save £1million per year and reduce the council's carbon footprint is back on track and fully operational.
2. Theme Actions / Metrics that are of concern:
<ul style="list-style-type: none"> • BPOM434a Significantly worse than target Reduce the proportion of deaths attributed to particulate air pollution • Action P-TC1.1 Behind Schedule Progress our ambitions to develop a mass transit system by working with regional authorities to deliver a consultation on mass transit. • Action P-TC1.2 Improve connectivity across the city through a variety of projects which strengthen transport links. This will include Bristol's involvement in the government's City Region Sustainable Transport Settlement. These projects will address transport needs across the city in relation to strategic corridors and active travel. • Action P-TC1.3 Behind Schedule: Maximise regional and national funding streams to deliver significant transport connectivity improvements
3. Performance Clinic Focus points (Agenda):
Key agenda points agreed via discussion with Lead Director / plus any other points raised at the clinic: <ul style="list-style-type: none"> • All Actions and Metric listed in section 2.
4. Proposed - Performance Clinic Recommendations / Actions:
Q3 Actions update: <ol style="list-style-type: none"> 1. ACTION Manager to explore the fall in active travel to work in the Quality of Life survey with his Team. E-scooters use has significantly increased in the last 12-18 months and is thought to be the reason for the decrease in active travel to work. COMPLETE 2. ACTION Responsible Officers to continue to engage with the Administration to find a way forward on the City Region Sustainable Transport Settlement (CRSTS) Actions – ONGOING

Q4 Discussion:

The Public Health Outcomes Framework indicator (BPOM434a Reduce the proportion of deaths attributed to particulate air pollution) and BCC target to reduce particulate matter pollution reflect the importance of continuing to reduce air pollution in the city. The indicator is modelled using nation data so doesn't effectively reflect the impact of local interventions to reduce local sources of this pollutant. There is also a delay, with its calculation, with the latest available data from 2021.

Whilst the introduction in November 2022 of the Clean Air Zone was aimed at reducing annual nitrogen dioxide pollution levels, the encouragement of the uptake of cleaner vehicles will also reduce particulate emissions from vehicles. Bristol City Council ran the DEFRA funded Slow the Smoke project which included elements of citizen science to raise awareness around emissions of pollution from solid fuel use. Work is also being done to raise awareness of rules in the smoke control area. The Council will build on this work to bring forward plans to reduce local sources of particulate pollution.

P-TC1.1 developing a mass transit system – discussions are ongoing to finalise SOC and progress OBC.

P-TC1.2 Two thirds of the projects to improved connectivity across the city are back on track. A meeting between senior leadership has been agreed to discuss ways forward for the M32 and A4 projects which are challenging and complicated. Discussions are ongoing between the DfT, National Highways, the local Unitary Authorities and WECA to find deliverable solutions for the M32 project.

P-TC1.3 City Regional Sustainable Transport Settlement schemes, progress has been made following the change request being agreed. The timeline will be rescheduled for 2023-24 and there is optimism that this project will be back on track next year.

5. Items for next Thematic Performance Clinic:

- Updates on Actions and metrics above

6. Lead Director Comments:

Head of Service reported back that E Scooter use could be the cause in the reported drop however detailed analysis of all measures taken has yet to take place and be reported back on. We should have more detail on any improvements once this has taken place.

Mass Transit is by nature a slow moving project but update this quarter was that the Outline Business Case was progressing

There has been some positive movement on the A4 project and a meeting with take place to see how to progress. The M32 is complicated, and discussion continue but yet to establish a firm timeline and way forward.

CRSTS as above change request has been agreed and there is confidence this will be back on track next qtr.

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

Date of Thematic Performance Clinic 4 May 2023

2022-2023 Transport and Connectivity Actions & Performance Metrics (Qtr 4 Progress)

Theme 6: Transport and connectivity

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

TC	Code	Title	Directorate	Q 1	Q 2	Q 3	Q4 Status and Performance	Comparison over 12 months	Management Notes
PERFORMANCE Page 400	BPOM323	Increase % of people who see friends and family as much as they want to (QoL)	A&C - Communities & Public Health				Worse than target Annual Actual 77.6% Annual Target 78%	↑	(2022 - 2023) This is difficult to interpret but this could indicate the necessity for contact during COVID has reduced but the pandemic has also had a lasting impact on some people who are finding it hard to leave their homes or resume pre pandemic levels of interaction. Family and social networks have perhaps reduced as people resume work and struggling with the cost of living. The crisis in the care/health sector is well documented - this is also likely to be a contributory factor
	BPOM353	Satisfaction with the local bus service	G&R - Economy of Place				Significantly Worse than target Annual Actual 39% Annual Target 52%	↓	(2022 - 2023) Satisfaction with bus services is likely to be negatively impacted this year by a chronic driver shortage. This has resulted in a reduction in the number of services in the city and poor performance for services that are operating. A significant driver recruitment exercise is underway supported by WECA in terms of promotion and skills development.
	BPOM434a	Reduce the proportion of deaths attributed to particulate air pollution	G&R - Economy of Place				Significantly Worse than target Annual Actual 5.7% Annual Target 5%	↑	(2022 - 2023) The Slow the Smoke project has raised awareness of local emissions of PM2.5 from solid fuel burning in Ashley and also given us good information on attitudes and behaviours to air quality from domestic combustion. We are now working on an air quality strategy which will complement the CAZ by addressing pollution from non-road sources. The council only has influence over a small proportion of the ambient levels of this pollutant. We anticipate that due to the cost of living crisis and reported increase in demand for new stoves there may be an increase in local emissions of this pollutant.
	BPOM470	Reduce the percentage of people saying that traffic congestion is a problem in their area (QoL)	G&R - Economy of Place				Worse than target Annual Actual 74.4% Annual Target 73%	↓	(2022 - 2023) There have been number of high profile road closures and roadworks due to maintenance and statutory undertaker works. These have caused significant congestion across the city particularly in the central area. Further to this traffic levels have now returned to pre-pandemic levels meaning the perception of congestion will be that it has worsened in the last year.
	BPOM476	Increase the number of people travelling actively to work by walking and cycling (QoL)	G&R - Economy of Place				Significantly Worse than target Annual Actual 32% Annual Target 39%	↓	(2022 - 2023) There are a number of potential factors for the decline in active travel figures. The pandemic has encouraged more working from home which is contributing to reduced number of active travel to work. While numbers remained relatively stable in 2021 this may in part have been down to reduced traffic encouraging more people to walk/cycle. With traffic levels now back to normal this trend may have reversed somewhat. In addition the e-scooter trial has been very successful in Bristol. For e-scooters 40-50% of trips are believed to be people transferring from active travel to e-scooters. The scheme has been extended and this will be impacting on active travel numbers
	BPOM480	Increase the % of monitoring sites that meet the annual air quality target for nitrogen dioxide	G&R - Economy of Place				Worse than target Annual Actual 90.7% Annual Target 98%	↓	(2022 - 2023) The trend shown by this indicator over the past 3 years is one that indicates a worsening of air pollution however this is likely to be as a result of a combination of factors. During 2020 air pollution levels were improved considerably due to the reduction in traffic levels associated with Covid travel restrictions. Throughout 2021 and 2022 traffic levels have gradually increased resulting in similar traffic levels in 2022 than those experienced before Covid. In addition to the increase in traffic since 2020 many more monitoring sites were added to the network in 2021. This was done as part of the CAZ monitoring programme with the new sites being located at busy roadside locations where high pollution levels were expected. As a result a higher percentage of these sites are not compliant with the air pollution objective. This has reduced the percentage of sites shown as compliant with the annual nitrogen dioxide (NO2) objective as expressed by this indicator.

TC Priority 1: Connectivity

Improve physical and geographical connectivity to help include more people socially, educationally and economically. Drive progress on delivery of mass transit, tackle congestion and expand active travel infrastructure. Work in close partnership with the West of England Combined Authority to ensure progress on accessible public transport infrastructure, including additional Park and Ride facilities and pressing for mainline electrification.

TC1	Code	Title	Directorate	Q 1	Q 2	Q 3	Q4 Status and Performance	Comparison over 12 months	Management Notes
SNOLCV Page 401	P-TC1.1	Progress our ambitions to develop a mass transit system by working with regional authorities to deliver a consultation on mass transit.	G&R - Economy of Place				Behind Schedule		Strategic Outline Business Case completed and looking to move to sign off in June. Issue is that results are poor. Bridging option being proposed to push project forward and secure further funding for Outline Business Case.
	P-TC1.2	Improve connectivity across the city through a variety of projects which strengthen transport links. This will include Bristol's involvement in the government's City Region Sustainable Transport Settlement. These projects will address transport needs across the city in relation to strategic corridors and active travel.	G&R - Economy of Place				Behind Schedule		A37/A4018 scheme revised and largely back on track in reduced form. Some elements delayed but others coming forward. Limited progress on M32 and A4 Bath but Portway proceeding as are A38 south and city centre
	P-TC1.3	Maximise regional and national funding streams including the City Region Sustainable Transport Settlement to deliver significant transport and connectivity improvements. Priority projects for this year include improvements to the number 2 bus route and city centre	G&R - Economy of Place				Behind Schedule		Change request approved and scheme proceeding with revised timetable to get central and southern sections delivered to original programme, northern section delayed as further work required

TC Priority 2: Improved bus services

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

TC2	Code	Title	Directorate	Q 1	Q 2	Q 3	Q4 Status and Performance	Comparison over 12 months	Management Notes
ACTIONS	P-TC2.1	Establish the new Portway Park and Ride, with an improved bus service, increased car park capacity, and a new railway station.	G&R - Economy of Place				Well behind Schedule		The Rail station is now due to open in June 2023, with the P&R expansion complete at same time
	P-TC2.2	Create an enhanced partnership with bus operators as part of the Bus Service Improvement Plan working with the West of England Combined Authority and neighbouring local authorities	G&R - Economy of Place				Completed		The Enhanced Partnership Scheme has been made and governance is in place and operational
PERFORMANCE METRICS	BPPM474	Increase the number of journeys on Park & Ride into Bristol	G&R - Economy of Place				Worse than target Quarter 4 Actual 1,018,034 Annual Target 1,088,762	↑	(Quarter 1 - 4) Park & Ride services have been slowest to recover from the pandemic and subsequent changes to travel patterns. In addition P&R services have been operating at reduced frequencies which will have suppressed demand. All Park & Ride services increased frequency from April 2023.
	BPPM475	Increase the number of passenger journeys on buses	G&R - Economy of Place				Worse than target Quarter 4 Actual 32,666,149 Annual Target 32,835,216	↑	(Quarter 1 - 4) Bus passenger numbers are close to target having recovered to roughly 80% of pre Covid levels across the network. Numerous bus services had reduced service levels due to driver shortages in 2022/23 and this will have affected confidence in the network overall. Many services have had levels restored from April 2023 and WECA has invested BSIP funds in enhancing frequencies. The supported bus service review has led to a reduction in the number of services in operation but has introduced Demand Responsive Services Westlink into some parts of South Bristol.

TC Priority 3: Safe and active travel

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

TC3	Code	Title	Directorate	Q 1	Q 2	Q 3	Q4 Status and Performance	Comparison over 12 months	Management Notes
ACTIONS	P-TC3.1	Establish a regional cycling centre to replace the existing Bristol Family Cycling Centre currently at Hengrove Park. The new facility will combine a range of cycling services, including teaching people to cycle, rehabilitation and inclusive cycling for people with disabilities and an extensive sports cycling facility.	G&R - Economy of Place				Well behind Schedule		No further update available, assessing options for taking scheme forward and seeking alternative funding options
	P-TC3.2	Improve air quality and promote the use of low carbon transport by only issuing licences for replacement hackney carriage and private hire vehicles that comply with the Euro 6 emissions standard or, if new hackney carriage licences, vehicles that have ultra-low emissions.	G&R - Management of Place				On Track		Policy amendment now adopted by PSP, this has seen an increase in the number of replacement Hackney Carriages being licensed that are CAZ compliant. Implementation of the CAZ has also forced change within the Private Hire fleet. Currently 20% non-compliant across whole fleet but improving as CAZ charges apply.
	P-TC3.3	Introduce the Clean Air Zone for Bristol to improve air quality.	G&R - Economy of Place				Completed		The CAZ is fully functioning. All of the high priority system software issues have now been resolved.
PERFORMANCE METRICS	BPPM120	Road Safety: reduce the number of people killed or seriously injured in road traffic incidents.	G&R - Economy of Place				Significantly better than target Quarter 4 Actual 58 Annual Target 95	↑	(Quarter 1 - 4) In the first half of 2022 Avon & Soms Police moved over to a new collision database/IT system for handling collision reports. This change has affected the receiving of collision data at BCC in a timely manner. The KSI casualty figure for Q4 is lower than expected for the period and is likely to change when all of the collision data for the period is eventually received later in the year (June possibly). In order to bring the reporting and target in line with the One City Plan (50% reduction in those killed or seriously injured due to incidents on Bristol's roads using 2018 as the baseline year) the baseline year of the target has been changed to 2018 from 2020 previously. This means that the 2022-23 target is now 95 and not 85 as previously published.
	BPPM477	Increase the number of public electric vehicle charging points	G&R - Property Assets & Infrastructure				Significantly Worse than target Quarter 4 Actual 0 Annual Target 50	↓	(Quarter 1 - 4) BCC have supported the design procurement and commissioning of 2 x 22kW Fast units and 5 x 50kW Rapid units in Bath & North East Somerset and South Gloucestershire Council for the public Revive network. The BCC target of 20 has not been delivered due to the change in approach taken in discussion with the Administration and a desire to approach the rollout strategically with City Leap following stand up of the partnership.

TC Priority 4: Physical Infrastructure

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

TC4	Code	Title	Directorate	Q 1	Q 2	Q 3	Q4 Status and Performance	Comparison over 12 months	Management Notes
ACTIONS	P-TC4.1	Reduce the risk of flooding and damage to Bristol Floating Harbour by upgrading of Underfall Yard Sluices and the surrounding infrastructure.	G&R - Management of Place				Behind Schedule		The Environment Agency have approved £1.75m of funding for the Underfall Yard Sluices and associated works. A cabinet report was approved on the 4th April 2023 which sought consent to accept the funding. The council will now formally accept the Environment Agency funding and put in place a project structure to progress with these works. The progression with this project has been delayed because the increased grant offer had to be approved by Cabinet.
	P-TC4.3	Invest in public lights by replacing existing street lights with LED lighting (light-emitting diodes) and a Central Management System (CMS). This will save around £1m a year when the project is completed and will reduce our carbon footprint.	G&R - Management of Place				On Track		Project is now fully operational and delivering on site. Expect to catch up on slight delays in coming months
PERFORMANCE METRICS	BPPM118	Percentage of Principal roads where maintenance should be considered	G&R - Management of Place				Better than target Annual Actual 9% Annual Target 10%	↑	(2022 - 2023) Road condition is being maintained through preventative techniques and asset management approach
	BPPM170	Satisfaction with the condition of road surfaces (National Highways & Transport Satisfaction Survey)	G&R - Management of Place				Significantly better than target Annual Actual 40% Annual Target 35%	↑	(2022 - 2023) This score is above average and puts us in the top quartile for the country.

Thematic Performance Clinic Report

Effective Development Organisation - Qtr 4 (01 Jan '23 – 31 Mar '23)

Report of the Lead Director: Tim Borrett [*Director – Policy, Strategy & Digital*]

Date: 10 May 2023

Actions	Priority Metrics	Outcome Metrics	Overall Progress
Performance			Behind schedule
69% on schedule or better (9/13)	31% on target or better (4/13)	0% on target or better (0/3)	
Direction of Travel			
3 improved since Q3 8 are the same as Q3 2 are worse than Q3	64% improved on 12 months ago (7/11)	0% improved on 12 months ago (0/3)	

Overall progress is given as behind schedule due to the majority of combined priority and outcome metrics being worse than target (4/16), alongside half of these performing less well than for the same period last year (7/14). We also have a quarter (25%) of our Actions reported as behind schedule, although this is an improvement from Q3 (where it was 38%). The Thematic Performance Clinic met to review progress against the relevant actions and metrics listed in the 2022/23 Business Plan. In addition to detailed notes, the key findings with summary from lead Director, are:

1. Theme Actions / Metrics performing well:

- **BPPM512/513: Reduce the gender pay gap/Reduce the race pay gap** – both metrics have continued to perform at significantly better than target. It is worth noting again that only six years ago the gap in relation to race pay was over 15% (now at 6.2%), so while we are not yet at destination, we have seen significant progress in that time. However, it should also be noted that one of the drivers of recent statistical improvement was the transfer of a cohort of lower paid staff with higher levels of representation from racially minoritised groups to an external provider.
- **P-EDO2.2: Improve Council digital services to drive down costs and increase efficiency (Digital Transformation Programme)**. This Action has improved this quarter from 'behind target' to 'on track'. Milestones in Q4 include the completion of tendering for future Networks provision (saving circa £200k in one-off costs and producing £360k of future cost avoidance against previous Outline Business Case projections); the smooth go-live of new telephony for the council's contact centre; the installation and set-up of a new Project Management tool; and on-boarding the council's new Digital Strategic Partner, Fujitsu, including creation of associated business processes and guides for staff.
- **P-EDO5.2, Take a new approach to corporate performance management, including a new corporate scorecard and city dashboard**. This Action has also moved to 'on track' this quarter from 'behind schedule' in Q3. Our new performance framework and thematic approach is now a year old and has become well embedded. Due to financial and associated resource pressures the continuation of the performance framework as-is will now be tested over the coming year. The first draft of the Organisational Dashboard has been produced and it is anticipated for launch by June 2023. A wider performance dashboard has also been produced and its first iteration was in use during Q4 and will develop further into 2023/24.

2. Theme Actions / Metrics that are of concern:

- **BPPM516:** *Increase the percentage of Corporate FOI requests responded to within 20 working days* – this continues to be of concern and is showing as significantly below target. After a period of improving performance, outturn has begun to head in the wrong direction. Officers report that reduced resources and increased demand on officer time has led to this drop, however this has been particularly evident in the People directorate.
- **BPPM522:** *Reduce the average number of working days lost to sickness (BCC).* This is once again showing as significantly worse than target. Performance here has gotten worse for eight quarters in a row and is now at its highest level for 15 years. Cold, Flu and Covid (44%) were given the primary reasons for the increase in short-term sickness absence, however Stress is by far (40%) the biggest cause of long-term absence.
- **BPPM529:** *Increase the % of young people (16-29) in the Council's workforce* is performing at significantly below target. In fact, we now have 10% fewer young people working for us than at the same period last year. Recruiting and retaining young people remains challenging, particularly given the competitive jobs market. It is hoped that increased focus on apprenticeships will lead to improvement here.

3. Performance Clinic Focus points (Agenda):

The Clinic looked at **FOIs and Audit compliance** as specific items, but also used these as a route into a wider discussion about our priorities, risk appetite and target-setting for compliance-related areas in the year ahead. The aims of the Clinic are:

- To understand if we have an evidenced view of root causes
- To help inform CLB consideration on improving compliance in the year ahead in the context of significant financial and resource pressures, and competing demands for office time delivering large scale transformation and change in high-priority areas.
- To also discuss a targeted approach / potential actions needed to improve compliance.

4. Performance Clinic Notes & Actions:

General discussion

- **Audit** – It was noted that while the implementation of management actions at Service level will help to deliver BCC objectives more widely, these actions should also be viewed as important (to the Service) to help improve their own performance. We need to try and dispel the notion that defining and delivering actions in response to audits is an administrative burden, as it can feel as though some areas are more focussed on the process in respect to this and less on its role in delivering positive outcomes.
- A culture shift is needed in some services - key to this is embedding the monitoring of actions into regular performance discussions at DMTs and EDMs, using the readily available data in the Pentana audit system. There is a need to ensure that the quality of the management actions is improved – managers need to invest time in developing actions that can help mitigate risks and support delivery of key priorities.
- **FOIs** - Similar issues to the perceived negative thinking as above, however it was noted that complaints performance is noticeably better than FOIs, even though they are often dealt with by the same officers. Officers felt this reflected the service-specific focus of complaints, whereas FOI response requires more time finding and collating information from multiple sources, with requests often spanning multiple services.
- Children's, Education and Adults divisions have the lowest performance levels here (this is replicated where Audit actions are concerned too), with some areas not getting above 40% compliance.

- The Information Commissioners Office (ICO) has noted concerns with performance and has an expectation that 90% of cases should be actioned within time limits, whereas performance is currently 64%. Formal notices from the ICO are a possibility in future if performance does not improve.
- **Staff sickness** - it was noted that, again, there are areas of the former People Directorate which are having the largest issues with long-term sickness. Although our overall sickness figure is broadly comparable with other similar sized LAs, it is in these areas where we're struggling.
- Anecdotally it was felt that some managers were finding it difficult to support those on long-term sick leave back in to work for a number of reasons, however confidence was seen as a main driver in this.

ACTIONS/RECOMMENDATIONS from the discussion

1. To proceed with existing plans to issue mandatory compliance objectives to all Executive Directors, Directors, Heads of Service and many team managers during 2023/24 objective setting; adding emphasis to the importance of these existing responsibilities.
2. The Information Governance Team will implement more targeted support/training in specific areas for FOIs.
3. Internal Comms to consider approach to promoting compliance, with a focus on its benefits.
4. The Organisational Dashboard (currently in development) to be completed and launch for use by senior leaders to oversee compliance metrics such as Audit and FOIs, alongside risk, finance, HR etc.
5. It was proposed to reinstate HR surgeries related to long-term sickness, to help those managers who are perhaps struggling in dealing with their situation as it pertains to their staff.
Look into establishing a corporate timetable of compliance - It was noted how useful it would be if there was a 'one stop shop' for finding out when the various strands of compliance deadlines were for the year ahead. This will be reviewed by the responsible services to consider whether timescales can be suitably aligned or otherwise adjusted as appropriate to make it easier for managers to comply with the requirements.

5. Items for next Thematic Performance Clinic:

- Due to the refresh of the BCC Business Plan for 2023/24, issues will be discussed with the Thematic Lead during the Q1 agenda setting process to identify the scope of the next Clinic.

6. Lead Director Comments:

Considering the council's operating context during 2022/23, most notably a long-term recruitment freeze and other actions taken to mitigate major financial risks, it is not surprising to see dips in performance across areas such as FOIs and complaints, where officers are commonly having to balance the need to deliver front-line and other critical services against meeting deadlines for tasks such as these. However, officers have also reported service-specific cultural issues in how compliance related tasks are perceived and given relative priority. This is borne-out in performance statistics, where back-office services typically show stronger performance in these areas compared to front-facing services whose cultures may prioritise the delivery of that service, even at the cost of other statutory requirements which can be perceived as bureaucratic or less important. It is also likely that many of these services receive the most complex cases in terms of FOIs, SARs and complaints, making them inherently more challenging to respond to in time.

A re-focus on compliance in 2023/24 will require a culture shift in many areas, with traditional management tasks being given the same priority as service-delivery and providing subject matter expertise. We need to challenge any perception that compliance and assurance activity is bureaucracy for its own sake and help demonstrate how good governance and compliance can deliver real benefits to services and citizens.

With new tools such as the Organisational Scorecard, an added emphasis on compliance within management objective setting, work to sequence compliance-related tasks sympathetically, and work to promote the benefits of compliance, we could see improvements during 2023/24. Whilst this does not

address all of the root causes (particularly not limited officer capacity and increasing demand for services), it should help deal with some common barriers and make it easier for managers and senior leaders to have real-time oversight of performance.

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

Date of Thematic Performance Clinic

10 May 2023

2022-2023 Effective Development Organisation Actions & Performance Metrics (Qtr 4 Progress)

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.

EDO	Code	Title	Directorate	Q1	Q2	Q3	Q4 Status and Performance	Comparison over 12 months	Management Notes
PERFORMANCE METRICS Page 409	BPOM520	Increase the % of colleagues who would recommend the council as a good place to work	Resources - Workforce & Change				Worse than target Annual Actual 70% Annual Target 72%		(2022 - 2023) We are broadly happy with performance against this metric this year especially when compared to our pre-pandemic outturn of 62% in 2019/20. Whilst we are showing as below target we also compare pretty favourably with the previous survey in 2020/21(71%). Targets were set to be especially stretching however being at or above 70% in consecutive surveys is pleasing. Our next staff survey is planned for April 2023.
	BPOM530	Increase the satisfaction of citizens with our services (QoL)	Resources - Policy Strategy & Digital				Worse than target Annual Actual 38.7% Annual Target 40%	↓	(2022 - 2023) The Quality of life survey formally reports once a year. Whilst the Council strives to provide a wide range of services that the citizens of the city value many factors beyond the scope of the local authority can influence how people think about and respond to these questions. Given the range of extraneous factors involved it is a challenge to influence responses however we do continually engage with citizens to understand their experiences of Council services and how things could be improved and a number of services run surveys and consultation events that they use to inform service delivery'
	BPOM531	Increase the % of people who think that the Council provides Value for Money (QoL)	Resources - Policy Strategy & Digital				Worse than target Annual Actual 25.5% Annual Target 26%	↓	(2022 - 2023) The Quality of life survey formally reports once a year. Whilst the Council strives to provide a wide range of services that the citizens of the city value many factors beyond the scope of the local authority can influence how people think about and respond to these questions. Given the range of extraneous factors involved it is a challenge to influence responses however we do continually engage with citizens to understand their experiences of Council services and how things could be improved and a number of services run surveys and consultation events that they use to inform service delivery.

EDO Priority 1: One City

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

EDO1	Code	Title	Directorate	Q1	Q2	Q3	Q4 Status and Performance	Comparison over 12 months	Management Notes
ACTIONS Page 410	P-EDO1.1	Work with the universities in Bristol and the Further Education sector to create a written Civic University Agreement. This would set out how we work together and enable our major Higher and Further Education institutions to contribute to the civic life of the city.	Resources - Policy Strategy & Digital				Behind Schedule		A final draft of the Civic University Agreement has been prepared following BCC review, which took longer than hoped due to capacity issues across multiple services. Work will continue to discuss and agree updates with partners before making a final decision about it.
	P-EDO1.2	Work with relevant partners across the Council and city to help embed the 'health in all policies' approach to tackling the wider factors which determine good health and maximise positive health outcomes.	A&C - Communities & Public Health				On Track		<p>Actions to progress health in all policies continues including:</p> <ul style="list-style-type: none"> - Review of Frome Gateway development framework and Health Impact Assessment - Review of Local Plan policies - Embedding Bristol Eating Better Award and Healthy and Sustainable Procurement policy across the council - Considering health as part of the climate change awareness e-learning module - Scoping impacts of the cost of living crisis on communities health and wellbeing <p>We continue to scope learning resources and tools required to support the implementation of health in all policies.</p>
	P-EDO1.3	To keep Bristol safe and manage Covid 19 infection through the implementation of Bristol Living Safely with Covid Framework	A&C - Communities & Public Health				On Track		During quarter 4 the data available has become more limited due to changes in testing and national surveillance. We have continued to use what is available to undertake local risk assessment and frame our communication to key stakeholders including the public. We are moving much more to a business as usual approach incorporating COVID-19 into other infectious diseases prevention and control work. The targeted COVID-19 vaccination booster programme has been announced and early treatment for those most at risk continues to be offered.

EDO Priority 2: One Council

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

EDO2	Code	Title	Directorate	Q1	Q2	Q3	Q4 Status and Performance	Comparison over 12 months	Management Notes
ACTIONS	P-EDO2.1	The council will identify where colleagues do similar work in different departments, bringing some professional functions more closely together. This will help make sure we are efficient, joined-up and best able to direct our limited resources at our highest priorities.	Resources - Workforce & Change				Completed		The Common Activities Programme closed as planned on the 16/12/22. As at January '23 a total of 133.3 FTE have been moved into a central function, with a further 25.5FTE due to be delivered by CA Leads post programme closure. The Performance Board is live, providing an ongoing governance for management of any operational issues arising associated with the implementation of the new operating models. There will ultimately be an over-delivery of total committed savings, realised in 23/24 and work is progressing to formally mark these savings as 'safe' in the Budget Monitor. However, due to limited full year effect for a number of services there is a temporary in year shortfall for 22/23 which is being tracked and managed through the Delivery Executive. The changing financial context and increased savings delivery from central functions does mean for a minority of CA areas there will be delays to delivery of the full original blueprints as originally described. Positive feedback has been received from transferred colleagues and new structures are bedding in. The programme has reported delivery of all objectives as originally stated.
	P-EDO2.2	Improve Council digital services to drive down costs and increase efficiency, by delivering a Digital Transformation Programme	Resources - Policy Strategy & Digital Programme				On Track		The Programme is reporting 'Green' and is largely on track, and exception being a project to migrate locally stored files from S&G Drives to the cloud, which is behind on schedule. Its complexity means that elements of its Outline Business Case need to be revisited - this is due to the sheer volume of files and the capacity of the whole council to review their files and plan future file-structures to be used in the cloud. This is vital because a direct 'lift and shift' will mean the council retains and pays to store unnecessary files, and this would cost more than current arrangements. Progress in other projects is generally good, with particular milestones in Q4 including the completion of tendering for future Networks provision (saving £200k in one-off costs and producing £360k of future cost avoidance against OBC projections); the smooth go-live of new telephony for the council's contact centre; the installation and set-up of a new Project Management tool; and on-boarding the council's new Digital Strategic Partner, including creation of associated business processes and guides for staff.
PERFORMANCE METRICS	BPPM523	Maintain appropriate staff turnover	Resources - Workforce & Change				Worse than target Quarter 4 Actual 15.6% Annual Target 12.5%	↑	(Quarter 1 - 4) Turnover is slightly above the normal range due to recruitment controls being in place from July 2022 and a challenging jobs market with national skills shortages in some key areas.
	BPPM535	Improve the percentage channel shift achieved for Citizens Services overall	Resources - Policy Strategy & Digital				Better than target Quarter 4 Actual 33.6% Annual Target 32.5%	↑	(Quarter 4) The number of citizens that are accessing services online continues to be high. Transactional services such as Waste are most popular for self-service.
	BPPM536	Increase % of all Equality Action Plan actions reporting expected progress (or better)	Resources - Policy Strategy & Digital				Worse than target Quarter 4 Actual 85.6% Annual Target 86%	↑	(October - March) End of year reporting shows that Council services have made good overall progress with their equality action plans particularly in embedding inclusive practice and improved collaborative working. However there were still a significant number of equality actions with less progress than expected due to in-year budget savings and staffing pressures including the recent recruitment freeze and some actions linked to planned activities which were postponed or changed to address the cost of the living crisis.

EDO Priority 3: Employer of Choice

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

EDO3	Code	Title	Directorate	Q1	Q2	Q3	Q4 Status and Performance	Comparison over 12 months	Management Notes
ACTIONS	P-EDO3.1	Review and refresh the Workforce Strategy to reflect the needs of the new Bristol City Council Corporate Strategy, this will help us proactively meet the future challenges and requirements of the organisation by ensuring we have the right skills in the right places when we need them	Resources - Workforce & Change				Behind Schedule		Work to refresh the strategy has been temporarily paused to take account new or changing priorities following the budget for next year and the impact this may have on priority actions, or the available budget to fund it. The review has made good progress, with a review of all actions against the last plan complete. The priorities for the new strategy have been shaped by input from HR committee, and engagement with staff led groups and trade unions is due to get underway in 23/24 with a revised launch date due in Q2.
	P-EDO3.2	Engage with central government to create a healthier working environment for social workers to operate in. We will implement a new recruitment and retention approach across Childrens services and education to address workforce challenges and reduce our use of agency staff.	C&E - Children, Families Community Safety				Behind Schedule		Developments of retention projects for social workers have continued to be developed however have been delayed by a review of the current funding envelope for this element of transformation. Recent exit interviews demonstrate a growing focus on pay as a reason for staff leaving the service. Children's Services are considering a full transformation of the operating model to support long-term retention strategies for staff.
RICS	BPPM512	Reduce the gender pay gap	Resources - Workforce & Change				Significantly better than target Quarter 4 Actual 2.88% Annual Target 3.8%	↑	(Quarter 4) Our mean gender pay gap is at its lowest level since records began.
	BPPM513	Reduce the race pay gap	Resources - Workforce & Change				Significantly better than target Quarter 4 Actual 6.2% Annual Target 7.5%	↑	(Quarter 4) Our race pay gap is at its narrowest since records began.

PERFORMANCE METR	BPPM522	Reduce the average number of working days lost to sickness (BCC)	Resources - Workforce & Change				Significantly Worse than target Quarter 4 Actual 10.70 days Annual Target 9.00 days	↓	(Quarter 4) HR provide targeted support to managers in the proper management of cases. Management information is regularly reviewed in leadership meetings at all levels.
	BPPM528	Increase the percentage of employment offers made to people living in the 10% most deprived areas	Resources - Workforce & Change				Significantly Worse than target Quarter 4 Actual 4% Annual Target 6.5%	↑	(Quarter 4) The recruitment controls in place since July 2022 have partly restricted our ability to make progress on this indicator.
	BPPM529	Increase the % of young people (16-29) in the Council's workforce	Resources - Workforce & Change				Significantly Worse than target Quarter 4 Actual 11.3% Annual Target 14%	↓	(Quarter 4) Recruiting and retaining young people remains challenging particularly given the competitive jobs market. It is hoped that increased focus on apprenticeships will lead to improvement.

EDO Priority 4: Data Driven

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

ED	Code	Title	Directorate	Q	Q	Q3	Q4 Status and Performance	Comparison over 12 months	Management Notes
				1	2				
ACTIONS	P-EDO4.1	Give service areas access to better insights and data tools to support evidence-led decision making through the Data and Insights Programme; focus for this year is Children's Social Care, Housing and Education.	Resources - Policy Strategy & Digital				On Track		The central D&I team continues to embed and the functional operating model is taking shape. CSC insight packages x 5 are now in test and will be deployed across the service within a few weeks. Work continues on behalf of ASC and Education, as well as Homelessness. The updated HR accelerators should also be rolled out very soon. Resource constraints mean the focus is likely to remain on completing statutory returns (the burden of which cannot be understated) and the ASC, CSC/Education transformation programmes with limited scope for additional work.
	P-EDO4.2	Develop the Think Family database to share improved information with partners, such as the Police, about risks and vulnerability of children and families in the city. This will enable us to identify and respond at the earliest possible point.	Resources - Policy Strategy & Digital				Behind Schedule		The Q4 position remains largely as at Q3. The technical delays encountered by our delivery partner have caused a hold to be placed on a range of activity and with the focus on CSC/ASC/Education and Homelessness, the Think Family work is taking longer than anticipated but will resume early in the next financial year (23/24).

EDO Priority 5: Good Governance

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

EDOS	Code	Title	Directorate	Q1	Q2	Q3	Q4 Status and Performance	Comparison over 12 months	Management Notes
ACTIONS	P-EDO5.1	Hold a referendum in May 2022 to determine how Bristol City Council is run.	Resources - Legal and Democratic Services				Completed		The election was successfully delivered as planned.
	P-EDO5.2	Take a new approach to corporate performance management, including a new corporate scorecard and city dashboard to monitor different performance measures. This will give managers, political leaders, Scrutiny members and the public a more joined-up overview of performance, both of the council and the wider city.	Resources - Policy Strategy & Digital				On Track		The new performance framework and thematic approach is now a year old and has become well embedded. The financial position of the council has led to a reduced resource in this area and the simultaneous increased focus on CSC/Education and ASC has diverted further resource. This means the continuation of the performance framework as is will be tested over the coming year. The first draft of the corporate dashboard is due to be shared with the Chief Executive and work continues on the wider performance dashboard, the first iteration of which is in use during Q4 and will develop into 23/24
PERFORMANCE METRICS	BPPM502a	Increase the percentage of invoices paid on time (date received)	Resources - Legal and Democratic Services				Worse than target Quarter 4 Actual 88.65% Annual Target 90%		(April - March) Performance has improved since February although below target by 1.35 %. Improved performance has been due to staff working overtime as well as additional resources added to the the team to process year end invoices. The Supplier Incentive Scheme is live and a small but increasing number of suppliers have been onboarded which will help with meeting this KPI on a consistent basis. The introduction of e-invoicing will also have a positive impact on performance. E-invoicing is expected to be operational by June/July.
	BPPM507	Increase the percentage of agreed management actions implemented within agreed timelines	Resources - Finance				Significantly Worse than target Quarter 4 Actual 80.3% Annual Target 93%	↓	(Quarter 4) The performance at 80.3% is significantly worse than target although better than the 73% in Q3. Half of the over due agreed management actions only fell over due at the end of March. Year end pressures on Directorate teams and the current pressures under which the Council is operating means that the updating of actions has slipped. Internal Audit has allocated resources in Q1 of 2023/24 to support Directorates through EDMs to undertake another holistic review of all outstanding actions and take appropriate actions. The monitoring and reporting of agreed management actions as part of performance management arrangements should be prioritised and sustained.
	BPPM515	Reduce the % of complaints escalated from Stage 1 to Stage 2	Resources - Legal and Democratic Services				Worse than target Quarter 4 Actual 8.1% Annual Target 8%		(Quarter 4) Performance is as expected this one fluctuates between 6-8%

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BPPM516	Increase the percentage of Corporate FOI requests responded to within 20 working days	Resources - Legal and Democratic Services				Significantly Worse than target Quarter 4 Actual 64% Annual Target 75%	↓	(Quarter 4) This is near the Q3 figure of 62% and Q2 figure of 67% and reflects widely officer capacity to complete FOI requests on time. Work is ongoing to improve this performance including updating the triage process and closer support for areas within the council that are facing the most challenge including training.
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EDO Priority 6: Estate Review

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

EDO6	Code	Title	Directorate	Q1	Q2	Q3	Q4 Status and Performance	Comparison over 12 months	Management Notes
Page 415 ACTION PLAN	P-EDO6.1	Review all council-owned buildings, grounds maintenance services and land management to reduce our carbon footprint, and also take into consideration new ways of working following Covid and the quality of office space.	G&R - Property, Assets & Infrastructure				On Track		Following on from the Corporate Leadership Board session on the 18th April we are continuing to move forward with the rationalisation programme. The annual plan is due to Cabinet in June.
	P-EDO6.2	Commercialise our assets where it is profitable and viable to maximise value for money and generate extra funds which can be used to pay for other services. For this year, an example is installing a bar on the roof of the MShed Museum and improving the event suite for outdoor functions.	G&R - Management of Place				On Track		Following failed tender for the Early Years Facility, process formally closed down by incoming Interim Head of C&CI. Alternative proposal tabled by the C&CI team to use the M Shed TEG as an extension space for the Corporate Events business approved at EDM on 12 April, which will deliver an uplift on income, minimal investment to improve the AV capabilities in the space, release the Studios on a more regular basis for schools/families/community use, and retain the TEG as an exhibition space as a flexible exhibition space during the summer holidays.
PERFORMANCE METRICS	BPPM420b	Reduce the council's direct carbon dioxide equivalent emissions from buildings (tonnes)	G&R - Property Assets & Infrastructure				No data Annual Target 5100 K Tonnes		(2022 - 2023) Source data is now available following the end of the financial year and is currently being processed to produce a final figure. The 2022-23 figure will be reported and explained in the 2023-24 reporting.
	BPPM420c	Reduce the council's direct carbon dioxide equivalent emissions from fleet vehicles (tonnes)	G&R - Property Assets & Infrastructure				Better than target Annual Actual 1191 K Tonnes Annual Target 1240 K Tonnes	↑	(2022 - 2023) Petrol consumption was very slightly more than the previous year. Diesel consumption only declined by 1% despite the number of diesel vehicles in the fleet declining by 14%. This likely because the diesel vehicles in the fleet travel further and are older and less efficient than other types of vehicles. Because 50% of fleet vehicles are still diesel even a small percentage reduction of diesel consumption has a significant effect reducing fleet emissions overall.

Theme 1: Children & Young People					
A city where every child belongs and every child gets the best start in life, whatever circumstances they were born in to.					
Corporate Strategy Theme	Code	Title	Reporting frequency	Definition	
CYP	BPOM211	Reduce % of children living in poverty (low income families)	Annual	This is defined by the rate of children living in poverty after having taken housing costs into account (this is a nationally published figure) Published at: www.gov.uk/government/statistics/children-in-low-income-families-local-area-statistics-2014-to-2020	
CYP	BPOM215	Reduce incidents of domestic abuse involving children	Annual	This KPI records the number of domestic abuse contacts as primary reason that progress to a locality team in either early help or social care	
CYP	BPOM217	Improve the % of 17 - 18 year old care leavers in Employment, Education or Training (statutory return - recorded around birthday)*	Quarterly (Cumulative & 3 months in arrears)	Performance is reported with a 3 month data lag owing to the way the statutory measure is recorded. The percentage of former care leavers aged 17 - 18 who were looked after under any legal status (excl V3 or V41) on 1 April in their 17th year, who were in education, employment or training. These figures also include those care leavers who we are not in contact with.	
CYP	BPOM220	Increase the number of new specialist schools places available	Annual	This is a direct count of the number of new specialist places delivered against the 450 pledge, over 2 years	
Page 416	CYP	BPOM230b	Key Stage 2: Increase % of disadvantaged pupils achieving the expected standard in Reading, Writing & Maths	Annual (Previous Academic year)	Scaled scores help test results to be reported consistently from one year to the next. National curriculum tests are designed to be as similar as possible year on year, but slight differences in difficulty will occur between years. Scaled scores maintain their meaning over time so that two pupils achieving the same scaled score in different years will have demonstrated the same attainment. This performance indicator measures the percentage of disadvantaged children in Bristol Schools who achieved the expected standard in all three subject combined and is reported for the previous academic year. Pupils are defined as disadvantaged if recorded as: <ul style="list-style-type: none"> • Eligible for Free Schools Meals (FSM) in the last six years • Looked After Children (LAC) continuously for one day or more • Post LAC: because of an adoption, a special guardianship order, a child arrangements order or a residence order.
	CYP	BPOM231d	Key Stage 4: Attainment 8 - Reduce the gap between Disadvantaged and Non-Disadvantaged pupils	Annual (Previous Academic year)	Attainment 8 was introduced in 2016 by the Department for Education (DfE) for pupils at the end of Key Stage 4 (age 16), to measure overall GCSE performance and encourage students to take at least 8 qualifications. A full DfE explanation of this measure is at: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/583857/Progress_8_school_performance_measure_Jan_17.pdf This KPI's focus is on the attainment of disadvantaged pupils. (definition of disadvantaged, two rows above). Except this measures the gap in attainment levels of Disadvantaged pupils and non-disadvantaged pupils and is reported for the previous academic year.
CYP	BPOM253	Reduce % of children with excess weight (10-11 year-olds)	Annual (1 year lag)	This performance data is measured by NHS Digital, National Child Measurement Programme and records 10-11 year olds Proportion of children aged 10-11 classified as overweight or obese. Children are classified as overweight (including obese) if their Body Mass index (BMI) is on or above the 85th centile of the British 1990 growth reference (UK90) according to age and sex.	
CYP	BPOM263	Improve the percentage of 16 /17 year olds (Academic Age) in Employment, Education or Training (Sep Gua)	Annual	This measures the percentage of 16 to 17 year olds who are not in education, employment or training (NEET). AND Destination Unknown. Whilst this records data quarter by quarter, unusually the DfE return (and therefore the Q4 figure) is the snapshot for the 3 month period 1st December - last day of February.	

CYP Priority 1: Child friendly city

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

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

CYP Priority 2: Supported to thrive

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

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

CYP Priority 3: Equity in education

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

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

Theme 2: Economy & Skills

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

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

ES Priority 2: Access to employment

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

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

ES Priority 3: Good growth

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

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

ES Priority 4: Childcare

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

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

ES Priority 5: Digital Inclusion

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

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

Theme 3: Environment & Sustainability

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

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

ENV Priority 1: Carbon Neutral

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

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

ENV Priority 2: Ecological recovery

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

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

ENV Priority 3: A cleaner, low-waste city

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

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

Theme 4: Health, Care & Wellbeing

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

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

HCW Priority 1: Transforming care

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

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

HCW Priority 1: Transforming care

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

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

Theme 5: Homes and communities

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

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

HC Priority 1: Housing supply

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

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

HC Priority 2: Low and zero carbon homes

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

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

HC Priority 3: Homelessness

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

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

HC Priority 4: Disability

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

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

HC Priority 5: Community participation

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

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

Theme 6: Transport and connectivity

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

Corporate Strategy Theme	Code	Title	Reporting frequency	Definition
TC	BPOM323	Increase the % of people who see friends and family as much as they want to (QoL)	Annual (Survey)	The Quality of Life (QoL) survey is carried out annually and asks Bristol residents about a wide range of topics such as health, lifestyles, community, local services and living in Bristol.
TC	BPPM353	Satisfaction with the local bus service	Annual	The percentage of residents who are "very satisfied" or "fairly satisfied" with the local bus service when answering the annual National Highways and Transport Public Satisfaction Survey question in June / July each year.
TC	BPOM434	Reduce the proportion of deaths attributed to particulate air pollution	Annual (2 year lag)	This measure is reported by Public Health England
TC	BPOM470	Reduce the percentage of people saying that traffic congestion is a problem in their area (QoL)	Annual (Survey)	The Quality of Life (QoL) survey is carried out annually and asks Bristol residents about a wide range of topics such as health, lifestyles, community, local services and living in Bristol.
TC	BPOM476	Increase the percentage of people travelling actively to work by walking and cycling (QoL)	Annual (Survey)	The Quality of Life (QoL) survey is carried out annually and asks Bristol residents about a wide range of topics such as health, lifestyles, community, local services and living in Bristol.
TC	BPOM480	Increase the % of monitoring sites that meet the annual air quality target for nitrogen dioxide	Annual (Calendar year)	This measures the percentage of monitoring sites across the city which achieve the annual air quality target. It is published at q4 the following year as unverified data, prior to sign-off by Defra i.e. calendar year 2021 data to be reported at Q4 2021-22 pre-verification.

TC Priority 2: Improved bus services

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

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

TC Priority 3: Safe and active travel

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

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

TC Priority 4: Physical Infrastructure

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

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

Theme 7: Effective Development Organisation

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

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

EDO Priority 2: One Council

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

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

EDO Priority 3: Employer of Choice

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

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

EDO Priority 5: Good Governance

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

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

EDO Priority 6: Estate Review

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

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